

# PARTIAL AUTHORIZATION GUIDE

## For the Verifone VX510LE Terminal

HOST  
MERCHANT  
SERVICES



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



A comprehensive walkthrough for merchants on how to utilize Partial Authorization on the Verifone VX510LE terminal.

*Discover Partial Pre-Paid Auth:*

TEST ACCOUNT #3  
371 CENTENNIAL PKWY  
LOUISVILLE, CO 80027

**Sale**

Clerk: 1  
ID: 74968598  
12-22-10  
Batch #: 001

Ref #: 0001  
15:19:31

DISCOVER  
XXXXXXXXXX0034 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  
888.535.7463 fax

250 Corporate Blvd. Suite L  
Newark, DE 19702

Host Merchant Services would like to guide you through a partial authorization transaction on your Hypercom VX510LE terminal.

*Note: Partial Authorization message will only appear during a Sale when the card swiped does not have enough funds available to complete the entire sale and the Issuer approves a partial payment.*

**Step 1:** Press [Enter] to confirm. Your screen will display:

**Amount Due \$X.XX  
PARTIAL APPROVAL**

**Step 2:** Advise customer of amount due and ask for another form of payment.

**Step 3:** The receipt prints out. It will look like the following sample:



**Note:** Reverse transaction if customer decides they do not want partial payment authorized on the card that was being used.



The reversal process explained if you wish to cancel a partial authorization in Open Batch on a VX510LE, using the retrieve by invoice number option:

**Step 1:** Press [Scroll] three times.

**Step 2:** Press [F2] for Reversal. Your screen will display the word "Reversal."

**Step 3:** Your screen will then display Reversal retrieve by: And you will be given the option of retrieving the reversal by either the Invoice # or the Amount.

Press Retrieve by Invoice #

**Step 4:** Your screen will then prompt you to input the Invoice number. Do so.

**Step 5:** Your screen will give you the options:

Yes  
No  
Next

Press Yes if information you inputted was correct.

Receipt prints out.

**Note:** Reversals are not allowed on PIN-BASED DEBIT. Refund those as cash.





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**Step 1:** Press [Scroll] three times.

**Step 2:** Press [F2] for Reversal. Your screen will display the word "Reversal."

**Step 3:** Your screen will then display Reversal retrieve by: And you will be given the option of retrieving the reversal by either the Invoice # or the Amount \$.

Press Retrieve by Amount \$

**Step 4:** Your screen will then prompt you to input the Amount in \$X.XX. Do so.

**Step 5:** Your screen will give you the options:

Yes  
No  
Next

Press Yes if information you inputted was correct.

Receipt prints out.

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