



# ClientLine Enterprise

**REPORTS V2.3** 

PARTNER SOLUTIONS LEARNING ORGANIZATION

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#### Overview

ClientLine Enterprise (CLX) will provide you with the data you need to manage and expand your business. It provides accurate and reliable information when you need it.

Here is a sample of the information available within ClientLine Enterprise:

- A web-based tool that gives you 24/7 access to your electronic payment information. Provides access
  to recently processed transactions, charges, and bank deposits.
- Information available to download into MS Excel®, CSV, JSON & Parquet files.
- Detailed transaction information available from:
  - o Authorization: January 2019 till date.
  - Settlement/Funding/Chargebacks: January 2020 till date.
- Research tools to help identify both internal and external fraud, review chargeback reports, and answer your customer's inquiries.
- Reports can be customized to display the desired data by adding Filters. Use the dropdown to select options to refine your report. (Filter options vary by report).
- Click the Plus sign to add additional Group By reasons.



- Most reports can do the following:
  - Compare: Allows for a Day over Day, Week over Week, Month over Month, etc. kind of comparison reports. When clicked, the Compare With date range appears. By default, it will auto calculate the dates based on what is chosen. To set up your own date, please click on the pencil or edit icon.
  - Time Trend: Displays the trend of the selected Group By dimension, allowing one to graphically see the impact over a defined time date range. This option is available only if there is one Group By option selected.

#### GLOSSARY: Group By Options for report creation:

Label	Description
Agent ID	Agent hierarchy level ID for the location.
All	Represents an overall view, not slicing by any dimension.
Approval Status	Identifies if the authorization was approved or declined.
Auth Attempt	Identifies the successful auth attempt
Auth Currency	Currency code used for the transaction.
Auth Op Action	Card account updater: identifies the action that was taken on the account.
Auth Op Status	Card account updater: identifies the status of account update.
Card B2B	
Program	Identifies business-to-business virtual payments product offering.
Card Billing	
Currency	Identifies cardholder billing currency.
Card Brand	Identifies the card brand in the front of the card.
	Categorizes the BIN as a Business card, Corporate T&E card, Purchase card or Consumer card. Assists the POS device with prompting decisions – to collect addenda or not. Visa,
Card Class	MasterCard and Discover only.
Card Debit	
Network	
Participant	Identifies debit network participant.
Card EBT State	Identifies the EBT state if the card is EBT eligible.

	Determines if the Visa/MasterCard account can receive the transfer of funds within 30
Card Fast Funds	minutes.
Card Fund	
Source	Identifies the source of the funds associated with the primary account for the card.
Card Group	The group of the card that is used in the transaction.
Card Issue Detail	A detailed identification of the card type.
Card Issue Type	Identifies the card as credit, debit or prepaid.
Card Issuer	Identifies the issuing bank institution.
Card Issuer Bin	A numeric description of the bin.
Card Issuer Regulated	Identifies the bank regulation of the card.
Card Issuing Country	The Global BIN file includes cards issued from other countries and will be reported as long as they reside on the VISA ARDEF, MC MPE, and Maestro BIN file. Debit networks other than Maestro will recognize all BINs as USA and no international distinction.
Card Money Send Indicator	Determines if the MasterCard account is eligible to receive a money Send payment.
Card Money Transfer Indicator	Determines if the Visa account is eligible to receive an original credit money transfer.
Card Online Gambling Indicator	Determines if the Visa account can receive a gambling or lottery payout Original Credit Transaction (OCT).
Card Original Credit Indicator	Determines if the Visa account is eligible to receive an Original Credit Transaction (OCT).
Card Processing Indicator	Account level processing indicator.
Card Product	
Subtype	Identifies product sub-type.
Card Reloadable	Identifies if the card is reloadable.
Card Sub Type	Identifies the card sub type. Applicable to credit networks.
Corp ID	Corporation ID for the location.
Decline Reason	Identifies the decline reason for the transaction.
EC Indicator	Indicates the electronic commerce indicator used for the transaction.
Experience	Light based discount value based on the relationship
Provider Fuel Purchase	Host based discount value based on the relationship.
Location	Identifies whether the fuel was purchased at the pump or In-Store
Initial Assoc. Resp	Identifies the initial association response code for the transaction.
Lead ID	Lead corporation ID for the location.
Link Response	Identifies the Card N/w (i.e., VISA, Mastercard, Discover, AMEX) link response.
Merchandise Code	Describes the type of fuel purchased.
	Describes the type of fuel purchaseu.
Merchant Category	Identifies the standard merchant category code assigned to the transaction.
Mobile Wallet	Identifies wallet type indicator (e.g., Apple Pay, Samsung Pay, Google Pay, etc.).
Native Debit	Native debit reject code
Reject Code Native	Native debit reject code.
Merchandise	
Code	Native merchandise code.
Native Reject	
Code	The reject code as received from the front-end switches.
Network	Name of the authorizing network associated with the transaction.
Network Auth Indicator	Identifies if auth was performed with PAN or NT.
Network Auth Indicator 2	Identifies if auth was performed with PAN or NT - 2nd Try.

NI - t I - A tI-						
Network Auth Indicator 3	Identifies if outh was performed with DAN or NT 2rd					
	Identifies if auth was performed with PAN or NT - 3rd					
Network Input Indicator	Identifies the value that merchant sent in the cardholder ID field as PAN or NT.					
Network Token	identines the value that merchant sent in the calcilolder ID field as FAIN OF INT.					
Offering Type	Network Token Program Participation - Offering Type					
Online	Network Tokerri regram i artiolpation - Offering Type					
Transaction						
Indicator	Indicating whether this transaction came via online or batch server (compass)					
P2PE Encryption						
Туре	Point to Point Encryption: Identifies the encryption type.					
P2PE Token						
Assurance	Point to Point Encryption: Identifies the pan token assurance level.					
P2PE Token						
Туре	Point to Point Encryption: Identifies the token type.					
Payment Method	Identifies the method of payment used on the transaction.					
Processor	Identifies the originating platform (Switch).					
Recurring Type	Describes the recurrence type for the transaction.					
Send Mode	Indicates store and forward mode of the transaction.					
Site Alternate ID	The alternate ID assigned to the site. This can represent the store number or a merchant specific identifier for the site.					
Site City	The city on file associated with the merchant.					
Site ID (FE)	An unique identifier assigned to the merchant. Also known as a MID.					
Site State	The state on file associated with the merchant.					
Site Zip Code	The zip on file associated with the merchant.					
Source	Identifies the transaction source.					
Subtype	Transaction sub type codes e.g., Pin, Signature, etc.					
Terminal ID	Identifies terminal identifier for the transaction.					
Third Party	Tuestance terrinian aerianer for the transaction.					
Processor VAR						
ID	Identifies the third-party processor or value-added reseller involved in the transaction.					
Token Response	Tokenization response indicator.					
Txn Day	Day of the year associated with the transaction.					
Txn Month	Month associated with the transaction.					
Txn Quarter	Quarter associated with the transaction.					
Txn Week	Week of the year associated with the transaction.					
Txn Year	Year associated with the transaction.					
Туре	Transaction type code e.g., sale, refund etc.					
	71 U'''					

# Authorization (data) Measures available:

- # of Txns
- # of Approved Txns
- Amount
- # of Txns
- Approved Amount
- # of Txns %
- Amount %
- # of Txns Relative %
- Amount Relative %
- Approval Rate
- Avg. Ticket Size

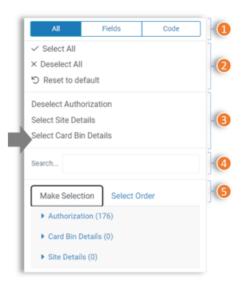
Report Search functionality: All Report types with a Search functionality have consistent rules.

NOTE: The search results will display 1,000 records on screen but can be ran One Time or Scheduled Daily to get the full search results.

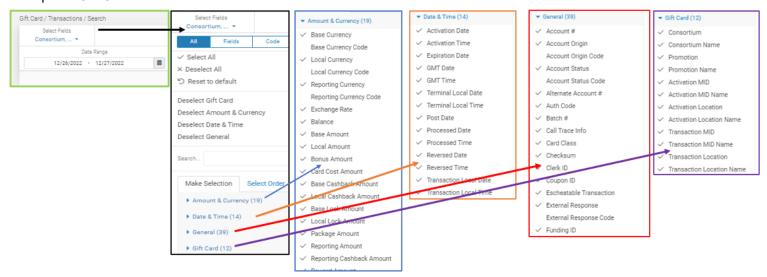
The Search report includes the following. Select Fields:

Here is the functionality that one can use to customize the output of the Search result.

- Since CLX normalizes certain attributes of the transaction, we do have our internal Code for each normalized value. Here you can choose to include only the Fields, which are the values of the normalized code, or just the Code values. This selection determines when one wants to do multi-selection in #2 and #3.
- This helps you Select/Deselect all groups at once, listed in #3.
- In accordance to #1, this section helps you to Select/Deselect a particular group.
- The Search input allows you to narrow down the field selection in #5's Make Selection.
- Here there are 2 sections, first one is the *Make Selection*, which allows you to Select/Deselect certain attributes that you want/don't want to see in the result, and Select Order, that allows you to rearrange the order of the output result



#### Example of Gift Card Transaction Search Field select

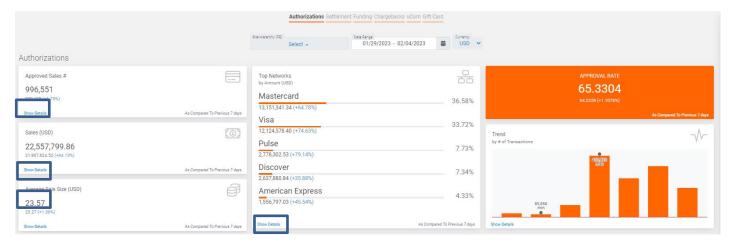


# **Homepage**

# **Authorizations**

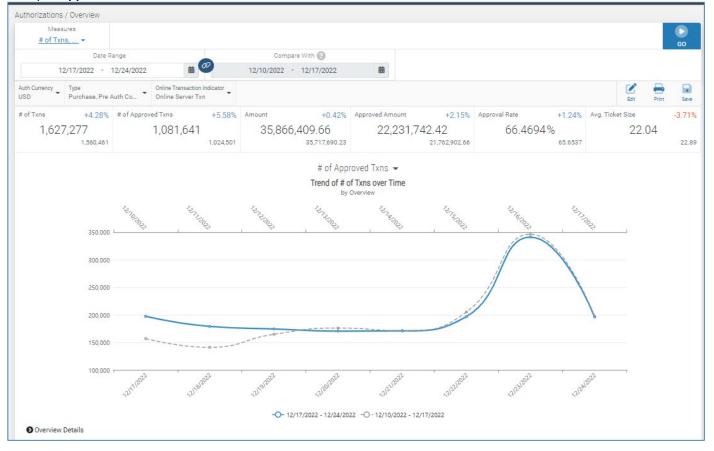
This report provides a quick high-level overview of authorization information in one unified view. Reports can be run at any hierarchy level (Bank, Agent, Corp, Chain, Outlet). Bank Level is the default level. Date Range is customizable. Authorizations have the following sections:

- Approved Sales #
- Sales USD
- Average Sales Size
- Top Networks
- Approval Rate



Click the **Show Details** button in each section to view additional details. This includes a graphical and numerical display of data and a previous week comparison. This also allows **Measures** to be selected, to **Edit**, **Print** or **Save** the report.

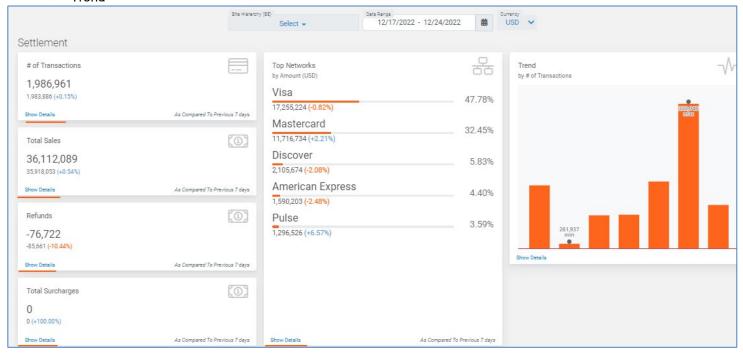
**Example: Approved Sales** 



#### **Settlement**

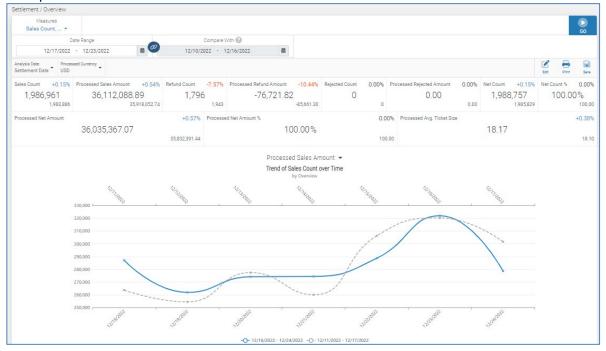
This report provides a quick high-level overview of Settlement information in one unified view. Reports can be run at any hierarchy level (Bank, Agent, Corp, Chain, Outlet). Bank Level is the default level. Date Range is customizable. Settlement has the following sections:

- # of Transactions
- Total Sales
- Refunds
- Total Surcharge
- Top Networks
- Trend



Click the **Show Details** button in each section to view additional details. This includes a graphical and numerical display of data and a previous week comparison. This also allows **Measures** to be selected, to **Edit**, **Print** or **Save** the report.



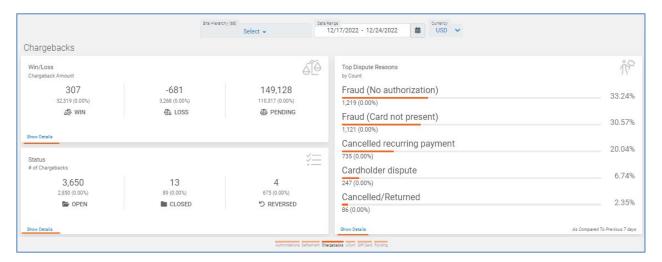


#### **Chargebacks**

This report provides a quick high-level overview of Chargeback information in one unified view. Reports can be run at any hierarchy level (Bank, Agent, Corp, Chain, Outlet). Bank Level is the default level. Date Range is customizable.

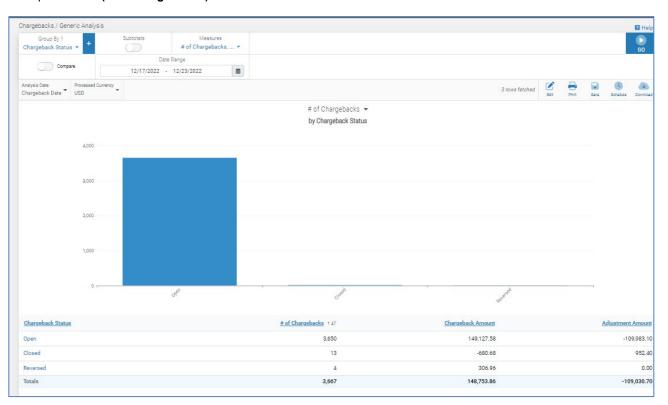
Chargebacks has the following sections:

- Win/Loss (Chargeback Amount)
- Status (# of Chargebacks)
- Top Dispute Reasons (by Count)



Click the **Show Details** button in each section to view additional details. This includes a graphical and numerical display of data and a previous week comparison. This also allows **Measures** to be selected, to **Edit**, **Print** or **Save** the report.

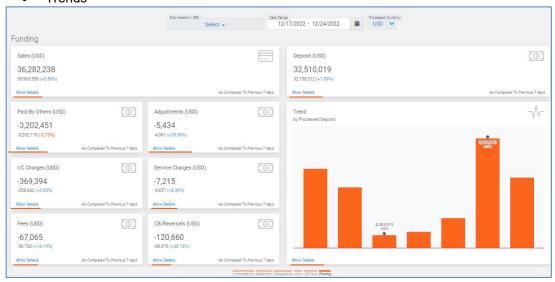
#### Example: Status (# of Chargebacks)



# <u>Funding</u>

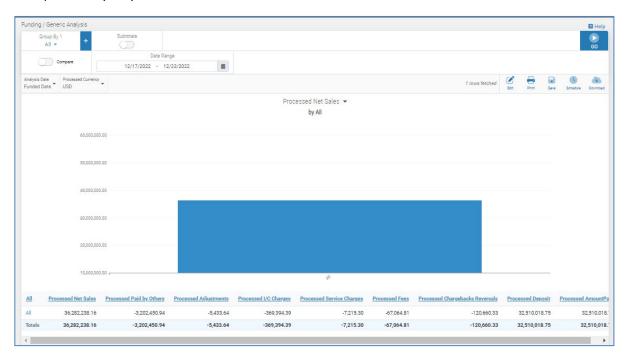
This report provides a quick high-level overview of Funding information in one unified view. Reports can be run at any hierarchy level (Bank, Agent, Corp, Chain, Outlet). Bank Level is the default level. Date Range is editable. Funding has the following sections:

- Sales (USD)
- Paid by Others
- I/C Charges
- Fees
- Adjustments
- Service Charges
- CB/Reversals
- Deposits
- Trends



Click the **Show Details** button in each section to view additional details. This includes a graphical and numerical display of data and a previous week comparison. This also allows **Measures** to be selected, to **Edit**, **Print** or **Save** the report.

#### Example: Sales (USD)



# **Authorization Reports**

# i Authorizations / Overview

Navigation: Authorization > Overview > Measures > Date Range > Site Hierarchy > GO

#### **Authorizations / Overview Report sample:**



### Authorizations / At-A-Glance

This report provides a quick overview of authorization information across multiple data elements in one unified view. You can utilize the generic analysis reports to drill into specific elements to analyze the data. Reports can be run at any hierarchy level (Bank, Agent, Corp, Chain, Outlet). Bank Level is the default level.

#### Authorizations are broken out by:

Network:

The authorizer where the payment transaction was executed. For example: Visa, Mastercard, STAR, Accel, etc.

Card Issue Type:

The type of the card that was used for payment. The different card types are Credit, Debit or Prepaid.

• Card Issuer:

The issuing bank of the card used. We only show top 25 based on the # of Txns.

Recurring Type:

The frequency of the payment, whether it is One Time, Recurring or Installment payment.

Payment Method:

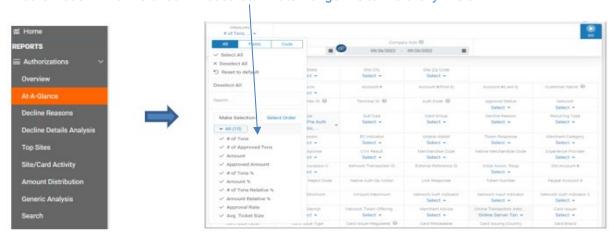
The method of the payment, whether the card was dipped into the chip reader (EMV) or was it swiped (Magnetic Stripe), etc. during the payment.

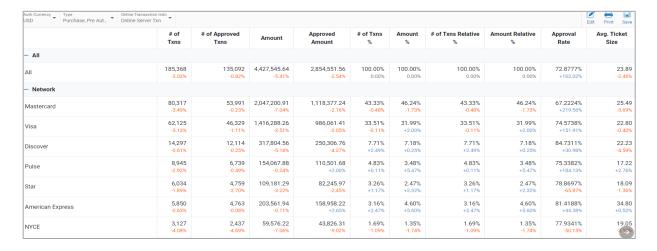
Mobile Wallet:

Identifying which wallet was used during payment, whether it is Apple Pay, Google Pay, etc. or in case it was a regular payment, then it will show Non-Mobile Wallet.

This report does not have any Group By functions. Field selection will customize data to be displayed.

Navigation: Authorization > At-A-Glance > Measures > Date Range > Site Hierarchy > GO





#### ¡ Authorizations / Decline Reasons

This report provides the Decline Reasons for a particular time range showing what are the top reasons for the decline rate. This analysis particularly helps in identifying if there are any recurring reasons for declines that is lowering the approval rate.

User can click on a particular **Decline Reason** and drill down to other available analysis options, that can give insight into whether the declines are coming from one location, or if one issuer is responsible for the majority of declines, etc.

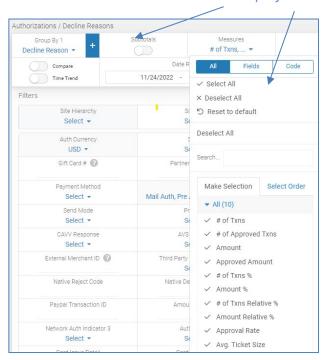
**Group By:** Defaulted to Decline Reason. You can add more *Group By* options to the list by clicking on the plus sign Icon. See the Glossary above for the list of available *Group By* options.

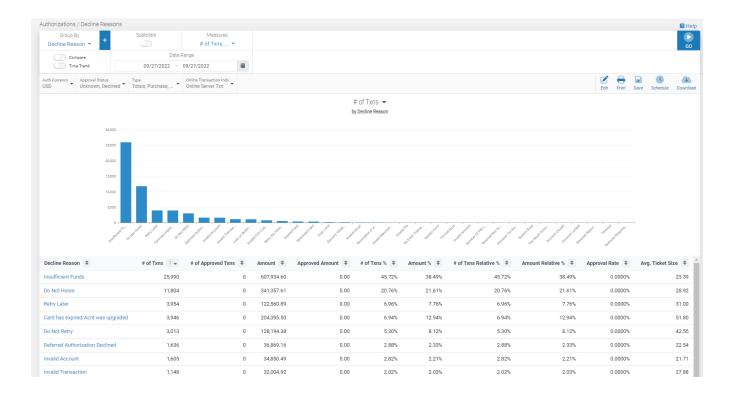
#### Filter:

Approval Status defaulted to Declined. There are filters available for you to narrow down your results. You can add additional filters by clicking the dropdown for each available Filter.

Compare and Time Trend analysis is available. Please click on the pencil or edit icon.

Navigation: Authorization > Decline Reason > Group By > Measures > Date Range > Site Hierarchy > GO





#### ¡ Authorizations / Decline Details Analysis

The intent of Decline Details Analysis report is to provide a predetermined breakdown of declines based on the most commonly used dimension listed below. This report gives the percentage of declines and percentage of total authorizations for each line item, indicating the impact of the said decline.

<u>NOTE:</u> The search results will display 1,000 records on screen but can be ran *One Time* or <u>Scheduled Daily</u> to get the full search results.

#### **Dimensions:**

• Txn Date:

The date when the payment occurred.

• Site ID (FE):

The identifier of the site (location/outlet), a.k.a MID

Site Alternate ID:

The additional identifier of the site, merchant provided store number.

Site Name:

The name of the site.

• Card Issuer Bin:

The bin range for the card that was used in the payment.

Card Issuer:

The issuing bank name for the card that was used in the payment.

Network:

The authorizer where the payment transaction was executed.

For example: Visa, Mastercard, STAR, Accel, etc.

• Decline Reason:

Identifies the decline reason for the transaction

Native Reject Code:

The reject code as received from the front-end switches.

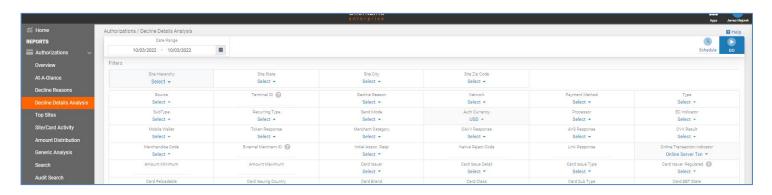
Link Response:

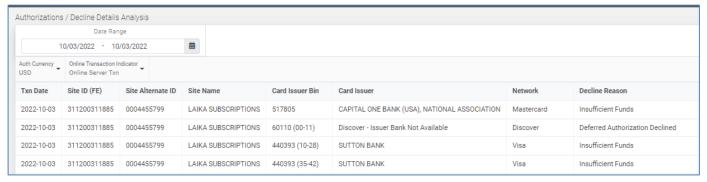
Identifies the Card network (i.e., VISA, Mastercard, Discover & AMEX) link response.

• Auth Currency:

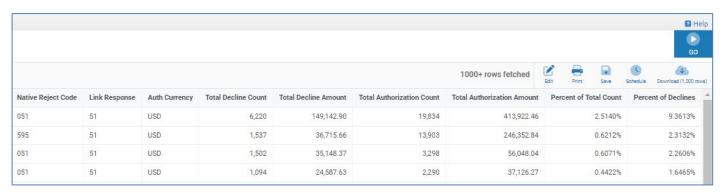
Currency code used for the transaction.

Navigation: Authorization > Decline Details Analysis > Date Range > Site Hierarchy > GO





#### Report continued below



# i Authorizations/Top Sites

This report provides the Site level metrics for a particular time range, showing the top locations based on their volume.

As with any report, one can now click on a particular Site and drill down to other available analysis option, getting more insights like what the preferred payment method or which cards is more most accepted, etc.

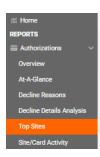
#### **Group By:**

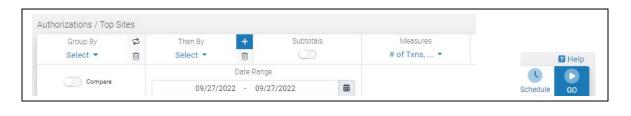
Defaulted to Site ID (FE). You can add more Group By to the list by clicking on the Plus button For the list of available Group By options, See the glossary above.

#### Filter:

Approval Status defaulted to Declined. There are filters available for you to narrow down your results. You can add additional filters by clicking the dropdown for each available Filter.

Navigation: Authorizations > Top Sites > Group By > Measures > Hierarchy > Date range > GO







# i Authorizations / Site / Card Activity

The purpose of this report is to find Account # (cards) that have been repeatedly used at a Site ID (FE). This is also called the *Multi-Authorization* report. This helps identifying any fraudulent activity at a particular location.

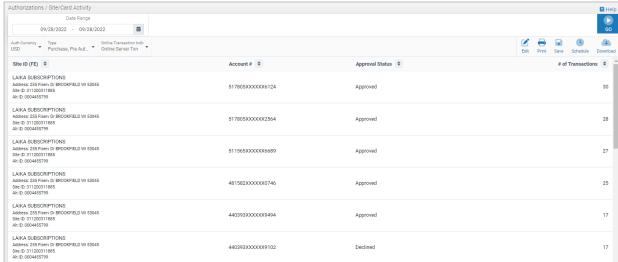
#### Filter:

There are filters available for you to narrow down your results. You can add additional filters by clicking the dropdown for each available Filter.

Navigation: Authorization > Site/Card Activity > Date Range > Hierarchy > GO

Provides: Site ID, Account #, Approval Status, # of Transactions





# i Authorizations / Amount Distribution

This report provides a view into the pricing strategy of your business. You can quickly see which price range the greatest number of transactions are coming in. When you flip the view to Amount, you will see what price range is bringing in the most revenue.

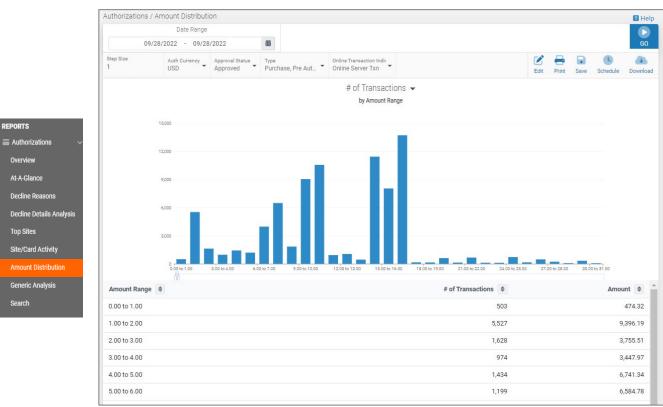
Authorizations related reports are processed for scheduling approximately after 4:00 AM EST.

You can control the Step Size of the price range. By default, it is set to 1, but depending on your business you can change it to get a better view of the analysis.

#### Filter:

Step Size defaulted to 1 and Approval Status defaulted to Approved. There are filters available for you to narrow down your results. You can add additional filters by clicking the dropdown for each available Filter.

Navigation: Authorization > Amount Distribution > Date Range > Hierarchy > GO



#### ¡ Authorizations / Generic Analysis

Generic Analysis report is a scratch pad for doing all sorts of analysis. All the other reports, besides a few exceptions, are derivations of Generic Analysis. With the below available analysis options, one can pivot by 5 dimensions and narrow down the results using one of the many filters that are available.

Generic Analysis report options are - Group By, Filter, Compare and Time Trend.

#### Group By:

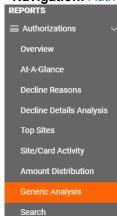
Defaulted to All. You can add more Group By to the list by clicking on the Plus Sign icon. For the list of available Group By options, see the glossary above.

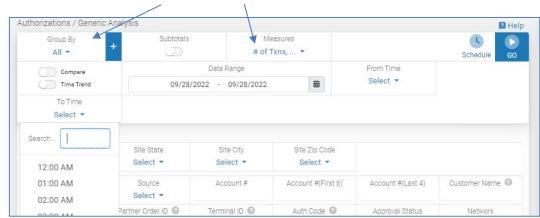
#### Filter:

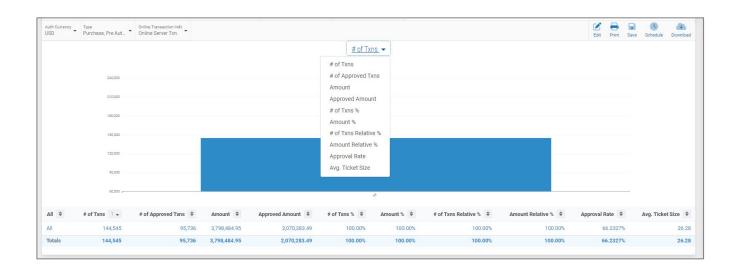
Type defaulted to Purchase & Pre Auth-Complete, Currency defaulted to your main processing currency. There are filters available for you to narrow down your results. You can add additional filters by clicking the dropdown for each available Filter.

Compare and Time Trend analysis is available. Please click on the pencil or edit icon.

Navigation: Authorization > Generic Analysis > Group By > Measures > Hierarchy > Date range > GO







#### ¡ Authorizations / Search

Authorizations refers to the transactions as soon as they are received by the receiving end point. An authorization can either be Approved or Declined. There are many fields available within an Authorization, and this report allows you to select and order them as per your needs. There are multiple filter options available to help you generate your desired transaction list.

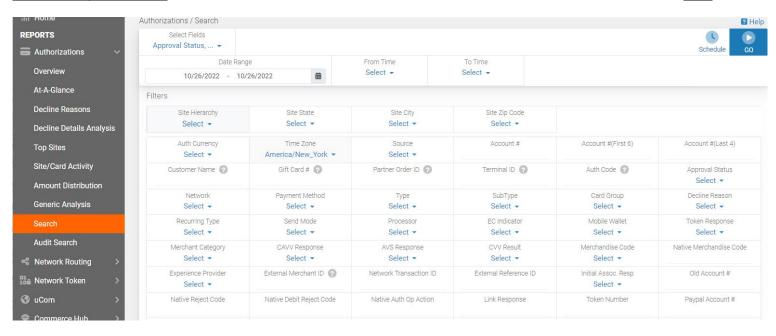
- There are many details associated with the transaction that will determine where the authorization is ultimately routed to. The transaction details are captured in this report.
- Approved authorizations are generally sent for settlement purposes over to the network. Those transactions are part of the *Settlement* details report.

NOTE: The search results will display 1,000 records on screen but can be ran *One Time* or *Scheduled Daily* to get the full search results.

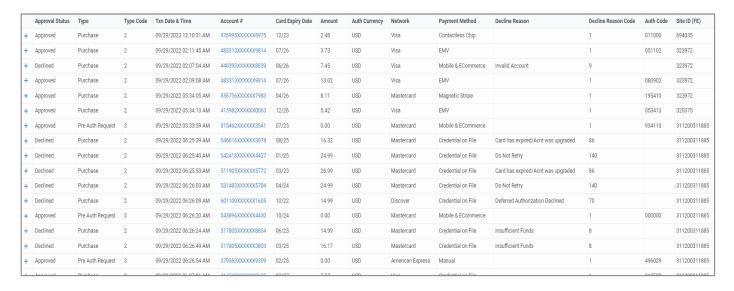
The Search report includes the following. Select Fields:

#### Filter:

There are filters available for you to narrow down your results. You can add additional filters by clicking the dropdown for each available Filter.

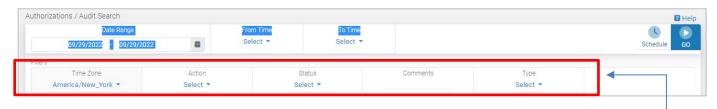


Navigation: Authorization > Search > Select Fields > Hierarchy > GO (results are dependent on selected data)



# i Authorizations / Audit Search

Navigation: Authorization > Date > From Time > To Time > Hierarchy > Filters > GO



Actions: Authorize, Captures, Open Refund, Purchase, Refund, Unknown, Verification, Void

Status: Failure, Success, Unknown

**Type:** Activate, Balance Inquiry, Cancellation, Freeze Acct, Mail Auth, Pre-Auth Complete, Pre-Auth Reguest, Purchase, Return, Return Retrieval, Reversal, Totals.

#### Available fields for AUDIT SEARCH REPORT

Label	ID	Description				
Action Code	au_transactionActionKey	Action taken on transaction by corporate user (i.e., void/refund'). (Code)				
Response Code	au_responseCode	API response code (i.e., FAILED/PASSED) of request by corporate user while trying to modify a transaction.				
Status Code	au_actionStatusKey	Status ( i.e., success/failure) of request by corporate user while trying to modify a transaction. (Code)				
Action	au_transactionAction	Action taken on transaction by corporate user (i.e., void/refund').				
Merchant Reference Number	au_merchantReferenceNumber	Merchant reference number.				
Status	au_actionStatus	Status ( i.e., success/failure) of request by corporate user while trying to modify a transaction.				
Response Text	au_responseText	API response detailed message of request by corporate user while trying to modify a transaction.				
User Id	au_userID	Identifies the corporate user id who modified a transaction.				
Comments	au_comments	User defined comments, placeholder to add some notes for the action performed.				
External Transaction Id	au_externalTransactionId	External transaction ID.				
Commerce Hub MID	au_commerceHubMid	Commerce Hub MID.				
Date of Action	au_createTimeEpoch	Describes the timestamp when action was taken on transaction by corporate user.				
Request Amount	au_requestAmount	Requested amount by corporate user while trying to modify a transaction.				
Virtual Termina Adapter	au_vtAdapter	Virtual Terminal Adapter ( i.e., uCom/Buypass/CommerceHub/Payeezy).				
Refund Method	au_refundMethod	Transaction Method ( i.e., Card/Token/Telecheck).				
Approved Amount	au_approvalAmount	Approved amount for corporate user's request while trying to modify a transaction.				
Refund Method Code	au_refundMethodKey	Transaction Method ( i.e., Card/Token/Telecheck). (Code)				
Virtual Terminal Adapter Code	au_vtAdapterKey	Virtual Terminal Adapter (i.e., uCom/Buypass/CommerceHub/Payeezy). (Code)				

# **Network Routing Reports**

\*Not utilized

# **Network Token Reports**

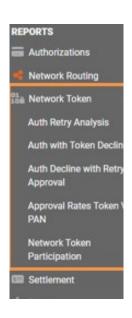
# **Auth Retry Analysis**

This report provides an Auth Retry Analysis for Network Token transactions Available measures:

- # of Txns
- Amount
- # of Txns %
- Amount %
- # of Txns Relative %
- Amount Relative %
- Avg. Ticket Size

#### **Group By:**

Defaulted to Network Input Indicator, Network Auth Indicator, Network Token Retry Attempt

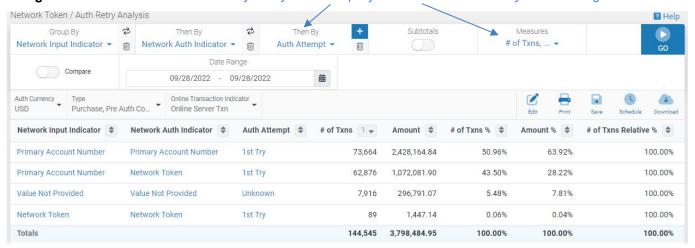


#### Filter:

Type defaulted to Purchase, Pre-Auth Complete, Mail Auth. You can add additional filters by clicking the dropdown for each available Filter.

Compare analysis is available. Please click on the pencil or edit icon.

Navigation: Network Token > Auth Retry Analysis > Group By > Measures > Hierarchy > Date Range > GO



# Auth with Token Decline

This report provides a Decline Analysis for Network Token transactions.

Available measures:

- # of Txns
- Amount
- # of Txns %
- Amount %
- # of Txns Relative %
- Amount Relative %
- · Avg. Ticket Size

#### Group By:

Defaulted to Card Brand, Network Auth Indicator, Approval Status

#### Filter:

Approval Status defaulted to Declined

Type defaulted to Purchase, Pre-Auth Complete, Mail Auth

Network Auth Indicator defaulted to Network Token

Card Brand defaulted to Visa, Mastercard, Discover, American Express.

You can add additional filters by clicking the dropdown for each available Filter.

Compare: analysis is available. Please click on the pencil or edit icon.

Navigation: Network Token > Auth with Token Decline > Date Range > Group By > Measures > GO



### i Auth Decline with Retry Approval

This report provides Auth Decline with Retry Approval details for Network Token transactions.

Available measures:

- # of Txns
- Amount
- # of Txns %
- Amount %
- # of Txns Relative %
- Amount Relative %
- · Avg. Ticket Size

#### Group By:

Defaulted to Card Brand, Network Auth Indicator, Approval Status, Auth Attempt

#### Filter:

Approval Status defaulted to Declined

Type defaulted to Purchase, Pre-Auth Complete, Mail Auth

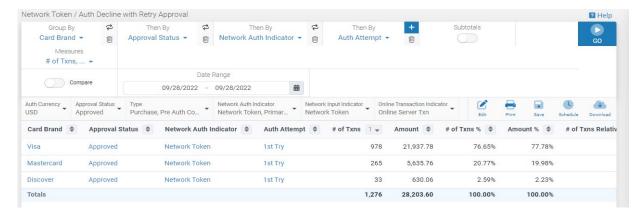
Network Auth Indicator defaulted to Network Token

Card Brand defaulted to Visa, Mastercard, Discover, American Express.

You can add additional filters by clicking the dropdown for each available Filter.

**Compare** analysis is available. Please click on the pencil or edit icon.

Navigation: Network Token > Auth Decline with Retry Approval > Date Range > Group By > Measures > GO



# Approval Rates Token vs PAN

This report provides details for Approval Rates Token vs PAN for Network Token transactions.

#### Available measures:

• # of Txns

- Amount
- # of Txns %
- Amount %
- # of Txns Relative %
- Amount Relative %
- · Avg. Ticket Size

#### Group By:

Defaulted to Card Brand, Network Auth Indicator, Approval Status, Auth Attempt

#### Filter:

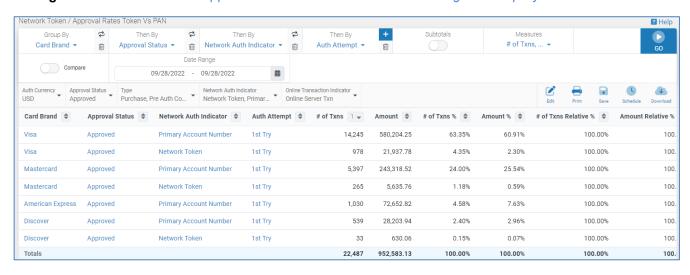
Approval Status defaulted to Approved

Card Brand defaulted to Visa, Mastercard, Discover, American Express.

You can add additional filters by clicking the dropdown for each available Filter.

**Compare:** analysis is available. Please click on the pencil or edit icon.

Navigation: Network Token > Approval Rates Token vs PAN > Date Range > Group By > Measures > GO



### Network Token/Network Token Participation

This report provides a Summary Report for Network Token transactions. Available measures:

- # of Txns
- Amount
- # of Txns %
- Amount %
- # of Txns Relative %
- Amount Relative %
- Avg. Ticket Size

#### Group By:

Defaulted to Network Token Offering Type

#### Filter:

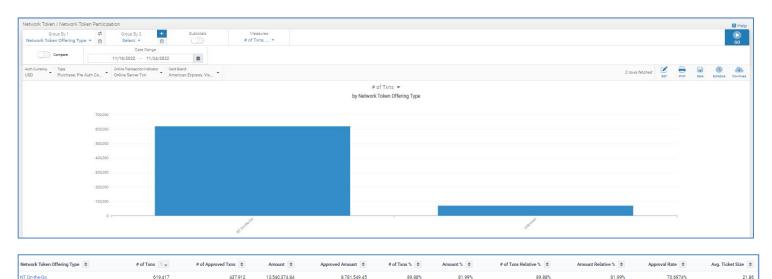
Approval Status defaulted to Approved

Card Brand defaulted to Visa, Mastercard, Discover, American Express.

You can add additional filters by clicking the dropdown for each available Filter.

Compare: analysis is available. Please click on the pencil or edit icon.

Navigation: Network Token > Network Token Participation > Date Range > Group By > Measures > GO



10.12%

18.01%

10.12%

18.01%

99 1956%

42.64

2 948 590 94

# Gift Card Reports

69 744

69,183

2,973,602.25

# i Gift Card/Transaction/Net Summary

The Net Summary report provides summarized counts & amounts for all successful financial transaction types (Activation, Redemption, Reload, Adjustments, Fees etc.) Voids, reversals, and re-instatement transactions are combined and calculated into the transaction type amounts to produce the Net totals. Data is available back to the inception of your gift card program and you can select various date ranges, Fiscal periods (if Fiscal calendar is present) or Life to Date options to summarize your gift card data.

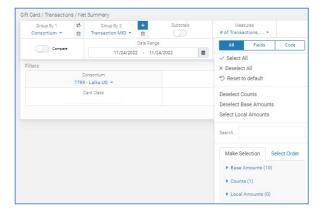
**Group By** is defaulted to Consortium. You can add more Group By to the list by clicking on the plus sign. For the list of available Group By options, click the Help button.

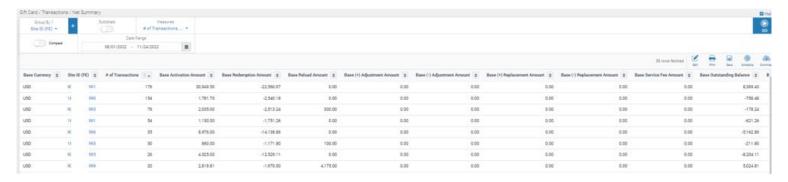
#### Measures can be Selected or refined

**Filter:** There are filters available for you to narrow down your results. You can add additional filters by clicking on each Filter Dropdown

**Compare:** analysis is available. Please click on the pencil or edit icon.

Navigation: Gift Card > Transaction > Net Summary > Date Range > Group By > Measures > Hierarchy > GO





#### Gift Card/Transaction/Gross Summary

This is the same report as the Gift Card/Transaction/Net Summary See above for example

# ¡ Gift Card/Transaction/Aging

The Transaction Aging report provides merchant level summarized counts & amounts for all successful financial transaction types (Activation, Redemption, Reload, Adjustments, Fees etc.) with current details on a specific date. It displays activation year and transaction year information. Voids, reversals, and re-instatement transactions are combined and calculated into the transaction type amounts to produce the Net totals. Data is available back to the inception of your gift card program.

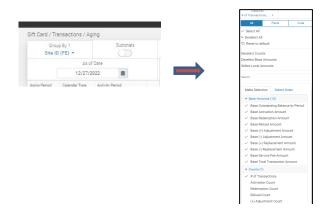
**Group By** is defaulted to Consortium. You can add more Group By to the list by clicking on the plus sign. For the list of available Group By options, click the Help button.

#### Measures can be Selected or refined

**Filter:** There are filters available for you to narrow down your results. You can add additional filters by clicking on each Filter Dropdown

**Compare:** analysis is available. Please click on the pencil or edit icon.

Navigation: Gift Card > Transaction > Aging > Date > Group By > Measures > Hierarchy > GO





#### Gift Card/Transaction/Search

Gift Card Transaction refers to the GC transactions as soon as they are received by the receiving end point. A GC Transaction can either be an Activation, Redemption or Balance inquiry. There are many fields available within a GC transaction and this

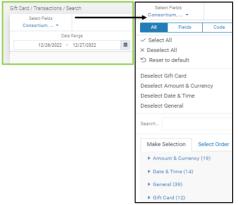
report allows you to select and order them as per your needs. There are multiple filter options available to help you generate your desired GC transaction list.

• There are many details associated with the transaction.

The Search report includes the following. Select Fields:

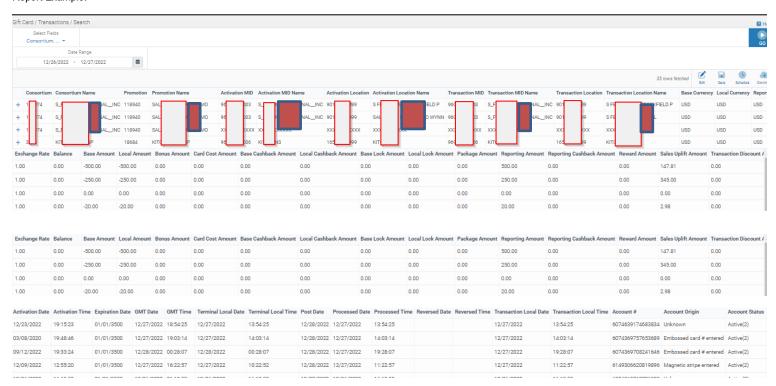
**Filter:** There are filters available for you to narrow down your results. You can add additional filters by clicking the dropdown for each available Filter.

Navigation: Gift Card > Transaction > Search > Date > Fields > Hierarchy > GO



Once the Fields have been selected, click **GO** to produce the report

#### Report Example:

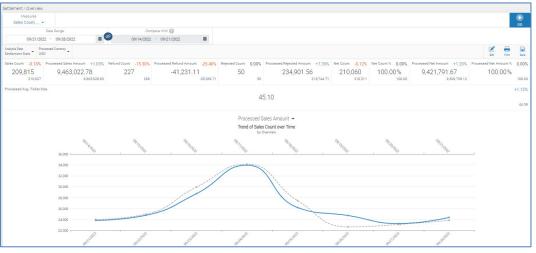


# **Settlement Reports**

# Settlement / Overview

Navigation: Settlement > Overview > Measures > Hierarchy > Date Range > GO





### ¡ Settlement / At-A-Glance

This report provides an overview across multiple dimensions in one unified view. This is a quick way to get a view across many dimensions. You can utilize the generic analysis reports to drill into specific dimensions and further analyze the data.

Settlement is broken by:

#### · Network:

The authorizer where the payment transaction was executed. For example: Visa, Mastercard, STAR, Accel, etc.

#### • Card Issue Type:

The type of card that was used for payment. The different card types are Credit, Debit or Prepaid.

#### • Card Issuer:

The issuing bank of the card used. We only show top 25 based on the # of Txns. Available measures:

#### Counts

- Sales Count (preselected)
- Sales Count %
- Refund Count (preselected)
- Refund Count %
- · Net Count (preselected)
- Net Count % (preselected)

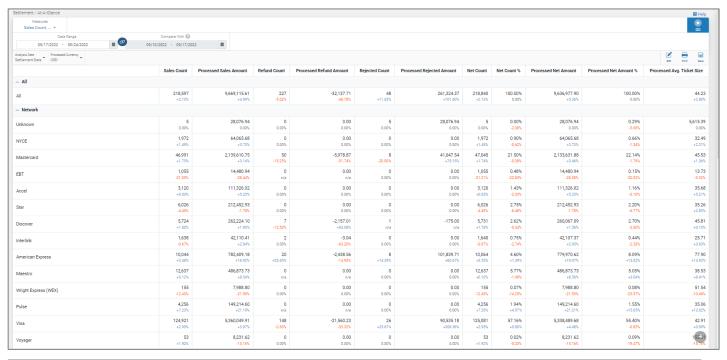
#### **Processed**

- Processed Sales Amount (preselected)
- Processed Sales Amount %
- Processed Refund Amount (preselected)
- Processed Refund Amount %
- Processed Rejected Amount % (preselected)
- Processed Rejected Amount %
- Processed Net Amount (preselected)
- Processed Net Amount % (preselected)
- Processed Avg. Ticket Size (preselected)
- · Processed Surcharge Amount
- Processed Surcharge Count
   Processed IC Amount
- Processed IC Amount
   Processed Switch Amount
- Processed Admin Amount
- Processed Acquirer Amount
- Processed Cross Border Amount
- Processed Infrastructure amount
- · Processed ISA Amount
- Processed Network Security Amount

# Submitted

- Submitted Sales Amount
- Submitted Sales Amount %
- Submitted Refund Amount
- Submitted Refund Amount %
- Submitted Rejected Amount
- Submitted Rejected Amount %
- Submitted Net Amount
- Submitted Net Amount %
- Submitted Avg. Ticket Size
- Submitted Surcharge Amount

Navigation: Settlement > At-A-Glance > Measures > Hierarchy > Date Range > GO





#### Settlement/Top Sites

This report provides the Site level metrics for a particular time range, showing the top locations based on their volume.

As with any report, one can now click on a particular Site and drill down to other available analysis option, getting more insights like, what is the preferred payment method or which cards more most accepted, etc.

#### Group By:

Defaulted to Site ID (BE. You can add more Group By to the list by clicking on the plus icon.

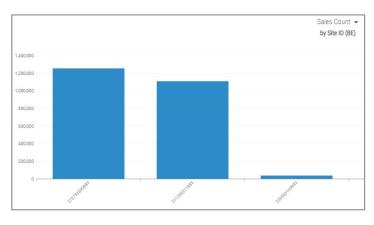
#### Filter:

There are filters available for you to narrow down your results. You can add additional filters by clicking the dropdown for each available Filter.

**Compare:** analysis is available. Please click on the pencil or edit icon.

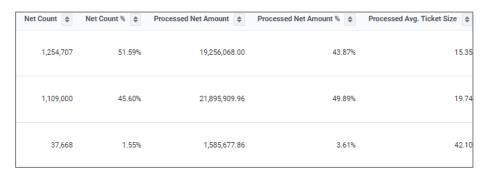
Navigation: Settlement > Top Sites > Measures > Hierarchy > Date Range > GO

All Fields Code



Site ID (BE)	Sales Count 1 🔻	Processed Sales Amount	Refund Count   \$	Processed Refund Amount (*)	Rejected Count 🛊	Processed Rejected Amount
LAIKA ONLINE Address: 1900 Abbey Rd CHARLOTTESVILLE VA 22911 Site ID: 372793590889 Alt ID: 0004455677	1,254,707	19,256,068.00	0	0.00	0	0.00
LAIKA SUBSCRIPTIONS Address: 255 Fiserv Dr BROOKFIELD WI 53045 Site ID: 311200311885 Alt ID: 0004455799	1,109,000	21,895,909.96	0	0.00	14	6,347.00
LAIKA STORE #1 Address: 4000 Executive Pkwy SAN RAMON CA 94583 Site ID: 226003169993 Alt ID: 0004455699	37,668	1,585,677.86	0	0.00	0	0.00

#### Report continued below



# Settlement/Amount Distribution

Amount Distribution report provides a view into the pricing strategy of your business. You can quickly see, for which price range, the most number of transactions are coming in. When you flip the view to Amount, you will see what price range is bringing in the most revenue.

You can control the Step Size of the price range. By default, it is set to 1, but depending on your business you can change it to get a better view of the analysis.

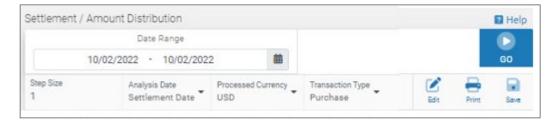
# **Group By:**

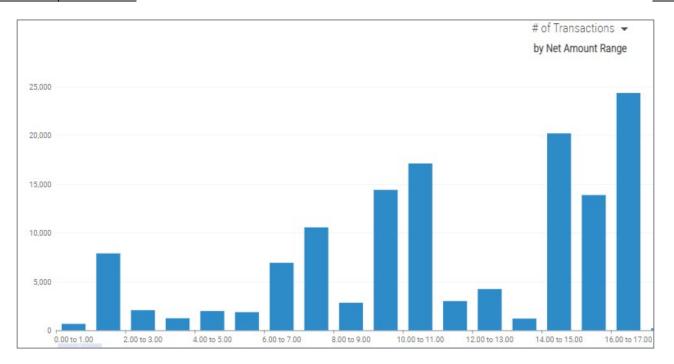
No Group By options are provided as this report has predetermined fixed group by criteria.

#### Filter:

Step Size defaulted to 1. There are filters available for you to narrow down your results. You can add additional filters by clicking the dropdown for each available Filter.

Navigation: Settlement > Amount Distribution > Hierarchy > Date Range > GO





Net Amount Range 💠	# of Transactions 😩	Amount 💠
0.00 to 1.00	667	629.50
1.00 to 2.00	7,902	13,613.49
2.00 to 3.00	2,075	4,741.54
3.00 to 4.00	1,243	4,436.01
4.00 to 5.00	1,988	9,309.54

# Settlement / Network Fraud Alert / Generic Analysis

The report provides the information fraudulent Transaction provided by the Associations. Some of the information detailed in the report are *Fraud Type*, *Sub Type*, *Auth Date*, *Reference Number*, etc.

### Group By:

Defaulted to All. You can add more Group By to list by clicking on the plus sign icon. For the list of available Group By options, see the glossary above.

### Filter:

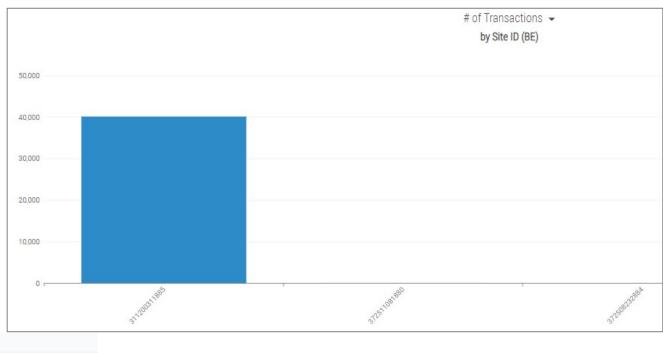
Analysis Date defaulted to Report Date. There are filters available for you to narrow down your results You can add additional filters by clicking the dropdown for each available Filter.

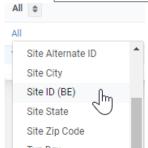
**Compare:** analysis is available. Please click on the pencil or edit icon.

Navigation: Settlement > Network Fraud Alert > Group By > Hierarchy > Date Range > GO









# Select Site ID for greater details



# Settlement / Network Fraud Alert / Search

The report provides the information fraudulent Transaction level details provided by the Associations. Some of the information detailed in the report are *Fraud Type*, *truncated Card Number*, *Auth Date*, *Reference Number*, etc.

#### Group By:

Defaulted to All. You can add more Group By to the list by clicking on the plus sign icon. For the list of available Group By options, see the glossary above.

#### Filter:

Analysis Date defaulted to **Reported Date**. There are filters available for you to narrow down your results. You can add additional filters by clicking the dropdown for each available Filter.

**Compare:** analysis is available. Please click on the pencil or edit icon.

Navigation: Settlement > Network Fraud Alert > Search > Select Fields > Hierarchy > Date Range > GO



	Site ID (BE)	Account #	Account #(First 6)	Account #(Last 4)	Auth Code	Auth Date	Bin ID	Currency	EC Indicator	Fraud Sub Type	Fraud Type	Processor	Reference Number	Reported Date
+	311200311885	521997XXXXXX3149	521997	3149		08/28/2022	286018	USD	24	N	06	North	55131582240091507031690	09/05/2022
+	311200311885	517805XXXXXX0554	517805	0554		08/02/2022	366039	USD	24	N	00	North	55131582214091503011904	09/05/2022
+	311200311885	542418XXXXXX8065	542418	8065		04/17/2022	396539	USD	91	N	06	North	55131582107091503073367	09/05/2022
+	311200311885	542418XXXXXX5416	542418	5416		07/05/2022	396539	USD	91	N	06	North	55131582186091505097830	09/05/2022

Click the plus sign to see additional Transaction details



# i Settlement / Debit Suspense / Generic Analysis

Provides the transaction details which are not settled. Those transactions we get as Debit Suspense and it will stay for 4 days cycle. Normally, transactions will be settled in 4 days but till that time we treat them as Suspense.

# **Group By:**

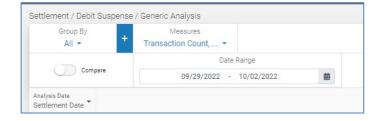
Defaulted to All. You can add more Group By to the list by clicking on the plus sign icon. For the list of available Group By options, see the glossary above.

#### Filter:

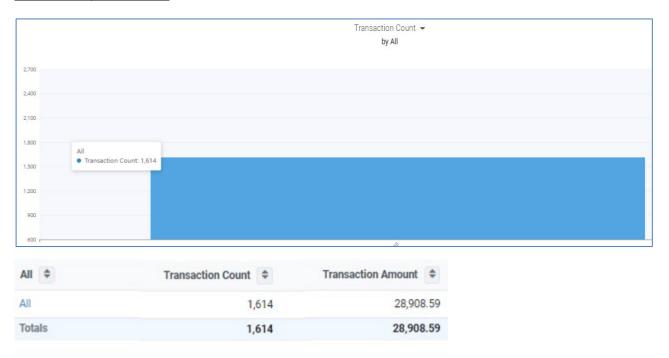
Analysis Date defaulted to **Reported Date**. There are filters available for you to narrow down your results. You can add additional filters by clicking the dropdown for each available Filter.

**Compare:** analysis is available. Please click on the pencil or edit icon.

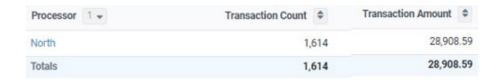
Navigation: Settlement > Debit Suspense > Generic Analysis > Group By > Measures > Hierarchy > Date Range > GO







Click the All button to select additional parameters to refine the data. Example Processor. For the list of available Group By options, click of the Help button



#### Settlement / Debit Suspense / Search

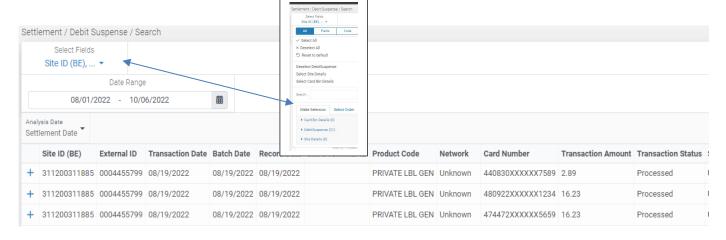
Navigation: Settlement > Debit Suspense > Search > Select Fields > Hierarchy > Date Range > GO

Provides the transaction details which are not settled. Those transactions we get as Debit Suspense and it will stay for 4 days cycle. Normally, transactions will be settled in 4 days but till that time we treat them as Suspense. The search results will display 1,000 records on screen but can be ran One Time or scheduled Daily to get the full search results.

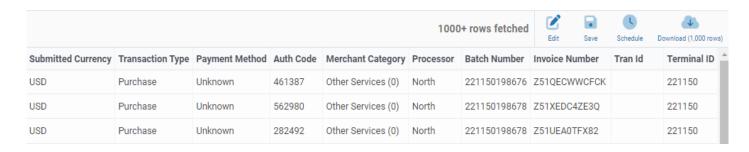
The Search report includes the following.

Select Fields: functionality that one can use to customize the output of the Search result

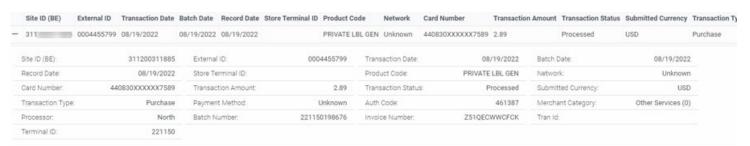
**Filter:** There are filters available for you to narrow down your results. You can add additional filters by clicking the dropdown for each available Filter.







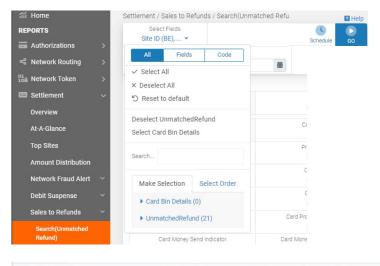
Click on the Plus sign for more transaction details.

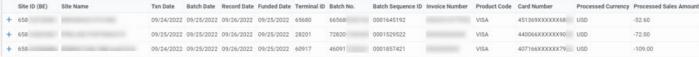


311200311885

# i Settlement/Sales to Refunds/Search (Unmatched Refunds)

Navigation: Settlement > Sales to Refunds > Unmatched Refund > Select Fields > Hierarchy > Date Range > GO





#### Second half of report:

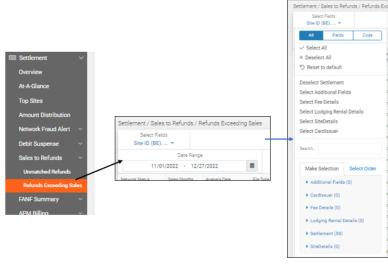


Click the plus sign to view transaction details



# Settlement / Sales to Refunds/Refunds Exceeding Sales

Navigation: Settlement > Sales to Refunds > Refunds Exceeding Sales > Select Fields > Hierarchy > Date Range > GO



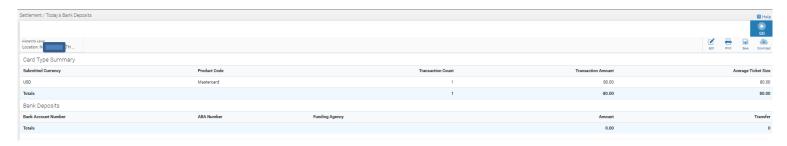


# i Settlement / Today's Bank Deposits

Navigation: Settlement > Today's Bank Deposits > Hierarchy > GO



#### Enter a merchant number and click Go



# Settlement / Generic Analysis

Generic Analysis report options are:

#### Group By:

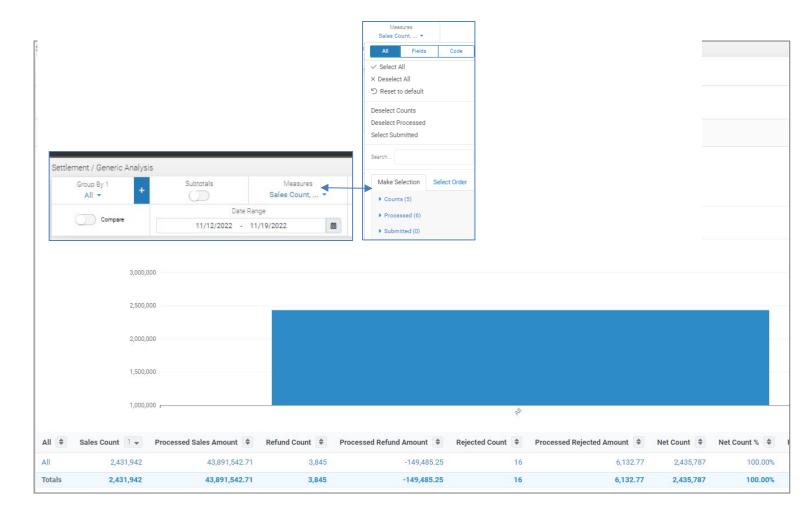
Defaulted to All. You can add more Group By to the list by clicking on the plus sign icon.

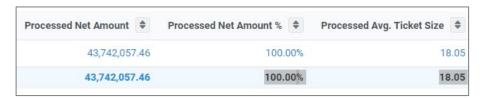
#### Filter:

Analysis Date defaulted to Settlement date; Processed Currency defaulted to your main processing currency. There are filters available for you to narrow down your results. You can add additional filters by clicking the dropdown for each available Filter.

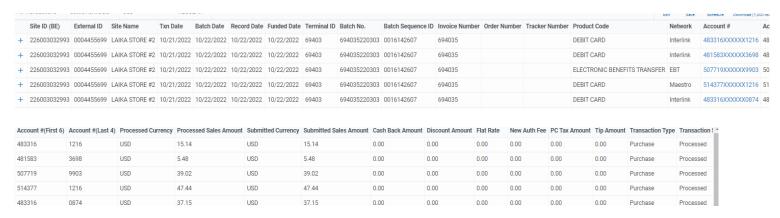
**Compare:** analysis is available. Please click on the pencil or edit icon.

Navigation: Settlement > Generic Analysis > Group By > Measures > Hierarchy > Date Range > GO

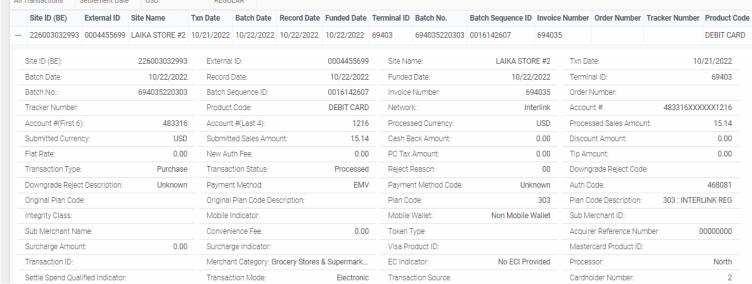




Click on a hyperlink such as Sales Count to reveal the Settlement Search screen and view additional details. See below for report example



Click on a plus sign to view additional information related to the transaction



### **Settlement Search**

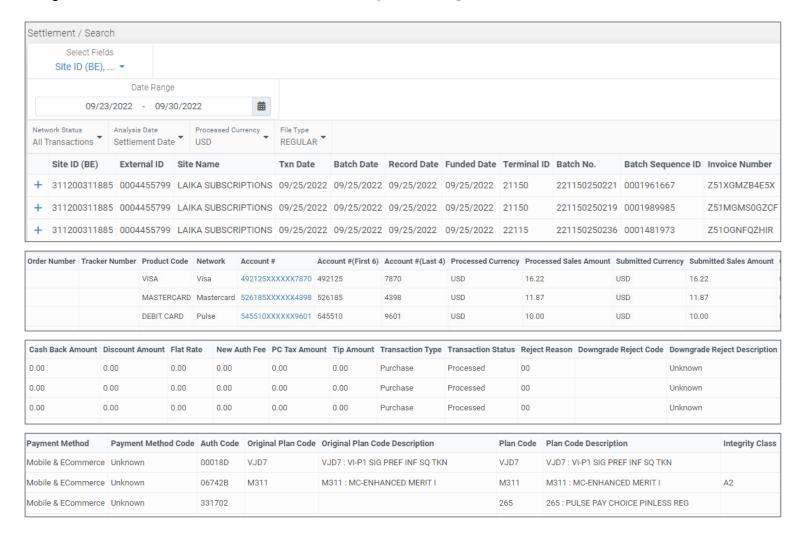
Settlement Search report allows one to search for a group of settlements based on the filters applied on the various attributes of the Settlement record. Along with the Settlement related data, we are also merging the Funding information within the Settlement record itself. The Funding details are applied to the Settlement record when they are available. The search allows you to retrieve the records based on either Settlement Date or Funded Date or when the Authorization happened, so on and so forth. Late Cut Settlement records can also be retrieved using the File Type filter.

The search results will display 1,000 records on screen but can be ran One Time or scheduled Daily to get the full search results. The Search report includes the following.

Select Fields: functionality that one can use to customize the output of the Search result

**Filter:** Network Status is defaulted to All Transactions, Analysis Date is defaulted to Settlement Date and File Type is defaulted to REGULAR. There are filters available for you to narrow down your results. You can add additional filters by clicking the dropdown for each available Filter.

Navigation: Settlement > Search > Select Fields > Hierarchy > Date Range > GO



## **Chargebacks Reports**

#### ¡ Chargebacks / Generic Analysis

Chargeback processing in your back office can be tedious, time consuming and overwhelming. This general analysis lets you analyze chargebacks over multiple dimensions

Below are some useful reports that can be configured to analyze different dispute scenarios

- To analyze the Top Dispute Reasons, choose Dispute Reason as the analysis type and choose the time range
- To analyze the Lifecycle Status of the chargeback, choose Chargeback Status as the analysis type and choose the time range
- To analyze the chargebacks Won/Lost broken down by the Dispute Reason, choose Chargeback Win/Loss as the first
  analyze by option and Dispute Reason as the second option and choose the time range.

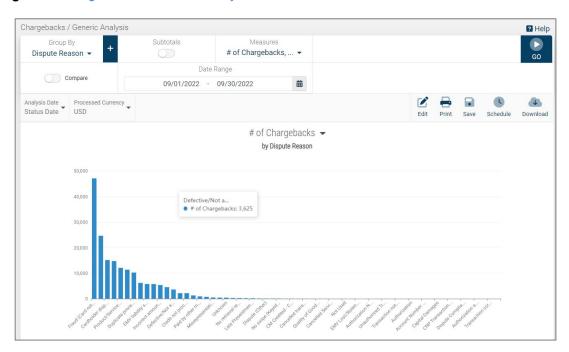
This is derivation of Generic Analysis report.

Group By: Defaulted to Dispute Reason. You can add more Group By to the list by clicking on plus sign.

**Filter:** Analysis Date defaulted to Status Date. Processed Currency defaulted to your main processing currency. You can add additional filters by clicking on dropdown

**Compare:** Allows for a Day over Day, Week or Week, Month over Month, etc. kind of comparison reports. click on the pencil or edit icon.

Navigation: Chargebacks > Generic Analysis



Chargebacks / Generic Analysis continued



### i Chargebacks/Summary

There are often questions when it comes to Chargebacks regarding, how many of them are *Financially* impacting the business, how many are *Received From or Reversed To* the Issuer or how many are *Resubmitted or Reversed* by the *Merchant*.

To answer all these questions, this Chargebacks / Summary report allows you to break down the dispute data by multiple dimensions and show the above details in a single unified row.

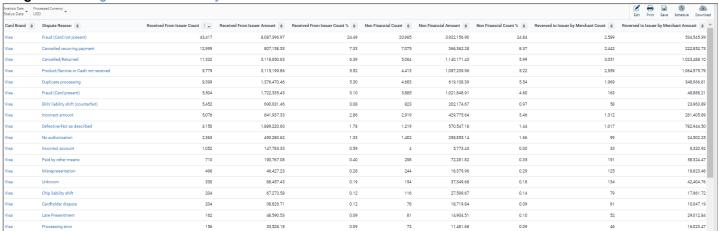
This is derivation of Generic Analysis report.

**Group By:** Defaulted to Card Brand and Dispute Reason. You can add more Group By to the list by clicking Plus sign or icon. For the list of available Groups, see he help button or glossary.

**Filter**: Analysis Date defaulted to Status Date. Processed Currency defaulted to your main processing currency. You can add additional filters by clicking on the dropdown

**Compare:** Allows for a Day over Day, Week or Week, Month over Month, etc. kind of comparison reports. analysis is available. Please click on the pencil or edit icon.

Navigation: Chargebacks > Summary > GO



### i Chargebacks / Sales to Chargeback / Generic Analysis

The purpose of the Sales to Chargeback report is to give a clear picture on a monthly basis how many sales are occurring and how many are being disputed. There are 2 other variations of the same report that allows users to manage their chargebacks and ensure they are not placed on an excessive risk program by Visa/MasterCard.

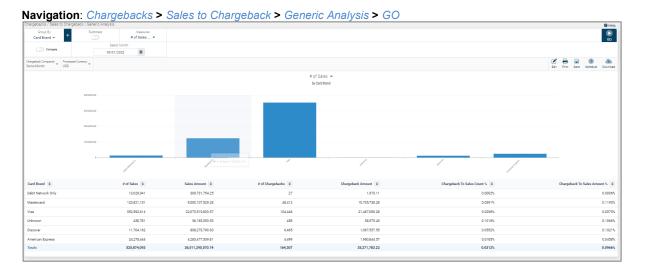
There is a report filter option Chargeback Comparison Month that lets you choose between the 2 comparison strategies. The ratios can be analyzed using multiple dimensions.

**Group By:** Defaulted to Card Brand and Dispute Reason. You can add more Group By to the list by clicking Plus sign or icon. For the list of available Groups, see he help button or glossary.

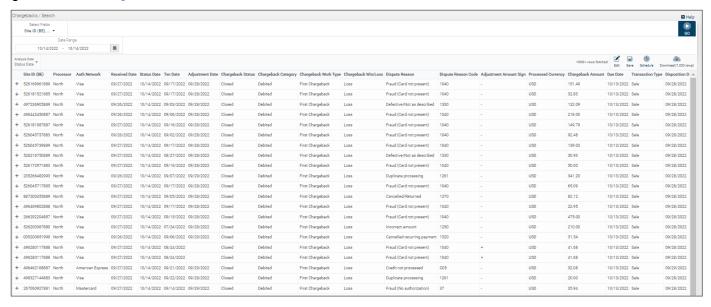
**Filter:** Chargeback Comparison Month defaulted to Same Month. Processed Currency defaulted to your main processing currency. You can add additional filters by clicking on the drop down.

**Compare analysis** is available. Click on the Pencil or edit icon.

ClientLine Enterprise - CLX v2.3



Navigation: Sales to Chargebacks > Search > GO



## i Chargebacks / Sales to Chargeback / Visa

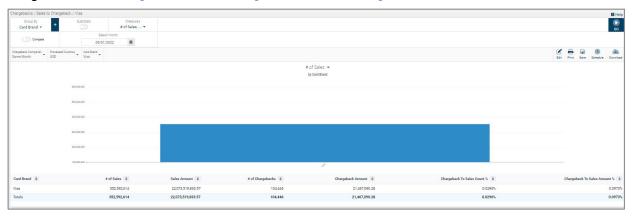
This is the Visa variation of the Sales to Chargebacks report. Here the Card Brand is limited to Visa and the Comparison Month is set to Same Month

**Group By:** Defaulted to Card Brand. You can add more Group By to the list by clicking Plus sign or icon. For the list of available Groups, see he help button or glossary.

Filter: Chargeback Comparison Month defaulted to Same Month. Processed Currency defaulted to your main processing currency. Card Brand defaulted to Visa. You can add additional filters by clicking on the dropdown.

Compare analysis is available. Click on the Pencil or edit icon.

Navigation: Sales to Chargebacks > Visa > Chargebacks > Sales to Chargeback > GO



#### Chargebacks / Sales to Chargeback / Mastercard

This is the Mastercard variation of the Sales to Chargebacks report. Here the Card Brand is limited to Mastercard, and the Comparison Month is set to Previous Month

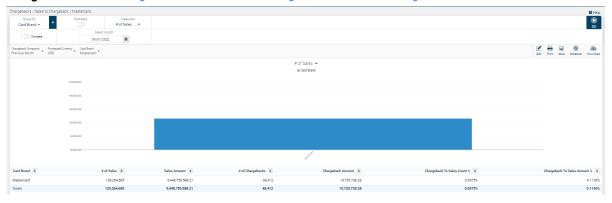
**Group By:** Defaulted to Card Brand. You can add more Group By to the list by clicking Plus sign or icon. For the list of available Groups, see he help button or glossary.

Filter: Chargeback Comparison Month defaulted to Same Month. Processed Currency defaulted to your main processing currency. Card Brand defaulted to Visa. You can add additional filters by clicking on the dropdown.

Compare analysis is available. Click on the Pencil or edit icon.

ClientLine Enterprise – CLX v2.3

#### Navigation: Sales to Chargebacks > Mastercard > Chargebacks > Sales to Chargeback > GO



#### Chargebacks / Search

A chargeback can be considered a refund since it returns specified funds taken from an account through a prior purchase. In this sense, it differs from a voided charge, which is never fully authorized for settlement. Focused on charges that have been fully processed and settled, chargebacks can often take several days for full settlement as they must be reversed through an electronic process involving multiple entities.

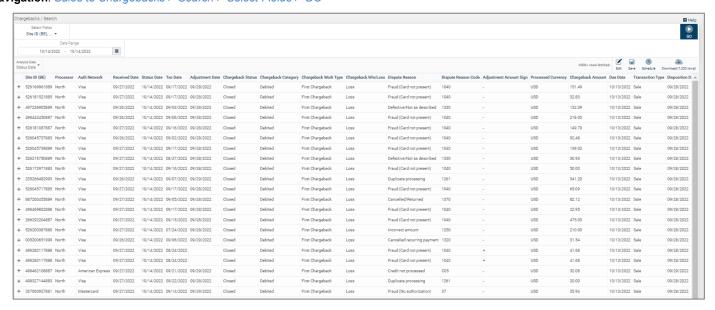
The chargeback process can be initiated by either the merchant or the cardholder's issuing bank. If initiated with a merchant the process is similar to a standard transaction; however, the funds are taken from a merchant's account and deposited with the cardholder's issuing bank. For example, a chargeback initiated by a merchant would begin with a request sent to the merchant's acquiring bank from the merchant. The acquiring bank would then contact the card's processing network to send payment from the merchant's account at the merchant bank to the cardholder's account at the issuing bank.

Select Fields: Allows report customization

#### Filter:

Analysis Date is defaulted to Status Date. There are filters available for you to narrow down your results. You can add additional filters

Navigation: Sales to Chargebacks > Search > Select Fields > GO



# **Funding Reports**

#### ¡Funding/Overview

This report provides an overview across multiple deposit types in one unified view. This is a quick way to get a view across many deposit types. You can utilize the generic analysis reports to drill into specific deposit type and further analyze the data. Deposit Types are broken by Net Sales, Adjustments, IC Charges, Service Charges, Fees, Chargebacks Reversals & Paid By Others

Navigation: Funding > Overview > select options > Date Range > GO



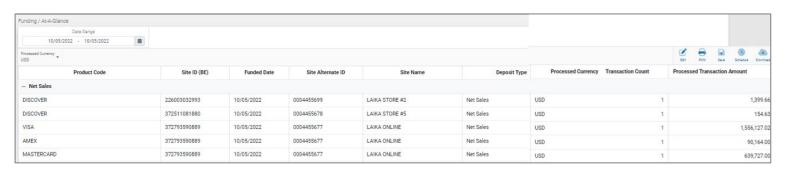
#### Funding / At-A-Glance

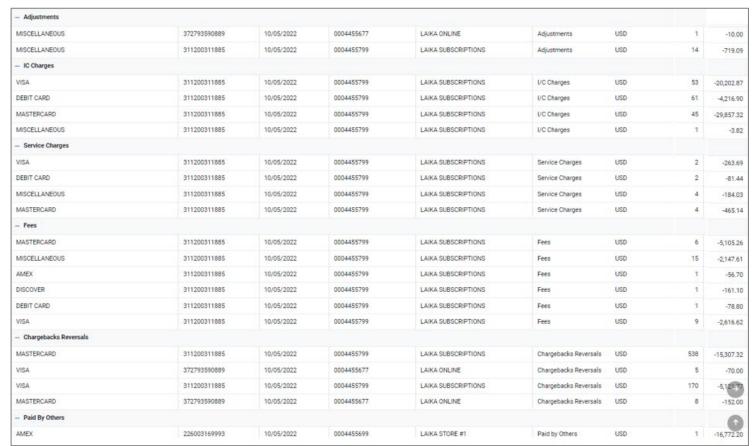
This report provides an overview across multiple deposit types in one unified view. This is a quick way to get a view across many deposit types. You can utilize the generic analysis reports to drill into specific deposit type and further analyze the data. Deposit Types are broken by Net Sales, Adjustments, IC Charges, Service Charges, Fees, Chargebacks Reversals & Paid By Others

#### Available measures:

- Product Code
- Site ID (BE)
- Funded Date
- Site Alternate ID
- Site Name
- Deposit Type
- Processed Currency
- Transaction Count
- Processed Transaction Amount

Navigation: Funding > At-A-Glance > Select options > Date Range > GO





#### Funding / Adjustments / Generic Analysis

Adjustments reports shows the detailed information of the various charges applied to the merchant. These includes Adjustments, IC Charges, Service Charges, Fees, Chargebacks Reversals

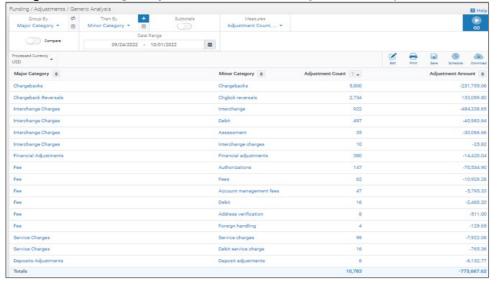
#### Generic Analysis report options are:

Group By: Defaulted to All. You can add more Group By to the list by clicking on the plus sign icon.

**Filter:** Processed Currency defaulted to your main processing currency. There are filters available for you to narrow down your results. You can add additional filters by clicking the dropdown for each available Filter

**Compare:** Allows for a Day over Day, Week or Week, Month over Month, etc. kind of comparison reports. analysis is available. Please click on the pencil or edit icon.

Navigation: Funding > Adjustments > Generic Analysis > select options > Date Range > GO



## ¡Funding/Adjustments/Search

Adjustments reports shows the detailed information of the various charges applied to the merchant. These includes Adjustments, IC Charges, Service Charges, Fees, Chargebacks Reversals.

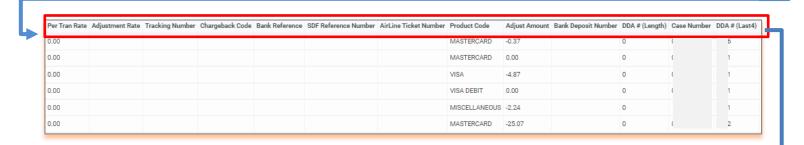
The search results will display 1,000 records on screen but can be ran One Time or scheduled Daily to get the full search results. The Search report includes the following.

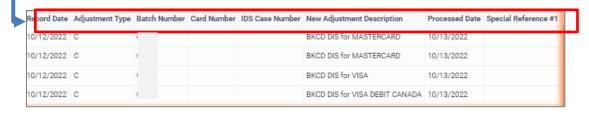
Select Fields: functionality that one can use to customize the output of the Search result

Navigation: Funding > Adjustments > Search

- > Full report displays 35 columns of funding related data (as shown below)
- > Report options can be narrowed by selecting specific criteria using the filter option.







### Funding/Withheld/Generic Analysis

This report will have the information about the merchant funds held. There are many reasons your service provider could withhold your funds. This report gives the summary of various amounts like submitted, withheld, release amounts. *Note: FSP clients only- Funds are held by the Clearing bank and not Fiserv.* 

**Group By** is defaulted to All. You can add more Group By to the list by clicking the plus sign icon. For the list of available Group By options, see the Glossary at the beginning of the document.

**Filter:** Processed Currency defaulted to your main processing currency. There are filters available for you to narrow down your results. You can add additional filters by clicking the dropdown for each available Filter.

Compare: analysis is available. Please click on the pencil or edit icon.

Navigation: Funding > Withheld > Generic Analysis

#### Provides data for:

Submitted Amount, Withheld Amount, Scheduled Release Amount, Manual Release Amount, Funds Transfer Amounts, Balance.

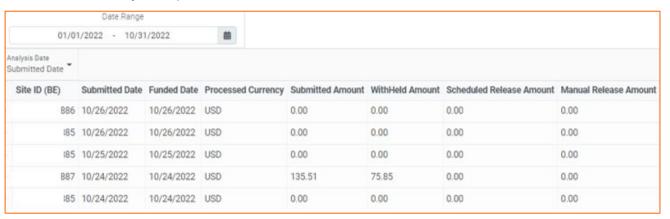


### Funding/Withheld/Search

Navigation: Funding > Withheld > Search

Report results (all fields selected)

Bank Level Summary example:



					Euit Save	acriculie Download
Funds Transfer Amount	Net Change Amount	Deposit Amount	Minimum Reserv Amount	Minimum Reserv Percent	Minimum Amount	Previous Day Ba 📤
0.00	-171.52	0.00	129.00	100.00	0.00	171.52
0.00	-160.02	0.00	0.12	100.00	0.00	160.02
160.02	0.00	0.00	160.14	100.00	0.00	160.02
0.00	0.00	75.85	75.85	100.00	0.00	0.00
160.02	0.00	0.00	160.14	100.00	0.00	160.02

#### Merchant Level Summary example:



Net Change Amount	Deposit Amount	Minimum Reserv Amount	Minimum Reserv Percent	Minimum Amount	Previous Day Balance
-171.52	0.00	129.00	100.00	0.00	171.52
0.00	0.00	300.52	100.00	0.00	171.52
0.00	0.00	300.52	100.00	0.00	171.52
0.00	0.00	300.52	100.00	0.00	171.52
0.00	0.00	300.52	100.00	0.00	171.52

#### Funding/Interchange Rejects/Generic Analysis

This report contains all the Interchange Rejects resolved as *Merchant Adjustments*. Search report mainly will have information of adjusted amount, description, reason code, reason code description, resolution date etc.

Generic Analysis report options are

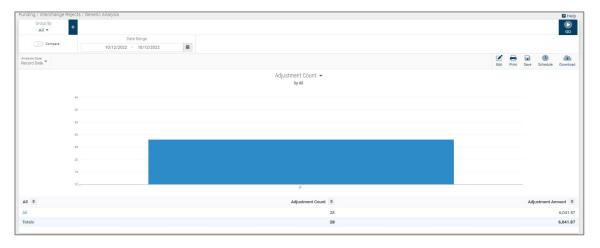
**Group By** is defaulted to All. You can add more Group By to the list by clicking the plus sign icon. For the list of available Group By options, see the Glossary at the beginning of the document.

**Filter:** Analysis Date defaulted to your Record Date. There are filters available for you to narrow down your results. You can add additional filters by clicking the dropdown for each available Filter.

**Compare:** analysis is available. Please click on the pencil or edit icon.

Navigation: Funding > Interchange Rejects > Generic Analysis

Provides data for: Adjustment Count, Adjustment Amount



## Funding / Interchange Rejects / Search

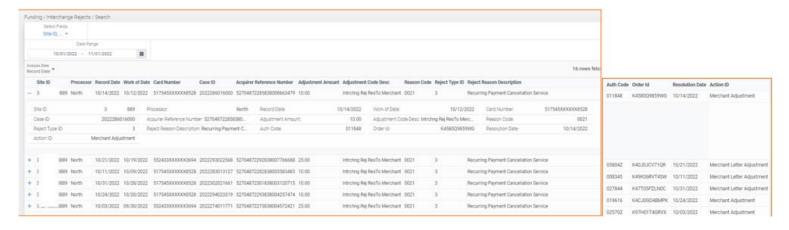
This report contains all the Interchange Rejects resolved as *Merchant Adjustments*. Search report mainly will have information of adjusted amount, description, reason code, reason code description, resolution date etc.

Select Fields: functionality that one can use to customize the output of the Search result

**Filter:** Network Status is defaulted to All Transactions, Analysis Date is defaulted to Settlement Date and File Type is defaulted to REGULAR. You can add additional filters by clicking on the dropdown

Navigation: Funding > Interchange Rejects > (leave as All or select fields optional) > Search > GO Click the plus sign in front of each line for additional details

Bank level example report: All Fields were selected. There are 2 screenshots for the entire report.



#### Funding/Generic Analysis

Generic Analysis report is a scratch pad for doing all sorts of analysis. All the other reports, besides a few exceptions, are derivations of Generic Analysis. With the below available analysis options, one can pivot by 5 dimensions and narrow down the results using one of the many filters that are available.

#### Generic Analysis report options are:

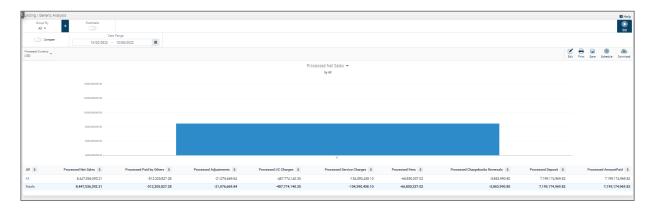
**Group By** is defaulted to All. You can add more Group By to the list by clicking the plus sign icon. For the list of available Group By options, see the Glossary at the beginning of the document.

**Filter:** Analysis Date defaulted to Settlement Date, Processed Currency defaulted to your main processing currency. Add additional filters by clicking on the dropdown.

Compare: analysis is available. Please click on the pencil or edit icon.

Navigation: Funding > Generic Analysis

**Provides data for:** Processed Net Sales, Processed Paid by Others, Processed Adjustments, Processed I/C Charges, Processed Service Charges, Processed Fees, Process Chargebacks Reversals, Processed Deposit, Processed Amount Paid.



#### Funding/Search

Funding Search report allows one to search for a group of funding based on the filters applied on the various attributes of the Funding record. The search results will display 1,000 records on screen but can be ran One Time or scheduled Daily to get the full search results.

The Search report includes the following.

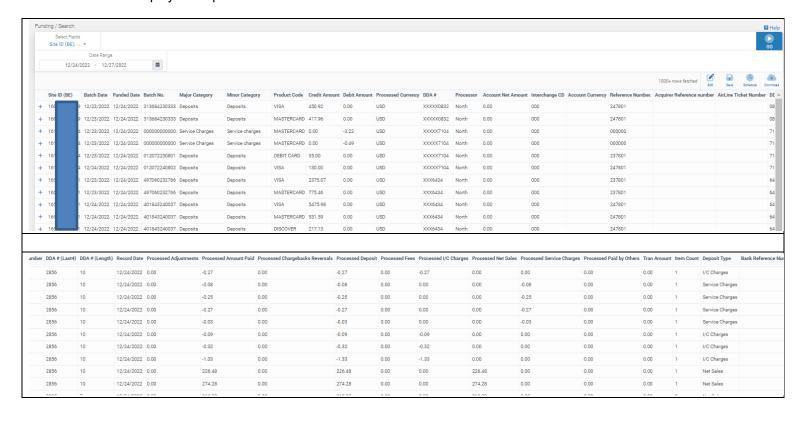
Select Fields: functionality that one can use to customize the output of the Search result

Filter: Network Status is defualted to All Transactions, Analysis Date is defautled to Settlement Date and File Type is defaulted to REGULAR

You can add additional filters by chicking on dropdown

Navigation: Funding > Search

2 Screenshots to display the report



## **Retrievals Reports**

## ¡ Retrievals / Generic Analysis

While there are many reasons an issuing bank may send a retrieval request, the notification process can be quite simple. The Retrievals selection will help you facilitate the process of retrieving and fulfilling sales draft requests. In some instances, unanswered retrieval requests can result in a chargeback being initiated by the issuing bank.

Often called *soft chargebacks*, retrieval requests simply indicate that a consumer wants more information about a transaction

#### Group By:

Analysis Date defaulted to Status Date. Processed Currency defaulted to your main processing currency. There are filters available for you to narrow down your results. You can add additional filters.

The Search report includes the following:

Select Fields: functionality that one can use to customize the output of the Search result

**Compare:** analysis is available. Please click on the pencil or edit icon.

Navigation: Retrievals > Generic Analysis



## Retrievals/Search

While there are many reasons an issuing bank may send a retrieval request, the notification process can be quite simple.

The Retrievals selection will help you facilitate the process of retrieving and fulfilling sales draft requests. In some instances, unanswered retrieval requests can result in a chargeback being initiated by the issuing bank.

Often called *soft chargebacks*, retrieval requests simply indicate that a consumer wants more information about a transaction or purchase

The Search report includes the following:

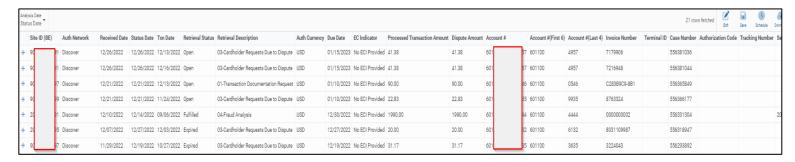
Select Fields: functionality that one can use to customize the output of the Search result

### Filter:

Analysis Date is defaulted to Status Date. There are filters available for you to narrow down your results. You can add additional filters.

Navigation: Retrievals > Search





## **Fees Reports**

## Fees/Settlement Fee Search

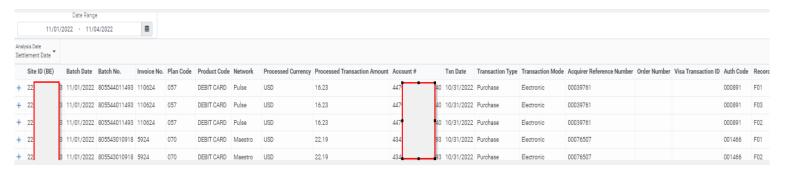
Generic Analysis report options are

Group By: Defaulted to All. You can add more Group By to the list by clicking on the plus sign icon

Select Fields: functionality that one can use to customize the output of the Search result

**Filter:** Analysis Date is defaulted to Status Date. There are filters available for you to narrow down your results. You can add additional filters.

Navigation: Fees > Settlement Fee Search



### Fees / Visa Fee / Generic Analysis.

Visa's Misuse of Authorization Fee. The Misuse of Authorization Fee is an assessment charge that Visa imposes on transactions that don't follow proper authorization procedures. Sometimes called *ghost authorizations*, misused authorizations are transactions that are neither settled nor reversed properly

Generic Analysis report options are

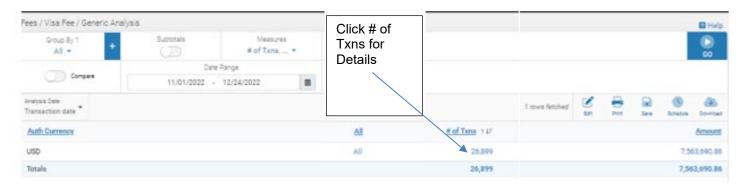
Group By: Defaulted to All. You can add more Group By to the list by clicking on the plus sign icon

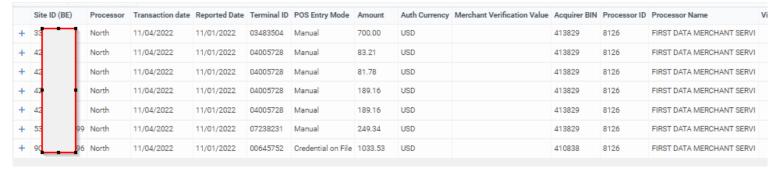
Select Fields: functionality that one can use to customize the output of the Search result

**Filter:** Analysis Date is defaulted to Status Date. There are filters available for you to narrow down your results. You can add additional filters.

**Compare:** analysis is available. Please click on the pencil or edit icon.

Navigation: Fees > Visa Fee > Generic Analysis





## Fees / Mastercard Processing Integrity Fee / Generic Analysis

The Mastercard Processing Integrity Fee is an assessment fee Mastercard charges to encourage businesses to adhere to correct authorization standards for transactions.

Generic Analysis report options are:

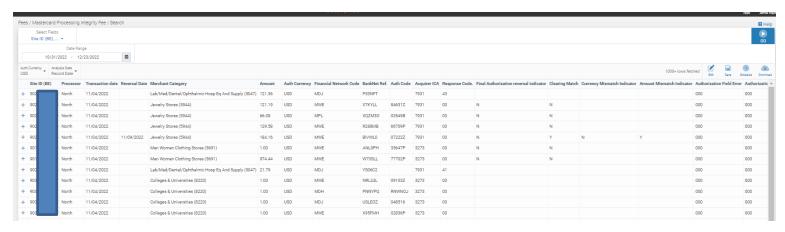
Group By: Defaulted to All. You can add more Group By to the list by clicking on the plus sign icon

Select Fields: functionality that one can use to customize the output of the Search result

**Filter:** Analysis Date is defaulted to Status Date. There are filters available for you to narrow down your results. You can add additional filters.

Compare: analysis is available. Please click on the pencil or edit icon.

Navigation: Fees > Mastercard Processing Integrity Fee > Search



#### Fees / Mastercard Continuity Fee / Generic Analysis

The Mastercard Continuity Fee is an assessment fee Mastercard charges as part of Credential Continuity

Generic Analysis report options are:

Group By: Defaulted to All. You can add more Group By to the list by clicking on the plus sign icon

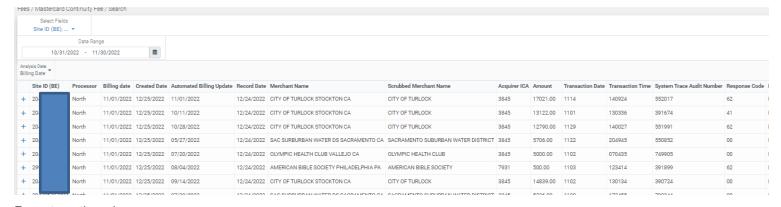
Select Fields: functionality that one can use to customize the output of the Search result

**Filter:** Analysis Date is defaulted to Status Date. There are filters available for you to narrow down your results. You can add additional filters.

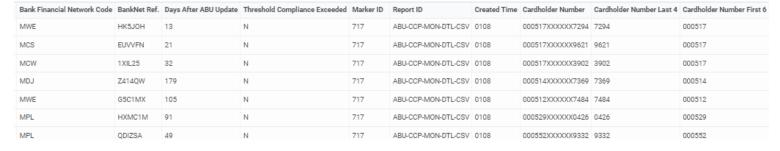
**Compare:** analysis is available. Please click on the pencil or edit icon.

Navigation: Fees > Mastercard Continuity Fee > Search

#### Report screen 1



## Report continued



## **Benchmarking Reports**

### Benchmarking / Approval Rate

Compare your approval rates against your category and industry grouping. The approval rates are calculated against the grouping of merchants within the MCC (Merchant Category) and rolled up.

Select different time ranges, to see the aggregate approval rate comparison within that time range. To see the trend of approval rates over time for a specific category, click on the category name within the report results.

Comparisons can also be made against other industry groups. Use the vs. Industry / MCC filter option to change the default comparison. There are many dimensions that you can use for the approval rate comparison.

#### **Benchmarking/Relative Utilization**

Relative Utilization refers to the percentage use of a category. Compare this percentage breakdown rates against your category and industry grouping. The percentages are calculated against the grouping of merchants within the MCC(Merchant Category) and rolled up.

Select different time ranges, to see the aggregate relative usage comparison within that time range. To see the trend of relative usage over time for a specific category, click on the category name within the report results.

Comparisons can also be made against other industry groups. Use the vs. Industry / MCC filter option to change the default comparison.

This comparison will help answer questions like

- How is my EMV adoption in comparison to my industry group?
- How is my Mobile Wallet adoption in comparison to my industry group?

There are many dimensions that you can use for the Relative Usage comparison.

#### **Benchmarking / Average Ticket Size**

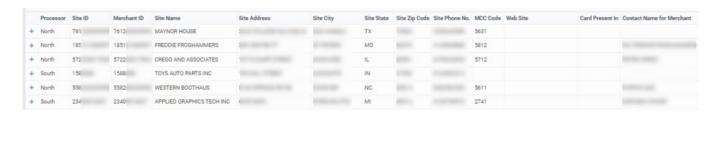
Compare average tickets sizes against the industry group. Currency selection is mandated in order to see the average ticket size. Comparisons can also be made against other industry groups. Use the vs. Industry / MCC filter option to change the default comparison. There are many dimensions that you can use for comparing Average Ticket Sizes.

## Reference Reports

#### Sites Search

Use this report to view merchant demographic details.

Navigation: Reference > Site Search



#### Bank Details

Use this report to view merchant bank details

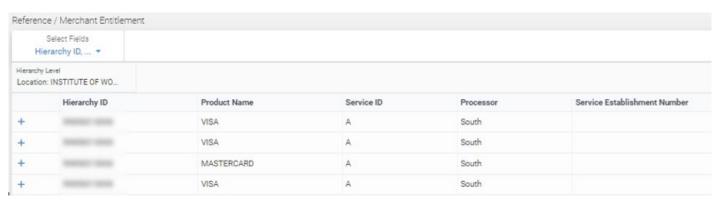
Navigation: Reference > Bank Details



## **Merchant Entitlement**

Use this report to view merchant entitlement details

Navigation: Reference > Merchant Entitlement



### Merchant Terminal

Use this report to view merchant terminal details

Navigation: Reference > Merchant terminal



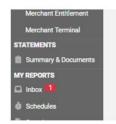


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## **Statements**

Use this system to download current and historical statements

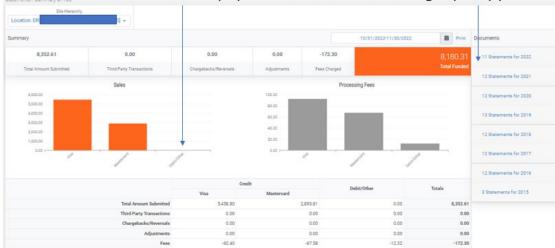
Navigation: Statements > Summary & Documents





Enter Merchant Number and click Go

Current Details are displayed. Historical Statements are grouped by year



# **Appendix**

## Downloading & Scheduling Options

Reports can be downloaded or scheduled on a periodic basis.

The Schedule Trigger Time will depend upon the specific report being requested

#### **Download Formats**

There are various formats available for each report type. The available options will change based on the report type being requested

#### File Name

File names must be

- Alpha [a-z] or [A-Z]
- Numeric [0-9]
- spaces []
- underscore [\_]
- hyphen [-]

optional variables listed below

- \$f to represent the from date
- · \$t to represent the to date
- \$g to represent the file generation time

#### Compression

The report can be compressed. Standard zip utility is used for compression.

Compression will be automatically enabled if the report size exceeds 10MB

#### Encryption

Optionally enable encryption of the output report. The report will be zip encrypted using AES-256-CBC Crypto.

The secret key must be eight digits and kept in a safe place and not shared with anyone else.

The secret key cannot be recovered. Forgetting the secret key would require a new key to be setup.

#### Include Summary File

Optionally include Summary file of the generated report. Summary files include info like number Of Records, file Format & file Creation Time

#### **Delivery Options**

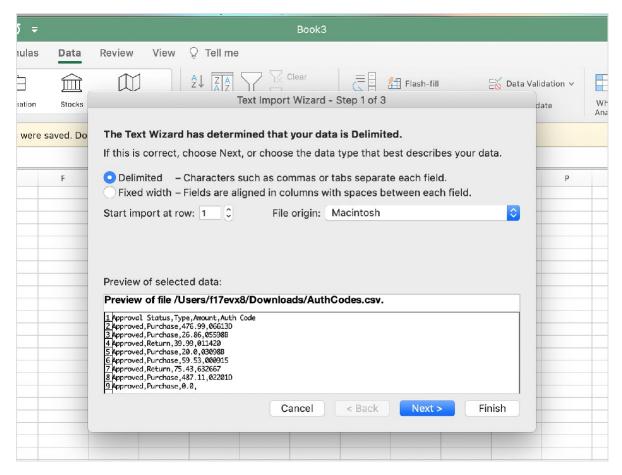
Get the reports delivered out to you through a pre-configured channel. To setup a channel, please go to

Profile > Settings > Report Delivery End Points

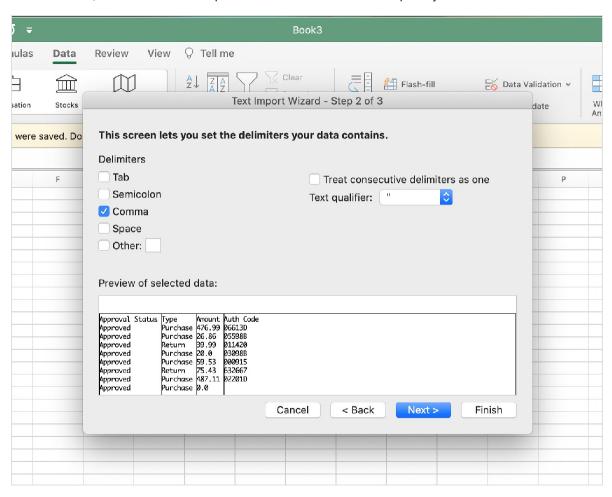
### Steps to Import CSV data into Excel

To import CSV data into Excel, use Excel's Text Import Wizard to ensure data in CSV is correctly imported into Excel and leading zeros are not dropped.

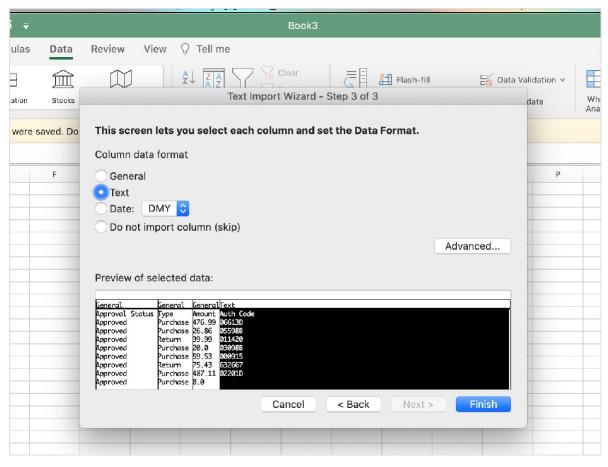
- Step 1. Download and save your CSV file to your chosen location.
- Step 2. Start Excel with a blank workbook open.
- Step 3. Select 'Data' on the ribbon, and then 'From Text'. (If the menu options are greyed out this could be because you do not have a workbook open).
- Step 4. Browse for the CSV file you want to open, click 'import'.
- Step 5. The Text import wizard will pop up. Ensure the 'Delimited' option is selected. Click Next.



Step 6. In the delimiters section, tick 'Comma'. The text qualifier box should show the double-quote symbol. Click Next.



Step 7. Mark required columns as 'Text'. The first column will initially be highlighted. Select necessary columns (for e.g.: auth code, zip code etc.). Click the 'Text' data format. It will now say 'Text' in the header of selected column. Click Finish.



Step 8. It may ask you 'Where do you want to put the data?'. It will allow you to click into any cell on the blank worksheet to determine where the data should go. Click 'OK' to proceed.

## **Saving Reports**

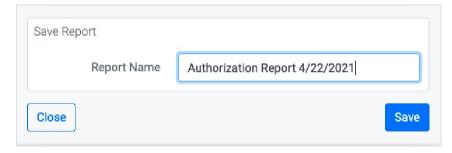
The Save option will add the report to the users Saved Folder under My Reports. The report will remain available until the user deletes it. This option enables the user to save the configurations of the pivot and filters, to easily get to the report at any time.

The date ranges are not saved. The date ranges have to be provided every time the saved report is run.

1. Click on Schedule Report to add the report to the Saved Folder



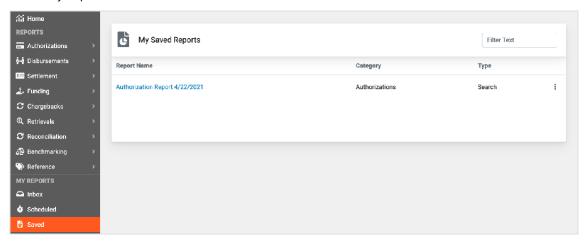
2. Enter a report name and click Save.



3. The report will be available to access in the Saved folder under My Reports on the side tool bar.

## My Saved Reports

1. Click Saved under My Reports from the side tool bar.



- 2. To view a report, select  $\ \square$  and click  $\ \square$  Open
- 3. To delete a report, select  $\ \square$  and click  $\ \square$  Delete

You may need to pick up/view very large reports in this manner if they exceed the 1000 line on screen limitation

## Additional Helpful Information regarding reports:

#### Report Scheduler:

- > The Schedule Trigger Time will depend upon the specific report being requested.
- > Compression will be automatically enabled if the report size exceeds 10MB.
- > Authorizations related reports are processed for scheduling approximately after 4 AM EST.
- > Benchmark Reports are scheduled approximately about 5 AM EST.
- > Chargeback Reports are scheduled approximately about 8 AM EST.
- > Fee related reports are processed for scheduling approximately after 8 AM EST.
- > Funding related reports are processed for scheduling approximately after 8 AM EST.
- > Retrieval Reports are scheduled approximately about 8 AM EST.
- > Settlement related reports are processed for scheduling approximately after 8 AM EST.