

## USING THE DASHBOARD

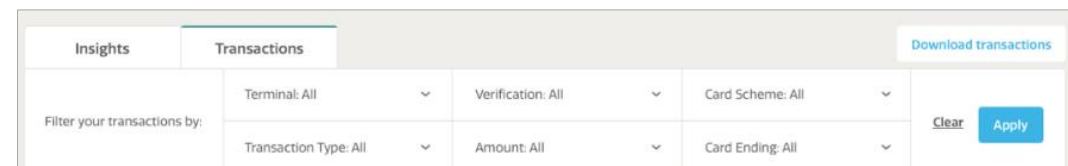
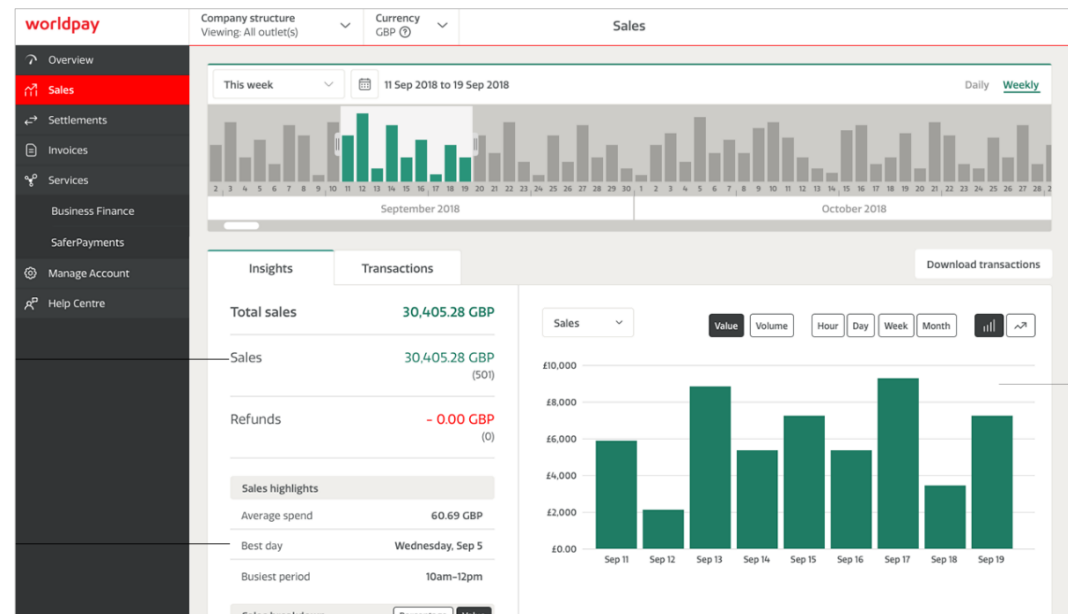
# How to check payment specifics, refund and void transactions

1. Select 'Sales' from the left-hand menu.

2. Select the 'Transactions' tab.

Here you will see a list and details for all your transactions in time/date order. The date-range can be altered using the timeline bar by clicking on it to select the date range you want to see. Specific information can be searched for using the filter option on this tab. View transactions for the whole company or specific outlet by selecting from the 'Company structure' drop-down above the timeline.

3. Select the specific transaction for more detail.



Our systems update daily. You will see transactions up to and including yesterday; Transactions from today will appear on your dashboard tomorrow morning.

## TRANSACTIONS TAB

**1: Transactions list.** This provides a list of all transactions within your chosen date range, including sales, refunds and void transactions. If a transaction is missing it won't appear here.

Sales transactions will appear in green, refunds in red, void transactions in grey.

**2: Transactions details.** This provides details of a particular transaction such as for how much and when the transaction was processed.

**3: Settlement details.** The date a transaction was processed for settlement and the amount processed are found in this section.

**4: Card details.** Details of the card user are found in this section such as card ending digits, card type and card scheme.

**5: Business details.** Here you'll see your Worldpay account details including Company ID, Outlet ID (MID) and Terminal ID

The screenshot shows the 'Transactions' tab in the Worldpay interface. It features a table of transactions, a 'Download transactions' button, and a detailed view of a selected transaction. The interface is annotated with numbered callouts: 1 points to the transaction list table; 2 points to the 'Transaction details' section; 3 points to the 'Settlement details' section; 4 points to the 'Card details' section; and 5 points to the 'Business details' section.

Date & Time	Transaction amount
Thu 4 Oct 2018, 18:08	197.40 GBP
Thu 4 Oct 2018, 18:08	197.40 GBP
Thu 4 Oct 2018, 18:08	258.72 GBP
Thu 4 Oct 2018, 18:08	33.00 GBP
Thu 4 Oct 2018, 18:08	197.40 GBP
Thu 4 Oct 2018, 18:08	143.35 GBP
Thu 4 Oct 2018, 18:08	197.40 GBP
Thu 4 Oct 2018, 18:08	9.90 GBP
Thu 4 Oct 2018, 18:08	197.40 GBP
Thu 4 Oct 2018, 18:08	52.68 GBP
Thu 4 Oct 2018, 18:08	197.40 GBP
Thu 4 Oct 2018, 18:08	197.40 GBP
Thu 4 Oct 2018, 18:08	197.40 GBP
Thu 4 Oct 2018, 18:08	197.40 GBP
Thu 4 Oct 2018, 18:08	197.40 GBP
Thu 4 Oct 2018, 18:08	197.40 GBP
Thu 4 Oct 2018, 18:08	197.40 GBP
Thu 4 Oct 2018, 18:08	197.40 GBP
Thu 4 Oct 2018, 18:08	197.40 GBP
Thu 4 Oct 2018, 18:08	197.40 GBP
First Prev 1 Next Last	

**Transaction details**

Date & time	4 Oct 2018, 19:27
Payment method	Card
Channel type	Face to Face
Verification	Chip & PIN
Type	Sale
Amount	197.40 GBP
Authorisation code	347865

**Settlement details**

Date processed	Fri 5 Oct 2018
Amount processed	197.40 GBP

Funds typically take 2 - 3 working days to appear in your bank account.

[View settlement](#)

**Card details**

Card ending	0108
Card scheme	Visa
Card type	Visa Debit

**Business details**

Worldpay reference	PO301919275
Business name	Village Dental Practice
Outlet ID (MID)	11919275
Terminal ID	32849056