Push Reports

Manual for the Push Reports option v.2.0.1

Table of Contents

1 What is the Push Reports Option? 3

1.1 Benefits 3

1.2 Number of reports 3

2 Daily report configuration 4

2.1 Create a new daily report 4

2.1.1 Step 1: Electronic reporting 4

2.1.2 Step 2: Financial history or View transactions 4

2.1.3 Step 3: Form parameters 4

2.2 Access to created reports 5

2.3 Edit a report 5

2.3.1 Electronic reporting 5

2.3.2 Financial history or View transactions 5

2.3.3 Form parameters 5

2.4 Delete a report 5

2.5 Resend a report 6

1 What is the Push Reports Option?

The “Push Reports” option covers the automated transmission of daily transaction reports to the merchant.

This option is a value-added service available for all products.

1.1 Benefits

The “Push Reports” option allows you to:

- Simplify standard reconciliation
- Receive comprehensive reports on a daily basis
- Easily manage and control your payments
- Reduce administrative workload through automated reporting
- Define different reports based on different user needs (formats/recipients)
- Receive reports without having to install any software.

1.2 Number of reports

The number of available daily reports depends on the option selected in your account. The “Push Reports” option contains up to 3, 5 or 10 reports. If you wish to have more than 10 reports, please contact our Sales Team for more information.

2 Daily report configuration

2.1 Create a new daily report

You can create a new daily report (transaction results) as follows:

2.1.1 Step 1: Electronic reporting

Click the “Electronic Reporting” link in your back office menu and choose your preferred file structure and file format for the reports. The file structure and format can be defined for each user. When you configure the electronic reporting parameters for your user, this configuration will be applied to all reports set up by your user.

Specific fields will be returned in your report, depending on the file structure. A choice of four different file structures is available: Standard, Extended, File Management and Dynamic. You can also choose between three different return formats: XML, fixed-length and delimited.

Please refer to https://secure.ogone.com/ncol/DOWNLOADINFOS1.asp for the full description of the different structures.

(If you have already created one or more daily reports in your account, the “Electronic Reporting” link will give you access to a list of your daily reports. You can access the “Electronic Reporting” page via the “File format” link at the top of the page).

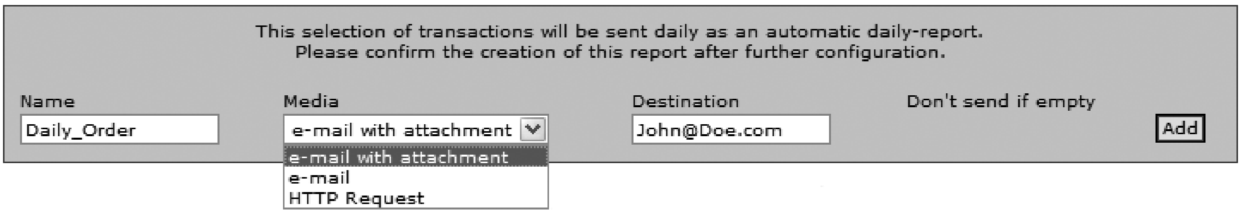
2.1.2 Step 2: Financial history or View transactions

Click the “Financial History” link or the “View transactions” link in your back-office menu and enter the search criteria and/or statuses for the transaction results you want to receive. All criteria/data you select/enter will be taken into account (except for the dates, as a daily report will always send you transaction results for the previous day).

Click the "Send daily" button.

You can find more information on the differences between “Financial History” and “View transactions” in the Back-Office User Guide.

2.1.3 Step 3: Form parameters



Enter a filename, media type and a destination in the fields concerned and click the “Add” button.

You can select three possible media types: “e-mail with attachment”, “e-mail” or “HTTP request”.

If you select “e-mail with attachment” the daily report will be sent to you as an email attachment. If you select “e-mail”, the content of the daily report will be shown in the body of the e-mail.

For these two media types, you must enter a valid e-mail address in the “Destination” field where you would like to receive the e-mails.

If you select “HTTP request”, you will receive the contents of the daily report in an HTTP request at the URL you enter in the “Destination” field.

2.2 Access to created reports

Once you have created one or more daily reports, you can access them through the “Electronic reporting” link in the menu.

File format >>>

3 Active daily reports of 3 Allowed

Financial history

Name	Media	Destination	Last Run	Format	Don't send if empty	Operations
Daily_Financial	e-mail	Jane@Doe.com	22/02/2009 11:20:49	GFR1oet / GFR1oet / PSPID	☑	Log Modify Delete
Daily_Financial	HTTP Request	http://www.mysite.com/pickupdaily.asp	22/02/2009 11:23:30	GFR1oet / GFR1oet / PSPID	☑	Log Modify Delete

View transactions

Name	Media	Destination	Last Run	Format	Don't send if empty	Operations
Daily_Order	e-mail with attachment	John@Doe.com	22/02/2009 11:20:04	GFR1oet / GFR1oet / PSPID	☑	Log Modify Delete

2.3 Edit a report

2.3.1 Electronic reporting

If you want to change the file format used for your reports (i.e. all reports created by your user), you can click the “File format” link at the top of the “Daily reports” page (accessible through the “Electronic Reporting” link in your back-office menu).

2.3.2 Financial history or View transactions

You cannot change the “Financial History” or “View transactions” settings for an existing report.

To change the search criteria and/or statuses you selected for a report in the “Financial History” page or the “View transactions” page, you need to delete the report and create a new one.

2.3.3 Form parameters

In the “Daily reports” page (electronic reporting), you can change the Name, Media, Destination and whether you want to receive a daily report even if it is empty (i.e. no transactions to report). In order for the changes to take effect, you need to click the “Modify” button in the Operations column of the report.

2.4 Delete a report

To delete a specific daily report, you can click the “Delete” button in the Operations column of that report.

2.5 Resend a report

To resend a specific daily report, you can click the “Log” button in the "Operations" column of that report. Look up the report you want to resend and click the “Send again” button in the "Operations" column of the report.

A new line will appear for the report. The name of the report will be identical to the name of the original report.

The Date/Status column will be highlighted in red until the report has been successfully sent; then the column will turn green and indicate the exact date and time at which the report was sent to you.

This Log page gives you an overview of all reports that have been sent.

Daily-report: Daily_Order
Media: SMTPATTACH
Destination: John@Doe.com
Format: GFR1oet / GFR1oet / PSPID

Name	Media	Destination	Date / Status	Operations
Ogone : Daily_Order - 23/2/2009 TEST	e-mail	John@Doe.com	24/02/2009 0:28:36	Send Again