

POS•IM Charge for Mac

Bypass Sales

Bypassing a sale records the sale in POS•IM but does NOT authorize nor fund the transaction. This is useful when your internet OR AUTHORIZE.NET are 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 or fund the sale, e.g. your internet OR Authorize.net are now functional; retrieve the credit card information from the Credit Card Audit Report.

Open Sales Client, click Reports, and then Credit Card Audit Report. Select Print Credit Card Audit Report, because you will need the Token Number and Invoice number to process the sale. The report clearly shows which sales were bypassed in the Authorization or Reference number column.

Virtual Terminal

1. Click the POSIMCharge icon in the menu bar
2. Select “Admin Console...”
3. Type you POSIMCharge password
4. To access the virtual terminal, click on Tools in the POS•IM Charge menu bar. Then select virtual terminal.
5. Choose to either process a credit card or use an existing token and fill in the appropriate fields.

You can choose to either Authorize Only or to Authorize and Capture the credit card information.

- a) Authorize Only will simply approve the transaction without processing it.
- b) Authorize and Capture will approve and process the transaction.

Posim*Charge Virtual Terminal

*Required Fields

Invoice number

Process Credit Card Process Existing Token

Payment/Authorization Information

American Express, Discover, MasterCard, Visa

Card Number
(enter number without spaces)*

Expiration Date CV2:

Amount (i.e., 10.00) *

Auth & Capture Credit Reset