



# Wirecard Payment Center

Quick Guide

Version 2.0.0

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Version 2.0.0

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## Version history

<b>Date</b>	<b>Version</b>	<b>Comments/changes</b>
2017-03-15	Version 2.0.0	New screens
2011-02-01	Version 1.0.0	New layout

## Quick Guide — 5 Minute Instruction Manual

**Note:**

This is a quick guide only.

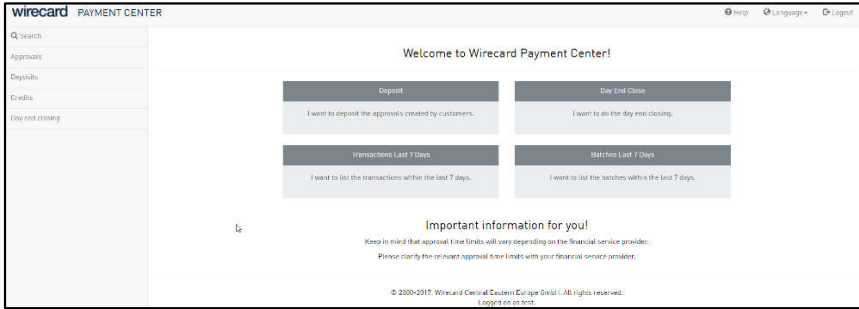

Detailed explanations and instructions can be found in the "Wirecard Payment Center" User Manual.

**Note:**

Before you carry out transactions, you need to register in the Wirecard Payment Center. (For more details, please see the "Wirecard Payment Center" document, "Registration" section)

# Debiting approvals

## How to debit approvals?

Step	Description																
1	<p>- In the main menu, select <b>Approvals</b> and then <b>Deposit</b>, or</p> <p>- Select <b>Deposits</b> in the left navigation menu.</p>  <p>The screenshot shows the Wirecard Payment Center dashboard. On the left is a navigation menu with 'Approvals' selected. The main content area has a 'Welcome to Wirecard Payment Center!' message and four buttons: 'Deposit' (with subtext 'I want to deposit the approvals created by customers'), 'Day End Close' (with subtext 'I want to do the day end closing'), 'Transactions Last 7 Days' (with subtext 'I want to list the transactions within the last 7 days'), and 'Batches Last 7 Days' (with subtext 'I want to list the batches within the last 7 days'). Below these is an 'Important information for you!' section with a warning about approval time limits.</p>																
1	<p>select the approvals you want to debit:</p> <table border="1" data-bbox="391 1008 1364 1220"> <thead> <tr> <th>If you ...</th> <th>then ...</th> </tr> </thead> <tbody> <tr> <td>want to select individual approvals</td> <td>check the relevant box on the far left.</td> </tr> <tr> <td>want to select all approvals</td> <td>check the top box on the far left.</td> </tr> <tr> <td></td> <td>click <b>SELECT ALL</b>.</td> </tr> </tbody> </table>	If you ...	then ...	want to select individual approvals	check the relevant box on the far left.	want to select all approvals	check the top box on the far left.		click <b>SELECT ALL</b> .								
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	click <b>SELECT ALL</b> .																
2	Click <b>APPROVALS--&gt;DEPOSIT</b>																
3	<p>The approvals are debited step by step.</p> <p>When the approvals have been debited, the following overview appears</p>  <p>The screenshot shows a table titled 'Finished: Approvals-&gt;deposit' with the following data:</p> <table border="1"> <thead> <tr> <th>Order number</th> <th>Currency</th> <th>amount</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td>23473341</td> <td>EUR</td> <td>1.00</td> <td>Approval deposited..</td> </tr> <tr> <td>78924566</td> <td>EUR</td> <td>1.00</td> <td>Approval deposited..</td> </tr> <tr> <td>78924567</td> <td>EUR</td> <td>1.00</td> <td>Approval deposited..</td> </tr> </tbody> </table>	Order number	Currency	amount	Result	23473341	EUR	1.00	Approval deposited..	78924566	EUR	1.00	Approval deposited..	78924567	EUR	1.00	Approval deposited..
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78924566	EUR	1.00	Approval deposited..														
78924567	EUR	1.00	Approval deposited..														

**Note:**  
 The approval being debited does not mean that any money has been transferred to your account. The transfer is only initiated once you complete a day end closing (depending on the acquirer).

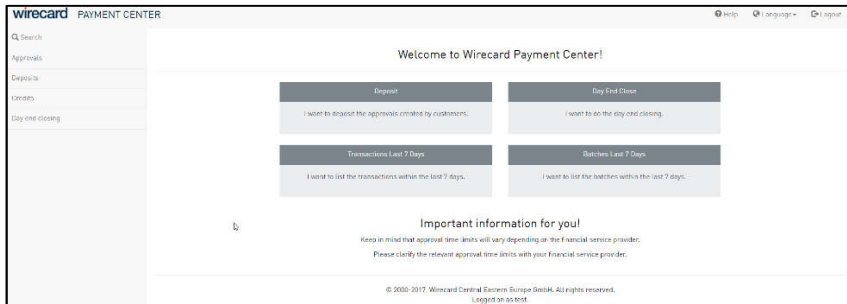
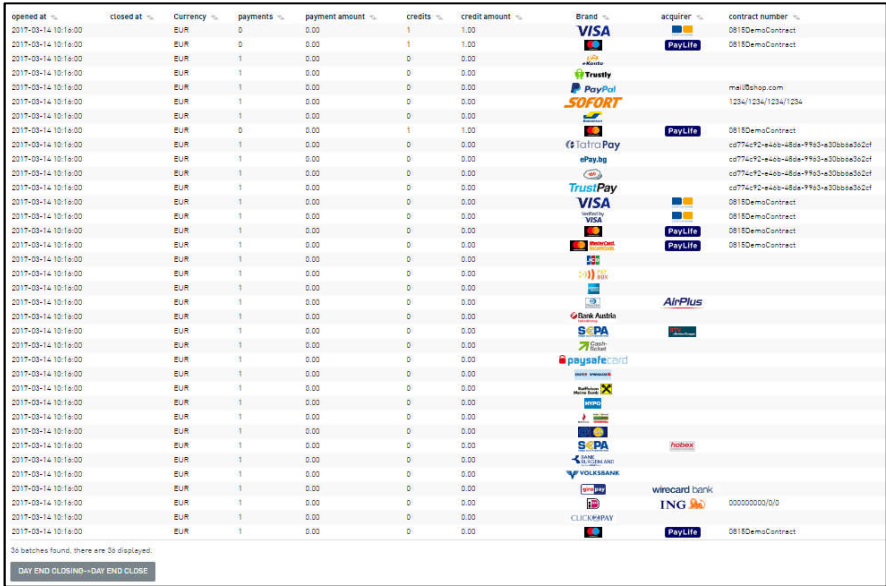
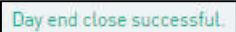
## Settling deposits – Completing a day end closing

### How to settle deposits

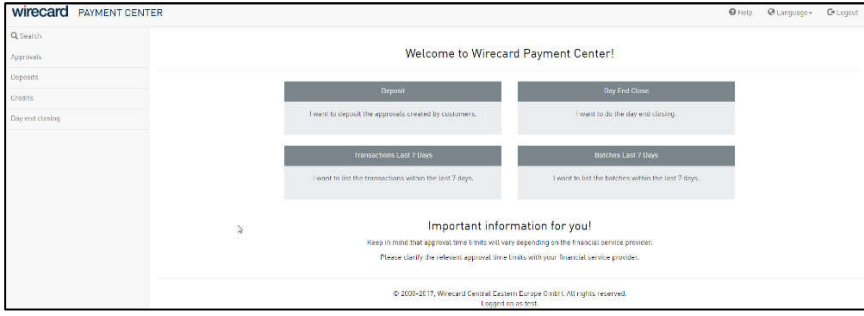



**Note:**

Please note that every approval has to be debited and every deposit has to be settled. You receive your customers' amounts from the financial service providers only from settled deposits.

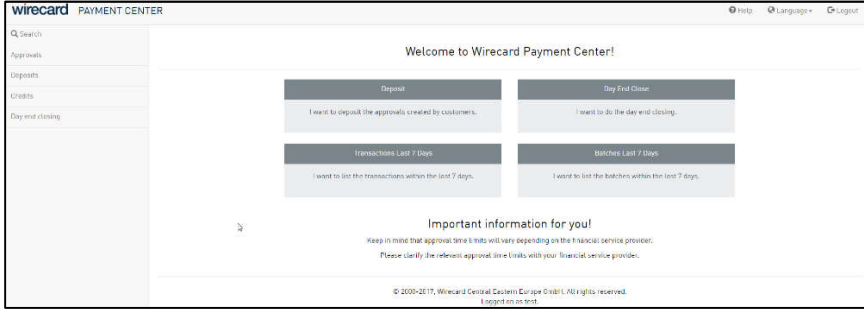



**Uncaptured approvals expire after 7-14 calendar days.** The exact approval deadline depends on the financial service provider in question. Then means you can no longer submit the payments after that time.

Step	Description
4	<p>- In the main menu, select <b>Deposits</b> and then <b>Day End Close</b>, or</p> <p>- Select <b>Day end closing</b> in the left navigation menu.</p> 
5	<p>A list will be displayed of the day end closings not yet completed.</p> 
6	<p>Click <b>DAY END CLOSING-&gt;DAY END CLOSE</b>.</p> <p>The deposits are forwarded to the service providers. A confirmation is displayed.</p> 

## List of transactions from the last 7 days

Step	Description		
7	<ul style="list-style-type: none"> <li>Select <b>Search</b> in the main menu and click <b>LAST 7 DAYS</b>, or</li> <li>Select <b>Transactions Last 7 Days</b> in the left navigation menu.</li> </ul> 		
8	A list of transactions from the last 7 days is displayed		
9	<p><b>You can now:</b></p> <table border="1"> <tr> <td>Export the list</td> <td>To do this, click the relevant icon, e.g. the Excel icon  in the top right section.</td> </tr> </table>	Export the list	To do this, click the relevant icon, e.g. the Excel icon  in the top right section.
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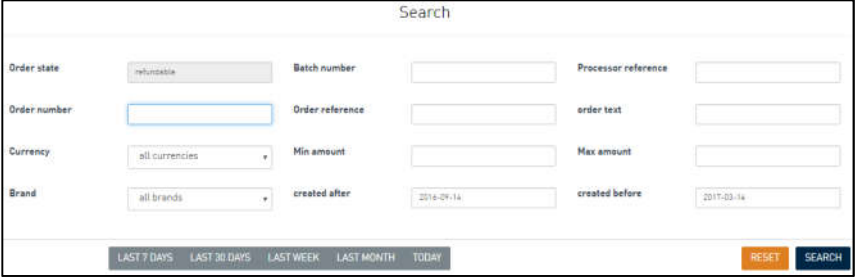
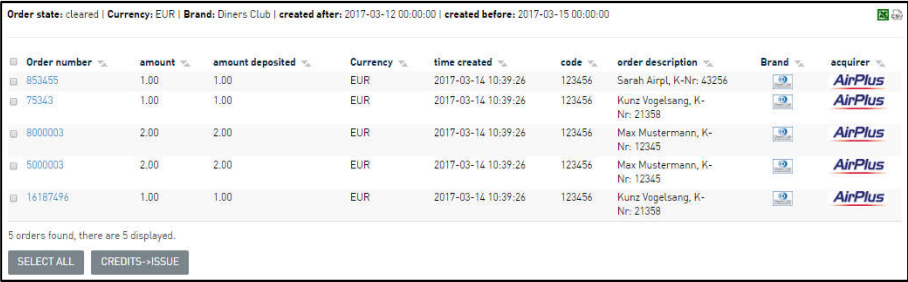
## List of day end closings from the last 7 days

Step	Description		
10	<ul style="list-style-type: none"> <li>Select <b>Day end closing</b> in the left navigation menu and then <b>Search</b>.</li> <li>Click <b>LAST 7 DAYS</b>, or</li> <li>Select <b>Batches Last 7 Days</b>.</li> </ul> 		
11	A list of day end closings from the last 7 days is displayed		
12	<p><b>You can now:</b></p> <table border="1"> <tr> <td>Export the list</td> <td>To do this, click the relevant icon, e.g. the Excel icon  in the top right section.</td> </tr> </table>	Export the list	To do this, click the relevant icon, e.g. the Excel icon  in the top right section.
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## Creating a credit

Credits can only be issued against settled payments. To do this, you first need to find the payment against which you want to generate a credit.

**How to search for the payments**

Step	Description																																																						
13	Click <b>Credits</b> in the left navigation menu.																																																						
14	Click <b>Issue</b> . The input screen is displayed.																																																						
	 <p><b>Note:</b> If you open the search function in "Credits", the order status has the fixed value "refundable".</p>																																																						
15	Enter the relevant search criteria and click <b>SEARCH</b> . The limited selection of "refundable" payments is displayed.																																																						
	 <table border="1"> <thead> <tr> <th>Order number</th> <th>amount</th> <th>amount deposited</th> <th>Currency</th> <th>time created</th> <th>code</th> <th>order description</th> <th>Brand</th> <th>acquirer</th> </tr> </thead> <tbody> <tr> <td>853455</td> <td>1.00</td> <td>1.00</td> <td>EUR</td> <td>2017-03-14 10:39:26</td> <td>123456</td> <td>Sarah Airpl, K-Nr: 43256</td> <td>AirPlus</td> <td>AirPlus</td> </tr> <tr> <td>75343</td> <td>1.00</td> <td>1.00</td> <td>EUR</td> <td>2017-03-14 10:39:26</td> <td>123456</td> <td>Kunz Vogelsang, K-Nr: 21358</td> <td>AirPlus</td> <td>AirPlus</td> </tr> <tr> <td>8000003</td> <td>2.00</td> <td>2.00</td> <td>EUR</td> <td>2017-03-14 10:39:26</td> <td>123456</td> <td>Max Mustermann, K-Nr: 12345</td> <td>AirPlus</td> <td>AirPlus</td> </tr> <tr> <td>5000003</td> <td>2.00</td> <td>2.00</td> <td>EUR</td> <td>2017-03-14 10:39:26</td> <td>123456</td> <td>Max Mustermann, K-Nr: 12345</td> <td>AirPlus</td> <td>AirPlus</td> </tr> <tr> <td>16187496</td> <td>1.00</td> <td>1.00</td> <td>EUR</td> <td>2017-03-14 10:39:26</td> <td>123456</td> <td>Kunz Vogelsang, K-Nr: 21358</td> <td>AirPlus</td> <td>AirPlus</td> </tr> </tbody> </table>	Order number	amount	amount deposited	Currency	time created	code	order description	Brand	acquirer	853455	1.00	1.00	EUR	2017-03-14 10:39:26	123456	Sarah Airpl, K-Nr: 43256	AirPlus	AirPlus	75343	1.00	1.00	EUR	2017-03-14 10:39:26	123456	Kunz Vogelsang, K-Nr: 21358	AirPlus	AirPlus	8000003	2.00	2.00	EUR	2017-03-14 10:39:26	123456	Max Mustermann, K-Nr: 12345	AirPlus	AirPlus	5000003	2.00	2.00	EUR	2017-03-14 10:39:26	123456	Max Mustermann, K-Nr: 12345	AirPlus	AirPlus	16187496	1.00	1.00	EUR	2017-03-14 10:39:26	123456	Kunz Vogelsang, K-Nr: 21358	AirPlus	AirPlus
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*Continued on next page*



**Creating a credit**, *continued*

Step	Description																
16	Select the payments against which you want to create a credit.  <b>Note:</b> All other actions relate only to the selected payments.																
17	Click <b>CREDITS-&gt;ISSUE</b> . When the credits have been created, a list of the completed credits is displayed.  <table border="1"> <thead> <tr> <th colspan="4">Finished: Credits-&gt;issue</th> </tr> <tr> <th>Order number</th> <th>Currency</th> <th>amount</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td>853455</td> <td>EUR</td> <td>1.00</td> <td>Order refunded.</td> </tr> <tr> <td>75343</td> <td>EUR</td> <td>1.00</td> <td>Order refunded.</td> </tr> </tbody> </table>	Finished: Credits->issue				Order number	Currency	amount	Result	853455	EUR	1.00	Order refunded.	75343	EUR	1.00	Order refunded.
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75343	EUR	1.00	Order refunded.														
18	Select a new function from the main menu (for example: Day end closing).																

**Note:**

Credits need to be settled.

On settlement, the credits are presented to the financial service provider (day end closing is completed).

The provider then credits the amount to the customer's (credit card) account.