

Reporting with ConnectPay

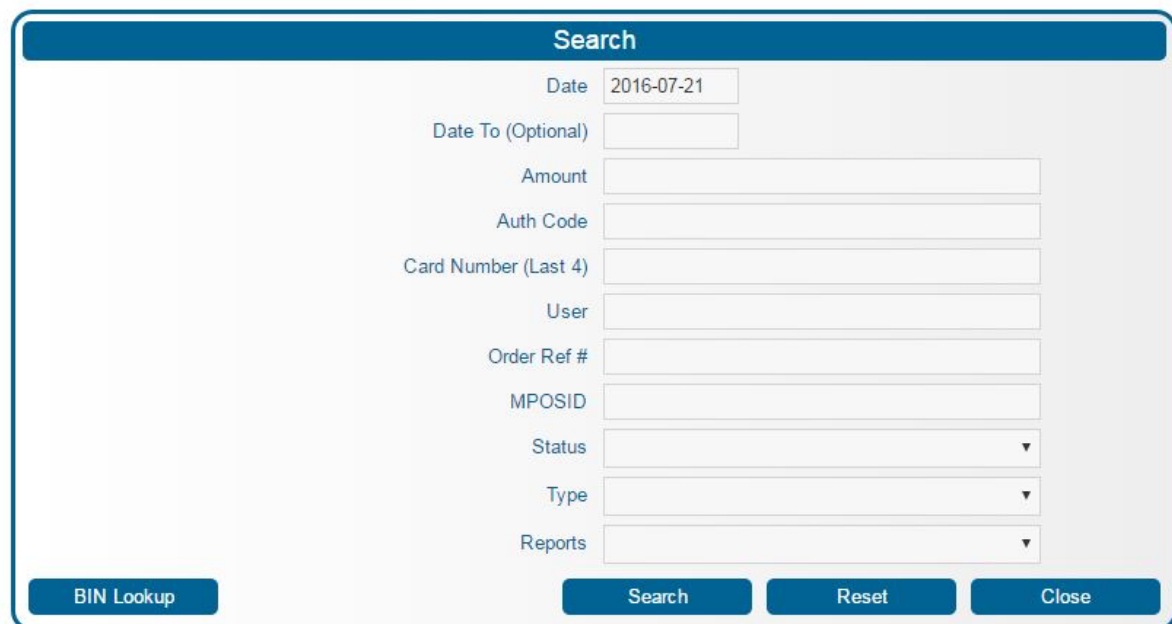
Reporting with ConnectPay

Search

In the search area you will be able to;

- Search/view transactions
- Produce CSV reports
- Produce PDF receipts to email to customers
- Process Refunds

On selecting the 'Search' option you will see the following screen:



The screenshot shows a 'Search' window with a blue header bar. Below the header, there are several input fields for search criteria: 'Date' (with a value of '2016-07-21'), 'Date To (Optional)', 'Amount', 'Auth Code', 'Card Number (Last 4)', 'User', 'Order Ref #', 'MPOSID', 'Status' (a dropdown menu), 'Type' (a dropdown menu), and 'Reports' (a dropdown menu). At the bottom of the window, there are four buttons: 'BIN Lookup', 'Search', 'Reset', and 'Close'.

BIN Lookup

Search using the BIN number of the card (first six digits) to identify the card type.

Search

Search by any or all of the parameters available. Select your parameters and click 'search', to view all results.

Transactions											
Date	2018-05-04		User	demo							
MPOSID ▲	Source	Ref #	Customer #	Date	Card No	Amount	User	Status	Auth Code	Error Code	Refunded
3652128	P	R0NVAHMQ2Q4GVPM8554	CUST1	04/05/2018 06:01	420222	10.00	Demo User [demo]	Declined		05	0.00
3652181	P	R0NVAHMQ2Q4GVPM8554		04/05/2018 06:01	490006	10.00	Demo User [demo]	Authorised	999777	0	0.00
3652126	T	E36610104885145079		04/05/2018 06:01	490006	12.34	Demo User [demo]	Authorised	999777	0	0.00
3652179	P	R0NVAHMQ2Q4GVPM8554		04/05/2018 06:01	490006	10.00	Demo User [demo]	Authorised	999777	0	0.00
3652179	P	R0NVAHMQ2Q4GVPM8554		04/05/2018 06:01	420222	10.00	Demo User [demo]	Declined		05	0.00
3652184	P	R0NVAHMQ2Q4GVPM8554		04/05/2018 06:01	420222	10.00	Demo User [demo]	Declined		05	0.00
3652188	P	R0NVAHMQ2Q4GVPM8554		04/05/2018 06:01	440002	10.00	Demo User [demo]	Authorised	999777	0	0.00
3652187	P	R0NVAHMQ2Q4GVPM8554		04/05/2018 06:01	420222	10.25	Demo User [demo]	Declined		05	0.00
3652196	P	R0NVAHMQ2Q4GVPM8554		04/05/2018 06:01	440002	10.25	Demo User [demo]	Authorised	999777	0	0.00
3652182	P	R0NVAHMQ2Q4GVPM8554		04/05/2018 06:01	420222	11.00	Demo User [demo]	Declined		05	0.00
3652130	P	R0NVAHMQ2Q4GVPM8554		04/05/2018 06:01	440002	11.00	Demo User [demo]	Authorised	999777	0	0.00
3652131	P	R0NVAHMQ2Q4GVPM8554		04/05/2018 06:01	420222	11.00	Demo User [demo]	Declined		05	0.00
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EXCEL / CSV		Archive									
Close											

If a broad parameter was selected for the initial search, you can refine the search further from this screen without having to go back to the main search menu. Use the drop-down boxes to select the search parameter type and enter the parameter in the adjacent box.

Reports

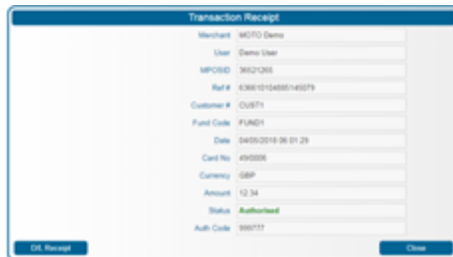
On the results screen you can produce a CSV report by clicking "EXCEL/CSV".

You can view more information about a transaction by clicking on it. This will also give you options to produce a receipt or process a refund (if you have refund privileges).

Transaction	
BIN	Receipt
MPOSID	36521265
Permission-Checked Link	[RIGHT CLICK TO COPY]
Account	demo66
Merchant	MOTO Demo
User	Demo User [demo]
User Account Number	1234
Source	T
Channel	TonePay
MID	adelantest
Ref #	636610104885145079
Customer #	CUST1
Fund Code	FUND1
Date	04/05/2018 06:01:29
Card No	490006
Token	<input type="checkbox"/>
Card Type	VC
Card Expiry	12/19
Card Token	492900571124782215278474710006
Currency	GBP
Total Amount	12.34
Status	Authorised
Response	The Authorisation was Successful.
Auth Code	999777
Transaction No	17503108
Error Code	0
Refunded	0.00
Refund	Close

Receipt

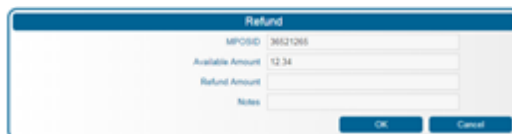
To produce a receipt, click on “Receipt” in the top right hand corner of the transaction information page, then select “D/L receipt” to download a PDF copy you can save and attach to an email.



A screenshot of a 'Transaction Receipt' form. The form contains the following fields: Merchant (MOTO Demo), User (Demo User), MPOSID (36521265), Ref # (63651214685145579), Customer # (CUST1), Fund Code (FUND1), Date (04/04/2018 08:01:29), Card No (490006), Currency (GBP), Amount (12.34), Status (Authorized), and Auth Code (999777). At the bottom left is a button labeled 'DL Receipt' and at the bottom right is a button labeled 'Close'.

Refund

To refund a transaction click on “Refund” in the bottom left corner of the transaction information page, enter the amount you wish to refund and select “OK” (you can only refund up to the value of the original transaction). If you are happy to proceed, click “Confirm”.

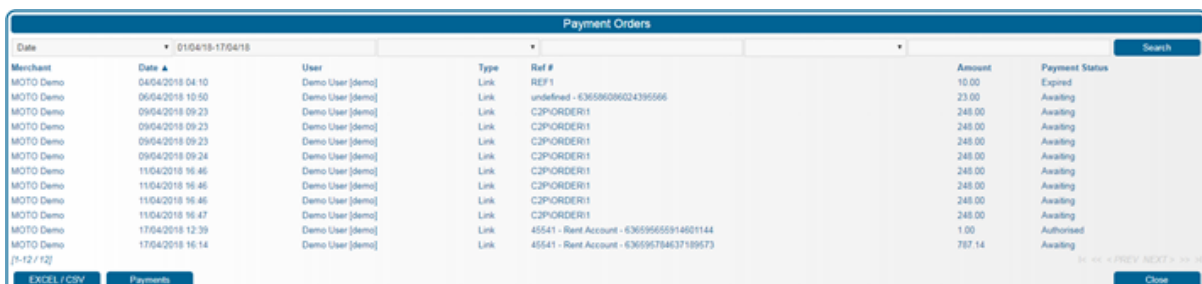


A screenshot of a 'Refund' form. The form contains the following fields: MPOSID (36521265), Available Amount (12.34), Refund Amount, and Notes. At the bottom are two buttons: 'OK' and 'Cancel'.

Payment Order History

In the Payment Order History area, you will be able to;

- View the status of transactions processed through Link payments (Link, Email and SMS) or the Call Centre option.
- Search for transactions by various parameters including the date, reference or status



Payment Orders							Search
Date	Date ▲	User	Type	Ref #	Amount	Payment Status	
MOTO Demo	04/04/2018 04:10	Demo User [demo]	Link	REF1	10.00	Expired	
MOTO Demo	06/04/2018 10:50	Demo User [demo]	Link	undefined - 636558086024395566	23.00	Awaiting	
MOTO Demo	09/04/2018 09:23	Demo User [demo]	Link	C2PORDER1	248.00	Awaiting	
MOTO Demo	09/04/2018 09:23	Demo User [demo]	Link	C2PORDER1	248.00	Awaiting	
MOTO Demo	09/04/2018 09:23	Demo User [demo]	Link	C2PORDER1	248.00	Awaiting	
MOTO Demo	09/04/2018 09:24	Demo User [demo]	Link	C2PORDER1	248.00	Awaiting	
MOTO Demo	11/04/2018 16:46	Demo User [demo]	Link	C2PORDER1	248.00	Awaiting	
MOTO Demo	11/04/2018 16:46	Demo User [demo]	Link	C2PORDER1	248.00	Awaiting	
MOTO Demo	11/04/2018 16:46	Demo User [demo]	Link	C2PORDER1	248.00	Awaiting	
MOTO Demo	11/04/2018 16:47	Demo User [demo]	Link	C2PORDER1	248.00	Awaiting	
MOTO Demo	17/04/2018 12:39	Demo User [demo]	Link	45541 - Rent Account - 636596565914601144	1.00	Authorized	
MOTO Demo	17/04/2018 16:14	Demo User [demo]	Link	45541 - Rent Account - 636596784637199573	787.14	Awaiting	

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EXCEL / CSV Payments Close

You will also be able to view the transaction status. This includes;

Awaiting: the customer has not yet click on the link to process the payment

Expired: the link has expired before the customer has processed the payment

Abandoned: the customer began the process but did not finalise the payment

Authorised: payment is complete and successful

Declined: payment is complete but has been declined by the bank

Reconciliation

In the Reconciliation area, you will be able to;

- View a summary of the number of transactions and refunds,
- View the total amount of transactions and refunds for a particular day or period
- Produce a CSV spreadsheet of the transactions for the period you have specified by selecting “EXCEL/CSV”
- View the transactions by selecting “List”

Transaction Reconciliation

Account

DEMO66

Period

YESTERDAY

Authorisations

8

Authorisations Total

1,136.95

Refunds

1

Refunds Total

10.00

EXCEL / CSV

List

Close

Sent Items

In the Sent Items area, you will be able to;

- View all emails sent out from your account, including any link payments sent by email
- View any link payment sent by SMS by “SMS”

Emails

Post Date

today

Account

demo

Subject

Search

Account

DEMO99

Post Date

15/05/2019 10:19

To

example@example.com

Subject

Your Payment Receipt

Status

Sent

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SMS

Close



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