

# Backoffice - Create transaction



## Menu Create transaction

The backoffice allows the merchant to create an online transaction. The transactions types are : Authorization, Authorization + Validation, Credit.

You can do it in three steps :

1. Select the transaction type, entry of order reference, the amount of currency and VAD contract ;
2. Entering card data;
3. Display of transaction result.

## 1. Select the menu : Payment transaction > Create transaction.

Fill the fields above :

<b>Point of sale</b> You can to choose the point of sale for which transaction will be realized.
<b>Contract</b> Select the VAD contract on which the transaction will be realized.
<b>Type of transaction</b> Select the transaction type you wish to realize.
<b>Amount</b> : 10 means 10 € <b>Order reference</b> <b>E-mail</b> <b>Currency</b> <b>Origin MOTO</b> : MOTO origin is mandatory since the buyer is not present.  Enter the information concerning the transaction you are going to realize.
<b>Contract</b> Select the VAD contract on which the transaction will be realized.

Once all the fields have been completed, click on the Validate button

Transactions - Create  
Step 1/3

**Commerce**

Point of sale \*

Contract

**Transaction data**

Transaction type \*  
Authorisation

Order reference \*

Email

Amount \*  
EUR (978)

Origin (MO/TO)  
Telephone Order

OK >

## 2. Create the transaction

The following screen is displayed on which you will find all elements entered in step 1, as well as a card data entry form corresponding to the selected payment contract.

Fill the card information :

<b>Card number</b> Payment card number ( <a href="#">check the card test</a> in test environment)
<b>Expiration date</b> Payment card expiration date
<b>Cryptogram</b> Visual cryptogram of the payment card

Transactions - Create  
Step 2/3

**Transaction data**

Order reference  
test123

Amount  
10 EUR

Point of sale  
Demo Payline

Contract  
VAD\_CB

**Bank details**

Card number

Expiration date  
MM/YY

CVV number

< OK >

Once all your card information has been entered, click on the Validate button. From that moment on, Payline will proceed to the authorization request from the acquiring bank to carry out the transaction. The result is displayed in step 3 below:

## 3 Check the result

### Transaction data

In this context, you will find all the information passed to carry out the transaction.

### Transaction result

In this context, you will find a summary of the transaction result.

On this page you can click on the Create a new transaction button if you wish to create a new transaction. Otherwise, navigate through the menu to the desired page.

Transactions - Create

Step 3/3

Your transaction has been completed.

Transaction data

Order reference	Amount
test123	10 EUR
Point of sale	Contract
Demo Payline	VAD_CB

Result of the transaction

Transaction ID	Return code
12235143442450	00000
Authorisation number	Authorisation date
A55A	8/23/21, 4:34 PM
Short message	Long message
ACCEPTED	Transaction approved

Create a new transaction >

## Summary

1. Select the point of sale for which you wish to carry out a transaction;
2. Fill in the different fields;
3. Enter your card data;
4. Click on Validate;
5. Retrieve the payment result of your transaction.

## Pages linked

### Contenu par étiquette

Aucun contenu ne comporte les étiquettes spécifiées