

Quick Reference Guide Gift Card Transactions – TRANSELECT

ACTIVATE MONERIS GIFT CARD

To activate a Moneris Gift Card.

1. Press **ADMIN**, key in **51**, Press **ENTER**.
2. Press **A**.
3. Swipe the Gift Card.
4. Key in the Gift Card CVC (Card Validation Code), **ENTER**.
(*Note: the CVC is located on the back of the Gift Card after the Card number. It is the 3 digit code located under the scratch-off panel.*)
5. Key in the dollar amount (from \$1.00 to \$250.00) to be loaded onto the card, **ENTER**
6. Press **A** for payment by Debit/Credit Card, or press **C** for payment by Cash.
7. If **A**, complete financial transaction.
8. Press **CANCEL/EXIT** to return to main screen.

PURCHASE

To process payment with a Moneris Gift Card.

1. Press **PURCHASE**.
2. Swipe the Gift Card.
3. Key in the Gift Card CVC (Card Validation Code), **ENTER**.
4. Key in the Total Purchase amount, **ENTER**.
5. Press **CANCEL/EXIT** to return to main screen.

SPLIT TENDER PURCHASE

To process payment with a Moneris Gift Card and another form of payment.

1. Press **PURCHASE**.
2. Swipe the Gift Card.
3. Key in the Gift Card CVC (Card Validation Code), **ENTER**.
4. Key in the Total Purchase amount, **ENTER**.
5. Press **A** for payment by Debit/Credit/Gift Card, or press **C** for payment by Cash.
6. If **A**, complete financial transaction.
7. Press **CANCEL/EXIT** to return to main screen.

CARD INQUIRY – CASH BALANCE or CARD EXPIRY DATE

To find the cash balance on a Moneris Gift Card.

1. Press **ADMIN**, key in **55**, Press **ENTER**
2. Swipe the Gift Card.
3. Key in the Gift Card CVC (Card Validation Code), **ENTER**.
4. Press **CANCEL/EXIT** to return to main screen.

DEACTIVATE MONERIS GIFT CARD

To deactivate a Moneris Gift Card. **Please note that once a card has been deactivated, it can never be used again.**

1. Press **ADMIN**, key in **51**, Press **ENTER**
2. Press **C**.
3. Swipe Gift Card or key in Card number and press **ENTER**.
4. Key in the Gift Card CVC (Card Validation Code), **ENTER**.
5. Press **CANCEL/EXIT** to return to main screen.

TO VOID A GIFT CARD TRANSACTION

This may be used to void a transaction in an open batch and must be for the same amount as the original transaction.

1. Press **ADMIN**, key in **56**, Press **ENTER**.
2. Swipe the ADMIN Card.
3. Swipe the Gift Card.
4. Key in the Gift Card CVC (Card Validation Code), press **ENTER**.
5. Key in the original reference number from the Gift Card transaction receipt, press **ENTER**.
6. Press **CANCEL/EXIT** to return to main screen.

TO INITIALIZE YOUR TERMINAL

If your terminal needs to be initialized to run the Moneris Gift Card program (message may appear on your screen).

1. Press **ADMIN**, key in **57**, Press **ENTER**.
2. Press **ENTER** if terminal number is displayed, or key in Ernex terminal number and press **ENTER**.

TO PRINT STORED GIFT CARD TRANSACTIONS

This report lists all approved Gift Card transactions by batch or date.

1. Press **ADMIN**, key in **60**, Press **ENTER**.
2. Press **C** for ERNEX.
3. Press **A** for transactions by batch or press **C** for transactions by date.
4. Key in desired batch number, desired date, and press **ENTER**, or just press **ENTER** for current batch or date.

TO PRINT A TRANSACTION INQUIRY LIST

This report lists specific Gift Card transactions by card type, card number, transaction amount, transaction code, or transaction date.

1. Press **ADMIN**, key in **66**, Press **ENTER**.
2. Press **C** for ERNEX.
3. To select transactions by card type, key in **G** for Gift Card or **L** for Loyalty Card and press **ENTER**, or just press **ENTER** to bypass.
*Note: To obtain Alphabetic characters, select the number that corresponds to the letter and press the **DOWN ARROW** key until the letter appears.*
4. To select transactions by card number, key in card number and press **ENTER**, or just press **ENTER** to bypass.
5. To select transactions by amount, key amount and press **ENTER**, or just press **ENTER** to bypass.
6. To select transactions by code, key in **P** for Purchase, or **AC** for Activation, or **DA** for Deactivation, or **VE** for Void and press **ENTER**, or just press **ENTER** to bypass.
7. To select transactions by date, key in the required date and press **ENTER**; or just press **ENTER** to bypass.
8. Press **A** to print or **C** to display.

If you have questions, please contact Moneris at 1-866-319-7450