

Business Process Procedures

3.05 ePAYMENT TRANSACTION LOG

Overview These procedures walk an operator through the step-by-step process of viewing the status of a web payment.

Key Points The ePayment Transaction Log page allows you to view the payment and posting status of a web payment.

Navigation [Student Financials > Charges and Payments > Electronic Payments > Review Transaction Log](#)

It is strongly suggested that you add this navigation to your Favorites Menu.

Detailed Directions

Step 1 Navigate to the ePayment Transaction Log page. The ePayment Transaction Log page is displayed.

ePayment Transaction Log
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SF Merchant ID: begins with

Description: begins with

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)


To view web transactions, use SF Merchant ID = **VCCNV280**.

To view IVR transactions, use SF Merchant ID = **IVRNV280**.

Or click on to select the SF Merchant ID.

Step 2 The Selection Criteria page displays.

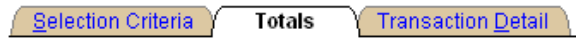
Selection Criteria		Totals	Transaction Detail
SF Merchant ID:	VCCNV280	NVCC Merchant ID	
Totals			
Total Debit:	0.000		
Total Credit:	0.000		
Total:	0.000		
Filter Options			
<input type="radio"/> Specific	Reference Nbr:	<input type="text"/>	<input type="button" value="Search"/>
<input type="radio"/> ID	ID Type:	<input type="text" value="v"/>	ID: <input type="text" value=""/>
<input checked="" type="radio"/> Range	From:	<input type="text" value="06/26/2006"/> <input type="button" value="BT"/>	To: <input type="text" value="06/26/2006"/> <input type="button" value="BT"/>
Range Criteria			
Transaction Requested:	<input type="text" value=""/>	Batch ID:	<input type="text" value=""/>
Tran Status:	<input type="text" value=""/>	Process Instance:	<input type="text" value=""/>
Posting Status:	<input type="text" value=""/>	Reversal Status:	<input type="text" value=""/>
Credit Card Type:	<input type="text" value=""/>		
Transaction Source Information			
<input checked="" type="radio"/> All			
<input type="radio"/> Cashiering	Business Unit:	<input type="text" value=""/>	
	Cashier's Office:	<input type="text" value=""/>	
	Receipt Number:	<input type="text" value=""/>	
<input type="radio"/> Admissions	Academic Institution:	<input type="text" value=""/>	
	Application Center:	<input type="text" value=""/>	
	Application Nbr:	<input type="text" value=""/>	
<input type="radio"/> Self Service	Institution Set:	<input type="text" value=""/>	
<input type="button" value="Return to Search"/> <input type="button" value="Previous tab"/> <input type="button" value="Next tab"/> <input type="button" value="Refresh"/>			
Selection Criteria Totals Transaction Detail			

You must select the button  in front of “Specific”, “ID” or “Range” in order to activate it. Once you have typed in your filter options click .

When the data has been retrieved, the only change you will see on this page is under the Totals section.

Totals	
Total Debit:	325.000
Total Credit:	0.000
Total:	<u>325.000</u>

Step 3 Click the Totals tab at the top of the display.



Step 4 The Totals page appears. This page displays counts and dollar amounts for each category of transaction.

SF Merchant ID: VCCNV280 NVCC Merchant ID

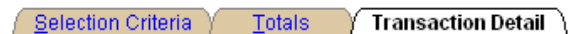
Count				
	Successful	Declined	Error	Total
Authorize Only:	0	0	0	0
Settle Only:	0	0	0	0
Authorize & Settle:	98	4	14	116
Credit:	0	0	0	0

Total				
	Successful	Declined	Error	Total
Authorize Only:	0.000	0.000	0.000	0.000
Settle Only:	0.000	0.000	0.000	0.000
Authorize & Settle:	31,141.730	1,079.700	5,758.400	37,979.830
Credit:	0.000	0.000	0.000	0.000

[Return to Search](#)
 [Previous tab](#)
 [Next tab](#)
 [Refresh](#)

[Selection Criteria](#) | [Totals](#) | [Transaction Detail](#)

Step 5 Click the Transaction Detail tab at the top of the display.



Step 6 The Transaction Detail page displays. This page lists general details for each charge, including the reference number, authorization date, student's ID number, amount charged, last for digits of the credit card, credit card type, etc.

Transaction Detail										
SF Merchant ID: VCCNV280 NVCC Merchant ID										
Customize Find View 100 First 1-100 of 696 Last										
General Refund Self-Service Cashiering Admissions										
Reference Nbr	Seq	Auth Date	ID	Amount	Transaction Requested	Auth Code	Transaction Status	Last Four Digit	Credit Card Type	Source
1	330000025454	2	09/29/2004	023	10.000	Credit	Success	7895	VISA	Refund
2	330000022476	2	09/29/2004	520	100.000	Credit	Success	9034	VISA	Refund
3	120000097819	2	09/29/2004	036	406.080	Credit	Success	3297	MASTERCARD	Refund
4	120000097074	2	09/29/2004	533	270.720	Credit	Success	6646	VISA	Refund
5	120000096744	2	09/29/2004	110	406.080	Credit	Success	2376	VISA	Refund
6	120000096710	2	09/29/2004	146	744.480	Credit	Error	5085	VISA	Refund
7	120000096710	3	09/29/2004	146	744.480	Credit	Success	5085	VISA	Refund
8	120000096626	3	09/29/2004	053	879.840	Credit	Success	4032	VISA	Refund

Step 7 Click the Reference Nbr [330000025454](#) to view that transaction's detailed Payment Log.

Payment Log			
Reference Nbr:	330000025454		
Name:	Groves, Julia E	ID:	0997123
Sequence Nbr:	2		
Amount:	10.000	USD	
Payment Status:	Refunded		
Service Requested:	Credit		
Process Instance:	1812863		
Last Change Date:	09/29/2004 7:09:10PM	User ID:	SFPCCBAT
Transaction Source Information			
Source:	Refund	SF Merchant ID:	NVCC Merchant ID
Business Unit:	NorthernNV280 Virginia Comm College	Batch ID:	800000000250
Refund Nbr:	44016	Line:	1
Authorization Information			
Authorization Datetime:	2004-09-29T230910Z		
Request ID:	0964996650002758427241		
Authorization Code:		AVS Code:	Y
Authorization Reply:	SOK	Date:	09/29/2004
Transaction Reference Nbr:			
Payment Information			
Credit Card First Name:	<input type="text"/>		
Credit Card Last Name:	<input type="text"/>		
Credit Card Type:	Visa		
Card Number:	XXXXXXXXXXXX7895	Last Four Digits:	7895
Email Address:	g <input type="text"/> @msn.com		
Telephone:	7 <input type="text"/>		
Billing Address			
Country:	United States		
Address:	<input type="text"/>		
	Loudoun		

Step 8 If you need to view the last 4 digits of the credit card, that information can be found in the Payment Information section.