Business Invoicing

Report Types

Table in this document provides an overview of the types of reports accessible in the system.

Report Title	Description	Report Use	Data Fields
Biller Activity	Consumer activity history.	To research or document consumer activity within the system for one or all consumers by date.	Name, Address, Zip, Biller Account Number, Bill Amount, Date Created, Email Type Sent, Last Bill/Bill Notification Sent, Date Last Bill WEBPaid, Date Last Bill Viewed, Date Last Auto Paid, Status Code
Biller Enrollment	Consumer enrollment history by Biller.	To provide a summary or listing of consumer enrollments and "last billed" information by Biller.	SysEnroll, Biller Name, Login ID, Customer Name, Account Number, Other Data, Email Address, Last Billed, Amount
Billing Files Processed Report	Information associated with processed billing files.	To report on bill files processed within the system.	BillerID, Date Processed, File Name, Result, # Bills Sent, # Loaded, Loaded Dollars, Total Records, # Failed, Failed Dollars, # Failed Details, # Duplicate, Duplicate Dollars, # Duplicate Details, # Emails Sent Enrolled, Emails Sent Dollars Enrolled, # Emails Not Sent (UnEnrolled), Emails Not Sent (UnEnrolled) Dollars
Billing Status Update Report	Information associated with processed files that updated statuses on invoices.	To report on files processed to update statuses on invoices.	Biller ID, Date Processed, File Name, Result, Type, Records in Update File, Records Matched, Records Not Matched, Error Records
Credit Card Authorization Report	Information associated with credit card transactions	To report on credit card authorizations for an account .	Biller Name, Method, Std Entry Class, Channel, Creation Date, Customer Number, Invoice Number, Name, Invoice Amount Due, Statement Date, Due Date, Fees, Invoice Pmt Amount, Total Payment Amount, Confirmation #, Payment Status
Customer Status	Reports the enrollment status of one or all consumer(s).	To research consumers' enrollment statuses; activated/not activated/disabled/deleted	Biller Name, SysEnroll, LoginID, Second Auth Value, Status, Account Number, Name, Relationship, Email Address, Telephone, Biller, Address, City, State, Zip, System Customer #, Enrollment Date
Customer Un-Enrollment	Shows Consumers un-enrolling by user-defined date range.	To list or research un-enrollments by date. Used mainly by the Biller to research consumers who have unenrolled from the system.	SysEnroll, Login ID, Customer, Account #, Customer, Email Address, Telephone, Biller, Enrollment Date, Activated Date, Un-enrolled Date

Report Title	Description	Report Use	Data Fields
Customer Enrollment	Report of consumer enrollments, activated and/or not-activated.	To report on activated and/or not-activated enrollments.	Biller Name, SysEnroll, Login ID, Name, Account #, Telephone, Date Enrolled, Enrolled for BillMail, Primary Email, Date Activated [Primary Email], Secondary Email, Date Activated [Secondary Email], Alternate Email, Date Activated [Alternate Email]
Daily Biller Box Score	A quantified summary of one day's activities.	To report a tally, or count, of activities for a specific day. Rarely used.	Number of Unenrollments, FTP files received, Billing Records Received, BillMail Messages Sent, Total $ value of BillMail messages sent, Payment Requests received, Total $ value of payment requests received, Average $ value, of payment requests received
Deposit Report – Fee Detail	Details of fee transactions separated by payment channel.	Used mainly by the Biller to reconcile their daily fees charged for payments.	Method, StandardEntryClass, Channel, Transaction ID, Account Number, Name, Payment Count, Payment Amount, Reversal Count, Reversal Amount, Collected from Customer, Collected from Biller, Collected from Other, Distributed to Partner, Distributed to Other
Deposit Report – Fee Summary	Payment method/ channel summary of fee totals.	To report on fee totals by payment method for a specific date range. Used by the Biller during the reconciliation process.	Method, StandardEntryClass, Channel, Payment Count, Payment Amount, Reversal Count, Reversal Amount
Deposit Report – MultiInvoice	Details of transactions separated by payment method/ channel where one payment was initiated against multiple bills	To report on payment totals where a single payment is initiated against multiple bills by payment method for a specific date range. Used by the Biller during the reconciliation process.	FDI Code, Method, Std Entry Class, Channel, Create Date, Account Number, Name, Invoice#/Count, Invoice Pmt Amount, Payment Count, Total Payment Amount, Reversal Invoice #/Count, Invoice Reversal Amount, Reversal Count, Total Reversal Amount, Trans ID, Reversal Reason/Credit Card Auth
Deposit Report – Payment Detail	Details of transactions separated by payment channel.	Used mainly by the Biller to reconcile their daily payments vs. the AR report showing all payments from the previous day.	Method, StdEntryClass, Channel, Create Date, Account Number, Invoice Number, Name, Payment Count, total Payment Amount, Reversal Count, Reversal Amount, Trans ID, Reversal Reason/Credit Card Auth
Deposit Report – Payment Summary	Payment method/ channel summary of totals.	To report on payment totals by payment method for a specific date range. Used by the Biller during the reconciliation process.	Method, StandardEntryClass, Channel, Payment Count, Payment Amount, Reversal Count, Reversal Amount

Report Title	Description	Report Use	Data Fields
Future Payments	Consumer payments scheduled to process at a later date.	To report on a payment or payments scheduled to process on a future date by using the date created or future payment date; *optional* search criteria: Name, Account Number, Confirm Num, Control Ref, and Payment Amt Range.	Method, Channel, Biller, Name, Bill ID, Account Number, Transaction ID, Payment Due Date, Bill Amount, Payment Created, Future Payment Date, Payment Date, Payment Amount, Payment Status
Payment Batch Report	Report of ACH and AR batches that have been processed.	To show that a batch was created and what was included in the batch. Utilized by the Software Provider and the Reseller to determine batch contents.	Batch ID, Cutoff Time, Batch Type, Processed
Payment Capture & Bill Management	CSR view of an account's invoice history	CSR to take actions against invoices, including pay, hide, and expire.	Account Number, Statement Date, Due Date, Invoice Number, Amount Due, Payment Amount, Payment Code, Freeform Reason, Previous Payments
Payment Status	Payment status of one or all consumers.	Given a specific date or date range, to provide detailed information and status of the current payment – paid or to be paid.	Method, Channel, Biller, Name, Invoice Number, Account Number, Transaction ID, Payment Created, Payment Date, Card/Account Type, Future Payment Date, Total Payment Amount, Payment Status
Maintain Payments	Overview of payments within the system	To provide an overview of payments for a particular Biller.	Method, Channel, Confirmation #, Biller, Name, Account Number, Payment Initiated Date, Payment Process Date, Future Payment Date, Payment Amount, Payment Status
Real Time Post Back Report	Shows transactions as they happen.	Used by Billers who have this option turned on in the biller profile. It will show transactions as they are processed and posted to their billing system.	Transaction Created, Account Number, Customer Name, Transaction Amount, RTPB Sent, Post Back Data, Attempt Count, Result
Recurring Payments	Report of accounts configured for recurring payment billing.	To report on the configuration setting(s) related to recurring billing for one or all consumers.	Recurring Payment ID, CSR Login, Payment Name, Customer ID, Customer Name, Account Number, Start Date, Date Created, Client ID, Client Name, On This Date, Maximum, Trigger Date, Amount to Pay, Recurring Payments End, Stop Date, # Payments

Report Title	Description	Report Use	Data Fields
Remittance File Download	Detailed payment file showing all remittances within a user-defined transaction processing date range; includes Deposits and/or Reversals	To report on remittances/completed payments on a specific date or time period. This list of transactions allows the Biller to upload activity into their AR system for posting and reconciliation. Available in Excel and CSV formats	Payment Method, Payment Channel, Processing Date, Capture Date, Biller Account Number, Invoice Number, Name, Invoice Payment, Reversal Amount, and the Transactis Confirm Number, Reversal Reason, Fee, Total Payment Amount, Payment Code, Freeform Reason
Remittance File Download – Consumer Level	Detailed payment file for the consumer showing all remittances within a user-defined transaction processing date range; includes Deposits and/or Reversals	To report on remittances/completed payments on a specific date or time period. This list of transactions allows the Biller to upload activity into their AR system for posting and reconciliation. Available in Excel and CSV formats	Payment Method, Payment Channel, Processing Date, Capture Date, Biller Account Number, Invoice Number, Name, Invoice Payment, Reversal Amount, and the Transactis Confirm Number, Reversal Reason, Fee, Total Payment Amount, Payment Code, Freeform Reason
Settled Batches	Shows settled credit card batches. The total credit card records settled for a business day or date range.	Used by Billers and Resellers to reconcile credit card payments received.	Biller, Settled Batch ID, Settled Date, Payment Batch ID, Transmissions Log ID, TID, STAN, Batch Number, Transactis Net Batch Trans, Transactis Net Batch Amt, TTL Credit Sale and Force Transactions, TTL Credit Sale and Force Amount, TTL Credit Trans, TTL Credit Amount, TTL CC Void Trans, TTL CC Void Amount, Net CC Sign, Net CC Trans, Net CC Amount, TTL Debit Purchase Trans, TTL Debit Purchase, TTL Debit Return Trans, TTL Debit Return Amount, TTL Admin Transactions
Stop Files Processed Report (by Reseller Only)	Shows the details for stop files that have been loaded to the system.	Used to see the status of a stop file that has been loaded to the system to ensure successful load.	Date Processed, File Name, # Stops, # Activated, # Reactivated, # Enrolled, # Recurring Payments Canceled, # Future Date Payments Canceled, Status

Report Title	Description	Report Use	Data Fields
System Activity Report	Shows login details for each user of the system	Used to determine user activity within the system.	Date, Time, Reseller/Biller, Login ID, Name, IP, UserRole, Activity, Details
System Voids and Declines Report	Shows voided and declined transactions and reasons for the void or decline.	Used to find more information about a voided or declined transaction and to see all voids or declines for a day or date range.	Date, Time, Payment Channel, Account Number, Customer Name, Address, Zip, Amount, Payment Method, Last Four, Payment Status, AVS Response, CVV Response, ACH Response