Customizing Reports in iQ

iQ offers many different types of reports and all reports under Reconciliation are customizable. Reports under the "Reports and Statements" tab are not customizable other than the date range.

If you have any questions as you transition to the Worldpay platform, please call us at 866.304.4279 and select the option for ReyPAY credit card processing support. Our support is available to assist you 24/7/365.

Daily Totals

Use Daily Totals (under the reconciliation tab) to pull reports for a group of transactions in a specified date range. This report is completely customizable to your needs.

Note: Some column options (like customer name or user ID) are not available within the iQ reporting tool.

For example, if you want to see a report similar to this:

ERA-IGNITE Service Cashier Edit List (Exported to Excel) – Transactions occurred on 3/1/21

Invoice No.	Invoice Date	Total $	Customer Name/ Control No.	Customer No.	Payment Method	User ID	Account Number	Pay Category
CTCS123456	03/1/2021	100.00	JOHN SMITH	1	CREDIT CARD	TIM1	100	CREDIT CARD
CTCS234567	03/1/2021	125.00	MARY JONES	2	CREDIT CARD		200	CREDIT CARD
CTCS345678	03/1/2021	150.00	SALLY BLACK	3	CREDIT CARD		300	CREDIT CARD
CTCS456789	03/1/2021	175.00	CHRIS REYNOLDS	4	CREDIT CARD		400	CREDIT CARD
Total		**550.00**						

worldpay
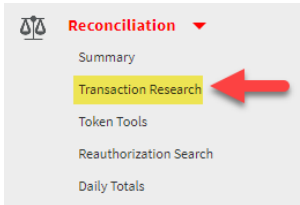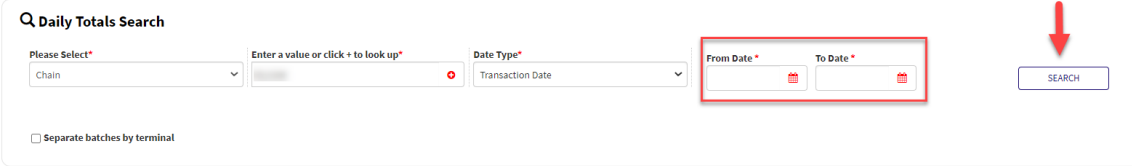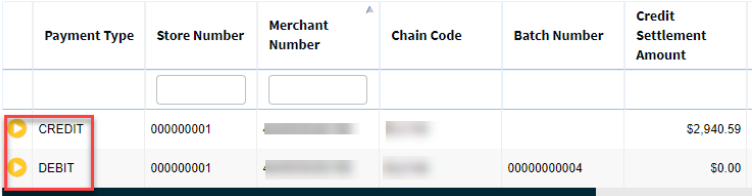from FIS

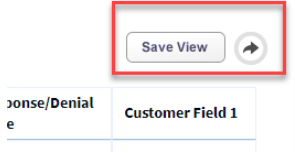Then you can use Daily Totals to create a report that looks like this:

iQ Daily Totals Report (Exported to Excel)- Transactions occurred on 3/31

Customer Field 1	Process/ Business Date	Transaction Date/Time	Amount	Card Type	Account Number
S0601726170000283010	03/02/2021	03/01/2021 16:26:00	352.74	VISA	448210xxxxxx3043
S0601715590000283074	03/02/2021	03/01/2021 16:16:00	230	VISA	441711xxxxxx8946
S0601643340000283071	03/02/2021	03/01/2021 15:43:00	53.63	VISA	417903xxxxxx4601
S0601637060000283072	03/02/2021	03/01/2021 15:37:00	375.99	DISCOVER	601149xxxxxx3192
S0601632370000282918	03/02/2021	03/01/2021 15:33:00	680.15	AMEX	371301xxxxx1001

Follow these steps to customize your reports

Step	Action
1	Click **Transaction Research**.
2	Select your date range and click **Search**.
3	Choose the Credit or Debit option by clicking the yellow play button and clicking view details.

Step	Action
4	Click **More Tips** | **Show or Hide Columns** at the top of the report. **Settlement Details** 16 Results More Tips |Show or Columns Columns shown: Process/Busin Date, Transaction Date/Time, Account Number, Amount, Card Type, Auth Code, AVS Response Code, St... 03/02/2021 03/01/2021 16:26:00 448210xxxxxx304 $352.74 VISA 116267 Y - ADDRESS AND 5 DIGIT ZIP MATCH 000
5	Choose which options suit your reporting needs and click apply selections.

Select All

Column 1	Column 2	Column 3
☑ Account Number	☑ Entry Mode	☑ Response/Denial Code
☐ ACI	☐ Expiration Date	☐ Salesperson
☐ ACRO	☐ Force Post	☐ Sequence Number
☐ Affiliate	☐ From Account	☐ Settlement Type
☐ Agent Bank	☐ Funded By	☐ Signature Cap Ind
☐ Alternate Merchant Number	☐ Has Adjustment Record(s)	☐ Signature Compression
☑ Amount	☐ Interchange Code	☐ Signature Encrypt Key
☐ Approved Amount	☐ Interchange Fee	☐ Signature Encrypt Method
☐ Arrival Date	☐ International Ind	☐ Signature Pen
☐ Auth Code	☐ Last 4 of PAN	☐ Stand-in Ind
☐ Auth Currency Code	☐ Level II/III Indicator	☐ Stand-in Level
☐ AVS Response Code	☐ Mail Phone Indicator	☑ Store Number
☐ BankNet Date	☐ Market Specific Data Indicator	☐ Surcharge Amount
☐ Banknet Ref Number	☐ MasterCard TIC Indicator	☐ Surcharge Reason
☐ Batch Number	☐ MasterCard Wallet ID	☐ Terminal Address
☐ Billing Indicator	☐ MCC Code	☐ Terminal Capability
☐ Campaign	☐ Merchant Grouping ID	☐ Terminal City
☐ Card EMV	☐ Merchant Name	☐ Terminal EMV
☐ Card Product Results	☐ Merchant Number	☐ Terminal Number
☐ Card Product Type	☐ Merchant Order #	☐ Terminal State
☑ Card Type	☐ Merchant Transaction ID	☐ Tie Breaker
☐ Cardholder Bank Acro	☐ Network Group	☐ To Account
☐ Cardholder ID	☐ Network ID	☐ Token
☐ Cash Back	☐ Num ReAuth Atmpt	☐ Token Assurance Level
☐ Chain Code	☐ Offline EMV	☐ Token Expiry
☑ Customer Field 1	☐ Old Auth Amount	☐ Token ID
☐ Customer Field 2	☐ Orig ReAuth Reason	☐ Tran ID
☐ Customer Field 3	☐ Origin Type	☑ Transaction Code
☐ Customer ID	☐ Original Interchange Indicator	☑ Transaction Date/Time
☐ CVV2 Presence Indicator	☐ Pin-Less	☐ Transaction Locator
☐ CVV2 Response Code	☐ Pre-reauth Intchg Amt	☐ Transaction Status
☐ Days Late	☐ Pre-reauth Intchg Code	☐ Transaction Type
☐ DCC/MCP Indicator	☑ Process/Business Date	☐ Unmatched Credit
☐ Departure Date	☐ Reference Number	☐ Validation Code
☐ Discount Amount	☐ Register Number	☐ Visa Reversed
☐ Division	☐ Remaining Balance	☐ Visa Reversed Date
☐ EMV Transaction	☐ Report Group	☐ Voucher Number

APPLY SELECTIONS   RESET DEFAULTS   CANCEL

Suggested column preferences:

Card Account Number	Card used in purchase
Card Type	Type of card used in purchase
*Customer Field 1	This option is not a default option. Choosing this option allows you to see the RO#/Invoice number as well as the ERA-IGNITE UserID.. ***Customer Field 1** will display RO# / Invoice # as "S0671120450000162153."
Entry mode	Chip, Manually Keyed, Swiped, etc.
Response/Denial Code	This field lets you know if the transaction was approved or declined.
Store Number	Specific to your DBA; usually used with multiple stores under one Chain Code IE: Bob's Ford Dealership #3423
Transaction Date/Time	Date and Time the transaction took place

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Step	Action
6	After applying your selections, you can either save the view (this will bring up the same selections each time you pull the report) and then export to excel or just export to excel without saving the view.
7	Once you export to Excel, you can sort your columns based on your needs.

For step 7:

Process/Business Date	Transaction Date/Time	Account Number	Amount	Card Type	Store Number	Entry Mode	Transaction Code	Customer Field 1
03/02/2021	03/01/2021 16:26:00	448210xxxxxx3043	352.74	VISA	000000001	05 - INTEGRATED CIRCUIT C	253 - SALE	S0601726170000283010
03/02/2021	03/01/2021 16:16:00	441711xxxxxx8946	230	VISA	000000001	05 - INTEGRATED CIRCUIT C	253 - SALE	S0601715590000283074
03/02/2021	03/01/2021 15:43:00	417903xxxxxx4601	53.63	VISA	000000001	05 - INTEGRATED CIRCUIT C	253 - SALE	S0601643340000283071
03/02/2021	03/01/2021 15:37:00	601149xxxxxx3192	375.99	DISCOVER	000000001	05 - INTEGRATED CIRCUIT C	253 - SALE	S0601637060000283072

Revision History

Version	Revision Date	Change Description	Author	Approver	Approval Date
1.0	06/03/21	First publish	S. Smith	N/A	N/A