



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 **PCCharge** manual.*

Why Would I Use a Post/Pre-Auth?

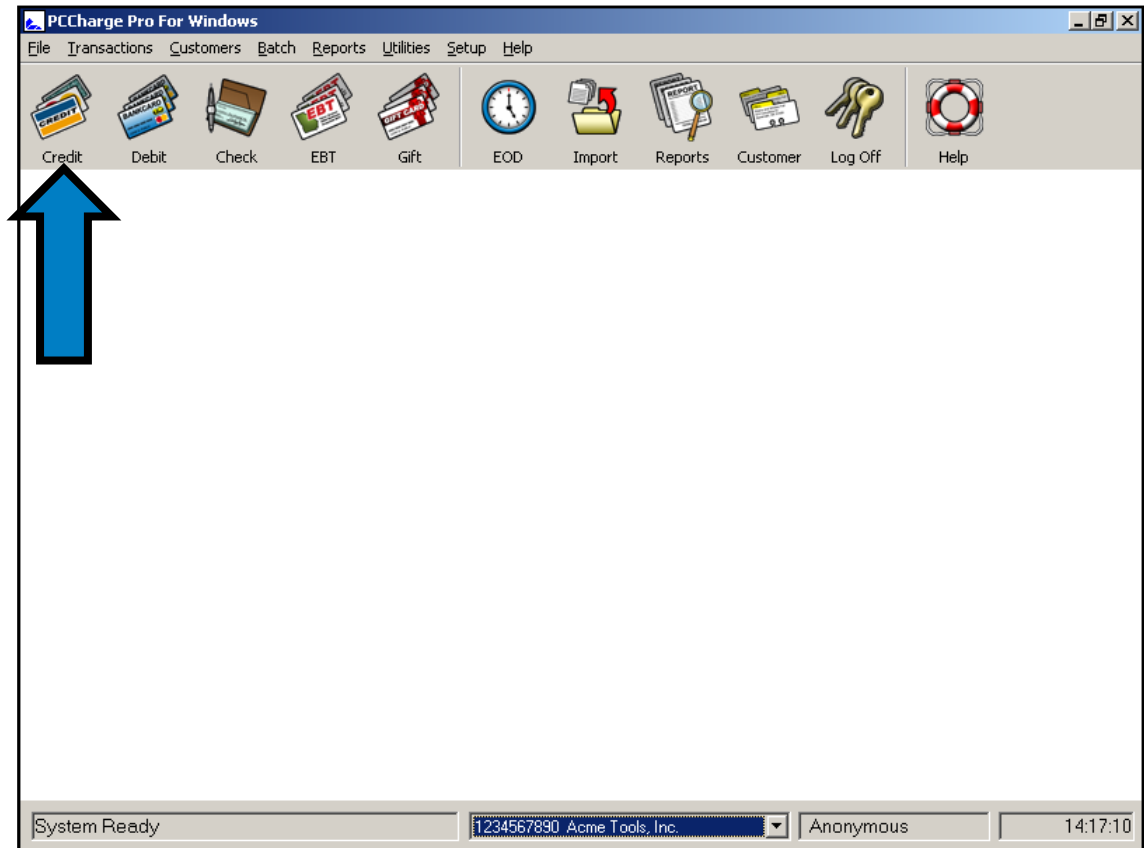


A credit card **Pre-Auth** transaction only sets the money aside, and a **Post-Auth** (on that transaction) tells the processing company that you really want to transfer the funds from the cardholder's account to your account. This type of transaction is useful in “estimated” totals, where the final 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 **PCCharge** main window.



Transaction Window



PCCharge's transaction window will appear.

The screenshot displays the PCCharge Pro For Windows application window. The title bar reads "PCCharge Pro For Windows". The menu bar includes "File", "Transactions", "Customers", "Batch", "Reports", "Utilities", "Setup", and "Help". The toolbar contains icons for "Credit", "Debit", "Check", "EBT", "Gift Card", "Clock", "Folder", "Receipts", "Card", "Keys", and "Help". The "Credit Card Transactions" window is open, showing a tabbed interface with "Sale", "Credit", "Void Sale", "Pre-Auth", "Post-Auth", "Void Credit", "Book", and "Ship". The "Credit" tab is active. The form contains the following fields and buttons:

- Credit Card Number:
- Card Issuer:
- Card Member:
- Exp.Date (MMYY):
- Amount \$:
- Ticket Number:
- Zip Code:
- Street:
- Card Verification Value:

Buttons on the right side of the form include "Process", "Cancel", and "Process Offline". The status bar at the bottom shows "System Ready", a dropdown menu with "1234567890 Acme Tools, Inc.", "Anonymous", and the time "14:17:10".



Select the Post-Auth Tab

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

The screenshot shows a software window titled "Credit Card Transactions". At the top, there is a tabbed interface with the following tabs: "Sale", "Credit", "Void Sale", "Pre-Auth", "Post-Auth", "Void Credit", "Book", and "Ship". The "Post-Auth" tab is currently selected. Below the tabs, there is a form with several input fields and buttons. A large blue arrow points to the "Post-Auth" tab. The form fields are:

- Credit Card Number:
- Card Issuer:
- Card Member:
- Exp.Date (MMYY):
- Amount \$:
- Ticket Number:
- Total Auth Amount \$:
- Auth Code:
- Card Verification Value:
- TroutID:

On the right side of the form, there are four buttons: "Process or View List", "Cancel", "Clear", and "Process Offline".



Click Process or View List

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

The screenshot shows a software window titled "Credit Card Transactions". At the top, there is a menu bar with the following options: Sale, Credit, Void Sale, Pre-Auth, Post-Auth, Void Credit, Book, and Ship. Below the menu bar, there are several input fields for transaction details: Credit Card Number, Card Issuer, Card Member, Exp. Date (MMYY), Amount \$, Ticket Number, Total Auth Amount \$, Auth Code, Card Verification Value, and TroutID. On the right side of the window, there is a vertical stack of buttons. The top button is labeled "Process or View List" and is highlighted with a blue arrow pointing upwards.



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.

TroutID	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. PCCharge will then connect to your processing company (which will process the transaction). Your phone may or may not dial, depending on your processing company.

Credit Card Transactions

Sale | Credit | Void Sale | Pre-Auth | Post-Auth | Void Credit | Book | Ship

Credit Card Number:

Card Issuer:

Card Member:

Exp. Date (MMYY):

Amount \$:

Ticket Number:

Total Auth Amount \$:

Auth Code:

Card Verification Value:

TroutID:

Process or View List



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 **PCCharge** 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 **PCCharge** manual or help file for further details.