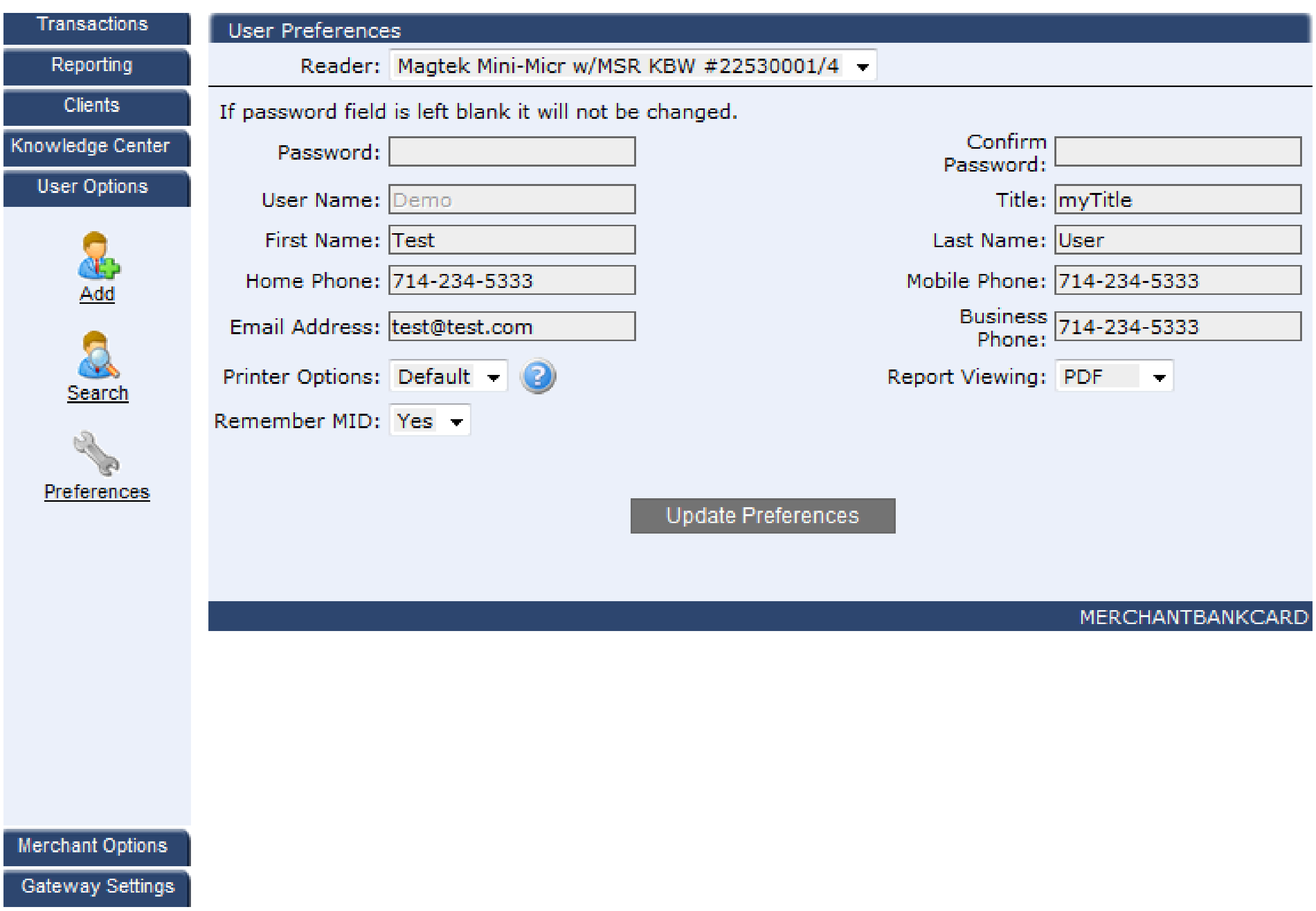
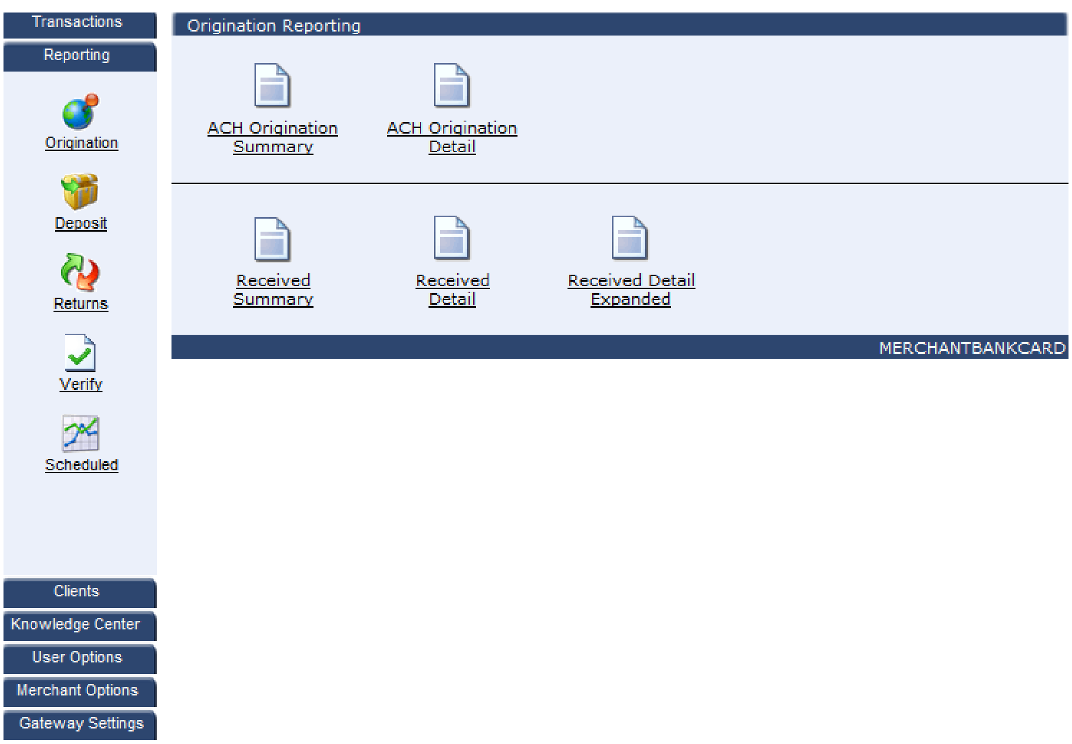
PRE-REPORT VIEWING

- 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.



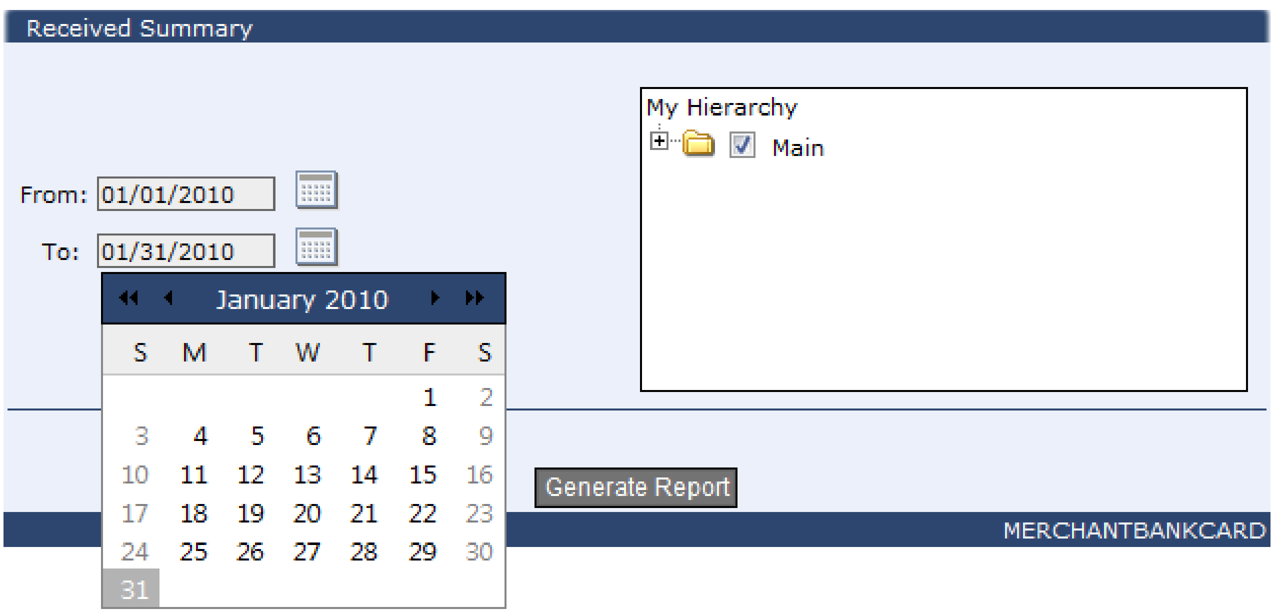
ORGINATION REPORTS

- 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.



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
Grand Total	**$3,815.00**	**$13,590.00**	**$0.00**	**$17,405.00**

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

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

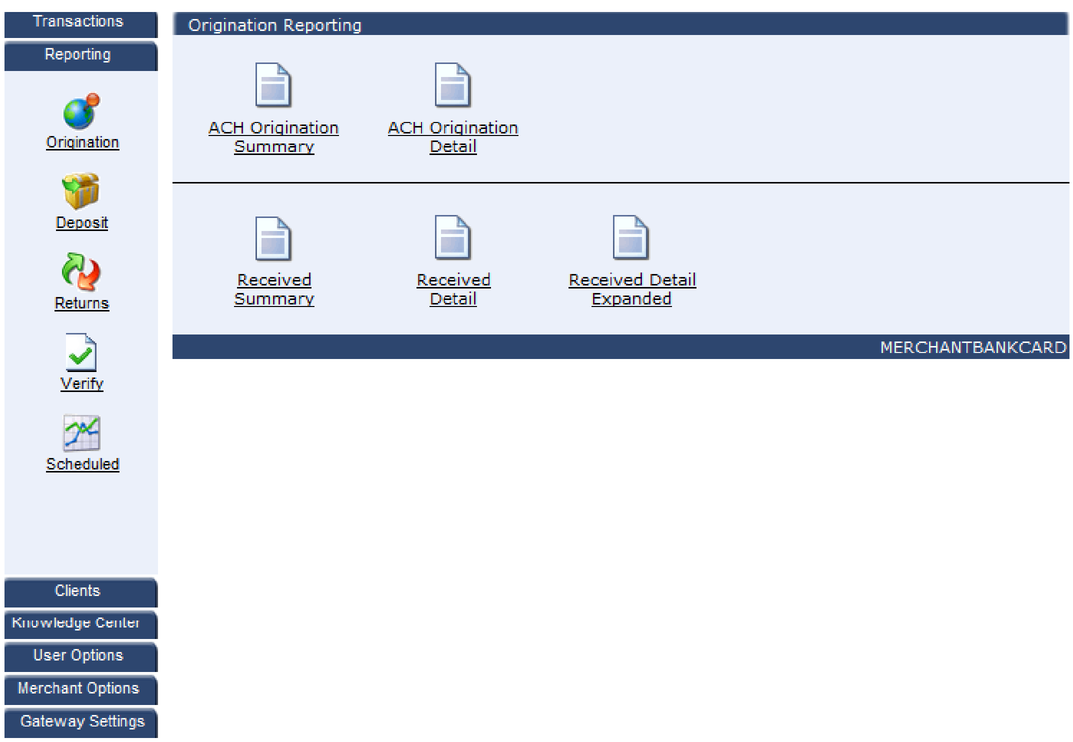
January 1, 2010 to January 31, 2010

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**

RECEIEVED DETAIL REPORT

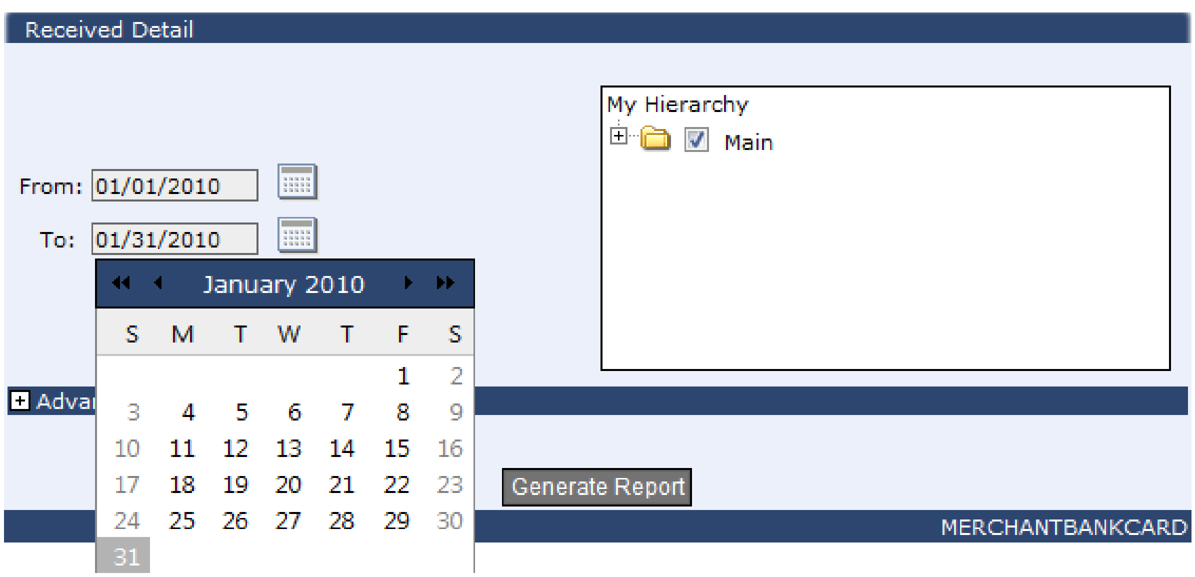
- To the details of the transactions listed on the Received Summary Report select to view the Received Detail report from the Origination reporting menu.



RECEIEVED 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.*



RECEIEVED 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

Received Detail

January 13th, 2010 to January 13, 2010

Details for January 13, 2010

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

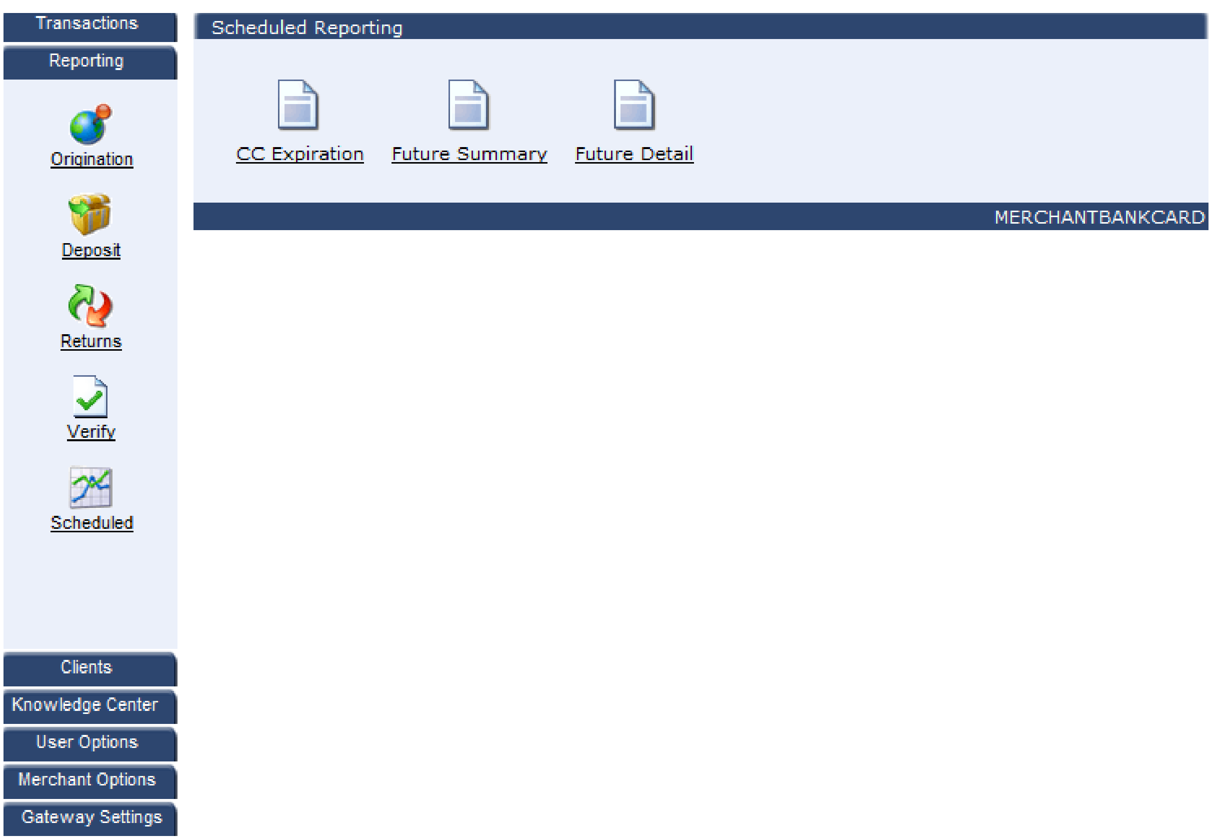
	eChecks		Credit Cards		Debit Cards		Total Amount
	Amount	Qty	Amount	Qty	Amount	Qty	
Sales (Debits)	$495.00	5	$825.00	10	$0.00	0	$1,315.00
Refunds (Credits)	$0.00	0	$0.00	0	$0.00	0	$0.00
Net:	$495.00		$825.00		$0.00		$1,320.00

Run Date: 01/31/2010 10:15 am

Page 1

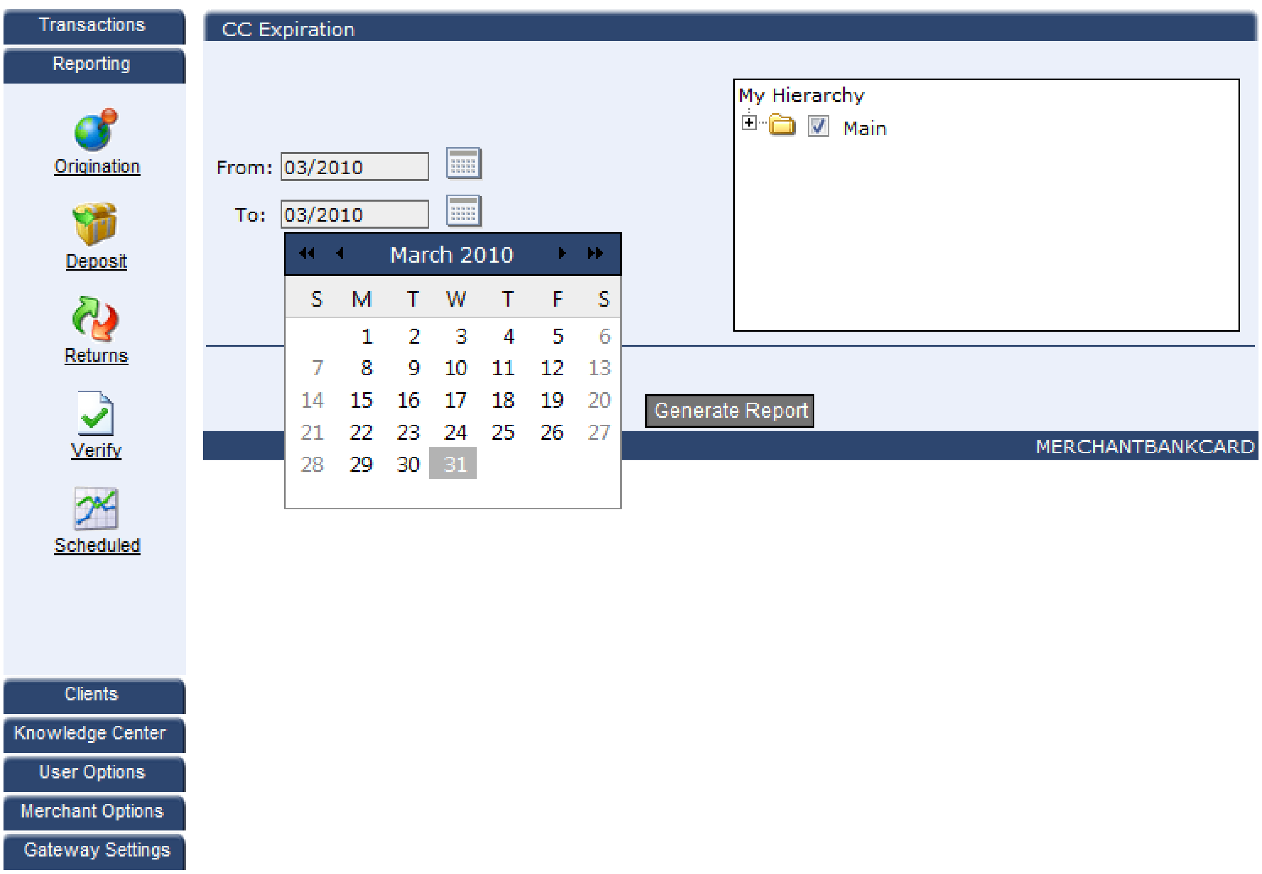
SCHEDULING REPORTS

- 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.



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.

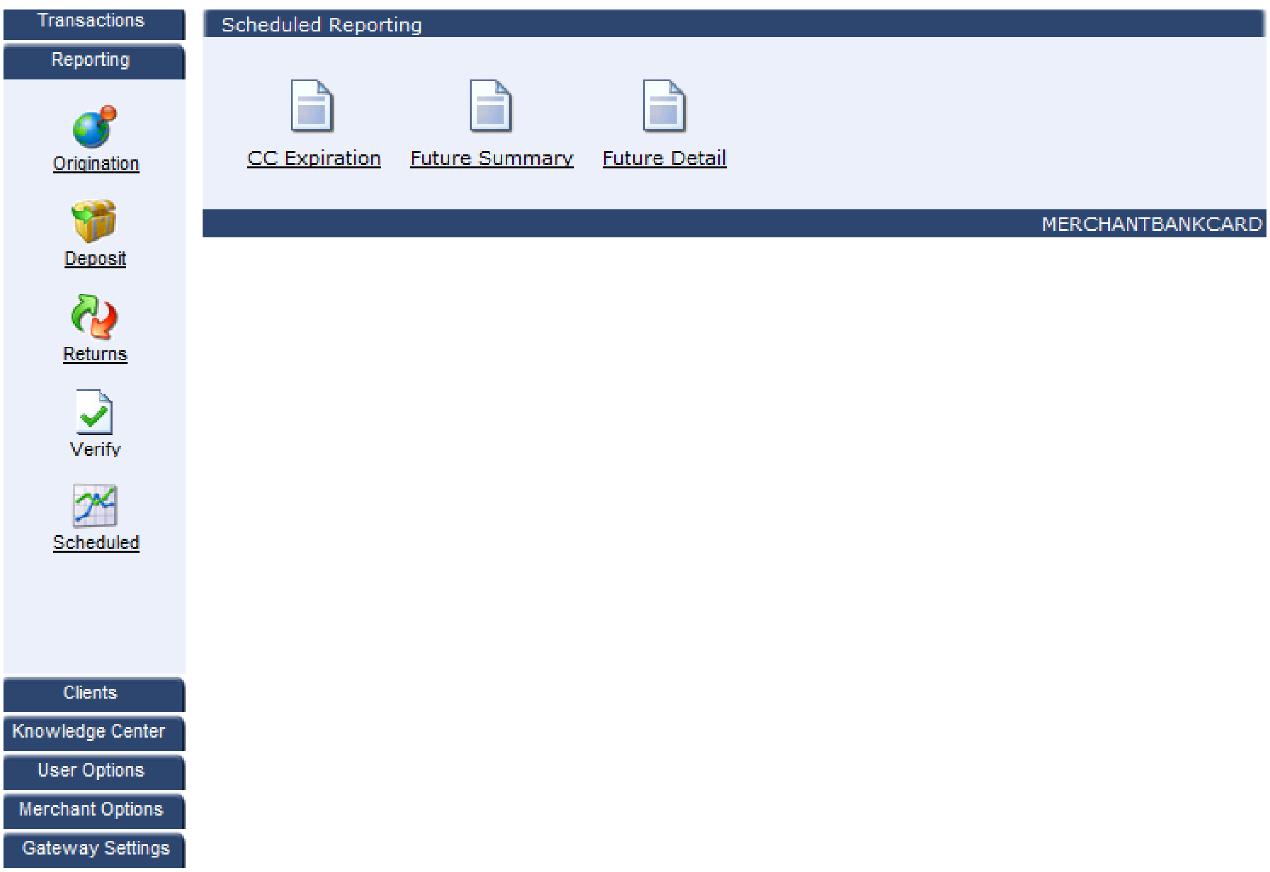
Parameters Used
123456 only

Credit Card Expiration Report

Account Holder Name	Consumer ID	Card Type	Last Four	Expire Date	Merchant ID	Schedule
March 2010						
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

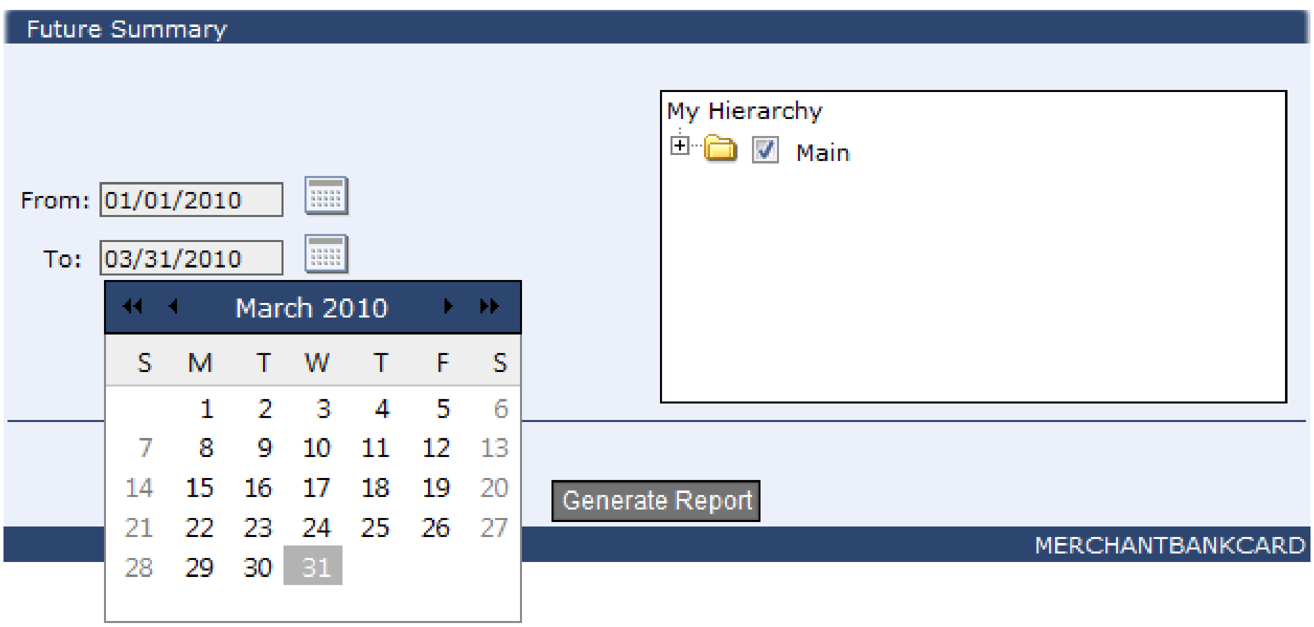
- To view the Future Summary report select the Future Summary report from the Scheduled Reporting menu in your Virtual Terminal.



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.



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

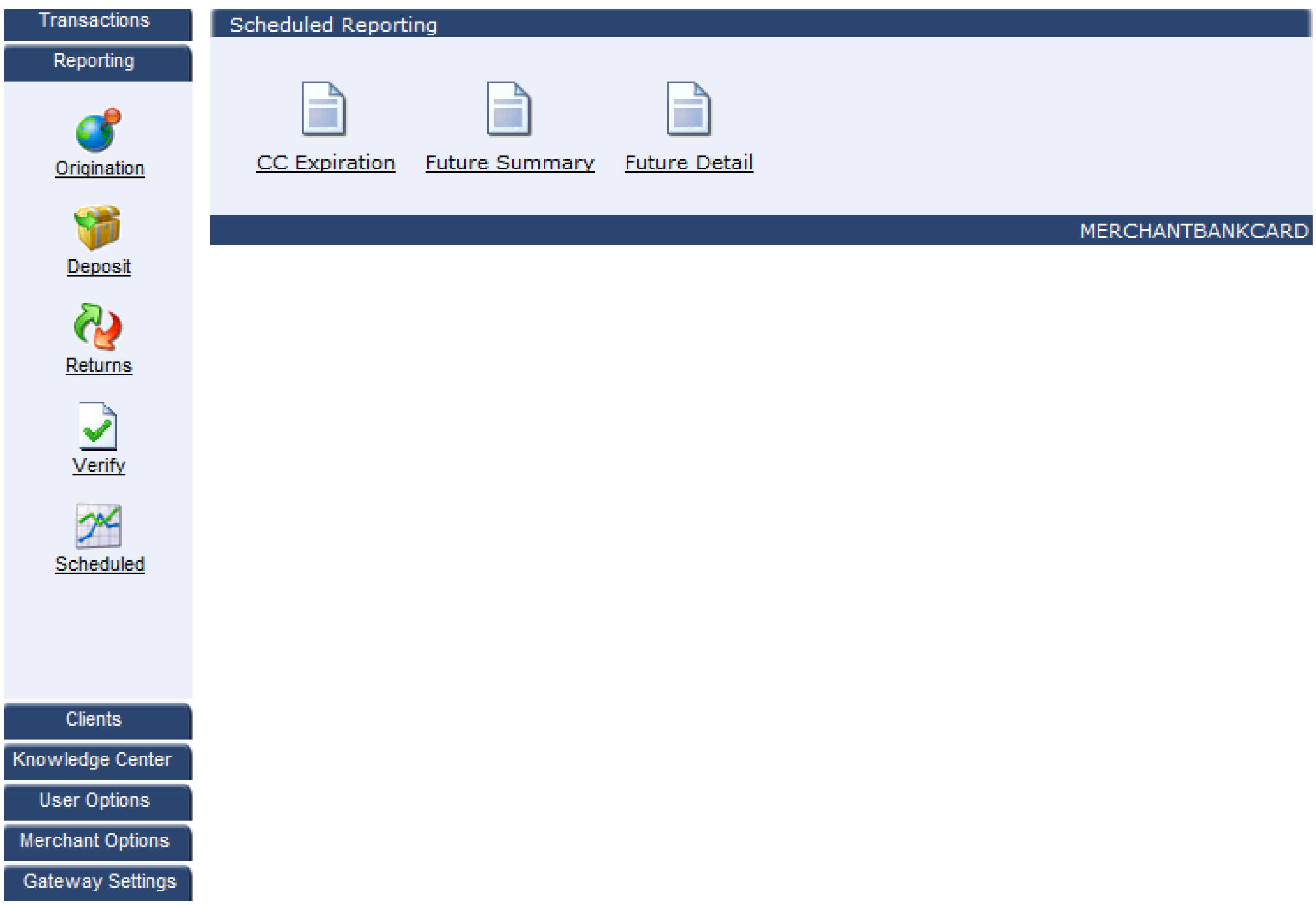
Future Scheduled Items Summary

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
Report Total		**121 Transactions Totaling**	**$18,480.00**

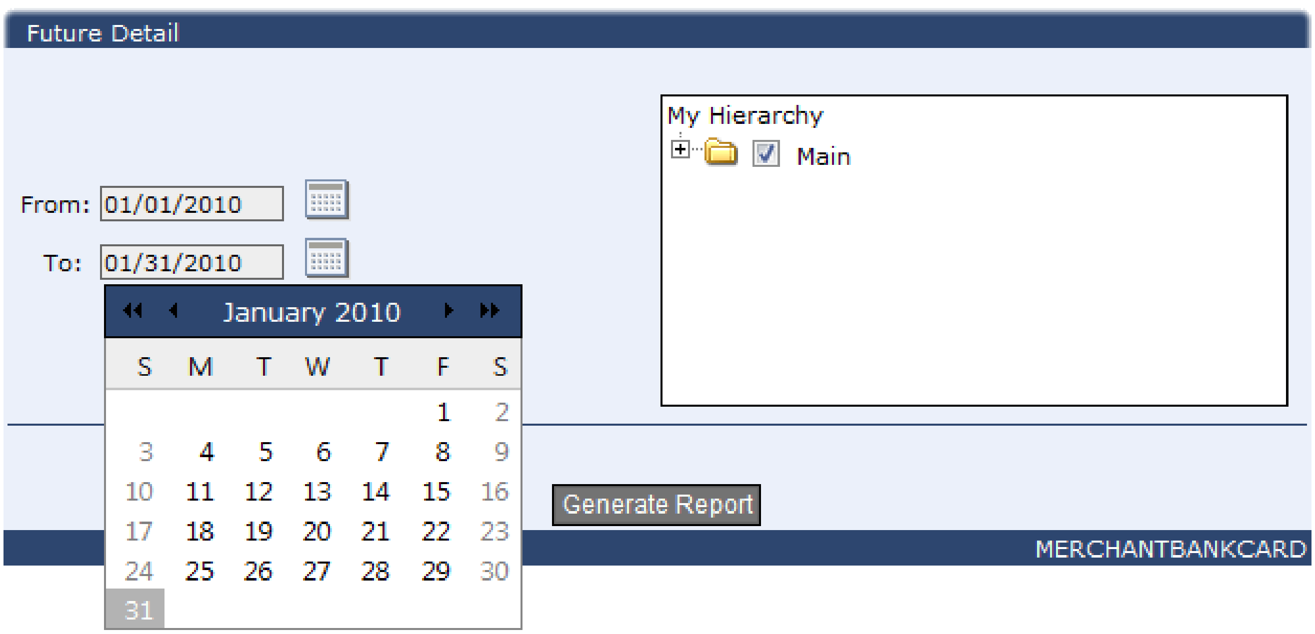
FUTURE DETAIL REPORT

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



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



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

Future Scheduled Item Detail

January 1, 2010 to January 31, 2010

Client Name	Consumer ID	Transaction Info	Sch Date	Type	Cont	Enter By	MID	Amount
January 2010								
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
Report Total				39		Transaction Totaling		$4,975.00

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

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- And That's it!