User Guide

Users

- How to create users
- How to configure user permissions
- How to edit existing user account permissions

✤ Reports

- View all transactions on a daily, weekly or monthly basis.
- How to search for a transaction
- Transaction Advise Service
- Track your daily or monthly transactions in value and volume
- How to generate reports
- Receiving scheduled reports on a daily, weekly or monthly basis
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- How to set up your email to receive notifications on transactions, antifraud alerts and exceptions
- Transaction statistics

✤ Security

- Why are transactions placed On Hold?
- What to do when a transaction is placed On Hold
- How to Refund and Void a transaction
- AntiFraud system

Home - Users

How to create users?

me	Add new user								
come									
etins	User details								
ual Terminal	Title:			_					
	* Forenames:								
port tickets	* Surname:								
r guides	 Email address: 			This will be the users log	in.				
nae paesuord	Confirm email address:								
lige password	Contact information			_					
ers	Address line 1:								
	Address line 2:								
ing users	Address line 3:								
new user	 City/Suburb: 								
	Region/State:								
	* Country:	Select	,	•					
	Post/Area code:								
	Phone number:								
	Alternate phone number:								
	Permissions								
	TransactionsTransactions								
	 List/search transactions 		View transaction details		Update transaction (refund, void, hold etc)				
	Virtual Terminal		Invoicing		Batch processing				
	 Repeat billing configuration 	on	Repeat Billing Virtual Ter	rminal					
	Reports								
	Report configuration		Report download		Transaction exceptions				
	Configuration								
	Payment page configuration	tion	Payment page activation						
	Admin C Document area								
			— — — — —		· · · · · · · · ·				

How to configure user permissions

Permissions								
TransactionsTransactions								
 List/search transactions 	View transaction details	Update transaction (refund, void, hold etc)						
Virtual Terminal	Invoicing	Batch processing						
Repeat billing configuration	Repeat Billing Virtual Terminal							
Reports								
Report configuration	Report download	Transaction exceptions						
Configuration								
Payment page configuration	Payment page activation							
Admin								
Document area	Download from document area	 Security configuration (AntiFraud) 						
Service API configuration	User management							
Add								

How to edit existing user account permissions





Reports

Transaction List – view list of all transactions on daily, weekly or monthly basis

Home Reports S	ecurity Integrations	Invoicing	AP	Account					
Reports Transaction list	Transaction	n list ^{02 (Feb)}	2016	▼ to 15	• 02 (Fe	b) • 2016	• List		
Transaction search	TransRef	Date	Time	Туре	Amount	Name	Description •	Mode	Status
Transaction stats	021588396045 021587926045	14 Feb 2016 14 Feb 2016	17:47 17:37	Capture Sale	Dh5,850.75 Dh14,462.00	Mr Ivan (MR MUR		Live	Authorised Declined
Download	018900806045	14 Feb 2018	16:04	Sale	Dh5,520.00	Mr Sures		Live	Authorised
Generate	021582926045 018843266044	14 Feb 2016 13 Feb 2016	10:03	Auth	Dh5,850.75	Mr. Jaya Mr. Ivan (Live	Authorised
Schedule	021408876042	11 Feb 2018	09:44	Sale	Dh2,380.00	Ms KATF		Live	Declined Authorised
Configuration	021365986041	10 Feb 2016	14:34	Sale	Dh2,380.00	Ms Katri		Live	Declined
Exceptions	021356316041	10 Feb 2016	11:23	Sale Sale	Dh3,370.00 Dh2 380.00	Mr SAGA Ms Katrir		Live	Authorised Declined
Email notifications	021000400041	101 00 2010	00.20		2.12,000.00	ing routin		Live	e-comied

Transaction Advise Service

Transaction Type

Туре	Details
Sale	A standard online transaction. If authorised the relevant amount will be debited from the customers' card.
Void	A method used to cancel a sale transaction. This can only be done within a short time after the sale transaction was processed. The void amount is always the same as the original sale amount.
Refund	Used to credit an amount back to the customer. The refund amount may be the same as or less than the original Sale amount.
Refund Reversal	This can be used to cancel a refund, and can only be done within a short time after the refund was processed. Not all acquirers support this transaction type.
Auth	A pre-authorisation transaction. This is similar to a sale, but the amount is not immediately debited from the customers' card. Instead the amount is reserved on that card, and can then be debited at a later date using a capture transaction. Until the capture transaction is processed, no funds will be debited.
Release	Used to release any funds that have previously been reserved by an auth transaction. No funds are debited from the card, and the capture option can no longer be used
Capture	Used to debit funds that have been previously reserved using an auth transaction. This completes the transaction processing
Capture Reversal	This can be used to cancel a capture transaction, and can only be done within a short time after the capture was processed. Not all acquirers support this transaction type.

Transaction Status Codes

Status	Code	Message				
А	Set by issuer	Authorised				
А	Set by issuer	Authorised, but placed on hold. Manual inspection required				
E	1	Invalid request				
E	2	Transaction cost or currency not supplied				
E	3	Cart ID not set				
E	4	Invalid store ID				
E	5	Transaction cost or currency not valid				
E	6	Invalid transaction mode				
E	7	Card expiry not supplied				
E	10	Card number not supplied				
E	11	Invalid card number				
E	12	Card expired				
E	14	Card type mismatch				
E	15	Invalid card security code				
E	16	Card security code not supplied				
E	17	Name not valid/not supplied				
E	18	Address not valid/not supplied				
E	19	Country not valid/not supplied				
E	20	IP address not valid/not supplied				
E	21	Card/Currency combination not supported				
E	22	Invalid transaction reference				
E	23	Amount differs from original				
E	24	Currency differs from original				
E	25	Original transaction not authorized				
E	26	Original transaction already voided				
E	27	Original transaction not a sale				
E	28	Original transaction not a refund				
E	29	Amount greater than available balance				
E	30	Card details differ from original				
D	31	Not authorized				
D	32	Original transaction cannot be voided				
C	33	Transaction cancelled				
D	34	No response				
E	35	Unable to refund				
E	36	Previous transaction is on hold				
D	37	Blocked by acquirer				
E	38	Invalid expiry date				
E	39	Invalid transaction class				
E	40	Invalid transaction type				
D	41	Insufficient funds				
D	42	Card security code mismatch				
E	43	Email not valid/not supplied				
E	44	Phone number not valid/not supplied				
E	45	Transaction mode differs from original				

D	46	3DSecure authentication not available for this card			
D	47	3DSecure authentication rejected			
E	48	Description not set			
D	49	Sold out			
E	50	Card is for ATM use only			
D	51	Transaction part 1 not authorised			
D	52	Transaction part 2 not authorised			
Х	53	Authorisation expired			
D	80	Not authorised			
D	90	Not authorised			
D	91	Not authorised			
D	92	Not authorised			
E	98	Internal system error			
E	99	Unknown error			

How to search for a transaction

Home	Reports	Security	Integrations	Invoicing	API	Account		
Reports		(Transaction	search				
Transaction	n list	1	Enter the details yo	ou want to sear	ch for, se	ect the search typ	pe and click 'Search'	
Transaction	n charts						Auto detect	Search
Transaction	n stats						Cart ID	
Download							Transaction reference Email address	
Generate							Authorisation code	
Schedule							Tracking code	
Configurati	on							
Exceptions								
Email notifi	ications							

Transaction Charts

A chart to track daily transactions in value and volume

Home Reports Security	Integrations Invoicing API Account
Reports Transaction list	Live, authorised sale/capture transactions: Volume Value AED •
Transaction search Transaction charts	Iransactions by value (Approx) - AED February 1st - 15th Total 128,046.00 (Daily Avg 8,536.40)
Transaction stats Download Senerate	7.873 7.873 7.873 7.873 7.873 7.873
Schedule Configuration	1st 2nd 3nd 4lh 5nh 6lh 7lh 6lh 9lh 10lh 13lh 14lh 15lh 16lh 17lh 18lh 19lh 20lh 21st 22nd 23rd 24lh 25lh 25lh
Email notifications	8
	161 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th 13th 14th 15th 16th 17th 18th 19th 20th 21st 22nd 23rd 24th 25th 26th 27th 28th 29th 30th 31st
Live, authorised sale/capture transactions Transactions by volume February 1st - 15th	Volume Value AED Total 18 (Thilly Jun 1)
0 1 2 1 0 1 3 1 4 191 210 310 410 150 (60 70 60 90	2 0 0 0 3 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

How to generate reports



Receiving scheduled reports on daily, weekly or monthly basis



Generated and scheduled reports will be available to download in Excel or CSV format

- Summary Total of all transactions (authorised and not authorised)
- Trans Detailed information about all transactions (authorised and not authorised)

Home	Reports	Security Integrations	Repeat billing Invoicin	g API Account
Reports		Download reports		\searrow
Transaction	n list			
Transactior	n search	Туре	Date	File
Transactior	n charts	Transaction report	21 Jan 2016 15:08	Summary_20151207_20151214.zip_ Transactions for 07 Dec 2015 to 14 Dec 2015
Transaction	n stats	Transaction report	21 Jan 2016 15:08	Summary_20151207_20151214.zip / Trans_20151207_20151214.zip Transactions for 07 Dec 2015 to 14 Dec 2015
Download	ן	Transaction report	21 Jan 2016 09:30	Summary_20151225_20151231.zip / Trans_20151225_20151231.zip Transactions for 25 Dec 2015 to 31 Dec 2015
Schedule		Transaction report	21 Jan 2016 09:29	Summary_20151225_20151231.zip / Trans_20151225_20151231.zip Transactions for 25 Dec 2015 to 31 Dec 2015
Configurati	ion	Transaction report	14 Dec 2015 08:22	Summary_20151207_20151214.zip / Trans_20151207_20151214.zip Transactions for 07 Dec 2015 to 14 Dec 2015
Exceptions	ications	Transaction report	14 Dec 2015 08:21	Summary_20151207_20151214.zip / Trans_20151207_20151214.zip Transactions for 07 Dec 2015 to 14 Dec 2015
	ICOUVIIS	Monthly transaction report	07 Dec 2015 14:59	MonthlySummary_20151101_20151130.zip / MonthlyTrans_20151101_20151130.zip Transactions for 01 Nov 2015 to 30 Nov 2015

Configuration

Home	Reports	Security	Integrations	Repeat billing	Invoici	ng API	Account
Reports		Report	configuratio	on			
Transactior	n list		_				
Transactior	n search	Filename					
Transactior	n charts	Include st	ore ID No	•		Select if the re	eport filenames should contain the store ID.
Transactior	n stats	Date form	at YYYYN	IMDD (e.g. 20120815)	•	Report filenan You can choo	nes may include one or more dates relating to the data contained within the report. se which format you want those dates to be in.
Download		ZIP file en	ncryption				
Generate		Password				If you want to encryption wil	password protect each file you can specify a password here. If this is blank, then no II be used.
Schedule Configurati	on	AES mode	No	T		The standard instead, but no is compatible	ZIP encryption method is not very secure. You can select to use AES encryption of all ZIP utilities are able to decrypt files created this way. The AES encryption used with the format supported by WinZIp.
Exceptions		Email					
Email notifi	cations	Send repo	orts to				
		Updat	te				

Email Notifications

Set up your email to receive transaction notifications, antifraud alerts and transaction exceptions.

Home	Reports	Security	Integrations	Repeat billing	Invoicing	API	Account
Reports		Email	notifications				
Transactio	n list						
Transactio	n search	Transact	ion notification				
Transactio	n charts	An email transactio	can be sent for eac on, then set the add	n authorised transacti ress to 'None'.	on. Select if this	should be	be done for live or test transactions. If you don't want an individual email for each
Transactio	n stats	🖉 Test tr	ansactions	Live trans	ansactions		
Download		Alert ema	il address:				
Generate		AntiFrau	d alerts				
Schedule		An email order to a	can be sent for any llow them to be pro	transaction which is p cessed.	placed on hold, o	or marked	d for review. Any transactions that are placed on hold must be manually inspected
Configurat	ion	Alert ema	il address:				
Exceptions	5	Transact	ion exceptions				
Email notif	ications	lf a transa to.	iction request is reje	ected, an exception re	port is generate	d. Enter a	a list of addresses (comma seperated) that you want any exception reports to be s
		Email add	dress list:				
		Upda	te				

Transaction Statistics

Number of customers using Visa or Master Card and other alternative payments (if available) Number of declined transactions and the reasons why they were declined



Security

Why are transactions placed On Hold?



When a transaction is placed On Hold please review the Notes tab before you click ACCEPT, The transaction is marked for review as a potentially fraudulent transaction. Once you verify the customer and the transaction is genuine please click ACCEPT. If you are unable to obtain evidence that this is a genuine transaction then click CANCEL.

Once the transaction is Accepted, the transaction will be completed and you will see an additional linked transaction with Type of Capture.

You can view the transaction details under tabs for ADDRESS DETAILS, CARD DETAILS, EXTRA DATA FIELDS and NOTES

Home Reports	Security Integrations	Repeat billing Invoicing API Account
Security	Auth 0215843060	145 - ON HOLD
On Hold transactions		
Transaction review	Transaction details	
Processing rules	This transaction has been additional information such	placed on hold by the AntiFraud sytem. You should carefully review the transaction details, and if appropriate obtain h as proof of identity, address and card ownership before deciding to process this transaction.
Card amount limit	Transactions should be pro	ocessed within 5 days of the original authorisation date. Some card issuers may reject any attempt to capture the transaction
Card filter	after this time.	
Country controls	Time:	14 Feb 2016 16:30 GST
	Amount	AED 914.85
Email notifications	Status:	A ON HOLD
Transaction advice	Cart ID:	94247
	Description:	Your purchase
	Class:	E-Commerce
	Accept	Cancel Match Support
	Address details	Card details Extra data fields (0) Notes (2)
	14 Feb 2016 16:30 Tra	ansaction details matched to previous transaction - 021584206045
	14 Feb 2016 16:30 An	ti-Fraud Scan. Transaction marked for review
		Add note

How to Refund or Void transactions?

When you have a customer dissatisfaction issue it is always advisable to refund the transaction in order to avoid any future disputes. Up until midnight on the day the transaction was processed Void can be used. Void cancels the transaction in full and no record of it will appear on the customer's card statement.

If VOID is not available on the transaction use Refund. You can refund the full or partial amount. Refunds can take up to 30 days to be credited to the cardholders account.

Home Reports	Security Integrations	Invoicing API Account
Reports	Sale	79 - Authorised
Transaction list		
Transaction search	Transaction details	
Transaction shorts	Time:	19 Mar 2016 10:51 GST
Transaction charts	Amount:	AED 85.00
Transaction stats	Auth Code:	023540
Download	Cart ID:	100001593
Conorato	Description:	Your order from
Generale	Class:	E-Commerce
Schedule	Maid	
Configuration	Void	85.00 Retund Match Support
Exceptions	Address details	Shipping details Payment Extra data fields (0) Notes (0)
Email notifications	Title:	Mr
	Forenames:	
	Surname:	
	Address line 1:	Po box
	Address line 2:	
	Address line 3:	
	City/Suburb:	Motorcity
	Region/State:	Dubai
	Country:	United Arab Emirates
	Post/Area code:	81105
	Email address:	
	Phone number:	
	IP Address:	United Arab Emirates

Transactions marked for review

Transactions marked for review do not need to be actioned. They are marked for review because the antifraud system believes them to be suspicious based on subsequent linked transactions. You should review the Notes tab for such transactions and decide whether further action may be required in order to avoid future transaction disputes.

Home Reports	Security Ir	ntegratio	ons Invoicing	API Account	
Security On Hold transactions	Anti-Frau	d trar	isaction revi	ew	
Transaction review	Date	Time	TransRef	Description	In relation to
	16 Mar 2016	16:33	023260886076	16 Mar 2016 16:33, ECom, Auth, AED 69.00	
rocessing rules	14 Mar 2016	19:58	010475696074	14 Mar 2016 19:58, ECom, Auth, AED 69.00	
Card amount limit	14 Mar 2016	13:14	010451566074	14 Mar 2016 13:14, ECom, Auth, AED 149.00	
ard filter	14 Mar 2016	12:45	023133436074	14 Mar 2016 12:45, ECom, Auth, AED 169.00	
ountry controlo	14 Mar 2016	12:34	010449506074	14 Mar 2016 12:34, ECom, Auth, AED 69.00	
ounity controls	14 Mar 2016	12:07	023082856073	13 Mar 2016 13:59, ECom, Sale, AED 85.00	010447916074
mail notifications	14 Mar 2016	12:07	<u>010447916074</u>	14 Mar 2016 12:07, ECom, Auth, AED 149.00	
ransaction advice	11 Mar 2016	14:50	010303746071	11 Mar 2016 14:50, ECom, Auth, AED 65.00	
	08 Mar 2016	18:52	022830936068	08 Mar 2016 18:52, ECom, Auth, AED 52.00	



Antifraud System

Processing Rules

Home Reports	Security Integrations Invoicing API Account
Security	Processing rules
On Hold transactions	
Transaction review	No rules defined for this store.
Processing rules	Add new rule
Card amount limit	IP country is registered toSelect
Card filter	Billing cour is notSelect
Country controls	Card is 🔻 issued idSelect
Email notifications	Currency is VSelect V
Transaction advice	Amount is more • than
	Class is VSelect V
	MPI status is VSelect V
	The count of transactions withSelect V in the lastSelect V is more than
	Place the transaction on HOLD V Add rule

Card Amount Limit

You can set an upper limit to the value that will be accepted from any card over a set period of time. If the transaction to be processed would cause that limit to be exceeded, then the transaction will be blocked.

Home	Reports	Security Inte	egrations	Invoicing	API	Account						
Security		Card Amo	unt Limit									
On Hold tra	ansactions											
Transaction	n review	You can set an up exceeded, then th	pper limit to the ne transaction	will be blocked	be accel	pted from any ca	rd over a set p	eriod of time. If t	ne transacti	on to be proc	essed would	cause that limit to be
Processing	rules											
		Limit details							,			
Card amou	int limit	Number of days	:	2								
Card filter		Amount:		UAE Dirha	ims	▼ 1000						
Country cor	ntrols	Update										
Email notifi	cations											
Transaction	n advice											

Card Filter

This page allows you to control the Card Filter options within the Hosted Payment Pages. With this you can supply details of pre-registered cards with each transaction request. If a card other than one specified in the pre-registered list is used then the transaction will be declined.

For more details on the use of the Card Filter, and how to specify the list of pre-registered cards, please consult the Hosted Payment Page integration guide.

Home	Reports	Security	Integrations	Invoicing	API	Account
Security		Card F	ilter			
On Hold tra	ansactions					
Transaction	n review	This page a transaction	allows you to contro request. If a card of	I the Card Filter ther than one s	options v becified in	within the Hosted Payment Pages. With this you can supply details of pre-registered cards with each n the pre-registered list is used then the transaction will be declined.
Processing	rules	For more de	etails on the use of	the Card Filter,	and how t	to specify the list of pre-registered cards, please consult the Hosted Payment Page integration guide.
Card amou	ınt limit	Cond Film				
Card filter	-	Card Fille	rsetungs			
ourd inter		Status:	Disabled	•	If disa	abled the any Card Filter data sent will be ignored. If mandatory, then Card Filter data must be sent with
Country cor	ntrols		Disabled		every	y transaction request.
Email notifi	ications	Message:	Optional Mandatory		Trans The r	saction response message to use if the Card Filter details cause the transaction to be blocked. response status will 'D' and the response code will be '80'.
Transaction	n advice	Updat	e			

Country Controls

This allows you to set transaction processing options that depend on the country given as part of the billing address, the country the card is issued in, and the country the consumers IP address is registered to.

lome Reports	Security Integrations Invoicing	API Account							
curity	Country controls								
Hold transactions									
insaction review	This allows you to set transaction processing options that depend on the country given as part of the billing address, the country the card is issued in, and the country the consumers IP address is registered to.								
cessing rules	- More details								
d amount limit	Each country code related to a transaction is	checked to see what procs	sing optic	ns have been set in relation to that country.					
rd filter	In most cases all of the country codes will be	the same, but you will some	times fin	d transactions where more than one country	code is involved - for example				
u liitei	someone may be currently living and working The processing rules that can be applied are	in one country, but ordering as follows:	g items u	sing a card issued in their nome country.					
untry controls	The processing rules that can be applied are as ionows. Hold - Region Place the transaction on hold unless all country codes are from the same region.								
il notifications	Hold - Country Place the transactio	n on hold unless all country	codes m	atch.					
saction advice	Hold Place the transactio	n on hold.							
	Block - Region Block the transaction	n from being processed unl	ess all co	untry codes are from the same region.					
	Block - Country Block the transaction	n from being processed uni	ess all co	untry codes match.					
	For example, if you set 'United Arab Emirates	to 'Hold - Region' then if t	he billing	country, card issue country or consumer IP c	ountry was the UAE the transaction				
	would be marked for manual inspection and p	placed on hold unless all co	untry cod	es where from within the Middle East region.					
	Middle Fast								
	Afghanistan	No action	•	Bahrain	No action				
	Iran	No action	•	Iraq	No action 🔹				
	Israel	No action	•	Jordan	No action 🔹				
	Kuwait	No action	•	Lebanon	No action 🔻				
	Oman	No action	•	Palestinian Territory, Occupied	No action 🔹				
	Qatar	No action	•	Saudi Arabia	No action 🔹				
	Syria	No action	•	Turkey	No action •				
	United Arab Emirates	No action	۲	Yemen	No action 🔹				
	Europe								
	Albania	No action		Andorra	No action				