NUPAY

A DIVISION OF ALTRON

DebiCheck:
Reports quick guide – V1.2
(Website)

Step 1: Log into the NUPAY website by entering the following URL link into the browser

Link: https://www.nupayments.co.za/

Step 2: Log in – Complete the required fields, see Fig 1.

- ✓ Enter your User ID & Password
- ✓ Accept the Terms and Conditions (Ensure that you familiarise yourself with the content herein)
- ✓ Click on the "Log in" button

(N.B If you cannot remember your password, click on the **"Forgot Password?"** tab and the system will assist you in creating a new password)

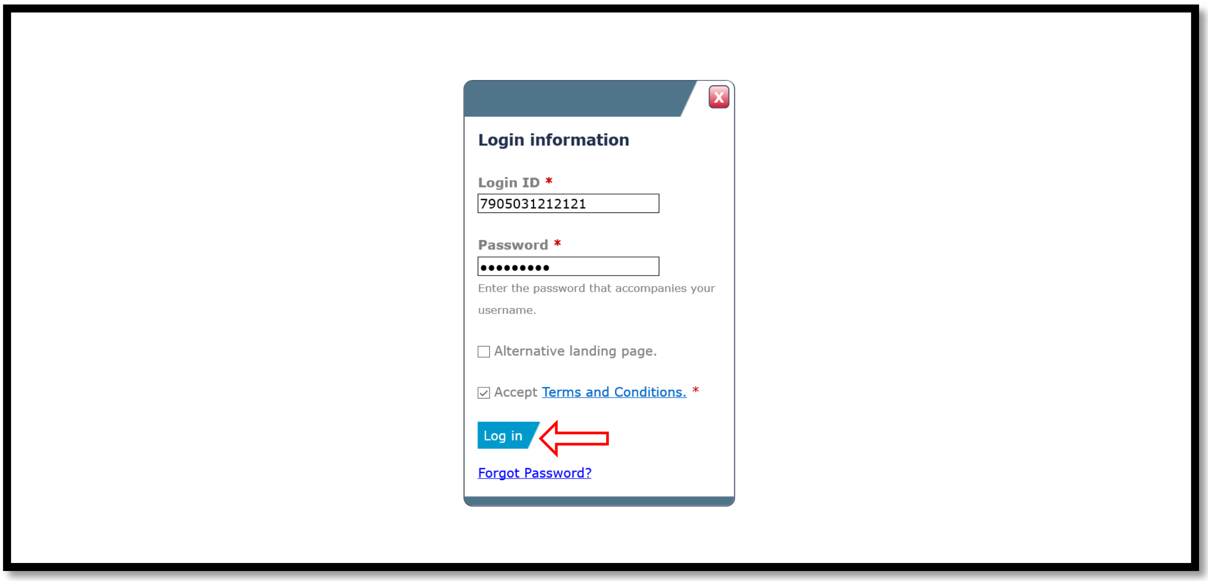

***Fig 1*: Login screen - NuPay Website**

Once you have entered the correct “Log in” details, you will be directed to the following homepage, see Fig 2.

***Figure 2:* Homepage - NuPay Website**

Step 3: Click the **Collections icon** for the NUPAY Product List and select **DebiCheck,** see Fig 3.

***Fig 3:* Product List - NuPay Website**

You can also “Log in” by ticking the **Alternate landing page** option and click **Log in,** see Fig 4.

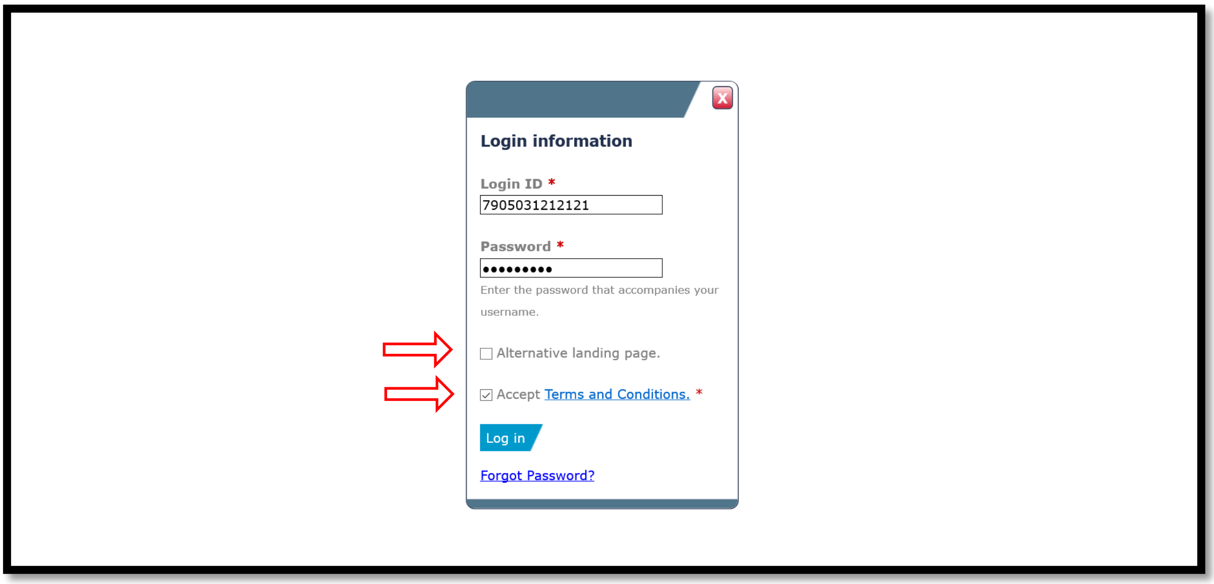

Fig 4: **Alternate Login page - NuPay Website**

Step 4: The alternate landing page will be displayed, select **DebiCheck,** see Fig 5.

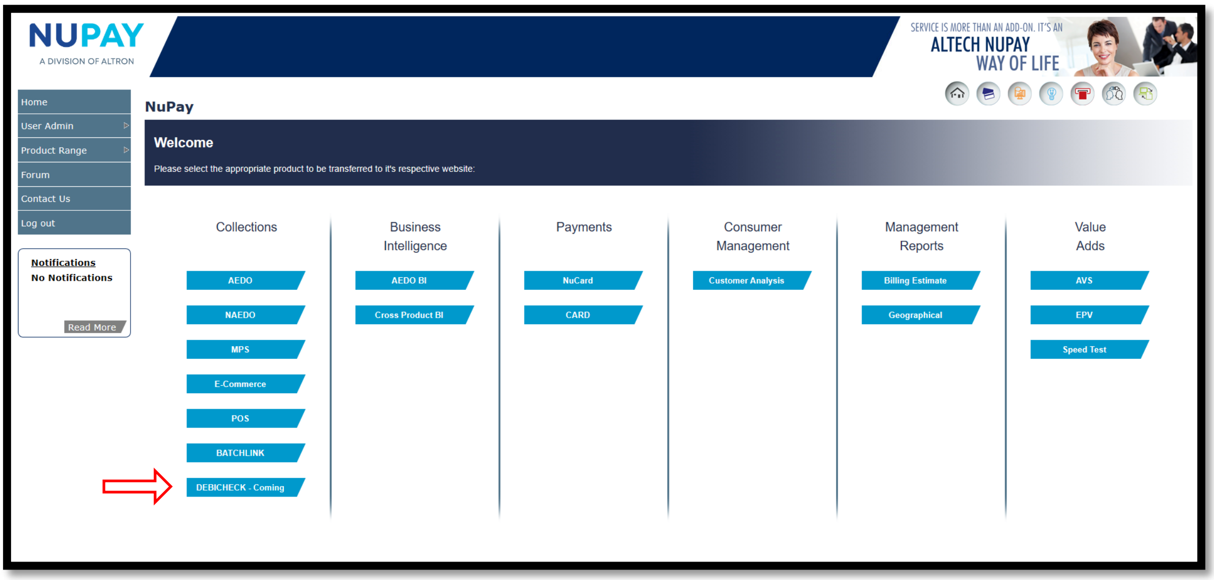

Fig 5: **Alternate Landing page - NuPay Website**

Step 5: Select the **Merchant number** (The unique number that is allocated to the Merchant by NUPAY) in the Access Selection screen, and click **Continue,** see Fig 6.

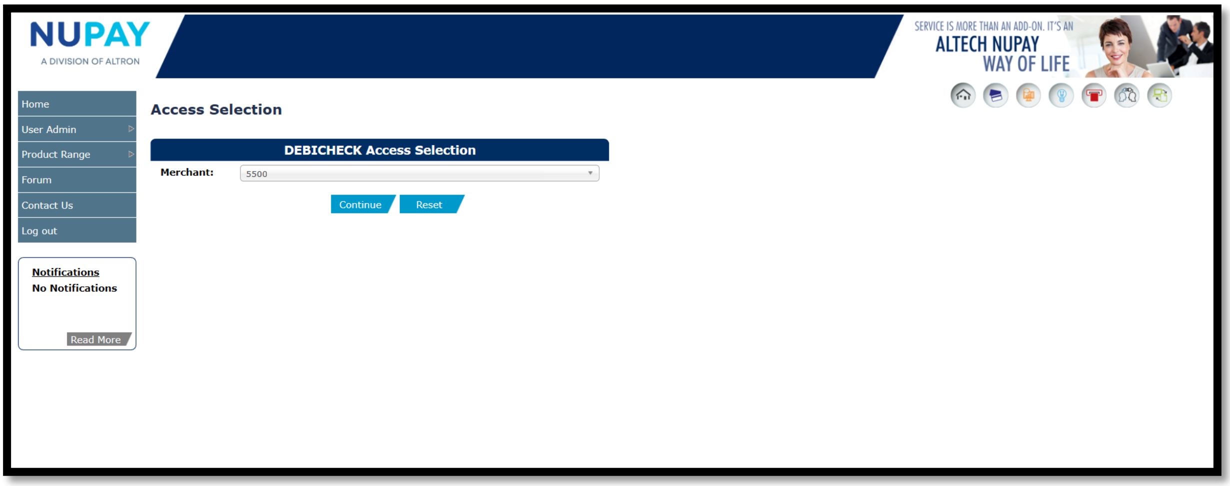

Fig 6: **Access Selection - NuPay Website**

You will be directed to the DebiCheck Home Page. Click on **Reporting** and select the required report, see Fig 7.

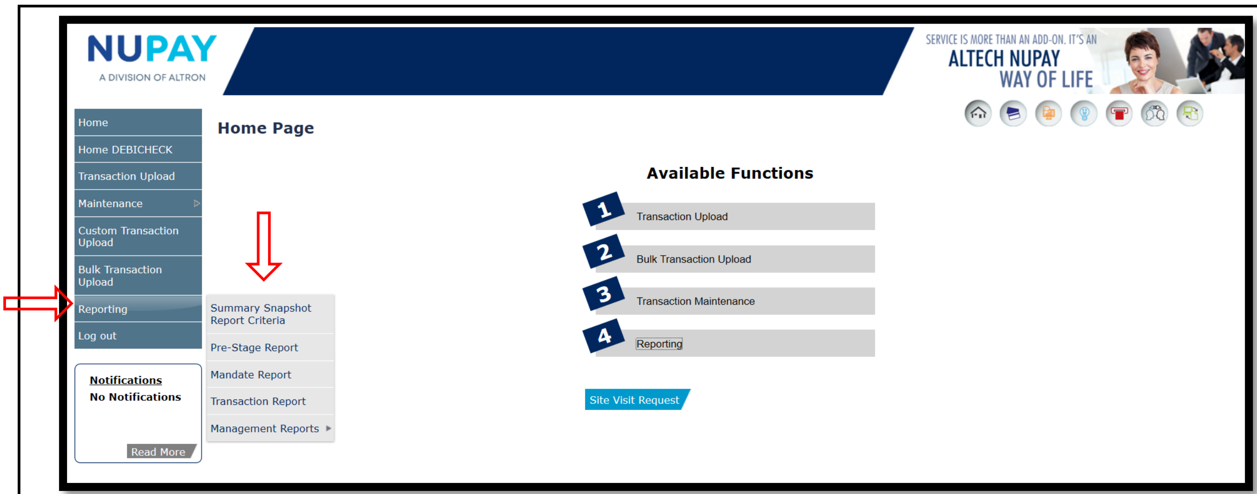

Fig 7: **Reports**

There are additional Management reports available to the Merchant, which will enable him to track the activities of his business as it stands as well as view future transactions. The reports will assist the Merchant in making informed decisions about his clients and his business, see Fig 8.

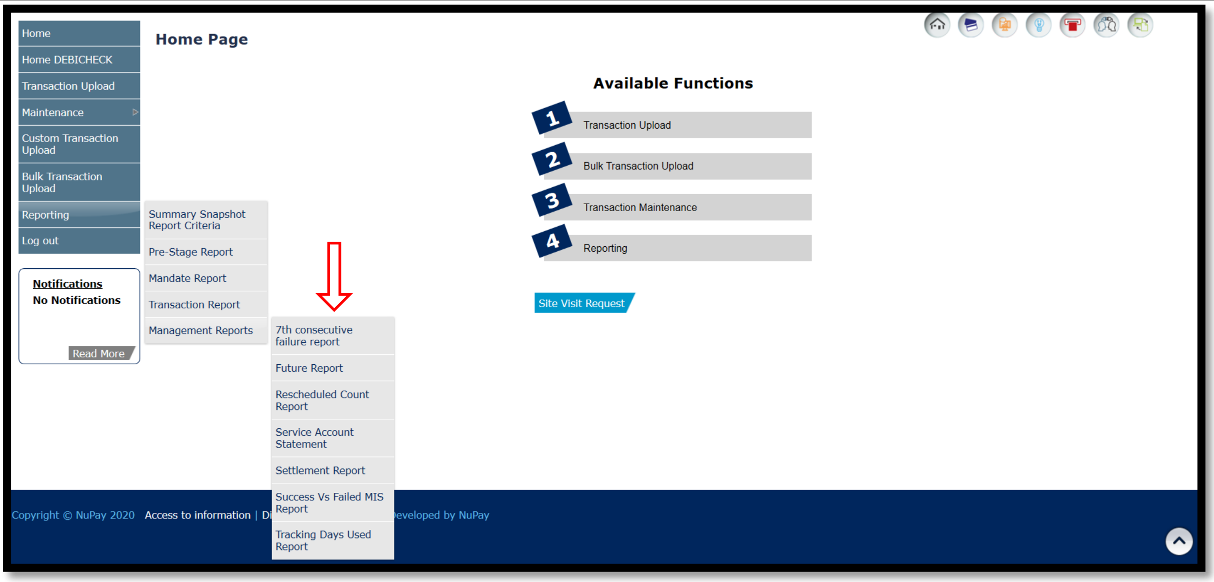

Fig 8: **Management Reports**

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The below table will guide you through the different reports as displayed in Fig 7 and Fig 8.

Type	Definition	Process
Summary Snapshot Report Criteria	The report provides an overview of your transactions with the various banks	**Step 1: Search Criteria** From the drop down boxes select the **Merchant name and number,** the required **Date range** and the **File** Format in which the report must be displayed i.e.On-Screen / PDF. **Step 2**: Click **Submit** to run the report The Merchant has the option to export and view the report in one of the following ways: *export to Excel (csv format); *to Print the report; *to Save the report or *to download a PDF copy
Pre-Stage Report	A report to view all pending mandates that require a card and pin authentication	**Step 1: Delivery Selection** The Merchant has the option to choose the format in which he wants the report generated in i.e : *to view the report on the screen; *to download it on Excel (csv format); *to download a PDF or * to Print the report **Step 2: Search Criteria** From the drop down boxes select the **Merchant name and number** and the required **Date range.** For a more specific report enter **the Debtor's details (ID no. or Account no.)** or the **Contract Reference no.** **Step 3:** Click **Continue** to run the report The Merchant has the option to view the report via: *Excel (csv format); *PDF or to *Print the report
Mandate Report	A report to view the statuses of all initiated mandates within a specific date range	**Step 1: Report Criteria** Select (tick the block) the required Report type i.e. *Active/Future; *Pending Authorisation; *Rejected Authorisation; *Inactive; *Suspended **OR** select (tick the block) *All Reports **Step 2: Field Selection** Select (tick the block) the fields that you require to populate in the report. **NUPAY Default Report Fields:** The report will display information in the fields as selected by NUPAY **Select own fields and Select All fields:** This selection allows the Merchant to choose the fields (a grid will be displayed) which he only wants to see populated in the report (**Note:** The Merchant can click the **"Save your Choice"** should he want all his future reports displayed in the selected format) **Step 3: Delivery Selection** The Merchant has the option to choose the format in which he wants the report generated in i.e : *to view the report on the screen; *to download it on Excel (csv format); *to download a PDF or * to Print the report **Step 4: Selection Criteria** From the drop down boxes select the **Merchant name and number** and the required **Date range.** For a more specific report enter **the Debtor's details (ID no. and Account no.)** and the **Contract Reference no.** **Step 5:** Click **Continue** to run the report The Merchant has the option to view the report via: *Excel (csv format); *PDF or *Print the report

Type	Definition	Process
Transaction Report	A report that displays all statuses of collected transactions within a specified date range	**Step 1: Report Criteria** Select (tick the block) the required Report type i.e. *Success; *Failed; *Future; *In Tracking; *Disputed *Cancelled **OR** select (tick the block) *All Reports **Step 2: Field Selection** Select (tick the block) the fields that you require to populate in the report. **NUPAY Default Report Fields:** The report will display information in the fields as selected by NUPAY **Select own fields and Select All fields:** This selection allows the Merchant to choose the fields (a grid will be displayed) which he only wants to see populated in the report (**Note:** The Merchant can click the **"Save your Choice"** should he want all his future reports displayed in the selected format) **Step 3: Delivery Selection** The Merchant has the option to choose the format in which he wants the report generated in i.e : *to view the report on the screen; *to download it on Excel (csv format); *to download a PDF or * to Print the report **Step 4: Selection Criteria** From the drop down boxes select the **Merchant name and number** and the required **Date range.** For a more specific report enter **the Debtor's details (ID no. or Account no.)** the **Contract Reference no. or the Mandate Reference Number** **Step 5:** Click **Continue** to run the report The Merchant has the option to view the report via: *Excel (csv format); *PDF or to *Print the report

Management Report

Type	Definition	Process
7th consecutive failure report	This report consists of two parts: 1. Mandates approaching 7 consecutive failures and 2. Mandates that have already been cancelled because of the 7 consecutive failures	**Step 1: Report Selection** The Merchant has the option to extract either of the following reports (Tick the required block) * Transactions that are **Nearing** the 7th Consecutive failure **OR** * Mandates that have been **Cancelled** by the 7th Consecutive Failure **Step 2: Delivery Selection** The Merchant has the option to extract the report by: *Mandate ID **OR** *Number of times failed consecutively **Step 3: Selection Criteria** From the drop down box select the **Merchant name and number** **Step 4:** Click **Continue** to run the report The Merchant has the option to view the report via: *Excel (csv format); *PDF or *Print the report

Management Report		
Type	**Definition**	**Process**
Future report	This report will indicate all transactions that are still in future status and needs to be presented	**Step 1: Search Criteria** From the drop down box select the **Merchant name and number** and enter the **Submit Date range (Future date)** → **Step 2:** Click **Submit** to run the report The Merchant has the option to view the report via: *Excel (csv format); *PDF or *Print the report
Rescheduled Count Report	The report will provide you with the number of times that a failed collection was re-scheduled	**Step 1: Delivery Selection** From the drop down boxes select the **Merchant name and number,** the required **Date range** and the **File Format** in which the report must be displayed i.e.On-Screen / PDF → **Step 2: Selection Criteria** From the drop down box select the **Merchant name and number** and the enter the **Date range** as well as the **Mandate ID** → **Step 3:** Click **Continue** to run the report The Merchant has the option to view the report via: *Excel (csv format); *PDF or *Print the report
Service Account Statement	A detailed statement of all transactions (successful/failed/dispute, whereby the total of all transactions is rolled-up into a total, per transaction type),paid into the nominated bank account	**Step 1: Search Criteria** From the drop down box select the **Merchant name and number** and the enter the **Date range** → **Step 2:** Click **Continue** to run the report The Merchant has the option to Print or Download the report

Management Report		
Type	**Definition**	**Process**
Settlement Report	A report providing you with details of transactions settled per day, per transaction	**Step 1: Search Criteria** From the drop down box select the **Merchant name and number** For a more user-friendly report you can choose to either extract the report **Month-to-Date** or enter a **specific date range** → **Step 2:** Click **Submit** to run the report The Merchant has the option to Print or Download the report
Success Vs Failed MIS Report	This report will enable you to do analysis and monitor performance	**Step 1: Select Criteria** Complete the following fields to run the specific report: * The required Bank or "All" banks * The type of Transactions (Re-sceduled or All) * The Frequency * The type of Transactions (Failed only, Successess Only or Success and Failures) * Date Range * File Format (PDF, Excel or Viewer) → **Step 2:** Click **Submit** to run the report The Merchant has the option to Print or Download the report
Tracking Days Used Report	This report displays the actual tracking days used per transaction	**Step 1: Select Criteria** From the drop down box select the **Merchant name and number, the delivery criteria** (download or to view on the screen) For a more specific report enter the **date range** or the **mandate ID** → **Step 2:** Click **Submit** to run the report The Merchant has the option to view the report via: *Excel (csv format); *PDF or to *Print the report