



Available Report Types

- **Daily Transaction Summary** - a summary of the transactions that you have processed today
- **Credit Card Detail** - a line-by-line view of your credit card transaction history
- **AVS** - shows your transaction history with the AVS (Address Verification System) response for each transaction
- **Book** - shows transactions that were performed using the Book Transaction window



Available Report Types

- **Ship** - shows transactions that were performed using the **Ship Transaction** window.
- **Customer Transaction** - displays transactions that were processed as a payment for a recurring billing contract
- **Batch Pre-Settle** - allows you to view batches of transactions that have not been settled yet
- **Batch Post-Settle** - allows you to view batches of transactions that have already been settled



Available Report Types

- **Check Detail** – details of your check transaction history
- **Check Summary** - summary of check transactions
- **Debit Summary** - gives summary of debit transactions
- **EBT Summary** - gives summary of EBT transactions
- **Periodic Payments by Expired Contracts** - shows the customer database accounts that will expire within the selected date range



Available Report Types

- **Periodic Payments by Customer ID** - summary of periodic payments for customer database accounts that were processed within the specified date range
- **Periodic Payments by Date** - report of periodic payment transactions from the customer database that were processed within the specified date range
- **Reprint Receipts** - allows you to reprint a receipt from an existing transaction
- **Cashier Audit** - allows you to view actions performed by your cashiers



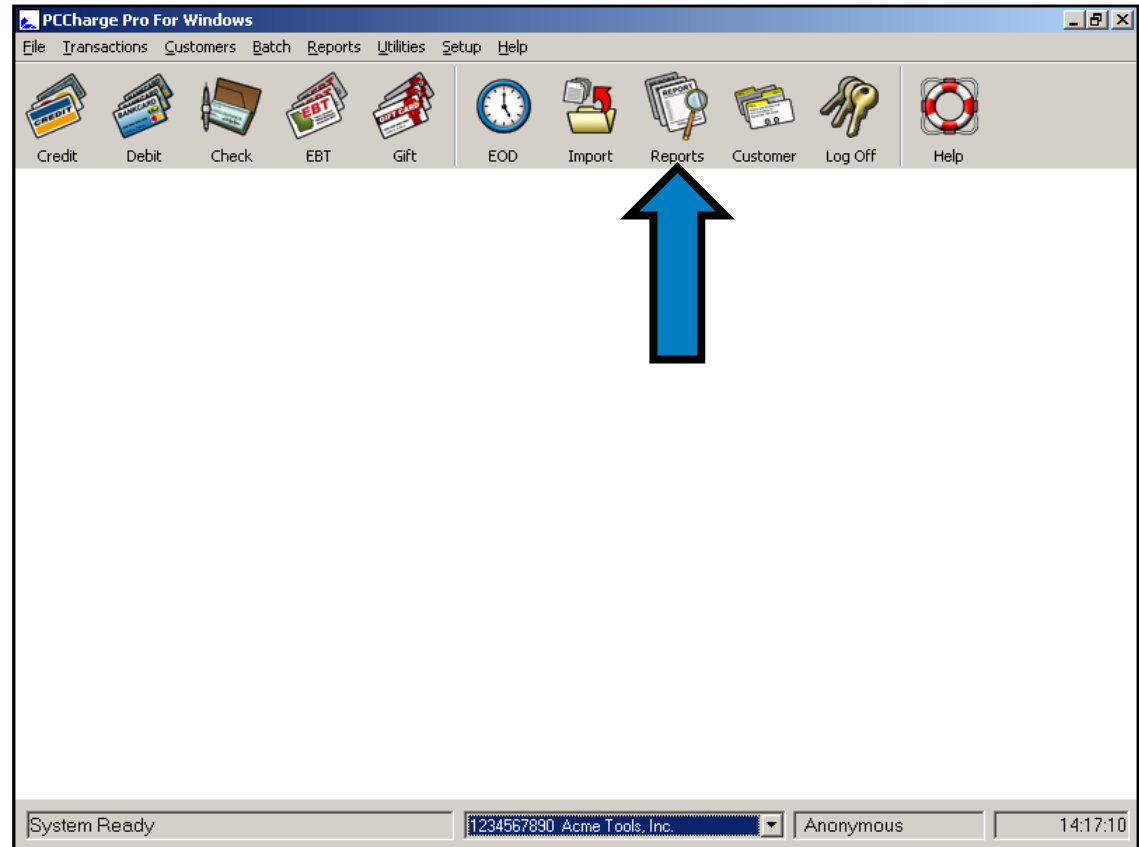
Available Report Types

- **Gratuity Pre-Settle** - shows those gratuity transactions waiting to be finalized or completed
- **Gratuity Detail** - line-by-line report of transactions and gratuity amounts for those transactions
- **Gift Card** - line by line report of gift card transactions

Viewing a Report

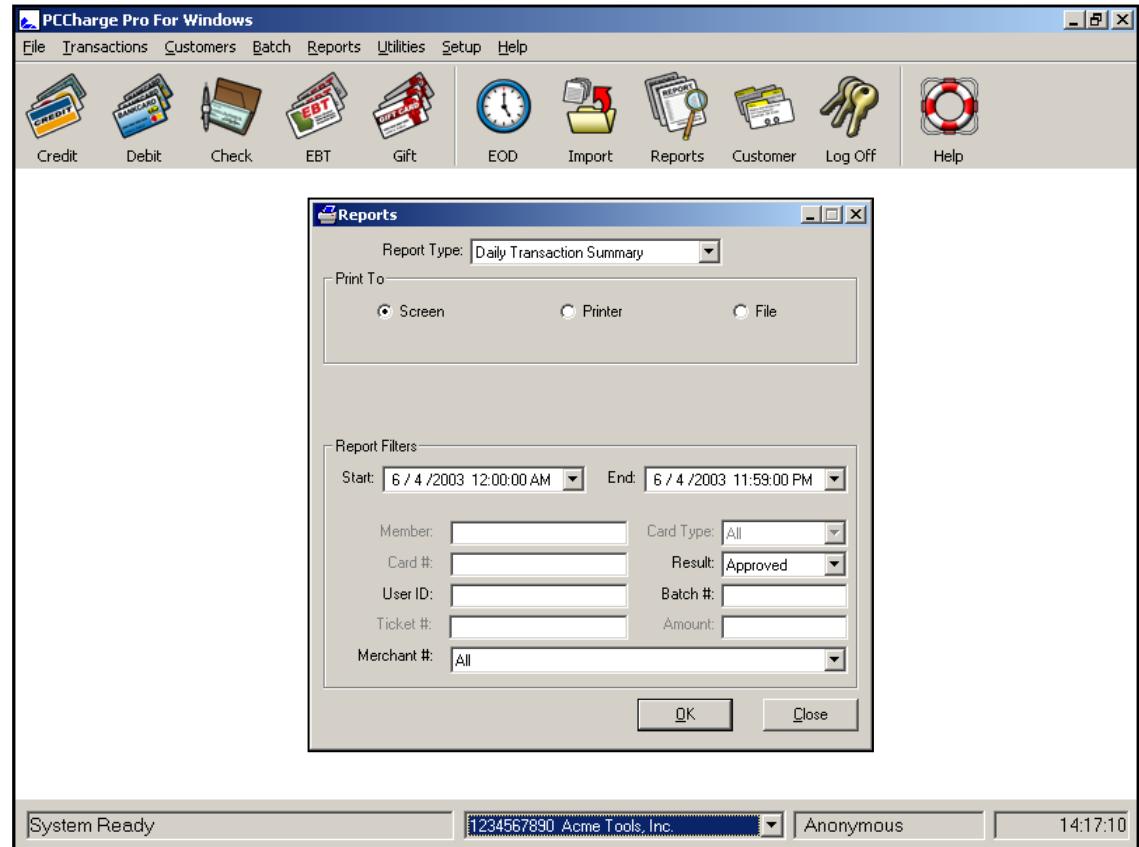


Click the reports icon near the top right of the **PCCharge** main window.



Report Filter Window

The **Report Filter** window will appear.



Set the Report Filters



- Fill out the report filters with the information you want to include in or exclude from the report.
Example: Setting **Card Type** to VISA will generate a report of only VISA cards.
- The following slide briefly describes some available report filters. Some filters will not be available for some report types.

Reports

Report Type: Daily Transaction Summary

Print To:
 Screen Printer File

Report Filters

Start: 6 / 4 /2003 12:00:00 AM End: 6 / 4 /2003 11:59:00 PM

Member: Card Type: All

Card #: Result: Approved

User ID: Batch #:

Ticket #: Amount:

Merchant #: All

OK Close



Filter Descriptions

- **Start:** - Allows you to specify the starting date of the desired date range
- **End:** - Allows you to specify the ending date of the desired date range
- **Member:** - Allows you to generate a report showing transactions processed for a specific cardholder
- **Card #:** - Allows you to generate a report showing transactions processed on a specific card number
- **User ID:** - Allows you to generate a report showing transactions processed by a specific **PCCharge** User (only available in the multi-user version of **PCCharge**)



Confirm the Report Filters

Click **OK** once the **Report Type** has been specified and the **Report Filters** have been filled out as necessary. **PCCharge** will then generate your report.

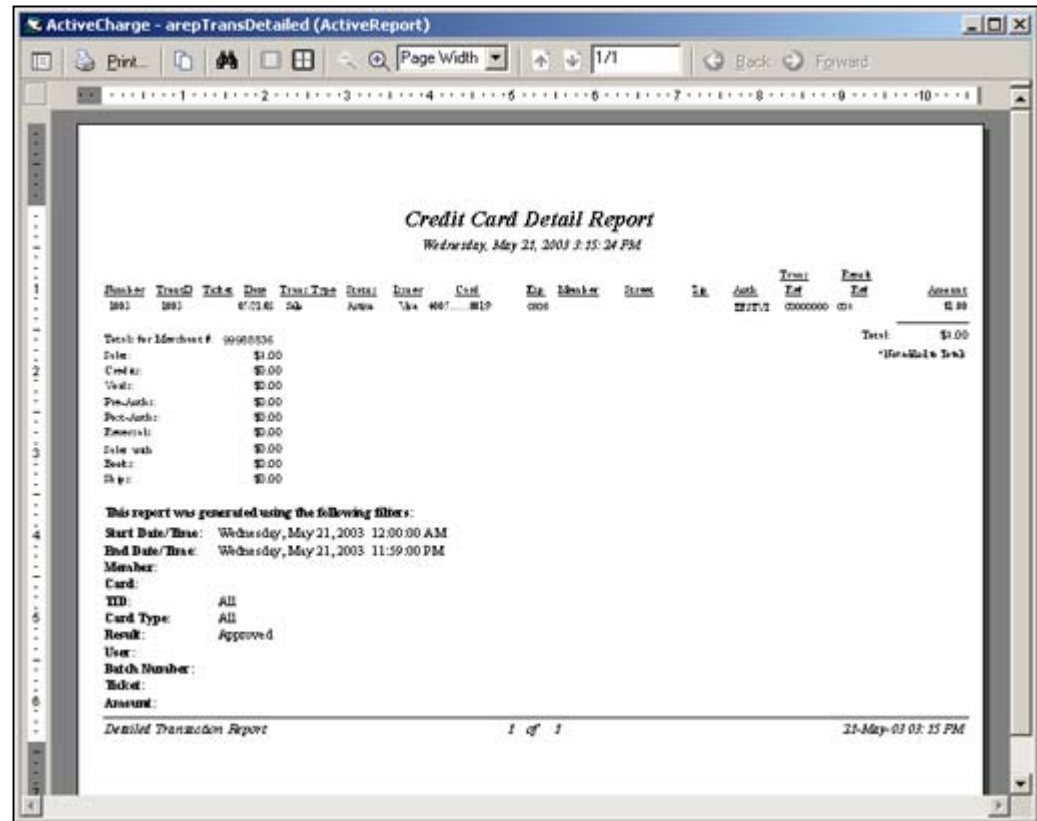
The screenshot shows a dialog box titled "Reports" with the following fields and options:

- Report Type: Daily Transaction Summary (dropdown)
- Print To: Screen, Printer, File
- Report Filters:
 - Start: 6 / 4 /2003 12:00:00 AM (dropdown)
 - End: 6 / 4 /2003 11:59:00 PM (dropdown)
 - Member: [text input]
 - Card #: [text input]
 - User ID: [text input]
 - Ticket #: [text input]
 - Merchant #: All (dropdown)
 - Card Type: All (dropdown)
 - Result: Approved (dropdown)
 - Batch #: [text input]
 - Amount: [text input]
- Buttons: OK, Close



Viewing the Report

The report will appear onscreen (unless you have specified that it print to **File** or **Printer**). You can use the controls near the top left of the screen to print the report, move to another page in the report, or zoom in closer.





In Closing

This presentation is only a general introduction to the basic concepts of report generation and viewing. Please consult your **PCCharge** manual or help file (click **Help**, then click **Contents** in **PCCharge**) for more in-depth information on reports.