

ClientLine[®] Reporting

ClientLine Reporting User Guide

Version 2.0
April 2021

Sales/Funding Reports

This option displays all transaction and/or funding activity for a location or a rollup of multiple locations. The Sales Reports will allow you to balance at a transaction or summary level to your POS. The Funding reports will allow you to complete your reconciliation to your bank account.

How Do I View:

Steps	Action
1	Click Reports from the toolbar
2	Select Create a Report from the dropdown
3	Select Sales/Funding as the Report Category

4

The screenshot displays the 'Create a Report' interface. Panel 1, 'Report Category', shows 'Sales/Funding' selected. Panel 2, 'Filter Criteria', shows 'Activity Type' as 'Transactions', 'Hierarchy ID' as '0000000000', and 'Date Range' as 'Summary'. Panel 3, 'Available Reports', shows a list of report options and buttons for 'CUSTOMIZE', 'View Sample', 'Run Now', and 'Schedule Report'.

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There are six types of Reports available within the Sales/Funding Report Category

1. **Transactions** – Transactional reports for reconciling to a POS or looking at overall transaction volume/pounds
2. **Bank Deposits** – Funding reports for reconciling to your bank account
3. **Adjustments** – Deductions made from your Total Sales (chargebacks, fees, interchange charges, and so on.
4. **Refunds** – Refund data for monitoring of potential fraud
5. **Debit Suspense*** – For merchants accepting PIN debit will show PIN debit transactions which were authorized however, payment could not be received from the Issuer
6. **Today's Data*** – For merchants setup for same day funding to view the total funding amount to be paid today

*Depending on your account setup, some of these options may not be available in your activity types.

- 5 Select the Activity Type that applies to the information you would like to view. Depending on the Activity Type selected, various filter criteria will apply. Enter the filter criteria that apply to your specific selections.

The screenshot displays a web-based reporting interface with three main panels:

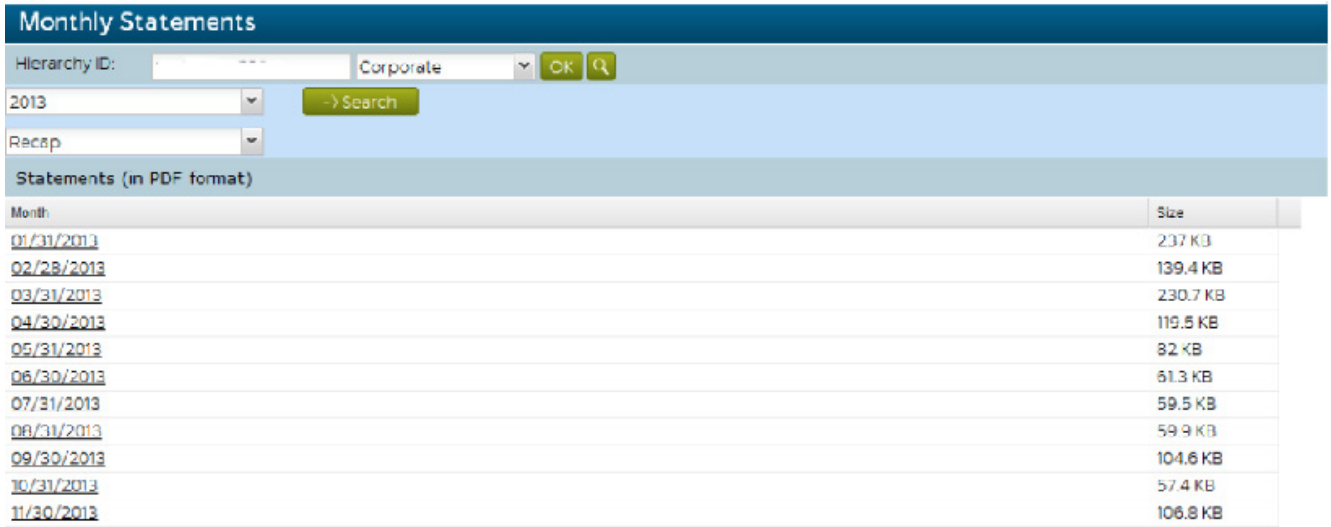
- 1. Report Category:** A list of categories including "Money Reporting", "UNPAGED", "Client Line", and "Customer Data".
- 2. Filter Criteria:** A section for defining search parameters. It includes:
 - Activity Type:** A dropdown menu with options like "Transaction", "ATM Withdrawal", "ATM Deposit", "Bill Payment", and "Bill Statement".
 - Filter Type:** A dropdown menu with options like "From Date" and "To Date".
 - Report Type:** A dropdown menu with options like "Account" and "Statement".
 - Filter Range:** Two date input fields with "From" and "To" labels.
- 3. Available Reports:** A list of report options with corresponding action buttons:
 - "Client Line Summary" with a "View Report" button.
 - "Advanced Transactional" with a "View Report" button.
 - "Customer Line Detail" with a "View Report" button.
 - "Transaction History" with a "View Report" button.
 - "Consolidate to Generate Report" with a "View Report" button.

Monthly Statement

The Monthly Statement option allows you to view a copy of your monthly statement. This option allows you to view your statement days before you receive your statement through the mail. There is seven years' worth of statements available to view anytime.

How Do I View:

Steps	Action
1	Click Reports from the toolbar
2	Select Monthly Statement from the dropdown
3	



Month	Size
01/31/2013	2.37 KB
02/28/2013	139.4 KB
03/31/2013	230.7 KB
04/30/2013	119.5 KB
05/31/2013	82 KB
06/30/2013	61.3 KB
07/31/2013	59.5 KB
08/31/2013	59.9 KB
09/30/2013	104.6 KB
10/31/2013	57.4 KB
11/30/2013	106.8 KB

- Enter ID and select corresponding level, if you would like to view a statement for a specific location or hierarchy level other than for what you have been viewing. This field is required, if you are logged in at a level of hierarchy higher than Corporate
- Year – Enter the year you wish to view available statements for (up to seven years)
- Statement Type (Recap or Location)
 - Select Recap only if you would like to view a statement for a specific location
 - Select Location, if you are logged in at a level of hierarchy higher than Corporate

4 Click Search

Click on the **Statement Month** you wish to open

5 Result: The Monthly Statement appears

MERCHANT CARD PROCESSING STATEMENT CORPORATE RECAP

Page 1 of 6 **THIS IS NOT A BILL**

Statement Period	07/01/20 - 07/31/20
Merchant Number	
Locations Included	3
Customer Service	

CORPORATE SUMMARY An overview of activity for the statement period.

Page 1	Total Amount Submitted	0.00
	Third Party Transactions	0.00
	Adjustments	0.00
	Interchange Charges	\$413.24
	Service Charges	0.00
	Fees	-\$2,623.00
	Chargebacks/Reversals	-\$22,202.43
	Total Amount Processed	-\$24,412.19

All amounts shown are in U.S. funds.

IMPORTANT INFORMATION ABOUT YOUR ACCOUNT




Helpful Hints:

- Use this option to access your statement before it arrives through the mail
- Save a copy to your hard drive to retain for future documentation purposes
- The Recap option is not available at the location level
- Depending on your account setup, your statement may not be available
- The size limit for Monthly Statement is 4 MB, anything over this size will not be available through ClientLine Reporting

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