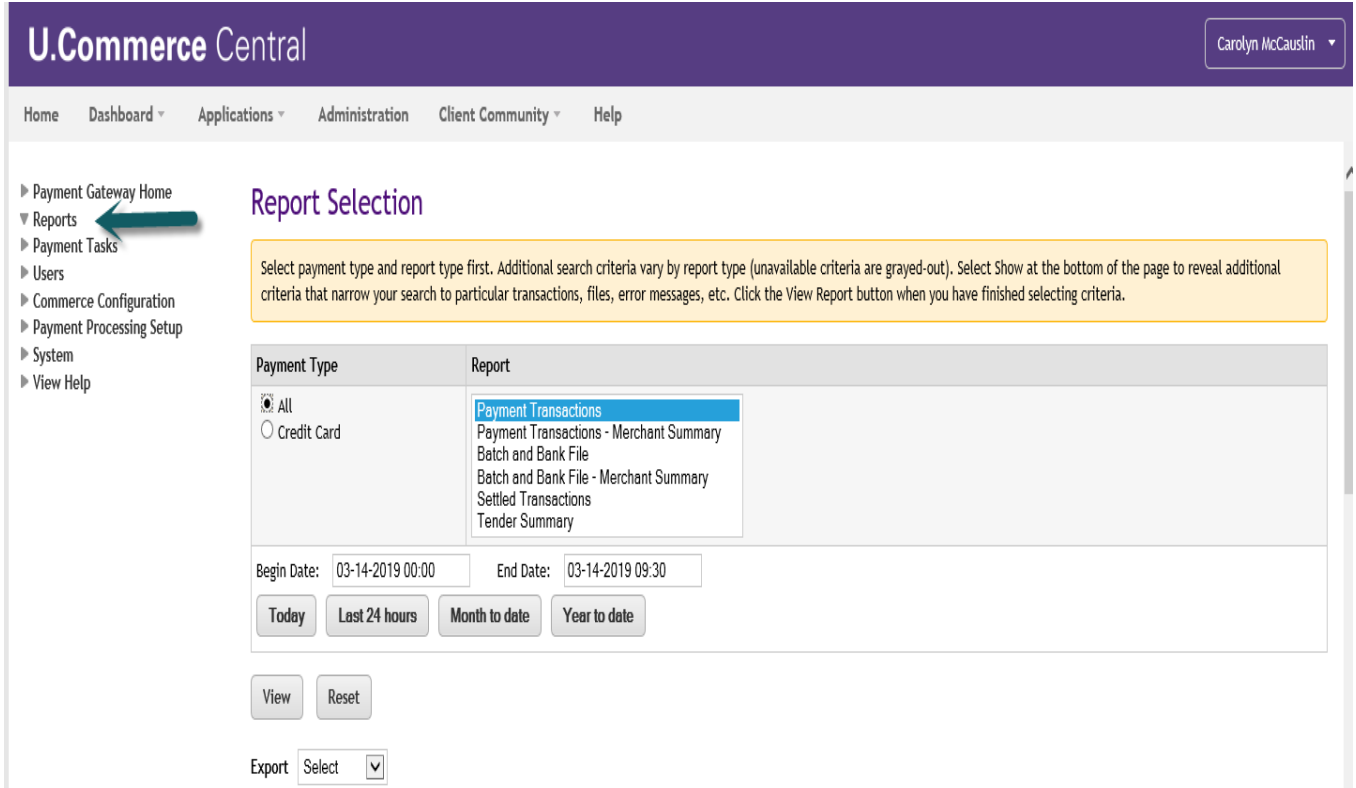


Access Reports Tab



U.Commerce Central Carolyn McCauslin ▾

Home Dashboard ▾ Applications ▾ Administration Client Community ▾ Help

▶ Payment Gateway Home
 ▼ Reports **←**
 ▶ Payment Tasks
 ▶ Users
 ▶ Commerce Configuration
 ▶ Payment Processing Setup
 ▶ System
 ▶ View Help

Report Selection

Select payment type and report type first. Additional search criteria vary by report type (unavailable criteria are grayed-out). Select Show at the bottom of the page to reveal additional criteria that narrow your search to particular transactions, files, error messages, etc. Click the View Report button when you have finished selecting criteria.

Payment Type	Report
<input checked="" type="radio"/> All	Payment Transactions Payment Transactions - Merchant Summary Batch and Bank File Batch and Bank File - Merchant Summary Settled Transactions Tender Summary
<input type="radio"/> Credit Card	

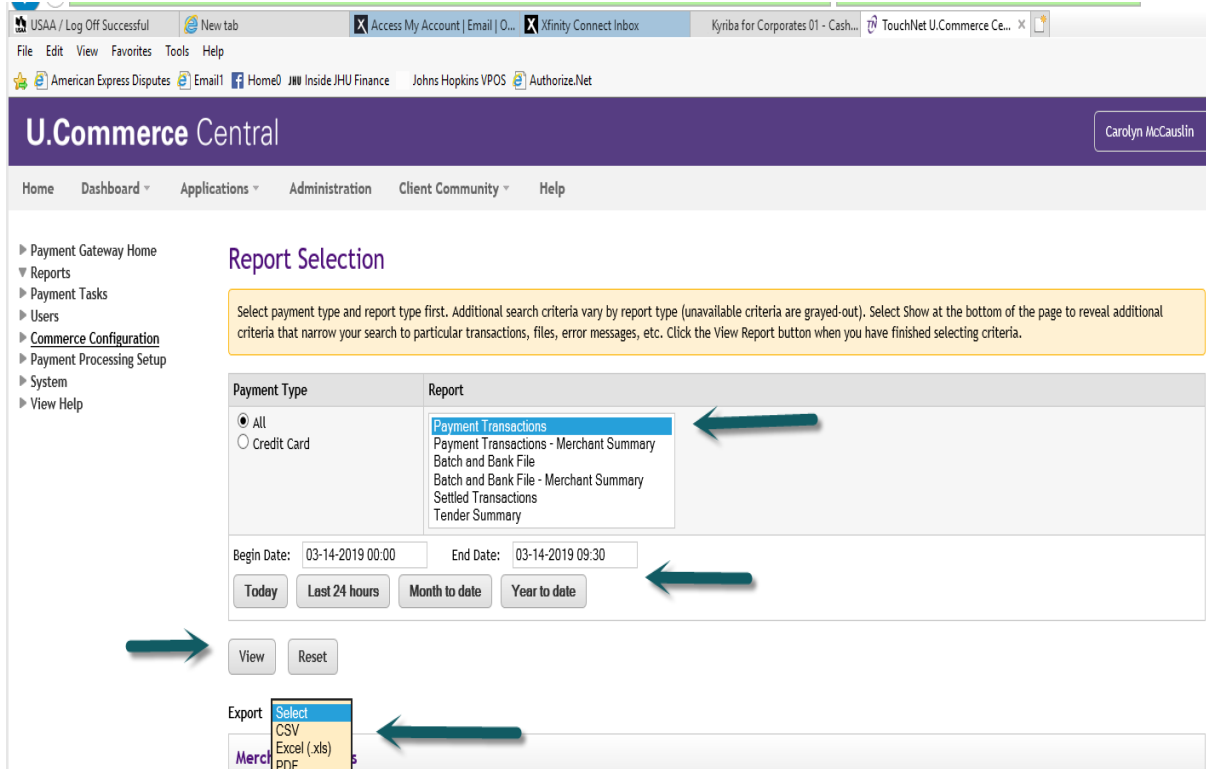
Begin Date: End Date:

Export ▾

Select:

- 'Payment Transactions'
- 'Begin Date & End Date' or use tabs for 'Today', 'Last 24 Hours', 'Month to Date' or 'Year to Date'
- Select 'Export'. CVS, Excel or PDF

Click 'View'

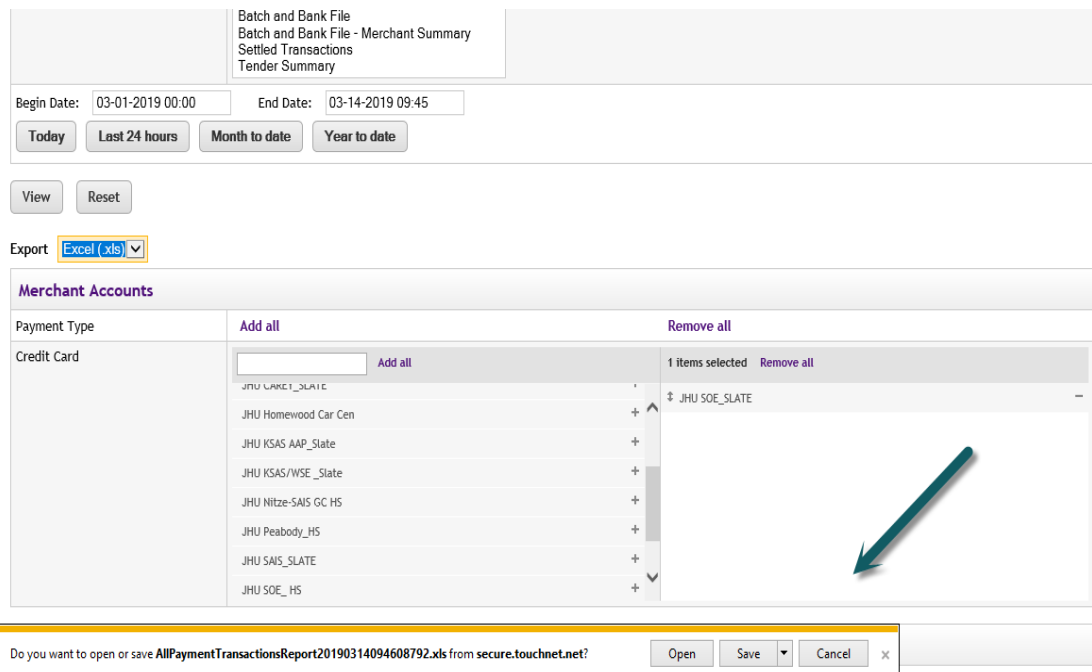


The screenshot shows the U.Commerce Central interface. The 'Report Selection' section is highlighted with a yellow box. A text box above the selection area reads: "Select payment type and report type first. Additional search criteria vary by report type (unavailable criteria are grayed-out). Select Show at the bottom of the page to reveal additional criteria that narrow your search to particular transactions, files, error messages, etc. Click the View Report button when you have finished selecting criteria."

Annotations with green arrows point to the following elements:

- The 'Payment Transactions' report option in the dropdown menu.
- The 'End Date' field set to '03-14-2019 09:30'.
- The 'View' button.
- The 'Export' dropdown menu, which is open and showing options like 'Select', 'CSV', 'Excel (.xls)', and 'PDF'.

'Open' or 'Save' Report



The screenshot shows the report preview and export options. The 'Export' dropdown is set to 'Excel (.xls)'. Below this, a table titled 'Merchant Accounts' is displayed. The table has columns for 'Payment Type', 'Add all', and 'Remove all'. The 'Credit Card' payment type is selected, and the 'Add all' column shows a list of merchant accounts with plus signs. The 'Remove all' column shows '1 items selected' and 'Remove all'.

At the bottom of the page, a file save dialog is open, asking: "Do you want to open or save AllPaymentTransactionsReport20190314094608792.xls from secure.touchnet.net?". The 'Save' button is highlighted with a green arrow.

Example of Excel Report:

A	B	C	D	E	F	G	H	I	J
Merchant	STC	Tender	CC	Date	Type	TPG Rc	Reference #	Ancillary	App
JHU SOE SLATE	9	Credit Card	USD	03-01-2019 01:02:53	PUR	0	20190301000000	EXT_TRANS ID=599710891 - Xin Yuan	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-01-2019 19:24:19	PUR	0	20190301000001	EXT_TRANS ID=663868928 - Alexanna Burge	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-01-2019 21:22:33	PUR	0	20190301000002	EXT_TRANS ID=633630533 - Yaoran Shi	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-02-2019 11:51:59	PUR	0	20190302000000	EXT_TRANS ID=497243739 - Katie Miller	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-03-2019 20:46:24	PUR	0	20190303000000	EXT_TRANS ID=840414587 - Anthony Macaluso	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-04-2019 09:04:52	PUR	0	20190304000000	EXT_TRANS ID=994799754 - Nadeen Alalami	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-04-2019 09:16:47	PUR	0	20190304000001	EXT_TRANS ID=605072722 - Tugba Balci	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-04-2019 11:48:06	PUR	0	20190304000002	EXT_TRANS ID=909765691 - SheMani Allen	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-04-2019 16:23:13	PUR	0	20190304000003	EXT_TRANS ID=098647237 - Katie Nagiel	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-04-2019 17:20:15	PUR	0	20190304000004	EXT_TRANS ID=268021424 - Heaven Lindberg	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-05-2019 17:16:04	PUR	-1777	D20190305000000	EXT_TRANS ID=064758656 - Deborah Jeon	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-05-2019 18:47:40	PUR	0	20190305000000	EXT_TRANS ID=369489906 - Daniel Conte	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-05-2019 22:07:47	PUR	0	20190305000001	EXT_TRANS ID=064758656 - Deborah Jeon	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-06-2019 02:14:30	PUR	0	20190306000000	EXT_TRANS ID=547300175 - Ning Li	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-06-2019 07:44:52	PUR	0	20190306000001	EXT_TRANS ID=927656434 - Yashaswini Singh	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-06-2019 15:02:56	PUR	0	20190306000002	EXT_TRANS ID=134834893 - Alia Badawi	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-06-2019 17:07:57	PUR	0	20190306000003	EXT_TRANS ID=969249303 - Mario Rojas	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-06-2019 19:48:57	PUR	0	20190306000004	EXT_TRANS ID=696477469 - Oreen Mendonca	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-07-2019 09:29:21	PUR	0	20190307000000	EXT_TRANS ID=062450135 - Jiayue Xiong	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-07-2019 12:04:28	PUR	0	20190307000001	EXT_TRANS ID=947573802 - Christine Cherry	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-07-2019 16:48:53	PUR	-1764	D20190307000000	EXT_TRANS ID=531910347 - Alexandra Kennedy	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-07-2019 16:52:58	PUR	0	20190307000002	EXT_TRANS ID=531910347 - Alexandra Kennedy	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-07-2019 17:43:01	PUR	0	20190307000003	EXT_TRANS ID=943486439 - Pam Pun	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-08-2019 09:59:26	PUR	0	20190308000000	EXT_TRANS ID=365252424 - Hannah McKolay	TNReady Partners
JHU SOE SLATE	9	Credit Card	USD	03-08-2019 10:28:22	PUR	-1764	D20190308000000	EXT_TRANS ID=413097060 - Marina Kleinschmidt Leal Santos	TNReady Partners

Example of PDF Report:

All Payment Transactions Report

Report Range: 03-01-2019 00:00:00 CST - 03-14-2019 09:49:59 CDT

Date Run: 03-14-2019 09:49:52 CDT

Success Summary (USD)		
	Count	Amount
Success	44	3,690.00
Failure	14	1,120.00
Attempted	58	4,810.00

App	Module	Merchant	Date	Tender	Type	Reference #	CC	Amount	TPG Rc	Payer ID	Ancillary
TNReady Partners	Slate	JHU SOE_SLATE	03-01-2019 01:02:53 CST	Credit Card	PUR	20190301000000	USD	80.00	0	599710891	EXT_TRANS_ID=599710891 - Xin Yuan
TNReady Partners	Slate	JHU SOE_SLATE	03-01-2019 19:24:19 CST	Credit Card	PUR	20190301000001	USD	80.00	0	663868928	EXT_TRANS_ID=663868928 - Alexanna Burge
TNReady Partners	Slate	JHU SOE_SLATE	03-01-2019 21:22:33 CST	Credit Card	PUR	20190301000002	USD	80.00	0	633630533	EXT_TRANS_ID=633630533 - Yaoran Shi
TNReady Partners	Slate	JHU SOE_SLATE	03-02-2019 11:51:59 CST	Credit Card	PUR	20190302000000	USD	80.00	0	497243739	EXT_TRANS_ID=497243739 - Katie Miller
TNReady Partners	Slate	JHU SOE_SLATE	03-03-2019 20:46:24 CST	Credit Card	PUR	20190303000000	USD	80.00	0	840414587	EXT_TRANS_ID=840414587 - Anthony Macaluso
TNReady Partners	Slate	JHU SOE_SLATE	03-04-2019 09:04:52 CST	Credit Card	PUR	20190304000000	USD	80.00	0	994799754	EXT_TRANS_ID=994799754 - Nadeen Alalami
TNReady Partners	Slate	JHU SOE_SLATE	03-04-2019 09:16:47 CST	Credit Card	PUR	20190304000001	USD	80.00	0	605072722	EXT_TRANS_ID=605072722 - Tugba Balci
TNReady Partners	Slate	JHU SOE_SLATE	03-04-2019 11:48:06 CST	Credit Card	PUR	20190304000002	USD	80.00	0	909765691	EXT_TRANS_ID=909765691 -