https://merchants.myunitedconnect.com

My Merchant Console
Connect Reports®
Quick Reference Guide

Frequently Asked Questions

What is My Merchant Console?

My Merchant Console is a secure online merchant website (www.MyMerchantConsole.com) where you are is able to view and manage all of your United Connect® services with a single login.

What is Connect Reports®?

Connect Reports® is a module in the United Payment services proprietary United Connect® Business Suite of Payment Solutions. This suite of solutions offers you a selection of secure merchant tools that you can "connect" to their account as to best meet the Payment Processing needs of your business. The Connect Reports® module gives you online access to all aspects of your merchant account so you can easily reconcile your bank account, update accounts receivables or research a transaction.

Can I create logins for other people in my company?

Yes. You have complete control over User Management. That is, you can add, modify, and delete (unauthorized) as many users as you wish. For each user, you can control special user permissions and preferences depending upon the active United Connect® services. For more information, see Administration.

Where can I search for a transaction?

You can search for a particular transaction through the Transactions Search page found by clicking the icon on the Reports page. You can search for transactions by various criteria including transaction date range, card number, invoice, and more. For more information, see Transaction Reports.

Where can I look at my batches?

You can search for a specific batch, or batches within a specified date range, through the Batches Report. Access this report by clicking on the icon on the reports tab. With this report, you can access batches and view their transactions, the device they were processed on, and the amount you will be funded. For more information, see Batches Report.

How can I view deposits made into my account?

You can view deposits through the Bank Activity Report. Access this report by clicking the $ icon on the REPORTS tab. Here you can see when a deposit was made and exactly which batches (transactions) are included in the deposit. For more information, see Bank Activity Report.

Where can I get more information?

Download the full Connect Reports® User Guide by clicking on the HELP tab.

Daily Sales Report

The Daily Sales Report is the default report displayed after logging in. You can also access it by clicking the Sales icon. This report shows all the transactions processed on a specific date.

Report Details

Use the search feature to specify a date or date range to search, and click Search to generate the daily sales report. *(Report Displayed Below)*

	Date	Count	Sales Count	Returns Count	Sales	Returns	Net	**Daily Sales Detail**
+	4/9/2008	3	2	1	$71.86	($20.00)	$51.86	

This report will show the count (total for all transactions processed) and the total dollar amount in sales, returns and the net gross (sales minus returns). Click on the icon for a detailed report of that date's sales. For more details on the day's transactions click the + icon. *(Report Displayed Below)*

ID	Card Number	Customer	Invoice	Description	Trans Type	Card Type	Amount	**Receipt**
498641	4130XXXXXXXX3111	TROPT3	5201	DOG FOOD	SALE	Visa	$29.36	
498642	5512XXXXXXXX4389	OLDREC	5202	DOG LEASH	RTRN	MC	($20.00)	
498643	4281XXXXXXXX6494	PAPERP	5203	DOG FOOD	SALE	Visa	$42.50	

The expanded view will display the individual transactions, including the amount, transaction ID, masked card number, and type of transaction. If processed through the VT*, the customer, invoice, and description entered at the time of the sale will be displayed. To generate a printable receipt displaying the merchant's logo (Requires VT*) click on the icon.

Transaction Report

The Transaction Report can be accessed by clicking the icon. This report is used to locate individual transactions.

Report Details

Use the search feature to specify: date, date range, transaction id, card number, amount, customer number, or invoice number. Click Search to generate the daily sales report. *(Report Displayed Below)*

	ID	Date	Customer	Invoice	Trans Type	Amount	Card Number	Card Type	Status	Auth Code
+	498641	4/9/2008 09:22:03	TROPT3	5201	SALE	$29.36	4130XXXXXXXX3111	Visa	CAPTURED	64298B

This report will display individual transactions and their details. Transactions will display the transaction id, exact date and time they were processed (CST), amount, authorization code, type of transaction and their current status. For more details on the day's transactions, including all of the card holder information entered at the time of sale, click the + icon.

For more information on any of the United Connect® Services (including Connect VT® and Connect CPIM®), please contact your sales representative or customer service at 1 (888) 464-0113.

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Batch Report

The Batch Report can be accessed by clicking on the icon. This report is used to locate and reconcile batches and the transactions within them.

Report Details

Use the search feature to specify a date, date range, or the batch id, and click Search to generate the batch report. *(Report Displayed Below)*

	BatchID	Date	Closed	DID	Count	Gross	Non-UPS	Fees	UPS Funds	Batch Detail
+	106406	4/9/2008	4/9/2008 13:02:12	0001	3	$51.86	$0.00	$1.44	$50.42	

This report will show the batch, date and time it was closed (CST), time interchange considered it closed, amount funded by third parties (e.g. Amex), amount in fees removed, and the total amount that will be funded by United Payment Services. Click on the icon for a printable detailed report of the batch. To view the transactions within the batch, click the icon. *(Report Displayed Below)*

Transaction ID	Customer	Invoice	Trans Type	Card Number	Card Type	UPS Funds	Amount
498641	TROPT3	5201	SALE	4130XXXXXXXX3111	Visa	YES	$29.36
498642	OLDREC	5202	RTRN	5512XXXXXXXX4389	MC	YES	($20.00)
498643	PAPERP	5203	SALE	5512XXXXXXXX4389	Visa	YES	$42.50

The expanded view will display the transactions within the batch including the amount, transaction ID, masked card number, and if United Payment Services funds it. If processed through the Connect VT®, the customer and invoice entered at the time of the sale will be displayed.

Administration

With the administration tab you can add, modify, and delete (unauthorized) as many users as you wish.

ID	Username	Name	Description	Authorized	
00	admin@snappysgoods.com	Kona Morgan	Admin	True	

Every user will be displayed on the main page. It will display if they are authorized (able to log on to My Merchant Console) or not. Click to add new users. To modify existing users, click the icon next to the corresponding user. When adding or modifying users, you will be able to enter user-specific information, and specify if they will have reporting permissions (able to view and download reports), administration permissions (able to manage users and settings), or both.

Bank Activity Report

The Bank Activity Report can be accessed by clicking on the $ icon. This report is to reconcile bank deposits.

Report Details

Use the search feature to specify a date or date range, and click Search to generate the bank activity report. *(Report Displayed Below)*

	Deposit ID	Deposit Date	ACH Trace	Deposit Type	Amount	Account
+	90461	4/11/2008 12:00:00 AM	894376512409681	D - Deposit	$50.42	Merchant
+	90469	4/12/2008 12:00:00 AM	894376512409861	D - Deposit	$30.72	Merchant

This report will show the deposit ID, date and time United Payment Services deposited funds, ACH Trace (unique number associated with the deposit to the bank), amount, and the account the funds were deposited into. To view the batches within the deposit click the icon. *(Report Displayed Below)*

	BatchID	Date	Closed	DID	Count	Gross	Non-UPS	Fees	Reserve	UPS Funds
+	106406	4/9/2008	4/9/08 13:02:12	0001	3	$51.86	$0.00	$1.44	$0.00	$50.21

The expanded view will show the exact date and time the batch was closed (CST), date interchange considered it closed, total number of transactions (including which ones were not funded by United Payment Services), fees removed, and the exact amount funded. To view individual transactions within the batch click the icon.

For more information on any of the United Connect® Services (including Connect VT® and Connect CPIM®), please contact your sales representative or customer service at 1 (888) 464-0113.