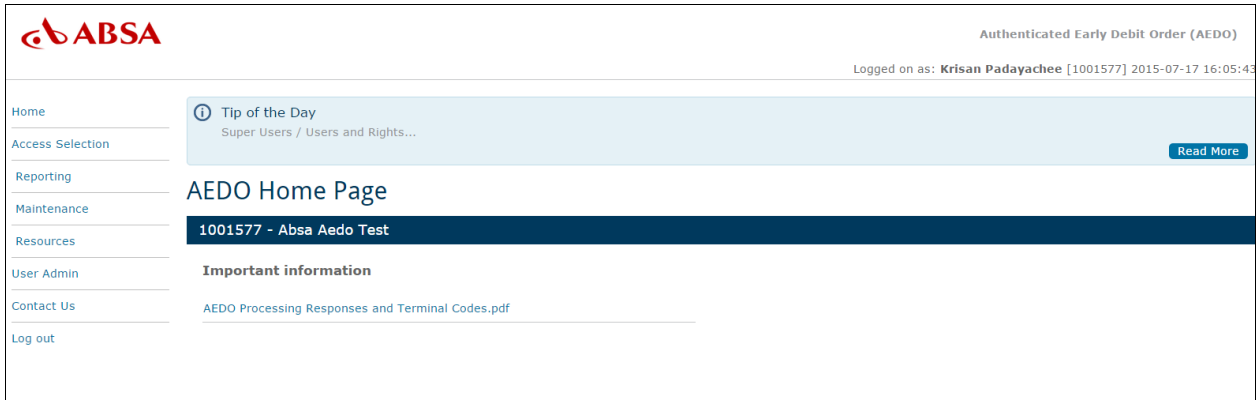


SETTLEMENT REPORTS

1. You will need to be logged in to the Securedredits website. For more information on Logging In and the Access Selection, please see the quick guide labelled: **Login and Access Selection**.
2. You should be on the **AEDO Home Page** now as per the screen shot below.



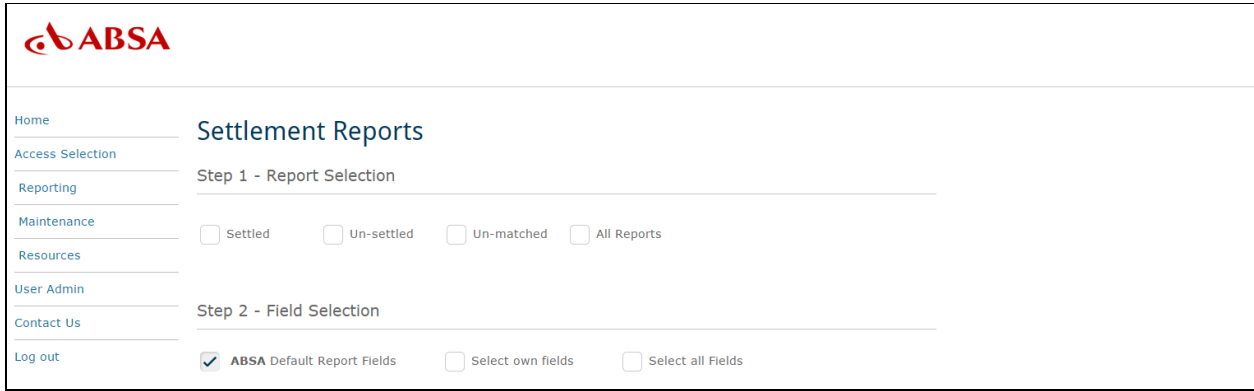
The screenshot shows the ABSA AEDO Home Page. The top left features the ABSA logo. The top right indicates the user is logged in as 'Krisan Padayachee [1001577]' on '2015-07-17 16:05:43'. A navigation menu on the left includes: Home, Access Selection, Reporting, Maintenance, Resources, User Admin, Contact Us, and Log out. A 'Tip of the Day' banner is present, along with a 'Read More' button. The main content area displays 'AEDO Home Page' and '1001577 - Absa Aedo Test'. Under 'Important information', there is a link to 'AEDO Processing Responses and Terminal Codes.pdf'.

3. To access Settlement Reports, click the **Settlement Reports** button situated on the left of the screen as per the screen shot below.

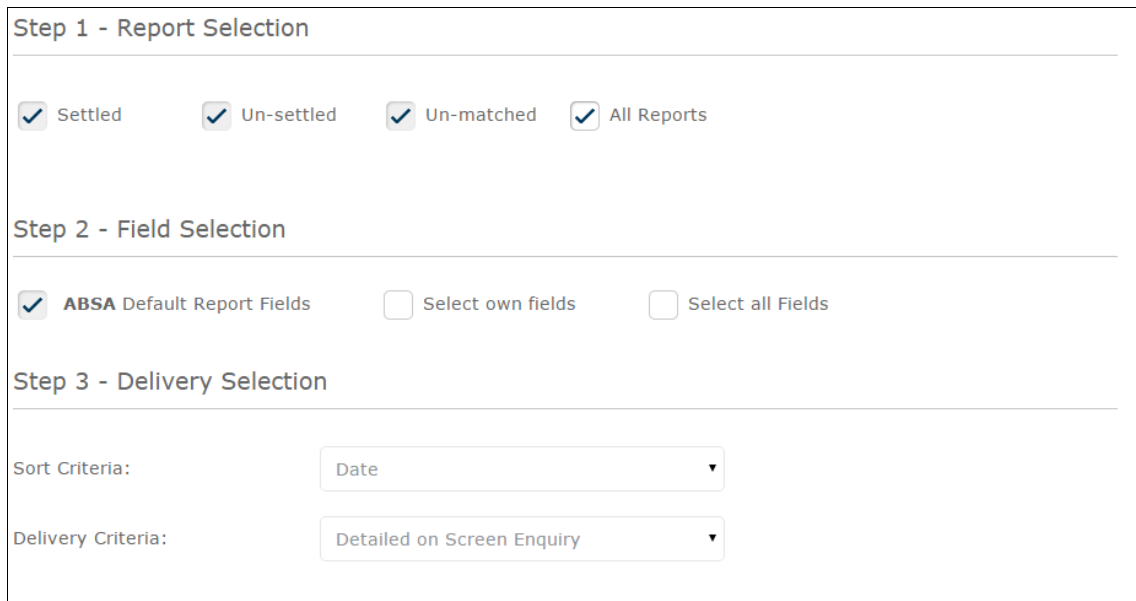


This screenshot is similar to the previous one but shows a dropdown menu under the 'Reporting' category. The 'Settlement Reports' option is highlighted with a red border. Other options in the dropdown include 'Transaction Reports', 'Recall Report', and 'Management Reports'. The rest of the page layout remains the same.

4. After you have clicked on the Settlement Reports button, you will be directed to the **Settlement Reports Page**.



Report Criteria



1. **Report Criteria** – Here you can choose the option of viewing the **Settled Report, Pending Settlement Report or All Reports.**
2. **Delivery Criteria** – These are the different options you can choose from to view your report.

Step 4 - Selection Criteria

Merchant:

Date: From: To:

Transaction Id: From: To:

Contract Number: From: To:

PAN:

1. **Date (yyyy/mm/dd)** – Here you can select a date range for the report.
2. **Organisation** – This allows you to select a group that you are linked to.
3. **Grouping** – This allows you to select a sub-group that you are linked to.
4. **Branch** – This allows you to select a branch that you are linked to.