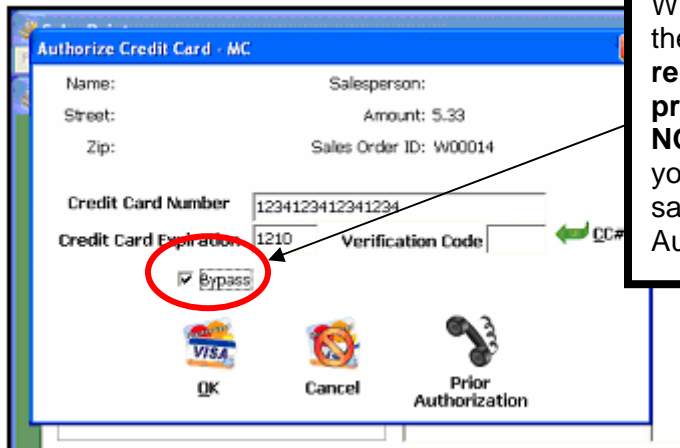


HOW TO BYPASS A SALE

Bypassing a sale records the sale in POSIM 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 POSIM that has already been processed in Authorize.Net. Bypassing records the transaction in POS•IM only and does not fund nor authorize the transaction.



Authorize Credit Card - MC

Name: Salesperson:
Street: Amount: 5.33
Zip: Sales Order ID: W00014

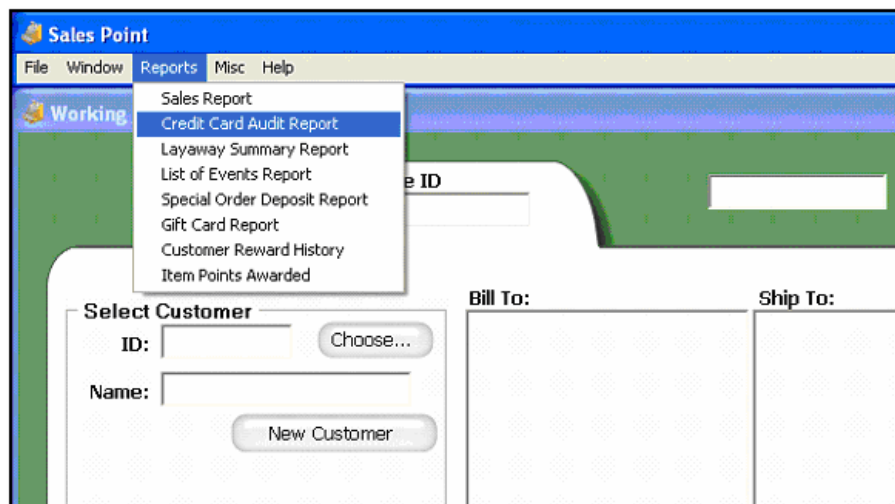
Credit Card Number: 1234123412341234
Credit Card Expiration: 1210 Verification Code: CC#

Bypass

OK Cancel Prior Authorization

When you check bypass you receive the following message, “**This option removes the credit card from processing. This credit card WILL NOT BE FUNDED.**” This reminds you that you need to process the sale in the virtual terminal in Authorize.Net.

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 Point

File Window Reports Misc Help

Working

- Sales Report
- Credit Card Audit Report
- Layaway Summary Report
- List of Events Report
- Special Order Deposit Report
- Gift Card Report
- Customer Reward History
- Item Points Awarded

Select Customer

ID: Choose...
Name: New Customer

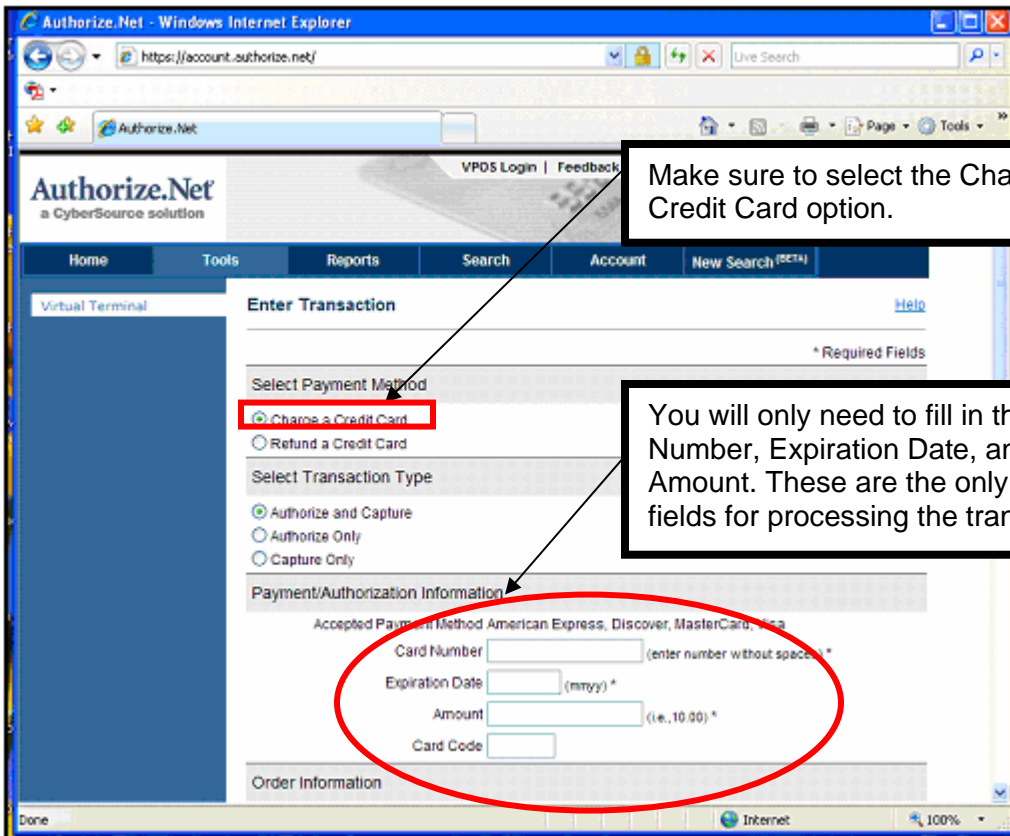
Bill To: Ship To:

This box will appear once you click Credit Card Audit Report. You'll be able to set the date parameters to what you need. In order to view the full credit card number, your user account needs to be set to allow that privilege.

Transaction Date	Invoice ID	Card Type	Credit Card Number	Reference Number
07/16/2008	P8888	MC	12*****1234	Auth Reposs
07/16/2008	P8888	MC	54*****0200	Auth Reposs
07/16/2008	P8888	MC	54*****0200	Auth Reposs
			87-16-2000	
Grand Total				

The Credit Card Audit Report displays the credit card number, the expiration date, and the amount. Print the report to use when logging in to Authorize.Net to process the sale. In order to unmask the numbers, you will have to set up your privileges, which our Tech Support team can help you with. (NOTE: If you do not see the expiration date in the report, that information can be found on the processed invoice.)

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

Enter Transaction [Help](#)

* Required Fields

Select Payment Method

Charge a Credit Card
 Refund a Credit Card

Select Transaction Type

Authorize and Capture

Authorization Information

Selected 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

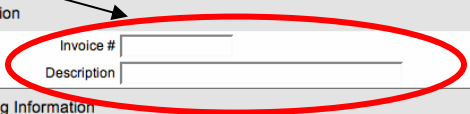
Customer Billing Information

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.



Authorize.Net - windows internet explorer

https://account.authorize.net/

Authorize.Net

Shipping Information

Same as information entered in Billing Information, or:

First Name

Last Name

Company

Address

City

State/Province

Zip Code

Country

Additional Information

Tax

Freight

Duty

Tax Exempt: --Select One--

PO Number

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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!

