



**mPay**  
**Merchant Administration Guide**  
**Version 1.0.0.4**

**User Manual**



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## Quality Policy

mPay develops, manufactures, markets and supports innovative business solutions. The objective of the management of mPay is to provide solutions that meet or exceed customer expectations.

The assurance of quality is fundamental to all work undertaken by mPay and its suppliers, and is practiced by all staff members in their daily activities for the company.



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## 2 Project Information

Item	Key	Description	Remarks
Section A) Filled by User			
A01	User Name		
		<More contacts, if any>	
Section B) Filled by Consultant			
B01	Consultant	Tel: (852) 3590 8136 Fax: (852) 3590 4179	



# 1 Login

URL(UAT): <https://merttest.mpay.com.hk/mpaymerchant/>

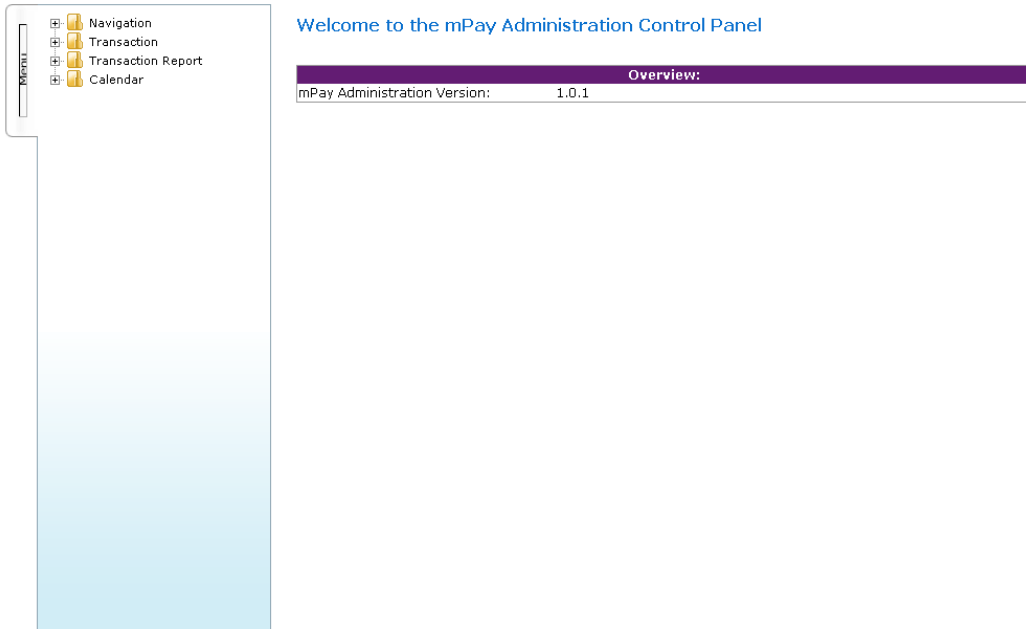
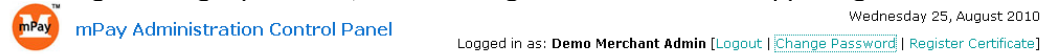
URL(Production): <https://www.mpay.com.hk/mpaymerchant/>

Please login with the username and password provided.

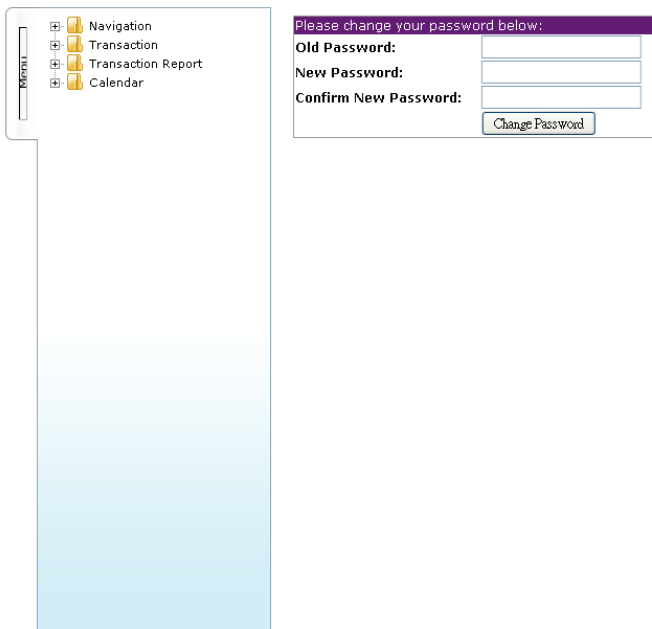
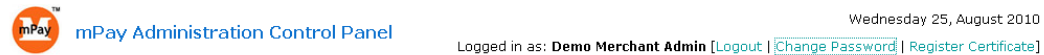
After logged in, the main page shown. The main menu is on the left hand side.

## 2 Change Password

To change the login password, click “Change Password” on the upper right corner.



Input the old password, new password and confirm new password and then click “Change Password”.



The system show the password is changed successfully.



Menu

- Navigation
- Transaction
- Transaction Report
- Calendar

**Password Updated.**

### 3 Transaction Details

The "Transaction Details" function allows merchant to view the detail of their payment records. Merchant can also perform administrative actions for the transactions including "Capture Transaction", "Void Transaction" and "Refund Transaction". These functions are available depend on the transaction type and status.

Select "Transaction Details" under "Transaction" main menu. Select or input the searching criteria. Click "Filter" to view the records online or click "Download CSV" to download the records as a CSV file.

To view further details or perform administrative actions, click on the "Transaction ID" column of the required transaction.

Displaying 1 to 7 (of 7 items) Result Pages: 1

JETCO VISA/MasterCard Transactions							
Transaction ID	Order No	Auth Code	Posting Date	Transaction Date	Status	Currency	Amount
090000004759	20091230084359	83658	2009/12/30	2009/12/30 08:44:07	Authorized	HKD	85.00
090000004746	20091229142849	142152	2009/12/29	2009/12/29 14:28:58	Captured	HKD	23.00
090000004738	20091228090302	85605	2009/12/28	2009/12/28 09:03:11	Authorized	HKD	10.00
090000004699	20091217220748	220117	2009/12/17	2009/12/17 22:08:03	Authorized	HKD	85.00
090000004695	20091217110448	105810	2009/12/17	2009/12/17 11:04:57	Authorized	HKD	23.00
090000004681	20091214150056	145433	2009/12/14	2009/12/14 15:01:06	Authorized	HKD	10.00
090000004680	20091214102554	101944	2009/12/14	2009/12/14 10:25:59	Authorized	HKD	10.00

Total number of successful transaction: 7  
Total amount: HKD 246.00



The details of transaction shown. If administrative functions are available for this transaction, the corresponding buttons are shown.

mPay Administration Control Panel Wednesday 30, December 2009  
 Logged in as: [redacted] [[Logout](#) | [Change Password](#) | [Register Certificate](#)]

- Navigation
- Transaction
- Transaction Detail
- Transaction Report
- Calendar

### Transaction Content

**Detail Information**

Transaction ID:	090000004759
Order No:	20091230084359
Transaction Date:	2009/12/30 08:44:05
Currency:	HKD
Amount:	85.0
Response Code:	A00
Transaction accepted	
Auth Code:	83658
ECI:	05

**Transaction History**

Transaction Date	Transaction Type	Transaction ID	Status	Currency	Amount	Username
2009/12/30 08:44:05	Sale	090000004759	Success	HKD	85.00	--

### 3.1 Void Transaction

To void the transaction, click on the "Void" button in the transaction content page. (Transaction can be voided before the cut off time of the transaction date)

mPay Administration Control Panel Wednesday 25, August 2010  
 Logged in as: **Demo Merchant Admin** [[Logout](#) | [Change Password](#) | [Register Certificate](#)]

- Navigation
- Transaction
- Transaction Detail
- Transaction Report
- Calendar

### Transaction Content

**Detail Information**

Transaction ID:	090000005390
Order No:	20100825101028
Transaction Date:	2010/08/25 10:10:31
Currency:	HKD
Amount:	10.0
Response Code:	A00
Transaction accepted	
Auth Code:	101106
ECI:	05
Void Amount	<input type="button" value="Void"/>

**Transaction History**

Transaction Date	Transaction Type	Transaction ID	Status	Currency	Amount	Username
2010/08/25 10:10:31	Sale	090000005390	Success	HKD	10.00	--

The void action is successful. Click "Back" to go back to the transaction content page of transaction or click "Back to Transaction Detail" to go back to the main page of transaction detail.



Navigation

- Transaction
- Transaction Detail
- Transaction Report
- Calendar

### Transaction Content

Transaction Action Result	
Transaction ID:	090000005390
Order No:	20100825101028
Transaction Date:	2010/08/25 10:10:31
Currency:	HKD
Amount:	10.0
Auth Code:	101106
Action:	Void
Status:	Success

[Back](#)  
[Back to Transaction Detail](#)

The transaction content page show the transaction is voided.



Navigation

- Transaction
- Transaction Detail
- Transaction Report
- Calendar

### Transaction Content

Detail Information	
Transaction ID:	090000005390
Order No:	20100825101028
Transaction Date:	2010/08/25 10:10:31
Currency:	HKD
Amount:	10.0
Response Code:	A00
	Transaction accepted
Auth Code:	101106
ECI:	05

Transaction History						
Transaction Date	Transaction Type	Transaction ID	Status	Currency	Amount	Username
2010/08/25 10:10:31	Sale	090000005390	Success	HKD	10.00	--
2010/08/25 11:15:22	Void	090000005394	Success	HKD	-10.00	demo

The transaction detail main page show the transaction is voided.



- Navigation
- Transaction
- Transaction Detail**
- Transaction Report
- Calendar

### Transaction

Below is a transaction detail.

**Transaction Date** From (YYYY-MM-DD)   
 **Posting Date** To(YYYY-MM-DD)   
**Payment Method**   ALL  
**Order No**   
**Status**   Include  Captured  Voided  Refunded (Success txn)  
**Sort By**    Ascending

[Filter](#) [Download CSV](#)

Displaying 1 to 2 (of 2 items)

Result Pages: 1

#### JETCO VISA/MasterCard Transactions

Transaction ID	Order No	Auth Code	Posting Date	Transaction Date	Status	Currency	Amount
090000005392	20100825101356	101439	2010/08/25	2010/08/25 10:14:09	Success	HKD	1,985.00
090000005390	20100825101028	101106	2010/08/25	2010/08/25 10:10:37	Voided	HKD	10.00

Total number of successful transaction: 1  
Total amount: HKD 1,985.00

## 3.2 Refund Transaction

To refund the transaction, click on the "Refund" button in the transaction content page.



- Navigation
- Transaction
- Transaction Detail**
- Transaction Report
- Calendar

### Transaction Content

#### Detail Information

Transaction ID:	090000005382
Order No:	20100823132016
Transaction Date:	2010/08/23 13:20:37
Currency:	HKD
Amount:	10.0
Response Code:	A00
Auth Code:	132251
ECI:	05
Refund Amount:	<input type="text" value="100"/> <a href="#">Refund</a>

#### Transaction History

Transaction Date	Transaction Type	Transaction ID	Status	Currency	Amount	Username
2010/08/23 13:20:37	Sale	090000005382	Success	HKD	10.00	--

The refund action is successful. Click "Back" to go back to the transaction content page of transaction or click "Back to Transaction Detail" to go back to the main page of transaction detail.



Navigation  
 Transaction  
**Transaction Detail**  
 Transaction Report  
 Calendar

**Transaction Content**

Transaction Action Result	
Transaction ID:	090000005382
Order No:	20100823132016
Transaction Date:	2010/08/23 13:20:37
Currency:	HKD
Amount:	10.0
Auth Code:	132251
Action:	Refund
Status:	Success

[Back](#)  
[Back to Transaction Detail](#)

The transaction content page show the transaction is voided.



Navigation  
 Transaction  
**Transaction Detail**  
 Transaction Report  
 Calendar

**Transaction Content**

Detail Information	
Transaction ID:	090000005382
Order No:	20100823132016
Transaction Date:	2010/08/23 13:20:37
Currency:	HKD
Amount:	10.0
Response Code:	A00
	Transaction accepted
Auth Code:	132251
ECI:	05

Transaction History						
Transaction Date	Transaction Type	Transaction ID	Status	Currency	Amount	Username
2010/08/23 13:20:37	Sale	090000005382	Success	HKD	10.00	--
2010/08/25 11:36:48	Refund	090000005395	Success	HKD	-10.00	demo

The transaction detail main page show the transaction is voided.



MENU

-  Navigation
-  Transaction
-  Transaction Detail
-  Transaction Report
-  Calendar

### Transaction

Below is a transaction detail.

**Transaction Date** From (YYYY-MM-DD)   
 **Posting Date** To(YYYY-MM-DD)   
**Payment Method**   ALL  
**Order No**   
**Status**   Include  Captured  Voiced  Refunded (Success txn)  
**Sort By**    Ascending

Displaying 1 to 2 (of 2 items)

Result Pages: 1

#### JETCO VISA/MasterCard Transactions

Transaction ID	Order No	Auth Code	Posting Date	Transaction Date	Status	Currency	Amount
090000005392	20100825101356	101439	2010/08/25	2010/08/25 10:14:09	Success	HKD	1,985.00
090000005382	20100823132016	132251	2010/08/23	2010/08/23 13:20:41	Refunded	HKD	10.00

Total number of successful transaction: 1  
Total amount: HKD 1,985.00



## 4 Daily Report

The "Daily Report" function allows merchants to view all successful transaction records for a specific day.

Select "Daily Report" under "Transaction Report" main menu.

Select or input the searching criteria. Click "Filter" to view the records online or click "Download CSV" to download the records as a CSV file.

The screenshot shows the mPay Administration Control Panel interface. At the top left is the mPay logo and the text "mPay Administration Control Panel". At the top right, it displays the date "Wednesday 01, September 2010" and the user information "Logged in as: Demo Merchant Admin [Logout | Change Password | Register Certificate]".

On the left side, there is a vertical menu with the following items: Navigation, Transaction, Transaction Report, **Daily Report** (highlighted), Monthly Report, Action Report, and Calendar.

The main content area is titled "Daily Report". Below the title, it says "Below is a transaction daily report." and provides the following options:

- Transaction Date (YYYY-MM-DD) 2010-09-01
- Posting Date
- Payment Method: Please select... (dropdown menu)  ALL
- Sort By: Transaction Date (dropdown menu) Descending  Ascending

At the bottom right of the form, there are two buttons: "Filter" and "Download".



Menu

- Navigation
- Transaction
- Transaction Report
  - Daily Report**
  - Monthly Report
  - Action Report
- Calendar

### Daily Report

Below is a transaction daily report.

Transaction Date (YYYY-MM-DD)   
 Posting Date  
 Payment Method   ALL  
 Sort By  Descending  Ascending

[Filter](#) [Download](#)

Displaying 1 to 2 (of 2 items) Result Pages: 1

**JETCO VISA/MasterCard Transactions**

Transaction ID	Order No	Auth Code	Posting Date	Transaction Date	Status	Currency	Amount
090000005449	20100901103444	103559	2010/09/01	2010/09/01 10:34:50	Success	HKD	198.00
090000005448	20100901103356	103435	2010/09/01	2010/09/01 10:34:11	Success	HKD	985.00

Total number of successful transaction: 2  
Total amount: HKD 1,183.00

Displaying 1 to 1 (of 1 items) Result Pages: 1

**CUP Transactions**

Transaction ID	Order No	Auth Code	Posting Date	Transaction Date	Status	Currency	Amount
010000005450	20100901110656	400001	2010/09/01	2010/09/01 11:07:05	Success	HKD	10.00

Total number of successful transaction: 1  
Total amount: HKD 10.00

Displaying 1 to 1 (of 1 items) Result Pages: 1

**ALIPAY Transactions**

Transaction ID	Order No	Auth Code	Posting Date	Transaction Date	Status	Currency	Amount
070000005451	20100901110909	2010090100125672	2010/09/01	2010/09/01 11:11:07	Success	HKD	10.00

Total number of successful transaction: 1  
Total amount: HKD 10.00

Displaying 1 to 2 (of 2 items) Result Pages: 1

**PPS Transactions**

Transaction ID	Order No	Auth Code	Posting Date	Transaction Date	Status	Currency	Amount
060000005447	20100901103307		2010/09/01	2010/09/01 10:33:27	Success	HKD	123.00
060000005446	20100901103221		2010/09/01	2010/09/01 10:32:58	Success	HKD	85.00

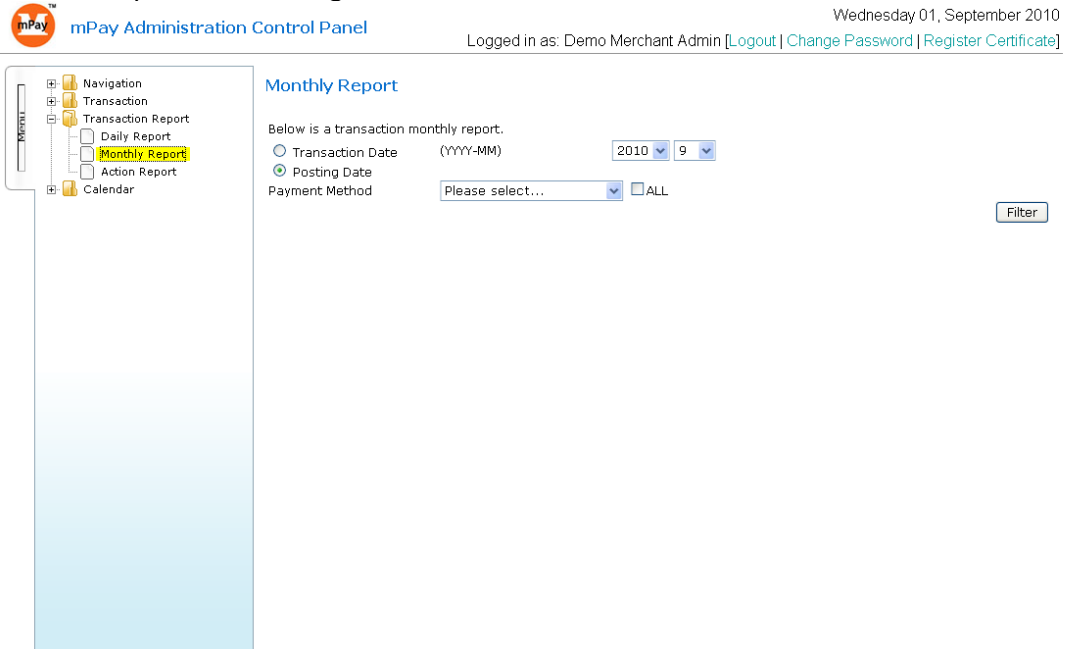
Total number of successful transaction: 2  
Total amount: 208.00

## 5 Monthly Report

The "Monthly Report" function allows merchants to view monthly summary of successful transaction records.

Select "Monthly Report" under "Transaction Report" main menu.

Select or input the searching criteria. Click "Filter" to view the records online.



The screenshot shows the mPay Administration Control Panel interface. At the top left, there is a navigation menu with the following items: Navigation, Transaction, Transaction Report, Daily Report, Monthly Report (highlighted in yellow), Action Report, and Calendar. The main content area is titled "Monthly Report" and contains the following text and form elements:

Below is a transaction monthly report.

Transaction Date (YYYY-MM) 2010 9

Posting Date

Payment Method: Please select...  ALL

Filter

At the top right of the page, the date "Wednesday 01, September 2010" is displayed, along with the user information "Logged in as: Demo Merchant Admin" and links for "Logout", "Change Password", and "Register Certificate".





Menu

- Navigation
- Transaction
  - Transaction Report
    - Daily Report
    - Monthly Report**
    - Action Report
  - Calendar

### Monthly Report

Below is a transaction monthly report.

Transaction Date (YYYY-MM)    2010   9  
 Posting Date  
 Payment Method    Please select...     ALL

JETCO VISA/MasterCard Transactions			
Transaction Date	Amount	Count	
2010/09/01	1183.0	2	
		Total number of transaction: 2 Total amount: 1,183.00	
CUP Transactions			
Transaction Date	Amount	Count	
2010/09/01	10.0	1	
		Total number of transaction: 1 Total amount: 10.00	
ALIPAY Transactions			
Transaction Date	Amount	Count	
2010/09/01	10.0	1	
		Total number of transaction: 1 Total amount: 10.00	
PPS Transactions			
Transaction Date	Amount	Count	
2010/09/01	208.0	2	
		Total number of transaction: 2 Total amount: 208.00	

## 6 Action Report

The "Action Report" function allows merchants to view administrative action records by different payment methods.

Select "Action Report" under "Transaction Report" main menu.

Select or input the searching criteria. Click "Filter" to view the records online.

Wednesday 30, December 2009  
 Logged in as: [redacted] [Logout | Change Password | Register Certificate]

**mPay Administration Control Panel**

**Transaction Action Result**

Below is a transaction action report.

Transaction Date From (YYYY-MM-DD) 2009-12-30  
 Posting Date To(YYYY-MM-DD) 2009-12-30  
 Payment Method Please select...  
 Transaction Type  Capture  Void  Refund  
 Sort By Transaction Date  Descending  Ascending

[Filter]

Wednesday 30, December 2009  
 Logged in as: [redacted] [Logout | Change Password | Register Certificate]

**mPay Administration Control Panel**

**Transaction Action Result**

Below is a transaction action report.

Transaction Date From (YYYY-MM-DD) 2009-12-01  
 Posting Date To(YYYY-MM-DD) 2009-12-30  
 Payment Method JETCO VISA/MasterCard  
 Transaction Type  Capture  Void  Refund  
 Sort By Transaction Date  Descending  Ascending

[Filter]

Displaying 1 to 15 (of 20 items) Result Pages: 1 2

JETCO VISA/MasterCard Transactions						
Transaction Date	Transaction Type	Transaction ID	Order No	Status	Amount	Username
2009/12/30 10:38:20	Capture	090000004763	20091230084359	Success	HKD 85.00	
2009/12/29 16:46:10	Capture	090000004758	20091229142849	Success	HKD 23.00	
2009/12/29 16:45:39	Capture	090000004757	20091214102554	Fail	HKD 10.00	
2009/12/29 16:35:34	Capture	090000004756	20091229142849	Fail	HKD 23.00	
2009/12/29 16:34:31	Capture	090000004755	20091214102554	Fail	HKD 10.00	
2009/12/29 16:23:52	Capture	090000004754	20091214102554	Fail	HKD 10.00	
2009/12/29 16:16:40	Capture	090000004753	20091214102554	Fail	HKD 10.00	
2009/12/29 16:06:20	Capture	090000004752	20091214102554	Fail	HKD 10.00	
2009/12/29 15:48:33	Capture	090000004751	20091214102554	Fail	HKD 10.00	
2009/12/29 15:35:39	Capture	090000004750	20091214102554	Fail	HKD 10.00	



## 7 Reconciliation Report

The "Reconciliation Report" function allows merchants to view reconciliation records by different payment methods. The reconciliation records are transactions which are successful but payment response cannot send back to mPay. These transactions are updated back as successful by mPay schedule process.

Select " Reconciliation Report" under "Transaction Report" main menu.  
Select or input the searching criteria. Click "Filter" to download the records in CSV or PDF format.

The screenshot shows the mPay Administration Control Panel interface. At the top left is the mPay logo and the text "mPay Administration Control Panel". At the top right, it displays the date "Wednesday 01, September 2010" and the user information "Logged in as: Demo Merchant Admin [Logout | Change Password | Register Certificate]".

On the left side, there is a vertical menu with the following items: Navigation, Transaction, Transaction Report, Daily Report, Monthly Report, Action Report, Reconciliation Detail (highlighted in yellow), and Calendar.

The main content area is titled "Reconciliation Detail". Below the title, it says "Below is a reconciliation detail." and "Date".

The date selection fields are:

- From (YYYY-MM-DD): 2010-08-01
- To(YYYY-MM-DD): 2010-08-31

Below the date fields, there are two radio buttons for the output format: "CSV" (unselected) and "PDF" (selected). A "Download" button is located below these options.