

How to access your StoreCard reports

Tracking your StoreCard liability and program's performance is essential to reaching your sales goals. StoreCard reports can help you track your progress and even retrieve your StoreCard customer's contact information.

Use MercuryView to access all of your StoreCard reports.

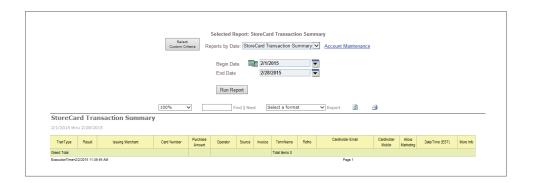
Here are step by step instructions on accessing and navigating the MercuryView portal:

Go to: http://www.mercurypay.com. On the right hand side of the page you will see a blue "LOGIN" button. This will take you to the MercuryView log in page.

- Enter your user ID and Password
- Select "Reports"
- Select "Terminal ID"
- Select "Real Time Processing Gift Card Reports"
- From this point you have a variety of reports to choose from

The Transaction Summary report includes the 'Cardholder Email' and 'Cardholder Mobile' columns, which denote cardholders who provided this information as part of Card Registration. It also shows an 'Allow Marketing' column, which denotes if the cardholder agreed to receive additional messages from the merchant.

- Select "StoreCard Transaction Summary"
- Choose the Beginning and End Date for the report
- Click "Run Report"



The StoreCard Circulation Report - View the total StoreCards in circulation, total mobile conversions, total auto reloads, total registered cards, and total outstanding StoreCard liability as of a specified date.

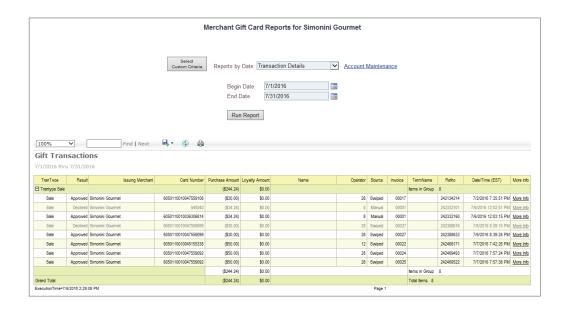
To access this report:

- Select "StoreCard Circulation"
- Choose the Beginning and End Date for the report
- Click "Run Report"



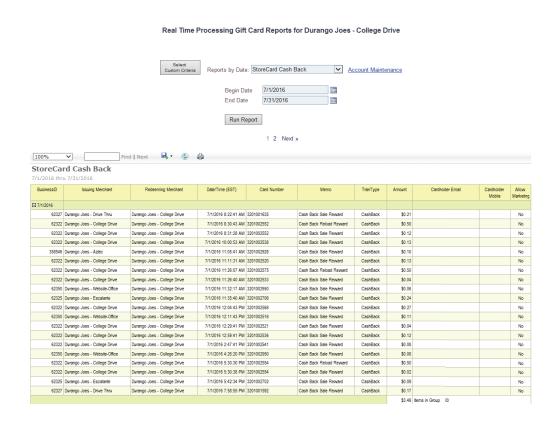
StoreCard Transaction Details Report - View details for all approved StoreCard transactions sorted by transaction type within specified dates.

- Select "StoreCard Transaction Details"
- Choose the Beginning and End Date for the report
- Click "Run Report"



StoreCard Cash Back Report - View all approved StoreCard Cash Back transactions sorted by date within specified dates.

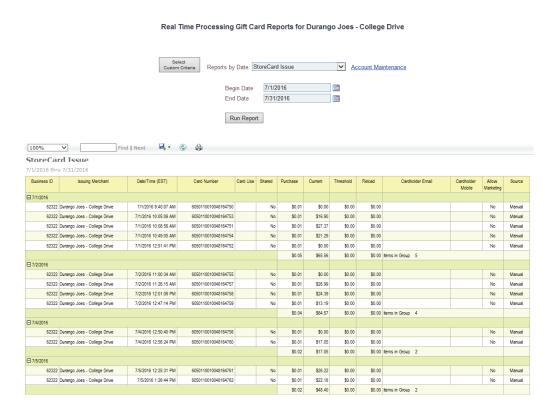
- Select "StoreCard Cash Back Report"
- Choose the Beginning and End Date for the report
- Click "Run Report"



StoreCard Issue Report – View purchase amount, current balance, reload amount and reload threshold sorted by issue date within specified dates.

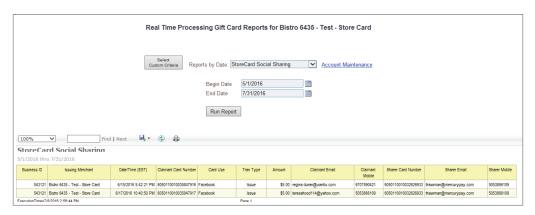
To access this report:

- Select "StoreCard Issue Report"
- Choose the Beginning and End Date for the report
- Click "Run Report"



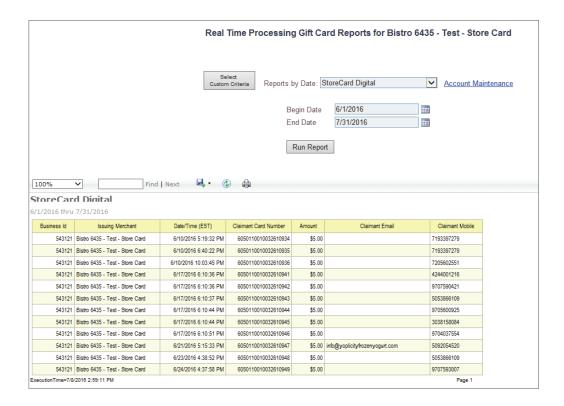
StoreCard Social Sharing Report - View social sharing activity within specified dates.

- Select "StoreCard Social Sharing Report"
- Choose the Beginning and End Date for the report
- Click "Run Report"



StoreCard DigiCard Report - View DigiCard activity within specified dates.

- Select "StoreCard DigiCard Report"
- Choose the Beginning and End Date for the report
- Click "Run Report"





Transaction Summary Report

Shows total of each transaction type by dollar amount and transaction type.

Gift Tran 9/17/2008 thr		•								
TranType	Result	Card Number	Amount	Operator	Source	Invoice	Refno	Date/Time (EST)	More Info	
Trantype Issue										
Issue	Approved	70371996799600051 03	\$2.00	0	Swiped	0	19247802	9/17/2008 12:35:38 PM	More Info	
Issue	Approved	70371996799600051 45	\$5.00	0	Swiped	0	19248179	9/17/2008 12:52:39 PM	More Info	
			\$7.00				Items in Group 2			
Trantype Return	n									
Return	Approved	70371996799600051 45	\$1.00	0	Swiped	0	19248198	9/17/2008 12:53:44 PM	More Info	
			\$1.00	- 1			Items in Group 1			
Trantype Sale										
Sale	Approved	70371996799600051 03	(\$2.00)	3382	Swiped	0	19247854	9/17/2008 12:37:18 PM	More Info	
		(\$2.00)				Items in Group 1				
Grand Total	Grand Total				Total Items 4					
ExecutionTime	ExecutionTime=9/17/2008 1:56:14 PM Page 1									

Transaction: indicates the type of transaction processed

• Issue: activation of a card

• Return: adding value to a card

Sale: redemption on a card

Result: whether the transaction was approved or declined

Card Number: stored value account number

Amount: transaction amount

Operator: identifies the employee (not always sent by the POS)

Source: whether the card was swiped or keyed in

Invoice: merchant specified number to track transactions

RefNo: reference numbers for gift card returns

Date/Time: date and time of the transaction

More Info: additional information for customer service and support



Transaction Details Report

Shows details of issues, sales, and returns by time.

Gift Transactions										
9/17/2008 thi		•								
TranType	Result	Card Number	Amount	Operator	Source	Invoice	Refno	Date/Time (EST)	More Info	
Trantype Balan	ice									
Balance	Declined	70371996799600051 29		0	Swiped		19247781	9/17/2008 12:34:48 PM	More Info	
Balance	Declined	70371996799600051 03		0	Swiped		19247785	9/17/2008 12:34:55 PM	More Info	
Balance	Declined	70371996799600051 45		0	Swiped		19247789	9/17/2008 12:35:01 PM	More Info	
			\$0.00			•	Items in Group 3	3	•	
Trantype Issue										
Issue	Approved	70371996799600051 45	\$10.00	0	Swiped	0	19247622	9/17/2008 12:27:00 PM	More Info	
Issue	Approved	70371996799600051 03	\$2.00	0	Swiped	0	19247802	9/17/2008 12:35:38 PM	More Info	
Issue	Declined	70371996799600051 03		0	Swiped	0	19248160	9/17/2008 12:51:38 PM	More Info	
Issue	Approved	70371996799600051 45	\$5.00	0	Swiped	0	19248179	9/17/2008 12:52:39 PM	More Info	
			\$7.00				Items in Group 4		-	
Trantype Retur	'n									
Return	Approved	70371996799600051 45	\$10.00	3382	Swiped	0	19247646	9/17/2008 12:28:02 PM	More Info	
Return	Declined	70371996799600051 45	\$10.00	3382	Swiped	0	19247660	9/17/2008 12:28:39 PM	More Info	
Return	Approved	70371996799600051 45	\$5.00	3382	Swiped	0	19247663	9/17/2008 12:28:49 PM	More Info	
Return	Approved	70371996799600051 45	\$1.00	0	Swiped	0	19248198	9/17/2008 12:53:44 PM	More Info	
							Items in Group 4			

Transaction: indicates the type of transaction processed

• Balance: total balance within that card category

• Issue: activation of a card

• Return: adding value to a card

Result: whether the transaction was approved or declined

Card Number: stored value account number

Amount: transaction amount

Operator: identifies the employee (not always sent by the POS)

Source: whether the card was swiped or keyed in

Invoice: merchant specified number to track transactions

RefNo: reference numbers for gift card returns

Date/Time: date and time of the transaction

More Info: additional information for customer service and support



Transaction By Time Report

Combines all transaction types and posts them by the time they occurred.

Transaction	Status	Issuing Merchant	Date/Time	Card Number	Invoice	Operator
Inactivity Fee	Approved	Bon Appetit (test account)	7/1/2005 1:00 AM	999902001		automatic
Inactivity Fee	Approved	Bon Appetit (test account)	7/1/2005 1:00 AM	999902192		automatic
Inactivity Fee	Approved	Bon Appetit (test account)	7/1/2005 1:00 AM	999902193		automatic
Sale	Approved	Bon Appetit (test account)	7/2/2005 3:51 AM	77359800357	0	
Sale	Declined	Bon Appetit (test account)	7/4/2005 10:04 AM	77957300416	101007209	5
Sale	Declined	Bon Appetit (test account)	7/5/2005 9:45 AM	1501	101511	3
Sale	Declined	Bon Appetit (test account)	7/5/2005 9:45 AM	1500	101511	3
Sale	Approved	Bon Appetit (test account)	7/5/2005 9:46 AM	1998	101511	3
Sale	Approved	Bon Appetit (test account)	7/5/2005 2:07PM	77359800361	0	
Issue	Declined	Bon Appetit (test account)	7/6/2005 11:54 AM		No Invoice Nu	11
Issue	Declined	Bon Appetit (test account)	7/6/2005 12:06 PM		No Invoice Nu	11
Issue	Approved	Bon Appetit (test account)	7/6/2005 12:23 PM	77359800019	No Invoice Nu	11
Issue	Approved	Bon Appetit (test account)	7/6/2005 12:52 PM	77359800016	No Invoice Nu	11
Issue	Approved	Bon Appetit (test account)	7/6/2005 12:53 PM	77359800017	No Invoice Nu	11
Sale	Approved	Bon Appetit (test account)	7/6/2005 12:57 PM	77359800017	No Invoice Nu	11
Sale	Declined	Bon Appetit (test account)	7/6/2005 1:07 PM	77359800017	No Invoice Nu	11
Balance	Declined	Bon Appetit (test account)	7/6/2005 1:51 PM	77999902668		test
Sale	Approved	Bon Appetit (test account)	7/6/2005 1:52 PM	77999902526	No Invoice Nu	test
Sale	Approved	Bon Appetit (test account)	7/6/2005 3:13 PM	77999800017	No Invoice Nu	11
Sale	Approved	Bon Appetit (test account)	7/6/2005 3:23 PM	77999800017	No Invoice Nu	11
Sale	Approved	Bon Appetit (test account)	7/6/2005 3:34 PM	77999800015	No Invoice Nu	11

Transaction: indicates the type of transaction processed

• Inactivity Fees: fees charged to cards after they have expired; specified by merchant

Sale: redemption on a cardIssue: activation of a card

• Balance: total balance remaining on a card

Result: whether the transaction was approved or declined

Status: whether transaction was approved or declined

Issuing Merchant: store/merchant that issued the card

Date/Time: date and time of the transaction **Card Number:** stored value account number

Invoice: merchant specified number to track transactions

Operator: identifies the employee (not always sent by the POS)



Gift Card Liability Report

Shows all cards that have ever been issued as well as the different activities on the card. Also shows the remaining balance on the card as of the date that you choose.

Gift Card Liability As of 9/17/2008									
Card Number	Issue Date	Last Transaction	Remaining Balance	Issue Amount	Reload Amount	Redeemed Amount	Name	Phone	Address
703719958XXXXXXX014	9/16/2008 2:01:07 PM	9/16/2008 2:01:07 PM	\$10.00	\$10.00					
703719958XXXXXXX048	9/16/2008 2:01:08 PM	9/16/2008 2:01:08 PM	\$10.00	\$10.00					
703719958XXXXXXX063	9/16/2008 1:58:12 PM	9/16/2008 1:58:12 PM	\$81.28	\$81.28					
703719958XXXXXXX105	9/16/2008 2:02:10 PM	9/16/2008 2:02:10 PM	\$2.94	\$2.94					
703719958XXXXXXX139	9/16/2008 1:58:50 PM	9/16/2008 1:58:50 PM	\$30.00	\$30.00					
703719958XXXXXXXX154	9/16/2008 1:58:31 PM	9/16/2008 1:58:31 PM	\$45.00	\$45.00					
	Subtotal for		\$8,980.47	\$9,041.70	\$1.00	(\$62.23)	Items	in Group	432
	Grand Total		\$8,980.47	\$9,041.70	\$1.00	(\$62.23)	Tota	I Items	432
ExecutionTime=9/17/2008 2:01:0	ExecutionTime=9/17/2008 2:01:08 PM Page 4								

Card Number: stored value account number

Issue Date: date the card is issued

Last Transaction: date and time of the last transaction

Remaining Balance: balance remaining on the card

Issue Amount: initial amount loaded on the gift card

Reload Amount: amount added to a gift card

Redeemed Amount: amount redeemed on the card



Cards in Circulation

Shows what cards are active and expired as well as the dollar amount. Will also show inactivity fees and deactivated cards if the merchant has them in place.

Cards in Circulation As of 9/17/2008				
Merchant	Category	Count	Balance	Average Balance
A	ctive	580	\$4,517.60 \$	7.79
	Inactivity Fee	0	\$0.00	\$0.00
E	xpired	1469	\$5,127.28 \$	3.49
	Deactivated	0	\$0.00	\$0.00
ExecutionTime=9/17/2008 2:08:14 PM		,	Page 1	

Merchant: store/merchant that issued the card

Category: the card type still in circulation

- Active: cards that have been issued and have not expired or been deactivated
- Inactivity Fees: fees charged to cards after they have expired; specified by merchant
- Expired: cards that can no longer be used due to either a fixed or relative date
- Deactivated: cards that have been deactivated (balance at zero) and can no longer be used

Count: total count of outstanding cards in each category

Balance: total balance within that card category

Average Balance: average balance on a per card basis within that card category



Single Card Details

Shows all transactions that were processed on a single gift card.

Gift Tran	sactions	3								
TranType	Result	Card Number	Amount	Operator	Source	Invoice	Refno	Date/Time (EST)	More Info	
Subtotal	Subtotal									
Sale	Declined	70371996799600051 03	{\$2.00}	9510	Swiped	0	19236488	9/17/2008 5:27:49 PM	More Info	
Balance	Declined	70371996799600051 03		0	Swiped		19247785	9/17/2008 12:34:55 PM	More Info	
Issue	Approved	70371996799600051 03	\$2.00	0	Swiped	0	19247802	9/17/2008 12:35:38 PM	More Info	
Sale	Declined	70371996799600051 03	{\$2.50}	3382	Swiped	0	19247840	9/17/2008 12:36:54 PM	More Info	
Sale	Approved	70371996799600051 03	{\$2.00}	3382	Swiped	0	19247854	9/17/2008 12:37:18 PM	More Info	
Issue	Declined	70371996799600051 03		0	Swiped	0	19248160	9/17/2008 12:51:38 PM	More Info	
				i .			Items in Group 6			
Grand Total			\$0.00				Total Itms 6			

Transaction: indicates the type of transaction processed

• Sale: redeemed

• Balance: total balance within that card category

• Issue: newly issued cards

Result: whether the transaction is approved or declined

Card Number: stored value account number

Amount: transaction amount

Operator: identifies the employee (not always sent by the POS)

Source: whether the card was swiped or keyed in

Invoice: merchant specified number to track transactions

RefNo: reference numbers for gift card returns

Date/Time: date and time of the transaction

More Info: additional information for customer service and support

Cross Store Summary

Shows summary of assets and liabilities for the merchant. Assets are cards that were issued elsewhere and redeemed at your store (money you are owed) and liabilities are cards that were issued at your store and redeemed elsewhere (money you owe).

Cross Store Summary 7/1/2008 thru 7/31/2008 Liabilities – Issued at your store, Redeemed elsewhere										
TranType	Approval	Redeeming Merchant	Card Number	Amount	Account Source	Invoice	Refno	Date	Time (EST)	
Subtotal										
Sale	Approved	-Rcho Santa Margarita	6050110000000008901	(\$10.00)	М	0018536	18287996	7/19/2008	2:28:20 PM	
Sale	Approved	-Foothills	6050110000000008725	(\$5.00)	К	00001	18215967	7/15/2008	4:46:33 PM	
				(\$15.00)			Items in Grou	ıp 2		
Liability Gra	nd Total			(\$15.00)	Total Items 2					
Assets – Is	ssued elsewh	ere, Redeemed at your	store							
TranType	Approval	Issuing Merchant	Card Number	Amount	Account Source	Invoice	Refno	Date	Time (EST)	
Return	Approved	-Rcho Santa Margarita	6050110000000361626	\$1.00	М	0013683	18121996	7/9/2008	7:13:03 PM	
Sale	Approved	-Santa Ana	6050110000000008816	(\$20.00)	К	0012937	18023060	7/2/2008	8:58:28 PM	
				(\$19.00)						
Asset Grand Total (\$19.00) Total Items 2										
ExecutionTi	ExecutionTime=8/8/2008 5:29:40 PM Page 1									

Liabilities – Issued at your store: Your location owes these locations: displays the total liability (dollar value) for reconciliation purposes

Assets – Issued elsewhere: These locations owe your location: displays the total assets (dollar value) for reconciliation purposes



Cross Store Details (e.g. For Gift Store A)

Shows the details of the assets and liabilities rather than just the summary.

Cross	Store De	tails							
7/1/2008 th	nru 7/31/2008	3							
Liabilities -	- Issued at yo	our store, Redeemed els	sewhere						
TranType	Approval	Redeeming Merchant	Card Number	Amount	Account Source	Invoice	Refno	Date	Time (EST)
Subtotal for	- Foothill	s							,
Sale	Approved	-Foothills	6050110000000008725	(\$5.00)	К	00001	18215967	7/15/2008	4:46:33 PM
				(\$5.00)			Items in Grou	ıp 1	
Subtotal for	- Rancho	Santa Margarita							
Sale	Approved	-Rcho Santa Margarita	6050110000000008901	(\$10.00)	М	0018536	0018536	7/19/2008	2:28:20 PM
				(\$10.00)	Items in Group 1				
Liability Gran	nd Total			(\$15.00)			Total Items 2		
Assets – Is	sued elsewh	ere, Redeemed at your	store						
TranType	Approval	Issuing Merchant	Card Number	Amount	Account Source	Invoice	Refno	Date	Time (EST)
Subtotal for	– Lake Fo	orest							
Return	Approved	-Rcho Santa Margarita	6050110000000361626	\$1.00	М	0013683	18121996	7/9/2008	7:13:03 PM
Sale	Approved	-Santa Ana	6050110000000008816	(\$20.00)	К	0012937	18023060	7/2/2008	8:58:28 PM
				(\$19.00)		,	Items in Grou	ıp 2	•
Asset Grand	Asset Grand Total (\$19.00) Total Items 2								
ExecutionTir	me=8/8/2008 5	:32:38 PM				Page	1		

Liabilities – Issued at Your Store: Your location owes these locations: displays the total liability (dollar value) for reconciliation purposes

- Liability Subtotal: outstanding liability that you owe a particular store/location
- · Liability Total: total outstanding liability that you owe

Assets – Issued Elsewhere: These locations owe your location: displays the total assets (dollar value) for reconciliation purposes

- Assets Subtotal: outstanding assets that a particular store owes you
- Assets Total: total outstanding assets that are owed to you

Transaction: indicates the type of transaction processed

• Sale: redemption on a card

• Return: adding value to a card

Approval: whether the transaction was approved or declined

Redeeming Merchant: store/merchant where transaction takes place

Issuing Merchant: store/merchant that issued the card

Card Number: stored value account number

Amount: transaction amount

Account Source: whether the card was swiped or keyed in

Invoice: merchant specified number to track transactions

RefNo: reference numbers for gift card returns

Date/Time: date and time of the transaction

Gift ACH

(Only available for merchants participating in the ACH program.)

Shows liabilities and assets from store to store and lets the merchant know what is owed to them and what they owe to other stores.

Custom Criteria Search

Allows for custom searches based on specific needs.

