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How Do You Process Unposted/Authorized Order Deposits?

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Posting to the ledger for credit card charges will be done in Epayment.

Follow these steps to post Unposted/Authorized charges:

1. Provider name– select the Authorize.net service provider resource.

2. Invoices only– leave unchecked.

3. Order vaults only– Check this.

4. Click Search.

This will give you a list of all the orders with Unposted/Authorized amounts.

5. To select all the orders for processing, click the checkbox located in the column heading or select orders one at a time by checking the box to the left of the order.

6. Click Process to post the ledger for the selected orders

An amount authorized cannot be changed. No further credit card transactions can be made to the order until any existing credit card transactions have been processed. The order cannot be invoiced until any existing transactions have been processed.

The order's deposit amount now reflects the Unposted/Authorized amount

that was processed.

The order can now be invoiced or additional order deposits posted to it if necessary.

Once the order has been processed as an invoice, any balance remaining on the invoices can be processed against the order's credit card vault profiles. If the balance of the invoice is to be paid through the Receipts-Allocate option, then no further processing is required in Epayment for the invoice.

∧ Totals		
Prices		
+ Goods/Services	$80.40	100%
- Discount	$0.00	0%
+ Freight	$0.00	0%
Total Price	**$80.40**	**100%**
- Deposit	$80.40	100%
Unpaid Amount	**$0.00**	**0%**
Costs		
- Goods/Services	$37.20	46%
- Freight	$0.00	0%
Gross Margin	**$43.20**	**54%**