




# PISOCOIN GUIDELINES

## HOW TO LOGIN?

**For Master Login Credentials- doesn't need to input Merchant Master Account.**


**For those users created for the Master Account - they need to input their Master Account**

backoffice.pisocoingateway.com/sessions/signinmerchant

 **PisoCoin**

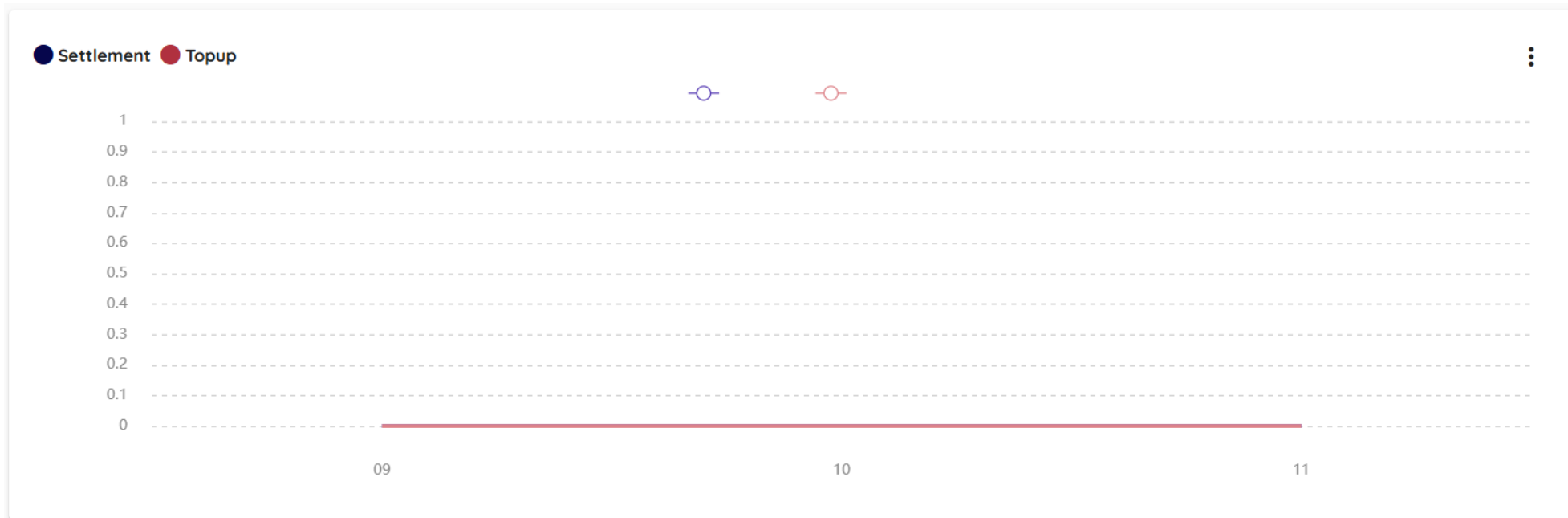
### Merchant Gateway

Sign in to access your account



## HOMEPAGE

Once logged in, you will see the Home screen which reflects the summary of your Deposit Accounts Settlement and Payout Account Topup.



1. Displays the master account name.
2. 3 Dots Menu, lets you select the range of days you prefer to view your Deposit and Payout account performance



**For your Deposit Accounts, you can access your shortcut tab for **SETTLEMENTS, SEARCH & BALANCE REPORT****

**For your Payout Accounts, you can access your shortcut tab for **TOPUP**. Followed by Recent Top-up Transaction & Recent Settlement Transaction which displays your recent transaction details.**

Recent Top-up Transaction											
Order Number	TopUp Option	Merchant Master Name	Merchant Master Name	Amount	Rate	Equivalent Amount	Remarks	Create Time	Execute Time	Synced	Status
No data to display											
0 total											

Recent Settlement Transaction										
Order Number	Merchant Transaction ID	Status	Account Name	Settlement Option	Master Name	Currency	Settlement Amount	Fees	Created Time	Execute Time
No data to display										
0 total										

**You can use the Search tab to view transactions based on a specific criteria. You may do an Advanced Search for transactions within a date range or a Quick Search for one specific date or inquiry. Please make sure that you set the transaction type as **Purchase** for Deposit transactions or **Original Credit** for Withdrawals.**

Search Filter

Quick Search

Advance Search

Transaction Type

Merchant Account Name

Transaction Status

Currency

E-mail

First Name

Last Name

Status Code

Transaction ID

Merchant Transaction ID

Bank TransactionID

Telephone Number

IP Address

Bank Authorization Code

Date

6/11/2025

Amount

Search

Download As

PDF

EXCEL

CSV

Created Time	Transaction ID	Bank Transaction ID	Merchant Transaction	Customer Bank	First Name	Last Name	Currency	Amount	Status Code	Message Status	Completed Time	IP Address	EMAIL
No data to display													

0 total

Here, you can enter a specific date or select a Transaction Status to fit the desired search. You may also search transactions based on Merchant Transaction ID. The data you will get here will show you your required transaction information.

Search Filter

Quick Search

Advance Search

Transaction Type

Original Credit

Merchant Account Name

Transaction Status

Currency

Memo

E-mail

First Name

Last Name

Status Code

Transaction ID

Merchant Transaction ID

Bank TransactionID

Telephone Number

IP Address

Bank Authorization Code

Date



Amount

Search

Download As

PDF

EXCEL

CSV

Created Time	Transaction ID	Bank Transaction ID	Account	Merchant Transaction	Customer Bank	Account Number	First Name	Last Name	Currency	Amount	Status Code	Message Status	Completed
--------------	----------------	---------------------	---------	----------------------	---------------	----------------	------------	-----------	----------	--------	-------------	----------------	-----------

No data to display

0 total

Search Filter

Quick Search

Advance Search

Transaction Type

Purchase

Merchant Account Name

Transaction Status

Currency

E-mail

First Name

Last Name

Status Code

Transaction ID

Merchant Transaction ID

Bank TransactionID

Telephone Number

IP Address

Bank Authorization Code

Date

Amount

Search

Download As

PDF

EXCEL

CSV

Created Time	Transaction ID	Bank Transaction ID	Merchant Transaction	Customer Bank	First Name	Last Name	Currency	Amount	Status Code	Message Status	Completed Time	IP Address	EMAIL
No data to display													
0 total													

Results can then be exported as CSV, Excel or PDF.





## MERCHANT ACCOUNTS

You may view all your merchant and their status with their Actual and Available balances here.

***Actual Balance*** - is your current float account balance base.

***Available Balance*** - displays your balance for settlement base on your settlement coverage.

**Note:** Once you click the Merchant Account – it will automatically redirect you to the Balance Statement Tab


Merchant Account Name	Status	Actual Balance	Available Balance	Sync
[REDACTED]	Enabled	0.00	0.00	
[REDACTED]	Enabled	0.00	0.00	
[REDACTED]	Enabled	0.00	0.00	
[REDACTED]	Enabled	0.00	0.00	
4 total				




## TOPUP

In this tab, you can also check your *Payout Account* details and the *Settlement option* available for your account base on the agreement.

*Please be reminded to always click the **Sync icon** per merchant before initiating your settlement request to display your updated balance sufficient for your Backoffice float balance.*



English



Home

Search

Merchant Accounts

Topup

Settlements

Balance Report

Announcement

Settlements History

Batch Upload Tool

Admin

LOCAL BANK ACCOUNT

Select Withdrawal Account

Amount

Submit


USD WIRE TRANSFER

Select Withdrawal Account

Amount

Converted Amount to

Submit

Account Name	Currency	Account Number	Balance	Last Update	Last Sync	Status	Sync
	PHP			2025-06-04 09:24:50	11-06-2025 11:54 AM	Enabled	
1 total							

SETTLEMENTS

In this tab, you can also check your *Deposit Account* details and the *Settlement option* available for your account base on the agreement.

*Please be reminded to always click the **Sync icon** per merchant before initiating your settlement request to display your updated Actual and Available balance sufficient for your Backoffice float balance.*

PISOCOIN WITHDRAWAL ACCOUNT

Account Name	Account Number	Actual Balance	Available Balance	Currency	Status	Last Update	Last Sync	Sync
		0.00	0.00	PHP	Enabled	2025-06-04 09:25:20	04-06-2025 05:25 PM	
		0.00	0.00	PHP	Enabled	2025-06-04 08:32:05	04-06-2025 04:32 PM	
		0.00	0.00	PHP	Enabled	2025-06-04 08:32:08	04-06-2025 04:32 PM	

3 total

## SETTLEMENTS

For settlement **WITHDRAWAL** request, choose the merchant you wish to settle funds in the From Account, then select its corresponding Withdrawal Account. Input the amount for settlement and submit your request. This tab will show your Actual and Available Balance for settlement as well as the settlement fees.

PISOCOIN WITHDRAWAL ACCOUNT ^

Available Balance

Actual Balance

From Account ▼

Select Withdrawal A... ▼

Amount

Fees

Total

Order Number

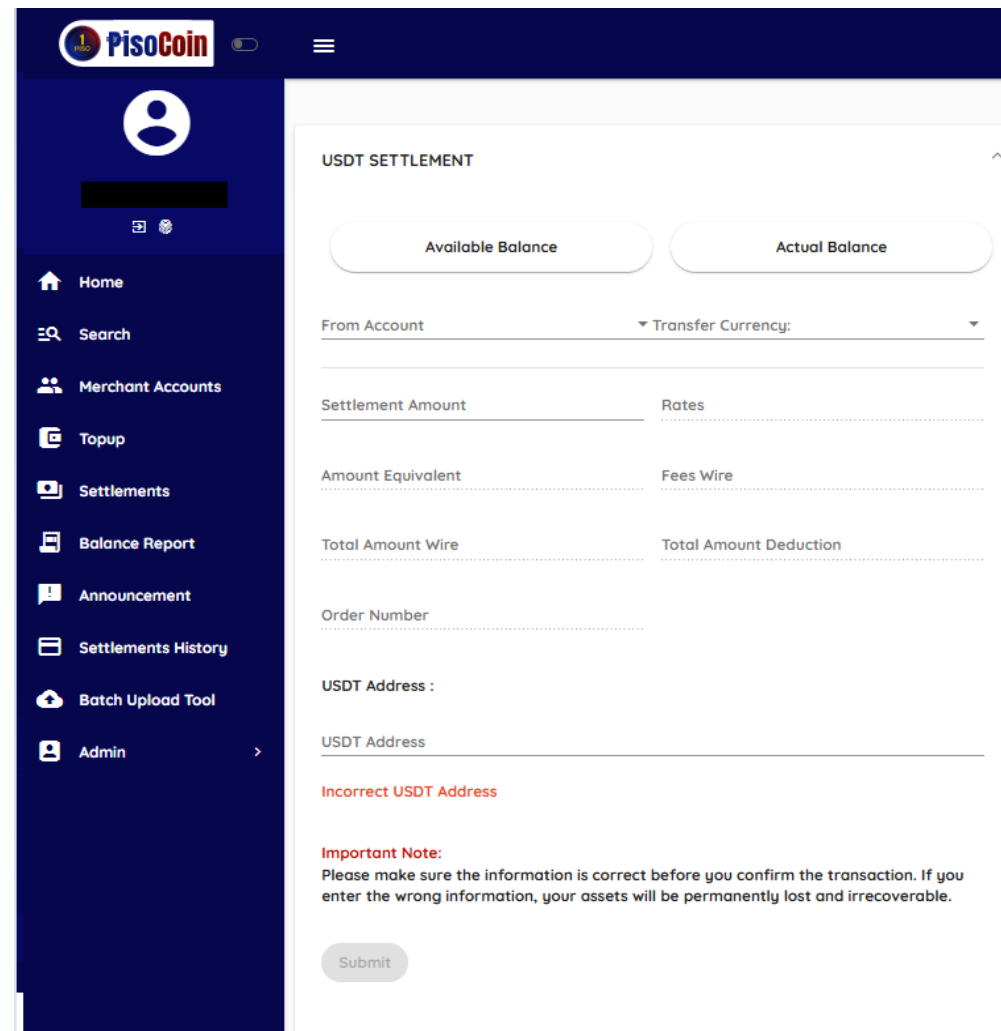
Submit

## SETTLEMENTS

For settlement **USDT SETTLEMENT** request, choose the merchant you wish to settle funds in the From Account, then select the transfer currency you wish to request. Input the settlement amount and submit your request.

This tab will show your Actual and Available Balance for settlement, the today's rate and the bank details of your international wire bank account.


Note: **USDT SETTLEMENT** option will only be available upon verifying your provided Bank address based on the agreement


The image shows a screenshot of the PisoCoin web application's 'USDT SETTLEMENT' page. The interface has a dark blue sidebar on the left with a menu containing: Home, Search, Merchant Accounts, Topup, Settlements (highlighted), Balance Report, Announcement, Settlements History, Batch Upload Tool, and Admin. The main content area is white and titled 'USDT SETTLEMENT'. It features two buttons at the top: 'Available Balance' and 'Actual Balance'. Below these are two dropdown menus: 'From Account' and 'Transfer Currency:'. The page is divided into two columns. The left column contains: 'Settlement Amount', 'Amount Equivalent', 'Total Amount Wire', and 'Order Number'. The right column contains: 'Rates', 'Fees Wire', 'Total Amount Deduction', and 'USDT Address :'. Below the 'USDT Address :' label is a text input field for 'USDT Address'. A red error message 'Incorrect USDT Address' is displayed below the input field. At the bottom, there is an 'Important Note' in red text: 'Please make sure the information is correct before you confirm the transaction. If you enter the wrong information, your assets will be permanently lost and irrecoverable.' Below the note is a grey 'Submit' button.

## BALANCE REPORT

You can view Balance Summary and download Balance Statement on Balance Report tab.

Simply set your desired date range and you may opt to download your detailed Balance Report base on your Float account transactions as PDF, EXCEL or CSV format





Home

Search

Merchant Accounts

Topup

Settlements

Balance Report

Announcement

Settlements History

Batch Upload Tool

Admin

Search Filter

Merchant Account Name

Start Date

5/1/2025

End Date

6/11/2025

Rows Per Page

100

Search

VIEW BALANCE SUMMARY

BALANCE STATEMENT

Download As

PDF

EXCEL

CSV

Float Account	Merchant Transaction ID	Date	Reference	Description	Amount	Ending Balance	Transaction Type
		2025-05-22 13:17:32	100003	Sales (deposit)	100.00	100.00	Sales (deposit)
		2025-05-23 14:32:04	100032	Sales (deposit)	100.00	200.00	Sales (deposit)
		2025-06-04 08:08:06	100070	Sales (deposit)	100.00	300.00	Sales (deposit)
		2025-06-04 08:47:10	100073	Sales (deposit)	103.00	303.00	Sales (deposit)
		2025-06-06 09:25:02	100133	Sales (deposit)	100.00	403.00	Sales (deposit)

## BALANCE REPORT

Balance Summary – shows your account’s running balance including deposits, and other adjustments such as settlement and fees.

Balance Summary	
Opening Balance	0 PHP
ADD: SALES(DEPOSIT)	0 PHP
LESS: SALES FEE(DEPOSIT)	0 PHP
ADD: RESERVE	0 PHP
LESS: RESERVE RELEASE	0 PHP
LESS: SETTLEMENTS	
Settlement	0 PHP
Settlement Fees	0 PHP
OTHER ADJUSTMENT AND FEES	
Dispute	0 PHP
Dispute Fees	0 PHP
Refund	0 PHP
Refund Fees	0 PHP
Frozen	0 PHP
Frozen Fees	0 PHP
Deposit Funds	0 PHP
Ending Balance	403 PHP

CLOSE

## BALANCE REPORT

Balance Statement – shows your available balance for settlement from your previous balance and current sales based on your settlement coverage.

**Note:** Balance statement will automatically be downloaded in PDF Format

PISO COIN GATEWAY

BALANCE STATEMENT

PisoCointest

Date2025-06-12

Account ID900165








Summary Duration2025-05-01 TO 2025-06-12

Statement Details

Total Sales	503.00
Previous Balance	0.00
Current Sales	503.00
Adjustments	
Refunded Transactions Amount	0.00
Refunded Fees	0.00
Other Adjustments	100.00
Fees	0.00
Merchant Discount Rate (MDR)	0.00
MID Setup Fee	0.00
Wire Settlement Fee	0.00
Monthly Maintenance Fees	0.00
Total Available Balance	403.00

## ANNOUNCEMENT

You can view all related bank announcements and maintenance here as guide for your settlement request.

<div><div> <span>English</span></div><div>   </div><div><div>Home</div><div>Search</div><div>Merchant Accounts</div><div>Topup</div><div>Settlements</div><div>Balance Report</div><div>Announcement</div><div>Settlements History</div><div>Batch Upload Tool</div><div>Admin &gt;</div></div></div>				
Search filter				
For Currency	Announcement EN	Start Time	End Time	Updated Time
MYR	test-... 	12-12-2023 10:18 PM	12-12-2023 11:18 PM	12-12-2023 10:18 PM
HKD,HKD	TEST... 	30-03-2023 08:00 AM	31-03-2023 09:00 AM	11-02-2023 10:49 PM
2 total				



## SETTLEMENT HISTORY

You can view here the list of all past settlements. You may also view here the transaction details and the settlement status. The list can also be downloaded as PDF, Excel, CSV format.

Home

Search

Merchant Accounts

Topup

Settlements

Balance Report

Announcement

Settlements History

Batch Upload Tool

Admin

1 PISO

PisoCoin

English

Search filter

Order Number

Merchant Transaction ID

Settlement Option

Account Name

Bank Account Number

Float Entry Type

Amount

Start Date

End Date

Approval Status

☐ Is Ref Transaction

Search

Download As

PDF

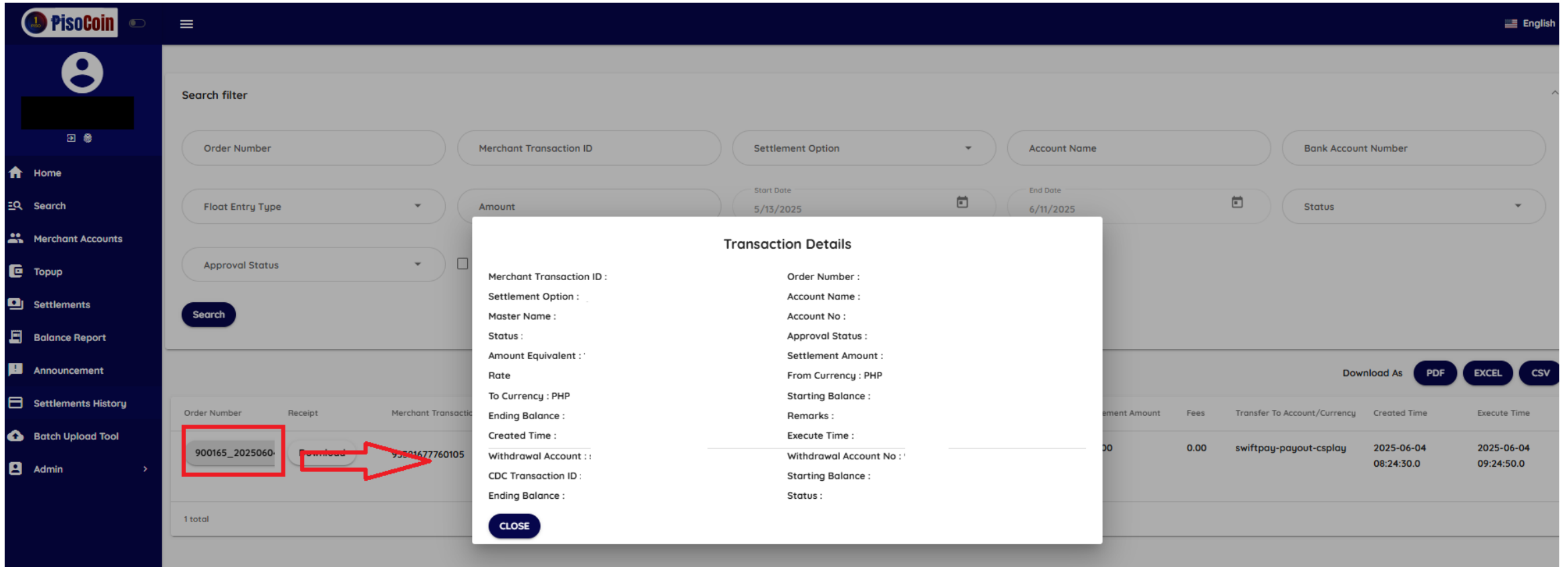
EXCEL

CSV

Order Number	Receipt	Merchant Transaction ID	Status	Account Name	Settlement Option	Master Name	Currency	Settlement Amount	Fees	Transfer To Account/Currency	Created Time	Execute Time
900165_2025060	Download	95321677760105	Success		QuickTransfer Withdrawal Account		PHP	100.00	0.00		2025-06-04 08:24:30.0	2025-06-04 09:24:50.0
1 total												

## SETTLEMENT HISTORY

To view the transaction details, click the order number.



The screenshot displays the PisoCoin Settlement History interface. On the left is a dark blue sidebar with navigation links: Home, Search, Merchant Accounts, Topup, Settlements, Balance Report, Announcement, Settlements History, Batch Upload Tool, and Admin. The main area features a search filter with fields for Order Number, Merchant Transaction ID, Settlement Option, Account Name, Bank Account Number, Float Entry Type, Amount, Start Date, End Date, and Status. A 'Search' button is located below these fields. Below the search filter is a table with columns: Order Number, Receipt, and Merchant Transaction ID. The first row shows the Order Number '900165\_2025060' highlighted with a red box, and a red arrow pointing to the 'Receipt' column. A modal titled 'Transaction Details' is open in the center, displaying various transaction information. At the bottom right of the table, there are buttons for 'Download As PDF', 'EXCEL', and 'CSV'.

Order Number	Receipt	Merchant Transaction ID
900165_2025060		9001677760105

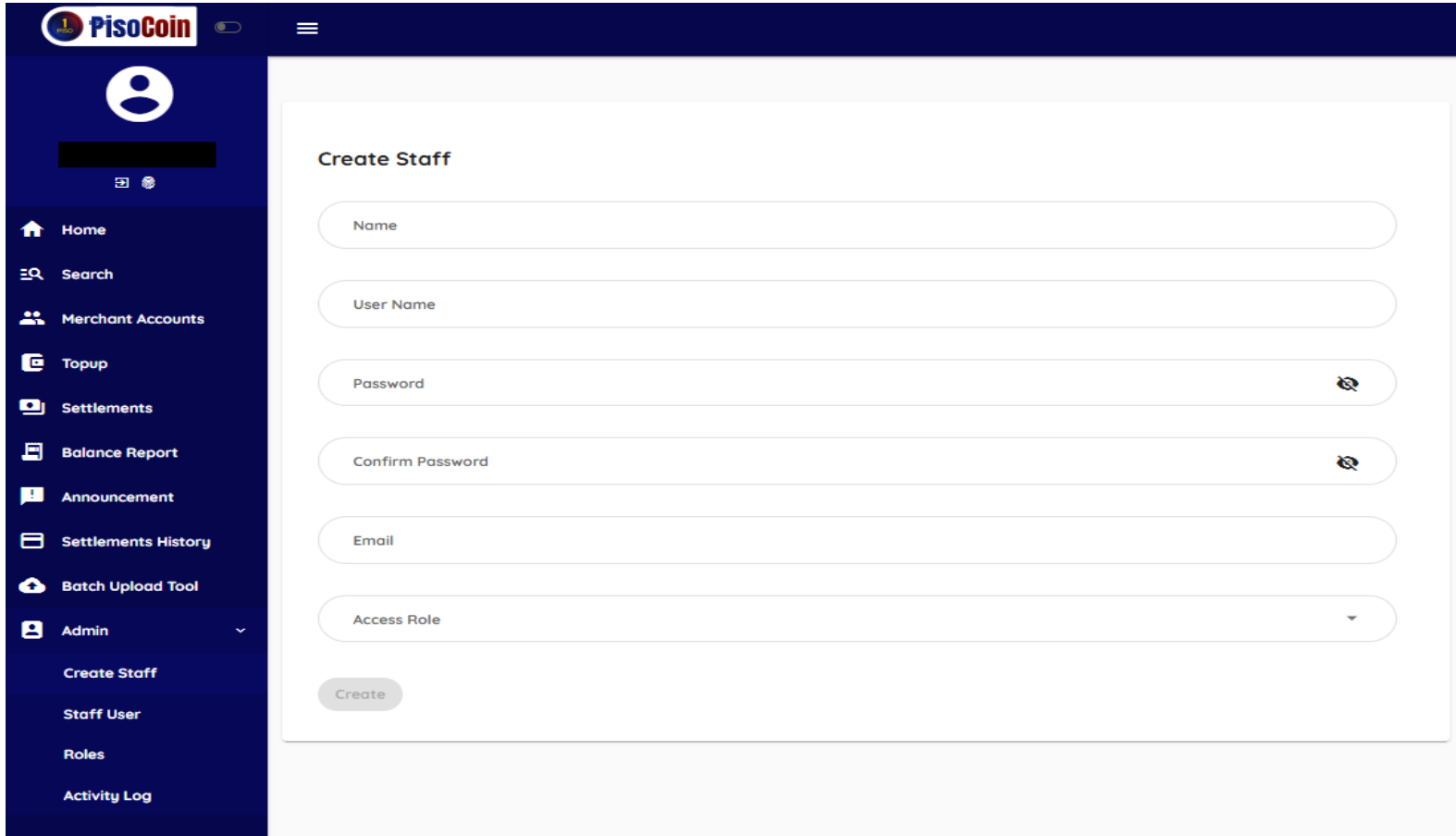
### Transaction Details

Merchant Transaction ID :	Order Number :
Settlement Option :	Account Name :
Master Name :	Account No :
Status :	Approval Status :
Amount Equivalent :	Settlement Amount :
Rate	From Currency : PHP
To Currency : PHP	Starting Balance :
Ending Balance :	Remarks :
Created Time :	Execute Time :
Withdrawal Account :	Withdrawal Account No :
CDC Transaction ID :	Starting Balance :
Ending Balance :	Status :

**CLOSE**


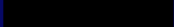


## ADMIN

For staff creation, click Create Staff tab and then fill-in the required fields and set your Access Role base on your staff designation.




The screenshot displays the PisoCoin Admin dashboard. On the left is a dark blue sidebar with a user profile at the top and a menu of options: Home, Search, Merchant Accounts, Topup, Settlements, Balance Report, Announcement, Settlements History, Batch Upload Tool, and Admin. The Admin menu is expanded, showing sub-options: Create Staff, Staff User, Roles, and Activity Log. The main content area is titled 'Create Staff' and contains a form with the following fields: Name, User Name, Password (with a toggle icon), Confirm Password (with a toggle icon), Email, and Access Role (a dropdown menu). A 'Create' button is located at the bottom of the form.


**PisoCoin**

- Home
- Search
- Merchant Accounts
- Topup
- Settlements
- Balance Report
- Announcement
- Settlements History
- Batch Upload Tool
- Admin
  - Create Staff
  - Staff User
  - Roles
  - Activity Log

### Create Staff







Create



# ADMIN

Staff User- directs you to your authorized list of staff who can access your Dashboard and their access details.





Home

Search

Merchant Accounts

Topup

Settlements

Balance Report

Announcement

Settlements History

Batch Upload Tool

Admin


Create Staff


Staff User



Name	User Name	Email	Role	Status	Actions
No data to display					
0 total					

Once DONE creating your staff. You will see the staff created in the Staff User tab.

In Staff User tab, you can see here the authorized list of staff who can access your Dashboard and their access details.







Home

Search

Merchant Accounts

Topup

Settlements

Balance Report

Announcement


Settlements History

Batch Upload Tool

Admin

Create Staff

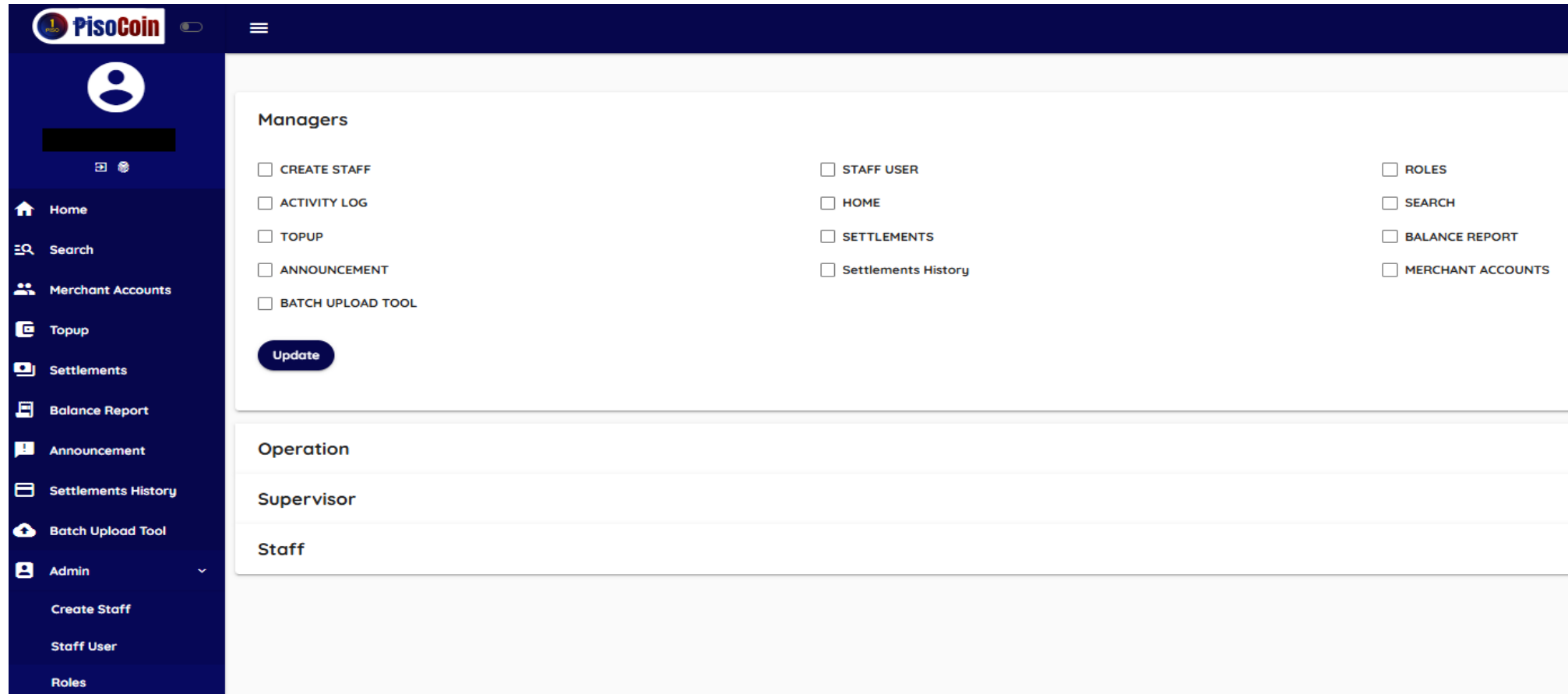
Staff User

Name	User Name	Email	Role	Status	Actions
				Enabled	

## ADMIN

To view each staff assigned role Click Roles tab and select your chosen Access role option. You may also personalize your desired role for each staff base on your preference.

Note: Don't forget this step as this is needed for your staff to access their account.



The screenshot displays the PisoCoin Admin dashboard. The left sidebar contains a navigation menu with the following items: Home, Search, Merchant Accounts, Topup, Settlements, Balance Report, Announcement, Settlements History, Batch Upload Tool, Admin (expanded), Create Staff, Staff User, and Roles. The main content area is titled 'Managers' and features a grid of checkboxes for assigning roles to staff. The roles listed are: CREATE STAFF, ACTIVITY LOG, TOPUP, ANNOUNCEMENT, BATCH UPLOAD TOOL, STAFF USER, HOME, SETTLEMENTS, Settlements History, ROLES, SEARCH, BALANCE REPORT, and MERCHANT ACCOUNTS. An 'Update' button is located at the bottom of the grid. Below the 'Managers' section, there are three tabs: 'Operation', 'Supervisor', and 'Staff'.

Managers		
<input type="checkbox"/> CREATE STAFF	<input type="checkbox"/> STAFF USER	<input type="checkbox"/> ROLES
<input type="checkbox"/> ACTIVITY LOG	<input type="checkbox"/> HOME	<input type="checkbox"/> SEARCH
<input type="checkbox"/> TOPUP	<input type="checkbox"/> SETTLEMENTS	<input type="checkbox"/> BALANCE REPORT
<input type="checkbox"/> ANNOUNCEMENT	<input type="checkbox"/> Settlements History	<input type="checkbox"/> MERCHANT ACCOUNTS
<input type="checkbox"/> BATCH UPLOAD TOOL		

Update

Operation

Supervisor

Staff

Operation

- ☐ CREATE STAFF
- ☐ ACTIVITY LOG
- ☐ TOPUP
- ☐ ANNOUNCEMENT
- ☐ BATCH UPLOAD TOOL

Update

- ☐ STAFF USER
- ☐ HOME
- ☐ SETTLEMENTS
- ☐ Settlements History

- ☐ ROLES
- ☐ SEARCH
- ☐ BALANCE REPORT
- ☐ MERCHANT ACCOUNTS

Supervisor

- ☐ CREATE STAFF
- ☐ ACTIVITY LOG
- ☐ TOPUP
- ☐ ANNOUNCEMENT
- ☐ BATCH UPLOAD TOOL

Update

- ☐ STAFF USER
- ☐ HOME
- ☐ SETTLEMENTS
- ☐ Settlements History

- ☐ ROLES
- ☐ SEARCH
- ☐ BALANCE REPORT
- ☐ MERCHANT ACCOUNTS

Staff

- ☐ CREATE STAFF
- ☐ ACTIVITY LOG
- ☒ TOPUP
- ☒ ANNOUNCEMENT
- ☐ BATCH UPLOAD TOOL

Update

- ☐ STAFF USER
- ☒ HOME
- ☐ SETTLEMENTS
- ☐ Settlements History

- ☐ ROLES
- ☒ SEARCH
- ☒ BALANCE REPORT
- ☐ MERCHANT ACCOUNTS




# PisoCoin

## HOW TO LOGIN? (STAFF)

**Username:** The username provided to the staff

**Merchant Master Account:** Master Account provided in your email



# PisoCoin


## Merchant Gateway


Sign in to access your account

Sign in



Activity Log- Represents the history of your Users login and out period in your dashboard and activity made therein





Home

Search

Merchant Accounts

Topup

Settlements

Balance Report

Announcement

Settlements History

Batch Upload Tool

Admin

- Create Staff
- Staff User
- Roles
- Activity Log

Search filter

Username

Start date

End date

Search

Download As

PDF

EXCEL

CSV

Username	Created Date	Activity	Operation	Status
ua	2025-06-11 11:54 AM	MERCHANT DETAILS:	UPDATE	Success
ua	2025-06-11 11:54 AM		DELETE	Success
.ua	2025-06-11 11:50 AM	MERCHANT DETAILS:	UPDATE	Success
a	2025-06-11 11:50 AM		DELETE	Success
ua	2025-06-11 11:31 AM	USER:P	UPDATE	Success
ua	2025-06-11 11:31 AM	IP WHITELIST(Praxis:27.11C 0)	UPDATE	Success
a	2025-06-11 11:18 AM	USER:	UPDATE	Success
ua	2025-06-11 11:18 AM	IP WHITELIST :121.58.195.122)	CREATE	Success
hua	2025-06-11 11:10 AM	USER:Test Merchant v	UPDATE	Success