# Oracle Banking Digital Experience

**Merchant Payments User Manual**
**Release 18.2.0.0.0**

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Merchant Payments User Manual

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# Table of Contents

# 1. Preface

## 1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

## 1.2 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

## 1.3 Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit

http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit

http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

## 1.4 Structure

This manual is organized into the following categories:

*Preface* gives information on the intended audience. It also describes the overall structure of the User Manual.

*Introduction* provides brief information on the overall functionality covered in the User Manual.

The subsequent chapters provide information on transactions covered in the User Manual.

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction
- The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.
- Procedure containing steps to complete the transaction- The mandatory and conditional fields of the transaction are explained in the procedure.

If a transaction contains multiple procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

## 1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Release 18.2.0.0.0, refer to the following documents:

- Oracle Banking Digital Experience Licensing Guide
- Oracle Banking Digital Experience Installation Manuals

# 2. Transaction Host Matrix

**Legends**

| | |
|---|---|
| **NH** | No Host Interface Required. |
| ✓ | Pre integrated Host interface available. |
| ✕ | Pre integrated Host interface not available. |

| Sr.No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 12.4.0.0.0 | Oracle FLEXCUBE Universal Banking 14.0.0.0.0 |
|---|---|---|---|---|
| 1 | Merchant Onboarding- Merchant Maintenance* | ✓ | ✓ | ✓ |
| 2 | External Payments Interface | ✓ | ✓ | ✓ |
| 3 | Merchant Payment Reports | ✕ | ✕ | ✕ |
| * There is an integration required with the host system to validate some information captured as part of merchant details whereas there is no storage of merchant in the host system | | | | |

# 3. Merchant Onboarding

A merchant account is a type of bank account that enables businesses to accept payments in multiple ways, typically using debit or credit cards. A merchant account is established under an agreement between an acceptor and a merchant acquiring bank for the settlement of payments.

Merchant Onboarding facilitates the system administrator to set up and maintain merchants using the channel banking platform. This, in turn, enables the users to initiate merchant based payments using the channel banking facility.

- Merchant Maintenance : Enables the administrator can create and maintain merchant details
- External Payments Interface : Provides facility of interfacing with merchant sites and initiate a payment towards a merchant.

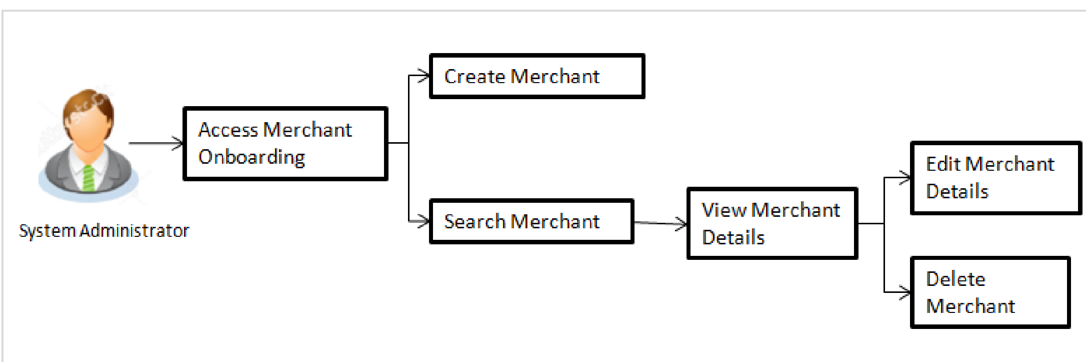
## 3.1 Merchant Maintenance

Using this option, the system administrator can create and maintain merchant details in the application. Administrators can map the CASA account of the merchant, to enable the merchant payments.

**Pre-requisites**

- Transaction access is provided to the System Administrator
- Approval rule set up for System Administrator to perform the actions
- Checksum type and checksum algorithm is maintained
- Enterprise roles are maintained in the application
- Merchant's account is maintained in the host system

**Workflow**




**Features Supported In Application**

The following features are available for merchant maintenance:

- Create Merchant

- View Merchant Details
- Edit Merchant details
- Delete Merchant

**How to reach here:**

*Administrator Dashboard > Onboarding > Merchant Onboarding > Merchant Management*

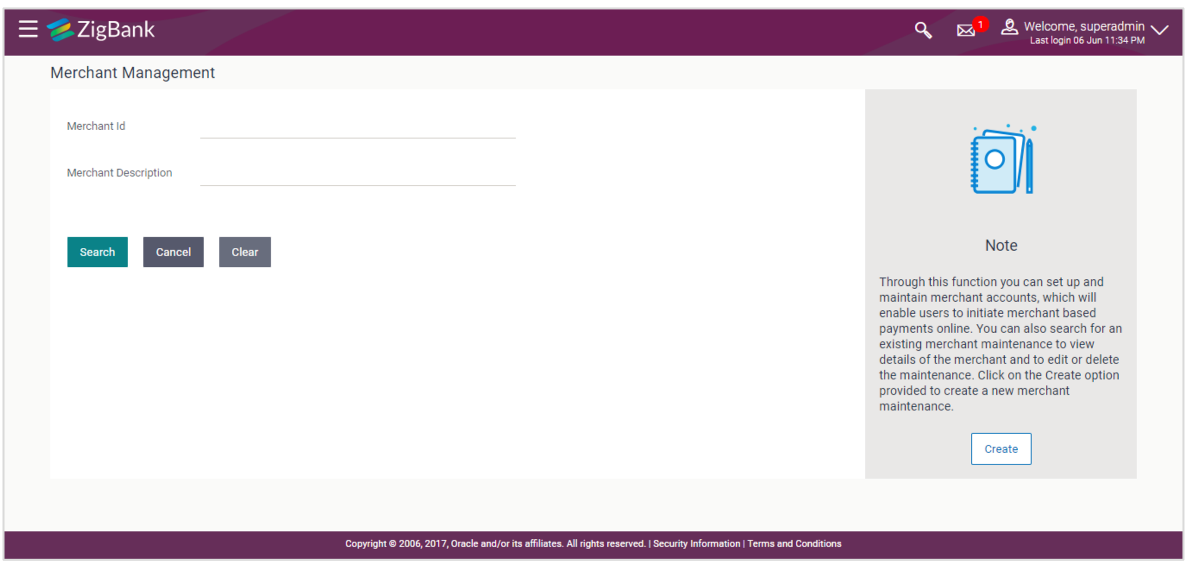
### 3.1.1 Merchant Maintenance – Search

From this screen, the administrator is able to search existing merchant maintenances based on the search parameters provided. On being displayed the search results based on the search criteria defined, the administrator is able to view the details of any merchant maintenance by selecting a record.

**To search merchant:**

1. Navigate to the **Merchant Maintenance** screen.

**Search Merchant**




**Field Description**

| Field Name | Description |
|---|---|
| **Merchant ID** | Enter the unique ID of the merchant whose details you want to view. |
| **Merchant Description** | Enter the description of the merchant whose details you want to view. |

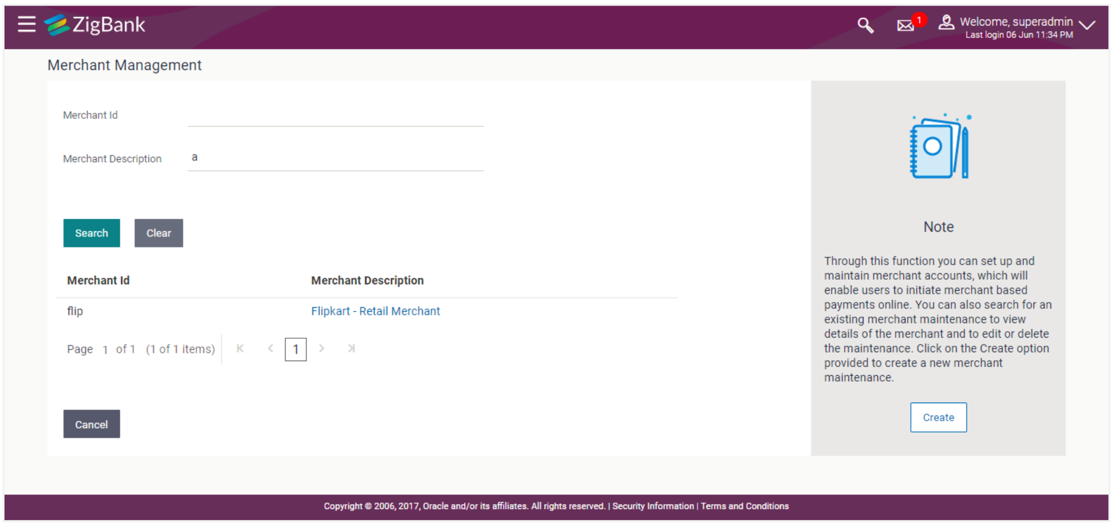
2. In the **Merchant ID** field, enter the unique id of the merchant.
OR
In the **Merchant Description** field, enter the description of the merchant.

3. Click **Search**. The **Merchant Maintenance** screen with search results appears based on the search parameters.
OR
Click **Clear**, if you want to reset the search parameters.
OR
Click **Cancel**, if you want to cancel the transaction.

OR

Click **Create** to create another merchant maintenance.

**Merchant Maintenance - Search Results**




**Field Description**

| Field Name | Description |
|---|---|
| **Merchant ID** | The facility to search for a specific merchant maintenance record on the basis of the unique ID/key assigned to the merchant by the bank. |
| **Merchant Description** | The facility to search for a specific merchant maintenance based on the description of the merchant. |

**Search Results**

The following details are displayed per merchant record which are retrieved based on the search criteria identified in the fields defined above.

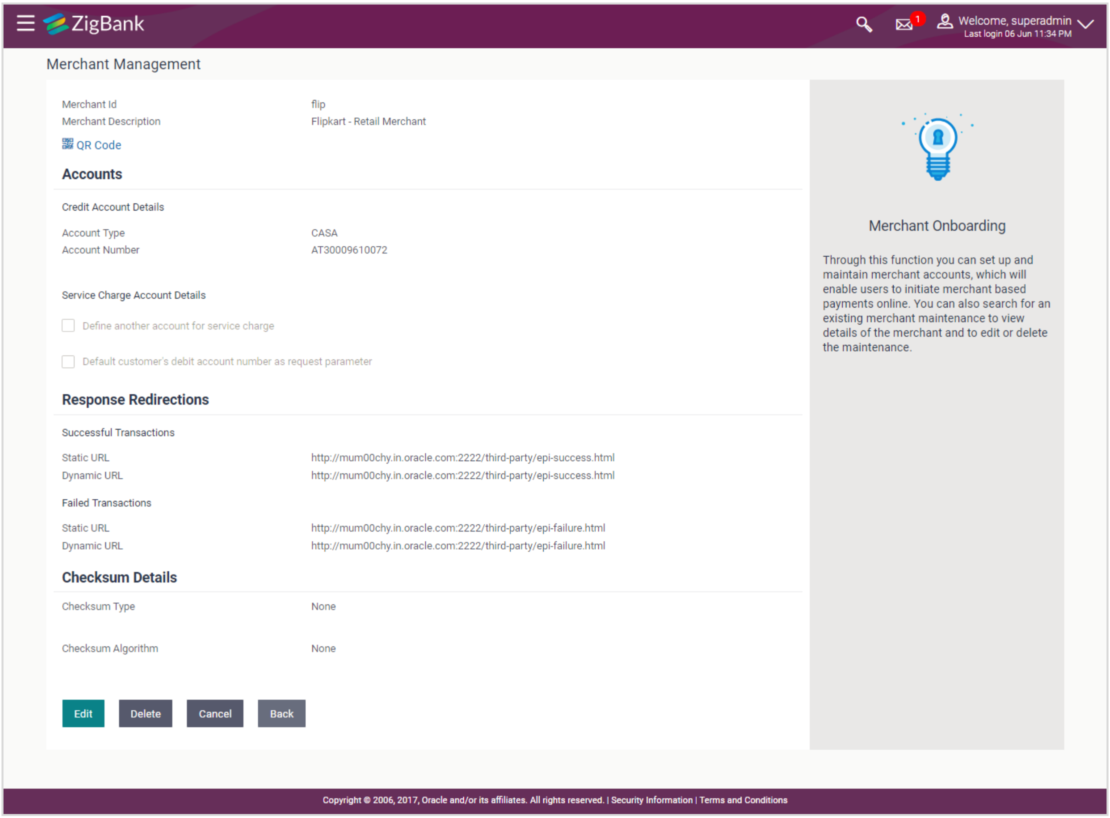
| | |
|---|---|
| **Merchant ID** | The unique ID/key assigned to the specific merchant by the bank. |
| **Merchant Description** | The description of the merchant corresponding to the merchant ID. |

4. To view the details of a specific merchant, click the record. The **Merchant Maintenance - View** screen appears.

### 3.1.2 Merchant Maintenance – View

On selecting a specific merchant record by clicking on the link provided on the merchant description, the screen displaying the details of the selected merchant is displayed.

**Merchant Maintenance – View**




**Field Description**

| Field Name | Description |
|---|---|
| **View** | |
| **Merchant ID** | The unique ID/key assigned to the merchant by the bank. |
| **Merchant Description** | The description of the merchant. |
| **QR Code** | Click the QR code link to view the QR code assigned to the merchant. |
| **Accounts** | |
| **Credit Account Details** | |

| Field Name | Description |
|---|---|
| **Account Type** | The type of account associated with the merchant, e.g. CASA. |
| **Account Number** | The merchant’s credit account number. |
| **Service Charge Account Details** | |
| **Define another account for service charge** | This checkbox is checked if the merchant has another account defined for service charge. |
| **Account Type** | The service charge account type associated with the merchant e.g. CASA account.<br>This field appears if **Define Account number for service charge** check box is selected. |
| **Account Number** | The merchant’s credit account number.<br>This field appears if **Define Account number for service charge** check box is selected. |
| **Default customer’s debit account number as request parameter** | This checkbox is checked if the customer’s debit account number is defaulted as request parameter. |
| **Successful Transactions** | |
| **Static URL** | The URL for sending the static response of the transaction for a successful transaction. |
| **Dynamic URL** | The URL for sending the dynamic response of the transaction for a successful transaction. |
| **Failed Transactions** | |
| **Static URL** | The URL for sending the static response of the transaction for a failed transaction. |
| **Dynamic URL** | The URL for sending the dynamic response of the transaction for a failed transaction. |
| **Checksum Details** | |
| **Checksum Type** | The checksum type. |
| **Checksum Algorithm** | The checksum algorithm. |
| **Security Key** | Input the security key.<br>Field will be displayed if a value is selected in checksum algorithm. |

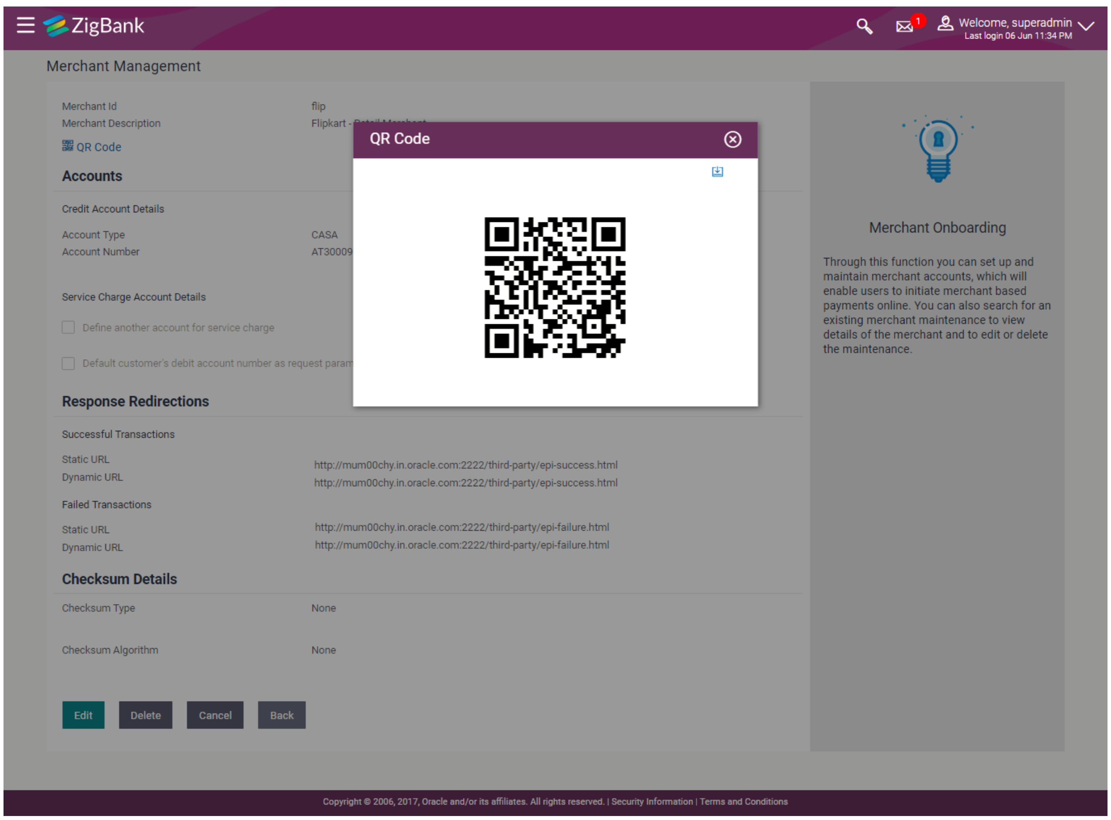
1. Click the **QR Code** link to view the QR Code of the merchant. A pop-up screen with QR code appears. You can also download the QR Code so as to send it to the merchant through offline mode.
2. Click **Edit** to edit merchant details. The user is directed to the **Merchant Maintenance - Edit** screen.
   OR
   Click **Back** to navigate to the previous screen.
   OR
   Click **Cancel** to cancel the transaction.

   OR

   Click **Delete** to delete the merchant maintenance.

**QR code**

The QR code is displayed if the system administrator clicks on the QR code link on the Merchant Maintenance details screen. The administrator is provided with the facility to download the QR code so as to send it to the merchant through any offline mode.




3. Click to download the QR Code image of the merchant.

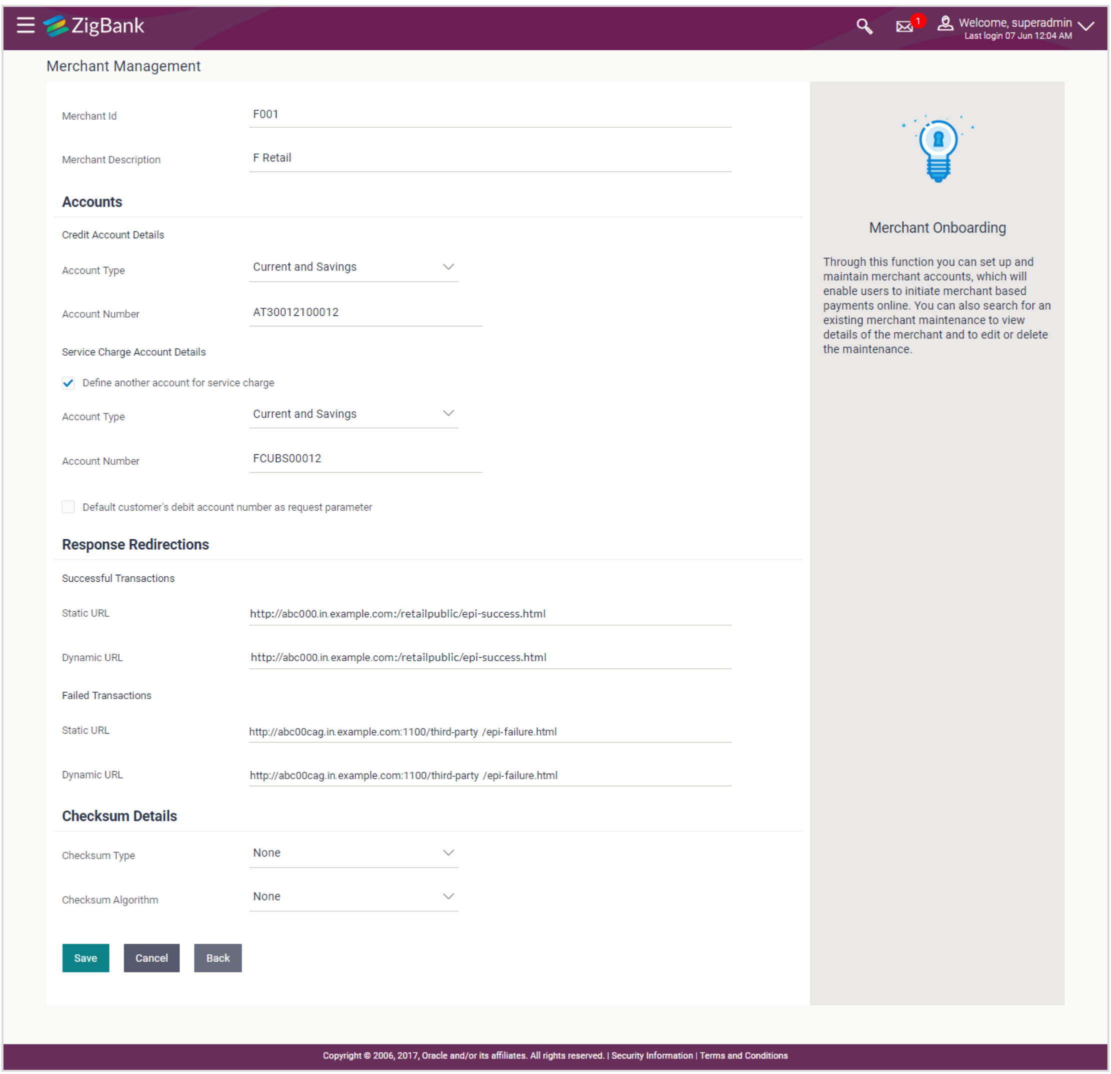
### 3.1.3 Merchant Maintenance – Create Merchant

The system administrator can create a new merchant so that the bank's customers can make payments to the merchant using channel banking or by scanning the QR code of the Merchant without entering merchant account details. The QR code is generated once the merchant is created by the bank administrator.

**To create a merchant:**

1. In the **Merchant Maintenance screen,** click **Create**. The **Merchant Maintenance – Create** screen appears.

**Create Merchant**



**Field Description**

| Field Name | Description |
|---|---|
| **Create** | |
| **Merchant ID** | Specify a unique ID by which the merchant will be identified. |
| **Merchant Description** | Enter a description of the merchant. |
| **Accounts** | |
| **Credit Account Details** | |
| **Account Type** | Specify the type of account i.e. GL or CASA account, associated with the merchant. |
| **Account Number** | Specify the merchant’s credit account number. |
| **Service Charge Account Details** | |
| **Define another account for service charge** | The option to define another account of the merchant. |
| **Merchant Description** | The description of the merchant. |
| **Account Type** | Select the type of service charge account being added e.g. CASA account.<br>This field appears only if you select the **Define another Account for service charge** check box. |
| **Account Number** | Enter the merchant’s service charge account number to be added.<br>This field appears if only if you select the **Define another Account for service charge** check box. |
| **Default customer’s debit account number as request parameter** | Select this box to enable defaulting of the customers debit account number from request parameter. |
| **Response Redirections** | |
| **Successful Transactions** | |
| **Static URL** | Specify the URL for sending the static response of the transaction for a successful transaction. |
| **Dynamic URL** | Specify the URL for sending the dynamic response of the transaction for a successful transaction. |
| **Failure Transactions** | |

| Field Name | Description |
|---|---|
| **Static URL** | Specify the URL for sending the static response of the transaction for a failed transaction. |
| **Dynamic URL** | Specify the URL for sending the dynamic response of the transaction for a failed transaction. |
| **Checksum Details** | |
| **Checksum Type** | Specify the checksum type. |
| **Checksum Algorithm** | Specify the checksum algorithm. |
| **Security Key** | Input the security key.<br>Field will be displayed if a value is selected in checksum algorithm. |

2. In the **Merchant ID** field, enter the ID of the merchant.
3. In the **Merchant Description** field, enter the description of the merchant.
4. From the **Account Type** list under the section **Credit Account Details**, select the appropriate account type.
5. In the **Account Number** field, enter the account number of the merchant corresponding to the account type selected.
6. In the **Successful Transactions** section, enter the valid URLs in the **Static URL** and **Dynamic URL** fields.
7. In the **Failure Transactions** section, enter the valid URLs in the **Static URL and Dynamic URL** fields.
8. Click **Save** to save the merchant details.  
   OR  
   Click **Cancel** to cancel the transaction.  
   OR  
   Click **Back** to navigate to the previous screen.
9. The **Review** screen appears, verify the details and click **Confirm** to confirm the details.  
   OR  
   Click **Edit** to make changes if any.  
   The administrator is directed to **Merchant Maintenance – Create** screen with values in editable form.  
   OR  
   Click **Cancel** to cancel the operation and to navigate back to ‘Dashboard’.
10. The success message appears along with the status of the transaction. Click **Done**.

### 3.1.4 Merchant Maintenance – Edit

The system administrator can edit the details of any merchant maintained in the application. In order to edit the details of any merchant, the user must select the **Edit** option provided on Merchant Maintenance – View (details) page of the specific merchant.

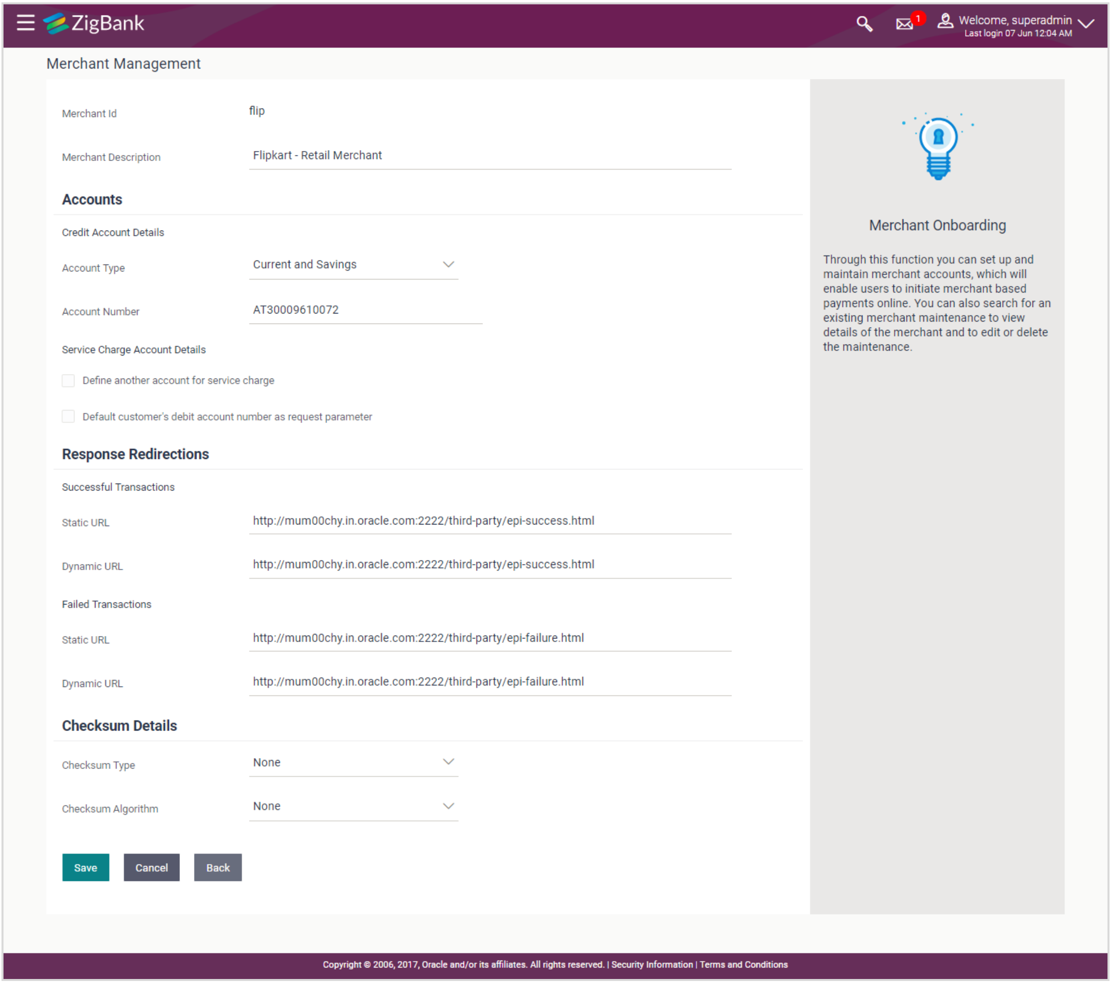
**To edit a merchant:**

1. Navigate to the **Merchant Maintenance** screen and in the **Merchant ID** field, enter the unique id of the merchant whose details you want to edit.
   OR
   In the **Merchant Description** field, enter the description of the merchant whose details you want to edit.
2. Click **Search**. The search results appear based on the search parameters defined.
   OR
   Click **Clear**, if you want to reset the search parameters.
   OR
   Click **Cancel**, if you want to cancel the transaction.

   OR

   Click **Create** to create a new merchant maintenance.
3. Select the merchant record of which details you want to edit, by selecting the link provided on the merchant description. The **Merchant Maintenance** – **View** screen appears.
4. Click the **Edit** option available on the Merchant Maintenance – View screen to edit merchant details. The administrator is directed to the **Merchant Maintenance - Edit** screen.

### Merchant Maintenance - Edit



**Field Description**

| Field Name | Description |
|---|---|
| **Edit** | |
| **Merchant ID** | The unique ID assigned to the merchant by the bank.<br>This field cannot be edited. |
| **Merchant Description** | The description of the merchant. This field is editable. |
| **Accounts** | |
| **Credit Account Details** | |
| **Account Type** | The type of account associated with the merchant, e.g. CASA. This field is editable. |
| **Account Number** | The merchant's credit account number.<br>This field is editable. |
| **Service Charge Account Details** | |
| **Define another account for service charge** | This check box is checked if the merchant has another account defined for service charge. This field is editable. |
| **Account Type** | The service charge account type associated with the merchant e.g. CASA account. This field is editable.<br>This field appears if **Define Account number for service charge** check box is selected. |
| **Account Number** | The merchant's credit account number. This field is editable.<br>This field appears if **Define Account number for service charge** check box is selected. |
| **Default customer's debit account number as request parameter** | This checkbox is checked if the customer's debit account number is defaulted as request parameter. This field is editable. |
| **Successful Transactions** | |
| **Static URL** | The URL for sending the static response of the transaction for a successful transaction. This field is editable. |
| **Dynamic URL** | The URL for sending the dynamic response of the transaction for a successful transaction. This field is editable. |

| Field Name | Description |
|---|---|
| **Failed Transactions** | |
| **Static URL** | The URL for sending the static response of the transaction for a failed transaction. This field is editable. |
| **Dynamic URL** | The URL for sending the dynamic response of the transaction for a failed transaction. This field is editable. |
| **Checksum Details** | |
| **Checksum Type** | The checksum type. This field is editable. |
| **Checksum Algorithm** | The checksum algorithm. This field is editable. |
| **Security Key** | Input the security key. This field is editable.<br>This field appears only if a value is selected in checksum algorithm. |

5. Update the required fields; click **Save** to save the changes.
   OR
   Click **Cancel** to cancel edit of the merchant maintenance.
   OR
   Click **Back** to navigate to the previous screen.
6. The **Review** screen appears, verify the details and click **Confirm** to confirm the details.
   OR
   Click **Edit** to make the changes if any.
   The administrator is directed to **Merchant Maintenance – Edit** screen with all values (other than Merchant ID) in editable form.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
7. The success message appears along with the status of the transaction. Click **Done**.

### 3.1.5 Merchant Maintenance - Delete

The system administrator can delete any merchant maintained in the application.

**To delete a merchant details:**

1. Navigate to the **Merchant Maintenance** screen and in the **Merchant Id** field, enter the unique ID of the merchant whose maintenance you want to delete
   OR
   In the **Merchant Description** field, enter the description of the merchant whose maintenance you want to delete.

   Click **Search**. The search results appear based on the search parameters defined.
   OR
   Click **Clear**, if you want to reset the search parameters.
   OR
   Click **Cancel**, if you want to cancel the transaction.

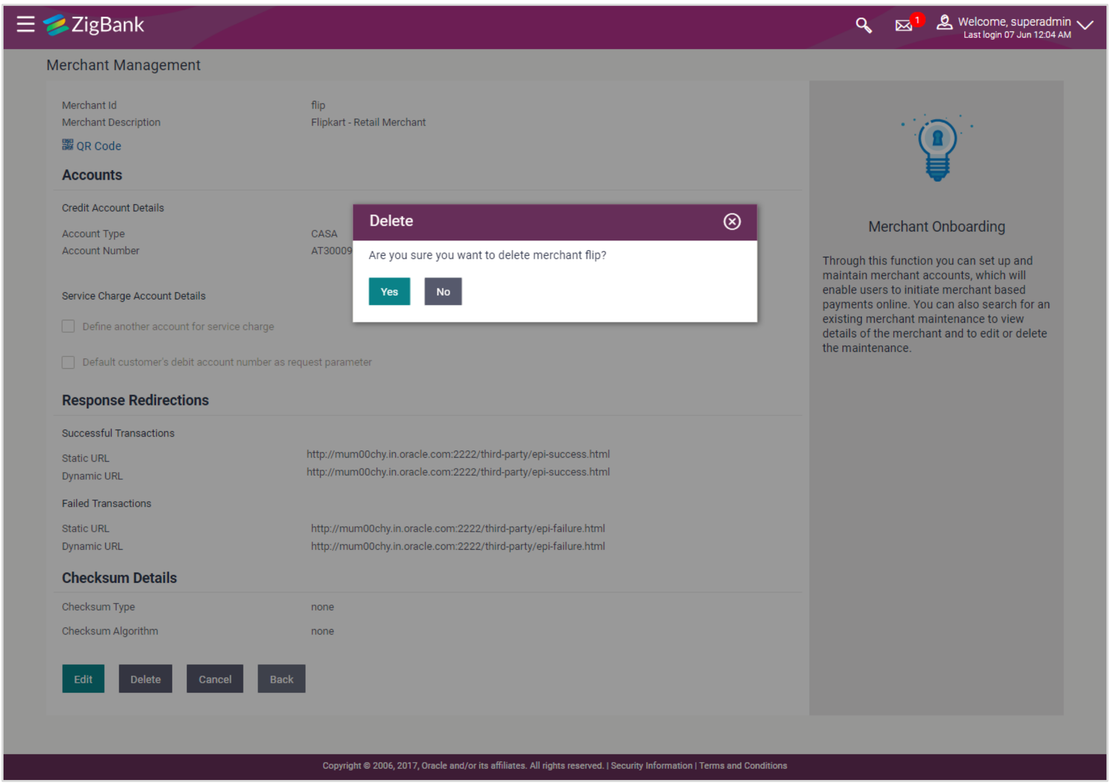
   OR

Click **Create** to create a new merchant maintenance.

2. Select the merchant record whose maintenance you want to delete, by selecting the link provided on the merchant description. The **Merchant Maintenance** – **View** screen appears.
3. Click the **Delete** option available on the Merchant Maintenance – View screen.

The application displays a message asking the applicant to confirm deletion.

**Merchant Maintenance - Delete**




4. Click **Yes** to delete the merchant. A confirmation page appears with a success message and the status of deletion.
   OR
   Click **No** if you do not wish to delete the Merchant Maintenance.
5. Click **Ok**.

# FAQs

1. **Who can create or edit merchants?**

   The System administrator can create and edit the merchants.

2. **Can I specify the account number which is not held within this Bank?**

   No, Merchant account number/GL should be of the same bank.

3. **When will the newly added merchants be available to customers?**

   Newly added merchants will be made available to the customers with immediate effect.

4. **What is the significance of defining separate account numbers for service charge account?**

   Service charges, if applicable, for an online transaction initiated by a customer will be accounted separately in the merchant's account number maintained for service charge credits.

**Home**

# 4. External Payments Interface

The application supports the facility to interface with third party systems. Through the support of external payment interfaces, the bank's customers can make purchases from merchant sites by using their bank accounts. External Payments Interface (EPI) provides the facility of interfacing with merchant sites. A transaction through EPI is performed as follows:

- A customer logs on to the merchant site. This could be an online shopping site, online travel booking or any other site where the customer is required to initiate a payment towards a merchant.
- The customer reaches the page on the merchant's site wherein he is required to select a mode of payment. The customer selects the mode of payment as bank account and selects the bank.
- The customer is redirected to the bank's internet banking URL wherein he is required to enter his login credentials.
- On successful verification of the customer's login credentials, the screen on which the customer can verify the defaulted account number and confirm the transaction appears.

  If no account number is defaulted, the customer can select the account from which the funds are to be debited and can then proceed to confirm the transaction.
- The customer is redirected to the merchant site on which the status of the transaction is displayed.

**How to reach here:**

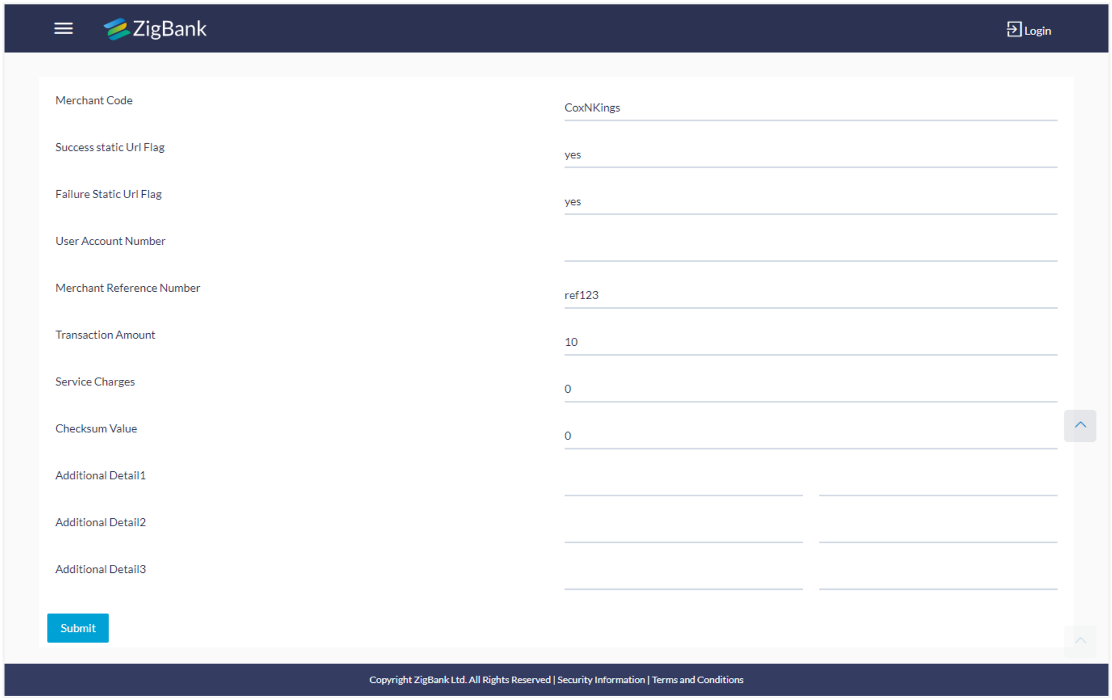
*Merchant Site URL > External Payments Interface*

**To perform a transaction through EPI:**

1. Login to the Merchant URL. The merchant details screen appears.

Note: The following 'Merchant Details' screen is a dummy merchant screen and the fields indicate the parameters to be received by the Bank portal from the Merchant portal.

### Merchant Details



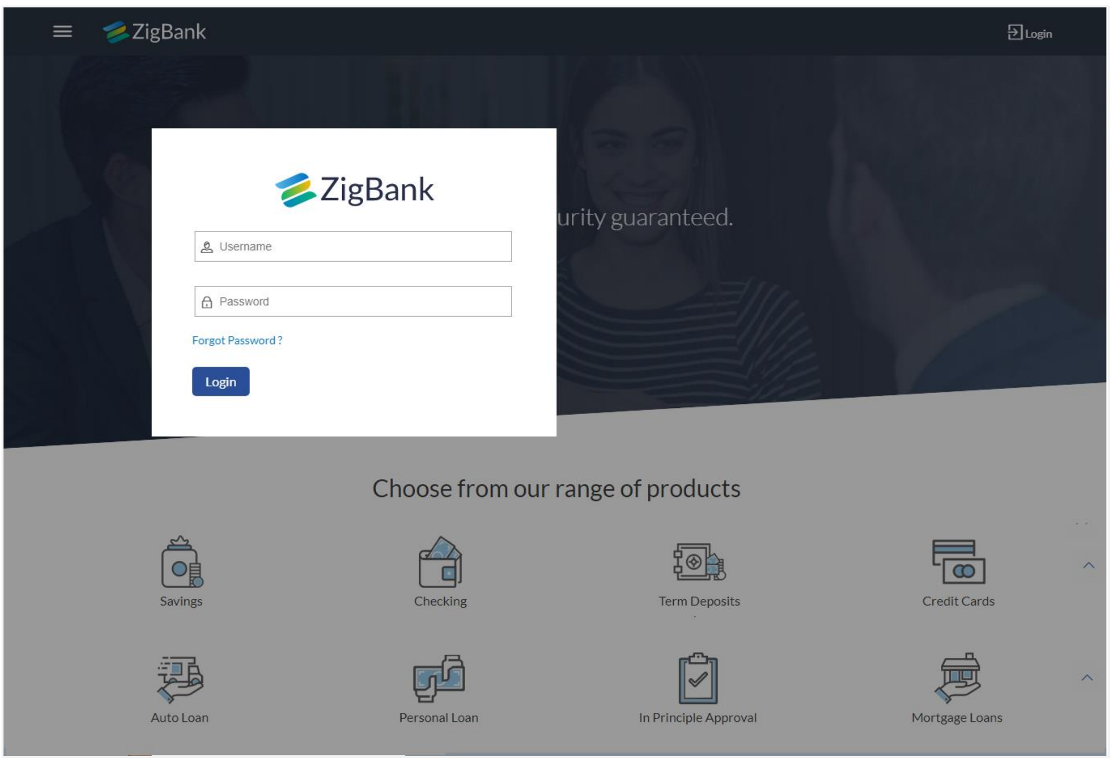

### Field Description

| Field Name | Description |
|---|---|
| **Merchant Code** | The unique key assigned to a specific merchant by the bank. |
| **Success Static URL Flag** | Whether the flag of URL for sending the static response for a successful transaction is checked or not. |
| **Failure Static URL Flag** | Whether the flag of URL for sending the static response for unsuccessful transaction is checked or not. |
| **User Account Number** | The user's account number from which amount is to be debited. |
| **Merchant Reference Number** | The reference number that is passed from the merchant site. |
| **Transaction Amount** | The amount to be paid to the merchant. |
| **Service Charges** | Displays the service charge amount to be debited, if any. |
| **Checksum Value** | Specify the checksum value. |

| Field Name | Description |
|---|---|
| **Additional Detail1, 2, 3** | Specify additional details if any. |

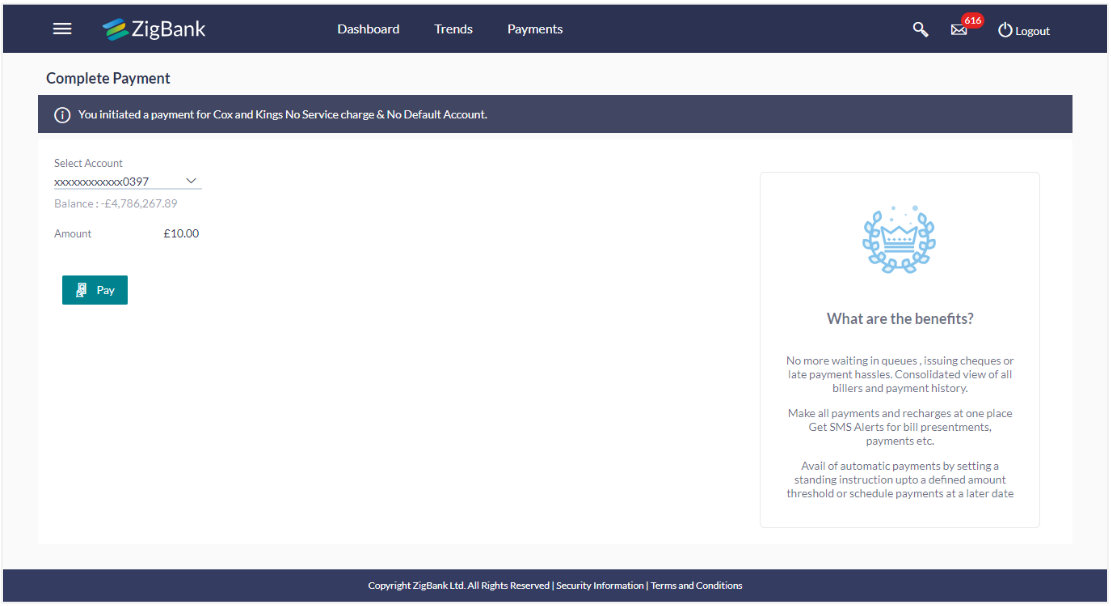
2. In the **Merchant Code** field, enter the ID of the merchant.
3. In the **User Account Number** field, select the account number of the user that is to be debited (The user needs to mandatorily select the account number, only if '**Default customer's debit account number** as request parameter' check box is not selected by bank administrator in the 'Merchant Maintenance' screen).
4. Enter the other relevant merchant details.
5. Click **Submit**. The user will be redirected to the bank portal from the merchant site.

**Bank Portal**




6. Enter your login credentials. Click **Login**.
   The External Payments Interface – Complete Payment screen appears.

**External Payments Interface – Complete Payment**




**Field Description**

| Field Name | Description |
|---|---|
| **Select Account** | The account from which the amount is to be transferred. |
| **Balance** | Once an account is selected in the Select Account field, the net balance in the selected account is displayed below the field. |
| **Amount** | The payment amount to be transferred from the account is displayed as a read only field. |

7. From the **Select Account** list, select the account number from which the amount is to be transferred.
8. Click **Pay**.
9. The **Review** screen appears. Verify the details and click **Confirm**. The details submitted by the user will be updated in the host system.
   The success message appears along with the reference number.

# FAQs

1. **Can I change the transaction amount?**

   No, you cannot change the transaction amount; it is fetched from the merchant URL to indicate the amount that will be debited from your account.

2. **Can I go back to the merchant URL?**

   No, you cannot go back to merchant URL. You have to cancel the transaction and reinitiate the transaction for the same.

3. **What will be the transaction currency?**

   The transaction currency will be the currency as defined by and received from the Merchant's site.

4. **Can I select any account number out of the multiple accounts mapped to me, for the purpose of making the payment?**

   Yes, you can select any account number from multiple accounts mapped to you, only if the flag for defaulting the customer's account is set as 'No' in the merchant maintenance screen.

Home

# 5. EPI Payment Reconciliation

EPI Payment Reconciliation report provides the status of all reconciled transactions, in a given duration. The user has to select the merchant code for which the report is to be generated,

Further, user has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

**How to reach here:**

Administration Dashboard > Toggle menu > Report > Report Generation

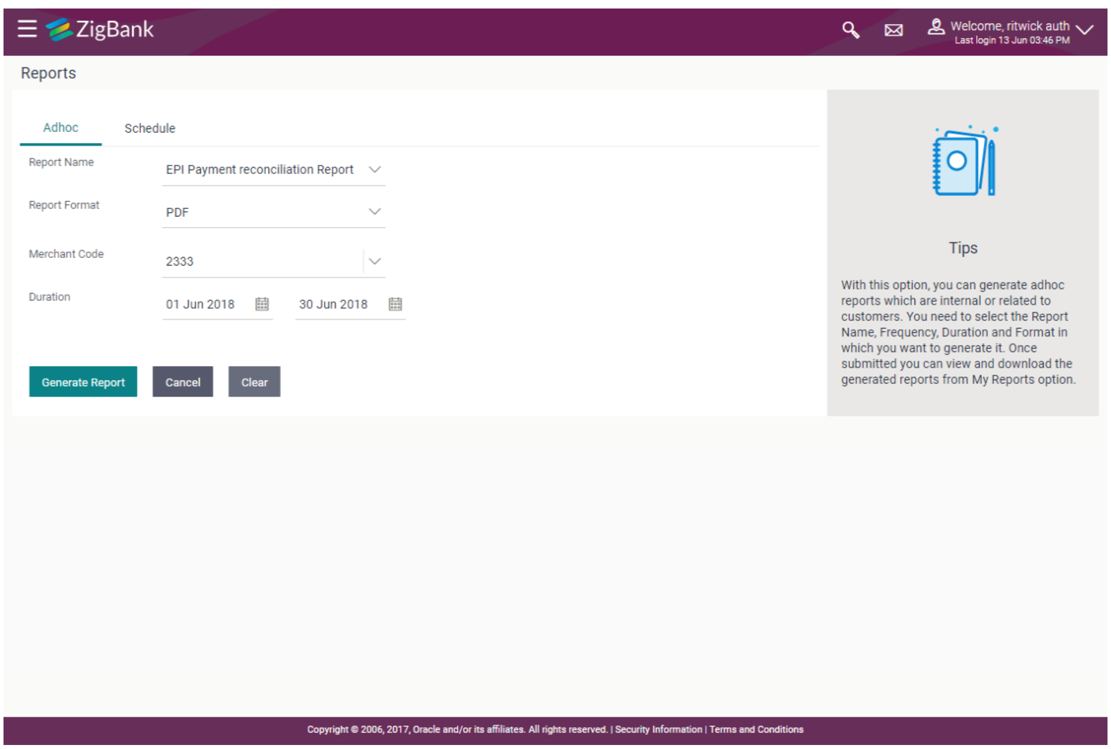
### 5.1.1 EPI Payment Reconciliation - Adhoc Report

EPI Payment Reconciliation Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

**To generate the EPI Payment Reconciliation adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

***EPI Payment Reconciliation Report - Adhoc Report***



**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Merchant Code** | The unique code assigned to a specific merchant by the Bank. |
| **Duration** | Specify the date range for which the report is to be generated.<br>User has to enter From and To Date. . |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. In the **Merchant Code** field, enter the merchant's code for whom the report to be generated.
5. From the **Duration - From** and **Duration - To** list, select the appropriate duration.
6. Click **Generate Report** to generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
7. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the  My Reports screen. The list of reports appears.
   OR
   Click **Generate another report** to generate another report.
8. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. The report will be generated in the format specified at the time of scheduling or generating an adhoc report

**Note**: You can also download the requested report from *Administration Dashboard > Toggle Menu > Reports > My Reports*

***For reference, a specimen of the report generated is given below:***

Merchant - Transaction Reconciliation
Merchant Description:**Myntra**
Merchant Code:**Myntra**
Date From:**01 Jan 2014** | Date To:**01 Feb 2014**

ZigBank
Digital Banking

| Date Time | Transaction Id | Description | Customer Name-Account Number | Merchant Account Number | Transaction Type | Amount,CCY | Status |
|---|---|---|---|---|---|---|---|
| 02 Jan 2014 00:00:00 | 47HWGXNEP3 | RCodePayment | Marc Ronald Jacobs AT30011460023 | AT30011600020 | QR Transfer | £56.00 | Completed |
| 02 Jan 2014 00:00:00 | 4SGIF1L0C1 | est1 | Marc Ronald Jacobs AT30011460034 | AT30011600020 | QR Transfer | £50.00 | Completed |
| 02 Jan 2014 00:00:00 | 6IWUR4V1NN | esting123 | Marc Ronald Jacobs AT30011460023 | AT30011600020 | QR Transfer | £45.99 | Completed |
| 02 Jan 2014 00:00:00 | CVKX58VV83 | est | Marc Ronald Jacobs AT30011460023 | AT30011600020 | QR Transfer | £125.45 | Completed |
| 02 Jan 2014 00:00:00 | FFBPVQJX7W | est123 | Marc Ronald Jacobs AT30011460023 | AT30011600020 | QR Transfer | £56.00 | Completed |
| 02 Jan 2014 00:00:00 | G8ECFT86P6 | esting123 | Marc Ronald Jacobs AT30011460023 | AT30011600020 | QR Transfer | £45.99 | Completed |
| 02 Jan 2014 00:00:00 | GJ96C3QJSC | est | Marc Ronald Jacobs AT30011460023 | AT30011600020 | QR Transfer | £125.45 | Completed |
| 02 Jan 2014 00:00:00 | H1PNSKRS7M | est | Marc Ronald Jacobs AT30011460023 | AT30011600020 | QR Transfer | £1.00 | Completed |
| 02 Jan 2014 00:00:00 | ZGR95L2C9M | est123 | Marc Ronald Jacobs AT30011460023 | AT30011600020 | QR Transfer | £56.00 | Completed |

1 Report generated by Shailendra Kadam | 18 Sep 2017, 06:36

### Field Description

| Field Name | Description |
|---|---|
| **Report Parameters** | |
| **Merchant Description** | The description of the merchant. |
| **Merchant Code** | The unique code assigned to a specific merchant by the bank. |

| Field Name | Description |
| --- | --- |
| **Date From** | The start date of period for which the report is generated. |
| **Date To** | The end date of the date for which the report is generated. |
| **Date Time** | Transaction date and time. |
| **Transaction ID** | The transaction Id of the transaction. |
| **Description** | The description of the transaction. |
| **Customer Name-Account Number** | The name and account number of the customer. |
| **Merchant Account Number** | The merchant's account number. |
| **Transaction Type** | The transaction type.<br>The options are:<br>• Sale<br>• Commission |
| **Amount, CCY** | The amount of the transaction in local currency. |
| **Status** | The status of the transaction. |

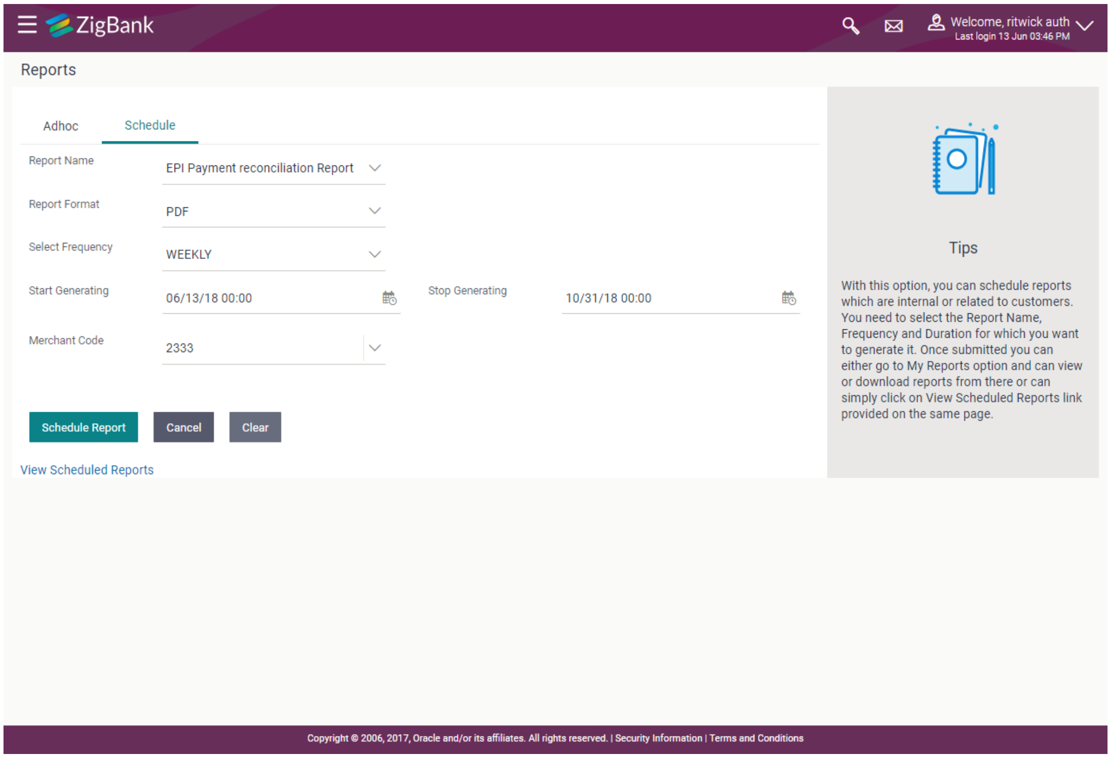
### 5.1.2 EPI Payment Reconciliation – Schedule Report

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the EPI Payment Reconciliation scheduled report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

### EPI Payment Reconciliation - Schedule Report




### Field Description

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |

| Field Name | Description |
|---|---|
| **Start Generating** | Date from which the report is to be generated as per the frequency defined. |
| **Stop Generating** | Date till which the report is to be generated as per the frequency defined. |
| **Merchant Code** | The unique code assigned to a specific merchant by the Bank. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. In the **Merchant Code** field, enter the merchant's code for whom the report to be generated.
7. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
8. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
   OR
   Click **Schedule another Report** to generate another report.
9. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

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Note: You can also download the requested report from **Administration Dashboard** > *Toggle Menu* **> Reports > My Reports > Scheduled Reports**.

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**Home**