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Mercury Gift Card Payments

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Publication Details

Revision History

04/18/2016 - Revision 0
Initial Release

05/12/2016 – Revision 1
Updated information & screenshots.
Added section on Manual Gift Card entry.

06/16/2016 – Revision 2
Added screenshots and functionality
for NSF sales.

08/31/2017 – Revision 3
Tipping via gift cards now supported.

Table of Contents

Mercury Gift Cards

Overview

This feature enables Mercury Gift Card payments to be processed using the Mercury EMVUS Vx805 PIN Pad.

Supported Functions

- Issue
- Reload
- Sale
- Return
- Void Issue
- Void Reload
- Void Sale
- Void Return
- Balance Inquiry
- No NSF (Non-Sufficient Funds) Sale

Requirements

- POS.exe 12.3.9.x or higher
- SystemSet.exe 12.3.9.x or higher
- MercuryGiftCard.dll 17.8.23.154 (copy into the folder C:/PixelPOS/DLLS)
- MercuryGiftCard.ini (copy into the folder C:/PixelPOS)
- NETePay 5.06 or higher (download latest version from DataCap webpage)
  http://www.datacapepay.com/downloadmenu/
- dsiPDCX Client 1.43 or higher (download latest version from DataCap webpage)
  http://www.datacapepay.com/downloadmenu/

> **Important**: Before beginning with setup and configuration, ensure that both the *MercuryGiftCard.dll* file and the *MercuryGiftCard.ini* file have both been copied into their respective folders.

Policies

Before configuring in POS, the following policies should be enabled:

- *UseCustomPayment*

> **Note:** The POS must be restarted for newly enabled policies to take effect.

> **Note:** If multiple custom payment methods are in use, ensure that the box 'Do not show in Gift Card list' is checked for every custom payment method that is NOT a gift card.

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Setup and Configuration

1. In BackOffice>System Setup>System, set the Pixel Authorization Manager to '*Not Used*'.
   - If you use the Authorization Manager for any other payment types, set it to 'S*erver Mode'*.
2. In BackOffice>Payment Method Setup, create a new Method of Payment and name it Mercury Gift

Card.
3. Set the payment type to **Custom**.

4. In Payment Options, check the box '*Sale Auth (No PreAuth)'*.

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5. Click the **Advanced** tab.

6. Check the box '*Do not ask for Swipe'*.
7. Uncheck the boxes '*Do not show in POS payment list*' and '*Do not show in Gift Card list'.*
   - Note: Any additional custom payment methods must have the box '*Do not show in Gift Card List*' checked.
8. Click the **Browse** button to the right of the *Custom DLL* field and select the '*MercuryGiftCard.dll*' file from the folder C:/PixelPOS/DLLS.

9. Click the **Setup** button.
10. Select the **General** tab.

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> **Note:** If using more than 1 device at a merchant site, these fields will likely need to be populated with unique ID's. Check with Mercury before doing so.

11. Enter the Merchant ID provided by Mercury in the *Merchant ID* field.
12. Leave the *Operator ID* field blank unless specifically directed by Mercury.
13. Check the box *Decline Transaction if NSF* if you do not want to accept partial gift card payments. Checking this box will cause transactions to be declined if the full amount owed is not available on the gift card. Leaving this box unchecked will allow partial gift card payments and will return the user to the Finish Form to collect the remaining balance using another payment method.
14. Set the *IP/Host Name* field to the IP address of the station where NETePay is installed.
    - Typically, this will be the same as the POS – i.e. Station 1.
15. Set the *IP Port* to 9100.
16. Select the **Station** tab.
17. Select the *Station #* that the PIN Pad device is connected to from the drop-down menu.

18. Check with Mercury if Terminal ID's are required for Multi-Terminal environments. If so, enter the correct Terminal ID in the *Terminal ID* field, or leave blank for single station environments.
19. Select the appropriate *Pin Pad Type* from the drop down menu.
20. Enter the *Com Port* number that was used by Windows during the PIN Pad driver installation. This is typically port 9.
21. Verify that all settings are correct and select **Save**.

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MercuryGiftCard.ini

The file *MercuryGiftCard.ini* resides in the PixelPOS folder. This file holds the configuration information entered in the last section of this document. Any changes to information in this file will affect the functionality of this feature in the POS.

The *MercuryGiftCard.ini* file comes with two station entries by default. If more stations are required in your environment, edit this file and add additional [Station#] entries, with the # sign replaced by the station number you wish to add. Newly added station numbers will appear in the dropdown menu of the *Station #* drop-down box under the **Station** tab found in the Mercury Gift Card Client Configuration window (Figure 1 on previous page).
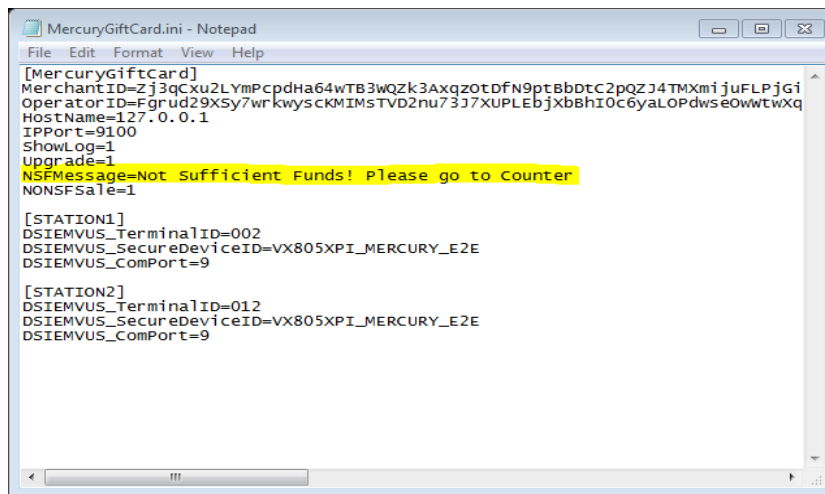
Figure 1 shows a sample *MercuryGiftCard.ini* file configured for two stations.

Users have the ability to edit the message displayed on declined NSF transactions, provided the box *Decline Transaction if NSF* is checked during the setup process. The message can be changed by replacing the highlighted text in *MercuryGiftCard.ini* file (as shown above) following the [*NSFMessage=*] text. If no custom message is set, the following default text will be displayed:

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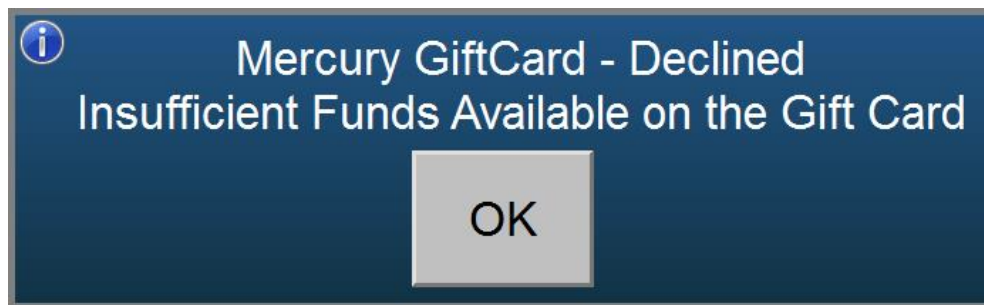
Applying Gift Cards in the POS

Balance Inquiry

1. In BackOffice>Form Designer, create a new function button on the Order form.
2. Set the *Function Name* to '**Balance Inquiry**'.
3. Set the *Function Type* to '**ftOrder**'
4. Name the button 'Gift Card Balance'.
5. Save and exit the Form Designer.
6. On the POS order form, select the newly created Gift Card Balance button.
7. Follow the PIN Pad prompt to swipe the gift card.
8. The POS will pop up a window displaying the balance of the swiped gift card. Selecting [Print] will print a receipt showing the balance on the gift card.
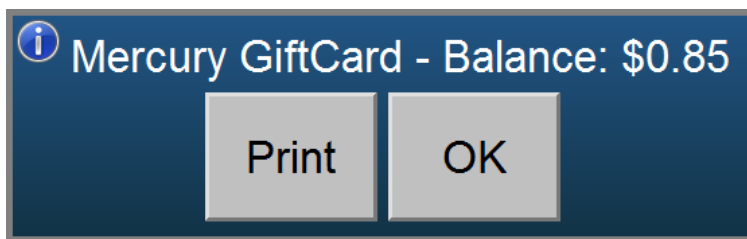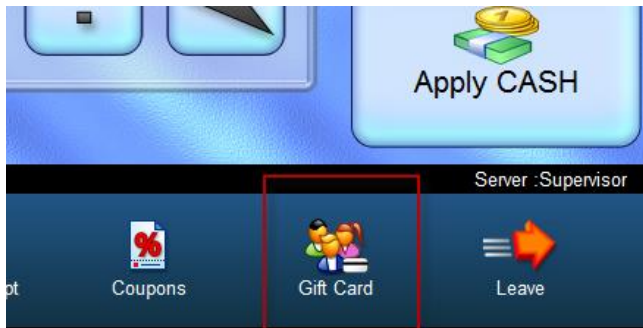
FunctionName	Balance Inquiry
FunctionType	ftOrder

Issue and Reload

1. To Issue a new gift card or Reload an existing card with additional funds, begin by selecting the **Gift Card** button on the POS Finish Form.


2. Select **Mercury Gift Card** from the resulting screen.
   - If any non-gift card custom payment methods appear in this list (such as EMV Credit Cards), go to Payment Method Setup in BackOffice and check the box '*Do not show in Gift Card list*' to remove each custom payment method from the list.

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3. Select the amount of funds to be loaded onto the card. Users can choose a pre-defined amount from the list of buttons, or select the 'Enter Amount' button to enter an exact amount.
4. Choose 'Issue' if a new gift card is being issued or 'Reload' if funds are being added onto an existing card. Multiple cards can be sold at the same time, provided they are all Mercury Gift Cards.

**Note:** Issuing new cards and reloading in the same transaction is not supported.

5. Check the 'Manual Enter' box if you wish to enter the Gift Card number manually on the PIN Pad instead of swiping.
6. Select 'Add New' to enter your selection into the Summary box. Repeat steps 3-6 if issuing or reloading multiple cards.
7. When all gift card transactions have been entered, select the 'Finish' button.
8. Follow the prompts on the PIN Pad to swipe or manually enter the number of the gift card to which funds are being added.
9. A pop-up window will display an AuthCode for the newly loaded or issued gift card, as well as confirmation of the funds loaded and remaining balance of the card.

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10. Press 'OK' to accept the message and proceed to the Finish Form screen to collect payment for the transaction. The amount owing for a gift card issue or reload is shown in parantheses ( ).
11. Customers can pay for funds loaded onto a Gift Card using any of the available payment methods on the Finish Form.
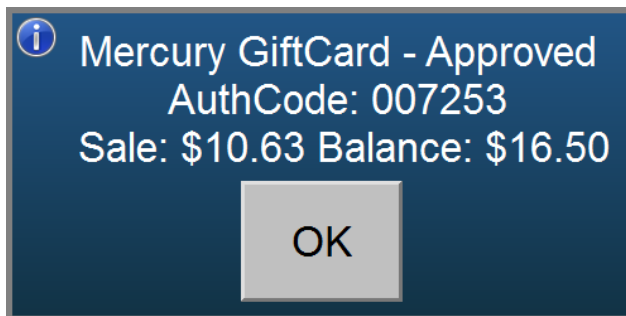
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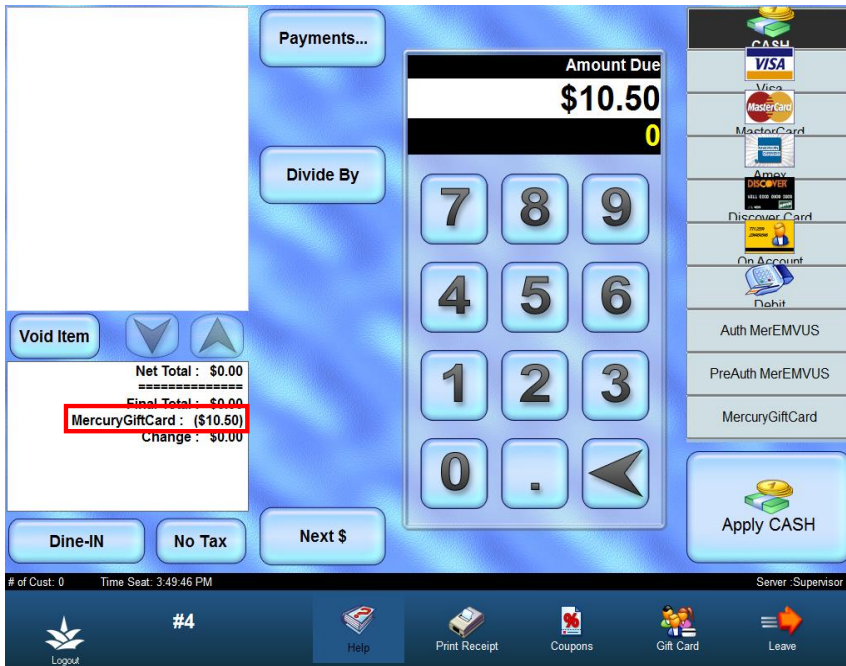
Accepting Payment from Gift Cards

1. To pay using a Gift Card, select the **Mercury Gift Card** button on the Finish screen.
2. Click **Apply**.
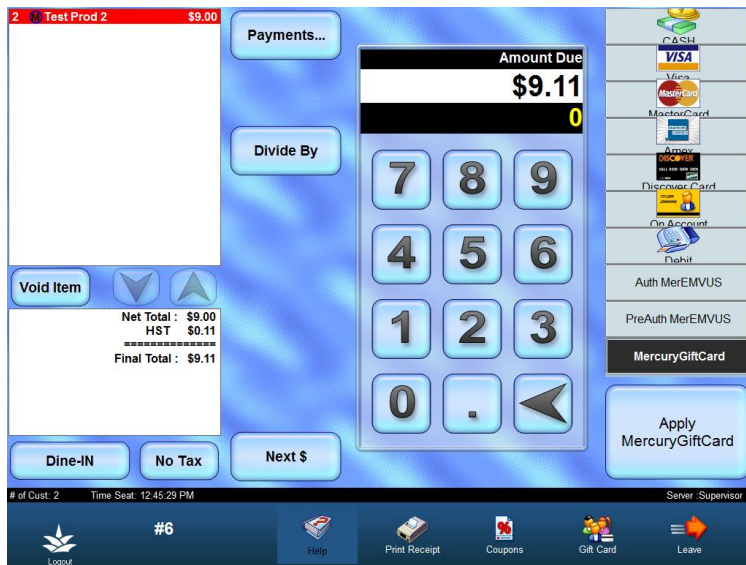
3. Follow the PIN Pad prompts to complete the transaction.
4. If the transaction is approved, the POS will display a message showing an AuthCode, as well as the sale amount and remaining balance on the gift card.

Note: Tips can now be added to transactions being settled with a Gift Card, either on the POS or directly on the pin pad.

Manual Gift Card Entry

To allow for Gift Card transactions to be entered manually, open the relevant Finish Form(s) and create a special Function Button with the caption "ManualEMV". This button can be used to enter a gift card or credit card number manually on the Mercury Pin Pad.

1. Open the relevant Finish Form(s).
2. Create a new function button.
3. Change all button parameters as highlighted in the diagram below. Start from top to bottom, manually entering the Name "ManualEntryEMV" last. The proper spelling of "ManualEntryEMV" is critical.

ManualEntryEMV	: TPixelFunction
AllowAllUp	☑ **True**
AutoRollup	☐ False
AutoRollupParent	☐ False
BevelWidth	2
⊞ ButtonImage	[bVisible,bTransparent]
ButtonLayout	**pbsImageCenter**
⊞ ButtonOffset	(TOffset)
⊞ ButtonSchedule	(TButtonSchedule)
ButtonStyle	**pbsImageButton**
Caption	**ManualEMV**
Color	☐ $00DDB9B9
ComboGrid	
CustomCaption	☐ **False**
DbGlyph	(None)
DisabledAlpha	☑ True
DisabledColor	■ clNone
Down	☐ False
Enabled	☑ True
⊞ Font	(TFont)
FrameColor	■ clWindowFrame
FunctionID	-1
FunctionName	
FunctionType	**ftNormal**
GroupIndex	**100**
Height	75
HideDisabled	☐ False
Hint	
ImageColor	■ clNone
ImageColorDown	☐ **clYellow**
ImageDown	(None)
ImageDownIndex	-1
ImageNormal	(None)
ImageNormalInde	0
Left	304
Margin	0
ModalResult	mrNone
Name	ManualEntryEMV
Navigate	
NavigateID	-1
OrderGrid	
PixRollPanel	
⊞ PNGImageList	**PNGImageList1**
ProductGrid	

4. Save the Finish Form and exit.

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Using the Manual Entry Button

1. To enter a Credit Card number manually, process the POS transaction as normal and go to the Finish Screen.
2. Before selecting the method of payment, press the [ManualEMV] button.
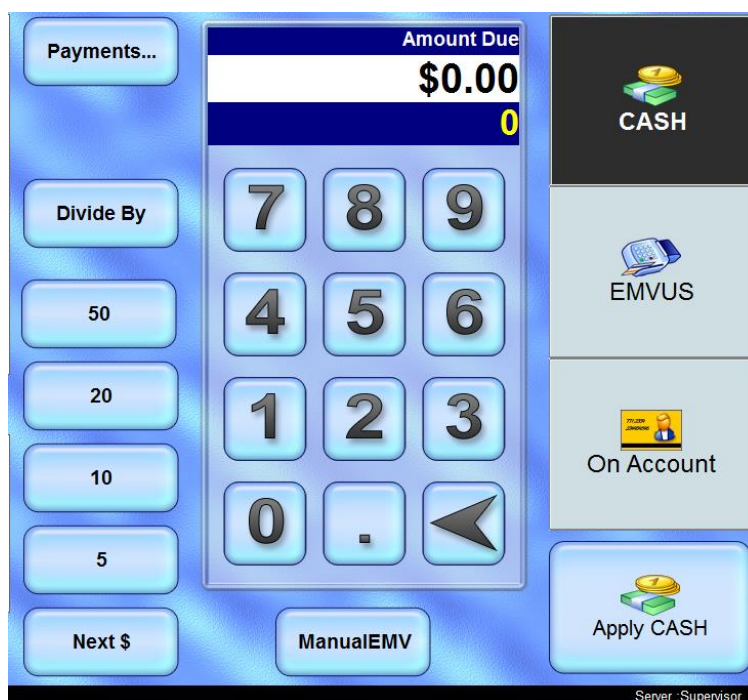
3. Select [OK] to Apply the Payment.
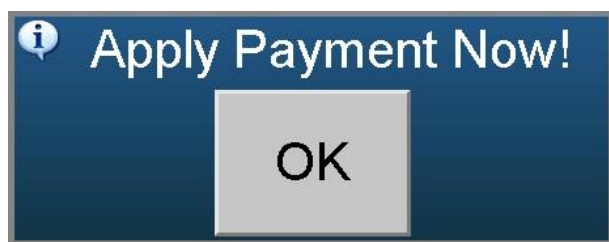
4. Select ~~the method of payment (such as Visa, Master Card, etc).~~MercuryGiftCard as the method of payment.
5. Follow all prompts provided by the pin pad device. Enter the gift card number when prompted.
6. A manual entry transaction will now go through normally on the PIN pad.

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Voiding Gift Card Transactions

To void a gift card transaction, including the issuance, reloading, sale or return:

1. Open the Authorization Manager.

2. Select the transaction to be voided.
3. Select the **Void** button at the bottom of the screen.
4. Follow the resulting prompts to finish the void.
5. A confirmation window will confirm that the transaction was voided successfully.

> **Note:** Log files for Mercury Gift Card transactions are stored in the folder
> *C:/PixelPOS/Interface/MercuryGiftCard*