PCCharge

Simple-use Tutorial

How to Process a Credit Card POST-AUTH Transaction in ***PC****Charge*

What Is a Post-Auth Transaction?

A credit card **Post-Auth** transaction can be described as the second half of a **Sale** transaction. Prior to performing a **Post-Auth**, it is necessary to get an authorization code (from either processing a **Pre-Auth** transaction or by calling your processor). After performing a **Post-Auth**, the transaction is completed, and you can close or settle your batch.

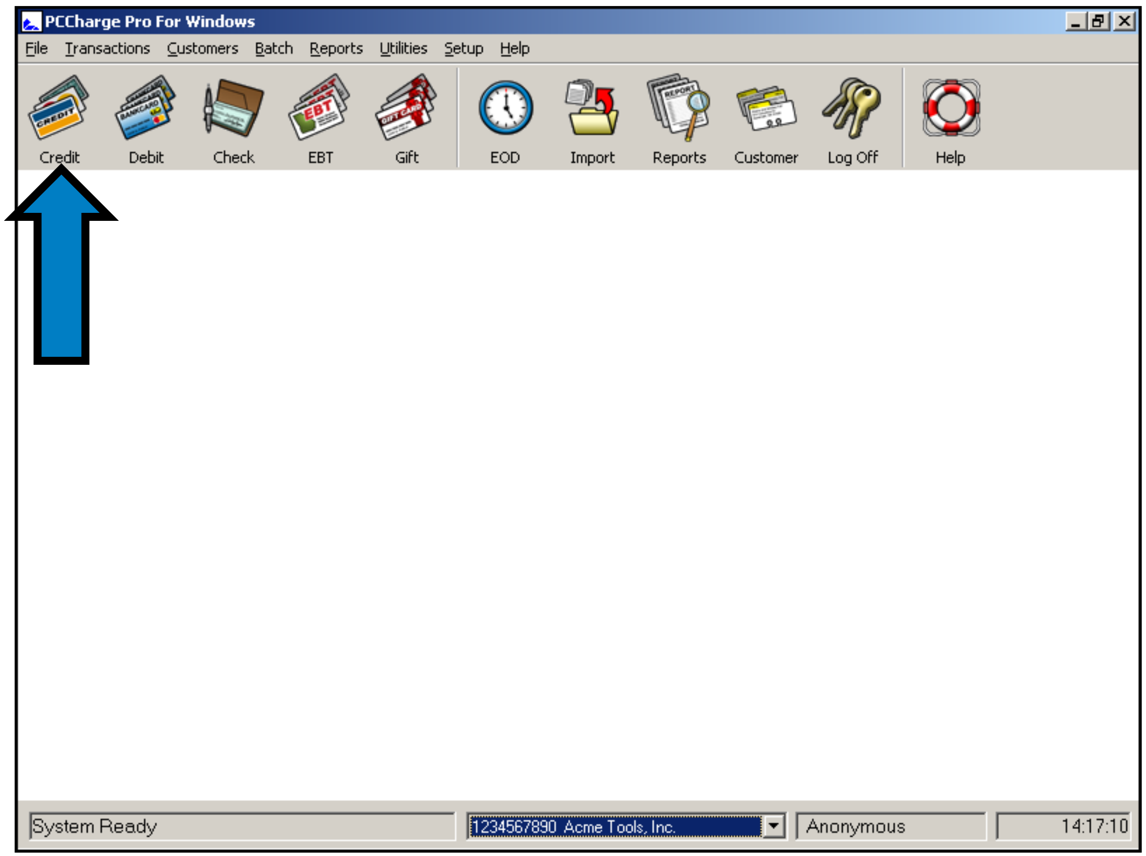
Note: *The procedure described in this tutorial covers the* ***Pre-Auth*** */* ***Post-Auth*** *combination ONLY. For instructions on processing a* ***Post-Auth*** *on a voice-auth code (obtained via phone), refer to your* ***PC****Charge manual.*

Why Would I Use a Post/Pre-Auth?

A credit card **Pre-Auth** transaction only sets the money aside, and a **Post-Auth** (on that transaction) tells the processing company that you really want to transfer the funds from the cardholder's account to your account. This type of transaction is useful in "estimated" totals, where the final total is not yet known. The **Post-Auth** total can be less than the **Pre-Auth** total.

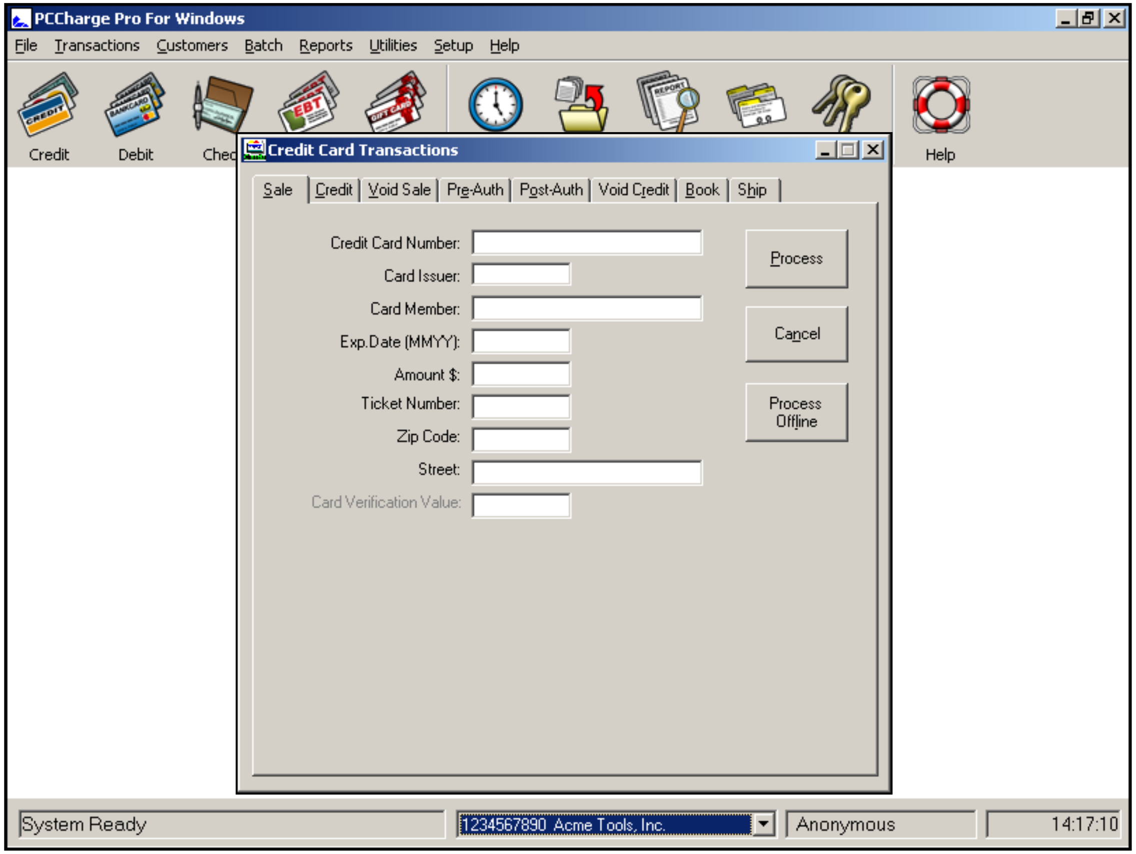
Processing a Post-Auth

Click the credit card icon near the top left of the **PC**Charge main window.



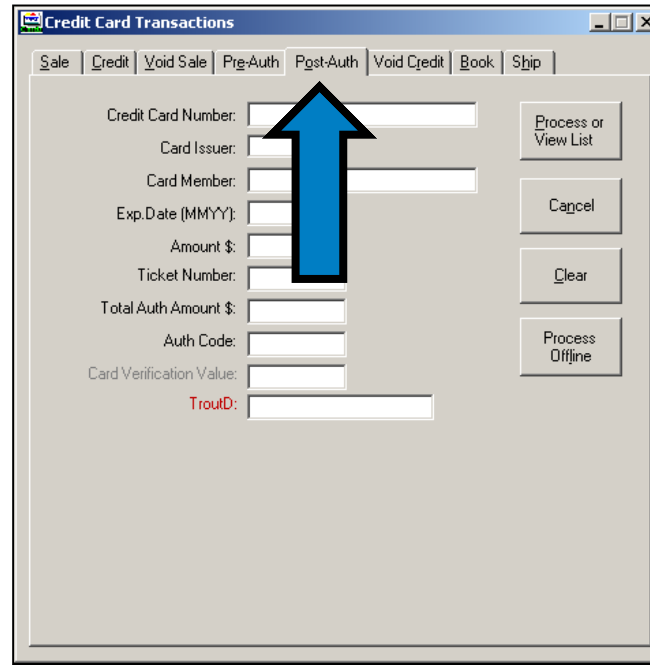
Transaction Window

PCCharge’s transaction window will appear.



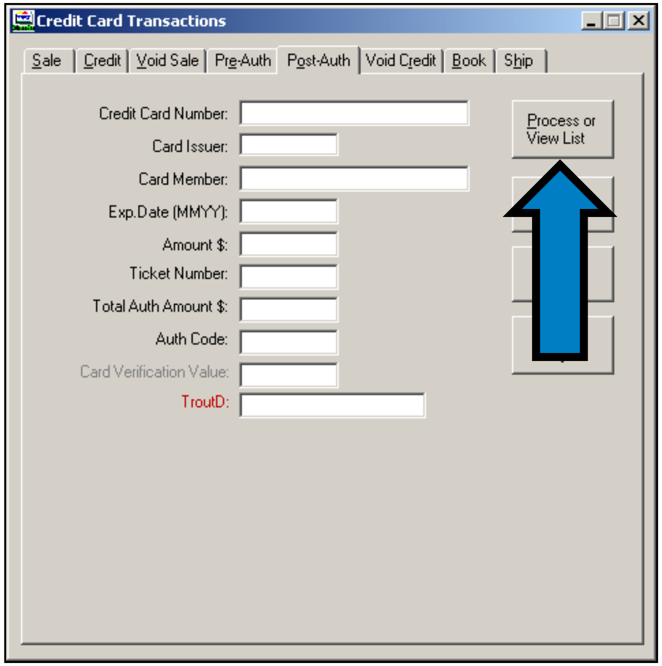
Select the Post-Auth Tab

Select the **Post-Auth** tab near the top of the transaction window.



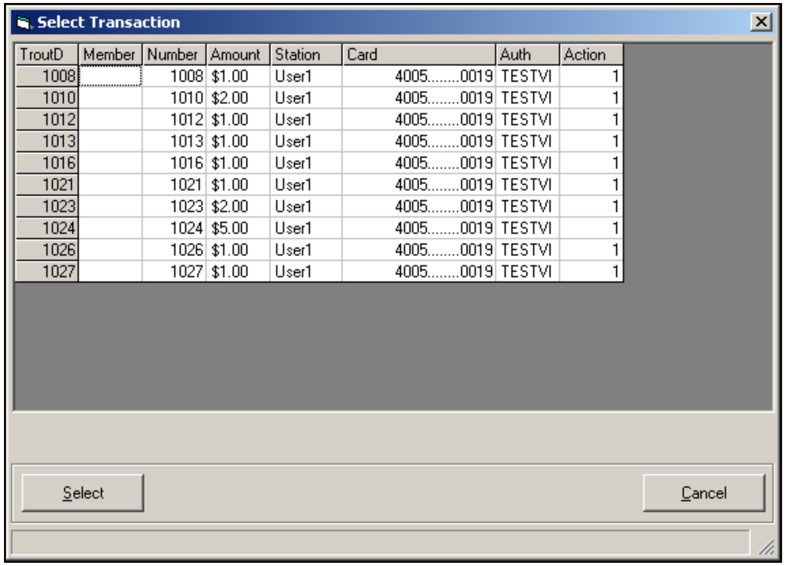
Click Process or View List

Click the **Process or View List** button near the top-right of the transaction window.



Select Transaction

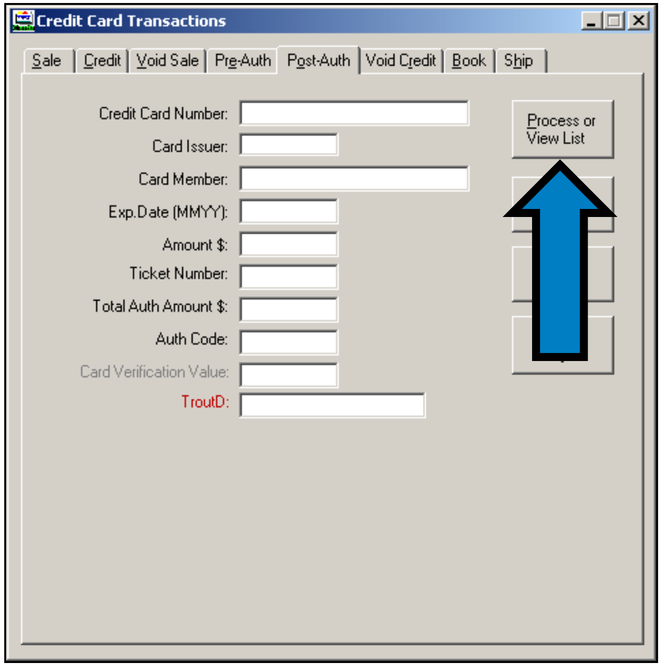
- The **Select Transaction** window will appear
- Select the transaction you want to post-auth by clicking that row.
- Press the **Select** button when you're satisfied with your selection.



TroutD	Member	Number	Amount	Station	Card	Auth	Action
1008		1008	$1.00	User1	4005........0019	TESTVI	1
1010		1010	$2.00	User1	4005........0019	TESTVI	1
1012		1012	$1.00	User1	4005........0019	TESTVI	1
1013		1013	$1.00	User1	4005........0019	TESTVI	1
1016		1016	$1.00	User1	4005........0019	TESTVI	1
1021		1021	$1.00	User1	4005........0019	TESTVI	1
1023		1023	$2.00	User1	4005........0019	TESTVI	1
1024		1024	$5.00	User1	4005........0019	TESTVI	1
1026		1026	$1.00	User1	4005........0019	TESTVI	1
1027		1027	$1.00	User1	4005........0019	TESTVI	1

Completing the Transaction

Click the **Process or View List** button. **PC**Charge will then connect to your processing company (which will process the transaction). Your phone may or may not dial, depending on your processing company.



In Closing

You should have gotten back a response of CAPTURED, PROCESSED, or some “successful” response. If you didn’t, it may be necessary to contact your processor or VeriFone **PC**Charge Technical Support.

It may take up to 48 hours for the funds to actually transfer from the customer’s account to your account. Also, it may be necessary to close or settle your batch (depending on your processing company). Consult the **PC**Charge manual or help file for further details.