

## TYPICAL GIFT CARD TRANSACTIONS

| TERM                | DESCRIPTION  |
|---------------------|--|
| <b>Activate</b>     | This initial transaction activates an inactive gift card. This action places a dollar value on a gift card for the first time.   |
| <b>Redeem Value</b> | This transaction type reduces the balance/value of an active gift card by the amount entered.  |
| <b>Add Value</b>    | This transaction type increases the balance/value of an active gift card by the amount entered.  |
| <b>Void</b>         | voids the last transaction processed.  |
| <b>Card Balance</b> | This transaction type looks up the current gift card balance.  |
| <b>Deactivate</b>   | This transaction type is the opposite of the activate transaction and will <u>permanently</u> disable the card. Should only be used when a gift card has been lost or stolen |
| <b>Replace</b>      | Deactivates a lost, damaged or stolen card and transfers the balance to a new gift card  |