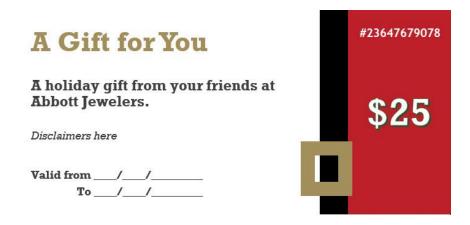# Giving Away Gift Cards

Introduction

There is **not** a way to directly give away Gift Cards in Edge since Gift Cards themselves have no cost associated with them. What you are actually doing is giving away a future discount.

Promotion Setup

A suggested workaround for this kind of promotion is to have "business cards" printed with a specific denomination that also says, "A Gift for You" as shown in the example below. These cards should also include both a random "Gift Card" number and line to fill in an expiration date.

Next, you will need to add a **Misc Sale Line** for processing the transactions in POS and tracking your giveaways.

Setting up the Misc Sale Line

1. In Edge, go to **Administrative > Misc Sale Lines**.

2. Click **Add** at the bottom to add a **new Misc Sale**.

3. Enter a **short name** (what appears in the drop-down menu at POS). In this case, "**A Gift for You**".

4. Enter a **description** (i.e., Giveaway)

5. Select **Treat as Credit**.

6. Click **OK/Save & Close** to save your new Misc Sale.

Processing Giveaway Transactions

After you have successfully created your **Misc Sale Line**, you will be ready to process a transaction once a customer enters your store and presents the card.

There are **two ways** to handle transactions when the customer brings in a card to be used. The option you choose depends on whether or not you want the value of the gift to reduce the salesperson's commissions:

If you <u>do</u> want to reduce a salesperson's commission:

- Use the value as a **discount** on the **item** you are selling.

- Use the "**A Gift for You**" line to enter the number, which also serves to track why the item is being discounted.

- **<u>Do not</u>** put a value on the **Misc Line**.

If you <u>do not</u> want to reduce a salesperson's commission:

- Use the "**A Gift for You**" line to **reduce the sale** by the discount value.