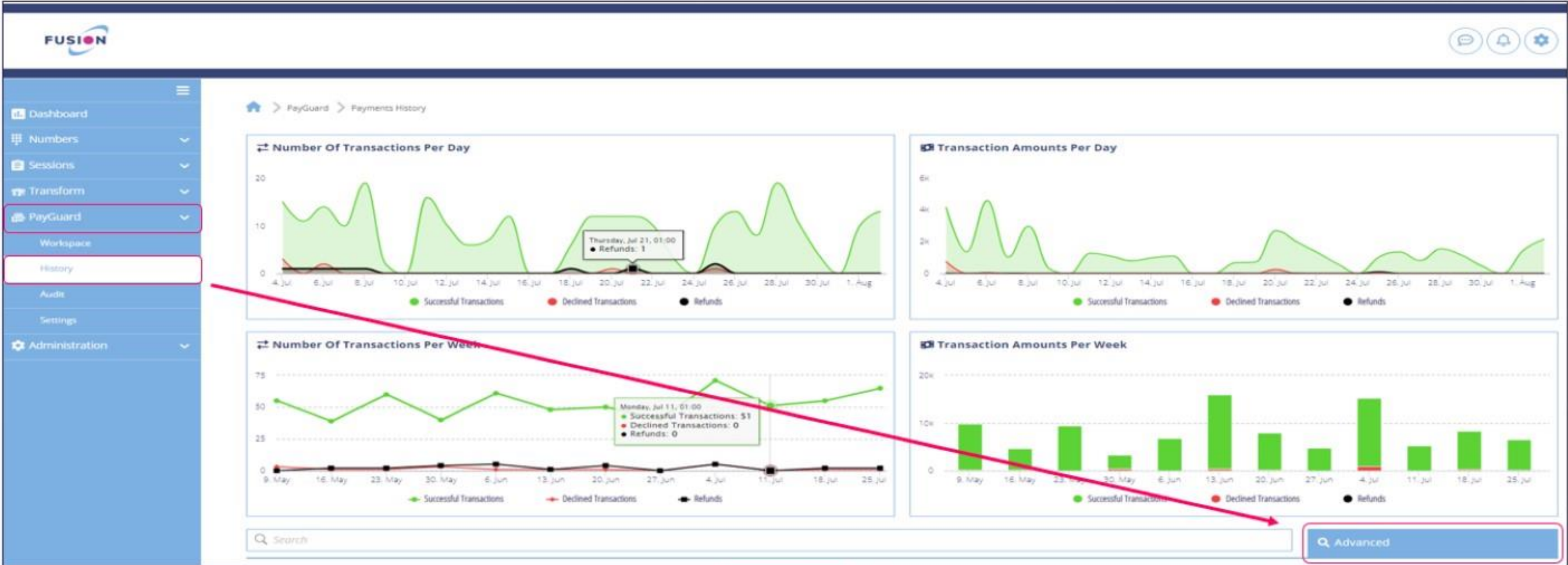


# PCI – Sending to Takings

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

2. Select 'Payguard', followed by 'History', then 'Advanced'



# PCI – Sending to Takings

3. Select the required date and click 'OK'

The screenshot shows a web interface for PCI processing. At the top left is a search bar with the text 'Search'. To its right is a blue button labeled 'Advanced'. Below the search bar is a 'Date Range' section with a calendar for August 2022. The calendar has two views, both for August 2022. The first view shows dates from 25 to 31, and the second view shows dates from 1 to 4. The 'Date Range' section also includes links for 'Today', 'Yesterday', 'Last 7 days', 'Last 30 days', 'This Week', 'Last Week', 'This Month', and 'Last Month'. Below the calendar is an 'OK' button. To the right of the calendar are several filter fields: 'Agents' (Select Agents...), 'Reference' (Type Reference...), 'Tags' (Type Tags...), 'PG Auth Code' (Type PG Auth Code...), and 'Teams' (Select Teams...). Further right are 'Payment Type' (Select Payment Type...), 'Token' (Type Token...), 'Status' (Select Status...), 'Bank Auth Code' (Type Bank Auth Code...), and 'Transaction type' (Select Transaction type...). At the bottom right of the filter section are 'Export' and 'Columns' buttons. Below the filters is a table with the following columns: ID, Date, Name on Card, Amount, Refunded Amount, Reference, Status, and Actions. The table contains one row of data: ID 156154, Date 03 Aug 22 16:30:54, Name on Card Ms L Yor, Amount £ 504.00, Refunded Amount £ 0.00, Status Success, and Actions.

ID	Date	Name on Card	Amount	Refunded Amount	Reference	Status	Actions
156154	03 Aug 22 16:30:54	Ms L Yor	£ 504.00	£ 0.00		Success	

# PCI – Sending to Takings

4. Select the site(s) you are reporting on

The screenshot shows a web application interface for PCI reporting. At the top, there is a search bar with the text "Search" and a blue button labeled "Advanced". Below the search bar, there are several filter sections:

- Date Range:** A calendar icon and the text "2 Aug 2022 - 2 Aug 2022". A red box highlights the "Training Gateway" site in the list below.
- Agents:** A text input field with "Select Agents..." and a red "X" button.
- Reference:** A text input field with "Type Reference..."
- Tags:** A text input field with "Type Tags..."
- PG Auth Code:** A text input field with "Type PG Auth Code..."
- Teams:** A text input field with "Select Teams..." and a red "X" button.
- Payment Type:** A text input field with "Select Payment Type..." and a red "X" button.
- Token:** A text input field with "Type Token..."
- Status:** A text input field with "Select Status..." and a red "X" button.
- Bank Auth Code:** A text input field with "Type Bank Auth Code..."
- Transaction type:** A text input field with "Select Transaction type..." and a red "X" button.

At the bottom of the interface, there are two search bars (one with "Search" and one with "Reset"), an "Export" button, and a "Columns" dropdown menu.

# PCI – Sending to Takings

5.  
Select 'Search'

Advanced

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

✕ Reset

Export Columns

# PCI – Sending to Takings

6. 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

The screenshot displays a web interface for managing PCI payments. At the top, there is a search bar and an 'Advanced' search toggle. Below this are various filter sections: 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), and Teams (Select Teams...). At the bottom of the filter area, there is a search bar, a 'Reset' button, an 'Export' button, and a 'Columns' dropdown menu. Below the filters is a table with the following data:

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	

# PCI – Sending to Takings

7.

The exported file will be shown in the below format. Now, save and send to takings

The screenshot shows the Microsoft Excel interface with the following data table:

	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	£ 10.00	£ 0.00	Test	SUCCESS											
3																		
4																		
5																		
6																		

# PCI – Processing a Payment

onecom



**Issues or questions? Contact us!**

In Hours Support or Service Requests:

02036753399

[cloudsupport@onecom.co.uk](mailto:cloudsupport@onecom.co.uk)



**onecom**

[www.onecom.co.uk](http://www.onecom.co.uk)