

## Push reports

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## 1. Introduction

"Push reports" is a feature that enables you to automatically receive various transaction reports on a daily basis.

With Push reports you can:

- Simplify standard reconciliation
- Receive comprehensive reports on a daily basis
- Easily manage and control your payments
- Reduce administrative workload through automated reporting
- Define different reports based on different user needs (formats/recipients)
- Receive reports without having to install any software.

The number of available daily reports depends on the option selected in your account; You can have 3, 5 or 10 daily reports. If you wish to have more than 10 reports, please contact our Sales team for more information.

You can receive push reports for "View transactions", "Financial history" or "Reconciliation".

## 2. Configuration of filename and format

You first need to configure the file format. You can do so via your account's top menu, in the following ways:

- On account (PSPID) level:
  - Select "Operations" and choose "Electronic reporting" in the sub-menu. (Note: If you have already created one or more push reports in your account, "Electronic reporting" will show you a list of those reports. To access the "Electronic reporting" configuration page from there, you need to click the "File format" link at the top of the page.)
  - Select "Operations" and choose "View transactions", "Financial history" (or "View files") in the sub-menu. Then select "File format".
- On user (USERID) level:
  - Select "Advanced" and choose "Users" in the sub-menu. Next, click "Edit" for the specific user. In the User's Data overview, select "Electronic Reporting for this User" at the bottom of the page.

The file structure and format can be defined for each user. When you configure the electronic reporting parameters for a user, this configuration will be applied to all reports set up by this user.

Specific fields will be returned in your report, depending on the file structure. A choice of four different file structures is available: Standard, Extended, File Management and Dynamic. You can also choose between three different return formats: XML, Fixed-length and Delimited (for the full description of the different structures, go to [Reporting](#)).

If you configure a file name, you can include dynamic parameters in it:

- [DATE] for processing file previous date
- [FILEDATE] for processing file date
- [TIME] for processing file time.

Example: File[DATE]\_[TIME] will be converted to File20140527\_160952

## 3. Create a new push report

### 3.1 Create a report in View transactions / Financial history

#### 3.1.1 How to create a report

Click the "Financial History" link or the "View transactions" link in your ePDQ account menu and enter the search criteria and/or statuses for the transaction results you want to receive. All criteria/data you select/enter will be taken into account (except for the dates, as a daily report will always send you transaction results for the previous day).

Click the "Send daily" button.

More information on the differences between ["Financial History"](#) and ["View transactions"](#) .

#### 3.1.2 Form parameters

This selection of transactions will be sent daily as an automatic daily report. Please confirm the creation of this report after further configuration.

Name	Media	Destination	Do not send if empty
<input type="text" value="Daily_Order"/>	<input type="text" value="e-mail with attachment"/> <input type="text" value="e-mail with attachment"/> <input type="text" value="e-mail"/> <input type="text" value="HTTP Request"/>	<input type="text" value="john@doe.com"/>	<input type="checkbox"/>

[File format >>>](#)

Enter a file name, media type and a destination in the fields concerned and click the "Add" button.

You can select three possible media types: "e-mail with attachment", "e-mail" or "HTTP request":

- If you select "e-mail with attachment", the daily report will be sent to you as an email attachment.
- If you select "e-mail", the content of the daily report will be shown in the body of the email.  
> For these two media types, you must enter one or more valid email addresses in the "Destination" field where you would like to receive the emails.
- If you select "HTTP request", you will receive the contents of the daily report in an HTTP request at the URL you enter in the "Destination" field.

#### 3.1.3 File structure (View transactions/Financial history)

The file structure of the report depends on the file structure (and optional additional fields) you've selected on the Electronic reporting/File format page (cf. [Reporting](#))

## 3.2 Create a report for Reconciliation

Go to [Reconciliation](#) for more information on this functionality.

### 3.2.1 How to create a report

Go to "Reconciliation" in your account menu, and select "Configuration" in the sub-menu.

The section will propose pre-configured reports. Payout Reports are sent every time the acquirer or collector confirms the payment of the money on your bank account.

You can activate:

- The "Payout report" which includes only transactional data (Transactions, refunds, chargebacks, chargebacks reversal).
- The "Payout report including non-transactional data" which includes both transactional (as mentioned above) and non-transactional data if applicable (ie. Account/service setup fees, monthly/yearly fees, payout fees, additional refunds/chargebacks/authorization fees, reserve adjustments and direct debits).
- The "Payout report including non-transactional data and currency information" which includes both transactional (as mentioned above) and non-transactional data if applicable (ie. Account/service setup fees, monthly/yearly fees, payout fees, additional

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refunds/chargebacks/authorization fees, reserve adjustments and direct debits), as well as additional currency information.

If you have configured push reports before October 2014, you may still have old versions of reports configured, as follows:

- Payout Confirmations sends a daily report with transactions for which the payment has been confirmed by the acquirer.
- Reconciled Payments sends a report of the day's reconciled payments (payments for which you've performed the reconciliation). This functionality and report has been discontinued after October 2014.

### 3.2.2 Form parameters

Enter a name for the email subject, media type and a destination in the fields concerned and click the "Add" button.

As for Reconciliation only the "e-mail with attachment" media type is possible, it is pre-selected.

To configure the filename and format, go to [Configuration of file name and format](#).

### 3.2.3 File structure

The following fields are included in each push report for reconciliation. Depending on whether it concerns a reconciliation or payout (\$fullservice\$) report, some fields will contain no or different values.

There's no minimum or maximum amount of characters for any field.

Here is the file structure for the "Payout confirmation" report and the "payout reference" report (activated before October 2014), as well as the "Payout" report (available as of October 2014):

Column name	Description	Example data
<b>Payout report</b>		
HEADER	ePDQ only includes transactions for which it gets a status match with the acquirer. Therefore the value of the column is always "MATCHING".	MATCHING (only possible value)
MERCHANT_ID	Your PSPID	account01
PAYMENT_DATE	Transaction date (yyyyMMdd)	20140807
TRANSACTION_ID	Payment unique identifier	100633195
ORIGIN_AMOUNT	Transaction amount value (numeric), expressed in the smallest unit of the currency used.	1352 (read as 13,52 EUR)
CURRENCY_CODE	ISO Currency Code (numeric)	978
CARD_TYPE	Card type	VISA
ORDER_ID	Merchant Order ID	TEST_1344326081114
OPERATION_TYPE	Operation type DT: Debit / CT: Credit (refund) / CB: Chargeback	DT

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Column name	Description	Example data
OPERATION_NUMBER	Operation number	0
PAYOUT_DATE	Date of payout (yyyyMMdd)	20140808
BRUT_AMOUNT	The total amount of the transaction or group of transactions (including acquirer fees).  This is the amount you see in the back office, e.g. in the Financial history.	1352 (read as 13,52 EUR)
MATCH_STATUS	Defines if we can match transactions in the payout versus ePDQ transactions.  ePDQ only includes transactions for which it gets a status match with the acquirer. Therefore the value of the column is always "MATCH_OK".	MATCH_OK (only possible value)
REMITTANCE_NB	Payment number	1234567
NET_AMOUNT	The amount you receive on your bank account (=gross amount minus the acquirer commission, chargebacks and other costs)	1325 (read as 13,52 EUR)
COMMISSION_AMOUNT	Acquirer/collector commission (expressed in the smallest unit of the currency used).	27 (read as 0,27 EUR)
COMMISSION_CURRENCY	ISO Currency Code Numeric	978
RECON_REFERENCE	Has the payout been reconciled?	
RECON_DATE	Date on which the reconciliation was performed (yyyyMMdd)	20140808
STMT_DATE	Statement date (if one was filled in at the moment of reconciliation) (yyyyMMdd)	20140809
STMT_NUMBER	Statement number (if one was filled in at the moment of reconciliation)	
PAYOUT_ACCOUNT	Bank Account on which the amount has been paid	
CHARGEBACK_REFERENCE	Chargeback number	

Here is the file structure for the "Payout report including non-transactional data" report (available as of October 2014):

Column name	Description	Example data
<b>Non-transactional data</b>		

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Column name	Description	Example data
HEADER	ePDQ only includes transactions for which it gets a status match with the acquirer. Therefore the value of the column is always "MATCHING".	MATCHING (only possible value)
MERCHANT_ID	Your PSPID	account01
PAYMENT_DATE	Transaction date (yyyyMMdd)	20140807
TRANSACTION_ID	Payment unique identifier	100633195
ORIGIN_AMOUNT	Transaction amount value (numeric), expressed in the smallest unit of the currency used.	1352 (read as 13,52 EUR)
TRANSACTION_CURRENCY	ISO 4217 Currency Code (Alphabetical)	EUR
PAYMENT_METHOD	Payment method used	VISA
ORDER_ID	Merchant Order ID	TEST_1344326081114
OPERATION_TYPE	Operation type (See table below for all possible values)	TDEB
OPERATION_NUMBER	Operation number	0
PAYOUT_DATE	Date of payout (yyyyMMdd)	20140808
GROSS_AMOUNT	The total amount of the transaction or group of transactions (including acquirer fees).  This is the amount you see in the back office, e.g. in the Financial history.	1352 (read as 13,52 EUR)
MATCH_STATUS	Defines if we can match transactions in the payout versus ePDQ transactions.  ePDQ only includes transactions for which it gets a status match with the acquirer. Therefore the value of the column is always "MATCH_OK".	MATCH_OK (only possible value)
PAYOUT_REFERENCE	Payment number	12345678
NET_AMOUNT	The amount you receive on your bank account (=gross amount minus the acquirer commission, chargebacks and other costs)	1325 (read as 13,25 EUR)
COMMISSION_AMOUNT	Collector/acquirer commission (expressed in the smallest unit of the currency used).	27 (read as 0,27 EUR)
COMMISSION_CURRENCY	ISO 4217 Currency Code (Alphabetical)	EUR
PAYOUT_ACCOUNT	Bank account on which the payout has been done	BE123456789

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Column name	Description	Example data
CHARGEBACK_REFERENCE	Chargeback number	12345678
DESCRIPTION	Non-transactional fees description from the collector	Account setup
INTERCHANGE_AMOUNT	Fee paid between banks for the acceptance of card based transactions (expressed in the smallest unit of the currency used).	10 (read as 0,10 EUR)
INTERCHANGE_CURRENCY	Currency of the interchange amount	EUR
MERCHANT_DESCRIPTION	Description by the merchant (as sent in "COM" field)	order_1

Here is the file structure for the "Payout report including non-transactional data and currency information" report (available as of October 2015):

Column name	Description	Example data
<b>Non-transactional data</b>		
HEADER	ePDQ only includes transactions for which it gets a status match with the acquirer. Therefore the value of the column is always "MATCHING".	MATCHING (only possible value)
MERCHANT_ID	Your PSPID	account01
PAYMENT_DATE	Transaction date (yyyyMMdd)	20140807
TRANSACTION_ID	Payment unique identifier	100633195
TRANSACTION_AMOUNT	Transaction amount value (numeric), expressed in the smallest unit of the currency used.	1352 (read as 13,52 EUR)
TRANSACTION_CURRENCY	ISO 4217 Currency Code (alphabetical)	EUR
PAYMENT_METHOD	Payment method used	VISA
ORDER_ID	Merchant Order ID	TEST_1344326081114
OPERATION_TYPE	Operation type (See table below for all possible values)	TDEB
OPERATION_NUMBER	Operation number	0
PAYOUT_DATE	Date of payout (yyyyMMdd)	20140808
GROSS_AMOUNT	The total amount of the transaction or group of transactions (including acquirer fees).  This is the amount you see in the back office, e.g. in the Financial history.	1352 (read as 13,52 EUR)

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Column name	Description	Example data
GROSS_CURRENCY	ISO 4217 Currency Code (alphabetical) of GROSS_AMOUNT	EUR
MATCH_STATUS	Defines if we can match transactions in the payout versus ePDQ transactions.  ePDQ only includes transactions for which it gets a status match with the acquirer. Therefore the value of the column is always "MATCH_OK".	MATCH_OK (only possible value)
PAYOUT_REFERENCE	Payment number	12345678
NET_AMOUNT	The amount you receive on your bank account (=gross amount minus the acquirer commission, chargebacks and other costs)	1325 (read as 13,25 EUR)
NET_CURRENCY	ISO 4217 Currency Code (Aphabetical) of NET_AMOUNT	EUR
COMMISSION_AMOUNT	Collector/acquirer commission (expressed in the smallest unit of the currency used).	27 (read as 0,27 EUR)
COMMISSION_CURRENCY	ISO 4217 Currency Code (Aphabetical)	EUR
PAYOUT_ACCOUNT	Bank account on which the payout has been done	BE123456789
CHARGEBACK_REFERENCE	Chargeback number	12345678
DESCRIPTION	Non-transactional fees description from the collector	Account setup
INTERCHANGE_AMOUNT	Fee paid between banks for the acceptance of card based transactions (expressed in the smallest unit of the currency used).	10 (read as 0,10 EUR)
INTERCHANGE_CURRENCY	Currency of the interchange amount	EUR
MERCHANT_DESCRIPTION	Description by the merchant (as sent in "COM" field)	order_1

Here is the file structure for the "full scheme reporting Payout report" report:

Column name	Description	Example data
<b>Non-transactional data</b>		
HEADER	ePDQ only includes transactions for which it gets a status match with the acquirer. Therefore the value of the column is always "MATCHING".	MATCHING (only possible value)
MERCHANT_ID	Your PSPID	account01
PAYMENT_DATE	Transaction date (yyyyMMdd)	20140807
TRANSACTION_ID	Payment unique identifier	100633195

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Column name	Description	Example data
TRANSACTION_AMOUNT	Transaction amount value (numeric), expressed in the smallest unit of the currency used.	1352 (read as 13,52 EUR)
TRANSACTION_CURRENCY	ISO 4217 Currency Code (alphabetical)	EUR
PAYMENT_METHOD	Payment method used	VISA
ORDER_ID	Merchant Order ID	TEST_1344326081114
OPERATION_TYPE	Operation type (See table below for all possible values)	TDEB
OPERATION_NUMBER	Operation number	0
PAYOUT_DATE	Date of payout (yyyyMMdd)	20140808
GROSS_AMOUNT	The total amount of the transaction or group of transactions (including acquirer fees).  This is the amount you see in the back office, e.g. in the Financial history.	1352 (read as 13,52 EUR)
GROSS_CURRENCY	ISO 4217 Currency Code (alphabetical) of GROSS_AMOUNT	EUR
MATCH_STATUS	Defines if we can match transactions in the payout versus ePDQ transactions.  ePDQ only includes transactions for which it gets a status match with the acquirer. Therefore the value of the column is always "MATCH_OK".	MATCH_OK (only possible value)
PAYOUT_REFERENCE	Payment number	12345678
NET_AMOUNT	The amount you receive on your bank account (=gross amount minus the acquirer commission, chargebacks and other costs)	1325 (read as 13,25 EUR)
NET_CURRENCY	ISO 4217 Currency Code (Aphabetical) of NET_AMOUNT	EUR
COMMISSION_AMOUNT	Collector/acquirer commission (expressed in the smallest unit of the currency used).	27 (read as 0,27 EUR)
COMMISSION_CURRENCY	ISO 4217 Currency Code (Aphabetical)	EUR
PAYOUT_ACCOUNT	Bank account on which the payout has been done	BE123456789
CHARGEBACK_REFERENCE	Chargeback number	12345678
DESCRIPTION	Non-transactional fees description from the collector	Account setup

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Column name	Description	Example data
INTERCHANGE_AMOUNT	Fee paid between banks for the acceptance of card based transactions (expressed in the smallest unit of the currency used).	10 (read as 0,10 EUR)
INTERCHANGE_CURRENCY	Currency of the interchange amount	EUR
SCHEME ACCOUNT	Amount of the scheme	11 (read as 0.11)
SCHEME CURRENCY	Currency of the scheme	EUR
MERCHANT_DESCRIPTION	Description by the merchant (as sent in "COM" field)	order_1

Here is the file structure for the **"full scheme reporting Payout report with exchange fee and rate"** report:

Column name	Description	Example data
<b>Non-transactional data</b>		
HEADER	ePDQ only includes transactions for which it gets a status match with the acquirer. Therefore the value of the column is always "MATCHING".	MATCHING (only possible value)
MERCHANT_ID	Your PSPID	account01
PAYMENT_DATE	Transaction date (yyyyMMdd)	20140807
TRANSACTION_ID	Payment unique identifier	100633195
TRANSACTION_AMOUNT	Transaction amount value (numeric), expressed in the smallest unit of the currency used.	1352 (read as 13,52 EUR)
TRANSACTION_CURRENCY	ISO 4217 Currency Code (alphabetical)	EUR
PAYMENT_METHOD	Payment method used	VISA
ORDER_ID	Merchant Order ID	TEST_1344326081114
OPERATION_TYPE	Operation type (See table below for all possible values)	TDEB
OPERATION_NUMBER	Operation number	0
PAYOUT_DATE	Date of payout (yyyyMMdd)	20140808
GROSS_AMOUNT	The total amount of the transaction or group of transactions (including acquirer fees).  This is the amount you see in the back office, e.g. in the Financial history.	1352 (read as 13,52 EUR)
GROSS_CURRENCY	ISO 4217 Currency Code (alphabetical) of GROSS_AMOUNT	EUR

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Column name	Description	Example data
MATCH_STATUS	Defines if we can match transactions in the payout versus ePDQ transactions.  ePDQ only includes transactions for which it gets a status match with the acquirer. Therefore the value of the column is always "MATCH_OK".	MATCH_OK (only possible value)
PAYOUT_REFERENCE	Payment number	12345678
NET_AMOUNT	The amount you receive on your bank account (=gross amount minus the acquirer commission, chargebacks and other costs)	1325 (read as 13,25 EUR)
NET_CURRENCY	ISO 4217 Currency Code (Aphabetical) of NET_AMOUNT	EUR
COMMISSION_AMOUNT	Collector/acquirer commission (expressed in the smallest unit of the currency used).	27 (read as 0,27 EUR)
COMMISSION_CURRENCY	ISO 4217 Currency Code (Aphabetical)	EUR
PAYOUT_ACCOUNT	Bank account on which the payout has been done	BE123456789
CHARGEBACK_REFERENCE	Chargeback number	12345678
DESCRIPTION	Non-transactional fees description from the collector	Account setup
INTERCHANGE_AMOUNT	Fee paid between banks for the acceptance of card based transactions (expressed in the smallest unit of the currency used).	10 (read as 0,10 EUR)
INTERCHANGE_CURRENCY	Currency of the interchange amount	EUR
MERCHANT_DESCRIPTION	Description by the merchant (as sent in "COM" field)	order_1
FX_RATE	Exchange rate	141 (read as 1,41)
FX_FEE	Exchange fee	141 (read as 1.41 EUR)

Here is the list of "Operation Type" included in the "Payout report including non-transactional data" report:

First letter : T = Transaction, N = Non-transactional

Transactional fees	OPERATION_TYPE	Description
Transaction (9)	TDEB	Money received from buyer
Refunds (85, 8, 7)	TREF	Money sent back to buyer
Payment declined by acquirer (84 = Chargeback)	TCBK	Money claimed back by buyer
Refund declined by acquirer (94 = Chargeback reversal)	TCBR	Money transferred back to merchant

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Non-Transactional: fees	OPERATION_TYPE	Description
Account Setup	NAST	Fee for \$fullservice\$ merchant account setup
Payout	NPAY	Fee per payout
Monthly	NMON	Fee for \$fullservice\$ merchant account management
Yearly	NYEA	Fee for \$fullservice\$ merchant account management
Service Setup	NSST	Fee for \$fullservice\$ payment method configuration
Refund	NREF	Extra administrative fee to process refunds if not applied at transactional level
Chargeback	NCBK	Extra fee following a chargeback (from acquirer or schemes, ie. extra-charge or fine)
Authorisation (GMID)	NAUT	Fee for authorisation

Non-Transactional: Direct Debit	OPERATION_TYPE	Description
Positive	NDDP	Positive adjustment to \$fullservice\$ merchant account balance following a direct debit to merchant account
Negative	NDDN	Negative adjustment to \$fullservice\$ merchant account balance following a cancellation of direct debit to merchant account

Non-Transactional: Adjustments	OPERATION_TYPE	Description
Positive	NADP	Positive manual adjustment to \$fullservice\$ merchant account balance
Negative	NADN	Negative manual adjustment to \$fullservice\$ merchant account balance

If you have configured push reports before October 2014, your report are still sent with the old structure.

### Do not send if empty

As reconciliation relies on feedback from acquirers and banks, push reports with \$fullservice\$ will be empty when sent during weekends and on Belgian bank holidays. Therefore we recommend you to tick the "Do not send if empty" option when creating a new push report.

## 4. Manage reports

### 4.1 View created reports

Once you have created one or more reports, you can view them on the “Electronic reporting” page.

3 Active daily reports of 10 Allowed								
<b>Financial history</b>								
Name	Media	Destination	Last Run	Format	Frequency	Next run	Do not send if empty	Operations
Daily_Financial	e-mail	jane@doe.com	2013-07-02 16:00:25	gve123 / gve123 / PSPID	Daily		<input checked="" type="checkbox"/>	LOG MODIFY DELETE
<b>View transactions</b>								
Name	Media	Destination	Last Run	Format	Frequency	Next run	Do not send if empty	Operations
Daily_Order	e-mail with attachment	john@doe.com	2010-06-23 14:18:10	gve123 / gve123 / PSPID	Daily		<input type="checkbox"/>	LOG MODIFY DELETE
Daily_Order	HTTP Request	http://www.mysite.com/	2013-07-02 15:58:16	gve123 / gve123 / PSPID	Daily		<input type="checkbox"/>	LOG MODIFY DELETE

### 4.2 Edit a report

#### 4.2.1 Electronic reporting

If you want to change the file format used for your reports (i.e. all reports created by your user), you can click the “File format” link at the top of the “Daily reports” page (accessible through the “Electronic reporting” links in your account).

#### 4.2.2 Financial history and View transactions

You cannot change the “Financial history” or “View transactions” settings for an existing report.

To change the search criteria and/or statuses you selected for a report in the “Financial history” or the “View transactions” page, you need to delete the report and create a new one.

#### 4.2.3 Form parameters

In the “Daily reports” page (Electronic reporting), you can change the Name, Media, Destination and whether you want to receive a daily report even if it is empty (i.e. no transactions to report).

In order for the changes to take effect, you need to click the “Modify” button in the Operations column of the report.

### 4.3 Delete a report

To delete a specific daily report, you must click the “Delete” button in the Operations column for that report.

### 4.4 Resend a report

To resend a specific daily report, you can click the “Log” button in the “Operations” column of that report. Look up the report you want to resend and click the “Send again” button in the “Operations” column of the report.

A new line will appear for the report. The name of the report will be identical to the name of the original report.

The Date/Status column will be highlighted in red until the report has been successfully sent, then the column will turn green and indicate the

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exact date and time at which the report was sent to you.

This Log page gives you an overview of all reports that have been sent.

<b>Daily report :</b> Daily_Order <b>Media :</b> HTTP <b>Destination :</b> http://www.mysite.com/... <b>Format :</b> gve123 / gve123 / PSPID				
Name	Media	Destination	Date Status	Operations
Daily_Order - 2013-07-02	HTTP Request	http://www.mysite.com/...	2013-07-02 0:11:05	<input type="button" value="SEND AGAIN"/>