



TRANSACTION PANEL

— User Manual —



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PANEL OPERATION

- Login
- My data
- Password change
- Users



LOGGING

Panel Operation

Logging on the site <http://panel.przelewy24.pl>

Logging on the site www.przelewy24.pl

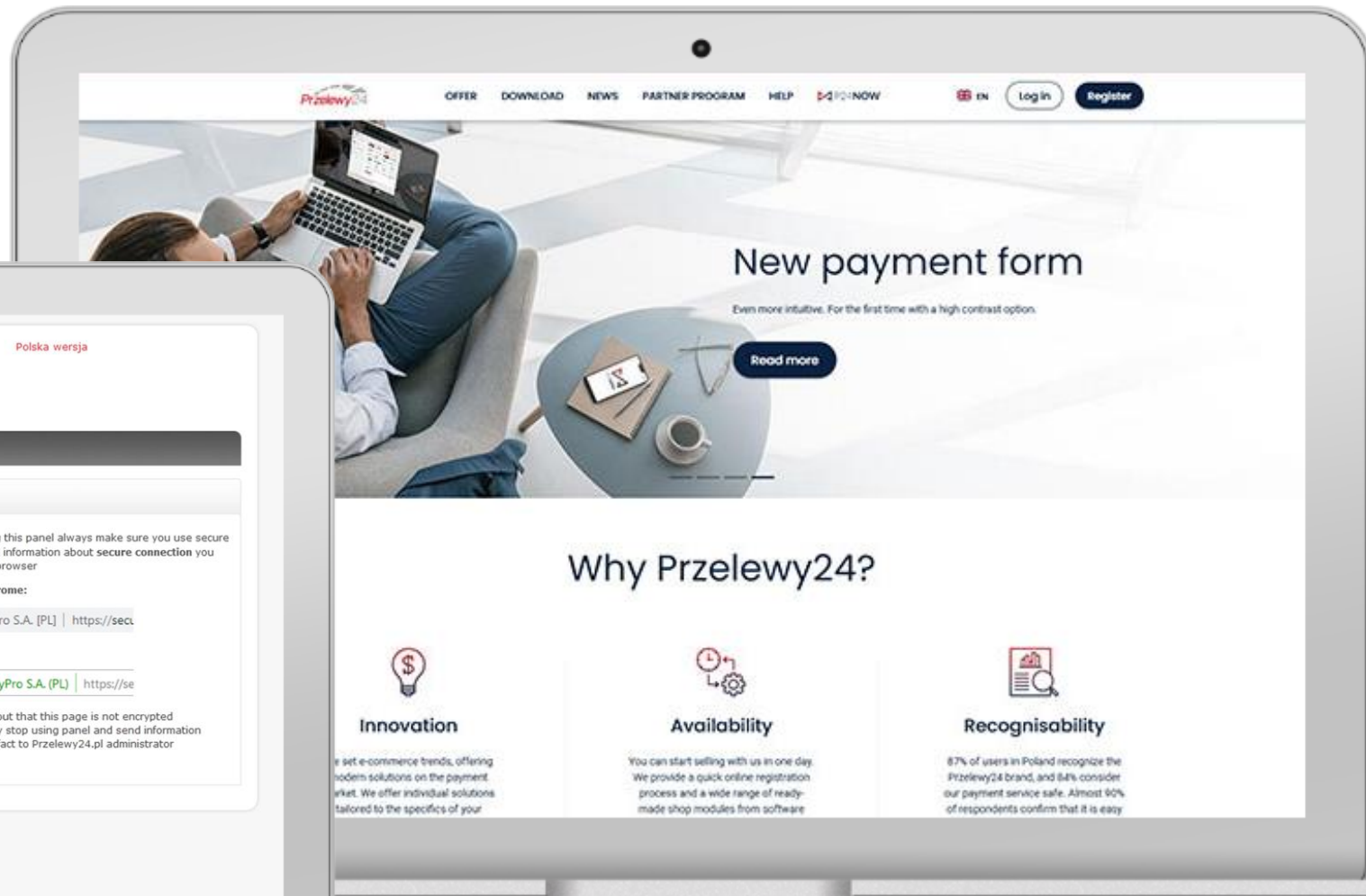


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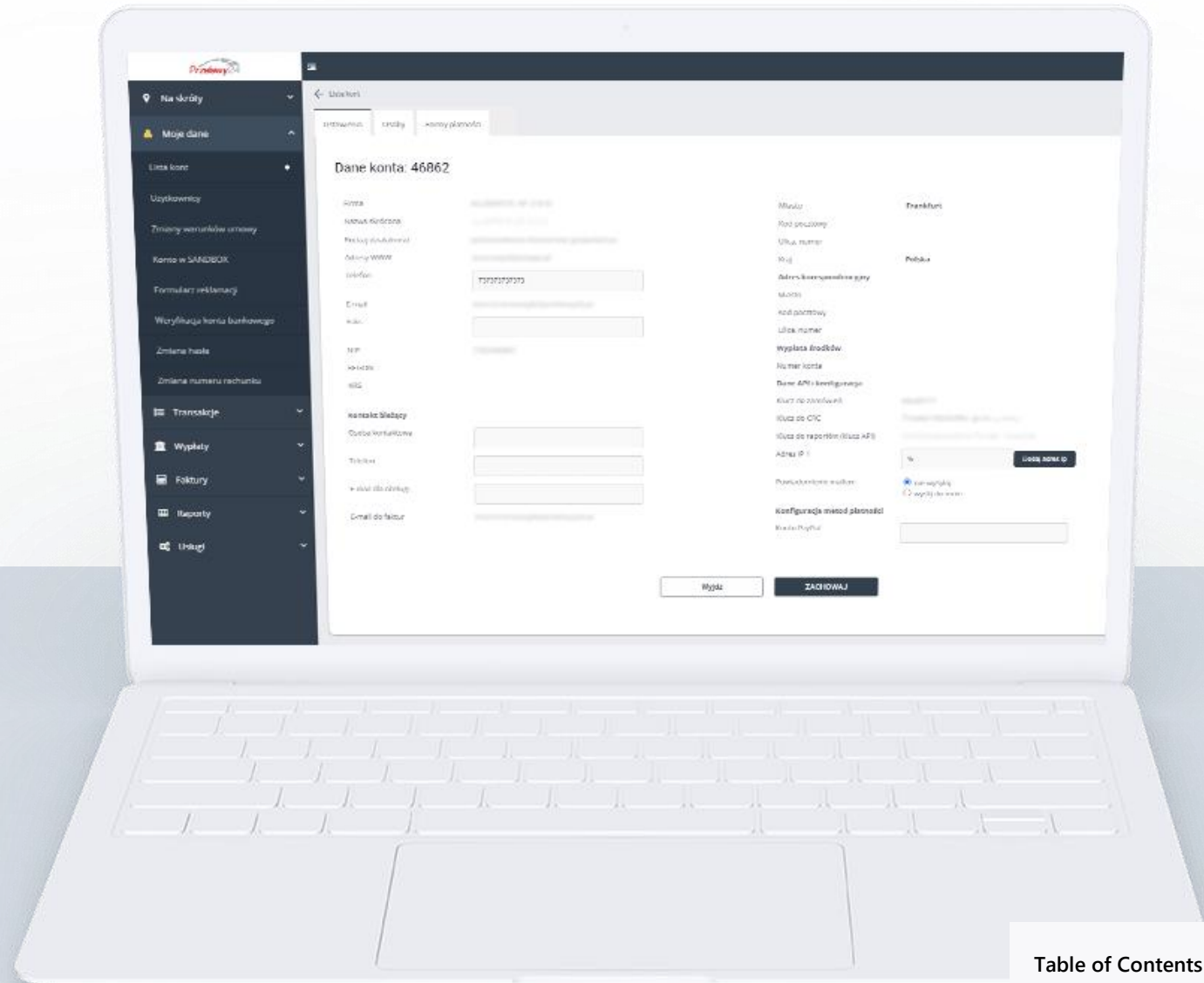


MY DATA

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
- [Accountant \(?\)](#) – Limit account permissions + ordering refunds, viewing Payouts, viewing Invoices

Przelewy24

Użytkownicy konta: 123456_Użytkownik

L.P.	UŻYTKOWNIK	SPRZEDAWCA	POZIOM DOSTĘPU	EDYCJA
1	123456	Mindsupporters Sp. z o.o.	uzytkownik	
2	123456_Użytkownik	Mindsupporters Sp. z o.o.	uzytkownik	

DODAJ UŻYTKOWNIKA

Dodaj użytkownika

Login*: ID sprzedawcy_ co najmniej 4 znaki

Hasło*:

Powtórz nowe hasło*:

Typ*: uzytkownik

Imię i nazwisko:

Email*:

Sprzedawca*: --- wybierz ---

Zachowaj anuluj

* - pola wymagane

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TRANSACTIONS

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



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](#).



_____ Transactions _____

Transactions

Zakres dat wpłaty							
Wybrana data							
2020-12-02 2020-12-09 ZASTOSUJ FILTRY							
ID TRANSAKCJI ↓	WPLATA	KWOTA	WALUTA	OPIS	FORMA PŁATNOŚCI	STATUS	
2020-12-09 14:20:36	2020-12-09 14:20:36	1000	PLN	Wpłata z rachunku	Blik Ref	✓	
2020-12-09 14:20:37	2020-12-09 14:20:37	1000	PLN	Wpłata z rachunku	Blik Debit	✓	
2020-12-09 14:20:35	2020-12-09 14:20:35	1000	PLN	Wpłata z rachunku	Blik Ref	✓	
2020-12-09 14:20:36	2020-12-09 14:20:36	1000	PLN	Wpłata z rachunku	Blik Ref	✓	
2020-12-09 14:20:37	2020-12-09 14:20:37	1000	PLN	Wpłata z rachunku	Blik Ref	✓	
2020-12-09 14:20:34	2020-12-09 14:20:34	1000	PLN	Wpłata z rachunku	Blik Ref	✓	
2020-12-09 14:20:33	2020-12-09 14:20:33	1000	PLN	Wpłata z rachunku	Blik Ref	✓	
2020-12-09 14:20:37	2020-12-09 14:20:37	1000	PLN	Wpłata z rachunku	Blik Ref	🔄	
2020-12-09 14:20:37	2020-12-09 14:20:37	1000	PLN	Wpłata z rachunku	Blik Ref	🔄	
2020-12-09 14:20:35	2020-12-09 14:20:35	1000	PLN	Wpłata z rachunku	Blik Ref	✓	
2020-12-09 14:20:34	2020-12-09 14:20:34	1000	PLN	Wpłata z rachunku	Blik Ref	✓	
2020-12-09 14:20:33	2020-12-09 14:20:33	1000	PLN	Wpłata z rachunku	Blik Ref	✓	
2020-12-09 14:20:34	2020-12-09 14:20:34	1000	PLN	Wpłata z rachunku	Blik Ref	✓	
2020-12-09 14:20:33	2020-12-09 14:20:33	1000	PLN	Wpłata z rachunku	Blik Ref	✓	
2020-12-09 14:20:35	2020-12-09 14:20:35	1000	PLN	Wpłata z rachunku	Blik Ref	✓	
2020-12-09 14:20:36	2020-12-09 14:20:36	1000	PLN	Wpłata z rachunku	Blik Ref	✓	



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

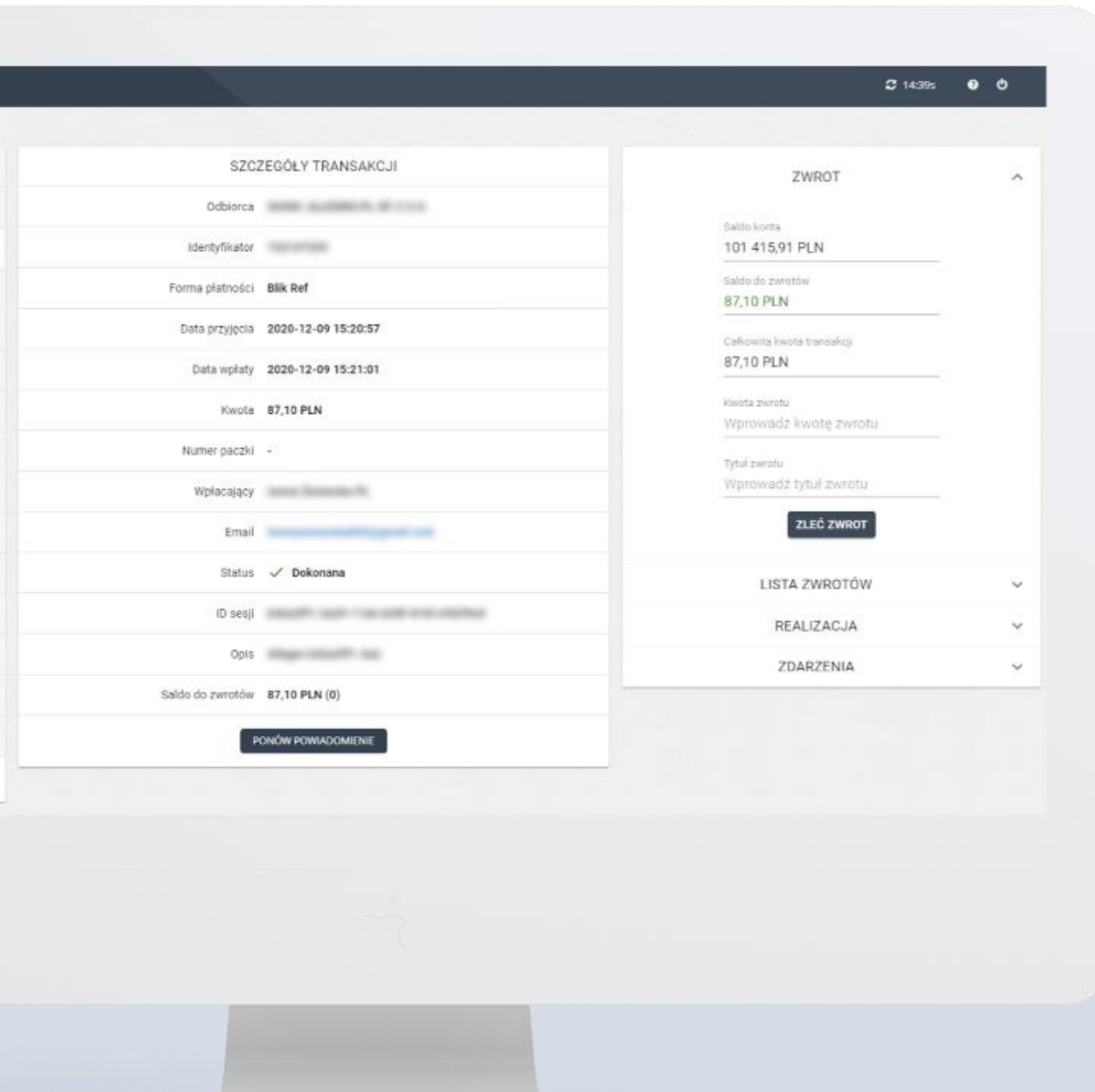
The Przelewy24 system transmits information about the payment automatically, however, it is possible to manually accept the transaction, i.e. change the status from **For Use** to **Done**. To do this, open a transaction and click **Post**.

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

The screenshot displays the Przelewy24 web application interface. On the left is a dark sidebar with a menu containing items like 'Moje konto', 'Transakcje', 'Lista transakcji', 'Zamówienia', 'Zwroty', 'Wypłaty', 'Faktury', 'Raporty', and 'Usługi'. The main area is titled 'Szczegóły transakcji' (Transaction Details) and shows a list of transactions on the left and detailed information on the right. The detailed view includes fields for 'Długuje' (Debtor), 'Identyfikator', 'Forma płatności', 'Data przyjęcia' (2020-12-08 10:10:53), 'Data wpłaty' (2020-12-09 12:20:01), 'Kwota' (250,00 PLN), 'Numer paragonu', 'Wpłacający', 'Email', 'Status' (Do wykorzystania), 'ID sesji', and 'Opis'. At the bottom of the details panel are two buttons: 'ZAKŁĘCĄJ' and 'PONÓW POWIADOMIENIE'. An arrow points from the 'ZAKŁĘCĄJ' button to a separate dark blue button labeled 'ZAKSIĘGUJ' (Post) located outside the main interface area. In the bottom right corner, there is a 'Table of Contents' link and an upward arrow icon.

RETURN ORDER

Transactions



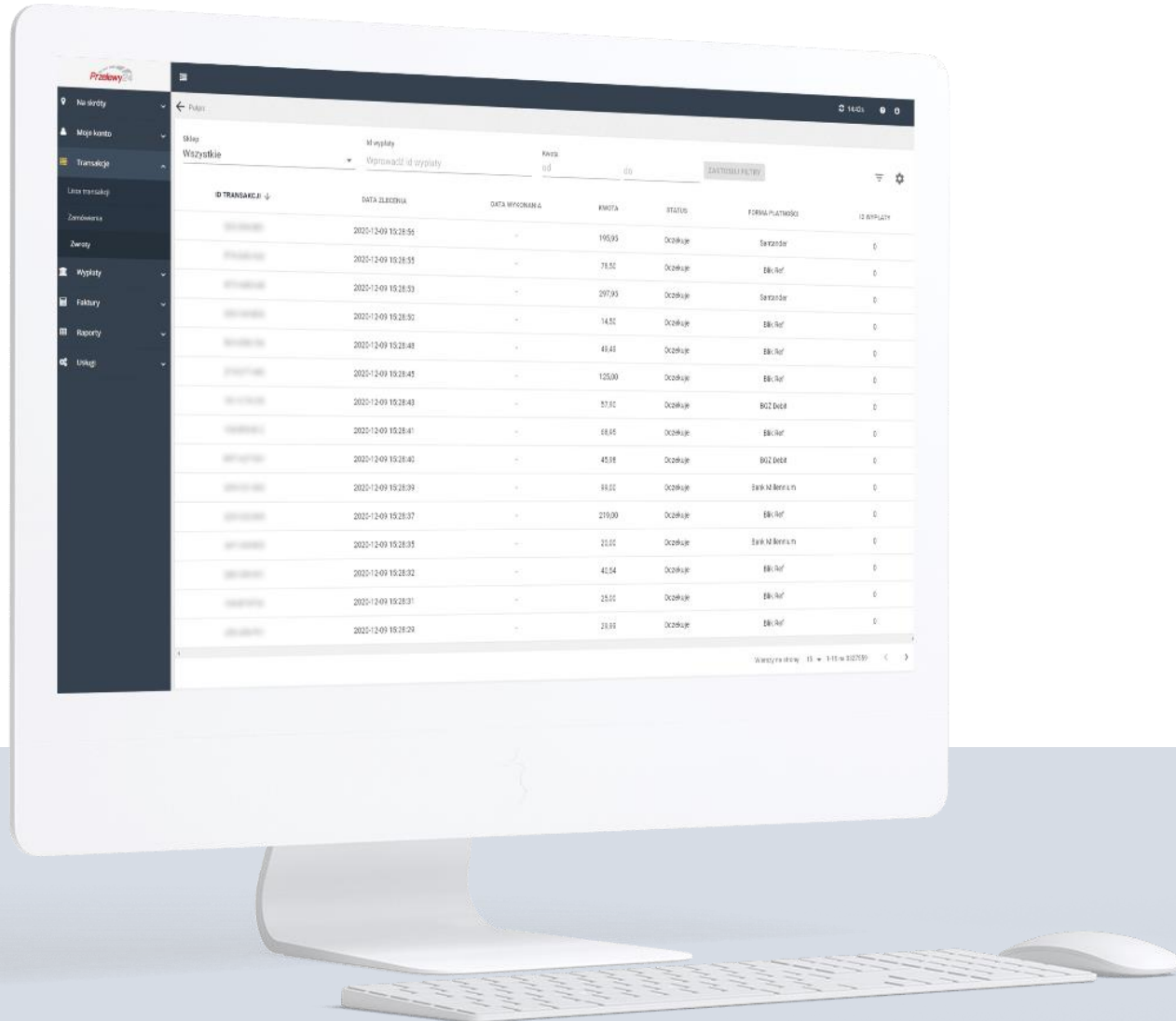
A refund may be ordered on any transaction **Made**, provided that the account balance is not less than the value of the requested return and the amount of the refund does not exceed the transaction value.

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



LIST OF RETURNS

Transactions



All ordered returns can be checked in the tab
[Transactions -> Returns](#)

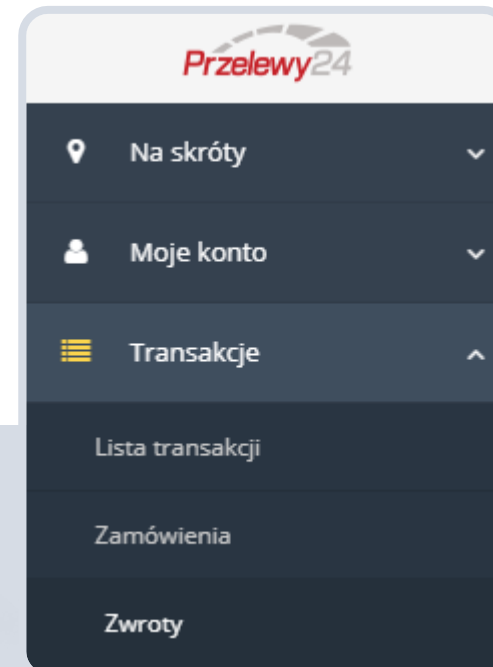


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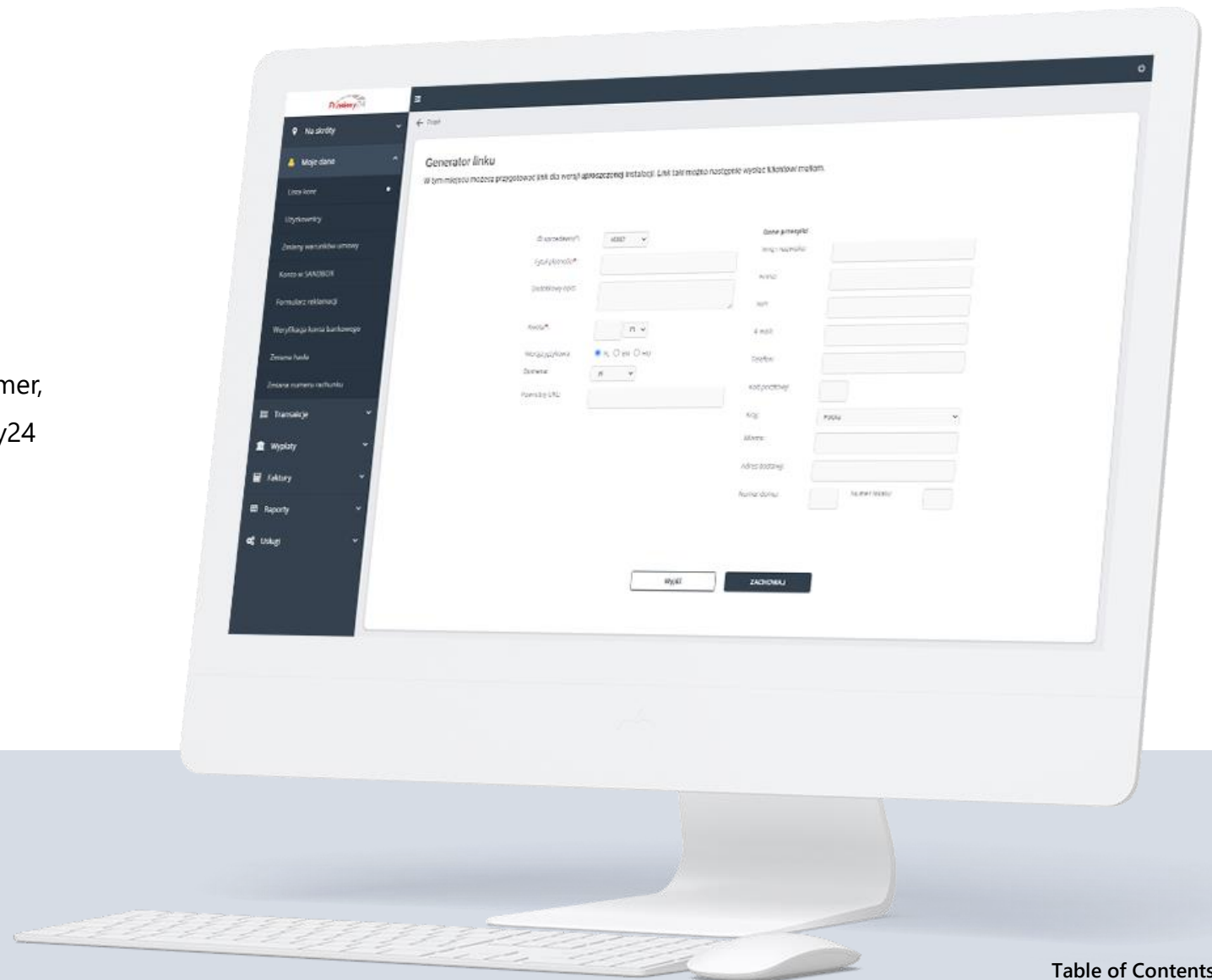


LINK GENERATOR

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.



WITHDRAWALS

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



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.

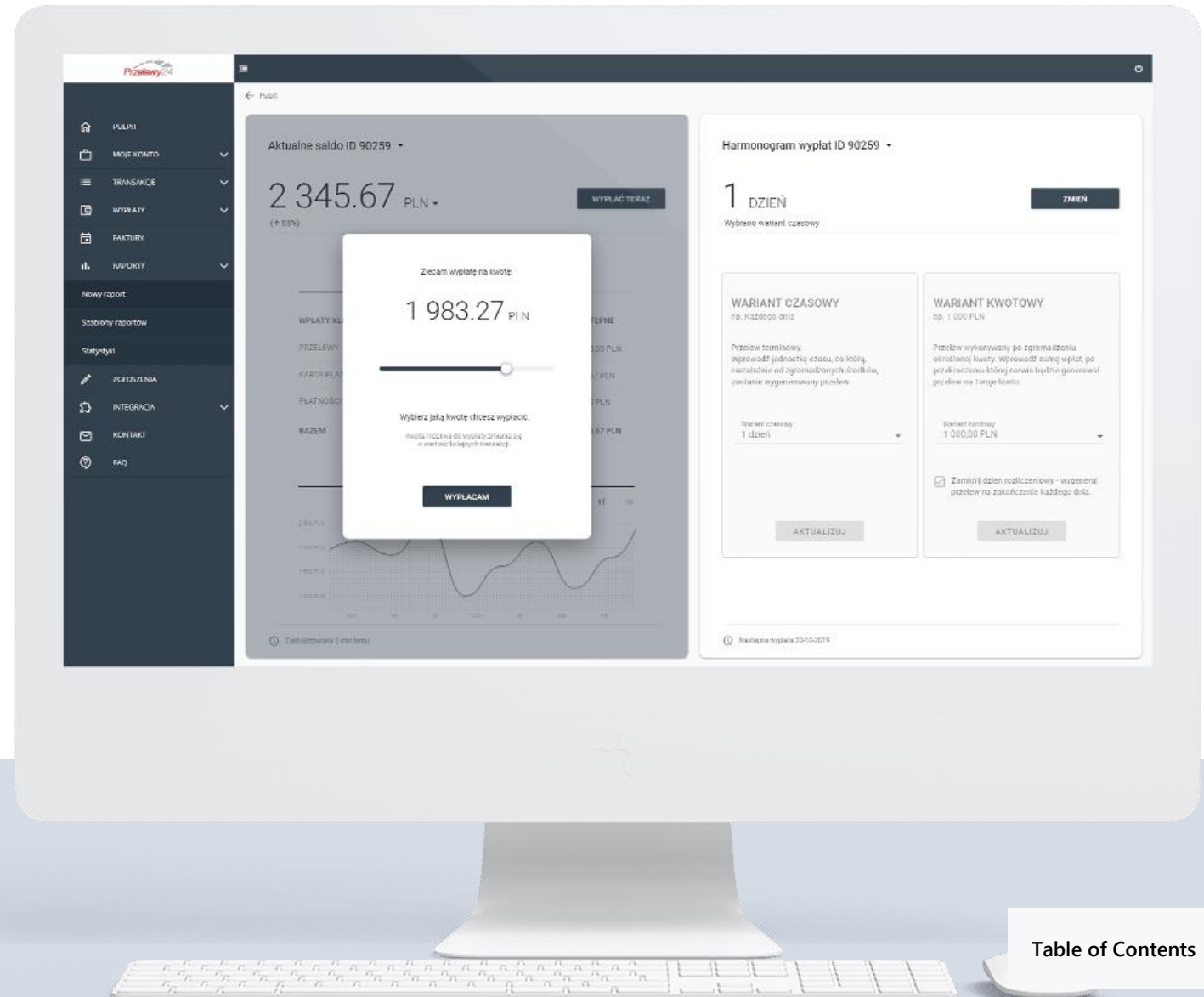
The frequency of withdrawals can be adapted to your needs by selecting [the time](#) or [amount option](#) from the drop-down lists.



IMMEDIATE WITHDRAWAL

Withdrawals

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



Withdrawals

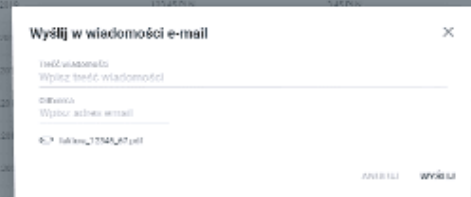
If the Returns field has a positive value, it means that this particular package has been reduced by the value of the return ordered. After clicking on the amount of the deducted returns, all the Transactions Made on which the return was ordered will open.

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Withdrawals

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



DATA EXPORT

- List of transactions
- Withdrawals history
- Invoices



LIST OF TRANSACTIONS

Data export

You can search for a statement for any month and generate it to a [CSV](#) file.

The image shows a screenshot of the 'Przelewy24' website's transaction list. On the left is a dark sidebar with a menu containing 'Moje konto', 'Transakcje', 'Zamówienia', 'Zerofy', 'Wpłaty', 'Faktury', 'Raporty', and 'Usługi'. The 'Transakcje' section is expanded, showing sub-items like 'Lista transakcji', 'Zamówienia', 'Zerofy', 'Wpłaty', 'Faktury', 'Raporty', and 'Usługi'. The main content area is titled 'Pulpi' and features a search bar with filters for 'Sklep' (selected '73076'), 'Zakres dat wpłaty' (selected 'Wybrana data'), and a date range from '2020-11-09' to 'do'. A 'ZASTOSUJ FILTRY' button is present. Below the filters is a table with columns: 'ID TRANSAKCJI', 'WPLATA', 'KWOTA', 'WALUTA', and 'OPIS'. The table contains several rows of transaction data. At the bottom of the table, there is an 'Eksport:' label followed by a dropdown menu currently set to 'CSV'. A blue arrow points from this dropdown to a callout box. The callout box is a white rectangle with a blue border, containing the text 'Eksport:' followed by a button labeled 'CSV'.

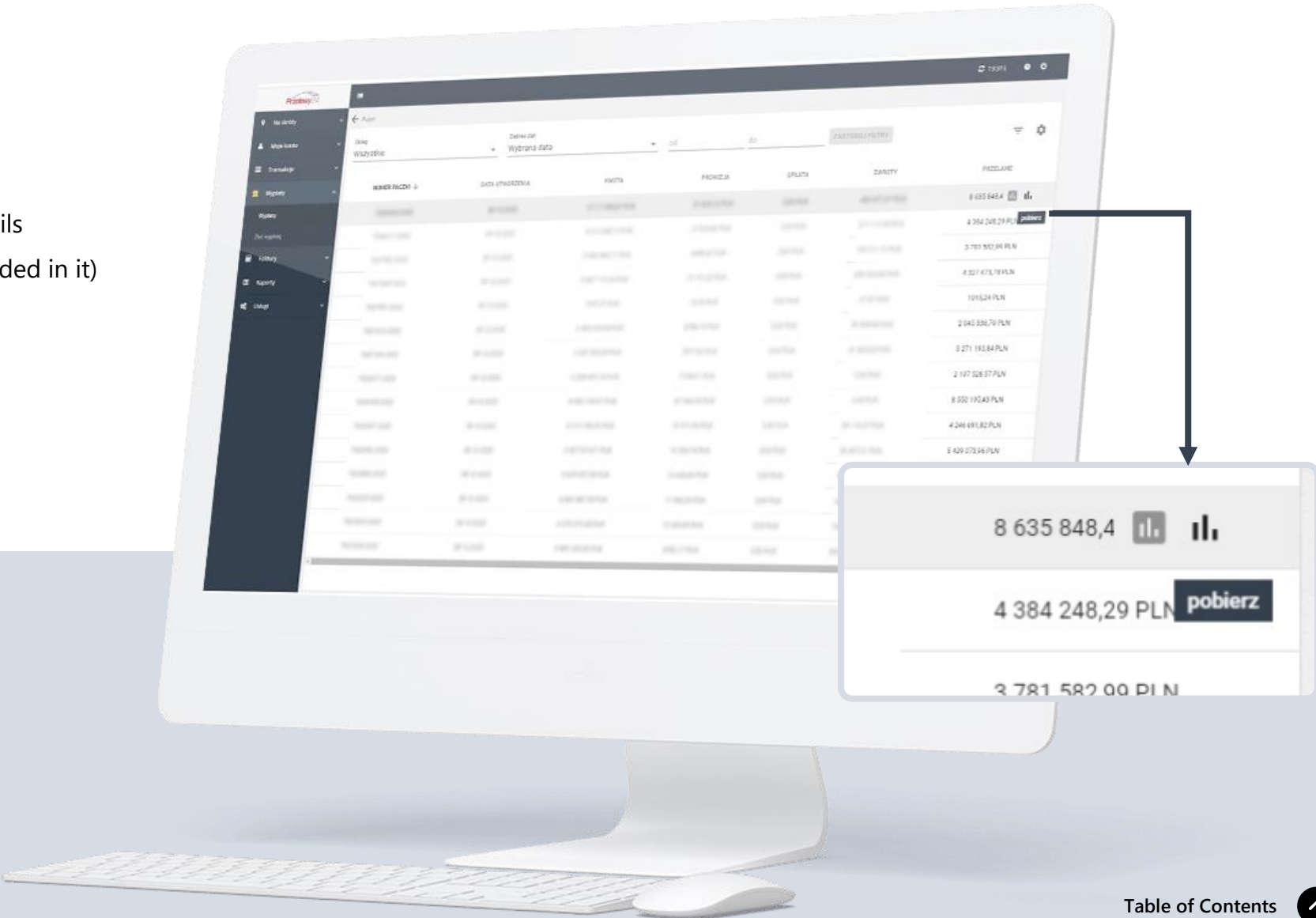
ID TRANSAKCJI	WPLATA	KWOTA	WALUTA	OPIS
...	...	...	...	...
...	...	...	...	...
...	...	...	...	...
...	...	...	...	...
...	...	...	...	...



WITHDRAWALS HISTORY

Data export

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

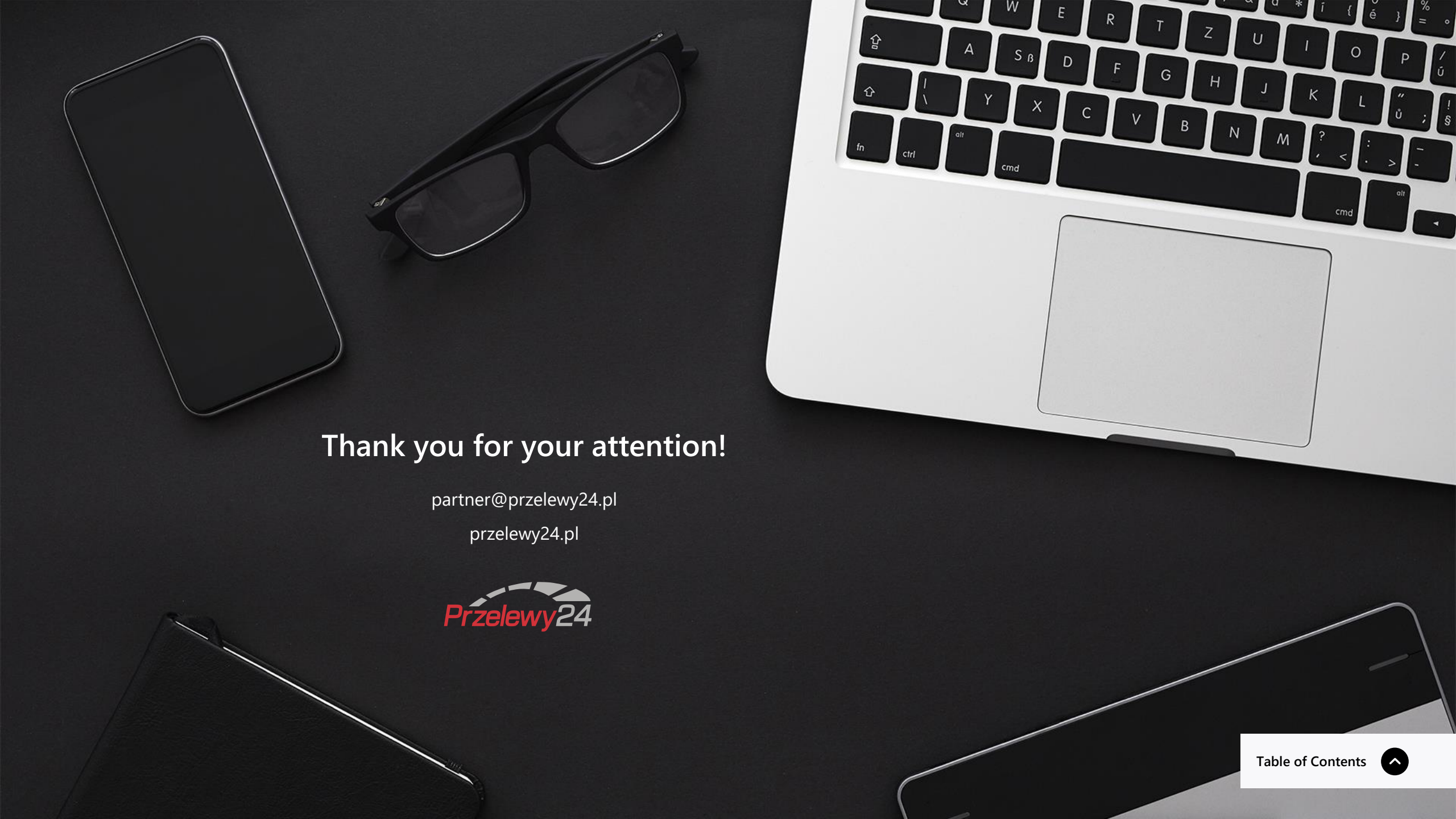


INVOICES

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](#).





Thank you for your attention!

partner@przelewy24.pl

przelewy24.pl



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