



APEX Gateway
REPORTS

DATE: 02/07/2024

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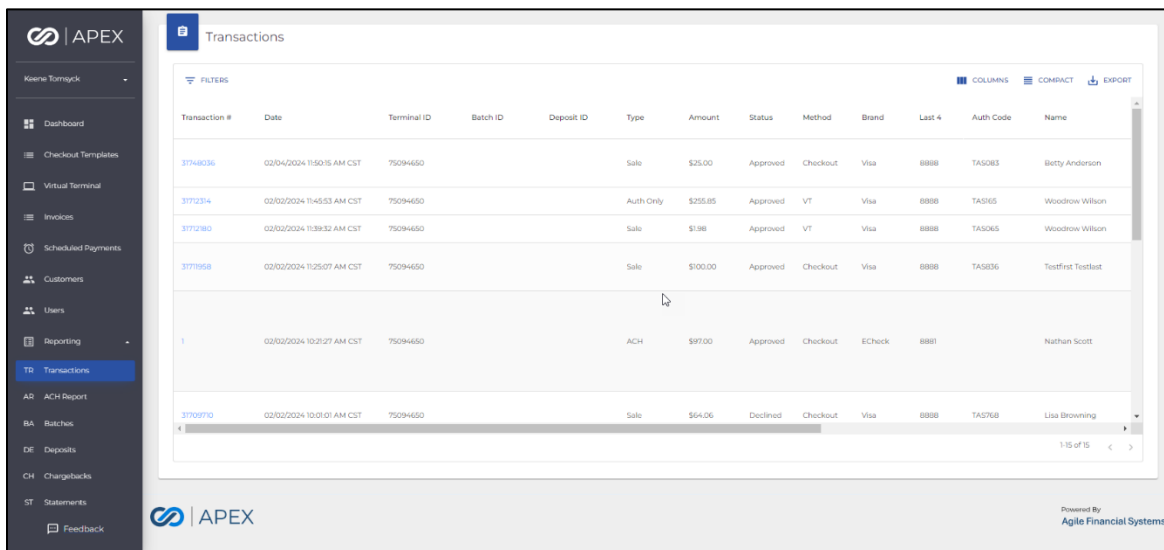
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Reporting – Transaction Report

To view your Transactions, select the **Reporting** menu option and select the **Transactions** submenu.

On the Transactions page, there is a list of the last 15 transactions on your account.

NOTE: By default, the Transactions page will display 15 transactions per page. You can change this if you would like, using the selections at the bottom of the table.



The screenshot shows the APEX Transactions page. On the left is a sidebar menu with options: Dashboard, Checkout Templates, Virtual Terminal, Invoices, Scheduled Payments, Customers, Users, Reporting (selected), Transactions (selected), ACH Report, Batches, Deposits, Chargebacks, Statements, and Feedback. The main area is titled 'Transactions' and contains a table with 13 columns: Transaction #, Date, Terminal ID, Batch ID, Deposit ID, Type, Amount, Status, Method, Brand, Last 4, Auth Code, and Name. The table lists 15 transactions, with the first four visible. Transaction 31748036 is a Sale for \$25.00. Transaction 31772314 is an Auth Only for \$25.05. Transaction 31772360 is a Sale for \$1.98. Transaction 31778958 is a Sale for \$100.00. Transaction 1 is an ACH for \$97.00. Transaction 317709710 is a Sale for \$64.06. At the bottom right of the table, it says '1-15 of 15' with navigation arrows. The footer of the page includes the APEX logo and 'Powered By Agile Financial Systems'.

Transaction #	Date	Terminal ID	Batch ID	Deposit ID	Type	Amount	Status	Method	Brand	Last 4	Auth Code	Name
31748036	02/04/2024 11:50:15 AM CST	75094650			Sale	\$25.00	Approved	Checkout	Visa	8888	TAS083	Betty Anderson
31772314	02/02/2024 11:45:53 AM CST	75094650			Auth Only	\$25.05	Approved	VT	Visa	8888	TAS165	Woodrow Wilson
31772360	02/02/2024 11:39:32 AM CST	75094650			Sale	\$1.98	Approved	VT	Visa	8888	TAS065	Woodrow Wilson
31778958	02/02/2024 11:25:07 AM CST	75094650			Sale	\$100.00	Approved	Checkout	Visa	8888	TAS036	Testfirst Testlast
1	02/02/2024 10:21:27 AM CST	75094650			ACH	\$97.00	Approved	Checkout	ECheck	8881		Nathan Scott
317709710	02/02/2024 10:01:01 AM CST	75094650			Sale	\$64.06	Declined	Checkout	Visa	8888	TAS768	Lisa Browning

From the list you can easily view the Transaction #, Date, Terminal ID, Batch ID, Deposit ID, Type of Transaction, Amount, Status, Method, Brand, Last 4, Auth Code, Name, Reference Number, Description and Settlement Date. By default, the transactions are sorted by Date of the transaction, most recent first.

The sorting can be changed by selecting the sorting icon on the column name of the columns.

Columns

Column Title	Description
Transaction#	Transaction number is the ID assigned to the Transaction. Transaction # is a hyperlink to the Transaction Details screen.
Date	Date and Time of when the Transaction was processed (merchant's time zone).
Terminal ID	Terminal ID of terminal used to process the transaction.
Batch ID / Deposit ID	Batch and Deposit IDs will be blank when a transaction is first processed. Batch and Deposit IDs will be displayed once the transaction has been Settled and Batched. Filter By Batch or Deposit number to view all transactions in any specific Batch or Deposit.
Type	Type of payment processed, which include: Auth Only Sale – Purchase and Capture Void Refund ACH
Amount	Amount of the transaction in US Dollars.
Status	Current Status of the transaction

Method	Method is the method in which the transaction was processed. Options are APEX.js, API (trans sent to API directly), Gateway (voids/refunds, failed trans), Checkout, POS (physical terminal), Recurring, VT (virtual terminal).
Brand	Brand is the brand of credit card used – Visa, MasterCard, AMEX, Discover – or if the payment processed was an ACH payment, it will display eCheck.
Last 4	Displays the last 4 digits of the card number.
Auth Code	Auth Code is the alphanumeric authorization code returned as part of the transaction from the issuer.
Name	Cardholder Name as entered by the user or recorded by the system.
Reference Number	Unique ID/number returned as part of the transaction.
Description	Possible value captured in the description property (API) or Description field (Checkout).
Settlement Date	Settlement Date is the date in which the Batch containing the transaction was closed/settled. The Settlement Date will be blank until the Batch is Settled.

Managing your Transaction Page

Sort By

By default, the Transaction List is sorted by Date of the transaction, most recent first. The sorting can be changed by selecting the sorting icon on the column name (at the top of each column) for any of the columns.

Filter By

By default, the Transaction List will display the last 25 transactions on your account.

The screenshot displays the APEX Transactions page. On the left is a sidebar with navigation links: Dashboard, Checkout Templates, Virtual Terminal, Invoices, Scheduled Payments, Customers, Users, Reporting, **TR Transactions**, AB ACH Report, BA Batches, DE Deposits, CH Chargebacks, and Feedback. The main area is titled 'Transactions' and features a table with columns: Name, Start/End date, Date, Terminal ID, Batch ID, Deposit ID, Type, Amount, Status, Method, Brand, Last 4, Auth Code, and Name. A filter dropdown menu is open over the 'Name' column, showing options: Name, Start/End date, Date, Terminal ID, Batch ID, Deposit ID, Invoice Number, Amount Range, Method, and Brand. The table lists several transactions, including one with ID 41238403 and another with ID 4147853. At the bottom right of the table, it says '1-14 of 14'.

Filtering the Report data can be done by selecting the Filter By dropdown. Filter By options include:

Name – Filter by Card Holder Name value. Will match the Name column.

Start/End date – Filter by the date transactions occurred. Will match Date column.

Note: Previously only able to view transactions within the last 30 days. Can view transactions dating back to Merchant's boarding date. Max length for the date range is 31 days.

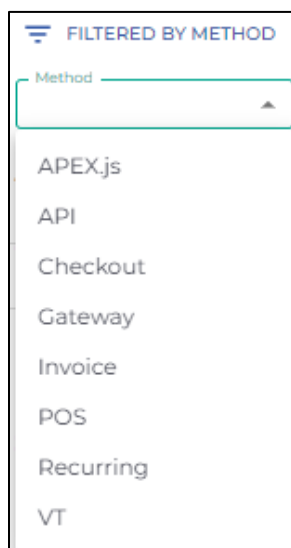
Terminal ID – Filter by the terminal id used to process the transaction.

Batch ID – Filter by the batch ID that the transaction(s) were settled in. Will match the Batch ID column.

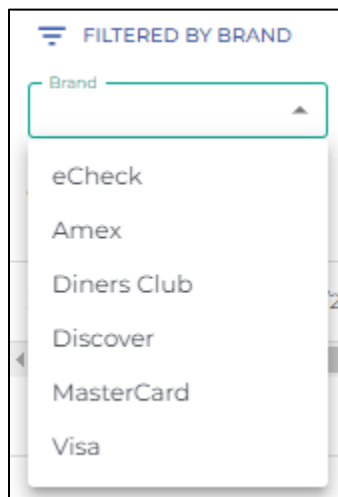
Deposit ID – Filter by the deposit ID that the transaction(s) were sent in. Will match the Deposit ID column.

Amount Range – Filter by a range of amount. Can enter any min and max amount to filter by amount. Amount filter applies to all transactions since merchant onboard – Date filter limitations do not apply.

Method – Filter by the Input Method. Will match the Method column. When selected a dropdown will be presented:

A screenshot of a web application's filter interface. At the top, it says "FILTERED BY METHOD" with a minus sign icon. Below this is a search bar labeled "Method" with a magnifying glass icon. A dropdown menu is open, showing a list of payment methods: APEX.js, API, Checkout, Gateway, Invoice, POS, Recurring, and VT. The list is enclosed in a light gray border.

Brand - Filter by the Brand. Will match the Brand column. When selected a dropdown will be presented:



To filter by any of option, enter the required parameter(s) and select the Search button.

Exporting Report

To better manage and manipulate transaction data, exporting reports is available.

A screenshot of the APEX web application's 'Transactions' page. The left sidebar shows the navigation menu with 'Transactions' selected. The main area displays a table of transactions with columns: Transaction #, Date, Terminal ID, Batch ID, Deposit ID, Type, Amount, Status, Method, Brand, Last 4, Auth Code, Name, and Invoice Number. The table contains five rows of transaction data. In the top right corner, there are buttons for 'COLUMNS', 'COMPACT', and 'EXPORT'. The 'EXPORT' button is highlighted, and a dropdown menu shows options for 'CSV' and 'Excel'.

Transaction #	Date	Terminal ID	Batch ID	Deposit ID	Type	Amount	Status	Method	Brand	Last 4	Auth Code	Name	Invoice Number
3712180	02/02/2024 1:39:32 AM CST	75094650			Sale	\$1.98	Approved	VT	Visa	8888	TAS065	Woodrow Wilson	0000
3719158	02/02/2024 1:25:07 AM CST	75094650			Sale	\$100.00	Approved	Checkout	Visa	8888	TAS036	Testfirst Testlast	0000
1	02/02/2024 10:21:27 AM CST	75094650			ACH	\$97.00	Approved	Checkout	ECheck	8888		Nathan Scott	
3709770	02/02/2024 10:01:01 AM CST	75094650			Sale	\$64.06	Declined	Checkout	Visa	8888	TAS768	Lisa Browning	0000
3709640	02/02/2024 10:00:11 AM CST	75094650			Sale	\$64.06	Declined	Checkout	Visa	8888	TAS734	Lisa Brown	0000

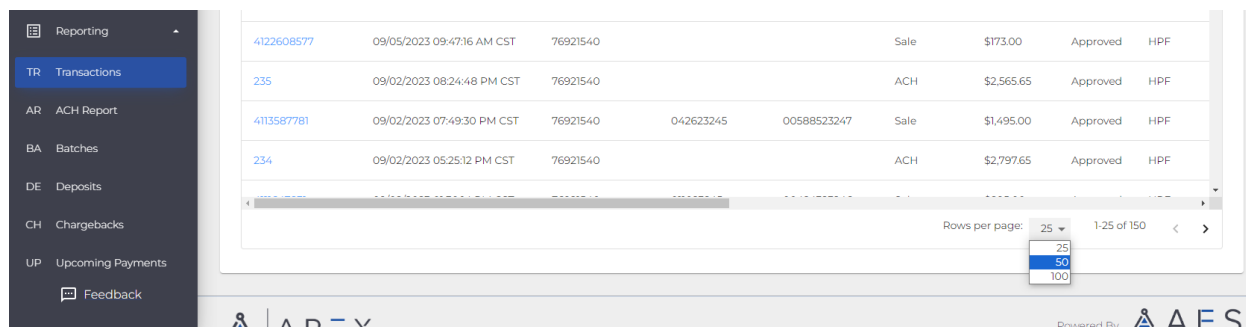
CSV file: To export report to CSV, select the CSV icon button on the top right of the page.

Excel file: To export report to Excel, select the Excel icon button on the top right of the page.

The file will immediately download to the computer. Simply open and manage/manipulate report.

Rows per Page

By default, the Transactions page will display the last 25 transactions on your account.



The screenshot shows the 'Reporting' sidebar with 'Transactions' selected. The main area displays a table of transactions. A dropdown menu is open, showing options for 'Rows per page: 25', '50', and '100'. The table data is as follows:

Transaction ID	Date/Time	Account	Type	Amount	Status	Category
4122608577	09/05/2023 09:47:16 AM CST	76921540	Sale	\$173.00	Approved	HPF
235	09/02/2023 08:24:48 PM CST	76921540	ACH	\$2,565.65	Approved	HPF
4113587781	09/02/2023 07:49:30 PM CST	76921540	Sale	\$1,495.00	Approved	HPF
234	09/02/2023 05:25:12 PM CST	76921540	ACH	\$2,797.65	Approved	HPF

To update the rows per page, select the 25 rows dropdown. Pages can display 25, 50, and 100 rows.

Viewing Transaction Details

Keene Tomczyk

- Dashboard
- Checkout Templates
- Virtual Terminal
- Invoices
- Scheduled Payments
- Customers
- Users
- Reporting
- TB Transactions**
- AR ACH Report
- BA Batches
- DE Deposits
- CH Chargebacks
- ST Statements
- UP Upcoming Payments
- Feedback

Transaction 31748036

Sale

\$25.00

Approved

VOID

PRINT RECEIPT

EMAIL RECEIPT

Transaction Information

Merchant: PT Solutions

Transaction ID: 31748036

Status: Approved

Date: 02/04/2024 11:50:15 AM CST

Transaction Type: Sale

Settlement Status: Pending Settlement

Credit Card Information

CC Number: **** * (0000)

Auth Code: 1A5083

CC Type: Visa

Currency: USD

Billing Information

Betty Anderson

keene.tomczyk@go-afcs.com

101 1st Street

Apt 25B

Smalltown, ID 84001

United States of America

Shipping Information

General Information

Description: This donation will go towards the travel expenses for the 2024 mission trip

Method: Checkout

Transaction History

Transaction ID	Date	Type	Amount	Status	Method	Settlement Status	Error Message
31748036	02/04/2024 11:50:15 AM CST	Sale	\$25.00	Approved	Checkout	Pending Settlement	

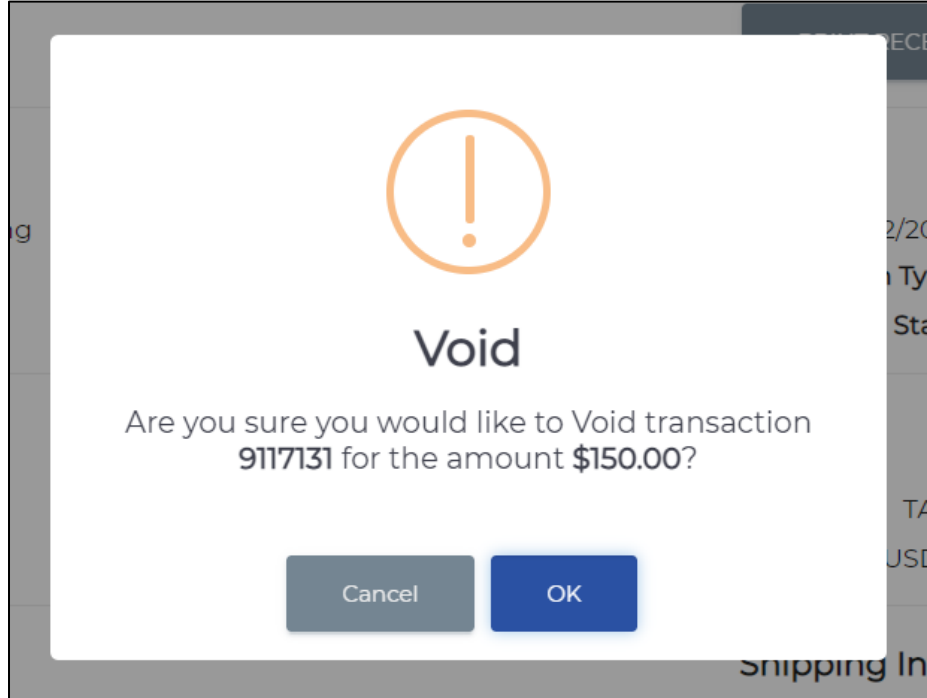
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Voiding a Transaction

Before a transaction is settled, Void transaction is an available action. To Void a transaction, select the Void button. Once the Void button is selected, confirm the void on the Void modal. The funds will be returned to the customer very quickly. Void button will no longer be available once transaction is settled.

Void button will no longer be available once transaction has already been voided.

Voiding a transaction will not be available for ACH transactions.



Capturing a Transaction

APEX

Keene Tompkins

Dashboard

Checkout Templates

Virtual Terminal

Invoices

Scheduled Payments

Customers

Users

Reporting

Td Transactions

AR ACH Report

BA Batches

DE Deposits

CH Chargebacks

ST Statements

UP Upcoming Payments

Feedback

Transaction 31748126

CAPTURE

VOID

Auth Only
\$14.10
Approved
PRINT RECEIPT

Transaction Information

Merchant: RT Solutions
Transaction ID: 31748126
Status: Approved

Date: 02/04/2024 12:04:38 PM CST
Transaction Type: Auth Only
Settlement Status: Pending Capture

Credit Card Information

CC Number: **** * (888)
CC Type: Visa

Auth Code: 1A5027
Currency: USD

Billing Information

Woodrow Wilson
keene.tompkins@go.afscm
101 1st Street
#2701
Smalltown, KS 64001
United States of America

Shipping Information
Woodrow Wilson
keene.tompkins@go.afscm
101 1st Street
#2701
Smalltown, KS 64001
United States of America

General Information

Description: Auth and Capture example
Method: VT

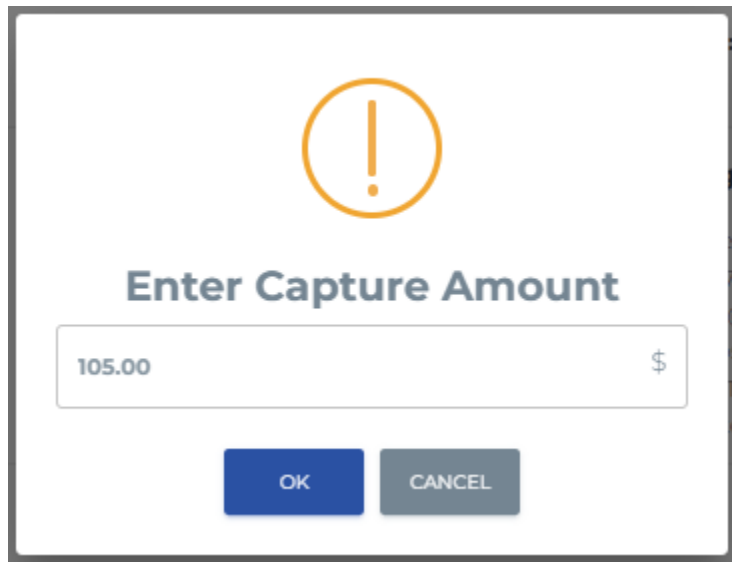
Transaction History

Transaction ID	Date	Type	Amount	Status	Method	Settlement Status	Error Message
31748126	02/04/2024 12:04:38 PM CST	Auth Only	\$14.10	Approved	VT	Pending Capture	

APEX

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If a transaction is of type Auth Only, and the authorization is still valid, Capture transaction is an available action. To Capture a transaction, select the Capture button. Once the Capture button is selected, enter in the Capture amount and confirm the capture on the Capture modal.

A modal dialog box with a white background and a dark gray border. At the top center is a large orange circle containing a white exclamation mark. Below this is the title "Enter Capture Amount" in a bold, dark blue font. Underneath the title is a text input field with a light gray border. Inside the field, the text "105.00" is on the left and a dollar sign "\$" is on the right. At the bottom of the modal are two buttons: a blue button with the text "OK" in white, and a gray button with the text "CANCEL" in dark gray.

!

Enter Capture Amount

105.00 \$

OK CANCEL

Refunding a Transaction

Once a transaction is settled, Refund transaction is an available action. To Refund a transaction, select the Refund button. The Refund button is located in the same position on the screen as the Void button.

Refunds are done in the full transaction amount or Partial Amount.

Enter the amount to refund on the Confirmation modal to submit Refund.

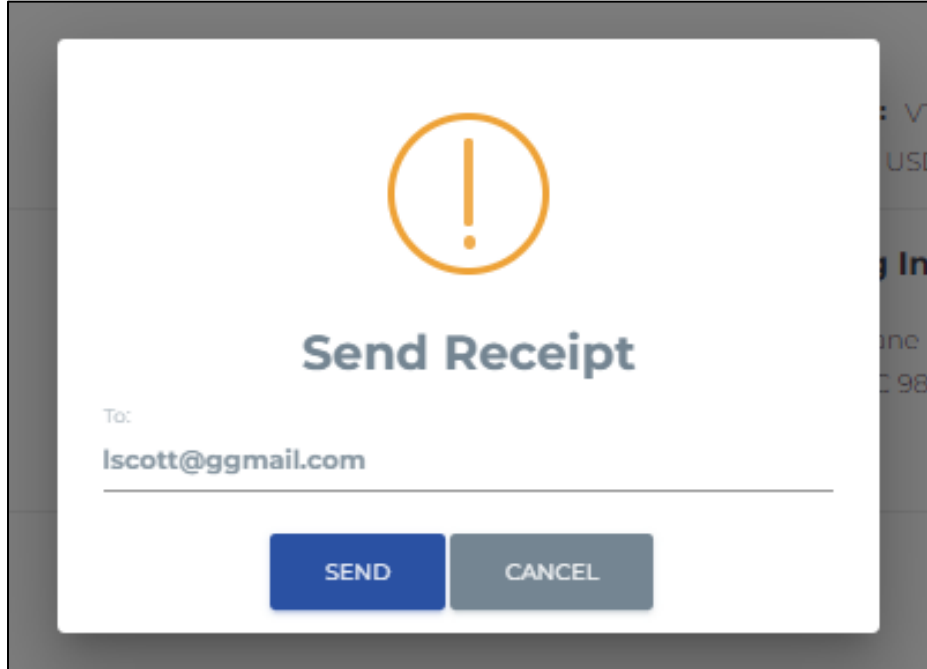
Print Receipt

Printing Receipts is available on past transactions via the Transaction Details page. Select the Print Receipt button and print receipt.

Transaction 31709360		Sale \$25.00 Approved	Print 1 page
Transaction Information Merchant: PT Solutions Transaction ID: 31709360 Status: Approved		Date: 02/02/2024 09:54:38 AM CST Transaction Type: Sale Settlement Status: Pending Settlement	Destination: Save as PDF
Credit Card Information CC Number: **** * 8888 CC Type: Visa		Auth Code: TASS60 Currency: USD	Pages: All
Billing Information Donald Haberstrom keene.tomsyck@go-afs.com 101 1st Street Suite #2F Smaltown, ID 84001 United States of America		Shipping Information	Layout: Portrait
General Information Description: This donation will go towards the travel expenses for the 2024 mission trip Method: Checkout			More settings
			Save Cancel

Email Receipt

- Emailing Receipts is available on past transactions via the Transaction Details page as long as there is an email address associated with the transaction (as part of the Billing Information). Select the Email Receipt button, the customer email from the transaction will populate – this can be changed if necessary – select Send.



Transaction Information

The Transaction Information section contains general transaction information and statuses.

In addition to transaction status, Settlement Status is also provided in this section.

Credit Card or eCheck Information

This section contains payment method and authorization information.

Billing Information

The Billing Information section contains Billing and Shipping information that was entered during the time of the transaction.

General Information

The General Information will display the Description entered during the time of the transaction and also the transaction method (e.g. VT or Recurring).

Transaction History

Transaction History provides information from the original sale, any voids performed on the transaction, any refunds provided on the transaction, and any errors encountered.

Transaction History						
Transaction ID	Date	Type	Amount	Status	Settlement Status	Error Message
14510267	02/28/2022 12:02:16 AM CST	Sale	\$50.00	Approved	Pending Settlement	

Reporting – Batch Report

To view your Batch Reports, select the **Reporting** menu option and select the **Batches** submenu.

On the **Batches** page, there is a list of the last 25 batches on your account.

Release UATI Merchant

- Dashboard
- Checkout Templates
- Virtual Terminal
- Invoices
- Scheduled Payments
- Customers
- Users
- Reporting
 - TR Transactions
 - AR ACH Report
 - BA Batches
- Feedback

Batches

FILTERS

COLUMNS

CONTRACT

EXPORT

Batch ID	Terminal ID	Batch Close Date	Number of Transactions	Batch Amount
010923153-229	75481901	06/02/2023	2	\$103.08
010923153-067	76609603	06/02/2023	6	\$201.76
010923153-532	71004111	06/02/2023	9	\$705.07
010923153-269	71004113	06/02/2023	3	\$180.97
010923153-689	71004112	06/02/2023	6	\$359.61
010923153-312	71004114	06/02/2023	7	\$529.89
				Page Total: \$2,080.38
				Grand Total: \$2,080.38

1 of 6 < >

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From the list you can easily view the Batch ID, Terminal ID, Batch Close Date, the Number of Transactions within the batch, and the total Batch Amount. By default, the batches are sorted by Batch Close Date, most recent first.

The sorting can be changed by selecting the sorting icon on the column name for any of the columns.

Totals

The bottom right corner has totals for the page and a grand total.

Page Total

This will list the overall total for all batches shown on a given page. Includes Filter if Filter applied.

Grand Total

This will list the overall total for all batches listed in the grid across all pages.

Columns

Column Title	Description
Batch ID	<p>Batch ID is the ID assigned to the Batch. Batch ID is a hyperlink to the Transactions report. It will filter the Transactions report to the selected Batch ID. The Batch ID now also contains the Batch Sub ID.</p> <p>Batch Sub ID's are ID's within a batch which are tied to a specific Terminal ID. This can be used to filter down to Terminal level transactions.</p>
Terminal ID	Terminal ID is the ID associated with the terminal. The terminal may be a POD terminal or a Virtual Terminal.
Batch Close Date	Date and Time of when the Batch was closed (merchant's time zone).

Number of Transactions	The total number of Transactions that are included in the Batch.
Batch Amount	Sum of all the Transactions included in the Batch.

Managing your Batch Page

Sort By

By default, the Batch List is sorted by Batch Close Date, most recent first. The sorting can be changed by selecting the sorting icon on the column name (at the top of each column) for any of the columns.

Filter By

By default, the Batch List will display batches from the last 30 days with 25 batches per page.

Batch ID	Terminal ID	Batch Close Date	Number of Transactions	Batch Amount
75487901		06/02/2023	2	\$103.08
75609803		06/02/2023	6	\$201.76
010903153-532	71004011	06/02/2023	9	\$705.07
010903153-269	71004013	06/02/2023	3	\$180.97
010903153-689	71004012	06/02/2023	6	\$359.81
010903153-312	71004014	06/02/2023	7	\$528.89
Page Totals:				\$2,080.38
Grand Total:				\$2,080.38

Filtering the Report data can be done by selecting the Filter By dropdown. Filter By options include:

Batch ID – Filter by the batch ID assigned to the batch. Will match the Batch ID column.

Terminal ID – Filter by the terminal ID. Will match the Terminal ID column.

Start/End date – Filter by the date the batches were closed. Will match Batch Close Date column. Note: Can view batches dating back to Merchant’s boarding date.

Max length for the date range is 31 days.

Amount Range – Filter by a range of amount. Can enter any min and max amount to filter by amount.

To filter by any of option, enter the required parameter(s) and select the Search button.

Exporting Report

To better manage and manipulate transaction data, exporting reports is available.

CSV file: To export report to CSV, select the CSV icon button on the top right of the page

Excel file: To export report to Excel, select the Excel icon button on the top right of the page.

The file will immediately download to the computer. Simply open and manage/manipulate report.

Rows per Page

By default, the Batches page will display the last 25 transactions on your account. To update the rows per page, select the Rows per page dropdown. Pages can display 25, 50 and 100 rows.



Viewing Batch Details

By selecting the Batch ID, you are directed to the Transactions report – filtered to the Batch ID selected. See

Reporting – Transaction Report for more details.

By selecting the Terminal ID, you are directed to the Transactions report – filtered to the Terminal ID selected. See

Reporting – Transaction Report for more details.

Reporting – Deposit Report

To view your Batch Reports, select the **Reporting** menu option and select the **Deposits** submenu.

On the **Deposits** page, there is a list of the last 10 deposits on your account.

NOTE: By default, the Deposits page will display 10 deposits per page. You can change the lines per page by using the bottom toolbar.

Deposit ID	Settlement Date	Number of Transactions	Deposit Amount
0051923155	06/04/2023	5	\$416.70
0061923155	06/04/2023	22	\$1,461.92
0061923155	06/04/2023	6	\$201.76
			Page Total: \$2,080.38
			Grand Total: \$2,080.38

From the list you can easily view the Deposit ID, Settlement Date, the Number of Transactions within the deposit, and the total Deposit Amount. By default, the batches are sorted by Batch Close Date, most recent first.

The sorting can be changed by selecting the sorting icon on the column name for any of the columns.

Columns

Column Title	Description
Deposit ID	Deposit ID is the ID assigned to the Deposit. Deposit ID is a hyperlink to the Transactions report. It will filter the

	Transactions report to the selected Deposit ID.
Settlement Date	Date and Time of when the Deposit was closed (merchant's time zone).
Number of Transactions	The total number of Transactions that are included in the Deposit.
Deposit Amount	Sum of all the Transactions included in the Deposit.

Managing your Deposit Page

Sort By

By default, the Deposit List is sorted by Settlement Date, most recent first. The sorting can be changed by selecting the sorting icon on the column name (at the top of each column) for any of the columns.

Filter By

By default, the Deposit List will display deposits from the last 30 days with 10 deposits per page.

Deposit ID	Settlement Date	Number of Transactions	Deposit Amount
006/902305	06/04/2023	5	\$416.70
006/902305	06/04/2023	22	\$1,461.92
006/902305	06/04/2023	6	\$201.76
			Page Total: \$2,080.38
			Grand Total: \$2,080.38

Filtering the Report data can be done by selecting the Filter By dropdown. Filter By options include:

Deposit ID – Filter by the deposit ID assigned to the deposit. Will match the Deposit ID column.

Start/End date – Filter by the date the deposit was closed. Will match Settlement Date column. Note: Can view deposits dating back to Merchant’s boarding date. Max length for the date range is 31 days.

Amount Range – Filter by a range of amount. Can enter any min and max amount to filter by amount.

To filter by any option, enter the required parameter(s) and select the Search button.

Exporting Report

To better manage and manipulate transaction data, exporting reports is available.

CSV file: To export report to CSV, select the CSV icon button on the top right of the page

Excel file: To export report to Excel, select the Excel icon button on the top right of the page.

The file will immediately download to the computer. Simply open and manage/manipulate report.

Rows per Page

By default, the Deposits page will display the last 25 deposits on your account.

The screenshot displays the APEX Deposits page. On the left is a dark sidebar menu with options: Reporting, TR Transactions, AR ACH Report, BA Batches, DE Deposits (highlighted), CH Chargebacks, UP Upcoming Payments, and Feedback. The main content area shows a table with two visible rows of deposit data:

Deposit ID	Settlement Date	Amount
02434323222	08/10/2023	\$2,392.21
01892323220	08/08/2023	\$9,251.10

Below the table, the summary statistics are shown: Page Total: \$91,133.96 and Grand Total: \$3,440,405.81. At the bottom right of the table, there is a 'Rows per page' dropdown menu currently set to 25, with options for 25, 50, and 100. The page also shows '1-25 of 969' records. The footer includes the APEX logo, the text 'Powered By AFS AGILE FINANCIAL SYSTEMS', and a page number '24'.

To update the rows per page, select the 25 rows dropdown. Pages can display 25, 50, and 100 rows.

Viewing Deposit Details

By selecting the Deposit ID, you are directed to the Transactions report – filtered to the Deposit ID selected. See

Reporting – Transaction Report for more details.

Reporting – Chargeback Report

To view your Chargeback Reports, select the **Reporting** menu option and select the **Chargebacks** submenu.

On the **Chargebacks** page, there is a list of the last 10 Chargebacks on your account.

NOTE: By default, the Chargebacks page will display 10 Chargebacks per page. You can change the lines per page by using the bottom toolbar.

From the list you can easily view the Chargeback Date, Transaction Date, Original Date, Case Type, Item Type, Cardholder Account, ARN, Reason, Case Number, Document Status, Family ID and Auth Code. By default, the chargebacks are sorted by Chargeback Date, most recent first.

The sorting can be changed by selecting the sorting icon on the column name of the columns.

Columns

Column Title	Description
Chargeback Date	The date the chargeback was requested.
Transaction Date	Date when the Transaction was processed.
Original Amount	Amount of the original transaction in US Dollars.
Case Type	Type of case (e.g. Collaboration)

Item Type	Type of item (e.g. New Case, Worked Case Resolved to Merchant)
Cardholder Account	Masked card number
ARN	Acquirer Reference Number
Reason	Chargeback code and reason (e.g. 12.6.1 – DUPLICATE PROCESSING)
Case Number	Case Number
Document Status	Status of document (e.g. New Case, Worked Case to Other)
Family ID	Family ID
Auth Code	Auth Code is the alphanumeric authorization code returned as part of the transaction from the issuer.

Managing your Chargebacks Page

Sort By

By default, the Chargeback List is sorted by Chargeback Date, most recent first. The sorting can be changed by selecting the sorting icon on the column name (at the top of each column) for the columns: Chargeback Date, Transaction Date and Original Amount.

Filter By

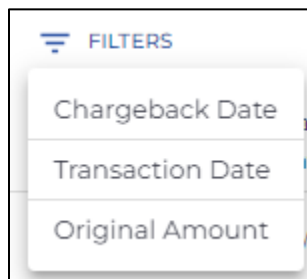
By default, the Chargeback List will display chargebacks from the last 30 days with 10 chargebacks per page.

Filtering the Report data can be done by selecting the Filter By dropdown. Filter By options include:

Chargeback Date – Filter by the date of the chargeback.

Transaction date – Filter by the transaction date.

Original Amount – Filter by the amount of the original transaction.



To filter by any option, enter the required parameter(s) and select the Search button.

Exporting Report

To better manage and manipulate transaction data, exporting reports is available.

CSV file: To export report to CSV, select the Export icon button on the top right of the page and select CSV.

Excel file: To export report to Excel, select the Export icon button on the top right of the page and select Excel.

The file will immediately download to the computer. Simply open and manage/manipulate report.

Rows per Page

By default, the Chargebacks page will display the last 10 chargebacks on your account.

A screenshot of a web application interface showing a 'Reporting' sidebar on the left with 'CH Chargebacks' selected. The main area displays a table of chargeback transactions. The table has columns for date, amount, collaboration, case status, merchant ID, transaction ID, reason code, and description. The data is filtered to show the last 10 chargebacks. At the bottom right, there is a pagination control showing 'Rows per page: 10' and '1-10 of 1092'.

Date		Amount	Collaboration	Case Status	Merchant ID	Transaction ID	Reason Code	Description
08/03/2023	07/28/2023	\$123.84	Collaboration	New Case	463320000000972	2496677321990004710032	12.6 - Duplicate Processing	202321501331
08/03/2023	07/28/2023	\$123.84	Collaboration	Worked Case Resolved to Merchant	463320000000972	2496677321990004710032	12.6 - Duplicate Processing	202321501331
08/03/2023	07/20/2023	\$45.96	Collaboration	New Case	4342570000000971	24966773202900033902839	13.2 - Cancelled Recurring Transaction	202321501332
08/03/2023	07/20/2023	\$45.96	Collaboration	Worked Case Resolved to Merchant	4342570000000971	24966773202900033902839	13.2 - Cancelled Recurring Transaction	202321501332

To update the rows per page, select the 10 rows dropdown. Pages can display 10, 25, and 50 rows.

Reporting – Statements Report

To view your Statements Reports, select the **Reporting** menu option and select the **Statements** submenu.

On the **Statements** page, there is a list of all available statements on your account.

NOTE: By default, the Statements page will display 12 statements per page. You can change the lines per page by using the bottom toolbar.

From the list you can easily view the Statement Date. By default, the statements are sorted by Statement Date, most recent first.

The sorting can be changed by selecting the sorting icon on the column name of the columns.

Columns

Column Title	Description
Month	The date of the statement.
Statements	Link to allow the user to download the pdf statement.

Managing your Statements Page

Sort By

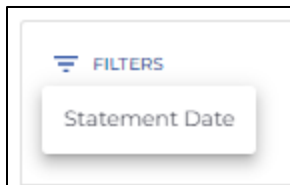
By default, the Statements List is sorted by Statement Date, most recent first. The sorting can be changed by selecting the sorting icon on the column name (at the top of the column) for the column: Month.

Filter By

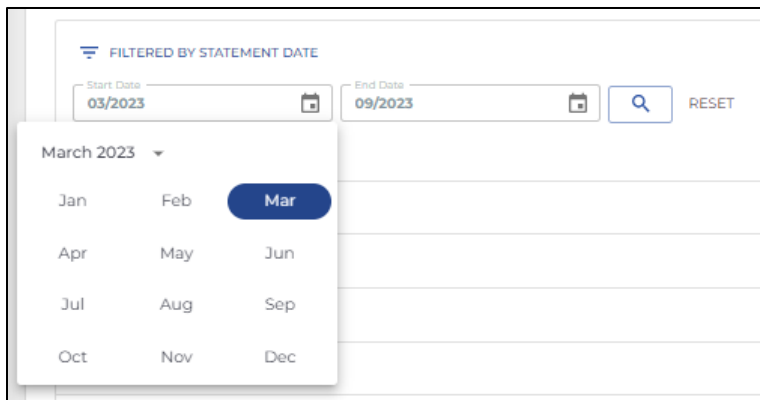
By default, the Statements List will display all available statements with 12 Statements per page.

Filtering the Report data can be done by selecting the Filter By dropdown. Filter By options include:

Statement Date – Filter by the date of the Statement.



To filter by Statement Date, click on Statement date and enter the required date parameters (by year and month) and select the Search button.



Downloading Report

To download a report, select the Download link.

The file will immediately download to the computer. Simply open to view.

Rows per Page

By default, the Statements page will display the last 12 statements on your account.

Month	Statements
January 2024	Download
December 2023	Download
November 2023	Download
October 2023	Download
September 2023	Download
August 2023	Download
July 2023	Download
June 2023	Download
May 2023	Download
April 2023	Download
March 2023	Download

Reporting - Upcoming Payments Report

To view your upcoming scheduled transactions, select the **Reporting** menu option and select the **Upcoming Payments** submenu.

On the Upcoming Payments page, there is a list of the next 10 transactions on your account.

NOTE: By default, the Upcoming Payments page will display 10 transactions per page. You can change this if you would like, using the selections at the bottom of the table.

Customer ID	Customer Name	Description	Type	Date	Total Amount
57544	Bob A Smith	Life Insurance premium	Subscription	03/01/2024	\$28.30
4502	Shirley Ann Conifer	Monthly Test	Subscription	03/06/2024	\$18.38
57544	Bob A Smith	Life Insurance premium	Subscription	04/01/2024	\$28.30
4502	Shirley Ann Conifer	Monthly Test	Subscription	04/06/2024	\$18.38
57544	Bob A Smith	Life Insurance premium	Subscription	05/01/2024	\$28.30
4502	Shirley Ann Conifer	Monthly Test	Subscription	05/06/2024	\$18.38
57544	Bob A Smith	Life Insurance premium	Subscription	06/01/2024	\$28.30
4502	Shirley Ann Conifer	Monthly Test	Subscription	06/06/2024	\$18.38
57544	Bob A Smith	Life Insurance premium	Subscription	07/01/2024	\$28.30
4502	Shirley Ann Conifer	Monthly Test	Subscription	07/06/2024	\$18.38
57544	Bob A Smith	Life Insurance premium	Subscription	08/01/2024	\$28.30

From the list you can easily view the Customer ID, Customer Name, scheduled payment Description, Type of scheduled payment, scheduled date for the transaction, and the Amount. By default, the transactions are sorted by Date ascending.

The sorting can be changed by selecting the sorting icon on the column name of the columns.

Columns

Column Title	Description
Customer ID	The system generated customer ID number
Customer Name	Name of the Customer
Description	Description entered on the scheduled payment

Type	The scheduled payment Type – Once, Installment, or Subscription
Date	Date the transaction is scheduled to run
Total Amount	Amount of the scheduled payment

Managing your Upcoming Payments Page

Sort By

By default, the Upcoming Payments List is sorted by Date of the scheduled transaction, ascending. The sorting can be changed by selecting the sorting icon on the column name (at the top of each column) for any of the columns.

Filter By

By default, the Upcoming Payments List will display the next 10 transactions on your account.

The screenshot displays the APEX 'Upcoming Payments' interface. On the left is a navigation sidebar with options like 'Product Team UAT', 'Checkout Templates', 'Virtual Terminal', 'Invoices', 'Scheduled Payments', 'Customers', 'Users', 'Reporting', 'Transactions', 'ACH Report', 'Batches', 'Deposits', 'Chargebacks', 'Statements', 'Upcoming Payments', and 'Feedback'. The main area shows a table titled 'Upcoming Payments' with columns: Name, Customer Name, Description, Type, Date, and Total Amount. A 'FILTERS' dropdown menu is open over the 'Name' column, showing options for 'Name', 'Start/End date', and 'Schedule Type'. The table lists 10 scheduled payments, alternating between 'Life Insurance premium' and 'Monthly Test' for two different customers, with dates ranging from 03/01/2024 to 08/01/2024. At the bottom right of the table, it indicates '1-20 of 20' items.

Name	Customer Name	Description	Type	Date	Total Amount
	Bob A Smith	Life Insurance premium	Subscription	03/01/2024	\$20.30
4502	Shirley Ann Conifer	Monthly Test	Subscription	03/06/2024	\$18.38
57544	Bob A Smith	Life Insurance premium	Subscription	04/01/2024	\$20.30
4502	Shirley Ann Conifer	Monthly Test	Subscription	04/06/2024	\$18.38
57544	Bob A Smith	Life Insurance premium	Subscription	05/01/2024	\$20.30
4502	Shirley Ann Conifer	Monthly Test	Subscription	05/06/2024	\$18.38
57544	Bob A Smith	Life Insurance premium	Subscription	06/01/2024	\$20.30
4502	Shirley Ann Conifer	Monthly Test	Subscription	06/06/2024	\$18.38
57544	Bob A Smith	Life Insurance premium	Subscription	07/01/2024	\$20.30
4502	Shirley Ann Conifer	Monthly Test	Subscription	07/06/2024	\$18.38
57544	Bob A Smith	Life Insurance premium	Subscription	08/01/2024	\$20.30

Filtering the Report data can be done by selecting the Filter By dropdown. Filter By options include:

Name – Contains search of the Customer Name

Start/End date – Filter by the date transactions are scheduled. Will match Date column.

Schedule Type – Dropdown list of the 3 schedule type options: Once, Installment, and Subscription

To filter by any of option, enter the required parameter(s) and select the Search button.

Exporting Report

To better manage and manipulate transaction data, exporting reports is available.



Customer ID	Customer Name	Description	Type	Date	Total Amount
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CSV file: To export report to CSV, select the Export icon button on the top right of the page and select CSV.

Excel file: To export report to Excel, select the Export icon button on the top right of the page and select Excel.

The file will immediately download to the computer. Simply open and manage/manipulate report.

ACH Report

Only available if ACH is enabled.

To view your ACH transactions, select the **Reporting** menu option and select the **ACH Report** submenu.

On the ACH Report page, you will see a Transaction Report Search dialog. Choose Starting and Ending Date values. The default Starting Date is 1 month ago and the default Ending Date is today's date.

Click the Search button:

SEARCH

The screenshot shows the 'ACH Report' header with a document icon. Below it is the 'Transaction Report' section, which includes a link to click the transaction number for details. A 'Search Criteria' box contains two date pickers: 'Starting Date' set to '11/22/2022' and 'Ending Date' set to '12/22/2022'. Below the date pickers are two buttons: a green 'SEARCH' button and a red 'RESET' button.

A Completed Transactions Summary table, Pending Transactions table and Completed Transactions table will be displayed below.

A scroll bar appears on the right to allow viewing the Pending Transactions and Completed Transactions tables:

The screenshot shows the 'ACH Report' header. Below it is the 'Transaction Report' section, which includes a link to click the transaction number for details. A 'Search Criteria' box contains two date pickers: 'Starting Date' set to '11/22/2022' and 'Ending Date' set to '12/22/2022'. Below the date pickers are two buttons: a green 'SEARCH' button and a red 'RESET' button. Below the search criteria is an 'Excel' dropdown menu with an 'EXPORT' button. Below the export button is a table with two sections: 'Completed Transactions (Summary)' and 'Processing Volumes'.

Completed Transactions (Summary)		Processing Volumes	
Beginning Balance	\$0.00	Card	\$0.00
Additions	\$23,717.72	Transfer	\$2,169.73
Subtractions	\$-23,717.72	ACH	\$1,458.68
Ending Balance	\$0.00		

Pending Transactions										Explanation of Holdings
Show 10 entries										
Trans Date	Fund Date	Trans #	Type	Invoice #	Name & Email	Account & Type	Gross Amount (USD)	Fee (USD)	Net Amount (USD)	
Total		0								
Showing 1 to 1 of 1 entries										Previous 1 Next

Completed Transactions											Explanation of Holdings
Show 10 entries											
Trans Date	Fund Date	Trans #	Type	Invoice #	Name & Email	Account & Type	Gross Amount (USD)	Fee (USD)	Net Amount (USD)	Running Balance (USD)	
11/29/2022 7:39:25 AM	12/1/2022 12:05:28 AM	1	+ACH Payment		R	0277. 4526 Checking	\$820.00	\$-0.20	\$819.80	\$819.80	
11/30/2022 10:24:51 AM	12/2/2022 12:06:09 AM	2	+ACH Payment		R	0277. 4526 Checking	\$3,479.98	\$-0.20	\$3,479.78	\$4,299.58	
12/1/2022 2:26:32 AM	12/1/2022 2:26:32 AM	3	-CK	Withdraw Funds	H	0465. 7956 Checking	\$-819.60	\$0.00	\$-819.60	\$3,479.98	
12/1/2022 2:26:32 AM	12/1/2022 2:26:32 AM	3	-CK Fee	Withdraw Funds	H	0465. 7956 Checking	\$-0.20	\$0.00	\$-0.20	\$3,479.78	
12/2/2022 2:34:47 AM	12/2/2022 2:34:47 AM	4	-CK	Withdraw Funds	H	0465. 7956 Checking	\$-3,479.58	\$0.00	\$-3,479.58	\$0.20	
12/2/2022 2:34:47 AM	12/2/2022 2:34:47 AM	4	-CK Fee	Withdraw Funds	H	0465. 7956 Checking	\$-0.20	\$0.00	\$-0.20	\$0.00	
Total		6					\$0.40	\$-0.40	\$0.00		
Showing 1 to 7 of 7 entries											Previous 1 Next

Columns

The Pending Transactions and Completed Transactions tables both have these columns:

- Trans Date
- Fund Date
- Trans #
- Type
- Invoice #
- Name & Email
- Account & Type
- Gross Amount (USD)
- Fee (USD)
- Net Amount (USD)

Additionally, the Completed Transactions table has the column **“Running Balance (USD)”**

Exporting Report

To export the data, navigate to the entry below the Search dialog, choose the target format (CSV, Excel or Word) and click on the Export button:

EXPORT

The transaction report will be downloaded to your Download directory with the current date appended to the report name. An example is:

TransactionReport_20221222.xlsx

If Excel format is chosen, the spreadsheet will contain 3 sheets