



Welcome  
To

**TransLink**

# TransLink Reporting Access

2

Welcome To TransLink

**Login To TransLink**

Login

Password

Login

<https://www.transfirst.com/translink/login.aspx>

**TransLink Merchant Demo**

For issues related to logging into, subscribing to or having a password reset on TransLink, please call 1-877-289-0422.

Check for Popup Blockers and instructions on how to disable them, [click here](#).

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TransLink Version 3/17/2010 -A

[TransLink Portfolio Demo](#)

## **User Login**

Users will Access reporting by entering their Login ID (Merchant Number) and password. Each Court will have a single user login for access.

# Transaction Reports

3



## Merchant Reports

- Transactions \*
- Authorizations \*
- Card Activity
- Chargebacks
- Statement
- Adjustment History

### Settled Batches and Transaction Look-up

**Demo Merchant** Merchant ID:   
 Louisville, CO  
 (303) 555-1234 Search By:  ▼  
 Assoc Num: 123456 Start Date:  📅  
 Agent: Transfirst Services End Date:  📅

Rows per Page:  ▼

This report provides merchant-specific information about settled batches and individual transactions within a specified date range.

This report searches for closed batches for the specified merchant number and date range. The default date range is two weeks. The results of the search are sorted from newest to oldest, based on the Batch Closed Date, with the most recent batches displayed at the top.

Within a specific merchant number, the search may be narrowed by Cardholder Number, by Batch Deposit Amount, or a by specific Transaction Amount.

	Network	Batch Date	Net Deposit	Total Tickets	Number of Debits	Amount of Debits	Number of Credits	Amount of Credits	Hold Amount	Terminal ID	Deposit Amount	Deposit Date
<input type="button" value="Details"/>	MAPP	01/01/06	\$47.50	1	1	\$47.50	0	\$0.00		12345678	\$47.50	01/01/06
<input type="button" value="Details"/>	MAPP	01/01/06	\$44.50	1	1	\$44.50	0	\$0.00		12345678	\$44.50	01/01/06
<input type="button" value="Details"/>	MAPP	01/01/06	\$520.00	1	1	\$520.00	0	\$0.00		12345678	\$520.00	01/01/06

## Transactions

This report provides merchant-specific information about settled batches and individual transactions within a specified date range. The default date range is two weeks. The results of the search are sorted from newest to oldest, based on the Batch Closed Date, with the most recent batches displayed at the top.

The search may be narrowed by Cardholder Number, by Batch Deposit Amount, or by specific Transaction Amount.

## Detailed Reports

4

**Merchant Transaction Detail**  
**Merchant ID: 234410600; Batch Date: 01/01/06**

Detail #	Cardholder Number	Tran Date	Tran Amt	Auth Code	Tran Ref #	Entry Mode	Auth Amt	Auth Date	Network ID	Voided
1	123456....1234	01/01/06	\$229.17	000111	30012345671	Keyed	\$229.17	01/01/06		
2	123456....1234	01/01/06	\$192.98	000112	30012345672	Keyed	\$192.98	01/01/06		
3	123456....1234	01/01/06	\$2,023.50	000113	30012345673	Swiped	\$2,023.50	01/01/06		
4	123456....1234	01/01/06	(\$1,555.56)		30012345674	Keyed	\$1,555.56	01/01/06		
5	123456....1234	01/01/06	\$1,555.56	000114	30012345675	Keyed	\$1,555.56	01/01/06		
6	123456....1234	01/01/06	\$552.34	000115	30012345676	Swiped	\$552.34	01/01/06		

**Detailed reports** are available for transactions within the batch, including information displayed by transaction sequence and card type.

# Authorizations

5

**TRANSLINK**

Merchant Reports

- Transactions \*
- Authorizations \***
- Card Activity
- Chargebacks
- Statement
- Adjustment History

### Authorization Activity

**Demo Merchant**  
Louisville, CO      Merchant ID:

(303) 555-1234      Start Date:  ↕

Assoc Num: 123456      End Date:  ↕

Agent: Transfirst Services

Rows per Page:      

This report provides merchant-specific information on authorization responses including approvals, declines, referrals, call centers, and batch opens and closes, if applicable. It includes all attempted authorizations regardless of success or failure. The report contains authorization attempts from all sources available to the selected merchant, e.g. POS devices, voice authorization attempts, Touch Tone capture or Dial Pay attempts. It does not contain authorization responses given by phone calls directly to the Issuer.

This report searches for authorizations within the specified merchant number and date range. The default date range is two weeks. The report returns results ordered by date and time, with the most recent authorizations displayed at the top.

Auth Date/Time	Auth Amt	Cardholder Number	Card Type	Exp Date	Response Code	Approval Code	Entry Mode	Terminal ID	AVS CVV2	File Source
01/01/06 12:15:41	\$47.50	<u>123456....1234</u>	Visa	01/01	Capture of Post-Authorization	123456	Keyed	1234356789	U	Vital
01/01/06 12:15:01	\$47.50	<u>123456....1234</u>	Visa	01/01	Sales Authorization Approval	123456	Keyed	1234356789	G	Vital
01/01/06 17:13:37	\$44.50	<u>123456....1234</u>	MC	01/01	Capture of Post-Authorization	123456	Keyed	1234356789		Vital

## Authorizations

This report provides merchant-specific information on authorizations. It includes all attempted authorizations regardless of success or failure. The report contains authorization attempts from all sources available.

The default date range is two weeks. The report returns results ordered by date and time, with the most recent authorizations displayed at the top.

# Card Activity



## Merchant Reports

- Transactions \*
- Authorizations \*
- Card Activity**
- Chargebacks
- Statement
- Adjustment History

6

### Merchant Card Activity

**Demo Merchant** Merchant ID:   
 Mdcne Lodge, KS  
 (303) 555-1234  
 Assoc Num: 123456 Card Number:   
 Agent: Transfirst Services

This screen provides the user with a history of transaction activity for a specific card at a specific Merchant location. This information pertains to settled transactions, authorization records and any Retrieval Requests or Chargebacks that have come in on the specified card number.

### Settled Transaction Batches

<input type="button" value="Details"/>	5	\$1,027.23	12	\$1,027.23	0	\$0.00	12345678	\$777.23	01/01/04
<input type="button" value="Details"/>	8	\$2,043.49	11	\$2,043.49	0	\$0.00	12345678	\$1,424.88	01/01/04
<input type="button" value="Details"/>	4	\$620.00	5	\$620.00	0	\$0.00	12345678	\$620.00	01/01/04
<input type="button" value="Details"/>	8	\$2,027.24	10	\$2,027.24	0	\$0.00	12345678	\$1,854.74	01/01/04
<input type="button" value="Details"/>	9	\$905.76	14	\$905.76	0	\$0.00	12345678	\$820.76	01/01/04

### Authorizations

Tran Date/Time	Auth Amt	Cardholder Number	Exp Date	Response Code	Approval Code	Entry Mode	Auth Src	Terminal ID
01/01/01 23:23:31	\$31.80	123456....1234	01/01	Approval	123456	Swiped	5	000012341
01/01/01 13:38:49	\$270.00	123456....1234	01/01	Approval	123456	Swiped	5	000012341
01/01/01 23:04:35	\$270.00	123456....1234	01/01	Approval	123456	Swiped	5	000012341
01/01/01 22:50:17	\$270.00	123456....1234	01/01	Approval	123456	Swiped	5	000012341
01/01/01 23:29:58	\$138.00	123456....1234	01/01	Approval	123456	Swiped	5	000012341

### Chargebacks

Search returned zero records.

## Card Activity

This screen provides the user with a history of transaction activity for a specific card. This information pertains to settled transactions, authorization records and any Chargebacks that have come in on the specified card number.

# Chargebacks

7

The screenshot displays the TransLink Merchant Reports interface. On the left is a navigation menu with options: Transactions \*, Authorizations \*, Card Activity, Chargebacks (highlighted), Statement, and Adjustment History. The main content area is titled "Merchant Retrieval Requests and Chargebacks". It includes a search form for a "Demo Merchant" with the following details: Merchant ID: 234410600, Location: Louisville, CO, Phone: (303) 555-1234, Assoc Num: 123456, and Agent: Transfirst Services. The search criteria are Start Date: 01/01/2006 and End Date: 01/01/2006. Below the search form, there is a "Rows per Page" dropdown set to 10 and a "Create Report" button. A descriptive note states: "This screen allows the user to view Retrieval Requests and Chargebacks that the specified merchant has received during the specified time frame." Below this is a table of results with the following columns: Letter, File Date, Record Number, Item Type, Cardholder Number, Card Type, Transaction Date, Amount, Fee, Total Charge, Date Charged, Reason Code, Reason Code Description, and Action Taken. Three rows of chargeback data are shown, each with a "See Letter" button.

Letter	File Date	Record Number	Item Type	Cardholder Number	Card Type	Transaction Date	Amount	Fee	Total Charge	Date Charged	Reason Code	Reason Code Description	Action Taken
<a href="#">See Letter</a>	01/01/06	267157-1	CHRG	123456....1234	VISA	01/01/06	\$59.90	\$7.50	\$67.40	01/01/06	75	Cardholder does not recognize transaction	Chargeback
<a href="#">See Letter</a>	01/01/06	267148-1	CHRG	123456....1234	VISA	01/01/05	\$59.90	\$7.50	\$67.40	01/01/06	83	Fraudulent Transaction -- Card Absent Environment	Chargeback
<a href="#">See Letter</a>	01/01/06	267151-1	CHRG	123456....1234	VISA	01/01/06	\$59.90	\$7.50	\$67.40	01/01/06	75	Cardholder does not recognize transaction	Chargeback

## Chargebacks

This screen allows the user to view Chargebacks they have received during a specified date range. The results of the search are sorted in ascending order based on the date the Chargeback was received into the system.

# Merchant Statements

8

The screenshot displays the Translink Merchant Reports interface. On the left is a navigation menu with items: Transactions \*, Authorizations \*, Card Activity, Chargebacks, Statement (highlighted), and Adjustment History. The main content area is titled "Merchant Statement" and contains a form for a "Demo Merchant" with the following details: Louisville, CO; (303) 555-1234; Assoc Num: 123456; Agent: Transfirst Services. The Merchant ID is 234410600. The Month/Year is set to January (1) 2006. There are "Find Merchant" and "Create Report" buttons. Below the form is a descriptive paragraph and a bulleted list of information included in the statement.

**Merchant Statement**

**Demo Merchant**  
Louisville, CO  
(303) 555-1234  
Assoc Num: 123456  
Agent: Transfirst Services

Merchant ID: 234410600

Month / Year: January (1) 2006

Find Merchant

Create Report

This screen allows the user to retrieve previously generated month-end Merchant Processing Statements for the specified merchant. Report parameter fields are provided in which the user can designate the specific processing month and year to retrieve and display an image of the month-end statement.

Clicking on the Create Report button will return an image of the month-end Merchant Processing Statement which can then be printed for the user's records. Information included on the monthly statement includes:

- Agent Address
- Merchant address
- Monthly transaction totals by count and amount for both credits and debits
- Daily transaction summaries by amounts
- Fees assessed to the merchant

## Merchant Statements

This screen allows the user to retrieve previously generated month-end Statements. Report parameter fields are provided in which the user can designate the specific processing month and year to retrieve and display an image of the month-end statement.

# Adjustments



## Merchant Reports

- Transactions \*
- Authorizations \*
- Card Activity
- Chargebacks
- Statement
- Adjustment History

9

Adjustment History	
<b>Demo Merchant</b> Louisville, CO (303) 555-1234 Assoc Num: 123456 Agent: Transfirst Services <input type="text" value="Find Merchant"/>	Merchant ID: <input type="text" value="234410600"/> <hr/> Start Date: <input type="text" value="01/01/2006"/> <hr/> End Date: <input type="text" value="01/01/2006"/> <hr/> Rows per Page: <input type="text" value="10"/> <input type="button" value="Create Report"/>
<p style="font-size: small;">This report allows the user to view miscellaneous debits and/or credits posted to the specified merchant's Routing/DDA number during the specified time frame. This report does not include daily settlement ACH entries.</p>	

Entry Source	Effective Entry Date	Transaction Type	Routing Number	DDA Number	Amount	Addenda Record
Chargeback	01/01/06	Credit(22)	123456789	9999999999	\$59.90	234240153 Demo Merchant \$59.90 Chargeback 1234562
Chargeback	01/01/06	Debit (27)	123456789	9999999999	\$67.40	234240153 Demo Merchant \$67.40 Chargeback 1234562
Chargeback	01/01/06	Debit (27)	123456789	9999999999	\$67.40	234240153 Demo Merchant \$67.40 Chargeback 1234561
Chargeback	01/01/06	Credit(22)	123456789	9999999999	\$59.90	234240153 Demo Merchant \$59.90 Chargeback 1234562
Chargeback	01/01/06	Credit(22)	123456789	9999999999	\$59.90	234240153 Demo Merchant \$59.90 Chargeback 1234563
Chargeback	01/01/06	Debit (27)	123456789	9999999999	\$67.40	234240153 Demo Merchant \$67.40 Chargeback 1234561
Chargeback	01/01/06	Credit(22)	123456789	9999999999	\$59.90	234240153 Demo Merchant \$59.90 Chargeback 1234562
Chargeback	01/01/06	Debit (27)	123456789	9999999999	\$67.40	234240153 Demo Merchant \$67.40 Chargeback 1234561
Chargeback	01/01/06	Credit(22)	123456789	9999999999	\$59.90	234240153 Demo Merchant \$59.90 Chargeback 1234562
Chargeback	01/01/06	Debit (27)	123456789	9999999999	\$67.40	234240153 Demo Merchant \$67.40 Chargeback 1234561

## Adjustment History

This report allows the user to view miscellaneous debits and/or credits posted to the account during the specified time frame.