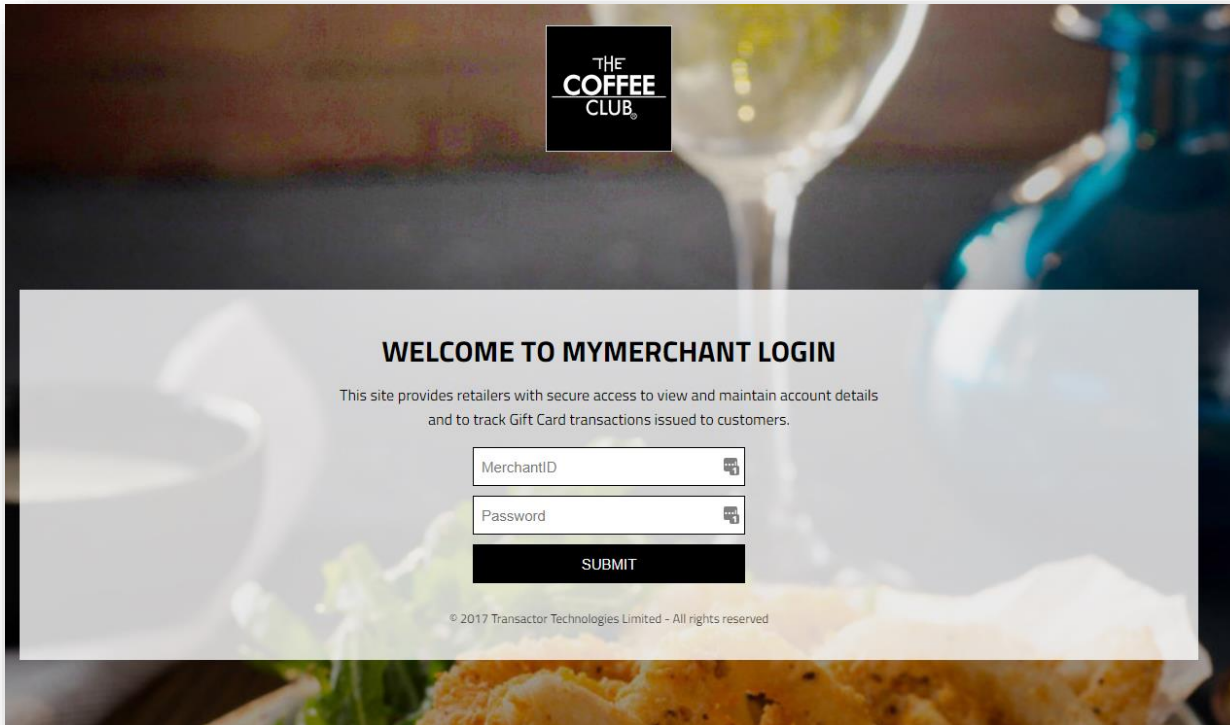




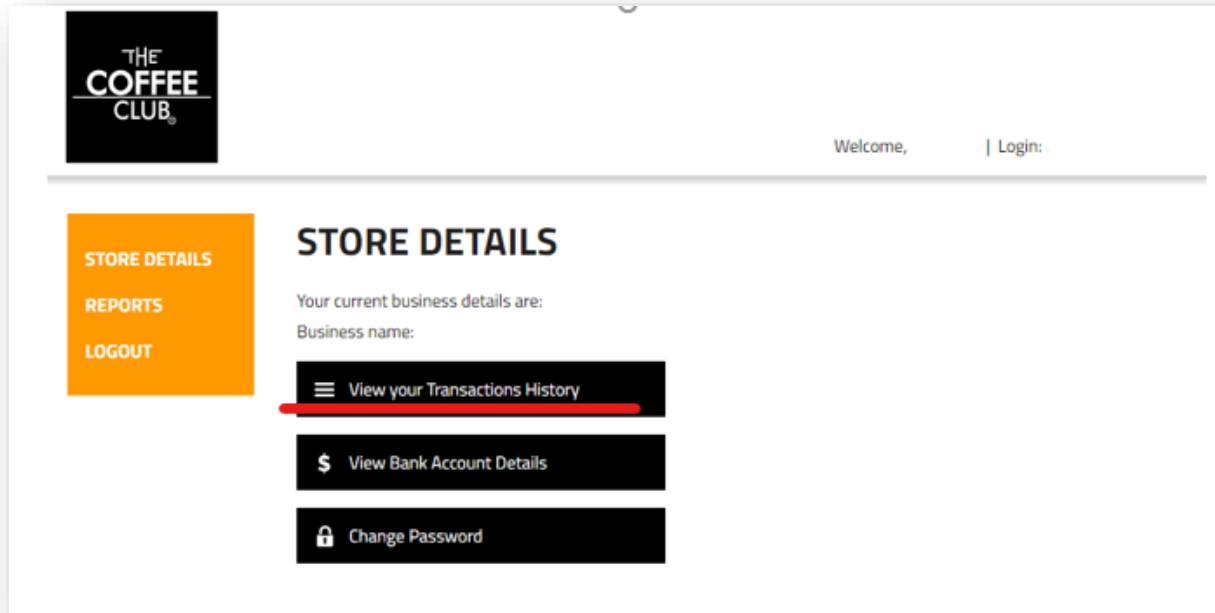
# Reviewing Gift Card transactions

# Reviewing Gift Card transactions

A screenshot of the 'The Coffee Club' MyMerchant Login page. The page features a dark background with a blurred image of a coffee cup and a blue bottle. In the top left corner, there is a logo for 'THE COFFEE CLUB'. The main content area is a white box with the following text: 'WELCOME TO MYMERCHANT LOGIN', 'This site provides retailers with secure access to view and maintain account details and to track Gift Card transactions issued to customers.', a 'MerchantID' input field, a 'Password' input field, and a 'SUBMIT' button. At the bottom of the white box, there is a small copyright notice: '© 2017 Transactor Technologies Limited - All rights reserved'.

To review *The Coffee Club* gift card transactions, please login with your merchant ID on the following website – <https://transactortech.co.nz/CoffeeClub-Stores/Login.html>. Please contact [bradly@thecoffeeclub.co.nz](mailto:bradly@thecoffeeclub.co.nz) if you do not know your account login details.

# Reviewing Gift Card transactions



Once you have logged in, this is the first page you will see on the website. Click “View your Transactions History”.

# Reviewing Gift Card transactions

**REPORT**

Select the report type and date range for the report data you want to view and click submit.

**Report Type:**

Transaction List ▼

**Date Range:**

8 ▼ October ▼ 2019 ▼ - 8 ▼ October ▼ 2019 ▼ **SUBMIT** Reset

There are three types of reports you can generate.


1. Transaction List – displays the date, time and type of the transaction and the amount redeemed/loaded.
2. Daily Transaction Totals – displays the number of gift card redemptions and sum of the purchases.
3. Bank Settlement – displays the overall amount to be debited/credited from/to the bank account for a given calendar month.

Select the report type and date range for the report data you want to view and click submit.

# Report Type – Transaction List

## TRANSACTIONS

Transaction List for (1.9.2019 - 8.10.2019).

 Download to excel

DATE / TIME	CARD NUMBER	TRANS TYPE	CARD NAME	VALUE
04.10.2019 13:36:12	6276043814546333	Redemption	Cardholder 6276043814546333	4.50
30.09.2019 13:28:52	6276043815868579	Redemption	Cardholder 6276043815868579	5.50
28.09.2019 11:48:05	6276043815868579	Redemption	Cardholder 6276043815868579	5.50
27.09.2019 16:18:18	6276043822834606	Redemption	Cardholder 6276043822834606	5.10
20.09.2019 16:13:42	6276043826422879	iCash Topup	Cardholder 6276043826422879	20.00
20.09.2019 16:12:41	6276043826421673	iCash Topup	Cardholder 6276043826421673	20.00


Trans Type: Redemption – gift card redeemed at the shop

Trans Type: iCash Topup – gift card loaded at the shop

# Report Type – Daily Transaction Totals

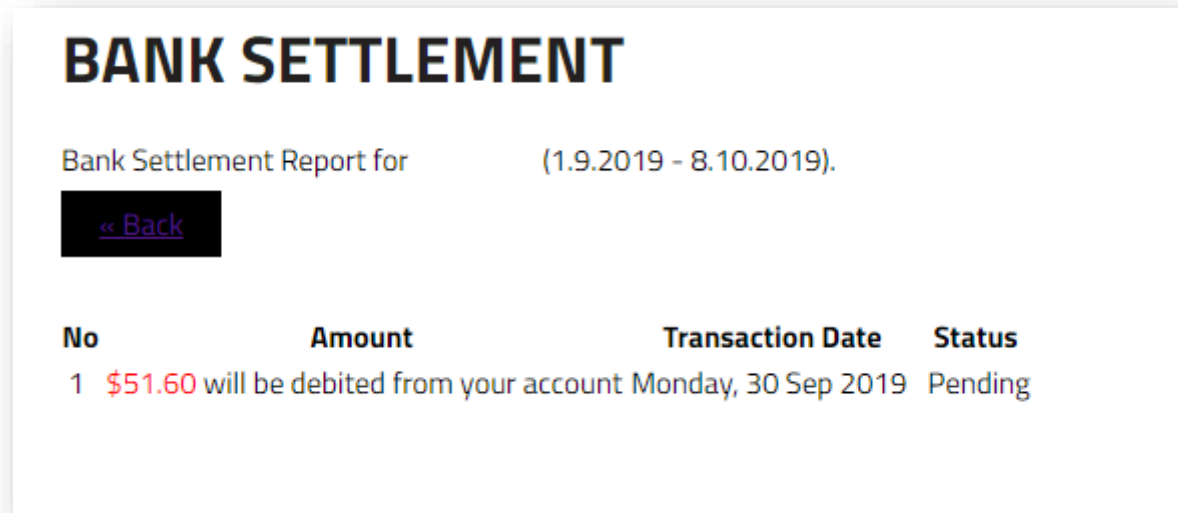
**REPORTS**

Transaction Totals for (1.9.2019 - 8.10.2019).

 Download to excel

NO	DATE	PURCHASE COUNT	PURCHASE SUM
1	01.09.2019	1	\$24.50
2	05.09.2019	0	\$0.00
3	08.09.2019	1	\$13.40
4	09.09.2019	0	\$0.00
5	11.09.2019	1	\$4.40
6	17.09.2019	1	\$4.50
7	20.09.2019	1	\$5.50

# Report Type – Bank Settlement



The screenshot shows a web interface for a 'BANK SETTLEMENT' report. At the top, the title 'BANK SETTLEMENT' is displayed in bold. Below it, the text 'Bank Settlement Report for (1.9.2019 - 8.10.2019).' is shown. A dark button with the text '<< Back' is visible. Below this is a table with four columns: 'No', 'Amount', 'Transaction Date', and 'Status'. The table contains one row of data: '1', '\$51.60 will be debited from your account', 'Monday, 30 Sep 2019', and 'Pending'.

No	Amount	Transaction Date	Status
1	\$51.60 will be debited from your account	Monday, 30 Sep 2019	Pending

This report shows you the overall amount to be debited/credited from/to your bank account for a given **calendar month**.

The Status field **does not** update at this stage and will remain as “Pending” even if the amount has been processed.

Debited – higher gift card amount loaded than redeemed.

Credited – higher gift card amount redeemed than loaded.

# Reviewing Gift Card transactions

Please contact [bradly@thecoffeeclub.co.nz](mailto:bradly@thecoffeeclub.co.nz) for any gift card issues or questions.