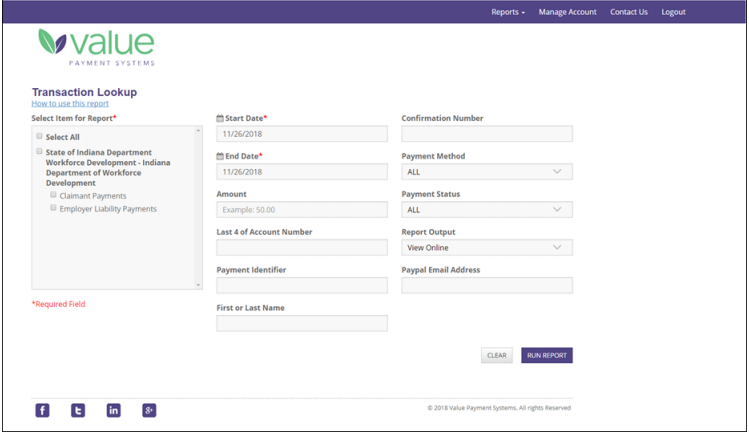
# VPS Online Reporting Tool

The following pages detail reports that can be created and accessed via the VPS Online Reporting Tool as well as daily emails that can be sent to the DOF at a designated time each morning.



## Transaction Lookup Report

The Transaction Lookup report is the landing page of the Online Reporting Tool but can also be accessed from the Reports dropdown menu in the top navigation bar. This report shows the credit, debit, eCheck, and wallet payments that were conducted during a selected date range for one or more departments and include information such as Payment Type, Payment ID, Name, Amount, Status, Confirmation Number, Account Number, Convenience Fee, Date of payment, and more.

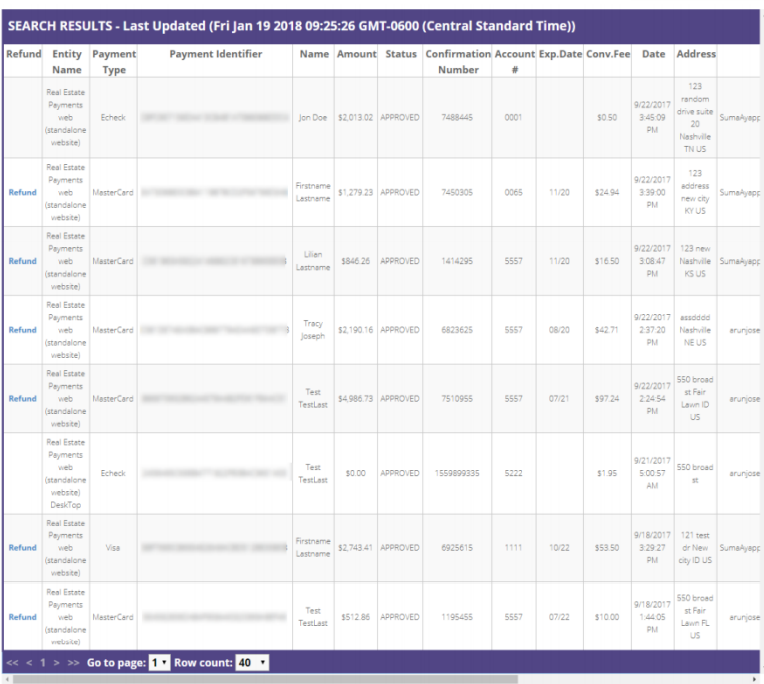
Required Search Fields

1. Departments: Select the department(s) for the requested data. One or multiple departments may be selected.

2. Start Date and End Date: A date can be selected by clicking inside the field or entered by using the calendar.

NOTE: Date ranges that exceed seven days will not be available to View Online; selection of Download or Email will be required.

Search Results



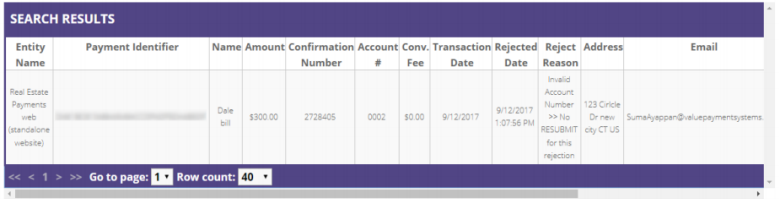
eCheck Rejection Report

To access an eCheck Rejection Report which features the reject reason, from the Reports dropdown menu, select “eCheck Rejection.”

*Required Search Fields*

1. Departments: Select the department(s) for the requested data. One or multiple departments may be selected.
2. Start Date and End Date: Select a date by clicking inside the field or enter by using the calendar.

*Search Results*



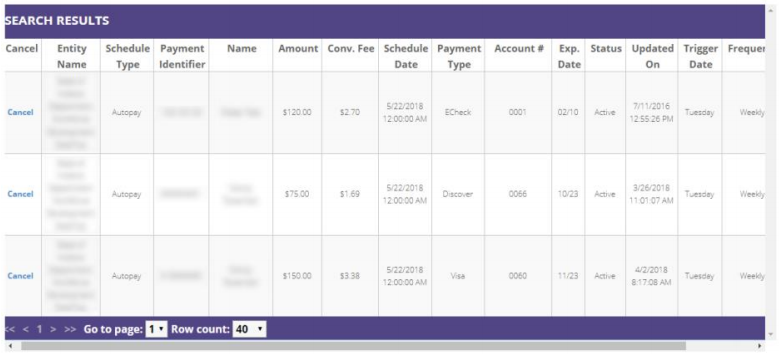
Scheduled Information Report

Use the Scheduled Information report to look up accounts that currently have any scheduled recurring payments or email reminders. From the Reports dropdown menu, select “Scheduled Information”.

*Required Search Fields*

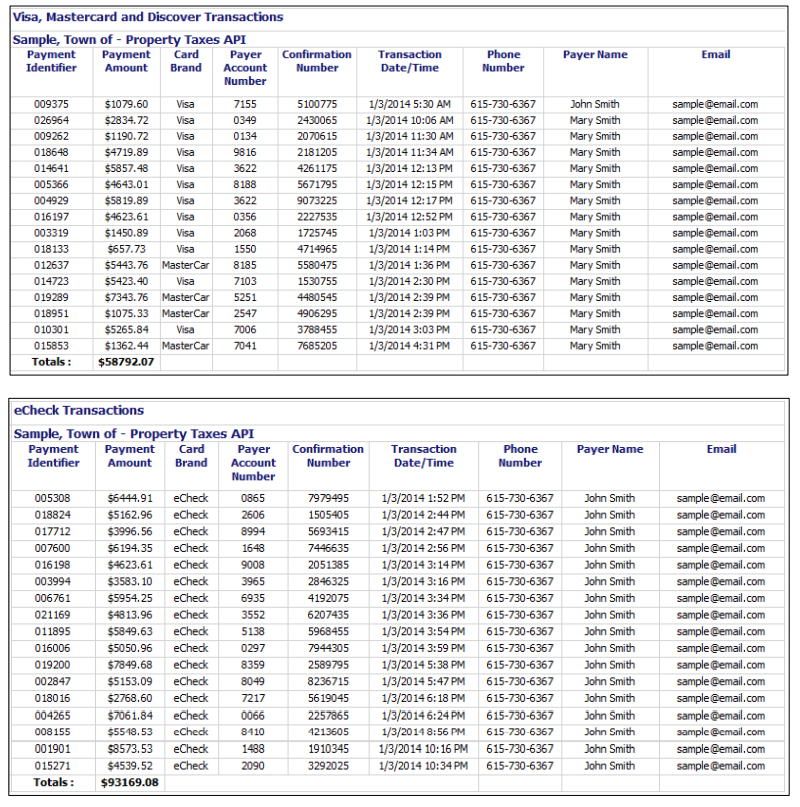
1. Department: Select the department for the requested data. NOTE: Only one department may be selected at a time.
2. Start Date and End Date: Select a date by clicking inside the field or enter by using the calendar. required.

*Search Results*



Email Reports:

Daily, Monthly, Quarterly, and Yearly Transaction Summary Reports in Excel format can be emailed or securely transmitted daily to City staff. Each detailing transactions by ID, amount, payment type, account number, date/time, name, email, and more:



Raw Data Files:

VPS can provide daily transaction files which reflect payment types, account numbers, payment amount, convenience fee amount, date, time, phone number, name, unique ID, and more. VPS can provide data files in a standard format or can utilize DOF format(s) to meet its needs.

For all Formatted and Raw Data reports, where sensitive information (PII and/or Card Data) is provided, these can be transmitted via Secure FTP.