

mPay Merchant Administration Guide Version 1.1.0

<u>User Manual</u>



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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	Кеу	Description	Remarks
Section A) Fil	led by User		-
A01	User Name		
		<more any="" contacts,="" if=""></more>	
Section B) Fil	led 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.

mPay Administration Control Panel			
	Admin Login Screen		
	Switch Login Method:Login with Certificate Please enter your username and password to log in. Username: Password: IP: 192.168.1.101		
	Login Note: Only authorized user is allowed to enter the system. All activities are being logged, any unauthorized access will be recorded.		
	©2008 mPay Limited. All Rights Reserved.		

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 comer.

mPay Adm	ninistration Control Pan	Logged in	as: Demo Merchant Ad	min [Logout Change Pas	Wednesday 25, August 2010 ssword Register Certificate]
Belling Navigation Belling Transaction	Welcome	e to the mPay Ad	ministration Cont	rol Panel	
E E Calendar	(eport		Overvie	w:	
	mPay Admir	istration Version:	1.0.1		

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

🕴 mPay Administratic	on Control Panel	weunesuay 25, August 2
	Lo	gged in as: Demo Merchant Admin [Logout] Change Password Register Certific
🕀 🚮 Navigation	Please change your passw	ord below:
🗄 📶 Transaction	Old Password:	
🗄 📶 Transaction Report	New Password:	
🗄 📶 Calendar	Confirm New Password	
	committeer i assiroita.	Chan and Dace Would
		Change Pass word

The system show the password is changed successfully.

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mPay Administration Control Panel	Wednesday 25, August 201
	Logged in as: Demo Merchant Admin [Logout Change Password Register Certificate
Avigation Password Update	d.
🗄 📊 Calendar	

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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.

mP	mPay Administration (Control Panel	Wednesday 30, December 20 Logged in as: [Logout Change Password Register Certifica	109 (te]
	표- 🔐 Navigation 타- 😱 Transaction	Transaction		
Jenu	Transaction Detail	Below is a transaction (n detail.	
ľ	⊞ Indisaction Report	🔘 Transaction Date	e From (YYYY-MM-DD) 2009-12-30	
		Posting Date	To(YYYY-MM-DD) 2009-12-30	
_		Payment Method	Please select 🔽 🗆 ALL	
		Order No		
		Status Sout Bu	Success Y Include Captured Voided Refunded (Success txn)	
		SULDY	Filter Download CSV	L

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

mP	mDou Administration C	ontrol Donol					Wednesda	iy 30, Dece	ember 2009
6		ond of Parler	Lo	gged in as:	[Lo	gout Chang	e Password	Register	Certificate]
	Avigation Transaction Transaction	Transaction							
ω	🕀 🚮 Transaction Report	Below is a transac	tion detail.						
	🗄 🚮 Calendar	Transaction D	ate From (YYYY-MM	1-DD) 20	09-12-01				
		Posting Date	To(YYYY-MM-DI	D) 20	09-12-30				
		Payment Method	JETCO VISA/M	lasterCard 💌					
		Order No					1.1.0		
		Status	Success V If	ndude 🗹 Caj	pturea 💷 Vo	iaea 💷 Retui	naea (Succe	ss txn)	
		SULDY	Transaction D	iate 💌 Desti	enung 🔍 A	scenaing 🔾	Filter	Downlo	ad CSV
		Displaying 1 to 7 (of 7 items)					Result	Pages: 1
		JETCO VISA/Mast	erCard Transaction	s					
		Transaction ID	Order No	Auth Code	Posting Date	Transaction Date	Status	Currency	Amount
		09000004759	20091230084359	83658	2009/12/30	2009/12/30 08:44:07	Authorized	HKD	85.00
		09000004746	20091229142849	142152	2009/12/29	2009/12/29 14:28:58	Captured	HKD	23.00
		09000004738	20091228090302	85605	2009/12/28	2009/12/28 09:03:11	Authorized	HKD	10.00
		09000004699	20091217220748	220117	2009/12/17	2009/12/17 22:08:03	Authorized	HKD	85.00
		09000004695	20091217110448	105810	2009/12/17	2009/12/17 11:04:57	Authorized	HKD	23.00
		09000004681	20091214150056	145433	2009/12/14	2009/12/14 15:01:06	Authorized	HKD	10.00
		09000004680	20091214102554	101944	2009/12/14	2009/12/14 10:25:59	Authorized	HKD	10.00
				To	tal number of	successful tra Tota	ansaction: 7 Il amount: H	KD 246.00	



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

mDov Administratio	n Control Dapol			Wednesda	y 30, December 20				
	In control Parier	Logged in as:	[Logout (Change Password	Register Certifica				
	Transaction Cont	tent							
🖻 强 Transaction	Detail Information	conc							
Im Transaction Detail	Transaction ID:	00000004750							
🗄 🚮 Transaction Report	Order No:	20001220084250							
🗄 🚮 Calendar	Transaction Date:	2009/12/30 08:44:05							
	Currency:	HKD							
	Amount:	85.0							
	Response Code:	A00							
		Transaction accepted							
	Auth Code:	83658							
	ECI:	05							
		Capture							
	Transaction History	Transaction History							
	Transaction Date	Transaction Type Transaction ID	Status	Currency Amo	unt Usernam				
	2009/12/30 08:44:05	Sale 09000004759	Success	HKD 85.0	0				

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 Administratio	n Control Panel			V	Vednesday 2	5, August 20
		Logged in as: Demo Mercha	nt Admin [Logout	Change Pas	sword Regi	ster Certifica
🗉 🚮 Navigation	Transaction Con	itent				
E 🍈 Transaction	Detail Information					
Transaction Detail	Transaction ID:	09000005390				
🕀 🌉 Transaction Report	Order No:	20100825101028				
표 🚮 Calendar	Transaction Date:	2010/08/25 10:10:3	31			
	Currency:	HKD				
7	Amount:	10.0				
	Response Code:	A00				
		Transaction accepte	ed			
	Auth Code:	101106				
	ECI:	05				
	Void Amount	Void				
	Transaction History					
	Transaction Date	Transaction Transaction ID	Status	Currenc	y Amount	Usernan
	2010/08/25 10:10:31	Sale 00000005300	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.

	Control Donal	Wednesday 25, August 201
	Control Panel	Logged in as: Demo Merchant Admin [Logout Change Password Register Certificate
H- Avigation	Transaction Cont	tent
	Transaction Cont	
Transaction Detail	Transaction Action Res	sult
Transaction Report	Transaction ID:	09000005390
Calendar	Order No:	20100825101028
🖭 📶 Calendar	Transaction Date:	2010/08/25 10:10:31
	Currency:	НКD
]	Amount:	10.0
	Auth Code:	101106
	Action:	Void
	Status:	Success

The transaction content page show the transaction is voided.

mPay Administration	Control Panel	Logged	in as: Demo Merchant	Admin (Logout	۱ Change Pas	Wednesday 2 sword Regi	5, August 20 ster Certifical
- 🗃 🚮 Navigation	Transaction Cont	tent					
E Iransaction	Detail Information						
	Transaction ID:		090000005390				
🗉 🌃 Transaction Report	Order No:		20100825101028				
표 📶 Calendar	Transaction Date:		2010/08/25 10:10:31				
	Currency:		HKD				
7	Amount:		10.0				
	Response Code:		A00				
			Transaction accepted				
	Auth Code:		101106				
	ECI:		05				
	Transaction History						
	Transaction Date	Transa Type	ction Transaction ID	Status	Curren	cy Amount	Usernam
	2010/08/25 10:10:31	Sale	09000005390	Success	HKD	10.00	
	2010/08/25 11:15:22	Void	09000005394	Success	HKD	-10.00	demo

The transaction detail main page show the transaction is voided.

I Anniastian		Lugged in as.	Demo Mercin		good f chang	e Password	u Kegister	Certificati
Transaction	Below is a transac	tion detail.						
E Galendar	O Transaction D	ate From (YYYY-MN	4-DD) 20	10-08-22				
	Posting Date Payment Method	JETCO VISA/M	AasterCard 🔽	ALL				
	Order No Status	Success 🜄 Tr	ndude 🗖 Cor	ntured 🔽 Mai	dad 🔲 Rofu	ndad (Suce	occ tyn)	
	Sort By	Transaction D)ate 🔽 Desc	ending 💿 As	cending 🔘	nueu (suco	635 (ATT)	
						Filter	Downli	oad CSV
	Displaying 1 to 2	(of 2 items)					Result	: Pages: 1
	JETCO VISA/Mast	terCard Transaction	S					
	Transaction ID	Order No	Auth Code	Posting Date	Transaction Date	Status	Currency	Amount
	09000005392	20100825101356	101439	2010/08/25	2010/08/25 10:14:09	Success	HKD	1,985.00
	09000005390	20100825101028	101106	2010/08/25	2010/08/25 10:10:37	Voided	HKD	10.00
			То	tal number of	successful tra Tota	ansaction: : al amount: I	1 HKD 1,985.I	00

3.2 Refund Transaction

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

mPay Administratio	n Control Panel	Logged in as: Demo Merchant	Admin (Logout	Change Password Regi	ster Certific
🗉 🛃 Navigation	Transaction Con	tent			
Transaction	Detail Information				
Transaction Detail	Transaction ID:	09000005382			
🛨 🌃 Transaction Report	Order No:	20100823132016			
🕀 🚮 Calendar	Transaction Date:	2010/08/23 13:20:37			
	Currency:	HKD			
	Amount:	10.0			
	Response Code:	A00			
		Transaction accepted			
	Auth Code:	132251			
	ECI:	05			
	Refund Amount	10.0 Refund			
)		
	Transaction History				
	Transaction Date	Transaction Type Status		Currency Amount	Userna
	0010/00/00 10:00:07	0.1 00000005000	-	10.00	
	2010/08/23 13:20:37	Sale 09000005382	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.

mDov Administration	Control Donal	Wednesday 25, August 201
	L Control Paner	logged in as: Demo Merchant Admin [Logout Change Password Register Certificate
🖘 💷 Maujaatiaa		
	I ransaction Conte	ent
E Iransaction	Transaction Action Resu	ılt
Transaction Detail	Transaction ID:	09000005382
Iransaction Report	Order No:	20100823132016
🗄 📶 Calendar	Transaction Date:	2010/08/23 13:20:37
	Currency:	HKD
7	Amount:	10.0
	Auth Code:	132251
	Action:	Refund
	Status:	Success

The transaction content page show the transaction is voided.

mPay Administration	Control Panel	Logged in	as: Demo Merchant	Admin [Logout	V Change Pas	/ednesday 2 sword Regi	5, August 20 ster Certifical	
🕫 🚮 Navigation	Transaction Cont	tent						
🖨 뒞 Transaction	Detail Information							
- Transaction Detail	Transaction ID:	ſ	9000005382					
🗈 🚮 Transaction Report	Transaction Report Order No:		0100823132016					
🗄 📶 Calendar	Transaction Date:	2	010/08/23 13:20:37					
	Currency:	F	IKD					
	Amount:	1	.0.0					
	Response Code:	A	00					
		т	ransaction accepted					
	Auth Code:	1	.32251					
	ECI:	0	15					
	Transaction History							
	Transaction Date	Transacti Type	^{on} Transaction ID	Status	Currenc	y Amount	Usernam	
	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.

MPay Administratio	n Control Panel	Logged in as:	Demo Mercha	ant Admin [Lo	gout Chang	Wedne e Password	esday 25, 4 I Register	August 2011 r Certificate
⊕ 🔒 Navigation ⊨ 🔒 Transaction	Transaction							
Transaction Detail	Below is a transac	ction detail.						
Iransaction Report Calendar	O Transaction D	Transaction Date From (YYYY-MM-DD) 2010-08-22						
	Osting Date	Το(ΥΥΥΥ-ΜΜ-D	D) 20	10-08-25				
	Payment Method	JETCO VISA/M	4asterCard 🔽	ALL				
	Order No							
	Status	Success 💌 II	nclude 🔲 Ca	ptured 🔲 Vo	ided 🗹 Refu	nded (Succe	ess txn)	
	Sort By	Transaction D	Date 🔽 Desc	ending 💿 As	scending 🔘			
						Filter	Downl	oad CSV
	Disalavina 1 to 0	(-f. 0 it)					Deeul	- D 1
	IETCO VISA/Mas	(or 2 items) terCard Transaction	15				Resul	t Payes: I
	Transaction ID	Order No	Auth Code	Posting Date	Transaction Date	Status	Currency	Amount
	09000005392	20100825101356	101439	2010/08/25	2010/08/25 10:14:09	Success	HKD	1,985.00
	09000005382	20100823132016	132251	2010/08/23	2010/08/23 13:20:41	Refunded	HKD	10.00
			To	tal number of	successful tra	ansaction: 1	L	

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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.

mPay Administration (Control Panel	Logged in as	:: Demo Merchant Admin [Logout	Wednesday 01, September 2010 Change Password Register Certificate]
Avigation Transaction Monthly Report Calendar	Daily Report Below is a transaction da Transaction Date Posting Date Payment Method Sort By	ily report. (YYYY-MM-DD) Please select Transaction Date 💌 De	2010-09-01 ▼ □ALL escending	Filter Download

mPay	mPay Administration (Control Panel	Lo	gged in as: Demo	Merchant Admi	n [Logout Cha	Wednesc ange Passwo	lay 01, Sepi rd Registe	tember 2010 r Certificate]
E E	An Avigation Transaction Transaction Report Daily Report Monthly Report Action Report Calendar	Daily Report Below is a transactio Transaction Dat © Posting Date Payment Method Sort By	n daily report. e (YYYY-MM-DD) Please select Transaction D	2011 v V A ate v Descendin)-09-01 LL g ⊙ Ascendin	3 0	[Filter	ownload
		Displaying 1 to 2 (of	2 items)					Resu	lt Pages: 1
		JETCO VISA/Master	Card Transactions			Tunnenetien			
		Transaction ID	Order No	Auth Code	Posting Date	Transaction Date	Status	Currency	Amount
		09000005449	20100901103444	103559	2010/09/01	2010/09/01 10:34:50	Success	нкр	198.00
		09000005448	20100901103356	103435	2010/09/01	2010/09/01 10:34:11	Success	HKD	985.00
					Total number o	of successful tra Tota	ansaction: 2 I amount: HK	D 1,183.00	
		Displaying 1 to 1 (of	1 items)					Resu	lt Pages: 1
		CUP Transactions							
		Transaction ID	Order No	Auth Code	Posting Date	Transaction Date	Status	Currency	Amount
		01000005450	20100901110656	400001	2010/09/01	2010/09/01 11:07:05	Success	HKD	10.00
					Total number (of successful tra Tota	ansaction: 1 I amount: HK	D 10.00	
		Displaying 1 to 1 (of	1 items)					Resu	lt Pages: 1
		ALIPAY Transaction	s			Turneratio			
		Transaction ID	Order No	Auth Code	Posting Da	te Date	' Status	Currency	Amount
		07000005451	20100901110909	2010090100125(572 2010/09/01	2010/09/01 11:11:07	Success	нкр	10.00
					Total number (of successful tra Tota	ansaction: 1 I amount: HK	D 10.00	
		Displaying 1 to 2 (or	2 items)					Resu	lt Pages: 1
		PPS Transactions				Transaction			
		Transaction ID	Order No	Auth Code	Posting Date	Date 2010/09/01	Status	Currency	Amount
		06000005447	20100901103307		2010/09/01	10:33:27 2010/09/01	Success	HKD	123.00
		06000005446	20100901103221		2010/09/01	10:32:58	SUCCESS	нкр	85.00
					Total number (of successful tra Tota	ansaction: 2 I amount: 20	8.00	



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.

mPay Adm	ninistration Control Panel	Logged in as: D	Demo Merchant Admin [Logout Char	Wednesday 01, September 2010 ige Password Register Certificate]
B Navigation Transaction F Daily Rep Action Rej Calendar	Report ort port Port Nothly Report Below is a transaction Transaction Date Posting Date Payment Method	monthly report. (YYYY-MM) Please select	2010 v 9 v	Filter

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man m Day Administration	Control Donal			Wednesday 01, September 2010
Theay Administration	Control Parier	Logged in as	: Demo Merchant Admir	[Logout Change Password Register Certificate]
	Monthly Report	thu report		
🖻 📃 Daily Report	Below is a transaction mor	(and the second se	0010 0 0	
Monthly Report	Transaction Date	(YYYY-MM)	2010 💟 9 💟	
Action Report	Posting Date		— —	
H- M Calendar	Payment Methou	Please select		
				Filter
	JETCO VISA/MasterCard	Transactions		
	Transaction Date	Amount	Cour	ıt
	2010/09/01	1183.0	2	
		Total num	per of transaction: 2	
			Total amount: 1,183	.00
	Transaction Date	Amount	Cour	•••
	2010/09/01	10.0	1	
		Total num	per of transaction: 1	
			Total amount: 10.00	
	ALIPAY Transactions			*
	Pansaction Date	10.0	1	
	2010/09/01	10.0	1	
		Total num	her of transaction: 1	
			Total amount: 10.00	
	PPS Transactions			
	Transaction Date	Amount	Cour	it
	2010/09/01	208.0	2	
		Total access	or of transactions 9	
		Total hum	Total amount: 208.0	0

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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.

man	and the second second second second second	a second part of					weunest	day 30, De	scember 2009
liray	mPay Administration	Control Panel		Logged in	as:	ogout Chang	e Passwor	d Regist	er Certificate]
1	- 🔒 Navigation - 🔒 Transaction - 🏹 Transaction Report	Transaction	n Actio	n Result					
•	Daily Report Monthly Report Action Report Calendar	Below is a tran Transaction Posting Da Payment Meth Transaction Ty Sort By	saction a n Date ite od ype	iction report. From (YYY-MM-DD) To(YYY-MM-DD) Please select Capture Void Transaction Date v	2009-12-30 2009-12-30 • Refund Descending • A	scending 🔘			Filter
mPay	, mPay Administration	Control Panel		Logged in	as: [Lo	ogout Chang	Wedneso e Passwor	day 30, De d Regist	ecember 2009 er Certificate]
mPay	mPay Administration	Control Panel	n Actio	Logged in n Result	as: [Lt	ogout Chang	Wedness e Passwor	day 30, De d Regist	ecember 2009 er Certificate]
	mPay Administration	Control Panel Transaction Below is a tran Transactio Payment Meth Transaction Ty Sort By	n Actio saction a n Date ite od rpe	Logged in n Result Action report. From (YYYY-MM-DD) JETCO VISA/MasterCa © Capture @Void Transaction Date @	as: [L0 2009-12-01 2009-12-30 ard ♥ Refund Descending ● A	ogout Chang	Wednesc e Passwor	day 30, De	ecember 2009 er Certificate]
	May Administration	Control Panel Transaction Below is a tran O Transactio O Posting Da Payment Meth Transaction Ty Sort By	n Actio saction a n Date ite od ype	Logged in n Result action report. From (YYY-MM-DD) To(YYY-MM-DD) DETCO VISA/MasterC: Capture Void C Transaction Date V	as: [L0 2009-12-01 2009-12-30 ard Refund Descending • A	ogout Chang scending O	Wednesc e Passwor	day 30, De	ecember 2009 er Certificate] Filter
	mPay Administration Navigation Transaction Report Daily Report Monthly Report Action Report Calendar	Control Panel Transaction Below is a tran Transactio Posting Da Posting Da Posting Da Posting Da Posting Da Posting Da Posting Da Sort By Displaying 1 to	n Actio saction a n Date ote od ype	Logged in n Result action report. From (YYYY-MM-DD) To(YYYY-MM-DD) JETCO VISA/MasterCi Capture Void [Transaction Date V 20 items) the Transactions	as: [L0 2009-12-01 2009-12-30 ard ✓ Refund Descending ⓒ A	scending O	Wedneso	day 30, De d Regist Result	ecember 2009 er Certificate) Filter
	mPay Administration	Control Panel Transaction Below is a tran Transactio Payment Meth Transaction Ty Sort By Displaying 1 to JETCO VISA/M Transaction Date	n Actio saction a n Date tte od ype o 15 (of 2 lasterCal Transac Type	Logged in n Result Action report. From (YYY-MM-DD) JETCO VISA/MasterCa © Capture Ø Void Transaction Date ♥ 20 items) rd Transactions tion Transaction ID	as: [L 2009-12-01 2009-12-30 ard Refund Descending A	scending O	Wednesc e Passwor	day 30, De d Regist Result	ecember 2009 er Certificate] Filter Pages: 1 2 Username
	May Administration	Control Panel Transaction Below is a tran Transaction Posting Da Payment Meth Transaction Ty Sort By Displaying 1 to Displaying 1 to DISPLAY Transaction Date 2009/12/30 10:38:20	n Actio saction a n Date ste od ype 0 15 (of 2 lasterCal Transac Type Capture	Logged in n Result action report. From (YYY-MM-DD) JETCO VISA/MasterCi Capture Void Transaction Date V 20 items) rd Transactions tion Transaction ID 090000004763	as: [Lo 2009-12-01 2009-12-30 ard Refund Descending A Order No 20091230084354	scending O Status	Wednesc e Passwor Amou HKD	day 30, De d Regist Result Int 85.00	ecember 2009 er Certificate] Filter : Pages: 1 2 Username
	mPay Administration Mayigation Transaction Report Daily Report Action Report Calendar	Control Panel Transaction Below is a tran Transactio Posting Dz Payment Meth Transaction Ty Sort By Displaying 1 to DESPLAYING Displaying 1 to DESPLAYING Date 2009/12/29 16:46:10	n Actio saction a n Date tte od ype 0 15 (of 2 lasterCat Transac Type Capture Capture	Logged in n Result action report. From (YYYY-MM-DD) To(YYYY-MM-DD) JETCO VISA/MasterCa © Capture @ Void [Transaction Date v 20 items) rd Transactions tion Transaction ID 090000004758	as: (L 2009-12-01 2009-12-30 ard • Refund Descending • A Order No 20091230084355 20091229142844	scending O Status 9 Success 9 Success	Wedneso e Passwor Amou HKD HKD	day 30, De d Regist Result Int 85.00 23.00	ecember 2009 er Certificate) Filter : Pages: 1 2 Username
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mPay E	mPay Administration	Control Panel Transaction Below is a tran Transaction Posting Da Payment Meth Transaction Ty Sort By Displaying 1 to JETCO VISA/M Transaction Date 2009/12/30 10:38:20 2009/12/29 16:45:39 2009/12/29 16:45:34	n Actio saction a n Date ite od ype 0 15 (of 2 lasterCal Transac Type Capture Capture Capture Capture Capture	Logged in n Result action report. From (YYY-MM-DD) JETCO VISA/MasterCi Capture Void [Transaction Date V closed d Transactions 10 090000004758 09000004755	as: [Lo 2009-12-01 2009-12-30 ard Refund Descending A 20091229142844 20091229142844 20091229142844	scending O Status Success Success Fail Fail	Wedness e Passwor Amou HKD HKD HKD HKD	day 30, De d Regist Result Int 85.00 23.00 10.00 23.00	Filter Filter Seges: 1 2 Username
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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.

