TRANSACTION PANEL

User Manual

Przelewy24

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PANEL OPERATION

- Login
- My data
- Password change
- Users

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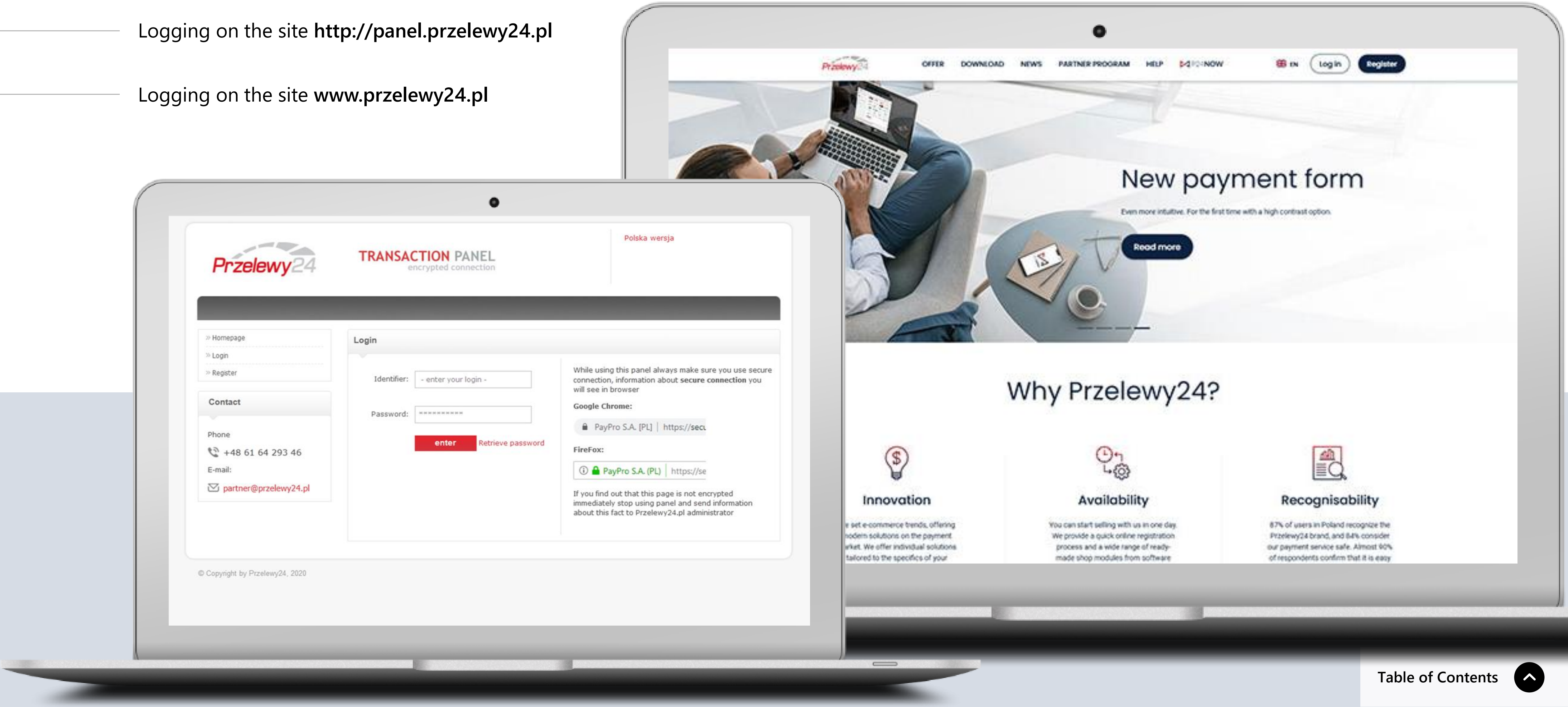
LOGGING

Panel Operation

Logging on the site **http://panel.przelewy24.pl**

Logging on the site **www.przelewy24.pl**



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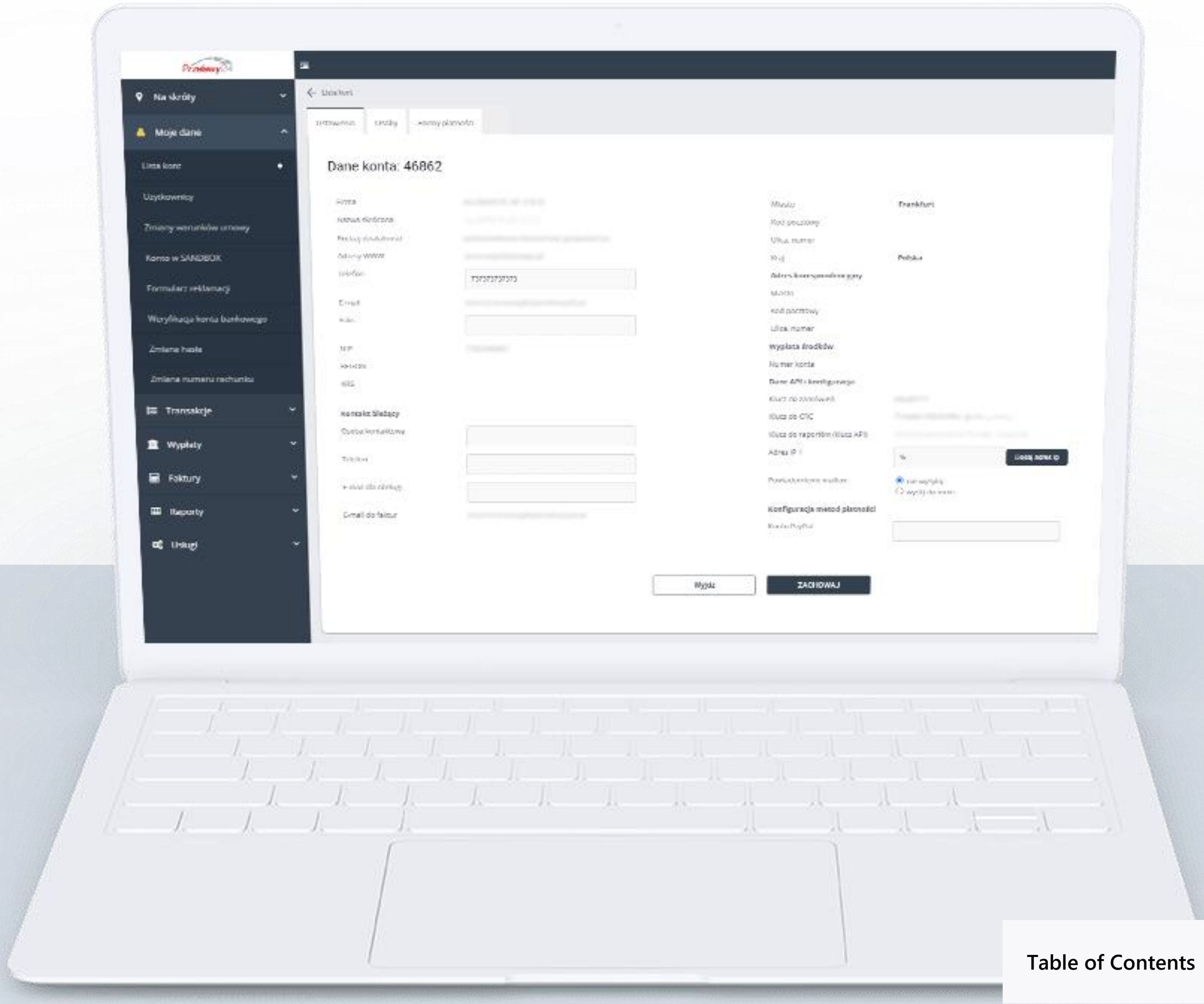
MY DATA

Panel Operation

In the My Data tab, you can change the telephone numbers or e-mail address for service, i.e. a dedicated address from which you can contact our service.

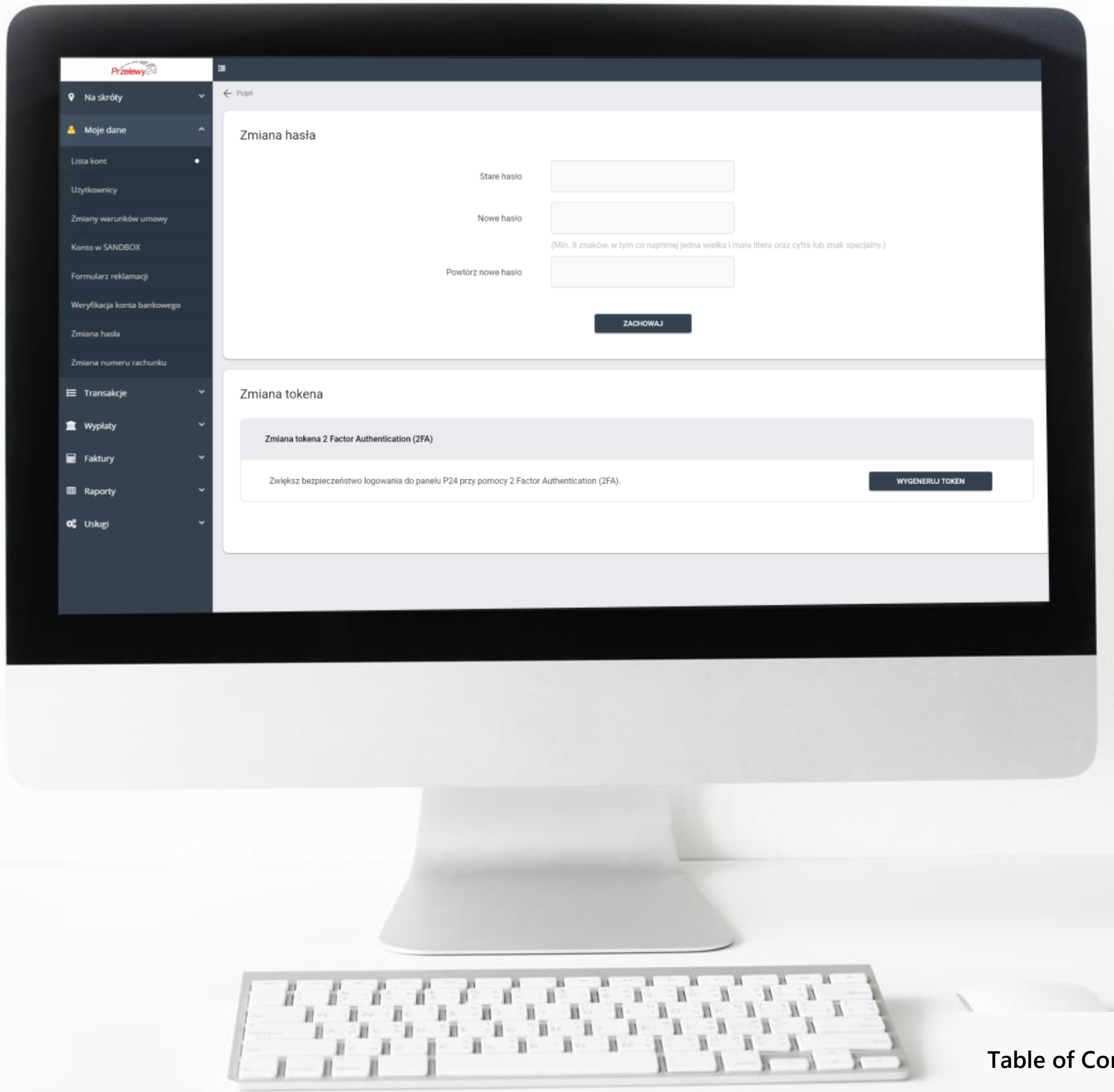
In order to change the main e-mail address, please contact us at partner@przelewy24.pl.



PASSWORD CHANGE

Panel Operation

Each logged in user can change the password independently.



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USERS

Panel Operation

You can add any number of user.

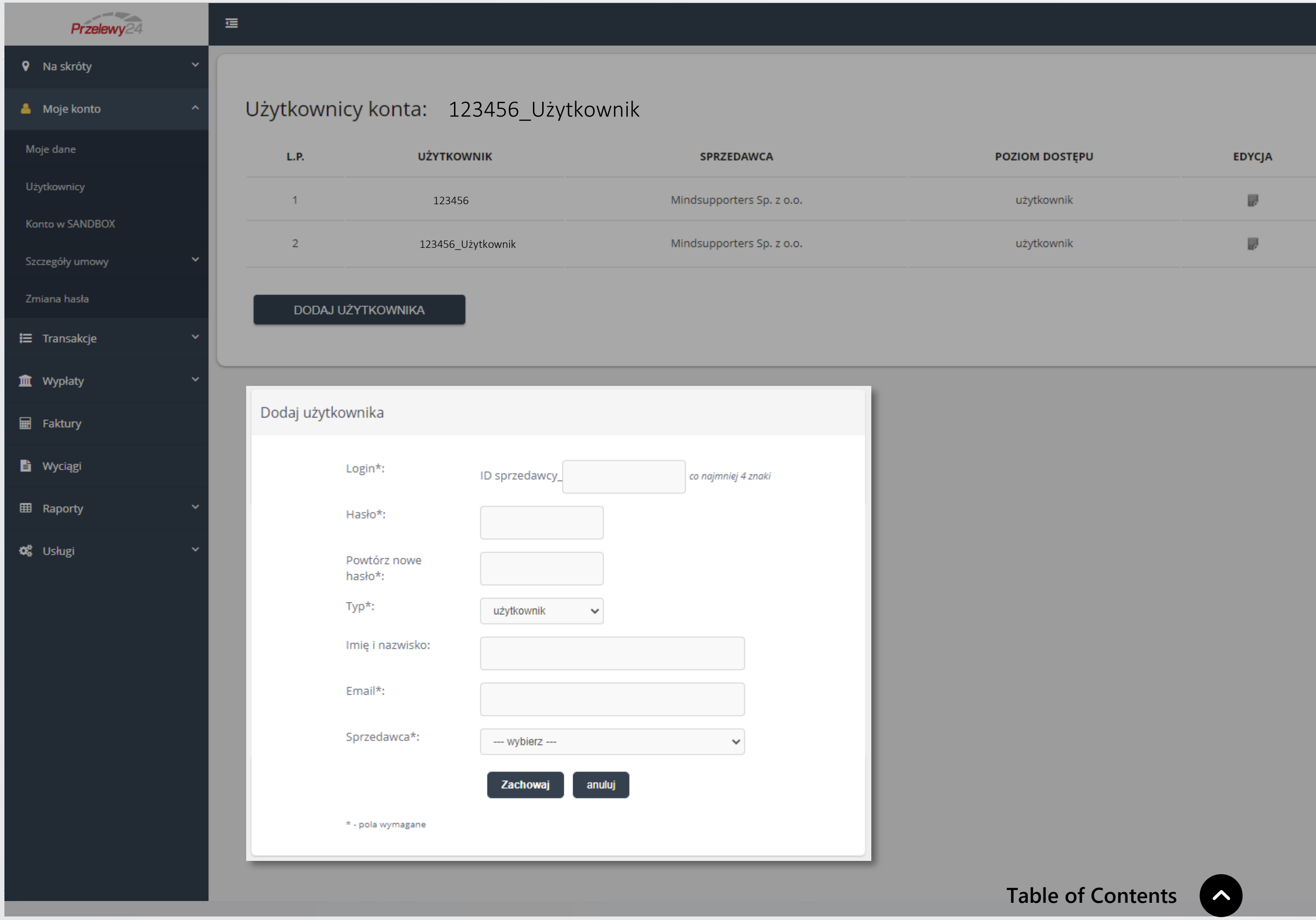
In order to add a new user go to:

My account > Users> Add user

A window where you should completed data will appear. At this stage you should also set the permission level:

Roles

- User – full rights to the account with the ability to edit data
- Limit – review of transactions, change of password, preview of ordered returns, possibility of posting transactions
- Accountatnt (?) – Limit account permissions + ordering refunds, viewing Payouts, viewing Invoices



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TRANSACTIONS

- Transaction search
- Transaction status
- Transaction posting
- Returns
- Link generator

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TRANSACTION SEARCH

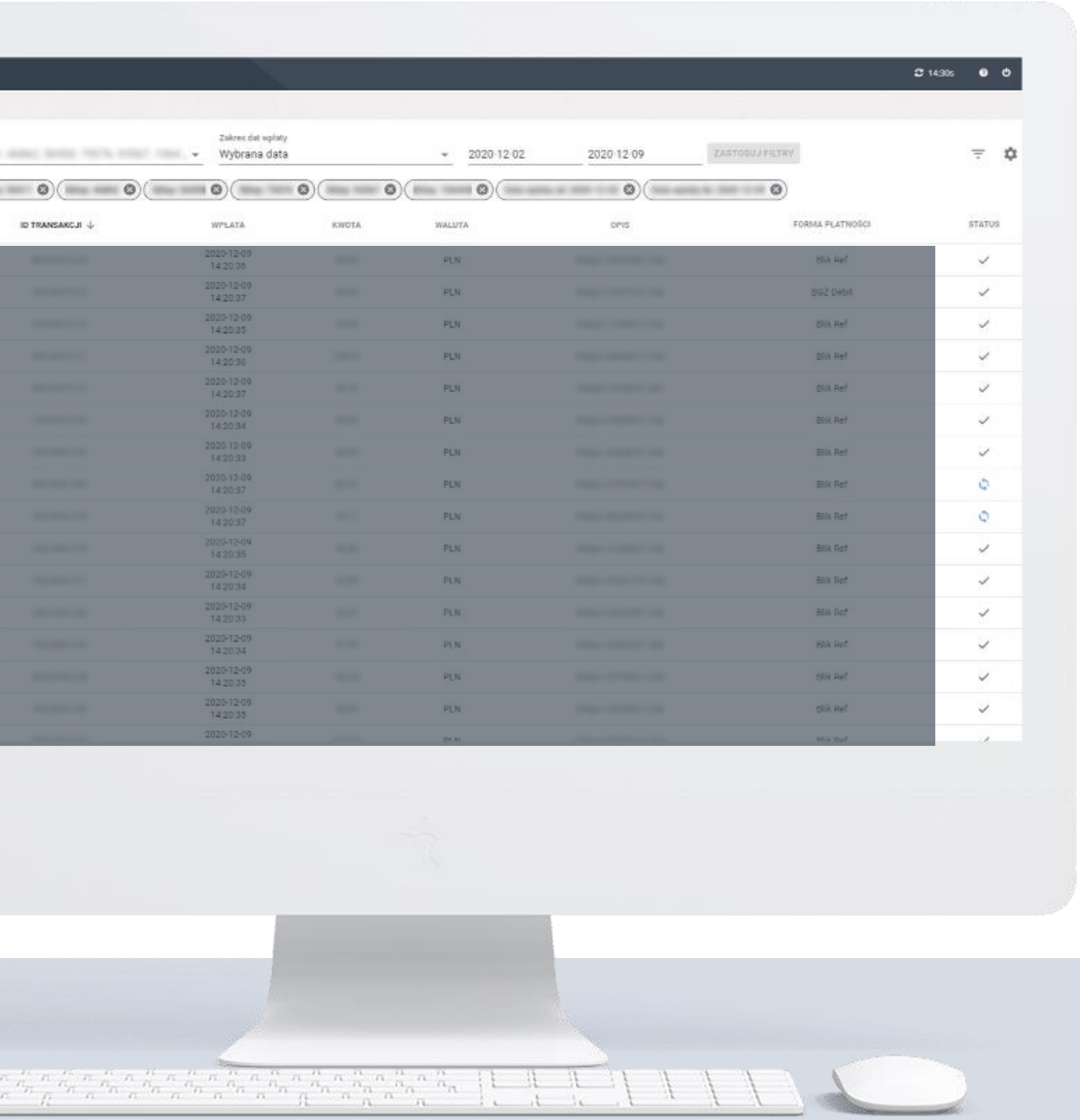
Transaction

In order to search for a current transaction, go to Transactions -> List of transactions. Search is possible by number Axx-Bxx-Cxx (transaction ID), date, amount, e-mail address, description, payment method

To open a transaction (view details), click Transaction title.

TRANSAKCTION STATUS

Transactions



Added – the transaction has been posted

For use – the information about the payment by the customer has been received, the transaction has been activated without error and is waiting to be posted

For use – error – the information about the payment by the customer has been received, the transaction has been activated with an error and is waiting to be posted

Waiting – the transaction is waiting for the customer's payment

Turned – the funds from the transaction have been returned to the customer's account

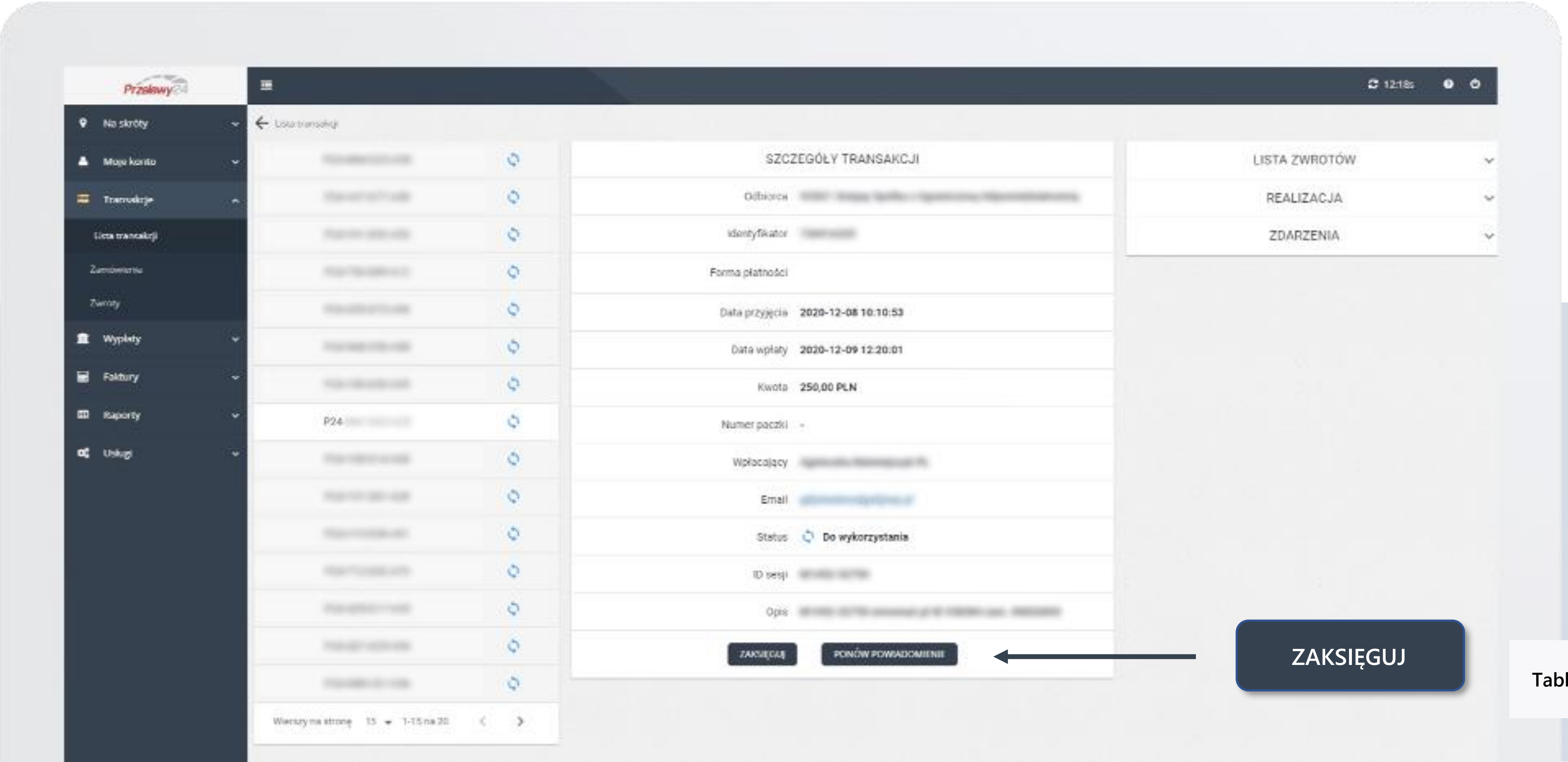
No deposit – the transaction was not processed due to a lack of payment

TRANSACTION POSTING

Transaction

The Przelewy24 system transmits information about the payment automatically, however, it is possible to manually accept the transaction, i.e. change the status from For Use to Done. To do this, open a transaction and click Post.

Remember – in the case of manual posting, the fact of paying for the order in your own sales system must also be marked manually



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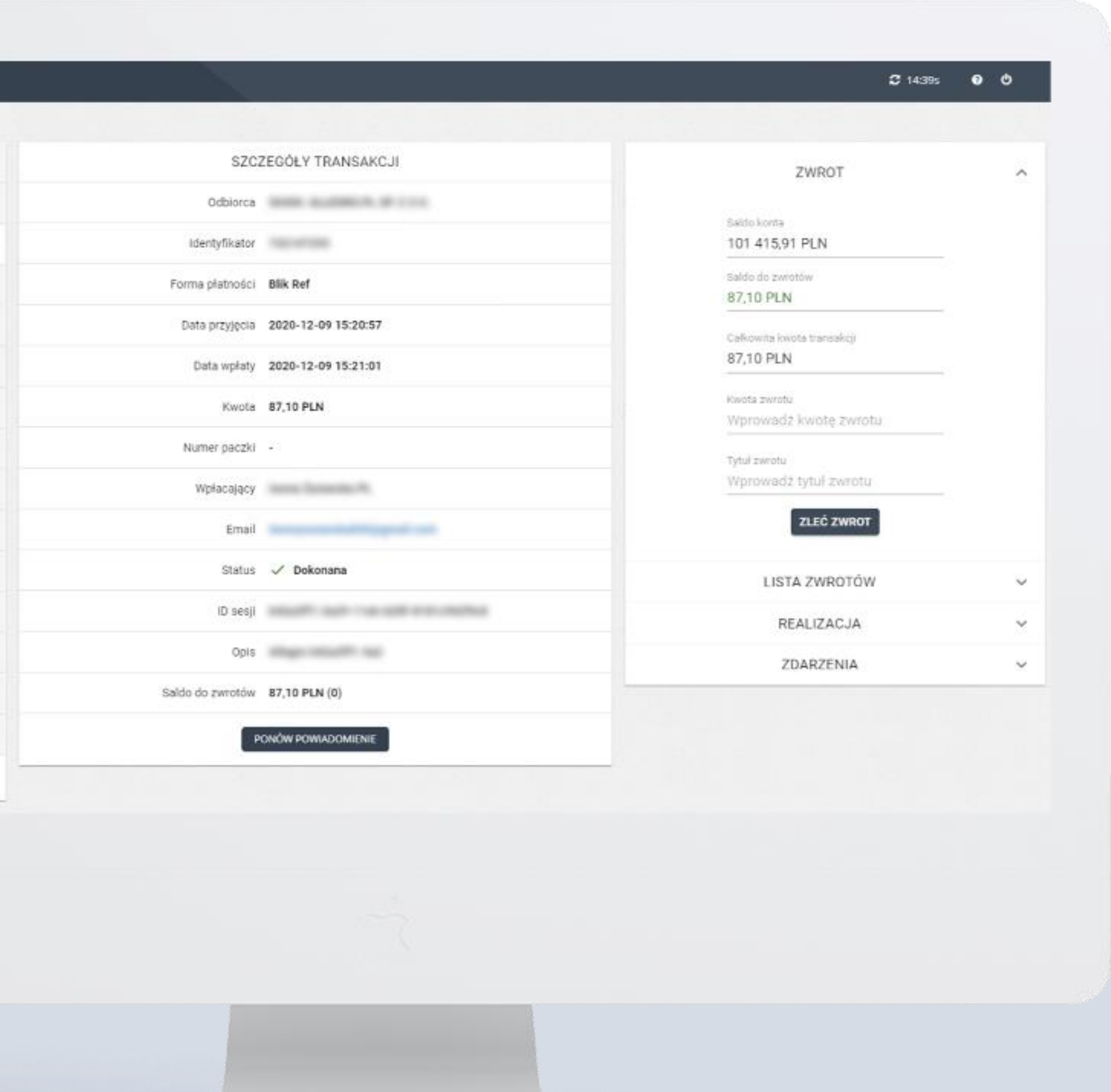
RETURN ORDER

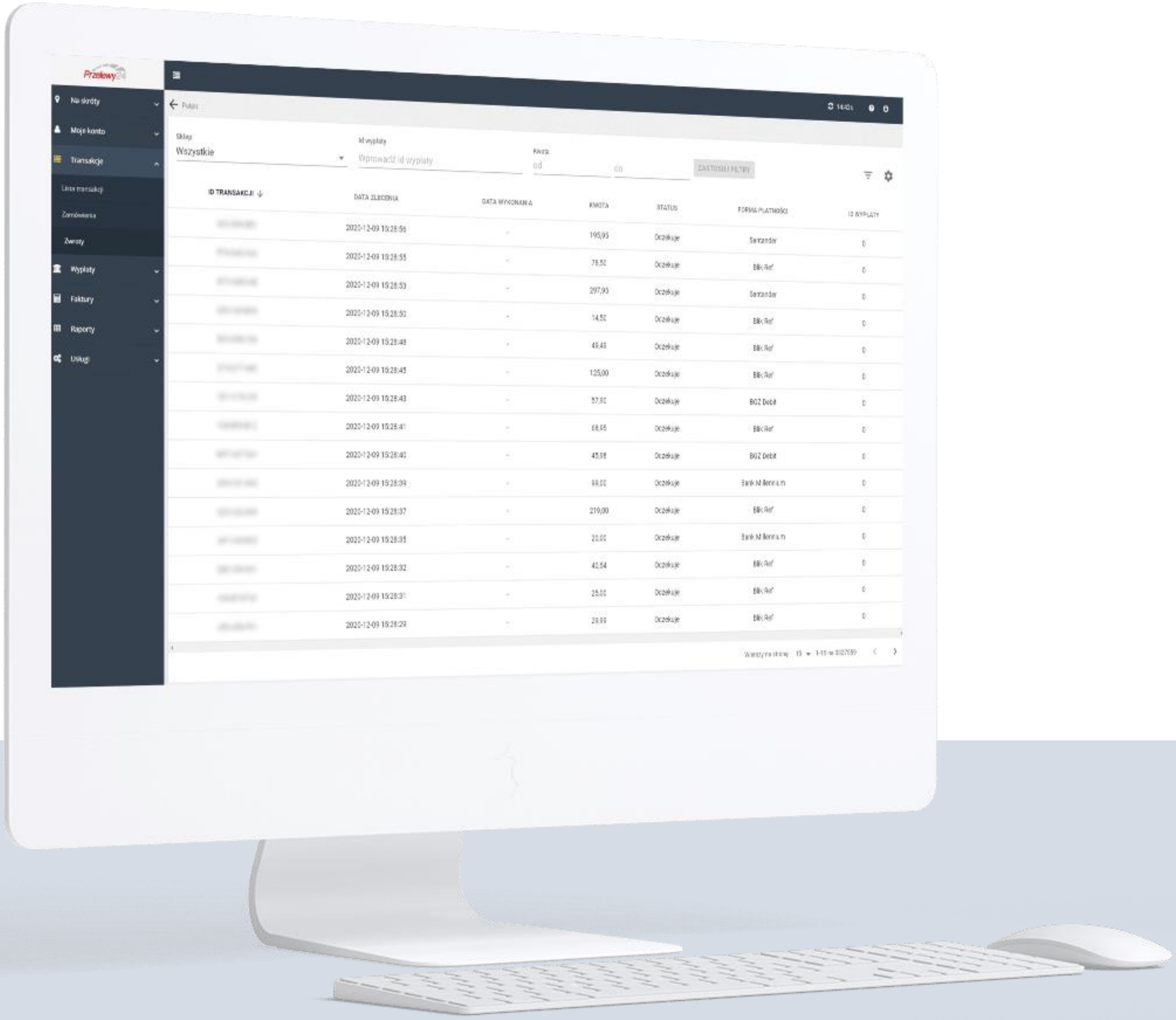
Transactions



A refund may be ordered on any transaction Made, provided that the account balance is not less than the value of the requested return and the amount of the refund does not exceed the transaction value.

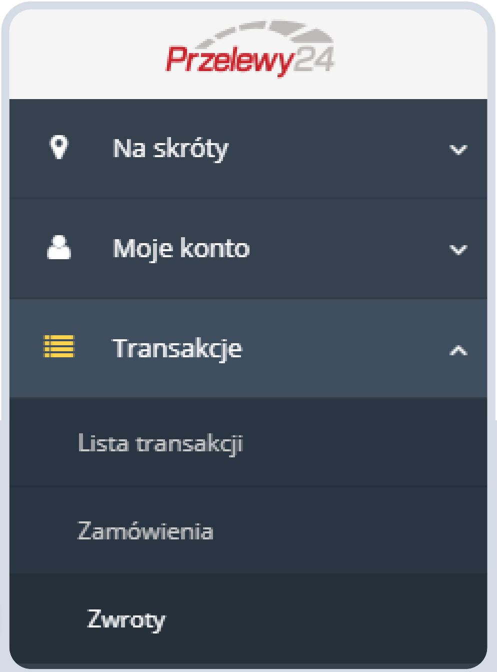
You need to open a deal and specify the amount to be returned to the customer.

LIST OF RETURNS



All ordered returns can be checked in the tab

Transactions -> Returns



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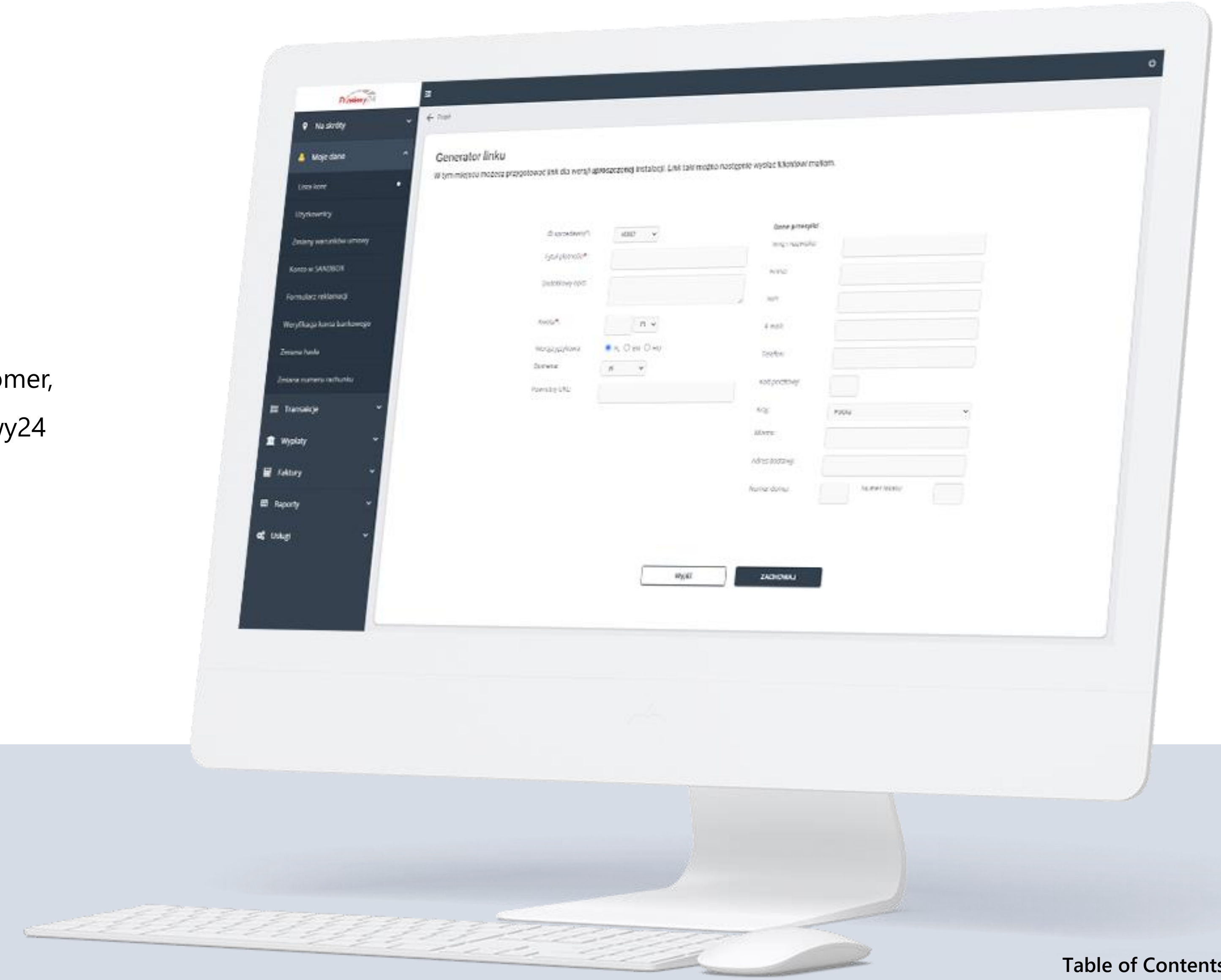
LINK GENERATOR

Transactions



To generate a payment link for the customer, go to **Services -> Link generation**

After generating the link, it can be sent to the customer, who will be automatically transferred to the Przelewy24 payment page to pay for the product / service.

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WITHDRAWALS

- Payments settings
- Immediate withdrawal request
- Withdrawal history
- Invoices

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WITHDRAWALS SETTINGS

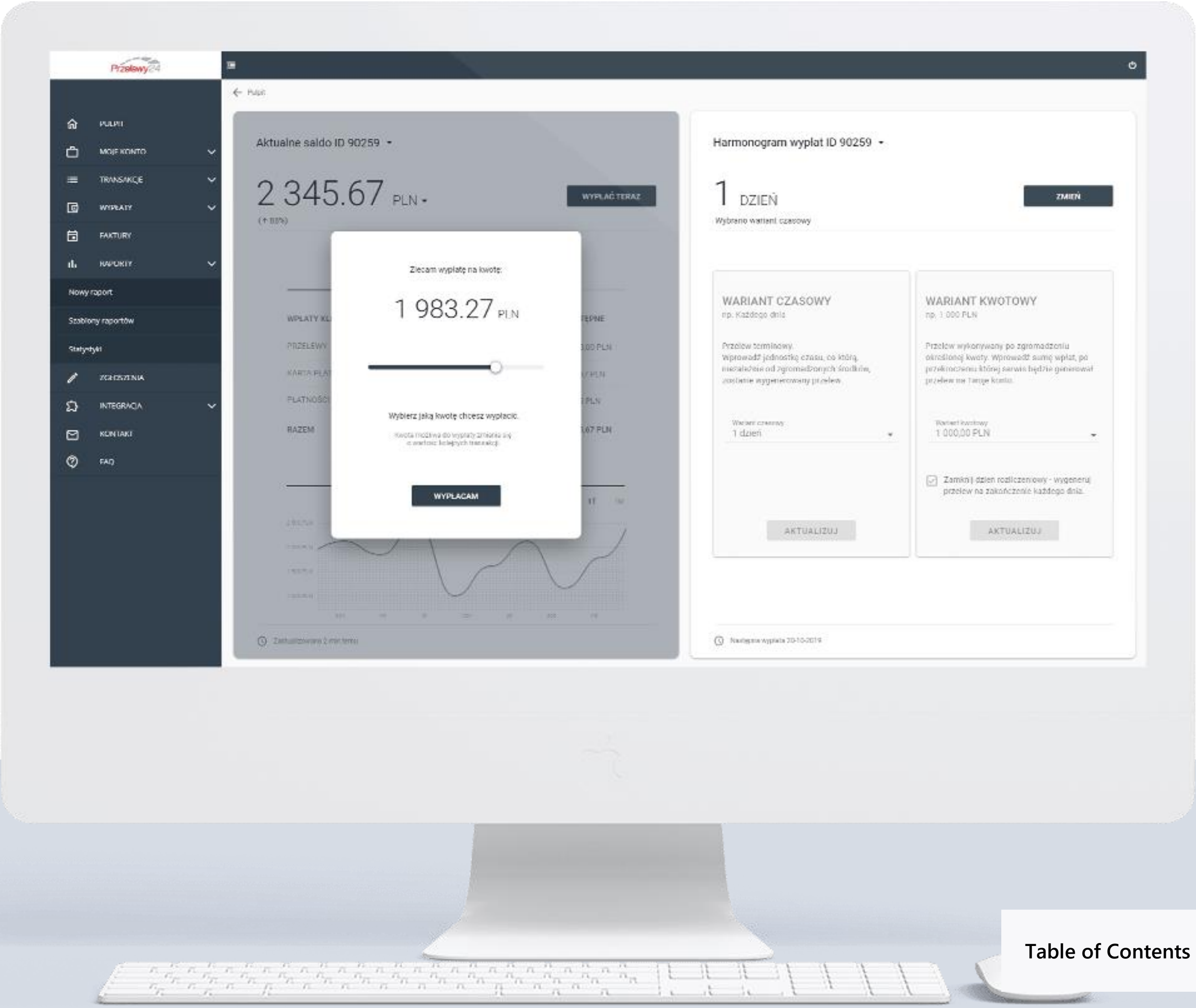
Withdrawals

The withdrawal of funds to the indicated bank account takes place in accordance with the schedule set up front at PLN 1,000.

The frequency of withdrawals can be adapted to your needs by selecting the time or amount option from the drop-down lists.

IMMEDIATE WITHDRAWAL

In the Withdrawal Settings tab, you can check your account balance and, if necessary, order a transfer of funds outside of the payout schedule..



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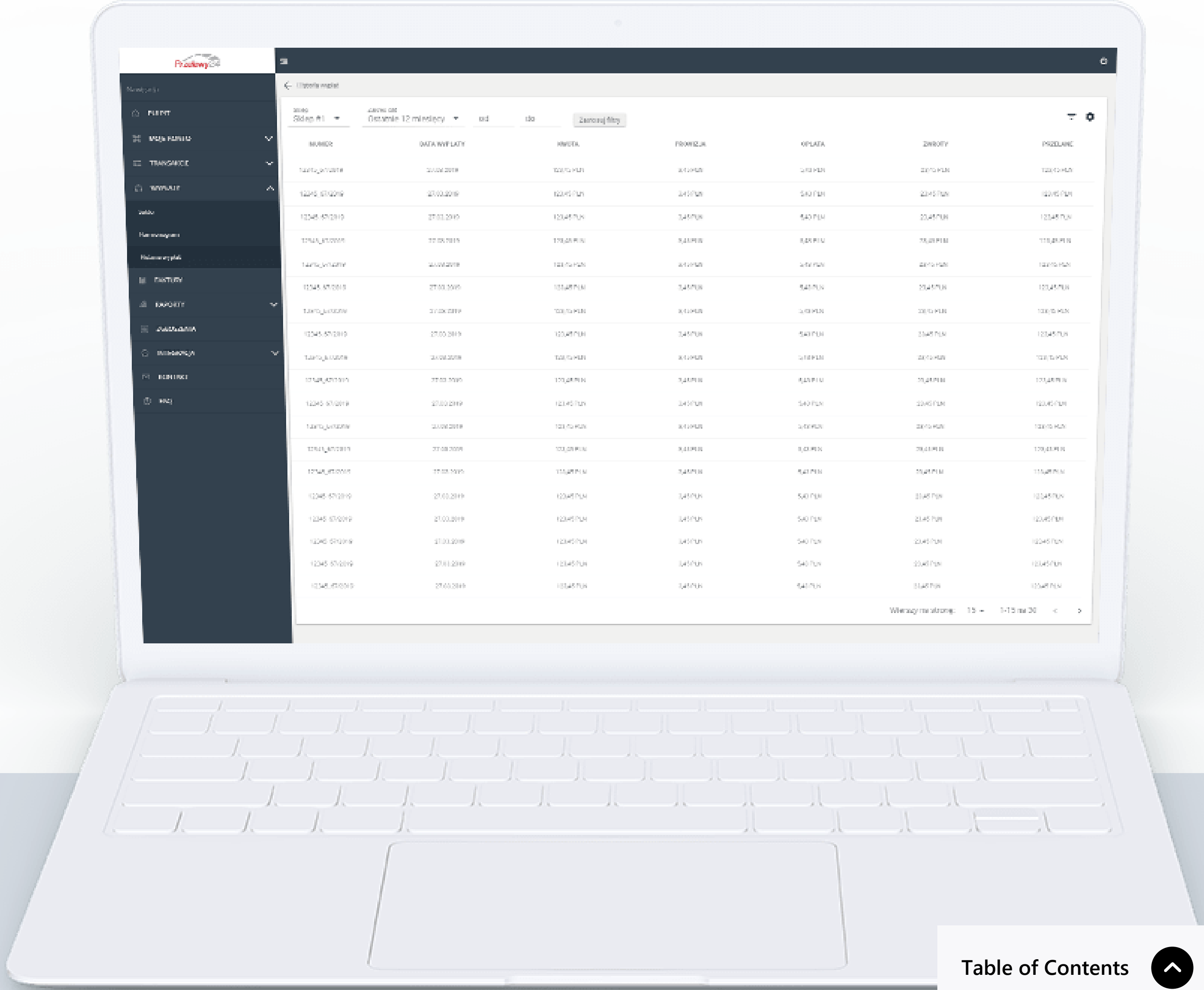
WITHDRAWAL HISTORY

Withdrawals

In the Payout history, it is possible to view all packages generated for shipment to the account. After clicking on the package number, all transactions sent with that package will open.

If the Returns field has a positive value, it means that this particular package has been reduced by the value of the return ordered. After clicking on the amount of the deducted returns, all the Transactions Made on which the return was ordered will open.



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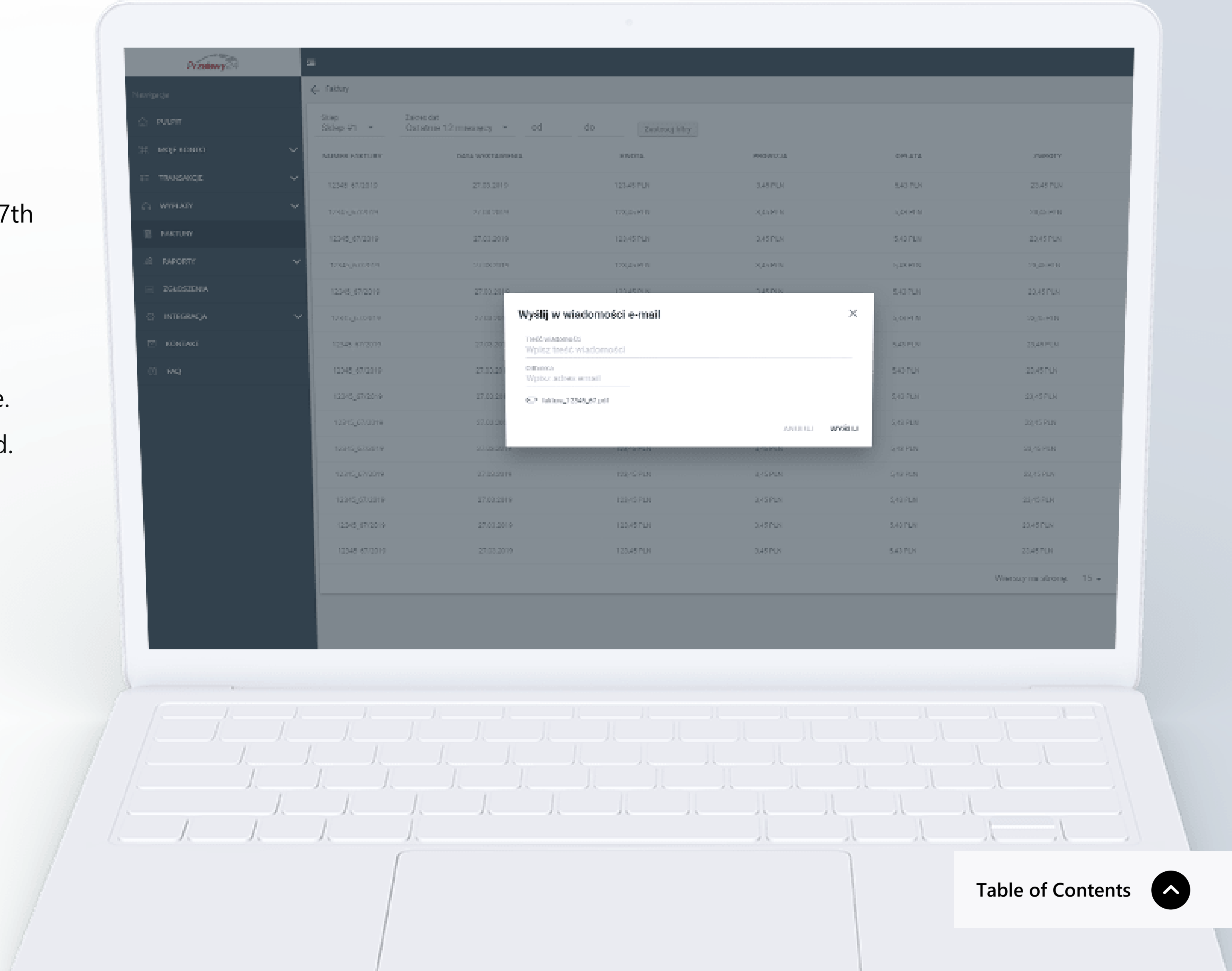
INVOICES

Withdrawals



The **invoice to download** appears in the Panel by the 7th of each month, provided it was in the previous billing period the package has been generated.

The commission is charged for each transaction made. The invoice shows the sum of the commission charged.

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DATA EXPORT

- List of transactions
- Withdrawals history
- Invoices

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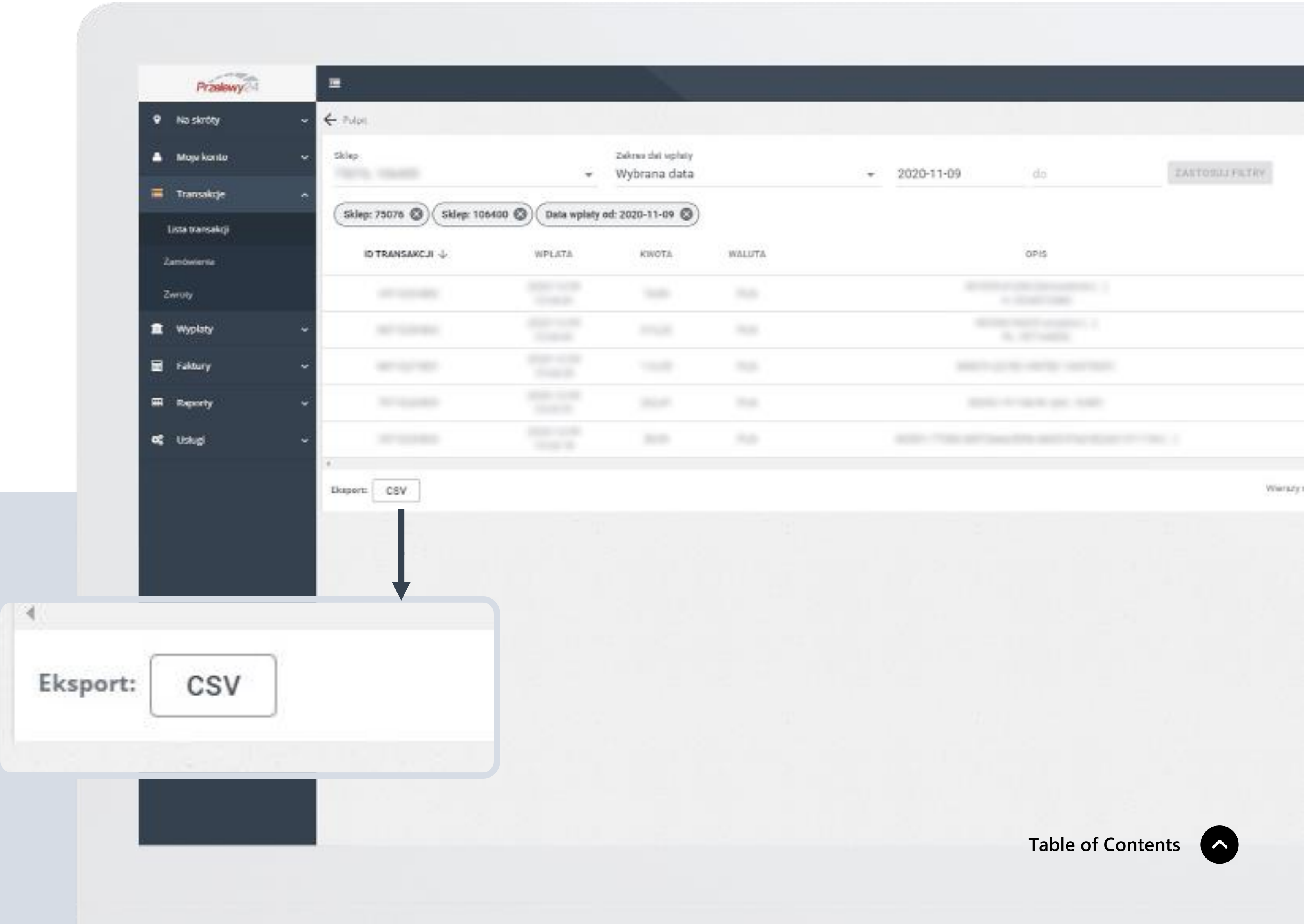
LIST OF TRANSACTIONS

Data export

You can search for a statement for any month and generate it to a **CSV** file.



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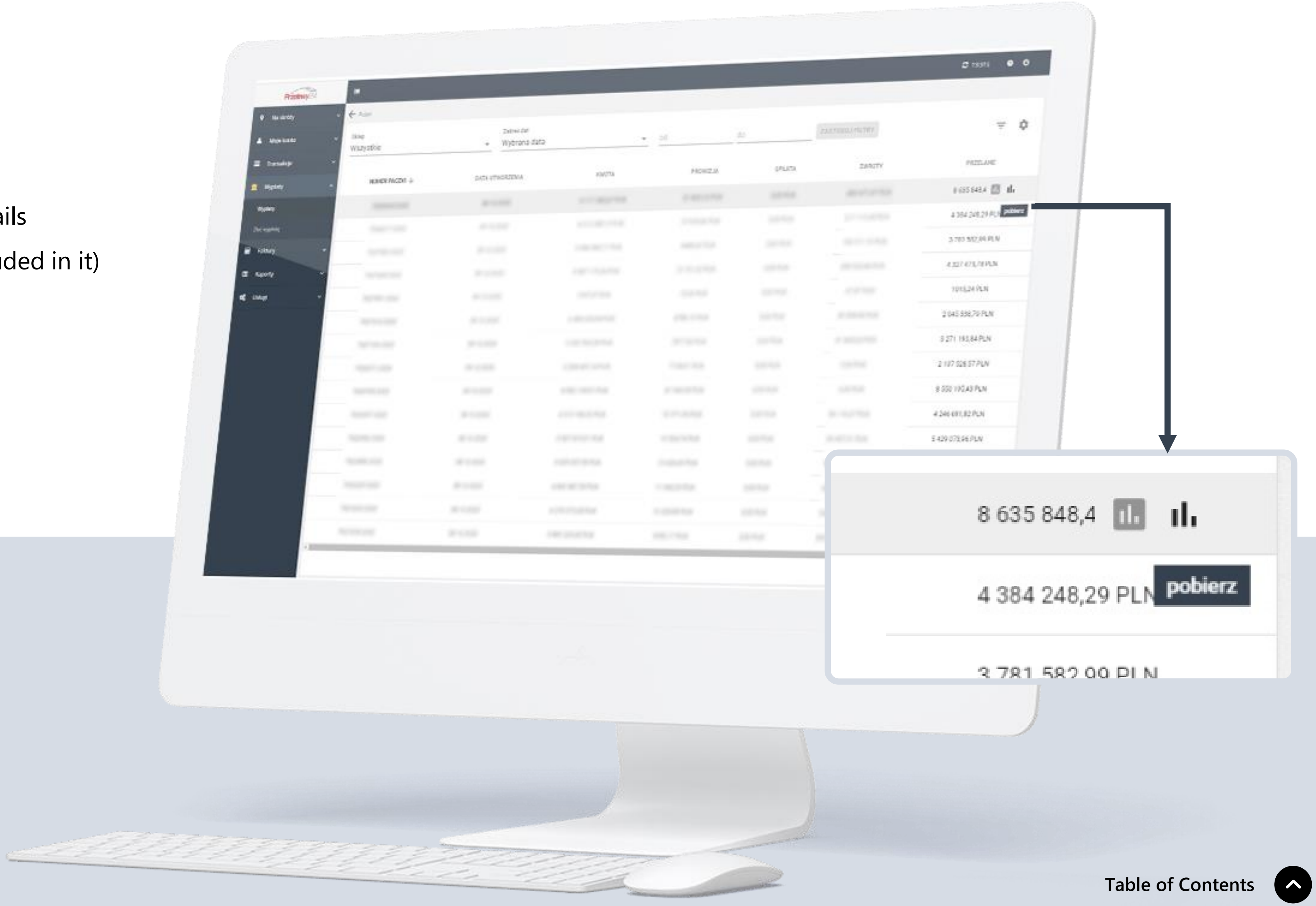
WITHDRAWALS HISTORY

Data export

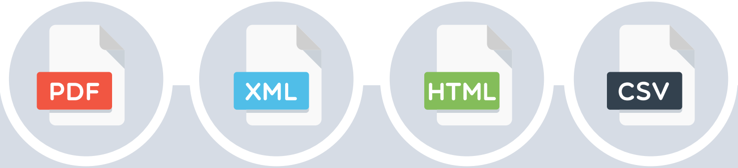
The panel allows you to export the details of a specific package (transactions included in it) to a **CSV** file



INVOICES

Data export

It is possible to print an invoice by opening it in a PDF file and exporting data (transactions to which the invoice relates) to CSV, XML or HTML.



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Thank you for your attention!

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