

iMerchantConnect

Introduction – Standard Reports




Elavon

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INTRODUCTION

OVERVIEW

No matter what sort of business you operate, how large an organisation you manage, or how sophisticated the accounting infrastructure you use, access to critical payments information is a key to your financial success.

Elavon delivers the most comprehensive range of flexible, effective reporting solutions available to help you profitably manage your payment activity, track the status of specific transactions, and reduce your expenses.

Just as our customers rely on the quality of our processing network to deliver their transactions, they turn to iMerchantConnect for the robust reporting and analysis necessary to manage their payments accounts.

Whether you require a convenient tool for a single location, powerful reporting across your business, or a fully-customisable payment analysis solution, Elavon provides information that's right on the money.

WHAT IS IMERCHANTCONNECT?

iMerchantConnect is a powerful reporting tool that offers a full range of reports that can be tailored to suit any merchant's needs. It is your source for the information that can give you a broad overview, or a precise snapshot, of your merchant processing account.

iMerchantConnect brings together all the information you need to better manage your electronic payment processing activity, and delivers it in the way you want to receive it.

Whether you need to see information segmented by region, by corporate brand, by individual location or some other parameter, iMerchantConnect enables you to easily access, view and manage your data.

Our infinitely configurable system lets you aggregate or "slice and dice" data based on the parameters you define to meet the needs of your business.

Report Availability

The information on your account is updated daily, enabling you to see timely payment, deposit and chargeback activity across your business.

The report information can be accessed online or and even downloaded to use in other accounting systems.

In addition, with iMerchantConnect, each user can have a specific view of the reports they receive. Report sections enable you to include or exclude views of certain information included in the report, tailoring a single report to the security requirements, business needs and responsibilities of a diverse audience of users.

Flexible Hierarchy

iMerchantConnect features a convenient hierarchy structure that allows you to configure and view data organised to match your business structure. This makes viewing reports easier and more convenient, since the hierarchy directly reflects your enterprise. You can choose to view transactions at a corporate level, chain level, or individual location. You can drill down to specific batch levels, and even view individual transactions.

You decide the hierarchy for your reporting, and you can create and view multiple sub-hierarchies within your report, calling out specific profit centers or business lines or geographic areas by which to track your payment activity. This enables an individual store manager to access reports on a single outlet, while a regional or corporate executive could view consolidated payment information on all the locations under his or her authority.

This convenient feature simplifies the reconciliation process by enabling you to drill down through all company tiers to find just the data you need.

Our account team will set up your account reporting parameters and delivery modes based on your requirements. Sample reports are available to illustrate the options from which you can choose.

Report Distribution & Download Options

Utilise your content in the following order:

- Online
- Email Notification - User can be set up to get notifications regarding data availability - they must log in and run the report.

iMerchantConnect allows users to download reports using various formats — PDF, HTML, TXT, XLS, SCV — so that payment processing data can be shared with other accounting systems. This simplifies reconciliation with other systems and allows you to archive important information for future reference.

TRANSACTION REPORTS

OVERVIEW

Transaction reports provide a snapshot of activity impacting your financial picture. These reports contain information about batches, funding, exception items and other information. You can see transactions that took place on a specified day, or over a range of dates, at one or all of your locations.

Transaction information reports help you locate individual transactions, providing information including the Chain ID, MID, Outlet, Batch Reference Number, Submission Date, Transaction Date, Transaction Time, Transaction Amount, Transaction Type, Card Type, Card Number, Transaction Reference Text and the Transaction ID.

By reviewing the transaction activity reports on a regular basis, you can make determine if any card processing issues require further investigation.

DETAILS

iMerchantConnect can provide the following transaction activity reports:

- **Transaction Funded List Report** – This report displays a list of settled transactions sent by a merchant from within a specific batch. This report does not display transactions that are funded by third parties or transactions that are pending payments.
- **Transaction Funded Details Report** – This report only accessible via the Transaction Funded List and provides a detailed summary of the chosen transaction.
- **Transaction Submitted** – provides a list of settled and non-settled transactions from within a batch submitted by a merchant.

Standard Reports

SAMPLE REPORT

The following report is a sample and may not exactly match the reports you receive.

TRANSACTIONS FUNDED LIST

PAYMENT REFERENCE		CHAIN ID	SUBMISSION MID	OUTLET	MID	BATCH CONTROL NBR	BATCH NBR	SUBMISSION DATE	TRANSACTION DATE	TRANSACTION TIME	
NUMBER	REF NBR										
12345	102788154A	300-1234	1234567890	98765	449	16541313213	449	25/10/2008	24/10/2008	08:32:06	GMT
12345	102788154A	300-1234	1234567890	98765	449	16541313213	449	25/10/2008	24/10/2008	08:50:17	GMT
12345	102788154A	300-1234	1234567890	98765	449	16541313213	449	25/10/2008	24/10/2008	08:54:57	GMT
12345	102788154A	300-1234	1234567890	98765	449	16541313213	449	25/10/2008	24/10/2008	09:05:49	GMT
12345	102788154A	300-1234	1234567890	98765	449	16541313213	449	25/10/2008	24/10/2008	09:07:25	GMT
12345	102788154A	300-1234	1234567890	98765	449	16541313213	449	25/10/2008	24/10/2008	09:32:10	GMT
12345	102788154A	300-1234	1234567890	98765	449	16541313213	449	25/10/2008	24/10/2008	10:38:09	GMT
12345	102788154A	300-1234	1234567890	98765	449	16541313213	449	25/10/2008	24/10/2008	10:48:45	GMT
12345	102788154A	300-1234	1234567890	98765	449	16541313213	449	25/10/2008	24/10/2008	11:09:55	GMT
12345	102788154A	300-1234	1234567890	98765	449	16541313213	449	25/10/2008	24/10/2008	11:17:31	GMT
12345	102788154A	300-1234	1234567890	98765	449	16541313213	449	25/10/2008	24/10/2008	11:36:00	GMT
12345	102788154A	300-1234	1234567890	98765	449	16541313213	449	25/10/2008	24/10/2008	11:52:09	GMT
12345	102788154A	300-1234	1234567890	98765	449	16541313213	449	25/10/2008	24/10/2008	11:57:11	GMT
12345	102788154A	300-1234	1234567890	98765	449	16541313213	449	25/10/2008	24/10/2008	12:02:55	GMT
12345	102788154A	300-1234	1234567890	98765	449	16541313213	449	25/10/2008	24/10/2008	12:19:33	GMT
12345	102788154A	300-1234	1234567890	98765	449	16541313213	449	25/10/2008	24/10/2008	12:22:21	GMT
12345	102788154A	300-1234	1234567890	98765	449	16541313213	449	25/10/2008	24/10/2008	12:31:18	GMT

STATEMENT AND FUNDING REPORTS

OVERVIEW

Statement and funding reports summarise the items that financially impact your bank account, either positively or negatively over the course of a billing cycle. These reports summarise settlement (deposit), chargeback and other charges.

These reports shows the gross and net settlement made for each batch and include the Merchant ID, batch date, payment date.

Other charges displayed include non-transaction charges assessed to your account, such as Commission and VAT. The types of charges and fees assessed are a part of your merchant contract.

Use the statement List report to obtain your PDF statement.

DETAILS

iMerchantConnect can provide the following statement and funding reports:

- **Payment List Report** – The Payment List report displays data for how much a merchant was funded (paid) based upon settled activity.
- **Merchant Detail MySummary** – displays summary performance data (payment and chargeback credits/debits) for a specific merchant. It also includes the merchant's legal and "Doing Business As" (DBA) address information, and associated business contacts.
- **Payment Detail Report** – This report is a sub-report of the Payment List Report. It displays specific information on an individual payment. This report is viewed by clicking a Payment Reference number link on the Payments List Report.
- **Statement Listing Report** – This report lists the dates of the available statements which can be viewed online.

Standard Reports

SAMPLE REPORT

The following report is a sample and may not exactly match the reports you receive.

PAYMENTS LIST

PAYMENT REFERENCE NUMBER	CHAIN ID	PAYMENT MERCHANT	PAYMENT DEBA	PAYMENT DATE	PAYMENT AMOUNT	REMARKS
12345 102788154A	300-1234	1234567890	SAMPLE MERCHANT 1	27/10/2008	168.69 GBP	Alliance and Leicester Batch
12345 102649954A	300-1234	1234567890	SAMPLE MERCHANT 1	26/10/2008	285.40 GBP	Alliance and Leicester Batch
12345 101144954A	300-1234	1234567890	SAMPLE MERCHANT 1	25/10/2008	251.37 GBP	Alliance and Leicester Batch
12345 102443354A	300-1234	1234567890	SAMPLE MERCHANT 1	24/10/2008	171.48 GBP	Alliance and Leicester Batch
12345 102344767A	300-1234	1234567890	SAMPLE MERCHANT 1	23/10/2008	209.91 GBP	Alliance and Leicester Batch
12345 102244688A	300-1234	1234567890	SAMPLE MERCHANT 1	22/10/2008	187.41 GBP	Alliance and Leicester Batch
12345 133144554A	300-1234	1234567890	SAMPLE MERCHANT 1	21/10/2008	161.07 GBP	Alliance and Leicester Batch

BATCH INFORMATION REPORTS

OVERVIEW

Batch information reports help you locate individual batches, providing information including the batch reference number, Chain Id, MID, Outlet number, submission amount, net settlement amount, submission date and payment date.

DETAILS

iMerchantConnect can provide the following batch information reports:

- **Batches Funded List Report** – This report displays a list of batches sent by the merchant that have been settled. The report does not display items which have been funded by third parties or items that are pending payments.
- **Batches Funded Details Report** – This report only accessible via the Batches Funded List is split into two sections. The first section provides a detailed summary of the information within the chosen settled batch. The second section then provides card type information contain within that batch.
- **Batches Submitted** – provides a list of settled and non-settled batches submitted by a merchant.

Standard Reports

SAMPLE REPORTS

The following reports are samples and may not exactly match the reports you receive.

BATCHES FUNDED LIST

PAYMENT REFERENCE NUMBER	MID BATCH REFERENCE NUMBER	BATCH CONTROL NBR	BATCH NBR	CHAIN ID	SUBMISSION MID	OUTLET	SUBMISSION AMOUNT	NET SETTLEMENT AMOUNT	SUBMISSION DATE	PAYMENT DATE	PAPER/ELECTRONIC
12345 102788154A	451	46546541654	451	300-1234	1234567890	98765	168.69 GBP	168.69 GBP	27/10/2008	27/10/2008	Electronic
12345 102649954A	450	51635131322	450	300-1234	1234567890	98765	285.40 GBP	285.40 GBP	26/10/2008	26/10/2008	Electronic
12345 101144954A	449	21023135416	449	300-1234	1234567890	98765	251.37 GBP	251.37 GBP	25/10/2008	25/10/2008	Electronic
12345 102443354A	448	25416541321	448	300-1234	1234567890	98765	171.48 GBP	171.48 GBP	24/10/2008	24/10/2008	Electronic
12345 102344767A	447	45651054655	447	300-1234	1234567890	98765	209.91 GBP	209.91 GBP	23/10/2008	23/10/2008	Electronic
12345 102244688A	446	54313212131	446	300-1234	1234567890	98765	187.41 GBP	187.41 GBP	22/10/2008	22/10/2008	Electronic
12345 133144554A	445	79879878788	445	300-1234	1234567890	98765	161.07 GBP	161.07 GBP	21/10/2008	21/10/2008	Electronic

UNPAID REPORTS

OVERVIEW

The Unpaid reports show batches and transactions that have not yet been funded by Elavon. Normally, most all batches and transactions will appear in the Batches Funded List and Transactions Funded List reports. It is typically only a small window of time where a batch is waiting to be funded and thus would appear in the Unpaid reports. If a merchant sees information appearing in any of the Unpaid reports, it could indicate that there is some reason preventing the batch from being funded and it should be researched further by utilising the batch and transaction information provided in the Unpaid reports.

DETAILS

iMerchantConnect can provide the following unpaid reports:

- **Unpaid List** – contains a list of batches that are waiting to be funded for a specific merchant.
- **Unpaid Details** – is a sub-report accessible *only* through the **Unpaid List** report.
- **Unpaid Transactions List** – displays a list of transactions that are waiting to be funded for a specific merchant.
- **Unpaid Transaction Details** – is a sub-report accessible only through the **Unpaid Transactions List** report.

SAMPLE REPORTS

The following reports are samples and may not exactly match the reports you receive.

UNPAID LIST

CHAIN ID	SUBMISSION MID	BATCH NBR	BATCH CONTROL NBR	MID BATCH REF NBR	SUBMISSION AMOUNT	SUBMISSION DATE	BATCH PAYMENT DATE	
300-1234	1234567890	52	05432121231	52	45.65 GBP	24/09/2008	24/09/2008	TRANSACTIONS
300-1234	1234567890	48	02131321333	48	64.00 GBP	24/09/2008	24/09/2008	TRANSACTIONS
	1234567890	368	05465453142	368	5,881.05 EUR	24/09/2008	06/10/2008	TRANSACTIONS
	1234567890	367	36542123313	367	6,737.95 EUR	24/09/2008	06/10/2008	TRANSACTIONS
	1234567890	363	15133132122	363	4,816.00 EUR	24/09/2008	01/10/2008	TRANSACTIONS