

BIG HAIRY DOG FEATURE OF THE MONTH



THE INDUSTRY LEADER IN
RETAIL PRO SALES & SUPPORT

How to sell gift cards

Version 9

<https://www.youtube.com/watch?v=J4MvZcfV5Rc>

The purpose of selling a gift card, is to give the customer additional methods to purchase products. At least once everyone has used the option of gift cards as a gift. It's fast, it's easy, and in style. Not only does a gift card invite a customer into shop more but it's a powerful means of advertising as well.

1. Starting from the main screen in Retail Pro, click Sales.
2. Then Receipts.
3. Click new to start a new receipt.
4. Then click tender.
5. The gift card first must be paid for. We are going to pay for this gift card using cash. So click on cash.
6. Enter the amount of the gift card in taken amount.
7. In the As drop down menu, select gift card.
8. Click Ok.
9. Click purchase new.
10. Swipe or key in the card #.
11. Click Ok.
12. Now, double check to make sure your gift card amount is the given amount and the cash is the taken amount.
13. Click on Print Update.