IMAS, llc

Community Payments
Powered by PowerPay

Reporting Site Tutorial
for the use of
WTH© Municipal Purposes Only

This tutorial will give a run-through on the steps on how to access the reports for your credit card transactions, along with the different features.

If you have any questions, or would like another run through of the Credit card Reports please contact Jonathan at 203-775-3101 ext. 1004,

Or email me at jpires@imasllc.com

Exceeding the Information Management Needs of Municipal Government throughout New England

Reporting Site Tutorial
for the use of
WTH© Municipal Purposes Only

Table of Contents

Reporting Site Tutorial
for the use of
WTH© Municipal Purposes Only

LOGIN STEPS

1. Follow the link below to access the reports page. (Note- You hopefully already have this page saved in your internet browser, and/or as one of your HOME TABS)

   https://secure.mycommunitypayments.com/vt/app_body/frmLogin2.aspx

2. You should have two sets of credentials to key in.
   a. The first credentials are to open up the town account
   b. The second are used to open up your personal username.

   Note- Depending on your internet settings the first credentials may already be saved. If so, you only need to key in the second set of credentials. View the image below of what the screen would look like if the first credentials have been

keyed in.

FEATURES

Search Capabilities

IMAS, llc CONFIDENTIAL   8/17/2012

Exceeding the Information Management Needs of Municipal Government throughout New England

1. MCP allows the user to search by…
   a. Unsettled
   b. Settled
   c. Voided
   d. Failed
   e. All

   (Keep in mind the reports will always be defaulted to unsettled when you first log on.)

   You must check off the box that you choose to search by.

2. MCP allows the client to view various transactions date periods.

Do this by changing the "*From date*" and "*To Date*" to your liking.

Exceeding the Information Management Needs of Municipal Government throughout New England

3. If you have several accounts or departments setup with your account you can search each individual account by using the "*select account*" dropdown.(image above)
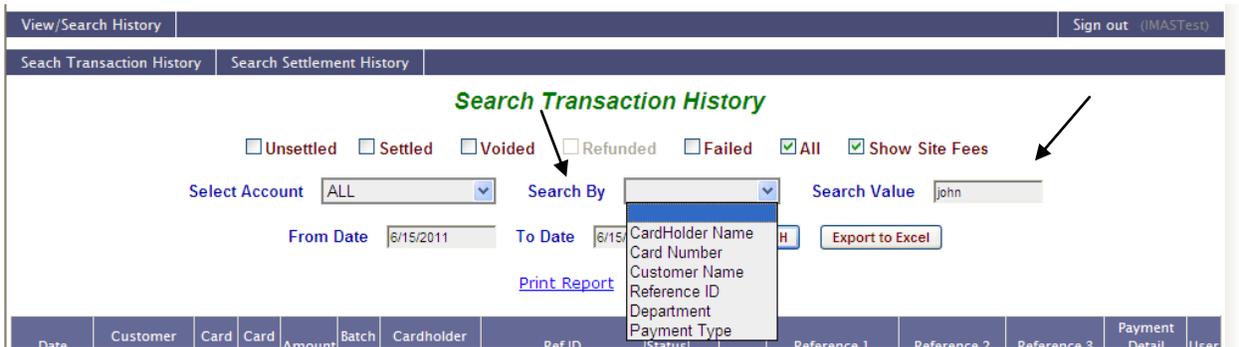
4. You have the option to search various transactions by several different sets of criteria...
   a. Cardholder name
   b. Card Number
   c. Customer Name
   d. Reference Id
   e. Department
   f. Payment Type

   After choosing a "*search by*" credential, enter in your criteria you want to search in the "*search value*" box.

Print Report

8/17/2012

Search Transaction History

☐ Unsettled   ☐ Settled   ☐ Voided   ☐ Refunded   ☐ Failed   ☑ All   ☑ Show Site Fees

Select Account [ALL ▼]   Search By [_____ ▼]   Search Value [john]

From Date [6/15/2011]   To Date [6/15/2012]   [SEARCH]   [Export to Excel]

→ Print Report

1. The "*print report*" button allows you to print the transaction history that is set to your search criteria in a printer friendly format.

CLIENT DBA   [Print]

TRANSACTION HISTORY REPORT as of 6/15/2012 12:03:38 PM

Date	Customer Name	Card Number	Amount	Batch	Cardholder	Reference ID	Status	Trans ID	Merch Rec
06/10/2012 07:31:05 pm	JOHN W DRESCH	X3536	1.00	2	JOHN W DRESCH	451B8AFC682E84FCAE67	OPEN	326	1
06/05/2012 11:12:51 pm	JOHN DRESCH	X3536	1000.00	2	JOHN DRESCH	4AC087E28B0060234BF6	OPEN	324	1
06/01/2012 02:50:26 pm	JOHN W DRESCH	X3536	62.96	2	JOHN W DRESCH	4AF2B3FBBDAAA7046201	OPEN	322	1
05/25/2012 10:34:37 am	JOHN DRESCH	X3536	2.00	2	JOHN DRESCH	481CA30872976D19C13F	OPEN	318	1
05/23/2012 04:07:15 pm	JONATHAN PIRES	X4938	8.00	2	JONATHAN PIRES	445BBDDE354D147A3336	OPEN	316	1
05/15/2012 11:04:59 am	GEOFFREY D PATTERSON	X2421	1.35	2	GEOFFREY D PATTERSON	4A39B59DB586C70A3B8C	OPEN	314	1
05/14/2012 08:52:07 pm	JOHN W DRESCH	X3536	15.00	2	JOHN W DRESCH	46619010C028348D71B6	OPEN	312	1
05/11/2012 12:42:56 pm	PAMELA LABONTE	X5891	20.00	2	PAMELA LABONTE	4B72BB88059AD1D85F75	OPEN	310	1
05/09/2012 11:38:18	JOHN W DRESCH	X3536	15.00	2	JOHN W DRESCH	40D0A50A021F07981C13	OPEN	308	1

Done   🌐 Internet   🔍 100% ▼

Reprinting a Customer receipt

Date	Customer Name	Card No	Card Type	Amount	Batch No	Cardholder Name	Ref ID	Status	Rec No	Merch No	Reference 1	Reference 2	Reference 3	Payment Detail Amount	User
06/10/2012 07:31:05 pm	JOHN W DRESCH	X3536	MC	1.00	2	JOHN W DRESCH	451B8AFC682E84FCAE67	OPEN	326	1		john	22 hop brook road	$1.00	~ ~
06/10/2012 07:31:06 pm	JOHN W DRESCH	X3536	MC	1.50	2	JOHN W DRESCH	451B8AFC682E84FCAE67	OPEN	327	2					

1. If you need to reprint a customer receipt click the blue tab under "*ref id*". A new window will pop up with a printable receipt. *See below*

CLIENT DBA
CLIENT ADDRESS

CUSTOMER RECEIPT

User:

Payment Date: 6/10/2012 7:31 PM

Reference ID: 451B8AFC682E84FCAE67
Customer Name: JOHN W DRESCH
john

22 hop brook road

Payment
Amount: $1.00
Cardholder
Name: JOHN W DRESCH
Card Info: X3536 Master Card
Approval Code
(s): 199877

Top receipt is the item amount receipt.

MyCommunityPayments.com
(888) 888-4009

SITE FEE
User:
Payment Date: 6/10/2012 7:31 PM

Reference ID: 451B8AFC682E84FCAE67
Customer Name: JOHN W DRESCH

Payment Amount: $1.50
Cardholder Name: JOHN W DRESCH
Card Info: X3536 Master Card
Approval Code(s): 199878

Bottom receipt is the "SITE FEE" receipt.

View Settlement History

1. By clicking, the "*view settlement history*" tab you can view reports based on daily transaction amounts.

View Settlement History

☑ Completed ☐ Failed

Select Account [IMAS LLC ▼]   From Date [6/15/2011]   To Date [6/15/2012]   [SEARCH]

Rec No	Batch No	Date	Status	Amount	Report
10	10	10/4/2011 11:06:05 PM	Complete	$1.00	Summary Report
12	12	10/5/2011 11:05:23 PM	Complete	$1.00	Summary Report
14	14	10/8/2011 11:03:12 PM	Complete	$1,457.12	Summary Report
16	16	10/9/2011 11:03:57 PM	Complete	($1,262.83)	Summary Report
17	17	10/17/2011 11:04:54 PM	Complete	$1.00	Summary Report
19	19	10/18/2011 11:04:41 PM	Complete	$7.00	Summary Report
2	2	9/15/2011 11:11:47 PM	Complete	$625.88	Summary Report
21	21	10/21/2011 11:05:15 PM	Complete	$20.00	Summary Report
23	23	11/3/2011 11:06:19 PM	Complete	$4.99	Summary Report
25	25	11/9/2011 11:04:29 PM	Complete	$4.99	Summary Report
27	27	11/17/2011 11:05:57 PM	Complete	$1.00	Summary Report
29	29	12/15/2011 11:05:56 PM	Complete	$1.00	Summary Report
31	31	12/16/2011 11:05:55 PM	Complete	$1.00	Summary Report

2. Choose the date range and click on the "*summary report*" tab.

IMAS LLC
BATCH TRANSACTION SUMMARY REPORT as of 6/15/2012 11:03:12 AM   Print   Export To CSV

TRANSACTIONS BY SEQ NO

Batch No	Trans ID	Seq No	Card No	Card Type	Date/Time	Appr Code	Customer Name	Amount	Reference 1	Reference 2	Reference 3
16	119	001	X0890	MC	100811:233142		JOHN DRESCH	($161.89)			
16	120	002	X2641	MC	100811:233444		JOHN DRESCH	($161.89)			
16	121	003	X2714	MC	100811:233518		JOHN DRESCH	($161.89)			
16	122	004	X5959	MC	100811:233547		JOHN DRESCH	($194.29)			
16	123	005	X2714	MC	100811:233612		JOHN DRESCH	($194.29)			
16	124	006	X2641	MC	100811:233634		JOHN DRESCH	($194.29)			
16	125	007	X2714	MC	100811:233704		JOHN DRESCH	($194.29)			

Total for batch($1,262.83)

TRANSACTIONS BY CARD TYPE

Batch No	Card Type	Trans ID	Seq No	Card No	Date/Time	Appr Code	Customer Name	Amount	Reference 1	Reference 2	Reference 3
16	MC	119	001	X0890	100811:233142		JOHN DRESCH	($161.89)			
16	MC	120	002	X2641	100811:233444		JOHN DRESCH	($161.89)			
16	MC	121	003	X2714	100811:233518		JOHN DRESCH	($161.89)			
16	MC	122	004	X5959	100811:233547		JOHN DRESCH	($194.29)			
16	MC	123	005	X2714	100811:233612		JOHN DRESCH	($194.29)			
16	MC	124	006	X2641	100811:233634		JOHN DRESCH	($194.29)			
16	MC	125	007	X2714	100811:233704		JOHN DRESCH	($194.29)			

Total for batch($1,262.83)

You are able to see all individual transactions for the day, the total batch, and transactions by card type.

"UNSETTLED" V.S. "SETTLED"

UNSETTLED-   are transactions of the current day. Unsettled transactions have not hit the batch processing at the end of the day. Therefore the money has not hit you bank account yet.

With Unsettled Transactions IMAS can "void" a transaction if asked to by the client account holder. This means the customer will receive both site fee and amount of transaction back into their account.

SETTLED- are the transactions that have been put into the Client's account.

With Settled Transactions IMAS can "REFUND" a transaction if asked by the client holder. This means the customer will receive ONLY the amount of transaction and NOT the SITE FEE back.

IMAS, llc CONFIDENTIAL   8/17/2012