

Administration Portal

Sybase Money Mobiliser 5.1 SP03

DOCUMENT ID: DC01867-01-0513-01

LAST REVISED: July 2013

Copyright © 2013 by Sybase, Inc. All rights reserved.

This publication pertains to Sybase software and to any subsequent release until otherwise indicated in new editions or technical notes. Information in this document is subject to change without notice. The software described herein is furnished under a license agreement, and it may be used or copied only in accordance with the terms of that agreement.

Upgrades are provided only at regularly scheduled software release dates. No part of this publication may be reproduced, transmitted, or translated in any form or by any means, electronic, mechanical, manual, optical, or otherwise, without the prior written permission of Sybase, Inc.

Sybase trademarks can be viewed at the Sybase trademarks page at http://www.sybase.com/detail?id=1011207. Sybase and the marks listed are trademarks of Sybase, Inc. (a) indicates registration in the United States of America.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP AG in Germany and in several other countries all over the world.

Java and all Java-based marks are trademarks or registered trademarks of Oracle and/or its affiliates in the U.S. and other countries.

Unicode and the Unicode Logo are registered trademarks of Unicode, Inc.

All other company and product names mentioned may be trademarks of the respective companies with which they are associated

Use, duplication, or disclosure by the government is subject to the restrictions set forth in subparagraph (c)(1)(ii) of DFARS 52.227-7013 for the DOD and as set forth in FAR 52.227-19(a)-(d) for civilian agencies. Sybase, Inc., One Sybase Drive, Dublin, CA 94568.

Contents

Administration Portal	1
Self Care	3
Customer Care	5
Registering Customers	5
Find Customer	
Find Pending Approval	7
Justify Contact	
Show Contacts	9
System Configuration	11
Exchange Rate	
Fees	
Fee Types	
Fee Type Use Case Configuration	
Fee Sets	
Limits	
Limit Sets	
Limit Classes	17
Privileges	
Global Configuration	
Dual Approval	
Restrictions and Restriction Groups	21
Adding Restriction Groups	
Adding Restrictions	
Adding Rules	
Service Packages and Terms and Conditions	
Credential Policies	
Adding a Customer Type Policy	24
Adding a Policy	
Adding a Credential Pattern	
Interest Configuration	
GL Account Tree	

Contents

Bulk Processing	29
Customer XML File Preparation	29
Point of Interest CSV File Preparation	30
Point of Interest XML File Preparation	31
Coupon Admin	33
Coupon Types	33
Creating Coupon Types	34
Generating Coupons	34
Uploading Batch Coupons	35
Adding Coupon Locations	35
Assigning Coupons	35
Categories	36
Coupon Search	36
User Manager	37
Agents	37
Roles and Privileges	38
Notification Manager	39
Messages	39
Attachments	
Transaction Template	40
Reports	41
Audit	
Index	45

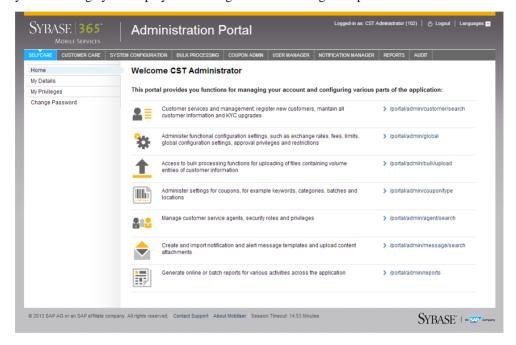
Administration Portal

The Administration Portal is used by customer support agents to manage Money Mobiliser customers and agents. For example, you can register anyone as an administrator, agent, consumer, or merchant. The tool includes functions for creating and managing coupons, and managing short message service (SMS) and e-mail notifications. Additionally, you can configure system parameters such as exchange rates, roles and privileges, and transaction fees and limits.

Note: The portal feature descriptions and illustrations pertain to the out-of-the-box version of Money Mobiliser.

Self Care

The Self Care option provides self-service functions for viewing your display name, login name, and privileges. You cannot edit your display name or login name under this option, but you can change your password. However, depending on your assigned roles and privileges, you can change your display name using the Find/Edit Agents option.



Self Care

Customer Care

Use the Customer Care option to register new customers, agents, merchants, or administrators. Additionally, you can search for customers who want to change information such as mobile phone number or postal address. You can also search for each type of action pending approval such as wallet entries, transactions, or customer registrations.

Registering Customers

Use the Customer Registration option to register anyone as an administrator, agent, consumer, or merchant.

Prerequisites

A valid mobile phone number, postal address, and e-mail address.

Task

- 1. Click Customer Care.
- 2. Select Customer Registration.
- 3. Enter all required information.
- **4.** (Optional) Configure the individual fees and limits.
- 5. Click Register.
- **6.** Confirm the customer's information and click **Continue**.
- **7.** (Optional) Click **Reset Password** to generate a temporary password and click **OK**. A temporary password is sent to the consumer via e-mail or SMS, or both.

Find Customer

Use the Find Customer option to search for customers who want to change their personal information, mobile phone number, or security question and answer. You can also view customer transactions and verify the customer's information for validation. You can search for customers by mobile phone number, last name, first name display name, e-mail address, street, city, postal code, Identification OrgUnit, or Customer OrgUnit. All search parameters are optional.

Menu Item	Description
Standing Data	Displays the customer's information such as name, date of birth, customer type, address, fees and limits, mobile phone number, and security information. You can make changes on the customer's behalf as well as reset the customer's offline PIN, PIN, password, and mobile phone number. You can also deactivate a customer or set a black list reason. If you choose to deactivate a customer, the customer is disabled and does not appear in the search results. A cancellation reason must be selected when you deactivate a customer. Note: Deactivation is permanent. If you want to block a customer temporarily,
	use the Black List feature.
Accounts	Displays the accounts in the customer's wallet. You can add, edit, remove, or block (disable) payment instruments on behalf of the customer. You can also transfer funds between accounts and set up balance alerts on behalf of the customer.
	Bank Account – The Bank Account option lets you add one or more bank accounts to a consumer's wallet. For mBanking consumers, you can make the bank account available for mobile transactions.
	Credit Card – The Credit Card option lets you add one or more credit cards to a consumer's wallet.
	External Account – External accounts are similar to the bank accounts and credit cards in the customer's wallet, because an external account can be used to pay bills. However, you cannot add money to the customer's SVA from an external account, or transfer money from the customer's SVA to an external account.
	• SVA – The SVA option lets you add funds to a consumer's SVA from a bank account or a credit card set up in their wallet.
	Offline SVA – Offline stored value accounts are similar to SVAs, but stored directly on the mobile phone. You can perform the usual operations, such as adding and withdrawing funds, and viewing the current balance and transaction history. Unlike a regular SVA, there can be more than one offline SVA. You can reset the dedicated offline PIN that secures the offline SVA, which is stored on the mobile phone.
History	Tracks data changes such as changes in time zone and preferences, or unsuccessful login attempts.
Contacts	Displays the agent's justification history, which explains reasons for viewing customer information. You can close a contact that is still open. You can also edit an open contact, but you cannot edit a closed contact.
Transactions	Displays the customer's transaction history.

Menu Item	Description
Agent Transactions	Displays transactions made by the agent on the customer's behalf.
Attachments	Displays the customer-related attachments such as a scanned ID for proof of identification. You can add other attachments such as an invoice.
Bill Configuration	Displays the current bills configured for the customer. You can add, edit, or remove a bill configuration on the customer's behalf.
Open Bills	Displays all open bills for the customer. You can pay a bill on the customer's behalf.
Bill History	Displays the bill history for the customer.
Messages	Displays a list of all SMS messages sent to the customer such as resetting a PIN; this does not include the registration one-time password (OTP).
Contact Points	Displays the list of contact points for the customer, which can include email addresses and mobile phone numbers. You can add, edit, or remove contact points on the customer's behalf.
Mobile Alerts	Displays the mobile alerts that are set up for the customer's payment instruments. You can add, edit, or remove mobile alerts on the customer's behalf.
Synchronization History	The synchronization history shows the synchronized results of all performed operations as well as the currently pending operations.
Service Packages	The service package option is used to assign service packages to an individual mBanking customer.

Find Pending Approval

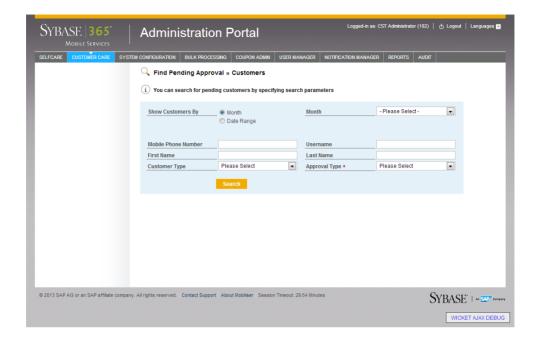
Use the Find Pending Approval option to search for each type of action pending approval: customers, wallets, and transactions.

- Customer search results display the customers that are currently pending registration.
- Wallet search results display the wallet entries currently pending approval. Depending on the payment instrument class, you may see the specific information of the payment instrument that is pending.
- Transactions search results display any transactions currently pending approval.

You can leave the search fields blank or you can enter search criteria to refine the search results. To approve or reject a pending registration, click the task ID, then select either **Approve** or **Reject** at the bottom of the details page.

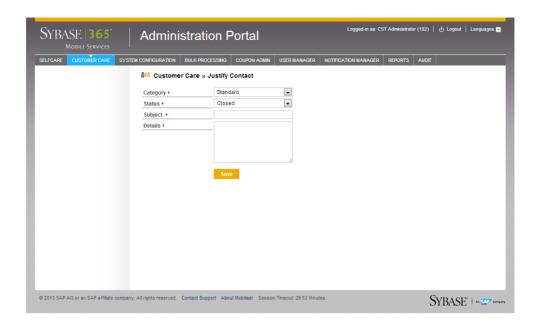
Note: You cannot edit the data on the details page of the search results.

Customer Care



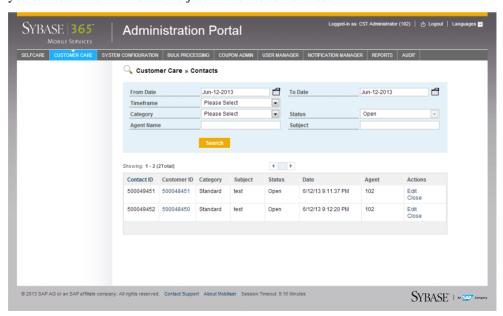
Justify Contact

Each time you search for a consumer, you will be asked to justify the reason for looking at the customer information regardless if you made changes or not. You can close a contact or keep it open. If you keep a justification open, you can use the Show Contacts feature to search for and locate an open justification for a consumer. You cannot, however, search for closed justifications.



Show Contacts

After you have justified the reason for contact with the consumer and the justification is open, you can search for and locate the justification to edit or close it.



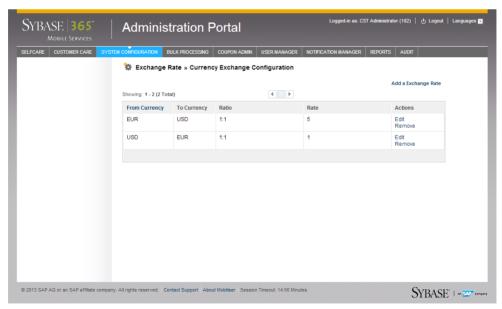
Customer Care

The System Configuration option is used to configure system parameters, such as fees, exchange rates, transaction restrictions, or terms and conditions.

Exchange Rate

The Exchange Rate option lets you to configure exchange rates between all currencies setup in the system. The available currencies are setup during system installation. The exchange rates you set up provide a default rate when a transaction is entered. In addition to setting up exchange rates, you can also view the previous exchange rates used. For example, if you change the USD to EUR exchange rate, you see the old exchange rate in the exchange rate history search results.

Countries establish the ratio of their currencies and then commit to maintaining those exchange rates. Different currencies have different values. When calculating the conversion ratio that is applied to your current conversion, you must account for the conversion fees. Many banks and other converters calculate the fee as a percentage of your total conversion, so the more money you convert, the higher the fee. Only after accounting for the fee can you accurately calculate the conversion ration that is used in the transaction.

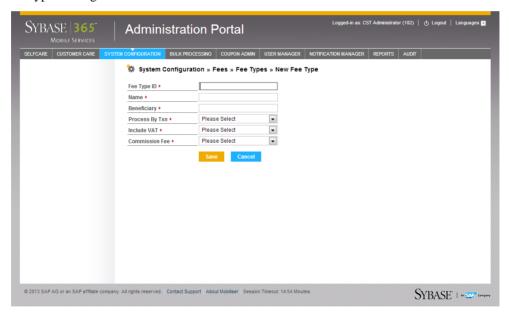


Fees

Fees and commissions are calculated for payer and payee in a financial transaction per subtransaction. However, the processing of fees and commissions are different. Fees are applied and charged during transaction processing whereas commissions are collected and settled offline in batch mode.

Fee Types

Use the Fee Types option to configure applicable fee types for payer and payee. When fees are calculated for payer and payee in a financial transaction per subtransaction, Money Mobiliser determines the applicable fee types for payer and payee. Once the fee types are determined, the correct scale used for the customer (payer or payee) is found. The scales are connected to fee types through fee sets.



Field	Description
Fee Type ID	Defines a five-digit number identifying the fee type.
Name	Defines a short description of the fee type.
Beneficiary	Defines the customer identification of the person receiving the fee. The beneficiary receives funds only via an offline settlement process.

Field	Description
Process By Txn	Indicates whether the fee should be deducted during transaction processing; if not, it is charged in a separate process.
Include VAT	Indicates whether the calculation amount should include value added tax (VAT).
Commission Fee	Indicates whether the fee type is a commission.

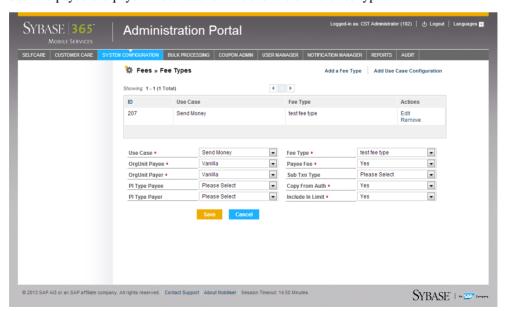
Adding Fee Types

You can set up a fee type to specify the person (beneficiary) who is receiving the fee. Additionally, you can specify whether to process the transaction, include VAT, or if there is a commission fee.

- 1. Click System Configuration and select Fees.
- 2. Select Fee Types.
- 3. Click Add a Fee Type.
- **4.** Enter all required information.
- 5. Click Save.

Fee Type Use Case Configuration

Use cases provide a set of requirements for processing financial transactions, such as merchant payments, bill payments, or commission settlements. A fee type use case configuration identifies the fee type based on organizational unit and payment instrument for both the payee and payer. A use case is linked to one or more fee types.



Field	Description
Use Case	Indicates the use case for which this fee applies.
OrgUnit Payee	Indicates the organizational unit of the payer.
OrgUnit Payer	Indicates the organizational unit of the payee.
PI Type Payee	Indicates that this fee is applicable only to transactions where the payee's payment instrument is of this type.
PI Type Payer	Indicates that this fee is applicable only to transactions where the payer's payment instrument is of this type.
Fee Type	Indicates the fee type that is to be applied to the transaction.
Payee Fee	Indicates whether the fee must be paid by the payee or payer.
Sub Txn Type	Indicates that the fee is applied only to the specified subtransaction type.
Copy from Auth	Indicates whether the fees should be copied from the authorization subtransaction.
Include in Limit	Indicates whether the fee is to be used when checking the customer's limits.

Adding Use Case Configuration

You can set up a fee type use case configuration to identify the fee type based on organizational unit and payment instrument for both the payee and payer

Prerequisites

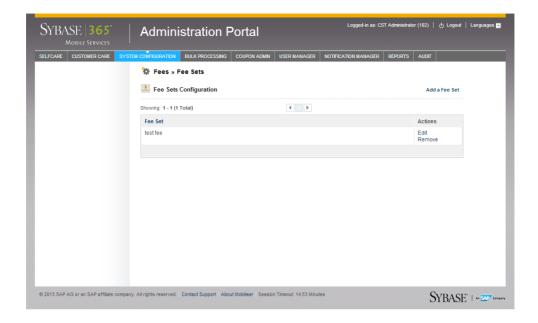
Add at least one fee type.

Task

- 1. Click System Configuration and select Fees.
- 2. Select Fee Types.
- 3. Click Add Use Case Configuration.
- 4. Enter all required information.
- 5. Click Save.

Fee Sets

Fee sets are incremental you can apply as many as three fee sets to single customers, customer types, or organizational units. For each fee type, the fee setting for customers has the highest priority, overwriting settings for individual fee types from fee sets coming from the customer's type. Customer type, in turn, has precedence over the fee set defined in the organizational unit.



Limits

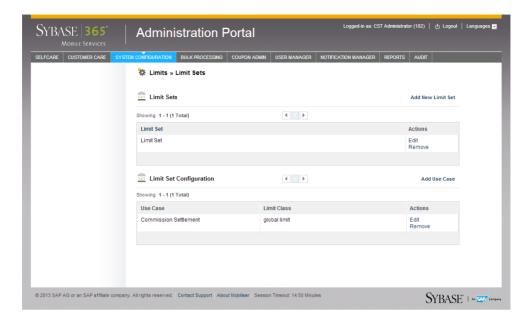
Limits refer to financial limits that are evaluated during transaction processing. During the transaction initialization, the limits of the payer and payee are checked individually.

You can control the configuration of limits through limit sets, which are attached to a customer, payment instrument, and wallet.

Limit Sets

The Limit Sets option lets you link limit sets to customers, payment instruments, and wallet entries. You can define a limit set in which there is a global spending limit for a customer, for example, \$300 per day, which is independent of the payment instrument being used. Defining a limit set on a customer may comply with many banking regulations, and reduces risk.

In the Global Configuration option you can define the risk category per customer type. Risk categories are rules determines the role and limit set for a customer type. You can change the customer type upon customer registration. If no limit set is defined for a customer, the standard limit set defined for the customer's risk category is used. If no risk category is configured for the customer, the standard risk category from the customer's type is used. If the limit set from the risk category is empty, the limit set defined at the customer's organizational unit is used.



Adding Limit Sets

You can link limit sets to customers, payment instruments, and wallet entries.

Prerequisites

Add at least one limit class.

Task

- 1. Click System Configuration and select Limits.
- 2. Select Limit Sets.
- 3. Click Add New Limit Set.
- 4. Enter the name of the limit set.
- 5. Click Save.
- **6.** In the Limit Set Configuration section, select a use case.
- 7. Select a limit class.

Adding a Use Case to an Existing Limit Set

Use cases are linked to limit sets.

Prerequisites

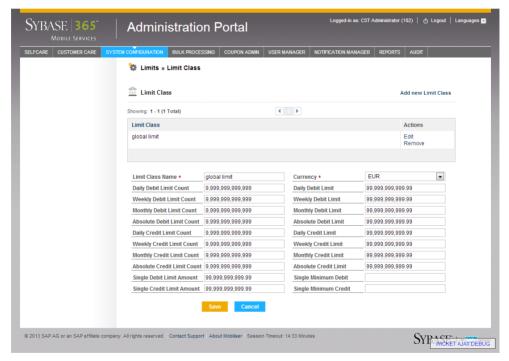
Add at least one limit set and one limit class.

Task

- 1. Click System Configuration and select Limits.
- 2. Select Limit Sets.
- 3. In the Actions column, click **Edit** for the limit set you want to add.
- 4. Click Add Use Case.
- 5. Select a use case.
- 6. Select a limit class.

Limit Classes

The Limit Classes option lets you configure limits for daily, weekly, monthly, and total, debits and credits. You can set limits on the count of transactions or the total sum of the amounts of the transaction. Additionally, you can configure the option for a minimum and a maximum amount for a single transaction.



Field	Description
Limit Class Name	Defines the name of the limit class.
Daily Debit Limit Count	Defines the maximum number of debits per day.
Weekly Debit Limit Count	Defines the maximum number of debits per week.

Field	Description
Monthly Debit Limit Count	Defines the maximum number of debits per month.
Absolute Debit Limit Count	Defines the maximum number of total debits.
Daily Credit Limit Count	Defines the maximum number of credits per day.
Weekly Credit Limit Count	Defines the maximum number of credits per week.
Monthly Credit Limit Count	Defines the maximum number of credits per month.
Absolute Credit Limit Count	Defines the maximum number of total credits.
Single Debit Limit Amount	Defines the maximum debit amount per single transaction.
Single Credit Limit Amount	Defines the maximum credit amount per single transaction.
Currency	Defines the currency in which the limits are defined.
Daily Debit Limit	Defines the maximum debit amount per day.
Weekly Debit Limit	Defines the maximum debit amount per week.
Monthly Debit Limit	Defines the maximum debit amount per month.
Absolute Debit Limit	Defines the maximum absolute debit amount.
Daily Credit Limit	Defines the maximum credit amount per day.
Weekly Credit Limit	Defines the maximum credit amount per week.
Monthly Credit Limit	Defines the maximum credit amount per month.
Absolute Credit Limit	Defines the maximum absolute credit amount.
Single Minimum Debit	Defines the minimum debit amount per single transaction.
Single Minimum Credit	Defines the minimum credit amount per single transaction.

Privileges

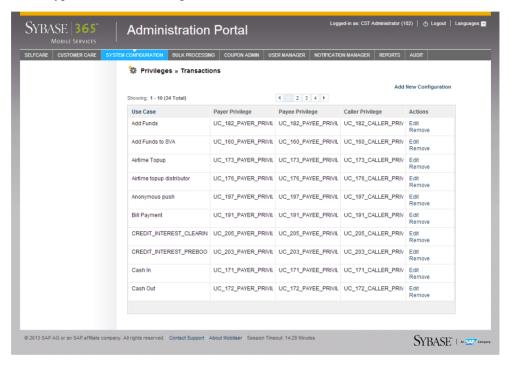
Use the Privileges option to define the required privileges for dual approval configurations. For example, use the Create Customers option to create a new customer approval configuration (customer type). Therefore, you can configure maker/checker privileges for registration, depending on the customer type that is being registered.

Use these options to configure privileges:

- Create Customers create new customer type approval configuration.
- Add Wallet Entries create a new wallet approval configuration. For security reasons, consumers and agents might not have permission to directly activate a new payment instrument. In this case, you can either search for, then approve or reject, pending add-to-

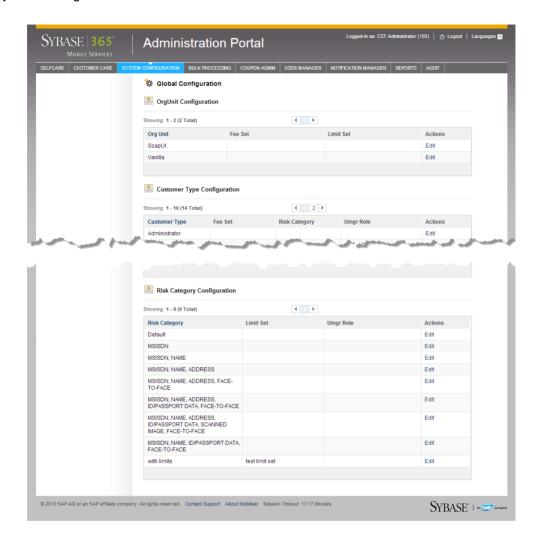
wallet operations, or see the list of pending wallet operations when you are editing a customer.

- **Transactions** create a new transaction approval configuration that depends on the transaction type configured.
- **File Types** create a new file type approval configuration that depends on the file type configured. For example, you can configure a maker/checker for a customer deactivation file type. You can also configure a maker/checker for transaction cancellation.



Global Configuration

The Global Configuration option displays the current configuration settings for the organizational unit, customer type, and risk category. Adding a configuration setting is performed during the initial setup of Money Mobiliser. Therefore, you cannot add additional configuration settings; you can only edit an existing configuration.



Dual Approval

Configure dual approval during the initial system setup; however, you can change or add a new configuration at any time. Dual approval is a global system-level configuration; therefore, the effect of changing the configuration applies to the various dual approval processes such as customer registration, wallet entries, and transactions. Use the Find Pending Approval option to see any pending tasks associated with the dual approval configuration.

A dual approval configuration might include creating new privileges, assigning privileges to certain roles, and using these privileges for dual approval configuration. For each service that supports dual approval, the system defines the MAKER privilege to start or initiate the service,

and the CHECKER privilege to complete or approve the service. Additionally, there is an option that allows a user to directly execute a service, bypassing the dual approval process; this requires the EXECUTE privilege.

Restrictions and Restriction Groups

Use the Restrictions option to configure rules that restrict transaction processing for a payer or payee, based on the transaction history. Therefore, restrictions first determine whether a restriction applies to the current transaction, then accumulates historical transaction data and checks the historical transaction data for restriction violations.

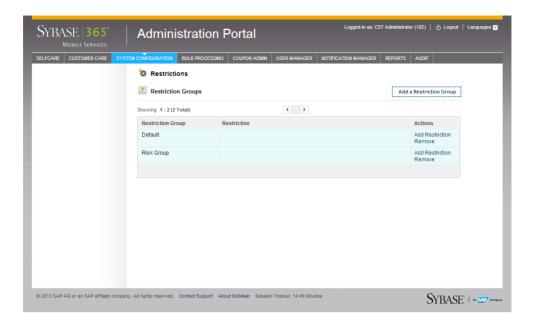
Restrictions cannot be configured for individual customers, but always apply to all customers from a certain organizational unit and risk category. For example, any customer can make only one person-to-person payment per day.

Each restriction has a set of rules that define the actual restriction:

- Minimum and maximum transaction amount for the current restriction
- · Time frame such as minutes, hours, days, weeks, and years
- Maximum number of transaction per time frame
- Maximum transaction sum per time frame
- Currency rules for converting currencies from the standard used by one country to the standard used by another country

Restriction rules are linked to restriction groups and always contain the currency.

Note: If a restriction group doesn't exist, then a restriction group must be added before adding a restriction and restriction rule to it.



Adding Restriction Groups

You can create restriction groups to assign to restrictions applied to organizational units and risk categories.

- 1. Click System Configuration.
- 2. Select Restrictions.
- 3. Click Add a Restriction Group.
- **4.** Enter the required information.
- 5. Click Save.

Adding Restrictions

You can add a restriction to restrict the transaction processing for payer or payees.

Prerequisites

Add at least one restriction group.

Task

- 1. Click System Configuration.
- 2. Select Restrictions.
- 3. In the Actions column, click **Add Restrictions**.
- 4. Enter the required information.

5. Click Save.

Adding Rules

You can configure rules that restrict transaction processing for a payer or payee, based on the transaction history.

Prerequisites

Add at least one restriction group.

Task

- 1. Click System Configuration.
- 2. Select Restrictions.
- 3. In the Actions column, click Add Restrictions.
- 4. Click Add a Rule.
- **5.** Select the currency.
- 6. Click Save.

Service Packages and Terms and Conditions

Service packages are a way to enable or disable features for a specific type or class of customer. Customers can inherit roles and privileges through service packages as well as through customer type and risk category. A service package is valid for an organizational unit and customer type, which provides control over which customer types can make use of service packages. Service packages are assigned when a consumer is registered, self-assignment in the portal, or through a call center agent. Each service package can be assigned multiple times to a single customer if supported by the service package.

Service packages are attached to terms and conditions, which are either optional such as a newsletter or mandatory. Terms and conditions can be added to a service package; therefore, the customer is to accept the additional service package in order to proceed. Each term and condition has an optional date range. The customer must have always accepted a term and condition that has a date range, which includes the current date or is opened ended.

Credential Policies

Credential policies define the rules for how a credential must be composed, such as the minimum and maximum length of a password or PIN. The credential policies also define the number of times a credential can be used, the number of allowed authentication failures, and the time range during which the credential is valid. You can add new policies, and edit and remove existing policies.

Field	Description	
Customer Type Polic	Customer Type Policy	
Customer Type	Indicates the type of customer: consumer, merchant, or support agent.	
Credential Type	Indicates the type of credential: password or PIN.	
Credential Policy	Defines the rules for how a credential must be composed, such as the minimum and maximum length of a password or PIN.	
Policy		
Name	Defines the name of the policy.	
Min	Indicates the minimum number of characters for the credentials.	
Max	Indicates the maximum number of characters allowed for the credentials.	
Block Size	Indicates the number of consecutive characters or numbers that cannot be used, such as 1234, aaaa, abcd, and so forth.	
Block Timeout (minutes)	Indicates the number of minutes the account is locked when the block threshold is exceeded.	
Block Threshold	Indicates the number of unsuccessful log in attempts.	
Password Retention	Indicates the password history, such as the number of passwords stored and how frequently old passwords can be reused.	
Expiry (days)	Defines the days before a password must be changed.	
Temporary Expiry (days)	Defines the number of days the system generated credentials expires. If left blank, temporary credentials uses the defined expiry.	
Unused (days)	Defines the number of days an unused credential expires. Once expired it cannot be used.	
Credential Pattern		
Regular Expression	Defines a sequence of text characters that specifies a set of strings. Typical expressions are /d+ for digit only credentials.	
Match	Indicates that the credential must match the regular expression or not.	
Message Template	Defines the message template key that can be used to inform the customer when this entry fails the new credential.	

Adding a Customer Type Policy

You can add a customer type policy to map to a credential policy.

- 1. Click System Configuration.
- 2. Select Credential Policies.

- 3. Click Add Customer type policy.
- **4.** Select the required information from the drop downs.
- 5. Click Save.

Adding a Policy

You can add a credential policy to define the rules for how a credential is composed, such as the length of a password or PIN and how long a credential is valid.

- 1. Click System Configuration.
- 2. Select Credential Policies.
- 3. Click Add policy.
- **4.** Enter the required information.
- (Optional) Click Add Credential Pattern, enter the required information, and click Save.
- 6. Click Save.

Adding a Credential Pattern

You can add a credential pattern to further restrict the credential policy even more. You can add more than one credential pattern.

Prerequisites

Add at least one policy.

Task

- 1. Click System Configuration.
- 2. Select Credential Policies.
- **3.** In the Credential Policies section, click **Edit** for the policy you want to add a credential pattern.
- 4. Click Add Credential Pattern.
- **5.** Enter the required information.
- 6. Click Save.

Interest Configuration

Interest Configuration is used to apply interest to balances on stored value accounts, which is similar to how interest is calculated to balances on regular bank accounts. Interest is calculated for each SVA based on the balance at the end of every calculation period. Various interest schemes can be configured and grouped into products; products can be mapped to an SVA based on the organizational unit, customer type, and payment instrument type.

The interest amount is calculated for each SVA based on the balance tracking method. The interest calculated is taken from the interest balance snapshots, which uses the calculation method and scales configured in the interest product. For each calculation, two transactions are created that moves money between the clearing accounts in preparation for the clearing of the interest. Therefore, interest calculations are cleared by triggering the transaction to move the interest from the clearing accounts to the customer's SVA.

In case an SVA was created during an interest calculation period and has an applicable interest product, its balance snapshots are created for the complete calculation period. For example, if the calculation period is one month and a new SVA is created on the 15th of the month, entries for the new SVA are created from the 1st of the month up to the current snapshot date. Therefore, 14 entries with a balance of zero are created and one entry with the balance is created.

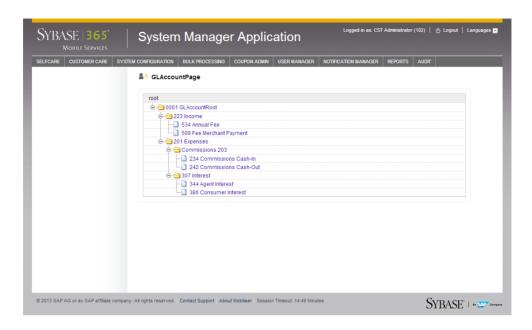
GL Account Tree

The GL Account Tree allows you to replicate the GL Account structure of the enterprise in the Mobiliser Platform.

Different GL account types can be used to form the GL Account Tree:

- **Parent only** is used for aggregation and to create the required structure. This account type should not be used for assignment to payment instruments, fee beneficiaries, or interest calculation accounts. Other GL account types can also act as parent accounts.
- **Regular** is used for standard accounting/reporting purposes and is generally assigned to a payment instrument—that is, a consumer SVA.
- Expense/Income is used when the GL account not only reflects an internal GL account but also an actual revenue or expense account in Mobiliser Platform that is settled via the Mobiliser Account Management System (AMS)—that is, a fee account. This account type has a bank account attached it and is used for settlement transactions.

The Administration Portal is a flexible way of creating a GL account structure in Money Mobiliser. Nodes can be added at any level, except root, and the tree can have any number of levels. Deletion of nodes is only possible if the node is not yet used, or assigned anywhere. However, nodes can be deactivated at any time.



Bulk Processing

Use the Bulk Processing option to upload customer data and location-based point of interests (POIs) in CSV or XML format. Depending on your assigned privileges, the file is either uploaded for confirmation or processed immediately. Additionally, your assigned privileges determine the bulk-file formats you are allowed to upload:

- **Customer registration** contains the equivalent data supported by Customer Registration option.
- **Customer deactivation** is supported by listing customer identifications. This is the same file used for registering customers; however, you must use the actual IDs of the customers being deactivated.
- Point of Interests CSV format allows you to upload or replace multiple points of
 interest or addresses for a customer in which a file consists of fields that are delimited by
 commas.
- Point of Interests XML format allows you to upload or replace multiple points of interest or addresses for a customer in XML format.

The Confirm File option allows you to search for pending bulk processes to approve or reject. You can approve or reject a pending file by clicking the file name to view the details of the file. Use the History option to search for files that have been approved or rejected. All fields are optional, and if any are left blank, you see the full list of pending files. You can also download the file for further inspection.

Customer XML File Preparation

Uploading bulk customer files allows you to upload or replace multiple customers.

All the records in a XML file must be for the same object. Note the following when processing XML files:

- All required fields when you create a record.
- Files must be in UTF-8 format.

The bulk customer registration and deactivation files contain assembled service requests; one complete request per line. The following example creates a money consumer:

```
<cus:CreateFullCustomerRequest <cus:CreateFullCustomerRequest
    xmlns:cus="http://mobiliser.sybase365.com/money/contract/v5_0/
customer" origin="SOAPUI"
        traceNo="1234"><customer><orgUnitId>0000</
orgUnitId><blackListReason>0</blackListReason><active>true</active><test>false</test><displayName>Test
    Full
    Customer</displayName><riskCategoryId>0</riskCategoryId><customerTypeId>2<//ri></or>
```

Bulk Processing

The following example deactivates two customers:

Point of Interest CSV File Preparation

Uploading bulk POI files allows you to upload or replace multiple point of interests or addresses for a customer. The first row in a CSV file lists the field names for the object that you're processing. Each subsequent row corresponds to a record in Money Mobiliser. A record consists of fields that are delimited by commas. A CSV file can contain multiple records and constitutes a batch.

All the records in a CSV file must be for the same object. Note the following when processing CSV files:

- Bulk processing does not support any delimiter except for comma.
- All required fields when you create a record.
- Files must be in UTF-8 format.

The POI data header must include:

```
customerid, location type, purge
```

For example:

```
1234567,7,true
```

This adds all the address to customer 1234567, the addresses are created with a location type of 7, and existing addresses of the same type with location type 7 are removed.

In addition to the header, the body of the bulk file should contain:

```
longitude, latitude, name, "extra"
```

The name entry is used for the name of the company, for example Star Bucks Coffee. The "extra" is optional and includes more details of the location, such as the cross streets or an exact address. For example:

```
-85.206844,35.008629,"Walmart","Skurlock Rd & Cornelison Rd"
-85.217847,34.998767,"Parkridge East Hospital","941 Spring Creek Rd"
```

Note: You can download pre-made CSV files containing coordinates for points of interest from *http://www.poi-factory.com/*.

Point of Interest XML File Preparation

Uploading bulk POI files allows you to upload or replace multiple point of interests or addresses for a customer.

All the records in a XML file must be for the same object. Note the following when processing XML files:

- All required fields when you create a record.
- Files must be in UTF-8 format.

The POI data header must include:

```
<PoiDataHeader customerId="12345467" locationType="7" purgeExisting="true">
```

This adds all the address to customer 1234567, the addresses are created with a location type of 7, and existing addresses of the same type with location type 7 are removed.

In addition to the header, the body of the bulk file should contain:

```
<Poi>
    <shortName>Starbucks Dublin</shortName>
    <le><longitude>123.309484</le>
    <latitude>123.309484
    <accuracy>10</accuracy>
    <name>blah</name>
    <street1>blah</street1>
    <street2>blah</street2>
    <zip>blah</zip>
    <city>blah</city>
    <state>blah</state>
    <country>blah</country>
    <phone>blah</phone>
    <email>blah</email>
    <url>blah</url>
 </Poi>
```

Bulk Processing

Coupon Admin

Coupon Admin is used to create and manage coupon types, create and assign coupons, and upload coupon batches. A coupon has a unique code assigned to it that identifies the coupon or the coupon type. Coupons can be uploaded as a batch or can be created with the user interface manually. Coupons can have a purchase price. In this case, the coupon can still be assigned to a customer but before it can be used; however, the coupon must be purchased using the payment transaction in Money Mobiliser.

Coupon Types

The Coupon Type option defines the issuer of the coupons, name, category, and description. A coupon always belongs to a coupon type. Therefore, before you can create or upload any coupons, you must create a corresponding coupon type only using the Web interface.

Menu	Description
Main	Defines the coupon issuer, issue dates, price, code type, and some other attributes.
Description	Defines the details for the Coupon Type in multiple languages and formats. You can edit or delete a description.
Keyword	Searchable tags assigned to the coupon type.
	Note: If the Public check box is not selected, then the Keyword menu option is not visible in the portal.
Categories	Indicates the categories assigned to the coupon type
Generate	Delivers a code that is rendered on a smartphone as a bar code, or delivered as a binary image. The code of the coupon represents the piece of information that is checked upon redemption. Therefore, the code is directly bound to the coupon. Coupons always have a coupon code and serial number.
Batches	Uploads a batch of coupons in a CSV file format. Each coupon batch must belong to the same coupon type and contain one or more coupons. You must manually activate a new coupon batch before you can use it.
Locations	Defines a list of geolocation coordinates for each customer type. Use these geolocations, along with radius information, to prioritize search results for a user.
	Note: If the Public check box is not selected, then the Locations menu option is not visible in the portal.

Menu	Description
Assign	Assigns coupons to one or more customers, depending on the coupon quantity. However, if the coupon is public, users can search for coupons using their mobile phone.
	Note: A coupon is not assigned to a customer when the coupon is created.

Creating Coupon Types

You can create a coupon type to define categories, labels, and destinations to allow a coupon to be searched or browsed by a consumer.

- 1. Click Coupon Admin and select Coupon Types.
- 2. Click Add a Coupon Type.
- 3. In the main pane, enter the required information.
 - a) (Optional) Click **Active** to activate the coupon for use.
 - b) (Optional) Click **Public** to make the coupon available in searches via a mobile device. If Public is not selected, then the Keyword and Locations menu options are not visible in the portal.
- 4. Click Save.
- 5. In the left pane, click **Description**.
- **6.** Click **Add Description** to enter a brief description of the coupon type.
- 7. Click Save.
- **8.** In the left pane, click **Keyword** and enter comma-separated keywords for the coupon type, then click **Save**.
- 9. In the left pane, click Categories and assign one or more categories to the coupon type.

Generating Coupons

Coupons can be delivered as a code that is rendered on a smartphone as a bar code, or delivered as a binary image. The code of the coupon represents the piece of information that is checked upon redemption. Therefore, the code is directly bound to the coupon. Coupons always have a coupon code and serial number.

- 1. Click Coupon Admin and select Coupon Types.
- 2. Click **Edit** for the coupon type you want to generate.
- 3. In the left pane, click Generate.
- **4.** Enter the required information.
- 5. Click Save.

Uploading Batch Coupons

You can upload a batch of coupons in a CSV file format. Each coupon batch must belong to the same coupon type and contain one or more coupons. You must manually activate a new coupon batch before you can use it.

- 1. Click Coupon Admin and select Coupon Types.
- 2. Click **Edit** for the coupon type you want to add a coupon batch.
- 3. In the left pane, click **Batches**.
- 4. Click Add a Coupon Batch.
- **5.** Browse for the file and click **Save**.
- 6. Click Main.
- 7. Click Activate to select it.

Adding Coupon Locations

You can maintain a list of geolocation coordinates for each customer type. Use these geolocations, along with radius information, to prioritize search results for a user.

- 1. Click Coupon Admin and select Coupon Types.
- 2. Click **Edit** for the coupon type you want to add a location.
- 3. In the left pane, click **Locations**.
- **4.** Enter the longitude and latitude.
- **5.** (Optional) Enter the radius.
- 6. Click Save.

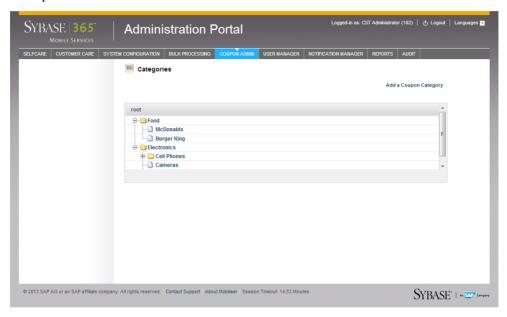
Assigning Coupons

A coupon is usually not assigned to a customer when initially created. You can assign coupons to one or more customers, depending on the coupon quantity. However, if the coupon is public, users can search for coupons using their mobile device.

- 1. Click Coupon Admin and select Coupon Types.
- 2. Click Edit for the coupon type you want to assign.
- 3. In the left pane, click Assign.
- **4.** Select one of the identification types:
 - Mobile Phone Number
 - Customer ID
 - · User Name
- **5.** Enter the customer's identification.
- 6. Click Save.

Categories

Money Mobiliser consumers can browse coupon categories on their mobile devices to purchase and redeem coupons. Coupon Categories are managed globally and in a hierarchy. Coupon Categories without a parent category are root categories and are listed first. All other categories are shown after you drill further down into the hierarchy. You can add or edit a coupon category, but you cannot remove it. However, you can edit the coupon category description.



Coupon Search

Use the Coupon Search option to search for coupons assigned to a customer ID and coupon serial number.

User Manager

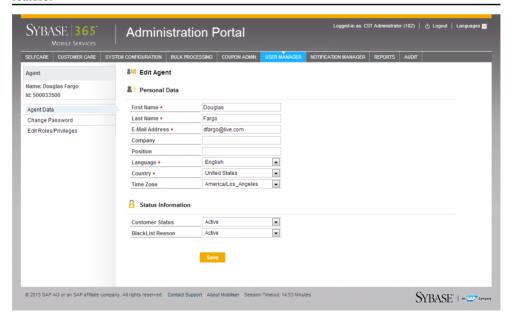
The User Manager option manages back-office or customer support agents. You can add new agents or edit an agent's personal data, password, roles, and privileges. The user manager feature is available only to those agents who are assigned the user manager role and its respective privileges.

Agents

The Agents option includes functions that let you manage back-office or customer support agents. You can edit the agent's personal data, password, roles, privileges, and status information. However, you cannot change an agent's user name, or remove agents from the system. You can also grant assigned roles and privileges to other agents. For example, if the CSTFULL agent grants assigned roles to agent A, then agent A will only be able to assign roles to other agents with the same assigned roles and privileges that agent A has been granted.

If you choose to deactivate (remove) an agent, this agent is disabled and does not appear in the search results. A cancellation reason must be selected when you deactivate an agent.

Note: Deactivation is permanent. If you want to block an agent temporarily, use the Black List feature.



Roles and Privileges

Privileges control which functions can be used in the portals. Agents can have individual roles and privileges. Depending on the different agent types and their assigned roles and privileges, only parts of the portal may be visible.

For example:

- A first-level agent who is authorized to read customer core data can search only for customers and view their information.
- An agent who is assigned the role of notification manager and the respective privileges can see only the notification manager menu.

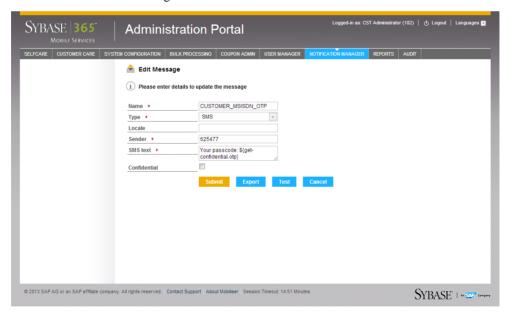
You can add, edit, or remove roles and privileges. However, if a role is mapped to a privilege then the role must be removed first. Also, if a privilege is mapped to a role then the privilege must be removed first. You cannot, however, edit the role name or role description.

Notification Manager

Use the Notification Manager option to manage SMS and e-mail messages. Notifications of important events are sent to alert customers and back-office agents. For example, a message can be sent to a user when his or her account balance drops below a given threshold. You can add, import, export, edit, or remove messages.

Messages

Dedicated syntax is used for the placeholder of a message. For example, when you use \$ {get.PARAMETER} in the message text it is treated as a placeholder. Additionally, when you use get-confidential in the placeholder, the message is considered holding sensitive information. Messages that have confidential placeholders are not visible in clear text on the server; the message content is not written in log files, and the messages are stored encrypted in the database. For example, \${get-confidential.otp} in the one-time password (OTP) notification marks the message as confidential.



You can import or export messages, which are XML format. The XML file contains the message name, sender's information, template type, and message content. When you export more than one message, the messages are saved in one XML file. If you export a message and then try to import it, the existing file cannot be overwritten.

Notification Manager

After you have created, edited, or imported a message, you can test it to make sure it can be delivered. When testing the message with a placeholder, you can provide a replacement value for each placeholder value in the message text.

Attachments

You can also add or edit attachments, but you cannot remove attachments. If you edit an attachment, it must be the same file type as the original. Additionally, you cannot view attachments. You can only search for an attachment and edit the character set or attach a new file.

Transaction Template

Use the Transaction Template option to send out transaction receipts of financial transactions. Transaction receipts are sent out to the payer or payee of the transaction via e-mail and SMS messages based on the individual customer preferences and the data in the template.

Field	Description
Use Case	Indicates the use case for this configuration.
Template	Indicates the name of the template as available in the message gateway.
Payer	Indicates if this configuration is for the payer or the payee of the transaction.
Active	Indicates if the configuration is active.
Org Unit	Indicates the organizational unit of the customer who participated in the transaction.
Transaction Status	Indicates the status of the transaction for which to send out a message.
Test	Indicates if this template should be sent out as a test or for real transactions.
Error Code	Defines the error code for which to send out a message. You can use three different values: • 0 – indicates success messages
	 N – indicates a message for a particular error -1 – indicates a catch-all for error codes that have not been defined

Reports

The Reports option lets you generate reports in a variety of formats: PDF, CSV, Microsoft Excel, SAP® Crystal Reports, or RTF.

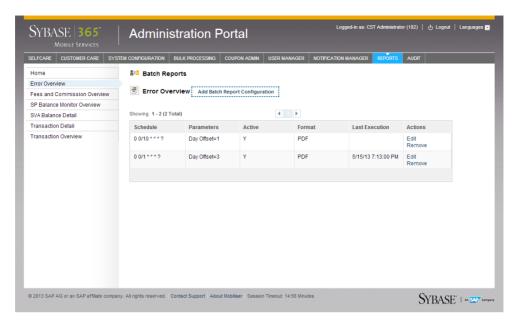
Report Type	Description	
Commission	Displays commission details within a date interval.	
Daily Transaction	Displays all transactions performed for a single day.	
Error Overview	Displays failed transactions.	
Fees and Commissions Overview	Displays the fee and total commissions for a single day.	
SP Balance Monitor Overview	Displays the end-of-day balance, aggregated on SVA type.	
SVA Balance Detail	Displays end-of-day balance of all SVA accounts in the system.	
SVA Balance Report	Displays the balance snapshot of the SVA for the current user.	
Transaction	Displays a transaction summary for the currently logged-in agent.	
Transaction Detail	Displays details about all successful transactions from the previous day.	
Transaction Overview	Displays all successful transactions of the previous day, aggregated by use case.	

By default, report data is generated for the previous day; however, you can use the day offset field to generate data from earlier than the previous day. For example, a day offset of 2 produces a report for the day before yesterday. For some reports, you must enter specify a date range to generate the data.

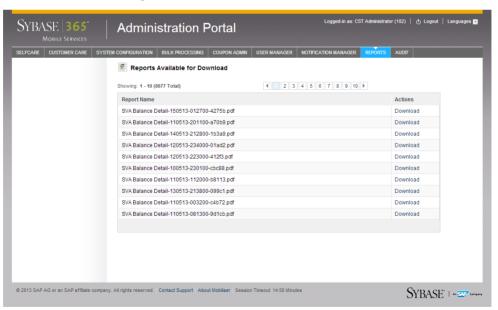
You can run online reports and view them immediately. The report data generated in online reports is for the current session only. After viewing the report, you can export it to PDF, CSV, RTF, Crystal Reports, or Microsoft Excel. You cannot edit or remove online reports.

You can configure batch reports to run based on a specified schedule and in a CSV, PDF, or RTF format. You can also configure multiple batch reports for the same report type. In addition to adding batch reports, you can edit and remove a batch report. If you don't want to remove the batch report completely, then you can disable it by selecting **NO** from the Active drop down list.

Reports



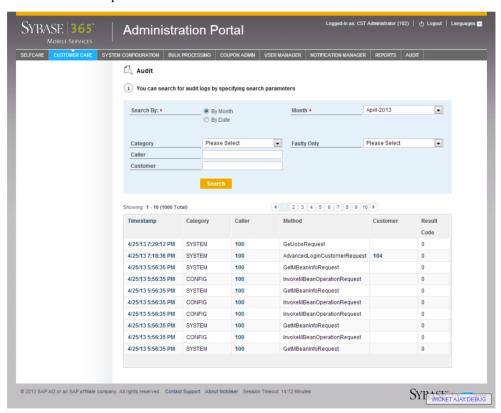
The report names used for batch reports consist of the report type, date, time, and a unique identifier. After a batch report runs, click **Download** in the Actions column to view it.



Audit

Use the Audit option to search for the logging of security-related events, data read access, and configuration changes. The security audit logs include events that impact the confidentiality, integrity, and availability of the system. For example, failed logins and authorization checks, and changes in critical system parameters. The data read access audit logs include all attempts to access sensitive personal data or personally identifiable information (PII). The configuration change audit logs include changes to any configuration data such as creating a batch report or removing a limit set. In addition to the security, read, and configuration audit logs, Money Mobiliser logs system requests such as customer login.

Click the time stamp to view the details of an audit record.



Audit

Index

Α	contacts
add a credential pattern 25	justify contact 8
add a policy 25	coupon admin 33
add a policy 25 add coupon locations 35	adding coupon locations 35
add customer type policy 24	assigning coupons 35
add fee types 13	categories 36
add limit sets 16	coupon types 33
add restriction groups 22	creating coupon types 34
add restriction groups 22 add restriction rules 23	generating coupons 34
add restrictions 22	search 36
add use case	uploading batch coupons 35
	coupon categories 36
fee type 14 limit sets 16	coupon search 36
add wallet entries 18	coupon types 33
	adding coupon locations 35
agents	assigning coupons 35
add 37	creating 34
blacklist 37	generating coupons 34
block 37	uploading batch coupons 35
deactivate 37	create coupon type 34
edit 37	create customers 18
privileges 38	credential policies
remove 37	adding a credential pattern 25
roles 38	adding a policy 25
assign coupons 35	adding customer type policy 24
attachments	credential pattern 23
customer care 5	customer type 23
notification manager 40	policy 23
audit 43	customer care 5
В	blacklist 5
В	block 5
batch coupons 35	change mobile phone number 5
batch reports 41	change security answer 5
bulk processing	change security question 5
confirm file 29	configure fees 5
customer deactivation 29	configure limits 5
customer registration 29	customer registration 5
history 29	deactivate 5
pending processes 29	edit 5
point of interest (POI) 29	find 5
upload file 29	find pending approval 7
XML file preparation 29–31	reset offline PIN 5
_	reset password 5
C	rest PIN 5
change password 3	show contacts 9
change password s	

Index

customer file preparation 29 customer registration 5 customer type 18, 19 D download reports 41 dual approval 18 privilege, checker 20 privilege, execute 20 privilege, maker 20	reset offline PIN 5 reset password 5 reset PIN 5 service packages 5 standing data 5 synchronization history 5 transaction history 5 find pending approval customer 7 transactions 7 wallet 7
E	G
exchange rate 11	generate coupons 34 GL account tree 26 global configuration customer type 19
fee sets 14 fee type adding use case configuration 14 use case configuration 13 fee types 12	risk category 19
fee types 12 adding 13 fees 12 fee types 12 file types 18	interest configuration 25
find customer accounts 5 agent transactions 5	justify contact 8
attachments 5 bill configuration 5 bill history 5 blacklist 5 block 5 change mobile phone number 5 change security answer 5	limit classes 17 limit sets 15 adding 16 adding use case 16 limits 15
change security question 5 configure fees 5 configure limits 5 contact points 5 contacts 5 deactivate 5 edit 5 history 5 messages 5 mobile alerts 5 offline SVA 5 open bills 5	messages create 39 edit 39 export 39 import 39 test 39

N	restrictions
	adding restriction groups 22
notification manager 39	adding restrictions 22
attachments 40	adding rules 23
create messages 39	groups 21
edit messages 39	risk category 21
export messages 39	rules 21, 23
import messages 39	risk category configuration 19
messages 39	roles
test messages 39	add 38
transaction template 40	edit 38
-	remove 38
0	
O	C
online reports 41	S
1	self care 3
В	service packages 23
P	show contacts 9
POI file preparation	system configuration 11
CSV 30	credential policies 23
XML 31	exchange rate 11
	fee sets 14
point of interest (POI) 30, 31	
point of interest file preparation	fee types 12
CSV 30	fees 12
XML 31	GL account tree 26
privileges	interest configuration 25
add 38	limit classes 17
add wallet entries 18	limit sets 15
checker 20	limits 15
create customers 18	service packages 23
customer type 18	terms and conditions 23
edit 38	
execute 20	Т
file types 18	•
maker 20	terms and conditions 23
remove 38	transaction template 40
transactions 18	transactions 18
R	U
	U
register new customer 5	use case
reports	fee type 13
batch 41	limit sets 16
online 41	user manager 37
restriction groups 21	agents 37
restriction rules 21	agents 31

Index