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.

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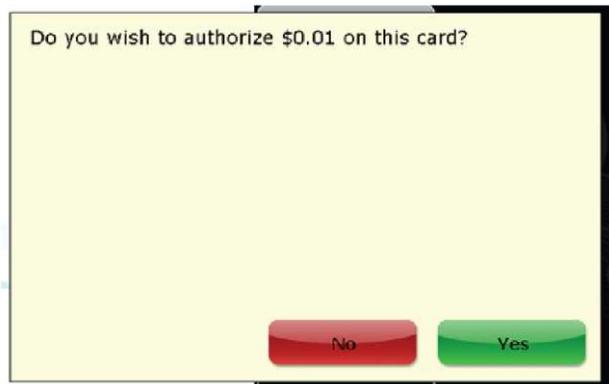
10. You will now be able to run the same card again for the full amount of the check.

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.