SEGPAY

Transaction Detail Report

Integration Guide

Version 1.10
Date: July, 2020

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Version Tracking

Version Number	Modification Date	Modified By	Changes Completed
1.00	01-12-2017	Product Development	Initial Documentation Completed.
1.01	11-30-2018	Product Development	Updated image showing new transaction types available under Advanced Options.
1.10	7-1-2020	Product Development	Updated Screen Shots

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Introduction

The *Transaction Detail* report shows you a list of transactions that occurred during a specific time period, with as much detail as you want to include. This report includes *every* transaction that occurred during the selected time period, including tests, declines (and subsequent retries) and of course, all authorized transactions.

Run a Report

Follow these steps to run the Transaction Detail report:

- Login to the Segpay Merchant Portal at: https://mp.segpay.com and select **Transaction Detail Report** in the top navigation area.

Performance Reporting   My W

Sales Reporting
Transaction Summary
Transaction Detail Report
Approval Rates

The following steps will help you generate a report with the data you want, using the filters near the top of the page.

Click **Choose from a Saved Report** if you have used the Transaction Summary before and want to retrieve a previously-run report (see the *Saved Reports* section near the end of this document for more detail). Otherwise, see step 2 below to generate a new report.

Transaction details for 07/22/2020 - 07/22/2020

- 📅 July 22, 2020 - July 22, 2020
- 👤 Merchant Accounts
- 🌐 Merchant URLS
- 🏦 Cash Program

Currency
- 💵 3 Currencies: USD, GBP, EUR

Payment Types
- 🛒 3 Types: Credit Cards, Direct Debit, Pay...

Transaction Authorization Status
- ⇄ 2 Statuses: Authorized, Declined

Transaction Types
- ⇄ 13 sources: Reactivated, Post Pay Autho...
- 🔲 Additional Fields

- 💾 Choose from a saved reports
- Generate Report   Columns ▾

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- Click the date-selector box and choose the time period you want to report on. Select **Today, Yesterday**, **This Week** (the current Sunday-Saturday period), **Last 7 Days**, **This Month**, **Last Month** (the previous calendar month), **Last 30 Days**. Or choose a **Custom Range** by selecting starting and ending dates:

- Next, select the specific merchant account(s) you want to see in the report. Notice the search box, which comes in handy if you have many accounts to scroll through.


- Select which specific Cash program(s) you want included in the report. Cash programs group your websites together by affiliate program so it may be easier for you to report by cash program instead of selecting URLs (in the next step).
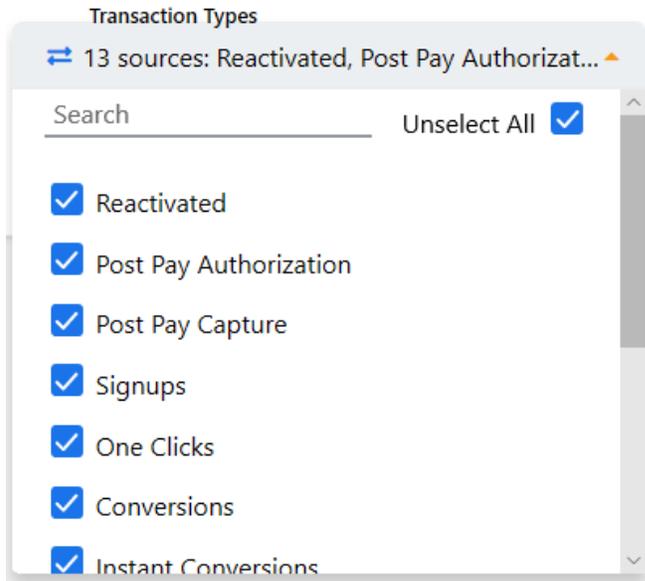
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- Select which payment types you want to see in the report: Credit Cards, Direct Debit, and/or PayPal transactions. Select one or more.

Payment Types

🛒 3 Types: Credit Cards, Direct Debit, PayPal ▲
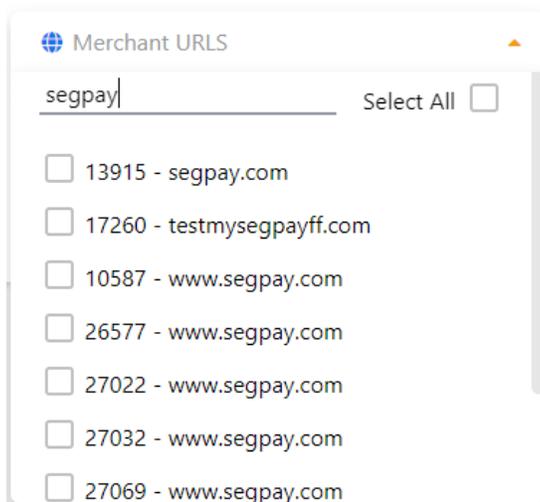
Unselect All ☑

☑ Credit Cards

☑ Direct Debit

☑ PayPal
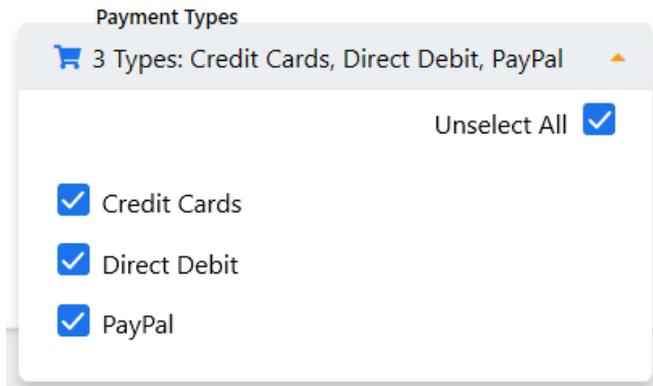
- Select which transaction types you want to see in the report. Select one or more of the following:
  a. Reactivated
  b. Post Pay Authorization
  c. Post Pay Capture
  d. Signups
  e. One Clicks
  f. Conversions
  g. Instant Conversions
  h. Delayed Captures
  i. Rebills
  j. Voids
  k. Refunds
  l. Chargebacks
  m. Revokes

Transaction Types

⇄ 13 sources: Reactivated, Post Pay Authorizat... ▲

Search   Unselect All ✓

☑ Reactivated

☑ Post Pay Authorization

☑ Post Pay Capture

☑ Signups

☑ One Clicks

☑ Conversions

☑ Instant Conversions

- Select the currency(ies) of the transactions you want to see in the report. For example, if you accept payment in EUR and USD, you can generate a report with only the USD transactions, or select all to see everything in one report.

  Note that if you select multiple currencies here, the total for the Amounts column in your report will reflect a blended total of all currencies. Select one currency at a time to see true totals for each.

- Click the URL(s) menu to see a list of your websites. All are selected by default, but you can select only specific sites to be included in the report. Note the Search box, which makes it easier to find a specific site if you have a large list.

🌐 Merchant URLS   ▲

segpay   Select All ☐

☐ 13915 - segpay.com

☐ 17260 - testmysegpayff.com

☐ 10587 - www.segpay.com

☐ 26577 - www.segpay.com

☐ 27022 - www.segpay.com

☐ 27032 - www.segpay.com

☐ 27069 - www.segpay.com

- Select the currency(ies) of the transactions you want to see in the report. For example, if you accept payment in EUR and USD, you can generate a report with only the USD transactions, or select all to see everything in one report.

  Note that if you select multiple currencies here, the totals at the bottom of your report will reflect a blended total of all currencies. Select one currency at a time to see true totals for each.
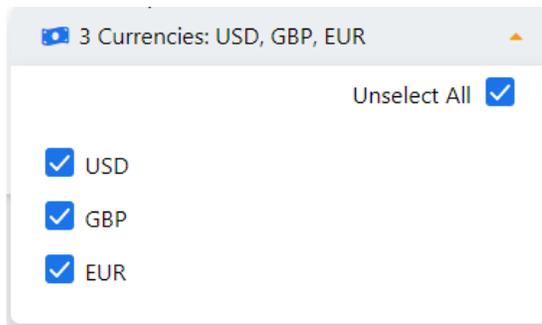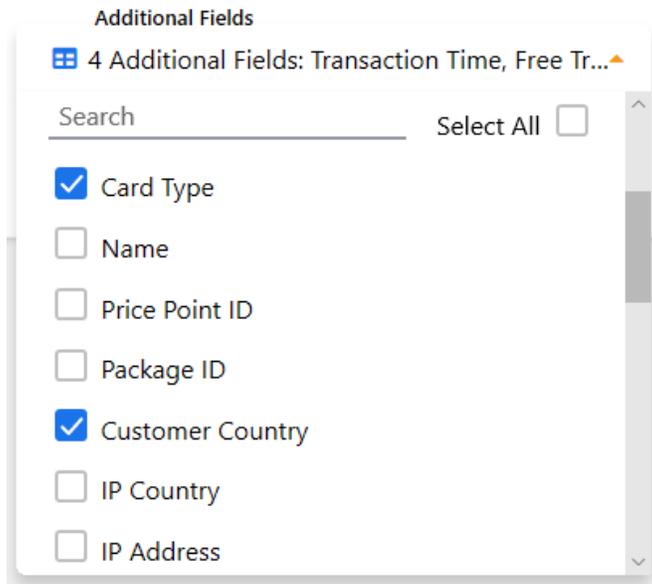

- Select whether to show Authorized transactions, Declined transactions or both, in your report.
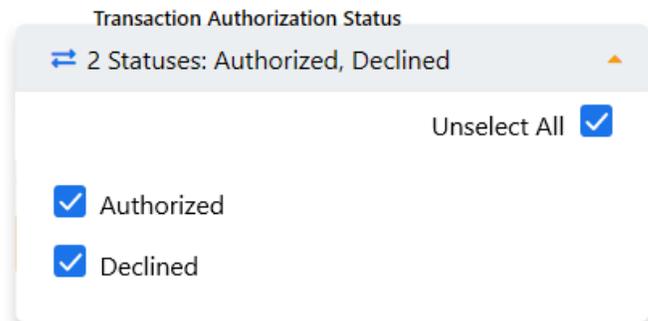
- There is additional data you can include in the report for each transaction. Select one or more of the following:

There is additional data you can include for each transaction in the report, along with any additional user data fields that were captured with your transactions. Depending on how many additional fields are available, you may see a scroll bar in the menu, as in the following image:

![SEGPAY]

Additional Fields

⊞ 4 Additional Fields: Transaction Time, Free Tr... ▲

| Search | Select All ☐ |

☑ Card Type
☐ Name
☐ Price Point ID
☐ Package ID
☑ Customer Country
☐ IP Country
☐ IP Address

- Click **Generate Report**. By default, results are sorted chronologically by date. Each row represents a specific transaction that occurred during the date range you selected, and each column includes the additional data you chose above. Click on any column header to sort the report by that column.

Drag a column header and drop it here to group by that column

| Merchant ID	Date	Purchase ID	Transaction Number	Live or Test	Transaction Type	Status	Currency	Amount
20213	07/21/2020	60132211	91522846	Test	Signups	✔ Authorized	$ USD	$2.95
20213	07/21/2020	60132216	91522854	Test	Signups	✔ Authorized	$ USD	$2.95
20213	07/21/2020	60132218	91522856	Test	Signups	✔ Authorized	$ USD	$2.95
20213	07/21/2020	60132219	91522858	Test	Signups	✔ Authorized	$ USD	$2.95
20213	07/21/2020	60132221	91522862	Test	Signups	✔ Authorized	$ USD	$2.95
20213	07/21/2020	60132226	91522868	Test	Signups	✔ Authorized	$ USD	$2.95

Customize Report Results

Many reports have similar elements that can be used to customize the report. See below for some sample elements that are available in this report. Note screen shots may not be an exact match for the data returned on this report.

Choose from a Saved Report

Most reports have four small icons in the top right corner. The one shaped like a floppy lets you save your report filter choices so that you can easily retrieve them later.

Just click the icon and type in a name to use when retrieving your report filter. If you choose the same name again it will let you overwrite the old filter. You can also rename and delete your filters.
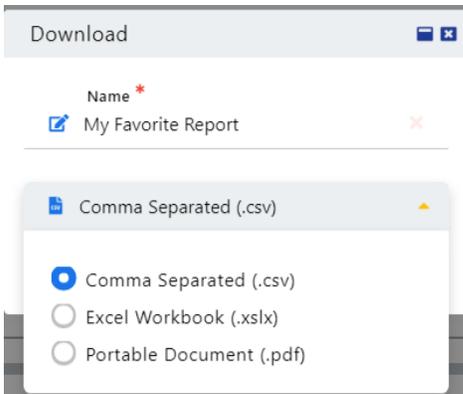
SEGPAY
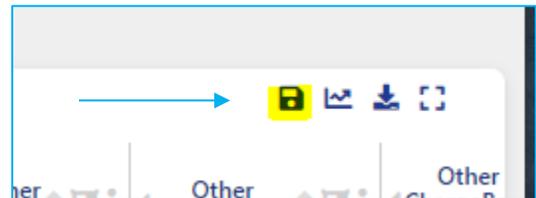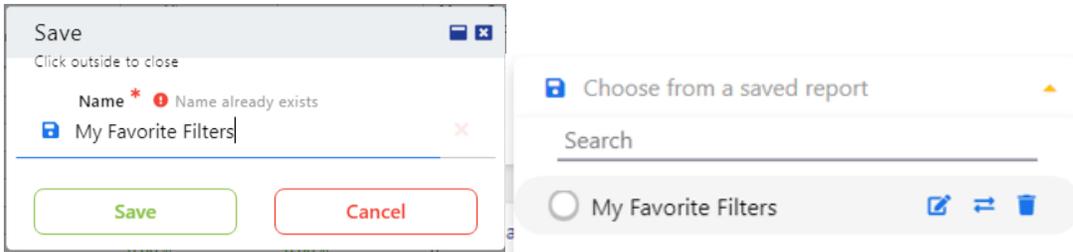
When you are ready to use your filter just click 'Choose from a saved report' to pull up your saved filter. This can save you time if you run the same report many times. Note saved reports save filters but do not save groupings.

Download my Report

To download your report choose the icon in the top right that looks like a down arrow.

Then give your report a name and choose the format for your download (CSV,XSLX,PDF) and click the download button. On some reports that return thousands of rows of data you will be given some additional choices for your download. You will see an option to have your report emailed to you.

Large reports may be emailed to you in a zip archive format. Very large reports (usually in PDF format) can require the zip archive to be split into multiple emails for delivery. Save all attachments to the same folder and open the first one and it will uncompress them together into a single large file.

Report Charts

In the top right corner of your report you will see several small icons. The icon with the waving arrow will allow you to see a chart view of your report.
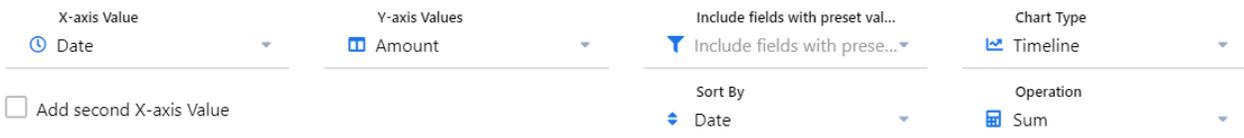
When viewing each chart type you can use the other dropdown filters to change the way your chart data is represented on the page. Experiment with different options to see which gives you the best view for that chart type.

Chart Type

🔵 Polar ▼

Operation

▦ Sum ▼
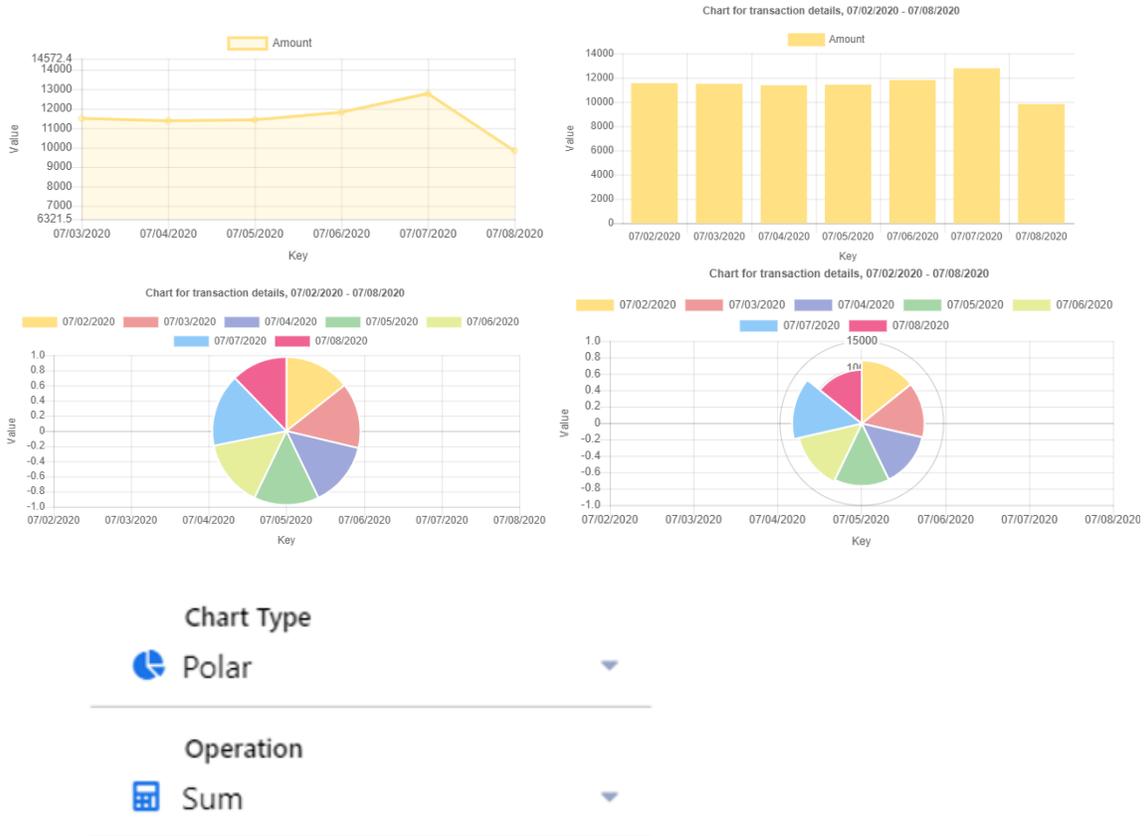
Use these icons on the top right to save a screenshot or return to the table view of your data. ➡ 📄 ⊞

Result Table Filtering in your Report

Your report data is returned in a tabular grid format. There are several useful controls built into this grid for filtering and sorting your data.

Clicking on the column title will sort the data in that column. Click once to sort descending, click again to sort ascending and click again to remove the sort from that column.

You can group your data by dragging a column heading above the heading row or by clicking the group icon next to the column heading. Use the ungroup icon to remove the grouping.

Filter Menu

Transaction Type		
Signups		
Signups		
Signups		
Signups		
Signups		
One Clicks		
Signups		
Signups		
Signups		
Signups		
Signups		
Signups		
Signups		
Signups		
Signups		
Signups		
One Clicks		
Signups		
One Clicks		
One Clicks		
One Clicks		
One Clicks		

Filter Transaction Type

= ▼   ▦ One Clicks   ▼

≠ ▼   ▦ Rebills   ▼   **And** ⊗

✓   ⊗   ⊕

! There are a lot of records in this table, the filter can be applied not instantly, but with a certain delay in seconds

Statistic

Unique values 4

Bar   Table   **Pie**

☐ One Clicks: 13.6

Use the filter menu to add or subtract filter criteria choosing an operator when working with multiple filters. Click it again to remove filters or make changes to them. The filter menu also lets you get a chart view of the data in that column to help you decide which filters to use.

Page Controls and both Horizontal and Vertical Scroll Bars will help you to see data that is too large to fit on the screen.

| ⏮ | ◀ | **1** | 2 | 3 | 4 | 5 | ••• | ▶ | ⏭ | 25 ▾ items per page | 1 - 25 of 24 869 items |
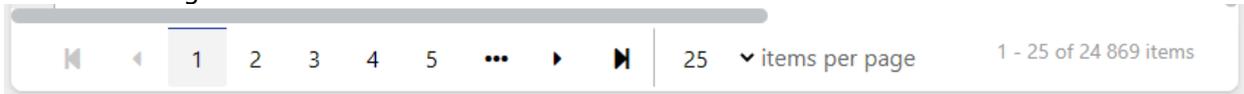
Use the arrows to advance to a certain page or go all the way to the last page. You can also control how many items display on a single page. Totals are shown to the right.

Please feel free to let us know any thoughts or suggestions you have about this report or anything else, by emailing Techsupport@Segpay.com.