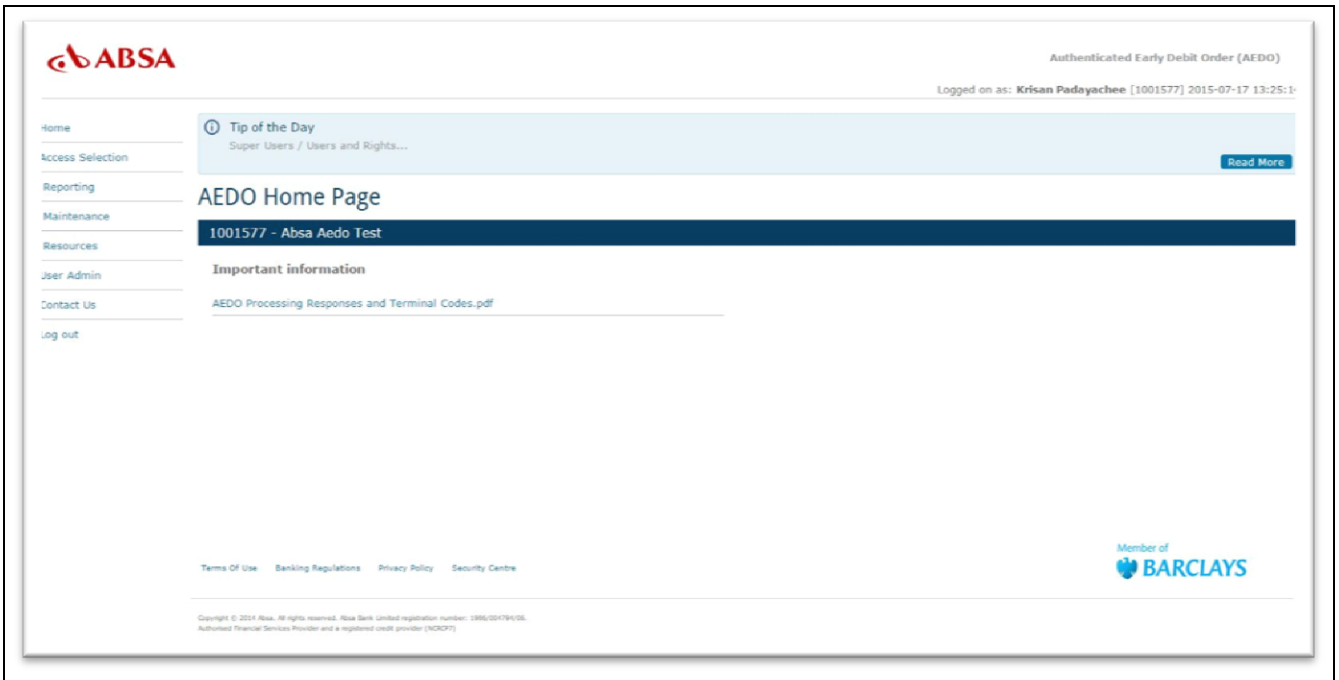


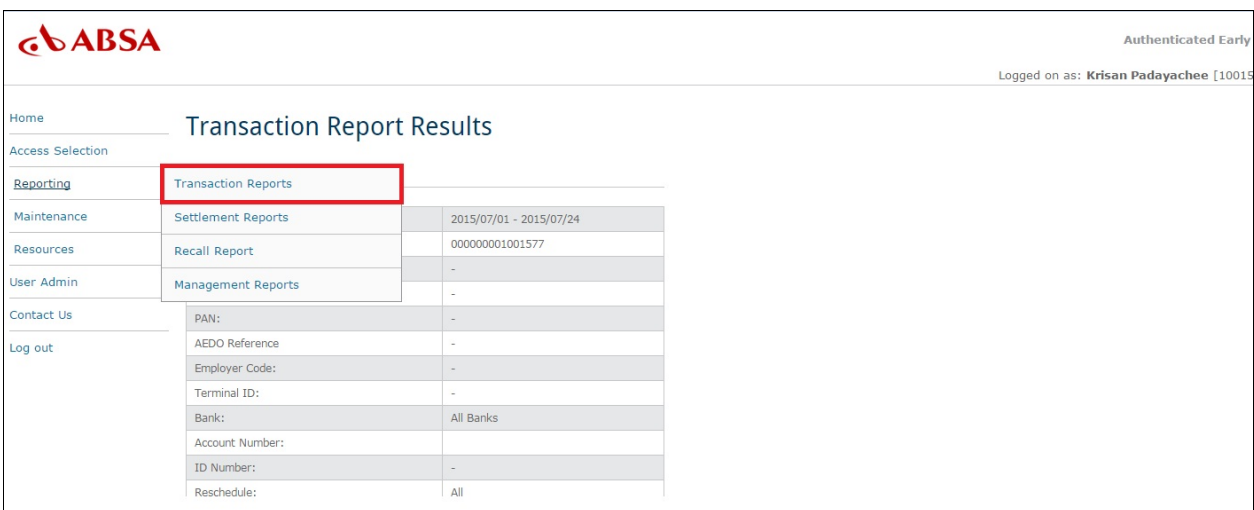
AEDO

TRANSACTION REPORTS

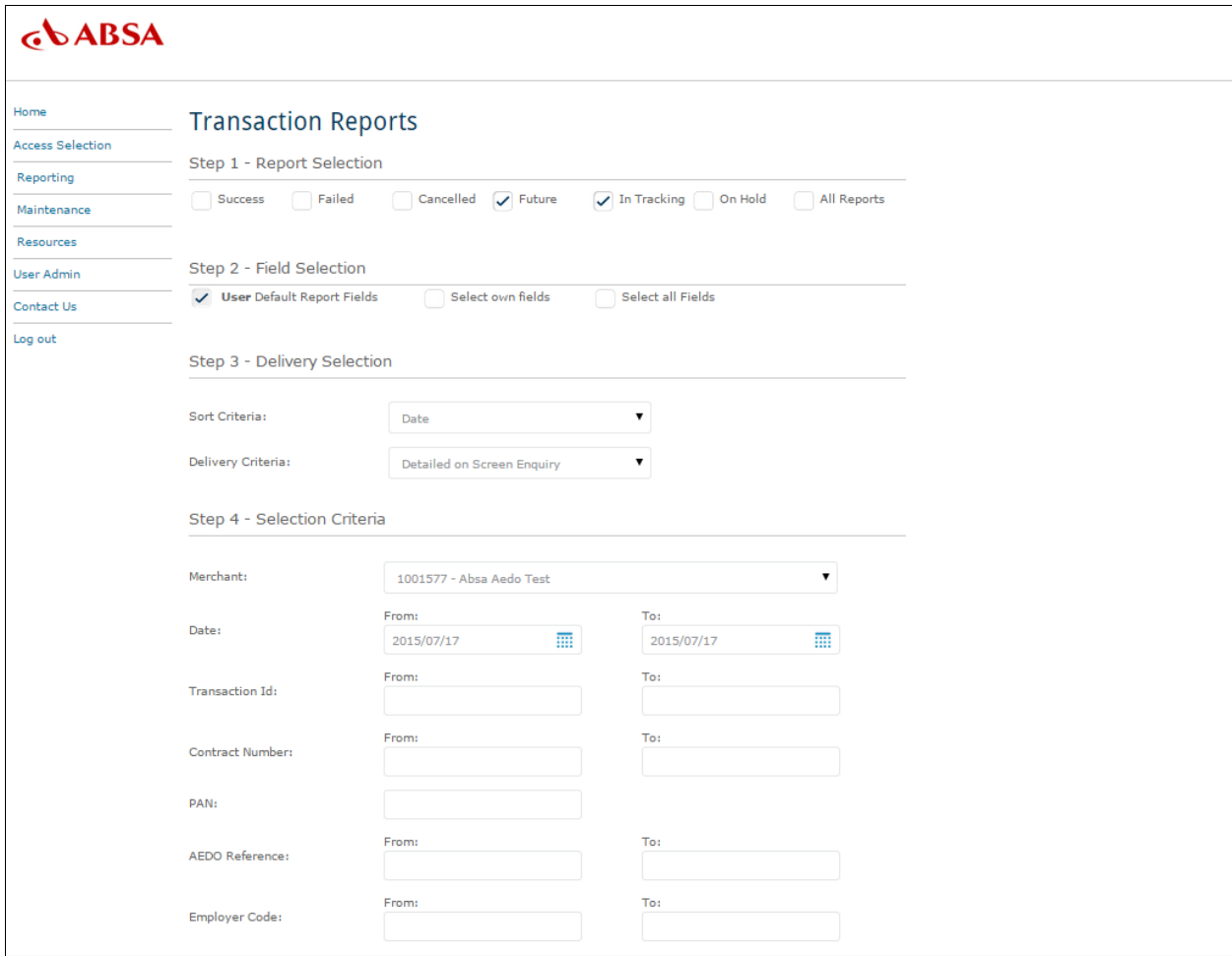
1. You will need to be logged in to the Securedredits website. For more information on logging in and the access selection, please see the quick guide labelled: **Login and Access Selection**.
2. You should be on the **AEDO Home Page** now as per the screen shot below



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



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



The screenshot shows the ABSA Transaction Reports web application. On the left is a navigation menu with links: Home, Access Selection, Reporting, Maintenance, Resources, User Admin, Contact Us, and Log out. The main content area is titled "Transaction Reports" and is divided into four steps:

- Step 1 - Report Selection:** Includes radio buttons for Success, Failed, Cancelled, Future (checked), In Tracking (checked), On Hold, and All Reports.
- Step 2 - Field Selection:** Includes radio buttons for User Default Report Fields (checked), Select own fields, and Select all Fields.
- Step 3 - Delivery Selection:** Includes a "Sort Criteria:" dropdown menu set to "Date" and a "Delivery Criteria:" dropdown menu set to "Detailed on Screen Enquiry".
- Step 4 - Selection Criteria:** Includes a "Merchant:" dropdown menu set to "1001577 - Absa Aedo Test", a "Date:" section with "From:" and "To:" date pickers both set to "2015/07/17", and input fields for "Transaction Id:", "Contract Number:", "PAN:", "AEDO Reference:", and "Employer Code:", each with its own "From:" and "To:" sub-inputs.

Figure 1

Transaction Reports

Step 1 - Report Selection

Success Failed Cancelled Future In Tracking On Hold All Reports **A**

Step 2 - Field Selection

User Default Report Fields Select own fields Select all Fields **B**

Step 3 - Delivery Selection

Sort Criteria: **F**

Delivery Criteria: **G**

Step 4 - Selection Criteria

Merchant:	1001577 - Absa Aedo Test	
Date:	From: 2015/07/17	To: 2015/07/17
Transaction Id:	From:	To:
Contract Number:	From:	To:
PAN:		
AEDO Reference:	From:	To:
Employer Code:	From:	To:
Terminal ID:	From:	To:
Bank:	-All Banks-	
ID Number:	From:	To:
Account Number:		
Reschedule:	-All-	
Nr of Reschedules:		
Active/Inactive Transactions:	Active Transactions	

I J H

Please note the above diagram relates to the information below

- A. In **STEP 1 – Report Selection**, you will notice that there are check boxes for the different reports available. These check boxes indicate which report you would like to view. For example, if you only tick the check box next to the word “Success”, you will only view the “Success” report when the report is generated.
- B. In **Step 2 – Field Selection**, there are three check boxes the user can make use of. If the **Select Own Fields** or **Select All Fields** check box is selected, you will notice an add-on to Step 2 as per **figure 2**.

Figure 2

Step 2 - Field Selection

User Default Report Fields
 Select own fields
 Select all Fields

Column Name	Success	Failed	Cancelled	Future	In Tracking	On Hold
Transaction ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Value Date	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Success Date	<input checked="" type="checkbox"/>					
Success Time	<input checked="" type="checkbox"/>					
Failed Date		<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Failed Time		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Cancelled Date			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>

Save your Choice

Reset to ABSA Default

D
E

Please refer to Figure 2 for C, D and E

Absa Default Report Fields: This is the default fields that Absa has selected by default.

PS: You do not have to make a selection of fields; you can use the Absa default fields.

Select Own Fields: If you select this check box, you will be required to choose the fields for each report to your desired preference. You will select the fields in **C (figure 2)**.

Select All Fields: If you select this check box, all fields will be selected for all reports.

- C. This is the grid where the user can select fields pertaining to the report.
Please note that the report must be selected in order for the user to select fields for that particular report.
- D. This is a **Save Your Choice** button that allows you to save a specified selection of the fields. For example, when making a selection of fields, you will need to click the **Save Your Choice** button in order to save your selection and set it as your default fields. Please note that once your selection has been saved, the label **Absa Default Report Fields** will be changed to **User Default Report Fields**.
- E. This is a **Reset to Absa Default** button that will reset the selection you saved back to the Absa default fields.
- F. The **Sort Criteria** are the options by which you can sort your selected report. Please note that the “Sort Criteria” always sorts in an ascending order.
- G. The **Delivery Criteria** are the different formats your report can be generated in.
- H. In **Step 4 – Selection Criteria**, the user is able to filter the report according to such user’s preferences by using the search criteria available.



- I. This is a **Submit** button which is used to generate your selected report/s.
- J. This is a **Reset** button that resets all the selections you have made.



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