

Manage Credit Card Transactions

The Manage Credit Cards function allows you to manage the credit card transactions for each booking.

The basic functionality of Manage Credit Cards is the same for both **Traditional MyCard®**, **MyCard EMV®**, and non-MyCard users. However, MyCard Users will also use the manage credit card area to take authorizations and process the transactions directly through MyPMS.

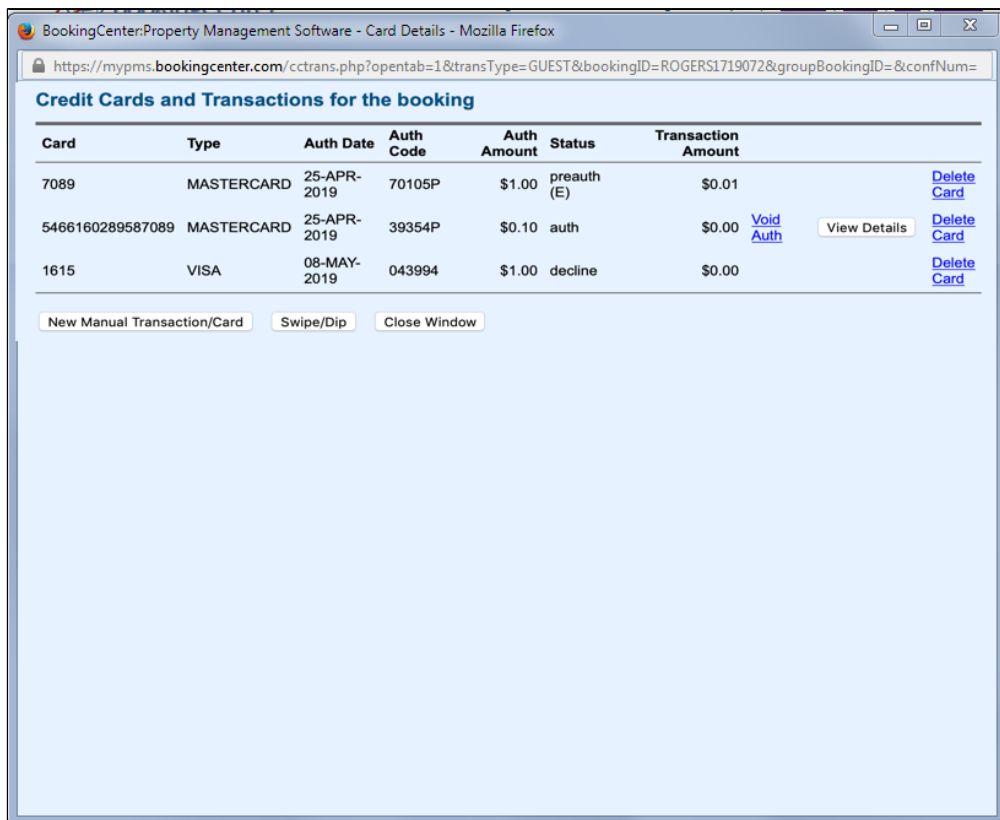
There are two places where you can access the Manage Credit Cards function: in the [Booking Data](#) Tab of the booking or in the [Folio](#) Tab of the Booking. Both links will take you to the same Transaction list. Credit Card Transactions will also appear in the [Transactions](#).

View Credit Card Transactions for Guest Booking

- To add a new transaction, manage credit card information and to view a list of credit card transactions for a guest:
- Go to the [Booking Details](#) of the Guest
- Go to the [Booking Data](#) Tab or [Folio](#) and then **Manage Credit Cards**.
- Click on the **Manage Credit Cards** link
- A new window opens with either Transaction history (figure. 1) for the guest or an empty list (figure.2).
- Note that **VOID AUTH** is only available for an authorization. Once a payment has been applied to a Folio, one can edit it (make it into a different amount) or reverse it (negative payment of same amount) but the VOID AUTH is no longer available.
- Note that an **EXPIRED** auth occurs 14 days after capturing an auth code. There is no way for an EMV terminal to persist an auth greater than 14 days, regardless of the 'card-issuing' bank's policy on authorizations. The status of an expired auth will show 'expired', as below. But if attempting to make a payment with a card with an existing auth that has EXPIRED, the system will *attempt* to get a new auth and you won't notice it had expired, if successful. If the card is unsuccessful to get a new auth to apply a Payment with a card with an EXPIRED auth, then an error message will present: **"Unable to obtain an auth"** and the user will have to decide how to handle that business situation.

Card	Type	Device Name	Batch Number	Auth Date	Auth Code	Auth Amount	Status	Transaction Amount	
8664	VISA	Jeff S300 ser633	-1	10-AUG-2021 13:16	09191G	\$1.00	expired (E)	\$0.00	Delete Card
8664	VISA	Jeff S300 ser633	-1	24-AUG-2021 13:08	04330G	\$1.01	auth (E)	\$0.01	Delete Card

You can then Manage the Credit Card Transactions or [Add a new transaction](#).



See the My Card Video Tutorial Series

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