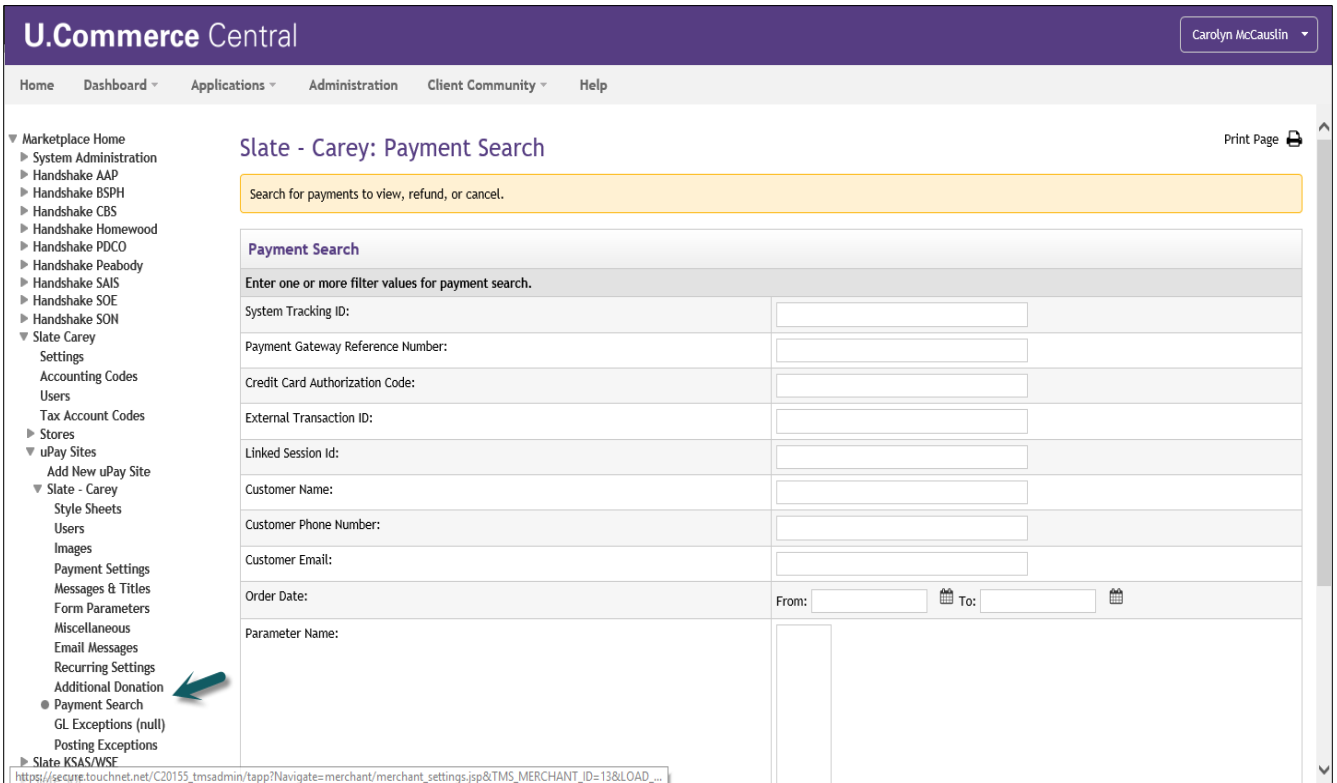
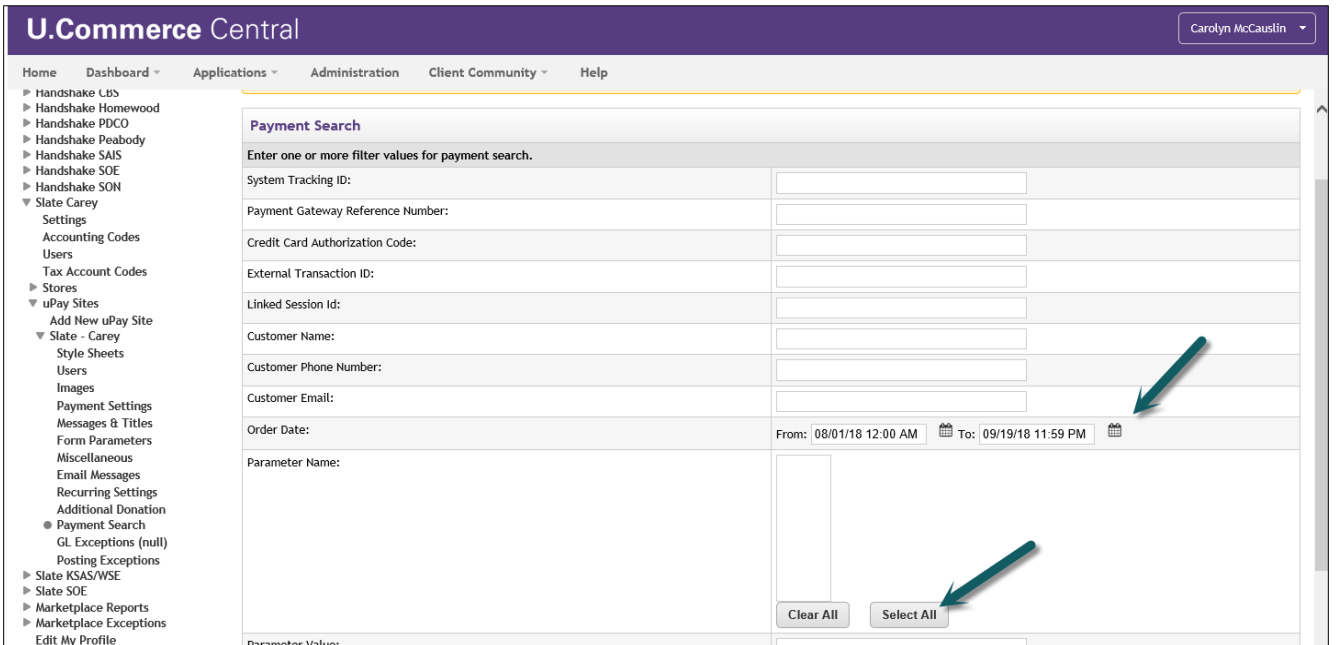


## 1. Look up Payment Search



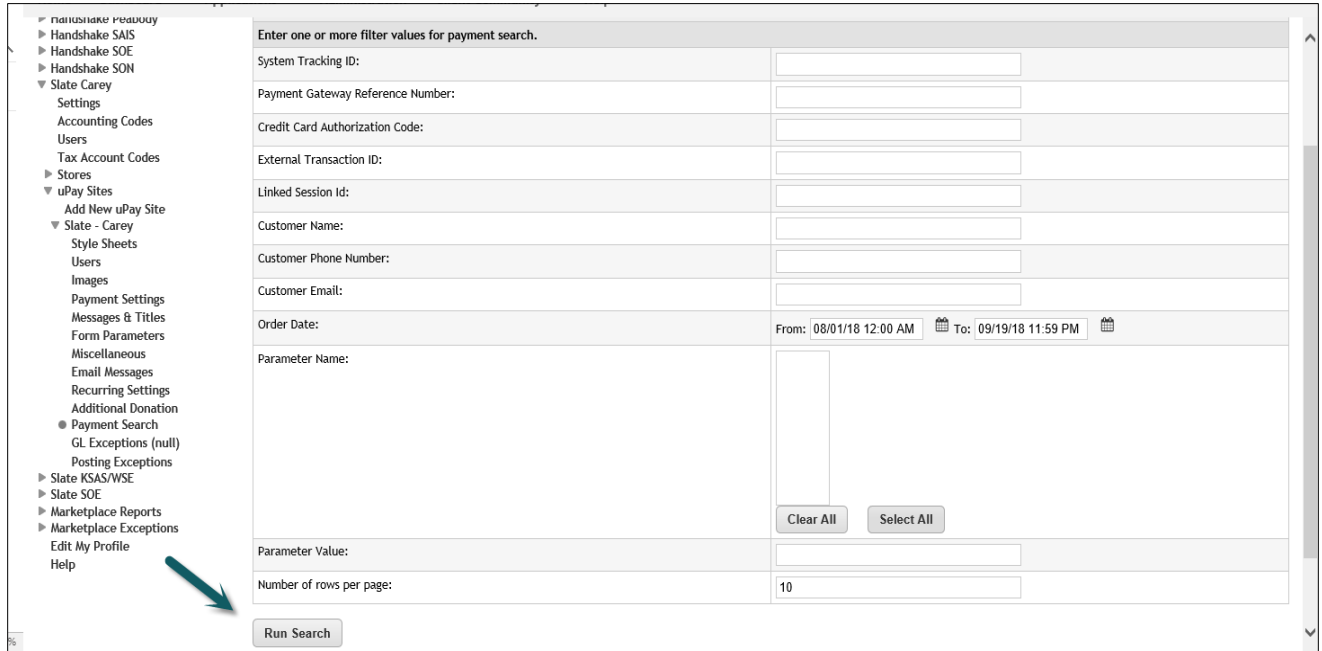
The screenshot shows the U.Commerce Central interface. The top navigation bar includes Home, Dashboard, Applications, Administration, Client Community, and Help. The user is logged in as Carolyn McCaustin. The left sidebar menu is expanded to 'Slate - Carey' > 'Payment Search', which is highlighted with a blue arrow. The main content area is titled 'Slate - Carey: Payment Search' and features a search bar with the placeholder text 'Search for payments to view, refund, or cancel.' Below the search bar is a 'Payment Search' section with the instruction 'Enter one or more filter values for payment search.' The filters include: System Tracking ID, Payment Gateway Reference Number, Credit Card Authorization Code, External Transaction ID, Linked Session ID, Customer Name, Customer Phone Number, Customer Email, Order Date (with 'From' and 'To' date pickers), and Parameter Name. The URL at the bottom of the page is [https://secure.touchnet.net/C20155\\_tmsadmin/tapp?Navigate=merchant/merchant\\_settings.jsp&TMS\\_MERCHANT\\_ID=13&LOAD\\_...](https://secure.touchnet.net/C20155_tmsadmin/tapp?Navigate=merchant/merchant_settings.jsp&TMS_MERCHANT_ID=13&LOAD_...)

## 2. Under Order Date, key in search criteria and Select All:



This screenshot shows the same 'Payment Search' page as above, but with search criteria entered. The 'Order Date' filter is set with 'From: 08/01/18 12:00 AM' and 'To: 09/19/18 11:59 PM'. A blue arrow points to the 'Select All' button at the bottom of the page, which is used to execute the search. Another blue arrow points to the 'Order Date' filter area. The 'Clear All' button is also visible next to the 'Select All' button.

### 3. The hit Run Search:



Enter one or more filter values for payment search.

System Tracking ID:

Payment Gateway Reference Number:

Credit Card Authorization Code:

External Transaction ID:

Linked Session Id:

Customer Name:

Customer Phone Number:

Customer Email:

Order Date: From: 08/01/18 12:00 AM To: 09/19/18 11:59 PM

Parameter Name:

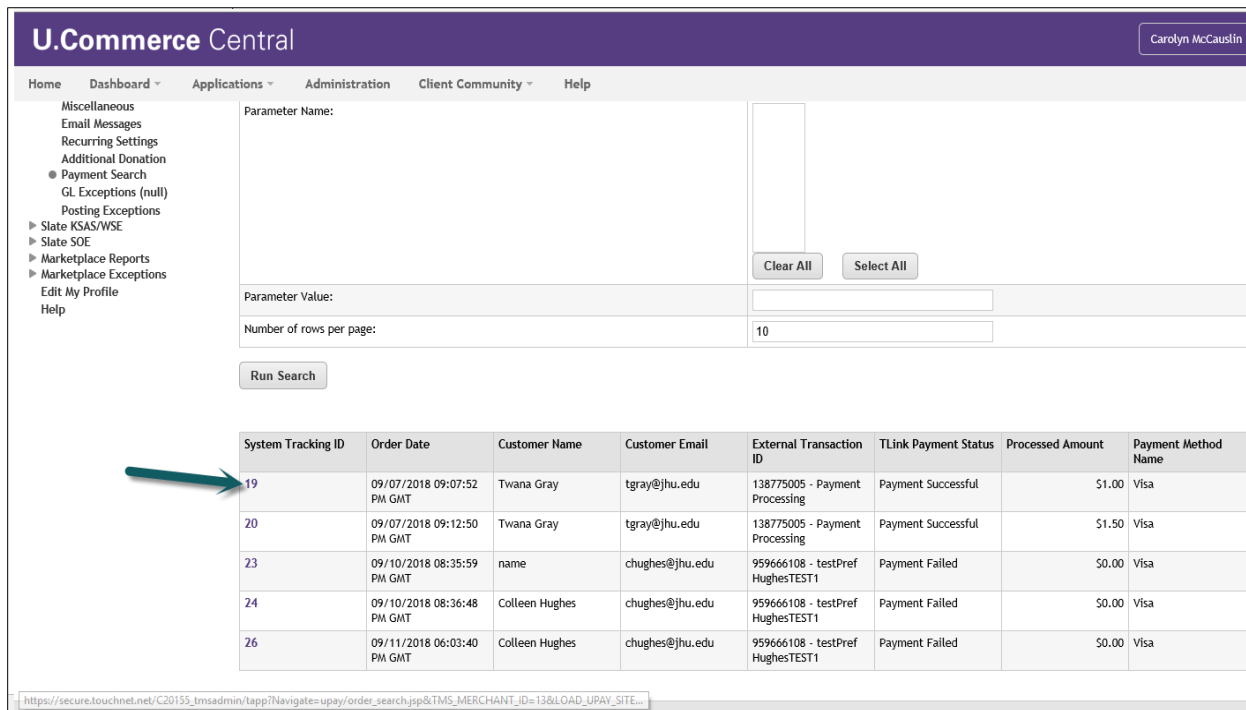
Clear All Select All

Parameter Value:

Number of rows per page: 10

Run Search

### 4. Under Tracking ID, find/locate transaction. Hit enter under System Tracking ID:



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Home Dashboard Applications Administration Client Community Help

Miscellaneous  
 Email Messages  
 Recurring Settings  
 Additional Donation  
 ● Payment Search  
 GL Exceptions (null)  
 Posting Exceptions  
 Slate KSAS/WSE  
 Slate SOE  
 Marketplace Reports  
 Marketplace Exceptions  
 Edit My Profile  
 Help

Parameter Name:

Clear All Select All

Parameter Value:

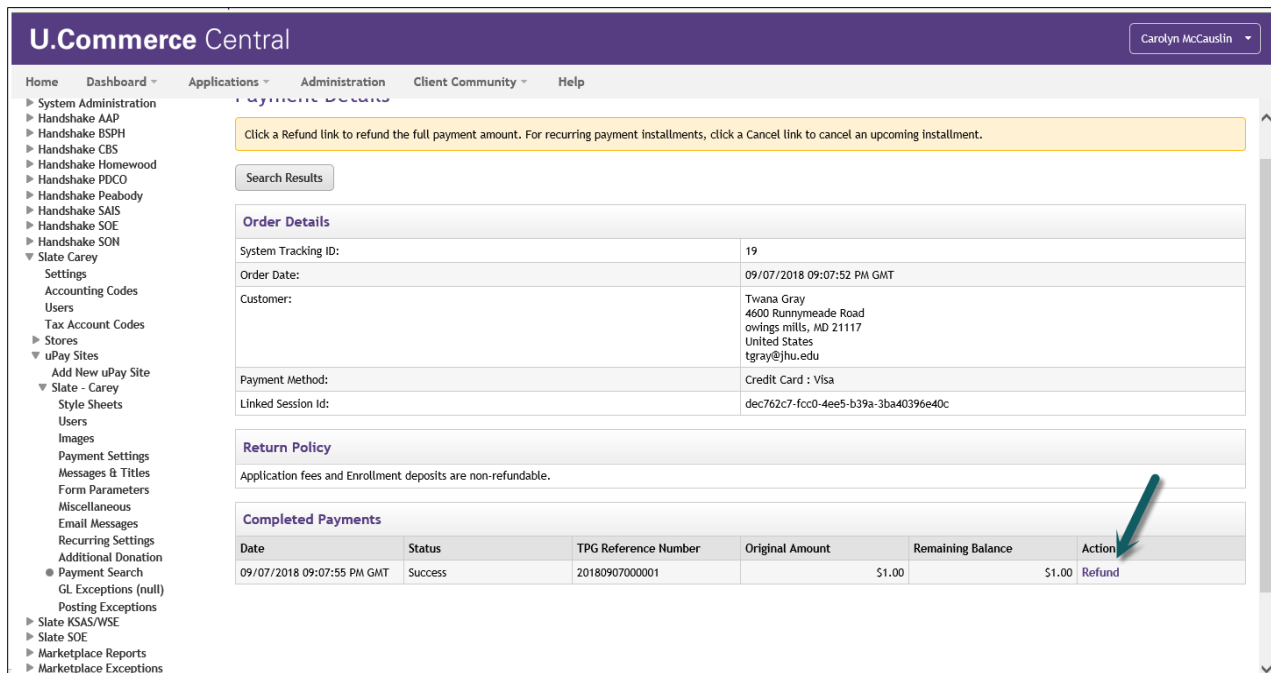
Number of rows per page: 10

Run Search

System Tracking ID	Order Date	Customer Name	Customer Email	External Transaction ID	TLink Payment Status	Processed Amount	Payment Method Name
19	09/07/2018 09:07:52 PM GMT	Twana Gray	tgray@jhu.edu	138775005 - Payment Processing	Payment Successful	\$1.00	Visa
20	09/07/2018 09:12:50 PM GMT	Twana Gray	tgray@jhu.edu	138775005 - Payment Processing	Payment Successful	\$1.50	Visa
23	09/10/2018 08:35:59 PM GMT	name	chughes@jhu.edu	959666108 - testPref HughesTEST1	Payment Failed	\$0.00	Visa
24	09/10/2018 08:36:48 PM GMT	Colleen Hughes	chughes@jhu.edu	959666108 - testPref HughesTEST1	Payment Failed	\$0.00	Visa
26	09/11/2018 06:03:40 PM GMT	Colleen Hughes	chughes@jhu.edu	959666108 - testPref HughesTEST1	Payment Failed	\$0.00	Visa

[https://secure.touchnet.net/C20155\\_tmsadmin/app?Navigate=upay/order\\_search.jsp&TMS\\_MERCHANT\\_ID=13&LOAD\\_UPAY\\_SITE...](https://secure.touchnet.net/C20155_tmsadmin/app?Navigate=upay/order_search.jsp&TMS_MERCHANT_ID=13&LOAD_UPAY_SITE...)

5. Under Completed Payments, go to Action and select Refund:



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Home Dashboard Applications Administration Client Community Help

System Administration  
 Handshake AAP  
 Handshake BSPH  
 Handshake CBS  
 Handshake Homewood  
 Handshake PDCO  
 Handshake Peabody  
 Handshake SAIS  
 Handshake SOE  
 Handshake SON  
 Slate Carey  
 Settings  
 Accounting Codes  
 Users  
 Tax Account Codes  
 Stores  
 uPay Sites  
 Add New uPay Site  
 Slate - Carey  
 Style Sheets  
 Users  
 Images  
 Payment Settings  
 Messages & Titles  
 Form Parameters  
 Miscellaneous  
 Email Messages  
 Recurring Settings  
 Additional Donation  
 ● Payment Search  
 GL Exceptions (null)  
 Posting Exceptions  
 Slate KSAS/WSE  
 Slate SOE  
 Marketplace Reports  
 Marketplace Exceptions

Click a Refund link to refund the full payment amount. For recurring payment installments, click a Cancel link to cancel an upcoming installment.

Search Results

**Order Details**

System Tracking ID:	19
Order Date:	09/07/2018 09:07:52 PM GMT
Customer:	Twana Gray 4600 Runnymede Road owings mills, MD 21117 United States tgray@jhu.edu
Payment Method:	Credit Card : Visa
Linked Session Id:	dec762c7-fcc0-4ee5-b39a-3ba40396e40c

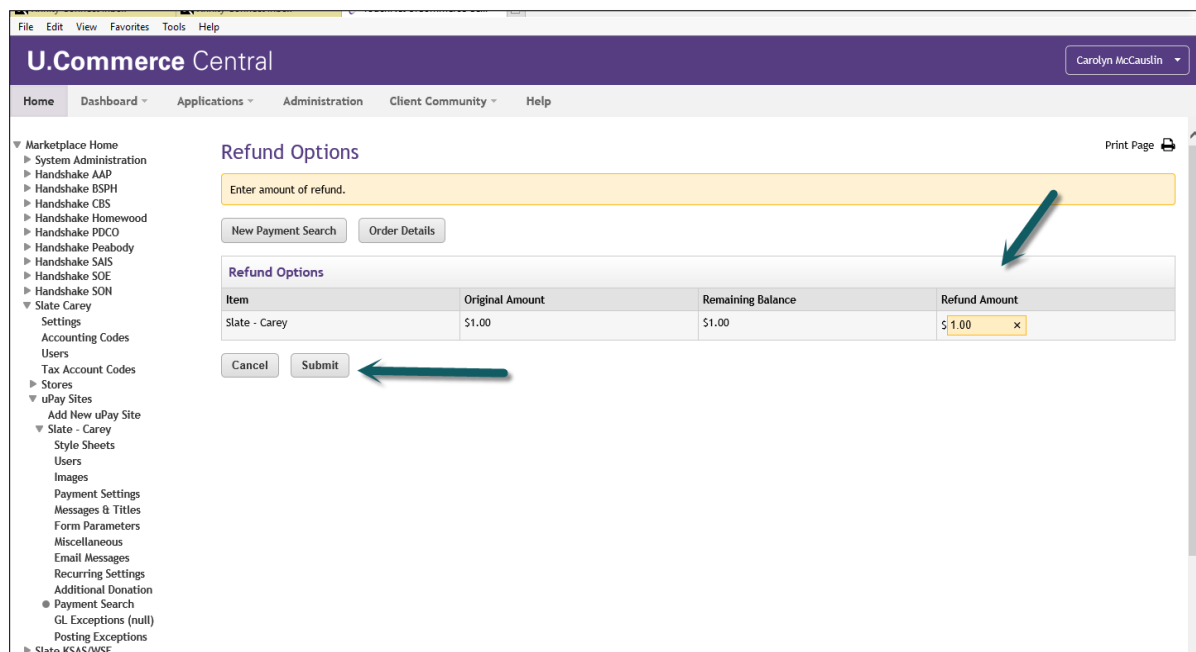
**Return Policy**

Application fees and Enrollment deposits are non-refundable.

**Completed Payments**

Date	Status	TPG Reference Number	Original Amount	Remaining Balance	Action
09/07/2018 09:07:55 PM GMT	Success	2018090700001		\$1.00	\$1.00 <a href="#">Refund</a>

6. Under Refund Options, key in refund amount, then hit Submit:



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Home Dashboard Applications Administration Client Community Help

Marketplace Home  
 System Administration  
 Handshake AAP  
 Handshake BSPH  
 Handshake CBS  
 Handshake Homewood  
 Handshake PDCO  
 Handshake Peabody  
 Handshake SAIS  
 Handshake SOE  
 Handshake SON  
 Slate Carey  
 Settings  
 Accounting Codes  
 Users  
 Tax Account Codes  
 Stores  
 uPay Sites  
 Add New uPay Site  
 Slate - Carey  
 Style Sheets  
 Users  
 Images  
 Payment Settings  
 Messages & Titles  
 Form Parameters  
 Miscellaneous  
 Email Messages  
 Recurring Settings  
 Additional Donation  
 ● Payment Search  
 GL Exceptions (null)  
 Posting Exceptions  
 Slate KSAS/WSE

**Refund Options** Print Page

Enter amount of refund.

New Payment Search Order Details

**Refund Options**

Item	Original Amount	Remaining Balance	Refund Amount
Slate - Carey	\$1.00	\$1.00	\$1.00 x

Cancel Submit