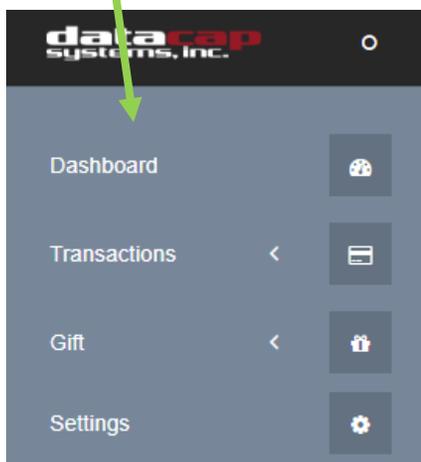
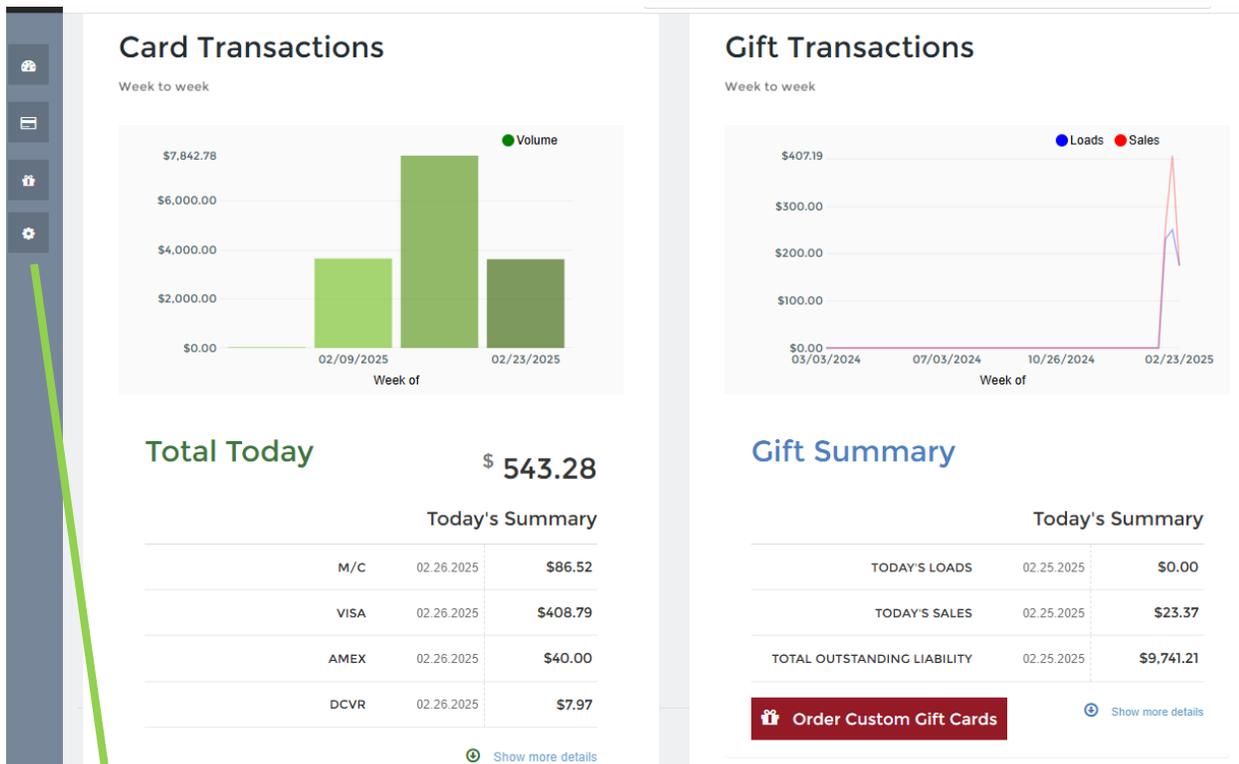


Point of Success Software

Log in to the Datacap Portal by going to [portal.dcap.com](http://portal.dcap.com)

*If you don't have credentials, contact [Lindsayc@pointofsolutions.net](mailto:Lindsayc@pointofsolutions.net)*

The main dashboard includes credit card and gift card transactions.



The menu includes:

- Dashboard – main dashboard that shows credit card and gift card sales.
- Transactions – review credit card and gift card transactions, review batches, access the virtual terminal
- Gift – run reports for gift cards, view liability reports, and order customer gift cards.
- Settings – update account settings.

## Credit Card Transactions

To search for a transaction, go to Transaction Details and select the filter button. Enter any desired filters and select "Apply Filters."

02/25/2025 12:00 AM - 02/25/2025 11:59 PM Apply Filters Clear ▼

### Simple Search - Searches Request and Response

<b>Mid</b> Select Merchant	<b>Account</b> Account	<b>Invoice</b> Invoice
<b>Amount</b> Amount	<b>TranCode</b> Select TranCode	<b>Batch</b> Batch
<b>Brand</b> Select Brand	<b>Reference Number</b> Reference Number	<b>Status</b> Status

### Advanced Search

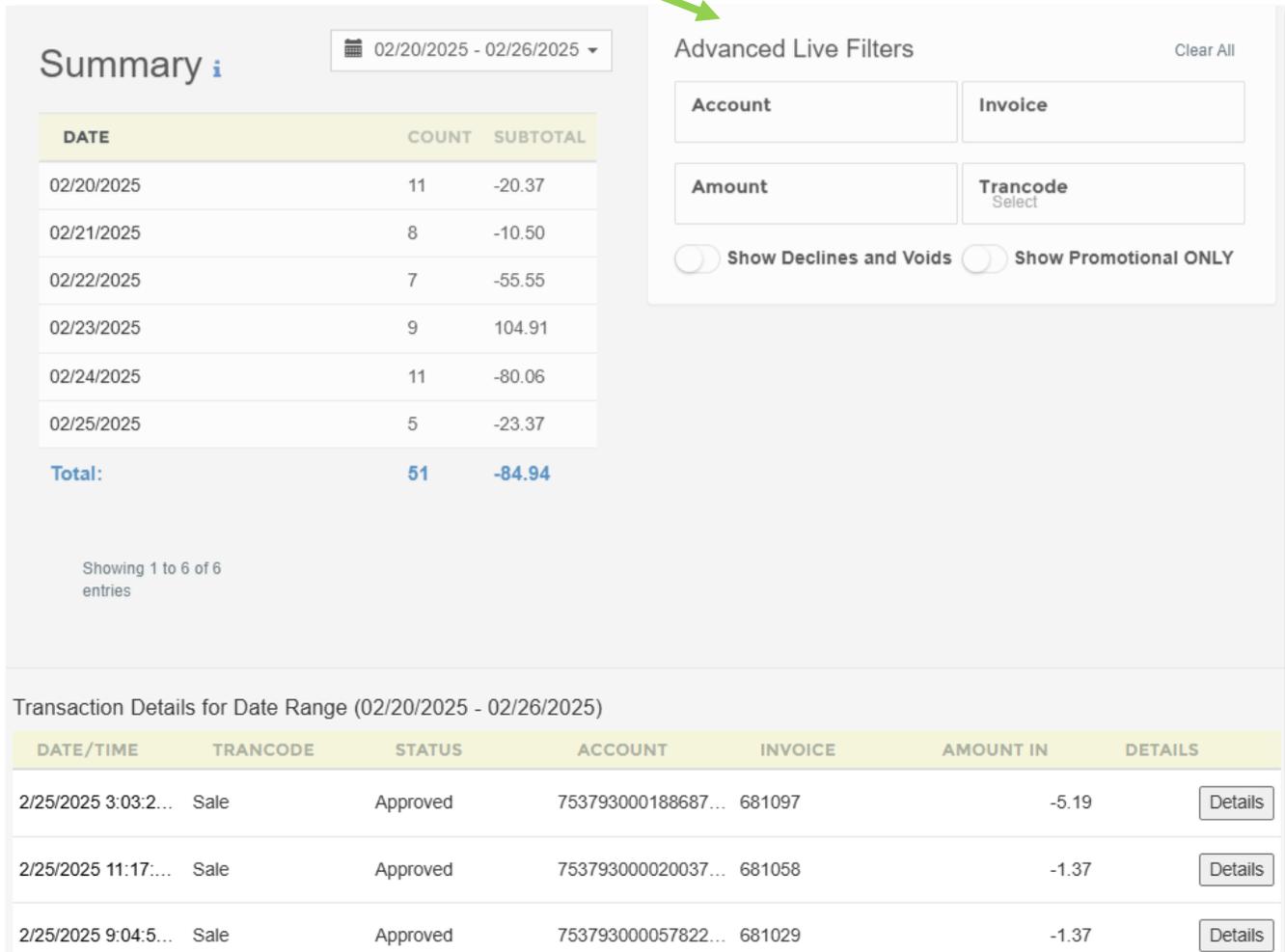
+  Show Only Captured Transactions

\*Filtering looks at both the transaction request and transaction response. Click the "Show" button to see both items.

#	Details	Date / Time	MID	MID Type	PayAPI ID	Ref. No.	Trancode	Status	Brand
1	Show	02/25/2025 05:41:09 ...	AH*****1GA	Restaurant	q-2t...ayq	505620904423	PreAuthCaptureByR...	Approved	VI!
2	Show	02/25/2025 05:40:58...	AH*****1GA	Restaurant	q-2t...nJ2	505622904892	PreAuthCaptureByR...	Approved	VI!
3	Show	02/25/2025 05:40:48...	AH*****1GA	Restaurant	q-2t...cBI	505621904728	PreAuthCaptureByR...	Approved	VI!

## Gift Card Transactions

To search for a gift card transaction, go to Gift Transactions and enter in the desired filters in the “Advanced Live Filters” section.



**Summary** 02/20/2025 - 02/26/2025

DATE	COUNT	SUBTOTAL
02/20/2025	11	-20.37
02/21/2025	8	-10.50
02/22/2025	7	-55.55
02/23/2025	9	104.91
02/24/2025	11	-80.06
02/25/2025	5	-23.37
<b>Total:</b>	<b>51</b>	<b>-84.94</b>

Showing 1 to 6 of 6 entries

**Advanced Live Filters** Clear All

<b>Account</b>	<b>Invoice</b>
<b>Amount</b>	<b>Trancode</b> <small>Select</small>

Show Declines and Voids
  Show Promotional ONLY

Transaction Details for Date Range (02/20/2025 - 02/26/2025)

DATE/TIME	TRANCODE	STATUS	ACCOUNT	INVOICE	AMOUNT IN	DETAILS
2/25/2025 3:03:2...	Sale	Approved	753793000188687...	681097	-5.19	<a href="#">Details</a>
2/25/2025 11:17:...	Sale	Approved	753793000020037...	681058	-1.37	<a href="#">Details</a>
2/25/2025 9:04:5...	Sale	Approved	753793000057822...	681029	-1.37	<a href="#">Details</a>

## Batches

To view batches, go to Batches and select the MID. Select the date and choose Submit.

### Credit Batches Report Page

**MID**

**Date Range**

MERCHANT ID	BATCH MESSAGE	START TIME	END TIME	SUM	COUNT
AH*****1GA	11	02/22/25 07:17:15 am	02/22/25 05:04:15 pm	\$1,324.80	96
AH*****1GA	12	02/23/25 08:04:32 am	02/23/25 03:59:30 pm	\$1,098.55	66

## Virtual Terminal

The Virtual Terminal offers a way to run a transaction through the Datacap portal.

Please note that any transactions completed through the virtual terminal will not show up in the point of sale.

### Virtual Terminal

Select a merchant id for processing

Restaurant: AH\*\*\*\*\*1GA

#### Credit

##### One Time Payment

Run a single transaction

<b>Entry Mode</b> Manual	<b>Transaction Type</b> Sale	
<b>Amount</b> 0.00	<b>Invoice Number</b> Invoice123	
<b>Card Number</b> *****	<b>Expiration Date</b> 1231	
<b>CVV</b> ###	<b>Zip</b> ####	<b>User Trace</b> *****

Process Transaction

## Gift Reporting

To run reports for gift cards, go to Gift > Reports > and choose the desired report.

To see a liability report that shows gift card numbers and current balances, run the “Single Location Stored Value Effective Liability Report.”

Select the Order Custom Gift Cards button to start the order process of ordering new gift cards.

Gift

Reports

- Stored Value Account Transactions **SVA**
- Single Location Stored Value Current Credit **SLS**
- Single Location Stored Value Effective Credit **SLS**
- Single Location Stored Value Current Liability **SLS**
- Single Location Stored Value Effective Liability **SLS**
- Single Location Stored Value Reconciliation **SLS**
- Single Location Stored Value Transactions **SLS**