

PCI – Sending to takings

Login to the Fusion portal
<https://innovation.fusiontelecom.co/login/>:

Select Payguard > History > Advanced

The screenshot displays the Fusion portal interface. On the left is a navigation sidebar with a menu icon at the top. The menu items are: Dashboard, Numbers, Sessions, Transform, PayGuard (highlighted with a red box and a red arrow), Workspace, History (highlighted with a red box and a red arrow), Audit, Settings, and Administration. The main content area shows the breadcrumb path: Home > PayGuard > Payments History. Below this are four charts: 1. 'Number Of Transactions Per Day' (line chart, 4 Jul to 1 Aug) with a tooltip for Thursday, Jul 21, 01:00 showing 1 Refund. 2. 'Transaction Amounts Per Day' (line chart, 4 Jul to 1 Aug). 3. 'Number Of Transactions Per Week' (line chart, 9 May to 25 Jul) with a tooltip for Monday, Jul 11, 01:00 showing 51 Successful Transactions, 0 Declined Transactions, and 0 Refunds. 4. 'Transaction Amounts Per Week' (bar chart, 9 May to 25 Jul). At the bottom right, there is a search bar containing the text 'Advanced', which is also highlighted with a red box.

2.
Select the required date and click 'OK'

Search Advanced

Date Range

Today | Yesterday | Last 7 days | Last 30 days | This Week | Last Week | This Month | Last Month

« < Aug 2022 > » « < Aug 2022 > »

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |

OK

Agents: Select Agents... [X]

Payment Type: Select Payment Type... [X]

Reference: Type Reference...

Token: Type Token...

Tags: Type Tags...

Status: Select Status... [X]

PG Auth Code: Type PG Auth Code...

Bank Auth Code: Type Bank Auth Code...

Teams: Select Teams... [X]

Transaction type: Select Transaction type... [X]

Search Reset

Export Columns

| ID | Date | Name on Card | Amount | Refunded Amount | Reference | Status | Actions |
|--------|--------------------|--------------|----------|-----------------|-----------|---------|---------|
| 156154 | 03 Aug 22 16:30:54 | Test | £ 504.00 | £ 0.00 | | Success | |

3.

Select the site(s) you are reporting on

Search

Advanced

Date Range
2 Aug 2022 - 2 Aug 2022

Training Gateway +

Agents
Select Agents... x

Reference
Type Reference...

Tags
Type Tags...

PG Auth Code
Type PG Auth Code...

Teams
Select Teams... x

Payment Type
Select Payment Type... x

Token
Type Token...

Status
Select Status... x

Bank Auth Code
Type Bank Auth Code...

Transaction type
Select Transaction type... x

Search

Reset

Export

Columns

4.

Select 'Search'

Q Search Q Advanced

| | | |
|---|--|--|
| Date Range 2 Aug 2022 - 2 Aug 2022 | Agents Select Agents... ✕ | Payment Type Select Payment Type... ✕ |
| Name On Card Type Name On Card... | Reference Type Reference... | Token Type Token... |
| Notes Type Notes... | Tags Type Tags... | Status Select Status... ✕ |
| Process Select Process... ✕ | PG Auth Code Type PG Auth Code... | Bank Auth Code Type Bank Auth Code... |
| Gateways Training Gateway ✕ ✕ | Teams Select Teams... ✕ | Transaction type Select Transaction type... ✕ |

Q Search ✕ Reset

↓ Export Columns ↓

5.
The payments within the specified date range will show at the bottom of the page
Click 'Export' to download the file to an Excel document

Q Search Advanced

Date Range 22 Jul 2022 - 22 Jul 2022

Agents Select Agents... ✕

Payment Type Select Payment Type... ✕

Name On Card Type Name On Card...

Reference Type Reference...

Token Type Token...

Notes Type Notes...

Tags Type Tags...

Status Select Status... ✕

Process Select Process... ✕

PG Auth Code Type PG Auth Code...

Bank Auth Code Type Bank Auth Code...

Gateways Training Gateway ✕

Teams Select Teams... ✕

Transaction type Select Transaction type... ✕

Q Search ✕ Reset

Export Columns

| ID | Date | Name on Card | Amount | Refunded Amount | Reference | Status | Actions |
|--------|--------------------|--------------|---------|-----------------|-----------|---------|---------|
| 149851 | 22 Jul 22 10:23:46 | Test | £ 10.00 | £ 0.00 | Test | Success | |

6.
The exported file will show in the below format.

Save and send to takings

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|---|--------|------------------|--------------|----------|-----------------|-----------|---------|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ID | Date | Name on Card | Amount | Refunded Amount | Reference | Status | | | | | | | | | | | |
| 2 | 149851 | 22/07/2022 10:23 | Test | Â£ 10.00 | Â£ 0.00 | Test | SUCCESS | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | |



Issues or questions? Contact us!

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Option 1 – Support

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