

### **Batch Processing User Guide**

January 2021

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### Chapter 1

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#### 1.0 Introduction

This chapter provides an overview of the batch processing solution (also known as xTP) through our systems and procedures used for transaction processing.

#### 1.1 Overview

Fiserv batch processing solution allows your business to process bulk transactions though upload of batch files to our system and generating response files.

Log in to Sterling File Gateway (SFG) to submit batch files to Fiserv: <u>https://prod2-gw-apac.firstdataclients.com/fdcfileportal/home.do#login</u> Log in to Connect 2 Portal to monitor file process and download reports: <u>https://connect2.firstdata.com.au/</u>

This document is a guide to the functionalities provided by the SFG and Connect 2 portal for Merchants.

#### 1.2 Supported Browsers

SFG is supported by the following browser versions using default installation settings:

- Microsoft Internet Explorer 9.x+ and above (Version 11 has been verified with RAM 6.12.)
- Mozilla Firefox 2.x+ and above (Version 45 has been verified with RAM 16.2.)
- Google Chrome 40+ (Version 69 has been verified with RAM 18.6.)

Connect 2 is supported by the following browser versions using default installation settings:

• Microsoft Internet Explorer 9.x+ and above (Version 11 has been verified with RAM 6.12.)

#### **1.3** Enrolling for Digital Certificate

Both Systems require digital certificate for access which will be shown before the login page appears, users will need to select the correct certificate when announced.

• During the batch processing onboarding processes, our operations team will simultaneously start working on creating the required access, the processes started with enrolling for digital certificate, our team will key in all required information and an auto generated email from Enterprise PKI team is sent to the registered email address of the user.

From:	Enterprise PKI Team <noreply@symantec.com></noreply@symantec.com>
To:	Kwong, Jackie
Cc: Subject:	Enroll for your certificate
X + + 1 + 1	- 2 - 1 - 3 - 1 - 4 - 1 - 5 - 1 - 6 - 1 - 7 - 1 - 8 - 1 - 9 - 1 - 10 - 1 - 11 - 1 - 12 - 1 - 13 - 1 - 14 - 1 - 15 - 1 - 16 - 1 - 17 - 1 - 11
Dear Jack	ie Kwong,
As the fir	st step to securely access your company's services, you need to enroll for a certificate.
From the	device that you use to access company services, access this link to enroll for a certificate:
	urldefense.proofpoint.com/v2/url?u=https-3A pki.symauth.com certificate-2Dservice-3Fp-
	oVIIzbxW9kq&d=DwICaQ&c=ewHkv9vLloTwhsKn5d4bTdoqsmBfyfooQX5O7EQLv5TtBZ1CwcvjU063xnd
njoQitF0	:KFoSjm77VYcXLTPtgM1xC0o&s=GJb0TuTk_gXNYfwjNk4UAeaH7ajsS4YMAzsNyrQrl-U&e=
If you nee	ed help with certificate enrollment, contact First Data Corporate Client Services.
corpcs@f 1300 136	irstdata.com 411
Thank yo Your Cert	u, ificate Administrator

• The user will need to click on the link provided in the email, which will result in the below screen

Symantec. PKI CERT	FICATE SERVICE	English	
Enroll: Enrollment informati	on Install certificate Next steps		
Identity confirme	d.		]
Verify your informa	tion		
Verify that the information assoc	iated with your certificate is correct, and complete any required fields.		
First name	John		
Last name	Doe		
Company	GANBNQLD		
Email address	security@firstdata.com		
Department	Personal		
If your information is incorrect, c	ontact First Data Corporate Client Services.		
corpcs@firstdata.com 1300 136 411			
		Continue	D
Legal Notices   Privacy			
Copyright © 2017 Symantec Corporation.	All rights reserved.		

- Please validate the details mentioned in the screen and then press continue
- Click on "Install certificate"

Enroll: Confirm your identity Enrollment information Install certificate Next steps
Install your certificate
When you begin certificate installation, you will see popups that warn you about potential security issues. These warnings are normal, and are part of the certificate installation process.
Review the sequence of these popups, and then click <b>Install certificate</b> to begin the process. You must have ActiveX enabled before proceeding with this installation.
Click Yes.
Web Access Confirmation Yes No
Click Yes.
Yes No
Install certificate
Legal Notices   Privacy Copyright © 2017 Symantec Corporation. All rights reserved.

• Click on [Yes] in the Web Access Confirmation screens



• Your certificate will be installed successfully

Symantec. PKI CERTIFICATE SERVICE	
Vour certificate was the cessfully installed.	
Certificate installed successfully	
Your certificate was installed successfully, but you may need to configure your applications if you will use your certificate for more than authentication or with other browsers.	
Contact First Data Corporate Client Services if you need assistance setting up your certificate and accessing online services.	
corpcs@firstdata.com 1300 136 411	
egal Notices │ Privacy opyright © 2017 Symantec Corporation. All rights reserved.	

- To view your certificate from Internet Explorer web browser
  - o Click on Tools
  - o Click on Internet Options
  - o Select the 'Content' tab shown below

Internet Options
General Security Privacy Content Connections Programs Advanced
Home page To create home page tabs, type each address on its own line.
http://firstpoint/Intranet/Pages/Home.aspx
Use <u>c</u> urrent Use de <u>f</u> ault <u>U</u> se new tab
Startup Start with tabs from the last session Start with home page Tabs Change how webpages are displayed in tabs. Tabs
Change how webpages are displayed in tabs. Iabs Browsing history Delete temporary files, history, cookies, saved passwords, and web
form information.
Delete browsing history on exit
Appearance           Colors         Languages         Fonts         Accessibility
OK Cancel Apply

• Then select "certificates"



- You may have more than one certificate all your certificates will be listed as shown in the personal tab
- The new Connect2/SFG client digital certificate will be issued by 'First Data Resources Australia Limited CA'

ersonal Other People	Intermediate Certification Authorities Trust	ed Root Certifi	ation 1
Issued To	Issued By	Expiratio	Frier
BOQ PIV Boquser Boq BP Admin	First Data Resources Australia Limited CA First Data Resources Australia Limited CA First Data CA - G2		<no <no <no ::<="" td=""></no></no </no 
St George XTP TES	First Data Resources Australia Limited CA FDC Medium Assurance 1DC CA 2 Communications Server First Data Resources Australia Limited CA First Data Resources Australia Limited CA	17/08/2018 1/04/2018 1/07/2019	
Import Export.			
Certificate intended purpo	ses		
lient Authentication, Sma	rt Card Logon		/iew



### Chapter 2

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#### 2.0 Using Sterling File Gateway

This chapter describes the functionality that is common across Sterling File Gateway (SFG) portal

pages.

The following topics are covered:

- Log in to SGF
- File naming method
- Uploading batch file
- Downloading response files
- File Activity page
- Reports Page

#### 2.1 Log in to SFG (Sterling File Gateway)

Once the URL <u>https://prod2-gw-apac.firstdataclients.com/fdcfileportal/home.do#login</u> is entered in Chrome/IE the user will be asked to select the digital certificate, users are advised to select the correct certificate to proceeding further.

Windows		
<u>.</u>	Batch Processing	
لتتتنا	Issuer: First Data Reso	ources Australia Limited CA
	Valid From: 02-12-202	20 to 03-12-2023
	Click here to view cert	tificate properties
More ch	noices	
	Batch Processing	
	Batch Processing Issuer: First Data Res	ources Australia Limited CA
	Issuer: First Data Res	
	Issuer: First Data Res	

Post section, SFG login page will be displayed.

FDC Sterling FileGateway	First Data
	User ID :
	Password :
	Sign In
© 2015 First Data Corporation. All Rights Reserved. This software	contains confidential and proprietary information of First Data which is protected by copyright and other applicable laws. First Data Privacy Policy
	First Data Privacy Policy

- Users will be provided with SFG login and password details by the Fiserv Operations team
- After successful login, below home screen will appear.

Sterling FileGateway					First Da
		Home	Profile	Help	Sign Out
Activity Upload Files Download Files Reports					
rch for file activities					
earch for all activities simply leave all fields blank and select Find				0	
earch Criteria			Times sh	own in local time zone 🚫 🤇	
				Find	Clear
Basic Search Enter search criteria below and select Find					
To display all activity leave query fields blank					
Producer :	Date (From) :		mm/dd/yyyy		
Consumer :	Time (From) :		ours, 0-59 minutes)		
riginal File Name :	Date (To) :	and the second sec	mm/dd/yyyy		
Status :	Time (To) :	(0-23 h	ours, 0-59 minutes)		
Protocol :	·				
© 2015 First Data Corporation. All Rights Reserved. Thi	s software contains confidential and proprietary in	formation of First Data	which is protected by a	copyright and other applicab	le laws.
	First Data Privacy Policy				



#### 2.2 Batch File Naming

For uploading batch files through SFG, the data file must be named in the below format

- All merchants will be provided with a unique 8-digit Job ID by the operations team
- The Job ID will remain same for all file upload

#### File name format:

- Job ID provided is NNNNNNN
- Batch File Name is XXYYMMDDNN [here, XX is the file code provided by Fiserv Operations, followed by YYMMDD and NN which is 2-digit sequence number]
- The sequence number is used when multiple files are uploaded in a single day
- File extension should be in .DAT format

Hence, the file name should be NNNNNNN.XXYYMMDDNN.DAT

Any deviation in the file naming format will lead to rejection of file.

#### 2.3 Uploading Batch File through SFG

Once the file is prepared and saved in the hard drive of the computer, from the SFG portal select the "Upload Files" tab

- Mailbox Path: Select "/" from the drop down
- File: Choose file from the local computer
- Rename File as: This part can be left blank
- Click on "Send"

FDC Sterling FileGateway	Welcome UA01234-F77BIRX	First Data
File Activity Upload Files Download Files Reports	C Open	Vola Siza Out X
Upload a file	$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ « Desktop > File Upload $\checkmark$	♥ Search File Upload
Specify mailbox file and renaming pattern	Organize • New folder	· · · •
Mailbox Path: /	OneDrive     Name	Date modified
File : Choose Files No file chosen Rename File As : File name created by the producer Send	No items m 3 D Objects Desktop Downloads Merchant Service Music Pictures Videos Windows (C:)	atch your search.
	File name:	✓ All Files ✓



• Once the send bouton is clicked the file will be transmitted to our batch processing server which can been seen below screen, once the same is completed delivery status will show "Complete"

OC Sterling FileGateway					First Da
		Home	Profile	Help	Sign Out
le Activity Upload Files Download Files Reports					
earch for file activities search for all activities simply leave all fields blank and select Find					
Search Criteria Arrived File			Times sho	wn in local time zone 🤇	Change to server time zo
Reviewed Arrived Fil Delivery Status	Producer	Ori	ginal File Name		Discovery Time *
	Try File upload succeede Hytes written: 321 MessageId: 65020 Waiting for file to pro	27.			
🗘 Refresh					
© 2015 First Data Corporation All Pights Reserved Thi	e software contains confidential and proprietany	information of First Da	ta which is protocted by cr	povright and other appli	icable lawe
© 2015 First Data Corporation. All Rights Reserved. Thi	is software contains confidential and proprietary <u>First Data Privacy Policy</u>	information of First Da X	ta which is protected by co	opyright and other appli	icable laws.
	is software contains confidential and proprietary Eirst Data Privacy Policy	information of First Da y	ta which is protected by co	ppyright and other appli	
© 2015 First Data Corporation. All Rights Reserved. Thi	is software contains confidential and proprietary Exist Data Privacy Polic		Welcome UA01234-F77B	NRX	First Da
DC Sterling FileGateway	is software contains confidential and proprietary Erst Data Privacy Policy	information of First Da y Home			
	is software contains confidential and proprietary Erst.Data Privacy.Policy		Welcome UA01234-F77B	NRX	FirstDa
DC Sterling FileGateway	is software contains confidential and proprietary First.Data.Privacy.Policy		Welcome UA01234-F77B	NRX	FirstDa
Ie Activity Upload Files Download Files Reports earch for file activities search for all activities simply leave all fields blank and select Find	is software contains confidential and proprietary First.Data.Privacy.Policy		Welcome UA01234-F778 Profile	iirx Help	First D sign Out
C Sterling FileGateway le Activity Upload Files Download Files Reports earch for file activities search for all activities simply leave all fields blank and select Find Search Criteria Arrived File	s software contains confidential and proprietary East Data Prvacy Policy		Welcome UA01234-F778 Profile	iirx Help	First D
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C Sterling FileGateway e Activity Upload Files Download Files Reports earch for file activities search or file activities search Criteria Arrived File the number of search results found: 1 Reviewed Arrived File Delivery Status	Producer	Home	Welcome UA01234-F77B Profile Times sho	iirx Help	First D sign Out
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C Sterling FileGateway  ReActivity Upload Files Download Files Reports  arch for file activities search for file activities search for file activities file Che number of search results found: 1  Reviewed Antived File Delivery Status	Producer	Home	Welcome UA01234-F77B Profile Times sho	iirx Help	First C Sign Out
C Sterling FileGateway e Activity Upload Files Download Files Reports earch for file activities search or file activities search Criteria Arrived File the number of search results found: 1 Reviewed Arrived File Delivery Status	Producer	Home	Welcome UA01234-F77B Profile Times sho	iirx Help	First D sign Out
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C Sterling FileGateway  Reports  Reports Rep	Producer	Home	Welcome UA01234-F77B Profile Times sho	iirx Help	First D Sign Out

Click on the "Refresh" bouton to update the status of the file.



#### 2.4 Downloading Response Files

Once the files are processed (for status of file refer Section 3.4) the response files will be made available in the "Download Files" of SFG, please note the response files will only be available for 7 days from the date of processing, however you can refer to last 2 years of response files from Connect 2 (refer section 3.3)

DC Sterling FileGateway			Welcome UA01234-F77BI	٩X	First Dat
		Ho	me Profile	Help	Sign Out
ile Activity Upload Files Download File	rs Reports				
Download a file					
filter your mailbox by using the column	input fields				
	10				
Received *	File Name	Mailbox			File Size
12/02/2020 13:03:32	20120201.STA_20201	202183330998 /Inbox			303 bytes
12/02/2020 13:03:31	20120201.SUM_20201	202183330940 /Inbox			707 bytes
12/02/2020 13:03:31	20120201.SUM.TXT_2	020120218333 /Inbox			1449 bytes
12/02/2020 13:03:21	20120201.NEW_20201	202183320982 /Inbox			318 bytes
12/02/2020 13:03:21	20120201.EPT_202012	202183321058 /Inbox			202 bytes
12/02/2020 13:03:21	20120201.EPT.TXT_20	20120218332 /Inbox			501 bytes

#### 2.5 File Activity Page

File activity page of SFG provides information on the uploads which have been carried by the user.

Select the Producer from the drop down and use any search combination to perform the search.

Routed     Complete     UA01234-F77BIRX	Times shown in local time zon	Sign Out
arch for all activities simply leave all fields blank and select Find         arch criteria         Arived File         Dete (From) :         Time (From) :         Optimized all activity leave guery fields blank         Protocol :         Dete (From) :         Image: Status :		e 🚫 <u>Change to server th</u>
arch for all activities simply leave all fields blank and select Find         arch criterin       Arived File         Date (From) :       Immodel file         To display all activity leave query fields blank       Date (From) :         Immodel file       Immodel file         Consumer :       Immodel file         Immodel file       Immodel file		e 🛇 <u>Change to server th</u>
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Enter search criteria below and select Find To display all activity leave query fields blank   Producer: IM01234-F77BIRX   ginal File Name: Image: Image	Find	
Enter search criteria below and select Find to display all activity leave query fields blank   Producer: IMDI234-F77BIRX   ginal File Name: Image: Image		Clear
Enter search citeria below and select Find Producer :		
Consumer:       IMU1234-F77BIRX         iginal File Name:       Image: Ima		
Consumer:       LM01234-F77BIRX         ginal File Name :       Image: Ima		
controller       Implementation of the control of the co		
Status :       Image: Construction of the state of the second of the secon		
Protocol :  Proto		
2015 First Data Corporation. All Rights Reserved. This software contains confidential and proprietary information of First Data which is pre     End Data Privacy Policy      ctivity         Upload Files         Download Files         Reports          ctivities          arch for file activities          arch for file activities          arch for all activities simply leave all fields blank and select Find          arch for all activities simply leave all fields blank and select Find          arch for all activities simply leave all fields blank and select Find          arch for all activities          arch for all a	minutes)	
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Reports         cch for file activities       activities simply leave all fields blank and select Find         arch Criteria       Arrived File         end for all activities simply leave all fields blank and select Find         arch Criteria       Arrived File         end Criteria       Arrived File         end Criteria       Arrived File         end Criteria       Producer       Original File Name         end Complete       UA01234-F77BIRX	entented by annufabt and other a	and and the largest
Reports         Reports           rch for file activities         arach for all fields blank and select Find           arach for all activities simply leave all fields blank and select Find           arach for all activities         arach for all activities simply leave all fields blank and select Find           arach for all activities         arach for all activities simply leave all fields blank and select Find           arach for all activities         arach for all activities simply leave all fields blank and select Find           arach for all activities of search results found: 11         enumber of search results found: 11           Reviewed         Arrived File         Original File Name           Routed         Complete         UA01234-F77BIRX	rotected by copyright and other a	pplicable laws.
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Ch for file activities arch for ill activities simply leave all fields blank and select Find arch Criteria         Arrived File       Producer       Original File Name         e number of search results found: 11       Evelewed       Arrived File       Original File Name         Routed       Complete       UA01234-F77BIRX       Original File Name         Routed       Complete       UA01234-F77BIRX       Evelewed		
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Reviewed         Arrived Fil         Delivery Status         Producer         Original File Name            Routed         Complete         UA01234-F77BIRX	Times shown in local time zo	he () Change to server
Routed     Complete     UA01234-F77BIRX		
Routed     Complete     UA01234-F77BIRX		Discovery Time *
Routed         Complete         UA01234-F77BIRX	)120201.dat	12/02/2020 13:02
Routed         Complete         UA01234-F77BIRX	ONMTHKG.202012011818.csv	12/01/2020 18:21
Routed         Complete         UA01234-F77BIRX           Routed         Complete         UA01234-F77BIRX           Routed         Complete         UA01234-F77BIRX           Routed         Complete         UA01234-F77BIRX	20101.dat	12/01/2020 18:16
Routed         Complete         UA01234-F77BIRX           Routed         Complete         UA01234-F77BIRX	0112501.dat	11/26/2020 18:02
Routed Complete UA01234-F77BIRX	ONMTHKG.202011251611.csv	11/25/2020 18:17
	112501.dat	11/25/2020 18:08
	112401.dat	11/25/2020 15:06
	12401.dat	11/24/2020 17:45
	112401.dat	11/24/2020 17:34
Routed Complete UA1004 F378102		11/24/2020 09:59
Routed Complete UAU234-F77BIRX	112401.dat	11/23/2020 17:59
	112401.dat 111701.dat	



#### 2.6 Reports Page

Reports page will provide you with the status of the file in the downloadable format

- Select the producer name from the dropdown
- Select Status of the file
- Select Date range
- Select Format of report (PDF, CSV)
- And click on Generate Report

Sterling FileGatew	lay				First D
		Home	Profile	Help	Sign Out
Activity Upload Files	Download Files Reports				
Reports Create a report search	h query and select output file type.				
Producer :	UA01234-F77BIRX				
Consumer :	v				
Status :	Started A Succeeded Failed Ignored V				
Date (From) :	mm/dd/yyyy				
Time (From) :	(0-23 hours, 0-59 minutes)				
Date (To) :	mm/dd/yyyy				
Time (To) :	(0-23 hours, 0-59 minutes)				
Group by column :	Producer 👻				
Format :	PDF 👻				
Report Type :	Detailed     Summary				
	Status				

DC Sterling FileGatew	ay		Welcome UA01234-F77B	IRX	First Dat
		Home	Profile	Help	Sign Out
File Activity Upload Files	Download Files Reports				
Status :	Started Succeeded Failed Ignored				
Date (From) :	mm/dd/yyyy				
Time (From) :	(0-23 hours, 0-59 minutes)				
Date (To) :	mm/dd/yyyy				
Time (To) :	(0-23 hours, 0-59 minutes)				
Group by column :	Producer				
Format :	PDF 👻				
Report Type :	Detailed     Summary				
	Status				
Sort by column :	Original File Name File Size				
	Clear	Generate Report			
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#### Sample of the report generated

		File Gateway R	Route By Produce	er Detail Re	port	
reated On: reated By: iroup By: eport Config: ilters:	UA01234-F778 Producer FileGatewayRe Producer: UA012 Date-Time (To):	outeByProducerDetail	EDT			
roducer						
ID	Consumer	Discovery Time	Completion Time	Status	Original File Name	File Siz
JA01234-F	77BIRX					
2835884 <b>-</b> 12459802	UAA0041- XTPBATC	Mon, November 23, 2020 11:29:34 PM AEDT	Mon, November 23, 2020 11:29:38 PM AEDT	Routed	111701.	
2841190- 12483568	UAA0041- XTPBATC	Tue, November 24, 2020 3:29:56 PM AEDT	Tue, November 24, 2020 3:29:59 PM AEDT	Routed	12401.	
2842414- 12491604	UAA0041- XTPBATC	Tue, November 24, 2020 11:15:12 PM AEDT		Routed	12401,d	
2886280- 12708380	UAA0041- XTPBATC	Tue, December 1, 2020 11:46:17 PM AEDT	Tue, December 1, 2020 11:46:20 PM AEDT	Routed	:0101.d	
2855389-	UAA0041-	Thu, November 26, 2020 11:32:52	Thu, November 26, 2020 11:32:55	Routed	011250	
oducer ID	Consumer	Discovery Time	Completion Time	Status	Original File Name	File Si
ID 2848495-	Consumer UAA0041- XTPBATC	Discovery Time Wed, November 25, 2020 8:36:09 PM AEDT	Completion Time Wed, November 25, 2020 8:36:13 PM AEDT	Status Routed	Original File Name	File Si
ID	UAA0041-	Wed, November 25, 2020 8:36:09	Wed, November 25, 2020 8:36:13	Routed		File S
ID 2848495- 12521194 2842378-	UAA0041- XTPBATC UAA0041-	Wed, November 25, 2020 8:36:09 PM AEDT Tue, November 24, 2020 11:04:31 PM AEDT	Wed, November 25, 2020 8:36:13 PM AEDT Tue, November 24, 2020 11:04:36 PM AEDT roducer: UA01234=F77BIR	Routed Routed	)112401	File Si
ID 2848495- 12521194 2842378-	UAA0041- XTPBATC UAA0041-	Wed, November 25, 2020 8:36:09 PM AEDT Tue, November 24, 2020 11:04:31 PM AEDT	Wed, November 25, 2020 8:36:13 PM AEDT Tue, November 24, 2020 11:04:36 PM AEDT	Routed Routed	)112401	File Si
2848495 <del>-</del> 12521194 2842378-	UAA0041- XTPBATC UAA0041-	Wed, November 25, 2020 8:36:09 PM AEDT Tue, November 24, 2020 11:04:31 PM AEDT	Wed, November 25, 2020 8:36:13 PM AEDT Tue, November 24, 2020 11:04:36 PM AEDT roducer: UA01234-F77BIR Total File Size: 29,755 Total Count: 11	Routed Routed	)112401	File Si



### Chapter 3

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#### 3.0 Accessing Connect 2

This chapter describes the Login and Welcome Pages. In addition, it also explains how to use the other options available.

#### 3.1 Login Page

You can login to Connect 2 using the URL: https://connect2.firstdata.com.au/

The system will request to authenticate the digital certificate which should be carefully selected from the popup

Window	s Security				
•	Batch Pro	cessing			
<i>n</i> =-	Issuer: Firs	st Data Res	sources Aust	ralia Limited CA	
	Valid Fron	n: 02-12-2	020 to 03-12	2-2023	
	Click here	to view ce	ertificate pro	nerties	
	Click here	to view ce	runcate pro	perdes	
More o	hoices				
	Batch Pro	ococcina			
2			esources Aus	stralia Limited C	A
	Valid Fro	m: 02-12-	2020 to 03-1	12-2023	
	OK			Cancel	

Key in the login ID and password provided by the operations team

Connect	
Please Login for Access	
Username	
Password	
Login	
Forgot your Login ID? Forgot your password2	
If you have trouble logging on please call us on 1300 136 411	
""" WARNING """ AUTHORSED USERS ONLY The information on this computer and the post is this matching provide comparation and is protected by intellectual property rights. You must be as you to be the matching provide your activities may be monitored. Use of this allowed to access information as defined by prute administratory, you activities may be monitored. Use of this computer implies consent to monitoring.	



#### 3.2 Welcome Page

After you have successfully logged onto Connect2, the Welcome Page is displayed. The menu pages you have been assigned access to, are displayed at the top of the page under "Tools", also some of the quick access is also available from the right side of the page.

Connect							· · · · · · · · · · · · · · · · · · ·
December			Home	About	Contact	Tools	LOGOUT
S         M         T         W         T         F         S           1         2         3         4         5	News						Card Management
6         7         8         9         10         11         12           13         14         15         16         17         18         19           20         21         22         23         24         25         26           27         28         29         30         31         5         5		Coming soon					View your card records. – Card Number: ————————————————————————————————————
Julian Date Converter		5					Online Reports
– Julian Date - YDDD: –––––––							View and download reports.
0337 CONVERT Date - DD/MM/YY:							Manual Authorisation
02/12/20 CONVERT							Manual authorisation & merchant maintenance
							Voucher Entry
							Voucher Entry
							Apollo Transaction Search
							Find your transactions online.
							- Card Number:
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#### 3.3 Using Online Reports

From the Tools menu select Online Reports

Connect				Home	About	Contact	Tools	LOGOUT	
December	News				, and the			action Search	
1 2 3 4 5 6 7 8 9 10 11 12							ATM Fee Ma		
13         14         15         16         17         18         19           20         21         22         23         24         25         26		Comina	soon				ATM Orderin BP Terminal	-	i records.
20         21         22         23         24         25         26           27         28         29         30         31		Coming	50011				Card Manage	0	GO
		•					Change Pas		
Julian Date Converter							Change Sec	urity Questions	
- Julian Date - YDDD:							File Upload		pad reports.
0337 CONVERT Date - DD/MM/YY:							Fuel Card Ma	0	isation
02/12/20 CONVERT							Fuel Card M		on & merchan
						Г	Manual Auth Online Report		ince
						L		on File Processing	,
							Voucher Enti		Entry
							xTP Batch		ction
							xTP Virtual P	POS	
								Find your trans	sactions online.
								- Card Number	GO
		 © 2020 Fisery. Inc. or its affiliat	es. All rights reserved						<u> </u>

From the Report date select the date for which the reports are required

Connect		Home About Contact Tools Locour
000000000000000000000000000000000000000	Online Reports	
Institution Nar tions Report Date: 01 Dec, 2020 V		Show File Names
	No Reports Found under 'All'	



#### 3.4 Using xTP File Monitor and Batch Monitor

xTP file monitor helps to check the progress of the uploaded file, the page displays the number of files uploaded with total batches and the amount,

Select xTP Batch from Tools

Connect			Home	About	Contact	Tools	LOGOUT	
December	News						action Search	
1 2 3 4 5 6 7 8 9 10 11 12						ATM Fee Ma		=
13 14 15 16 17 18 19		Coming coon				ATM Orderin	-	d records.
20         21         22         23         24         25         26           27         28         29         30         31		Coming soon				BP Terminal	0	GO
		0				Card Manag		
Julian Date Converter						-	urity Questions	5
- Julian Date - YDDD:						File Upload	any Quosions	oad reports.
0337 CONVERT						Fuel Card M	anagement	isation
Date - DD/MM/YY:						Fuel Card M	gmt - Client2	
02/12/20 CONVERT						Manual Auth	orisation	on & merchant ince
						Online Repo	rts	
							on File Processing	
						Voucher Ent	ry	Entry
					L	xTP Batch		ction
						xTP Virtual F		
							Find your trans	actions online.
							<ul> <li>Card Number:</li> </ul>	
		© 2020 Fisery, Inc. or its affiliates. All rights reserved.	_	_	_	_		GO
		S 2020 F 15017, INC. OF NO GININGES, AN INCIDE TESOFTED.						

Connect	Home About Contact Tools LOBORT	
xTP Batch		
xTP Batch File Upload		
xTP File Monitor		
xTP Batch Monitor	Client Identifier:         Start Date & Time:         02         V         Dec         V         2020         V         00         V           End Date & Time:         02         V         Dec         V         2020         V         223         V         59         V	
	A merchant store for xTPBatch has not been set up. Please contact First Data	
NOTE: Date & Timestamp displayed in GMT +11.		

If the user wants to select a particular batch and check the status, click on the xTP batch monitor from left side of the screen.



Connect	Home About Contact Tools	LDGOUT								
xTP Batch										
xTP Batch File Upload										
xTP File Monitor										
xTP Batch Monitor	Client Identifier:         Start Date & Time:         02         V         Dec         v         2020         00         v           End Date & Time:         02         V         Dec         v         2020         V         00         v	GO								
	A merchant store for xTPBatch has not been set up. Please contact First Data									
NOTE: Date & Timestamp displayed in GMT +11.										

Batch Monitor page will display the status of the batch, number of transactions and amount along with the progress status.

Connect			Home	About	Contact	Tools	LOGOUT	
xTP Batch xTP Batch File Upload	XTP Batch Monitor							
xTP File Monitor xTP Batch Monitor	Client Identifier: Batch Status: All 🗸	Start Date & Time.         02         V         Dec         V         2020         00         00         V           End Date & Time:         02         V         Dec         V         2020         V         00         V						GO
Batch Window Hours: 00 00 01 00 02 00 03 00 04 00 05 00 06 00 07 00 08 00 09 00 10 00 11 00 12 00 13 00 14 00 15 00 16 00 17 00 18 00 19 00 20 00 21 00 22 00 23 00 02 ∨ Dec ∨ 2020 ∨ C0		A merchant store for xTPBatch has not been set u	ıp. Please c	contact Firs	t Data			
NOTE: Date & Timestamp displayed in GMT +11.								



#### 3.5 Using Apollo Transaction Search

Apollo transaction search allows the user to search for an individual or multiple transactions from the UI.

Connect				Hor	ne About	Contact	Tools	LOGOUT	
December	News			1101	no About	Contact		action Search	
S M T W T F S 1 2 3 4 5	110003						ATM Fee Ma	inagement	
6 7 8 9 10 11 12 13 14 15 16 17 18 19							ATM Orderin	g	d records.
20 21 22 23 24 25 26 27 28 29 30 31		Coming	soon.				BP Terminal	0	GO
		5					Card Manag		
Julian Date Converter							Change Pas	sword urity Questions	8
- Julian Date - YDDD:							File Upload	unity Questions	oad reports.
0337 CONVERT							Fuel Card M	anagement	risation
Date - DD/MM/YY:							Fuel Card M	-	
02/12/20 CONVERT							Manual Auth	orisation	on & merchant ince
							Online Repo	rts	
							Visa Excepti	on File Processing	·
							Voucher Ent	гу	Entry
							xTP Batch		ction
							xTP Virtual F		
								Find your trans	sactions online.
								- Card Number:	
		♠ 0000 € <sup>1</sup> 1 1/	161 A All						GO
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Search can be done using the Card number or TID or MID with selected date range.

Transaction Search	
Transaction Gearch	
Card Number:         Terminal ID:         Start Date and Time:         End Date and Time:           I         I         Dec         2020         Image: Card Acceptor ID (Merchant ID):         <	
Please enter one of the above selection criteria	
Expe	Data



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