



AEDO MAINTENANCE

Transaction Update Process

1. Enter your login details

The screenshot shows a login form with the following elements:

- Login information** header
- Login ID *** label above a text input field
- Password *** label above a password input field
- Instruction: "Enter the password that accompanies your username."
- Log in** button
- [Forgot Password?](#) link

AEDO Transaction Update Process

2. Select the "Transaction Maintenance" option

The screenshot shows the ABSA AEDO Home Page navigation menu. The "Transaction Maintenance" option is highlighted with a red box. The page is titled "AEDO Home Page" and includes the following navigation items:

- Home
- Access Selection
- Reporting
- Maintenance
 - Transaction Maintenance** (highlighted)
 - Maintenance Audit Report
- Resources
- User Admin
- Contact Us
- Log out

Additional page elements include the ABSA logo, "Authenticated Early E", "Logged on as: Krisan Padayachee [100157]", a "Tip of the Day" banner, and an "Important information" section with a link to "AEDO Processing Responses and Terminal Codes.pdf".



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3. There are two types of maintenance options available for selection: Contract and Instalment. Once either of these is selected, a drop down box with their options will now be available as displayed below, select the option you wish to use.

a. Contract

Step 1: Select Maintenance Type

Category:

Change Type:

Step 2: Select y

Sort Criteria:

Step 3: Select the Search Criteria

- Select Change Type-
- DC - Contract Date Change
- EC - Employer Code Change
- CC - Contract Cancellation
- FC - Frequency Change
- AC - Contract Activation
- FD - Pending Contract Date Change
- FA - Contract Date Change and Activation
- TC - Contract Tracking Change
- NC - Contract Number Change
- ZC - ID Number Change
- NA - Contract Number Change and Activation

b. Instalment

Step 1: Select Maintenance Type

Category:

Change Type:

Step 2: Select y

Sort Criteria:

Step 3: Select the Search Criteria

- Select Change Type-
- DI - Instalment Date Change
- IC - Instalment Cancellation
- TI - Instalment Tracking Change
- MI - Instalment Maintenance
- RI - Reschedule Transaction
- PR - Payment Received, Transaction Not Reschedulable
- RM - Reschedule Maintenance
- HI - On Hold Activation
- RE - Instalment Recall

4. Populate the Search criteria fields. These fields allow you to refine your search for the contract/ instalment you wish to update.

Step 3: Select the Search Criteria

Merchant:	<input type="text" value="1001577 - Absa Aedo Test"/>	
Date:	From: <input type="text" value="2015/07/20"/>	To: <input type="text" value="2015/07/21"/>
Transaction Id:	From: <input type="text"/>	To: <input type="text"/>
Contract Number:	From: <input type="text"/>	To: <input type="text"/>
PAN:	<input type="text"/>	
AEDO Reference:	From: <input type="text"/>	To: <input type="text"/>
Employer Code:	From: <input type="text"/>	To: <input type="text"/>
Terminal ID:	From: <input type="text"/>	To: <input type="text"/>
Account Name:	<input type="text"/>	
Bank:	<input type="text" value="-All Banks-"/>	
ID Number:	From: <input type="text"/>	To: <input type="text"/>
Account Number:	From: <input type="text"/>	
Frequency:	<input type="text" value="-Select One-"/>	
Active/Inactive Transactions:	<input type="text" value="All Transactions"/>	

5. Your results will now be displayed in a grid format. You have the option to select singular or mass contracts/ instalments. Once you have selected your desired transactions, click the “submit” option to proceed to apply your maintenance.

Search Criteria	
Category:	Instalment
Change Type:	DI - Instalment Date Change
Date:	20150721 - 20150731
Merchant ID:	000000001001577
Transaction ID:	-
Contract Number:	-
PAN:	-
AEDO Reference:	-
Employer Code:	-
Terminal ID:	-
Bank:	All Banks
Account Number:	
ID Number:	-
Frequency:	No Selection
Active/Inactive Transactions:	All Transactions

Please select the transaction(s) to update

Transaction Maintenance: Future Update														
	Transaction ID	Value Date	Submission Date	Submission Time	Submission Count	Contract No	Instalment	Instalment Amount	Employer Code	Frequency	Tracking Code	Card Acceptor	Active	Bank
1	10143735	20150721	20150721	00:00:00	0	0000000000000056	5	R 5.62	000006	2	14	000000001001577	1	s
2	10143762	20150721	20150721	00:00:00	0	0000000000000345	6	R 235.65	000000	2	14	000000001001577	1	e
3	10143779	20150721	20150721	00:00:00	0	0000000000004535	5	R 765.38	000000	2	14	000000001001577	1	e
4	10143786	20150721	20150721	00:00:00	0	00000000000086534	9	R 565.65	000000	2	14	000000001001577	1	e
5	10143838	20150721	20150721	00:00:00	0	0000000000005632	7	R 96.85	000000	2	14	000000001001577	1	a
6	10143804	20150715	20150721	00:00:00	0	0000000000004658	9	R 58.72	000000	2	14	000000001001577	1	a

6. You are now able to apply the desired change to the selected transactions based on the maintenance type chosen. You can do individual or mass maintenance applications here as well, select "Submit" once complete.

Transaction Maintenance

[Search Transactions](#)
[Select Transactions](#)
[Edit Transactions](#)
[Done](#)

Mass date change:

Future Transaction Maintenance: Instalment Date Change

	Transaction ID	Value Date	Submit Date	Submit Time	Submit Count	Contract Number	Instalments	Instalment	Instalment Amount	Employer Code	Frequency	Tracking Code	Card Acceptor	Act
1	10143779	20150721	20150721	00:00:00	0	0000000000004535	5	5	R 765.38	000000	2	14	000000001001577	
2	10143762	20150721	20150721	00:00:00	0	0000000000000345	6	6	R 235.65	000000	2	14	000000001001577	

7. Transaction maintenance is now complete.

Transaction Maintenance

[Search Transactions](#)
[Select Transactions](#)
[Edit Transactions](#)
[Done](#)

Transaction Maintenance: Done

Transaction Maintenance: Results

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	TranID	Change Type	Status
1	10143838	DC	00 - Success