



mPay
Merchant Administration Guide
Version 1.1.0

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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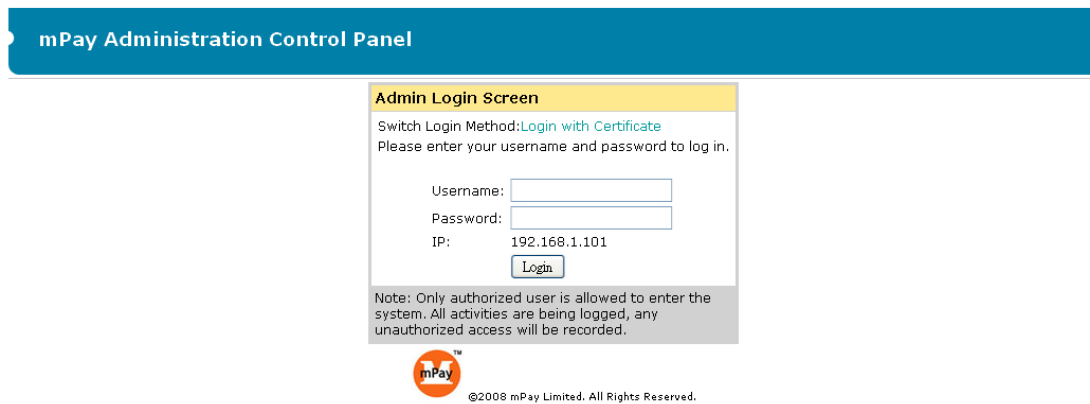
2 Project Information

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	

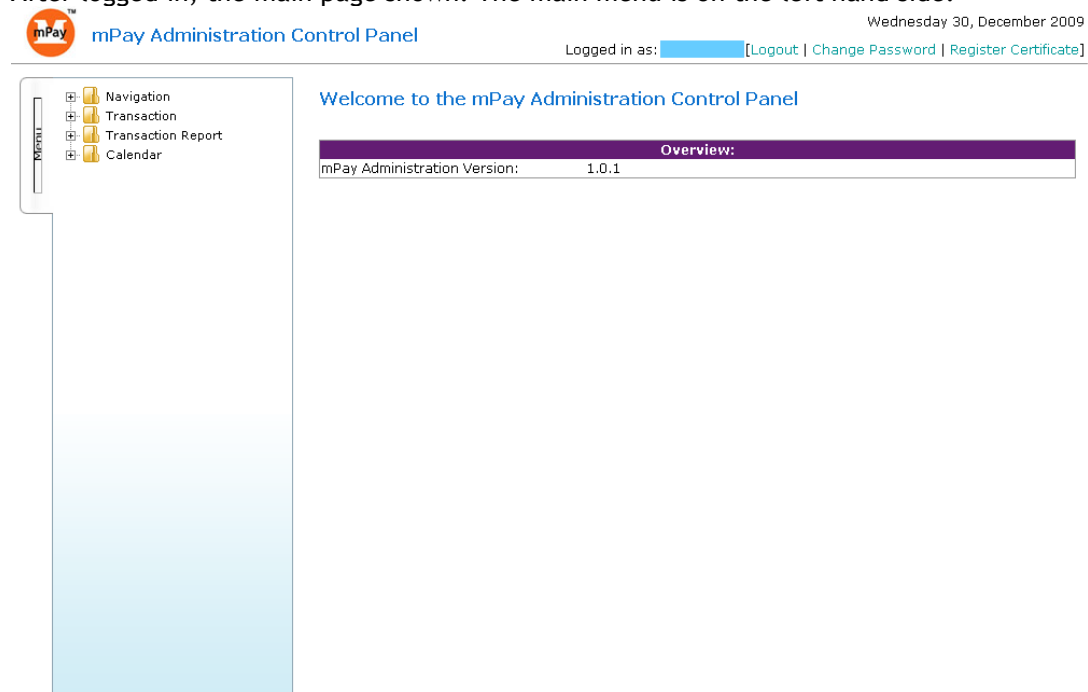


1 Login

Go to the mPay Merchant Administration Interface URL.
Please login with the username and password provided.

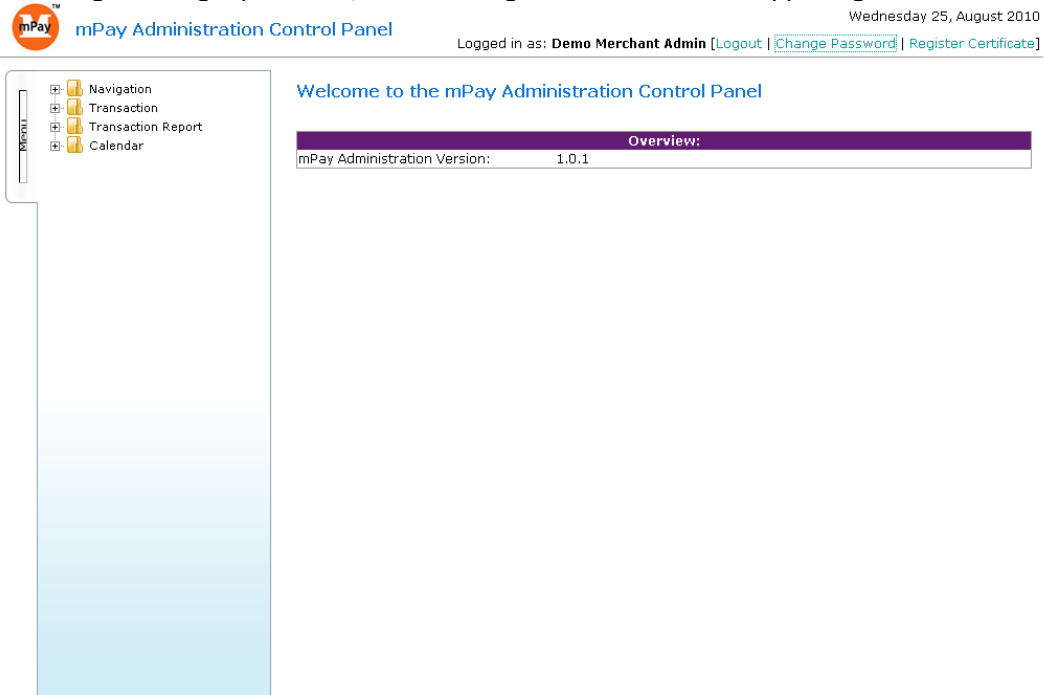


After logged in, the main page shown. The main menu is on the left hand side.



2 Change Password

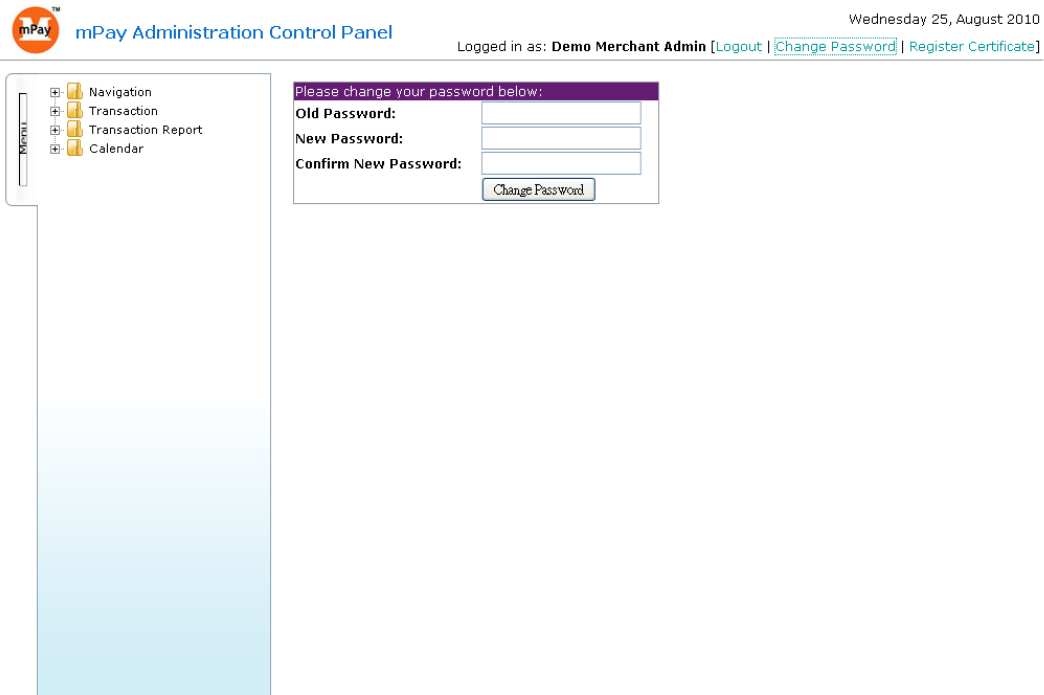
To change the login password, click “Change Password” on the upper right corner.



The screenshot shows the mPay Administration Control Panel interface. At the top left is the mPay logo and the text "mPay Administration Control Panel". To the right, it says "Logged in as: Demo Merchant Admin" with links for "Logout", "Change Password", and "Register Certificate". The date "Wednesday 25, August 2010" is also visible. On the left side, there is a vertical menu with icons for "Navigation", "Transaction", "Transaction Report", and "Calendar". The main content area displays "Welcome to the mPay Administration Control Panel" and an "Overview" section with a table:

Overview:	
mPay Administration Version:	1.0.1

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



This screenshot shows the same mPay Administration Control Panel interface, but with the "Change Password" form displayed. The form has a purple header that says "Please change your password below:". It contains three input fields labeled "Old Password:", "New Password:", and "Confirm New Password:". Below these fields is a "Change Password" button. The rest of the interface, including the menu and navigation links, remains the same as in the previous screenshot.

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) 2010-08-22
 Posting Date To(YYYY-MM-DD) 2010-08-25
 Payment Method JETCO VISA/MasterCard ALL
 Order No
 Status Success Include Captured Voided Refunded (Success txn)
 Sort By Transaction Date Descending 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"/>

[Refund](#)

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.



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

[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
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, there is a navigation menu with options: Navigation, Transaction, Transaction Report, Daily Report (highlighted), Monthly Report, Action Report, and Calendar. The main content area is titled "Daily Report" and contains the following elements:

- A heading: "Below is a transaction daily report."
- Search criteria: "Transaction Date" (radio button), "Posting Date" (radio button), and "Payment Method" (dropdown menu).
- Sort options: "Sort By" (dropdown menu), "Descending" (radio button), and "Ascending" (radio button).
- Buttons: "Filter" and "Download".
- Input fields: A date input field showing "2010-09-01" and a dropdown menu showing "Please select...".

At the top right of the page, it says "Wednesday 01, September 2010" and "Logged in as: Demo Merchant Admin [Logout | Change Password | Register Certificate]".

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 displays the mPay Administration Control Panel interface. At the top left, the mPay logo is followed by the text "mPay Administration Control Panel". On the right side of the top bar, it shows the date "Wednesday 01, September 2010" and the user information "Logged in as: Demo Merchant Admin" with links for "Logout", "Change Password", and "Register Certificate".

The main content area is titled "Monthly Report". On the 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 "Monthly Report" section contains the following text and controls:

- Text: "Below is a transaction monthly report."
- Radio buttons for "Transaction Date (YYYY-MM)" and "Posting Date".
- Dropdown menus for "2010" and "9".
- A dropdown menu for "Payment Method" with the text "Please select...".
- A checkbox labeled "ALL".
- A "Filter" button.



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

Filter

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.

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

Menu

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

Transaction Action Result

Below is a transaction action report.

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

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

Menu

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

Transaction Action Result

Below is a transaction action report.

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

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". On the right, it displays the date "Wednesday 01, September 2010" and the user information "Logged in as: Demo Merchant Admin [Logout | Change Password | Register Certificate]".

The main content area is divided into two sections. On the left 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. On the right is the "Reconciliation Detail" page. It contains the text "Below is a reconciliation detail." followed by a "Date" section with the following fields and options:

- From (YYYY-MM-DD): 2010-08-01
- To(YYYY-MM-DD): 2010-08-31
- Format selection: CSV and PDF
- A "Download" button