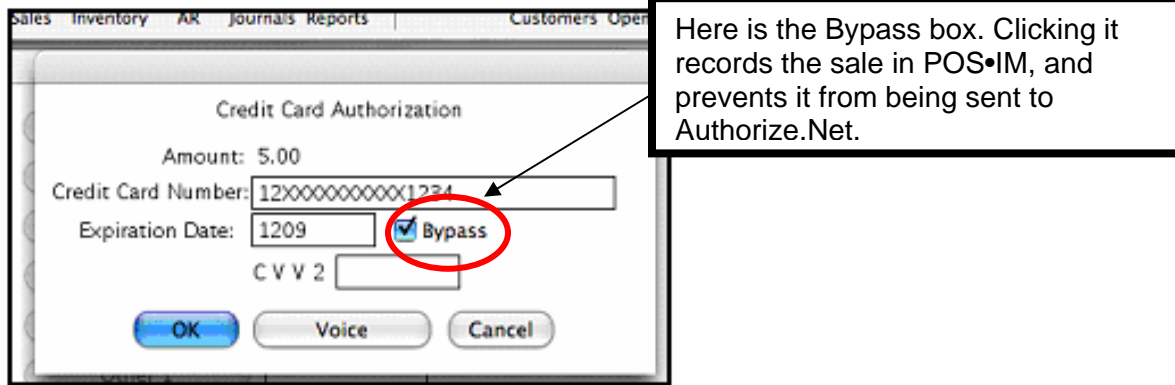
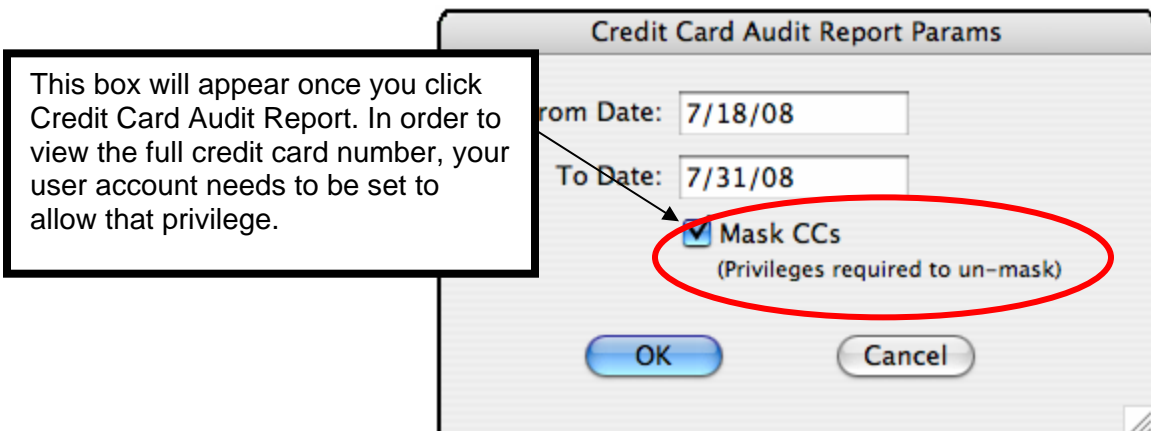
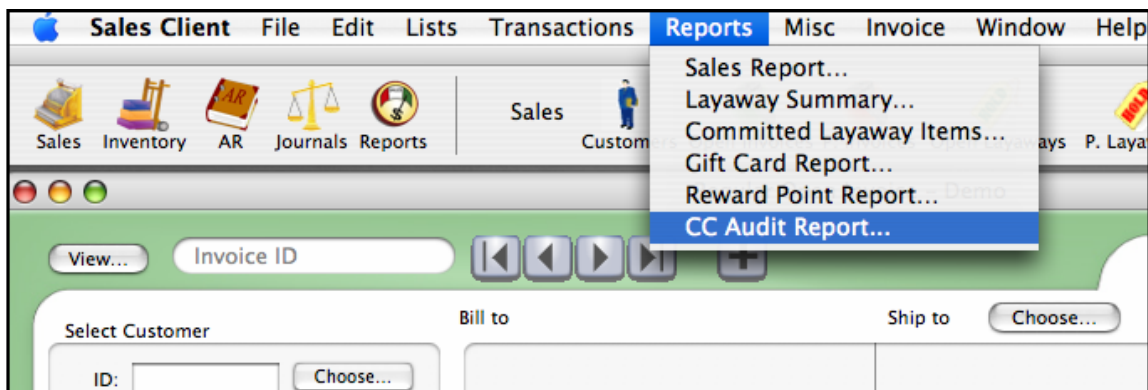


HOW TO BYPASS A SALE

Bypassing a sale records the sale in POS•IM but does NOT authorize nor fund the transaction. This is useful when your internet is down or when you need to enter a sale into POS•IM that has already been processed in Authorize.Net. Bypassing records the transaction in POS•IM only and **does not fund nor authorize the transaction.**



When you are ready to process the sale, e.g. your internet is now functional; retrieve the credit card information from the Credit Card Audit Report. Open Sales Point, click Reports, and then Credit Card Audit Report.



Sales Client File Edit Lists Transactions Reports Misc Window Help

Sales Inventory AR Journals Reports Sales Customers Open Invoices P. Invoices Open Layaways P. I.

Credit Card Audit Report

Credit Card Audit Report

From: 07/18/08
To: 07/18/08
Mask: CCs

Date	Invoice ID	Card Type	CC #	APR	Amount
7/18/08	900082	MC	200000000000206 1201	bypass	2508.08
7/18/08	900083	Visa	400000000000100 1201	bypass	5.00
7/18/08	900085	MC	500000000000206 1201	bypass	34.82
7/18/08	900086	Other	1000000000001254 1201	bypass	5.00
		Visa Total:			5.00
		MC Total:			2934.85
		Other Total:			5.00
Total of all credit cards:					2944.85

The Credit Card Audit Report displays the credit card number, the expiration date, and the amount. Print the report to use when you're logging in to Authorize.Net to process the sale.

After you have bypassed the sale in POS•IM, you will eventually have to go into Authorize.Net to hand key the sale. Although your internet may be down at the store, you could take the Credit Card Audit Report to another location, log in to Authorize.Net from there, and enter the sales into the Virtual Terminal.

Authorize.Net
a CyberSource solution

VPOS Login | Feedback | Contact Us | Live Help | Help | Log Out

Home Tools Reports Search Account New Search (beta)

Virtual Terminal Settled Transactions

ANNOUNCEMENTS

4/24/08 **New**
Authorize.Net Introduces Simple Checkout
11/29/07
Customer Information Manager Now Available

TOOLS

Virtual Terminal

REPORTS

Transaction Detail
Transaction Statistics
QuickBooks Download

SEARCH

Transactions
Unsettled Transactions

ACCOUNT

Settings
Merchant Profile
Billing Information
Statements
User Administration
User Profile

Authorize.Net Knowledge Base
The Authorize.Net Knowledge Base, located at <http://www.authorize.net/kb>, provides comprehensive answers to virtually any customer support question, as well as useful links to demos, help files and information on contacting us. We strongly recommend using the Knowledge Base anytime you need help.

To run the credit card transaction manually through Authorize.Net, click on Virtual Terminal (located under the Home tab).

Authorize.Net
a CyberSource solution

VPOS Login | Feedback | Contact Us | Live Help | Help | Log Out

Home | Tools | Reports | Search | Account | New Search (BETA)

Virtual Terminal

Enter Transaction

Select Payment Method

- Charge a Credit Card
- Refund a Credit Card

Select Transaction Type

- Authorize and Capture
- Authorize Only
- Capture Only

Payment/Authorization Information

Accepted Payment Method: American Express, Discover, MasterCard, Visa

Card Number (enter number without spaces)

Expiration Date (mmyy) *

Amount (i.e., 10.00) *

Card Code

Order Information

Make sure to select the Charge a Credit Card option.

You will only need to fill in the Card Number, Expiration Date, and the Amount. These are the only required fields for processing the transaction.

Authorize.Net
a CyberSource solution

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Home | Tools | Reports | Search | Account | New Search (BETA)

Virtual Terminal

Enter Transaction

Select Payment Method

- Charge a Credit Card
- Refund a Credit Card

Select Transaction Type

- Authorize and Capture
- Authorize Only
- Capture Only

Payment/Authorization Information

Accepted Payment Method: American Express, Discover, MasterCard, Visa

Card Number (enter number without spaces) *

Expiration Date (mmyy) *

Amount (i.e., 10.00) *

Card Code

Order Information

Invoice #

Description

Customer Billing Information

Customer ID

First Name

Last Name

You may want to enter the Invoice # and a Description, such as "internet down" so that there's a record of what happened.

All of the other boxes (i.e. Shipping Information, etc.) are not required in order to process the transaction. They are optional. After that, just scroll down to the bottom of the page and click submit!

Shipping Information

Same as information entered in Billing Information, or:

First Name

Last Name

Company

Address

City

State/Province

Zip Code

Country

Information

Tax

Freight

Duty

Use Exempt

PO number

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