worldpay

# Web Reporting Guide

The Worldpay Integrated Payments online reports offer business owners and managers important batch and account information necessary for troubleshooting transactions and managing finances. There are two main categories of reports available through the portal.

1. Real Time Processing Credit and Gift Reports
2. Daily Settlement, Deposits and Statements

By default, only the owner, co-owner and primary contacts will initially have access to all the reports. Contacts that are assigned Manager level permissions have access to the Real-time Processing Credit and Gift Reports, but NOT the Settlement, Daily Deposits report. The Account Settings function will allow the owner(s) of the merchant account to grant access to reports, or allow administrative functions on a per user basis.

To access your reports, click on the Reports heading from the top navigational menu. You will see a brief description of the accounts available to you. Select the account you want to run a report for.


## The report options are:

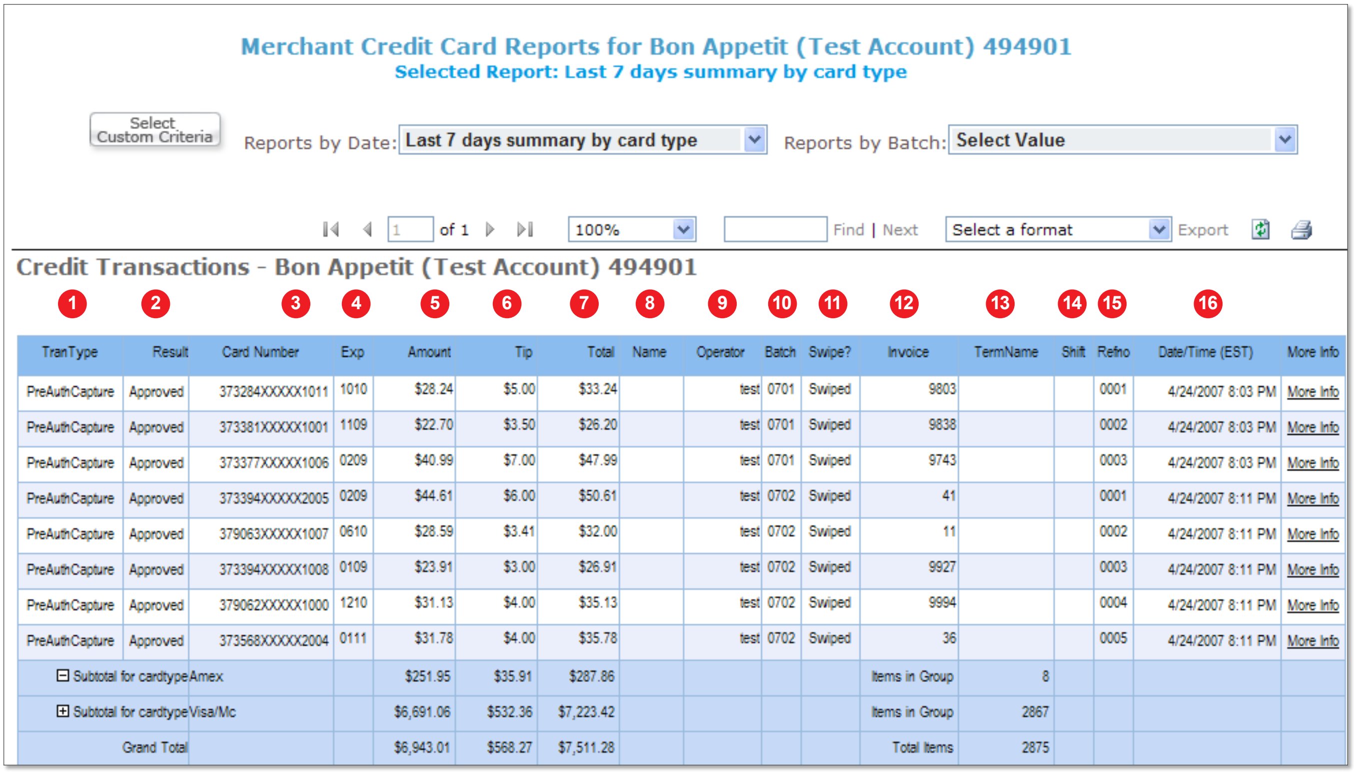
**Real-time Processing Credit Card Reports**
Credit card transaction reports that detail all transactions in real time. View the pre-set reports or create custom criteria to create the report of your choice.

**Real-Time Processing Gift Card Reports**
Gift card transaction reports that detail all gift transactions in real time. View the pre-set reports or create custom criteria to create the report of your choice.

**Daily Settlement, Deposits and Statements**
Daily settlement, deposit and statement information on your processing account. Report options include daily batch pricing details, returns, chargebacks, deposit details, monthly statements and 1099-Ks.

# Real-time credit card and gift card transaction reports

To understand the details of the Real-time Credit Card and Gift Card Transaction Reports, please note the following column headings. For each account, you may sort reports by selecting custom criteria or by selecting pre-set criteria that we have developed for you.



Merchant Credit Card Reports for Bon Appetit (Test Account) 494901
Selected Report: Last 7 days summary by card type

Select Custom Criteria | Reports by Date: Last 7 days summary by card type | Reports by Batch: Select Value

1 of 1 | 100% | Find | Next | Select a format | Export

Credit Transactions - Bon Appetit (Test Account) 494901

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| TranType | Result | Card Number | Exp | Amount | Tip | Total | Name | Operator | Batch | Swipe? | Invoice | TermName | Shift | Refno | Date/Time (EST) | More Info |
| PreAuthCapture | Approved | 373284XXXXX1011 | 1010 | $28.24 | $5.00 | $33.24 | | test | 0701 | Swiped | 9803 | | | 0001 | 4/24/2007 8:03 PM | More Info |
| PreAuthCapture | Approved | 373381XXXXX1001 | 1109 | $22.70 | $3.50 | $26.20 | | test | 0701 | Swiped | 9838 | | | 0002 | 4/24/2007 8:03 PM | More Info |
| PreAuthCapture | Approved | 373377XXXXX1006 | 0209 | $40.99 | $7.00 | $47.99 | | test | 0701 | Swiped | 9743 | | | 0003 | 4/24/2007 8:03 PM | More Info |
| PreAuthCapture | Approved | 373394XXXXX2005 | 0209 | $44.61 | $6.00 | $50.61 | | test | 0702 | Swiped | 41 | | | 0001 | 4/24/2007 8:11 PM | More Info |
| PreAuthCapture | Approved | 379063XXXXX1007 | 0610 | $28.59 | $3.41 | $32.00 | | test | 0702 | Swiped | 11 | | | 0002 | 4/24/2007 8:11 PM | More Info |
| PreAuthCapture | Approved | 373394XXXXX1008 | 0109 | $23.91 | $3.00 | $26.91 | | test | 0702 | Swiped | 9927 | | | 0003 | 4/24/2007 8:11 PM | More Info |
| PreAuthCapture | Approved | 379062XXXXX1000 | 1210 | $31.13 | $4.00 | $35.13 | | test | 0702 | Swiped | 9994 | | | 0004 | 4/24/2007 8:11 PM | More Info |
| PreAuthCapture | Approved | 373568XXXXX2004 | 0111 | $31.78 | $4.00 | $35.78 | | test | 0702 | Swiped | 36 | | | 0005 | 4/24/2007 8:11 PM | More Info |
| ⊟ Subtotal for cardtype | Amex | | | $251.95 | $35.91 | $287.86 | | | | | Items in Group | 8 | | | | |
| ⊞ Subtotal for cardtype | Visa/Mc | | | $6,691.06 | $532.36 | $7,223.42 | | | | | Items in Group | 2867 | | | | |
| Grand Total | | | | $6,943.01 | $568.27 | $7,511.28 | | | | | Total Items | 2875 | | | | |

**1. Tran Type:** Stands for transaction type and displays the type of transaction for each entry. (Preauth, Preauth Capture, Sale, Return,Voidsale, Adjust, etc.)

**2. Result:** Displays the approval status for each transaction. (Approved, Declined)

**3. Card Number:** Displays the first six and last four digits of the transacted credit card number.

**4. Exp:** Displays the expiration date of the credit card.

**5. Amount:** Displays the base amount of a transaction, prior to adding a tip.

**6. Tip:** Displays the tip amount.

**7. Total:** Displays the total amount of the transaction, including the base amount and tip.

**8. Name:** Displays the name of the card holder, if available.

**9. Operator:** Displays which operator ran each transaction.

**10. Batch:** Displays the batch number for each transaction.

**11. Swipe?:** Displays the type of entry (swiped or manual) that was used to enter each transaction.

**12. Invoice:** Displays the transaction's invoice number.

**13. TermName:** Stands for terminal name and displays the ID of the terminal on which each transaction took place.

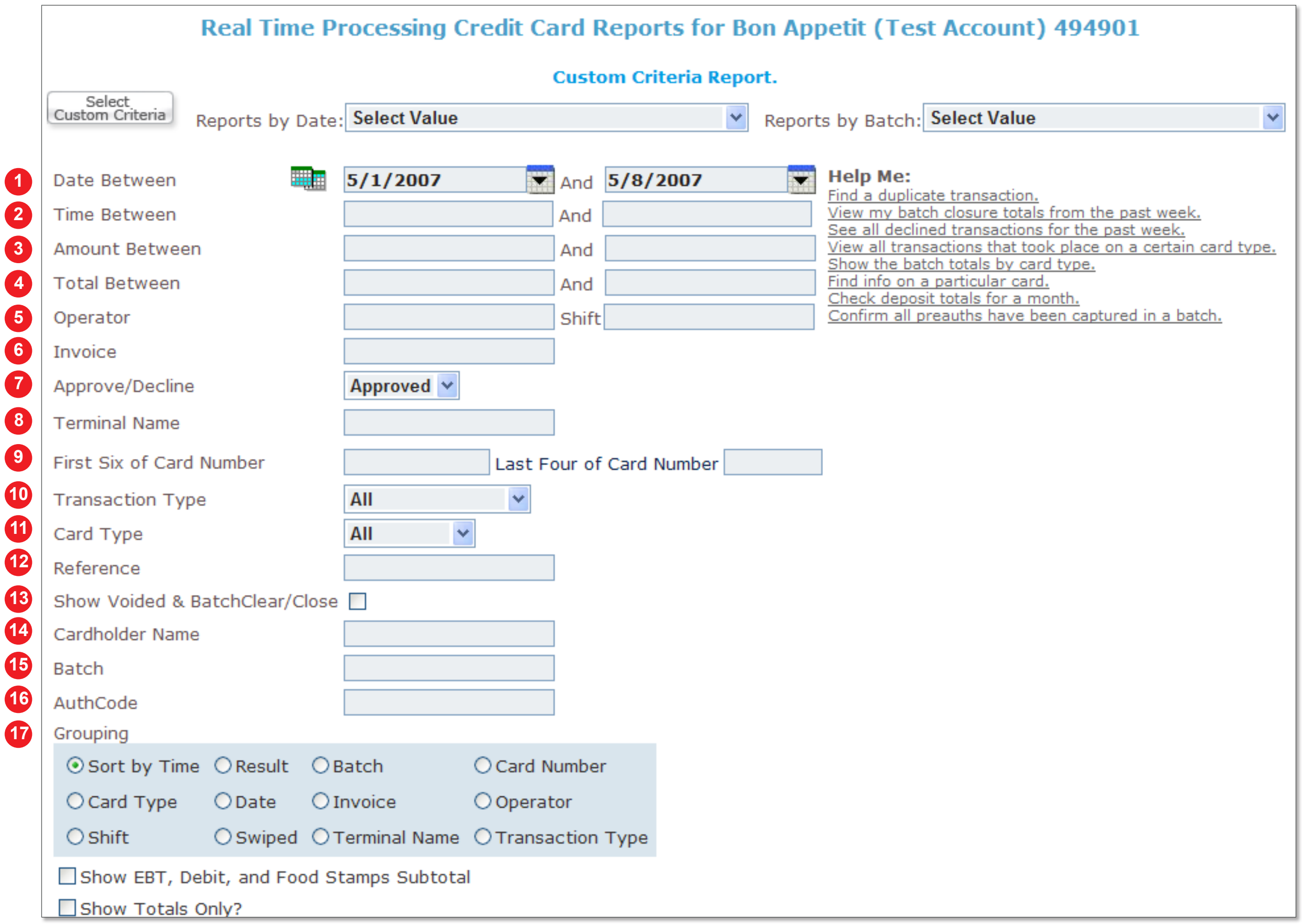
**14. Shift:** Displays the shift on which each transaction took place.

**15. Refno:** Displays the reference number for a transaction within a batch.

**16. Date/Time:** Displays the date and time which each transaction took place. (EST)

## Custom reports

Selecting custom criteria allows you to set your own parameters to view different credit card and gift card transactions. Descriptions of the criteria that you may choose are shown below.




**1. Date Between:** Allows you to limit your query according to date.

**2. Time Between:** Allows you to set parameters for a window of time for your query, i.e., 9-10 p.m.

**3. Amount Between:** Allows you to set dollar amounts in which to conduct your query. If you are a preauth/ capture user, you will only see preauthorized amounts.

**4. Total Between:** Allows you to find total amounts between set dates.

**5. Operator:** Allows you to search for transactions by operator ID or shift.

**6. Invoice:** Allows you to search for transactions by invoice number. The invoice may be called different names according to your point-of-sale (POS) system. You may see the invoice as order number, check number, etc.

**7. Approve/Decline:** Allows you to specify which type of transactions (approved, declined, both) you want to view.

**8. Terminal Name:** Allows you to search for transactions by terminal.

**9. First Six of Card Number:** Allows you to search for transactions by card number (American Express credit cards will only display eleven digits).

**10. Transaction Type:** Allows you to select which type of transactions (preauth, preauthcapture, return, void, sale, adjust, etc) you would like to view.

**11. Card Type:** Allows you to specify which type of card transactions (debit, Visa/MC, Amex, Discover, etc) you would like to view.

**12. Reference:** Allows you to search for a specific reference number.

**13. Show Voided & BatchClear/Close:** Allows the option of viewing BatchClear/Close in your query.

**14. Cardholder Name:** Allows you to view transactions based on a cardholder's name.

**15. Batch:** Allows you to view transactions based on a batch number. *Please note, website batch number and POS batch number may not match.

**16. Auth Code:** Allows you to view transactions based on an authorization code.

**17. Grouping:** Allows you to decide how you would like the transactions separated in your query results. You may group by:

- Sort By Date
- Operator
- Card Type
- Batch
- Terminal Name
- Transaction Type
- Swiped?: Arrange by manual/swiped transaction.
- Name
- Invoice
- Shift
- Show EBT, Debit and Food Stamps Subtotal.
- Show Totals Only: Allows you to see the totals of the selected group. This option will not work if declined or voided transactions are shown.

## Pre-set reports: Reports by date

Descriptions of each report are shown below.


**1. Today's summary by card type:** Displays total of all transactions for the current date, separating transaction totals by card type.

**2. Today's summary by operator:** Displays total of all transactions for the current date, separating transaction totals by operator ID.

**3. Today's summary by batch:** Displays total of all transactions for the current date, separating transaction totals by batch number.

**4. Today's details without declines or voids:** Displays all transactions, with details, for the current date including declined and voided transactions.

**5. Today's details with declines & voids:** Displays all transactions, with details, for the current date showing declined and voided transactions.

**6. Today's details grouped by invoice:** Displays all transactions, with details, for the current date separated by invoice number.

**7. Today's details grouped by card number:** Displays all transactions, with details, for the current date separated by credit card number.

**8. Today's Summary with Pre-Auths Only:** Displays all transactions, with details, for the current date showing only pre-authorization amounts.

**9. Yesterday's summary by card type:** Displays the totals of yesterday's transactions, broken down by card type.

**10. Yesterday's summary by operator:** Displays the totals of yesterday's transactions, broken down by operator ID.

**11. Yesterday's summary by batch:** Displays the totals of yesterday's transactions, broken down by batch.

**12. Yesterday's details without declines or voids:** Displays yesterday's transactions, without declined and voided transactions.

**13. Yesterday's details with declines & voids:** Displays yesterday's transactions, including declined and voided transactions.

**14. Yesterday's details grouped by invoice:** Displays yesterday's transactions, separated by invoice number.

**15. Yesterday's details grouped by card number:** Displays yesterday's transactions, separated by credit card number.

**16. Last 7 days summary by date:** Displays the total of all transactions, separated by date, for the last seven days.

**17. Last 7 days summary by card type:** Displays the totals of all transactions, separated by card type, for the last seven days.

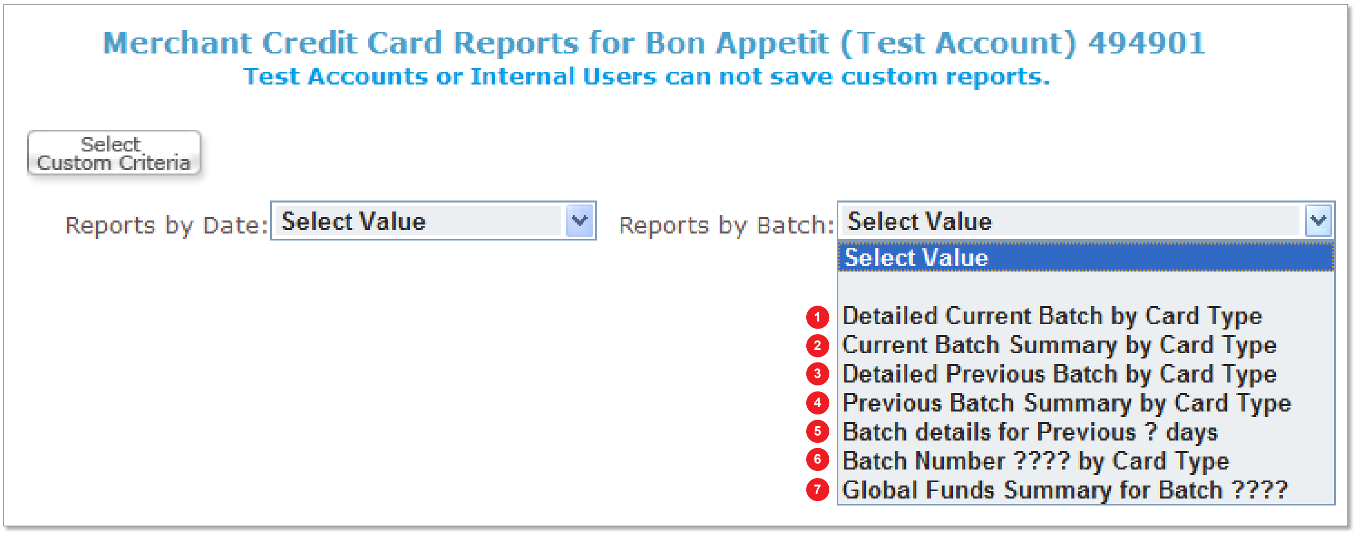
**18. Last 7 days summary by operator:** Displays the totals of all transactions, separated by operator ID, for the last seven days.

**19. Last 7 days summary by batch:** Displays the totals of all transactions, separated by batch number, for the last seven days.

**20. Last 7 days details without declines or voids:** Displays transactions for the last seven days without declined and voided transactions.

**21. Last 7 days details with declines & voids:** Displays transactions for the last seven days including declined and voided transactions.

## Pre-set reports: Reports by batch




**1. Detailed Current Batch by Card Type:** Displays all transactions, with details, for the current batch separated by credit card type. This batch may not be the open batch, but rather the last batch.

**2. Current Batch Summary by Card Type:** Displays a summary of all transactions for the current batch separated by credit card type. This batch may not be the open batch.

**3. Detailed Previous Batch by Card Type:** Displays all transactions, with details, for the previous batch separated by credit card type.

**4. Previous Batch Summary By Card Type:** Displays a summary of all transactions for the previous batch separated by credit card type. This batch may not be the open batch, but rather the last batch.

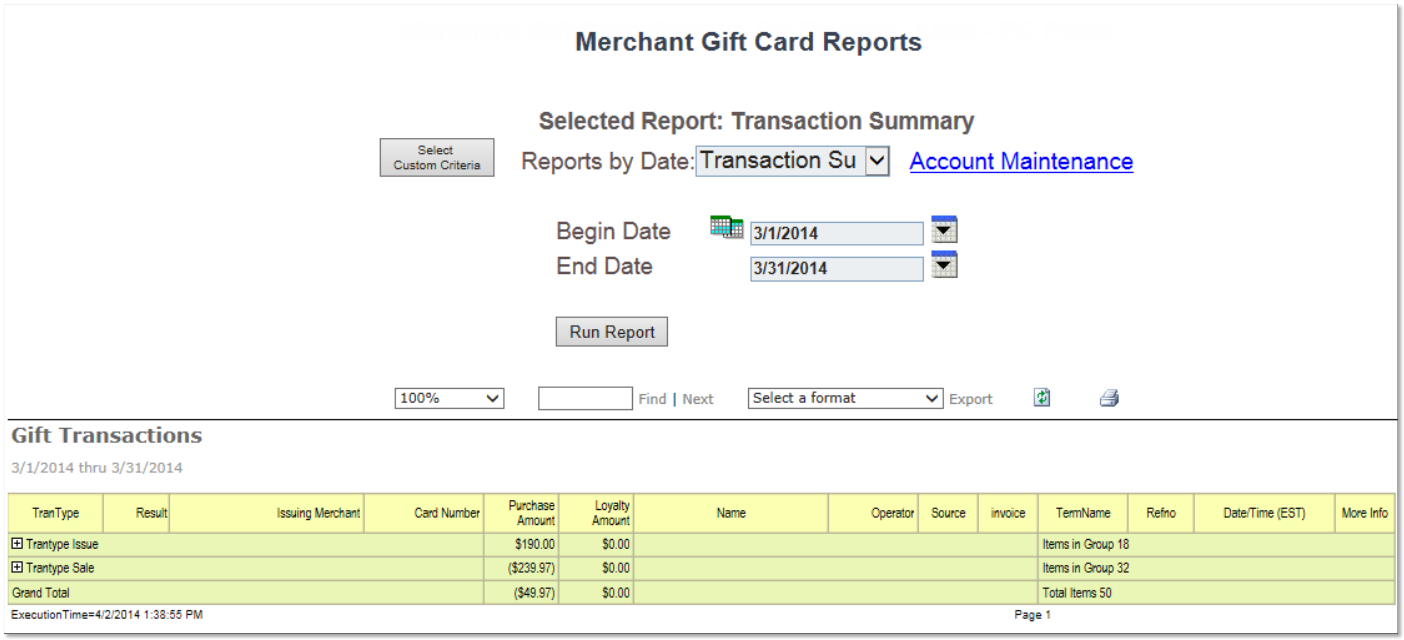
**5. Batch Details for Previous ? Days:** Displays all transactions, with details, for open and closed batches in the past specified number of days.

**6. Batch Number ???? by Card Type:** Displays all transactions, with details, in a specified batch number broken down by card type.

**7. Global Funds Summary for Batch ????:** Displays a summary of funds, from Global Payment System's specified batch (Visa, MC, Diners, JCB, EBT, Food Stamp).

# Gift card reports

Selecting custom criteria allows you to set your own parameters to view different gift card transactions or reports.




| TranType | Result | Issuing Merchant | Card Number | Purchase Amount | Loyalty Amount | Name | Operator | Source | invoice | TermName | Refno | Date/Time (EST) | More Info |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ⊞ Trantype Issue | | | | $190.00 | $0.00 | | | | | Items in Group 18 | | | |
| ⊞ Trantype Sale | | | | ($239.97) | $0.00 | | | | | Items in Group 32 | | | |
| Grand Total | | | | ($49.97) | $0.00 | | | | | Total Items 50 | | | |

ExecutionTime=4/2/2014 1:38:55 PM Page 1

**1.Tran Type:** Displays the type of transaction for each entry (Issue, Sale, Return,Voidsale, Balance Inquiry, etc.).

**2. Result:** Displays the approval status for each transaction (Approved, Declined).

**3. Issuing Merchant:** Displays the specific merchant location that processed the associated transaction.

**4. Card Number:** Displays the gift card number.

**5. Purchase Amount:** Displays the transaction amount.

**6. Name:** Displays the name of the card holder, if available.

**7. Operator:** Displays which operator ran each transaction.

**8. Source:** Displays whether the transaction was a manual/keyed entry or swiped.

**9. Invoice:** Displays the transaction's invoice number.

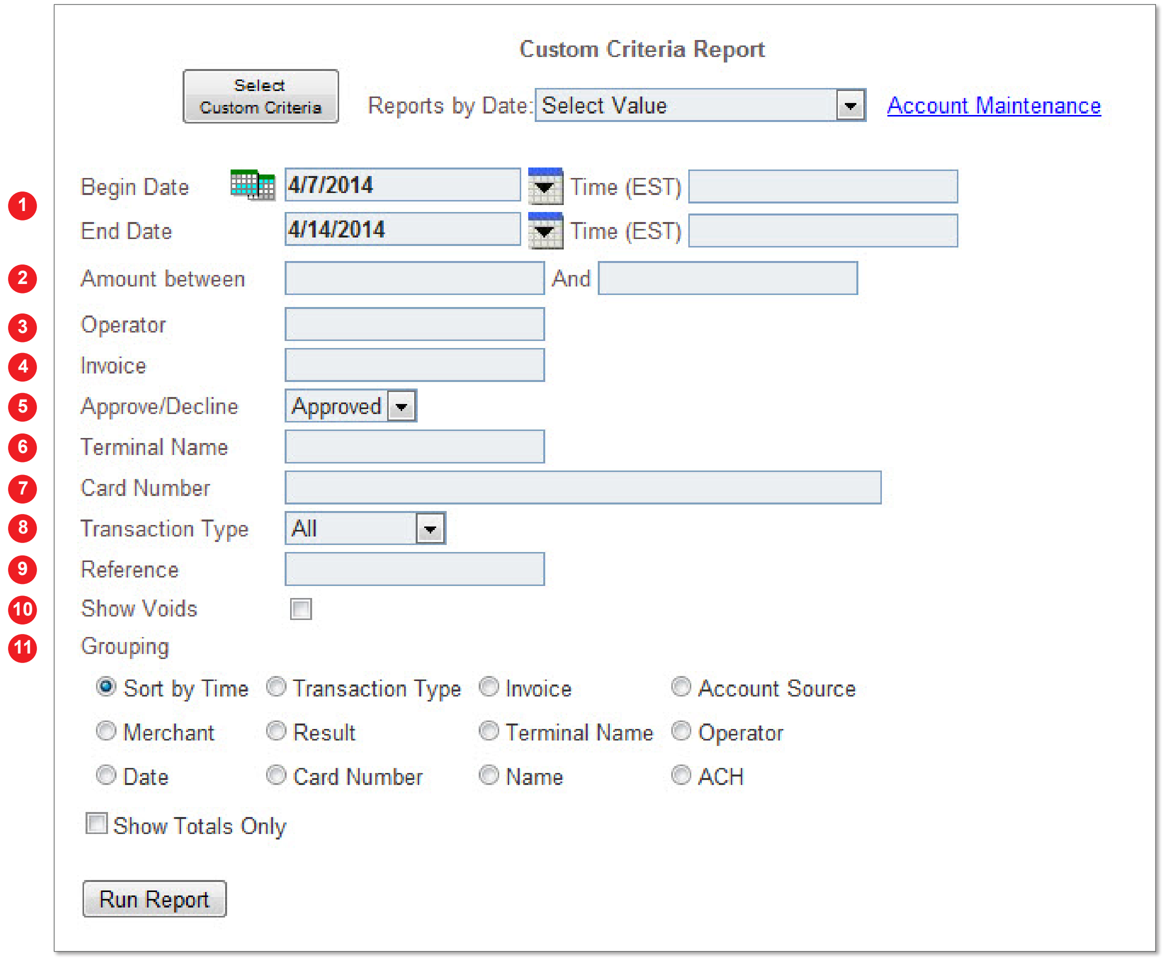
**10. TermName:** Displays the ID of the terminal on which each transaction took place.

**11. Refno:** Allows you to search for a specific reference number.

**12. Date/Time (EST):** Displays the date and time which each transaction took place. (EST)

## Gift card reports

Selecting custom criteria allows you to set your own parameters to view gift card transactions. Descriptions




of the criteria that you may choose are shown below.

**1. Begin Date and End Date:** Allows you to limit your query according to date and time.

**2. Amount Between:** Allows you to set dollar amounts in which to conduct your query. If you are a preauth/capture user, you will only see preauthorized amounts.

**3. Operator:** Allows you to search for transactions by operator ID or shift.

**4. Invoice:** Allows you to search for transactions by invoice number. The invoice may be called different names according to your point-of-sale (POS) system. You may see the invoice as order number, check number, etc.

**5. Approve/Decline:** Allows you to specify which type of transactions (approved, declined, both) you want to view.

**6. Terminal Name:** Allows you to search for transactions by terminal.

**7. Card Number:** Allows you to search for transactions by card number (American Express credit cards will only display eleven digits).

**8. Transaction Type:** Allows you to select which type of transactions (preauth, preauthcapture, return, void, sale, adjust, etc) you would like to view.

**9. Reference:** Allows you to search for a specific reference number.

**10. Show Voids:** Allows the option of viewing BatchClear/Close in your query.

**11. Grouping:** Allows you to decide how you would like the transactions separated in your query results. You may group by:

- Sort By Date
- Operator
- Card Type
- Batch
- Terminal Name
- Transaction Type
- Swiped?: Arrange by manual/swiped transaction.
- Name
- Invoice
- Shift
- Show EBT, Debit and Food Stamps Subtotal.
- Show Totals Only: Allows you to see the totals of the selected group. This option will not work if declined or voided transactions are shown.

# Daily settlement, deposits, and statements reports

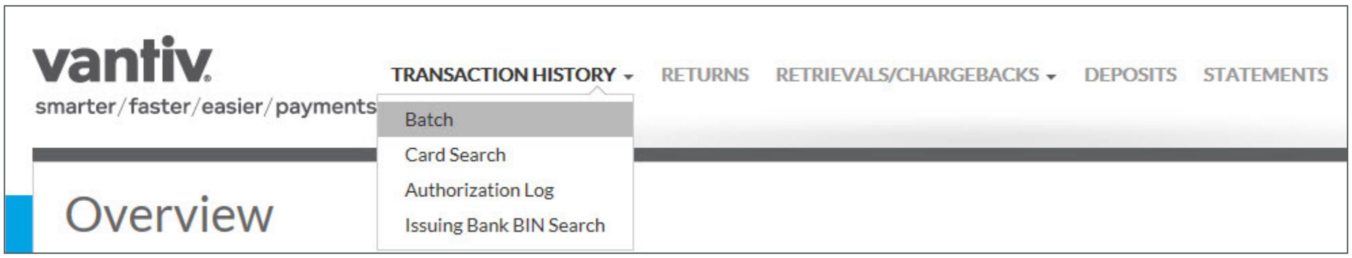
Details of the daily settlement, deposits, and statements are provided through a variety of menus.

- Batch
- Card Search
- Returns
- Retrievals / Chargebacks
- Deposits
- Statements

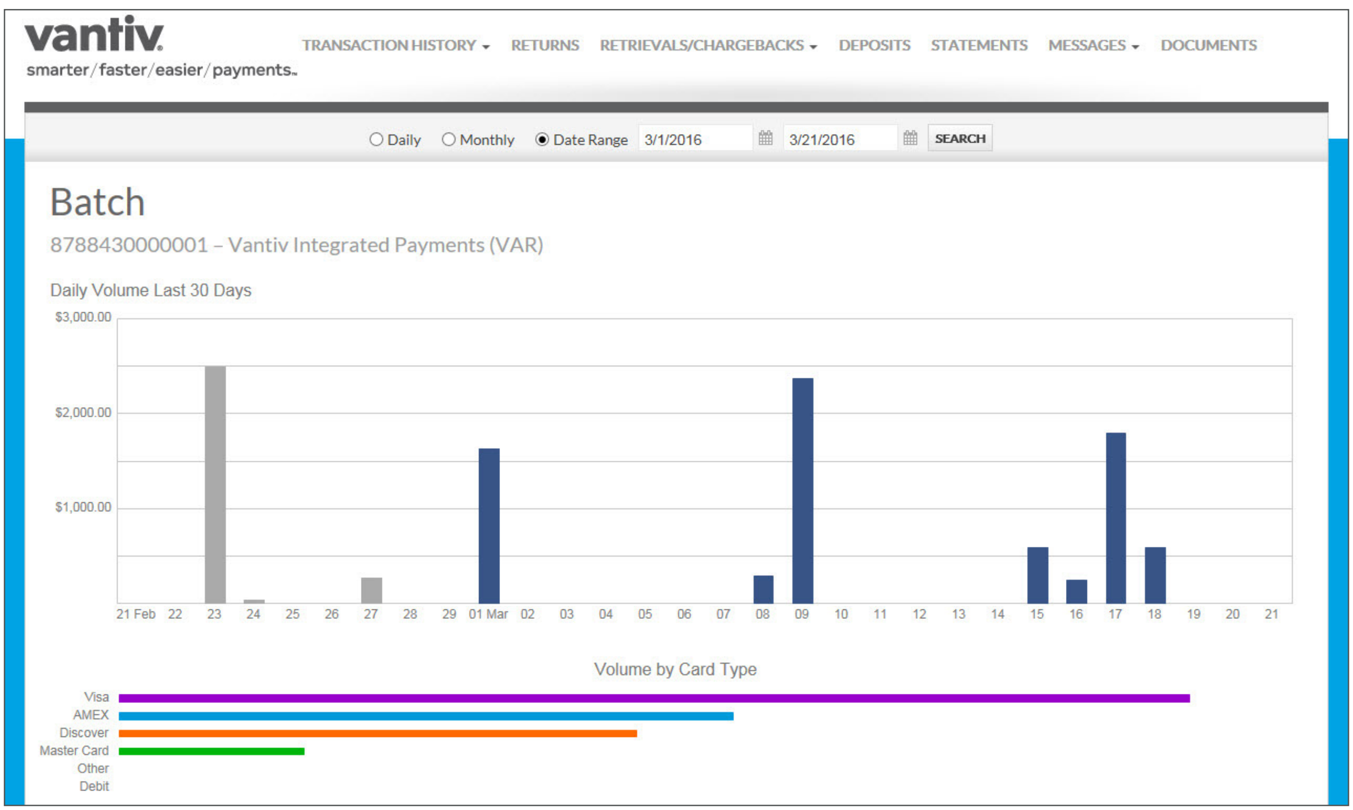
## Viewing batch information

The Batch tab allows you to view all Batch Summary and Batch Detail activity on a daily, monthly, or a specific date range.

1. Click the Batch link.




2. Choose either Daily, Monthly or Date Range. Click on the calendar module to pick a desired reporting period.



3. Scroll down to view Batch Summary by Date. To see more in-depth details for a particular batch, click on the Batch #.

## Batch Summary by Date

EXPORT

8788430000001 - Vantiv Integrated Payments (VAR) (3/1/2016 - 3/21/2016)

| Report Date | Terminal # | Network | Batch # | Net Keyed | % Keyed | # Keyed | Avg. Tkt. | # Trans | Sales | Returns | Net |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 03/18/2016 | 88430000001001 | MPS | 0291 | $452.93 | 76.74% | 1 | $295.12 | 2 | $590.24 | $0.00 | $590.24 |
| 03/17/2016 | 88430000001001 | MPS | 0290 | $0.00 | 0.00% | 0 | $1,788.37 | 1 | $1,788.37 | $0.00 | $1,788.37 |
| 03/16/2016 | 88430000001001 | MPS | 0289 | $246.81 | 100.00% | 1 | $246.81 | 1 | $246.81 | $0.00 | $246.81 |
| 03/15/2016 | 88430000001001 | MPS | 0288 | $581.46 | 100.00% | 1 | $581.46 | 1 | $581.46 | $0.00 | $581.46 |
| 03/09/2016 | 88430000001001 | MPS | 0287 | $2,364.69 | 100.00% | 5 | $472.94 | 5 | $2,364.69 | $0.00 | $2,364.69 |
| 03/08/2016 | 88430000001001 | MPS | 0286 | $292.35 | 100.00% | 2 | $146.18 | 2 | $292.35 | $0.00 | $292.35 |
| 03/01/2016 | 88430000001001 | MPS | 0285 | $1,624.20 | 100.00% | 1 | $1,624.20 | 1 | $1,624.20 | $0.00 | $1,624.20 |
| *Page Total* | | | | *$5,562.44* | *74.28%* | *11* | *$576.01* | *13* | *$7,488.12* | *$0.00* | *$7,488.12* |
| *Report Total* | | | | *$5,562.44* | *74.28%* | *11* | *$576.01* | *13* | *$7,488.12* | *$0.00* | *$7,488.12* |

Page: 1 — Displaying page 1 of 1 , Records 1 - 7 of 7. — Results per page: 10

- **Report Date:** Displays the date of the batch settlement.
- **Terminal #:** Displays the Terminal ID number.
- **Batch #:** By selecting the link the end user can see the individual transactions that make up the batch.
- **Not Keyed:** Displays the $ amount of transactions entered manually (aka keyed).
- **% Keyed:** Displays the percentage of transactions swiped vs. manually (aka keyed) entered.
- **Avg. Tkt.:** Displays the average ticket price.
- **# Trans:** Displays the total number of transactions within the batch.
- **Sales:** Displays the sales totals for all credit and debit transactions
- **Returns:** Displays the return totals for all credit and debit transactions
- **Net Amount:** Displays the difference between sales and return

5. The Batch Details screen will display allowing you to see details for each individual transaction. This screen also gives you the option to print, or export to an Excel, CSV, or PDF format. Need to print a duplicate receipt for a customer? Simply click on the Voucher link.

BATCH DETAILS

Merchant: 8788430000001 - Vantiv Integrated Payments (VAR)

Batch #: 0291 Terminal #: 88430000001001 Report Date: 3/18/2016

EXPORT

| Trans Date | Trans Time | Trans Code | Keyed | Card Type | Card # | Auth # | Product Code | EMV Trans | EMV Card | EMV Term | POS | EMV Offline | Trans Amount | Vouchers | Network |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 03/17/2016 | 02:47:16 PM | Sale | Yes | VI | 414720xxxxxx2478 | 01502D | N/A | No | No | No | 01 | No | $452.93 | Voucher | MPS |
| 03/17/2016 | 02:55:53 PM | Sale | No | AX-SE | 371292xxxxxx1000 | 120221 | N/A | No | No | No | 06 | No | $137.31 | Voucher | MPS |
| *Page Total* | | | | | | | | | | | | | ***$590.24*** | | |
| *Report Total* | | | | | | | | | | | | | ***$590.24*** | | |

Page: 1 Displaying page 1 of 1 , Records 1 - 2 of 2. Results per page: 10

## Voided/Rejected Transactions

| Code | Trans Date | Trans Time | Card # | Keyed | Auth No | Prod Code | Trans Amount |
|---|---|---|---|---|---|---|---|
| Data not found. | | | | | | | |

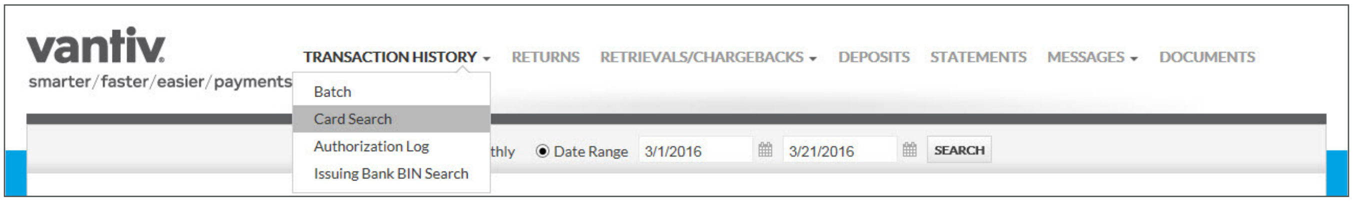
- **Trans Date:** Date of the original transaction
- **Trans Time:** Time of the original transaction
- **Trans Code:** Type of transaction
- **Keyed:** Display a "Yes" if the transaction was manually entered or "No" if it was swiped.
- **Card Type:** Displays the card type (Amex, MC, Visa, Disc).
- **Card #:** Displays the card # that transaction was processed to.
- **Auth #:** Authorization code provided by issuer upon approval of the transaction
- **Product Code:** N/A
- **EMV Trans:** EMV Transaction, yes or no
- **EMV Card:** Was the card capable of EMV, yes or no
- **EMV Term:** Was the terminal capable of EMV, yes or no
- **POS:** Point of Sale Entry Mode, what method of entry was the card entered
- **EMV Offline:** Was this an offline EMV transaction
- **Trans Amount:** Displays the amount of transaction.

*Note: transaction reports may be downloaded as an Excel spreadsheet by clicking on the Excel icon in the top right corner of this report.

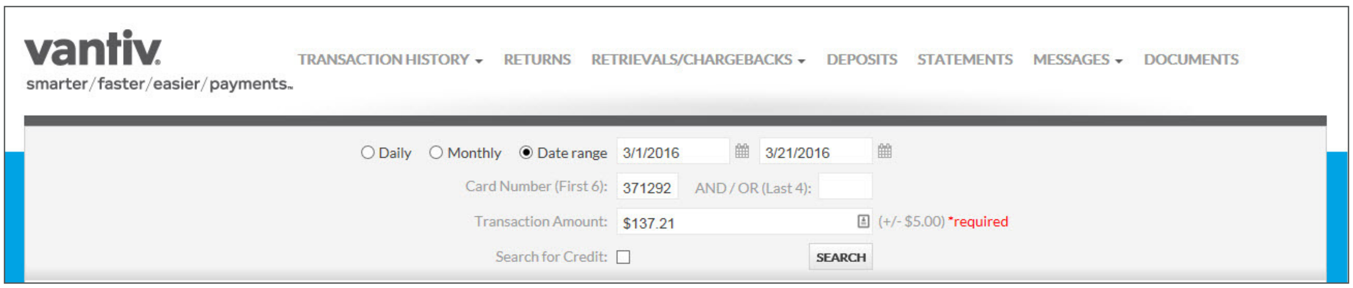
## Viewing card search

Card Search allows you to perform a search for a single credit card transaction.

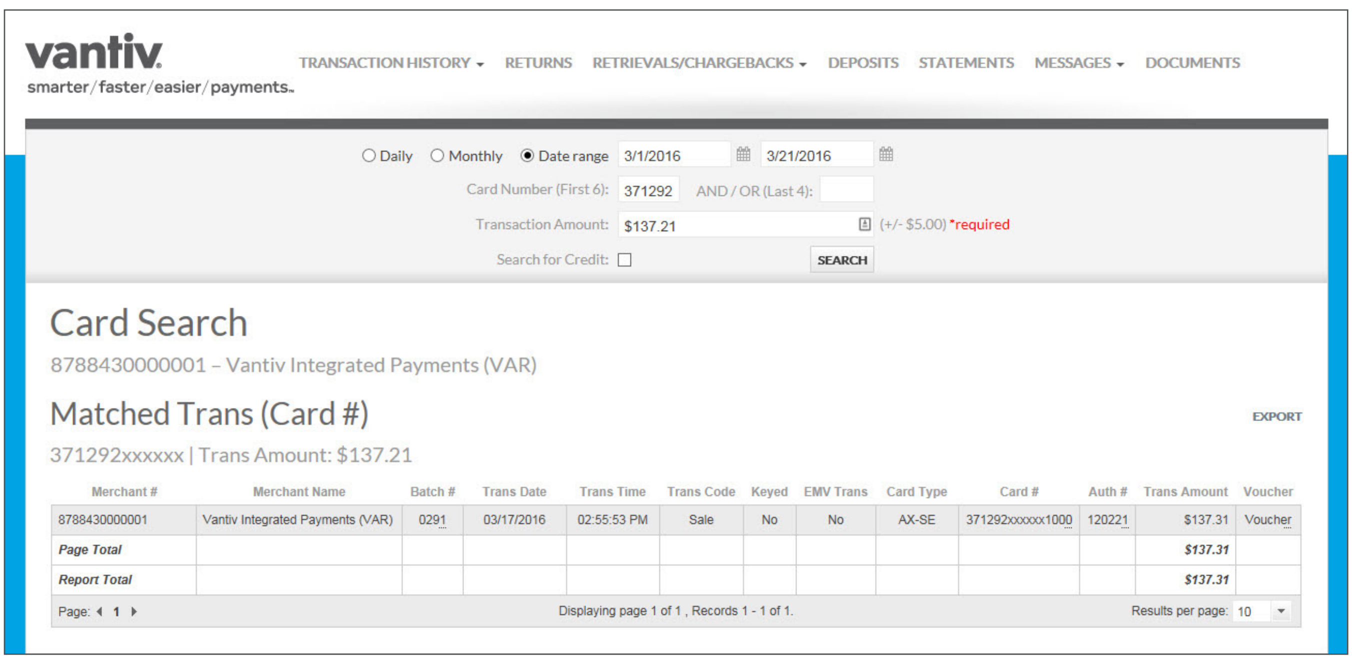
1. Select the Card Search tab to go to card search screen.




2. To perform a card search select desired date, enter first 6 or last 4 digits of the card number, and amount for single card search.
Note: The system allows you to enter the amount +/- $5.00.




3. Search results will display transactions that meet the search criteria.




| Merchant # | Merchant Name | Batch # | Trans Date | Trans Time | Trans Code | Keyed | EMV Trans | Card Type | Card # | Auth # | Trans Amount | Voucher |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 8788430000001 | Vantiv Integrated Payments (VAR) | 0291 | 03/17/2016 | 02:55:53 PM | Sale | No | No | AX-SE | 371292xxxxxx1000 | 120221 | $137.31 | Voucher |
| *Page Total* | | | | | | | | | | | *$137.31* | |
| *Report Total* | | | | | | | | | | | *$137.31* | |

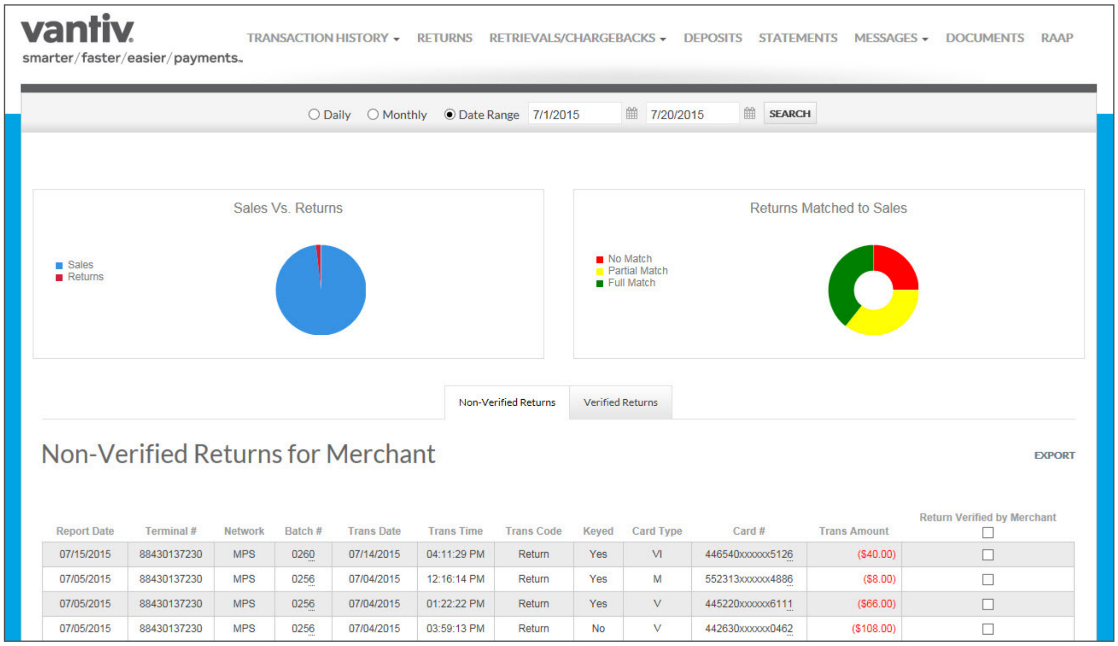
## Viewing returns

The Returns tab enables a user to review all returns processed on a Daily, Monthly or Date Range basis. The Returns feature can be vital to ensure unauthorized credits are not being processed.

This section will allow a user to review all Verified and Non-Verified Returns. A Verified Return is a return that the system did find a corresponding sale for, or one that was previously reconciled and verified as a good transaction. A Non-Verified Return is a return that the system did not find a corresponding sale.

Fraudulent returns are one potential avenue for employee theft. Reviewing your returns to ensure their validity is a great way to protect your business from this risk.

1. Select the Returns link to view returns.




- **Report Date:** Displays the date of the batch settlement.
- **Terminal #:** Displays the terminal number a return was processed on.
- **Network:** N/A
- **Batch #:** Displays the corresponding batch number.
- **Trans Date:** Displays the date a return was processed.
- **Trans Time:** Displays the time a return was processed.
- **Trans Code:** Transaction type (e.g. Return)
- **Keyed:** Display a "Yes" if return was manually entered or "No" if it was swiped.
- **Card Type:** Displays the card type (Amex, MC, Visa, Disc).
- **Card #:** Displays the card # that return was processed to.
- **Trans Amount:** Displays the amount of return.
- **Matched to Sales:** Displays if a return has a full match, partial match, or no match to a corresponding sale.

*Note: return reports may be downloaded as an Excel spreadsheet by clicking on the Excel icon in the top right corner of this report.

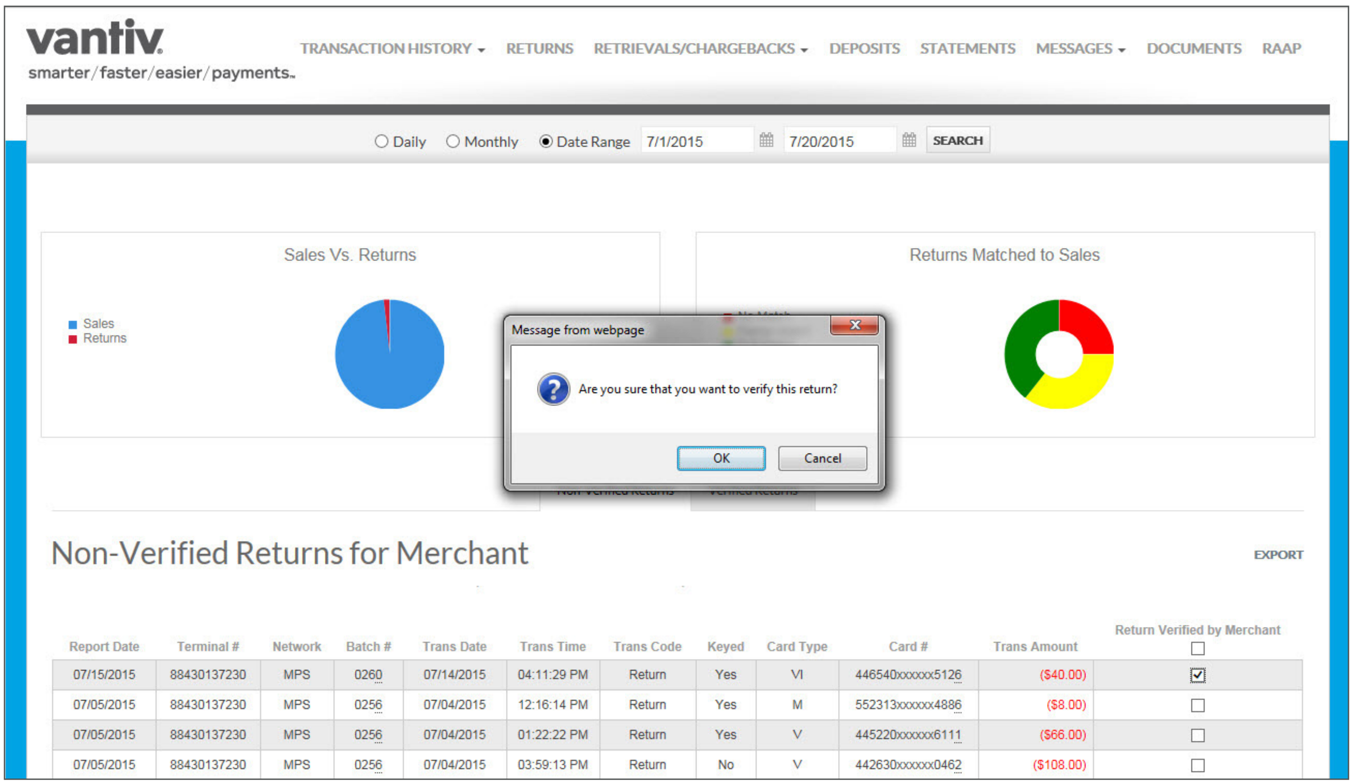
2. Select desired date range
    - Daily
    - Monthly
    - Date Range

3. Click Return tabs to view various return reports
    - Non-Verified Returns
    - Verified Returns

4. Click on the Batch # hyperlink to view the corresponding batch detail information.

* Use the Back button to go back to previous level views.

5. To verify a Non-Verified Return check the box associated with a transaction under Return Verified By Merchant section.




6. Dialog box will appear to confirm action. Select OK to complete return verification.

## Viewing retrievals/chargebacks

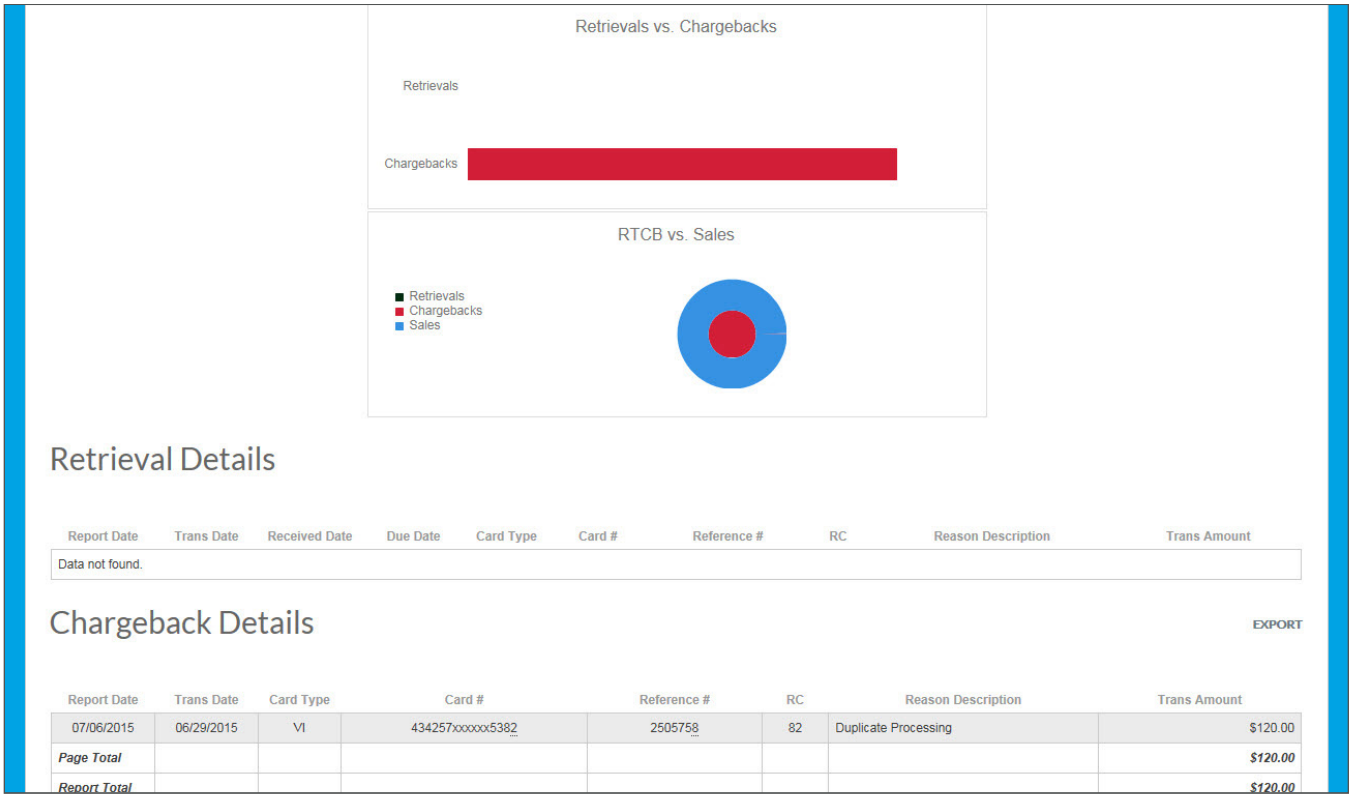
This section provides access to review a summary of Retrieval and Chargeback transaction activity.

1. Highlight the Retrievals/Chargebacks button and select the desired sub-tabs.

· Retrievals/Chargebacks

· Retrievals

· Chargebacks



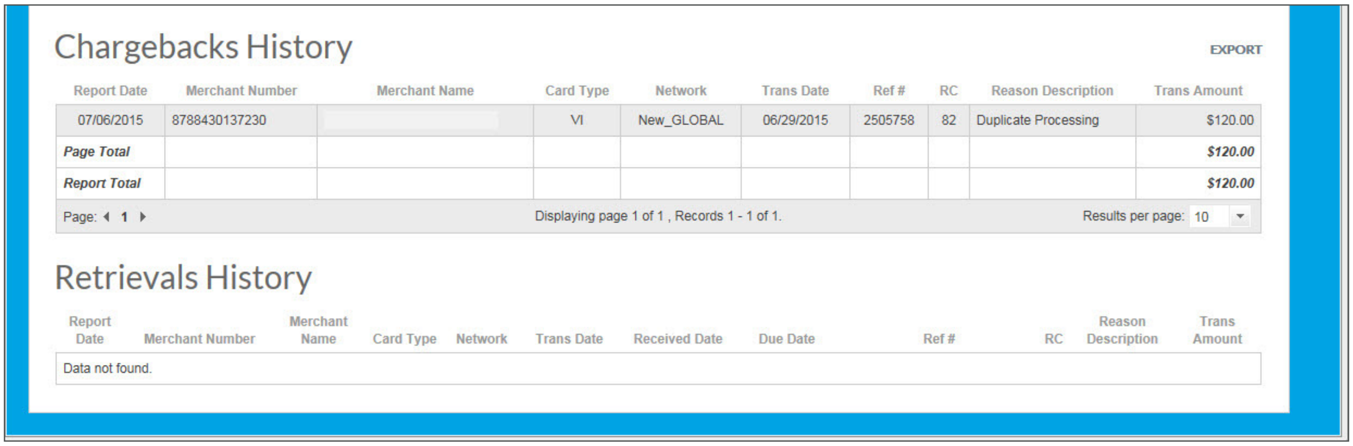

- **Report Date:** Displays the date the chargeback or retrieval request was issued.
- **Trans Date:** Displays the date the original transaction was processed on.
- **Received Date:** Date retrieval request was received
- **Card Type:** Displays the card type (Amex, MC, Visa, Disc).
- **Card #:** Displays the card number.
- **Reference #:** Reference number to locate the file.
- **RC:** Reason code.
- **Reason Description:** Reason cardholder has provided for chargeback request
- **Trans Amount:** Chargeback amount.

For further information on the primary causes and ways to prevent chargebacks, please see the Credit Card 101 guide under the Tools tab.

2. Select a specific report date, then click Search.
   · Daily
   · Monthly
   · Date Range

3. Retrieval / Chargeback Summary page will display.

4. To review in detail a Retrieval or Chargeback click the Reference # hyperlink.



## Chargebacks History

EXPORT

| Report Date | Merchant Number | Merchant Name | Card Type | Network | Trans Date | Ref # | RC | Reason Description | Trans Amount |
|---|---|---|---|---|---|---|---|---|---|
| 07/06/2015 | 8788430137230 | | VI | New_GLOBAL | 06/29/2015 | 2505758 | 82 | Duplicate Processing | $120.00 |
| ***Page Total*** | | | | | | | | | ***$120.00*** |
| ***Report Total*** | | | | | | | | | ***$120.00*** |

Page: 1 Displaying page 1 of 1 , Records 1 - 1 of 1. Results per page: 10

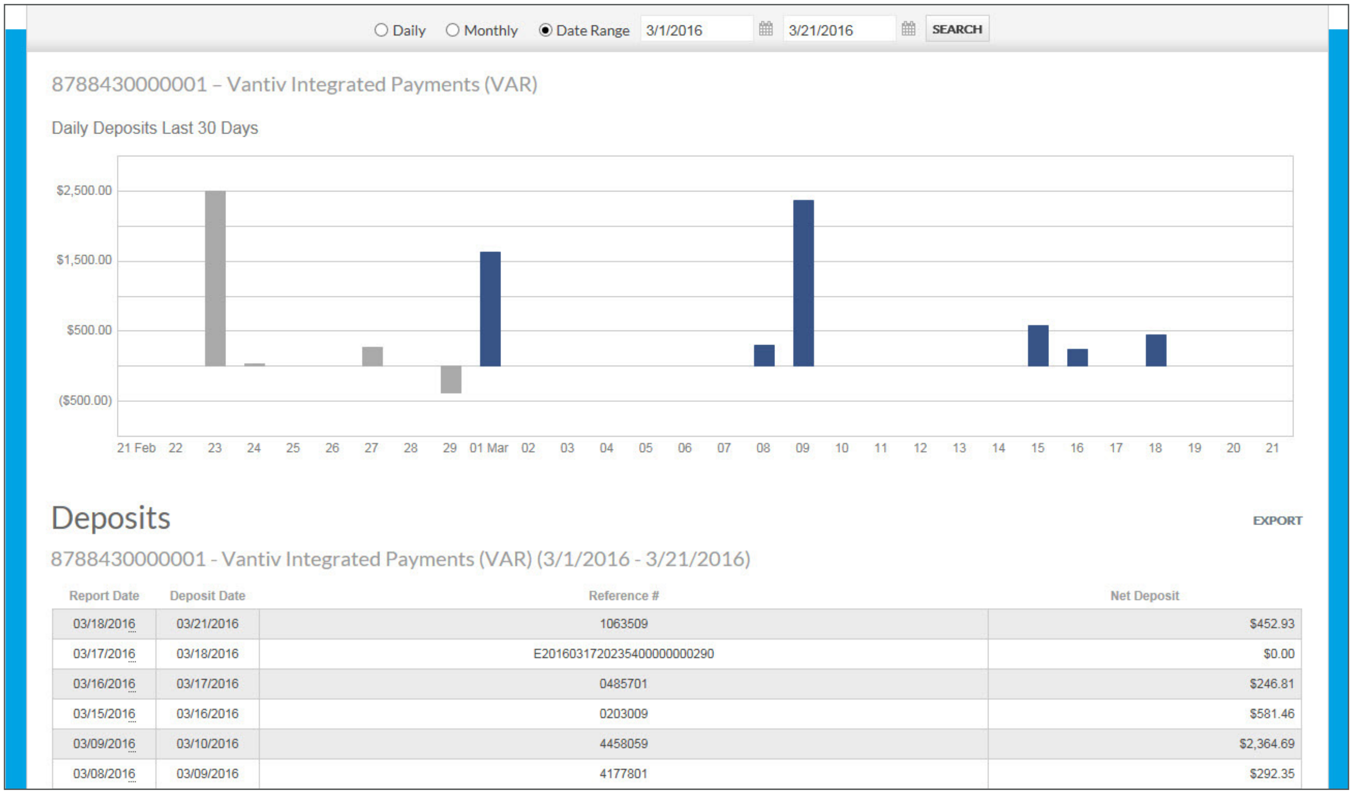
## Retrievals History

| Report Date | Merchant Number | Merchant Name | Card Type | Network | Trans Date | Received Date | Due Date | Ref # | RC | Reason Description | Trans Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Data not found. | | | | | | | | | | | |

## Viewing deposits

Deposits are one of the most important items to track as a Merchant. This section will review tracking deposits on a Daily, Monthly and Date Range basis.

1. Click Deposits tab to access the deposits screen.



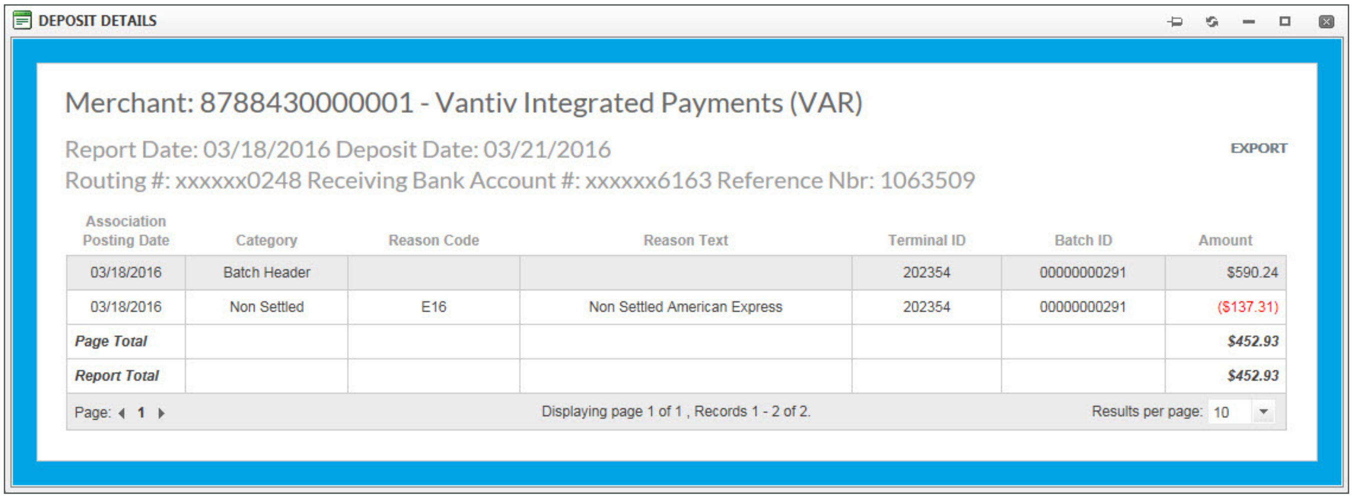

| Report Date | Deposit Date | Reference # | Net Deposit |
|---|---|---|---|
| 03/18/2016 | 03/21/2016 | 1063509 | $452.93 |
| 03/17/2016 | 03/18/2016 | E20160317202354000000000290 | $0.00 |
| 03/16/2016 | 03/17/2016 | 0485701 | $246.81 |
| 03/15/2016 | 03/16/2016 | 0203009 | $581.46 |
| 03/09/2016 | 03/10/2016 | 4458059 | $2,364.69 |
| 03/08/2016 | 03/09/2016 | 4177801 | $292.35 |

- **Report Date:** N/A
- **Cycle:** N/A
- **Deposit Date:** Date deposit was sent to the merchant's bank account.
- **Routing #:** Displays the routing number.
- **Receiving Bank Account #:** Displays the account number.
- **Account Type:** N/A
- **Reference:** N/A
- **Net Deposit:** Displays the difference between total deposits and total debits.

*Note: deposit details may be downloaded as an Excel spreadsheet or PDF file by clicking on the highlighted Excel icon in the top right corner of this report.

2. Select a specific report date.
    · Daily
    · Monthly
    · Date Range

3. Click on report date to view deposit details.


DEPOSIT DETAILS

Merchant: 8788430000001 - Vantiv Integrated Payments (VAR)

Report Date: 03/18/2016 Deposit Date: 03/21/2016
Routing #: xxxxxx0248 Receiving Bank Account #: xxxxxx6163 Reference Nbr: 1063509

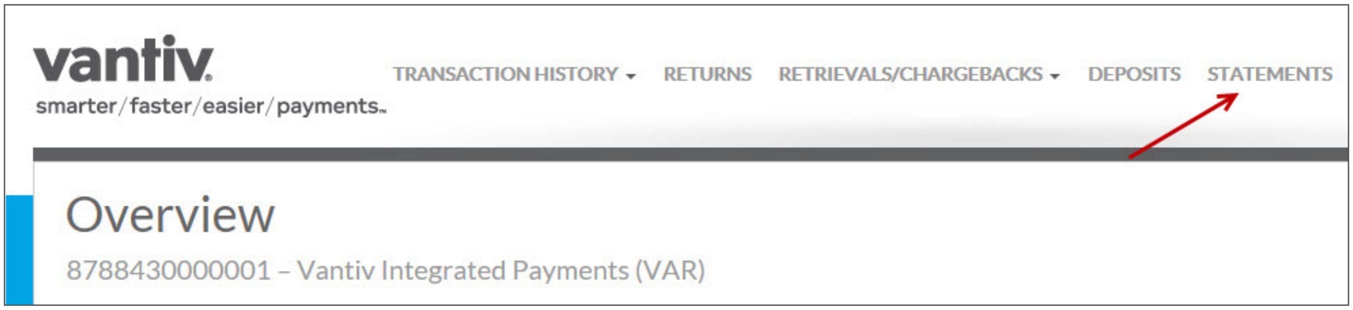
EXPORT

| Association Posting Date | Category | Reason Code | Reason Text | Terminal ID | Batch ID | Amount |
|---|---|---|---|---|---|---|
| 03/18/2016 | Batch Header | | | 202354 | 00000000291 | $590.24 |
| 03/18/2016 | Non Settled | E16 | Non Settled American Express | 202354 | 00000000291 | ($137.31) |
| ***Page Total*** | | | | | | ***$452.93*** |
| ***Report Total*** | | | | | | ***$452.93*** |

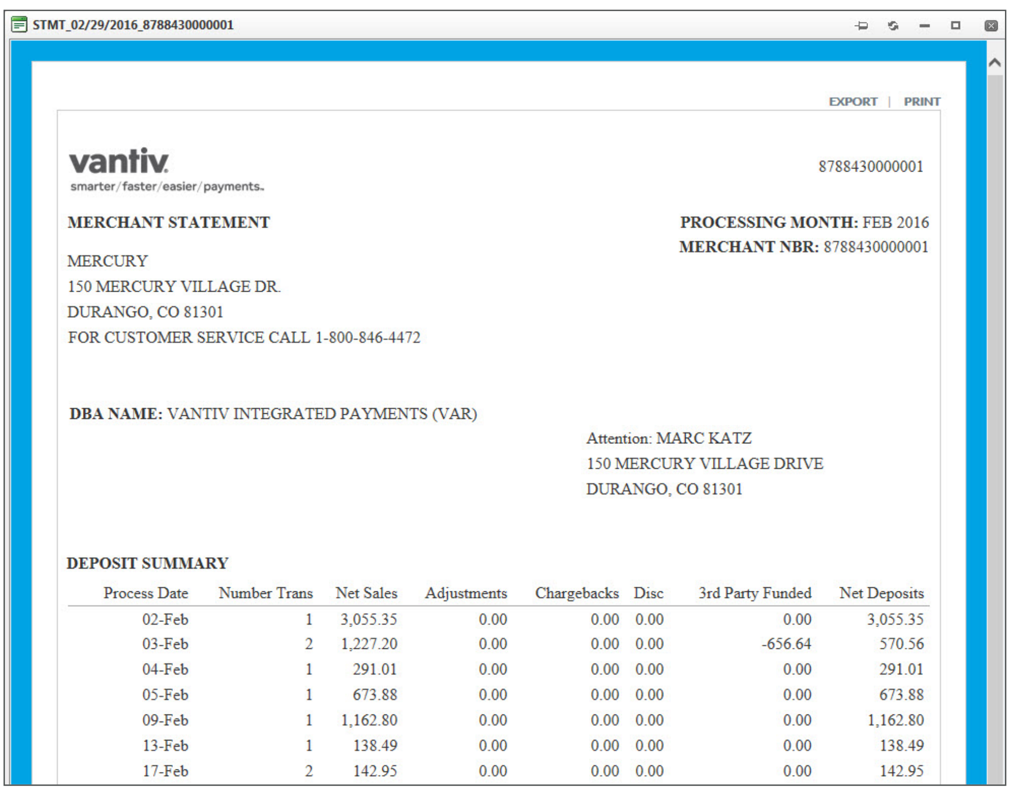
Page: 1 Displaying page 1 of 1 , Records 1 - 2 of 2. Results per page: 10

## Viewing statements

This section provides you access to view, evaluate and print online statements at a click of a button. All electronic statements are stored on a historical 18-month basis and can be displayed in PDF or Excel formats.




1. Click the Statements tab.
2. Select a date and click the "View Statement" button. The merchant statement will display



STMT_02/29/2016_8788430000001

EXPORT | PRINT

vantiv
smarter/faster/easier/payments.

8788430000001

**MERCHANT STATEMENT**

**PROCESSING MONTH:** FEB 2016
**MERCHANT NBR:** 8788430000001

MERCURY
150 MERCURY VILLAGE DR.
DURANGO, CO 81301
FOR CUSTOMER SERVICE CALL 1-800-846-4472

**DBA NAME:** VANTIV INTEGRATED PAYMENTS (VAR)

Attention: MARC KATZ
150 MERCURY VILLAGE DRIVE
DURANGO, CO 81301

**DEPOSIT SUMMARY**

| Process Date | Number Trans | Net Sales | Adjustments | Chargebacks | Disc | 3rd Party Funded | Net Deposits |
|---|---|---|---|---|---|---|---|
| 02-Feb | 1 | 3,055.35 | 0.00 | 0.00 | 0.00 | 0.00 | 3,055.35 |
| 03-Feb | 2 | 1,227.20 | 0.00 | 0.00 | 0.00 | -656.64 | 570.56 |
| 04-Feb | 1 | 291.01 | 0.00 | 0.00 | 0.00 | 0.00 | 291.01 |
| 05-Feb | 1 | 673.88 | 0.00 | 0.00 | 0.00 | 0.00 | 673.88 |
| 09-Feb | 1 | 1,162.80 | 0.00 | 0.00 | 0.00 | 0.00 | 1,162.80 |
| 13-Feb | 1 | 138.49 | 0.00 | 0.00 | 0.00 | 0.00 | 138.49 |
| 17-Feb | 2 | 142.95 | 0.00 | 0.00 | 0.00 | 0.00 | 142.95 |

## Statements: Deposits

**DEPOSIT SUMMARY**

| Process Date | Number Trans | Net Sales | Adjustments | Chargebacks | Disc | 3rd Party Funded | Net Deposits |
|---|---|---|---|---|---|---|---|
| 02-Feb | 1 | 3,055.35 | 0.00 | 0.00 | 0.00 | 0.00 | 3,055.35 |
| 03-Feb | 2 | 1,227.20 | 0.00 | 0.00 | 0.00 | -656.64 | 570.56 |
| 04-Feb | 1 | 291.01 | 0.00 | 0.00 | 0.00 | 0.00 | 291.01 |
| 05-Feb | 1 | 673.88 | 0.00 | 0.00 | 0.00 | 0.00 | 673.88 |
| 09-Feb | 1 | 1,162.80 | 0.00 | 0.00 | 0.00 | 0.00 | 1,162.80 |
| 13-Feb | 1 | 138.49 | 0.00 | 0.00 | 0.00 | 0.00 | 138.49 |
| 17-Feb | 2 | 142.95 | 0.00 | 0.00 | 0.00 | 0.00 | 142.95 |
| 23-Feb | 1 | 2,491.79 | 0.00 | 0.00 | 0.00 | 0.00 | 2,491.79 |
| 24-Feb | 1 | 33.90 | 0.00 | 0.00 | 0.00 | 0.00 | 33.90 |
| 27-Feb | 1 | 267.50 | 0.00 | 0.00 | 0.00 | 0.00 | 267.50 |
| Deposits Total | 12 | 9,484.87 | 0.00 | 0.00 | 0.00 | -656.64 | 8,828.23 |

**3rd PARTY BATCH AMOUNT DETAIL**

| Date | Batch Amount | Paid By | Amount | Date | Batch Amount | Paid By | Amount |
|---|---|---|---|---|---|---|---|
| 03-Feb | 1,227.20 | AMEX | 656.64 | | | | |
| | | | | | | Monthly Total | 656.64 |

- **Process Date:** Date deposits were made to your account.
- **Number Trans:** Number of deposits on Process Date (includes 3rd Party Funded)
- **Net Sales:** Total amount of sales transactions in the deposit
- **Adjustments:** Manual adjustments that affect the total deposit
- **Chargebacks:** Amount of Chargebacks deducted from the total deposit
- **Disc:** Discount reduced from deposit
- **3rd Party Funded:** Amount in the deposit that will be funded by a 3rd party
- **Net Deposit:** Net Sales less all the deduction columns

## Statements: Deposit item summary

This short section summarizes the information provided in the detailed deposit section above. You can see the total number of sales, credits and the dollar amounts in each category. To the right you will see DB ADJ and CR ADJ. Adjustments include corrections for funding errors. For example, if something was funded that had an invalid authorization code, the funding amount will be deducted here.

**DEPOSITS ITEM SUMMARY**

| Tickets | Number | Amount | ADJ | Number | Amount |
|---|---|---|---|---|---|
| SALES | 11 | $4,878.94 | DB ADJ | 0 | $0.00 |
| CREDITS | 1 | ($15.00) | CR ADJ | 0 | $0.00 |
| *Total* | *12* | *$4,863.94* | *Total* | *0* | *$0.00* |

## Statements: Processing activity summary

This section details the total amount of transactions and the fees applied, broken down by card type.

**PROCESSING ACTIVITY SUMMARY**

| Card Type | Number of Sales | Amount of Sales | Number of Credits | Amount of Credits | Net Sales | Average Ticket | Disc Per Item | Disc % | Processing Fees |
|---|---|---|---|---|---|---|---|---|---|
| MASTERCARD | 2 | 142.95 | | 0.00 | 142.95 | 71.48 | 0.160 | 1.720 | 2.78 |
| MCDEBITCAP | 1 | 267.50 | | 0.00 | 267.50 | 267.50 | 0.160 | 1.720 | 4.76 |
| VISA | 7 | 11,043.67 | | 0.00 | 11,043.67 | 1,577.67 | 0.160 | 1.630 | 181.13 |
| VISADEBIT | 1 | 138.49 | | 0.00 | 138.49 | 138.49 | 0.160 | 1.630 | 2.42 |
| VISADEBITCAP | 1 | 33.90 | | 0.00 | 33.90 | 33.90 | 0.160 | 1.630 | 0.71 |
| Total | 12 | 11,626.51 | | 0.00 | 11,626.51 | 968.88 | | | 191.80 |

- **Number of Sales:** Number of transactions per card type
- **Amount of Sales:** Total amount for all transaction within each card type
- **Number of Credits:** Number of credit/return transactions per card type
- **Amount of Credits:** Total amount of credit/return transactions per card type
- **Net Sales:** Sales Amount less Credit Amount
- **Average Ticket:** Total amount for all transactions within each card type divided by number of transactions within each card type.
- **Disc Per Item:** Transaction fee assessed for each transaction in the category
- **Disc Percent:** Interchange or discount rate for the type of transaction in the row
- **Processing Fees:** Sum of the Disc Per Item and Disc Percent

## Statements: Surcharges

Surcharges are downgrades. Some of the most common downgrades are the result of manual or key-entered transactions, failure to close a batch, corporate transactions, world and cross border transactions, and rewards cards.

If you see the acronym EIRF or Merit 1 it indicates a downgraded transaction. Other listings reflect international, business, or rewards cards. The type of surcharge is preceded by either VS for Visa or MC for Mastercard. The last row in this section is the total amount of surcharges assessed for this statement cycle.

Worldpay Integrated Payments receives a very small portion of the fees which cover the costs of authorizing, capturing and settling transactions. The majority of the fees go to the issuing banks, the card associations (Visa/ MC), and toward network and back-end processing charges.

worldpay

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