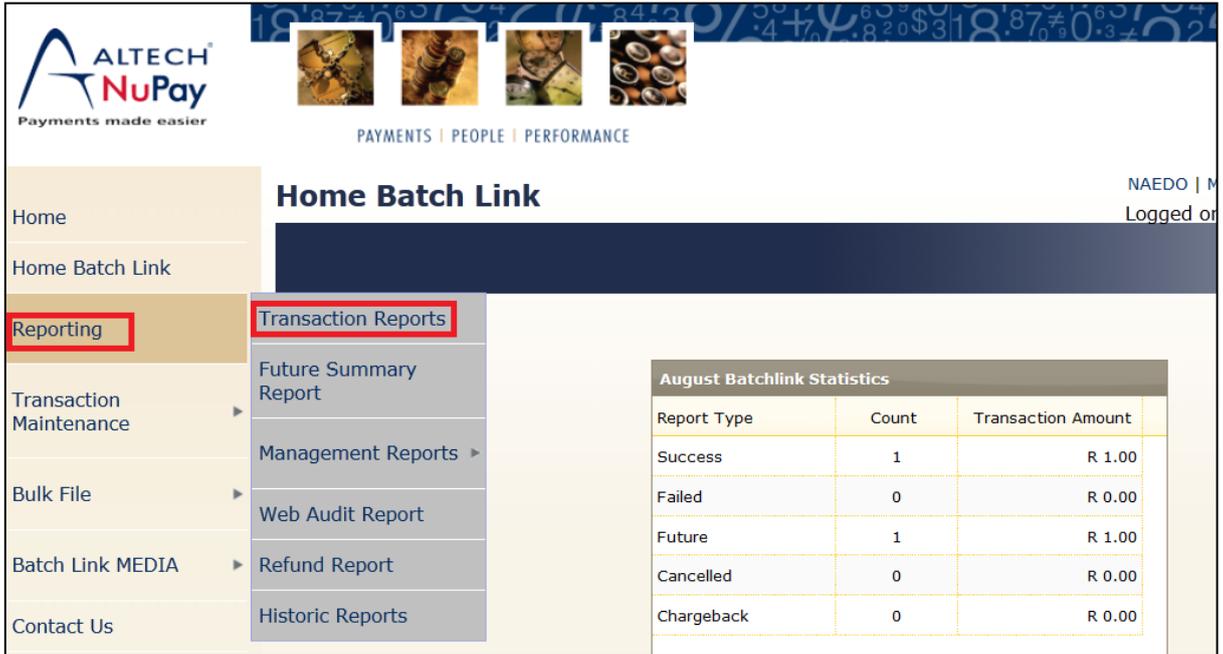


BATCHLINK Transaction Reporting Process

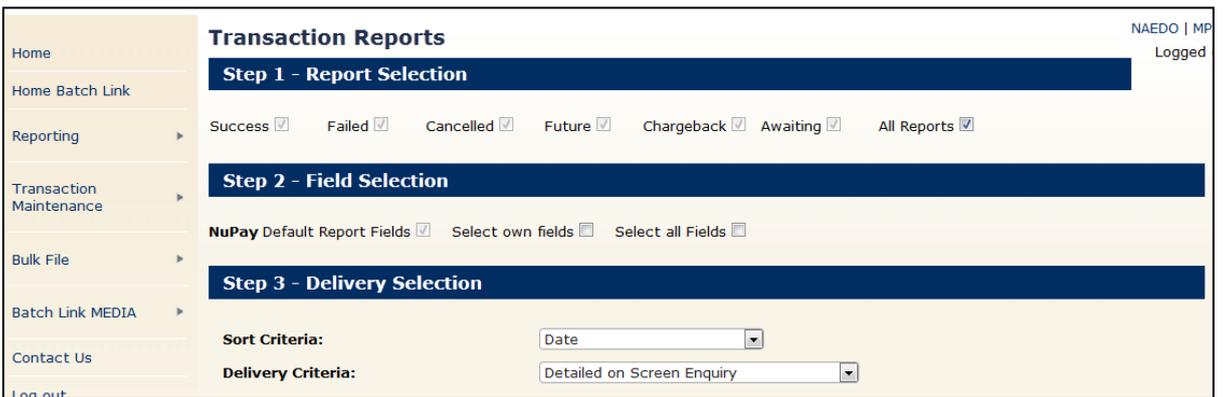
1. Select the “Transaction reports” option



The screenshot shows the ALTECH NuPay dashboard. The 'Reporting' menu item is highlighted in a red box, and the 'Transaction Reports' sub-menu item is also highlighted in a red box. The sub-menu includes: Future Summary Report, Management Reports, Web Audit Report, Refund Report, and Historic Reports. To the right, there is a table titled 'August Batchlink Statistics'.

Report Type	Count	Transaction Amount
Success	1	R 1.00
Failed	0	R 0.00
Future	1	R 1.00
Cancelled	0	R 0.00
Chargeback	0	R 0.00

2. Select the Required report/s you wish to generate. You Can also Select the columns you wish to generate in the report, what the report must sort according to and the way you want the report (Download into file or view on screen)



The screenshot shows the 'Transaction Reports' configuration page. It is divided into three steps:

- Step 1 - Report Selection:** Includes checkboxes for Success, Failed, Cancelled, Future, Chargeback, Awaiting, and All Reports, all of which are checked.
- Step 2 - Field Selection:** Includes radio buttons for 'NuPay Default Report Fields' (checked), 'Select own fields', and 'Select all Fields'.
- Step 3 - Delivery Selection:** Includes a 'Sort Criteria' dropdown menu set to 'Date' and a 'Delivery Criteria' dropdown menu set to 'Detailed on Screen Enquiry'.



- Populate the Search criteria fields. These fields allow you to refine your search for the Report you wish to generate.

Step 4 - Selection Criteria

Merchant:

Frequency :

From: **To:**

Debit Date : (YYYY/MM/DD) **From:** **To:**

Transaction Id : **From:** **To:**

Start Date : (YYYY/MM/DD) **From:** **To:**

Client Reference 1 : **From:** **To:**

Client Reference 2 : **From:** **To:**

Import filename :

- Your results will now be displayed in a grid format.

Successful Transactions										
10	Page 1 of 1	CSV Print								Displaying 0 to 0 of 0 items
Transaction ID	Merchant ID	Client Ref 2	Action Date	Instalment	Instalments	Account Name	Value	SPF Value	Frequency	
Report Total							R 0.00	R 0.00		
10	Page 1 of 1	CSV Print								Displaying 0 to 0 of 0 items