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Technical Document

ClientLine® Reporting

ClientLine Reporting User Guide

Version 2.0
April 2021

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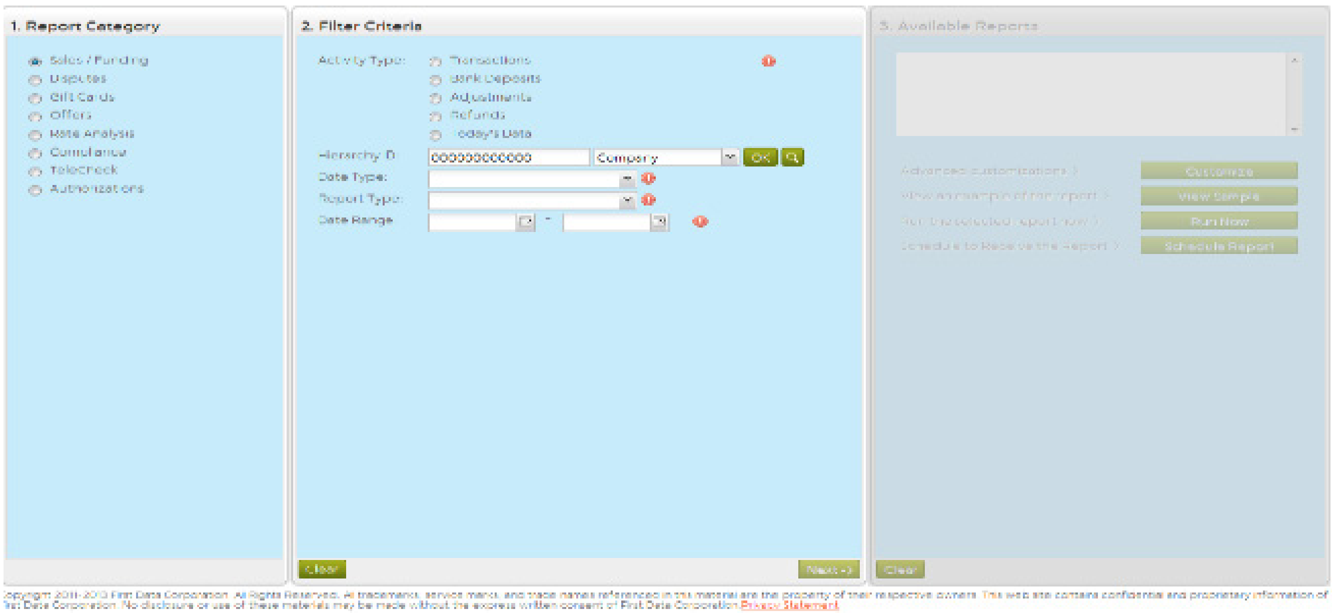
Sales/Funding Reports

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:

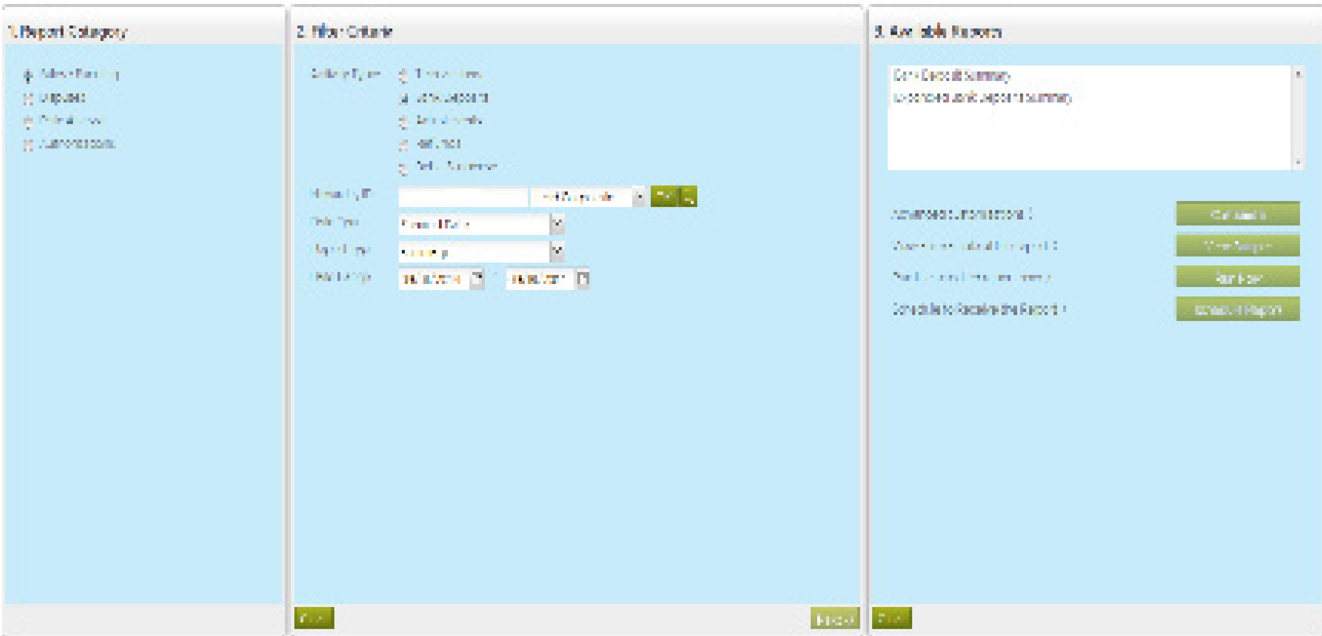
Steps	Action
1	Click **Reports** from the toolbar
2	Select **Create a Report** from the dropdown
3	Select Sales/Funding as the Report Category
4	

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.

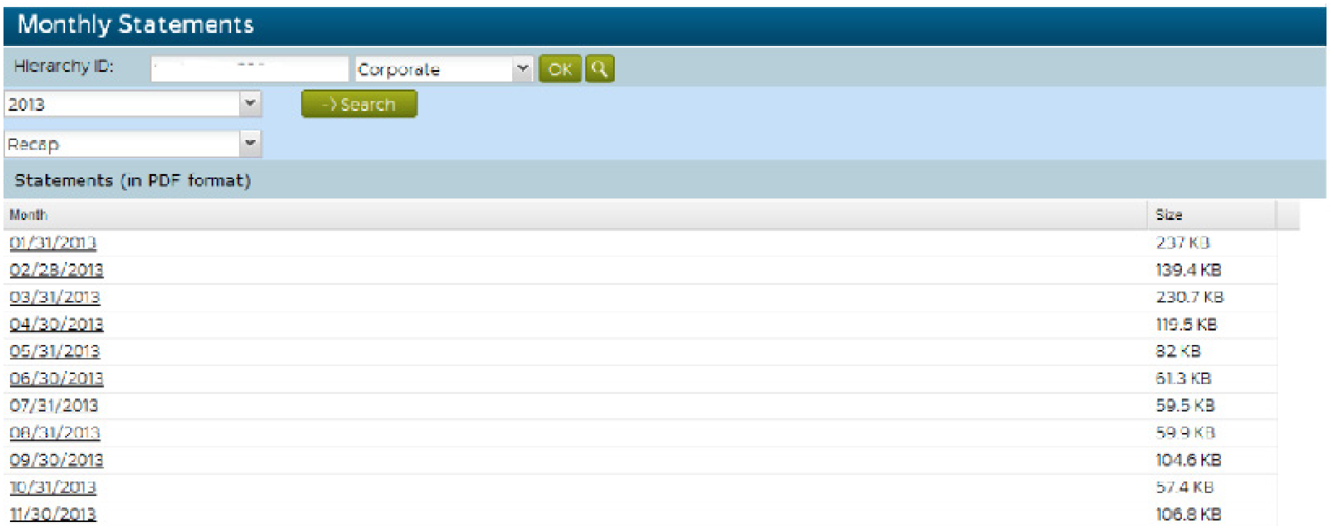


Monthly Statement

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	
	→ **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

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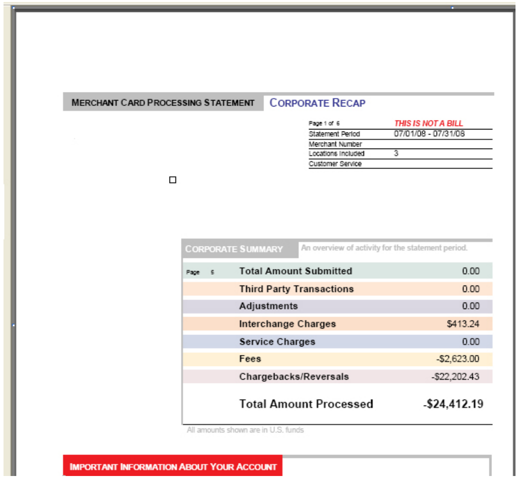
4	Click **Search** Click on the **Statement Month** you wish to open	
5	**Result:** The **Monthly Statement** appears	


MERCHANT CARD PROCESSING STATEMENT | CORPORATE RECAP

Page 1 of 6	THIS IS NOT A BILL
Statement Period	07/01/08 - 07/31/08
Merchant Number	
Locations Included	3
Customer Service	

CORPORATE SUMMARY | An overview of activity for the statement period.

Page		
5	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

Connect With Us

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Fiserv is driving innovation in Payments, Processing Services, Risk & Compliance, Customer & Channel Management and Insights & Optimization. Our solutions help clients deliver financial services at the speed of life to enhance the way people live and work today.

Visit **fiserv.com** to learn more.

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