



User Guide
Version 2.0

MyBridgePay User Guide

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Introduction

MyBridgePay is a customizable user interface for the BridgePay Gateway. This solution combines three different modules: a newly redesigned virtual terminal, recurring billing module, and reporting suite all into one access point for the end user. This guide will introduce *MyBridgePay* users to each of the modules and all of the respective content.

Please send any feedback or comments regarding this user guide to operations@bridgepaynetwork.com.

1. Accessing *MyBridgePay*

1.1. Getting Started

Introduction

MyBridgePay is the merchant portal for various types of payment processing and reporting features. This section will review the basic steps to successfully log in to use *MyBridgePay* and the different modules available in *MyBridgePay*.

Browsers

To begin using *MyBridgePay* Gateway, log in to the gateway with these steps:

Step 1. Launch an internet browser. It can be any of the following:

- a. Internet Explorer 9 or higher
- b. Chrome
- c. Mozilla Fire Fox

Step 2. Type in the following URL into the browser: <https://www.mybridgepay.com>.

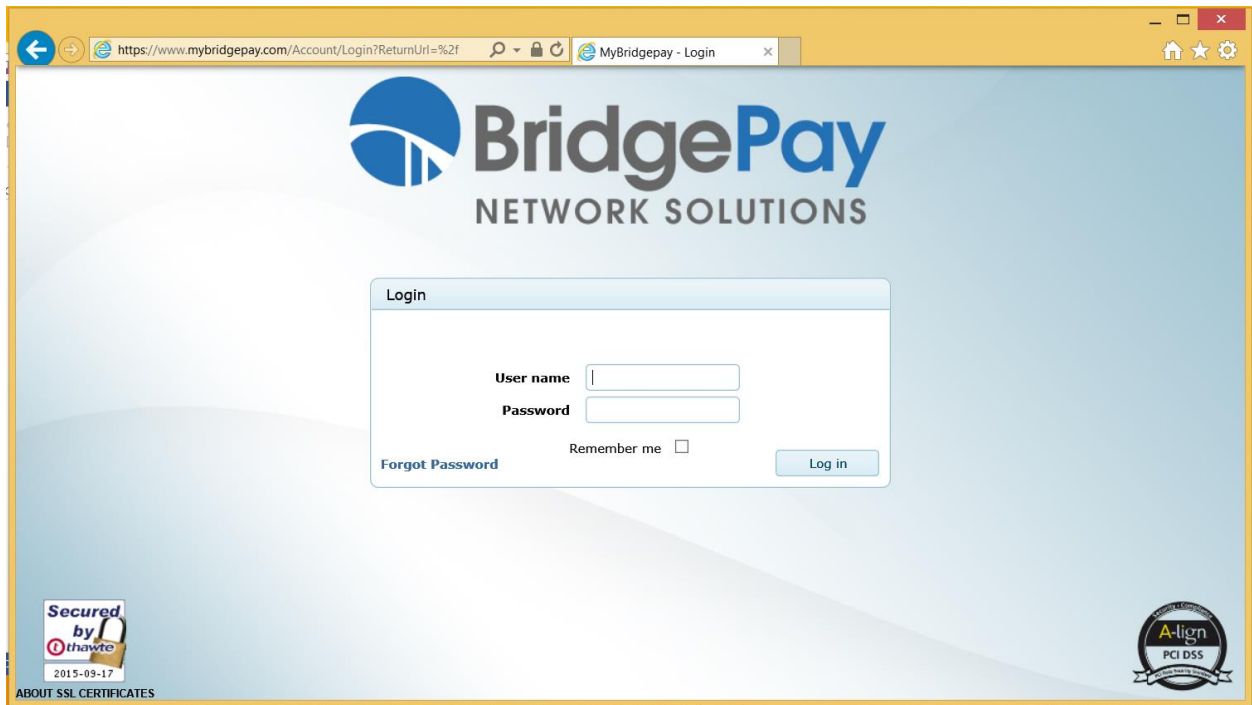


Figure 1.1 Displaying MyBridgePay home page.

1.2. Logging In

Step 3. On the MyBridgePay home page, please input the username and password provided. When logged in as the merchant, MyBridgePay virtual terminal (VT) is displayed. From this home page, any of the MyBridgePay modules can be accessed.

1.3. MyBridgePay Home Page

The MyBridgePay home page consists of 4 sections for merchant viewing. This guide will review each section in more detail in the upcoming sections.



Figure 1.3 Displaying Virtual Terminal, Recurring Billing, Batch Management, and Reporting.



This section allows processing payment transactions.



This section allows the creation of contracts for automated Payments, and wallets for stored card information.



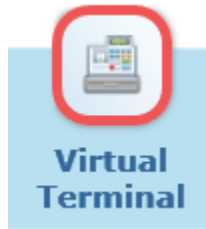
This section allows the viewing of current open batches, and settled batches.



This section includes Transaction Summary and Batch reports.

2. Using the Virtual Terminal

2.1. Overview



The **MyBridgePay Virtual Terminal** gives the user the ability to accept and process various payment types. This section reviews the functionality of the Virtual Terminal (VT). The Virtual Terminal allows the processing of all types of payment methods. Based upon setup with the merchant’s merchant service provider (MSP), the Virtual Terminal will process the following types of transactions: credit card, debit card, ACH, Check 21, gift card, and EBT. This section will describe each payment method and what type of transaction can be performed in the Virtual Terminal.

2.1.1. Payment Types

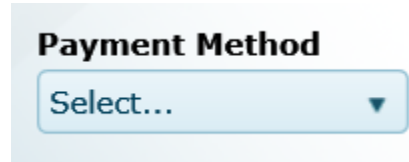
credit card	Visa, MasterCard, Discover, American Express, Diners Club, and JCB
debit card	Pin-based bank card
ACH	Automated Clearing House – Electronic payment via financial institution
Check 21	Check presentation with check reader
gift card	Prepaid/and or reloadable payment card for select retailer
EBT	Electronic Benefit Transactions or food stamps

Depending on the merchant’s setup with their MSP (Merchant Service Provider), processing transactions may require various devices such as a magnetic card reader (MSR), pin pad, and/or check reader.

2.1.2. Credit Card (Sale)

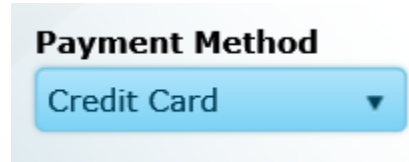
To perform a **Credit Card Sale**, please do the following:

Step 1. Click **Payment Method**



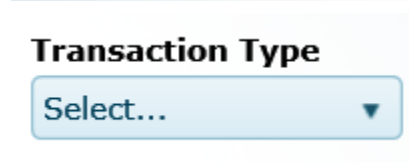
Payment Method
Select... ▼

Step 2. Select **Credit Card**



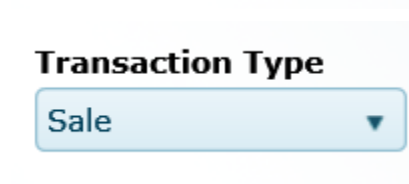
Payment Method
Credit Card ▼

Step 3. Click **Transaction Type**



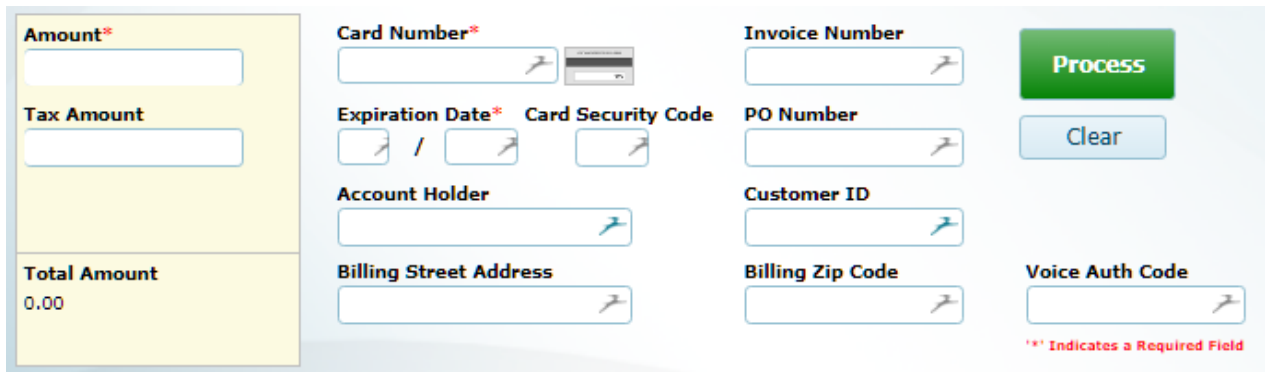
Transaction Type
Select... ▼

Step 4. Select **Sale**



Transaction Type
Sale ▼

Step 5. Input the transaction information in the required fields:



The screenshot displays the Virtual Terminal credit card sale screen. On the left, there is a yellow box containing three input fields: 'Amount*' (with a value of 0.00), 'Tax Amount', and 'Total Amount' (with a value of 0.00). To the right of this box are several input fields: 'Card Number*' (with a card icon), 'Expiration Date*' (with a slash separator), 'Card Security Code', 'Account Holder', 'Billing Street Address', 'Invoice Number', 'PO Number', 'Customer ID', 'Billing Zip Code', and 'Voice Auth Code'. A green 'Process' button and a light blue 'Clear' button are located on the right side. A red asterisk legend at the bottom right indicates that fields marked with an asterisk are required.

Figure 2.1 Displaying the Virtual Terminal credit card sale screen.

- a. If it is a SWIPED transaction, place cursor in **Card Number** field and perform the Swipe. This will automatically populate the Card Number, Expiration Date, and Account Holder name. Next, input the amount in the **Amount Field** and **Tax Amount**, if applicable.

- b. If it is a MANUAL/KEYED in transaction, key in the fields for **Card Number**, **Expiration Date**, and **Account Holder** name. It is recommended to fill out the Billing and Zip Code fields.
- c. Invoice, PO Number, and Customer Id are optional fields.
- d. For card not present transactions, please follow the instructions in “b” for MANUAL/KEYED and include the **Card Security Code (CV)**.



Step 6. Final step is to click the **Process** button.

Step 7. Once completed and processed, the receipt will be displayed.

Receipt

GLENN 'S TEST ACCOUNT
123 ANY STREET
VERNON HILLS IL 60061

MERCHANT RECEIPT COPY

ORIGINAL TRANSACTION INFORMATION

DATE: 9/18/2015 1:34 PM
NUMBER: 1621501

SUBTOTAL	\$10.00
SALES TAX	\$0.00
TOTAL	\$10.00

AMOUNT TENDERED

VISA \$10.00

ACCT: *****1111
EXP: *****
APPROVAL: TAS604
CARD HOLDER: GLENN'S TEST CARD

TOTAL PAYMENT **\$10.00**

TRANSACTION: 1621501 9/18/2015

CARDHOLDER SIGNATURE:

THANK YOU FOR SHOPPING WITH US
WE APPRECIATE YOUR BUSINESS

Figure 2.2 Displaying the receipt with options to print or email the receipt.

2.1.3. Printing a Receipt

Step 1. Click the **Print** drop down selection.

Step 2. You have the option to select **Merchant** copy, **Customer** copy, or **Both** copies.

Receipt

GLENN'S TEST ACCOUNT
123 ANY STREET
VERNON HILLS IL 60061

MERCHANT RECEIPT COPY
ORIGINAL TRANSACTION INFORMATION

DATE: 9/18/2015 1:34 PM
NUMBER: 1621501

SUBTOTAL	\$10.00
SALES TAX	\$0.00
TOTAL	\$10.00

AMOUNT TENDERED

VISA	\$10.00
------	---------

ACCT: *****1111
EXP: *****
APPROVAL: TAS604
CARD HOLDER: GLENN'S TEST CARD

TOTAL PAYMENT	\$10.00
---------------	---------

TRANSACTION: 1621501 9/18/2015

CARDHOLDER SIGNATURE:

THANK YOU FOR SHOPPING WITH US
WE APPRECIATE YOUR BUSINESS

Print... Email... Vault Close

Figure 2.3 Displaying print receipt drop-down option which will pull up Merchant copy, Customer copy, and both copies.

2.1.4. Emailing a Receipt

Step 1. Click Email drop down.

Receipt

GLENN'S TEST ACCOUNT
123 ANY STREET
VERNON HILLS IL 60061

MERCHANT RECEIPT COPY
ORIGINAL TRANSACTION INFORMATION

DATE: 9/18/2015 1:34 PM
NUMBER: 1621501

SUBTOTAL	\$10.00
SALES TAX	\$0.00
TOTAL	\$10.00

AMOUNT TENDERED

VISA	\$10.00
------	---------

ACCT: *****1111
EXP: *****
APPROVAL: TAS604
CARD HOLDER: GLENN'S TEST CARD

TOTAL PAYMENT	\$10.00
---------------	---------

TRANSACTION: 1621501 9/18/2015

CARDHOLDER SIGNATURE:

THANK YOU FOR SHOPPING WITH US
WE APPRECIATE YOUR BUSINESS

Print... **Email...** Vault Close

Figure 2.4 Displaying the Email drop-down option.

Step 2. Check off **Customer** or **Both**. Input the customer's email address and check off any of the other options to include. Click **Send**.

Email receipt

Receipt Type* Merchant Customer Both

Sender* glenn.gregana@bridgepaynetwork.com

Reply To

Send to me (glenn.gregana@bridgepaynetwork.com)

Send to merchant (glenn.gregana@bridgepaynetwork.com)

Additional Recipients

Subject*

Receipt from Glenn's Test Account

Message

Paragra... **B** **I** **U** [List icons] [Link icon] [Image icon] [Table icon]

Figure 2.5 Displaying the Email Receipt form.

2.1.5. Credit Card (Authorization only)

To perform a **Credit Card Authorization**, please do the following:

Step 1. Click **Payment Method**

Payment Method

Select... ▼

Step 2. Select **Credit Card**

Payment Method

Credit Card ▼

Transaction Type

Select...

Step 3. Click **Transaction Type**

Transaction Type

Auth Only

Step 4. Select **Auth Only**

Step 5. Input the transaction information in the required fields:

The screenshot shows a credit card authorization form. On the left, there is a yellow box containing 'Amount*', 'Tax Amount', and 'Total Amount' (0.00). The main form area has several input fields: 'Card Number*' (with a card icon), 'Expiration Date*' (with a date icon), 'Card Security Code', 'Account Holder', 'Billing Street Address', 'Invoice Number', 'PO Number', 'Customer ID', and 'Billing Zip Code'. Each field has a small icon indicating a required field. On the right, there are two buttons: a green 'Process' button and a light blue 'Clear' button. A red asterisk at the bottom right indicates that fields marked with an asterisk are required.

Figure 2.6 Displaying the Virtual Terminal Credit Card Authorization screen.

- If it is a SWIPED transaction, place cursor in **Card Number** field and perform the Swipe. This will automatically populate the Card Number, Expiration Date, and Account Holder name. Next, input the amount in the **Amount** field and **Tax Amount**, if applicable.
- If it is a MANUAL/KEYED in transaction, key in the fields for **Card Number**, **Expiration Date**, and **Account Holder** name. It is recommended to fill out the Billing and Zip code Fields.
- Invoice, PO Number, and Customer Code are optional fields.
- For card not present transactions, please follow the instructions in “b” for MANUAL/KEYED and include the **Card Security Code (CV)**.

Process

Step 6. Final step is to click the **Process** button.

Step 7. A receipt is displayed with option to print or email.

2.1.6. Credit Card (Capture)

To perform a **Capture** transaction for an authorized transaction, please do the following:



Step 1. Go to **Batch Management**

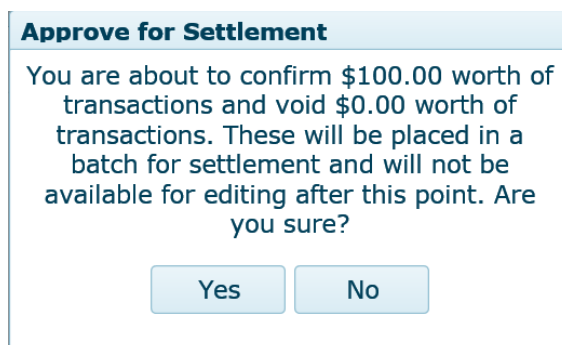
Step 2. Click **Unsettled**



Step 3. Click **Approve for Settlement**



Step 4. Prompt to confirm this action.



Step 5. Click **Yes** to confirm.

Settlement Process				
Processing Batch 115101 1/1				
Merchant	Date	Account	Amount	Result
324001 - Glenn's Test Account	9/20/2015 11:00 PM	4****1111	\$100.00	Success

Ok

Figure 2.7 Displaying result was successful in Capturing transaction.

Step 6. Click **Ok** to close window.

2.1.7. Credit Card (Refund)

This method is called a **blind refund**. *Full card information will be needed to perform this method.* The *recommended* method of refunding a credit card will be discussed in section 3.

To perform a **Refund (Blind Refund)**, please do the following:

Step 1. Click **Payment Method**

Payment Method

Select... ▼

Step 2. Select **Credit Card**

Payment Method

Credit Card ▼

Step 3. Click **Transaction Type**

Transaction Type

Select... ▼

Transaction Type

Refund

Step 4. Select **Refund**

Step 5. Input the transaction information in the required fields:

The screenshot shows a web form for processing a refund. On the left, a yellow summary box contains the following information:

- Amount***: [Input field]
- Tax Amount**: [Input field]
- Total Amount**: 0.00

The main form area contains the following fields:

- Card Number***: [Input field with a card icon]
- Expiration Date***: [Input field with a slash separator]
- Card Security Code**: [Input field]
- Account Holder**: [Input field]
- Billing Street Address**: [Input field]
- Invoice Number**: [Input field]
- PO Number**: [Input field]
- Customer ID**: [Input field]
- Billing Zip Code**: [Input field]

On the right side, there are two buttons: a green **Process** button and a light blue **Clear** button. A red asterisk at the bottom right indicates that fields marked with an asterisk are required.

Figure 2.8 Displaying the Virtual Terminal Credit Card Credit/Refund screen.

- If it is a SWIPED transaction, place cursor in **Card Number** field and perform the Swipe. This will automatically populate the Card Number, Expiration Date, and Account Holder name. Next, input the amount in the **Amount** field and **Tax Amount**, if applicable.
- If it is a MANUAL/KEYED in transaction, key in the fields for **Card Number**, **Expiration Date**, and **Account Holder** name. It is recommended to fill out the Billing and Zip code Fields.
- Invoice, PO Number, and Customer Code are optional fields.
- For card not present transactions, please follow the instructions in “b” for MANUAL/KEYED and include the **Card Security Code (CV)**.

Process

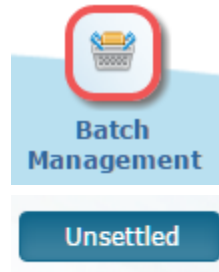
Step 6. Final step is to click the **Process** button.

Step 7. Receipt is displayed with option to print or email.

2.1.8. Credit Card (VOID)

To perform a **Credit Card Void** transaction, please do the following:



1. Click **Batch Management**




2. Click **Unsettled**

3. Find the transaction you would like to void and click the **trash can** icon shown here:

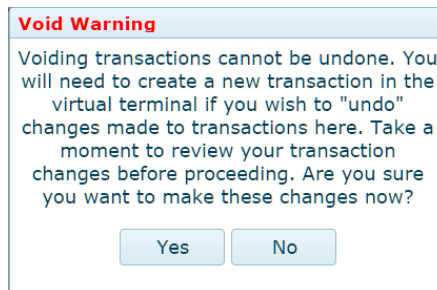
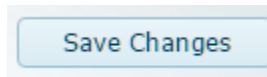


ID	Date	Age	Type	Status	Source	Acct. Holder	Account	PO	Invoice	Memo	Customer ID	Auth Code	Auth Amount	Settle Amount
 	233514604	10/3/2017 2:13 PM	0 days	Sale	Confirmed	KEYED	1114 VISA					575858	5.00	5.00

4. The following action occurs:

ID	Date	Age	Type	Status	Source	Acct. Holder	Account	PO	Invoice	Memo	Customer ID	Auth Code	Auth Amount	Settle Amount
	233514604	10/2/2017 2:13 PM	0 days	Sale	Voided	KEYED	1114 VISA					575858	5.00	- 5.00

5. Click **Save Changes** to complete the void.
6. A Void Warning confirmation window opens:




7. Click **Yes** to confirm and a new status window opens with the result:

Settlement Process					
Processing Batch 201950704 1/1					
Merchant	Date	Account	Amount	Result	
324002 - Glenns Test Account 2	10/3/2017 12:00 AM	4****1114	5.00	Success	

ok

8. Click **Ok** to close window.

Note: You can also perform a Void transaction via Find Transaction:



Virtual Terminal

Payment Method

Transaction Type

Industry

Retail

Merchant Account

Glenns Test Account 2 (324002)

1. Click Find Transaction and it will take you to Find Payment Information screen:

Find Payment Information

Account Number

Account Holder Last Name

Customer ID

Amount

Transaction ID

Invoice Number

Transaction Auth Code

Date

 to

Transaction Status

PO Number

Batch Number

Transaction ID	Date & Time	Transaction Type	Source	Account Holder Name	Account Number	Payment Method	Auth Code	Auth Amount	Settle Amount	Invoice Number	Customer ID	PO Number	Memo	User Name
No data was found using the requested search criteria. Please widen your search parameters.														

20 items per page

No items to display

2. Enter any search value(s) and click Search. This will pull up the transaction you would like to void.

Find Payment Information

Account Number (Last 4 Digits) | Account Holder Last Name | Customer ID | Amount to | |

Transaction ID | Invoice Number | Transaction Auth Code | Date 9/26/2017 to 10/3/2017 |

Transaction Status | PO Number | Batch Number | **Export As**

	Transaction ID	Date & Time	Transaction Type	Source	Account Holder Name	Account Number	Payment Method	Auth Code	Auth Amount	Settle Amount	Invoice Number	Customer ID	PO Number	Memo	User Name
	233491904	10/3/2017 9:36 AM	Sale	TRACK3	BRIDGEPAY	1765	CREDIT	372944	10.00	10.00					ggregana
	233493104	10/3/2017 9:45 AM	Sale	TRACK3	BRIDGEPAY	1765	CREDIT	627667	10.00	10.00					ggregana

3. Select the transaction you would like to void out and click . This will take you to the **Virtual Terminal** Screen where the transaction data automatically populates

Virtual Terminal

Payment Method Credit Card | **Transaction Type** Refund | **Industry** Retail | **Merchant Account** Glens Test Account 2 (324002) |

Transaction ID	Date Processed	Approved Amount	Remaining Amount
233491904	10/3/2017 9:36:22 AM	10.00	10.00

Amount*

Card Number*

Expiration Date* / | **Card Security Code**

Account Holder

Billing Street Address

Invoice Number

PO Number

Customer ID

Billing Zip Code

|

** Indicates a Required Field

4. Click process to complete the Void.

2.1.9. ACH Sale

ACH (Automated Clearing House) is an electronic payment method. This enables the merchant to electronically collect payments from its customers for either single-entry or recurring payments by directly debiting the customer's checking or saving account.

Note: In order to process an ACH transaction, the merchant will first need to be setup with a Check Service program (ACH). This can be setup by the MSP (Merchant Service Provider) as another service.

To perform an **ACH Sale**, please do the following:

Step 1. Click **Payment Method**

Step 2. Select **ACH**

Step 3. Click **Transaction Type**

Step 4. Select **Sale**

Step 5. Input transaction information including **Checking/Savings Account Number, Routing Number, Name on the Check, Phone Number**, and select **Account Type: Checking or Savings**.

Figure 2.9 Displaying the Virtual Terminal ACH sales screen.

Step 6. Final step is to click **Process** button

Step 7. When transaction is complete, a check receipt is displayed.

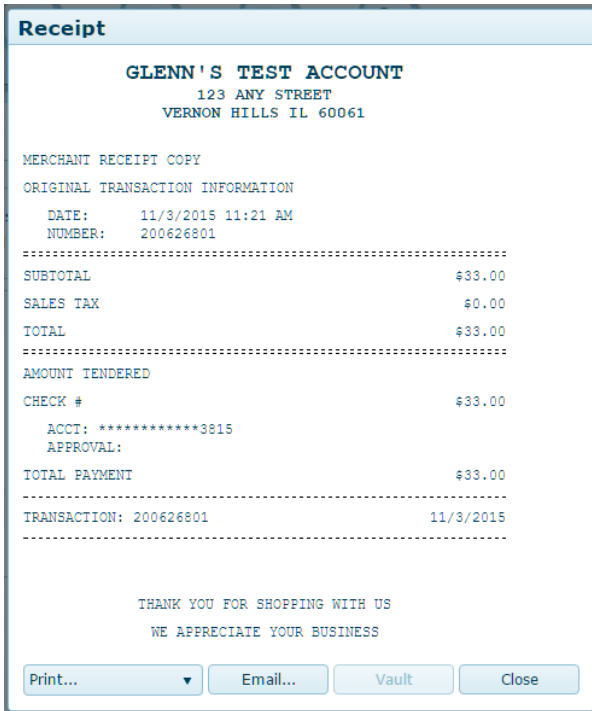


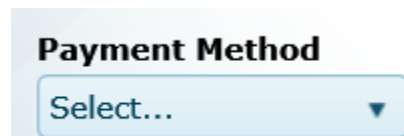
Figure 2.10 Displaying Check receipt.

Step 8. Receipt option to print or email.

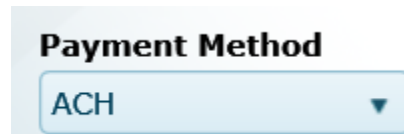
2.1.10. ACH Refund

To perform an **ACH credit**, please do the following:

Step 1. Click **Payment Method**



Step 2. Select **ACH**



Transaction Type

Select...

Step 3. Click **Transaction Type**

Transaction Type

Refund

Step 4. Select **Refund**

Step 9. Input transaction information including **Checking/Savings Account Number, Routing Number, Name on the Check, Phone Number,** and select **Account Type: Checking or Savings.**

Amount <input type="text"/>	Account Number* <input type="text"/>	Invoice Number <input type="text"/>	Process Clear
Tax Amount <input type="text"/>	Routing Number* <input type="text"/>	Phone Number* <input type="text"/>	
Total Amount \$0.00	Name on Check* <input type="text"/>	PO Number <input type="text"/>	
	Account Type* <input type="radio"/> Checking <input type="radio"/> Savings	Customer Id <input type="text"/>	

Figure 2.11 Displaying the Virtual Terminal ACH Credit Screen.



Step 5. Final Step is to click **Process** button


Step 6. Once completed, a check receipt is displayed.

2.1.11. Check 21

Check 21 processing gives the merchant the ability to process check presentation transactions via a check reader or check scanner (imager). When the merchant scans a check via a check reader or check scanner (imager), the check data will be sent electronically to the check processing host for approval. If approved, the physical check will no longer be needed for physical deposit to a merchant's financial institution for credit.


To perform a **Check 21** sale, please follow these steps:

Step 1. Click **Payment Method**




Payment Method
Select... ▼

Step 2. Select **Check 21**




Payment Method
Check21 ▼

Step 3. Click **Transaction Type**



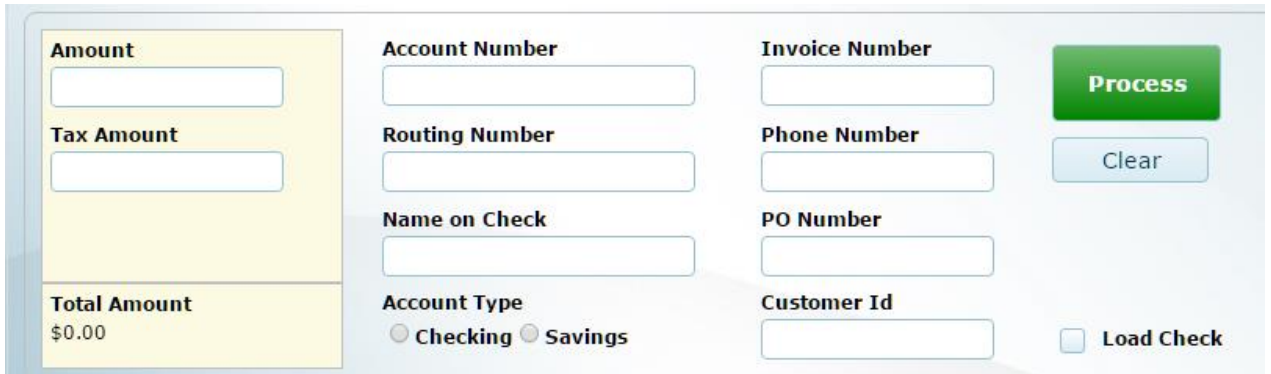
Transaction Type
Select... ▼

Step 4. Select **Sale**



Transaction Type
Sale ▼

Step 5. Move the cursor to the **Account Number** field to initiate the check read/scan. Place check in the check reader and allow machine to read/scan the MICR data on the bottom of the check. If read correctly, **Account Number** and **Routing Number** will populate automatically. Next, enter in **Amount** of the sale, select **Checking** or **Savings**, add **Name on Check**, and check off **Load Check**.



Amount

Tax Amount

Total Amount
\$0.00

Account Number

Routing Number

Name on Check

Account Type
 Checking **Savings**

Invoice Number

Phone Number

PO Number

Customer Id

Process

Clear

Load Check

Figure 2.12 Displaying the Virtual Terminal Check 21 Sales Screen.

Step 6. Final step is to click the **Process** button



Process

Step 7. Check receipt is displayed. Print out merchant receipt.

2.1.12. Refund by Transaction Query

Refund by Transaction Query allows two options to process a **Refund**.

1. **Refund** by using the **Last four/ Last name field**
2. **Refund** by using the **Search Criteria**

2.1.12.1. Refund (Last four/ Last Name Field)

To perform a **Refund**, please do the following:

Step 1. On the upper right hand corner in **MyBridgePay Portal**, you will find the **Last four/ Last Name Field**.



Step 2. In the **Last four/ Last Name field**, a search for a transaction can be done by using the last 4 digits of the credit card or by card holder last name. Once this information is entered, hit **Enter**. This will take you to the **Find Payment Information** screen where it defaults to last 7 days. If the search result is no Data Found, change the Date to a much wider range.

Find Payment Information

Account Number: 1114 (Last 4 Digits) | Account Holder Last Name: | Customer ID: | Amount: to | Search | Clear

Transaction ID: | Invoice Number: | Transaction Auth Code: | Date: 6/1/2017 to 9/12/2017 | Clear Dates

Transaction Status: | PO Number: | Batch Number: | Export As: [Icons]

Transaction ID	Date & Time	Transaction Type	Source	Account Holder Name	Account Number	Payment Method	Auth Code	Auth Amount	Settle Amount	Invoice Number	Customer ID	PO Number	Memo	User Name
226137404	6/12/2017 1:02 PM	Decline	KEYED	glenn	1114	VISA		0.00	0.00					ggregana
226198504	6/13/2017 11:35 AM	Decline	KEYED		1114	VISA		0.00	0.00					ggregana
226449004	6/16/2017 5:27 PM	Sale	KEYED	glenns card	1114	VISA	832611	5.00	5.00					ggregana
226449204	6/16/2017 5:31 PM	Sale	KEYED	glenns card	1114	VISA	869926	5.00	5.00					ggregana
226449304	6/16/2017 5:34 PM	Sale	KEYED	glenns card	1114	VISA	795435	5.00	5.00					ggregana
226449404	6/16/2017 5:36 PM	Sale	KEYED	glenns card	1114	VISA	275997	5.00	5.00					ggregana
226479504	6/19/2017 12:23 PM	Decline	KEYED	test	1114	VISA		0.00	0.00					ggregana
227072104	7/7/2017 11:05 AM	Sale	KEYED	test	1114	VISA	897470	5.00	5.00					ggregana
227072504	7/7/2017 11:09 AM	Sale	KEYED	test account	1114	VISA	337248	5.00	5.00					ggregana
232323604	9/12/2017 3:01 PM	Sale	KEYED		1114	VISA	907475	5.00	5.00					ggregana1

Items per page: 20 | 1 - 10 of 10 items

Figure 2.13 Displaying your Search Result.

Step 3. Next, locate the transaction from the search result and click the following green arrow icon shown here:



232323604	9/12/2017 3:01 PM	Sale	KEYED		1114	VISA	CREDIT	907475	5.00	5.00				ggregana1
-----------	-------------------	------	-------	--	------	------	--------	--------	------	------	--	--	--	-----------

Figure 2.14 Displaying transaction that will be used to process the refund.

Step 4. Once the green arrow icon is selected, this will take you to the **Virtual Terminal** screen, which provides you the details of the original transaction and populates the information.

Payment Method Credit Card | **Transaction Type** Refund | **Industry** Retail | **Merchant Account** Glenns Test Account 2 (324002) | Find Transaction

Transaction ID	Date Processed	Approved Amount	Remaining Amount
232654504	9/21/2017 12:53:34 PM	10.00	10.00

Amount* 10.00 | **Card Number*** 4****1114 | **Invoice Number** 123456 | **Process**

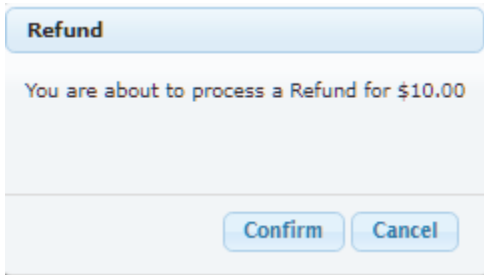
Tax Amount | **Expiration Date*** 12 / 2020 | **Card Security Code** | **PO Number** | **Clear**

Account Holder Glenn Gregana | **Customer ID** | **Billing Street Address** | **Billing Zip Code**

** Indicates a Required Field

Figure 2.15 Displaying the details of the original transaction and populates the information.

Step 5. Click **Process** and a Refund Confirmation window pops open:



Click **Confirm to initiate Refund** and if successful, the Receipt window appears which allows you to print out a copy and/or email the receipt.

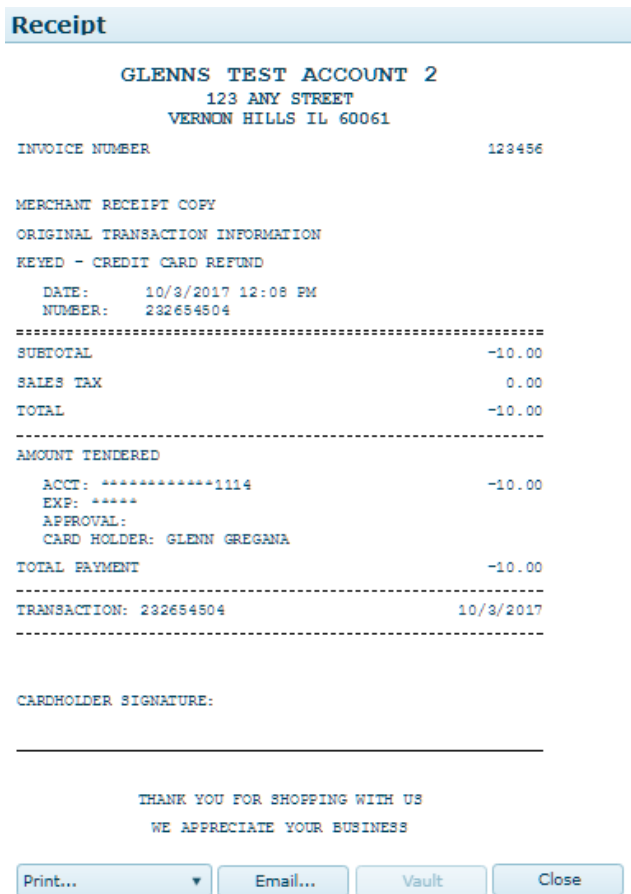


Figure 2.16 Displaying the receipt window.

2.1.12.2. Refund (using the Search criteria)

To perform a **Refund** using the search criteria, please follow these steps:

Step 1. In the **Virtual Terminal** screen, locate the **Find Transaction** button.

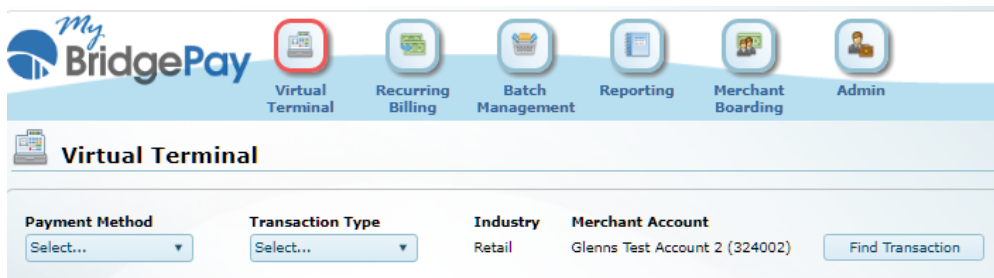


Figure 3.4 Displaying the **Find Transaction** button.

Step 2. Click **Find Transactions** to open **Find Payment Information** screen.

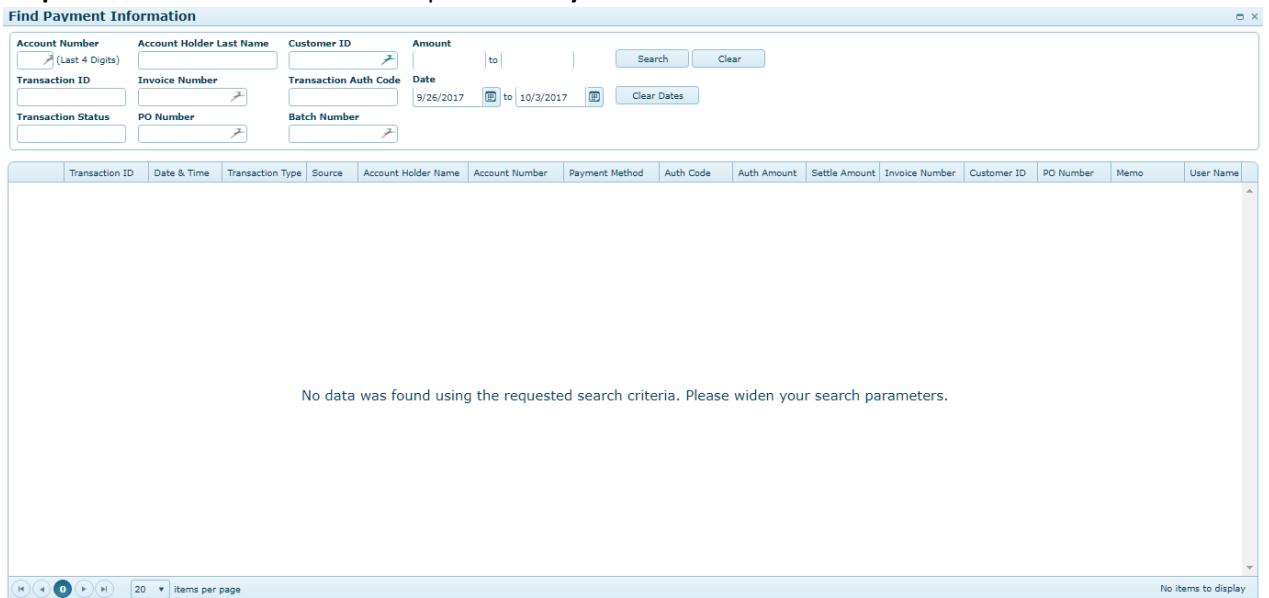



Figure 2.17 Displaying **Find Payment Information** screen.

Step 3. To find a specific transaction to process a refund, you have a number of search fields to use individually or in combination.

Step 4. Once the transaction is located, click on  .

Find Payment Information

Account Number: 1114 (Last 4 Digits) | Account Holder Last Name: | Customer ID: | Amount: | Search | Clear

Transaction ID: | Invoice Number: | Transaction Auth Code: | Date: 6/26/2015 to 10/3/2017 | Clear Dates

Transaction Status: | PO Number: | Batch Number: | Export As: PDF, XLS, CSV, XML

Transaction ID	Date & Time	Transaction Type	Source	Account Holder Name	Account Number	Payment Method	Auth Code	Auth Amount	Settle Amount	Invoice Number	Customer ID	PO Number	Memo	User Name
232323604	9/12/2017 3:01 PM	Sale	KEYED		1114	VISA	CREDIT	907475	5.00	5.00				ggregana1

Step 5. Once the green arrow icon is selected, this will take you to the **Virtual Terminal** screen which provides you the details of the original transaction and populates the information.

Virtual Terminal

Payment Method: Credit Card | Transaction Type: Refund | Industry: Retail | Merchant Account: Glens Test Account 2 (324002) | Find Transaction

Transaction ID	Date Processed	Approved Amount	Remaining Amount
232323604	9/12/2017 3:01:03 PM	5.00	5.00

Amount*: 5.00 | Tax Amount: | Total Amount: 5.00

Card Number*: 4****1114 | Expiration Date*: 12 / 2020 | Card Security Code: | Invoice Number: | PO Number: | Customer ID: | Billing Street Address: | Billing Zip Code: | Process | Clear

** Indicates a Required Field

Step 6. Click **Process** and a Refund Confirmation window pops open:

Refund

You are about to process a Refund for \$5.00

Confirm | Cancel

Click **Confirm to initiate Refund** and if successful, the Receipt window appears which allows you to print out a copy and/or email the receipt.

Receipt

GLENN'S TEST ACCOUNT 2
123 ANY STREET
VERNON HILLS IL 60061

MERCHANT RECEIPT COPY
ORIGINAL TRANSACTION INFORMATION
KEYED - CREDIT CARD REFUND

DATE: 10/3/2017 1:46 PM
NUMBER: 232323604

=====

SUBTOTAL	-5.00
SALES TAX	0.00
TOTAL	-5.00

AMOUNT TENDERED

ACCT: *****1114	-5.00
EXP: *****	
APPROVAL:	
CARD HOLDER:	
TOTAL PAYMENT	-5.00

TRANSACTION: 232323604 10/3/2017

CARDHOLDER SIGNATURE:

THANK YOU FOR SHOPPING WITH US
WE APPRECIATE YOUR BUSINESS

Print... Email... Vault Close

Figure 2.18 Displaying the receipt window.

2.1.12.3. Repeat Sale

Note: The steps for **Repeat Sale** are identical to performing a **Refund**.

To perform a **Repeat Sale**, please follow these steps:

Step 1. On the upper right hand corner in the **MyBridgePay Portal**, find the **Last four/ Last Name Field**.



A search input field with a magnifying glass icon on the left and a dropdown arrow on the right. The text inside the field is "Last four / Last name".

Figure 2.19 Displaying Last four/ Last Name Field.

Step 6. In the **Last four/ Last Name field**, a search for a transaction can be done by using the last 4 digits of the credit card or by card holder last name. Once this information has been entered, hit **Enter**. This will take you to the **Find Payment Information** screen where it defaults to last 7 days. If the search result is no Data Found, change the Date to a wider range.

The screenshot shows the 'Find Payment Information' window with the following search criteria:

- Account Number: 1114 (Last 4 Digits)
- Account Holder Last Name: (empty)
- Customer ID: (empty)
- Amount: (empty)
- Transaction ID: (empty)
- Invoice Number: (empty)
- Transaction Auth Code: (empty)
- Date: 6/26/2017 to 10/3/2017
- Transaction Status: (empty)
- PO Number: (empty)
- Batch Number: (empty)

The search results table is as follows:

Transaction ID	Date & Time	Transaction Type	Source	Account Holder Name	Account Number	Payment Method	Auth Code	Auth Amount	Settle Amount	Invoice Number	Customer ID	PO Number	Memo	User Name
227072104	7/7/2017 11:05 AM	Sale	KEYED	test	1114 VISA	CREDIT	897470	5.00	5.00					ggregana
227072504	7/7/2017 11:09 AM	Sale	KEYED	test account	1114 VISA	CREDIT	337248	5.00	5.00					ggregana
232323604	9/12/2017 3:01 PM	Sale	KEYED		1114 VISA	CREDIT	907475	5.00	5.00					ggregana1
232654504	9/21/2017 12:53 PM	Sale	KEYED	Glenn Gregana	1114 VISA	CREDIT	424851	10.00	10.00	123456				ggregana1

Figure 2.20 Displaying your Search Result.

Step 2. Next, locate the transaction from the search result and click the following green arrow icon shown here:



	232654504	9/21/2017 12:53 PM	Sale	KEYED	Glenn Gregana	1114 VISA	CREDIT	424851	10.00	10.00	123456				ggregana1
--	-----------	--------------------	------	-------	---------------	-----------	--------	--------	-------	-------	--------	--	--	--	-----------

Figure 2.21 Displaying transaction that will be used to perform a Repeat Sale.



Step 3. Once the icon is selected, this will take you to the **Virtual Terminal** screen which provides you the details of the original transaction and populates the information.

Virtual Terminal

Payment Method: Credit Card Transaction Type: Sale Industry: Retail Merchant Account: Glens Test Account 2 (324002) Find Transaction

Amount*: 10.00 Card Number*: 4****1114 Invoice Number: 123456 Process

Tax Amount: Expiration Date*: 12 / 2020 Card Security Code: PO Number: Clear

Account Holder: Glenn Gregana Customer ID: Billing Street Address: Billing Zip Code: ** Indicates a Required Field

Total Amount: 10.00

Figure 2.22 Displaying the **Virtual Terminal** with the details of the original transaction.

Step 5. Next, you have the option to change the \$ amount or leave the original \$ amount. Once you have decided on the \$ amount, click **Process** and a receipt window appears showing the result.

Receipt

GLENN'S TEST ACCOUNT 2
123 ANY STREET
VERNON HILLS IL 60061

INVOICE NUMBER 123456

MERCHANT RECEIPT COPY
ORIGINAL TRANSACTION INFORMATION
KEYED - CREDIT CARD SALE
DATE: 10/3/2017 1:57 PM
NUMBER: 233513604

SUBTOTAL 10.00
SALES TAX 0.00
TOTAL 10.00

AMOUNT TENDERED
ACCT: *****1114 10.00
EXP: *****
APPROVAL: 329502
CARD HOLDER: GLENN GREGANA
TOTAL PAYMENT 10.00

TRANSACTION: 233513604 10/3/2017

CARDHOLDER SIGNATURE:

THANK YOU FOR SHOPPING WITH US
WE APPRECIATE YOUR BUSINESS

Print... Email... Vault Close

Figure 2.23 Displaying the receipt window with the result

2.1.12.4. Repeat Sale (using Find Payment Information)

To perform a **Repeat Sale** using the search criteria, please follow these steps:

Step 1. In the **Virtual Terminal** screen, locate the **Find Transaction** button.

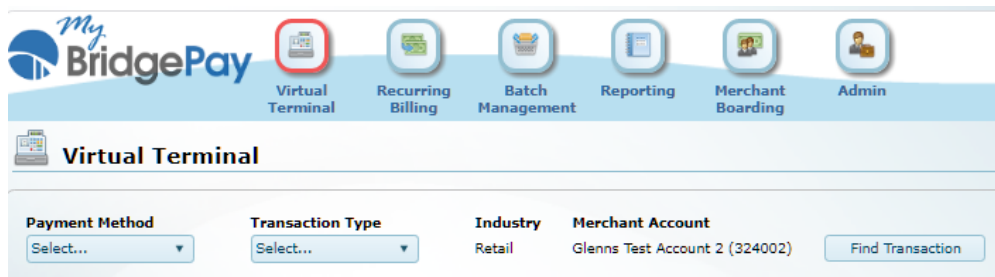


Figure 3.10 Displaying **Find Transaction**.

Step 2. Click on the **Find Transaction** button to open the **Find Payment Information** screen.

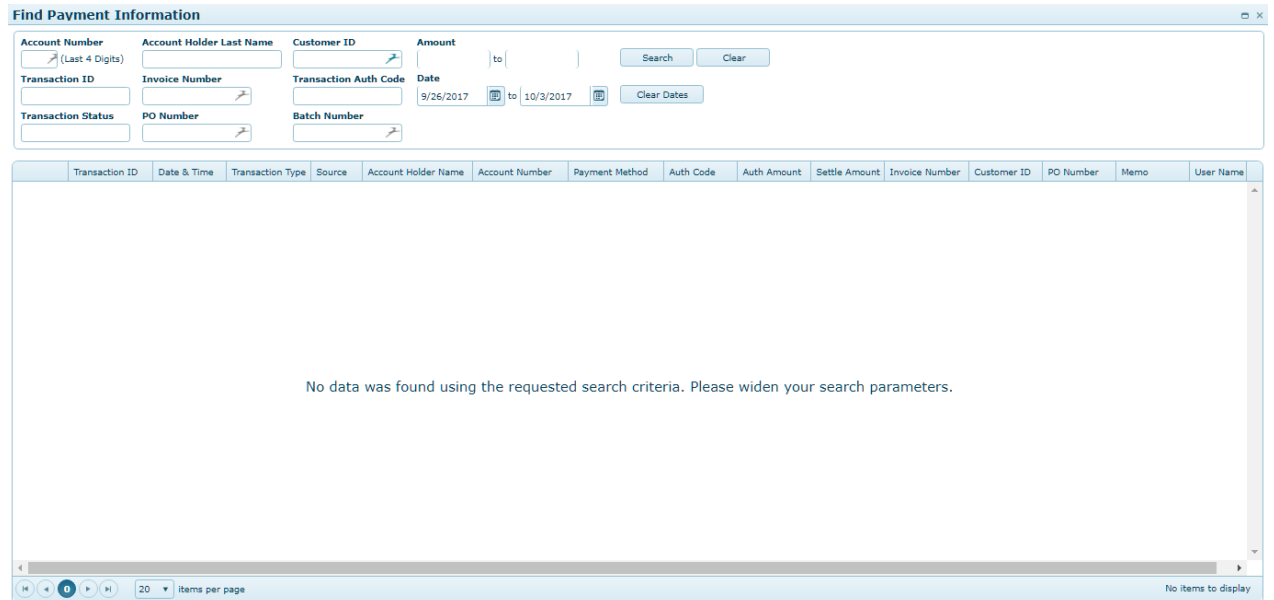


Figure 2.24 Displaying **Find Payment Information** screen.

Step 5. To find a specific transaction to process a refund, you have a number of search fields to use individually or in combination.

Step 3. This method will pull up the specific transaction.

	232323604	9/12/2017 3:01 PM	Sale	KEYED		1114	VISA	CREDIT	907475	5.00	5.00						ggregana1
---	-----------	----------------------	------	-------	--	------	------	--------	--------	------	------	--	--	--	--	--	-----------

Figure 2.25 Displaying transaction that will be used to perform a Repeat Sale.

Step 4. Once the transaction is located, select the following green arrow icon shown here:



Step 5. Once the icon is selected, this will take you to the **Virtual Terminal** screen, which provides you the details of the original transaction and populates the information.

Virtual Terminal

Payment Method: Credit Card | Transaction Type: Sale | Industry: Retail | Merchant Account: Glenns Test Account 2 (324002) | Find Transaction

Amount*: 5.00 | Tax Amount: | Total Amount: 5.00

Card Number*: 4****1114 | Expiration Date*: 12 / 2020 | Card Security Code: | Invoice Number: | PO Number: | Customer ID: | Billing Street Address: | Billing Zip Code:

Process | Clear

** Indicates a Required Field

Figure 2.26 Displaying the Virtual Terminal with the details of the original transaction.

Step 6. Next, you have the option to change the \$ amount or leave the original \$ amount. Once you have decided on the \$ amount, click **Process** and a receipt window appears showing the result.

Receipt

GLENN'S TEST ACCOUNT 2
123 ANY STREET
VERNON HILLS IL 60061

MERCHANT RECEIPT COPY
ORIGINAL TRANSACTION INFORMATION
KEYED - CREDIT CARD SALE

DATE: 10/3/2017 2:13 PM
NUMBER: 233514604

=====

SUBTOTAL	5.00
SALES TAX	0.00
TOTAL	5.00

AMOUNT TENDERED

ACCT: *****1114	5.00
EXP: *****	
APPROVAL: 575858	
CARD HOLDER:	
TOTAL PAYMENT	5.00

TRANSACTION: 233514604 10/3/2017

CARDHOLDER SIGNATURE:

THANK YOU FOR SHOPPING WITH US
WE APPRECIATE YOUR BUSINESS

Print... Email... Vault Close

Figure 2.27 Displaying the receipt window with the result

NOTE: Find Payment Information screen can also be accessed on the Virtual Terminal Screen as shown below.

My BridgePay

Virtual Terminal Recurring Billing Batch Management Reporting Merchant Boarding Admin

Virtual Terminal

Payment Method: Select... Transaction Type: Select... Industry: Retail Merchant Account: Glenn's Test Account 2 (324002) **Find Transaction**

Figure 2.28 Displaying Find Payment Information screen.

3. Recurring Billing

3.1. Overview



Recurring Billing is a separate module in MyBridgePay that allows a merchant to schedule an automatic charge, or billing, to a specified card holder for goods and/or services. Recurring billing requires the merchant to obtain initial permission from the card holder to automatically charge on the prearranged billing schedule. This billing will continue until the card holder withdraws permission. This section will cover the various functionality for Recurring Billing.

3.2. Creating Customer Recurring Billing

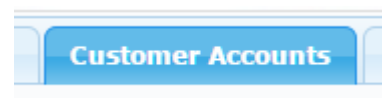
3.2.1. Create New Customer Account

To setup **Recurring Billing** for your customer, please do the following steps:

Step 1. Click **Recurring Billing** menu



Step 2. Click the **Customer Accounts** tab



Step 3. Click **Create New Customer Account**

Create New Customer Account

Step 4. The **New Customer Account** window opens:

New Customer Account

Customer Account Name*

Customer Account Number

Save Close

Figure 3.1 Displaying new Customer Account window

- a) Complete the form fields and then select **Save**.
- b) A new window will open to **Edit Customer Account**.

3.2.2. Create New Wallet

These next steps allows the setup and storage of a payment method in the **Wallet**. The Wallet is where stored payments are kept.

Step 1. Click **Create New Wallet**.

Edit Customer Account (Mitzi's Installments)

Customer Account Name*

Customer Account Number

Create New Wallet

Wallets Move Selected Wallet:

Wallet Id	Contact Name	Company Name	Phone Number	Default Payment Method
No results to display				

Navigation: 10 items per page No items to display

Save Close

Figure 3.2 Displaying Edit Customer Account window.

Step 2. Complete the New Wallet form. Required fields marked in **red ***.

Step 3. Click **Save** and a new window will open to **Edit Wallet**.

New Wallet

First Name* Day Phone

Last Name* Evening Phone

Company Name Mobile Phone

Address Fax

Department Email*

Title

Save Close

Figure 3.3 Displaying New Wallet window.

Step 4. The **Edit Wallet** window will open as shown below.

Edit Wallet

First Name* Day Phone

Last Name* Evening Phone

Company Name Mobile Phone

Address Fax

Department Email*

Title

Add Payment Method ▾ Payment Methods Move Selected Payment Method: ↑ ↓

Order	Name	Payment Method	Last Result	Failures/Max
No results to display				

10 items per page No items to display

Save Close

Figure 3.4 Displaying Edit Wallet screen.

Step 5. On this window, select **Add Payment Method** drop-down with 2 options:

Add Payment Method ▾

Name
Credit Cards
ACH

- Option 1: Select **Credit Cards** to add a customer's credit cardholder information.
- Fill out the **New Payment Method** form. Required fields marked in red *.
 - Click **Save**.

The screenshot shows a form titled "New Payment Method" with the following fields and controls:

- Account Holder Name**: Text input field.
- Address**: Text input field.
- City, State, Zip**: Three input fields. The middle one is a dropdown menu labeled "Select..." with a downward arrow.
- Name**: Text input field.
- Account Number***: Text input field.
- Expiration Date***: Two input fields separated by a slash (/).
- Max Failures***: Text input field.
- Save** and **Close**: Buttons at the bottom right.

Figure 3.5 Displaying new Payment Method Credit Card Add screen.

Option 2: Select **ACH** (This payment method requires Check Service.)

Note: Please check with your MSP to ensure proper set up with an ACH service provider.

- Fill out the **New Payment Method** form. Required fields marked in red *.
- Click **Save**.

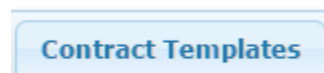
Figure 3.6 Displaying new Payment Method ACH Add screen.

A new **Payment Method** has now been added/stored. Close any window that is open.

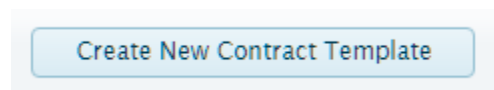
3.2.3. Create a Contract Template

This next step allows the setup of the **Contract Template**. A template allows information to be stored and used for more than one customer’s recurring billing.

Step 1. Click the **Contract Templates** tab



Step 2. Click create **New Contract Template**



Step 3. The **New Contract Template** window opens

Step 4. Fill out the **New Contract Template** form. Required fields marked in red *.

Step 5. Click **Save**

Figure 3.7 Displaying new Contract Template window.

3.2.4. Create a Billing Frequency Template

This next step allows the setup of the **Billing Frequency Template**. This template allows information to be stored and used for more than one customer’s recurring billing if this billing frequency is the same.

Step 1. Next, click **Billing Freq. Templates** tab

Step 2. Click **Create New Billing Frequency**

Step 3. The **New Billing Freq. Template** window opens.

Note: Once a Billing Frequency Template is created, it will be stored and can be used for a specific customer or can be used for other customers if it meets the same billing criteria (e.g. same billing date.) Otherwise, a Billing Template is created by customer.

New Billing Freq. Template

Frequency Name

Interval

Monthly Schedule

Day of every months.

The of every months.

Figure 3.8 Displaying New Billing Freq. Template window.

- a. Enter **Name of Billing Frequency Template** e.g. “Monthly Installments”
- b. Select **Interval** drop-down
 - i. **Daily**

New Billing Freq. Template

Frequency Name

Interval

Daily Schedule

Every days.

Figure 3.9 Displaying Daily Interval option.

- ii. **Weekly**

New Billing Freq. Template

Frequency Name

Interval

Weekly Schedule

Every weeks.

Sunday Monday Tuesday

Wednesday Thursday Friday

Saturday

Figure 4.10 Displaying Weekly Interval option.

iii. Monthly

The screenshot shows a dialog box titled "New Billing Freq. Template". It contains a text input field for "Frequency Name". Below it, the "Interval" dropdown menu is set to "Monthly". A section titled "Monthly Schedule" contains two radio button options: "Day [] of every [] months." (which is selected) and "The first [] Sunday of every [] months.". At the bottom right of the dialog are "Save" and "Close" buttons.

Figure 3.11 Displaying Monthly Interval option.

iv. Yearly

The screenshot shows a dialog box titled "New Billing Freq. Template". It contains a text input field for "Frequency Name". Below it, the "Interval" dropdown menu is set to "Yearly". A section titled "Yearly Schedule" contains three radio button options: "Every [] years." (which is selected), "On [] January" (with a dropdown menu set to "January" and an empty input field), and "On the first [] Sunday of [] January" (with dropdown menus set to "first", "Sunday", and "January"). At the bottom right of the dialog are "Save" and "Close" buttons.

Figure 3.12 Displaying Yearly Interval option.

Step 4. Once the **Billing Interval** has been selected and configured, click **Save** to store the template.

3.2.5. Create a Customer Billing Contract

This final step allows the setup of the **Customer Billing Contract**.

Step 1. Create a Customer Billing Contract by clicking the **Customer Billing Contracts** tab.

A blue button with rounded corners and a thin border, containing the text "Customer Billing Contracts" in a sans-serif font.

Step 2. Click **Create New Billing Contract**

A light blue button with rounded corners and a thin border, containing the text "Create New Billing Contract" in a sans-serif font.

Step 3. The **New Billing Contract** window opens

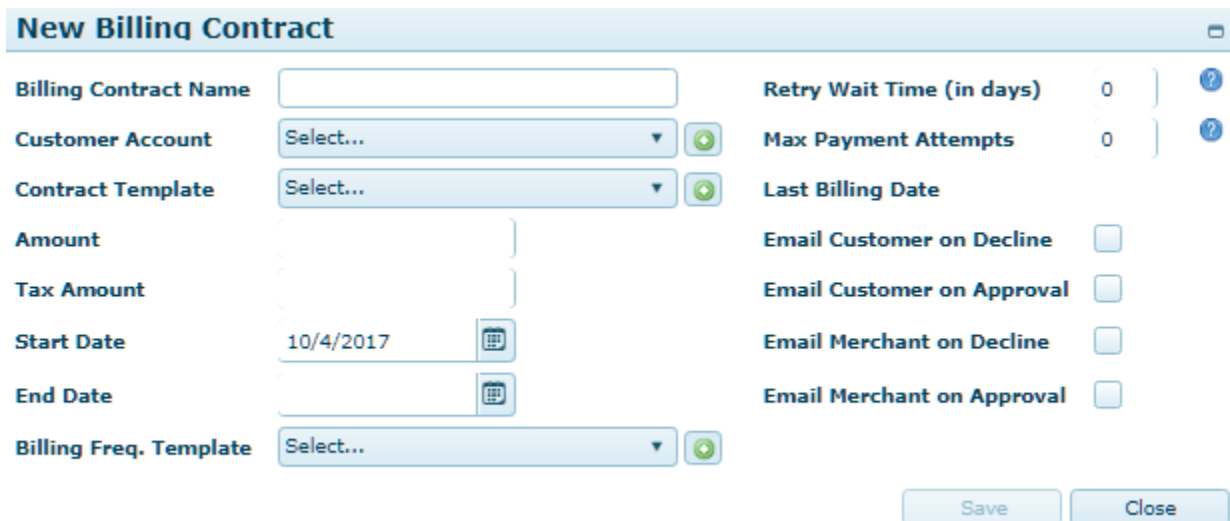
A screenshot of a web form titled "New Billing Contract" in a light blue header bar. The form is organized into two columns. The left column contains: "Billing Contract Name" (text input), "Customer Account" (dropdown menu with "Select..." and a green plus icon), "Contract Template" (dropdown menu with "Select..." and a green plus icon), "Amount" (text input), "Tax Amount" (text input), "Start Date" (text input with "10/4/2017" and a calendar icon), "End Date" (text input with a calendar icon), and "Billing Freq. Template" (dropdown menu with "Select..." and a green plus icon). The right column contains: "Retry Wait Time (in days)" (text input with "0" and a help icon), "Max Payment Attempts" (text input with "0" and a help icon), "Last Billing Date" (text input), "Email Customer on Decline" (checkbox), "Email Customer on Approval" (checkbox), "Email Merchant on Decline" (checkbox), and "Email Merchant on Approval" (checkbox). At the bottom right are "Save" and "Close" buttons.

Figure 3.13 Displaying New Billing Contract screen.

- a. Complete the **New Billing Contract** form. Required fields marked in red *.
- b. **Customer Account**: Select from the drop-down the customer desired.
- c. **Contract Template**: Select from the drop-down the template to be used.
- d. Add the **Amount** that will be automatically processed.
- e. Add the **Tax Amount**, if applicable.
- f. Select the **Start Date** by clicking on the calendar icon to choose a date or a specific date may be entered.
- g. Select the **End Date**, if applicable, or leave blank if continuous (no end date).
- h. Click **Billing Freq. Template** and select option.

- i. Edit **Wait Time** (in days) or leave at 0.
NOTE: Wait time is the amount of days before the transaction shall reprocess if it declined. If set to 0, it will not process again.
- j. Edit **Max Payment Attempts**.
- k. Select the **Email** notification options.
- l. Click **Save**.

3.2.6. Edit Payment Method in Contract

To Edit a **Payment Method**, please do the following:

Step 1. Select the **Customer Billing Contracts** tab.



Step 2. Find the **Contract** to edit the payment method.

Recurring Billing

Customer Billing Contracts | Customer Accounts | Contract Templates | Billing Freq. Templates | Virtual Terminal

Create New Billing Contract













	Contract Id ▲	Billing Contract Name	Account Number	Contract Templates	Billing Freq. Templates	Amount	Remaining	Last Billing	Status
   	69	glenn's recurring billing test	22 (glenn gregana)	glenns recurring billing test	daily	\$25.00	\$0.00	9/11/2015	Inactive
   	78	John Doe's Subscription	123456789 (Test Recurring Billing)	12 Month Installments	Monthly Installment	\$50.00	\$0.00	Unbilled	Active
   	88	Mitzi's Billing Contract	(Mitzi's Installments)	12 Month Installments	Monthly Installment	\$50.00	\$0.00	Unbilled	Active

Figure 3.14 Displaying a list of Recurring Billing Contracts.

Step 3. Click the following icon to edit the payment method:



Step 4. The **Payment Methods for Contract** window opens.

Step 5. Click the following icon to edit:



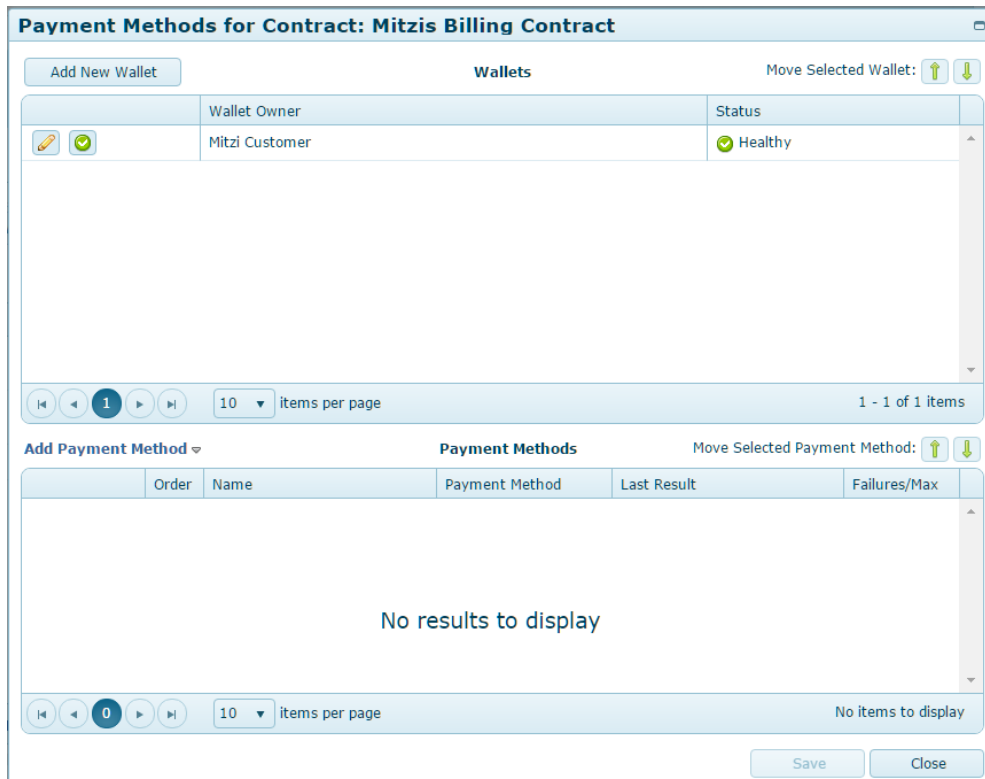


Figure 3.15 Displaying the customer's Wallet saved payment method.

Step 6. The **Edit Wallet** window opens.

Step 7. Find the Wallet to edit and click on the following icon:

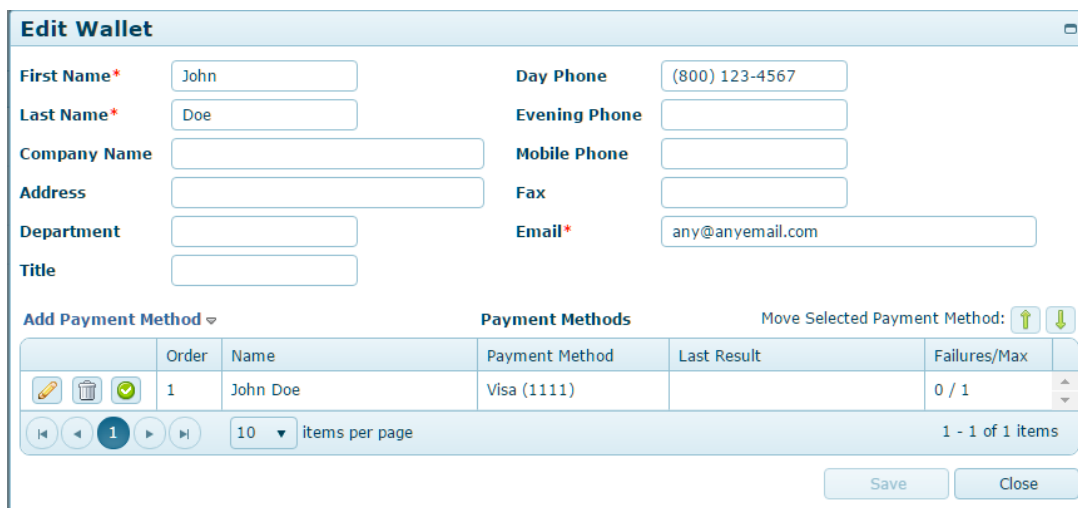


Figure 3.16 Displaying Edit Wallet window.

Step 8. The **Edit Payment Method** window opens.

Step 9. The Account Holder card data fields. Required fields marked in red *.

Step 10. Click **Save**.

Edit Payment Method (Visa - 1111)

Account Holder Name: John Doe

Address: 1234 Any Street

City, State, Zip: Any City, Florida, 60061

Name: John Doe

Account Number*: XXXXXXXXXXXXXXX1111

Expiration Date*: 12 / 2016

Max Failures*: 1

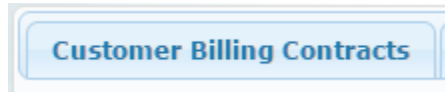
Save Close

Figure 3.17 Displaying Edit Payment Method window.

3.3. Deactivating a Billing Contract

To deactivate a current or completed Contract, please do the following.

Step 1. Go to the **Customer Billing Contracts** tab.



Step 2. Find the Contract to deactivate.

Recurring Billing

Customer Billing Contracts | Customer Accounts | Contract Templates | Billing Freq. Templates | Virtual Terminal

Create New Billing Contract













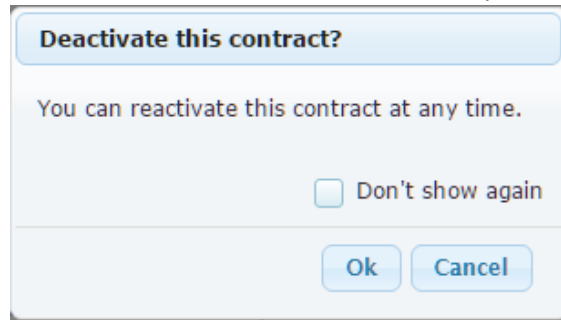
	Contract Id ▲	Billing Contract Name	Account Number	Contract Templates	Billing Freq. Templates	Amount	Remaining	Last Billing	Status
   	69	glenn's recurring billing test	22 (glenn gregana)	glenns recurring billing test	daily	\$25.00	\$0.00	9/11/2015	Inactive
   	78	John Doe's Subscription	123456789 (Test Recurring Billing)	12 Month Installments	Monthly Installment	\$50.00	\$0.00	Unbilled	Active
   	88	Mitzi's Billing Contract	(Mitzi's Installments)	12 Month Installments	Monthly Installment	\$50.00	\$0.00	Unbilled	Active

Figure 3.18 Displaying a list of Recurring Billing Contracts.

Step 3. Click the following icon to deactivate the account:



Step 4. The **Deactivate this contract?** window opens.



Step 5. Click **Ok** to deactivate. The Contract will now show **Inactive** with this icon:



3.4. Utilizing the *MyBridgePay* Wallet

This unique feature within the Recurring Billing module allows payment methods to be stored for any of a merchant's customers. This eliminates the steps required to rekey a credit card and/or ACH and avoids entering in customer account information for any future payments.

3.4.1. Creating a Wallet

To create a Wallet, please do the following:

Step 1. Click **Customer Accounts** tab

Step 2. Click **New Customer Account**

Step 3. The **New Customer Account** window opens

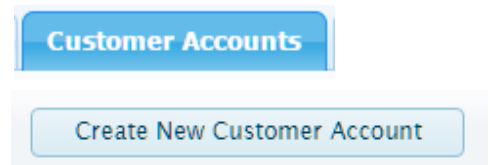


Figure 3.19 Displaying new Customer Account window.

Step 4. Complete the **New Customer Account Contract** form. Required fields marked in red *.

Step 5. Click **Save**.

3.4.2. Storing a Payment in the Wallet

A new window opens to **Edit Customer Account**. This section allows you to store a payment method in the Wallet.

Step 1. Click **Create New Wallet**.

Figure 3.20 Displaying Edit Customer Account window.

Step 2. Complete the **New Wallet** form. Required fields marked in red *.

Step 3. Click **Save**.

New Wallet

First Name* Day Phone

Last Name* Evening Phone

Company Name Mobile Phone

Address Fax

Department Email*

Title

Save Close

Figure 3.21 Displaying New Wallet window.

Step 4. A new window opens to **Edit Wallet**.

Edit Wallet

First Name* Day Phone

Last Name* Evening Phone

Company Name Mobile Phone

Address Fax

Department Email*

Title

Add Payment Method ▾ Payment Methods Move Selected Payment Method: ↑ ↓

Order	Name	Payment Method	Last Result	Failures/Max
No results to display				

10 items per page No items to display

Save Close

Figure 3.22 Displaying Edit Wallet screen.

Step 5. On this window, select **Add Payment Method** drop-down with 2 options:

Add Payment Method ▾

- Credit Cards
- ACH

Option 1: Select **Credit Cards** to add a customer's credit cardholder information

New Payment Method

Account Holder Name

Address

City, State, Zip Select...

Name

Account Number*

Expiration Date* /

Max Failures*

Save Close

Figure 3.23 Displaying New Payment Method credit card add screen.

- a. Fill out the **New Payment Method** form. Required fields marked in red *.
- b. Click **Save**.

Option 2: Select **ACH** (This payment method requires Check Service.)

Note: Please check with your MSP to ensure proper set up with an ACH service provider.

- a. Fill out the **New Payment Method** form. Required fields marked in red *.
- b. Click **Save**.

New Payment Method

Account Holder Name

Address

City, State, Zip Select...

Name

Account Number*

Routing Number*

Account Type* Checking Savings

Max Failures*

Save Close

Figure 3.24 Displaying new Payment Method ACH add screen.

A new **Payment Method** has now been added/stored. Close any window that is open.

3.4.3. Processing a Payment with a Wallet in the Virtual Terminal

To process a transaction using the Wallet, please do the following:

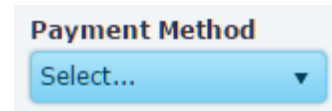
Step 1. Click on **Recurring Billing Module**



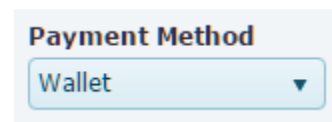
Step 2. Click the **Virtual Terminal** tab



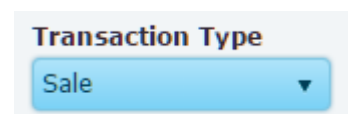
Step 3. Click **Payment Method**



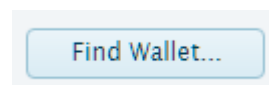
Step 4. Select **Wallet**



Step 6. Click **Transaction Type** and select from **Sale, Auth, or Credit**



Step 7. Click **Find Wallet**



Step 8. The **Find Payment Method** window opens.

- a. Option 1: Search using **Wallet Owner** by First, Last, or full name
- b. Option 2: Search using the **Last Four** digits of the payment method
- c. Click **Search**.

Find Payment Method

Contract Number Last Four Is Expired

Wallet Owner Type Is Active

Status	Contract	Wallet Owner	Method	Account Number
<div style="display: flex; justify-content: space-between; align-items: center;"> ◀ 0 ▶ 10 items per page No items to display </div>				

Figure 3.25 Displaying Find Payment Method window

Step 9. If the **Search** is successful, the **Wallet** will populate in the lower section the window.

Find Payment Method

Contract Number Last Four Is Expired

Wallet Owner Type Is Active


Status	Contract	Wallet Owner	Method	Account Number
✔		Glenn Customer	Credit Card	 1111

Figure 3.26 Displaying search result.

Step 10. Click on the highlighted **Wallet** and then click **Use Selected Payment Method**.

Find Payment Method

Contract Number: Last Four: Is Expired: All

Wallet Owner: glenn customer Type: All Is Active: All

Clear Search

Status	Contract	Wallet Owner	Method	Account Number
✓		Glenn Customer	Credit Card	VISA 1111

10 items per page 1 - 1 of 1 items

Close Use Selected Payment Method

Figure 3.27 Displaying highlighted **Wallet** and option to Use Selected Payment method.

Step 11. The **Virtual Terminal** window will now open with the **Wallet** information already populated.

Recurring Billing

Customer Billing Contracts Customer Accounts Contract Templates Billing Freq. Templates **Virtual Terminal**

Payment Method: Wallet Transaction Type: Sale Industry: Retail Merchant Account: Glenns Test Account (324001)

Find Wallet... Find Transaction

Amount*: Tax Amount: Service Fee: 0.00 Total Amount: 0.00

Card Number*: *****1111 Expiration Date*: 12 / 2020 Card Security Code:

Account Holder: Glenn Customer Billing Street Address: 1234 Any Street Invoice Number: PO Number: Customer ID: Billing Zip Code: 60060- Voice Auth Code:

Process Clear

** Indicates a Required Field

Figure 3.28 Displaying the **Virtual Terminal**.

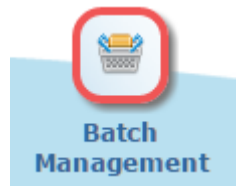
Step 12. Add the dollar amount of the transaction in the **Amount Field** and click **Process**.

A green rectangular button with the word "Process" written in white text.

Step 13. Once processed, the **Receipt Window** opens giving the option to print and/or email the receipt.

4. Batch Management

4.1. Getting Started



A batch is a collection of transactions, usually a single day's worth that can be viewed at any time during the day. This section will discuss the *MyBridgePay* batch and settlement features for merchants. This section will go into detail for Unsettled Batch (current or open batch), Settled Batch (closed batch), and Settlement Submission. Additionally, the *MyBridgePay* Gateway provides the merchant with two options for settlement: 1) Manual Settlement and 2) Automatic Settlement. This feature also allows the merchant to void or delete a transaction from its current batch or open batch *prior* to settlement.

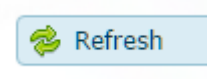
4.2. Viewing an Unsettled Batch (current or open)

To view a current or open batch at any time, follow these steps:

Step 1. Click the **Unsettled** button.



Step 2. Click **Refresh** to pull the most current batch data.



Step 3. The current batch detail of each transaction is listed and displayed in the **Batch Management** window.

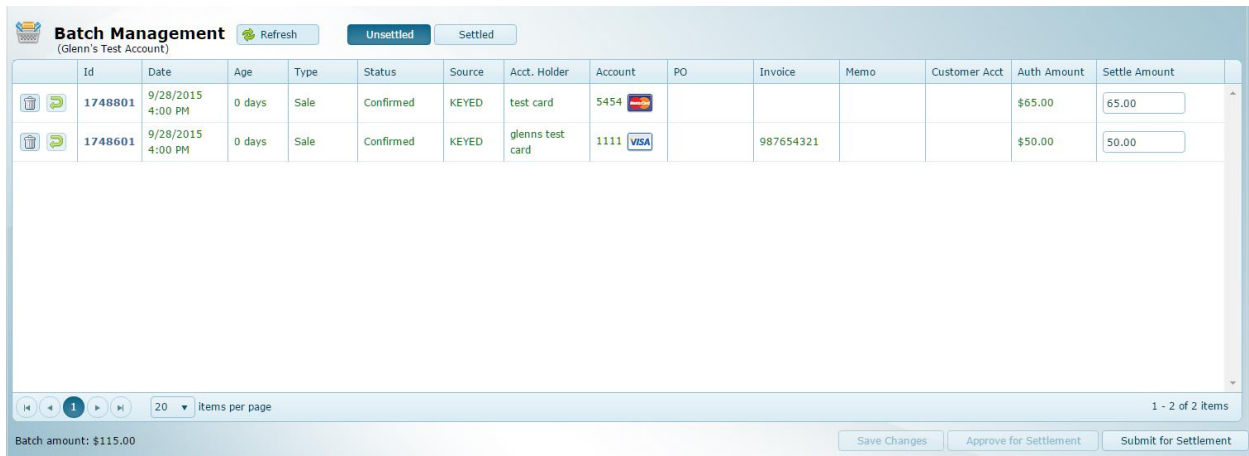


Figure 4.1 Displaying Batch Management window.

4.3. Batch Submission

There are two types of batch settlement:

1. Manual Settlement – Merchant controls settlement.
2. Auto Settlement – Gateway systems controls settlement.

4.3.1. Manual Settlement

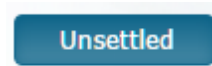
Manual Settlement in MyBridgePay is the process of submitting authorized transactions to the merchant's payment processor to receive payment of funds. This procedure is usually conducted at the end of the business day but can be done at any time. After the **settlement**, the transactions in Unsettled Batch are moved into a **Settled Batch**.

To manually submit for **settlement** at the End of Business day, follow these steps:

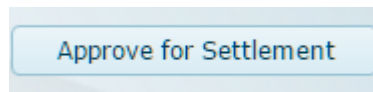
Step 1. Go to **Batch Management**



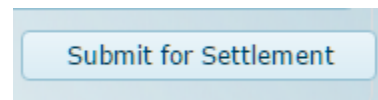
Step 2. Click **Unsettled** button



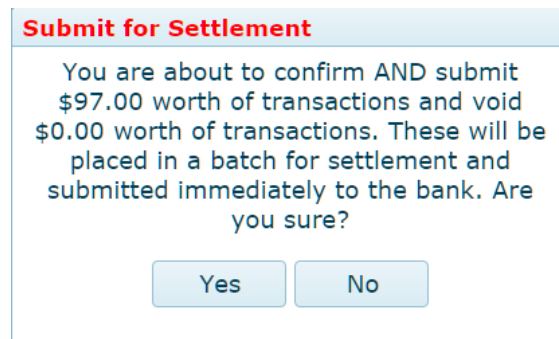
Step 3. If you have any Authorized only transactions, please click **Approve for Settlement** before moving to Step 4.



Step 4. Click **Submit for Settlement** to close the current batch.

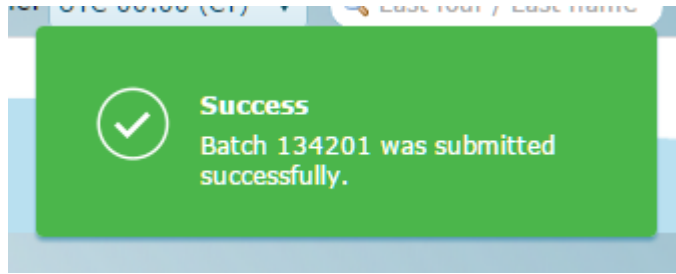


Step 5. The **Submit for Settlement** window opens.



Step 6. Click **Yes** to proceed.

Step 7. If Settlement is successful, the following window appears.



4.3.2. Auto Settlement

Auto Settlement is the process by which a collection of transactions in a batch are automatically closed at the same time every day for the merchant. The merchant does not need to initiate the settlement. This is done at the gateway level or HOST level.

4.4. Viewing Submitted Batch

4.4.1. Settled Batch (Closed Batch)

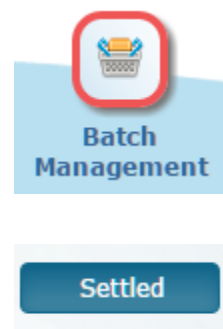
The **Settled Batch** tool can assist a merchant with reconciliation. From this tool, a merchant can view every settled batch. A merchant can also obtain further detail within the tool to view each transaction within the settled batch. The full transaction's detail can also be viewed by clicking on an individual transaction.

To view the **Settled Batch**, follow these steps:

Step 1. Go to **Batch Management**

Step 2. Click **Settled** button

Step 3. This action will display batch totals.



Batch Management (Glenn's Test Account) Refresh Unsettled Settled

Batch Selector:

Batch	Merchant	Date	Amount
134201	324001 - Glenn's Test Account	9/29/2015	\$97.00
132601	324001 - Glenn's Test Account	9/28/2015	\$93.00
132001	324001 - Glenn's Test Account	9/28/2015	\$203.00
122001	324001 - Glenn's Test Account	9/24/2015	\$75.00
115101	324001 - Glenn's Test Account	9/21/2015	\$100.00

Navigation: 1 2 3 4 5 5 Items per page 1 - 5 of 24 Items

Figure 4.2 Displaying Batch totals.

4.4.2. Batch Detail

To view the transactions that make up a specific single batch total, follow these steps:

Step 1. Once in the batch total as shown in figure 4.2, click on a single batch. This action will pull up the collection of transactions within it.

Transactions in Selected Batch:

Id	Date	Type	Source	Acct. Holder	Account	PO	Invoice	Memo	Customer Acct	Auth Amount	Settle Amount
1760101	9/29/2015 9:19 AM	Auth	KEYED		5454					\$23.00	\$23.00
1759901	9/29/2015 9:19 AM	Sale	KEYED		1111					\$44.00	\$44.00
1759201	9/29/2015 8:21 AM	Sale	KEYED		1111		1234567			\$30.00	\$30.00

Navigation: 1 5 Items per page 1 - 3 of 3 Items

Figure 4.3 Displaying Detail of Batch total.

Step 2. Click on the **Id** number of a single transaction, and the detail of the transaction will now be shown as displayed in figure 4.4.


Transaction Details	
Transaction Id:	1759201
Date:	9/29/2015 8:21 AM
Status:	Confirmed
Merchant Name:	Glenn's Test Account
Merchant Id:	324000
Merchant Account Id:	324001
Type:	Sale
Source:	KEYED
Acct. Holder:	
Account:	1111 
Exp. Date:	1216
PO Number:	
Invoice:	1234567
Memo:	
Customer Account:	
Terminal Id:	
Authorized Amount:	\$30.00
Settled Amount:	\$30.00
Processor Response:	Approved

Figure 4.4 Displaying the Transaction Details.

5. Reporting



This section will review the functionality of the **Reporting** module in *MyBridgePay*. The reports included in the Reporting module are:

1. Transaction Reports
 - a. Sales
 - b. Declines
 - c. Transaction List
 - d. Transaction Summary
2. Batch Reports
 - a. Summary

- b. Batch Detail
- c. Current Open Batch Summary

5.1. Transaction Reporting

5.1.1. Sales Report

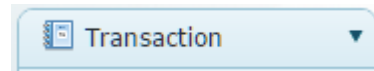
The **Sales Report** provides a list of transactions for a given selection of customers, transaction types, date ranges and amount ranges.

To run a Sales Report, please do the following steps:

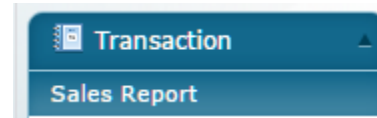
Step 1. Go to **Reporting**



Step 2. Select the **Transaction** drop-down



Step 3. Select **Sales Report**



Step 4. This action opens the **Report Filters** window.

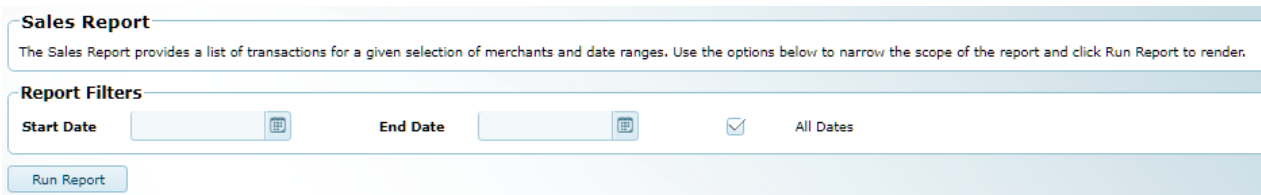
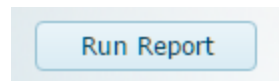


Figure 5.1 Displaying Report Filter window

Step 5. Next, select date range or All Dates and click:



Step 6. This action will display the sales report based upon the requested search criteria.

Sales Report

Return to filters Filters: Reseller: Glenn Reseller; Merchant: Glenns Test Account; Merchant Account: Glenns Test Account; All dates

ID	Date/Time	Merchant	Acct. Holder	Invoice #	Auth Code	Amount
Merchant: Glenns Test Account						
1039301	9/3/2015 10:06 AM	Glenns Test Account	glenns test card		890858599	10.00
1039401	9/3/2015 10:26 AM	Glenns Test Account	glenn gregana	1234567	183666232	30.00
1039901	9/3/2015 10:30 AM	Glenns Test Account	test card	1234567	1822295227	30.00
1040101	9/3/2015 10:39 AM	Glenns Test Account				25.00
1040201	9/3/2015 10:41 AM	Glenns Test Account		987654		33.00
1049201	9/3/2015 4:38 PM	Glenns Test Account			1988271541	25.00
1051701	9/4/2015 4:39 AM	Glenns Test Account			229806834	25.00
1058501	9/4/2015 2:32 PM	Glenns Test Account			1578673978	5.00
1058801	9/4/2015 2:38 PM	Glenns Test Account			1380947046	66.00
1060501	9/4/2015 4:40 PM	Glenns Test Account			1539628961	25.00
1062001	9/5/2015 4:40 AM	Glenns Test Account			707038872	25.00
1062201	9/5/2015 4:41 PM	Glenns Test Account			1491497020	25.00
1062801	9/6/2015 4:41 AM	Glenns Test Account			1984905215	25.00
1063301	9/6/2015 4:41 PM	Glenns Test Account			1495830873	25.00
1064101	9/7/2015 4:42 AM	Glenns Test Account			2055837948	25.00
1066401	9/7/2015 4:43 PM	Glenns Test Account			45988403	25.00
1069601	9/8/2015 4:43 AM	Glenns Test Account			1471487610	25.00
1079901	9/8/2015 4:44 PM	Glenns Test Account			2109574570	25.00
1082301	9/9/2015 4:44 AM	Glenns Test Account			857257574	25.00
1092901	9/9/2015 4:45 PM	Glenns Test Account			599917191	25.00
1096801	9/10/2015 4:45 AM	Glenns Test Account			1518528239	25.00
1112001	9/10/2015 4:46 PM	Glenns Test Account			446162348	25.00
1115801	9/11/2015 4:46 AM	Glenns Test Account			1141252168	25.00

Figure 5.2 Displaying the Sales Report.

Step 7. The **Sales Report** could be downloaded as PDF, Excel, CSV, and TSV by clicking on the file format icons.



5.1.2. Declines Report

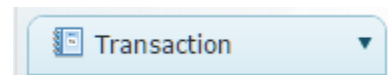
The **Declines Report** provides a list of transactions for a given selection of merchants and date ranges that were declined by the processor.

To run a **Declines Report**, please do the following steps:

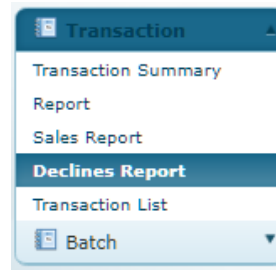
Step 1. Go to **Reporting**



Step 2. Click the **Transaction** drop-down



Step 3. Select Declines Report



Step 4. This action opens the Report Filters window.

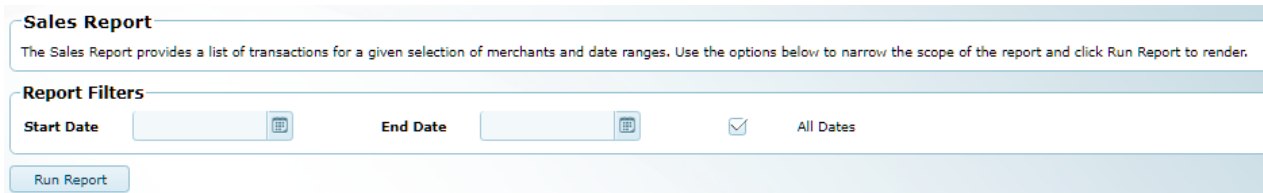
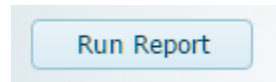


Figure 5.3 Displaying Declines Report window.

Step 5. Select your date range indicated in the Start and End Dates fields or click the All Dates box.



Step 6. Click Run Report

Step 7. The Declines Report will now open.

Declines Report

Return to filters Filters: Reseller: Glenn Reseller; Merchant: Glenn Test Account; Merchant Account: Glenn Test Account; All dates

ID	Date/Time	Merchant	MID/TID	Account	Source	Reason	Amount
Merchant: Glenn Test Account							
1025401	9/2/2015 10:16 AM	Glenna Test Account	324000	1114	KEYED	Denied by customer's bank (Issuer Unavailable)	10.00
1025901	9/2/2015 10:48 AM	Glenna Test Account	324000	5454	KEYED	Denied by customer's bank (Issuer Unavailable)	1.00
1026001	9/2/2015 10:48 AM	Glenna Test Account	324000	5454	KEYED	Denied by customer's bank (Issuer Unavailable)	1.00
1027201	9/2/2015 11:16 AM	Glenna Test Account	324000	1114	KEYED	Denied by customer's bank (Issuer Unavailable)	2.00
1592001	9/17/2015 9:38 AM	Glenna Test Account	324000	5454	KEYED	Hold - Pick up card (Pick Up Card)	100.00
1592101	9/17/2015 9:41 AM	Glenna Test Account	324000	0926	KEYED	Hold - Pick up card (Pick Up Card)	100.00
1592201	9/17/2015 9:41 AM	Glenna Test Account	324000	1111	KEYED	Hold - Pick up card (Pick Up Card)	100.00
1592301	9/17/2015 9:42 AM	Glenna Test Account	324000	1114	KEYED	Hold - Pick up card (Pick Up Card)	100.00
1592401	9/17/2015 9:43 AM	Glenna Test Account	324000	1111	KEYED	Hold - Pick up card (Pick Up Card)	100.00
1738301	9/28/2015 1:56 PM	Glenna Test Account	324000	5454	KEYED	Call for Authorization (Referral)	97.00

Figure 5.4 Displaying Declines Report window detail.

Step 8. The Declines Report could be downloaded as PDF, Excel, CSV, and TSV by clicking on the file format icons.



5.1.3. Transaction List Report

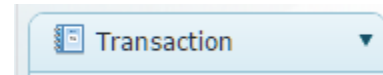
The **Transaction List Report** provides a list of transactions for a given selection of merchants and date ranges. Use the options below to narrow the scope of the report.

To run the **Transaction List Report**, follow these steps:

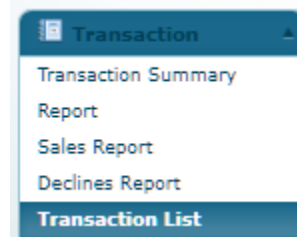
Step 1. Go to **Reporting**



Step 2. Click **Transaction** drop-down



Step 3. Select **Transaction List**



Step 4. This action opens the **Transaction List Report- Report Filters** window.

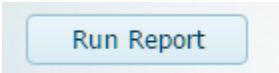
A screenshot of the "Transaction List Report- Report Filters" window. The window has a light blue header with the title "Transaction List". Below the header is a paragraph of text: "The Transaction List provides a list of transactions for a given selection of merchants, transaction types, date ranges and amount ranges. Use the options below to narrow the scope of the report and click Run Report to render." Below this text is a section titled "Report Filters". This section contains four input fields: "Transaction Type" (a dropdown menu with "--All--" selected), "Start Date" (a date picker), "End Date" (a date picker), and "Amount From" (a text input). To the right of the "End Date" and "Amount From" fields are two checkboxes: "All Dates" (checked) and "All Amounts" (checked). Below the "Report Filters" section is a "Run Report" button.

Figure 5.5 Displaying Transaction Reconciliation Report-Report Filters window.

Step 5. Select your date range indicated in the **Start** and **End Dates** fields or click the **All Dates** box.

Step 6. Enter your **\$ amount** range or select All Amounts

Step 7. Click **Run Report**



Step 8. The **Transaction List Report** opens.

Transaction List

Filters: Reseller: Glenn Reseller, Merchant: Glenns Test Account, Merchant Account: Glenns Test Account, Transaction Type: All, All dates, All amounts

Return to filters

Transaction ID	Date & Time	Transaction Type	Source	Account Holder Name	Account Number	Payment Method	Auth Code	Auth Amount	Settle Amount	Invoice Number	Cust
merchantName: Glenns Test Account											
1025401	9/2/2015 10:16 AM	Decline	KEYED	glenns test card	1114	VISA		0.00	0.00		
1025901	9/2/2015 10:48 AM	Decline	KEYED	glenns test card	5454	MasterCard		0.00	0.00	1	
1026001	9/2/2015 10:48 AM	Decline	KEYED	glenns test card	5454	MasterCard		0.00	0.00	1	
1027201	9/2/2015 11:16 AM	Decline	KEYED	glenn gregana	1114	VISA		0.00	0.00		
1039301	9/3/2015 10:06 AM	Sale	KEYED	glenns test card	1111	VISA	890858599	10.00	10.00		
1039401	9/3/2015 10:26 AM	Sale	KEYED	glenn gregana	1111	VISA	1383663...	30.00	30.00	1234567	
1039901	9/3/2015 10:30 AM	Sale	KEYED	test card	1111	VISA	1822295...	30.00	30.00	1234567	
1040101	9/3/2015 10:39 AM	Sale	KEYED					25.00	25.00		
1040201	9/3/2015 10:41 AM	Sale	KEYED					33.00	33.00	987654	
1049201	9/3/2015 4:38 PM	Sale	KEYED		1111	VISA	1988271...	25.00	25.00		
1051701	9/4/2015 4:39 AM	Sale	KEYED		1111	VISA	229806834	25.00	25.00		
1058501	9/4/2015 2:32 PM	Sale	KEYED		1111	VISA	1578673...	5.00	5.00		
Grand Total:								6,421.10	5,697.10		

Figure 5.6 Displaying your Search Result.

Step 9. The **Transaction List Report** could also be downloaded in PDF, Excel, CSV, and TSV.



5.1.4. Transaction Summary Report

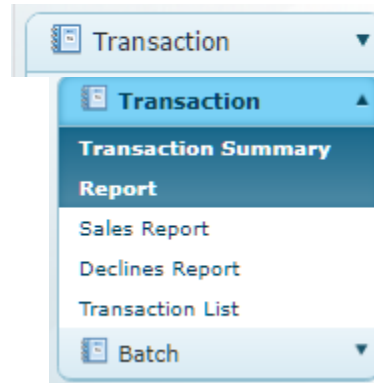
The **Transaction Summary Report** provides the breakdown amount totals of each **Card Type**.

To run the Transaction Summary Report, follow these steps:



Step 1. Go to **Reporting**

Step 2. Click **Transaction** Drop-down



Step 3. Select **Transaction Summary Report**

Step 4. This action opens the **Transaction Summary Report- Report Filters** window

Transaction Summary Report

The Transaction Summary Report provides the list of transactions for batch. Use the options below to narrow the scope of the report and click Run Report to render.

Report Filters

Start Date: 6/1/2017 End Date: 10/4/2017 All Dates

Username: Batch ID:

Step 5: Enter your date range

Step 6: Click **Run Report**

Step 7: The **Transaction Summary Report** opens.

Transaction Summary Report

[Return to filters](#) Filters: Reseller: , Merchant: , Merchant Account: , from 6/1/2017, to 10/4/2017

Credit Card Summary						
Card Type	Sale Count	Sale Amount	Return Count	Return Amount	Total Amount	
VISA	4	22.00	0	0.00	22.00	
Master Card	3	71.00	0	0.00	71.00	
AMEX	1	33.00	0	0.00	33.00	
Total	8	126.00	0	0.00	126.00	

Transaction Type Summary						
Transaction Type	Transaction Count	Auth Amount	Tip Amount	Capture Amount	Settle Count	Settle Amount
Sale	11	146.00	0.00	126.00	7	93.00
Reversal	3	-20.00	0.00	0.00	0	0.00
Total	14	126.00	0.00	126.00	7	93.00

Step 8: The **Transaction Summary Report** could also be downloaded in PDF, Excel, CSV, and



TSV.

5.2. Batch Reporting

5.2.1. Batch Summary Report

The Batch Summary Report provides a list of batches for a given date ranges and amount range.

To Run a Batch Summary Report, please do the following steps:

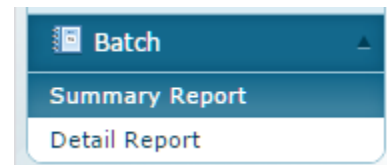
Step 1. Go to **Reporting**



Step 2. Click the **Batch** drop-down



Step 3. Select **Summary Report**



Step 4. This action opens up the **Batch Summary Report-Report Filters** window.

Batch Summary Report

The Batch Summary Report provides a list of batches for a given date ranges and amount range. Use the options below to narrow the scope of the report and click Run Report to render.

Report Filters

Start Date: End Date: All Dates

Batch ID:

Figure 5.7 Displaying Batch Summary Report-Report Filters window.

Step 5. Select your date range indicated in the **Start** and **End Dates** field, click the **All Dates** box, or enter a Batch ID.

Run Report

Step 6. Click **Run Report**

Step 7. This action opens your **Batch Summary Report**.

Batch Summary Report

Return to filters Filters: Reseller: Glenn Reseller, Merchant: Glens Test Account, Merchant Account: Glens Test Account, from 7/1/2016, to 10/3/2017

Batch ID	Batch Date/Time	Card Type	Merchant	Sales Amount	Sales Count	Return Amount	Return Count	Error Count	Total Count	Batch Amount
Merchant: Glens Test Account										
201619904	6/19/2017 12:23 PM	VISA	Glens Test Account	10.00	1	0.00	0	0	1	10.00
201598604	6/12/2017 1:01 PM	VISA	Glens Test Account	2.00	2	0.00	0	0	2	2.00
201341604	3/29/2017 2:00 PM	VISA	Glens Test Account	5.10	1	0.00	0	0	1	5.10
201341304	3/29/2017 1:27 PM	VISA	Glens Test Account	5.00	1	0.00	0	0	1	5.00
201107104	1/19/2017 2:00 PM	VISA	Glens Test Account	10.00	1	0.00	0	0	1	10.00
201090101	1/13/2017 3:08 PM	VISA	Glens Test Account	10.00	1	0.00	0	0	1	10.00
200871501	10/26/2016 11:13 AM	MasterCard	Glens Test Account	10.00	2	0.00	0	0	2	10.00
200825801	10/7/2016 12:53 PM	VISA	Glens Test Account	22.00	3	0.00	0	0	3	22.00
200820801	10/4/2016 12:17 PM	MasterCard	Glens Test Account	11.00	2	0.00	0	0	2	11.00
200820801	10/4/2016 12:17 PM	VISA	Glens Test Account	5.00	1	-10.00	2	0	3	-5.00
200694401	8/11/2016 12:00 PM	MasterCard	Glens Test Account	15.00	1	0.00	0	0	1	15.00
200694401	8/11/2016 12:00 PM	VISA	Glens Test Account	60.00	1	0.00	0	0	1	60.00
Total				240.10	20	-45.00	4	0	24	195.10

20 Items per page 1 - 17 of 17 Items

Figure 5.8 Displaying Batch Summary Report.

Step 8. The **Batch Summary Report** could be downloaded as PDF, Excel, CSV, and TSV file formats.



5.2.2. Batch Detail Report

The **Batch Detail Report** provides a list of transactions for a given batch.

To run a **Batch Details Report**, follow these steps:



Step 1. Go to **Reporting**

Step 2. Select **Batch** drop-down



Step 3. Select **Detail Report**



Step 4. This action opens up the **Batch Details Report- Report Filters** window.

Step 5. Select the particular detail report from drop-down list or enter Batch ID to pull the Batch Detail Report.

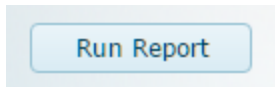
Batch Details Report
The Batch Detail Report provides a list of transactions for a given batch. Use the options below to narrow the scope of the report and click Run Report to render.

Report Filters

Batch ID Batch

Figure 5.9 Displaying the Batch Details Report-Report Filter window.

Step 6. Click **Run Report**



Step 7. This action opens the **Batch Details Report** for a particular batch.

Batch Details Report
Filters: Reseller: Glenn Reseller, Merchant: Glens Test Account, Merchant Account: Glens Test Account, Batch: BatchId: 200447401 - Total: 90.00 (Date: 5/5/2016 2:00:10 PM)from 9/25/2017, to 10/2/2017.

ID	Date/Time	Type	Merchant	Source	Acct. Holder	Account	PO	Invoice #	Memo	Customer ID	Auth Code	Amount
Batch ID: 200447401												
203650701	5/4/2016 2:20 PM	Sale	Glenns Test Account	KEYED		1114 VISA					194496889	25.00
203650801	5/4/2016 2:21 PM	Sale	Glenns Test Account	KEYED		1114 VISA					1129056133	20.00
203651601	5/4/2016 2:29 PM	Refund	Glenns Test Account	KEYED		1114 VISA					1175928523	-15.00
203651801	5/4/2016 2:32 PM	Sale	Glenns Test Account	KEYED		1114 VISA					935851099	25.00
203652501	5/4/2016 2:37 PM	Sale	Glenns Test Account	KEYED		1765 MASTERCARD					482838842	30.00
203664401	5/5/2016 1:58 PM	Sale	Glenns Test Account	KEYED		1114 VISA					2074821590	5.00
Subtotal												90.00
Total												85.00

Figure 5.10 Displaying Batch Details Report.

Step 8. The **Batch Details Report** could be downloaded as PDF, Excel, CSV, and TSV file format.



5.2.3. Current Open Batch Summary Report

The **Current Open Batch Summary Report** provides you the sum totals for each card type in an open batch.

To run the **Current Open Batch Summary Report**, please follow these steps:

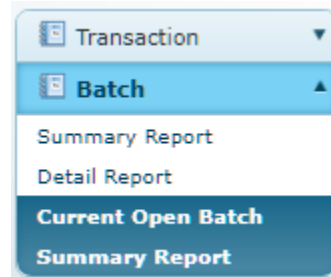
Step 1: Go to Reporting



Step 2: Select Batch drop-down



Step 3: Click Current Open Batch Summary Report



Step 4: This action opens up Current Open Batch Summary Report Filters.

Current Open Batch Summary Report

The Current Open Batch Summary Report provides a list of transactions for Current Open batch. Click Run Report to render.

Report Filters

Run Report

Run Report

Step 5: Click Run Report

Step 6: This action opens the Current Open Batch Summary Report

Current Open Batch Summary Report

[Return to filters](#) Filters: Reseller: , Merchant: , Merchant Account:

Payment Type	Deposit Amount	Deposit Qty	Return Amount	Return Count	Net Amount	Net Count
+ Batch ID: 201953404						
AMEX	33.00	1	0.00	0	33.00	1
SubTotal	33.00	1	0.00	0	33.00	1
Grand Total	33.00	1	0.00	0	33.00	1

Step 7: The Current Open Batch Summary Report could be downloaded as PDF, Excel, CSV,

and TSV file format.

