

Settlements

How to guide

Easily reconcile your payments to track your business takings and create detailed payment reports that can be uploaded into your accounting systems.

Settlements

Your takings settled

Easily export settlement reports for the previous day, the last 7 days, the last 30 days or any date range that you need.

Customised reports

Select what fields are exported to your reports, giving you complete control to reconcile your transactions.



Step 1.

[Log into BPOINT](#) and navigate to **Reports**, then **Settlements**.

Settlements ? Export settlements

A settlement date is when the payment transfer is due to be completed. Payments processed after 5:30pm will be settled on the next business day.

Search by

Merchant
All

Date
25/08/2022

☒ Yesterday ☐ Last 7 days ☐ Last 30 days

Summary report

Type	Authorised	Rejected	Refunded	Net amount
Cards	AUD 300.00	AUD 0.00	AUD 0.00	AUD 300.00
Bank accounts	AUD 0.00	AUD 0.00	AUD 0.00	AUD 0.00
Digital wallets	AUD 0.00	AUD 0.00	AUD 0.00	AUD 0.00
Total transactions	AUD 300.00	AUD 0.00	AUD 0.00	AUD 300.00

Authorised transactions breakdown

Total amount of authorised transactions by account type. This includes refunded transactions.

Account type	Amount	Amounts collected (excluding surcharge)	Surcharge collected
MasterCard	AUD 300.00	AUD 300.00	AUD 0.00
Total	AUD 300.00	AUD 300.00	AUD 0.00



Step 2.

On the Settlement page you are presented with options to select the **Merchant** and **Date**.

If you have multiple merchant accounts, you will be able to select using the drop-down.

For **Date**, you have the option to select yesterday, Last 7 days, Last 30 days or you can select any date range using the calendar icon.

The screenshot shows the BPOINT web application interface. The left sidebar contains navigation links: Home, Transactions, Data vault, Requests, Reports (highlighted), Settlements, Custom reports, Designer, Settings, and Feedback. The main content area is titled 'Settlements' with a help icon and an 'Export settlements' button. Below this is a search section with a 'Merchant' dropdown set to 'All' and a 'Date' field set to '25/08/2022' with a calendar icon. Radio buttons for 'Yesterday' (selected), 'Last 7 days', and 'Last 30 days' are also present. A 'Summary report' table follows, showing transaction types and their amounts. Below that is an 'Authorised transactions breakdown' table showing details by account type.

Settlements ⓘ [Export settlements](#)

A settlement date is when the payment transfer is due to be completed. Payments processed after 5:30pm will be settled on the next business day.

Search by

Merchant **Date**

All 25/08/2022

☒ Yesterday ☐ Last 7 days ☐ Last 30 days

Summary report

Type	Authorised	Rejected	Refunded	Net amount
Cards	AUD 300.00	AUD 0.00	AUD 0.00	AUD 300.00
Bank accounts	AUD 0.00	AUD 0.00	AUD 0.00	AUD 0.00
Digital wallets	AUD 0.00	AUD 0.00	AUD 0.00	AUD 0.00
Total transactions	AUD 300.00	AUD 0.00	AUD 0.00	AUD 300.00

Authorised transactions breakdown

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Account type	Amount	Amounts collected (excluding surcharge)	Surcharge collected
MasterCard	AUD 300.00	AUD 300.00	AUD 0.00
Total	AUD 300.00	AUD 300.00	AUD 0.00



Step 3.

The Summary report & Authorised transactions breakdown is updated automatically when you select **Merchant** and **Date**.

Settlements ⓘ

Export settlements

A settlement date is when the payment transfer is due to be completed. Payments processed after 5:30pm will be settled on the next business day.

Search by

Merchant

All

Date

19/08/2022 – 26/08/2022

☐ Yesterday ☒ Last 7 days ☐ Last 30 days

Summary report

Type	Authorised	Rejected	Refunded	Net amount
Cards	AUD 482.00	AUD 10.01	AUD 0.00	AUD 482.00
Bank accounts	AUD 0.00	AUD 0.00	AUD 0.00	AUD 0.00
Digital wallets	AUD 0.00	AUD 0.00	AUD 0.00	AUD 0.00
Total transactions	AUD 482.00	AUD 10.01	AUD 0.00	AUD 482.00

Authorised transactions breakdown

Total amount of authorised transactions by account type. This includes refunded transactions.

Account type	Amount	Amounts collected (excluding surcharge)	Surcharge collected
MasterCard	AUD 482.00	AUD 481.00	AUD 1.00
Total	AUD 482.00	AUD 481.00	AUD 1.00



Step 4.

For a more detailed summary select **Export settlements**.

Settlements ?

A settlement date is when the payment transfer is due to be completed. Payments processed after 5:30pm will be settled on the next business day.

Search by

Merchant

All

Date

25/08/2022

☒ Yesterday ☐ Last 7 days ☐ Last 30 days

Summary report

Type	Authorised	Rejected	Refunded	Net amount
Cards	AUD 300.00	AUD 0.00	AUD 0.00	AUD 300.00
Bank accounts	AUD 0.00	AUD 0.00	AUD 0.00	AUD 0.00
Digital wallets	AUD 0.00	AUD 0.00	AUD 0.00	AUD 0.00
Total transactions	AUD 300.00	AUD 0.00	AUD 0.00	AUD 300.00

Authorised transactions breakdown

Total amount of authorised transactions by account type. This includes refunded transactions.

Account type	Amount	Amounts collected (excluding surcharge)	Surcharge collected
MasterCard	AUD 300.00	AUD 300.00	AUD 0.00
Total	AUD 300.00	AUD 300.00	AUD 0.00



Step 5.

Select the **Merchant**, **Date** range and select a choose the **Export format** type.

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[Back](#)

Export settlements

Set up your report by selecting the fields below

Merchant

Select...

Date

25/08/2022

☒ Yesterday ☐ Last 7 days ☐ Last 30 days

Export format *

☒ Summary report ☐ Transaction report (CSV) ☐ Bank account reject (CSV)

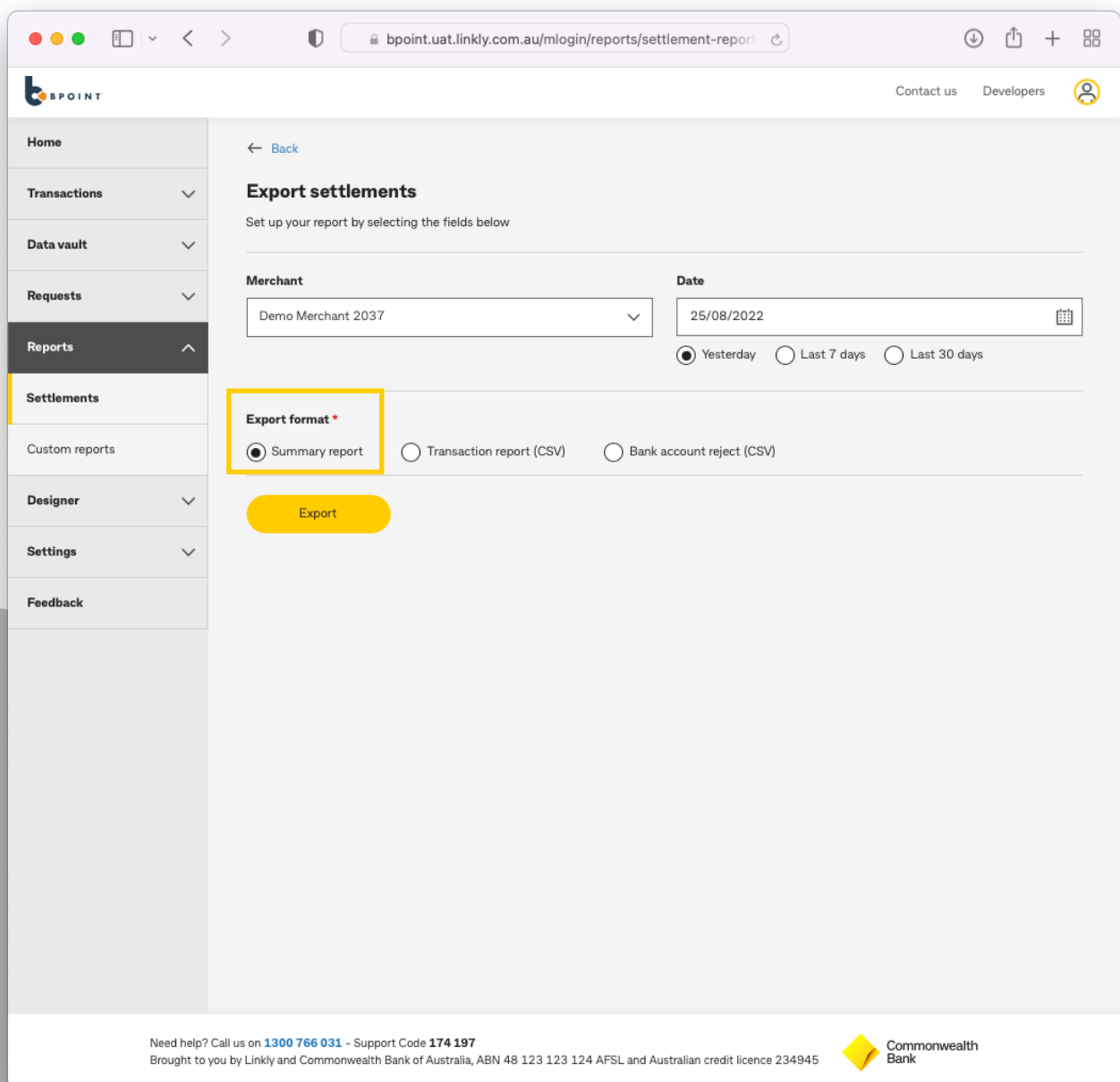
[Export](#)

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Commonwealth Bank

Step 6.

Summary report will export a word document with a summary of all transactions over the selected period.



The screenshot shows a web browser window with the URL `bpoint.uat.linkly.com.au/mlogin/reports/settlement-report`. The page is titled "bpoint" and has a sidebar menu with options: Home, Transactions, Data vault, Requests, Reports (selected), Settlements, Custom reports, Designer, Settings, and Feedback. The main content area is titled "Export settlements" and includes a "Back" link. Below the title, it says "Set up your report by selecting the fields below". There are two input fields: "Merchant" (set to "Demo Merchant 2037") and "Date" (set to "25/08/2022"). Below the date field are three radio buttons: "Yesterday" (selected), "Last 7 days", and "Last 30 days". Below these is the "Export format" section, which is highlighted with a yellow box. It contains three radio buttons: "Summary report" (selected), "Transaction report (CSV)", and "Bank account reject (CSV)". A yellow "Export" button is located below the "Export format" section. At the bottom of the page, there is a footer with contact information and the Commonwealth Bank logo.

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Step 7.

Below is an example of a **Summary report**.

Summary Settlement Report

Merchant Number: DEMONSTRATIO2037
Date: 27/07/2022 - 26/08/2022

Settlement Summary:

MasterCard (AUD)	Visa (AUD)	CBA Sub Total (AUD)	Amex (AUD)	Diners (AUD)	Total (AUD)
-100.00	0.00	-100.00	0.00	0.00	-100.00

Amounts Collected (Excluding any surcharge):

MasterCard (AUD)	Visa (AUD)	CBA Sub Total (AUD)	Amex (AUD)	Diners (AUD)	Total (AUD)
-100.00	0.00	-100.00	0.00	0.00	-100.00

Surcharge Collection Summary:

MasterCard (AUD)	Visa (AUD)	CBA Sub Total (AUD)	Amex (AUD)	Diners (AUD)	Total (AUD)
0.00	0.00	0.00	0.00	0.00	0.00

Transaction Statistics:

Authorised	Authorised (AUD)	Declined	Declined (AUD)	Refunds	Refunds (AUD)	Total Transactions	Verify Only Transactions	Net (AUD)
1	10.00	0	0.00	3	110.00	4	0	-100.00

Transactions By Module:

Single	Multi	Internet	Phone	Total Transactions
1	1	2	0	4

Other Module Statistics:

Batch Manager Records	Data Vault Tokens	iDataBase Records
0	4	0

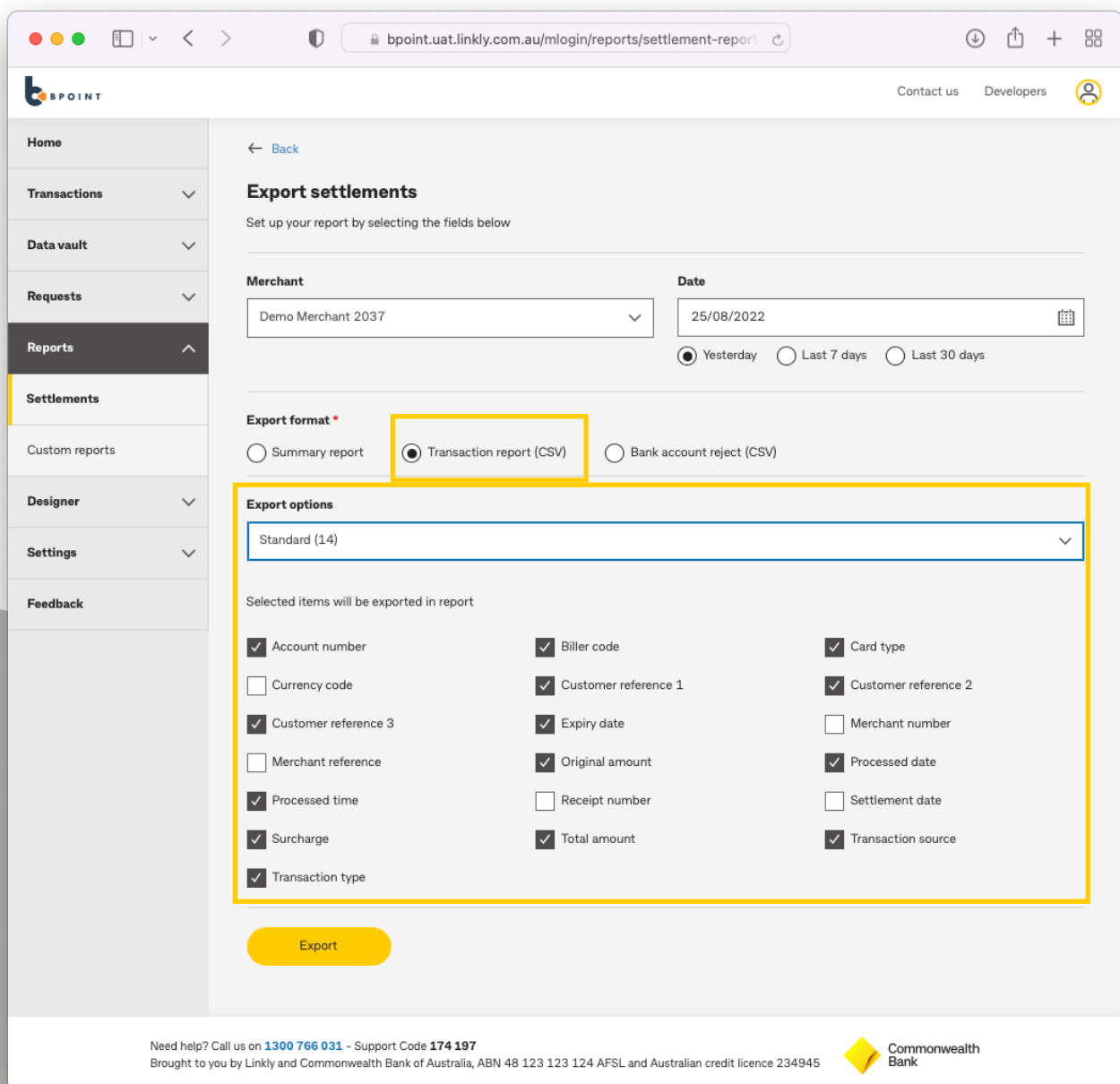
Note:
Verify only transactions have been excluded from all totals except the "Verify Only Transactions" total.

Page 1 of 1 151 words English (Australia) Focus 130%



Step 8.

Transaction report will provide a line-by-line description of all transactions in the date range. You can also select which fields are included in the export.



The screenshot shows the 'Export settlements' page in the bpoint.uat.linkly.com.au/mlogin/reports/settlement-report interface. The page is titled 'Export settlements' and includes a 'Back' link. Below the title, it says 'Set up your report by selecting the fields below'.

The 'Merchant' field is set to 'Demo Merchant 2037'. The 'Date' field is set to '25/08/2022'. There are three radio buttons for the date range: 'Yesterday' (selected), 'Last 7 days', and 'Last 30 days'.

The 'Export format' section has three options: 'Summary report', 'Transaction report (CSV)' (selected), and 'Bank account reject (CSV)'. The 'Transaction report (CSV)' option is highlighted with a yellow box.

The 'Export options' section is expanded, showing a dropdown menu set to 'Standard (14)'. Below this, a list of fields is shown with checkboxes indicating which items will be exported in the report. The fields are:

- Account number (checked)
- Bill code (checked)
- Card type (checked)
- Currency code (unchecked)
- Customer reference 1 (checked)
- Customer reference 2 (checked)
- Customer reference 3 (checked)
- Expiry date (checked)
- Merchant number (unchecked)
- Merchant reference (unchecked)
- Original amount (checked)
- Processed date (checked)
- Processed time (checked)
- Receipt number (unchecked)
- Settlement date (unchecked)
- Surcharge (checked)
- Total amount (checked)
- Transaction source (checked)
- Transaction type (checked)

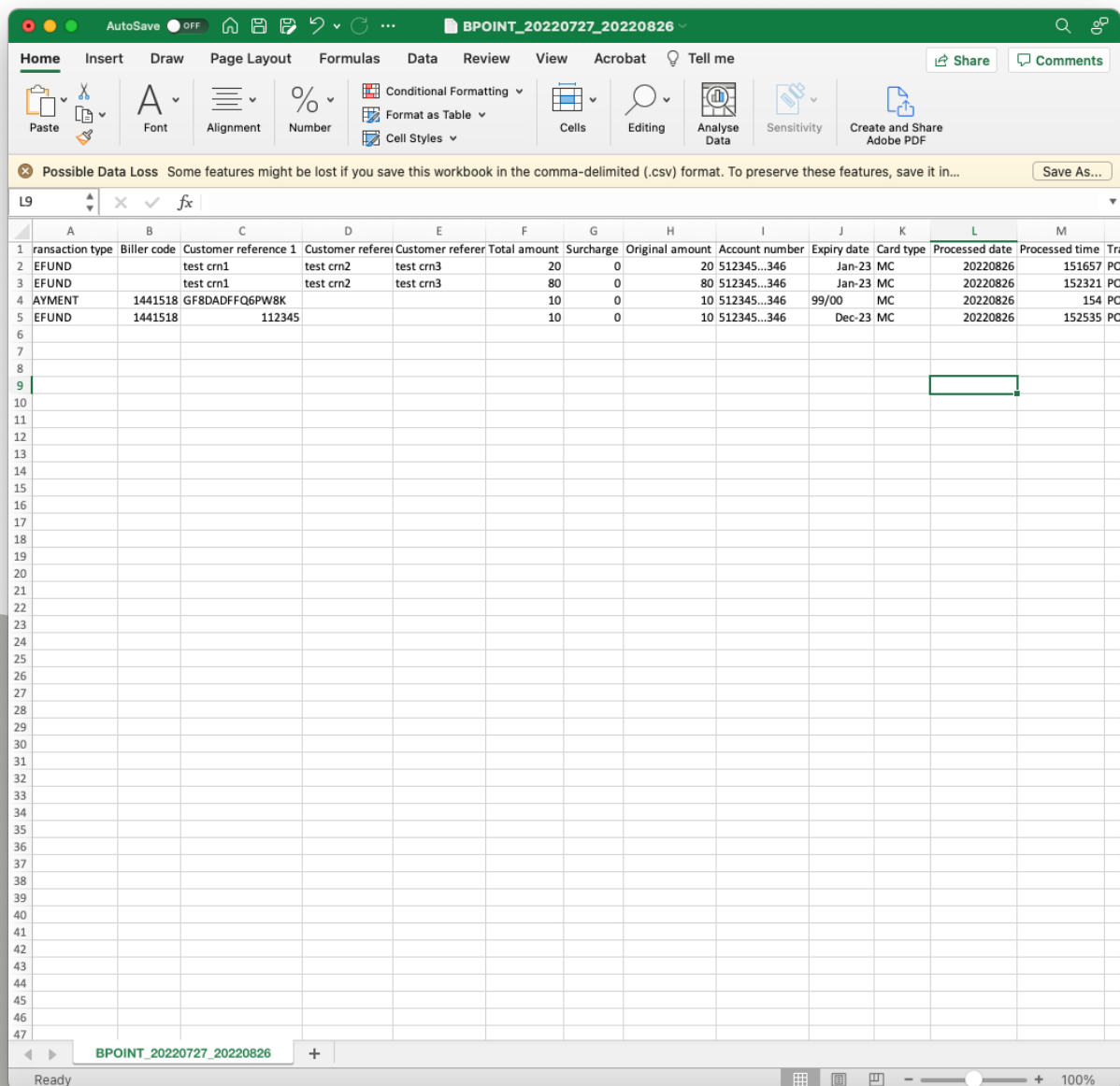
An 'Export' button is located at the bottom of the form.

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Step 9.

Below is an example of a **Transaction report**.



Possible Data Loss Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in...

	A	B	C	D	E	F	G	H	I	J	K	L	M
	transaction type	Biller code	Customer reference 1	Customer referer	Customer referer	Total amount	Surcharge	Original amount	Account number	Expiry date	Card type	Processed date	Processed time
1	EFUND		test crn1	test crn2	test crn3	20	0	20	512345...346	Jan-23	MC	20220826	151657 PO
2	EFUND		test crn1	test crn2	test crn3	80	0	80	512345...346	Jan-23	MC	20220826	152321 PO
3	AYMENT	1441518	GF8DADFFQ6PW8K			10	0	10	512345...346	99/00	MC	20220826	154 PO
4	EFUND	1441518	112345			10	0	10	512345...346	Dec-23	MC	20220826	152535 PO
5													
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Ready



Step 10.

Bank account reject will provide all dishonored account transactions from the chosen date range using the fields from the list shown

Export settlements
Set up your report by selecting the fields below

Merchant
Demo Merchant 2037

Date
25/08/2022

Export format *
☐ Summary report ☐ Transaction report (CSV) ☒ Bank account reject (CSV)

Export options
Standard (12)

Selected items will be exported in report

☒ Account BSB	☒ Account name	☒ Account number
☒ Biller code	☐ Currency code	☒ Customer reference 1
☒ Customer reference 2	☒ Customer reference 3	☐ Merchant number
☐ Merchant reference	☒ Original amount	☒ Processed date
☒ Processed time	☐ Receipt number	☐ Settlement date
☒ Surcharge	☒ Total amount	☐ Transaction source

Export

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Below is an example of a **Bank account reject**.

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