

Rev19



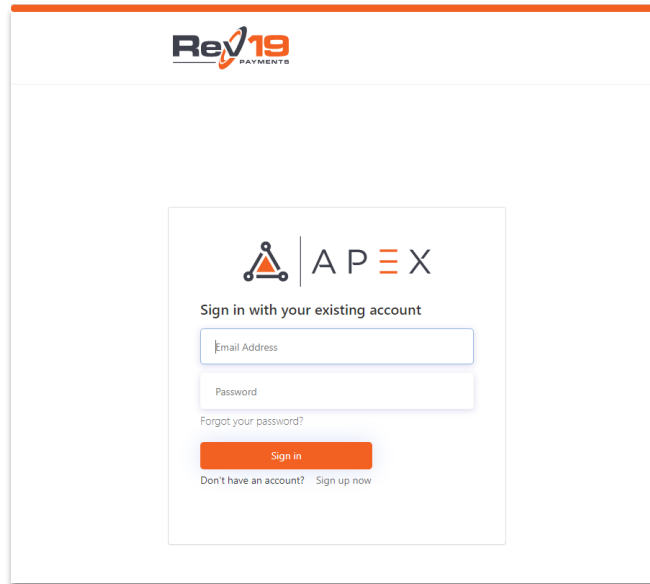
APEX Reporting

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Logging into the Apex Portal

1. Go to the Apex Portal site, using the url provided to you upon setup.



Rev19
PAYMENTS

APEX

Sign in with your existing account

Email Address

Password

[Forgot your password?](#)

[Sign in](#)

[Don't have an account? Sign up now](#)

2. Enter in the credentials that were provided to you upon setup and click **Sign in**.
 - a. If the password needs to be reset, select the **Forgot your password?** link below the **Password** field. Follow the steps to reset your password. You will need to know and have access to the email address associated to your Apex Portal account.
3. Once logged in, refer to the follow sections to manage your Reporting.

Viewing Your Reporting Page in the Apex Portal

1. To view your Reports, select the **Reporting** menu option and select the **Transactions** submenu.
2. On the Transactions page, there is a list of the last 10 transactions on your account.

NOTE: By default, the Transactions page will display 10 transactions per page. You are able to change this if you would like.

Transaction #	Date	Batch ID	Deposit ID	Type	Amount	Status	Method	Brand	Last 4	Auth Code	Cardholder Name	Reference Number	Settlement Date
2394328	09/21/2020 02:00:11 PM CST			Sale	\$10.83	Approved	VT	Visa	8888	TAS172	John Smith	000000000208046	
23937610	09/21/2020 11:25:55 AM CST			Sale	\$10.83	Approved	VT	Visa	8888	TAS018	John Smith	000000000201731	
23936396	09/21/2020 09:39:06 AM CST			Sale	\$450.00	Approved	API	AMEX	2376	AXS577	Apple Crumble Jr.	000000321000578	
23936392	09/21/2020 09:39:01 AM CST			Sale	\$300.00	Approved	API	MasterCard	0045	VTLMC1	Chocolate Brownie	1212MCC11026	
23936394	09/21/2020 09:38:06 AM CST			Auth Only	\$150.00	Approved	API	3CB	5859	D5C205	Chocolate Creme Pie	123456789012345	
23936382	09/21/2020 09:38:04 AM CST			Auth Only	\$133.33	Approved	API	Diners Club	0018	D5C205	Chocolate Creme Pie	123456789012345	
23936380	09/21/2020 09:38:00 AM CST			Auth Only	\$150.00	Approved	API	Discover	6909	D5C204	Chocolate Creme Pie	123456789012345	
23936378	09/21/2020 09:37:56 AM CST			Auth Only	\$150.00	Approved	API	AMEX	2376	AXS571	Chocolate Creme Pie	000000321000572	
23936376	09/21/2020 09:37:53 AM CST			Auth Only	\$450.00	Approved	API	MasterCard	0045	VTLMC1	Chocolate Brownie	1212MCC11020	
23936372	09/21/2020 09:37:38 AM CST			Auth Only	\$135.44	Approved	API	Visa	5439	TAS698	Chocolate Creme Pie	000000000191743	

3. From the list you can easily view the status of the Transaction, Transaction #, Date, Batch ID, Deposit ID, Type of Transaction, Amount, Method, Card Brand, Last 4 of Card #, Auth Code, Cardholder Name, Reference Number, and Settlement Date. By default, the transactions are sorted by Date of the transaction, most recent first.
4. The sorting can be changed by selecting the sorting icon on the column name for any of the columns.

Transaction

Transaction number is the ID assigned to the Transaction. Transaction # is a hyperlink to the Transaction Details screen.

Date

Date and Time of when the Transaction was processed (merchant's time zone).

Batch ID / Deposit ID

Batch and Deposit IDs will be blank when a transaction is first processed. Batch and Deposit IDs will be displayed once the transaction has been Settled and Batched. Filter By Batch or Deposit to view all transactions in any specific Batch or Deposit.

Method

Method is the method in which the transaction was processed. Options are API (trans sent to API directly), VT (virtual terminal), HPF (Hosted Payform), POS (physical terminal), Gateway (voids/refunds, failed trans)

Settlement Date

Settlement Date is the date in which the Batch containing the transaction was closed/settled. The Settlement Date will be blank until the Batch is Settled.

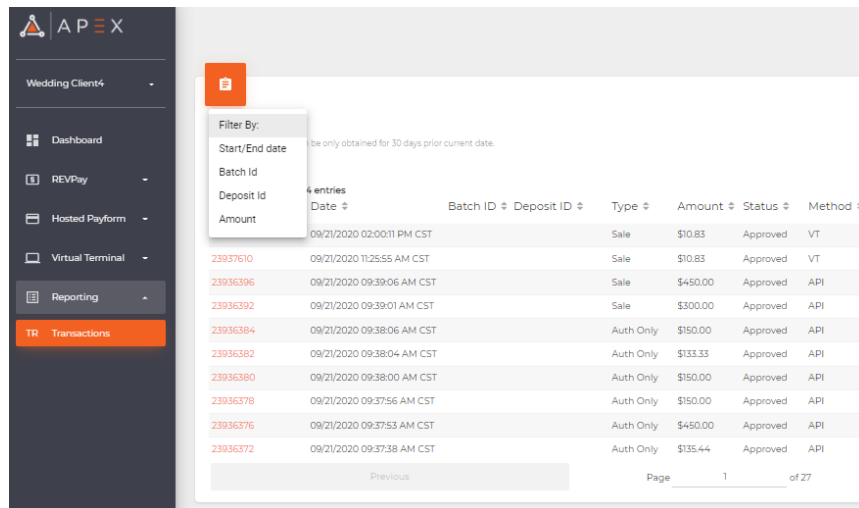
Managing your Reporting Page

Sort By

By default, the Transaction List is sorted by Date of the transaction, most recent first. The sorting can be changed by selecting the sorting icon on the column name (at the top of each column) for any of the columns.

Filter By

By default, the Transaction List will display the last 10 transactions on your account.



	Date	Batch ID	Deposit ID	Type	Amount	Status	Method
	09/21/2020 02:00:11 PM CST			Sale	\$10.83	Approved	VT
23937610	09/21/2020 11:25:55 AM CST			Sale	\$10.83	Approved	VT
23936396	09/21/2020 09:39:06 AM CST			Sale	\$450.00	Approved	API
23936392	09/21/2020 09:39:01 AM CST			Sale	\$300.00	Approved	API
23936384	09/21/2020 09:38:06 AM CST			Auth Only	\$150.00	Approved	API
23936382	09/21/2020 09:38:04 AM CST			Auth Only	\$133.33	Approved	API
23936380	09/21/2020 09:38:00 AM CST			Auth Only	\$150.00	Approved	API
23936378	09/21/2020 09:37:56 AM CST			Auth Only	\$150.00	Approved	API
23936376	09/21/2020 09:37:53 AM CST			Auth Only	\$450.00	Approved	API
23936372	09/21/2020 09:37:38 AM CST			Auth Only	\$135.44	Approved	API

Filtering the Report data can be done by selecting the Filter By dropdown. Filter By options include:

- Start/End date – Filter by the date transactions occurred. Will match Date column. As a note, historical data can go back 30 days at this time.
- Batch id – Filter by the batch id that the transaction(s) were settled in. Will match the Batch ID column.
- Deposit id – Filter by the deposit id that the transaction(s) were sent in. Will match the Deposit ID column.
- Amount – Filter by the amount of the transaction. Will match the Amount column.

To filter by any of option, enter the required parameter(s) and select the Search button.

Exporting Report

To better manage and manipulate transaction data, exporting reports is available.

Transaction #	Date	Batch ID	Deposit ID	Type	Amount	Status	Method	Brand	Last 4	Auth Cr
23941328	09/21/2020 02:00:11 PM CST			Sale	\$10.83	Approved	VT	Visa	8888	TAS172
23937610	09/21/2020 11:25:55 AM CST			Sale	\$10.83	Approved	VT	Visa	8888	TAS018

CSV file: To export report to CSV, select the CSV icon button on the top right of the page

Excel file: To export report to Excel, select the Excel icon button on the top right of the page.

The file will immediately download to the computer. Simply open and manage/manipulate report.

Rows per Page

By default, the Transactions page will display the last 10 transactions on your account.

23936396	09/21/2020 09:39:06 AM CST	Sale	\$450.00	Approved	API	AMEX	2376	AXS577
23936392	09/21/2020 09:39:01 AM CST	Sale	\$300.00	Approved	API	MasterCard	0045	VTLMC1
23936384	09/21/2020 09:38:06 AM CST	Auth Only	\$150.00	Approved	API	JCB	5859	DSC206
23936382	09/21/2020 09:38:04 AM CST	Auth Only	\$133.33	Approved	API	Diners Club	0018	DSC205
23936380	09/21/2020 09:38:00 AM CST	Auth Only	\$150.00	Approved	API	Discover	6909	DSC204
23936378	09/21/2020 09:37:56 AM CST	Auth Only	\$150.00	Approved	API	AMEX	2376	AXS571
23936376	09/21/2020 09:37:53 AM CST	Auth Only	\$450.00	Approved	API	MasterCard	0045	VTLMC1
23936372	09/21/2020 09:37:38 AM CST	Auth Only	\$135.44	Approved	API	Visa	5439	TAS698

To update the rows per page, select the 10 rows dropdown. Pages can display 10, 25, and 50 rows.

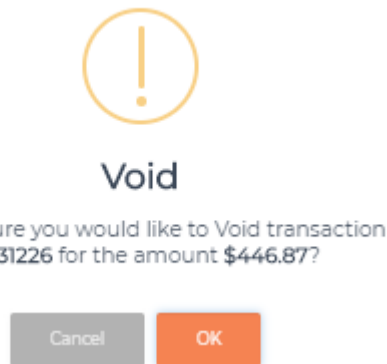
Viewing Transaction Details on the APEX Portal

The screenshot displays the APEX Portal interface. On the left is a dark sidebar with navigation options: Bala Nagarajan, Dashboard, REVPay, Hosted Payform, Virtual Terminal, and Reporting. The main content area shows the details for Transaction 23731108. At the top right, it indicates a Sale for \$351.87, which is Approved, with a 'Print Receipt' button. Below this is a 'Void' button. The transaction information includes Merchant: Beneficial Roofing LLC, Transaction ID: 23731108, Status: Approved, Date: 08/31/2020 01:42:18 PM CST, Transaction Type: Sale, and Settlement Status: Pending Settlement. Credit Card Information shows CC Number: ****8888, CC Type: Visa, and Auth Code: TAS752. Billing Information lists Bentley Patrick at 14 Stillwell Avenue, New York MD 78808. Shipping Information lists Bentley Patrick at 12 Tabor Court, Washington WI 84905. A 'General Information' section contains a description: 'A paragraph is a self-contained unit of a discourse in writing dealing'. At the bottom, a 'Transaction History' table shows the transaction details.

Transaction Id	Date	Type	Amount	Status	Settlement Status
23731108	08/31/2020 01:42:18 PM CST	Sale	\$351.87	Approved	Pending Settlement

Voiding a Transaction

Before a transaction is settled, Void transaction is an available action. To Void a transaction, select the Void button. Once the Void button is selected, confirm the void on the Void modal. The funds will be returned to the customer very quickly.



- Void button will no longer be available once transaction is settled
- Void button will no longer be available once transaction has already been voided

Refunding a Transaction

Once a transaction is settled, Refund transaction is an available action. To Refund a transaction, select the Refund button. The Refund button is located in the same position on the screen as the Void button.

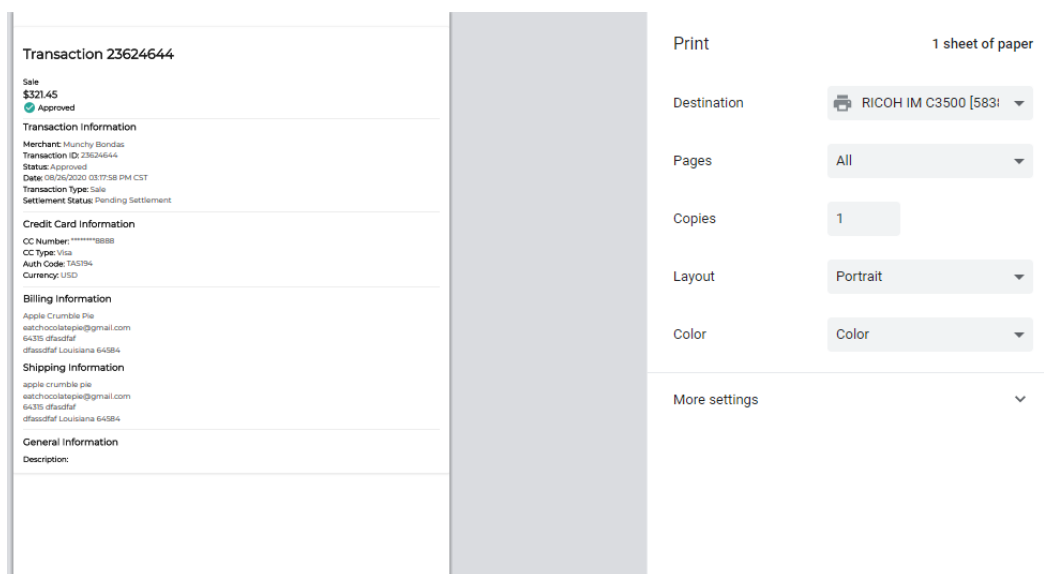
Refunds are done in the full transaction amount or Partial Amount

Enter the amount to refund on the Confirmation modal to submit Refund

Print Receipt

Printing Receipts is available on past transaction via the Transaction Details page.

Select the Print Receipt button, and print receipt



Transaction Information

Transaction Information section contains general transaction information and statuses. In addition to transaction status, Settlement Status is also provided in this section.

Credit Card Information

Credit Card Information section contains credit card and authorization information.

Billing Information

Billing Information section contains Billing and Shipping information that was entered during the time of the transaction.

General Information

Currently, the General Information will only display the Description entered during the time of the transaction.

Transaction History

Transaction History provides information from the original sale, any voids performed on the transaction, or any refunds provided on the transaction.

Transaction Id	Date	Type	Amount	Status	Settlement Status
23936384	09/23/2020 06:39:55 AM CST	Void	\$150.00	Approved	Not Applicable
23936384	09/21/2020 09:38:06 AM CST	Auth Only	\$150.00	Approved	Not Applicable

For questions or concerns, please contact Rev19 Support:

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