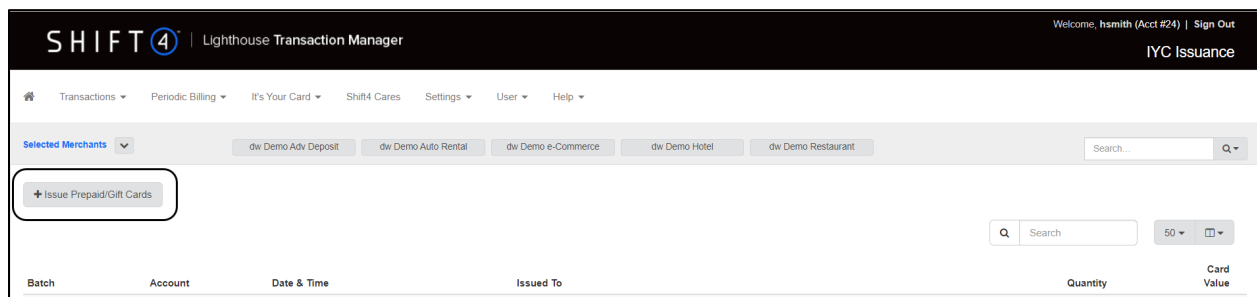


Creating Gift Card Batches

Every active customer gift card issued is a part of a batch of gift cards. Prior to activating any individual gift card, you must define a batch of gift cards and any accompanying rules that apply to each batch. Creating a batch of gift cards records the card data in Lighthouse Transaction Manager (LTM) and provides a CSV Delimited or TAB Delimited file of the card data for production by a gift card manufacturer. When the cards are sold, LTM recognizes the cards and tracks their statuses.

To issue a prepaid/gift card batch, complete the following steps:

1. From the menu, select **Transactions > Select Merchant**.
2. On the Select Merchant page, select the merchant the gift card batch will be issued in. If needed, click **Submit**.
3. From the menu, select **It's Your Card > Issuance**.
4. Click **Issue Prepaid/Gift Cards** to issue the batch.



5. Continue to the [Defining a Gift Card Batch](#) section.

Defining a Gift Card Batch

When creating a batch of gift cards, there are a number of features that can make the process easier, as well as a number of parameters and choices that need to be defined before issuance.

To define your gift card batch, complete the following steps:

1. On the Issue Prepaid/Gift Cards page, select the Gift Card Type:
 - **e-Card:** This is an electronic gift card, while the other two choices are for physical cards.
 - **Prepaid / Gift (non-reloadable, non-refundable)**
 - **Prepaid / Gift (reloadable)**

SHIFT4 | Lighthouse Transaction Manager

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Issue Prepaid/Gift Cards

Transactions ▾ Periodic Billing ▾ It's Your Card ▾ Shift4 Cares Settings ▾ User ▾ Help ▾

Selected Merchants ▾ dw Demo Adv Deposit dw Demo Auto Rental dw Demo e-Commerce dw Demo Hotel dw Demo Restaurant Search... Q ▾

Gift Card Type

☐ e-Card

☐ Prepaid / Gift (non-reloadable, non-refundable)

☒ Prepaid / Gift (reloadable)

Number of Cards

Group

OR

Import CSV No file chosen

Preset Card Value

Expires months

☒ from Activation

☐ from Activation or Last Usage

☐ Expires on this Date:

Monthly Fee

Fee Delay months ⓘ

☐ from Today

☒ from Activation

☐ from Activation or Last Usage ⓘ

Maximum Fee Balance ⓘ

Card Security Code

☐ All purchases

☐ Manually keyed purchases

☒ Never

Other Options ☐ Preactivated

Issued To ⓘ

Restrictions

☐ 0001 - Cash Rebates

☐ 0002 - Special Offer Card

[Clear Restrictions](#)

Instructions

This page allows you to import Gift Cards from an external Comma Separated Variable (CSV) data source. The CSV must contain a few required columns and can contain various optional data as well. Any optional data included in a CSV file used for import will override any field data shown on this screen.

Column Name Descriptions

The following describes the various data columns supported. All fields are optional except ones marked (Required).

- **CardNumber** (Required) - Gift card number.
- **SecurityCode, CVV2 or Password** - Gift card security code.
- **Balance** - Gift card balance.

2. Enter additional batch settings:
 - To specify the Number of Cards in the batch, enter the number of cards to create. The maximum batch size allowed is 2000 cards.
 - *(Optional)* To distinguish different types of cards, select a Group (if previously set up by your Account Administrator). For example: comp cards, promotional cards, reward cards, and gift cards.
3. *(Optional)* Next to Import CSV, depending on your browser, click **Browse** or **Choose File** to import an existing batch from a CSV file.



Requirement: The first line of the CSV file must contain column headers and, at a minimum, a column named "CardNumber". Optional columns for import are "Balance" and "CVV2". "Password" may be used instead of "CVV2". Additional columns may be present, but will not be imported.



WARNING! Any data included in the CSV file used for import will override any field configurations on the Issue Prepaid/Gift Cards page. For more information on the Import CSV feature, refer to the [Importing Card Numbers](#) document.

4. Configure additional card parameters:
 - *(Optional)* In the Preset Card Value field, enter a dollar value for each card in the batch. The default setting is blank.
 - *(Optional)* In the Expires field, enter the number of months the cards in the batch will be active and select an option for when the timer will begin:
 - **from Activation**
 - **from Activation or Last Usage**
 - **Expires on this Date**
 - If you selected Expires on this Date, click in the field and select the desired date that all cards issued in the batch will expire. This feature will not work if you are importing card numbers.
 - *(Optional)* In the Monthly Fee field, enter a fee amount. The default setting is blank.



Note: Some states allow merchants to charge a service fee, which is normally considered additional income. Review the escheatment laws for your state before setting up any service fees.

- *(Optional)* In the Fee Delay field, enter the number of months to lapse before charging a fee and select an option for when the timer will begin:
 - **from Today**
 - **from Activation**
 - **from Activation or Last Usage**
- *(Optional)* In the Maximum Fee Balance field, enter a fee amount to set a balance amount for the application of card fees. Fees will begin when the balance is equal to or less than this amount.
- Select the desired Card Security Code setting:
 - **All purchases:** The Card Security Code will be required each time the gift card is used.
 - **Manually keyed purchases:** The Card Security Code will only be required if the card number is manually entered, such as an online purchase.
 - **Never:** The Card Security Code is never required. This is the default.
- *(Optional)* From the Other Options area, you have the option of selecting **Preactivated** to activate every card in the batch upon issuance. The default is to leave the Preactivated option cleared.
 - If you chose to preactivate your batch of cards, select the merchant the batch will be issued to from the Issued To list. If you did not choose to preactivate your cards, this option may be left blank for general use among multiple merchants.
- *(Optional)* From the Restrictions area, select any desired restrictions.



Note: Restrictions are created by an administrator under **It's Your Card > Restriction Maintenance**. For example, if a serial/account with multiple merchants (such as a spa, gift shop, and restaurant) wanted customers to only be able to use gift cards at the restaurant and gift shop, but not the spa, a restriction might be created called "Non-Spa." When selected, the restriction would exclude any of the gift cards issued in the batch from being used at the spa.

5. When you have finished making your configurations, click **Submit**.
6. Continue to the [Verifying Gift Card Issuance](#) section.

Verifying Gift Card Issuance

The Issue Prepaid/Gift Cards verification page opens after creating a gift card batch. Be sure to review the batch information displayed on the Issue Prepaid/Gift Cards verification page.

Once you have verified the batch information is correct, click **Issue Cards**. Use the back button on your browser to return to the Issue Prepaid/Gift Cards page if changes are needed.

SHIF⁴ | Lighthouse Transaction Manager

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Issue Prepaid/Gift Cards

Transactions ▾ Periodic Billing ▾ It's Your Card ▾ Shift4 Cares Settings ▾ User ▾ Help ▾

Selected Merchants ▾ dw Demo Adv Deposit dw Demo Auto Rental dw Demo e-Commerce dw Demo Hotel dw Demo Restaurant Search... Q ▾

Gift Card Type	Prepaid / Gift (reloadable)
Number of Cards	100
Group	0 - Unclassified
Preset Card Value	
Expires	Never
Monthly Fee	None
Maximum Fee Balance	None
Card Security Code	Never
Other Options	None
Issued To	Unissued (in stock)

Issue Cards

After issuing the card batch, a banner displays at the top of the page confirming the gift card batch creation. It includes the number of cards created as well as the value of each card issued.

To create a file with the batch details for use outside of your LTM account, click the **Download CSV Delimited File** or **Download TAB Delimited File** link.

Using Gift Card Batches

IT'S YOUR CARD® (IYC) issues cards in logical batches. Batches are limited to 2000 cards in a single batch; however, there is no limit on the number of batches that can be created. The intent of the batch size limitation is to keep the cards in workable groups for embossing, encoding runs, and inventory control purposes.

Issued batches can be exported for encoding gift cards or printing gift certificates. IYC can export the data in a CSV (comma separated variable) or TAB delimited format. Both formats export the same data columns and terminate each row with a CR/LF (carriage return/line feed). The only differences are how the columns are separated and whether or not string columns are quoted. Abbreviated examples of the two formats are shown below.

CSV Sample

	A	B	C	D	E	F	G	H	I	J
1	CardID	Status	CardNumberFormatted	CardHolderName	Expires	Balance	Track1	Track2	CVV2	
2	699	Inactive	0880 2406 4773 9314			00.00	0880240647739314A	0880240647739314A	8000	
3	700	Inactive	0880 2431 6355 1329			00.00	0880243163551329A	0880243163551329A	5376	
4	701	Inactive	0880 2466 7927 3239			00.00	0880246679273239A	0880246679273239A	6205	
5	702	Inactive	0880 2491 9509 5144			00.00	0880249195095144A	0880249195095144A	7314	
6	703	Inactive	0880 2427 0280 8059			00.00	0880242702808059A	0880242702808059A	1821	
7	704	Inactive	0880 2452 2852 0066			00.00	0880245228520066A	0880245228520066A	1579	
8	705	Inactive	0880 2487 3434 2967			00.00	0880248734342967A	0880248734342967A	1031	
9	706	Inactive	0880 2413 5016 4872			00.00	0880241350164872A	0880241350164872A	3372	
10	707	Inactive	0880 2448 6687 6781			00.00	0880244866876781A	0880244866876781A	5836	
11	708	Inactive	0880 2473 8269 8696			00.00	0880247382698696A	0880247382698696A	1839	
12										

TAB Delimited Sample

CardID	Status	CardNumberFormatted	CardHolderName	Expires	Balance	Track1	Track2	CVV2
699	Inactive	0880 2406 4773 9314		00.00	0880240647739314A	0880240647739314A	0880240647739314A	8000
700	Inactive	0880 2431 6355 1329		00.00	0880243163551329A	0880243163551329A	0880243163551329A	5376
701	Inactive	0880 2466 7927 3239		00.00	0880246679273239A	0880246679273239A	0880246679273239A	6205
702	Inactive	0880 2491 9509 5144		00.00	0880249195095144A	0880249195095144A	0880249195095144A	7314
703	Inactive	0880 2427 0280 8059		00.00	0880242702808059A	0880242702808059A	0880242702808059A	1821
704	Inactive	0880 2452 2852 0066		00.00	0880245228520066A	0880245228520066A	0880245228520066A	1579
705	Inactive	0880 2487 3434 2967		00.00	0880248734342967A	0880248734342967A	0880248734342967A	1031
706	Inactive	0880 2413 5016 4872		00.00	0880241350164872A	0880241350164872A	0880241350164872A	3372
707	Inactive	0880 2448 6687 6781		00.00	0880244866876781A	0880244866876781A	0880244866876781A	5836
708	Inactive	0880 2473 8269 8696		00.00	0880247382698696A	0880247382698696A	0880247382698696A	1839

Viewing Batch Information

Gift card batches are displayed on the IYC Issuance page. To access the page, complete the following steps:

1. From the menu, select **It's Your Card > Issuance**.
2. The IYC Issuance page displays the following information:
 - **Batch:** A sequential number assigned to each batch, and the link directs the user to the Gift Card Batch page where the batch's details can be viewed.
 - **Account:** A unique identifier that distinguishes one company or enterprise from another.
 - **Date & Time:** An automatic date and time stamp indicating when the batch was created.
 - **Issued To:** Each batch of cards can be assigned to individual merchants or left unissued until activated.
 - **Quantity:** The number of cards issued within each batch.
 - **Restrictions:** Displays any restriction selected when creating the batch.
 - **Card Value:** The dollar value of each card in the batch with a preset value.
 - **Batch Value:** The total dollar value of all cards in the batch with a preset value.
 - **Batch Statistics:** The batch's detailed usage is displayed. Three categories are provided:
 - **Used:** The total, settled dollar amount used by the gift card holder.
 - **Exp/Deact:** The total dollar amount that has expired or been deactivated.
 - **Open:** The total dollar amount that remains unsettled for the batch.

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IYC Issuance

Transactions Periodic Billing It's Your Card Shift4 Cares Settings User Help

Selected Merchants dw Demo Adv Deposit dw Demo Auto Rental dw Demo e-Commerce

+ Issue Prepaid/Gift Cards

Information displayed when selected.

Search...

Q Search 50

Batch	Account	Date & Time	Issued To	Quantity
00000001	0000000024	Wed Jun 1, 2011 04:23 PM		
00000002	0000000024	Wed Aug 3, 2011 11:38 AM	dw Demo Retail, Las Vegas, NV	
00000003	0000000024	Wed Aug 3, 2011 11:38 AM	dw Demo Retail, Las Vegas, NV	
00000004	0000000024	Wed Aug 3, 2011 01:06 PM	dw Demo Retail, Las Vegas, NV	
00000005	0000000024	Fri Aug 5, 2011 11:07 AM		
00000006	0000000024	Fri Aug 5, 2011 11:18 AM		
00000007	0000000024	Fri Aug 5, 2011 11:40 AM	dw Demo Restaurant, Las Vegas, NV	
00000008	0000000024	Fri Aug 5, 2011 11:47 AM	dw Demo Hotel, Las Vegas, NV	
00000009	0000000024	Fri Aug 5, 2011 11:50 AM	dw Demo Restaurant, Las Vegas, NV	
00000010	0000000024	Fri Aug 5, 2011 11:54 AM	dw Demo Restaurant, Las Vegas, NV	
00000011	0000000024	Fri Aug 5, 2011 01:18 PM	dw Demo Restaurant, Las Vegas, NV	
00000012	0000000024	Wed Aug 17, 2011 11:02 AM		

Batch Account Date & Time Issued To Quantity

Batch Statistics Used Exp/Deact Open

2 \$25.00

Batch Information

The Gift Card Batch page includes the following information for each batch:

- **Batch:** The ID number assigned to the batch of gift cards.
- **Issuance Date & Time:** An automatic date and time stamp indicating when the batch was created.
- **Quantity:** The number of gift cards in the batch.
- **Preset Card Value:** The dollar value of each card in the batch with a preset value.
- **Expires:** Any card expiration constraints set during issuance. For example, if Expires on this Date is selected, the expiration date will be displayed under the Expires column. Another example might be if a value was entered in the Expires field with from Activation selected, a date would be displayed when the card was sold indicating when the card would expire.
- **Monthly Fee:** Any monthly expiration fees or constraints set during issuance.
- **Maximum Fee Balance:** The fee will only be applied when the card balance is equal to or less than this amount.
- **Card Security Code Required:** Any Card Security Code requirements set during issuance.
- **Other Options:** Additional options selected for the batch.
- **Issued To:** Each batch of cards can be assigned to an individual merchant or left unissued until activated.
- **Download [CSV or TAB] Delimited File:** Batch information can be exported for encoding gift cards or printing gift certificates. Export formats include the same data; the only difference is how the columns are separated and whether or not string columns are quoted. Selectable options include **Download CSV Delimited File** and **Download TAB Delimited File**.
- **Restrictions:** Any restrictions set when the batch was created.

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Gift Card Batch

Selected Merchants

Search...

Batch 00000129

Issuance Date & Time Fri Oct 13, 2023 06:25 AM

Quantity 100

Preset Card Value \$100.00

Expires (never)

Monthly Fee (none)

Maximum Fee Balance (none)

Card Security Code Required (never)

Other Options (none)

Issued To (nobody)

[Download CSV Delimited File](#)

[Download TAB Delimited File](#)

Restrictions

(none)

[Edit](#)

Card Information

The Gift Card Batch page also provides basic information about each individual card in the batch. The Gift Card Batch page includes the following information for each card:

- **Status:** The current status of the card. The possible statuses include Active, Inactive, Expired, or Deactivated.
- **Card Number:** The gift card number. Click the card number to view detailed information about each card.
- **Cardholder Name:** The name of the person to whom the card is issued. Cardholder Name only displays if the information was added at purchase.
- **Expires:** Any defined expiration date will be displayed.
- **Balance:** The current unsettled balance on the card. (This does not reflect a balance on hold.)
- **Notes:** If the card has been deactivated, the selected reason for deactivation is displayed here.

Editing a Gift Card Batch

To globally edit settings for an entire batch of gift cards, complete the following steps:

1. From the menu, select **It's Your Card > Issuance**.
2. On the IYC Issuance page, select the desired batch.
3. On the Gift Card Batch page, click **Edit**.

SHIFT4 | Lighthouse Transaction Manager

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Gift Card Batch

Transactions ▾ Periodic Billing ▾ It's Your Card ▾ Shift4 Cares Settings ▾ User ▾ Help ▾

Selected Merchants

Search...

Batch	00000129
Issuance Date & Time	Fri Oct 13, 2023 08:25 AM
Quantity	100
Preset Card Value	\$100.00
Expires	(never)
Monthly Fee	(none)
Maximum Fee Balance	(none)
Card Security Code Required	(never)
Other Options	(none)
Issued To	(nobody)

Download CSV Delimited File

Download TAB Delimited File

Restrictions

(none)

Edit

4. Many of the same options available when issuing a batch are also available for editing. Make any desired changes to the batch.
 - Two options that are not available when issuing cards but are available when editing cards are located in the Edit All Cards section.
 - **Blank out Card Security Code:** This option allows you to blank out all of the card security code numbers that may have been uploaded or previously defined in the batch.
 - **Blank out Swipe Signature:** This option allows you to blank out any signature swipe data that was uploaded or predefined for all cards in the batch.
5. When you have made your changes, click **Submit**.

SHIFT4 | Lighthouse Transaction Manager

Welcome, hsmith (Acct #24) | Sign Out

Issue Prepaid/Gift Cards

Transactions ▾ Periodic Billing ▾ It's Your Card ▾ Shift4 Cares Settings ▾ User ▾ Help ▾

Selected Merchants ▾ dw Demo Adv Deposit dw Demo Auto Rental dw Demo e-Commerce dw Demo Hotel dw Demo Restaurant Search...

Gift Card Type
☐ Prepaid / Gift (non-reloadable, non-refundable)
☒ Prepaid / Gift (reloadable)

Issuance Date & Time Tue Nov 2, 2021 12:15 PM

Number of Cards 100

Preset Card Value

Expires months

☒ from Activation
☐ from Activation or Last Usage
☐ Expires on this Date:

Monthly Fee

Fee Delay months ⓘ

☐ from Today
☒ from Activation
☐ from Activation or Last Usage ⓘ

Maximum Fee Balance ⓘ

Card Security Code
☐ All purchases
☐ Manually keyed purchases
☒ Never

Other Options ☐ Preactivated

Issued To dw Demo Retail, Las Vegas, NV ⓘ

Restrictions
☐ 0001 - Cash Rebates
☐ 0002 - Special Offer Card
[Clear Restrictions](#)

Edit All Cards
☐ Blank out Card Security Code ⓘ
☐ Blank out Swipe Signature ⓘ

[Cancel](#) [Submit](#)

Instructions
 This page allows you to import Gift Cards from an external Comma Separated Variable (CSV) data source. The CSV must contain a few required columns and can contain various optional data as well. Any optional data included in a CSV file used for import will override any field data shown on this screen.

Column Name Descriptions
 The following describes the various data columns supported. All fields are optional except ones marked (Required).
 • **CardNumber** (Required) - Gift card number.
 • **SecurityCode**, **CVV2** or **Password** - Gift card security code.
 • **Balance** - Gift card balance.



Note: If Expires on this Date was configured for the batch, it cannot be changed by editing the batch. However, the date can be changed when editing an individual card.

6. *(If applicable)* After clicking **Submit** with Blank out Card Security Code or Blank out Swipe Signature selected, the message displayed below will appear. Click **Ok** to save your changes. If you download the CSV file after saving your changes, you will notice that both the track data fields and the card security code data are now blank.

