

## How to Access Batchlink Historic Reports

- 1) Select Reporting and then Historic reports



- 2) Select the report you wish to view and submit

The screenshot displays the 'Historic Reports' page. Under the 'Report Selection Criteria' section, a dropdown menu is open, showing options: 'All Reports', 'Success', 'Failed', and 'Cancelled'. The 'All Reports' option is selected. Below this, the 'Search Criteria' section contains several input fields: 'Branch' (000000001008846 - ABSA Test Batchlink(NuPay)), 'Process Date' (From: 2014/06/03, To: 2014/06/03), 'Transaction Id' (From: 0, To: 99999999), 'Client Reference 1', 'Client Reference 2', and 'Import filename'.

- 3) Report will then be generated with preselected fields from the OLD architecture

Successful Transactions

CSV											Total Transaction Items: 4 Total: R 51,265.66
	Transaction ID	Instalment	Merchant ID	Response	Process Date	Action Date	Value	Client Ref 1	Client Ref 2	Import Filename	
1	3	1	000000001008846	Approved	20130613	20130601	R 11537.50	G Force	Dunkeld	prc_ws_TransertCC	
2	5	1	000000001008846	Approved	20130613	20130601	R 22112.50	Murray	Dunkeld	prc_ws_TransertCC	
3	6	1	000000001008846	Approved	20130613	20130601	R 615.66	N Badenhorst	Dunkeld	prc_ws_TransertCC	
4	4	1	000000001008846	Approved	20130613	20130601	R 17000.00	Van Der Wateren	Dunkeld	prc_ws_TransertCC	
Report Total							R 51,265.66				