



Local Batch Report Viewer
Installation & Configuration Guide

Getting Started

Local Batch Report Viewer Installation & Configuration Guide

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TABLE OF CONTENTS

LOCAL BATCH REPORT VIEWER INSTALLATION & CONFIGURATION GUIDE	2
TABLE OF CONTENTS	3
ABOUT LOCAL BATCH REPORT VIEWER	4
MENU BUTTONS	5
INSTALLATION	6
DOWNLOAD LOCAL BATCH REPORT VIEWER	6
CONFIGURATION	6
SELECT DATABASE FILE	6
ABOUT FIELD DATA	9
STATUS CODES	9
ACCOUNT SOURCE	10
DECLINES/ERRORS	11
PRINT SETTINGS.....	12
PRINTER SET-UP.....	12
PRINT REPORTS	12
CONTACT US.....	13

ABOUT LOCAL BATCH REPORT VIEWER

The screenshot shows the 'Local Batch Report Viewer' application window. The main window title is 'Local Batch Report Viewer'. Below the title bar, there are tabs for 'Batches' and 'Declined/Error'. The current view is 'Batch Record Detail' for 'Batch - 053002'. The main table displays transaction records with columns: Record, Date/Time, Status, CardType, TranCode, Account Number, Account Source, Auth Amount, Purch Amount, Grat Amount, and Cash Amou. Below the main table, there are three summary sections: 'Selected Batch Database', 'Selected Batch', and 'Totals'.

Record	Date/Time	Status	CardType	TranCode	Account Number	Account Source	Auth Amount	Purch Amount	Grat Amount	Cash Amou	
1	02/22/2018 06:01:04 pm	A	VISA	EMVsale	476173XXXXXXXX0010	Chip	1.00	1.00			
2	02/22/2018 06:02:31 pm	A	DEBIT	Sale	400300XXXXXXXX6781	Swiped	2.00	2.00			
3	02/22/2018 06:03:03 pm	A	VISA	EMVsale	400300XXXXXXXX6781	Swiped	3.00	3.00			
4	02/22/2018 06:03:37 pm	A	M/C	EMVsale	549999XXXXXXXX6781	Swiped	4.00	4.00			
5	02/22/2018 06:04:01 pm	A	DEBIT	Sale	549999XXXXXXXX6781	Swiped	5.00	5.00			
6	02/22/2018 06:04:32 pm	A	M/C	EMVsale	541333XXXXXXXX0434	Chip	6.00	6.00			
7	02/22/2018 06:04:57 pm	V	DCVR	VoidSale	601100XXXXXXXX5373	Swiped	7.00	7.00			
8	02/22/2018 06:05:35 pm	A	AMEX	EMVReturn	373953XXXXXXXX1001	Swiped	-8.00	-8.00			
TOTALS								13.00	13.00		

Selected Batch Database			Selected Batch		Totals				
Folder	Name	Time Stamp	Batch No	Posted Date	CardType	Count	Sales	Returns	Totals
C:\Program Files (x...	RapidConnect_5_07_32-0004.db	2018/06/05 02:19:2...	053002	Open Batch	VISA	2	4.00	-0.00	4.00
C:\Program Files (x...	RapidConnect_5_07_31-0004.db	2018/05/31 10:17:2...	053001	2018-02-22 18:00:26.800	UNDETERMINED	2	7.00	-0.00	7.00
C:\Program Files (x...	TSYS_5_07_30-0004.db	2018/02/23 09:58:2...			Master Card	2	10.00	-0.00	10.00
					AMEX	1	0.00	-8.00	-8.00
					Total	7	21.00	-8.00	13.00

Datacap's Local Batch Report Viewer (new to NETePay version 5.07 or above) allows NETePay users to view truncated transaction batch data from a database file created by NETePay. The Local Batch Report Viewer shows the following data points:

- Record #
- Date/Time
- Status (approved, void, authonly, transmitted, deleted)
- Cardtype (Visa, Debit, MasterCard, American Express, Discover, etc)
- Trancode (EMVsale, VoidSale, EMVReturn, etc.)
- Account # (Truncated)
- Account Source (chip or swiped)
- Authorization Amount

- Purchase Amount
- Gratuity Amount
- Cash Amount
- Invoice Number
- Authorization code
- Transaction Reference Number
- Operator ID
- Batch Totals
- Declines/Errors

Menu Buttons



1. Checkbox to omit all voided transactions from report
2. Refresh the batch record detail
3. Print Report
4. Printer Set-up
5. About Local Batch Report Viewer

INSTALLATION

Download Local Batch Report Viewer

Download the Local Batch Report Viewer as part of your NETePay installation on <http://www.datacapepay.com>. If you've already installed NETePay and would like to add it, find the corresponding NETePay you downloaded on the datacapepay menu and download the Local Batch Report Viewer from the optional administrative tools (in this case, step 2).

Step 2 - Install Administrative tools (optional)

Local Batch Report Viewer

Release date: 10/03/2017

Local Batch Report Viewer can be used to view the locally stored batch report of Host based NETePay who support support this feature and have it enabled via PSCS.

10 Pro / 8 Pro / 7 Pro / Vista Pro / XP Pro

Download

CONFIGURATION

Select Database file

Open the Local Batch Report Viewer from the shortcut on your desktop or from the applications listing in your Windows menu. When the Local Batch Report Viewer opens, select a database (there should only be one listed) from the "Selected Batch Database" section followed by the "Selected Batch" that you'd like to view. Local Batch Report Viewer auto detects database files.

SELECT BATCH DATABASE BY CLICKING/HIGHLIGHTING LINE OF THE DATABASE FILE

The screenshot displays the 'Local Batch Report Viewer' application window. At the top, there are window control buttons and a title bar. Below the title bar, there are tabs for 'Batches' and 'Declined/Error'. The main area is titled 'Batch Record Detail' and contains a large table with the following columns: Record, Date/Time, Status, CardType, TranCode, Account Number, Account Source, Auth Amount, Purch Amount, Grat Amount, and Cash Amou. The table is currently empty. Below the main table, there are three summary sections: 'Selected Batch Database', 'Selected Batch', and 'Totals'. The 'Selected Batch Database' section has columns for Folder, Name, and Time Stamp, with one row highlighted: C:\Program Files (x...), TSYS_5_07_30-0004.db, 2018/02/23 09:58:2... The 'Selected Batch' section has columns for Batch No and Posted Date, with two rows: 053002 Open Batch and 053001 2018-02-22 18:00:26.800. The 'Totals' section has columns for CardType, Count, Sales, Returns, and Totals, and is currently empty.

Record	Date/Time	Status	CardType	TranCode	Account Number	Account Source	Auth Amount	Purch Amount	Grat Amount	Cash Amou
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Folder	Name	Time Stamp
C:\Program Files (x...	TSYS_5_07_30-0004.db	2018/02/23 09:58:2...

Batch No	Posted Date
053002	Open Batch
053001	2018-02-22 18:00:26.800

CardType	Count	Sales	Returns	Totals
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SELECT BATCH BY CLICKING/HIGHLIGHTING LINE OF THE 'BATCH NO'

Local Batch Report Viewer

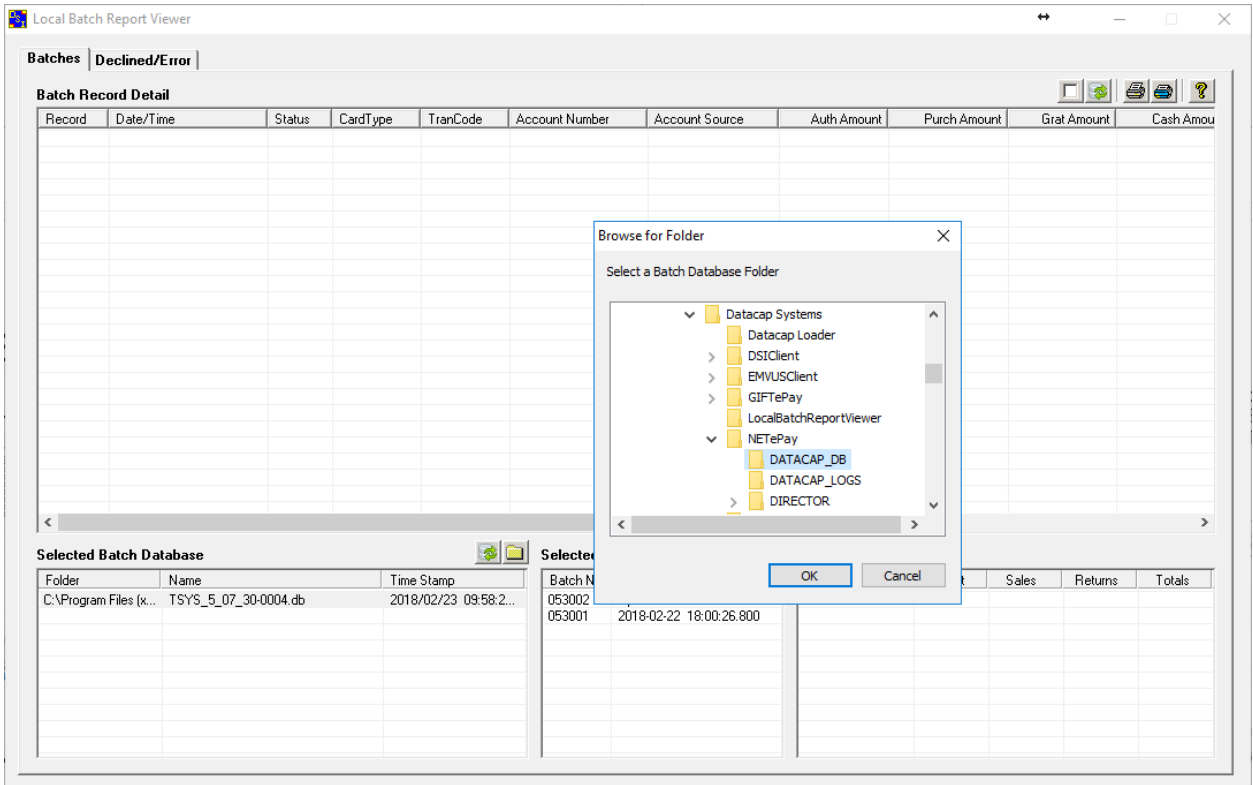
Batches | Declined/Error

Batch Record Detail Batch - 053002

Record	Date/Time	Status	CardType	TranCode	Account Number	Account Source	Auth Amount	Purch Amount	Grat Amount	Cash Amou
1	02/22/2018 06:01:04 pm	A	VISA	EMVsale	476173XXXXXXXX0010	Chip	1.00	1.00		
2	02/22/2018 06:02:31 pm	A	DEBIT	Sale	400300XXXXXXXX6781	Swiped	2.00	2.00		
3	02/22/2018 06:03:03 pm	A	VISA	EMVsale	400300XXXXXXXX6781	Swiped	3.00	3.00		
4	02/22/2018 06:03:37 pm	A	M/C	EMVsale	549999XXXXXXXX6781	Swiped	4.00	4.00		
5	02/22/2018 06:04:01 pm	A	DEBIT	Sale	549999XXXXXXXX6781	Swiped	5.00	5.00		
6	02/22/2018 06:04:32 pm	A	M/C	EMVsale	541333XXXXXXXX0434	Chip	6.00	6.00		
7	02/22/2018 06:04:57 pm	V	DCVR	VoidSale	601100XXXXXXXX5373	Swiped	7.00	7.00		
8	02/22/2018 06:05:35 pm	A	AMEX	EMVReturn	373953XXXXXXXX1001	Swiped	-8.00	-8.00		
TOTALS							13.00	13.00		

Selected Batch Database			Selected Batch		Totals				
Folder	Name	Time Stamp	Batch No	Posted Date	CardType	Count	Sales	Returns	Totals
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C:\Program Files (x...	RapidConnect_5_07_31-0004.db	2018/05/31 10:17:2...	053001	2018-02-22 18:00:26.800	UNDETERMINED	2	7.00	-0.00	7.00
C:\Program Files (x...	TSYS_5_07_30-0004.db	2018/02/23 09:58:2...			Master Card	2	10.00	-0.00	10.00
					AMEX	1	0.00	-8.00	-8.00
					Total	7	21.00	-8.00	13.00

If you want to view a database file stored in another location or a database that wasn't auto detected, select the folder icon next to the 'Selected Batch' header. Find the "NETePay" folder. Within the NETePay folder, select "DATACAP_DB". The Local Batch Report Viewer will automatically search for database files located in this root folder. Copy database files to this root folder for auto detection.



ABOUT FIELD DATA

Status Codes

Status codes define the state of the transactions in the batch.

V	VOID
A	APPROVED
-	AUTHONLY
X	TRANSMITTED
D	DELETED

Account Source

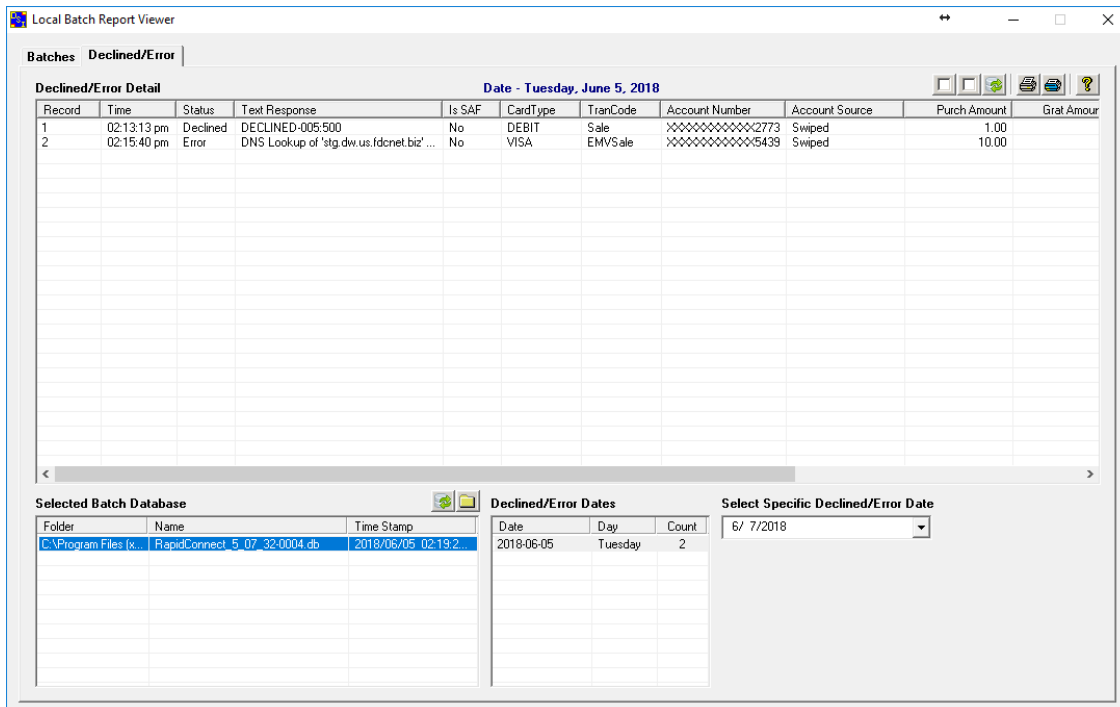
Account source defines how the transaction was made.

CHIP	EMV TRANSACTION
SWIPE	MAG STRIPE TRANSACTION
CONTACTLESS	NFC CONTACTLESS TRANSACTION
TOKEN	RECURRING TRANSACTION/CARD NOT PRESENT

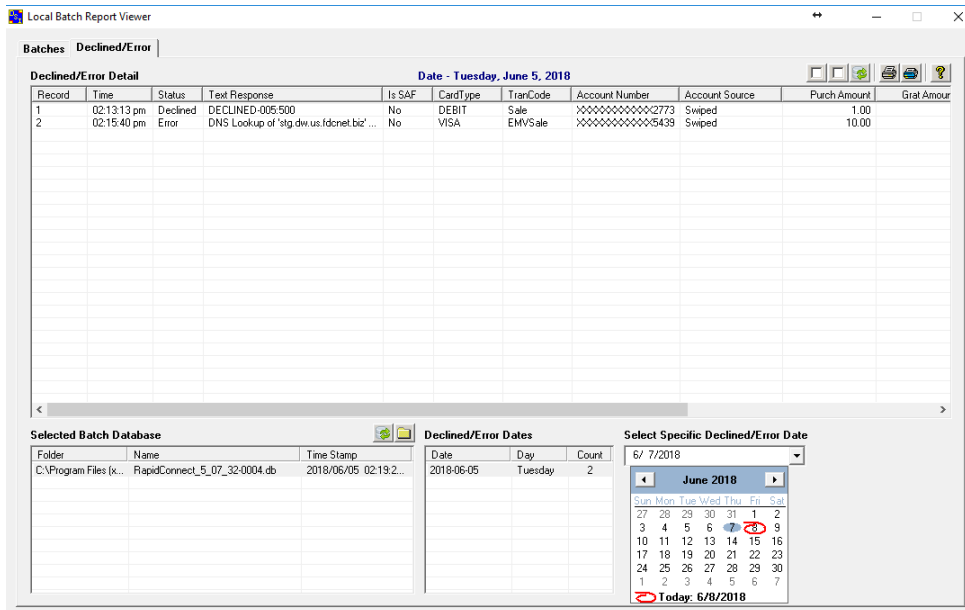
You may see other account sources such as manual or keyed.

Note: The Record Number is automatically generated based on the order of transactions processed. Omitting voided transactions will change the record numbers displayed.

Declines/Errors



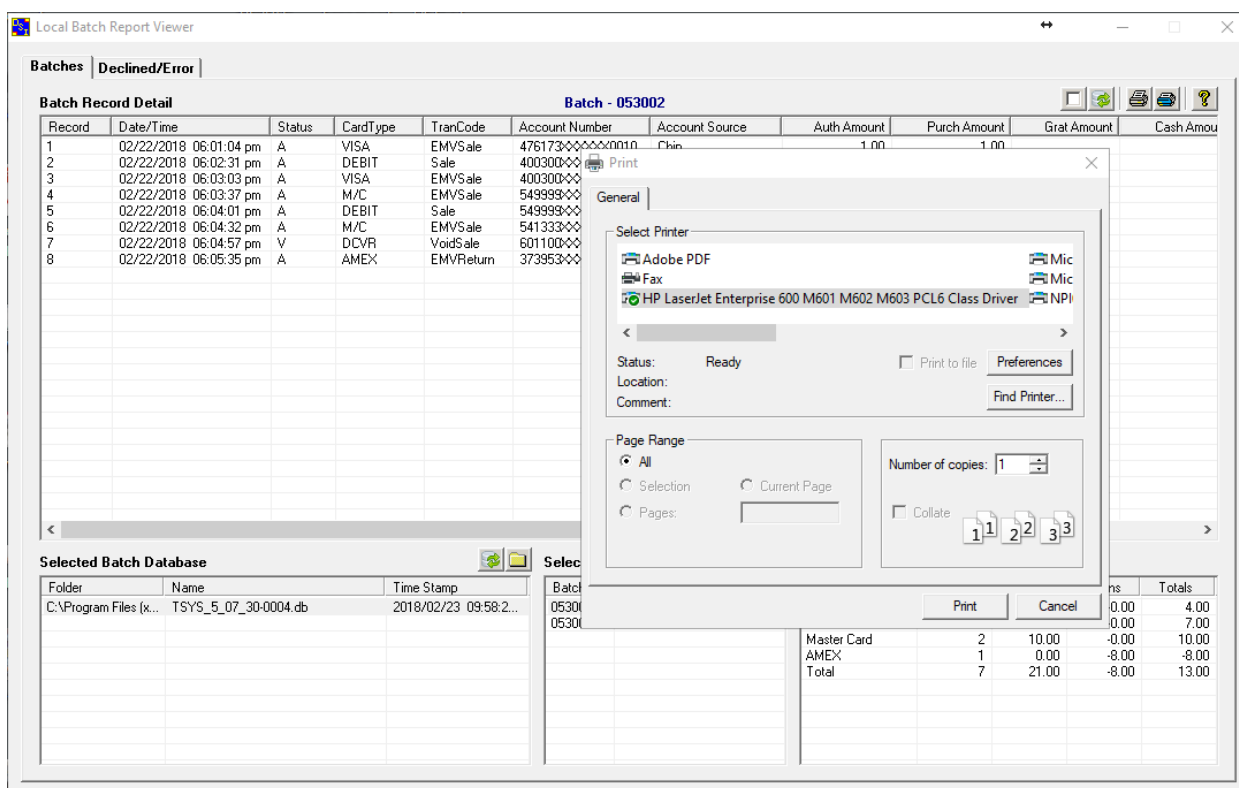
View errors and declines under the “Declined/Error” tab. Local Batch Report Viewer shows the first 100 dates that it finds in the database in descending order. To view dates beyond the first 100, use the calendar dropdown.



PRINT SETTINGS

Printer Set-up

Click on the printer set-up button (second button from the right, next to the about button) in the upper right to set-up which printer you'd like to use.



Print Reports

Click on the print button (third button from right, next to the printer set-up button).



CONTACT US

Datacap provides resellers with live support access:
Monday - Friday 8:30am to 5:30pm EST.

24/7 after-hours support for authorized resellers on a pay-per-call basis is available. Log in to your PSCS account to request an after-hours support call from the main menu.

Call us at 215-997-8989

E-mail us at datacap@dcap.com

www.datacapsystems.com