

# PRE-REPORT VIEWING

- Before viewing any reports you will want to make sure your report viewing preferences are set properly.
- From the left hand navigation pane select User Options then Preferences.
- Make sure your Report Viewing drop down box is set to PDF. If not change it then click Update Preferences.

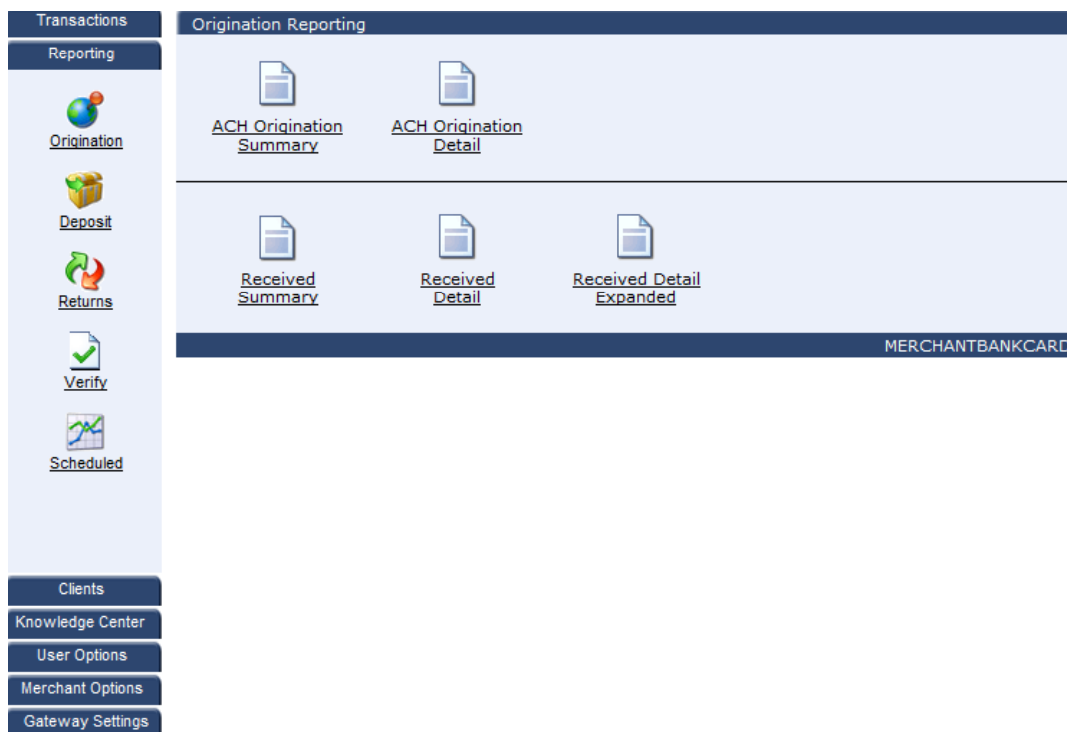
The screenshot shows a web application interface with a left-hand navigation pane and a main content area. The navigation pane includes links for Transactions, Reporting, Clients, Knowledge Center, and User Options. Under User Options, there are icons and links for Add, Search, and Preferences. The main content area is titled 'User Preferences' and contains a form with the following fields:

- Reader: Magtek Mini-Micr w/MSR KBW #22530001/4 (dropdown)
- If password field is left blank it will not be changed.
- Password:
- Confirm Password:
- User Name: Demo (text)
- Title: myTitle (text)
- First Name: Test (text)
- Last Name: User (text)
- Home Phone: 714-234-5333 (text)
- Mobile Phone: 714-234-5333 (text)
- Email Address: test@test.com (text)
- Business Phone: 714-234-5333 (text)
- Printer Options: Default (dropdown) with a help icon
- Report Viewing: PDF (dropdown)
- Remember MID: Yes (checkbox)

At the bottom of the form is an 'Update Preferences' button. The footer of the page reads 'MERCHANTBANKCARD'.

# ORGINATION REPORTS

- The origination reports show a list of transactions ran through your Virtual Terminal for a specified date range .
- From the navigation pane on the left hand side of your Virtual Terminal select Reporting then Origination.
- To view a summary of all the transactions ran through your virtual terminal for a specified date range select Received Summary.
- To view the details of these transactions select the Received Detail report.



# RECEIVED SUMMARY REPORT

- Select the date range you wish to view the received Summary report by clicking on the calendar icon and selecting the desired date.
- Then click Generate Report.

The screenshot displays the 'Received Summary' interface. It features a 'From:' field with the date '01/01/2010' and a 'To:' field with the date '01/31/2010', each accompanied by a calendar icon. A calendar for 'January 2010' is open, showing the days of the week (S, M, T, W, T, F, S) and the dates from 1 to 31. To the right, a 'My Hierarchy' box shows a folder icon and a checked checkbox next to the label 'Main'. Below the date fields is a 'Generate Report' button. The bottom right corner of the interface displays the text 'MERCHANTBANKCARD'.

# RECEIVED SUMMARY REPORT

- Page 1 of the Received Summary report lists every transaction run through the Virtual Terminal for the date specified.
- The report breaks these transactions down by date, payment method, and total for the day.

Parameters Used				
123456 only				

**Received Summary**  
January 1, 2010 to January 31, 2010

Received Detail	eChecks	Credit Cards	Debit Cards	Total
Friday, January 1, 2010	\$225.00	\$325.00	\$0.00	\$550.00
Saturday, January 2, 2010	\$0.00	\$125.00	\$0.00	\$125.00
Sunday, January 3, 2010	\$75.00	\$650.00	\$0.00	\$725.00

- The totals for the date range specified is listed at the bottom of page 1.

Friday, January 29, 2010	\$125.00	\$125.00	\$0.00	\$250.00
Saturday, January 30, 2010	\$0.00	\$250.00	\$0.00	\$250.00
Sunday January 31, 2010	\$125.00	\$250.00	\$0.00	\$375.00
<b>Grand Total</b>	<b>\$3,815.00</b>	<b>\$13,590.00</b>	<b>\$0.00</b>	<b>\$17,405.00</b>

Run Date: 1/31/2010 at 8:24 am

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Page 1 of 2

# RECEIVED SUMMARY REPORT

- Page 2 of the Received Summary report lists the overall summary for the date range specified.
- It is broken down by eChecks vs. credit cards, sales vs. refunds, amount, and qty.
- The totals are listed to the right and at the bottom.

Parameters Used
123456 only

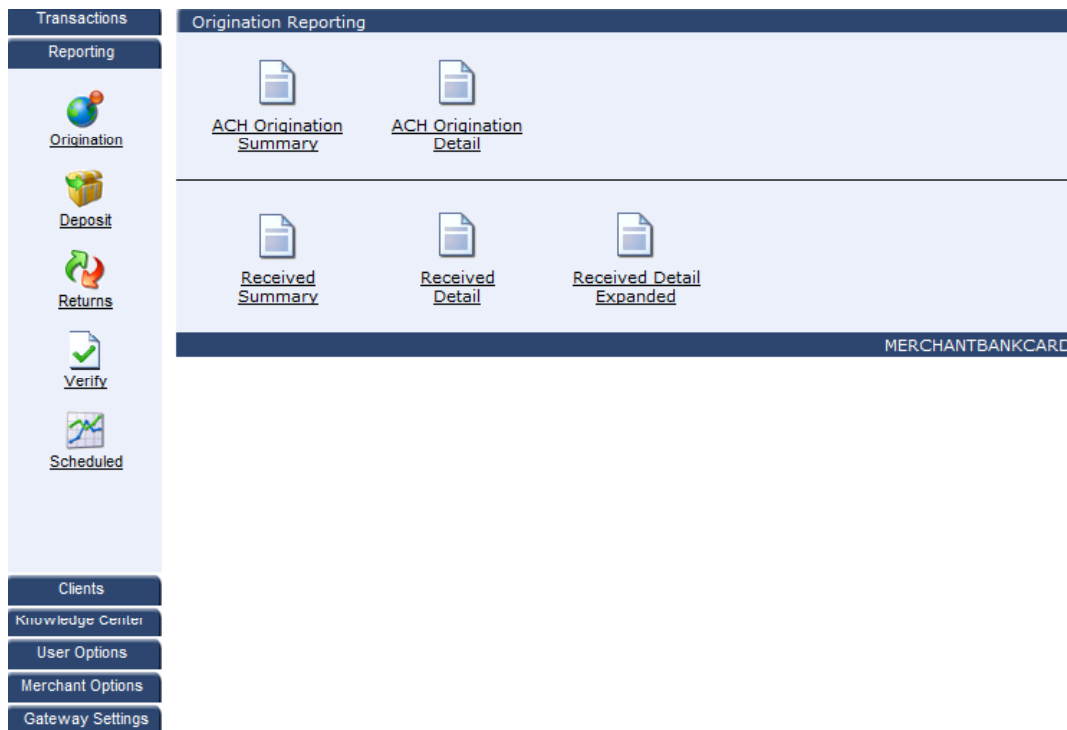
## Received Summary January 1, 2010 to January 31, 2010

### Overall Summary

	eChecks		Credit Cards		Debit Cards		Total Amount
	Amount	Qty	Amount	Qty	Amount	Qty	
Sales (Debits)	\$3,815.00	27	\$13,590.00	72	\$0.00	0	\$17,405.00
Refunds (Credits)	\$ (125.00)	1	\$0.00	0	\$0.00	0	\$(125.00)
Net:	\$3,815.00		\$13,590.00		\$0.00		\$17,405.00

# RECEIVED DETAIL REPORT

- To the details of the transactions listed on the Received Summary Report select to view the Received Detail report from the Origination reporting menu.



# RECEIVED DETAIL REPORT

- Select the desired date range you wish to view this report for by clicking on the calendar icon and selecting a From and To date.
- Then click Generate Report.

*\*To learn how to search by specific transaction details such as branch or who the transaction was entered by, view the Advanced Reporting Options video or PDF.*

The screenshot displays the 'Received Detail' report interface. It features a 'From:' field with the date '01/01/2010' and a 'To:' field with the date '01/31/2010', both accompanied by calendar icons. A calendar for 'January 2010' is open, showing the days of the week (S, M, T, W, T, F, S) and the dates from 1 to 31. To the right, a 'My Hierarchy' box shows a folder icon and a checked box next to 'Main'. At the bottom, there is a 'Generate Report' button and the text 'MERCHANTBANKCARD'.

# RECEIVED DETAIL REPORT

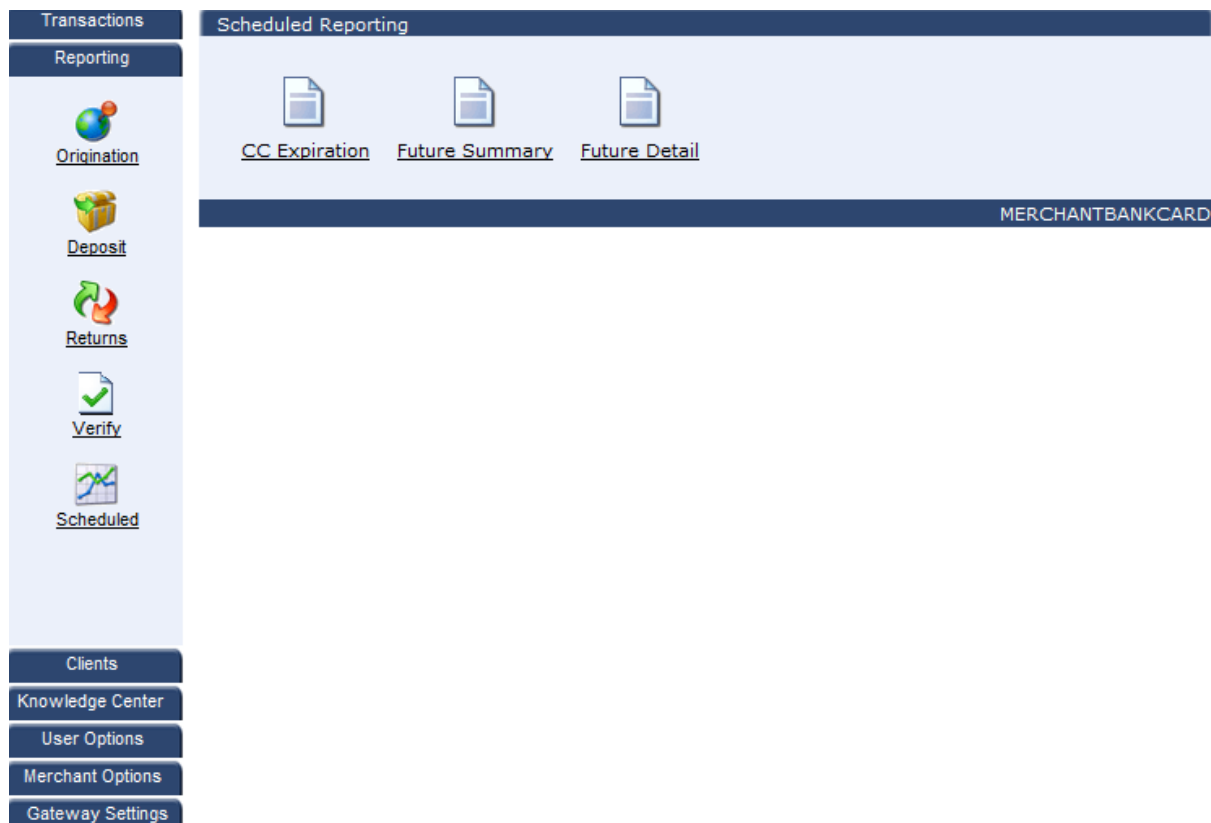
- The Received Detail report lists the details of all transactions ran for the specified date range.
- Details include the time received, the customers name & account # (if any), invoice # (if any), who the transaction was entered by, the type of transaction it is, the status, and amount.
- The bottom of the report lists the total number of eChecks vs. credit cards, sales vs. refunds, qty, and totals.

Parameters Used									
123456 only									
<b>Received Detail</b>									
January 13th, 2010 to January 13, 2010									
<b>Details for January 13, 2010</b>									
123456 Sample Company									
Received	Customer Name	Transaction Info	Entered By	Trans Type	Attempt	Resp Code	Resp Description	Status	Amount
4:04 AM	Brittany Bloom (42587)		Scheduled	CC Sale MAST	1	A01	APPROVED	settled	\$75.00
4:04 AM	Cari Castro (12542)		Scheduled	ACH Debit	1	A01	APPROVED	funded	\$100.00
4:05 AM	Cory Cummings (65321)		Scheduled	CC Sale VISA	1	A01	APPROVED	settled	\$75.00
4:05 AM	David Denver (65485)		Scheduled	CC Sale DISC	1	A01	APPROVED	settled	\$45.00
4:05 AM	Jamie Smith (65484)		Scheduled	ACH Debit	1	A01	APPROVED	funded	\$100.00
9:21 AM	Francis Camon (74102)	3542	jill	ACH Debit	1	A01	APPROVED	funded	\$125.00
10:47 AM	Peter Parker (31504)	6120	SWP	CC Sale VISA	1	A01	APPROVED	settled	\$95.00
10:52 AM	John Lehman (12345)	9876	SWP	CC Sale VISA	1	A01	APPROVED	settled	\$100.00
11:16 AM	Linda Loving (45210)	3569	Jack	CC Sale MAST	1	R01	DECLINED	declined	\$225.00
1:34 PM	Nancy Thornton (11485)	6584	Jack	CC Sale VISA	1	A01	APPROVED	settled	\$75.00
3:20 PM	Megan Flemming (32659)	8524	SWP	ACH Debit	1	A01	APPROVED	funded	\$65.00
4:14 PM	Rachel Newburger (95137)	5423	jill	CC Sale AMEX	1	A01	APPROVED	settled	\$150.00
4:15 PM	Joshua Greensburg (30619)	5203	jill	CC Sale MAST	1	A01	APPROVED	settled	\$85.00
4:35 PM	Walter Humming (85341)	6884	Jack	CC Sale VISA	1	A01	APPROVED	settled	\$125.00
6:43 PM	Chris Simpson (20114)	1458	SWP	ACH Debit	1	A01	APPROVED	funded	\$100.00
Total for Merchant - (123456):									\$1,315.00
			eChecks		Credit Cards		Debit Cards		Total Amount
			Amount	Qty	Amount	Qty	Amount	Qty	
Sales (Debits)			\$495.00	5	\$825.00	10	\$0.00	0	\$1,315.00
Refunds (Credits)			\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
<b>Net:</b>			\$495.00		\$825.00		\$0.00		\$1,320.00
Run Date: 01/31/2010 10:15 am									
Page 1									



# SCHEDULING REPORTS

- To view reports on future transactions or upcoming credit cards expirations select reporting from the left hand navigation pane then Scheduled.
- To view a report of upcoming credit card expirations select the CC Expiration report.
- To view a report on the summary of upcoming previously scheduled transaction select the Future Summary Report.
- To view the details of these previously scheduled transactions select the Future Detail report.



# CC EXPIRATION REPORT

- The CC Expiration report should be ran monthly for the upcoming month.
- Select the date range by clicking on the calendar icon then picking the desired From and To dates.
- Then click Generate Report.

The screenshot displays the 'CC Expiration' report interface. On the left is a navigation menu with options: Transactions, Reporting, Origination, Deposit, Returns, Verify, Scheduled, Clients, Knowledge Center, User Options, Merchant Options, and Gateway Settings. The main area shows 'From: 03/2010' and 'To: 03/2010' with calendar icons. A calendar for March 2010 is open, showing dates from 1 to 31. A 'Generate Report' button is visible below the calendar. On the right, there is a 'My Hierarchy' section with a folder icon and a checked box next to 'Main'. The bottom right corner of the interface displays 'MERCHANTBANKCARD'.

# CC EXPIRATION REPORT

- The CC Expiration report lists all clients who have credit cards expiring in the date range specified.
- The report lists them by the account holders name, account/customer # (if any), card type, the last four digits of the card #, the expiration date, and if there are any transactions scheduled to run on this card.

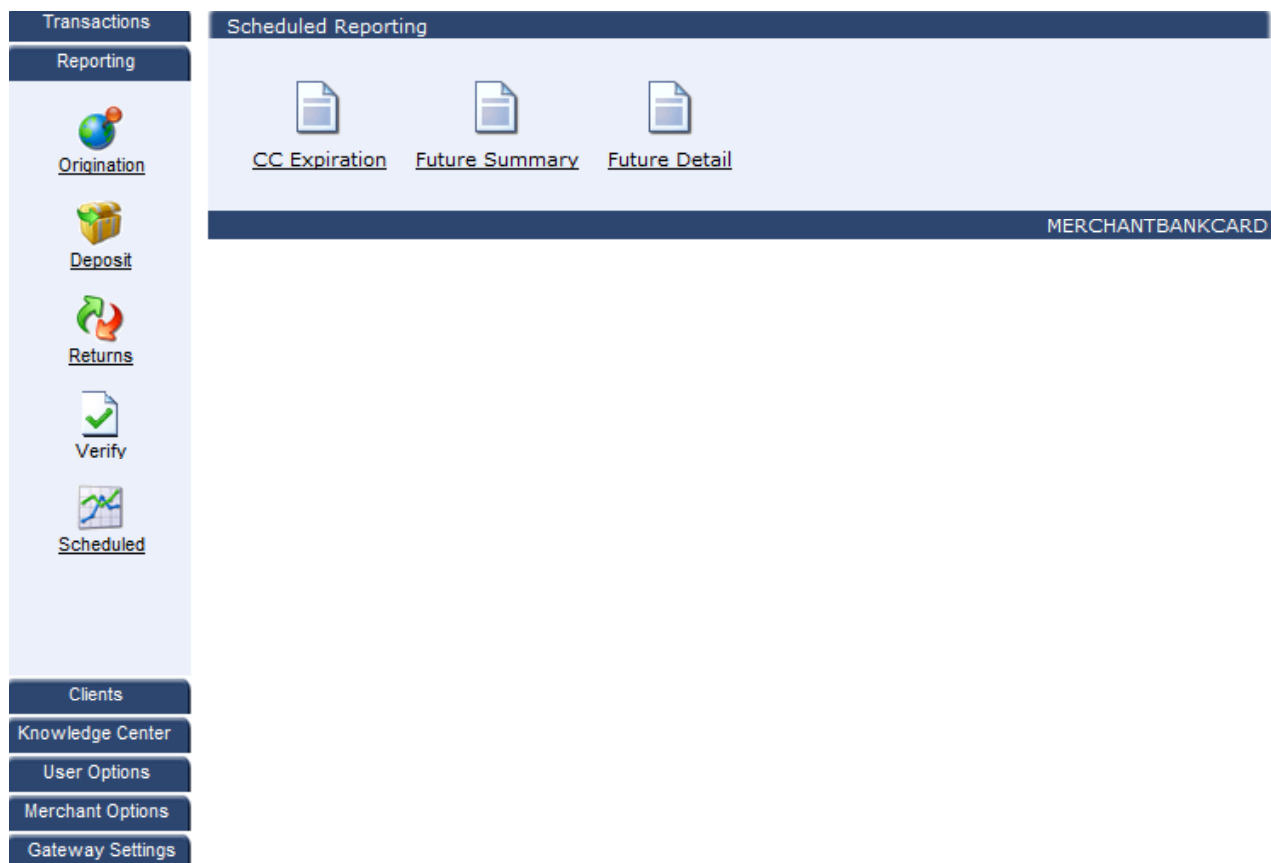
Parameters Used
123456 only

## Credit Card Expiration Report

Account Holder Name	Consumer ID	Card Type	Last Four	Expire Date	Merchant ID	Schedule
<b>March 2010</b>						
Bryan Green	98654	VISA	4421	04/2010	123456	Yes
Marcus Johnson	12540	MAST	9865	04/2010	123456	No
Amy Whitehouse	23521	AMEX	7249	04/2010	123456	No

# FUTURE SUMMARY REPORT

- To view the Future Summary report select the Future Summary report from the Scheduled Reporting menu in your Virtual Terminal.



# FUTURE SUMMARY REPORT

- Select the date range by clicking on the calendar icon and selecting the From and To dates desired.
- Then click Generate Report.

The screenshot displays the 'Future Summary' report interface. It features a 'From' date field set to '01/01/2010' and a 'To' date field set to '03/31/2010', both with calendar icons. A calendar for 'March 2010' is open, showing the date '31' selected. To the right, a 'My Hierarchy' box shows a folder icon and a checked checkbox next to 'Main'. A 'Generate Report' button is located at the bottom center. The footer of the interface reads 'MERCHANTBANKCARD'.

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# FUTURE SUMMARY REPORT

- The Future Summary report lists a monthly summary of all upcoming previously scheduled transaction.
- The reports lists the transactions by the month the are scheduled to run, the number of transaction scheduled to run, and the total amount to be collected.
- The combined totals are listed at the bottom.

Parameters Used
123456 only

## Future Scheduled Items Summary

January 1, 2010 to March 31, 2010

Date	# of Transactions	Amount	
1/2010	39	\$5,010.00	1/2010 - 39 Transaction Totaling \$5,010.00
2/2010	35	\$5,800.00	2/2010 - 35 Transaction Totaling \$5,800.00
3/2010	47	\$7,670.00	3/2010 - 47 Transactions Totaling \$7,670.00
<b>Report Total</b>	<b>121</b>	<b>Transactions Totaling</b>	<b>\$18,480.00</b>

# FUTURE DETAIL REPORT

- To view the details of the transactions listed on the Future Summary report select the Future Detail report from the Scheduled Reporting menu.

The screenshot displays a software interface with a left-hand navigation menu and a main content area. The navigation menu includes the following items: Transactions, Reporting, Origination, Deposit, Returns, Verify, Scheduled, Clients, Knowledge Center, User Options, Merchant Options, and Gateway Settings. The 'Reporting' menu item is expanded, showing a sub-menu titled 'Scheduled Reporting'. This sub-menu contains three report options: 'CC Expiration', 'Future Summary', and 'Future Detail'. The 'Future Detail' option is highlighted with a blue background. The text 'MERCHANTBANKCARD' is visible in the bottom right corner of the main content area.

# FUTURE DETAIL REPORT

- Select the date range by clicking on the calendar icon then selecting the desired From and To dates.
- Then click Generate Report

The screenshot displays the 'Future Detail' report interface. It features a 'From' date field set to '01/01/2010' and a 'To' date field set to '01/31/2010', each with a calendar icon. A calendar for January 2010 is open, showing the days of the week (S, M, T, W, T, F, S) and the dates from 1 to 31. To the right, a 'My Hierarchy' box shows a folder icon and a checked checkbox next to the label 'Main'. A 'Generate Report' button is located below the calendar. The bottom right corner of the interface displays the text 'MERCHANTBANKCARD'.

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



# FUTURE DETAIL REPORT

- The Future Detail report lists the transaction details for all upcoming previously scheduled transaction for the date range specified.
- The report list the transaction by client name, account # (in any), payment frequency, scheduled date, who the transaction was entered by, and the amount.

Parameters								
123456 only								
<b>Future Scheduled Item Detail</b>								
January 1, 2010 to January 31, 2010								
Client Name	Consumer ID	Transaction Info	Sch Date	Type	Cont	Enter By	MID	Amount
<b>January 2010</b>								
Amy Anderson	11316	Monthly - install	1/30/2010	Debit	No	Jack	123456	\$125.00
Barry Bennit	45621	Monthly - install	1/30/2010	Debit	No	Jill	123456	\$200.00
Brittany Bloom	42587	Quarterly	1/15/2010	Debit	Yes	Jack	123456	\$75.00
Brenda Brown	23345	Monthly - install	1/30/2010	Debit	No	Jill	123456	\$225.00
Cari Castro	12542	Quarterly	1/15/2010	Debit	Yes	Jill	123456	\$45.00
Cory Cummings	65321	Quarterly	1/15/2010	Debit	Yes	Jill	123456	\$70.00

- The totals are listed at the bottom of the report.

David Castro	623315	Quarterly	1/15/2010	Debit	Yes	Jill	123456	\$85.00	
Eric Hillford	254901	Monthly - install	1/30/2010	Debit	No	Jill	123456	\$200.00	
Ingrid Rodriguz	235461	Quarterly	1/15/2010	Debit	Yes	Jill	123456	\$70.00	
Mark Gittle	521360	Monthly - install	1/30/2010	Debit	No	Jill	123456	\$125.00	
Antwan Marksman	885964	Monthly - install	1/30/2010	Debit	No	Jill	123456	\$200.00	
				January 2010 -		39	Transaction Totaling		\$4,975.00
<b>Report Total</b>					<b>39</b>		<b>Transaction Totaling</b>		<b>\$4,975.00</b>

Run Date 1/31/2010 at 11:08 am

- And That's it!