IntelliPay Payment Suite
Users Guide

IntelliPay™

Reports

-- Select Report --

Date FROM: 10/06/2021   TO: 10/06/2021   Report by: ○Effective Date ●Payment Date   Run Report

-- Select Report --

-- Select Report --

All Credit Card Payments

Authorized Credit Card Payments

All Card Payments by User

Credit Card Refunds

Department Card Payments

Card Payments With Custom Data

All CC Payment Data (CSV-Only)

report to run for that

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day following the
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Reports

I Default Reports

A. The IntelliPay Payment Suite provides a number of "default" reports, enabling the user to reconcile their transactions. To access these reports, the user (with permission) will select the "Reports" Tile. From there, the user can select and view the various reports from the drop down menu.
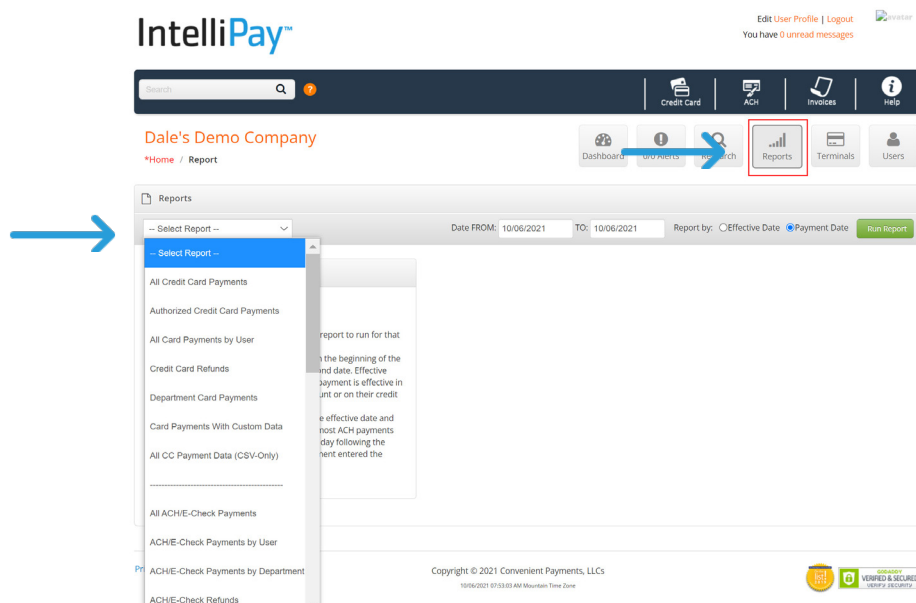
The user that has access to view this section will select the report that they would like to view, choose the date range, determine the report type whether it be "Effective Date" (the date that the payment occurred), or the "Payment Date" (the date that the payment was entered). Once this information is selected the user will click the green "Run Report" button and the appropriate report will be generated.

The Reports that will be the most useful for our Clients include the following:

• **Authorized Credit Cards** – This contains all of the credit, debit, and prepaid cards that were actually authorized through the system
• **All Credit Card Payments** – This report contains all of the card payments including declines, voids, and refunds
• **Card Payments by User** – This reports sorts the card payments by Username. This allows managers to view who entered which payment. This section also allows management to view payments that were processed through specific credit card terminals. In the case of our Clients, there would be approximately 9 terminals. This report would be used to view transactions process by those terminals
• **All ACH/ECheck Payments** – This report contains all of the payments that were entered for ACH processing
• **ACH/ECheck Payments by User** – This sorts the reports by username
• **ACH Returns** – This provides the user with any failed payments that have been returned (i.e. NSF, Account Closed, etc.)
• **ACH Disbursements** – This reports informs the user of all payments that have been disbursed into our Clients bank account
• **Batch Reports** – This report allows the merchant to view each batch that they have uploaded in the system.

Reports

To view the specifics of the batch file, the user can select the "Item Number" located in the first column.

Please note: This report will only show transactions processed via the batch process. It will not include payments processed through the other payment methods.

Each report that is generated by the user has the ability to go from a high level of transaction information to a detailed level of transaction information. Once the report is generated, the user can select the Item Number, which gives the user a choice to view "Payment Information" or "Customer/Resident Information.

When the user selects the "View Payment" link, they will view the payment information in the image on the top of the next page.

Payment Information

Summary   Void   Refund

Customer Account: 101-123-12347

For Dale's Demo Company

Customer

Name: Davis Brown

UT Zip Code: 84020

Phone:

Email:

Notes:

Payment Origin

Username: Lightbox

Origin: Lightbox Terminal

IP Address: 107.191.1.61

Input Method: Keyed

Credit Card Payment

Entry Date: 10/05/2021 02:17 PM MST

Payment Date: 10/05/2021

Payment Status: **Completed**

Approved

Payment Amount: $45.99

Payment Type: VISA CREDIT

Card Number: 4.....1111

Authorization Code: 830053

Authorization Date: 10/05/2021 14:17:47 MST

CP Reference: C29908593P42977149

Click to Print

The user is provided with the "Click to Print" feature if they need to print out a copy of the transaction at a later time. If the user selects the "View Customer/Resident" link, they are taken to the following screen:

Customer Information

Summary   History   Edit

Customer Account: 101-123-12347 Davis Brown

Customer

Davis Brown

, UT 84020

The section allows the user to view the customer's contact information and can select tabs to view the customer's history or update their demographic information.

All of this information can be downloaded via PDF or CSV File Format. Additional formats are available at NO COST to our Clients. This would include any custom report that needs to be generated in order for a file to be imported into our Clients Billing System.

II Custom Reports

We recognize that some third-party software providers will accept Report files. These files can be imported into their software, updating the customer's payment record without manual entries. Therefore, we have the ability to create customer reports that can be exported from our platform and imported into the third-party software provider. In order to accommodate this, we simply need the file format and file type that the third-party provider requires. We will customize an exportable report for you and add it to the reports' drop down menu.

III SFTP Reports

A. SFTP Overview:

Our payment suite has the ability to automatically import and export files via an SFTP Process.

Daily SFTP reports are generated for each merchant that requests them beginning at 3am every day including weekends and holidays. If there is no data for a report a zero-byte file is generated so the merchant will know that there was a report created but no data to report.

SFTP reports are deposited into the "reports" folder in the merchants' sftp folders. There is one report related to card processing and four related to ACH processing. Only merchants with card processing enabled will receive the card report and only merchants with ACH processing enabled will receive the ACH reports.

SFTP reports report on all unreported items. They do not follow a date range as web reports do, rather they report all items since the last time the report generator ran (the previous day at around 3am.)

B. Report Naming:

Reports are named by the following convention: <merchant key>-<report name>-<time stamp>.csv

Timestamp is in the format: YYYYMMDDHHmm

- SFTP reports are comma-delimited files with every data field enclosed in double-quote characters.
- The first line of each report which contains data is always a header. If a report contains data the actual data starts with the second line. Lines are terminated with a line-feed character (unix/linux format.)
- No carriage-return characters are in the files (as with Microsoft Windows format.)

All SFTP reports easily import into spreadsheet software such as Excel, Libre Office, Open Office Calc, Google Sheets, etc.

C. Creating Reports:

The following reports are created:

- **card_payments**
    - o Each day's card payments are reported.
    - o Sample file name: 1A0001-card_payments-201601250300.csv
    - o Sample Format: PaymentId,EffDate,User,Account,Invoice,Name,AuthDate,Amount, Fee,Total,Aut Code,CardType,CardNum,Comment
    - o Sample Data: "1259318","01/22/2016","Online Payment Page","6110215","C3601635"," JANE SHORT","01/22/2016 14:22:04","250.00","6.23","256.23","400070","Mast","514270..3504",""

"1261076","01/23/2016","Online Payment Page","0908084","C3602763","INTYRE MC","01/23/2016 07:11:21","100.00","2.49","102.49","309508","Mast","548009..7580","" "1262505","01/24/2016","On-line Payment Page","1134605","C3604008","APARNA MADHAVEN","01/24/2016 01:05:57","4100.00","102.09","4202.09","06716C","Visa","405037..5899",""

- **ach_payments**
    - o Each day's ACH payments are reported.
    - o Sample file: 1A0001-ach_payments-201601061246.csv
    - o Sample Format: PaymentId,ItemRefnum,EffectiveDate,User,Account,Invoice,Name,Payment Date,Amount,Fee,Total,Rtnum,BankAcct,Comment
    - o Sample Data: "1176540","269545","01/04/2016","","0551786","C3552484","CRAIG Convenient Payments, LLC CARLSON","01/04/2016","3193.82","1.50","3195.32","124000054","11111111","ACH Test 2" "1176515","269546","01/04/2016","","4809009","C3552474","BENJAMIN CLIFT","01/04/2016","2670.24","1.50","2671.74","124000054","11111111","ACH Test 1"

- **ach_returns**
    - o All ach items which returned or rejected during the reporting period are reported. Notifica tions of Change (NOCs) are also included. NOCs are informational only and do not mean that a payment did not process.
    - o Sample File Name: 1A0001-ach_returns-201602110300.csv
    - o Sample Format: PaymentId,ItemRefnum,EffectiveDate,ReturnDate,ReturnCode,A mount,NOC,Rtnum,BankAcct,BankAcctType,BankAcctName,Chargeback,Description
    - o Sample Data: "1352454","275561","","02/10/2016","R24","1.50","F","","","","","F","Dupli cate Entry" "1352456","275563","","02/10/2016","R24","1.50","F","","","","","F","Duplicate En try" "1356385","275666","","02/10/2016","R28","3429.94","F","","","","","F","Invalid Routing Number" "1356426","275668","","02/10/2016","R28","1.50","F","","","","","F","Invalid Routing Number"

- **ach_settlements**
    - o All payments which settled (and thus disbursed) during the reporting period are reported.
    - o Sample File Name: 1A0001-ach_settlements-201602110300.csv
    - o Sample Format: PaymentId,DepositId,EffDate,User,Account,Invoice,Name,Payment Date,Amount,Fee,Total,Rtnum,BankAcct,Comment
    - o Sample Data: "1326640","7056","02/05/2016","","3519813","C3646616","KEVIN BALLING ER","02/03/2016","2685.39","1.50","2686.89","042206422","113042",""

"1326707","7056","02/05/2016","","7603762","C3646670","RONALD PUM-MILL","02/03/2016","34.64","1.50","36.14","042000013","487251795","" "1326703","7056","02/05/2016","","7630760","C3646665","ADAM WEBB","02/03/2016","3318.47","1.50 ","3319.97","314074269","144203642","" "1326637","7056","02/05/2016","","3519554","C3646613","KEV-IN BALLINGER","02/03/2016","767.30","1.50","768.80","042206422","113042","" "1328337","7056","02/05/2016","","2304258","C3647672","CORPORATION COMHLL"," 02/04/2016","12507.10" ,"1.50","12508.60","042000314","71384662","" "1328440","7056","02/05/2016","","2304266","C3647725","COR-PORATION COMHLL"," 02/04/2016","800.09","1.50","801.59","042000314","71384662","" "1328503","7056","02/05/2016","","2301128","C3647758","CORPORATION COMHLL"," 02/04/2016","656.31"," 1.50","657.81","042000314","71384662","" "1328664","7056","02/05/2016","","2637051","C3647864","JESSICA BLESSINGER","02/04/2016","2988.60","1.50","2990.10","242076821","100005048980","1/2 year"

- **ach_disbursements**
    - o Any disbursements to the merchant's bank account are reported. A typical day reports only one disbursement.
    - o Sample File Name: 1A0001-ach_disbursements-201602110300.csv
    - o Sample Format: DepositId,EffDate,Amount,Items
    - o Sample Data: "7056","02/11/2016","70086.41","42"