GENERATE CREDIT CARD PAYMENT VERIFICATION REPORTS

The details outlined below will show you how to generate reports for all of your pre- and post-conversion needs. Credit card payment verification reports should be utilized to ensure that all payments have been applied to completed orders on the CaterTrax system.

PRE-CONVERSION REPORTS

These reports should be **run prior** to the conversion for verification of which orders need payment applied.

- Unpaid Credit Card Orders
  - Identifies any orders where payment has not yet been applied.
- Credit Card Wallet Entries
  - Identifies all credit card entry wallets currently in place.

POST-CONVERSION REPORTS

These reports should be used **post-conversion** to identify orders that need payment information updated for use in the new credit card system.

- Orders Needing Payment System Updates
  - Once the new payment system is live this report identifies any orders where the payment information will require an update to be applied.

Note: The new entry will then also need to be applied to the user's online wallet for faster checkouts in the future.

Generate Credit Card Payment Verification Reports

GET STARTED

To start, visit your CaterTrax website.

1. Click **Admin Sign In** in the bottom right corner of the homepage. (Figure 1)

2. Complete all required fields on the **Administrative Sign In** page and click Sign In.

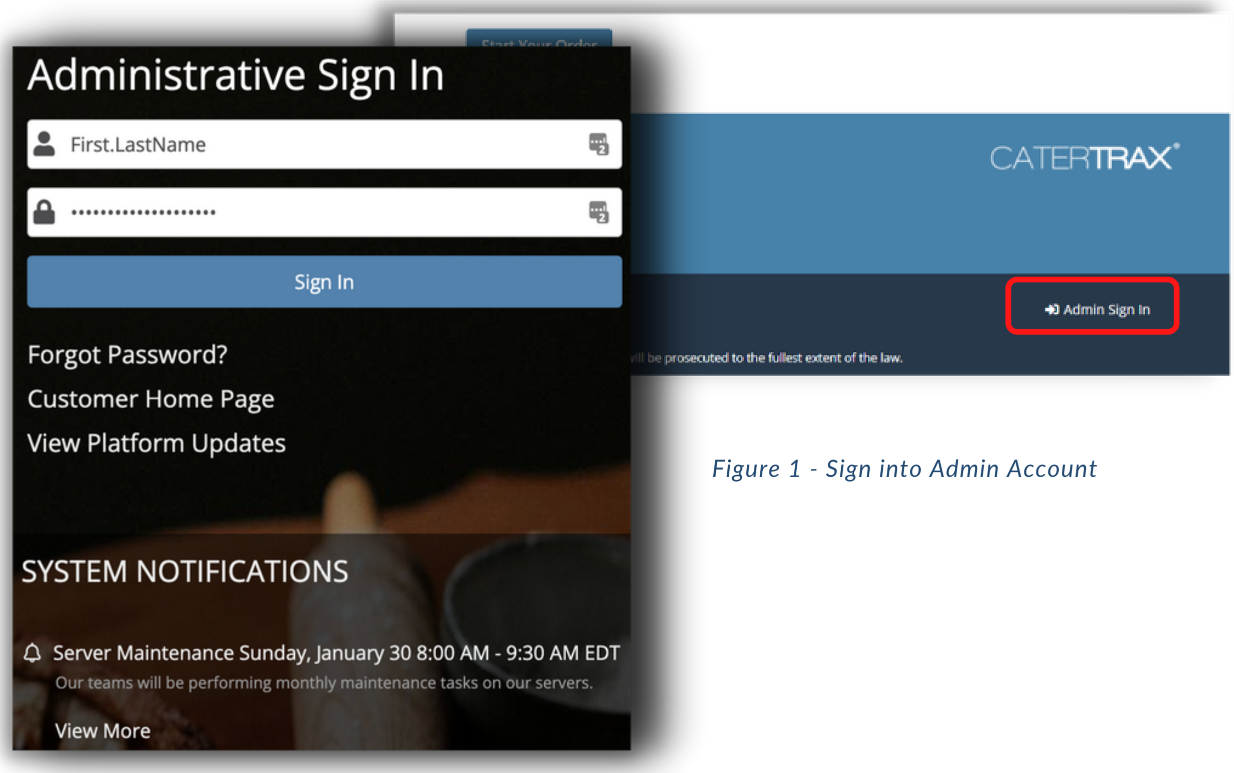

Figure 1 - Sign into Admin Account

Generate Credit Card Payment Verification Reports

GENERATING REPORTS

1. Ensure you are signed into the CaterTrax site as an administrator and navigate to the **Config** icon. (Figure 1)
2. On the left-hand side of the page click the check box next to **Reports**. (Figure 2)
3. **Select Sales** from the list of reports. (Figure 3)

Figure 1 - Config Icon

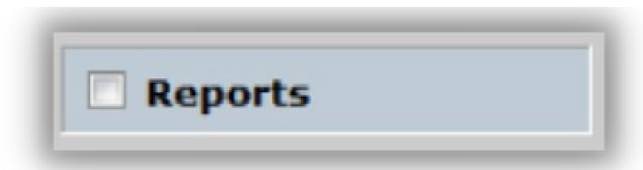

Figure 2 - Reports Tool Check Box

Figure 3 - Sales Reports Selection

Generate Credit Card Payment Verification Reports

GENERATING REPORTS

4. Under the **Select a Report** section, scroll to find the Unpaid Credit Card Orders and click on the report name to highlight it.

5. In the **Select a Date Range** section, enter your date range in the From Date and To Date.

6. Under **Specify Details**, place a *checkmark* in the *Export to Excel checkbox* on the far right.

7. Click on the **Build Report**. (Figure 4)

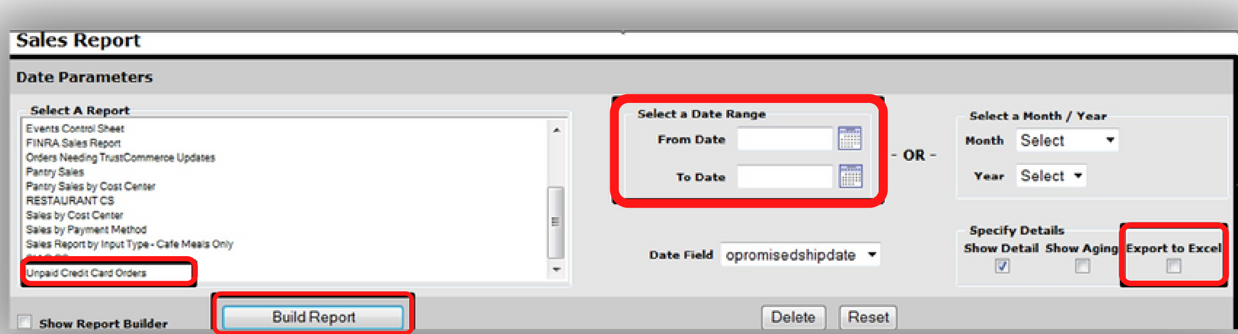

Figure 4 - Sales Report Selections and Fields

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GENERATING REPORTS

8. When the report has been run, you will receive a pop-up window (Figure 5)

9. Click the Save button to save the report to the appropriate

10. Locate and open the .xls report in Excel

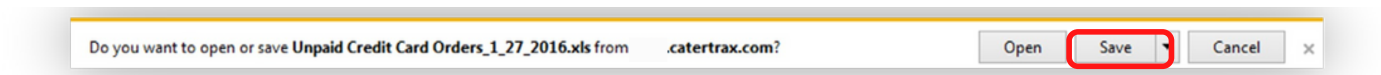

Figure 5 - Report Pop-up window

Generate Credit Card Payment Verification Reports

SAVING GENERATED REPORTS

1. When the report has been run, you will receive a pop-up window (Figure 5)
2. Click the Save button to save the report to the appropriate
3. Locate and open the .xls report in Excel

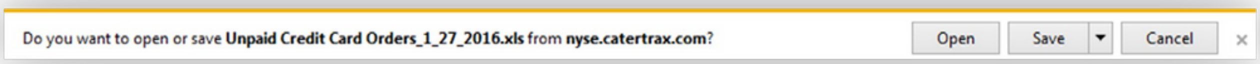

Figure 5 - Report Pop-up window

QUESTIONS?

Contact Support by filling out a support ticket.