



# WEB Reporting User Guide

Version 1.0. Mod 1

***© BNA Smart Payment Systems Ltd.***

15260 Yonge St. Suite 203

Aurora Ontario Canada

L4G 1N4

**Customer Help Desk**

**1-866-921-6753**

Web Reporting System ..... 3  
GETTING STARTED ..... 3  
REPORT DEFINITIONS ..... 5  
    Financial ..... 5  
    Administration ..... 6  
Selecting criteria and Running Reports ..... 7  
    Sales Report / Deposit / Sales report with Fees / Clerk / Refund ..... 7  
    Analysis Reports ..... 10  
    Settlement Reports ..... 13  
Administration ..... 14  
    Terminal list/verify ..... 14  
    Change Terminal Group Description ..... 14  
    Change Password ..... 15

## Web Reporting System

### GETTING STARTED

#### Step 1

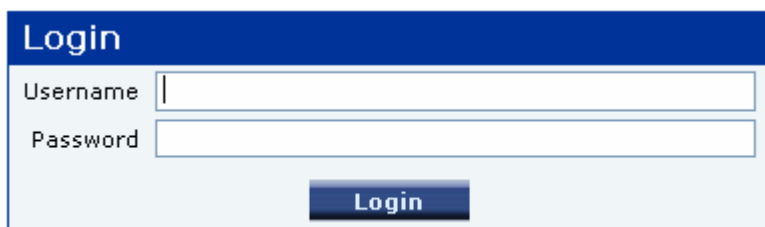
First off, go to <http://www.bnasmartpayment.com/>.

-From there, select the link that says Reports.

-A second window will open.

#### Step 2

Once the second window is open, you will be prompted to enter your User name and Password, which was provided to you upon delivery of your terminal.



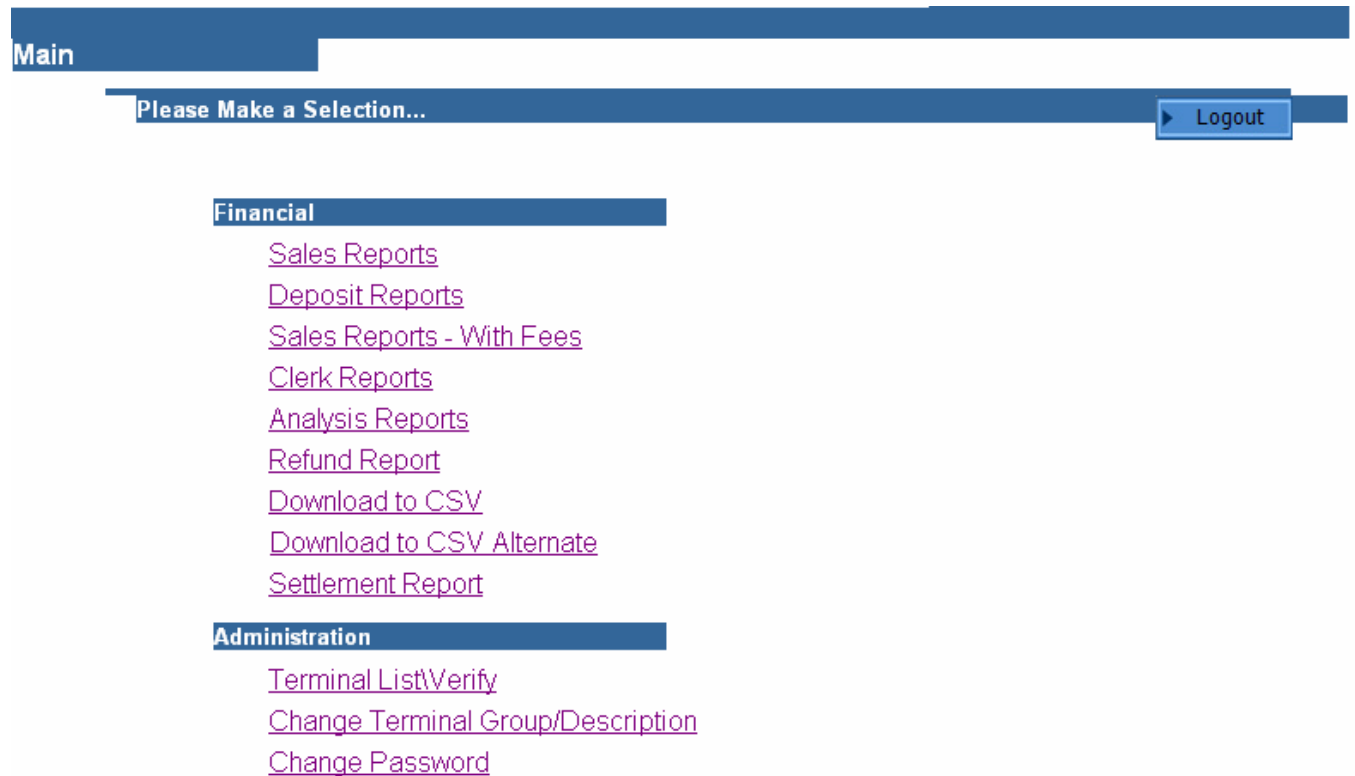
The image shows a login form with a blue header bar containing the word "Login". Below the header, there are two input fields: "Username" and "Password". The "Username" field has a vertical cursor on the left side. Below the input fields is a dark blue button with the word "Login" in white text.

Then Click on Login

**Step 3**

**Once you have logged in, you are taken right into the Main selection screen.**

At this point you can select the required report



## REPORT DEFINITIONS

Each link that is displayed allows you to run a customized report, depending on what you are trying to accomplish. Here is an explanation of each link that you can select from:

### Financial

- **Sales Reports**-This report allows you to view transaction information based on the day that a transaction occurred. This does not usually work for reconciling bank deposits.
- **Deposit Reports**-Running a deposit report enables you to see information according to when you made a settlement. A deposit report will match with what Global Payments is depositing into your business banking account.
- **Sales Reports with Fees**-When running this report, you can see all charges that are charged to your customers. I.E. Debit Convenience Fee, Cash Back Fees, Airtime Convenience Fees.
- **Clerk Reports**-This report is only applicable to merchants who have employee identification numbers. In this report, you can see transactions that have been processed in your terminal, sorted by employee identification number.
- **Analysis Reports**-When entering analysis reports, you can run several different reports. You can run reports by day of the week, by hour of the day, by week of the month, by clerk, make a comparison between your debit and your credit sales. A sales report is what makes up the totals that are shown in Analysis Reports.  
**Refund Reports**-In this report, all the information is sorted the same as it would be in other analysis reports, it is sorted by the transactions processed by each individual clerk. The clerk id is displayed, along with all the transaction totals that the clerk in question has processed, in the time frame that is selected.
- **Download CSV**  
Special excel based report for a single day.
- **Download CSV Alternate**  
Special excel based report for multiple days
- **Settlement Report**-When running a settlement report, you can view all the times you have closed your batch, sorted by the date and time. This report enables you to view which terminal, and when you have closed their batch. It also reports if a terminal has not closed their batch.

## **Administration**

### **Terminal list/verify**

This selection displays the serial numbers and descriptions of the terminals that belong to the selection criteria.

### **Change Terminal Group Description**

Allows the changing of the terminal descriptions.

### **Change Password-**

In order to change your password, you would complete this task as if you were changing your email password. Once you have selected change password, you will enter your current password, and enter the new one of your choice twice. Once entered, if you decide you do not want to change your password, to go back into Reports, you must exit out and log back in.

## Selecting criteria and Running Reports

### Sales Report / Deposit / Sales report with Fees / Clerk / Refund

#### Selection Screen:

After you've selected the Report you'd like to run, you can next customize the report you'd like to run. You can do so by altering the date and time frame of the report, you could look for a specific transaction, look at transaction information sorted by each individual terminal, if a multi-terminal merchant, you can pull specific transaction information by implementing the card # in the search field displayed below.

Wednesday, August 29, 2007

Sales Reports

Please Make a Selection... Main Logout

Start Date/Time August 1 2007 0 : 0 : 0

End Date/Time August 29 2007 23 : 59 : 59

Invoice  Invoice #

Card  Card Number 1234\*\*1234

Terminals  All  Group  Terminal

Credit Merchant Number

Pinpad Number

SKBD Number

Selection Summary  Terminal Summary  Terminal Detail

Build

1- Select start and end dates and times

2- Select the criteria

- a. **Invoice** – by choosing this, and inputting an invoice #, you can pull up the transaction that this invoice # was assigned to. N/A for deposit reports.
- b. **Clerk** - - View transaction information by the clerk identification# entered. – For Clerk reports only
- c. **Card Number** – Selects a specific card, and will pull up any transactions processed using that card #. When entering the card #, you will input the first four #'s of the card, followed by 2 stars (\*) followed by the last four #'s of the card. **I.E. 1234\*\*4321** – Does not apply for Clerk reports
- d. **Terminal** – Selects various terminal based criteria
  - i. All, Group, Terminal
  - ii. If Terminal selected then you can enter
    1. Credit number
    2. PinPad (Debit) Number
    3. SKBD

Below, are three types of reports you can run, based on the information you would like to be displayed. These three types of reports are only applicable in **Sales reports, Deposit reports, Clerk reports and Sales reports with fees.**

- a. **Selection Summary** –Running a **selection summary** report enables you to view all your card type totals, for all of your terminals together grouped by day, in the time frame you have selected.
- b. **Terminal Summary**-This report is for multiple terminal customers only. Similar to running a selection summary report, this displays the card type totals grouped by day but for each terminal individually. (This shows the SKBD, PinPad # and credit merchant #)
- c. **Terminal Detail**-When selecting this type of report, you can view all the summary information along with the details that compile the information of a selection and terminal summary report. When looking at a terminal detail report, it shows each individual transaction processed, grouped by day. The information you will see is the card type, the type of transaction, the date/time of the transaction, the approval code, the purchase or refund amount, the invoice # (if applicable), and finally the BNA transaction #.

**Once all the criteria is selected click on “Build” to generate report.**

*Note these do not all apply for the refund selection. Refunds show Terminal details only.*

### CSV Download - Single

Select single date then enter various selection criteria if required. This selection creates a CSV file type to be used in Excel.

**CSV Download**

---

Please Make a Selection... Main Logout

Date

Terminal Summary CSV  Terminal Detail CSV

Optional (Default is All Terminals)

Terminal Group/Description	<input type="text"/>
Credit Merchant Number	<input type="text"/>
Pinpad Number	<input type="text"/>
SKBD Number	<input type="text"/>

**Once all the criteria is selected click on “Build” to generate report.**

### CSV Download Alternate

Select multiple date range then enter various selection criteria if required.  
This selection creates a CSV file type to be used in Excel.

**CSV Download**

Please Make a Selection... [Main](#) [Logout](#)

Start Date/Time August 1 2007 0 : 0 : 0

End Date/Time August 29 2007 23 : 59 : 59

Terminal Detail CSV

Optional (Default is All Terminals)

Group

Credit Merchant Number

Pinpad Number

SKBD Number

[Build](#)

Once all the criteria is selected click on “Build” to generate report.

## Analysis Reports

### Screen Selection Part 1

#### Analysis Reports

Please Make a Selection...

#### Analysis Report Type

- Weekly Reports
- Day of Week Reports
- Hourly Reports
- [Tender Type Reports](#)
- Clerk Reports
- Terminal Type Reports
- Credit vs. Debit Reports
- Debit Transaction Reports

**Weekly Reports:** By selecting this report, you can view your transaction summaries for each week, in the desired time frame that is selected.

**Day of Week Reports:** This report enables you to view all transaction info sorted by each day individually, in the time frame that is selected.

**Hourly Reports:** In the time frame you have selected, you can view all transaction information based on your hours of operation. During your hours of operation, from hour to hour you can view total amount of transactions, total dollar amounts processed all sorted by the hour that the transactions occurred.

**Tender Type Reports-**In tender type reports, you can view all your transaction processing totals, in a time frame of your choice. When running this report, you can see the total amount of transactions processed the total purchase amount of all those transactions as well as the overall average ticket size. All these totals are displayed at the bottom. You can view all this information sorted by card type, and the information shown is based on the time frame that you have selected.

**Clerk Reports-**Running a clerk analysis report enables you to view all your clerk totals, in the time frame that you have selected. Basically, it's similar to running a tender type report, as opposed to it being card type totals; the clerk ID # replaces the card type.

#### Terminal Type Reports

**Credit vs. Debit Reports-**In a credit vs. debit report you can view totals that are compiled between debit and credit. You can see the transaction totals split up between debit and credit, followed by the totals that debit and credit make together.

#### Debit Transaction Reports

## Screen Selection Part 2

Once the selection is made the following screen appears to select criteria for each selection

Please Make a Selection... Main Logout

Start Date

End Date

Terminals

- All
- Group
- Terminal

Credit Merchant Number

Pinpad Number

SKBD Number

The difference for each selection is in the Footer

### Weekly Footer

Weekly Selection Summary \*  Weekly Terminal Summary \*

Build

**\*Weeks are defined Sun-Sat. If a Sun & a Saturday are not picked, then the closest one to your Selection will be used**

### Day of the week Footer

Day of Week Selection Summary \*  Day of Week Terminal Summary \*

Build

**\*Weeks are defined Sun-Sat. If a Sun & a Saturday are not picked, then the closest one to your Selection will be used**

### Hourly Footer

Hourly Selection Summary  Hourly Terminal Summary

Build

### Tender Type Footer

Tender Type Selection Summary  Tender Type Terminal Summary

Build

### Clerk Type Footer

Clerk Selection Summary     Clerk Terminal Summary

Build

### Terminal Type Footer

Terminal Type Selection Summary     Terminal Type Terminal Summary

Build

### Credit vs. Debit Footer

Credit vs. Debit Number     Credit vs. Debit Amount

Build

### Debit Transaction Footer

Debit Transaction Count By Day

Build

Once all the criteria is selected click on “Build” to generate report.

## Settlement Reports Screen Selection

### Settlement Report

Please Make a Selection...

Main

Logout

Have Not Settled  Have Settled

Since

Within Range

Start Date/Time August 1 2007 0 : 0 : 0

End Date/Time August 29 2007 23 : 59 : 59

Optional (Default is All Terminals)

Credit Merchant Number

Pinpad Number

SKBD Number

Build

Once all the criteria is selected click on “Build” to generate report.

## Administration Entry process.

### Terminal list/verify

#### Screen entry

Please Make a Selection... Main

Optional (Default is All Terminals)

SKBD Number

Credit Merchant Number

Pinpad Number

Group/Description

Build

Once all the criteria is selected click on “Build” to generate report.

### Change Terminal Group Description

#### Screen Entry

Enter one of the following...

Credit Merchant Number

Pinpad Number

SKBD Number

Verify

Description

Update Reset

Once all the criteria are selected click on “Update” to change description.  
Reset will clear screen to start again.

## Change Password Screen Entry

Old Password	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>
<input type="button" value="▶ Reset"/>	<input type="button" value="▶ Submit"/>

Once all the criteria are selected click on “Submit” to change password.  
Press “Reset” to clear and start again.