



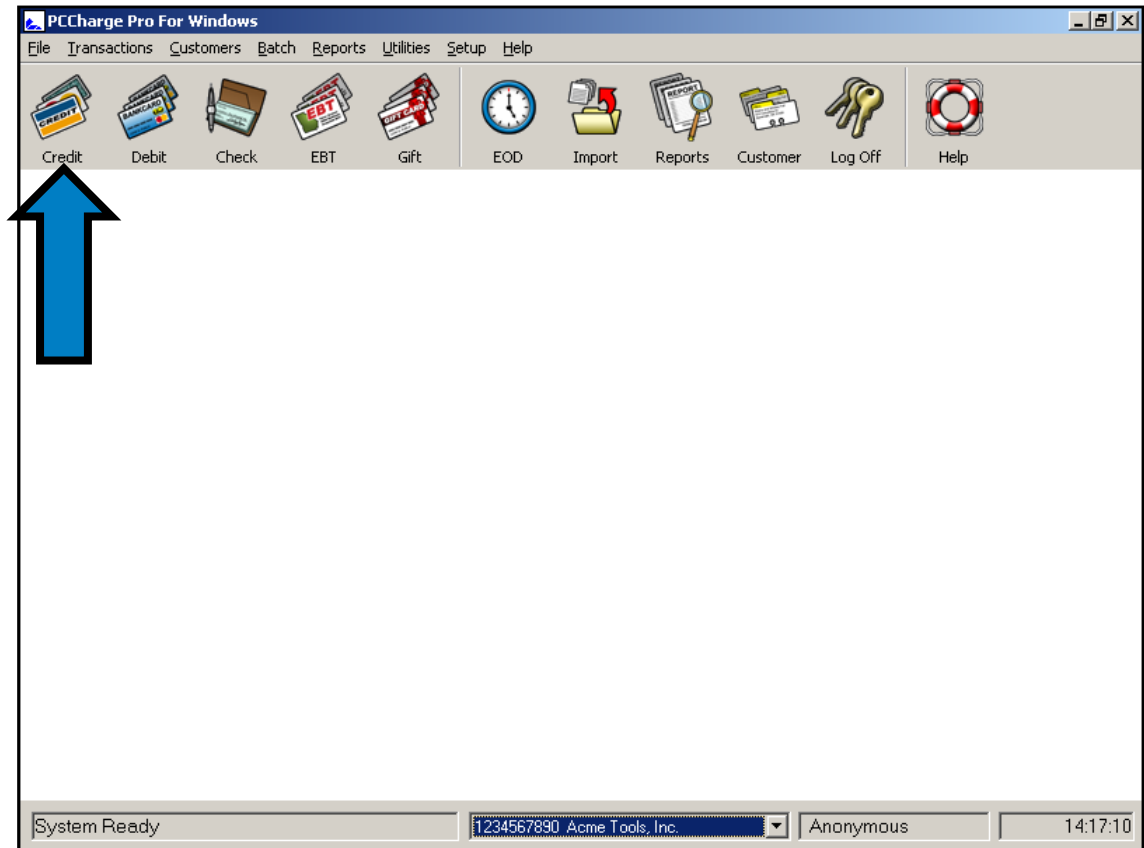
What Is a Credit Transaction?

A credit card **Sale** transaction transfers money from the cardholder's account to your account. It is the opposite of a **Credit** transaction.

Processing a Sale



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 fields include: "Credit Card Number:" (text box), "Card Issuer:" (text box), "Card Member:" (text box), "Exp.Date (MMYY):" (text box), "Amount \$:" (text box), "Ticket Number:" (text box), "Zip Code:" (text box), "Street:" (text box), and "Card Verification Value:" (text box). On the right side of the form, there are three buttons: "Process", "Cancel", and "Process Offline". The system tray at the bottom shows "System Ready", a dropdown menu with "1234567890 Acme Tools, Inc.", "Anonymous", and the time "14:17:10".



Enter All Transaction Information

- For **Credit Card Number**, enter the credit card number without spaces, hyphens (-), or slashes (/).
- For **Card Member**, enter the cardholder's name.
- For **Exp. Date**, enter the card's expiration date in MMY Y (month & year) format, without hyphens (-) or slashes (/).

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:

Zip Code:

Street:

Card Verification Value:

Process

Cancel

Process Offline



Enter All Transaction Information

- For **Amount**, enter the amount you want to charge the cardholder. Use DDDD.CC format (dollars and cents) without a dollar sign (\$).
- For **Ticket Number**, enter a number you've created (such as a purchase order number).
- For **Zip Code**, enter the cardholder's ZIP code.

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:

Zip Code:

Street:

Card Verification Value:

Process

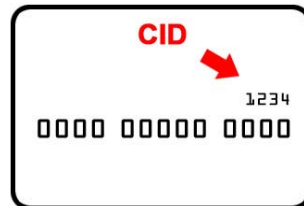
Cancel

Process Offline



Enter All Transaction Information

- For **Street**, enter the cardholder's street address.
- In **Card Verification Value**:
 - For Visa/MC/Discover cards, this is the last three digits of the long number on the back of the card.
 - For American Express cards, this is the four digit number on the front of the card.



Completing the Transaction



Click **Process**.
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:

Zip Code:

Street:

Card Verification Value:

Process



In Closing

You should have gotten back a response of **CAPTURED** 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.