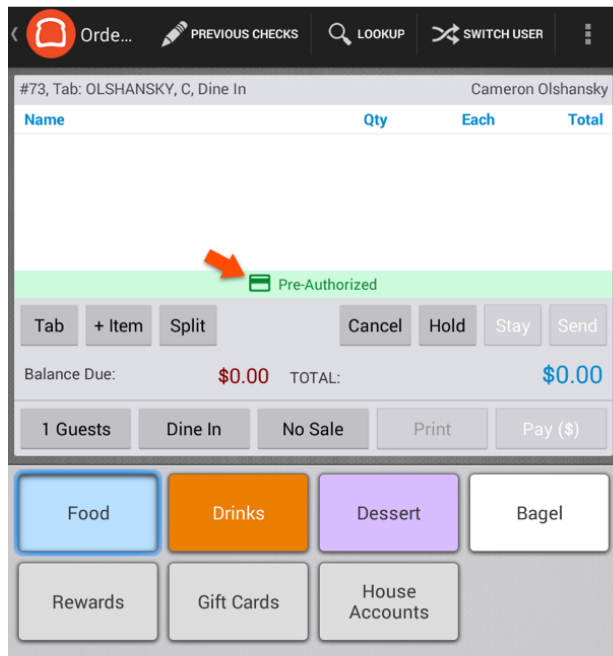


Pre-Authorizing Credit Cards

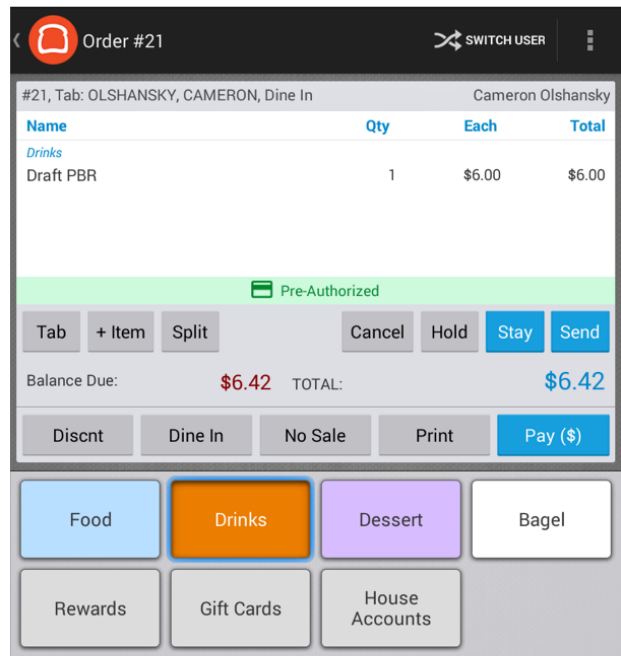
Workflows:

Pre-authorization occurs directly on the order screen by swiping a card on an order with or without items/balance due. Once a card is swiped, a green strip labeled “Pre-Authorized” will appear on the check. If a check does not contain the Pre-Authorized indicator, it means that the check does not contain a Saved CC that has been pre-authorized.

Order Screen

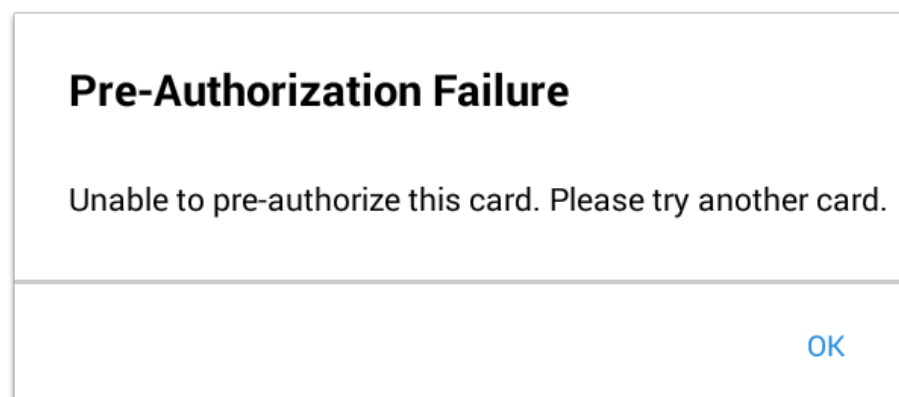


Pre-authorized **without** a balance due



Pre-authorized **with** a balance due

If a card is fraudulent, expired, has insufficient funds, or the account has been canceled or closed, the following error message will occur after swiping:



Using a Pre-Authorized Card for Payment:

On the Payment Screen, a check with a pre-authorized card will have a button labeled Saved CC. Just like

any other form of payment, this button is used to close out the check using the pre-authorized card. The card does not need to be present since the credit card information has been saved to be used on this check.

Payment Screen

Order #21

VIEW ITEMS REWARDS SVC CHARGE SWITCH USER

#21, Tab: OLSHANSKY, CAMERON, Dine In Cameron...

Type	Name	Amount	Tip	Total
Swipe a card now or enter an amount to the right.				

Refund Receipt Adjust Close Done

Credits: \$0.00 Subtotal: \$6.00
Discounts: \$0.00 Tax: \$0.42
Tips (0%): \$0.00 Balance Due: **\$6.42**
TOTAL: **\$6.42**

Balance Due: \$6.42 Amount Tendered: [Input Field]

1 2 3 \$7
4 5 6 \$10
7 8 9 \$20
C 0 00 [X]

Saved CC
Cash
Credit
Gift Card
House Acct
Other
Split

Like any check, a check that contains a pre-authorized card remains in Open Checks until it is paid for, regardless of the form of payment used to close the check.

If the Saved CC is used as the form of payment on the check and you do not have digital receipts enabled, it moves to Paid Checks so a tip can be added before it is closed out.

Paym...

OPEN CHECKS

PAID CHECKS

CLOSED CHECKS

+ NEW ORDER

LOOKUP

SWITCH USER

Sort by: Check Number

#3 D-IN Rob Sutherland 7/6 7:09 PM \$41.36
ne, Red Wine, Red Wine, Red Wine Gift Card & Cash \$10.00

#8 T-OUT WEB Toast... 6/28 10:14 \$6.42
Chicken Parm

#11 D-IN OLSHANSKY, C 2:30 PM \$9.10
White Wine

#15 D-IN MILLER, TRAVIS,... \$0.00

#21 D-IN OLSHANSKY,... 2:50 PM \$6.42
Draft PBR \$0.00

#23 T-OUT WEB Jeffrey... 6/28 11:54 \$8.56
Chips, Super Steak

#24 T-OUT WEB Jeffrey... 6/28 11:56 \$18.18
Spinach Lasagna, Fritters, Tiramasu, French Fries

#21, Tab: OLSHANSKY, CAMERON, Dine In Cameron Olshansky

Name	Qty	Each	Total
Drinks			
Draft PBR	1	\$6.00	\$6.00

Pre-Authorized

Credits:	\$0.00	Subtotal:	\$6.00
Discounts:	\$0.00	Tax:	\$0.42
Tips (0%):	\$0.00	Balance Due:	\$6.42
		TOTAL:	\$6.42

Hide

Update

Close

Pay (\$)

OPEN CHECKS

PAID CHECKS

CLOSED CHECKS

+ NEW ORDER

LOOKUP

SWITCH USER

Sort by: Check Number

#41 D-IN OLSHANSKY, C 7/12 4:25 \$0.00
Candy Bar Mastercard \$1.60

#73 D-IN OLSHANSKY, C 12:46 PM \$0.00
Draft PBR Mastercard & Cash \$6.42

#73, Tab: OLSHANSKY, C, Dine In Cameron Olshansky

Name	Qty	Each	Total
Drinks			
Draft PBR	1	\$6.00	\$6.00

Pre-Authorized

Credits:	\$0.00	Subtotal:	\$6.00
Discounts:	\$0.00	Tax:	\$0.42
Tips (0%):	\$0.00	Balance Due:	\$0.00
		TOTAL:	\$6.42

Hide

Update

Close

Pay (\$)