Transactions | Transaction Manager | Settle Transaction
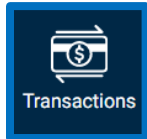
Initiated By: **Administrator / User**
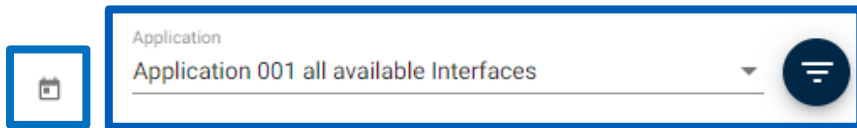
Used To: To Settle a Transaction

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**
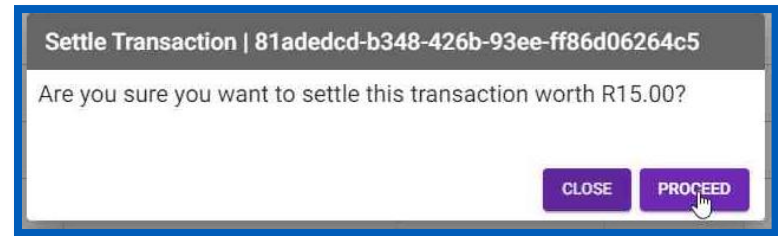

2. You are able to see the Transactions that are Authorised by the bank awaiting your settlement

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