

Thredd Portal: Cards and Transaction Management Guide

Version: 2.0

16 January 2026

Publication number: TPG-2.0-1/16/2026

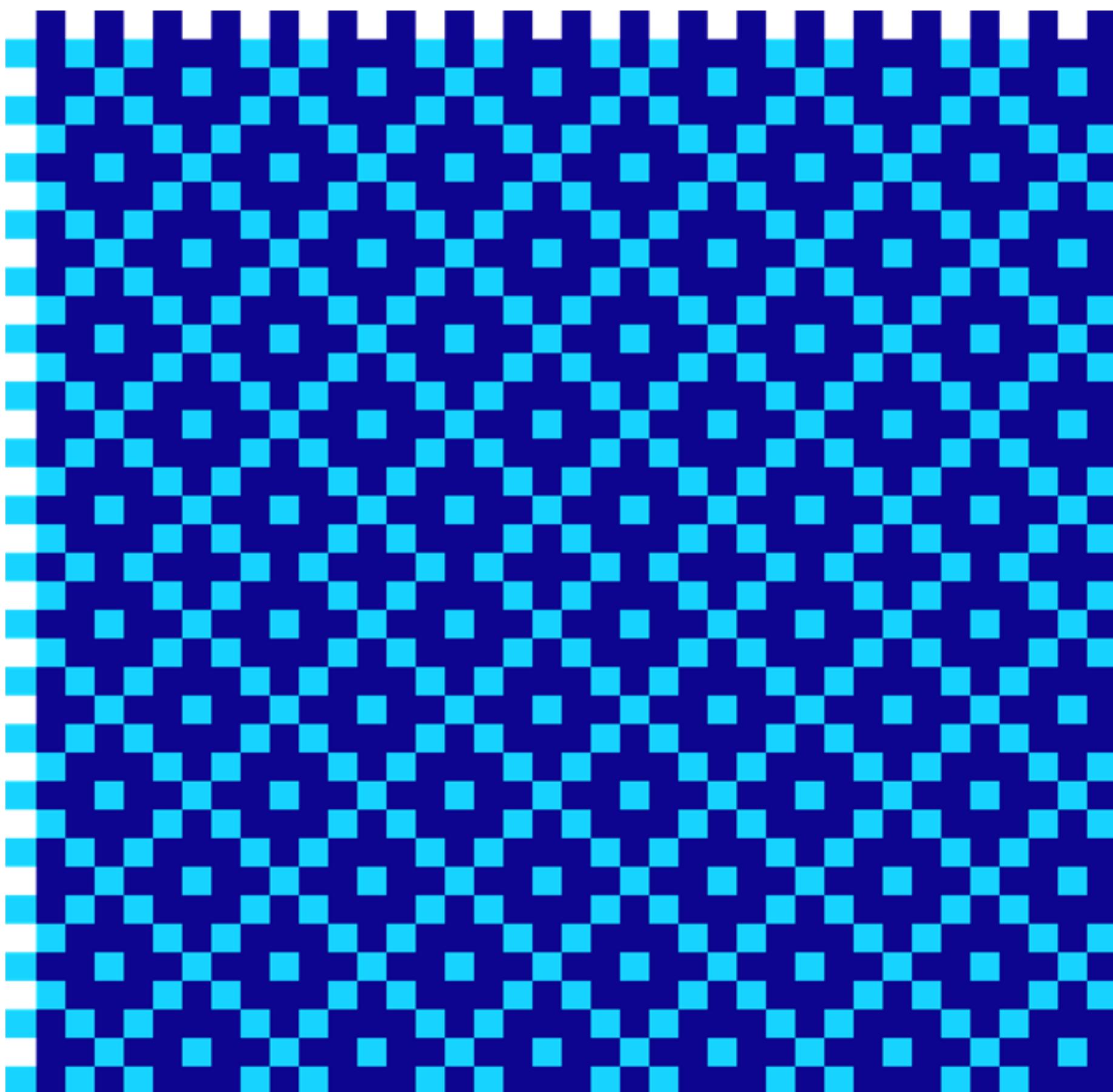
For the latest technical documentation, see the [Documentation Portal](#).

Thredd, Kingsbourne House, 229-231 High Holborn, London, WC1V 7DA

Support Email: occ@thredd.com

Support Phone: +44 (0) 203 740 9682

© Thredd 2026







Copyright

© Thredd 2026

The material contained in this guide is copyrighted and owned by Thredd Ltd together with any other intellectual property in such material. Except for personal and non-commercial use, no part of this guide may be copied, republished, performed in public, broadcast, uploaded, transmitted, distributed, modified or dealt with in any manner at all, without the prior written permission of Thredd Ltd., and, then, only in such a way that the source and intellectual property rights are acknowledged.

To the maximum extent permitted by law, Thredd Ltd shall not be liable to any person or organisation, in any manner whatsoever from the use, construction or interpretation of, or the reliance upon, all or any of the information or materials contained in this guide.

The information in these materials is subject to change without notice and Thredd Ltd. assumes no responsibility for any errors.



About this document

This guide describes Thredd Portal: Cards and Transaction Management, which is used to manage your Thredd card programme.

Target Audience

This guide is aimed at users such as Payment Card Administrators and Customer Service Agents.

What's Changed?

To find out what's changed since the previous release, read the [Document History](#) section.

Related Documents

Refer to the table below for other documents which should be used in conjunction with this guide.

Document	Description
Smart Client Guide	How to use Smart Client to manage your Thredd card programmes.
Web Services Guide	How to use the Web Services API to integrate your applications to Thredd.
External Host Interface (EHI) Guide (XML version)	How to use the Thredd External Host Interface (EHI), and specifications on how to process and respond to messages received from EHI.
External Host Interface (EHI) Guide (JSON version)	
3D Secure (Apata)	How to use the Thredd 3D Secure service for Apata.
3D Secure (Cardinal)	How to use the Thredd 3D Secure Real-time Data eXchange (RDX) service for Cardinal, and how to implement a 3D Secure project with biometric / in-app authentication.
Fees Guide	How to set up and manage card fees for your card products on the Thredd system.
Tokenisation Service Guide	About the Mastercard and Visa token services and how Thredd supports tokenisation.
Connecting to Thredd Guide	Provides information on how to connect your applications securely to Thredd, using the Thredd Trust Framework. It is intended for Technical team(s) responsible for security and network configuration.

Tip: The latest Thredd technical documentation is available to read on the [Documentation Portal](#) and the [Cards REST API website](#).

How to Use this Guide

If you are new to Thredd Portal: Cards and Transaction Management and want to understand how you can use it to view and manage your customers' transactions and card usage, begin by reading the following topics: [Overview of Thredd Portal: Cards and Transaction Management](#), and [Getting Started with Thredd Portal: Cards and Transaction Management](#).



1 Overview of Thredd Portal: Cards and Transaction Management

This topic introduces the Thredd Portal: Cards and Transaction Management, describes its key features and components, and explains how you can use it to manage your card programme.

Thredd Portal: Cards and Transaction Management is the user interface for managing card accounts and transactions on the Thredd Platform.

Using Thredd Portal: Cards and Transaction Management, you can:

- Use the home page to search for a card using the **Card Token**, or a transaction using a transaction ID
- Search for a card using additional criteria, such as First Name and Last Name of the cardholder.
- Display details about card activity, transaction type, and customer interaction
- View a card's activity and status history
- View a card's 3DS credentials
- Drill down into the details of a specific transaction. For example, to view the:
 - Precise Point-of-Sale where a transaction took place
 - Chip settings at the time of transaction
 - Data stored on the chip of an individual card
 - Cardholder verification results
 - Terminal capability
- Amend details and take appropriate actions, including:
 - Editing the cardholder details, for example, changing their address or phone number.
 - Editing the card configurations, for example, updating the Card Linkage Group or the Card Usage Group.
 - Adjusting the balance or loading / unloading an amount of money to a card.
 - Changing the card status, for example when a card has been lost or stolen.
 - Restoring blocked PINs and sending in-app notifications direct to customers
 - Providing customers with a clear explanation of transaction status
 - Accessing an instant easy-to-understand breakdown of card usage to share with customers
 - Applying filters when searching for a card

Note: For more information, see the [Key Concepts Guide](#) and the [Introduction to Card Payments Guide](#).

1.1 About the Card Payment Process

To understand what information Thredd Portal shows and how you can use it to manage your customers' transactions and how a card can be used, you need to know about the card payment process.

The following diagram shows the key components in the payment flow:

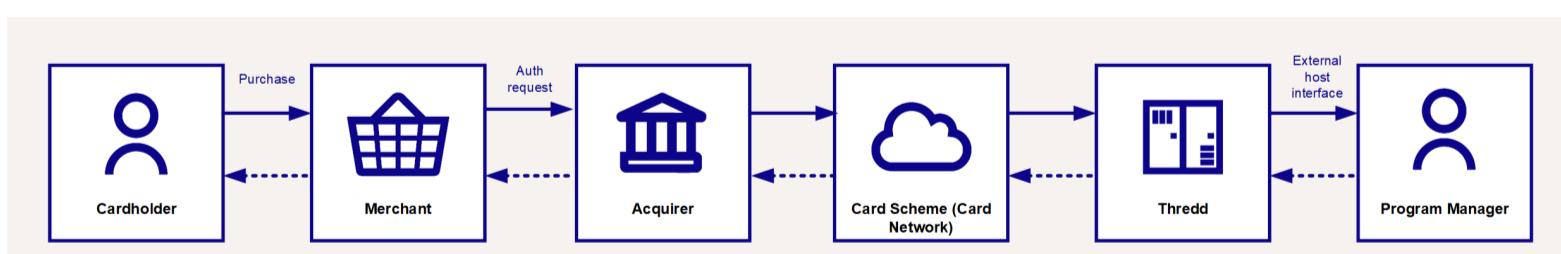


Figure 1: Parties involved in the payment process.

When a cardholder uses a card to make a purchase in person, the authorisation request is sent from the merchant terminal to the merchant acquirer, and then to the relevant card scheme (payment network). The authorisation request is passed to Thredd for authorisation where it is processed according to the card usage rules determined by the Program Manager (card issuer).



1.1.1 Cards

Cards can be either physical or virtual. Physical cards are printed by a manufacturer and sent to the cardholder. Virtual cards are linked to a card image which is displayed to the cardholder. Thredd supports the following types of cards:

- Prepaid cards and gift cards – the card is loaded with a prepaid amount available for the cardholder to spend. The card is not permitted to go into a negative balance, and you can provide a facility to enable cardholders to load additional funds to the card if required.
- Credit cards – on the Thredd platform, there is no distinction between a prepaid and a credit card. If you offer cardholders a credit facility, you will need to have a separate arrangement with them relating to overdraft charges and loading the card with an available funds limit in accordance with the overdraft facility. The Thredd card must hold a sufficient balance to enable a card payment.

Thredd provides web services (both SOAP and REST) to create cards.

1.1.2 Card Usage Groups

Card usage groups are used to control what the cardholder can do with the card, as well as the various card usage fees that are charged to the cardholder.

1.1.3 Tokens

Tokens enable you to use the Thredd platform without needing to store or supply the full 16-digit card primary account number (PAN). Thredd Portal tokenises card numbers so that sensitive information is not shown. Thredd generates two types of tokens:

- 9-digit unique random token, linked to the PAN. This is used in Thredd Portal to search for cards and displayed on the Card Details page.
- 16-digit, formed from the 3-digit identifier, plus the 9-digit token, plus the last 4 digits of the PAN.

Both Mastercard and Visa offer a tokenisation service to card issuers. Mastercard offer the Digital Enablement Service (MDES), and Visa the Visa Token Service (VTS) which Thredd refers to as the Visa Digital Enablement Program (VDEP). Thredd supports both tokenisation services.

1.1.4 Acquirer

This is the merchant acquirer or bank that offers the merchant a trading account, to enable them to take payments in store or online from cardholders, for example, Worldpay.

1.1.5 Card Scheme

This is the card network, such as Mastercard or Visa, responsible for managing transactions over the network and for arbitration of any disputes.

1.1.6 Thredd Platform

The Thredd Platform is a robust, scalable issuer processing platform that is certified by Mastercard and Visa. The Thredd Platform supports Chip and PIN (EMV), magstripe, virtual and contactless card processing across prepaid, debit and credit rails. Thredd Portal is the user interface for the Thredd platform.

1.1.7 External Host Interface (EHI)

The External Host Interface (EHI) offers a way to exchange transactional data between the Thredd processing system and the Program Manager's externally hosted systems. All transaction data processed by Thredd is transferred to the external host system via EHI in real time.

1.1.8 Card Transactions

The main transactions that take place on a card are:



- Authorisations. These transactions occur at the stage where a merchant requests approval for a card payment by sending a request to the card issuer to check the card is valid, and the requested authorisation amount is available on the card. Funds are not deducted from the card at this stage.
- Presentments. This is the stage in a transaction where the funds authorised on a card are captured (deducted from the cardholder's account). Also referred to as the *First presentment*.

1.1.9 Program Manager (Issuer)

A Thredd customer who manages a card programme. The Program Manager can create branded cards, load funds, and provide other card or banking services to their end customers. Each Program Manager is assigned their own unique issuer code on the system.

The card issuer is typically a financial organisation authorised to issue cards. The issuer has a direct relationship with the relevant card scheme (payment network).



2 Getting Started with Thredd Portal: Cards and Transaction Management

This section provides a high-level overview of the steps to help a system administrator get up and running with Thredd Portal: Cards and Transaction Management, with pointers to additional information.

Set Up Your Organisation

Access to Thredd Portal is controlled using our own Identity Provider (IDP), which includes SSO integration. To help onboarding to Thredd Portal, contact Support to arrange set up.

Before you can start using Thredd Portal, you will need to set up your organisation. This includes:

- Adding the organisation to Cloud Entity, used to manage access to Thredd Portal
- Sharing information to configure Single Sign On (SSO) to use Thredd Portal

When you have been successfully set up, you will be able to log in to Thredd Portal via SSO.

Set Up Organisation Administrator

When the organisation has been created, an Organisation Administrator needs to be assigned. This account is responsible for managing your organisation's users and their access to Thredd Portal.

When the account is created, the organisation can use Cloud Entity to manually assign user roles for the Thredd Portal User, as well as manage existing user accounts.

Manage Thredd User Roles

Note: Before assigning roles, ensure that the user has accessed Thredd Portal. This automatically creates a user in Cloud Entity.

Thredd Roles determine what a user can do in Thredd Portal. There are five roles that can be assigned:

- Manager
- Read-Only User
- Card Operations Specialist
- Card Configuration Manager
- Card Balance Manager

The below table describes what each role does.

Role	Permissions
Manager	<ul style="list-style-type: none">• Transaction Search & View• Remove auth• Card Search & View• Card Load/Unload• Balance adjustment• Change card status• PIN & CVC2 services• Edit cardholder details• Edit card configurations• Extend Thredd Expiry Date• Activate a Card• Balance Transfer



Role	Permissions
Read-Only User	<ul style="list-style-type: none">• Card Search & View• Transaction Search & View
Card Operations Specialist	<ul style="list-style-type: none">• Card Search & View• Transaction Search & View• Change card status• Activate a Card• Extend Thredd Expiry Date• PIN & CVC2 services• Remove auth
Card Configuration Manager	<ul style="list-style-type: none">• Card Search & View• Transaction Search & View• Edit card configurations
Card Balance Manager	<ul style="list-style-type: none">• Card Search & View• Transaction Search & View• Balance Transfer• Balance adjustment• Card Load/Unload

Note: If the role you have prevents you from performing certain actions in Thredd Portal, the action will be greyed out in the interface.

To assign roles to a user:

1. In CloudEntity, navigate to the Users screen.
2. Click on the name of the user you want to assign roles to.
3. From the **Thredd Roles** drop-down field, select the role you want to assign to the user.
4. Click **Save**.

The user will be successfully assigned to the role.

Note: You can add multiple roles to a user by clicking the **Add Items** button. A new drop-down field displays, enabling you to add more roles to the user.

Assign User Management Roles

User Management roles determine what a user can do in CloudEntity, and their ability to manage users.

Note: A Super Admin role must be created before you can assign roles to a user. Contact your Account Manager to create a ticket for a Super Admin role to be created for your organisation.

There are three roles that you can assign to a user.

Role	Description
Auditor	Can view organisation settings, populations and users.
Admin	Can update organisation metadata and oversee users associated with managed populations.
User Manager	Can manage users associated with an organisation.



To assign a role to a user:

1. In CloudEntity, navigate to the Users screen.
2. Click on the name of the user you want to assign a user role to.
3. From the **User Management Roles** drop-down field, select the role you want to assign to the user.
4. Click **Save**.

The user will be successfully assigned to the role.

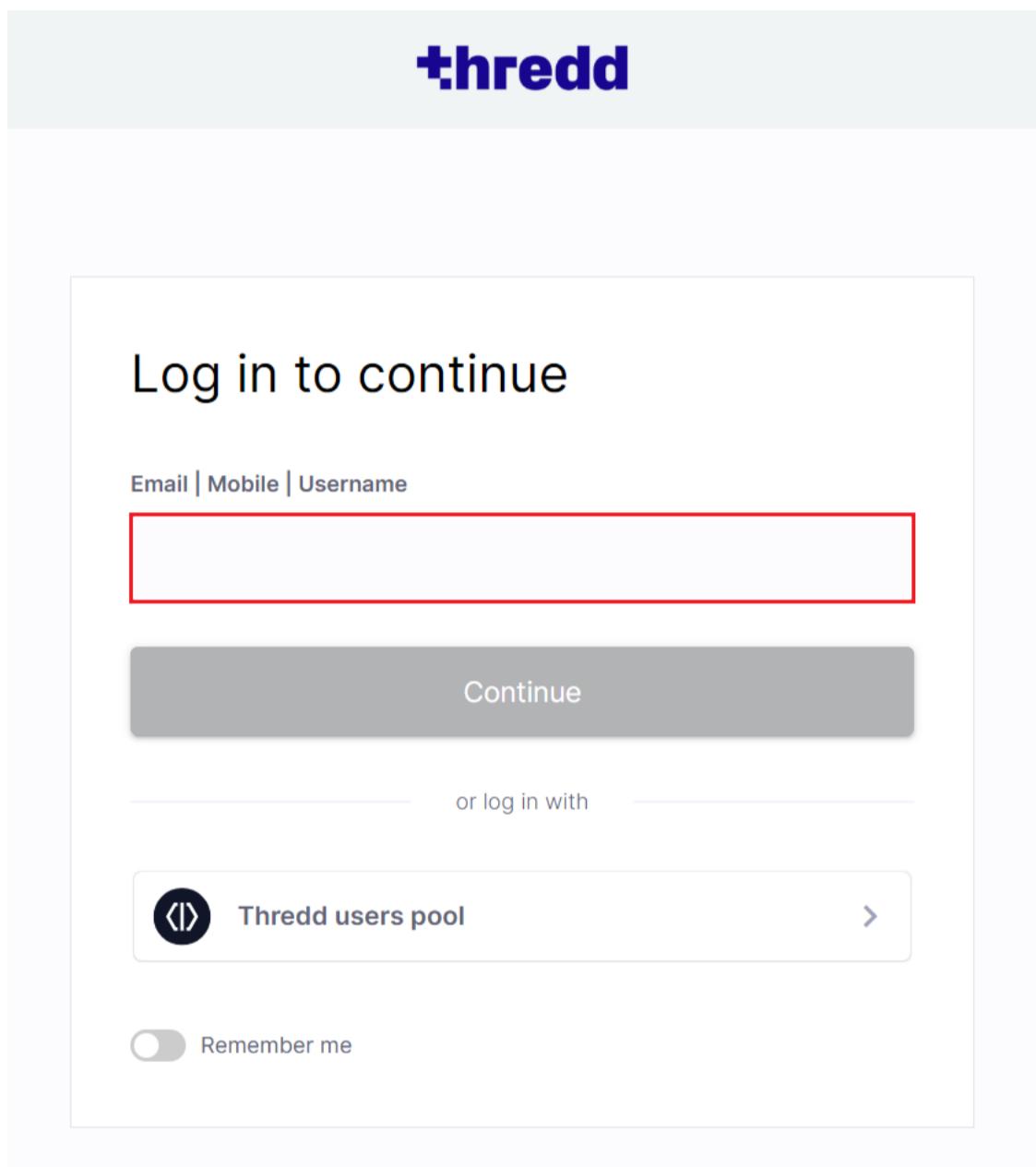


3 Launching Thredd Portal: Cards and Transaction Management

The Thredd Portal: Cards and Transaction Management application runs in the browser. The browser displays the Thredd Portal: Cards and Transaction Management Log In page when you first enter the Thredd Portal: Cards and Transaction Management URL.

To start Thredd Portal: Cards and Transaction Management:

1. Open a browser and navigate to the Thredd Portal URL (<https://console.thredd.cloud>)
2. Enter your email address into the field provided.



If your company has set up SSO, you will not need to enter a password and will be logged into Thredd Portal.

3.1 View the Thredd Portal: Cards and Transaction Management Home Page

The home page is displayed when you first login to Thredd Portal: Cards and Transaction Management.

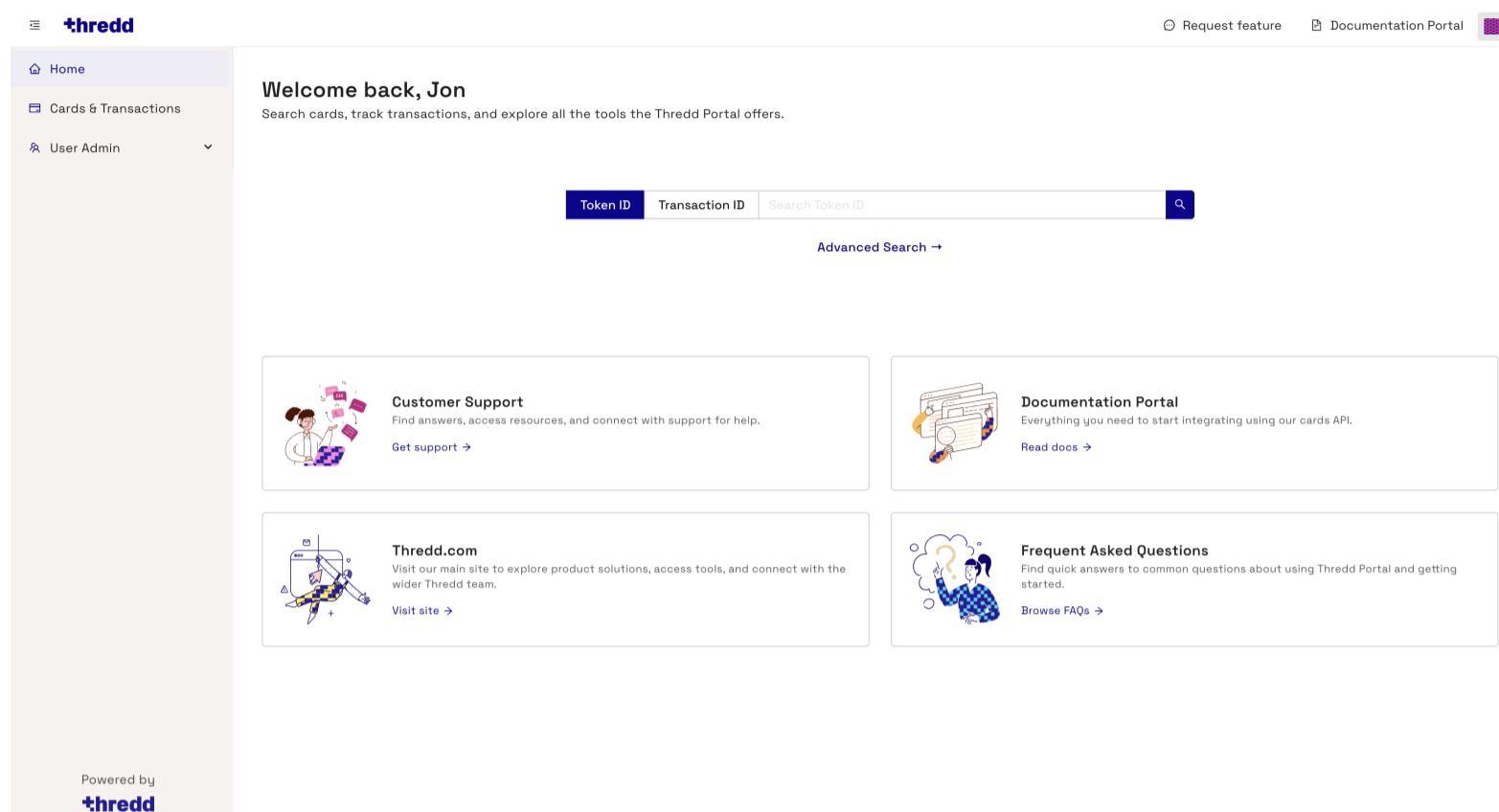


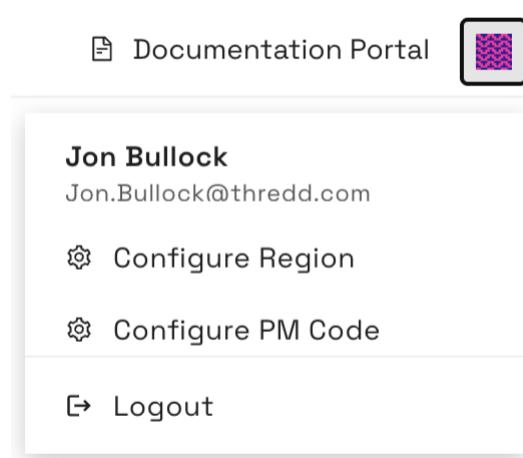
Figure 2: The Thredd Portal: Cards and Transaction Management home page

You can access the following functions, when you are logged in to Thredd Portal: Cards and Transaction Management:

- **Home** - Search for cards or transactions using **Card Tokens** or **Transaction IDs**.
- **Cards and Transactions** - Use additional criteria to search for cards and transactions, view card details and manage cards by performing card actions.
- **Quick Links** - Quick access to other services and resources, such as our Customer Support portal and REST API documentation.
- **Feature Request** - Create a feature request to remedy an existing issue. Provide supporting material and a description of both the problem and the feature.
- **Documentation Portal** - Navigate to the **Thredd Documentation Portal** to access all the latest Thredd documentation.
- **Log Out** - Click the **User** icon at the top right of the screen to log out.

3.2 User Details

Click on the icon in the top-right corner to view your user details. A drop-down window displays the name and email address of the currently logged in user, as well as the server you're currently on.



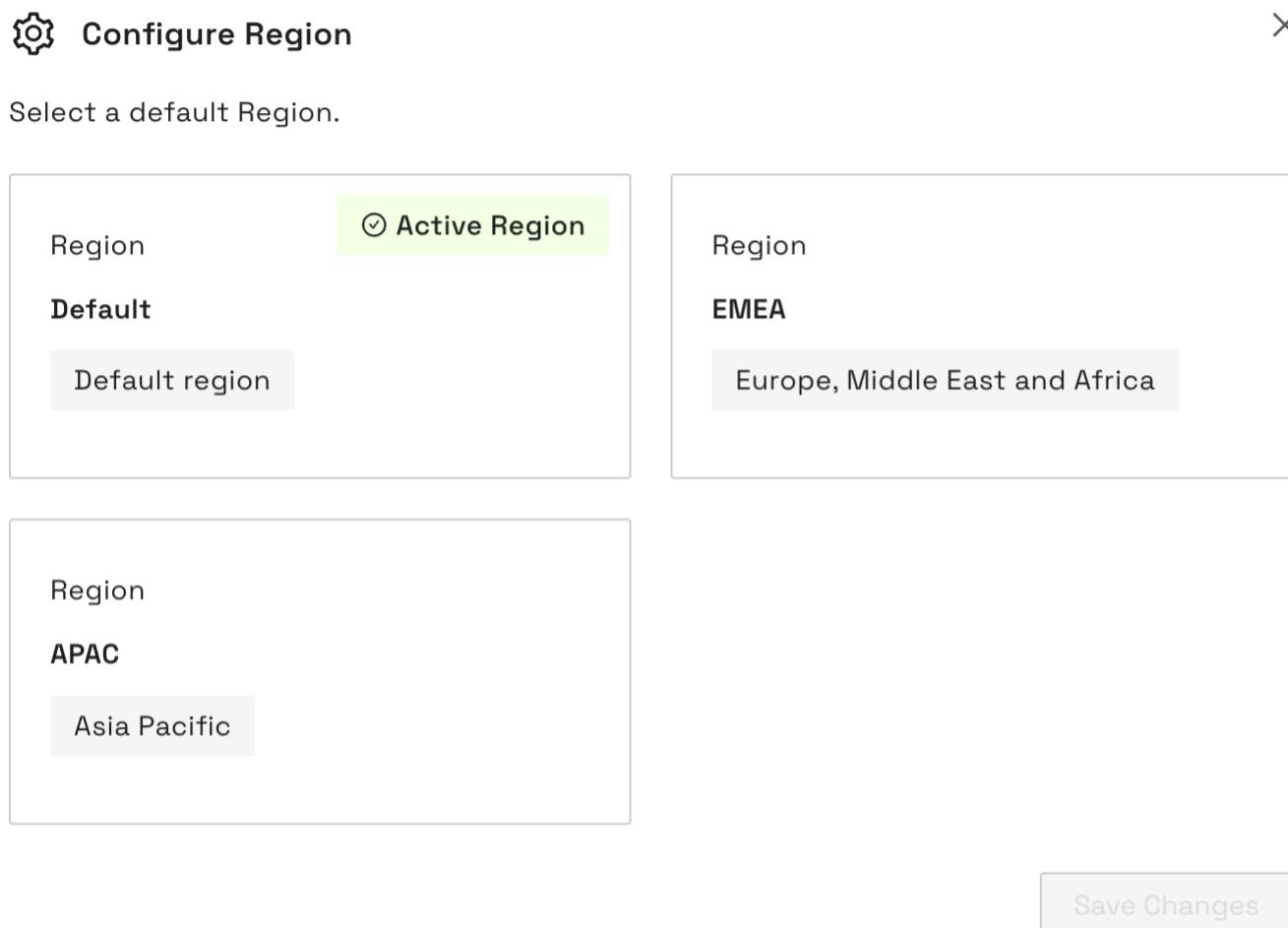
3.2.1 Region

If you have administrator rights, you can configure the server for providing search results relevant to your region. To change the region:

1. Click on your user profile icon.
2. Expand the **Configure Region** option from the pop-up menu and click the current region.



3. Click **Default**. The Configure Region screen appears with the currently selected region as the Active region.
4. In the Configure Region screen, select the region that you want to connect to.



5. Click **Save**.

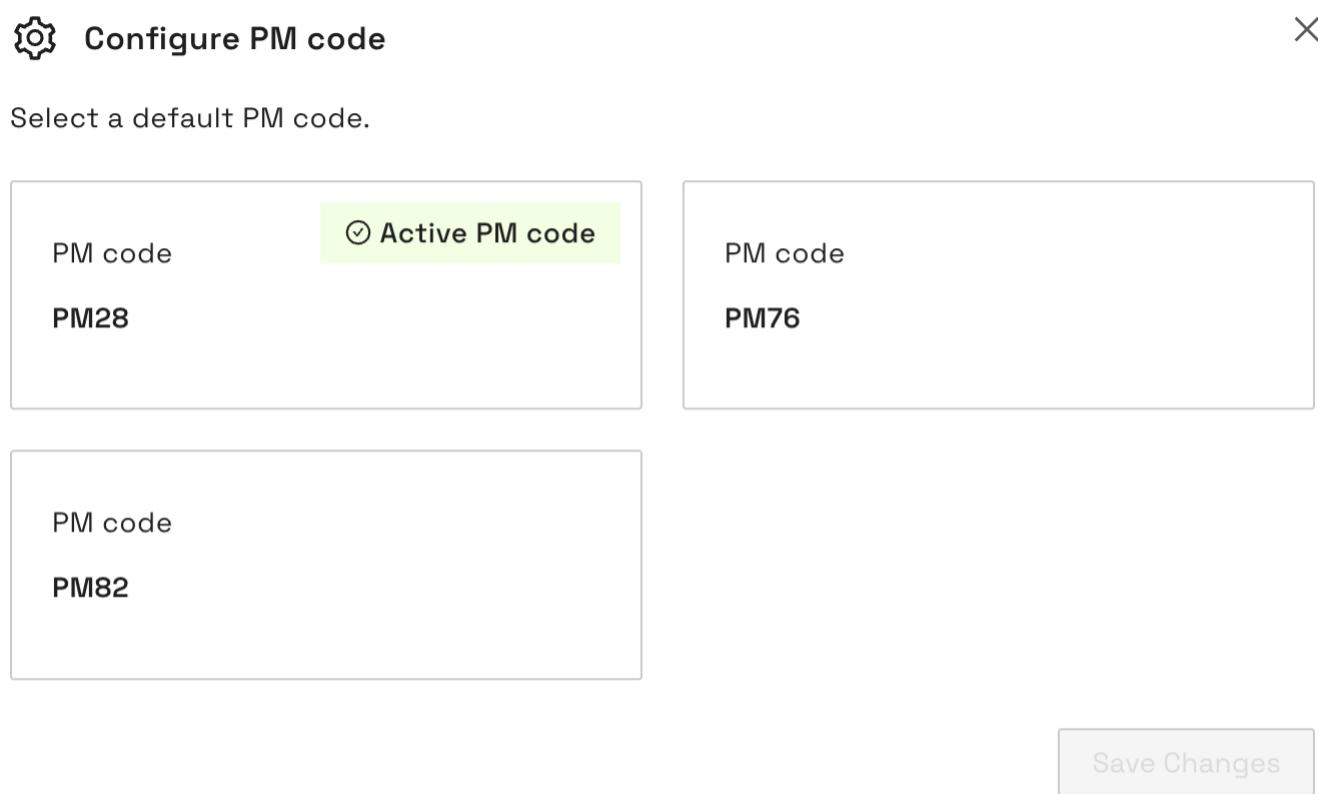
Note: To ensure that you remain in the same region for the login session, make sure you use the same browser session and do not clear the browser cache.

3.2.2 Configure PM Code

You can select which Product Manager you use in Thredd Portal. If you have more than one programs you can select a different Program Manager ID from this section.

To change the default PM code:

1. Click on your user profile icon.
2. Click the **Configure PM Code** button. The Configure PM code window displays.
3. Click **Configure as default PM code** for the PM you want to use.



4. Click **Save**.

3.3 Next Steps

- For information about how to search for a particular card or token, see [Searching for a Card](#).
- For information about how to find a particular transaction and drill down into the details, see [Searching for a Transaction](#).



4 Searching for a Card

If you know the Card Token, you can obtain details for the card using the Token field on the home page.

Note: Use the Advanced Search in Cards and Transactions to search for a card using additional criteria. See [Search for a Card using additional criteria](#) for more information on searching using additional criteria.

To search for a card:

1. Launch Thredd Portal: Cards and Transaction Management to display the home page.
2. Enter the **Card Token** and click the **Search** icon.
3. Thredd Portal: Cards and Transaction Management displays the **Card Details** for the specified Card Token.

Note: From the **Card Details** page, you can complete specific **Card Actions**, for example, adjusting the balance or changing the card status. For more information, read [Performing Card Actions](#).

4.1 Search for a Card using Additional Criteria

Thredd Portal: Cards and Transaction Management also provides powerful search functions and filters to help you find specific cards and transactions. This is useful if you are trying to locate a card or transaction using only partial information from a cardholder. For example, the customer may not know their card number, but you can search based on their first name, last name and post code.

To search for a card using additional criteria:

1. Launch Thredd Portal: Cards and Transaction Management to display the home page.
2. Select **Cards and Transactions** to display the **Card Search** options.
3. Expand the page by clicking **Advanced Cardholder Search**.
4. Specify the additional criteria using the First Name and Last Name fields, then one or more of the other fields. Click **Search**.

The following table describes the different options.

Option	Description
First Name	The first name of the cardholder, which is mandatory.
Last Name	The last name of the cardholder, which is mandatory.
Email	The email address of the cardholder used to identify them.
Phone	The phone number of the cardholder.
Date of Birth	The date of birth (format dd/mm/yyyy) of the cardholder.
Address Line 1	The first address line of the cardholder.
Postcode	The postcode (or postal code) of the cardholder.
Card Status	The status of the card. Use the check boxes to select multiple statuses to search for. Note: Thredd Portal excludes status change entries prior to 2022. Card status changes before this year are no longer retrievable. If you want to retrieve card status changes prior to 2022, raise a ticket with Thredd and a member of the App Support team will deal with your request.
Product Name	The product name the card is associated with.

The Search Results display, showing all cards that meet the search criteria.



4.2 Customising Cards Search Result Columns

You can customise the columns displayed in the Search Results by re-ordering them, adding new columns or removing unwanted columns.

1. Click **Columns** in the Search Results pane.

This displays the **Columns Customisation**.

2. You can drag the columns to re-order, remove unwanted columns by setting the toggle button next to the field off, or add new columns by toggling the button on. These changes are applied immediately.
3. Click **X** in the top-right to close the Columns Customisation.



5 Viewing Card Details

You can view the card details from the list of matching cards. From the **Card Details** page, you can view all transactions for the card, the details for a specific transaction, information on the card and cardholder, and manage the card using the **Card Actions** drop-down menu.

Note: For more information on the different actions available when managing cards, see [Performing Card Actions](#).

Each page consists of multiple tabs:

- [Transaction](#)
- [Details](#)
- [Card Configuration Details](#)
- [Group Level Spend Limit](#)
- [Token Level Spend Limit](#)
- [Card History](#)
- [Payment Tokens](#)

The summary of card information includes basic card details and current, available and unavailable (or blocked) balances.

To view the summary of card information for a specific card:

1. Search for the required card by either [searching for a specific Card Token](#) or [using additional criteria to complete the search](#).
2. From the list of matching cards, click the required card to display the summary of card information.

The screenshot shows the Thredd Card Details page. At the top, there are links for 'Request feature' and 'Documentation Portal'. On the left, a sidebar has 'Home' and 'Cards & Transactions' options. The main content area shows a card thumbnail with the number 999999*****5641, cardholder Mr. Jon Bloggs, and expiry 2025-06-30. To the right of the card are details: Email (jbloggs@email.com), Phone (07755123456), Date of Birth (1982-02-19), and a status indicator 'All Good'. Below this are sections for 'Actual Balance £462 GBP', 'Available Balance £22 GBP', and 'Blocked Amount £-440 GBP'. At the bottom of the page are tabs for 'Transactions', 'Details', 'Card Configuration Details', 'Group - level Spend Limit', 'Token - level Spend Limit', 'Card History', and 'Payment Tokens'.

Figure 3: Card Details page displaying the summary of card information

Note: From the **Card Details** page, you can complete specific card actions, for example, adjusting the balance or changing the card status. For more information, see [Managing Cards](#).

Regardless of the tab selected, high level information on the cardholder is available at the top of the page.

The following table describes each of the fields available at the top of the page.

Field	Description
Cardholder	The name of the cardholder.
Expires	The card expiry date.
Status	The current status of the card. For more information on the different card statuses, see Appendix B: Card Status Codes .
ID	The public token of the card.
Email	The email address of the cardholder.
Phone	The primary phone number of the cardholder.
Date of Birth	The date of birth of the cardholder.



Field	Description
Scheme	The scheme the card is associated with. For example, Mastercard or Visa.
Product	The name of the product.
Customer Ref	Cardholder account number or reference number. You can use this reference to find the cards linked to a cardholder.
Actual Balance	The actual balance of the card. This is a combination of the available balance and blocked amount.
Available Balance	The currently available balance of the card.
Blocked Amount	Blocked amount (pending payments) of the available balance.

5.1 Transaction Tab

When you first open the Card Details page, Thredd Portal: Cards and Transaction Management displays a summary of card information at the top of the page. All related transactions for the card are displayed in the Transaction tab. Click on the Transaction tab to view transactions associated with the card.

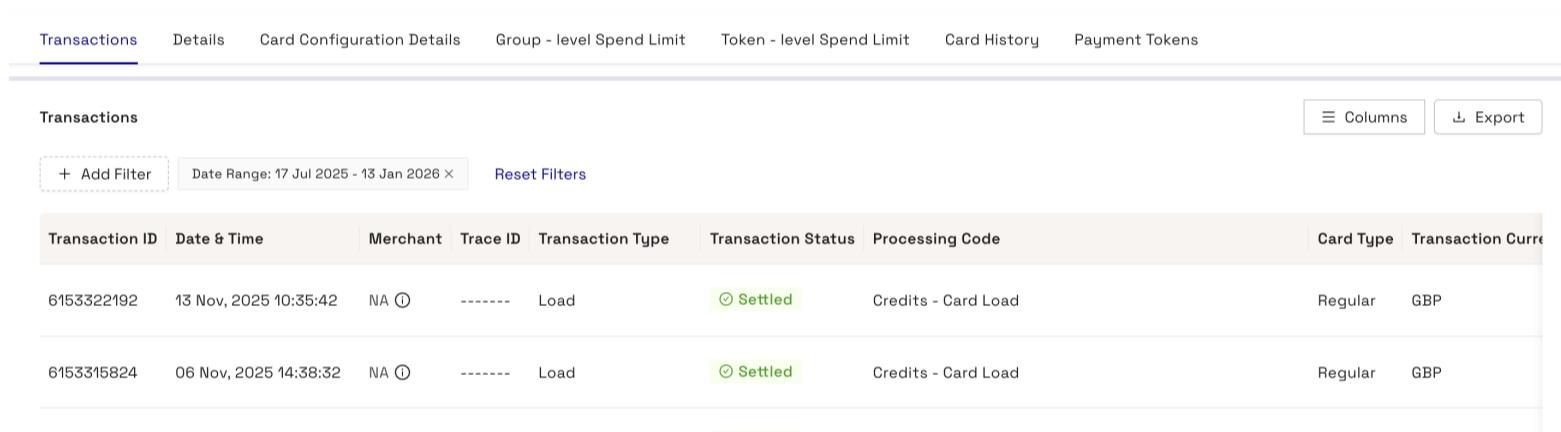


Figure 4: Transactions tab displaying a list of transactions for the cardholder.

The following table describes each of the fields available in the Transaction tab.

Field	Description
Transaction ID	The unique transaction identifier.
Date & Time	Date and time the transaction occurred. The time relates to Thredd time. For example, if the servers for processing Thredd transactions are in the GMT time zone, the Thredd time is GMT.
Merchant	The name of the merchant.
Trace ID	Enables you to filter transactions by the unique trace identifier.
Transaction Type	Type of transaction, such as authorisation, balance adjustment, presentment, and auth reversal.
Transaction Status	Transaction status, such as Settled, Accepted or Declined. See Appendix K: Transaction Status Codes for more information.
Processing Code	Transaction processing code, for example, recurring fees, balance inquiry.



Field	Description
Card Type	The type of card associated with the transaction. Select from All, Regular, or Multi FX (MFX).
Transaction Currency	Currency in which the transaction took place. This might differ from the billing currency if the transaction happened when the cardholder was using the card in another country.
Transaction Amount	Transaction amount (in the transaction currency).
Network Type	The network associated with the transaction. For example, Visa or Mastercard.
Billing Currency	The currency of the billing amount.
Billing Amount	Billing amount for the transaction.
Available Balance	Available balance after the transaction, which the cardholder can spend.
Fixed Fee	Fixed fees levied against the transaction, consisting of a specific figure.
Rate Fee	Rate-based fee. Fees levied against the transaction based on a percentage charge.
FX Padding	Financial padding (to allow for currency fluctuations).
MCC Padding	Financial padding applied to transactions in specific MCCs (typically used for hotels and rental cars where cardholders might be charged a little more than authorised for).
MCC	The name of the associated MCC, if applicable.
Note	Note for the transaction. Notes are taken from transaction details appended during each type of transaction. For example, for declined transactions, there could be text explaining why the transaction was declined.
Payment Method	The method of payment for the transaction.
Product Name	The name of the product.
Customer Reference Number	The unique external customer reference for the card associated with the transaction.
Token	The public token associated with the transaction.
Description	The description of the transaction.



5.1.1 Transaction Filter

The Transaction Filter enables you to filter the transaction associated with a card. Click **Add Filter** to expand the filter options.

Transactions Details Card Configuration Details Group - level Spend Limit

Transactions

[+ Add Filter](#)

Date Range: 17 Jul 2025 - 13 Jan 2026

[Reset Filters](#)

You can filter from the following options.

Filter	Description
Status	Enables you to filter by the status of the transaction.
Type	Enables you to filter by the type of the transaction.
Date Range	Enables you to filter transactions between specified dates.
Merchant Location	Enables you to filter transactions by the location of the merchant.
Trace ID	Enables you to filter transactions by the unique trace identifier.
Billing Amount	Enables you to filter transactions by the billing amount of the transaction.
Transaction Amount	Enables you to filter transactions by the transaction amount.
Processing Code	Enables you to filter by the processing code of the transaction.
Card Network	Enables you to filter by the card network of the transaction.
Note	Enables you to filter by the note associated with the transaction.

5.1.2 Customising Transactions Columns

You can customise the transaction columns displayed in the Card Details page by re-ordering them, adding new columns or removing unwanted columns.

To customise the transactions tab:



1. Click **Columns**.

This displays the **Columns Customization** window.

2. You can hide a column by unchecking the toggle for the column you want to remove. To add it back, enable the toggle button for the column.

3. To move a column, drag the left side of the column name to where you want it to display.

4. Click **X** in the top-right to close the Columns Customisation when you are happy with the changes.

5.1.3 Export Transactions

You can export the currently filtered transactions from Thredd Portal to a csv file. Click **Export** to start the process of exporting.

Figure 5: Export Transactions button.



Your browser will notify you of a download of a csv file. Either save or download the file to your local machine.

Note: Exporting transactions to a CSV file is available for all Thredd Portal roles except Read-Only.

5.2 Details Tab

The Details Tab contains information related to the cardholder. This includes information such as the card status, the expiry date of the card and 3DS details associated with the card.

Transactions	Details	Card Configuration Details	Group - level Spend Limit	Token - level Spend Limit	Card History	Payment Tokens
<hr/>						
Card Status		Product			Scheme	
AllGood		Product A			Scheme A	
Currency		Expiry Date			Card Type	
GBP		30 Jun, 2025			PHYSICAL	
Activation Date		Thredd Expiry Date			Network Type	
-----		31 Dec, 2024			Visa	
Linked Cards		Automated Billing Opt Out				
N/A		Yes				
<hr/>						
Cardholder Details						
First Name		Middle Name			Last Name	
John		-----			Bloggs	

Figure 6: Details tab

The page is split into the following sections:

- Card Details
- Cardholder Details
- Other Details
- 3DS Details

Note: For more information, see [Appendix D: Details Tab](#).

5.3 Card Configuration Details Tab

The Card Configuration tab enables you to view and manage the configuration of the card.

Transactions	Details	Card Configuration Details	Group - level Spend Limit	Token - level Spend Limit	Card History	Payment Tokens
<hr/>						
Card Configuration Details						Edit Card Configurations
Card Usage Configuration						
Card Acceptor List		Card Disallow List			Group MCC	
-----		ABCD2			Default Fees - EUR	
Group Usage		Group Limit			Card Linkage	
Group A		Limit A			Link A	
Card Calendar Group		Limited Network				
Group B		Network A				

Figure 7: Card Configuration Details tab

Tip: You can edit the card configuration details using the APIs:

- For the REST APIs, this is the [List Card Control Groups](#) and [Update Card Control Groups](#) endpoints.
- For the SOAP APIs, this is the [Ws_Card_Change_Cardacceptor_List](#) and [Ws_Card_Change_Groups](#) endpoints.

For more information, read [Managing Card Usage Groups](#) in the Cards API website and [Card Change Acceptor List](#) and [Card Change Groups](#) in the Web Services Guide.

The following table describes the fields in the Card Configuration Details tab.



Field	Description
Card Acceptor List	The Card Acceptor List associated with the card. You can specify at the merchant ID level where authorisations will be accepted (based on DE42). For example, you can allow a card to be used only in specific shops or locations. This can be applied via the Thredd API.
Card Disallow List	The Card Disallow List associated with the card. You can specify at the merchant ID level where authorisations will be declined (based on DE42). For example, you can prevent a card from being used in specific shops or locations. This can be applied via the Thredd API.
Group MCC	Group code for the MCC Group. The MCC group allows the card to be linked to a list of Merchant Category Codes (MCCs) that the card is allowed to or conversely is not allowed to transact at. You can allow or disallow card acceptance (auths) based on one or more merchant category codes (MCC). For example, you can disallow gambling sites. Note: The MCC Group is set up and configured in Smart Client .
Group Usage	Group code for Group Usage. You can apply the specific “Card Usage Rules” which dictate card behaviour such as PAN entry method rules, cardholder verification, regional based rules and transaction types. For more information, see Appendix I: Card Usage Rules . Tip: Check the usage rules if a card has been declined. For example, to show if transactions are prevented from going through on an unknown acceptance method.
Group Limit	Group code for the Group Limit. Displays specific limits assigned to that token. For example, the maximum balance permitted to be held on the card. Click the icon next to the group limit to view the settings associated with the group limit. For more information, see Appendix H: Group Limit Settings .
Card Linkage	Group code for Card Linkage. Used to link primary and secondary cards. You can apply card linkage on a shared balance or a separate balance.
Card Calendar Group	Group code for the Calendar. You can restrict card acceptance based on specific time and date parameters. For example, a trucking company may restrict card use to weekdays from 9 until 5 to allow employees to pay for fuel. Some usage cases include religious observances or working hours.
Limited Network	The Limited Network the card is associated with. A limited network refers to a payment network that restricts the use of a card to a specific group of merchants or locations. This type of network is often used for specialised purposes, such as gift or store cards, where the card can only be used within a particular store or chain of stores. This rule is based on three different data elements: <ul style="list-style-type: none">• DE42 - Merchant ID• DE43 - Address, text field for the merchant ID• DE61 - Postcode
Fees & Amount Configuration	The fees configuration associated with the card, covering Group Auth, Group Web and Recurring Fee details. See Appendix L: Fee Configuration for more information.
Group Auth	The authorisation fee group the card is associated with. The Group Auth field enables you to apply a fee to Authorisations based on the processing code, for example, an authorisation to check a balance.
Group Web	The Group Web the card is associated with. The Group Web field enables you to charge a fee for specific web services such as a PIN change request.
Recurring Fee	The Recurring Fee Group the card is associated with. Recurring fee determines whether you can apply fees based on rules or actions you set on the card. For example: inactivity fees, and/or dormancy fees. These are configured by Thredd.
Card FX Group	Group code for FX Fees. You can upload and manage your own Foreign Exchange rates which can be applied to authorisations and presentments.



Field	Description
	<p>Note: The FX Fee Group is set up and configured in Smart Client.</p>
Payment Token Usage Group	Group code for the Payment Token Usage Group. Defines configuration options specific to the provisioning of a digital payment token. For more information, read the Tokenisation Guide .

5.3.1 Edit Card Configuration

The Edit Card Configuration button enables you to update the groups associated with the card.

The different types of Card Acceptance Methods available in the form of Usage Groups are set up using Edit Card Configuration. For more information, see [Appendix C - Usage Groups](#).

Tip: You can also edit the card configurations with the Cards REST API endpoint, List Card Control Groups and Update Card Control Groups, and the Web Services SOAP APIs, Ws_Card_Change_Cardacceptor_List and Ws_Card_Change_Groups. For more information, read Managing Card Usage Groups in the Cards API website and Card Change Acceptor List and Card Change Groups in the Web Services Guide.

To edit a card configuration:

1. Click **Edit Card Configurations** to display the Edit Card Configuration window.
2. Use the drop down menus to select the required card configuration. For information on the card configurations, see [Appendix C - Usage Groups](#).
3. Click **Next**.
4. After reviewing your changes, click **Save**.

5.3.2 View Configuration

The View Configuration button enables you to display more details on the card's configuration. This includes information on the Auth Fee Group Configuration, Recurring Fee Group Configuration, and Group Web (Web Service Fee Group) Configuration. Click the View Configuration button to display the Fees & Amount Configuration screen.

[×](#) **Fees & Amount Configuration**

Auth Fee Group Configuration

Default Fees - GBP

Description	Allow Partial Payments	Domestic Fees	Non Domestic Fees	FX Fees	Other Fees	Threshold Type	Free Transactions
Debits (goods and services) Processing Code: 00	● No	Fixed: 0.00 0% Min: 0.00, Max: 0.00	Fixed: 0.00 2% Min: 0.00, Max: 0.00	Fixed: 0.00 N/A%	SMS Fee: 0.00 Decline Fee: 0.00	Monthly: 0 After Activation: 0	
Debits (for ATM withdrawals, or for cash disbursements using Maestro cards) Processing Code: 01	● No	Fixed: 10.20 0% Min: 0.00, Max: 0.00	Fixed: 11.25 2% Min: 0.00, Max: 0.00	Fixed: 0.00 0%	SMS Fee: 0.00 Decline Fee: 0.00	Monthly: 0 After Activation: 0	

< 1 >

Figure 8: Fees & Amount Configuration screen

For more information on the fields in the Fees & Amount Configuration screen, see [Appendix L: Fees Configuration](#).



5.4 Group Level Spend Limit Tab

The Group Level Spend Limit tab displays the group level spend limits for different card activities on the card you're viewing. The limits are based on the Group Limit settings. From this page you can view the limits for a card's cash, load, pay in, pay out, and point of sale (POS) daily limits.

Click **Group Level Spend Limit** to display the daily limits for the card.

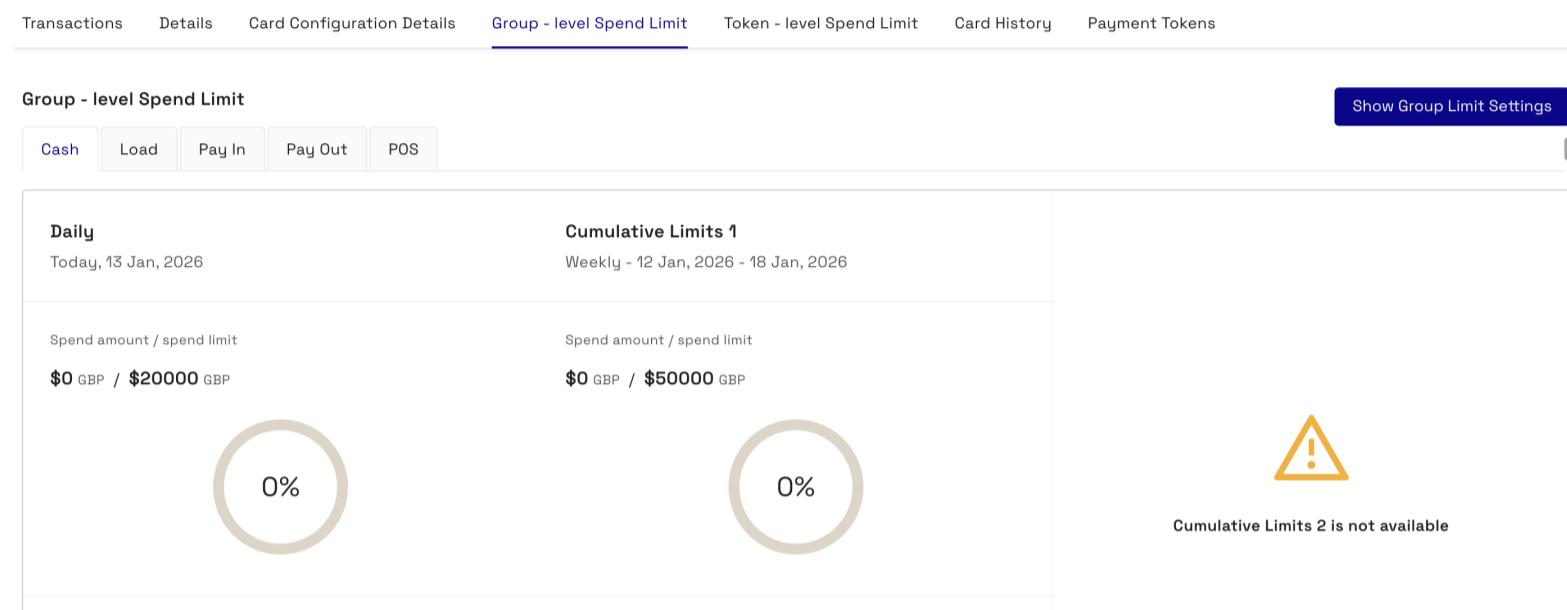


Figure 9: Live Card Spend Limits tab

Each limit type is split into three sections:

- The live daily limits for the card
- The cumulative limits in the last 7 days for the card
- The cumulative limits for the last 31 days for the card

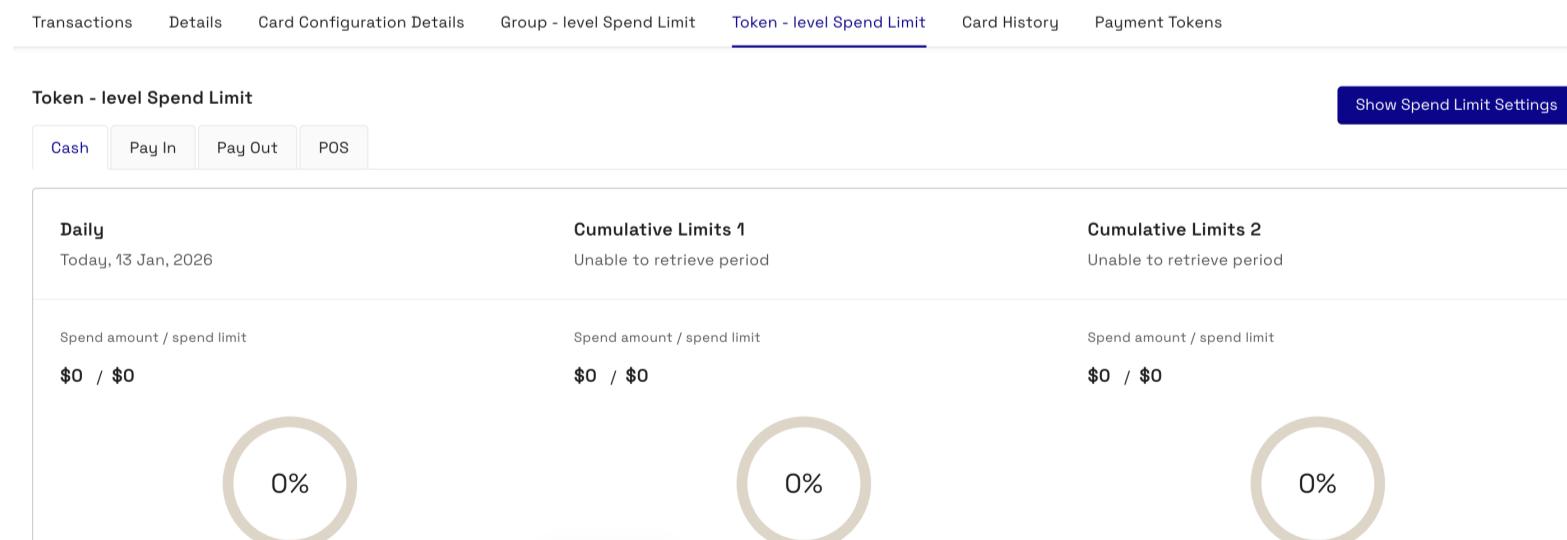
Each type shows the spend amount and spend limit, A graphic displays how much of the limit has been used, and the spend frequency (the maximum amount of uses for the process in the time period) of the limit.

Click **Show Group Limit Settings** to open the Group Limit Setting tab. For more information, see Appendix H: Group Limit Settings.

5.5 Token Level Spend Limit Tab

The Token Level Spend Limit tab displays the live spend limits for different card activities on the card you're viewing. The limits are based on the Spend Limit settings. From this page you can view the limits for a card's cash, pay in, pay out, and point of sale (POS) daily limits.

Click **Token Level Spend Limit** to display the daily limits for the card.



Each limit type is split into three sections:

- The live daily limits for the card
- The cumulative limits in the last 7 days for the card



- The cumulative limits for the last 31 days for the card

Each type shows the spend amount and spend limit, A graphic displays how much of the limit has been used, and the spend frequency (the maximum amount of uses for the process in the time period) of the limit.

Click **Show Spend Limit Settings** to open the Token Level Limit Settings tab. For more information, see [Appendix M: Token Limit Settings](#).

5.6 Card History Tab

From the Card History tab, you can:

- View activities on the card between set dates, such as authorisations and presentations
- View the status history of the card between a set of dates, such as when a card was made active, or when a change was made to the card's Card Config Group

Date & Time	Action	Note
13 Nov, 2025 00:00:00	Load	API Load by Gemma Bloggs
06 Nov, 2025 00:00:00	Load	API Load by Gemma Bloggs

Figure 10: Cash Limits in Live Card Spend Limits

To view the activities of the card between certain dates:

1. Click **Add Filter**.
2. Click **Date Range**.
3. Select the dates you want to view the card history between using the calendar window.

The screen will update with the card activities between the dates selected.

The Card Activities (Tracker) tab contains the following information.

Field	Description
Date and Time	The date and time the activity took place.
Action	The action of the activity. For example, an Authorisation or Presentment.
Note	The note attached to the activity. These can be either manually entered for some activities (such as loading funds onto a card), or generated by the system automatically (such as for activities generated by Thredd API). If the activity is done manually, the note displays the name of the user that performed the action. Note: If a change is made to the card in Thredd Portal, a suffix of -TP is added to the user that performed the action. For example, John Bloggs-TP.

To view the status history of the card between certain dates:

1. Click the **Card Status History** tab.
2. Click **Add Filter**.



3. Click **Date Range**.
4. Select the dates you want to view the card history between using the calendar window.

The screen will update with the card history between the dates selected.

The Card Status History tab contains the following information.

Field	Description
Date and Time	The date and time the status was changed.
Action	The details of the status change. This displays the status the card changed from, and the status the card changed to. For example, Card Status changed from CARD_PIN_BLOCKED to ACTIVE.
Note	The note attached to the status change.

5.7 Payment Tokens Tab

The Payment Tokens tab enables you to view tokens associated with a card. A payment token is a Thredd term for a Mastercard Digital Enablement Service (MDES) or Visa Digital Enablement Program (VDEP) token. This token differs from a public token, which Thredd uses as a unique identifier for a card. Thredd uses the payment token in the EHI and web service calls to identify a particular Device PAN (DPAN).

Note: For more information, see the [Tokenisation Service Guide](#).

Transactions	Details	Card Configuration Details	Group - level Spend Limit	Token - level Spend Limit	Card History	Payment Tokens																															
Payment Tokens																																					
<table border="1"><thead><tr><th>Payment Token ID</th><th>Token Type</th><th>Virtual PAN</th><th>Wallet Provider</th><th>Device Type</th><th>Device Name</th><th>Thredd Status</th><th>Token Service Status</th></tr></thead><tbody><tr><td>207191</td><td>Secure Element PAN</td><td>1235</td><td>Apple Pay</td><td>Mobile phone (no further detail)</td><td>iPhone</td><td>83 - Deactivated</td><td>A - Active</td></tr><tr><td>207192</td><td>Secure Element PAN</td><td>1234</td><td>Apple Pay</td><td>Mobile phone (no further detail)</td><td>iPhone</td><td>83 - Deactivated</td><td>A - Active</td></tr><tr><td>207193</td><td>Secure Element PAN</td><td>1234</td><td>Apple Pay</td><td>Mobile phone (no further detail)</td><td>iPhone</td><td>83 - Deactivated</td><td>A - Active</td></tr></tbody></table>						Payment Token ID	Token Type	Virtual PAN	Wallet Provider	Device Type	Device Name	Thredd Status	Token Service Status	207191	Secure Element PAN	1235	Apple Pay	Mobile phone (no further detail)	iPhone	83 - Deactivated	A - Active	207192	Secure Element PAN	1234	Apple Pay	Mobile phone (no further detail)	iPhone	83 - Deactivated	A - Active	207193	Secure Element PAN	1234	Apple Pay	Mobile phone (no further detail)	iPhone	83 - Deactivated	A - Active
Payment Token ID	Token Type	Virtual PAN	Wallet Provider	Device Type	Device Name	Thredd Status	Token Service Status																														
207191	Secure Element PAN	1235	Apple Pay	Mobile phone (no further detail)	iPhone	83 - Deactivated	A - Active																														
207192	Secure Element PAN	1234	Apple Pay	Mobile phone (no further detail)	iPhone	83 - Deactivated	A - Active																														
207193	Secure Element PAN	1234	Apple Pay	Mobile phone (no further detail)	iPhone	83 - Deactivated	A - Active																														
207191	Secure Element PAN	1235	Apple Pay	Mobile phone (no further detail)	iPhone	83 - Deactivated	A - Active																														
207192	Secure Element PAN	1234	Apple Pay	Mobile phone (no further detail)	iPhone	83 - Deactivated	A - Active																														
207193	Secure Element PAN	1234	Apple Pay	Mobile phone (no further detail)	iPhone	83 - Deactivated	A - Active																														

Figure 11: Payment Tokens tab

The following table describes the fields in the Payment Tokens tab.

Field	Description
Payment Token ID	Unique identifier used to update the payment token using Thredd's web services.
Token Type	Describes the type of payment token. This is one of the following types: <ul style="list-style-type: none">• Browser accessible Wallet• Contactless device PAN• Card on File PAN• Cloud-based payments PAN• Real PAN• Secure Element PAN• Unknown (other PAN mapping not otherwise defined)• Virtual PAN



Field	Description
Virtual PAN	The PAN of the virtual card. This includes the last 4 digits only.
Wallet Provider	The wallet the payment token was requested by (only applicable for device tokens).
Device Type	The type of device associated with the payment token, e.g., mobile device.
Device Name	The name of the device that requested a payment token (only applicable for device tokens).
Thredd Status	The internal status for the payment token, which determines how Thredd authorises transactions.
Token Service Status	The status of the token according to the Card Scheme.
Tokenisation Status	The status of the token to indicate whether or not the token has been tokenised.
Date Linked	Date and time when tokenised.
Expiry Date	The expiry date of the token.
One Time Passcode	The One Time Passcode (OTP) to authenticate the cardholder and activate the payment token.
Thredd Decision	This is the decision that Thredd makes to approve or decline a transaction.
Thredd Decision At	The date and time for Thredd's decision.

5.7.1 Payment Token Details

The Payment Token Details tab enables you to see more details on a payment token, as well as change the Thredd payment token status.

Click on a payment token to display the Payment Token Details tab.



× Token Details - 207191

Payment Token Details	
Linked Token 3181044017865641	Creator Token Reference DAPLMC0000239565f52605b88199440da31349c23457eeb5
Creator's Token Reference FAPLMC0000239565b18edb8d287d459f85bada27d7839b92	Public Token -----
Creator Visa Tokenisation system (Visa Europe/Intl Token Service)	Payment Token ID 207191
Expiration Date 31 Dec, 2023	Virtual PAN 1235
Token Type Secure Element PAN	Number of times replaced -----
Old Expiry Date 13 Nov, 2021 00:00:00	Tokenisation status Not Tokenised
Date Linked 17 Jan, 2020 08:48:06	Thredd Status Deactivated
Token Service Status Active	Service Status Set By Visa Tokenisation system (Visa Europe/Intl Token Service)
Service Status Changed 21 Nov, 2001 00:00:00	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Change Payment Token Status (Non-reversible payment token status)</div>

Figure 12: Payment Tokens Details page

Note: For more information on the fields in the Payment Token Details screen, see [Appendix J: Payment Token Details](#).

To change the status of a payment token:

1. Click **Change Payment Token Status**.
A window displays.
2. Review the details of the payment token and click **Next**.
3. Select a new status from the **Change Payment Token Status To** field and click **Next**.
4. Review the changes, enter any notes about the change in the **Notes** field, and click **Save** to save the changes.

5.8 Next Steps

For information about managing cards and transactions, such adjusting a balance or activating a card, read [Performing Card Actions](#). For more information about the setting up of fees, see the [Thredd Fees Guide](#).



6 Performing Card Actions

You can use Thredd Portal: Cards and Transaction Management to complete a variety of actions on a card, such as adjusting a balance or changing the status of a card. What actions you can perform depends on the status of the card.

- If the card is in an Inactive state, the only action you can perform is **Activate Card**.
- If the card is in any other state, the Card Actions menu displays. Use the **Card Actions** menu to perform the following actions on a card:
 - Activate Card (only available when the card has not been activated)
 - Balance Adjustment
 - Card Load (under the Card Load/Unload action)
 - Card Unload (under the Card Load/Unload action)
 - Change Card Status
 - PIN and CVC2 Services
 - Edit Cardholder Details
 - Edit Card Configuration
 - Balance Transfer
 - Change Expiry Date
 - Remove a Card from PFD

To display the **Card Actions** menu, search for a Card from the home page, or alternatively specify additional criteria to search for matching cards. For more information, see [Searching for a Card](#).

- If you have searched for the specific card token, Thredd Portal: Cards and Transaction Management displays the Card Details page.
- If you have searched using additional criteria, Thredd Portal: Cards and Transaction Management displays a list of cards. In this case, select the required card to display the Card Details page.

The **Card Actions** menu is on the right of the Card Details page.

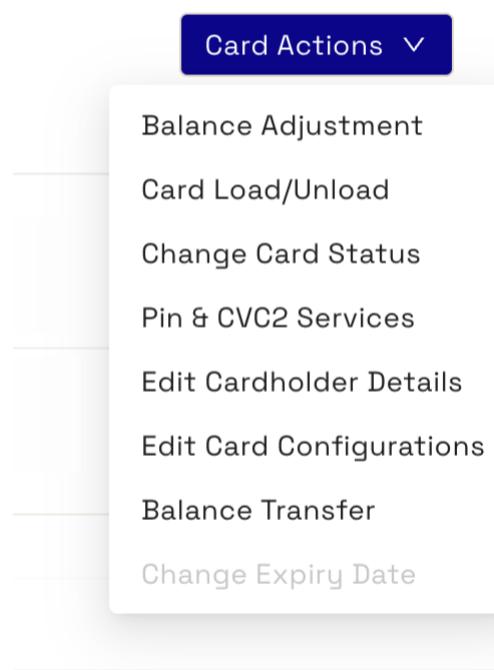


Figure 13: Card Actions menu

6.1 Activate Card

In many cases, when a card is created, it will need to be activated by the cardholder. This is to protect the card from being maliciously used during transit to the cardholder, though there are use cases where a card product is set up at a product level to be activated automatically on creation.

To activate a card:

1. Navigate to the card you want to activate using the search functionality.
2. Click **Activate Card**. The Activate Public Token window displays.



3. Enter the reason for the activation in the **Notes** field.

4. Click **Activate**.

A window displays to confirm the activation of the card.

6.2 Adjusting a Balance

You can add or remove funds from a cardholder's balance manually.

Tip: You can also adjust the balance with the Cards REST API endpoint, [Adjust Balance](#) and the Web Services SOAP API, [Ws_BalanceAdjustment](#). For more information, read [Updating the Card Balance](#) in the [Cards API website](#) and [Card Balance Adjustment](#) in the [Web Services Guide](#).

To adjust a balance:

1. Search for a Card from the home page, or alternatively specify additional criteria to search for matching cards. For more information, see [Searching for a Card](#).

- If you have searched for the specific card token, Thredd Portal: Cards and Transaction Management displays the Card Details page.
- If you have searched using additional criteria, Thredd Portal: Cards and Transaction Management displays a list of cards. In this case, select the required card to display the Card Details page.

2. Click the **Card Actions** menu on the right of the page.

3. From the **Card Actions** menu, select **Balance Adjustment** to display the Adjustments window.

4. Select the type of adjustment from the Adjustment Type field. Select Available Balance to adjust the Available Balance, or Blocked Amount to adjust the amount blocked for the card.

5. Specify **Credit or Debit** and the **Adjustment Amount**.

Note: Ensure this amount is correct as it causes issues with the balance if entered incorrectly.

6. Click **Next** to review the changes.

7. Review the Balance Adjustment and, In the **Notes** field, add the reason for the adjustment. Ensure this amount is correct as it causes issues with the balance if input incorrectly.

Note: The Notes field is required for audit purposes.

8. Click **Save** to save the changes.

6.3 Loading a Card

You can load a specified amount from an account using the **Card Load** action.

Tip: You can also load a card with the Cards REST API endpoint, [Card Load](#) and the Web Services SOAP API, [Ws_Load](#). For more information, read [Loading or Unloading a Card](#) in the [Cards API website](#) and [Card Load](#) in the [Web Services Guide](#).

To load a specified amount onto a card:

1. Search for a Card from the home page, or alternatively specify additional criteria to search for matching cards. For more information, see [Searching for a Card](#).

- If you have searched for the specific card token, Thredd Portal: Cards and Transaction Management displays the Card Details page.
- If you have searched using additional criteria, Thredd Portal: Cards and Transaction Management displays a list of cards. In this case, select the required card to display the Card Details page.

2. Click the **Card Actions** menu on the right of the page.

3. From the **Card Actions** menu, select **Card Load/Unload**.

4. Choose **Load** from the drop-down field and click **Next**.

5. Specify the amount you want to load onto the card in the **Adjustment Amount** field.

6. Click **Next**.

7. Review the new amount and in the **Notes** field, add the reason for the card load.



Note: This is required for audit purposes.

8. Click **Save** to save the changes.

6.4 Unloading a Card

You can unload a specified amount from an account using the **Card Unload** action. For example, you may need to do this if you are closing an account.

Tip: You can also unload a card with the Cards REST API endpoint, [Card Unload](#) and the Web Services SOAP API, [Ws_UnLoad](#). For more information, read [Loading or Unloading a Card](#) in the [Cards API website](#) and [Card Unload](#) in the [Web Services Guide](#).

To unload a specified amount from a card:

1. Search for a Card from the home page, or alternatively specify additional criteria to search for matching cards. For more information, see [Searching for a Card](#).
 - If you have searched for the specific card token, Thredd Portal: Cards and Transaction Management displays the Card Details page.
 - If you have searched using additional criteria, Thredd Portal: Cards and Transaction Management displays a list of cards. In this case, select the required card to display the Card Details page.
2. Click the **Card Actions** menu on the right of the page.
3. From the **Card Actions** menu, select **Card Load/Unload**.
4. Choose **Unload** from the drop-down field and click **Next**.
5. Specify the amount you want to unload from the card in the **Adjustment Amount** field.
6. Click **Next**.
7. Review the new amount and in the **Notes** field, add the reason for the card unload.

Note: Adding a note on the card status is required for audit purposes.

8. Click **Save** to save the changes.

6.5 Changing the Status of a Card

You can change the status of a card using **Change Card Status**. For example, you may need to do this if a card is reported as lost or stolen. Each card status has a different effect on how the card can be used. For a full list of card statuses, read [Appendix B: Card Status Codes](#).

Tip: You can also change the card status with the Cards REST API endpoint, [Update Card Status](#) and the Web Services SOAP API, [Ws_StatusChange](#). For more information, see [Card Status](#) in the [Cards API website](#) and [Card Change Status](#) in the [Web Services Guide](#).

To change the status of a card:

1. Search for a Card from the home page, or alternatively specify additional criteria to search for matching cards. For more information, see [Searching for a Card](#).
 - If you have searched for the specific card token, Thredd Portal: Cards and Transaction Management displays the Card Details page.
 - If you have searched using additional criteria, Thredd Portal: Cards and Transaction Management displays a list of cards. In this case, select the required card to display the Card Details page.
2. Click the **Card Actions** menu on the right of the page.
3. From the **Card Actions** menu, select **Change Card Status**.
4. Select a new card status from the **Card Status in the Change Card Status to** field.
5. Click **Next**.
6. In the **Notes** field, add the reason for the card status change.

Note: Adding a note on the card status is required for audit purposes.

7. Click **Save**.



Note:

- Most statuses are reversible (except for 83 - Card Destroyed, and 43 - stolen).
- All statuses other than 00 prevents the card from being used over the Mastercard or VISA network.
- Do not use 01 - Refer to Card Issuer or 54 - Expired Card. These are for Thredd use only.
- Changing the status to 99 (card voided) or 98 (refund to customer) automatically generates a card balance adjustment down to 0.00. A negative balance must be manually adjusted to 0.00.
- Where MDES or VDEP is in place and a cardholder is using a relevant provider, the DPAN Token (Device PAN token) can have a different status to the FPAN (Funding Primary Account Number – the PAN on the physical card). Examples of providers for MDES or VDEP include Apple Pay, G Pay, Fitbit Pay, Sony Pay, Mont Blanc Pay or similar.

6.6 Resetting all PIN and CVC2 tries

In some situations, the offline PIN and online PIN can become out of sync. This can happen when a cardholder changes their PIN at an offline terminal then uses their card at an online terminal that doesn't recognise the change.

Tip: You can also reset all PIN tries with the Cards REST API endpoint, [Unblock PIN](#) and the Web Services SOAP API, [Ws_PINControl](#). For more information, read [PIN Management](#) in the [Cards API Website](#) and [Card PIN Control](#) in the [Web Services Guide](#).

To reset all PIN tries:

1. Search for a Card from the home page, or alternatively specify additional criteria to search for matching cards. For more information, see [Searching for a Card](#).
 - If you have searched for the specific card token, Thredd Portal: Cards and Transaction Management displays the Card Details page.
 - If you have searched using additional criteria, Thredd Portal: Cards and Transaction Management displays a list of cards. In this case, select the required card to display the Card Details page.
2. Click the **Card Actions** menu on the right of the page.
3. From the **Card Actions** menu, select **PIN and CVC2 Services**.
4. Choose what you want to reset from the options provided:
 - **Online PIN** to reset the Online PIN attempts
 - **CVC2** to reset the CVC2 attempts
 - **All** to reset all PIN and CVC2 attempts
5. Click **Next**.
6. In the **Notes** field, add the reason for the PIN/CVC2 reset.

Note: This is required for audit purposes.
7. Click **Save**.

6.7 Editing the Cardholder Details

You can edit the cardholder details and change the rules governing card acceptance methods using the **Edit Card Details** option. For example, you can prevent a card from being used on gambling sites by disallowing a specific Merchant Category Code (MCC).

Tip: You can also update the cardholder details with the Cards REST API endpoint, [Update Card](#) and the Web Services SOAP API, [Ws_Update_Cardholder_Details](#). For more information, read [Updating Cardholder Details](#) in the [Cards API website](#) and [Update Cardholder Details \(V1\)](#) in the [Web Services Guide](#).

To edit card details:

1. Search for a Card from the home page, or alternatively specify additional criteria to search for matching cards. For more information, see [Searching for a Card](#).
 - If you have searched for the specific card token, Thredd Portal: Cards and Transaction Management displays the Card Details page.



- If you have searched using additional criteria, Thredd Portal: Cards and Transaction Management displays a list of cards. In this case, select the required card to display the Card Details page.

2. Click the **Card Actions** menu on the right of the page.

3. From the **Card Actions** menu, select **Edit Cardholder Details**.

Note: For more information about the Cardholder Details, read [Viewing Card Details](#).

4. Use the fields provided to edit the details of the cardholder.

5. Click **Next**.

6. After reviewing your changes, click **Save**.

7. In the **Notes** field, add the reason for the cardholder details being updated.

Note: This is required for audit purposes.

8. Click **Save**.

6.8 Editing the Card Configurations

The different types of **Card Acceptance Methods** available in the form of Usage Groups are set up using **Edit Card Configuration**. For more information, read [Appendix C: Usage Groups](#).

Tip: You can also edit the card configurations with the Cards REST API endpoint, [List Card Control Groups](#) and [Update Card Control Groups](#), and the Web Services SOAP APIs, [Ws_Card_Change_Cardacceptor_List](#) and [Ws_Card_Change_Groups](#). For more information, read [Managing Card Usage Groups](#) in the Cards API website and [Card Change Acceptor List](#) and [Card Change Groups](#) in the [Web Services Guide](#).

To Edit the Card Configurations:

1. Search for a Card from the home page, or alternatively specify additional criteria to search for matching cards. For more information, see [Searching for a Card](#).
 - If you have searched for the specific card token, Thredd Portal: Cards and Transaction Management displays the Card Details page.
 - If you have searched using additional criteria, Thredd Portal: Cards and Transaction Management displays a list of cards. In this case, select the required card to display the Card Details page.
2. Click the **Card Actions** menu on the right of the page.
3. From the **Card Actions** menu, select **Edit Configurations**.
4. Use the fields to update the card configuration as required. For information on the card configurations, see [Appendix C - Usage Groups](#).
5. Click **Next**.
6. In the **Notes** field, add the reason for the cardholder details being updated.

Note: This is required for audit purposes.

7. After reviewing your changes, click **Save**.

Balance Transfer

The Balance Transfer option enables you to transfer part or all of the balance on the card to another card.

To transfer the balance of the card:

1. Search for a Card from the home page, or alternatively specify additional criteria to search for matching cards. For more information, see [Searching for a Card](#).
 - If you have searched for the specific card token, Thredd Portal: Cards and Transaction Management displays the Card Details page.
 - If you have searched using additional criteria, Thredd Portal: Cards and Transaction Management displays a list of cards. In this case, select the required card to display the Card Details page.
2. Click the **Card Actions** menu on the right of the page.
3. From the **Card Actions** menu, select **Balance Transfer**.
4. Enter the public token of the card you want to transfer the balance to in the **Public Token** field and click the **Search** button.



5. Enter the amount you want to transfer to the selected card in the **Amount** field.
6. Click **Next**.
7. Review the transfer and add a reason for the transfer in the **Notes** field.
8. Click **Save**.

A window displays declaring the transfer is successful.

Change Expiry Date

The Change Expiry Date action enables you to change the expiry date of the card.

Note: This change is only made to the Thredd Expiry Date.

To change the expiry date of a card:

1. Search for a Card from the home page, or alternatively specify additional criteria to search for matching cards. For more information, see [Searching for a Card](#).
 - If you have searched for the specific card token, Thredd Portal: Cards and Transaction Management displays the Card Details page.
 - If you have searched using additional criteria, Thredd Portal: Cards and Transaction Management displays a list of cards. In this case, select the required card to display the Card Details page.
2. Click the **Card Actions** menu on the right of the page.
3. From the **Card Actions** menu, select **Change Expiry Date**.
4. Enter the new expiry date in the **Change Expiry Date To** field.
5. Click **Next**.
6. Add a reason for the expiry date extension in the **Notes** field and click **Save**.

Remove a Card from PFD

You can remove a card from PFD (Payment Fraud Disruption) in the Transaction Summary screen. PFD is a service from Visa that functions as a blocklist to prevent a card from being processed in the event of a fraud attack. When an acquirer, issuer, or processor has implemented sufficient counter measures against the fraud attack, you can remove the card from PFD to ensure that it can be processed per normal on the Visa side. A button appears on the screen that allows you to remove the card from PFD under the following conditions:

- The Card Scheme that processes the card is Visa.
- The transaction type is Authorisation Advice (J MTID: 0120).
- One of the following PFD STIP reason codes are associated with the block.

STIP/Switch Reason Code	Value
9212	Decline due to fraud condition.
9221	Decline due to PFD acquirer-specific ecosystem block.
9222	Decline due to PFD issuer-specific ecosystem block.
9223	Decline due to client tailored block-acquirer/merchant.
9224	Decline due to client tailored block-issuer .
9225	Decline due to ecosystem PFD fraud block (non-specific to issuer or acquirer).
9226	Decline due to PFD block for other risk factors (non-specific to issuer or acquirer).



Note: The button appears (as inactivated) as soon as Thredd has made an initial request to remove the block on the card. However, after a 72 hour period, the button is activated and you can make the request to Visa. The 72 hour period exists to account for the implementation of any counter measures.

Note: The removal of the card from PFD appears in the card history.

To remove a card from PFD:

1. Click on an Authorisation Advice transaction where the button appears.
2. Click **Remove from PFD**. The Remove Public Token from PFD window displays.
3. Enter any notes about removing the card from PFD in the Notes field.
4. Click **Send Remove from PFD to Visa**.



7 Searching for a Transaction

If you know the Transaction ID, you can search for a transaction from the Thredd Portal: Cards and Transaction Management home page.

To search for a transaction using an ID:

1. Launch Thredd Portal: Cards and Transaction Management to display the Thredd Portal home page.
2. Click **Transaction ID**.
3. Enter the **Transaction ID** and click **Search**.

If successful, the Transaction Details Summary page displays with the details of the transaction.

7.1 Searching for a Transaction Using Additional Criteria

Thredd Portal: Cards and Transaction Management provides powerful and flexible search functions and filters to help you find specific transactions. This is useful when trying to locate a transaction using only partial information from a cardholder, such as the approximate date that a transaction took place. These options allow you to search using the following criteria:

Option	Description
Transaction ID	The unique identifier of the transaction.
Token	The unique identifier for the card.
Trace ID	The unique trace identifier.
Date	The date (dd/mm/yyyy) the transaction took place.
Transaction Type	The type of transaction, such as <i>Authorisations</i> . For more information on the available Transaction Types, see Appendix E: Transaction Types .
Transaction Status	The transaction status, such as <i>Accepted</i> .
Note	The note attached to the transaction.
Merchant Location	The name or city of the merchant.
Processing Code	The processing code, such as 000000 - Debits (goods and services).
Billing Amount	The billing amount of the transaction. Use the drop-down field to set the search to return values equal to the amount set (=), more than the amount set (>), or less than the amount set (<).
Currency	The billing amount currency for the transaction.
Transaction Amount	The transaction amount of the transaction. Use the drop-down field to set the search to return values equal to the amount set (=), more than the amount set (>), or less than the amount set (<).
Currency	The transaction amount currency for the transaction.
Network Type	The network associated with the transaction. For example, Visa or Mastercard.
Card Type	The type of card associated with the transaction. Select from All, Regular, or Multi FX (MFX). Note: For more information on Multi FX, see Viewing Card Details .

To perform an advanced search for a transaction:



1. Launch Thredd Portal: Cards and Transaction Management to display the home page.
2. Select **Cards and Transactions** to display the **Card Search** options
3. Select **Transactions** to display the **Transaction Search** options.
4. Expand the page by clicking **Advanced Search**.
5. Specify the search criteria and click **Search**.

The results of the search display, with all transactions matching the criteria displayed below the Transaction Search options.

Note: Click **Clear** to remove any search criteria previously selected.

7.2 Customising Transaction Search Result Columns

You can customise the columns displayed in the Search Results by re-ordering them, adding new columns or removing unwanted columns.

1. Click **Columns** in the Search Results pane.
This displays the **Columns Customisation**.
2. You can drag the columns to re-order, remove unwanted columns by setting the toggle button next to the field off, or add new columns by toggling the button on. These changes are applied immediately.
3. Click **X** in the top-right to close the Columns Customisation.

7.3 Next Steps

After finding the transaction(s) you want to examine, you can explore further details, for example, to discover why a transaction was declined. For information about interpreting the results displayed in the **View Transactions** screen and the colour-coding used, see [Viewing Transaction Details](#).



8 Viewing Transactions

You can expand any transaction in the Transaction Search Results to display any card and additional details. The additional transaction details includes the transaction date, status, card acceptor name location, transaction amount and fees. For information about how to search for transactions, read [Searching for a Transaction](#).

Note: The details displayed depend on the type of transaction. For example, fields relating to presentments, such as Settlement Amount (DE005), are blank for authorisations.

1. Search for a Transaction to display the transactions in the [Transaction Search Results](#).
2. Click the required transaction to display the Transaction Details Summary page.

The Transaction Details Summary page consists of three tabs:

- [Details](#)
- [Amounts & Fees](#)
- [Merchant & Other Details](#)
- [Transaction Lifecycle](#)



8.1 Details Tab

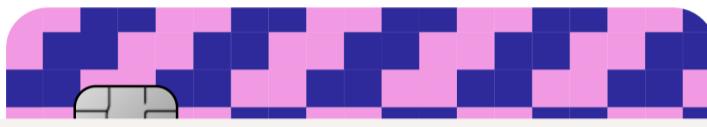
The Details tab gives a summary on the transaction, such as the date and type, as well as the name of the cardholder and other card details.

Transaction Search / Transaction Details-Summary

 Transaction ID: 6153390220 

[Remove Authorisation](#)

Details Amounts & Fees Merchant & Other Details Transaction Lifecycle

Billing Amount		Accepted
\$90.00 AUD		
Transaction Amount	Total Fee	
\$100.00	\$38.44	
Customer Name	Instrument	Network Type
Jon Bloggs	****6791	Mastercard
Expiry Date	Product Name	Card Scheme
12/26	Product A	Scheme A

IMPORTANT: To view cardholder details, click on the image of the card.

The following table describes each of the fields in the Details tab.

Field	Description
Billing Amount	Bill amount (in the currency of the card).
Transaction Amount	Transaction amount (in the transaction currency).
Total Fee	The accumulated total fee for the transaction. This includes any MCC Padding, FX Padding, Fixed and Rate fees.
Customer Name	The name of the cardholder.
Instrument	The last eight characters of the masked PAN.
Network Type	The network associated with the card on the transaction. For example, Visa, Mastercard, or Discover Global Network (DGN).
Expiry Date	The expiry date of the card.
Product Name	The product name the card is associated with.
Card Scheme	The scheme the card is associated with. For example, Mastercard or Visa.
Transaction Date	Date and time the transaction occurred. The time relates to where the Thredd servers are located, for, GMT time zone for the UK.
Transaction Type	Type of transaction, such as authorisation, balance adjustment, presentment, and auth reversal.
Transaction Status	Transaction status, such as Settled.
Response Status (DE039)	The response code that Thredd provided back to the scheme.



Field	Description
Transaction Amount (DE004)	Transaction amount (in the transaction currency).
Billing Amount (DE006)	Bill amount (in the currency of the card).
Settlement Amount(DE005)	Settlement amount and currency.
Blocked Amount	Blocked amount (pending payments) after the transaction.
Available Balance	Available balance after the transaction.
Actual Balance	Actual balance after the transaction.
Processing Code	Transaction processing code, for example, recurring fees, balance inquiry.
Transaction Note	<p>Note for the transaction. Notes are taken from transaction details appended during each type of transaction. For example, for declined transactions, there could be text explaining why the transaction was declined.</p> <p>Tip: The Notes field is a useful source of information about a transaction, particularly for declines, as it can identify the reason. For example, in the case of a decline, an incorrect PIN or the transaction exceeding the maximum permitted limit. Scroll right on the View Transactions screen to display it.</p>



8.2 Amounts & Fees Tab

The Amounts & Fees tab contains details on the fees associated with the transaction.

Details **Amounts & Fees** Merchant & Other Details Transaction Lifecycle

Amounts and Fees

i Calculated Total Fee Applied to Cardholder
Calculated amount for transaction fee: \$38.44

MCC Padding \$1.62	FX Padding \$19.47	Fixed Fee \$3.25	Rate Fee \$14.10
Domestic Fixed Fee \$0.00	Domestic Rate Fee \$0.00	FX Fixed Fee \$0.00	FX Rate Fee \$0.00
Non-Domestic Fixed Fee \$0.00	Non-Domestic Rate Fee \$0.00	Surcharge Fee -----	Additional Amounts (DE054) -----

Amounts, Transaction Fee (PDS0146)

Field	Description
Calculated Total Fee Applied to Card Holder	The combined value of all fees related to the transaction.
MCC Padding	Financial padding applied to transactions in specific MCCs (typically used for hotels and rental cars where cardholders might be charged a little more than authorised for).
FX Padding	Financial padding (to allow for currency fluctuations).
Fixed Fee	Fixed fees levied against the transaction based on specific amounts.
Rate Fee	Rate-based fee. Fees levied against the transaction based on a percentage charge.
Domestic Fixed Fee	Fixed amount to apply as a fee to a domestic transaction.
Domestic Rate Fee	Percentage of the domestic transaction amount to apply as a fee.
FX Fixed Fee	Fixed amount to apply as a fee to an FX transaction.
FX Rate Fee	Percentage of an FX transaction amount to apply as a fee.
Non Domestic Fixed Fee	Fixed amount to apply to the transaction for non-domestic transactions.
Non Domestic Rate Fee	Percentage of a non-domestic transaction amount to apply as a rate fee.
Surcharge Fee	The surcharge fee for the transaction.
Additional Amounts (DE054)	Contains additional amount information for the transaction, if relevant. For example, for purchase with cashback transactions, the additional amounts field is present with the cashback amount. For more information, see Additional Amount field in the EHI Guide.



Field	Description
Amounts, Transaction Fee (PDS0146)	This is a specific data field used in Mastercard's IPM (Interchange Processing Module) clearing file format. The fee carries one or more transaction-fee amounts associated with a Mastercard clearing record.



8.3 Merchant & Other Details Tab

The Merchant & Other Details tab describes information on the merchant for the transaction, and other details associated with the transaction. The tab is split between two sections - a Merchant Details section, and an Other Details section.

8.3.1 Merchant Details

The Merchant Details section describes information on the merchant involved in the transaction.

Note: Merchant Details only displays for Authorisation, Auth Reversal, Auth Advice and Presentment transaction types.

Field	Description
Merchant Name	The name of the merchant.
City	Where applicable, the city where the transaction took place.
County	Where applicable, the county where the transaction took place.
Postcode	Where applicable, the postcode where the transaction took place.
Region	Where applicable, the region where the transaction took place.
Street	Where applicable, the street where the transaction took place.
Phone	The Merchant telephone number. Can include non-digits. For example, "+18001112345"
Merchant Website	Where applicable, the website of the merchant for the transaction.
Contact	The Merchant contact details. For example, a phone number or email address.
POS Entry Mode (DE022)	How the transaction was created, for example, contactless at a machine, ecommerce, online, ATM. ICC indicates the card was physically inserted into a machine and the PIN entered.
Card Acceptor Name Location (DE043)	Identifies the card acceptor (such as merchant, ATM owner, or financial institution) and the point of interaction for the transaction.
Till Time	Time of the transaction as provided by the merchant on the customer's receipt. This value may differ from the time when the transaction is processed. This is because the transaction might be processed in a different time zone.
Merchant Category Code (MCC)	Code that describes a merchant's primary business activities. For a full list of available MCCs, see Merchant Category Codes in the EHI Guide.
POS Data (DE061)	For Mastercard authorisation-related messages: This holds additional POS condition codes. For more information, see POS_Data_DE61 field in the EHI Guide. For Visa Authorisation-related messages: this is empty. For Financial and all other messages: this is empty
Card Acceptor ID Code (DE042)	Code relating to the specific Point of Sale (POS) terminal.
Card Acceptor	Uniquely identifies the terminal which accepted the card. Always present if the card data was read by a terminal.



Field	Description
Terminal ID (DE041)	
AID	<p>The Acquiring Bank ID as assigned by the network. Note that the format differs depending on whether this is an Authorisation or a Financial type message.</p> <p>For Authorisation messages:</p> <ul style="list-style-type: none">• 2 digits length of Acquirer ID (01 to 09)• Acquirer ID <p>For Financial messages:</p> <ul style="list-style-type: none">• 6 digit Acquirer ID (possibly with leading zeros)

8.3.2 Other Details

The Other Details section describes a variety of different fields related to the transaction.

Note: Other Details only displays for Authorisation, Auth Reversal, Auth Advice and Presentment transaction types.

Field	Description
Message Type	The type of transaction, such as an authorisation or presentment.
STAN (DE011)	System Trace Audit Number. This links the authorisation and presentment (note this number is not unique).
Processing Code	Transaction processing code, for example, recurring fees, balance inquiry.
Transaction ID	Identifier for tracing a specific transaction and narrowing a search. This is a unique identifier generated by Thredd to help identify and search for transaction in the Thredd platform.
Transaction Originating Institution	The merchant or store where the transaction was made.
Document Reference (DE037)	The number supplied by Thredd. Retains the original source document of the transaction and assists in locating the source document.
Authorisation Code	Authorisation code generated by Thredd for approved and declined authorisation requests.
Additional Response Data (DE044)	<p>Response data for transactions where the content can differ depending on the network.</p> <p>For example, for Mastercard, the details it provides depends on the response code only (where it is only populated in the case of a decline). For payment networks such as Visa, this field includes the response for transaction data validations.</p> <p>For more information, see Visa_ResponseInfo_DE44 in the EHI Guides.</p>
Additional Data (DE048)	This is extra details on a transaction, which you should not use unless agreed with Thredd. The following images shows an example for authorisation and presentations:



Field	Description																																																		
	<p>× Decoded DE048 Data</p> <p>Incoming DE048</p> <div style="background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> 019T420701032109203***</div> <p>Additional Data Decoded MC</p> <table> <tr> <td>Additional Data MC TCC:</td><td>T (Phone, Mail, or Electronic Commerce Order)</td></tr> <tr> <td>Additional Data MC Total Length:</td><td>019</td></tr> <tr> <td>Additional Data MC Item</td><td>Electronic Commerce Indicators</td></tr> <tr> <td>Additional Data MC PDSMC</td><td>PDS42</td></tr> <tr> <td>Additional Data MC Value</td><td>0103210</td></tr> <tr> <td>Additional Data MC Item</td><td>CVC 2</td></tr> <tr> <td>Additional Data MC PDSMC</td><td>PDS92</td></tr> <tr> <td>Additional Data MC Value</td><td>***</td></tr> </table> <p>× Decoded DE048 Data</p> <p>Incoming DE048</p> <div style="background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> 0002003MRG0003003MRG0023003CT1014603600190184000000000024584000000000000 4501470480029018400000000000012345678400000000000012345670148004826201580 30MCC10106017319022201 NNNNNN0159067 1521544702350 1US00000001N251110125111010165001M01700165032277600 0177002YY01910012 </div> <p>Additional Data Decoded</p> <table> <tr> <td>PDS0002(GCMS Product Identifier)</td><td>MRG</td></tr> <tr> <td>PDS0003(Licensed Product Identifier)</td><td>MRG</td></tr> <tr> <td>PDS0023(Terminal Type)</td><td>CT1</td></tr> <tr> <td>PDS0146(Amounts, Transaction Fee)</td><td>00190184000000000024584000000000245</td></tr> <tr> <td>PDS0147(Member-to-member Proprietary Data)</td><td>00290184000000000000123456784000000000 0001234567</td></tr> <tr> <td>PDS0148(Currency Exponents)</td><td>8262</td></tr> <tr> <td>PDS0158(Business Activity)</td><td>MCC10106017319022201 NNNNNN01</td></tr> <tr> <td>PDS5906(Member-to-member Proprietary Data)</td><td>15215</td></tr> <tr> <td>PDS4470(Member-to-member Proprietary Data)</td><td>0 1US00000001N251110125111010165001M017001 65032277600 0177002YY01910012</td></tr> <tr> <td colspan="2">PDS0146 Data Decoded</td></tr> <tr> <td>Fee Type Code</td><td>00 - Transaction interchange fee (fixed plus variable fee amount)</td></tr> <tr> <td>Fee Processing Code</td><td>19 - Debit transaction destination</td></tr> <tr> <td>Fee Settlement Indicator</td><td>01 - Settlement Data</td></tr> <tr> <td>Currency Code</td><td>840</td></tr> <tr> <td>Amount, Fee, Transaction</td><td>000000000245 USD (2.45 USD)</td></tr> <tr> <td>Currency Code</td><td>840</td></tr> <tr> <td>Amount, Fee, Reconciliation</td><td>000000000245 USD (2.45 USD)</td></tr> </table>	Additional Data MC TCC:	T (Phone, Mail, or Electronic Commerce Order)	Additional Data MC Total Length:	019	Additional Data MC Item	Electronic Commerce Indicators	Additional Data MC PDSMC	PDS42	Additional Data MC Value	0103210	Additional Data MC Item	CVC 2	Additional Data MC PDSMC	PDS92	Additional Data MC Value	***	PDS0002(GCMS Product Identifier)	MRG	PDS0003(Licensed Product Identifier)	MRG	PDS0023(Terminal Type)	CT1	PDS0146(Amounts, Transaction Fee)	00190184000000000024584000000000245	PDS0147(Member-to-member Proprietary Data)	00290184000000000000123456784000000000 0001234567	PDS0148(Currency Exponents)	8262	PDS0158(Business Activity)	MCC10106017319022201 NNNNNN01	PDS5906(Member-to-member Proprietary Data)	15215	PDS4470(Member-to-member Proprietary Data)	0 1US00000001N251110125111010165001M017001 65032277600 0177002YY01910012	PDS0146 Data Decoded		Fee Type Code	00 - Transaction interchange fee (fixed plus variable fee amount)	Fee Processing Code	19 - Debit transaction destination	Fee Settlement Indicator	01 - Settlement Data	Currency Code	840	Amount, Fee, Transaction	000000000245 USD (2.45 USD)	Currency Code	840	Amount, Fee, Reconciliation	000000000245 USD (2.45 USD)
Additional Data MC TCC:	T (Phone, Mail, or Electronic Commerce Order)																																																		
Additional Data MC Total Length:	019																																																		
Additional Data MC Item	Electronic Commerce Indicators																																																		
Additional Data MC PDSMC	PDS42																																																		
Additional Data MC Value	0103210																																																		
Additional Data MC Item	CVC 2																																																		
Additional Data MC PDSMC	PDS92																																																		
Additional Data MC Value	***																																																		
PDS0002(GCMS Product Identifier)	MRG																																																		
PDS0003(Licensed Product Identifier)	MRG																																																		
PDS0023(Terminal Type)	CT1																																																		
PDS0146(Amounts, Transaction Fee)	00190184000000000024584000000000245																																																		
PDS0147(Member-to-member Proprietary Data)	00290184000000000000123456784000000000 0001234567																																																		
PDS0148(Currency Exponents)	8262																																																		
PDS0158(Business Activity)	MCC10106017319022201 NNNNNN01																																																		
PDS5906(Member-to-member Proprietary Data)	15215																																																		
PDS4470(Member-to-member Proprietary Data)	0 1US00000001N251110125111010165001M017001 65032277600 0177002YY01910012																																																		
PDS0146 Data Decoded																																																			
Fee Type Code	00 - Transaction interchange fee (fixed plus variable fee amount)																																																		
Fee Processing Code	19 - Debit transaction destination																																																		
Fee Settlement Indicator	01 - Settlement Data																																																		
Currency Code	840																																																		
Amount, Fee, Transaction	000000000245 USD (2.45 USD)																																																		
Currency Code	840																																																		
Amount, Fee, Reconciliation	000000000245 USD (2.45 USD)																																																		
AVS Response	The Address Verification Service (AVS) response to the transaction. This verifies the cardholder in order to avoid fraudulent transactions by comparing the address input by the cardholder against the address on file.																																																		
Expiry Date	The expiry date provided at the time of the transaction (useful to check in case the cardholder has entered an incorrect expiry date).																																																		
FID	Forwarding Institution Identification Code. Identifies the acquiring institution forwarding a Request or Advice message.																																																		
Thredd POS Data	Information on the transaction at the POS terminal, including details such as how the transaction was authenticated,																																																		



Field	Description
	<p>the cardholder present/not present status and fraud details.</p> <p>Click the expand button to display the Thredd POS Data Decoded Values. The following fields display.</p> <ul style="list-style-type: none">• Cardholder Present• Card Present• Card Data Input Method• Cardholder Authentication Method 1• Cardholder Authentication Method 2• Cardholder Authentication Method 3• Cardholder Authentication Method 4• Cardholder Authentication Entity 1• Cardholder Authentication Entity 2• Cardholder Authentication Entity 3• Cardholder Authentication Entity 4• Chip Fallback• Cardholder to Merchant Security• 3D Secure Authentication Method
Network ID	Also known as DE48, this a unique transaction number that is generated by the payment network for linking authorisations and presentments.
Acquirer Reference Data	Acquirer Reference Number/Data. ISO 8583 field 31. The acquirer reference number exists for clearing messages only (Financial advices/notifications, and Chargeback advices/notifications (and reversals of)).
ICC Data (DE055 - 0100)	Data from the card's chip.
Advice Reason Data	Mastercard Authorisation Advice Reason Code. Explains why Mastercard Stand-In processing (STIP) occurred or why an advice was created. Note: This field will only be present for transactions received by Thredd from Mastercard.
Tax ID	The merchant's Tax ID (from Base II TCR6 31-50 (len 20), Mastercard GCMS - from IPM DE48 PDS 596 subfield 1) is the unique code assigned to a business by the processor or acquiring bank.
Record ID	A unique Thredd identifier used to link transactions to other tables in the Thredd database.
Payment Token ID	Unique Thredd identifier of the payment token. Only present if transaction relates to a payment token (for example, Apple Pay).
Network Data	Also known as DE48, this a unique transaction number that is generated by the payment network for linking authorisations and presentments.



8.4 Transaction Lifecycle Tab

The Transaction Lifecycle tab displays details on each of the steps in the lifecycle of the transaction.

The following table describes each of the fields in the Transaction Lifecycle tab.

Field	Description
Transaction Lifecycle ID	The unique transaction lifecycle identifier.
Transaction Type	Type of transaction, such as authorisation, balance adjustment, presentment and auth reversal.
Date	Date and time the transaction occurred. The time relates to Thredd time. For example, if the servers for processing Thredd transactions are in the GMT time zone, the Thredd time is GMT
Status	Transaction status, such as Settled.
Transaction Amount	Transaction amount (in the transaction currency).
Billing Amount	Bill amount (in the currency of the card).

8.5 Remove Transaction Authorisation

In some instances, you may want to remove an authorisation on a transaction if the authorisation is no longer required. The Remove Transaction Authorisation functionality enables you to remove an authorisation from a transaction. This functionality is only enabled for Authorisation transactions. If the transaction is anything else then the button is disabled.

Note: Removing an authorisation does not prevent the associated presentment from being received for this transaction. If a presentment is received Thredd will still process this.

To remove an authorisation from a transaction:

1. Click **Remove Authorisation** to open the Remove Transaction Authorisation window.
2. Enter any notes related to the removal of the authorisation in the **Notes** field.
3. Click **Save** to remove the authorisation from the transaction.

The window closes and the authorisation is removed from the transaction.



Appendix A: Common Decline Reasons

This topic provides details about common card decline reasons.

Decline	Reason
DR: Auth Amount : XX.00 Total : XX.00 Available Amount: Y.00 ==> Decline!	The cardholder does not have sufficient funds to cover the transaction amount.
DR: Card expiry check failed with Emboss Expiry date (DE014)	The expiry date entered by the cardholder does not match the expiry date of the card.
DR: Exceeds Max Per Transaction limit	The attempted transaction amount exceeded the limit per single transaction amount for the card / product.
DR: Incorrect PIN	The cardholder entered an incorrect PIN.
DR: Declined due to Lost Card (Capture) (Original auth resp status 41, changed to 05)	The card's status was changed to "Lost Card (Capture)" and the card can no longer be used.
DR: Declined due to CardUsageGroupCheck GroupUsageID-42 [Card Acceptance Method (A) - Card Not Present - E-Commerce - Failed]	The card / product is not permitted to be used for e-commerce transactions.
DR: Declined due to CardUsageGroupCheck GroupUsageID-476 [Card Acceptance Method (A) - Chip PAN Entry - Signature Verification - Failed]	The card / product is not permitted to be used for signature verification authorisations.
Card CVV2 not matching with CVV2 in auth request	The CVV value entered by the cardholder is not matching the CVV value of the card.
DR: Declined due to voided card (Original auth resp status 99, changed to 05)	The status of the card was changed to "Card Voided" and the card can no longer be used for authorisations.
DR: Declined due to GroupMCCCheck	The card / product is not permitted to use this type of merchant (MCC = Merchant Category Code).



Appendix B: Card Status Codes

This topic provides details about card status codes available in Thredd Portal: Cards and Transaction Management.

Note: A full list of the possible card status codes, and the Visa and Mastercard response codes that are sent for both a normal authorisation (auth) and for refund authorisation transactions, is in the [Changes to Thredd Card Status and Response Codes guide](#).

Tip: You can change the card status with the Cards REST API endpoint, [Update Card Status](#) and the Web Services SOAP API, [Ws_StatusChange](#). For more information, read [Card Status](#) in the [Cards API](#) website and [Card Change Status](#) in the [Web Services Guide](#).

Status Code	Description	Who can set?	Functions permitted for the card	Functions blocked for the card	Example of use	Reversible
00	Active	PM	All	None	Normal operation	YES
04	Capture Card	PM		Authorisations	Stolen or fraudulent use	YES
05	Do not honour	PM	Balance Adjustment	Authorisations	Generally, set by issuer request	YES
41	Lost card	PM		Authorisations, Activation	Card was lost but not stolen	YES
43	Stolen card	PM		Authorisations, Activation	Card was stolen	NO
46	Closed account	PM		Authorisations, Activation	PM closes the account	YES
54	Card Expired	Thredd Only		Authorisations, Activation	Expiry date has passed	YES
59	Suspected fraud	PM		Authorisations, Activation	Suspected fraudulent use	YES
62	Restricted card	PM	Balance Adjustment	Load, Authorisations, Activation	Can be restricted due to rules from the PM or Issuer	YES
63	Security Violation	PM, Issuers	None	Load, Balance Adjustment, Authorisations	AML, KYC issue for the cardholder	YES
70	Cardholder to contact issuer	Issuer	Load, Balance Adjustment	Authorisations	Set by the issuer for compliance reasons	YES
83	Card Destroyed	Issuer, PM	NONE Note: Because card status 83 - Card Destroyed;	Authorisations, Activation, Load, Balance Adjustment	Set by PM	NO



Status Code	Description	Who can set?	Functions permitted for the card	Functions blocked for the card	Example of use	Reversible
			<p>presentments and refunds is part of the financial record, Thredd continues to process cards with this status.</p>			
98	Refund given to Customer	PM		All (check if it can be loaded)	Gift cards	YES
99	Card Voided	PM		Authorisations	Account is fine but card voided	YES
G1	Short Term Debit Block	PM	Credits	Authorisations (except credits). Merchants asked to retry.	PM chooses this card status	YES
G2	Short Term Full Block	PM		Authorisations. Merchants asked to retry.	PM chooses this card status	YES
G3	Long Term Debit Block	PM	Credits	Authorisations (except credits). Merchants asked not to retry.	PM chooses this card status	YES
G4	Long Term Full Block	PM		Authorisations. Merchants asked not to retry.	PM chooses this card status	YES
G5	Thredd Protect Short Term Debit Block	Thredd Only	Credits	Authorisations (except credits). Merchants asked to retry.	Thredd Protect sets this status based on various criteria.	YES
G6	Thredd Protect Short Term Full Block	Thredd Only		Authorisations. Merchants asked to retry.	Thredd Protect sets this status based on various criteria.	YES
G7	Thredd Protect Long Term Debit Block	Thredd Only	Credits	Authorisations (except credits). Merchants asked not to retry.	Thredd Protect sets this status based on various criteria.	YES
G8	Thredd Protect Long Term Full	Thredd		Authorisations. Merchants asked	Thredd Protect	YES



Status Code	Description	Who can set?	Functions permitted for the card	Functions blocked for the card	Example of use	Reversible
	Block	Only		not to retry.	sets this status based on various criteria.	
G9	Interactive Voice Response (IVR) Lost / Stolen Block (like 41 Lost)	Thredd Only		Authorisations, Activation	Cardholder phoned the IVR automated phone line to block their card.	YES



Appendix C: Usage Groups

The table below describes the different types of Card Acceptance Methods available in the form of Usage groups. Rules can be set to dictate levels of Card Acceptance, such as MCC Group acceptance.

Tip: You can edit the card usage groups using the APIs.

- For the REST APIs, this is the [List Card Control Groups](#) and [Update Card Control Groups](#) endpoints.

- For the Web Services SOAP APIs, this is the [Ws_Card_Change_Cardacceptor_List](#) and [Ws_Card_Change_Groups](#).

For more information, read [Managing Card Usage Groups](#) in the Cards API website and [Card Change Acceptor List](#) and [Card Change Groups](#) in the Web Services Guide.

Group Type	Purpose
Card Acceptor List	<p>You can specify at the merchant ID level where authorisations are accepted (based on DE42). For example, you can allow a card to be used only in specific shops or locations. This can be applied via web services.</p> <p>Note: If you select a merchant ID level from the Card Acceptor List drop-down, you cannot select one from the Card Disallow List drop-down. Merchants not listed in the Allow list are automatically classified as Disallowed.</p>
Card Disallow List	<p>You can specify at the merchant ID level where authorisations are declined (based on DE42). For example, you can prevent a card from being used in specific shops or locations. This can be applied via web services.</p> <p>Note: If you select a merchant ID level from the Card Disallow List drop-down, you cannot select one from the Card Acceptor List drop-down.</p>
Card FX Group	<p>You can upload and manage your own Foreign Exchange rates which can be applied to authorisations and presentations.</p>
Calendar Group	<p>You can restrict card acceptance based on specific time and date parameters. For example, a trucking company may restrict card use to weekdays from 9 until 5 to allow employees to pay for fuel. Some usage cases include religious observances or working hours.</p>
Card Linkage	<p>Used to link primary and secondary cards. You can apply card linkage on a shared balance or a separate balance.</p>
Group Usage	<p>You can apply the specific "Card Usage Rules" which dictate card behaviour such as PAN entry method rules, cardholder verification, regional based rules and transaction types.</p> <p>Tip: Check the usage rules if a card has been declined. For example, to show if transactions are prevented from going through on an unknown acceptance method.</p>
Group MCC	<p>You can allow or disallow card acceptance (auths) based on one or more merchant category codes (MCC). For example, you can disallow gambling sites.</p>
Group Limit	<p>Displays specific limits assigned to that card. For example, the maximum balance permitted to be held on the card.</p>
Group Web	<p>You can charge a fee for specific web services such as a PIN change request.</p>
Recurring Fee	<p>You can apply fees based on rules or actions you set on the card. For example: inactivity fees and / or dormancy fees. These are configured by Thredd.</p>
Group Auth	<p>You can apply a fee to Authorisations based on the processing code. For example, an authorisation to</p>



Group Type	Purpose
	check a balance.
Limited Network	<p>You can restrict card acceptance to a limited network only. For example, a gift card may be limited to merchants in a particular shopping centre only. This rule is based on 3 different data elements:</p> <ol style="list-style-type: none">1. DE42 - Merchant ID2. DE43 - Address, text field for the merchant ID3. DE61 - Postcode
Payment Token Usage Group	Defines configuration options specific to the provisioning of a digital payment token. For more information, read the Tokenisation Guide .



Appendix D: Details Tab

The table below lists the card field values on the Details Tab, which contains information related to the cardholder. This includes information such as the card status, the expiry date of the card and 3DS details associated with the card. You can edit the cardholder details and change the rules governing card acceptance methods using the **Edit Card Details** option. The different types of **Card Acceptance Methods** available in the form of Usage Groups are set up using **Edit Card Configuration**.

Note: For more information, read [Card Actions](#) and [Appendix C: Usage Groups](#).

Card Details

The Card Details section contains high level information on the card.

Tip: You can also update the card details with the Cards REST API endpoint, [Update Card](#) and the Web Services SOAP API, [Ws_Update_Cardholder_Details](#). For more information, read [Updating a Card](#) in the [Cards API](#) website and [Update Cardholder Details \(V1\)](#) in the [Web Services Guide](#).

Field	Description
Card Status	The status of the card.
Product	The name of the product.
Scheme	The scheme the card belongs to.
Currency	The currency of the card.
Expiry Date	The expiry date of the card.
Card Type	The type of the card, physical or virtual.
Activation Date	The date the card was activated.
Thredd Expiry Date	The date when the card will cease to work. The status of the card changes to Expired when this date is passed.
Network Type	The name of the network associated with the card. For example, Visa, Mastercard, or Discover Global Network (DGN).
Linked Cards	Any linked cards. Displays N/A if there are no linked cards.
Automated Billing Opt Out	Indicates whether the card should be opted out of the Visa Account Updater (VAU) or Automated Billing Updater (ABU), which provide merchants with account advice information.

Cardholder Details

The Cardholder Details section contains high level information on the cardholder.

Tip: You can edit the cardholder details using the APIs:

- For the REST APIs, this is the [Update Card](#) endpoint.
- For Web Services SOAP API, this is the [Ws_Update_Cardholder_Details](#) endpoint.

For more information, see [Updating Cardholder Details](#) in the [Cards API](#) website and [Update Cardholder Details \(V1\)](#) in the [Web Services Guide](#).



Field	Description
First Name	Cardholder's first name. Also used as the card purchaser's first name if no delivery address is supplied.
Middle Name	Cardholder's middle name.
Last Name	Cardholder's last name. If no delivery address is supplied it is also assumed to be the card purchaser's last name.
Email ID	The cardholder's email address.
Address 1	Cardholder's address line 1. Also used as the card purchaser's address line 1 if no delivery address is supplied. The cardholder address reflects the Address Verification Service (AVS) checks that are performed.
Address 2	Cardholder's address line 2. Also used as the card purchaser's address line 1 if no delivery address is supplied. The cardholder address reflects the Address Verification Service (AVS) checks that are performed.
Address 3	Cardholder's address line 3. Also used as the card purchaser's address line 1 if no delivery address is supplied. The cardholder address reflects the Address Verification Service (AVS) checks that are performed.
Date of Birth	The cardholder's date of birth.
Postcode	Cardholder's home postcode. Also used as the card purchaser's postcode if no postcode is supplied. The cardholder address reflects the Address Verification Service (AVS) checks that are performed.
City	Cardholder's home city. Also used as the card purchaser's city if no delivery address is supplied. The cardholder address reflects the Address Verification Service (AVS) checks that are performed.
Country	Cardholder's country of residence. This is represented as a 3 digit ISO country code (e.g. 826 for UK).
Mobile No	Cardholder's mobile phone number (including dialling code if applicable).
Customer Reference	Cardholder account number or reference number.

Other Details

The Other Details section contains further details related to the card and cardholder.

Field	Description
Thredd Expiry Date	The date when the card will cease to work. The status of the card changes to Expired when this date is passed.
Activation Date	The date the card was activated.

3DS Details

The 3DS Details section contains information related to the 3D Secure credentials associated with the card.

Field	Description
3DS Provider	The 3DS Provider. For example, Cardinal or Apata.



Field	Description
Authentication Type	Displays a list of the 3D Secure authentication methods that the card is enrolled in. This can be either: <ul style="list-style-type: none">• OTP SMS• OTP Email• Biometric• Out of Band• ALL• Behavioural Biometric• KBA
Authentication Details	Whether the authentication type has been enrolled on for the card.



Appendix E: Transaction Types

The table below describes the different types of transaction available.

Transaction type	Description
Auth Not Cleared	An authorisation that has not cleared. Thredd has not yet received a presentment that can be matched to the authorisation on the token. If Thredd does not receive a presentment that can be linked to the authorisation, Thredd reverses the authorisation automatically after the hanging auth filter period has expired (as specified by the client for the product). For standard authorisations this is typically 7 days. It is usually longer (up to 30 days) for merchants using pre-authorisations, including but not limited to Car Hire and Hotels.
Auth Cleared	An authorisation which has cleared. Thredd has received a presentment that could be matched to the authorisation.
Declined	A transaction that has been declined. To find the decline reason, scroll right to the notes field of the transaction to display the reason for the decline. For a list of the most common decline reasons, read Appendix A: Common Decline Reasons .
Reversed	An authorisation that was reversed. To find the reversal reason, right click the reversal and choose More details > View transaction details . Observe the Response Status (DE039) . There are various reasons for a reversal, including: <ul style="list-style-type: none">• Customer Cancellation• Wrong Format• Manual Reversal• Issuer Time-Out For a full list of reasons, refer to the Mastercard <i>Customer Interface Specification</i> or <i>Visa Base</i> manual.
Load/Unload	Load and unload Web Service. For example: <ul style="list-style-type: none">• A load channel such as a retailer• PayPoint in the UK, Ireland or Romania• Unloaded by the Program Manager
Presentment	A transaction for authorisations that require settlement. First presentment occurs when the merchant sends a request to take either part or all of the amount previously authorised on the card.
Balance Adjust	An adjustment to the balance or the blocked amount. This can be a Credit or a Debit.
Offline	Offline transactions occur when a presentment is received without a matching authorisation. This can happen in situations where an authorisation is not possible (for example, a transaction on a plane where there is no internet connection).
Expiry	Transaction Expiry, response 54 Expired Card (Process - Debits Unload).
Refund/ Fin Rev	Presentment returning funds to the Card Holder/ Financial Reversal - Process (Credits for Refund).
Payment	Payment originating from non-card network entity, paying funds into or out of the customer account (for example, Faster Payments, BACS, Direct Debits via Agency Banking).
Auth Advice	A system generated message about the transaction. This message is for information only (typically from Visa or Mastercard) and has no effect on the transaction. For example, it may note a slow response time.
Unknown	Card not found: Unknown Card. In large volumes this can indicate a BIN attack. For more information, read the FAQs.



Appendix F: Transaction Details Fields

This section describes the fields available in Thredd Portal: Cards and Transaction Management for each transaction. The information displayed when [Viewing Transactions](#) depends on the type of transaction. For example, more information is shown about authorisations than about presentations.

Details Tab

This section displays summary information related to the transaction.

Note: Details displays for all transactions.

Field	Description
Billing Amount	Bill amount (in the currency of the card).
Transaction Amount	Transaction amount (in the transaction currency).
Total Fee	The accumulated total fee for the transaction. This includes any MCC Padding, FX Padding, Fixed and Rate fees.
Customer Name	The name of the cardholder.
Instrument	The last eight characters of the masked PAN.
Network Type	The network associated with the card on the transaction. For example, Visa, Mastercard, or Discover Global Network (DGN).
Expiry Date	The expiry date of the card.
Product Name	The product name the card is associated with.
Card Scheme	The scheme the card is associated with. For example, Mastercard or Visa.
Transaction Date	Date and time the transaction occurred. The time relates to where the Thredd servers are located, for, GMT time zone for the UK.
Transaction Type	Type of transaction, such as authorisation, balance adjustment, presentment, and auth reversal.
Transaction Status	Transaction status, such as Settled.
Response Status (DE039)	The response code that Thredd provided back to the scheme.
Transaction Amount (DE004)	Transaction amount (in the transaction currency).
Billing Amount (DE006)	Bill amount (in the currency of the card).
Settlement Amount(DE005)	Settlement amount and currency.



Field	Description
Blocked Amount	Blocked amount (pending payments) after the transaction.
Available Balance	Available balance after the transaction.
Actual Balance	Actual balance after the transaction.
Processing Code	Transaction processing code, for example, recurring fees, balance inquiry.
Transaction Note	Note for the transaction. Notes are taken from transaction details appended during each type of transaction. For example, for declined transactions, there could be text explaining why the transaction was declined. Tip: The Notes field is a useful source of information about a transaction, particularly for declines, as it can identify the reason. For example, in the case of a decline, an incorrect PIN or the transaction exceeding the maximum permitted limit. Scroll right on the View Transactions screen to display it.

Amount and Fees Tab

The Amount and Fee tab displays information on additional fees related to the transaction.

Note: Amount and Fees Details displays for all transactions.

Field	Description
Calculated Total Fee Applied to Card Holder	The combined value of all fees related to the transaction.
MCC Padding	Financial padding applied to transactions in specific MCCs (typically used for hotels and rental cars where cardholders might be charged a little more than authorised for).
FX Padding	Financial padding (to allow for currency fluctuations).
Fixed Fee	Fixed fees levied against the transaction based on specific amounts.
Rate Fee	Rate-based fee. Fees levied against the transaction based on a percentage charge.
Domestic Fixed Fee	Fixed amount to apply as a fee to a domestic transaction.
Domestic Rate Fee	Percentage of the domestic transaction amount to apply as a fee.
FX Fixed Fee	Fixed amount to apply as a fee to an FX transaction.
FX Rate Fee	Percentage of an FX transaction amount to apply as a fee.
Non Domestic Fixed Fee	Fixed amount to apply to the transaction for non-domestic transactions.
Non Domestic	Percentage of a non-domestic transaction amount to apply as a rate fee.



Field	Description
Rate Fee	
Surcharge Fee	The surcharge fee for the transaction.
Additional Amounts (DE054)	Contains additional amount information for the transaction, if relevant. For example, for purchase with cashback transactions, the additional amounts field is present with the cashback amount. For more information, see Additional Amount field in the EHI Guide.
Amounts, Transaction Fee (PDS0146)	This is a specific data field used in Mastercard's IPM (Interchange Processing Module) clearing file format. The fee carries one or more transaction-fee amounts associated with a Mastercard clearing record.

Merchant and Other Details Tab

The Merchant tab describes information on the merchant for the transaction, and other details associated with the transaction. The tab is split between two sections - a Merchant Details section, and an Other Details section.

Merchant Details

Note: Merchant Details only displays for Authorisation, Auth Reversal, Auth Advice and Presentment transaction types.

Field	Description
Merchant Name	The name of the merchant.
City	Where applicable, the city where the transaction took place.
County	Where applicable, the county where the transaction took place.
Postcode	Where applicable, the postcode where the transaction took place.
Region	Where applicable, the region where the transaction took place.
Street	Where applicable, the street where the transaction took place.
Phone	The Merchant telephone number. Can include non-digits. For example, "+18001112345"
Merchant Website	Where applicable, the website of the merchant for the transaction.
Contact	The Merchant contact details. For example, a phone number or email address.
POS Entry Mode (DE022)	How the transaction was created, for example, contactless at a machine, ecommerce, online, ATM. ICC indicates the card was physically inserted into a machine and the PIN entered.
Card Acceptor Name Location (DE043)	Identifies the card acceptor (such as merchant, ATM owner, or financial institution) and the point of interaction for the transaction.
Till Time	Time of the transaction as provided by the merchant on the customer's receipt. This value may differ from the time when the transaction is processed. This is because the transaction might be processed in a different time zone.



Field	Description
Merchant Category Code (MCC)	Code that describes a merchant's primary business activities. For a full list of available MCCs, see Merchant Category Codes in the EHI Guide.
POS Data (DE061)	For Mastercard authorisation-related messages: This holds additional POS condition codes. For more information, see POS_Data_DE61 field in the EHI Guide. For Visa Authorisation-related messages: this is empty. For Financial and all other messages: this is empty
Card Acceptor ID Code (DE042)	Code relating to the specific Point of Sale (POS) terminal.
Card Acceptor Terminal ID (DE041)	Uniquely identifies the terminal which accepted the card. Always present if the card data was read by a terminal.
AID	The Acquiring Bank ID as assigned by the network. Note that the format differs depending on whether this is an Authorisation or a Financial type message. For Authorisation messages: <ul style="list-style-type: none">• 2 digits length of Acquirer ID (01 to 09)• Acquirer ID For Financial messages: <ul style="list-style-type: none">• 6 digit Acquirer ID (possibly with leading zeros)

Other Details

The Other Details section describes a variety of different fields related to the transaction.

Note: Other Details only displays for Authorisation, Auth Reversal, Auth Advice and Presentment transaction types.

Field	Description
Message Type	The type of transaction, such as an authorisation or presentment.
STAN (DE011)	System Trace Audit Number. This links the authorisation and presentment (note this number is not unique).
Processing Code	Transaction processing code, for example, recurring fees, balance inquiry.
Transaction ID	Identifier for tracing a specific transaction and narrowing a search. This is a unique identifier generated by Thredd to help identify and search for transaction in the Thredd platform.
Transaction Originating Institution	The merchant or store where the transaction was made.
Document Reference (DE037)	The number supplied by Thredd. Retains the original source document of the transaction and assists in locating the source document.
Authorisation Code	Authorisation code generated by Thredd for approved and declined authorisation requests.
Additional	Response data for transactions where the content can differ depending on the network.



Field	Description
Response Data (DE044)	<p>For example, for Mastercard, the details it provides depends on the response code only (where it is only populated in the case of a decline). For payment networks such as Visa, this field includes the response for transaction data validations.</p> <p>For more information, see Visa_ResponseTypeInfo_DE44 in the EHI Guides.</p>
Additional Data (DE048)	This is extra details on a transaction, which you should not use unless agreed with Thredd.
AVS Response	The Address Verification Service (AVS) response to the transaction. This verifies the cardholder in order to avoid fraudulent transactions by comparing the address input by the cardholder against the address on file.
Expiry Date	The expiry date provided at the time of the transaction (useful to check in case the cardholder has entered an incorrect expiry date).
FID	Forwarding Institution Identification Code. Identifies the acquiring institution forwarding a Request or Advice message.
Thredd POS Data	<p>Information on the transaction at the POS terminal, including details such as how the transaction was authenticated, the cardholder present/not present status and fraud details.</p> <p>Click the expand button to display the Thredd POS Data Decoded Values. The following fields display.</p> <ul style="list-style-type: none">• Cardholder Present• Card Present• Card Data Input Method• Cardholder Authentication Method 1• Cardholder Authentication Method 2• Cardholder Authentication Method 3• Cardholder Authentication Method 4• Cardholder Authentication Entity 1• Cardholder Authentication Entity 2• Cardholder Authentication Entity 3• Cardholder Authentication Entity 4• Chip Fallback• Cardholder to Merchant Security• 3D Secure Authentication Method
Network ID	Also known as DE48, this a unique transaction number that is generated by the payment network for linking authorisations and presentations.
Acquirer Reference Data	Acquirer Reference Number/Data. ISO 8583 field 31. The acquirer reference number exists for clearing messages only (Financial advices/notifications, and Chargeback advices/notifications (and reversals of)).
ICC Data (DE055 - 0100)	Data from the card's chip.
Advice Reason Data	Mastercard Authorisation Advice Reason Code. Explains why Mastercard Stand-In processing (STIP) occurred or why an advice was created. <p>Note: This field will only be present for transactions received by Thredd from Mastercard.</p>
Tax ID	The merchant's Tax ID (from Base II TCR6 31-50 (len 20), Mastercard GCMS - from IPM DE48 PDS 596 subfield 1) is



Field	Description
	the unique code assigned to a business by the processor or acquiring bank.
Record ID	A unique Thredd identifier used to link transactions to other tables in the Thredd database.
Payment Token ID	Unique Thredd identifier of the payment token. Only present if transaction relates to a payment token (for example, Apple Pay).
Network Data	Also known as DE48, this is a unique transaction number that is generated by the payment network for linking authorisations and presentations.



Appendix G: Transaction Lifecycle Fields

The following lifecycle information is available in Thredd Portal: Cards and Transaction Management for each transaction.

Field	Description
Transaction Lifecycle ID	The unique transaction lifecycle identifier.
Transaction Type	Type of transaction, such as authorisation, balance adjustment, presentment and auth reversal.
Date	Date and time the transaction occurred. The time relates to Thredd time. For example, if the servers for processing Thredd transactions are in the GMT time zone, the Thredd time is GMT
Status	Transaction status, such as Settled.
Transaction Amount	Transaction amount (in the transaction currency).
Billing Amount	Bill amount (in the currency of the card).



Appendix H: Group Limit Settings

The following table describes each of the fields on the Group Limit Settings tab for a transaction.

Note: Period 1 and 2 are set up during the implementation process and can be either:

- Two rolling windows in specified numbers of day
- Weekly/Monthly Limits
- Monthly/Yearly Limits

To confirm what your period is set to, see your PSF, or contact the Implementations team.

Column	Description
Group Name	The name of the limit group the card is associated with.
Max Balance	The max balance for a card associated with the limit group.
Process	The type of process or activity where limits exist including: <ul style="list-style-type: none">• Cash• Load• Pay In• Pay Out• Point of Sale (POS)
Max Per Tran	The maximum amount in a transaction for the process.
Min Per Tran	The minimum amount in a transaction for the process.
Daily Limit	The maximum amount daily that can be spent for the process.
Daily Frequency	The maximum amount of daily uses for the process.
Accum Limit 1	Accumulated total value over period 1.
Accum Frequency 1	Accumulated number of transactions in period 1.
Accum Period 1	The length of period 1. Only used if Periodicity is set to Rolling Limits.
Accum Limit 2	Accumulated total value over period 2.
Accum Frequency 2	Accumulated number of transactions in period 2.
Accum Period 2	The length of period 2. Only used if Periodicity is set to Rolling Limits.



Appendix I: Card Usage Rules

This page details each of the fields that display when viewing a Group Usage on the Show Other Details page. This includes:

- Card Acceptance Method
- Transaction Type
- Verification Checks
- Misc

Card Acceptance Method

The following table details each of the card acceptance method for a usage group.

Card Acceptance Method	Description
Unknown Acceptance Method	Applies to non-regulated countries where the processing code is not updated. In order to prevent card declines in these countries, you should allow transactions with an unknown acceptance method.
Card not present - E-Commerce	Applies where a payment is made with a card when there is typically no face-to-face customer contact between customer and merchant, such as through a website or internet-based payment services.
Card not present - Phone/mail order	A payment card transaction made over the phone where the cardholder cannot present the card physically to a merchant at the time the order is given.
Card not present - Recurring	A cardholder sets up a recurring payment schedule (Such as weekly, monthly or annually) and the card is automatically billed on the specified schedule. For example, a magazine subscription.
Card not present - Manual key entry	Where a merchant is keying card details in but not using ecommerce, phone/mail/order as transaction information.
Mag stripe transaction at chip capable terminal (technical fallback)	The card card uses the legacy method of Mag stripe reading as a fallback. This happens in situations where the Chip technology cannot perform the transaction, such as where a card or the POS reader is faulty.
Mag Stripe PAN Entry - Common	If set, any Mag Stripe PAN Entry transactions where DE22 = '02' will be approved providing other validations are successful. This should be unticked if your organisation does not wish to allow PAN entry via magnetic stripe transactions.
Chip PAN entry - Offline PIN verification	Certain markets operate an Offline PIN environment either for security reasons around transferring the PIN across the whole network, or because of the costs around the extra infrastructure.
Chip PAN entry - Online PIN verification	If set, allows the process in which the PIN entered by the cardholder is sent online for host verification.
Chip PAN entry - Signature verification	If set, allows for signature verification where the chip PAN entry is unavailable. The card can be set to signature verification instead of PIN under the Disability Discrimination Act.
Chip PAN entry - No verification	If set, allows for authorisation with no PIN or signature required when using a chip PIN entry. For example, in unattended car parking terminals where you pay for your parking ticket.
Cash withdrawal outside country of issue	If set, allows for cash withdrawal outside the country of issue of the card.
Cash withdrawal in	If set, allows for cash withdrawal in currency other than card billing currency. For example, if billing is in



Card Acceptance Method	Description
currency other than card billing currency	British pounds, the customer could withdraw United States dollars.
POS usage outside country of issue of a card	If set, allows cardholders to pay for purchased goods or services outside the card's country of issue. For example, if the card is issued in the UK it can be used in Spain.
POS usage in currency other than card billing currency	If set, allows cardholders to pay for the purchased goods or services in a currency other than the card billing currency. For example, a Polish card has a billing currency of PLN (Polish Zloty) but can be used for purchases in SGD (Singapore Dollars).
Contactless EMV	If set, allows the use of either radio frequency or infrared technology to allow the card and the terminal to communicate or transact without physically touching.
Manual keyed transaction at chip capable terminal	If set, enables manual key transactions at a chip capable terminal. Even though a merchant may have a chip machine, I would then say "instead" and not "rather than using the chip machine."
Cardholder NOT present - Manual Key Entry	If set, enables manual key entry for the card. This is used for a growing number of mass transit systems, such as TfL in London, MRT in Singapore, and NSW Transport in Sydney.
Contactless Magstripe	If set, enables the use of contactless magstripe for transactions. Contactless magstripe is a backward compatibility option if both card and POS terminal do not support Contactless EMV.
Card Not Present (Credential on File)	If set, allows for transactions where the card details have been saved with a merchant. For example, via a website or app to facilitate future transactions.
Chip PAN entry - No CVM required	If set, allows for transactions where the terminal does not offer PIN entry to the cardholder.
Terminal Indicates Fallback Chip to Mag Stripe	If set, specifies on the terminal that a chip to magnetic stripe fallback has occurred. Note: This is for Mastercard only.

Transaction Type

The following table describes each of the transaction types for a usage group.

Transaction Type	Description
Purchase with cashback (DE=09)	Whether cardholders can receive cash in addition to purchase of goods or services
Cash advance (DE=17)	Whether cardholders can withdraw cash over the counter at a bank or other financial agency, up to a certain limit. For example, over the counter at a Bureau de Change.
Cash ATM (DE=01)	Whether cardholders can withdraw cash from an Automated Teller Machine (ATM).
PIN Change ATM (DE=92 (M).70 (V))	Whether cardholders are allowed to change their online PIN at an ATM.



Transaction Type	Description
Bal Enquiry ATM (DE=30)	Whether cardholders can view their balance from an ATM.
PIN Unblock (via ATM) (DE=91 (M).72 (V))	Whether cardholders can unblock their PIN from an ATM.
Credit-Refund DE=20	If set, enables refunds to cards.
Purchase Goods & Services (DE=00)	If set, enables the purchase of physical goods and intangible services. Goods are items that can be seen and touched, such as books, pens and shoes. Services are provided by other people, such as doctors, barbers and waiters.
Visa Quasi-Cash (POS) transactions (DE=11)	If set, enables the use of quasi cash for a card. Quasi Cash is when you use your prepaid card to purchase money orders, travellers checks, foreign currency, lottery tickets, casino chips, vouchers which are redeemable for cash, or racetrack wagers. A percentage fee of the amount of each transaction is applied to your card.
Credits Auth (DE=28)	Mastercard only. If set, enables the use of credit auths. Credit Auths mainly refer to gambling credits but also to any money that is being credited to the cardholders account that is not a refund.
Original Credits (DE=26)	Visa only. If set, enables the use of credit auths. Credit Auths mainly refer to gambling credits but also to any money that is being credited to the cardholders account that is not a refund.
Account Funding transaction (AFT) (DE=10)	If set, enables account funding transactions (AFT). An AFT is a transaction in which funds are pulled from an account and used to fund a non-merchant account. For example, to load a pre-paid card, top up a wallet, or fund a person-to-person (P2P) money transfer.
Bill Payment	If set, enables bill payments for cards using the Mastercard Network Exchange (MNE) scheme.
Payment Credit (P2P)	If set, enables Payment Credit (P2P) for cards using the Mastercard Network Exchange (MNE) scheme.
Envelope-less Check Deposit	If set, enables Envelope-less Check Deposit for cards using the Mastercard Network Exchange (MNE) scheme.
Payment from Third Party	If set, enables payments from third parties for cards using the Mastercard Network Exchange (MNE) scheme.
Deposit Memo	If set, enables deposit memos for cards using the Mastercard Network Exchange (MNE) scheme.
Envelope-less Cash Deposit	If set, enables envelope-less cash deposits for cards using the Mastercard Network Exchange (MNE) scheme.

Verification Checks

The following table describes each of the verification checks for a usage group.



Verification Checks	Description
Bypass Online PIN Check	If set, Thredd will not verify the PIN and instead this will be sent over EHI for the client to verify and approve. Only available for Gateway Processing Modes 1, 2 and 4 for version 1.4 and later.
Bypass Expiry Date Check	If set, Thredd will not verify the expiry and instead this will be sent over EHI for the client to verify and approve. Only available for Gateway Processing Modes 1, 2 and 4 for version 1.4 and later.
Bypass CVV2/CVC2 Check	If set, Thredd will not verify the CVV2 and instead this will be sent over EHI for the client to verify and approve. Only available for Gateway Processing Modes 1, 2 and 4 for version 1.4 and later.
Allow Blank CVV2 in Card not Present E-commerce	If set, allows Thredd to approve e-commerce transactions where CVV2 is blank.
Allow Blank CVV2 in Card not Present Phone/Mail Order	If set, allows Thredd to approve MOTO transactions where CVV2 is blank.
Allow Blank CVV2 in Card not Present Recurring	If set, allows Thredd to approve recurring transactions where CVV2 is blank.
Allow Blank CVV2 in Card not Present Manual Key Entry	If set, allows Thredd to approve manual key entry transactions where CVV2 is blank.
Allow Blank DE014	If set, Thredd will not check the expiry date is present in the DE014 field in auths.
Expiry date optional for Recurring Payments	If set, permits recurring payment transactions where the expiry date is omitted. Note: If expiry date is present and incorrect, the transaction will still be declined.
Bypass Card Status Check for Refund Authorisations	If set, a card which is not in all good status will accept only refund authorisations.

Misc

The following table describes each of the miscellaneous settings for a usage group.

Setting	Description
If declined, force next EMV transaction online	If set, Thredd will send an issuer script to the card on each online EMV chip transaction that has been declined to force the next transaction online. Note: This setting is not supported by Visa.
If Zero or negative balance, force next EMV transaction online	If set, if the balance of the transaction is zero or negative then Thredd will return a field that ensures the next authorisation is sent to Thredd and not approved offline. Note: This setting is not supported by Visa.
Force next EMV transaction online	If set, it always takes effect, if current transaction is approved or declined. Note: This setting is for Mastercard only.
Reset EMV counters to upper offline limits	If set, the ARPC response code byte 2 will have lowest 2 bits set to "01" instead of current "10".



Setting	Description
	<p>Note: This setting is for Mastercard only.</p>
Transaction Alerts enabled	<p>If set, enables alert mechanism of international e-commerce transactions.</p> <p>Note: This setting is for Mastercard only.</p>
Instant funding	<p>If set, enables instant funding for Mastercard MoneySend Instant Funding and Visa Fast Funds.</p>
Override to allow International e-commerce	<p>If set, overrides to allow international e-commerce where e-commerce is enabled but international transactions are blocked.</p>
Override to allow International Credential on File	<p>If set, the Credential on File merchant (For example, Apple or Amazon) can be outside of country of issue.</p>
Instant Credit Gambling Payouts	<p>If set, cards receiving cash disbursement authorisations matching the appropriate conditions will be credited immediately if approved.</p>
Faster Refunds Support	<p>If set, when the inbound authorization request is of "Fast refund" type, the cardholder account is credited within a certain time frame.</p> <p>Note: This setting is for Mastercard only.</p>
Not suitable for usage outside residency country	<p>If set, prevents the card from being used outside of the resident country. This is for cards using the Mastercard Network Exchange (MNE) scheme.</p>



Appendix J: Payment Token Details

This page provides information on each of the fields that provide details on payment tokens. The following group of settings exist:

- Payment Token Details
- Device Info Details
- Wallet Details
- Activation Information
- Thredd Configuration

Payment Token Details

The following table describes each of the fields in the Payment Token Details section.

Field	Description
Linked Token	Main 16-digit card token in which a payment token is linked to.
Creator Token Reference	Unique reference of a token that is used in Token Access Request (TAR) and Token Complete Notification (TCN) messages. This reference is used by the entity that created the token.
Creator's Token Reference	Unique reference of a linked card token that is used in Token Access Request (TAR) and Token Complete Notification (TCN) messages. This reference is used by the entity that created the token.
Public Token	Public token that is used in Thredd's APIs, for example, the Cards API.
Creator	Details on the tokenisation system of the Card Scheme.
Payment Token ID	Unique identifier of the Thredd token for the tokenisation process.
Expiration Date	Expiry date of the payment token.
Virtual PAN	PAN of the virtual card (last 4 digits).
Token Type	Defines the technology of the token, for example, virtual card. This is one of the following types: <ul style="list-style-type: none">• Browser accessible Wallet• Contactless device PAN• Card on File PAN• Cloud-based payments PAN• Real PAN• Secure Element PAN• Unknown (other PAN mapping not otherwise defined)• Virtual PAN
Number of times replaced	Number of times in which a payment token has been replaced. This value is used in Token Event Notifications (TEN) messages, which are sent to EHI.
Old Expiry Date	Expiry date of the previously-used token.
Tokenisation Status	Status of the token to indicate whether or not it has been tokenised.



Field	Description
Date Linked	Date in which a token was linked to the card.
Thredd Status	Internal status of the payment token, which determines if Thredd authorises transactions.
Token Service Status	Transaction status of the token according to the Card Scheme.
Service Status Set By	The user or system that set the transaction status.
Service Status Changed	Transaction status that has been changed.

Device Info Details

The following table describes each of the fields in the Device Info Details section.

Field	Description
Device Name	Name of the device.
ID	ID of the device.
IP Address	IP address of the device.
Device Language	Language of the device.
Device Type	Type of device, for example, watch.
Location	Location of the device.
End of Phone Number	Last 4 digits of the phone number.
First Name	First name of the device holder.
Last Name	Last name of the device holder.
Wallet Account Hash	Hash value of the wallet account, shown by relevant indicators such as the asterisk symbol.

Wallet Details

The following table describes each of the fields in the Wallet Details section.

Field	Description
Creator Digital Reference.	Reference number allocated by the Card Scheme to the token.
Wallet Provider	Provider of the wallet, for example, Apple.
Wallet Account Score	Risk score given to the cardholder's wallet account



Field	Description
	when requesting a payment token.
Wallet Device Score	Risk score given to the cardholder's device when requesting a payment token.
Orange Flow Requested	Details of an Orange Flow Request if available. This type of request is exclusive to Apple Pay transactions for high risk payments.
Thredd Decision	Decision that Thredd makes to approve or decline a transaction.
Final Decision	Payment token authorisation status. For example, A means approve request with additional authorisation.
Final Decision By	Entity that has made the authorisation decision. For example, Thredd or the Card Scheme.
Terms and Condition	Issuer's terms and conditions for the cardholder to agree on.
PAN Source	Source of the clear PAN used within the Tokenisation Authorisation Request transaction for creating a new payment token.

Activation Information

The following table describes each of the fields in the Provisioning Details section.

Field	Description
One Time Passcode (OTP)	One Time Passcode (OTP) to authenticate the cardholder and activate the payment token.
Activation Expires	Date and time when the code that activates the payment token expires.
OTP Method	Method that a cardholder selects for receiving the OTP.
Activation Status	Status of token activation.

Thredd Configuration Details

The following table describes each of the fields in the Thredd Configuration Details section.

Field	Description
Payment Token Usage Group	Payment token usage group for determining if the payment token can be created. This is a fixed record and cannot be changed.
Card Usage Group	Card Usage Group for the payment token for determining where it can be used.



Appendix K: Transaction Status Codes

The table below provides details of available Transaction Status Code values.

Description	Impacts Balance?
Accepted	Yes. Authorised amount is blocked.
Cleared	No.
Declined	No.
Settled	Yes. The actual balance is adjusted by the settled amount.
Reversed	Yes. Reversed amount is unblocked (if matching authorisation found).

Note: When Thredd receives a presentment which matches an existing authorisation message, the Authorisation message status is updated to Cleared and the Presentment message status is updated at the same time to Settled. If Thredd controls the balance, we will adjust the balance by the settlement amount. If your systems control the balance, you can adjust the balance by the settled amount.



Appendix L: Fees Configuration

This page details each of the fields that display when viewing fees configuration details.

- Auth Fee Group Configuration
- Recurring Fee Group Configuration
- Group Web (Web service fee group) Configuration



Auth Fee Group Configuration

The following table details each of the fields in the Auth Fee Group Configuration section of the page. The Authorisation Fee group enables you to define unique fees for each type of card authorisation transaction, such as Debit POS payments and ATM Payments. What authorisation types display depend on what has been set up in your Product Setup Form. For more information, see the [Fees Guide: Completing your PSF](#). The name of the Auth Fee Group displays above the details.

Auth Fee Group Configuration						
TEST						
DESCRIPTION	NON DOMESTIC FEES	FX FEES	OTHER FEES ⓘ	THRESHOLD TYPE	FREE TRANSACTIONS	APPLY TO
Debits (goods and services) Processing Code: 00	Fixed: 1.00, 2% Min: 0.50, Max: 1.00	Fixed: 0.00, 1.56% Max: 0.00	SMS: 0.00 Decline: 0.25	> 25.00	Monthly: After Act	
Debits (for ATM withdrawals, or for cash disbursements using Maestro cards) Processing Code: 01	Fixed: 2.50, 0% Min: 0.00, Max: 0.00	Fixed: 0.00, 0% Max: 0.00	SMS: 0.00 Decline: 0.00	> 25.00	Monthly: After Act	
Credits (for refund) Processing Code: 20	Fixed: 1.00, 1% Min: 0.00, Max: 0.00	Fixed: 0.00, 0% Max: 0.00	SMS: 0.00 Decline: 0.00		Monthly: After Act	

Figure 14: Auth Fee Group Configuration for a card

The following table describes each of the fields for the Auth Fee Configuration.

Field	Description
Description	The name of the authorisation type and the corresponding processing code.
Allow Partial Payments	If set, indicates that if a balance doesn't have enough funds to cover the entire fee for the authorisation type, the remainder of the balance is taken instead.
Domestic Fees	Details on the domestic fees for the authorisation type. This includes a fixed amount to charge as a fee, a percentage of the billing amount to charge as a fee, and the minimum and maximum values for the fee.
Non Domestic Fees	Details on the non domestic fees for the authorisation type. This includes a fixed amount to charge as a fee, a percentage of the billing amount to charge as a fee, and the minimum and maximum values for the fee.
FX Fees	Details on the FX transaction fees for the authorisation type. This includes a fixed amount to charge as a fee, a percentage of the billing amount to charge as a fee, and the minimum and maximum values for the fee.
Other Fees	Other fees that are applied on a transaction, such as on a specific response code for transaction declines, or SMS notifications. For example with transaction declines, you can apply a fee on a card where a transaction exceeds a limit.
Threshold Type	Indicate the threshold in which the fee will be charged for the billing amount. For example, if the value is set to > 25.00, then the fee will only be applied when the billing amount is over 25 in the currency of the card.
Free Transactions	The number of free transactions in a month before the fee is applied.



Recurring Fee Group Configuration

The following table details each of the fields in the Recurring Fee Group Configuration section of the page. Recurring fees are applied on a recurring basis, based on the frequency you specify (For example, monthly or annually). What recurring fee types display depend on what has been set up in your Product Setup Form. For more information, see the [Fees Guide: Completing your PSF](#).

The name of the Recurring Fee Group displays above the details.

Recurring Fee Group Configuration						
GPS-RF-001						
DESCRIPTION	PERIOD	ALLOW PARTIAL PAYMENTS	FEE AMOUNT	LOW ACTIVITY AMOUNT	ACTIVATED AFTER	REPE
Monthly Fee - Activation	Start Date: 03 Nov, 2021 End Date: 03 Nov, 2050	Yes	1.00	0.00	1 Day	Repe Perio
Monthly Fee - No transaction in last 120 days	Start Date: 03 Nov, 2021 End Date: 03 Nov, 2050	Yes	3.00	0.00	1 Month	Repe Perio
Monthly Dormancy Fee - after card expires	Start Date: 03 Nov, 2021 End Date: 03 Nov, 2050	Yes	1.50	0.00	1 Day	Repe Perio

Figure 15: Recurring Fee Group Configuration for a card

The following table describes each of the fields for the Recurring Fee Configuration.

Field	Description
Description	The description of the recurring fee type.
Fee Period	The period in which the fee is valid.
Allow Partial Payments	If set, indicates that if a balance doesn't have enough funds to cover the entire fee for the recurring fee type, the remainder of the balance is taken instead.
Fee Amount	The fee amount for the recurring fee type.
Low Activity Amount	The amount that is considered low activity for the recurring fee.
Activated After	The period of time that is considered for the Low Activity Amount value. For example, activate after a 3-month period if the low activity amount is set to £10.
Repeat Every	The period after the recurring fee on the card (after the first recurring fee charge) will be applied again.



Group Web (Web Service Fee Group) Configuration

The following table details each of the fields in the Group Web (Web Service Fee) Group Configuration section of the page. Web Service fees can be applied to a card when specific Thredd API are used (Thredd REST-based Cards API or SOAP Web Services). Examples of use of Thredd API include card balance enquires, card replacement, card load and bank transfer fees. For more information, see the [Fees Guide: Completing your PSF](#).

The name of the Group Web (Web Service Fee) displays above the details. In the following example, the group is called Web Fee Test.

Group Web (Webservices fee group) Configuration			
Web Fee Test			
DESCRIPTION	ALLOW PARTIAL PAYMENTS	FEE	OTHER FEES
Standard Web Service Processing code: 005	Yes	Fixed: 1.00, 0% Min: 0.00	SMS: 0.00
PIN Control Processing code: 058	No	Fixed: 1.00, 0% Min: 0.00	SMS: 0.00
Administration Fee Processing code: 083	No	Fixed: 1.00, 0% Min: 0.00	SMS: 0.00

Figure 16: Group Web (Web Service Fee Group) Configuration for a card

The following table describes each of the fields for the Group Web (Web Service Fee Group) Configuration.

Field	Description
Description	The description of the API and the processing code assigned to the API.
Allow Partial Payments	If set, then it will take a fee amount less than the full amount configured or calculated.
Fee	Details on the fee when the web service is used. This includes the fixed fee in the cardholder's currency, the percentage of the billing amount to charge, and the minimum fee for using the API .
Other Fees	Other fees associated with using the API. For example, the fee to be charged if an SMS is sent for the event.



Appendix M: Token Limit Settings

The following table describes each of the fields on the Token Limit Settings tab for a transaction.

Note: Period 1 and 2 are set up during the implementation process and can be either:

- Two rolling windows in specified numbers of day
- Weekly/Monthly Limits
- Monthly/Yearly Limits

To confirm what your period is set to, see your PSF, or contact the Implementations team.

Column	Description
Process	The type of process or activity where limits exist including: <ul style="list-style-type: none">• Cash• Load• Pay In• Pay Out• PIN• Point of Sale (POS)• Unload
Max Per Tran	The maximum amount in a transaction for the process.
Min Per Tran	The minimum amount in a transaction for the process.
Daily Limit	The maximum amount daily that can be spent for the process.
Daily Frequency	The maximum amount of daily uses for the process.
Accum Limit 1	Accumulated total value over period 1.
Accum Frequency 1	Accumulated number of transactions in period 1.
Accum Limit 2	Accumulated total value over period 2.
Accum Frequency 2	Accumulated number of transactions in period 2.



Thredd Portal FAQs

This section provides answers to questions on Thredd Portal.



Overview

Q. What is Thredd Portal?

Thredd Portal is a web-based application that enables programme managers to manage their cards business. This include Thredd Portal: Cards and Transaction Management, where they can manage the full lifecycle of their customer's transactions and card usage. Card programme users can use card and transaction management functions through its interface.

Q. What are the capabilities of Thredd Portal?

Using Thredd Portal, you can display details about card activity, transaction types, customer interactions and drill down into the details of specific transactions from a vast dataset. You can also alter card statuses, update card usage groups, load funds and adjust the balance.

Q. Who are the users of Thredd Portal?

Thredd Portal users include Customer Support Agents who can update details of a cardholder's account, view transactions, and change card statuses. Users of Thredd Portal also include Programme Managers who can perform all the functions of regular Customer Support Agents, but can also load and unload cards, edit card details, transfer and adjust balances.

Q. How do you access Thredd Portal?

Your company's Organisation Administrator must first set up your account under a specific user role, and enable you to access Thredd Portal through Single Sign On (SSO). SSO ensures that you can log in to the Thredd Portal without needing to enter a password.

When your account is ready, the Organisation Administrator will send a link to your email address. Click the link to sign on.



Q. What are the user roles in Thredd Portal?

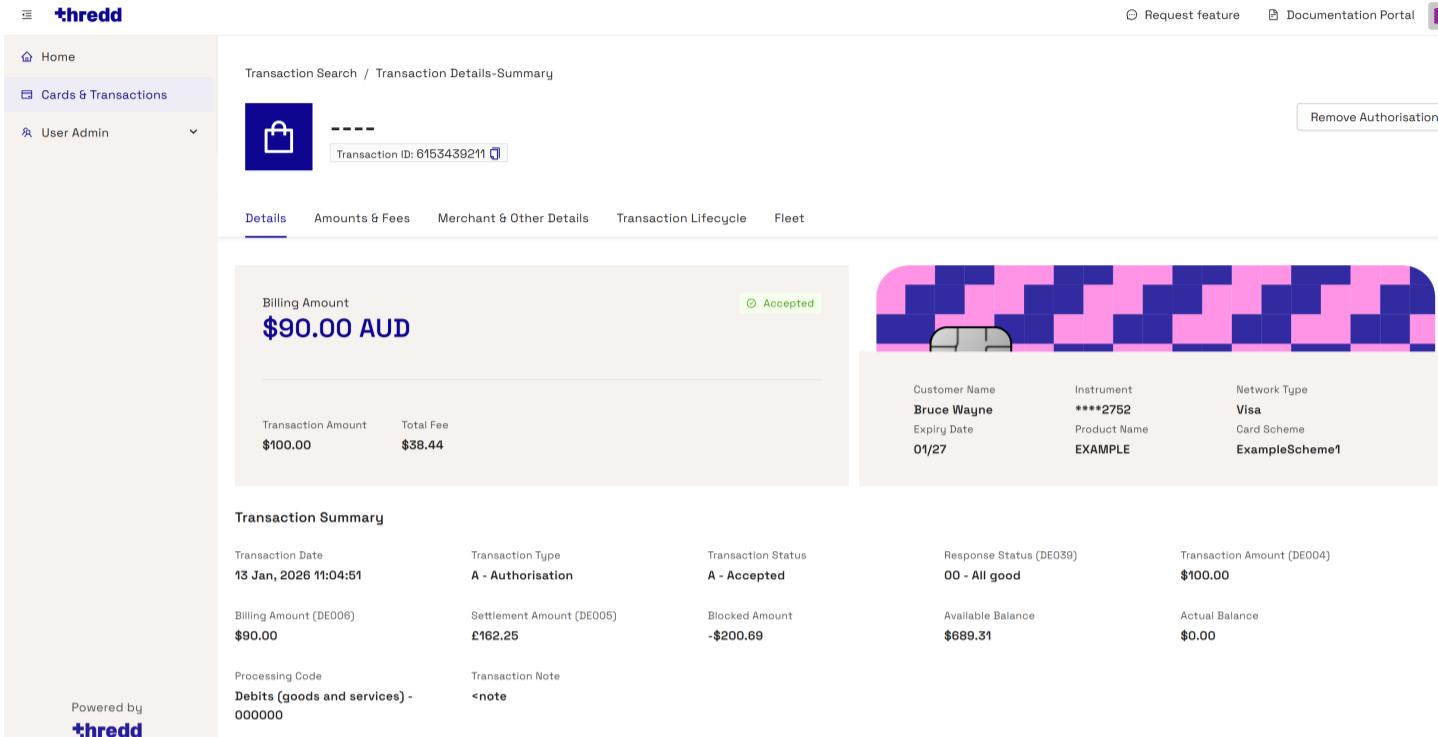
Your company's Organisation Administrator would have assigned you with one of the following roles in Thredd Portal. These include:

Role	Permissions
Admin	Full access to Thredd Portal.
Manager	<ul style="list-style-type: none">• Transaction Search & View• Remove auth• Card Search & View• Card Load/Unload• Balance adjustment• Change card status• PIN & CVC2 services• Edit cardholder details• Edit card configurations• Extend Thredd Expiry Date• Activate a Card• Balance Transfer
Read-Only User	<ul style="list-style-type: none">• Card Search & View• Transaction Search & View
Card Operations Specialist	<ul style="list-style-type: none">• Card Search & View• Transaction Search & View• Change card status• Activate a Card• Extend Thredd Expiry Date• PIN & CVC2 services• Remove auth
Card Configuration Manager	<ul style="list-style-type: none">• Card Search & View• Transaction Search & View• Edit card configurations
Card Balance Manager	<ul style="list-style-type: none">• Card Search & View• Transaction Search & View• Balance Transfer• Balance adjustment• Card Load/Unload



Q. Does Thredd Portal provide the same functionality and fields as Smart Client?

Cards and Transaction Management in Thredd Portal has been set up with the same 'Cards and Transaction' functionality as Smart Client. Thredd Portal: Cards and Transaction Management, unlike Smart Client, uses a web-based interface.



The screenshot shows a web-based interface for transaction management. At the top, there's a navigation bar with links for Home, Cards & Transactions, and User Admin. On the right, there are buttons for Request feature, Documentation Portal, and a user icon. The main content area is titled 'Transaction Search / Transaction Details-Summary' and shows a transaction ID: 6153439211. Below this, there are tabs for Details, Amounts & Fees, Merchant & Other Details, Transaction Lifecycle, and Fleet. The Details tab is selected, displaying a large 'Billing Amount' section with '\$90.00 AUD' and an 'Accepted' status. To the right, there's a summary of customer and instrument details. At the bottom, there's a 'Transaction Summary' table with various transaction details. The footer of the page includes a 'Powered by thredd' logo.

Q. When does a transaction show in Thredd Portal: Cards and Transaction Management?

A transaction shows as soon as a cardholder for your programme has made a card transaction at a merchant.

Q. Does support cards with wallets in different currencies?

Yes, Thredd Portal: Cards and Transaction Management supports Multi-FX (or MFX) cards, which contain more than one wallet of different currencies. Multi-FX cards allows cardholders to manage and transact in different currencies.



Q. How do I search for a card?

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page, click **Advanced Search**. The Cards and Transaction Search page appears.
3. Enter the First Name and Last Name of the cardholder with any of the following additional details:
 - **Email**
 - **Phone**
 - **Date of Birth**
 - **Address Line 1**
 - **Postcode**
 - **Card Status**
 - **Product Name**

Card & Transactions

[Cards](#) [Transactions](#)

Card Search

The screenshot shows the 'Card & Transactions' page with the 'Cards' tab selected. Below the tabs is a 'Card Search' section. The 'Advanced Cardholder Search' part of the search form is displayed, containing the following fields:

- Token**: Fields for 'Card Token' (Thredd Public Token - 9 or 16 digit number) and 'Customer Reference' (Between 1-25 alphanumeric characters).
- First Name** and **Last Name** (both marked with a red asterisk as required fields).
- Email** and **Phone** (both optional fields).
- Date of Birth** (optional field with a date picker icon).
- Address Line 1** and **Postcode** (both optional fields).
- Card Status** (optional field with a dropdown menu).
- Product Name** (optional field).

A note at the bottom of the search form states: "Note: For the Advanced Search, you must provide a First Name, Last Name and an additional field".

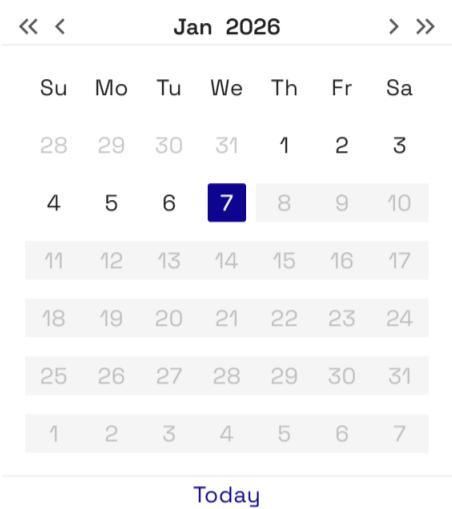
4. Click **Search**. One or more search results appear.



Q. How do I locate a transaction within a given date?

You can search a transaction from a given day and/or filter through an advanced search.

1. From the Home page. click **Advanced Search**.
2. Click the **Transactions** tab.
3. Find transactions on a specific day by clicking **Date** and using the date picker.



4. Click **Search**.

Transaction ID	Date & Time	Merchant	Trace ID	Transaction Type	Transaction Status	Processing Code	Card Type	Transaction Currency
6153427227	07 Jan, 2026 19:20:01	-----	BNET-938488968	Authorisation	Accepted	Debits (goods and services)	Regular	GBP
6153427224	07 Jan, 2026 19:20:00	-----	BNET-116216881	Auth Reversal	Declined	Debits (goods and services)	Regular	USD
6153427173	07 Jan, 2026 19:19:19	-----	BNET-818348691	Auth Reversal	Declined	Debits (goods and services)	Regular	USD
6153427176	07 Jan, 2026 19:19:19	-----	BNET-806590452	Authorisation	Accepted	Debits (goods and services)	Regular	GBP
6153427246	07 Jan, 2026 19:19:07	-----	BNET-503963917	Auth Reversal	Declined	Debits (goods and services)	Regular	USD
6153427244	07 Jan, 2026 19:19:06	-----	BNET-955993575	Auth Reversal	Declined	Debits (goods and services)	Regular	USD

Q. How do I find details of my user profile?

You can find details of your user profile information on the top-right of the dashboard homepage, as indicated by Thredd's pattern icon.

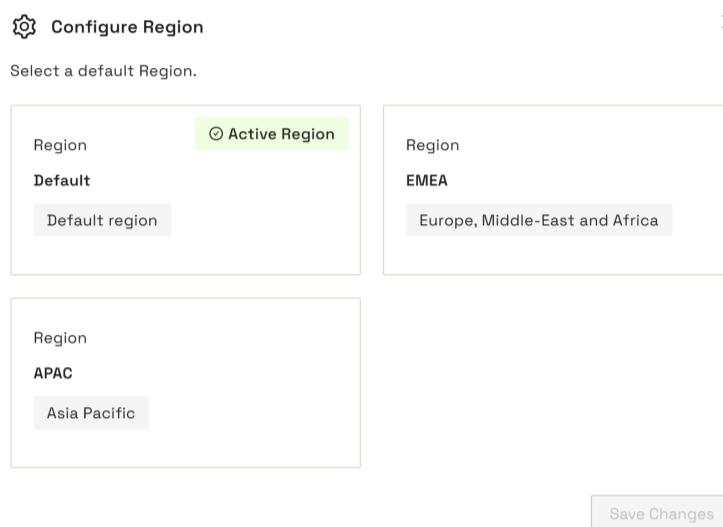
The screenshot shows the 'Card & Transactions' section of the Thredd Portal. At the top, there are two buttons: 'Cards' and 'Transactions', with 'Transactions' being the active tab. Below the tabs is a 'Transaction Search' section. It contains four input fields: 'Transaction ID', 'Token', 'Trace ID', and 'Date'. The 'Date' field is set to '2026-01-06'. Below these fields is a note: 'Unique Transaction ID' and 'Thredd Public Token - 9 or 16 digit number'. At the bottom of the search section is a link 'Advanced Transaction Search'. To the right of the search section are two buttons: 'Clear' and 'Search'.



Q. How do I configure the server's region?

You can configure the server to provide search results relevant to your region.

1. Click your user profile icon.
2. Choose the **Configure Region** option from the pop-up menu.
3. Click **Default**. The Configure Region screen appears with the currently selected region as the Active region.
4. In the Configure Region screen, select the region that you want to connect to.



5. Click **Save**.

Note: To ensure that you remain in the same region for the login session, make sure you use the same browser session and do not clear the browser cache.

Q. Can I use Thredd Portal or the APIs to manage card functionality?

You can use both Thredd Portal and the Thredd APIs to manage card functions. When using APIs, you can choose between the Thredd API (SOAP) as well as the Cards API (REST).

Q. Where can I find more documentation on Thredd Portal and the Thredd platform?

You can find more information on Thredd Portal in various sections of this user guide. Other information is available in docs.thredd.com, including technical information in the EHI guides.

Q. Where can I get training on Thredd Portal?

Thredd Portal has been designed with users in mind - which makes it easy and intuitive to access and learn. It should not require additional training. However, if you have training requirements, reach out to an Account Manager to discuss further.



Cardholder Details

This section provides overview information on how cardholder details work within Thredd Portal. This is essential for helping you to find information on your cardholders. For more detailed information on using cardholder details, refer to the [Searching for a Card](#) and [Viewing Card Details](#).

Q. How do I find the status of a card?

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - Email
 - Phone
 - Date of Birth
 - Address Line 1
 - Postcode
 - Card Status
 - Product Name
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.



Q. How do I see one or more tokens linked to a card?

You can view multiple tokens linked to a card.

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - Email
 - Phone
 - Date of Birth
 - Address Line 1
 - Postcode
 - Card Status
 - Product Name
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. Click the **Payment Tokens** tab. Details of payment tokens appear.

Transactions	Details	Card Configuration Details	Group - level Spend Limit	Token - level Spend Limit	Card History	<u>Payment Tokens</u>	
Payment Tokens							
<hr/>							
Payment Token ID	Token Type	Virtual PAN	Wallet Provider	Device Type	Device Name	Thredd Status	Token Service Status
207191	Secure Element PAN	1235	Apple Pay	Mobile phone (no further detail)	iPhone	83 - Deactivated	A - Active
207192	Secure Element PAN	1234	Apple Pay	Mobile phone (no further detail)	iPhone	83 - Deactivated	A - Active
207193	Secure Element PAN	1234	Apple Pay	Mobile phone (no further detail)	iPhone	83 - Deactivated	A - Active



Q. How do I know if a card is enrolled in 3D-Secure?

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - Email
 - Phone
 - Date of Birth
 - Address Line 1
 - Postcode
 - Card Status
 - Product Name
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. Click the **Details** tab.
6. Scroll down to the 3DS Details section. The section shows information on the 3DS Provider, as well as the enrolled and unenrolled authentication types of the cardholder.

3DS Details

3DS Provider:

Cardinal RDX

Authentication Type	Authentication Details
OTPSMS	07700900000
OTPEMAIL	user@example.com
BIOMETRIC	In App Biometrics
OUTOFTBAND	Not Enrolled
ALL	Not Enrolled
KBA	Not Enrolled
BEHAVIOURALBIOMETRIC	Not Enrolled

Q. How do I find out details of a token used for wallet payments (such as Google Pay and Apple Pay)?

You can view details on the token, such as when it expires.

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - Email
 - Phone
 - Date of Birth
 - Address Line 1
 - Postcode
 - Card Status
 - Product Name
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. Click the **Payment Tokens** tab. Details of payment tokens appear.



Q. How do I check the details of the card as captured by the POS terminal?

You can view details on the transaction that was captured at the terminal, such as the cardholder present/not present status.

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - Email
 - Phone
 - Date of Birth
 - Address Line 1
 - Postcode
 - Card Status
 - Product Name
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. Click on the **Transactions** tab. Details of payment tokens appear.
6. Click on a transactions entry.
7. Click on the **Merchant & Other Details** tab.
8. Click **Click to Reveal** under Thredd POS Data.



Q. How do I find out the fees that are set up on a card?

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - **Email**
 - **Phone**
 - **Date of Birth**
 - **Address Line 1**
 - **Postcode**
 - **Card Status**
 - **Product Name**
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. Click on the **Card Configuration Details** tab.
6. Scroll down to the **Fees & Amount Configuration** section.
7. Click **View Configuration**.

The screen appears similar to the following:

Auth Fee Group Configuration

U SPC

Description	Allow Partial Payments	Domestic Fees	Non Domestic Fees	FX Fees	Other Fees	Threshold Type	Free Transactions
Debits (goods and services) Processing Code: 00	● Yes	Fixed: 1.00 1% Min: 0.00, Max: 0.00	Fixed: 1.00 10% Min: 0.00, Max: 0.00	Fixed: 1.00 10% Min: 0.00, Max: 0.00	SMS Fee: 0.00 Decline Fee: 1.00	< 0.50	Monthly: 0 After Activation: 0
Debits (for ATM withdrawals, or for cash disbursements using Maestro cards) Processing Code: 01	● No	Fixed: 1.00 1% Min: 1.00, Max: 0.00	Fixed: 1.00 1% Min: 0.00, Max: 0.00	Fixed: 0.00 1% Min: 0.00, Max: 0.00	SMS Fee: 0.00 Decline Fee: 0.00	> 1.00	Monthly: 0 After Activation: 0
Purchase with Cash Back with Checking Account Processing Code: 09	● No	Fixed: 0.20 0% Min: 0.00, Max: 0.00	Fixed: 0.20 2% Min: 0.20, Max: 0.00	Fixed: 0.00 0% Min: 0.00, Max: 0.00	SMS Fee: 0.00 Decline Fee: 0.00		Monthly: 0 After Activation: 0
Faster Payment Out Processing Code: 16	● No	Fixed: 0.20 0% Min: 0.00, Max: 0.00	Fixed: 0.00 0% Min: 0.00, Max: 0.00	Fixed: 0.00 0% Min: 0.00, Max: 0.00	SMS Fee: 0.00 Decline Fee: 0.00		Monthly: 0 After Activation: 0
Direct Debit Out Processing Code: 16	● No	Fixed: 0.20 0% Min: 0.00, Max: 0.00	Fixed: 0.00 0% Min: 0.00, Max: 0.00	Fixed: 0.00 0% Min: 0.00, Max: 0.00	SMS Fee: 0.00 Decline Fee: 0.00		Monthly: 0 After Activation: 0

< 1 2 >



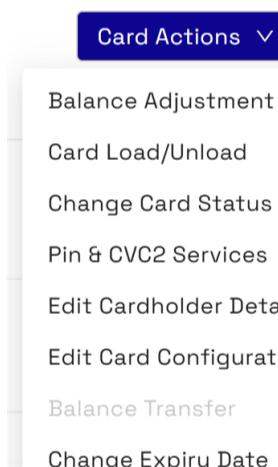
Card Actions and Configurations

This section includes details on various actions and configurations that you can perform on cards.

Q. How can I mark a card as lost?

If a cardholder loses their card, you can change its status to lost until they receive a new replacement card. The status of the card must be Active before it is marked as Lost.

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - Email
 - Phone
 - Date of Birth
 - Address Line 1
 - Postcode
 - Card Status
 - Product Name
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. Go to **Card Actions > Change Card Status**.



6. In the displayed window, select 42 - Lost Card in the **Change Card Status To** list.
7. Select the following item from the drop-down list: 41 - Lost Card
8. Click **Next** on the displayed page that shows the status the card will change to.
9. Enter some notes on the change and click **Save**.



Q. How can I activate a card?

You can activate a card that is currently in the inactive state.

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - Email
 - Phone
 - Date of Birth
 - Address Line 1
 - Postcode
 - Card Status
 - Product Name
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. Go to **Card Actions > Change Card Status**.
6. In the displayed window, set Allgood - 00 in the **Change Card Status To** list.
7. Click **Next** on the displayed page that shows the status the card will change to.
8. Enter some notes on the change and click **Save**.



Q. How can I change card expiry?

You can change the current expiry date for an active card. Changing the expiry date applies to a physical card with an embossed date and a non-physical physical card. For a physical card, you can only extend the expiry date within the date embossed on the card. Setting a date outside the period requires you to renew the card. A non-physical card does not have the same restrictions on setting dates

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - Email
 - Phone
 - Date of Birth
 - Address Line 1
 - Postcode
 - Card Status
 - Product Name
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. Go to **Card Actions > Change Expiry Date**. The **Change Expiry Date** window appears.

Change Expiry Date X

Change Expiry Date Review

Card Expiry

Current Expiry Date
07 Jan 2027

* Change Expiry Date to

Select date

Cancel Next

6. Select another expiry date from the date picker in the **Change Expiry Date To** menu.
7. Click **Next**.
8. Enter some notes and click **Save**.



Q. How can I reset the number of incorrect PIN retries that the cardholder has on their card?

The number of permitted online and offline PIN retries are set to 5. CVC2 allows an unlimited number of retries. In some situations, these numbers may be different, and you can reset these for the cardholder. Note that a cardholder uses an Online PIN for online transactions, while they use an Offline PIN on a chip and PIN device.

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - **Email**
 - **Phone**
 - **Date of Birth**
 - **Address Line 1**
 - **Postcode**
 - **Card Status**
 - **Product Name**
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. Go to **Card Actions > Pin & CVC2 Services**.
6. In the displayed window, review the Pin category that you want to reset and the number of attempts remaining.

PIN & CVC2 Services X

Choose Reset Type Review

Choose what you want to reset

Reset Attempts Remaining		
Online PIN	Offline PIN	CVC2
3	3	Unlimited

Online PIN Offline PIN CVC2 All

Cancel Next

7. Choose **Online Pin, Offline PIN, CVC2, or All**
1. Click **Next** to go to the Review & Save step.
2. When reviewed, click **Save**.



Q. How can I block a card so that a cardholder cannot use their card?

In some situations, you may need to block a card, for example, a KYC check highlighted certain issues behind the cardholder's activities.

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - Email
 - Phone
 - Date of Birth
 - Address Line 1
 - Postcode
 - Card Status
 - Product Name
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. Go to **Card Actions > Change Card Status**.
6. In the displayed window, select any of the following reasons in the **Change Card Status To** list.
 - 04 - Capture Card
 - 05 - Do Not Honour
 - 41 - Lost Card
 - 46 - Closed Account
 - 59 - Suspected Fraud
 - 62 - Restricted Card
 - 63 - Security Violation
 - 70 - Cardholder to Contact Issuer
 - 98 - Refund Given to Customer
 - G1 - Short Term Debit Block
 - G2 - Short Term Full Block
 - G3 - Long Term Debit Block
 - G4 - Long Term Full Block
 - G5 - Gps Protect Short Term Debit Block
 - G6 - Gps Protect Short Term Full Block
 - G7 - Gps Protect Long Term Debit Block
 - G8 - Gps Protect Long Term Full Block
 - G9 - IVR -Lost Stolen Block

For more details on the settings, refer to [Appendix B: Card Status Codes](#).

7. Click **Next**.
8. Review the settings and enter a note to record the change.
9. Click **Save**.



Q. How do I check that the card is blocked?

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - **Email**
 - **Phone**
 - **Date of Birth**
 - **Address Line 1**
 - **Postcode**
 - **Card Status**
 - **Product Name**
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. From the Card Details section, check the Card Status is not set to AllGood.

Note: The AllGood status is equivalent to **Card Status 00**.

Q. Why is the card blocked?

A card can be blocked for the following reasons:

- The fraud rules in Fraud Transaction Monitoring may deem a transaction on the card as suspicious.
- The cardholder reported their card as lost or stolen.
- The account for the card is closed or is in the process of closing.



Q. How do I refund fees on to a card?

For refunding fees, you need to adjust the balance on the card. You can refund fees on an available amount or on a blocked amount.

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - Email
 - Phone
 - Date of Birth
 - Address Line 1
 - Postcode
 - Card Status
 - Product Name
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. Go to **Card Actions > Balance Adjustment**.
6. Select **Available Amount** or **Blocked Amount** in the Adjustment Type menu as shown in the following example:

Balance Adjustment X

Adjustments Review

Select adjustment type, credit/debit, and amount.

Current Balance Amount	
Actual Balance £0 GBP	
Available Balance £0 GBP	Blocked Amount £0 GBP

Adjustment Type
Available Balance

Credit / Debit
Credit

Adjustment Amount
Enter amount GBP

Cancel Next

7. Type in a figure in the **Adjustment Amount** field.
8. Click **Next** and review the change.
9. Add a note for the change.
10. Click **Save**.



Q. How do I load funds on to a card?

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - **Email**
 - **Phone**
 - **Date of Birth**
 - **Address Line 1**
 - **Postcode**
 - **Card Status**
 - **Product Name**
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. Go to **Card Actions > Card Load/Unload**.
6. In the displayed window, select **Load** or **Unload** in the Cad Load/Unload list.
7. Click **Next**.
8. Enter a figure in the **Adjustment Amount**.
9. Click **Next** and review the amount.
10. Add a note to record the change and click **Save**.



Q. How can I view the history of a card token?

The card history provides details of activities performed on the card in Thredd Portal, changes made through the Thredd API, and the card status history. You can perform the below steps:

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - Email
 - Phone
 - Date of Birth
 - Address Line 1
 - Postcode
 - Card Status
 - Product Name
3. Click **Search**
4. From the list of matching cards, click the required card to display the summary of card information.
5. Click the **Card History** tab. Details of the card history appear.
6. Click **Card Status History** to view a history of the card statuses.
7. To view details of card activity, select a date range in the From Date and To Date fields and click **Filter**. The following shows an example:

The screenshot shows the 'Card History' tab selected in the navigation bar. Below it, the 'Card Activities (Tracker)' tab is active. At the top, there are buttons for '+ Add Filter' and 'Reset Filters', and a date range selector showing '17 Jul 2025 → 13 Jan 2026'. The main table lists card activities with columns for Date & Time, Action, and Note.

Date & Time	Action	Note
13 Nov, 2025 00:00:00	Load	API Load by Gemma Bloggs
06 Nov, 2025 00:00:00	Load	API Load by Gemma Bloggs

8. To filter by date range for card activities or card status,
 - a. Click **+ Add Filter** and **Date Range**.
 - b. Use the date picker to select a date range.



Q. How do I change the card disallow list for updating where the cardholder cannot use the card?

You can change the card disallow list through performing the below steps. However, before changing the card disallow list, Thredd must have already created the target list that you want to add. For setting up card disallow lists, contact Thredd's implementation team.

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - Email
 - Phone
 - Date of Birth
 - Address Line 1
 - Postcode
 - Card Status
 - Product Name
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. Click the **Card Configuration Details** tab.
6. Click **Edit Card Configurations**.
7. Select an entry in the **Group Usage** and the **Group Limit** lists. This is mandatory.
8. Under the Edit Card Configurations screen for the token, select an item in the **Card Disallow List** menu.
9. Review the change, and enter text in the **Notes** field if required.
10. Click **Save**.

Q. How do I find information on the card's group usage?

You can see all the Group Usage settings that have been configured for a card, categorised in to card group usage Rules, Card Acceptance Method, Transaction Type, Verification Checks, and Miscellaneous.

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - Email
 - Phone
 - Date of Birth
 - Address Line 1
 - Postcode
 - Card Status
 - Product Name
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. Click the **Card Configuration Details** tab.
6. Click the name of the user group in the **Group Usage** item.



Q. How do I disable a certain category of merchants from taking payments for a card?

You can update the Group MCC which allows or disallows card acceptance (auths) based on one or more merchant category codes (MCC).

Note that changing a group requires Thredd to have first set up the group with the relevant categories.

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - Email
 - Phone
 - Date of Birth
 - Address Line 1
 - Postcode
 - Card Status
 - Product Name
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. Go to **Card Actions > Edit Card Configurations**.
6. Select an entry in the **Group Usage** and the **Group Limit** lists. This is mandatory.
7. Select a group in the **Group MCC** list. The **Edit Card Configuration** window appears.

Edit Card Configuration

Configuration Details Review

You are updating the following fields. Enter a reason in the notes field and confirm.

Group MCC
EXA-MC-001 - Example Travel Group MCC

Notes (optional)

Notes

Cancel Previous **Save**

8. Review the change, and enter text in the **Notes** field if required.
9. Click **Save**.



Q. How do I change the limits on a card?

You can change the limit held on the card. For example, you can alter the maximum balance that the card allows.

Note that changing a group requires Thredd to have first set up the relevant groups and the individual limits.

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - Email
 - Phone
 - Date of Birth
 - Address Line 1
 - Postcode
 - Card Status
 - Product Name
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. Go to **Card Actions > Edit Card Configurations**.
6. Under the Edit Card Configurations screen for the token, select another group in **Group Limit**.
7. Review the change, and enter text in the **Notes** field if required.
8. Click **Save**.

Q. How do I change the usage group on a card?

You can change the usage group on a card to another one that is available. For example, a region may have a specific PAN entry method that is listed in a different usage group.

Note that changing a card group requires Thredd to have first set up the group, and the individual settings.

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - Email
 - Phone
 - Date of Birth
 - Address Line 1
 - Postcode
 - Card Status
 - Product Name
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. Go to **Card Actions > Edit Card Configurations**.
6. Under the Edit Card Configurations screen for the token, select another entry in Group Usage.
7. To confirm the change, click **Review and Save**.
8. Check the updated details and click **Save**.

Note: Changing the Card Usage group may require Issuer sign off.



Q. How do I know if a card is a Multi-FX or MFXcard?

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - **Email**
 - **Phone**
 - **Date of Birth**
 - **Address Line 1**
 - **Postcode**
 - **Card Status**
 - **Product Name**
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information. A Multi-FX card shows the **View Currency Wallets** option. This option is only available for Multi-FX cards.

The screenshot shows the Thredd Portal interface. At the top, a card summary is displayed for a card with number 529955****0764, expiration 2029-11-30, and cardholder JishTest. The card is labeled as a 'Multi-FX' card. Below the card, a summary table shows details like Email (darcy@email.com), Phone (07777123456), Date of Birth (1990-01-01), Customer Ref (60000001), Scheme (Scheme A), and Product (MFX Manual Test). To the right, a balance summary shows Actual Balance £393.68 GBP, Available Balance £91.84 GBP, and Blocked Amount £-301.84 GBP. A 'View Currency Wallets' button is highlighted with a red box. Below this, a transaction history table is shown with columns for Transaction ID, Date & Time, Merchant, Trace ID, Transaction Type, Transaction Status, Processing Code, Card Type, and Transaction Currency. The table lists three transactions: 6153333697 (20 Nov, 2025 08:44:23), 6153333695 (20 Nov, 2025 08:43:15), and 6153333694 (20 Nov, 2025 08:39:48). The transactions are all marked as 'Settled'.



Q. How can I find details of a Multi-FX card wallet?

A Multi-FX wallet includes details of the total and available balance, blocked amount, and its associated currency. A Multi-FX card can have up to 5 wallets of a unique currency.

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - **Email**
 - **Phone**
 - **Date of Birth**
 - **Address Line 1**
 - **Postcode**
 - **Card Status**
 - **Product Name**
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information. A Multi-FX card shows the **View Currency Wallets** option.
5. To view individual currency wallets, click **View Currency Wallets** and choose an individual currency for the wallet. Details of the Actual Balance, Available Balance, and Blocked Amount appear on the screen.



Q. How can I view cardholder spend limits on a card?

You can see the live spend limits on a card. This includes data on the spend amount as a proportion of the limit and the spend frequency. The limits exist in the following categories:

- Cash transactions
- Card loads
- Amount paid in
- Transactions made through POS

1. From the Home page, if you know the token number, click **Token ID** and enter it. Then Click **Search**.
2. To perform an advanced card holder search, from the Home page:
 - a. Click **Advanced Search**.
 - b. Enter the First Name and Last Name of the cardholder with any of the following details:
 - Email
 - Phone
 - Date of Birth
 - Address Line 1
 - Postcode
 - Card Status
 - Product Name
3. Click **Search** The search results display.
4. From the list of matching cards, click the required card to display the summary of card information.
5. Click the tab for spend limits. The following shows the spend limit settings.

Transactions Details Card Configuration Details **Group - level Spend Limit** Token - level Spend Limit Card History Payment Tokens

Group - level Spend Limit

Cash Load Pay In Pay Out POS

Show Group Limit Settings

Daily		Cumulative Limits 1	
Today, 13 Jan, 2026		Weekly - 12 Jan, 2026 - 18 Jan, 2026	
Spend amount / spend limit	\$0 GBP / \$20000 GBP	Spend amount / spend limit	\$0 GBP / \$50000 GBP
<div style="text-align: center;">0%</div>	<div style="text-align: center;">0%</div>	! Cumulative Limits 2 is not available	



Viewing Transactions

Thredd Portal allows you to view details on recent transactions that have happened in one or more cards.

Q. What is a transaction status in Thredd Portal?

A transaction status indicates the current state of a transaction (for example an authorisation). You can view the transaction statuses to filter your card transactions. The statuses are as follows:

Status	Description
Accepted	The authorised amount on a transaction is blocked, where the funds are reserved for the transaction and are no longer available for other uses.
Cleared	The issuer transfers the requested settlement amount on the transaction to the acquirer. This is in the form of clearing files containing presentments.
Disputed	The transaction is disputed, for example, the customer has raised a chargeback with the issuer.
Processing external host	EHI is processing the transaction, but has not yet responded to Thredd.
Declined	The transaction has been declined, for example, due to the amount of the authorisation exceeding the allowed limit.
Rejected	The transaction is rejected in certain rare scenarios.
Processing	The transaction is in processing, but where a final status is still pending. For example, the transaction is in the process of being added to the database.
Removed	The authorised amount on a transaction is unblocked in instances where the reversal on an authorisation has failed.
Settled	The transaction has been settled where the authorised and cleared funds have been transferred between the Issuer and the Acquirer.
Reversed	The authorisation on the transaction has been reversed, for example, when a customer cancelled payment.

Q. How many transactions can I search in Thredd Portal: Cards and Transaction Management?

Thredd Portal: Cards and Transaction Management can display up to 10000 transaction results from a request, where the results are paginated.



Q. How do I find details of the authorisation from the Transaction Lifecycle?

1. If you know the transaction number, click **Transaction ID** and enter it from the Home page and Click **Search**.
2. To perform an advanced transaction search from the Home page:
 - a. Click **Advanced Search**.
 - b. Click the **Transactions** tab.
 - c. Enter the details in any of the following fields:
 - **Transaction ID**
 - **Token**
 - **Trace ID**
 - **Date**
3. To perform an advanced transaction search, click **Advanced Transaction Search** and enter any of the following details:
 - **Transaction Type**
 - **Transaction Status**
 - **Note**
 - **Merchant Location**
 - **Processing Code**
 - **Billing Amount and Currency**
 - **Transaction Amount and Currency**
 - **Network Type**
 - **Card Type**
4. Click **Search**. The results of the search display, with all transactions matching the criteria displayed below the Transaction Search options.
5. Click on a transaction item.
6. Click the **Transaction Lifecycle** tab and view details of the entry.



Q. What happens if Thredd does not receive a presentment by the time the authorisation has expired?

If Thredd has not received a presentment for an authorisation, which is normally within a 7-day period, the transaction expires. The period is usually longer (up to 30 days) for merchants using pre-authorisations, such as car hires and hotels. The acquirer sends a Reversal to Thredd. These are the steps you can follow to check for a reversal:

1. If you know the transaction number, click **Transaction ID** and enter it from the Home page and Click **Search**.
2. To perform an advanced transaction search from the Home page:
 - a. Click **Advanced Search**.
 - b. Click the **Transactions** tab.
 - c. Enter the details in any of the following fields:
 - **Transaction ID**
 - **Token**
 - **Trace ID**
 - **Date**
3. To perform an advanced transaction search, click **Advanced Transaction Search** and enter any of the following details:
 - **Transaction Type**
 - **Transaction Status**
 - **Note**
 - **Merchant Location**
 - **Processing Code**
 - **Billing Amount and Currency**
 - **Transaction Amount and Currency**
 - **Network Type**
 - **Card Type**
4. Click **Search**. The results of the search display, with all transactions matching the criteria displayed below the Transaction Search options.
5. Click on a transaction item with a Transaction Type of Auth Reversal.

Transaction ID	Date & Time	Merchant	Trace ID	Transaction Type	Transaction Status	Processing Code	Card Type	Transaction Currency	Transaction Amount
6153439208	13 Jan, 2026 11:04:51	-----	BNET-224437145	Auth Reversal	⌚ Declined	Debits (goods and services)	Regular	USD	\$105.00 USD



Q. How do I know if a transaction is a presentment?

1. If you know the transaction number, click **Transaction ID** and enter it from the Home page and Click **Search**.
2. To perform an advanced transaction search from the Home page:
 - a. Click **Advanced Search**.
 - b. Click the **Transactions** tab.
 - c. Enter the details in any of the following fields:
 - **Transaction ID**
 - **Token**
 - **Trace ID**
 - **Date**
3. To perform an advanced transaction search, click **Advanced Transaction Search** and enter any of the following details:
 - **Transaction Type**
 - **Transaction Status**
 - **Note**
 - **Merchant Location**
 - **Processing Code**
 - **Billing Amount and Currency**
 - **Transaction Amount and Currency**
 - **Network Type**
 - **Card Type**
4. Click **Search**. The results of the search display, with all transactions matching the criteria displayed below the Transaction Search options.
5. Click on a transaction item with a Transaction Type of Presentment.

Transaction ID	Date & Time	Merchant	Trace ID	Transaction Type	Transaction Status	Processing Code	Card Type	Transaction Currency
6153431771	08 Jan, 2026 15:55:10	SAINSBURYS Richmond PresentmentLondon England	BNET-649869008	Presentment	Settled	Debits (goods and services)	Regular	USD



Q. How do I view the fees on a transaction?

You can view information on a transaction, including the total amount and its breakdown. The following example shows a total amount of 2.00 that consists of a Fixed Fee of 1.00 and a Domestic Fixed Fee of 1.00.

1. If you know the transaction number, click **Transaction ID** and enter it from the Home page and Click **Search**.
2. To perform an advanced transaction search from the Home page:
 - a. Click **Advanced Search**.
 - b. Click the **Transactions** tab.
 - c. Enter the details in any of the following fields:
 - **Transaction ID**
 - **Token**
 - **Trace ID**
 - **Date**
3. To perform an advanced transaction search, click **Advanced Transaction Search** and enter any of the following details:
 - **Transaction Type**
 - **Transaction Status**
 - **Note**
 - **Merchant Location**
 - **Processing Code**
 - **Billing Amount and Currency**
 - **Transaction Amount and Currency**
 - **Network Type**
 - **Card Type**
4. Click **Search**. The results of the search display, with all transactions matching the criteria displayed below the Transaction Search options.
5. Click on a transaction item.
6. Click the **Amounts and Fees** tab. The following example shows a breakdown of fees on a transaction.

Details **Amounts & Fees** Merchant & Other Details Transaction Lifecycle

Amounts and Fees

Calculated Total Fee Applied to Cardholder
Calculated amount for transaction fee: \$38.44

MCC Padding	FX Padding	Fixed Fee	Rate Fee
\$1.62	\$19.47	\$3.25	\$14.10
Domestic Fixed Fee	Domestic Rate Fee	FX Fixed Fee	FX Rate Fee
\$0.00	\$0.00	\$0.00	\$0.00
Non-Domestic Fixed Fee	Non-Domestic Rate Fee	Surcharge Fee	Additional Amounts (DE054)
\$0.00	\$0.00	-----	-----

Amounts, Transaction Fee (PDS0146)

Q. Why is a presentment taking longer than usual to show in Thredd Portal: Cards and Transaction Management?

Time lags in a presentment may be due to delays from the merchant or the acquirer in sending the presentment.

Q. What is a blocked amount on a transaction?

The blocked amount is the total amount reserved to complete transactions.



Q. How can I find a blocked amount on a transaction?

1. If you know the transaction number, click **Transaction ID** and enter it from the Home page and Click **Search**.
2. To perform an advanced transaction search from the Home page:
 - a. Click **Advanced Search**.
 - b. Click the **Transactions** tab.
 - c. Enter the details in any of the following fields:
 - **Transaction ID**
 - **Token**
 - **Trace ID**
 - **Date**
3. To perform an advanced transaction search, click **Advanced Transaction Search** and enter any of the following details:
 - **Transaction Type**
 - **Transaction Status**
 - **Note**
 - **Merchant Location**
 - **Processing Code**
 - **Billing Amount and Currency**
 - **Transaction Amount and Currency**
 - **Network Type**
 - **Card Type**
4. Click **Search**. The results of the search display, with all transactions matching the criteria displayed below the Transaction Search options.
5. Click on a transaction item. Under the Details tab observe the amount under **Blocked Amount**.

Card Search / Token 108477764

Card Actions ▾

****2752 All Good ID: 108477764

Cardholder: Kmuura

Expires: 2027-01-31

Email: BWayne@iambatman.co

Phone: 07755123456

Date of Birth: 1982-02-19

Product: Test Product

Customer Ref: CustNo12345A

Actual Balance: 800

Available Balance: £600 GBP

Blocked Amount: £200 GBP

Q. What is the available balance?

An available balance is the amount on the card that the cardholder can use immediately.

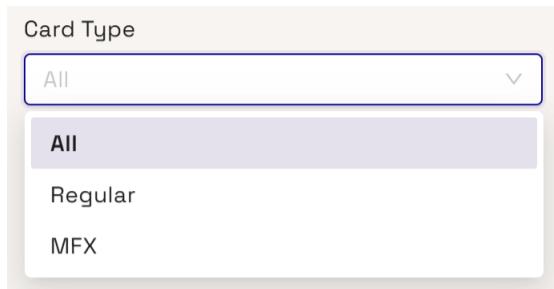
Q. What is the difference between the billing amount and transaction amount on a transaction?

The billing amount is the sum of money billed for a transaction by a merchant in the card's currency. While a transaction amount is the sum of money recorded when the transaction takes place in the local currency. The billing amount may consider the exchange rates.



Q. How do I find transactions on a Multi-FX card?

1. Perform an advanced transaction search.
2. Under the Card Type list, Select **Multi-FX**.



3. Click **Search**. Transactions that have the Multi-FX card type appear.

Q. How do I know if the card token uses DGN?

As well as Mastercard and Visa, Thredd supports the processing of debit cards on the DGN network. If a card token uses the DGN network, Transaction Summary information shows the card network associated with the card transaction as DGN.

1. If you know the transaction number, click **Transaction ID** and enter it from the Home page and Click **Search**.
2. To perform an advanced transaction search from the Home page:
 - a. Click **Advanced Search**.
 - b. Click the **Transactions** tab.
 - c. Enter the details in any of the following fields:
 - **Transaction ID**
 - **Token**
 - **Trace ID**
 - **Date**
3. To perform an advanced transaction search, click **Advanced Transaction Search** and enter any of the following details:
 - **Transaction Type**
 - **Transaction Status**
 - **Note**
 - **Merchant Location**
 - **Processing Code**
 - **Billing Amount and Currency**
 - **Transaction Amount and Currency**
 - **Network Type**
 - **Card Scheme**
4. Click **Search**. The results of the search display, with all transactions matching the criteria displayed below the Transaction Search options.
5. Click on a transaction entry.
6. Under the Details tab, note that DGN appears under the **Card Scheme** field.

Billing Amount
\$90.00 AUD (Accepted)

Transaction Amount **\$100.00** **Total Fee** **\$38.44**

Customer Name	Instrument	Network Type
Bruce Wayne	****2752	Visa
Expiry Date	Product Name	Card Scheme
01/27	Manual Test	DGN



Q. How do transactions show in EHI?

Thredd Portal: Cards and Transaction Management lists the transactions that have been sent to your systems through EHI. EHI offers a way to exchange transactional data between the Thredd processing system and the Program Manager's externally hosted systems. EHI provides a real-time transaction notification data feed and payment authorisation control.

1. If you know the transaction number, click **Transaction ID** and enter it from the Home page and Click **Search**.
2. To perform an advanced transaction search from the Home page:
 - a. Click **Advanced Search**.
 - b. Click the **Transactions** tab.
 - c. Enter the details in any of the following fields:
 - **Transaction ID**
 - **Token**
 - **Trace ID**
 - **Date**
3. To perform an advanced transaction search, click **Advanced Transaction Search** and enter any of the following details:
 - **Transaction Type**
 - **Transaction Status**
 - **Note**
 - **Merchant Location**
 - **Processing Code**
 - **Billing Amount and Currency**
 - **Transaction Amount and Currency**
 - **Network Type**
 - **Card Type**
4. Click **Search**.
5. Click on a transaction entry.
6. View the list of transactions. The Transaction Note column indicates the transactions that are sent to EHI.

Note: Transactions that are sent to EHI may be approved or rejected by EHI.



Q. How can I find details of the cardholder transactions held at the POS terminal?

You can find Information on how the transaction was authenticated, the cardholder present/not present status and fraud details.

1. If you know the transaction number, click **Transaction ID** and enter it from the Home page and Click **Search**.
2. To perform an advanced transaction search from the Home page:
 - a. Click **Advanced Search**.
 - b. Click the **Transactions** tab.
 - c. Enter the details in any of the following fields:
 - **Transaction ID**
 - **Token**
 - **Trace ID**
 - **Date**
3. To perform an advanced transaction search, click **Advanced Transaction Search** and enter any of the following details:
 - **Transaction Type**
 - **Transaction Status**
 - **Note**
 - **Merchant Location**
 - **Processing Code**
 - **Billing Amount and Currency**
 - **Transaction Amount and Currency**
 - **Network Type**
 - **Card Type**
4. Click **Search**.
5. Click on a transaction entry.
6. Click the **Merchant & Other Details** tab.
7. Scroll down view the values in the **POS Data (DE061)** field.
8. Click on the expand arrow for Thredd POS Data. Details of the POS transaction appear in a window.



Q. How can I use Thredd Portal to check if Fraud Transaction Monitoring was used on a transaction?

You can check if Fraud Transaction Monitoring was used on a transaction by checking the Note entry for a transaction in Thredd Portal. Fraud Transaction Monitoring enables the configuration of fraud rules where alerts are triggered under specific conditions.

1. If you know the transaction number, click **Transaction ID** and enter it from the Home page and Click **Search**.
2. To perform an advanced transaction search from the Home page:
 - a. Click **Advanced Search**.
 - b. Click the **Transactions** tab.
 - c. Enter the details in any of the following fields:
 - **Transaction ID**
 - **Token**
 - **Trace ID**
 - **Date**
3. To perform an advanced transaction search, click **Advanced Transaction Search** and enter any of the following details:
 - **Transaction Type**
 - **Transaction Status**
 - **Note**
 - **Merchant Location**
 - **Processing Code**
 - **Billing Amount and Currency**
 - **Transaction Amount and Currency**
 - **Network Type**
 - **Card Type**
4. Click **Search**.
5. Click on a transaction entry.
6. Within the **Details** tab under Transaction Note, check for details indicating that Fraud Transaction Monitoring was run for the transaction.



Q. How do I remove an authorisation on a transaction?

1. If you know the transaction number, click **Transaction ID** and enter it from the Home page and Click **Search**.
2. To perform an advanced transaction search from the Home page:
 - a. Click **Advanced Search**.
 - b. Click the **Transactions** tab.
 - c. Enter the details in any of the following fields:
 - **Transaction ID**
 - **Token**
 - **Trace ID**
 - **Date**
3. To perform an advanced transaction search, click **Advanced Transaction Search** and enter any of the following details:
 - **Transaction Type**
 - **Transaction Status**
 - **Note**
 - **Merchant Location**
 - **Processing Code**
 - **Billing Amount and Currency**
 - **Transaction Amount and Currency**
 - **Network Type**
 - **Card Type**
4. Click **Search**.
5. Click on a transaction entry where the Transaction Type is authorisation.
6. Click **Remove Authorisation**.

Transaction Search / Transaction Details-Summary



The screenshot shows a user interface for managing transactions. At the top, there's a navigation bar with a logo and the text 'Transaction Search / Transaction Details-Summary'. Below this, there's a search bar with a placeholder 'Transaction ID: 6153439109' and a magnifying glass icon. To the right of the search bar is a red rectangular button with the text 'Remove Authorisation' in white. The main area of the screen displays a table with transaction details, though the specific data in the table is not clearly legible.

7. Review the change, and enter text in the **Notes** field if required.
8. Click **Save**.



Q. Where can I find details of the merchant that accepted a transaction?

You can find details of the merchant that accepted the transaction, including the name and location of the merchant. There are also details on the transaction that took place at the merchant. For example, POS entry mode (DE022) includes information on how the cardholder was authenticated and the cardholder present/not present status.

1. If you know the transaction number, click **Transaction ID** and enter it from the Home page and Click **Search**.
2. To perform an advanced transaction search from the Home page:
 - a. Click **Advanced Search**.
 - b. Click the **Transactions** tab.
 - c. Enter the details in any of the following fields:
 - **Transaction ID**
 - **Token**
 - **Trace ID**
 - **Date**
3. To perform an advanced transaction search, click **Advanced Transaction Search** and enter any of the following details:
 - **Transaction Type**
 - **Transaction Status**
 - **Note**
 - **Merchant Location**
 - **Processing Code**
 - **Billing Amount and Currency**
 - **Transaction Amount and Currency**
 - **Network Type**
 - **Card Type**
4. Click **Search**.
5. Click on a transaction entry.
6. Click the **Merchant & Other Details** tab.
7. Find details of the merchant under **Merchant Details**. These include:
 - Merchant name
 - City
 - County
 - Postcode
 - Region
 - Street
 - Phone
 - Contact
 - Merchant website
 - POS Entry Mode (DE022)
 - Network Reference ID (DE123)
 - Merchant Category Code (MCC)
 - Card Acceptor Name Location (DE043)
 - Till Time
 - POS Data (DE061)
 - AID
 - Card Acceptor ID Code (DE042)



- Card Acceptor Terminal ID (DE041)
- Tax Id

Q. How do I export transactions?

You can export transactions that have been filtered from a transaction search to a .CSV file. The .CSV file is available for download.

1. If you know the transaction number, click **Transaction ID** and enter it from the Home page and Click **Search**.

2. To perform an advanced transaction search from the Home page:

a. Click **Advanced Search**.

b. Click the **Transactions** tab.

c. Enter the details in any of the following fields:

- **Transaction ID**

- **Token**

- **Trace ID**

- **Date**

3. To perform an advanced transaction search, click **Advanced Transaction Search** and enter any of the following details:

- **Transaction Type**

- **Transaction Status**

- **Note**

- **Merchant Location**

- **Processing Code**

- **Billing Amount and Currency**

- **Transaction Amount and Currency**

- **Network Type**

- **Card Type**

4. Click **Search**.

5. Click **Export**. This button is next to the Columns button. Clicking Export starts the process of exporting.

Card & Transactions

Cards Transactions

Transaction Search

Transaction ID

Transaction ID

Token

Card Token

Trace ID

Trace ID

Date

2026-01-13



Clear

Search

Unique Transaction ID

Thredd Public Token - 9 or 16 digit number

▼ Advanced Transaction Search

≡ Columns

↳ Export

Note: Exporting transactions to a CSV file is available for all Thredd Portal roles except Read-Only.



Transaction Declines

Thredd Portal: Cards and Transaction Management allows you to find out details on various types of transaction declines.

Q. How do I see if a transaction is declined?

From the list of transaction results, Thredd Portal shows entries with the Declined status in the Transaction Status column.

Transaction ID	Date & Time	Merchant	Trace ID	Transaction Type	Transaction Status	Processing Code	Card Type	Transaction Currency	Transaction Amou
6153439218	13 Jan, 2026 11:03:55	-----	BNET-919736814	Auth Reversal	🕒 Declined	Debits (goods and services)	Regular	USD	\$105.00 USD
6153439216	13 Jan, 2026 11:03:54	-----	BNET-948233927	Auth Reversal	🕒 Declined	Debits (goods and services)	Regular	USD	\$105.00 USD

You can also find information on why the transaction was declined which is recorded in the Transaction Note. This includes transactions where the decline was initiated by either Thredd or the client (your programme). Declines initiated by the client include EHI transactions.

Q. The cardholder transaction shows as "Disallowed List" in Transaction Note. What do I do?

The cardholder transaction note shows as "disallowed list" because the merchant (card acceptor id) is not allowed for the transaction. This is per the card acceptor disallowed list assigned to the card.

Solution: You can associate the card to a card allow list that allows transactions from the merchant through the below steps:

1. Identify the card number for the transaction.
2. Go to **Card Actions > Edit Card Configurations**.
3. Select a **Card Allow List**.
4. To confirm the change, click **Review and Save**.
5. Check the updated details and click **Save**.

Q. The cardholder transaction is showing as "DR: Auth Amount : XX.00 Total: XX.00 Available Amount: Y.00 ==> Decline!" in the Transaction Note. What do I do?

Solution: Load funds onto the card.

1. Identify the card token for the transaction.
2. Go to **Card Actions > Card Load/Unload**.
3. In the window, select to load the card and click **Next**.
4. Review the balances for loading and click **Next**.
5. To confirm the change, click **Review and Save**.



Q. My transaction is showing as DR: Declined due to CardUsageGroupCheck GroupUsageID-42 [Card Acceptance Method (A) - Card Not Present - E-Commerce - Failed] in the Transaction Note. What do I do?

To resolve this issue, you may need to change the Group Usage for the card. You should confirm that this is the right course of action, as it may require that you receive sign-off from the Issuer.

1. Identify the card token that you identified for the transaction.
2. Go to **Card Actions > Edit Card Configurations**.
3. Enter a different **Group Usage**.
4. Review the balances for loading and click **Next**.
5. To confirm the change, click **Review and Save**.

Q. The cardholder transaction is showing as “DR: Declined due to Expired card” in the Transaction Note. What do I do?

You should follow the below steps:

1. Enter the card token that you identified for the transaction.
2. Check the date on the **Expired** field on the image of the card against the **Card Status**, which shows as **Expired**.
3. Advise the cardholder on next steps, for example, how to renew the card.

Q. The cardholder transaction is showing as “DR: Declined due to Do not honor” in the Transaction Note. What do I do?

A transaction may be declined due to fraud. You may need to contact Thredd to investigate the fraud. You can also change the status of the card from **05 - Do Not Honour** to **00- Allgood** through the following steps:

1. Enter the card token that you identified for the transaction.
2. Check the transaction list to identify entries in the **Notes** field indicating that fraud has been captured in Thredd's Fraud Transaction Monitoring system.
3. To allow the transaction to be accepted, go to **Card Actions > Change Card Status**.
4. Click **Next**.
5. Select the following status code from the check box: **00 - Allgood**.
6. Click **Next**.
7. Click **Save**.

Q. The cardholder transaction is showing as “DR: Declined due to GroupMCCCheck” in the Transaction Note. What do I do?

If the transaction is declined because it failed the MCC group check, you should consider permitting transactions from the MCC by updating the entry in **Group MCC**. Contact Thredd to update the MCC group.

To change the group limit, do the following:

1. Enter the card token for the identified transaction.
2. To allow the transaction to be accepted, go to **Card Actions > Edit Cardholder Configurations**.
3. Under the **Edit Card Configurations** screen for the token, update the group in **Group MCC**.
4. To confirm the change, click **Review and Save**.
5. Check the updated details and click **Save**.

Q. The cardholder transaction is showing as “DR: Exceeds Max Per Transaction limit” in the Transaction Note. What do I do?

This description indicates that the authorisation value (bill amount) is higher than the maximum amount per transaction limit in the **Limit group** assigned to the card. You can update the transaction limit setting on the card to allow higher value transactions that do not exceed the limit.

To change the group limit, do the following:

1. Enter the card token for the identified transaction.
2. To allow the transaction to be accepted, go to **Card Actions > Edit Cardholder Configurations**.
3. Under the **Edit Card Configurations** screen for the token, update the group in **Group Limit**.
4. To confirm the change, click **Review and Save**.
5. Check the updated details and click **Save**.



Q. The cardholder transaction is showing as “EHI Timeout” in the Transaction Note. What do I do?

This reason indicates that EHI didn't respond in the agreed time where a timeout happened.

If the client has selected Gateway Processing with STIP (Mode 4), Thredd approves or declines based on the product configuration, as the host is unavailable. If another EHI mode is selected, such as Gateway Processing (Mode 1) or Cooperative Processing (Mode 2), Thredd declines the transaction. You can do the following:

1. Investigate why the External Host did not respond in time.
2. Contact Thredd to assist in any further investigation.

Q. The cardholder transaction is showing as “Declined by Ext Auth” in the Transaction Note. What do I do?

This indicates that the authorisation was declined by your systems which are connected to EHI. Check your systems for the decline reason.

Check the external host for the decline reason.

Smart Client Migration

If you are a Smart Client user, you will need to migrate to Thredd Portal: Cards and Transaction Management. Smart Client provides the same card management functions, but using a legacy Windows interface.

Q. How long will the migration process take?

Q. Migration normally takes a few days to complete. This requires setup which Thredd will complete. However, clients will need to provide details to help Thredd perform the setup steps.

Q. Can you continue to use Smart Client during the migration period?

Yes, you can continue to use Smart Client during the migration period.

Q. Will our existing Smart Client users be set up on Thredd Portal: Cards and Transaction Management?

Thredd Portal: Cards and Transaction Management is been designed with self-service in mind. Users can enter their email and be provisioned onto the system by the User Admin role within your organisation. You are in control of who has access to which roles within Thredd Portal.

Secure Access with SSO

Q. How do I set up SSO access?

You will need to configure secure access to Thredd Portal using Thredd's Identity Provider (IDP). The steps are as follows:

- Thredd adds a ‘User Admin’ for your organisation to the Identity Provider (this information is supplied by the client).
- You can then add your organisation, assign roles and add users in the Identity Provider - this is done by the ‘User Admin’ role which you have chosen in your organisation.

For more information, see the [Connecting to Thredd Guide](#).

A member of our Engineering Security Team can be able to support you during your SSO integration should this be required, however, the process has been designed to be completed with minimal set-up.

Q. How do I set up SSO access?

You will need to configure secure access to Thredd Portal using Thredd's Identity Provider (IDP). The steps are as follows:

- Thredd adds a ‘User Admin’ for your organisation to the Identity Provider (this information is supplied by the client).
- You can then add your organisation, assign roles and add users in the Identity Provider - this is done by the ‘User Admin’ role which you have chosen in your organisation.

For more information, see the [Connecting to Thredd Guide](#).

A member of our Engineering Security Team can be able to support you during your SSO integration should this be required, however, the process has been designed to be completed with minimal set-up.



Q. Do you provide a username and password alternative to SSO?

No, all clients must connect to Thredd Portal using Single Sign On (SSO).

Feature Requests

If you want any new features or updates to existing ones, you can enter details in the Feature Request form in Thredd Portal.

How can I make a feature request for Thredd Portal?

Fill in details on the Feature Request form. This includes the:

- Priority level of the issue, for example, Major if the change request is important.
- Description of the problem that you face when using the current Thredd Portal functionality.
- Description of the feature that you require to address your needs.

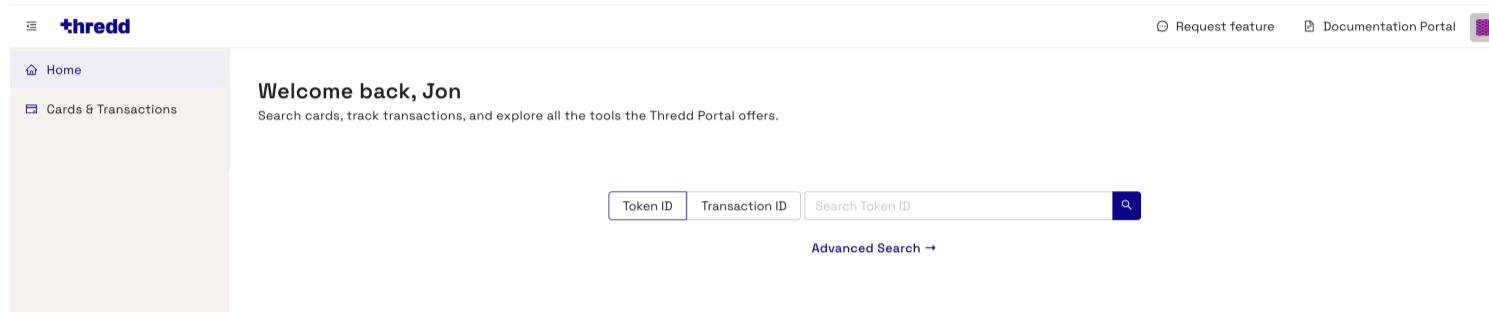


9 Submitting a Feature Request

You can submit a feature request from the Thredd Portal: Cards and Transaction Management to address a specific problem that is occurring.

To submit the feature request:

1. Launch Thredd Portal: Cards and Transaction Management. The Request Feature button is in the top-right of the screen.
2. Click **Request Feature** to display the Feature Requests page.



3. Enter your **Name** and **Email Address**.
4. Specify a **Priority Level**, either Minor, Major or Critical.
5. Describe the problem and the feature required using the **Problem** and **Description of the Feature** fields.
6. Click **Submit Request** to submit the request to Thredd.
7. Thredd Portal: Cards and Transaction Management confirms the feature request was submitted at the top of the page.



Glossary

This page provides a list of glossary terms used in this guide.

#

3D Secure (3DS)

3D Secure (Three Domain Structure), also known as a cardholder authentication, is a security protocol that helps to prevent fraud in online (e-commerce) credit and debit card transactions.

A

AccBal

Account Balance

ACN

Activation Code Notification (340000). The message sent to Thredd and also the Program manager via EHI which contains the One Time Password (OTP) to verify the cardholder.

Acquirer

The merchant acquirer or bank that offers the merchant a trading account, to enable the merchant to take payments in store or online from cardholders.

Act Bal

Actual Balance

AFD

Automatic Fuel Dispensers are machines that can be used to deliver fuel to vehicles, normally at a petrol station. These are identified with a specific Merchant Category Code of 5542. The cardholder pays at the machine, normally by inserting their card (or swiping or contactless), and the fuel pump machine will then either: - authorise a maximum amount (e.g., £100), then pump up to this, and send an advice to say how much fuel was actually delivered (common outside USA). -or- - authorise a nominal amount (e.g., 1 USD), then pump up to the permitted maximum it is allowed to clear according to the chargeback rules, then it will send an advice to say how much fuel was actually delivered (common in USA).

AID

Acquiring Institution Identification Code

API

Application Programming Interface

APW

Mastercard Automated Parameter Worksheet

ARQC

Authorisation Request Cryptogram

Authentication

This includes checks to confirm the cardholder identity, such as PIN, CVV2 and CAVV.

Authorisation

Stage where a merchant requests approval for a card payment. The merchant requests approval by sending a request to the card issuer to check that the card is valid, and that the requested authorisation amount is available on the card. At this stage the funds are not deducted from the card.

Automated Fuel Dispenser (AFD)

Automatic fuel dispensers (AFDs) are used at petrol or gas stations for customer self-service fuel payments. Typically the customer inserts their card and enters a PIN number and the AFD authorises a fixed amount (e.g. £99). Once the final payment amount is known, the AFD may reverse the authorisation and / or request a second authorisation.

AvlBal

Available Balance



AVS

An Address Verification Service (AVS) check compares the billing address used in the transaction with the issuing bank's address information on file for that cardholder. Depending on whether they match fully, partially, or not at all, the merchant can use that information in their decision on whether or not to accept or cancel the order. AVS is one of the most widely used fraud prevention tools in card-not-present transactions.

B

Base Currency

The domestic currency or accounting currency for the card.

Bill Amt

Billing Amount

Billing Currency

The currency you choose to be billed in

BIN

Bank Identification Number (First 6 digits of the 16-digit PAN)

BlkAmt

Blocked Amount

C

Card Scheme

Card network, such as MasterCard or Visa, responsible for managing transactions over the network and for arbitration of any disputes

Cardholder

Consumer or account holder who is provided with a card to enable them to make purchases

Case filing

A feature through which an issuer or an acquirer can raise a concern with Mastercard.

CAVV

Cardholder Authentication Verification Value

CB

A chargeback is where a cardholder disputes a transaction on their account and is unable to resolve directly with the merchant, they can raise a chargeback with their card issuer. The chargeback must be for a legitimate reason, such as goods and services not received, faulty goods, or a fraudulent transaction.

Chargeback

Where a cardholder disputes a transaction on their account and is unable to resolve directly with the merchant, they can raise a chargeback with their card issuer. The chargeback must be for a legitimate reason, such as goods and services not received, faulty goods, or a fraudulent transaction.

CIQ

Visa Client Implementation Questionnaire

Clearing File / Clearing Transaction

Thredd receives batch clearing files from the card networks, containing clearing transactions, such as presentments and network fees. The card issuer transfers the requested settlement amount to the acquirer and 'clears' the amount on the card, reducing the available card balance accordingly.

CRI

Card Request Interface

CS

Customer Support



CVC

Card Validation Code

D

DCC

Dynamic Currency Conversion

DE000-DE999

Data Element (000-999) number. For full details of each element, see the card scheme customer interface specification manual

DPAN

Device PAN. The PAN value set up on the cardholder's device. This is not visible to the cardholder, but is the PAN used for the transactions as far as the merchant is concerned.

E

EHI

The External Host Interface (EHI) provides a facility to enable exchange of data between Thredd and external systems via our web services. All transaction data processed by Thredd is transferred to the External Host side via EHI in real time. For certain types of transactions, such as Authorisations, the External Host can participate in payment transaction authorisation.

EMV

EMV originally stood for "Europay, Mastercard, and Visa", the three companies which created the standard. EMV cards are smart cards which store their data on integrated circuit chips, in addition to magnetic stripes for backward compatibility. EMV cards also called chip cards, integrated circuit cards, or IC cards.

External Host

The external system to which Thredd sends real-time transaction-related data. The URL to this system is configured within Thredd per programme or product. The Program Manager uses their external host system to hold details of the balance on the cards in their programme and perform transaction-related services, such as payment authorisation, transaction matching and reconciliation.

F

F Fee

Fixed fee

Fee Groups

Groups which control the card transaction authorisation fees, and other fees, such as recurring fees and Thredd web service API fees.

FID

Forwarding Institution Identification Code. Identifies the acquiring institution forwarding a Request or Advice message.

FPAN

Funding PAN. The true 16-digit PAN of the card, which Mastercard/Visa converts when authorisations come through to them from Acquirers on the DPAN.

FX

Foreign Exchange

FxPdg

Foreign Exchange Padding - padding for currency conversion, to compensate for any fluctuations in currency exchange rates between the authorisation and the presentment

I

Issuer

The card issuer, typically a financial organisation authorised to issue cards. The issuer has a direct relationship with the relevant card scheme.



M

Mastercom

Create and manage dispute claims in Mastercom

MCC

Merchant Category Code - The type of merchant

MCC Pdg

Merchant Category Code Padding - padding for particular merchants who do the pre-authorisations

MDES

The MasterCard Digital Enablement Service (MDES) is a data interchange platform for generating and managing secure digital payment tokens. It enables devices such as smartphones, smart watches, as well as merchants, to create a tokenised version of a Mastercard, which is specific to that device or merchant. Then the device/merchant can use the tokenised version of the card to perform transactions. The tokenised version of the card appears as just a normal Mastercard card number to the merchant and acquirer, and Mastercard will map the transactions onto the original cardholder Mastercard.

Merchant

The shop or store providing a product or service that the cardholder is purchasing. A merchant must have a merchant account, provided by their acquirer, in order to trade. Physical stores use a terminal or card reader to request authorisation for transactions. Online sites provide an online shopping basket and use a payment service provider to process their payments.

Merchant Category Code (MCC)

Merchant category codes (MCCs) are four-digit numbers that describe a merchant's primary business activities. MCCs are used by credit card issuers to identify the type of business in which a merchant is engaged.

MFX

Payment card which supports payment and settlement transactions in multiple currencies. The MFX card typically has a single PAN with multiple currency wallets linked.

MultiFX

A Thredd feature for seamless currency conversion. MultiFX lets customers hold different balances in different currencies simultaneously in one wallet

MVC

A type of Thredd card that is restricted to loading and unloading to a physical or virtual card and cannot be used for e-commerce or in-store transactions. An MVC is used to reflect the value of the 'actual' money in the Issuer's bank account. An MVC guarantees that the load is limited to the amount prefunded (i.e. loaded onto MVC) and gives the Program Manager the ability to distribute funds immediately rather than having to wait for notification of each individual load into the Issuer Bank account.

O

Offline Transaction

This is often used in scenarios where the merchant terminal is not required to request authorisation from the card issuer (for example for certain low risk, small value transactions used by airlines and transport networks). The card CHIP EMV determines if the offline transaction is permitted; if not supported, the terminal declines the transaction. Note: Since the balance on the card balance is not authorised in real-time, there is a risk that the card may not have the amount required to cover the transaction.

OTP

One Time Passcode / Activation code sent to the cardholder for use in authenticating

P

PAN

The card's 16-digit primary account number (PAN) that is typically embossed on a physical card.

PM

Program Manager

POS

Point of Sale



POSFX

A Thredd feature which makes spending abroad easy with real-time and transparent point-of-sale FX rates

Presentment

The payment has been financed and taken by the merchant bank

Program Manager

A Thredd customer who manages a card program. The program manager can create branded cards, load funds and provide other card or banking services to their end customers.

R

R Fee

Rate fee - Fee based on the transaction amount

S

STAN

System Trace Audit Number

Stand In Processing (STIP)

The card network (Visa and Mastercard) may perform approve or decline a transaction authorisation request on behalf of the card issuer. Depending on your Thredd mode, Thredd may also provide STIP on your behalf, where your systems are unavailable.

T

TAR

Tokenisation Authorisation Request messages enable the issuer to provide a real-time decision as to whether the token service provider (MDES/VDEP) can digitise a card and designate a token on their behalf.

TCcy

Transaction Currency. Defines the currency of the transaction.

TCN

Tokenisation Complete Notification. Sent from Mastercard/Visa to Thredd and made available via EHI to the Programme Manager to confirm the setup of the token was successful (note: there may be further messages for activation).

TEN

Tokenisation Event Notification. Informs the issuer of unsuccessful Activation Code entry attempts and subsequent invalidation of an Activation Code or when a token is suspended, resumed or de-activated.

Token

The obfuscated 16 or 9-digit Card Number

Triple DES

Triple DES (3DES or TDES), is a symmetric-key block cipher, which applies the DES cipher algorithm three times to each data block to produce a more secure encryption.

V

Validation

Checks to confirm the card is valid, such as CHIP cryptograms, magstripe data (if available) and expiry date

VDEP

Visa Digital Enablement Programme. Also called the Visa Tokenisation Service (VTS). VDEP is the Visa product name for tokenisation and equivalent of Mastercard's MDES (see MDES).

VROL System

Visa Dispute Resolution Online system, provided by Visa for managing transaction disputes.



Document History

This section provides details of what has changed since the previous document release.

Version	Date	Reason	Who
Version 2.0	16/01/2026	Included screenshot examples for Additional Data (DE48) See Other Details .	KD
	16/01/2026	Added appendix item on new tokenisation settings. See Appendix J: Payment Token Details .	KD
	12/01/2026	Guide updated to support the new design for Thredd Portal.	JB
Version 1.1	17/10/2025	Added a section on Remove from a Transaction from PFD. See Remove a Card from PFD .	KD
	31/07/2025	Updated screenshots throughout the guide.	JB
	24/05/2025	Updated the field name of Network Reference (DE123) to Network Reference, and Network Reference ID to Network Refer ID (DE123). See Appendix F: Transaction Detail Fields .	KD
	22/05/2025	Added a note to indicate that card status changes prior to 2022 are no longer retrievable. See Searching for a Card Using Additional Criteria .	KD
Version 1.0	04/10/2024	This is a new document, available in both online and PDF format.	JB



Contact Us

Please contact us if you have queries relating to this document. Our contact details are provided below.

Thredd UK Ltd.

Company registration number 09926803

Support Email: occ@thredd.com

Telephone: +44 (0) 203 740 9682

Our Head Office

Kingsbourne House

229-231 High Holborn

London

WC1V 7DA

Technical Publications

If you want to contact our technical publications team directly, for queries or feedback related to this guide, you can email us at: docs@thredd.com.