

6.CREDIT CARDS WEB PAYMENTS - DOWNLOAD REPORT

SUB TASK
UPDATED MATT 031024

- [LINK TO BANK MASTERFILE ALL STEPS](#)
- [LINK TO BANKING FOLDER MASTER FOLDER](#)
- [LINK TO BANKING MASTERFILE MASTER TEMPLATE](#)

SET UP

REQUIRES ACCESS TO:
[ANZ CYBERSOURCE WEBSITE](#)-this is site we use to take over the web payments, ask Matt if you dont have access , -FOLDER TO SHOW LATEST REPORTS
[LINK TO SCREEN SET UP](#)
[Link to video - shows when set up msut be in sydney time zone as user](#)
EDIT ACCESS TO [LINK TO BANKING MASTERFILE MASTER TEMPLATE](#)

STEPS

Log into cybersource system
Will get security email to linked password first

[LOOM VIDEO GUIDE](#) - skip part of saving to banking folder
When you open cybersource website, the default home page is the dashboard

1.DOWNLOAD REPORT - should be for yesterday's date or last friday is dong on a monday

Let's t

Ensure

proper

test its

Reports

Portfolio ID anzbankau | Account ID anzjjauto_acct | Merchant ID anzjjauto

Home

Dashboard

Available Reports (Last 7 days)

	Name	Type	Frequency	Report Date Range
CSV	PaymentBatchDetail...	Payment Batch Detail Report	Daily	12/17/2019 16:00:00 - 12/18/2019 16:00:00 (Australia/Sydney)
CSV	PaymentBatchDetail...	Payment Batch Detail Report	Daily	12/17/2019 08:00:00 - 12/18/2019 08:00:00 (Australia/Sydney)

Matt to check set up - showing us dollars ?

2.from download DELETE COLUMN B TO F

anzjjauto	PaymentE	PaymentE	1.1	2019-12-18T13:00:00Z to 2019-12-19T13:00:00Z				
RequestID	Status	BatchID	MerchantID	BatchDate	RequestID	MerchantID	Amount	AccountSuffix
2019-12-18	BATCHED	2.03E+10	anzjjauto	2019-12-18	5.77E+21	INV 69917	100	9396
2019-12-18	BATCHED	2.03E+10	anzjjauto	2019-12-18	5.77E+21	WO 11126	450	8168
2019-12-18	BATCHED	2.03E+10	anzjjauto	2019-12-18	5.77E+21	1112732	880	6063
2019-12-18	BATCHED	2.03E+10	anzjjauto	2019-12-18	5.77E+21	INV 69921	490	4781
2019-12-18	BATCHED	2.03E+10	anzjjauto	2019-12-18	5.77E+21	INV 69922	390	4781
2019-12-18	BATCHED	2.03E+10	anzjjauto	2019-12-18	5.77E+21	WO 11127	165	4046
2019-12-18	BATCHED	2.03E+10	anzjjauto	2019-12-18	5.77E+21	INV 69921	130	9658
2019-12-18	BATCHED	2.03E+10	anzjjauto	2019-12-18	5.77E+21	WO 11128	100	1925
2019-12-18	BATCHED	2.03E+10	anzjjauto	2019-12-18	5.77E+21	INV 69924	460	3417
2019-12-18	BATCHED	2.03E+10	anzjjauto	2019-12-18	5.77E+21	INV 69924	365	3417
2019-12-18	BATCHED	2.03E+10	anzjjauto	2019-12-18	5.77E+21	INV 69925	115	5586
2019-12-18	BATCHED	2.03E+10	anzjjauto	2019-12-18	5.77E+21	INV 69926	300	3417
2019-12-18	BATCHED	2.03E+10	anzjjauto	2019-12-18	5.77E+21	INV 69898	165	5466
2019-12-18	BATCHED	2.03E+10	anzjjauto	2019-12-18	5.77E+21	1112972	3500	3411
2019-12-18	BATCHED	2.03E+10	anzjjauto	2019-12-18	5.77E+21	WO 11127	2550	6908
2019-12-18	BATCHED	2.03E+10	anzjjauto	2019-12-18	5.77E+21	WO 11130	7050	9258
2019-12-18	BATCHED	2.03E+10	anzjjauto	2019-12-18	5.77E+21	WO 11128	110	9333

3 .ADD BORDERS AND ALIGN ALL TO LEFT

4 .FORMAT COLUMN C TO \$ AND GET TOTALS, THEN HIGHLIGHT CELL GREEN - SHOULD LOOK LIKE THIS

RequestDate	MerchantReferenceNumber	Amount	AccountSuffix
2019-12-18T23:28:19Z	INV 699173	\$ 100.00	9396
2019-12-18T23:30:45Z	WO 1112643	\$ 450.00	8168
2019-12-18T23:36:23Z	1112732	\$ 880.00	6063
2019-12-18T23:43:25Z	INV 699211	\$ 490.00	4781
2019-12-18T23:45:40Z	INV 699225	\$ 390.00	4781
2019-12-18T23:48:34Z	WO 1112775	\$ 165.00	4046
2019-12-18T23:50:22Z	INV 699216	\$ 130.00	9658
2019-12-19T00:25:07Z	WO 1112827	\$ 100.00	1925
2019-12-19T00:47:27Z	INV 699245	\$ 460.00	3417
2019-12-19T00:51:53Z	INV 699249	\$ 365.00	3417
2019-12-19T01:24:48Z	INV 699256	\$ 115.00	5586
2019-12-19T01:35:48Z	INV 699262	\$ 300.00	3417
2019-12-19T02:07:12Z	INV 698982	\$ 165.00	5466
2019-12-19T03:20:48Z	1112972	\$ 3,500.00	3411
2019-12-19T04:18:51Z	WO 1112737	\$ 2,550.00	6908
2019-12-19T05:23:59Z	WO 1113042	\$ 7,050.00	9258
2019-12-19T06:11:23Z	WO 1112828	\$ 110.00	9333
		\$17,320.00	

6 .now copy data to credit cards web worksheet for the appropriate day

[LINK TO BANKING MASTERFILE MASTER TEMPLATE](#)

COPY INTO THE APPROPRIATE DAY -
NOTE THE DAY IS AS PER ITEMS ACTIONED ON CYBER SOURCE - NOTE THE DAY THAT YOU ARE DOING THIS SCANNING/DOWNLOADING

REQUEST DATE = DATE
MERCHANT REFERENCE NUMBER = WORK ORDER #
AMOUNT = AMOUNT
ACCOUNT SUFFIX = CARD NUMBER

AFTER YOU HAVE UPDATED INTO MASTER TABLE

JUST MAKE SURE THE TOTALS MATCH FROM YOUR DOWNLOAD IN CASE ANY ROWS MIXED UP

NOW WE WILL ADD CUSTOMER AND INVOICE NUMBER DETAILS FOR THESE ORDERS

LINK TO VIDEO GUIDE

As first step we will see if items that were work order as per web report are now invoiced

If now invoiced then add the invoice number

If still on work order then add the DETAILS STILL ON WORK ORDER AND COLOUR THAT ROW YELLOW

(For these will will move to unallocated payments - this is seperate step

I.e

24	-\$0.89	EBAY USER: SOO PAMUM	\$74.00	1772832	905918		73.11
24	-\$1.36	ebay User:bradysneddon	\$113.00	1772455	906003		111.64
24	-\$1.38	ebay User:bradysneddon	\$115.00	1772454		STILL ON WORK ORDER	113.62
24	-\$3.00	OZ TRAVELS	\$250.00	1772522	905794		247
24	-\$14.72	RYDEALMERE PRESTIGE SMASH	\$1,226.50	1772680	906033		1,211.78

Then move those orders below line

PODIUM "Pay by Link "							LINK FOR GUIDE FOR DOING PODIUM BANKING ALLOCATED TASK
	Date	FEE	Customer Name- AS PER PINNACLE	\$(gross)	WOrder (customer_identity r)	Invoice	Comment
	TOTAL	-\$101.81		\$8,368.50			
podium	91024	-\$0.30	CASH ACC DONNA	\$25.00	1772407	905779	
podium	91024	-\$65.36	CASH ACC JAYANN	\$5,530.00	1771293	905854	
podium	91024	-\$1.80	CASH ACC JAYANN	\$150.00	1772759	905852	
podium	91024	-\$3.00	CASH ACC JAYANN	\$250.00	1772782	905849	
podium	91024	-\$0.60	CASH ACC JOHN Y	\$50.00	1772630	905768	
podium	91024	-\$0.60	CASH ACC ROX	\$50.00	1772642	905813	
podium	91024	-\$7.80	CASH ACC ROX - COD	\$650.00	1771059	905913	
podium	91024	-\$0.89	EBAY USER: SOO PAMUM	\$74.00	1772832	905918	
podium	91024	-\$1.36	ebay User:bradysneddon	\$113.00	1772455	906003	
podium	91024	-\$3.00	OZ TRAVELS	\$250.00	1772622	905794	
podium	91024	-\$14.72	RYDEALMERE PRESTIGE SMASH	\$1,226.50	1772680	906033	
podium							
podium							
podium							
podium							
podium							
podium							
ITEMS BELOW NOT COUNTED ON AUTO TOTAL - PUT NOT INVOICED/ISSUE ITEMS HERE FOR RECORD							
podium							
podium							
podium	91024	-\$1.38	ebay User:bradysneddon	\$115.00	1772454		STILL ON WORK ORDER
podium							
podium							
podium							
podium							

THATS IT !!!!!!!

FAQ - SEPERATE STEPS

IF ISSUES WITH AMOUNTS WHEN WE EXTRACT REPORT

Go to anz website and look at transactions list from sub folder - MATT TO SORT GUIDE 11/10/24

19 DEC	POS0745018 ANZ EFTPOS		\$17,320.00	\$96,034.55
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Total transactions : 17
This does not include any American Express or Diners transactions

Settlement transaction history

Transaction date ^	Time	Transaction type	Card type	Card no.	Account
Thursday 19 December - [17 transactions]					
19-Dec	17:11	Purchase	Visa	406587XXXXXX9333	CR
19-Dec	16:23	Purchase	Visa	455704XXXXXX9258	CR
19-Dec	15:18	Purchase	Visa	456480XXXXXX6908	CR
19-Dec	14:20	Purchase	Visa	406587XXXXXX3411	CR
19-Dec	13:07	Purchase	MasterCard	535318XXXXXX5466	CR
19-Dec	12:35	Purchase	MasterCard	516366XXXXXX3417	CR
19-Dec	12:24	Purchase	MasterCard	555005XXXXXX5586	CR
19-Dec	11:51	Purchase	MasterCard	516366XXXXXX3417	CR
19-Dec	11:47	Purchase	MasterCard	516366XXXXXX3417	CR

Guide to fix , what are we looking for ? matt asked leah 03/10 what do we do when we find ?

SEE GUIDE BELOW ON HOW TO SEARCH EBAY USER INVOICES IN PINNACLE:

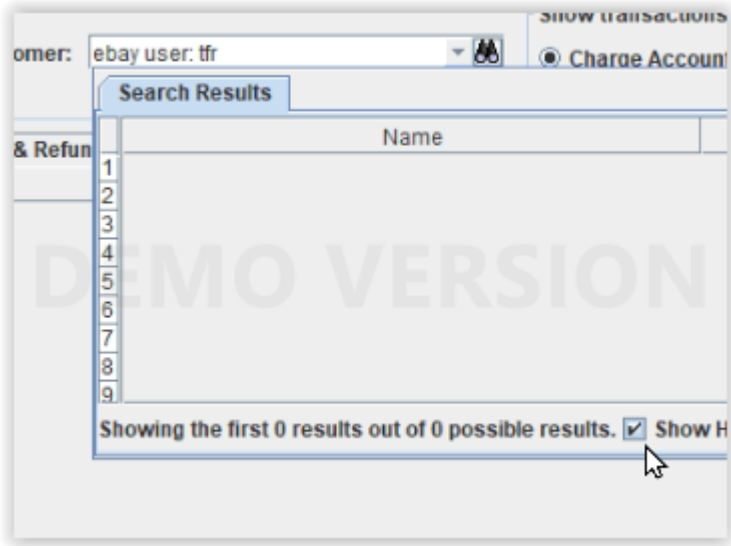
PAYMENTS PINNACLE FOR EBAY CUSTOMERS - show hidden entries (for ebay users)

Updated matt 10/11/24

Lin to video guide

For ebay sales to find them in payments screen
Must search as “ hidden customers “

FOR EBAY USER INVOICES - have to show hidden entries box tickets



Note untick this box for non ebay customers otherwise multiple customers will show and its confusing

Link to video transcript

0:00 Okay, one of the things we do often is we have to, uhm, do payments for eBay customers. They might have come in and paid by credit card cash or something like that.

0:09 Uhm, and they're slightly different, uhm, in Pinnacle because they're what they call, like, a hidden customer. So say, for example, I've got to do a payment for this customer.

0:19 Uhm, he's paid by EFT-FPOS, and see the eBay user name's Mayo Osho or something. So I'll go into my payment screen.

0:28 I'll enter his name. eBay username. I'll start entering his username, M-A-S-A-Y O-S, and I'll just search. And when I go there first, nothing shows.

0:46 But as soon as I click on this, show hidden entries, then it shows him. So I can just click on that.

0:52 Shows that he, uhm, owes \$130, like there. So then I can process the payment like that. Uhm, and that's how that works.

0:59 Thank you. you