



TOUCHRETAIL GCAS – USER INSTRUCTIONS

This User Guide explains the simple process of using Touchretail GCAS Gift Cards for the following procedures:

- Activating or topping-up a Gift Card
- Using a Gift card as Payment
- Issuing Gift Cards instead of Credit Notes
- Balance Check on a Gift Card

Activating or topping-up a Gift Card

Log in to POS -> Enter amount to be put onto Gift Card -> Presets -> GCAS -> scan the Gift Card barcode -> select Tender method.

Using a Gift Card as Payment for goods purchased

Log in to POS -> scan or select goods purchased -> enter amount to be paid by Gift Card -> Tenders -> GCAS Gift Card -> scan the Gift Card barcode -> you will be shown the Amount available on the Gift Card -> OK will take the amount Tendered off the Gift Card. If any balance is still due after the Gift Card amount Tendered, use the appropriate tender to pay the remaining balance.

Issuing Gift Cards instead of Credit Notes

Log in to POS -> enter the goods to be Returned either by Return a Receipt or RM -> select Reason for Return -> Tenders -> Yes to 'Are you going to give a refund' -> GCAS -> scan the Gift Card barcode. The value of the returned goods will be added to the Gift Card, which may either be an existing issued Card or a new one.

Balance Check on a Gift Card

Log in to POS -> Menu -> GCAS Balance Check -> scan the Gift Card barcode -> till will display the current balance on the Gift Card, plus a list of amounts topped up, refunds applied to the Card, and amounts paid for by the Card. Each entry will have a date against it.

Back Office Report on Gift Cards

In Rapidstock, select Reports -> Historical -> Sales Breakdown -> GCAS Giftcard Report. Select the branch and date range, then click on 'Run Report' button. By clicking on any column header in the GCAS report, the sort order can be changed according to the information you are looking for.