

# How to recharge a Gift Card. How to add additional funds to a Gift Card.

## Summary:

This article will explain how to add additional funds to a gift card.

## Cause:

If a gift card is sold as a store credit, additional monies can be added to it to extend the use of the card.

## Solution:

Gift cards must be created as store credits in order for them to have funds added. To ensure this is enabled, go to **Setup / System / Gift Card Codes** and ensure that '**Create as a Store Credit**' is checked.

The Gift Cards also must be created/assigned in Ticket Entry or in Maintain Store Credits. Gift Cards created in 'Maintain Gift Cards' cannot have funds added.

## Steps:

- 1) Enter Ticket Entry. Enter a Payment line and select the method of payment used to add funds to the Gift Card.
- 2) Select Store Credit, and select the existing Store Credit number from the list (or swipe the card if applicable). If the Gift Card is not available on this list, it was not created as a Store Credit, and cannot be recharged.
- 3) Complete the ticket. The additional funds are now available to use on that Gift Card.

Ticket Entry

Customer # 100004

Item number 9HOLES

Sale

Return

More >

Line item in

Calculated

Unit retail:

Purchase re

PO #:

Receiver co

Payment Entry

Line payment type Pay code Description

Tender

Store credit number

Store credit #

Auto-assign Swipe (F2)

Issuing a store credit.

OK Cancel Help

This screenshot shows a software interface for 'Ticket Entry'. On the left, there's a sidebar with buttons for 'Sale', 'Return', and 'More >'. Below that is a section for 'Line item in' with fields for 'Calculated', 'Unit retail', 'Purchase re', 'PO #', and 'Receiver co'. A 'Customer #' field contains '100004' with an 'Item number' of '9HOLES' listed below it. A 'Payment Entry' window is open, showing a table with columns for 'Line payment type', 'Pay code', and 'Description'. A single row is present with the value 'Tender' in the 'Line payment type' column. A 'Store credit number' dialog box is in the foreground, prompting for a 'Store credit #' and providing 'Auto-assign' and 'Swipe (F2)' options. The overall interface is a standard Windows-style application with a blue header bar and various icons.

Online URL: <https://counterpoint.knowledgebase.co/article.php?id=12>