



## Administrative Panel Functional Manual (Dash)

Medellín, April 2025

Version 1.2

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**Document declaration.**

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**Changes** control

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1.0	02/26/2025	Katherin Andrea Bolaños / Software Testing Specialist	Isabel Cristina Mesias / Software Testing Lead	Document creation
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1.1	04/15/2025	Katherin Andrea Bolaños / Software Testing Specialist	Isabel Cristina Mesias / Software Testing Lead	The process 'Generate transaction export informing the compensation cycle' is documented.
1.2	04/16/2025	Katherin Andrea Bolaños / Software Testing Specialist	Isabel Cristina Mesias / Software Testing Lead	The documentation of the reversal functionality is updated.

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# 1. Objective

This document aims to serve as a guide for the final user, providing a detailed description of the various functionalities of the **Administrative Panel Dash**, from this point forward referred to as the **Panel**. Through this guide, users can familiarize themselves with the available tools and features, facilitating an efficient and effective experience with the Evertec Placetopay application.

# 2. Scope

This document version aims to outline the functionalities commonly used by merchants. Below, the functionalities included in the **Panel** are described at a high level.

1. User creation
2. Login to the Panel
3. Transaction functionality
4. Sites inquiry

# 3. Terms and Definitions

**Panel:** Administrative console where merchants, sites, and payment methods are registered, transactions are displayed, reports are generated, and other functionalities are provided to enable payment flow traceability.

**Payment method:** A payment method is a collection of resources used to transfer money between financial institutions.

# 4. General Information

This document is for informational purposes and is intended for both internal and external clients, as well as the organization's teams that require access to the information contained within. The goal is to provide a clear and detailed description of the functionalities and usage of the **Panel**, facilitating a comprehensive and effective understanding of the **Evertec Placetopay** application.

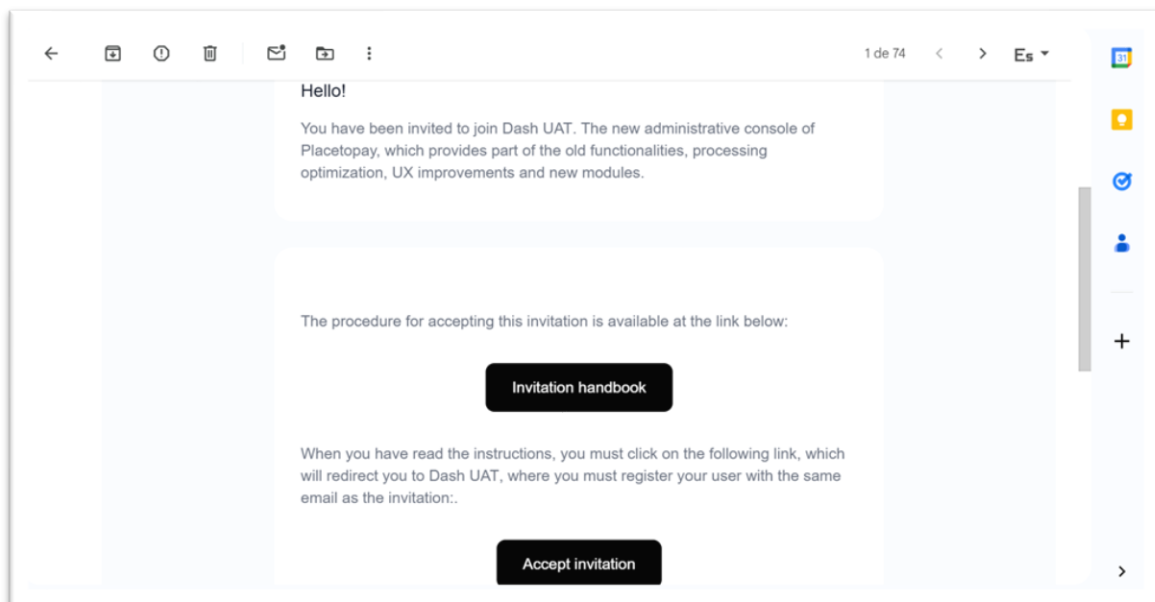
## 5. Panel functions

The **Evertac Placetopay Panel** is an integral tool designed for merchants and administrators to manage and supervise all operations related to their electronic transactions. It is a versatile tool that facilitates the integral management of electronic transactions, providing merchants and administrators with the necessary resources to optimize their processes and ensure security

### 5.1 User creation

User creation begins with an email invitation. To complete the registration, the user must click the **'Accept Invitation'** button included in the email.

Note: If you would like to learn about the invitation acceptance process, click the **'Invitation Handbook'** button.



When you click on the **'Accept Invitation'** button, the system will redirect you to the account creation form, where the required fields will be requested:

- **Name:** Allows assigning the username to the user being created.
- **Email Address:** Allows assigning an email address that will be linked to the user.
- **Password:** Allows configuring the password, which will grant access to the Panel.
- **Password confirmation:** Allows confirming the password entered in the previous field.

The screenshot shows the 'Crea tu cuenta' (Create your account) form on the Placetopay dashboard. The form is centered on a light blue background. It includes the Placetopay logo at the top. The form fields are: 'Nombre' (Name), 'Correo electrónico' (Email), 'Contraseña' (Password), and 'Confirmación de contraseña' (Confirm password). Below the password fields is a reCAPTCHA widget with the text 'No soy un robot'. At the bottom of the form is a dark blue button labeled 'Crear cuenta'. Below the form, there is a link '¿Ya tienes una cuenta? Ingresar!' (Already have an account? Log in!). At the very bottom, there are links for 'Placetopay', 'Contacto', and 'Idioma'.

The screenshot shows the login page on the Placetopay dashboard. The browser address bar shows 'https://dash.placetopay.com/login'. The page has a navigation bar with various links: Documentación, Aprendizaje, Evertec, Cargo-Posventa, Paneles, Herramientas, Online IDE para Pyt..., Monitoreo, Registro, ANS-SLA, and PROYECTO. The main content area features a large graphic of a circuit board with a shield icon and the text 'State-of-the-art security'. Below this graphic is a button labeled 'State-of-the-art security'. On the right side, there is a login form with the Placetopay logo, an 'E-Mail' field with the email 'victorlaredonestrada@gmail.com', a 'Create your account in Accounts' section, and a 'Password' field. The password field has a list of requirements: Minimum of 10 characters, Maximum of 128 characters, Have at least 1 uppercase (A, B, C...), Have at least 1 digit (1, 2, 3...), and Have at least 1 special character (!, @, #...). There are 'Cancel' and 'Save' buttons at the bottom of the form.

Once the information has been entered, click on the reCAPTCHA validation. If required, complete the challenge to proceed, then click on **'Create Account'**.

The system must redirect you to the screen that allows you to login into the Panel, where the required fields must be entered.

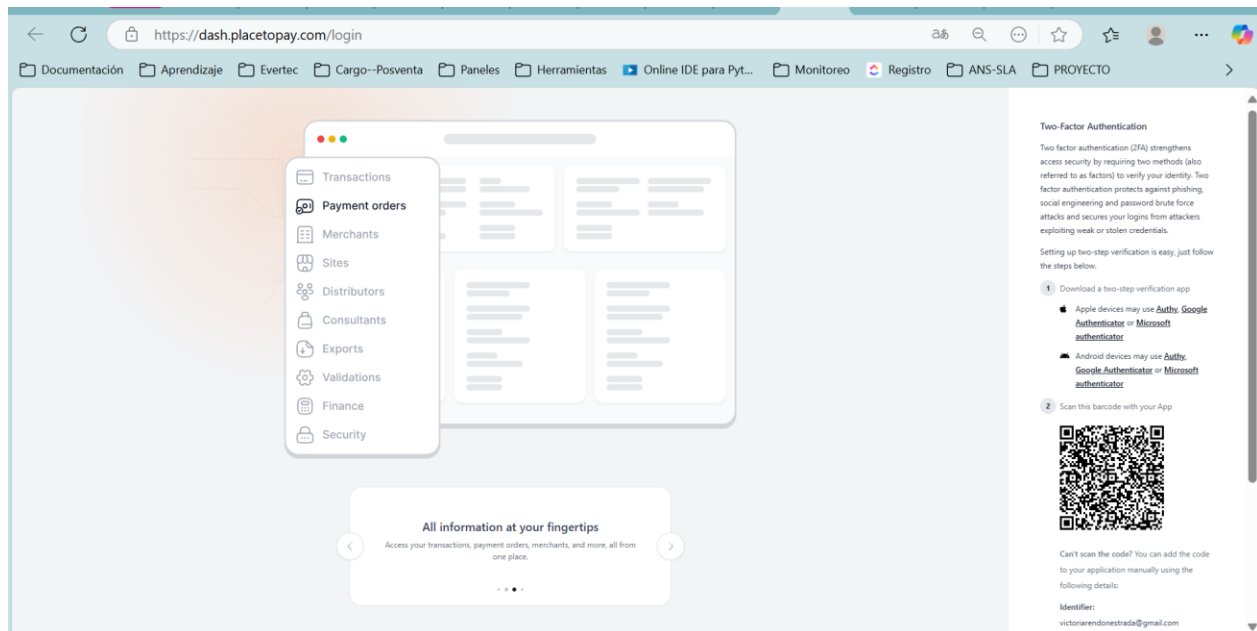
- **Email Address:** You must enter the email address, that you used to create the account.
- **Password:** Enter the password that you assigned when you created the account.

Once you have completed the login information, click on the reCaptcha validation. If required, complete the challenge to proceed, then click on the **'Sign In'** button.

Below you can find the information regarding Two-factor authentication, which must be completed in order to access to the Panel by following the next steps:

- Download one of the suggested applications in the step 1. (Check the following image for validation).
- Scan the barcode using the downloaded apps.
- Finally, enter the generated code in the application after you scanning the barcode.
- Click on the **verification code** button to complete the process.

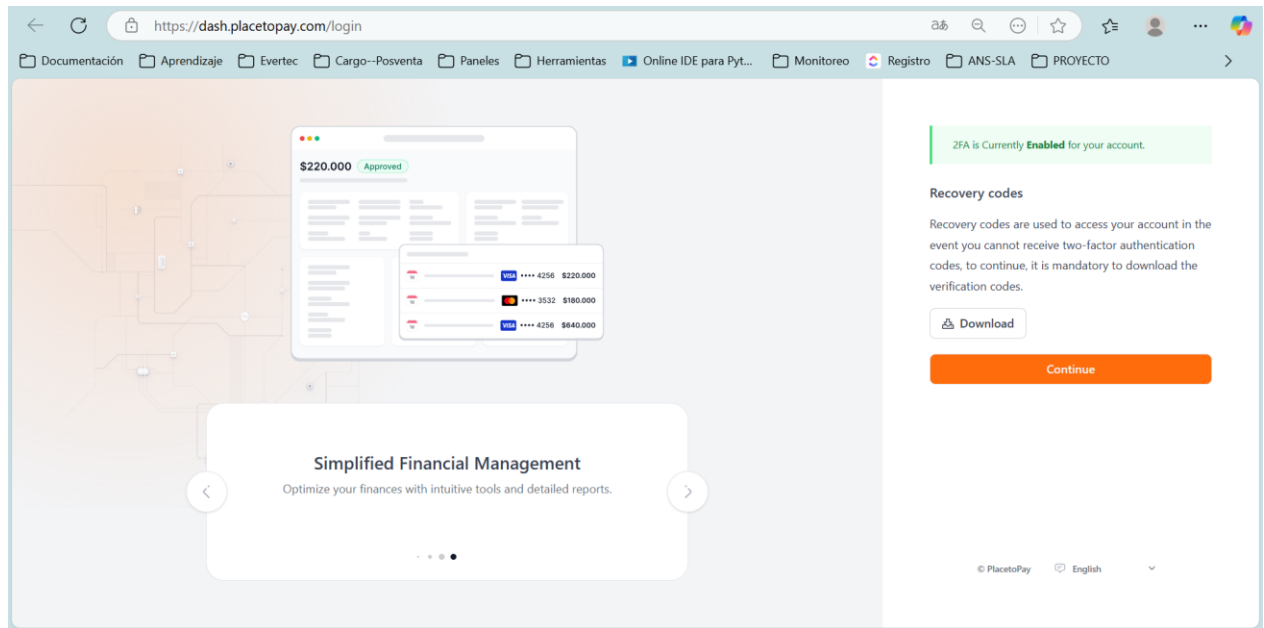
This process is described in detail in the interface.



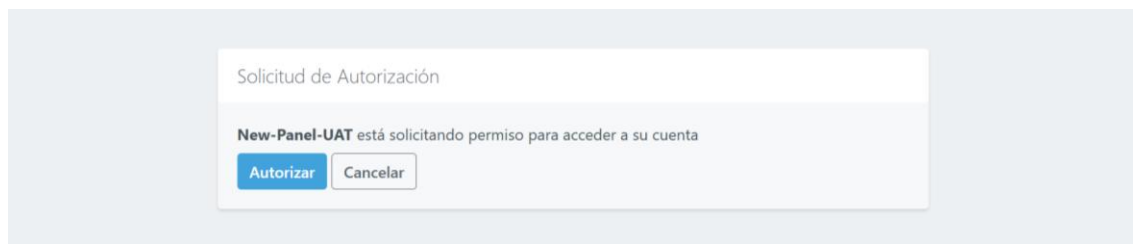
Once two-factor authentication verification is successfully confirmed, the recovery codes must be displayed on the screen. These codes can be used in case two-factor authentication is unsuccessful when using authentication applications.

The **Download** button, allows you to download the codes. It is recommended to save them in a safe place, in case you need to use them.

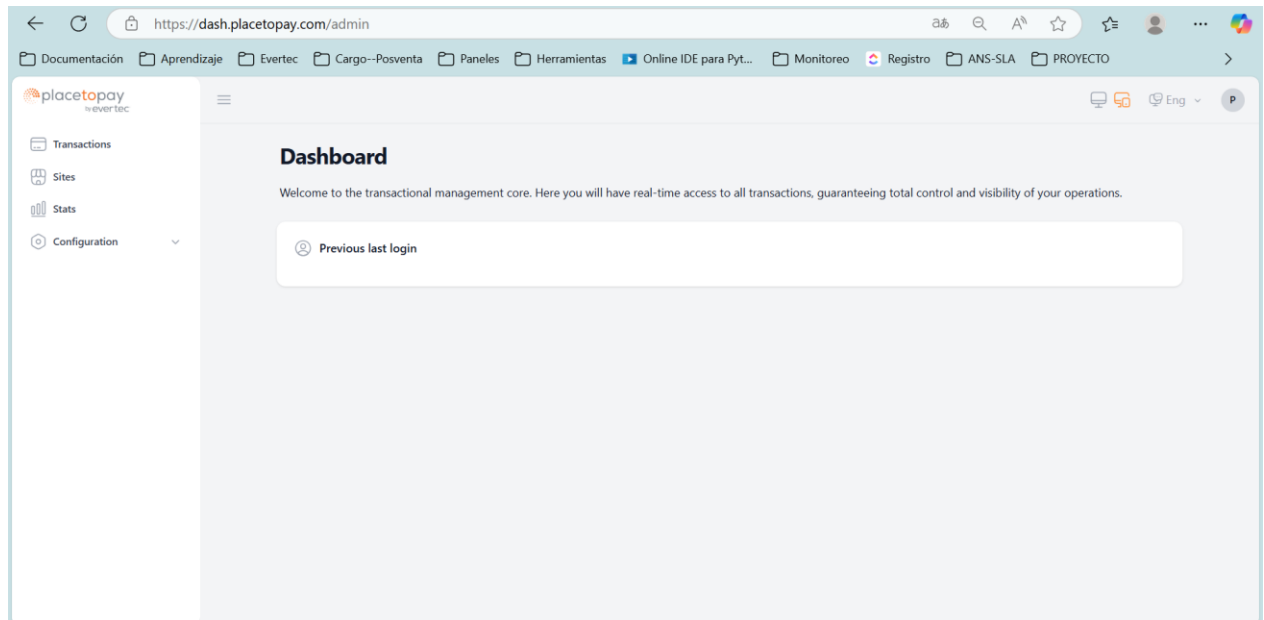




Following the last step, click on the '**Continue**' button. Below, the screen will display an authorization request, which must be executed to allow access to the Panel. Click on the '**Authorize**' button.

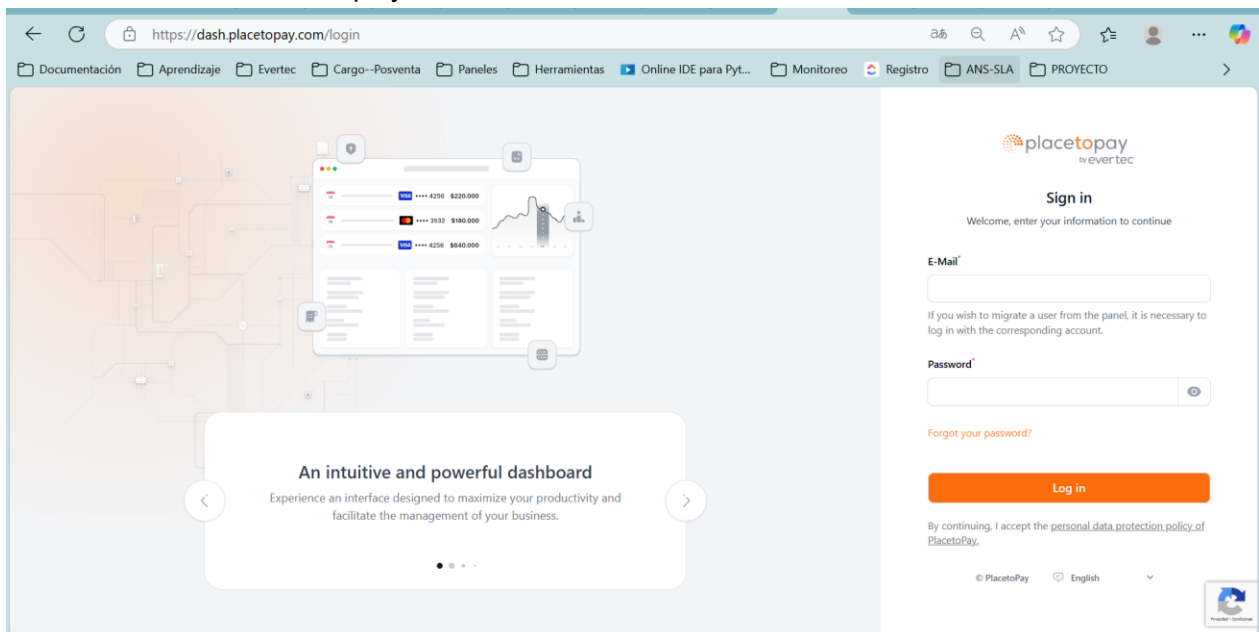


Once the authorization is completed, the corresponding **Panel** for the created user must be open, displaying the main Dashboard.



## 5.2 Log in to the panel.

To Access the Panel, enter the corresponding link through the browser. the Email Address and Password fields must be displayed on the screen.

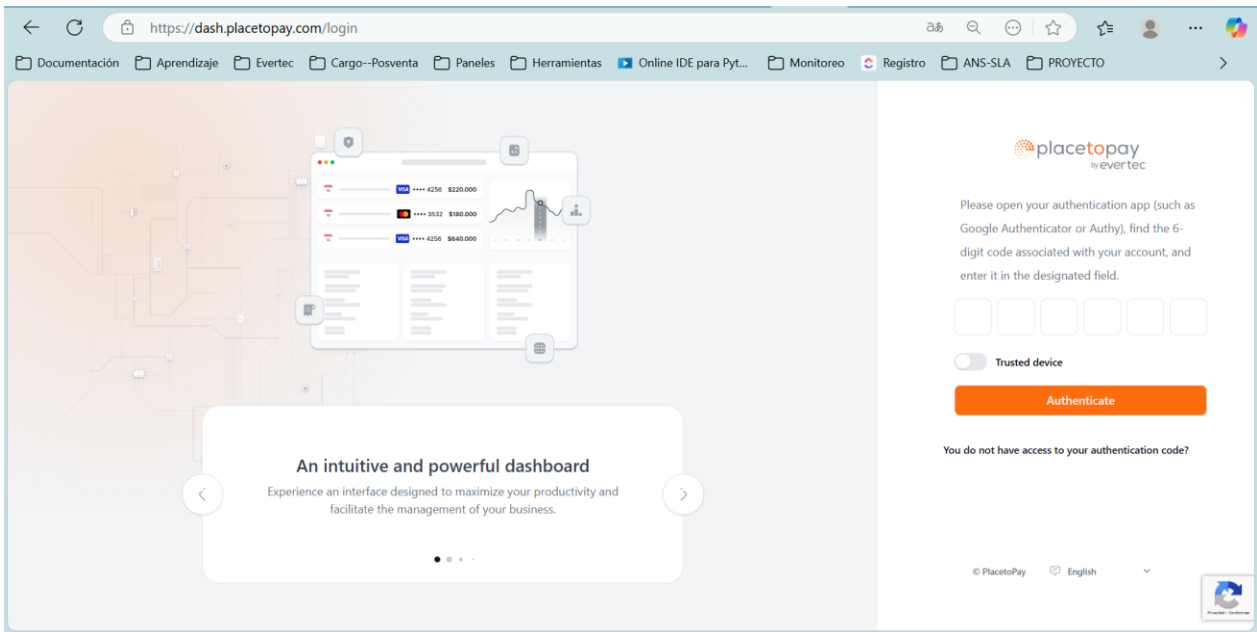


Once the fields are completed, click on the '**Sign in**' button to access the system.

The screen must display a message requesting the authentication code (2FA Authentication Code) to access the system, followed by a field for entering it.

There is an option to mark this device as trusted. Authentication will no longer be required when the user attempts to access it again from the same device.

Upon entering the provided code in the authentication application, click on the '**Authenticate**' button.



To complete the successful authentication, the system allows access to the **Panel**.

In case you forget your password, you can use the **Recovery Password** option to reset it. If you encounter any issues while signing in, verify that your credentials are correct and try again.

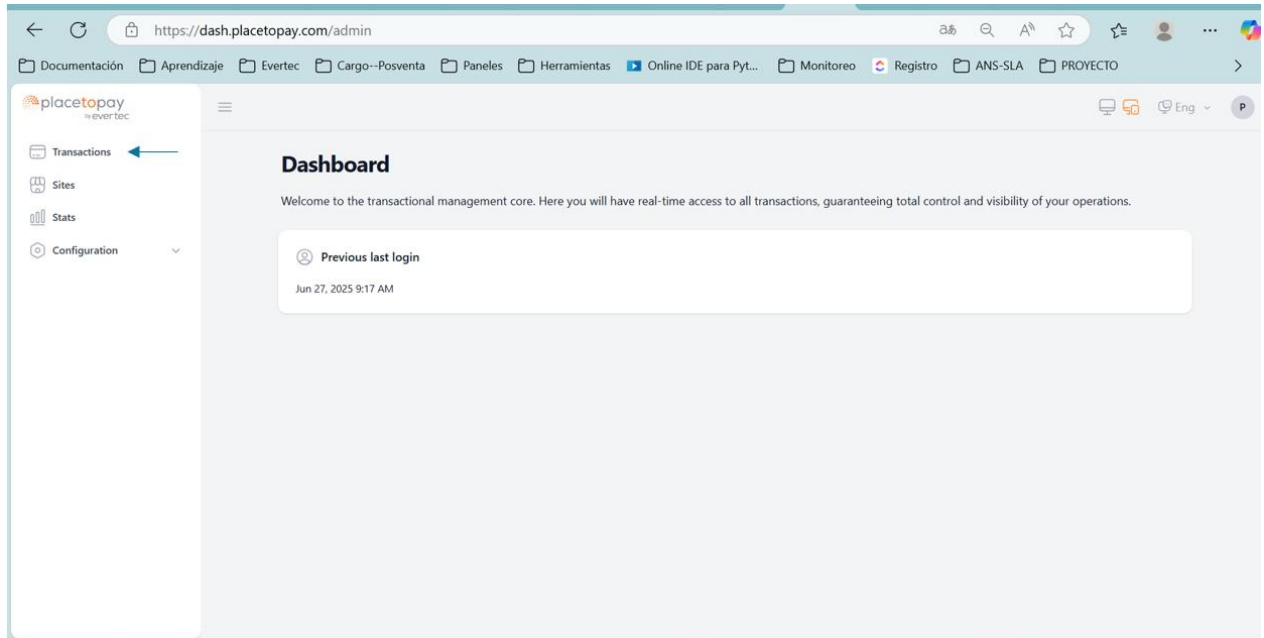
## 5.3 Transactions functionality

The transactions module allows users to query and manage operations within the system securely and efficiently. Through this functionality, Users can verify the status of the transactions and obtain the detailed information.

### 5.3.1 Transaction inquiry

The transaction inquiry allows users to visualize the operations history in the system. Through advance filters, such as date, transaction type and status. It helps with searching and analyzing specific records

To start the inquiry, you must go to the transactions option.



The options Transactions, Recurring Transactions, and Transaction Statistics must be displayed. There is a filtering option and a table that allows users to view transactions with the following fields: date, amount, status, site, reference, bank, type, and scores. Additionally, by default, if no filter is applied, the system displays transactions generated on the current day and within the last hour.

To check detailed information about a transaction, click on the information corresponding to the record date you wish to view.

The screenshot shows the 'Transactions' page in the dash.placetopay.com admin interface. The page has a sidebar with navigation links and a main content area with a search bar and a table of transactions. The table columns are Date, Amount, Status, Site, Reference, and Bank. The transactions listed are as follows:

Date	Amount	Status	Site	Reference	Bank
27 Jun 2025, 09:52 AM	COP \$297,600.00	Pending	Departamento de Valle del Cauca - Sitio Web	76586193461	BBVA COLOMBIA S.A.
27 Jun 2025, 09:52 AM	COP \$818,906.00	Pending	Exito - vtex - api technology TC - Sitio Web - VIP	18946867	BANCO DAVIVIENDA
27 Jun 2025, 09:52 AM	CRC \$34,920.00	Pending	Fundatec - Sitio Web - Colon	62921	BANCO BAC SAN JOSE, SA
27 Jun 2025, 09:52 AM	COP \$5,215,534.00	Pending	Seguros de vida del Estado S.A - Sitio Web	770852	BANCO DAVIVIENDA
27 Jun 2025, 09:52 AM	COP \$30,000.00	Pending	Terminal de Transporte de Bogotá - Zona de Parqueo...	685eb031ffb003f4972e8270	BANCO BBVA COLOMBIA S.A.
27 Jun 2025, 09:52 AM	COP \$1,097,000.00	Pending	Impuesto Vehicular - Departamento de Risaralda	76231025588	BANCO AV VILLAS
27 Jun 2025, 09:52 AM	CRC ₡1,800.00	Approved	Junta de Proteccion Social - Juegos Electrónicos ~...	13419025	Unspecified
27 Jun 2025, 09:52 AM	CRC ₡1,500.00	Approved	Junta de Proteccion Social - Sitio Web - Colon	8089213	Banco BAC San Jose, S.A.
27 Jun 2025, 09:52 AM	COP \$500,000.00	Pending	Apostar - Micrositio Abierto	35a3664c536611f0aff2cfe1c955f639	NEQUI
27 Jun 2025, 09:52 AM	COP \$111,706.00	Pending	ESSA - Micrositio Personalizado	235825505	BOLD CF
27 Jun 2025, 09:52 AM	COP \$1,000.00	Pending	MICROsitio PDP - Sitio Web	5463801	Oriental Bank

When you enter the selected record, all information regarding the transaction must be displayed, such as the **transaction amount, status, ID, transaction dates, Horus rules, locations, and Sonda consumption**.

On the transaction the following sections will be displayed with the corresponding information.

### Operational information

- Created on (*Displays the date it was created*).
- Reference
- Id (*Code to identify the transaction*).
- Site (The site to which the transaction belongs).
- Description
- Ip Address
- Status (*Indicates the transactions status*)
- Response reason code
- In testing
- Responsible user.

### Banking Data:

- Franchise
- Card number
- Bank
- Franchise type

- installments
- Bank factor
- Bank amount

**Additional information**

- \_session\_
- \_wcTransactionId\_
- sourcePlatform
- tokenizationID
- instrumentParity
- cvvProvided

On the right side, the following sections are displayed.

**Transaction Details:**

- Taxable base
- VAT
- Total Paid
- Processing Date
- Authorization / CUS
- Internal reference
- Terminal Number
- Unique Code
- Receipt

**Payer Information:**

- Document
- First Name
- Last Name
- Cell phone

\$297,600.00 COP

Approved

Id: ac9ebecda819d777d05a32d70d96594c

Options

Transaction detail

Security

Related transactions

Horus rules

Location

Consumption data

Operation information

Created at

2025-06-27 09:52:35

Reference

76586193461

Id

ac9ebecda819d777d05a32d70d96594c

Site

Departamento de Valle del Cauca - Sitio Web

Description

76586193461

IP address

2800:484:aa83:b980:10aa:f977:a876:1fbf

Status

Approved

Response reason code

00 - Approved

Is test

Not

Responsible user

guest

Detalle transaccional

Subtotal

COP \$0.00

TAX

COP \$0.00

Total paid

COP \$297,600.00

Processing date

2025-06-27 09:52:37

Authorization/CUS

756830

Internal Reference

1686324347

Terminal number

00059328

Retail code

017715160

Receipt

116775783

Bank details

Franchise

Visa Credibanco Visa

Card number

Visa 404280\*\*\*\*\*4763

Bank

BBVA COLOMBIA S.A

Type of franchise

Credit Card

Installments

1

Additional data

Minimize

nro\_referencia

76586193461

codigo\_municipio

19532000

nombre\_municipio

PATIA

nombre\_departamento

CAUCA

distribucion\_departamento

222400

distribucion\_municipio

55600

saldo\_pagar

278000

Payer

Minimize

Document

CC 1061765848

First name

DIANA BRIGHITHE

Last name

ORREGO RIVERA

Mobile

+573108307962

Email

juliansar\_2@hotmail.com

Buyer

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Document

CC 1061696466

First name

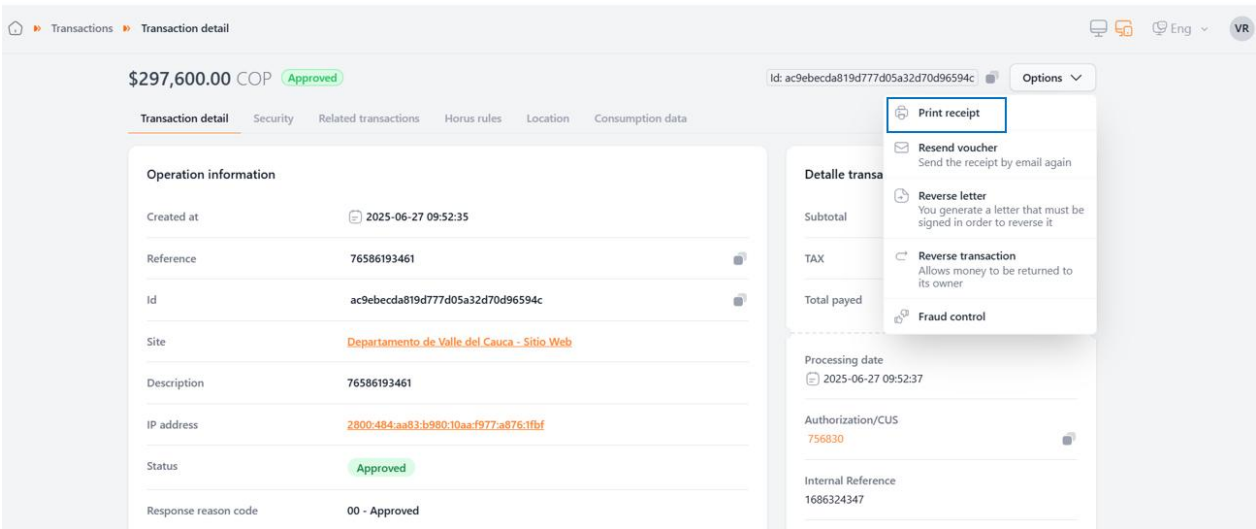
JULIAN ANDRES

5.3.2 Option within the transaction inquiry

In the transaction view, users can interact with different options, such as *Print receipt, Resend receipt, Reversal letter, and Reverse transaction.*

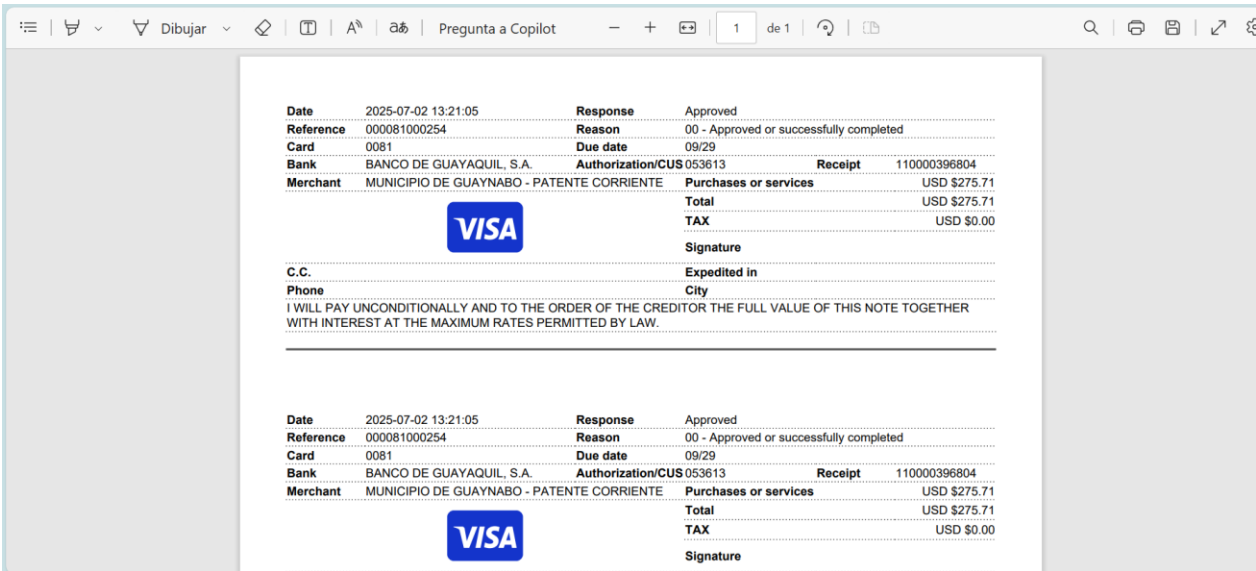
5.3.2.1 Print Voucher

To print the Voucher, click on the *Options* button into the transaction details. The available options will be displayed, including *Print Voucher*, click on it and proceed.



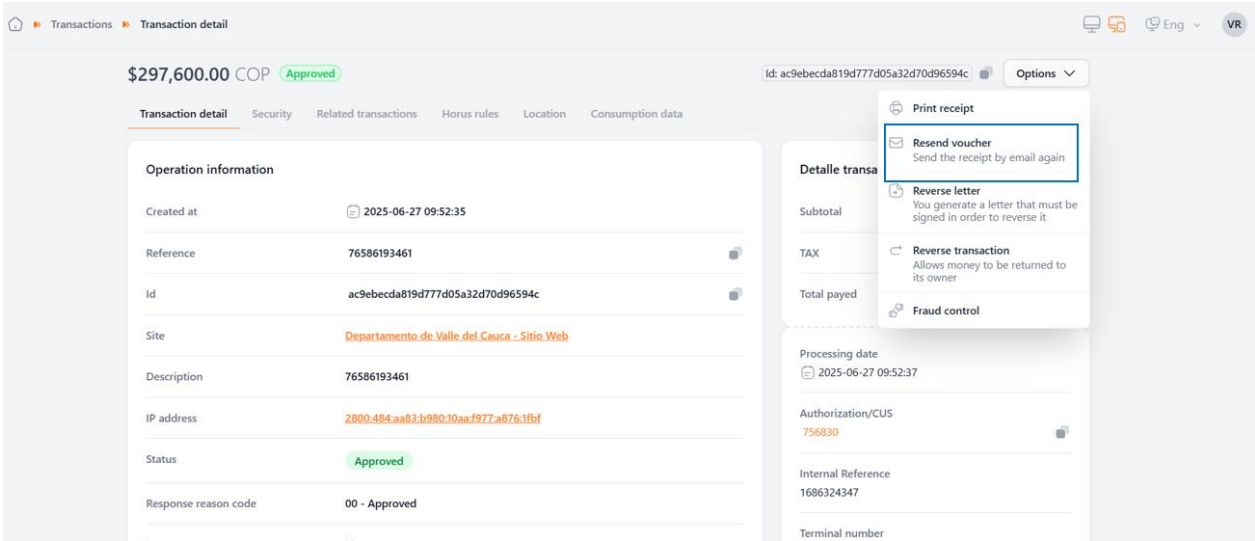
A document containing all the transaction information should be displayed.





5.3.2.2 Resent Voucher

To resend the Voucher, click on the Options button in the transaction details. The available options will be displayed, including 'Resend Receipt.' Click on it to proceed.



A confirmation prompt will appear on the screen, offering the options 'Cancel' and 'Resend Receipt.'



If you resend the receipt, it will be sent to both the buyer's and the site's email, regardless of the original email sending preferences. Do you want to proceed with the resending of the receipt?

Cancel

Resend voucher

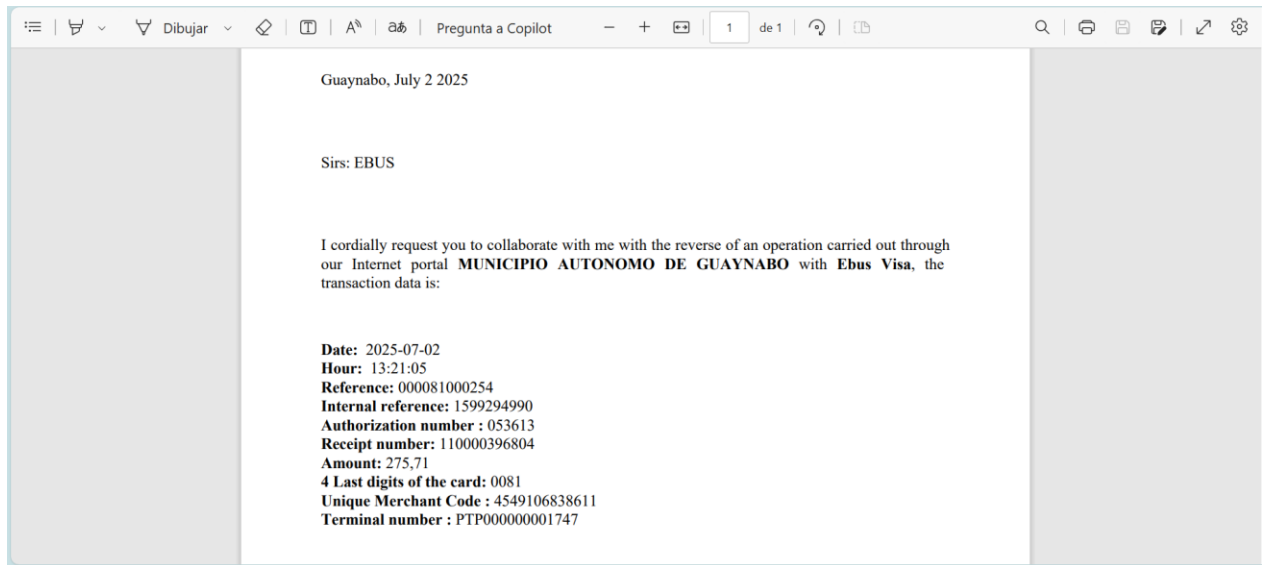
Click on '**Resend Receipt**', and the document will be sent to the payer's email address provided during the payment process.

### 5.3.2.3 Reversal Letter

To print a reversal letter, click on the options button in the transaction details. The available options will be displayed, including '**Reversal Letter**'. Click on it to proceed.

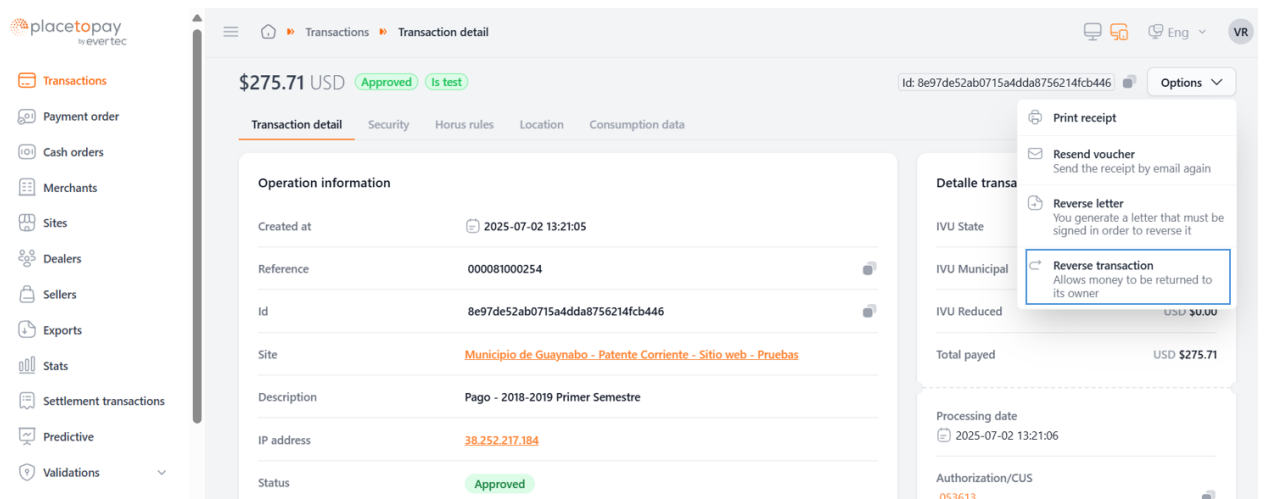
The screenshot displays the 'Transaction detail' page for a transaction of \$297,600.00 COP, marked as 'Approved'. The transaction ID is ac9ebecda819d777d05a32d70d96594c. The 'Options' menu is open, showing several actions: 'Print receipt', 'Resend voucher', 'Reverse letter' (highlighted with a blue box), 'Reverse transaction', and 'Fraud control'. The 'Reverse letter' option includes a description: 'You generate a letter that must be signed in order to reverse it'. The left sidebar shows 'Operation information' with fields like 'Created at', 'Reference', 'Id', 'Site', 'Description', 'IP address', 'Status', and 'Response reason code'. The right sidebar shows 'Detalle transa' with fields like 'Subtotal', 'TAX', 'Total paid', 'Processing date', 'Authorization/CUS', 'Internal Reference', and 'Terminal number'.

A reversal request letter must be generated.

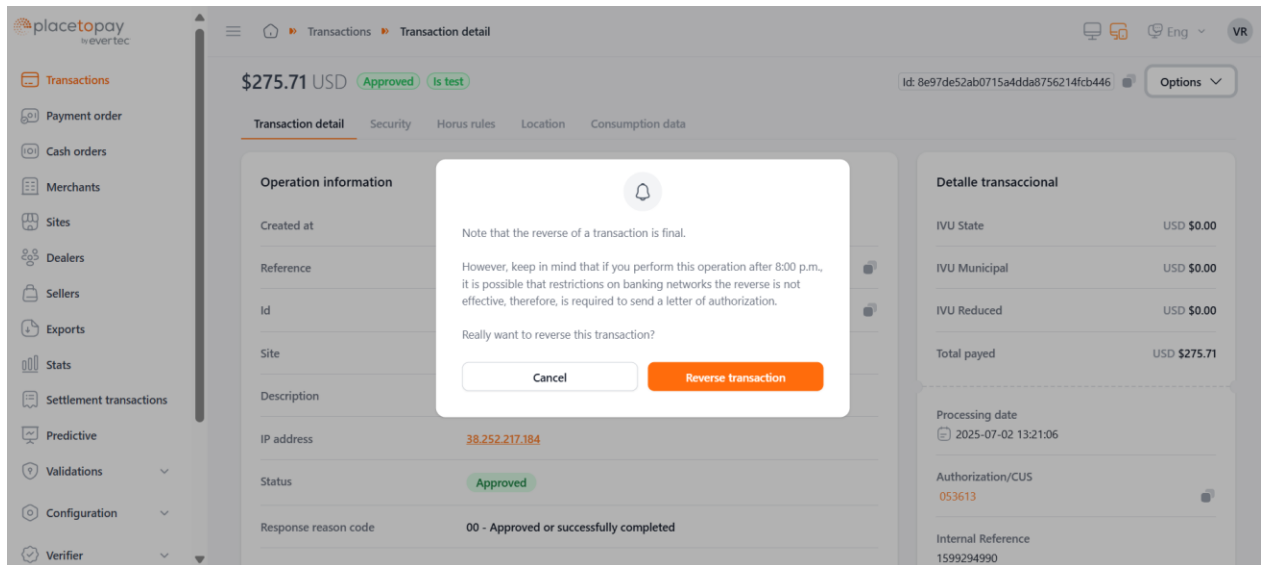


### 5.3.2.4 Reverse Transaction

The transactional reversal process consists of issuing a refund for an approved transaction using the internal reference. To initiate the reversal, click on the Options button within the transaction details. The available options will be displayed, including 'Reverse Transaction.' Click on it to proceed.



A confirmation message should appear regarding the operation to be performed, displaying the options 'Cancel' and '**Reserve Transaction**'. Click on '**Reserve Transaction**' to proceed.



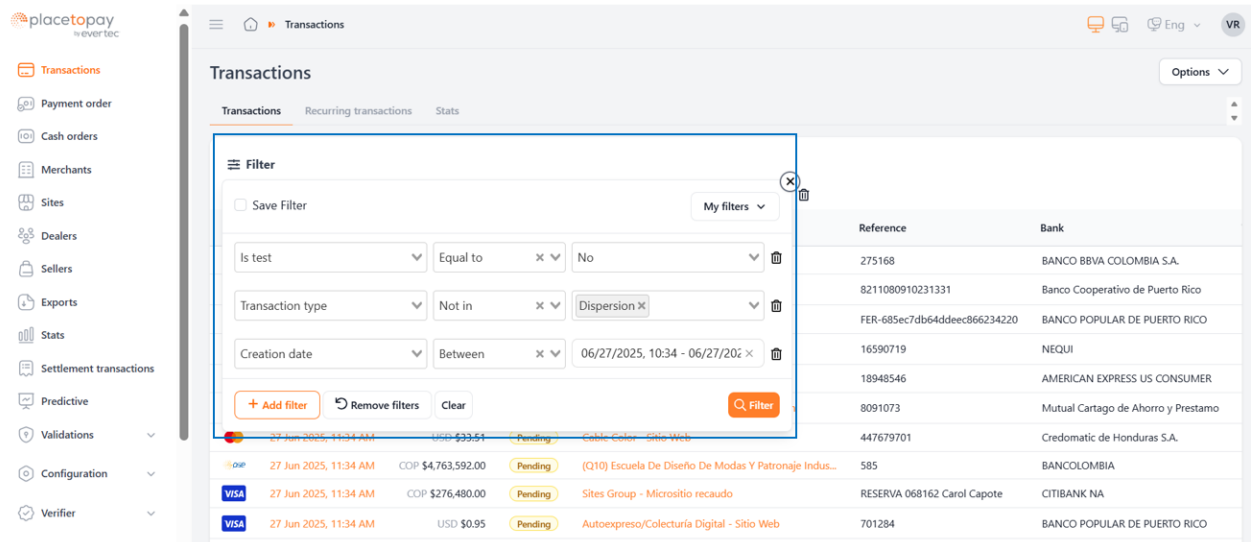
When a transaction is reversed, a new **‘Reversal’** transaction is generated. As a result, two transactions will be displayed the original transaction, now marked as Reversed, and the Newly created **‘Reversal’** transaction.

### 5.3.3 Basic Filters

Basic transaction filters are tools that allow users to limit, organize, and analyze information more efficiently within a system. In the **Transactions** section of the **Panel**, there is a **Filter** option. Click on it, and a screen will appear displaying the following fields. **Filter Options:**

- **Save Filter:** Allows users to save a filter.
- **My Filters:** Button where saved filters are stored.
- **Select Field:** Users must choose the field by which they want to filter.
- **Select Operator:** Select the operator for the query.
- **Value:** Field where the search value for the filter is entered.
- **Delete Button:** At the end of each search criterion, a button appears to remove the entered information.
- **Add Filter:** Button that adds a new row for search criteria, including Select Field, Select Operator, and Value.
- **Remove Filters:** Button that removes created filters, leaving only the default filters.
- **Clear:** Button that deletes all applied filters.

- **Filter:** Button that executes the filters.



Enter values in the fields corresponding to the search criteria, then select '**Filter**' to apply them. The system will display transactions that match the specified filters.

### 5.3.3.1 Usage criterio for filters

To apply filters correctly, the following criteria must be considered:

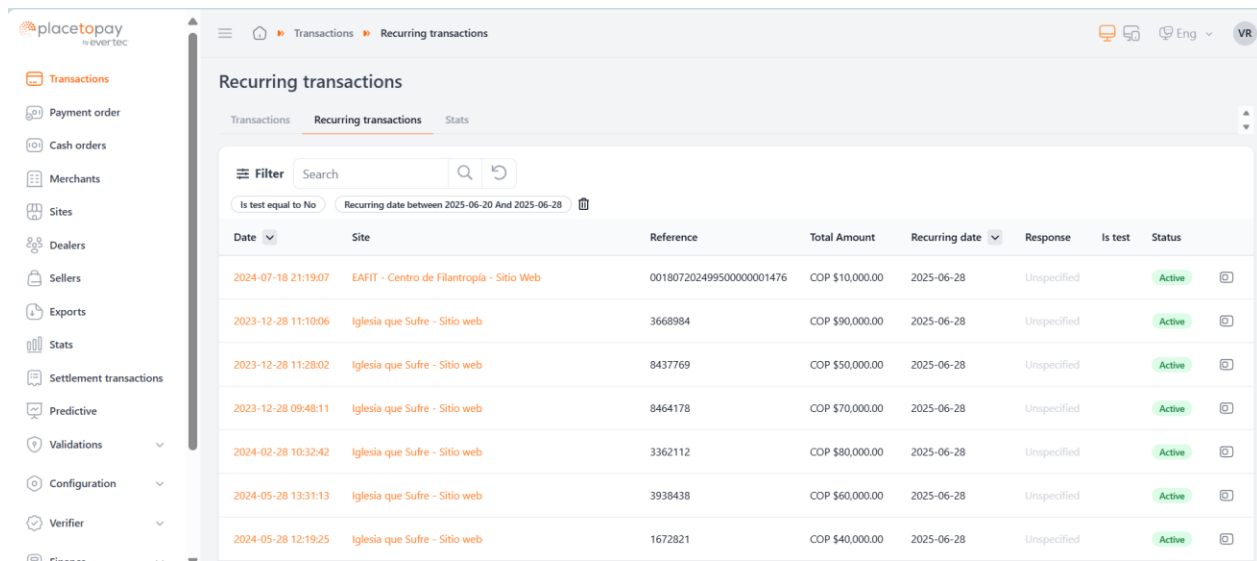
#### Filters requiring additional criteria:

- When using the **Creation Date** filter (where the user selects a date range), it must be accompanied by at least one of the following filters and one of the permitted operators (**Within**, **Equal to**, **Contains**):
  - Site
  - Merchant
  - Aeroline
  - Franchise
  - Responsible User
  - Email
  - Ip Address
  - Pay IP
  -
- Filters that can be used alone (Only with "Equal" operator):

- Card Number
- Internal Reference
- Authorization/CUS
- Administrative Fee Authorization
- Receipt
- ID
- Reference

### 5.3.4 Recurring Transaction Inquiry

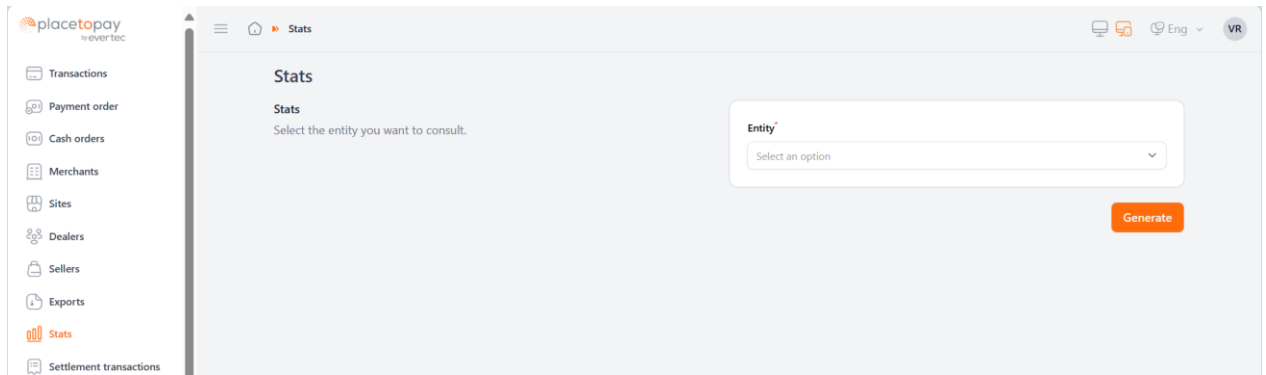
To validate recurring transactions, click on the transactions option, then select **Recurring Transactions**. The **filter** option will be available, along with a table displaying the following transaction details: date, site, reference, total amount, recurrence date, response, in testing and status.



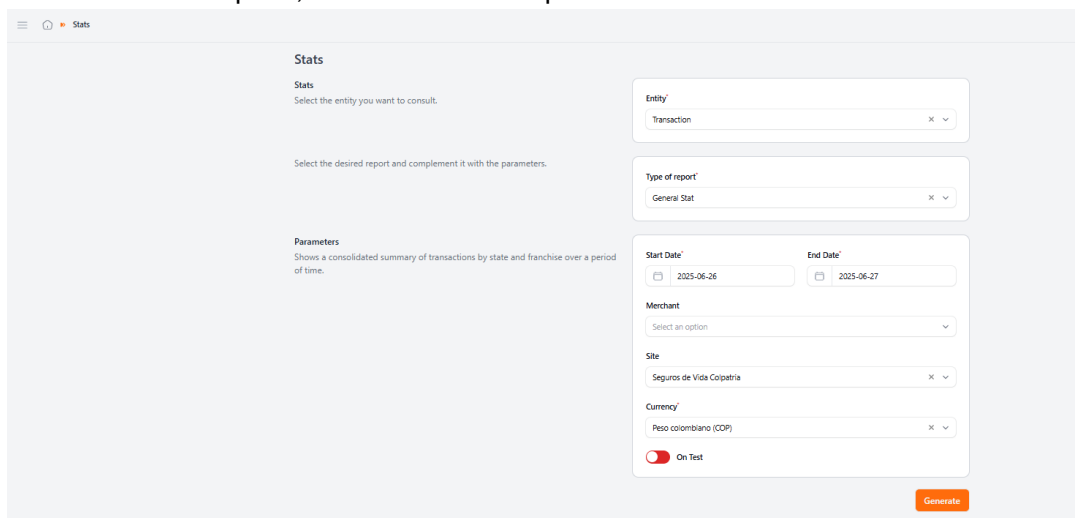
Date	Site	Reference	Total Amount	Recurring date	Response	Is test	Status
2024-07-18 21:19:07	EAFTI - Centro de Filantropía - Sitio Web	001807202499500000001476	COP \$10,000.00	2025-06-28	Unspecified		Active
2023-12-28 11:10:06	Iglesia que Sufre - Sitio web	3668984	COP \$90,000.00	2025-06-28	Unspecified		Active
2023-12-28 11:28:02	Iglesia que Sufre - Sitio web	8437769	COP \$50,000.00	2025-06-28	Unspecified		Active
2023-12-28 09:48:11	Iglesia que Sufre - Sitio web	8464178	COP \$70,000.00	2025-06-28	Unspecified		Active
2024-02-28 10:32:42	Iglesia que Sufre - Sitio web	3362112	COP \$80,000.00	2025-06-28	Unspecified		Active
2024-05-28 13:31:13	Iglesia que Sufre - Sitio web	3938438	COP \$60,000.00	2025-06-28	Unspecified		Active
2024-05-28 12:19:25	Iglesia que Sufre - Sitio web	1672821	COP \$40,000.00	2025-06-28	Unspecified		Active

### 5.3.5 Transaction Statistics

To validate the transaction statistics, click on the **Transactions options**, then select **Transactions Statistics**. The **Report Type** field will be displayed, allowing to choose the report you wish to visualize and the **Generate** Button.



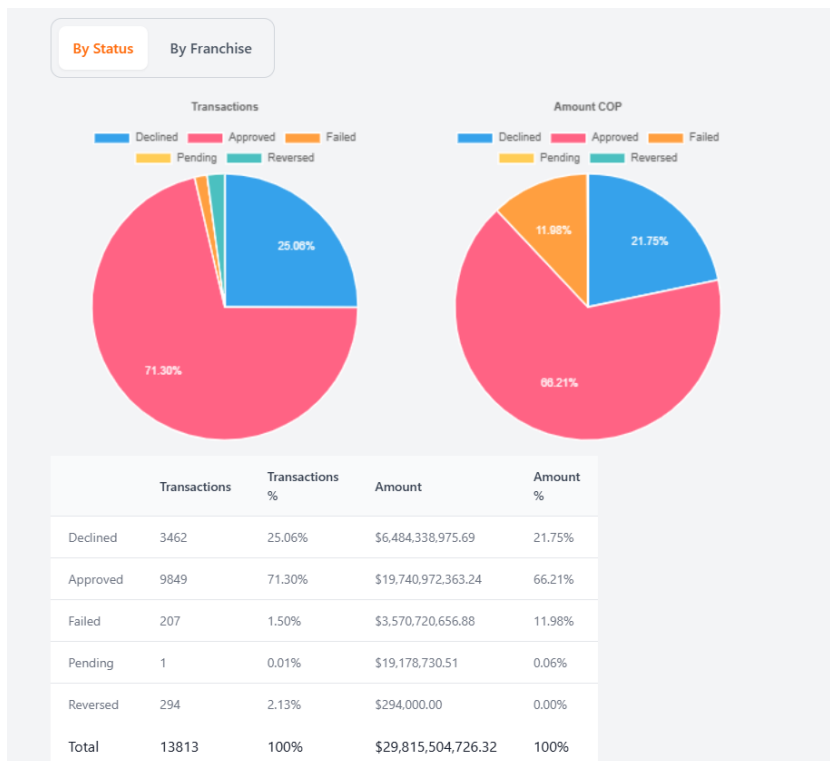
Select a **Report Type**. The system will then display the **Parameters** section, showing the corresponding fields based on the selected report type. Enter the required **Statistics parameters**, and if applicable, any additional available parameters. Once the parameter information is complete, click '**Generate**' to proceed.



Once generated, the system should display statistics that meet the entered parameters.

The system allows users to view the results in two modes:

- By Status
- By Franchise



## 5.4 Sites Inquiry

To validate sites, click on the **Sites** option. The system will display the **Filters** section, including a basic filter field. Additionally, a table will appear containing the following site information: Name, Merchant and Country.

placetopay  
by evertec

Transactions  
Payment order  
Cash orders  
Merchants  
**Sites**  
Dealers  
Sellers  
Exports  
Stats  
Settlement transactions  
Predictive  
Validations

Sites

Create

Filter Search

Status equal to Enabled On test equal to No

Name	Merchant	Country
(Q10) Centro Educativo De Desarrollo Humano - Sitio Web	CENTRO EDUCATIVO DE DESARROLLO HUMANO LTDA (Q 10)	CO
(Q10) Escuela De Diseño De Modas Y Patronaje Industrial Arturo Tejada Cano SAS - Sitio Web	ESCUELA DE DISEÑO DE MODAS Y PATRONAJE INDUSTRIAL ARTURO TEJADA CANO SAS (Q10)	CO
0 11 FIDUCIARIA BOGOTA S A 000642835	FIDUCIARIA BOGOTÁ S.A.	CO
1 Capitanasos Maritime Academy Corp. - Link de Pagos	1 CAPITANASOS MARITIME ACADEMY CORP.	PR
1 Carínito-Link de pagos-colón	KRYSTEL ARIANA FERNANDEZ CASTILLO	CR



To validate detailed information about a site, click on the site or the eye-shaped icon at the end of each record. The detailed site interface will display the following information:

- **Site details**

- Site ID (unique identifier for the site)
- Name
- Display Name
- Status
- Transaction Origin
- Category
- Merchant ID (unique identifier for the merchant)
- Merchant
- Notification Email
- Support Email
- Collection Service Code
- Country
- Default Currency
- Default Language
- Testing Mode
- Production Release Date
- Expiration Date

- **Audit information**

- Created By
- Created On
- Updated By
- Updated On

- **Integration Data**

- Identifies
- Transactional Key
- MD5 Hash
- Allows Partial Payment?
- Partial Dispersion Reserval?
- Return Additional Data?
- Redirection Version
- Notification URL
- Custom Voucher (HTML)
- Card Encryption
- Integration Method

- Analytics Code or Tag Manager.
- Sensitive Data Encryption
- **Control Data**
  - Minimum Allowed Value
  - Maximum Allowed Value
  - Operating Days
  - Security Filters in PSE
  - Allowed Countries for Issuing Banks
  - BIN Filtering
  - Excluded BIN List
  - Operating Hours
  - Delegated Authorization
- **3DS**
  - 3DS Risk Appetite
  - Minimum 3DS Amount
- **Transactional History**
  - Behavior Base on Historical Data
- **TransUnion**
  - Configuration parameters.
- **Emailage**
  - Configuration parameters.
- **Security Filters**
  - Attempt-Based Security Filter
  - Allowed Countries for Issuing Bank
  - Force IP and Bank Country Match
  - Exclude Matching for Specific Issuers
  - Process Only Whitelisted Transactions
  - Allowed Countries for Buyers
  - Cards per Client per Day
  - Email Correlation by IP
  - Cards per Client per Month
  - Cards per Client per Year

- Transactions per Client per Day
- Amount per Client per Day
- Transactions per Client per Month
- Amount per Client per Month

- **Console Functionality Data**

- Disable VAT Entry
- Auto-calculate VAT
- Vat Percentage
- Auto-Send Email
- Auto-Send Copy to Merchant

- **Subscription Validation**

- Enable Validation
- Validation Amount

- Additional features

- Payment methods.
- Promotions
- Gateway plans
- Service plans
- Integrations

The screenshot displays the '121Pass - Sitio Web - Pruebas' configuration page. The breadcrumb trail at the top indicates the path: Sites > 121Pass - Sitio Web - Pruebas. The page title is '121Pass - Sitio Web - Pruebas', and there is an 'Options' dropdown menu. Below the title is a horizontal navigation bar with tabs: Site details (active), Credentials, Users, Contacts, Attachments, Promotions, Security, Webhooks, Open Link, and Payment modifiers. The main content area is titled 'Site details' and contains a table of site configuration parameters.

Site ID	12884	Name	121Pass - Sitio Web - Pruebas	Display name	121Pass - Sitio Web - Pruebas
Status	Enabled	Transaction source	Internet	Category	Collect
Merchant ID	3842	Merchant	IMP - PLACETOPAY SITIOS DE PRUEBAS COLOMBIA	Notification email	soporte@121pass.com
Support email	Unspecified	Conciliation code	Unspecified	Country	Colombia
Default currency	COP	Default language	ES	On test	Yes
Production date	Unspecified	Expiration date	Unspecified		

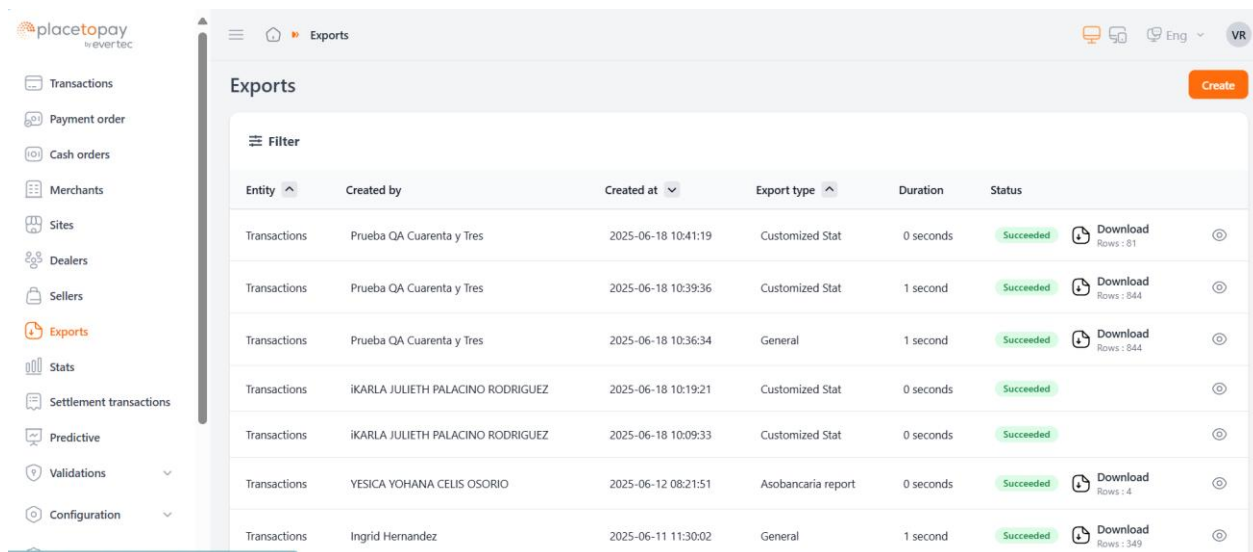
## 5.5 Exports

This functionality is designed to provide quick access to specific information without relying on constant requests to a team.

The system allows access to various exports depending on the country or environment. Below are the most commonly used ones

### 5.5.1 Generate General Export

To generate an export, click on the **Exports** option. The system will then display the **Filters** section, along with available exports. If no exports are found, a message stating "**No exports found**" will appear, along with the **Create** button.



Entity	Created by	Created at	Export type	Duration	Status	Download
Transactions	Prueba QA Cuarenta y Tres	2025-06-18 10:41:19	Customized Stat	0 seconds	Succeeded	Download Rows : 81
Transactions	Prueba QA Cuarenta y Tres	2025-06-18 10:39:36	Customized Stat	1 second	Succeeded	Download Rows : 844
Transactions	Prueba QA Cuarenta y Tres	2025-06-18 10:36:34	General	1 second	Succeeded	Download Rows : 844
Transactions	IKARLA JULIETH PALACINO RODRIGUEZ	2025-06-18 10:19:21	Customized Stat	0 seconds	Succeeded	
Transactions	IKARLA JULIETH PALACINO RODRIGUEZ	2025-06-18 10:09:33	Customized Stat	0 seconds	Succeeded	
Transactions	YESICA YOHANA CELIS OSORIO	2025-06-12 08:21:51	Asobancaria report	0 seconds	Succeeded	Download Rows : 4
Transactions	Ingrid Hernandez	2025-06-11 11:30:02	General	1 second	Succeeded	Download Rows : 349

Click on the **Create** button. A screen will appear displaying the **Basic Section**, which includes the **Entity** field. This field allows users to select the source of the export information from a dropdown list. Once an entity is selected, the **Export Type** field will be displayed, where **General** must be selected.

The **Configuration Section**, which depends on the selected export type, provides fields to set the time period that will be reflected in the resulting export.

For **General Export**, the following fields are required:

- Start Date (Mandatory)
- End Date (Mandatory)
- Format (Mandatory)
- Payment Method
- Response
- Transaction Type
- Merchant
- Site
- Testing Mode Button
- Include BIN Button
- Include Batch Button

Including the '**Cancel**' and '**Save**' buttons.

Once the required fields and any additional parameters for the export have been entered, click '**Save**' to proceed.

### Create

#### Basic

Select the entity and the type of export to generate

#### Configuration

Generates an export of transactions for a time period.

Entity\*

Transactions

x

▼

Export type\*

General

x

▼

No options match your search.

2025-07-01

2025-07-02

Format\*

CSV

x

▼

Payment method

Select an option

▼

Respuesta

Select an option

▼

Transaction type

Select an option

▼

Merchant

Select an option

▼

Site

Select an option

▼

☒ On test

☐ Include bin

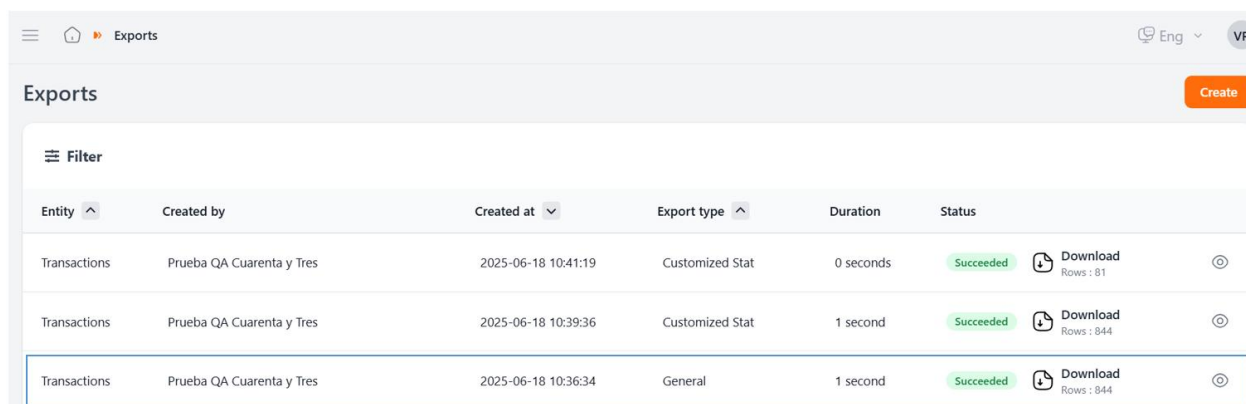
☐ Include batch

Cancel

Save

Once the process is completed, the system returns to the **initial Exports screen**, displaying a table with the following information: entity, created by, created on, export type, duration, status, download option and view record options.

Depending on the *defined criteria* and the volume of data being processed, the system may take some time to generate the export. Please wait until the **status** is displayed as **Successful** before proceeding

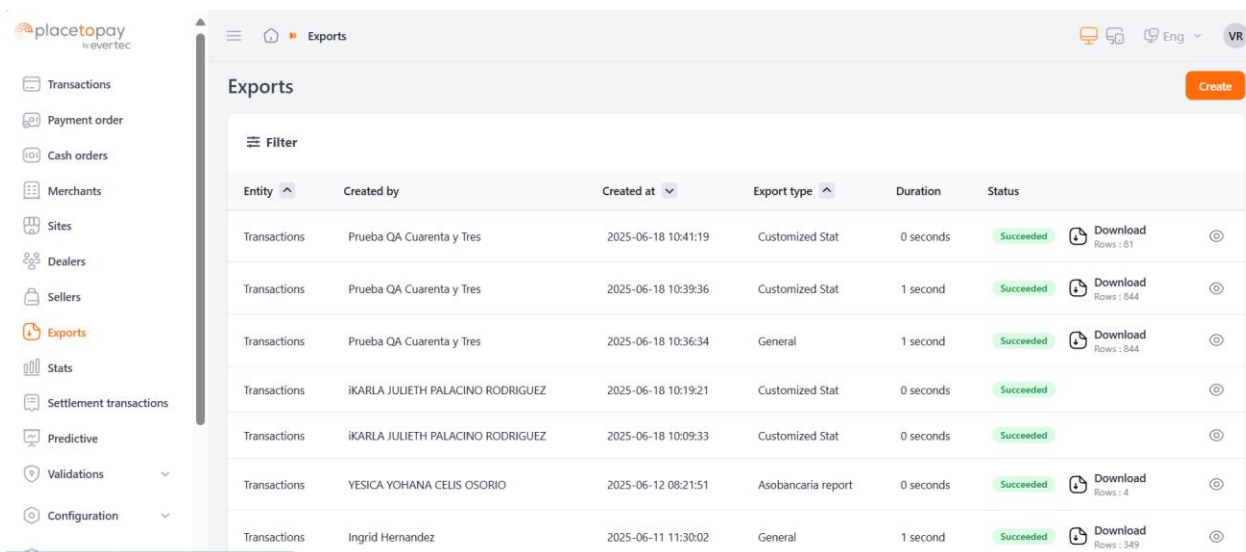


Entity	Created by	Created at	Export type	Duration	Status	Download
Transactions	Prueba QA Cuarenta y Tres	2025-06-18 10:41:19	Customized Stat	0 seconds	Succeeded	Download Rows : 81
Transactions	Prueba QA Cuarenta y Tres	2025-06-18 10:39:36	Customized Stat	1 second	Succeeded	Download Rows : 844
Transactions	Prueba QA Cuarenta y Tres	2025-06-18 10:36:34	General	1 second	Succeeded	Download Rows : 844

To download the export, click on the **'Download'** option for the selected export. If you want to view the criteria under which the export was generated, click on the eye-shaped icon at the end of the record, which corresponds to the **'View'** option.

### 5.5.2 Generate Custom Export

To generate a custom export, click on the **Exports** option. The system will then display the **Filters** section, along with available exports. If no exports are found, a message stating **"No exports found"** will appear, along with the **Create** button.



Entity	Created by	Created at	Export type	Duration	Status	Download
Transactions	Prueba QA Cuarenta y Tres	2025-06-18 10:41:19	Customized Stat	0 seconds	Succeeded	Download Rows : 81
Transactions	Prueba QA Cuarenta y Tres	2025-06-18 10:39:36	Customized Stat	1 second	Succeeded	Download Rows : 844
Transactions	Prueba QA Cuarenta y Tres	2025-06-18 10:36:34	General	1 second	Succeeded	Download Rows : 844
Transactions	IKARLA JULIETH PALACINO RODRIGUEZ	2025-06-18 10:19:21	Customized Stat	0 seconds	Succeeded	
Transactions	IKARLA JULIETH PALACINO RODRIGUEZ	2025-06-18 10:09:33	Customized Stat	0 seconds	Succeeded	
Transactions	YESICA YOHANA CELIS OSORIO	2025-06-12 08:21:51	Asobancaria report	0 seconds	Succeeded	Download Rows : 4
Transactions	Ingrid Hernandez	2025-06-11 11:30:02	General	1 second	Succeeded	Download Rows : 349

Click on the **Create** button. A screen will appear displaying the **Basic Section**, which includes the **Entity** field. This field allows users to select the source of the export information from a

dropdown list. Once an entity is selected, the **Export Type** field will be displayed, where **Custom Export** must be selected.

The **Configuration Section**, which depends on the selected report type, provides fields to set the time period that will be reflected in the resulting export, along with additional criteria to consider.

For the Custom Export, the following fields are required:

- Start date (Mandatory)
- End date (Mandatory)
- Format (Mandatory)
- Template (Mandatory)
- Payment method
- Transaction type
- Merchant
- Site
- Response
- Testing Mode Button

Including the 'Cancel' and '**Save**' buttons.



**Configuration**  
You can customize the template with the necessary fields to display in the export .

**Start date\***  **End date\***

**Format\***  
 ✕ ▼

**Template\***  
 ▼ 🔄

**Payment method**  
 ▼

**Transaction type**  
 ▼

**Merchant**  
 ▼

**Site**  
 ▼

**Respuesta**  
 ▼

☒ **On test**

Cancel Save

To generate an export, you must **create or select a template**. The system allows users to **search for stored templates**.

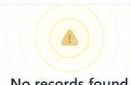
If a new template is needed, click on the corresponding option. This will open the **Select Template** window, where existing templates will be displayed. If no templates are available, the window will appear empty, along with the **Add** button.

**Configuration**  
You can customize the template with the necessary fields to display in the export .

**Start date\***  **End date\***

**Select template** ✕

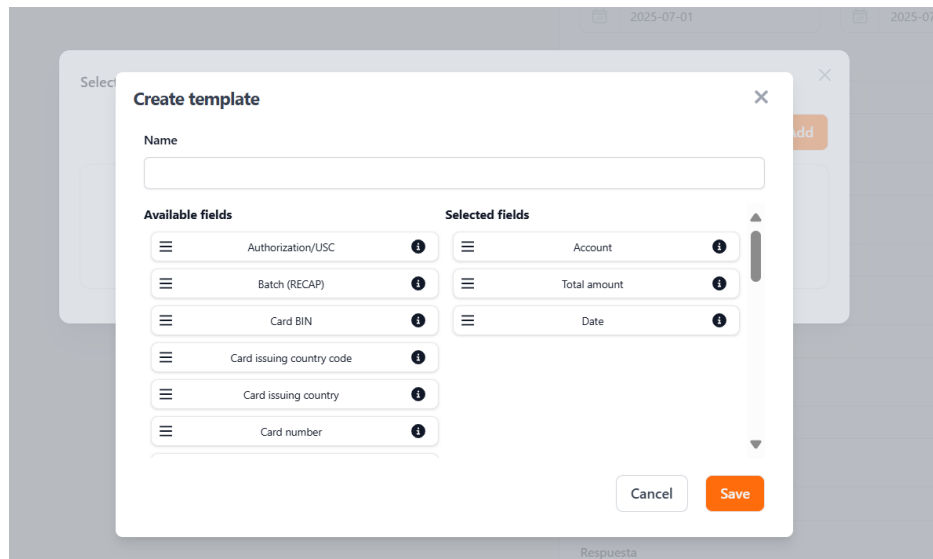
Add

  
No records found

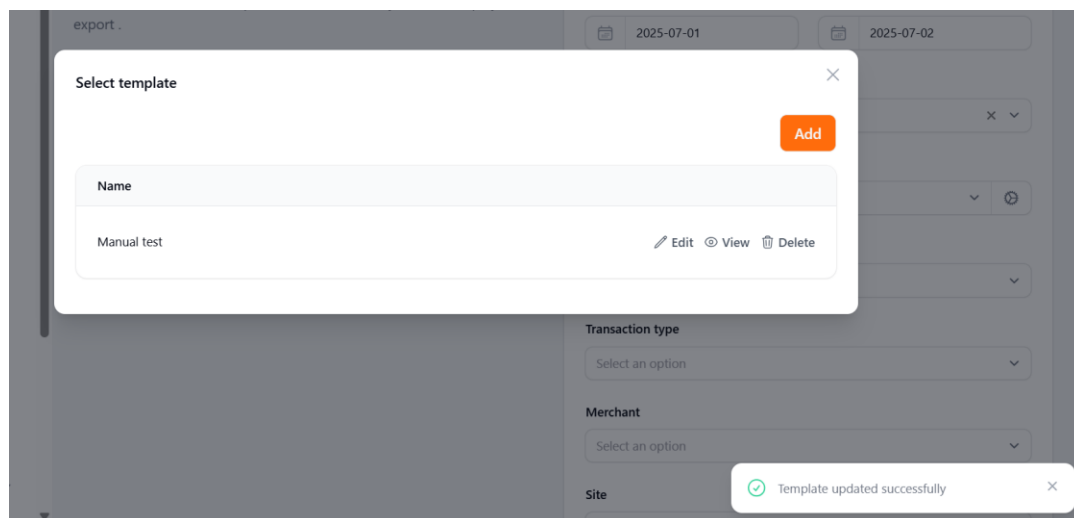
**Merchant**

**Site**

Click on the **Add** button. This will open a screen where you can **define a name** and **select the fields** to be displayed in the export. Fields are configured by **dragging** them from the **left column** to the **right column**. Once you have added the desired fields, click **Save** to confirm the selection.



Once the record is saved, the system displays the **created template** on the screen, along with the following options: Edit, view and delete.



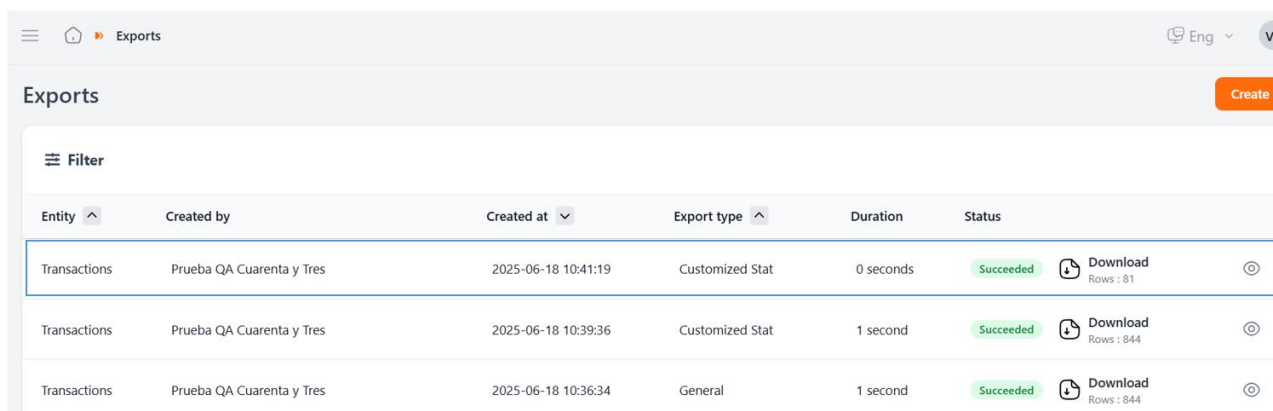
Once the template is created, click on the **x** to close the pop-up window. Then, click on the **Template** field, which will allow you to **search by name** or display a **dropdown list** of available templates. Select one from the list.

The screenshot shows a 'Configuration' pop-up window with the subtitle 'You can customize the template with the necessary fields to display in the export .'. The window contains several form fields: 'Start date' (calendar icon, 2025-07-01), 'End date' (calendar icon, 2025-07-02), 'Format' (dropdown menu, CSV), 'Template' (dropdown menu, Select an option), 'Payment method' (dropdown menu, Select an option), 'Transaction type' (dropdown menu, Select an option), 'Merchant' (dropdown menu, Select an option), 'Site' (dropdown menu, Select an option), and 'Respuesta' (dropdown menu, Select an option). At the bottom left, there is a toggle switch labeled 'On test' which is currently turned on. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

Once you have entered the required fields and additional parameters for the export, click **Save** to proceed.

The system will then return to the **initial Exports screen**, displaying a table with the following details: Entity, created by, created on, export type, duration, status, download options and View Record option.

Depending on the **defined criteria** and the **volume of data** being processed, the system may take some time to generate the export. Please wait until the **status** is displayed as **Successful** before proceeding.



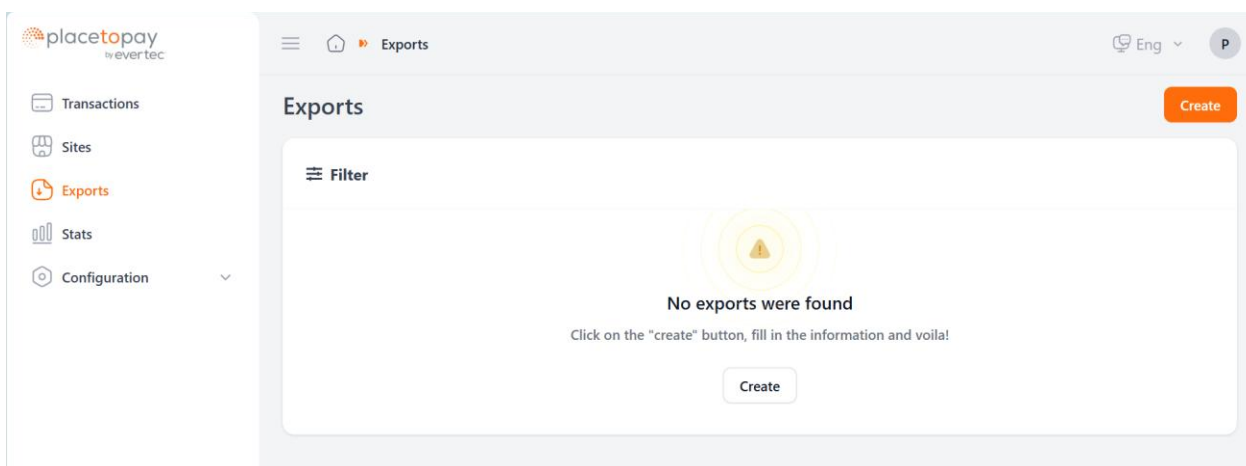
The screenshot shows the 'Exports' section of the administrative panel. It features a table with columns: Entity, Created by, Created at, Export type, Duration, Status, and a 'Download' button. The first three rows of the table are highlighted with a blue border.

Entity	Created by	Created at	Export type	Duration	Status	Download
Transactions	Prueba QA Cuarenta y Tres	2025-06-18 10:41:19	Customized Stat	0 seconds	Succeeded	Download Rows : 81
Transactions	Prueba QA Cuarenta y Tres	2025-06-18 10:39:36	Customized Stat	1 second	Succeeded	Download Rows : 844
Transactions	Prueba QA Cuarenta y Tres	2025-06-18 10:36:34	General	1 second	Succeeded	Download Rows : 844

To download the export, click on the **Download** option for the selected export. If you wish to view the criteria under which the export was generated, click on the **eye-shaped icon** at the end of the record, which corresponds to the **View** option.

### 5.5.3 Generate Transactions Export with compensation cycle information

To generate a transaction export that includes compensation cycle details, click on the **Exports** option. The system will then display the **Filters** section, along with available exports. If no exports are found, a message stating **"No exports found"** will appear, along with the **Create** button.



Click on the **Create** button. A screen will appear displaying the **Basic Section**, which includes the **Entity** field. This field allows users to select the source of the export information from a dropdown list. Once an entity is selected, the **Export Type** field will be displayed, where **Transaction Export with Compensation Cycle Information** must be selected.

The **Configuration Section**, which depends on the selected export type, provides fields to set the time period and parameters that will be reflected in the resulting export.

For **Transaction Export with Compensation Cycle Information**, the following fields are required:

- Start Date (Mandatory)
- Final Date (Mandatory)
- Format (Mandatory)
- Merchant
- Site
- Payment method
- Testing mode option
- Detailed option

In addition to the **Cancel** and **Save** buttons. Once you have entered the required fields and additional parameters for the export, click **Save** to proceed.

### Create

#### Basic

Select the entity and the type of export to generate

Entity\*

Transactions

×

▼

Export type\*

Exporting Transactions Reporting the Clearing Cycle

×

▼

#### Configuration

Generates an export of successful transactions for a specified time period, indicating the clearing cycle and the expected clearing date.

Start date\*

2025-07-01

End date\*

2025-07-02

Format\*

CSV

×

▼

Merchant

Select an option

▼

Site

Select an option

▼

Payment method

Select an option

▼

☒ On test

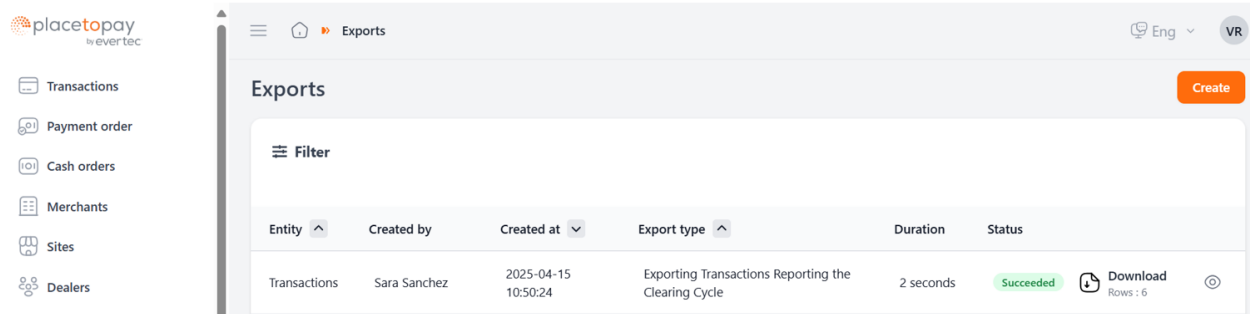
☒ Detailed

Cancel

Save

Once the process is completed, the system returns to the **initial Exports screen**, displaying a table with the following information: Entity, created by, Create on, Export Type, Duration, Status, Download Option and view Record Option.

Depending on the **defined criteria** and the **volume of data** being processed, the system may take some time to generate the export. Please wait until the **status** is displayed as **Successful** before proceeding.



To download the export, click on the **Download** option for the selected export.

If you wish to view the criteria under which the export was generated, click on the **eye-shaped icon** at the end of the record, which corresponds to the **View** option.

The system evaluates the **selected period (Start Date and End Date)** in the search criteria, comparing it against the **Creation Date** and **Processing Date** of each transaction record. The export is generated based on matching records.



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