



HARBORTOUCH

HOSPITALITY PRE-AUTHORIZATION QUICK REFERENCE GUIDE

1. Login with Manager/Owner PIN
2. Click "**Manager**"
3. Click "**System**"
4. Click "**Credit**"
5. Click "**Advanced Setup**"
6. In the upper left-hand corner, check the box next to "**Allow credit cards to be authorized ahead of time**".
7. In the "**Standard Authorization Amount**" field, enter the dollar amount you will pre-authorize on the credit card. Click "**OK**" when finished.

HARBORTOUCH Setup Credit Card System (Advanced)

Allow credit cards to be authorized ahead of time.

Use this feature if you wish to authorize a certain amount when the guest check is opened, and give the card back to the customer.

Standard authorization amount

This feature is intended for use by bars and nightclubs.

Harbortouch will conduct an initial authorization in the amount specified to ensure that the card is valid and has funds available.

Use of this feature may result in significant additional transaction costs, especially if the amount to authorize is set too low or too high.

In addition, debit card holders may see cash funds withheld by their financial institution for a period determined by the institution.

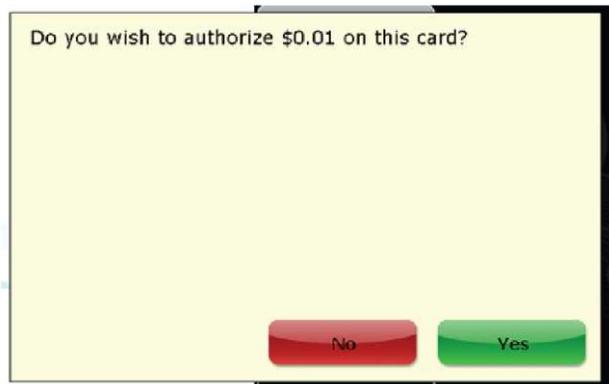
This may result in negative guest feedback.

Consult with your merchant processing representative for more advice.

You may change this amount or disable the feature at any time.

8. At the main order screen, you can swipe the card at any given time (No need for a ticket to be open).

9. You will be prompted whether you would like to pre-authorize the credit card for \$X.XX amount of dollars. Once you select "Yes", a ticket will be created.



10. You will now be able to run the same card again for the full amount of the check.

When the customer wants to settle the bill, you NEED to run the credit card again. Though you have captured the card information and are able to edit the amount, this could leave the merchant open to a potential chargeback if the sale amount is substantially larger than the pre-authorized amount. You will need to go to "Pay" and void out the original pre-authorization.