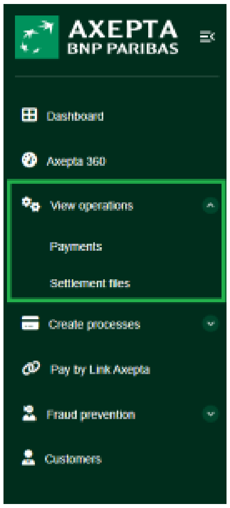
Displaying Payments and Transaction (EN)

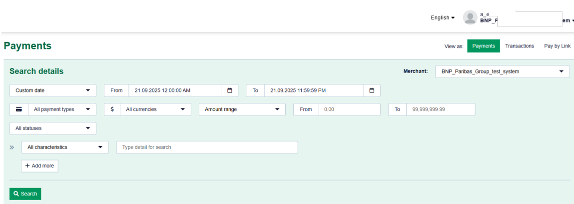


Merchant Portal

On this page

Defining filters for search

When starting to search for operations (payments) you first have to select the payments you would like to see:



Viewing as Payment or Transactions

You can choose to view data in two different formats:

1. Payment View

- Provides a **collective overview** of all related transactions within a single payment process.
- Displays summary data including:
  - **Amount authorized**
  - **Amount captured**
  - **Amount credited**
- Shows the **overall status** of the payment.

2. Transaction View

- Displays **each individual transaction** (e.g., authorization, capture, refund) separately.
- Each transaction includes:
  - The **specific amount** processed
  - The **individual status** and **response code**

Merchant Selection

If your user account is linked to multiple Merchant IDs (e.g. by branch or country), you can:

- Select a **specific Merchant ID**
- Or choose to search **across all available Merchant IDs**

Period Filter (Date/Time)

You can filter transactions based on the date and time by selecting:

- A **custom date range**: specify start and end date/time
- A **predefined time frame**, such as:
    - Last hour
    - Last 6 hours
    - Today, this week, this month
    - Previous month

Filters for Payment Type, Currency, and Amount

You can refine your search using:

- **Payment types** (e.g., credit card brands, direct debit, PayPal)
- **Currency**
- **Amount filter**:
    - Exact amount
    - Amount range (from – to)

Status Filters

Filter options vary depending on your selected view:

Operation (Payment) View

- Filter by **payment status**, such as:
    - OK
    - Failed
    - Pending

Transaction View

- First, select a **transaction type** (e.g., capture, refund)
- Then filter by **transaction status**, such as:
    - OK
    - Failed
    - Pending

Characteristics Search

Use characteristics to search for specific values, such as:

- Your **payment reference number**
- A specific **Axepta BNP Paribas response code**

Additional options like **email address** or **approval code** (for credit card transactions) will be available soon.

- The **"Search in all characteristics"** option allows you to search across all supported fields.
- Use **"Add more"** to include up to **three custom search characteristics** — all of which must match for a result to appear.

Search-Button

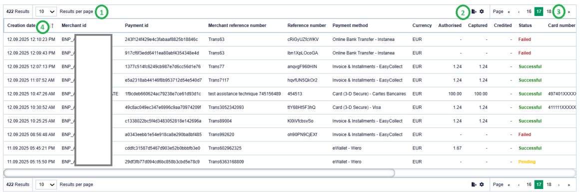
After defining all search filters finally click on "Search" to start search of payment operations / transactions.

A list of matching payments is then shown below.

ℹ Number of search results is limited to 10.000 payments / transactions. If your result list is larger than this, please be more specific in your search criterias (period, payment type, characteristics, ...).

Show result list

After search has been finished the list of search results is shown like this:



Search Results Overview

Number of Results & Results per Page (1)

- The total number of matching **payments or transactions** is displayed at the top of the results area.
- You can define how many **rows are shown per page**.
- The **default number of results per page** can be configured in your **user profile settings**.

Export data and define Displayed Columns (2)

- The first icon allows you to export the result of your search
- Whith The second icon :
    - You can **customize which columns** are displayed in the results table.
    - The **order of the columns** can also be adjusted to suit your preferences.

Pagination Controls (3)

- Navigate through the results using the **previous/next page buttons** or by **selecting a specific page number**.

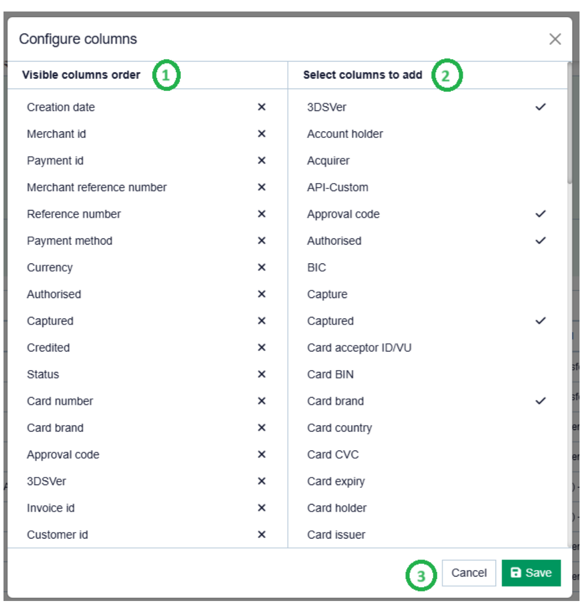
Search Results Area (4)

- This section displays the **results that match your defined search criteria**.
- You can modify the **columns and their order** as described above to better suit your workflow.

Select columns and order

You may define – separately – columns that shall be displayed for viewing payment operations and payment transactions.

After clicking on icon to define displayed columns, a new selection box will popup like this:



Configuring Visible Columns

Visible Column Order (1)

- The list of currently selected columns is displayed in this section.
- You can **reorder columns** using drag-and-drop:
  Click and hold a column, then move it up or down to change its display order.
- To **remove a column**, click the **"X" icon** next to it. It will no longer appear in the results view.

Select Columns to Add (2)

- Columns already in use are marked with a **checkmark**.
- You can select **additional columns** to include in the results.
  Newly added columns will appear in the list on the left.

Save or Cancel Setup (3)

- After configuring your column preferences, you can **save your setup** or **cancel your changes**.
- Note: **Column configurations are stored separately** for:
    - **Payment Operations View**
    - **Payment Transactions View**
      This allows you to define different layouts tailored to each purpose.