

Transactions | Transaction Manager | Settle Transaction

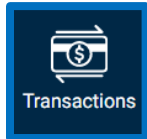
Initiated By: Administrator / User

Used To: To Settle a Transaction

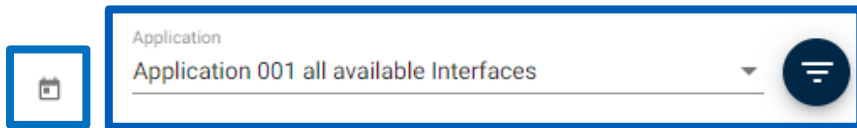


Settled – The funds are deducted from the card-holder account and Settled to the Merchant Account

On the Landing Page click on the Transaction icon to access your Transaction Report



1. You can search for the transaction which you want to **settle** by changing the **dates** and **Application Interfaces**



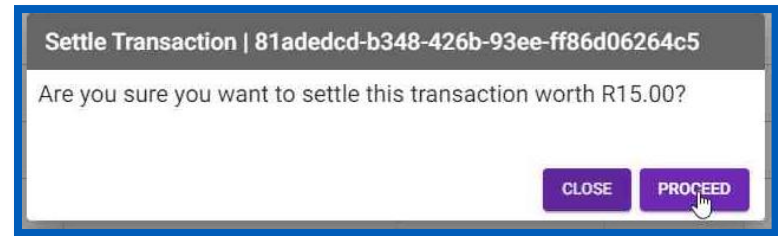
2. You are able to see the Transactions that are Authorised by the bank awaiting your settlement

Date	Application Name	Payment Type	Cardholder/Customer	Merchant Reference	Current Status	Authorised Amount	Settled Amount	Actions
Wed Mar 10 2021 17:59:01	TestAppCard	Card	test	c35adaca-06be-46ee-4226-42056227674e	Timed Out	R0.00	R0.00	View Cancel Reverse
Wed Mar 10 2021 17:55:41	TestAppCard	Card	test	af89d9ec-9668-4015-8703-098042a954ae	Authorised	R15.00	R0.00	View Settle Reverse

3. By clicking on the **Settle** button



4. The system will ensure you are happy to Proceed, you will click proceed if you are satisfied with your choice



5. You will see this message to indicate the Settlement has been actioned

