

ADVANCED REPORTING OPTIONS

- When using the Received Detail report there are many specific details to can run reports for rather than just date.
- From the left hand navigation pane select Reporting then Origination
- Click on the Received Detail Report icon

The screenshot displays the MerchantBankCard reporting interface. On the left is a vertical navigation menu with the following items: Transactions, Reporting, Origination (with a globe icon), Deposit (with a gift box icon), Returns (with a circular arrow icon), Verify (with a checkmark icon), and Scheduled (with a line graph icon). Below the Reporting menu item are buttons for Clients, Knowledge Center, User Options, Merchant Options, and Gateway Settings. The main content area is titled 'Origination Reporting' and contains two rows of report icons. The first row includes 'ACH Origination Summary' and 'ACH Origination Detail'. The second row includes 'Received Summary', 'Received Detail', and 'Received Detail Expanded'. The text 'MERCHANTBANKCARD' is visible in the bottom right corner of the main content area.

ADVANCED REPORTING OPTIONS

- Select the date range you wish to run this report for by clicking on the calendar icon and chooses a From and a To date.
- Expand the Advanced Reporting Options by clicking on the white plus box.

The screenshot displays the MerchantBankCard reporting 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 is titled 'Received Detail' and contains a 'From' date field (04/13/2010) and a 'To' date field (04/20/2010), both with calendar icons. A 'My Hierarchy' box shows a folder icon and a checked box next to 'Main'. Below this is the 'Advanced Reporting Options' section, which is expanded. It includes dropdown menus for Status (All), Type (All), and Voids (Excluded). There are input fields for First Name, Last Name, Company Name, BRANCH, Card Type (Select), Last 4, Entered by, Amount, and Amount Range (with a 'To' field). A 'Generate Report' button is located at the bottom of the form. The footer of the page reads 'MERCHANTBANKCARD'.

ADVANCED REPORTING OPTIONS

- If your company has multiple locations you may have the need to search by branch.
- Simply enter the branch code your office uses into the branch field.
- Then click generate report.

The screenshot displays a web interface for generating a report. At the top, a blue header bar contains the text "Received Detail". Below this, the main content area is light blue and contains several input fields and a hierarchy view. On the left, there are two date pickers: "From: 04/13/2010" and "To: 04/20/2010". To the right of these is a box titled "My Hierarchy" containing a folder icon and a checked checkbox next to the word "Main". Below the hierarchy view is a dark blue header bar with the text "Advanced Reporting Options". Underneath this bar are various filters: "Status: All", "Type: All", and "Voids: Excluded", each with a dropdown arrow. Below these are several text input fields: "First Name:", "Last Name:", "Company Name:", "BRANCH : FTL", "Card Type: Select", "Last 4:", "Entered by:", "Amount:", and "Amount Range: [] To: []". At the bottom center of the form is a button labeled "Generate Report". In the bottom right corner of the page, the text "MERCHANTBANKCARD" is visible.

ADVANCED REPORTING OPTIONS

- The Received Detail report will only show transactions ran for the branch location you specified.
- This is great for merchants with separate business checking accounts for separate branches.

Parameters Used
123456 only

Received Detail April 13, 2010 to April 13, 2010 Details for April 13, 2010

123456 Sample Company									
Received	Customer Name	Transaction Info	Entered By	Trans Type	Attempt	Resp Code	Resp Description	Status	Amount
9:21 AM	Francis Camon (74102)	FTL 4512	Jill	ACH Debit	1	A01	APPROVED	settled	\$125.00
10:47 AM	Peter Parker (31304)	FTL 6120	Jill	CC Sale VISA	1	A01	APPROVED	funded	\$95.00
10:52 AM	John Lehman (12345)	FTL 1240	Jack	CC Sale VISA	1	A01	APPROVED	funded	\$100.00
10:53 AM	Marion Angel (54123)	FTL	SWP	CC Sale MAST	1	A01	APPROVED	funded	\$126.00
11:02 AM	Victor Stant (48112)	FTL	SWP	ACH Debit	1	A01	APPROVED	settled	\$110.00
11:06 AM	Violet Francis (62153)	FTL	SWP	ACH Debit	1	A01	APPROVED	settled	\$95.00
11:16 AM	Linda Loving (45210)	FTL 8954	Jill	CC Sale MAST	1	A01	APPROVED	funded	\$225.00
1:34 PM	Nancy Thornton (11485)	FTL 3452	Jack	CC Sale VISA	1	A01	APPROVED	funded	\$75.00
3:20 PM	Megan Flemming (32659)	FTL 9976	Jill	ACH Debit	1	A01	APPROVED	settled	\$65.00
4:14 PM	Rachel Newburger (95137)	FTL 4561	Jill	CC Sale AMEX	1	A01	APPROVED	funded	\$150.00
4:15 PM	Joshua Greensburg (30619)	FTL 8932	Jack	CC Sale MAST	1	A01	APPROVED	funded	\$85.00
4:35 PM	Walter Humming (85341)	FTL 3241	Jack	CC Sale VISA	1	A01	APPROVED	funded	\$125.00
6:43 PM	Chris Simpson (20114)	FTL 2234	Jill	ACH Debit	1	A01	APPROVED	settled	\$100.00
Total for Merchant - (123456):									\$1,476.00

	eChecks		Credit Cards		Debit Cards		Total Amount
	Amount	Qty	Amount	Qty	Amount	Qty	
Sales (Debits)	\$495.00	5	\$981.00	8	\$0.00	0	\$1,476.00
Refunds (Credits)	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Net:	\$495.00		\$981.00		\$0.00		\$1,476.00

ADVANCED REPORTING OPTIONS

- You may also want to search by transactions entered by a specific user in your office.
- Simply type the user name of the individual you would like to run a report for then click Generate Report.

The screenshot displays a software interface for generating reports. At the top, a blue header bar contains the text "Received Detail". Below this, the interface is divided into two main sections. The upper section contains date selection fields: "From: 04/13/2010" and "To: 04/13/2010", each with a calendar icon. To the right of these fields is a "My Hierarchy" box containing a folder icon and a checked checkbox next to the text "Main". The lower section, titled "Advanced Reporting Options", contains several input fields and dropdown menus: "Status: All", "Type: All", "Voids: Excluded", "First Name:", "Last Name:", "Company Name:", "BRANCH:", "Card Type: Select", "Last 4:", "Entered by: Jill", "Amount:", and "Amount Range: To:". At the bottom center of this section is a "Generate Report" button. The footer of the interface is a dark blue bar with the text "MERCHANTBANKCARD" on the right side.

ADVANCED REPORTING OPTIONS


- The Received Detail report will list only transactions entered on the specified date range entered by the user you specified.
- The is great for merchants with more than one person entering transactions.


								Parameters Used	
								123456 only	
Received Detail									
April 13, 2010 to April 13, 2010									
Details for April 13, 2010									
123456 Sample Company									
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6:43 PM	Chris Simpson (20114)	FTL 2234	Jill	ACH Debit	1	A01	APPROVED	settled	\$100.00
Total for Merchant - (123456):									\$760.00
		eChecks		Credit Cards		Debit Cards		Total Amount	
		Amount	Qty	Amount	Qty	Amount	Qty		
Sales (Debits)		\$290.00	3	\$470.00	3	\$0.00	0	\$760.00	
Refunds (Credits)		\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	
Net:		\$290.00		\$470.00		\$0.00		\$760.00	
Run Date: 05/1/2010 10:15 am									
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ADVANCED REPORTING OPTIONS

- By entering SWP into the entered by field you will receive a report that list only transactions entered by customers making payment on your website.

Received Detail

From: 

To: 

My Hierarchy
+  Main

Advanced Reporting Options

Status: ▼

Type: ▼

Voids: ▼

First Name:

Last Name:

Company Name:

BRANCH :

Card Type: ▼

Last 4:

Entered by:

Amount:

Amount Range: To:

MERCHANTBANKCARD

ADVANCED REPORTING OPTIONS

- With advanced reporting options anything is possible.
- And That's It!

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Details for April 13, 2010									
123456 Sample Company									
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11:02 AM	Victor Stant (48112)	FTL	SWP	ACH Debit	1	A01	APPROVED	settled	\$110.00
11:06 AM	Violet Francis (62153)	FTL	SWP	ACH Debit	1	A01	APPROVED	settled	\$95.00
Total for Merchant - (123456):									\$331.00
		eChecks		Credit Cards		Debit Cards		Total Amount	
		Amount	Qty	Amount	Qty	Amount	Qty		
Sales (Debits)		\$205.00	2	\$126.00	1	\$0.00	0	\$331.00	
Refunds (Credits)		\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	
Net:		\$205.00		\$126.00		\$0.00		\$331.00	
Run Date: 05/1/2010 10:15 am									
Page 1									