

Transaction and collection report

Introduction

This user guide explains how merchants can access, view and download the Transaction report and Collection report via the Acepta BNP Paribas Merchant Portal (Mercanet). Reports are generated daily and provide visibility into transaction activity and successful collections.

Report overview

Transaction report

The Transaction report provides a consolidated view of all payments with their latest transaction status.

Included statuses:

- Failed transactions:
 - Authentication failed
 - Authorization failed
 - Sale failed
- Successful transactions:
 - Sale OK
 - Capture
 - Credit (refund)

Key characteristics:

- Frequency: Daily
- Format: Excel (.xlsx)
- Availability: Merchant Portal and SFTP (if subscribed)
- One row per payment (only the last transaction per payment is shown)

Collection report

The Collection Report focuses exclusively on successful financial collections.

Included actions:

- SALE
- CAPTURE
- CREDIT

Included status:

- OK only

Key characteristics:

- Frequency: Daily
- Format: Excel (.xlsx)
- Availability: Merchant Portal and SFTP (if subscribed)
- Only successful payments are listed

User access & permissions for Merchant Portal

User-level activation

Access to reports is controlled at user level. Dedicated permissions are available under the **Report** permission group:

- **Transaction:** This permission generates transaction reports for the user.
- **Collection:** This permission generates collection reports for the user.
- **View Report:** This permission enables the user to view the available reports without generation of reports.

Assigning Transaction/Collection permission automatically subscribes the user to the corresponding notification e-mail.

Permission management

Permissions can be configured:

- Through support team
- Directly in the Merchant Portal by administrative user

Report generation & notification

Report generation

- Reports are created based on the user's Merchant ID (MID).
- If the Report is configured on the Master Mid-Level, then the report would also contain the transaction of Sub Mid's.

Notification E-mails

- Subscribed users receive an e-mail notification once the report is available.
- The e-mail contains no attachment; it is a notification only.
- Language of the e-mail is based on the user profile language in the Merchant Portal.

Accessing reports in the Merchant Portal

Navigation

1. Log in to the Acepta BNP Paribas Merchant Portal: <https://online.acepta.bnpparibas/Account/Login>
2. From the main menu, navigate to Reports.
3. Please note that reports will be available in the Merchant Portal only after the notification email is received by the user.

[blocked URL](#)

Report list screen

The report overview screen displays:

- Creation date
- Merchant (useful for multi-merchant users)
- File name
- File type (XLSX / CSV if applicable)
- File size

Filters available

Users can filter reports by:

- Report date
- File name (search)

Downloading reports

- Click on the desired report file.
- The file is automatically downloaded to the Downloads folder of your browser.

Report file naming convention

Transaction report

Format:

YYYY-MM-DD_Transaction_Report_[MID]_YYYY-MM-DD_hh-mm-ss.xlsx

- First date: Report content date
- Second date/time: File creation timestamp

Example:

2025-09-18_Transaction_Report_bnp_mid_2025-08-07_04-55-44.xlsx

Collection report

Format:

YYYY-MM-DD_Collection_Report_[MID]_YYYY-MM-DD_hh-mm-ss.xlsx

Example:

2025-09-18_Collection_Report_bnp_mid_2025-08-07_04-55-44.xlsx

Report language & Date format

- Report language is determined by the user profile language in the Merchant Portal
- Supported languages:
 - English (en-US)
 - French (fr-FR / fr-BE)
 - Dutch (nl-BE)
- Date format used in reports:
 - DD/MM/YYYY

Report content

Common fields (Transaction & Collection reports)

	en-US	fr-FR	fr-BE	nl-BE
1	Payment Id	Id de Paiement	Id de Paiement	Betalings-Id
2	Merchant Id	Id du Commerçant	Id du Commerçant	Handelaar Id
3	Pmt Created Date	Date de Création Pmt	Date de Création Pmt	Aangemaakte Datum Pmt
4	Pmt Created Time	Heure de Création Pmt	Heure de Création Pmt	Aangemaakte Tijdstip Pmt
5	Merchant Reference Number (TransId)	Numéro de Transaction du Commerçant (TransId)	Numéro de Transaction du Commerçant (TransId)	Handelaar Referentienummer (TransId)
6	Reference Number (RefNr)	Numéro de Référence (RefNr)	Numéro de Référence (RefNr)	Referentienummer (RefNr)
7	Authorized Amount	Autorisation du Montant	Autorisation du Montant	Bedrag Autorisatie
8	Captured Amount	Remise du Montant	Remise du Montant	Bedrag Vastlegging
9	Refunded Amount	Remboursement du Montant	Remboursement du Montant	Bedrag Terugbetaling
10	Currency	Devise	Devise	Valuta
11	Status	Statut	Statut	Status
12	Payment Method	Méthode de Paiement	Méthode de Paiement	Betaalmethode
13	Card Brand	Marque de la Carte	Marque de la Carte	Kaartmerk
14	Trx Created Date	Date de Création Trx	Date de Création Trx	Aangemaakte Datum Trx
15	Trx Created Time	Heure de Création Trx	Heure de Création Trx	Aangemaakte Tijdstip Trx
16	Action	Action	Action	Actie
17	Trx Amount	Montant Trx	Montant Trx	Bedrag Trx
18	Response Code	Code de Réponse	Code de Réponse	Respons Code
19	Response Description	Description de Réponse	Description de Réponse	Beschrijving van de Respons
20	Card Approval Code	Numéro d'Autorisation Carte	Numéro d'Autorisation Carte	Kaartgoedkeuringscode
21	Contract Number	Numéro de Contrat	Numéro de Contrat	Contractnummer
22	Channel	Canal	Canal	Kanaal
23	Recurring Type	Type de Récurrence	Type de Récurrence	Terugkerend type
24	Customer Id	Identifiant du Client	Identifiant du Client	Klant-Id
25	Invoice Id	Identifiant de la Facture	Identifiant de la Facture	Factuur Id
26	Order Id	Numéro de Commande	Numéro de Commande	Bestelling-Id
27	Information of Shopping Cart	Informations sur le Panier	Informations sur le Panier	Informatie over Winkelwagen
28	Linked Payment Id	Id de Paiement Lié	Id de Paiement Lié	Gekoppelde Betalings-ID

Collection report – field exclusions

The following fields are not included in the Collection report as only successful transaction are listed in the collection report:

- Status
- Response code
- Response description

SFTP Delivery (optional)

If the merchant is already subscribed to SFTP delivery (e.g. CTSF / Smart Data):

- Transaction and Collection reports are automatically delivered via the same SFTP channel.
- No additional configuration is required.