

# PARTIAL AUTHORIZATION GUIDE

## For the Hypercom T4205 terminal

HOST  
MERCHANT  
SERVICES



[www.hostmerchantservices.com](http://www.hostmerchantservices.com)



A comprehensive walkthrough for merchants on how to utilize Partial Authorization on the Hypercom T4205 terminal.

*Discover Partial Pre-Paid Auth:*

TEST ACCOUNT #3  
371 CENTENNIAL PKWY  
LOUISVILLE, CO 80027

**Sale**

Merchant: 1  
ID: 74968598  
02-22-10  
Batch #: 001

Ref #: 0001  
15:19:31

DISCOVER  
XXXXXXXXXXXX0034 Exp: 12/11  
Appr Code: 000000 Invoice#: 000001  
Trans ID: 928387523708483  
Amount: \$ 71.99  
Total: \$ 71.99

**Amount Due: \$ 28.01**

I agree to pay above total amount according to card issuer agreement (Merchant agreement if credit voucher)

X \_\_\_\_\_

CARD-DISCOVER GIFT



877.517.4678 phone  
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Newark, DE 19702

Host Merchant Services would like to guide you through a partial authorization transaction on your Hypercom T4205 terminal.

**Step 1:** Terminal notifies you that Partial Authorization is about to take place. A message will appear on your screen that states:

**Total Exceeds Card Value  
Amount Due \$X.XX  
Continue**

This message will only appear during a sale when the card swiped does not have enough funds to complete the entire sale and the issuer approves a partial payment.

**Step 2:** Select “Continue” to accept the Partial Authorization.

**Step 3:** Advise the customer of the amount due and ask for another form of payment.

**Step 4:** If customer OKs the partial payment, print out the receipt. The receipt will look similar to this sample:



**Note:** It is important to note that you are not locked in to having to do this Partial Authorization. It is optional. If the customer does not want to do it, you can reverse the transaction if the customer decides they do not want partial payment used on that card.





The reversal process explained if you wish to cancel a partial authorization in Open Batch that was the last transaction:

**Step 1:** Press [Enter]

**Step 2:** On the screen you will see **Transaction** or **Batch**, select “Batch.”

**Step 3:** On the screen you will see “Settle.” Press the button next to the down arrow (to the right of the screen).

**Step 4:** On the screen you will see:

**Find  
Adjust  
Partial Rev**

Select “Partial Rev”

**Step 5:** On the screen you will see **Last** or **Invoice**. Select “Last” for the last transaction.

**Step 6:** On the screen you will see “**Correct Yes or No?**” Press [Enter] for Yes.

**Step 7:** On the screen you will be asked **Reversal Amount?**

Key in the amount to reverse (which can be lower but not higher than the original amount). Press [Enter] when you are finished.

**Step 8:** On the screen you will see “**Correct Yes or No?**” Press [Enter] for Yes.

**Step 9:** The receipt prints out.



The reversal process explained if you wish to cancel a partial authorization in Open Batch that was not the last transaction:

**Step 1:** Press [Enter]

**Step 2:** On the screen you will see **Transaction** or **Batch**, select “Batch.”

**Step 3:** On the screen you will see “Settle.” Press the button next to the down arrow (to the right of the screen).

**Step 4:** On the screen you will see:

Find  
Adjust  
Partial Rev

Select “Partial Rev”

**Step 5:** On the screen you will see Last or Invoice. Select “Invoice” for any transaction.

**Step 6:** Enter the Invoice number.

**Step 7:** On the screen you will see “Correct Yes or No?” Press [Enter] for Yes.

**Step 8:** On the screen you will be asked **Reversal Amount?**

Key in the amount to reverse (which can be lower but not higher than the original amount). Press [Enter] when you are finished.

**Step 9:** On the screen you will see “Correct Yes or No?” Press [Enter] for Yes.

**Step 10:** The receipt prints out.



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