
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
5801	Payment Manager Report Console Manual	Revision Date: 03/12/2010
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Introduction

The Payment Manager Reporting Console provides the user with secure access to portal transaction data reports via the web. DFA authorized users will use their ACE User ID and Password to access the reports. DFA authorized users will have access to the entire enterprise reporting facility.

Overview

Data used to create the Payment Manager Reporting Console comes from the Payment Manager transaction database. DFA receives a transaction data download from the Payment Manager each day for loading into a local database. Transaction data for a given business day is available from the local database the next business day, usually by 11:00 am.

Access the Report Login page at the URL indicated below:

Production login: <https://www.ms.gov/paymentserver/Login.jsp>

Figure 1

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Payment Manager Report Console Manual

User ID

Password

Login

Change/Reset Password

To Login ...

- Enter your ACE User ID and Password
- Double click Login

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Figure 1 - Login screen for accessing reporting options.

Payment Manager Reporting Console

The Payment Manager Reporting Console currently consists of five reports:

- Deposit Report
- Activity Report
- Settlement Report
- Settlement Report by Invoice
- Settlement Report for American Express Transactions

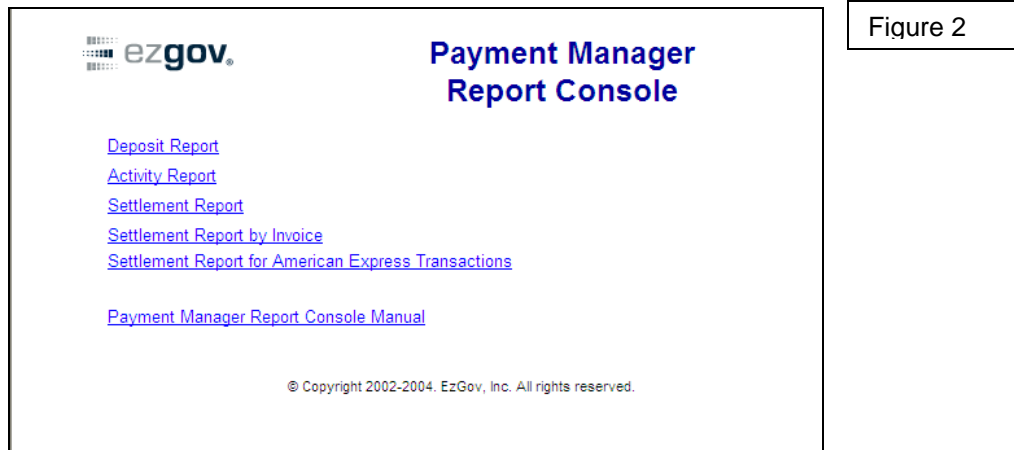


Figure 2 – Reporting options

Reports

The following sections will provide more detailed information for the five reports. Once a report has been selected, the user may return to the reports menu by selecting 'Return to Menu' on the blue tool bar on the Payment Manager screen.



Settlement Report

- **Settlement Report** - The **Settlement Report** provides detail and summary data for the business day. This report can be run by *Agency Id / Dept No.* and can be run for a given day or a range of days. The data that is produced in this report contains all transactions for all payment methods, including American Express. The steps to generate a report are outlined below:




Figure 3

ezgov

Payment Manager Settlement Report

Return To Menu Logout

Agency Id/Dept No: 829-829

Report Dates

Begin Date

format YYYYMMDD

End Date

format YYYYMMDD

Display Payments

Display Line Items

Display Grand Total Summary

Submit

Figure 3 - Settlement Report reporting options.

Define the report variables:

- Select *Agency ID/Dept No* from the dropdown list (Note: Agency ID will be defaulted if the user is only allowed access to one Agency ID)
- Enter the *Begin Date* and *End Date* (e.g. format YYYYMMDD March 4, 2006 Begin Date = 20060304)
- Select the desired report display option(s).
 - *Display Payments*
 - *Display Line Items* (Note: When selecting the *Display Line Items* option the *Display Payments* option must also be selected.)
 - *Display Grand Total Summary*
- Click the *Submit* button to run the report

Figure 4

ezgov. **Payment Manager Settlement Report**

Return To Menu Logout

Agency Id/Dept No: 829 - 829

Report Dates

Begin Date 20060104
format YYYYMMDD

End Date 20060106
format YYYYMMDD

Display Payments

Display Line Items

Display Grand Total Summary

Submit

Figure 4 - Displays report variables being selected for the Settlement report. Once the user makes these selections they will select the submit button to run the report.

Report Options Definitions:

- *Begin Date* and *End Date* – Defines the **Settled Business Day** range for running the report. (* A **Settled Business Day** starts the previous day at 6:00 p.m. Central Standard Time (CST) zone and ending the next day at 5:59 p.m. Central Standard Time zone.)
- *Display Payments* – Provides the settled transaction totals by transaction type (Settlements, Chargebacks, Voids and Refunds) and includes invoice data (e.g. the confirmation number and payment method): Settlements, Chargebacks, Voids and Refunds.
- *Display Line Items* – Provides settled transactions detail item data for each of the transaction types (e.g. item type, department number, quantity). Note that the Display Payments option must also be selected when this report option is selected.
- *Display Grand Total Summary* - Provides report summary payment information broken out by transaction type and fee type (e.g. convenience fees) along with a report summary for Payment Counts for the report.

Figure 5

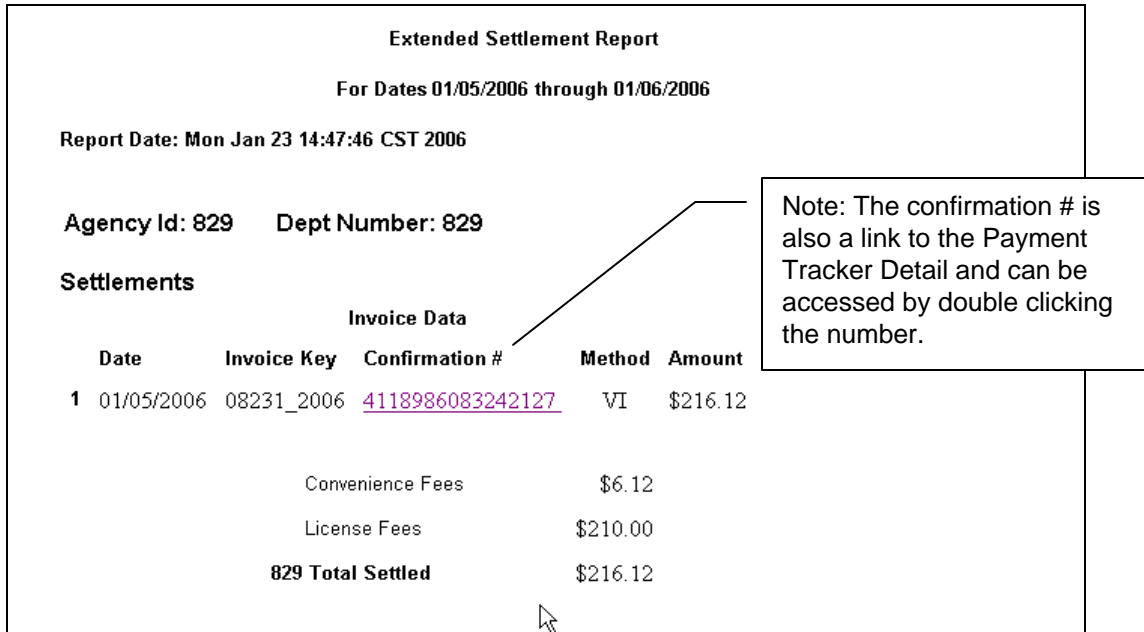


Figure 5 - Settlement Report sample showing data that would be displayed when selecting the "Display Payments" options.

Activity Report

- **Activity Report** - The **Activity Report** provides the option to view Settled and/or Authorized transaction information. This report can be run by *Client ID* and can be run for a given day or a range of days. The data that is produced in this report contains all transactions for all payment methods, including American Express. The steps to generate a report are outlined below:

Figure 6



Figure 6 - Activity Report reporting options.

Define the report variables

- Select the *Client ID/Dept No* from the dropdown list (Note: *Client ID* will be defaulted if the user is only allowed access to one *Client ID*)
- Enter the '*Begin Date*' and '*End Date*' (e.g. format YYYYMMDD March 4, 2006 Begin Date = 20060304)
- Select your desired report display option(s).
 - *Display Settled Payments*
 - *Display Settled Line Items* (Note: When selecting the *Display Settled Line Items* option the *Display Settled Payments* option must also be selected.)
 - *Display Authorized Payments*
 - *Display Authorized Line Items* (Note: When selecting the *Display Authorized Line Items* option the *Display Authorized Payments* option must also be selected.)
 - *Display Grand Total Summary*
- Click the '*Submit*' button to run the report

Figure 7

Activity Report

Return To Menu Logout

Client Id

Report Dates

Begin Date
format YYYYMMDD

End Date
format YYYYMMDD

Display Settled Payments

Display Settled Line Items

Display Authorized Payments

Display Authorized Line Items

Display Grand Total Summary

Figure 7 - Displays report variables being selected for the Activity Report. Note that both settled and authorized reporting options have been selected. Once the user makes these selections they will select the submit button to run the report.

Report Options Definitions:

- *Client Id* - Refers to the client application.
- *Begin Date* and *End Date* - Defines the date range for running the report.
 - **Settled Payment** date ranges are for the **Settled Business Day***. (* A **Settled Business Day** starts the previous day at 6:00 p.m. Central

- Standard Time (CST) zone and ending the next day at 5:59 p.m. Central Standard Time zone.)
- **Authorized Payment** date ranges are for the calendar day beginning at 12:00 a.m. Eastern Standard Time to 11:59 p.m. Eastern Standard Time of that same day. **Authorized data cannot be used to reconcile to SAAS.**
 - *Display Settled Payments* – This option provides settled transaction totals by transaction type (Settlements, Chargebacks, Voids and Refunds) and includes invoice data (e.g. the confirmation number and payment method).
 - *Display Settled Line Items* – this option provides settled transaction detail item data (e.g. item type, department number, quantity) for each of the transaction type. Note that the Display Settled Payments option must also be selected when this report option is selected.
 - *Display Authorized Payments* – This option provides authorized transaction totals by transaction type (Authorizations, Failed Authorizations, Re-Authorizations and Failed Re-Authorizations) and includes invoice data (e.g. confirmation number, payment method).
 - *Display Authorized Line Items* – Provides authorized transaction detail item data (e.g. item type, department number, quantity) for each transaction type.
 - *Display Grand Total Summary* - Provides report summary payment information broken out by transaction type and fee type (e.g. convenience fees) along with a reports summary for Payment Counts for the report

Figure 8

Activity Report by Calendar Day					
For Dates 01/04/2006 through 01/06/2006					
Report Date: Mon Jan 23 13:28:19 CST 2006					
Client Id: BOAMSARCHPS					
Settled Transactions					
Settlements					
Invoice Data					
Date	Invoice Key	Confirmation #	Method	Amount	
1 01/04/2006	L_Renw_91	4118986083947142	VI	\$211.02	
2 01/06/2006	L_Renw_79	4118986083057352	MC	\$211.02	
3 01/06/2006	A_Recp_0	4118986083059374	MC	\$358.92	
Total Convenience Fees				\$20.96	
Total Payment				\$760.00	

Note: The confirmation # is also a link to the Payment Tracker Detail and can be accessed by double clicking the number.

Figure 8 - Activity Report sample showing data that would be displayed when selecting the “Display Settled Payments” options. Note that the report header reads: “Activity Report by Calendar Day”.

Deposit Report

- **Deposit Report** – The Deposit Report provides the settled transactions that should be received for a given deposit date. For example, if transactions settled on Tuesday the deposit should be made on Thursday, therefore if you run a report for the Thursday date the report will have transactions that were settled on the previous Tuesday. The data that is produced in this report contains all transactions for all payment methods, including American Express. The steps to generate a report are outlined below:

Figure 9

Figure 9 - Deposit Report reporting options.

Define your report variables:

- Select *Client ID* from the dropdown list. (note: *Client ID* will be defaulted if the user is only allowed access to one Client ID)
- Enter your report *Deposit Date* format date as YYYYMMDD (e.g. March 4, 2006 Deposit Date = 20060304). Transactions typically will be deposited two days after settlement. Transactions settled on Tuesday should have a deposit date of the following Thursday. Another example is Friday's settled transactions will be deposited on Tuesday.
- Select your desired report display option(s).
 - *Display Settled Payments*
 - *Display Settled Line Items* (Note: When selecting the *Display Settled Line Items* option the *Display Settled Payments* option must also be selected.)
 - *Display Authorized Payments*
 - *Display Authorized Line Items* (Note: When selecting the *Display Authorized Line Items* option the *Display Authorized Payments* option must also be selected.)
 - *Display Grand Total Summary*
- Click the '*Submit*' button to run the report.

Figure 10

ezgov. **Payment Manager
Deposit Report**

Return To Menu Logout

Client Id BOAMSARCHPS

Processor Name: PAYMENTECH

Deposit Date 20060106
format YYYYMMDD

Display Settled Payments

Display Settled Line Items

Display Authorized Payments

Display Authorized Line Items

Display Grand Total Summary

Submit

Figure 10 - Displays report variables being selected for the Deposit Report. Note that both settled payments and grand total summary options have been selected. Once the user makes these selections they will select the submit button to run the report.

Report Options Definitions:

- *Client ID* - Refers to the client application.
- *Deposit Date* – enter the deposit date for the report
 - **Settled Payment** data is for the **Settled Business Day***. (* A **Settled Business Day** starts the previous day at 6:00 p.m. Central Standard Time (CST) zone and ending the next day at 5:59 p.m. Central Standard Time zone.)
 - **Authorized Payment** date ranges are for the calendar day beginning at 12:00 a.m. Eastern Standard Time to 11:59 p.m. Eastern Standard Time of that same day. **Authorized data cannot be used to reconcile to SAAS.**
 - Settled transactions include Settlements, Chargebacks, Refunds and Voids.
 - *Display Settled Payments* – This option provides the Settled Transaction totals by transaction type (Settlements, Chargebacks, Voids and Refunds) and includes invoice data (e.g. the confirmation number and payment method).
 - *Display Settled Line Items* – this option provides transaction detail item data (e.g. item type, department number, quantity) for each of the transaction types.
 - *Display Authorized Payments* – This option provides Authorized Transaction totals by transaction type (Authorizations, Failed Authorizations, Re-Authorizations, Failed Refunds) and includes

invoice data (e.g. confirmation number, payment method).
Authorized data cannot be used to reconcile to SAAS.

- *Display Authorized Line Items* – Provides transactions detail item data (e.g. item type, department number, quantity) for each of the transaction type.
- *Display Grand Total Summary* - Provides report summary payment information broken out by transaction type and fee type (e.g. convenience fees) along with a report summary for Payment Counts for the report.
-

Figure 11

Display Authorized Line Items

Display Grand Total Summary

Submit

Deposit Report

For Date 01/06/2006

Report Date: Wed Feb 08 08:51:10 CST 2006

Client Id: BOAMSARCHPS

Processor: PAYMENTECH

Settled Transactions

Settlements

Invoice Data

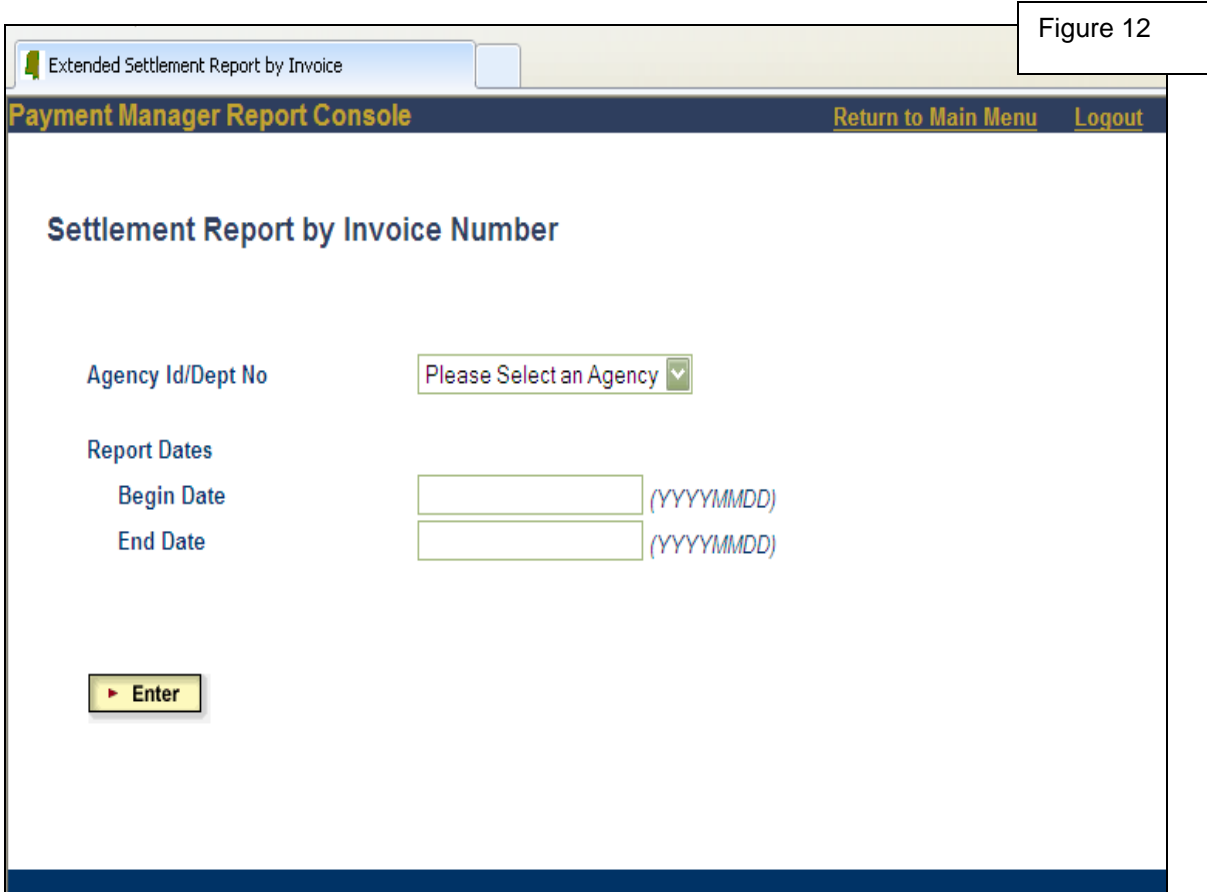
Date	Invoice Key	Confirmation #	Method	Amount
1 01/04/2006	L_Renw_91	4118986083947142	VI	\$211.02

Note: The confirmation # is also a link to the Payment Tracker Detail and can be accessed by double clicking the number.

Figure 11 - Deposit Report sample showing data that would be displayed when selecting the “Display Settled Payments” report option. Note that the report header displays the date of 01/06/2006 and the transaction settled date is 01/04/2006.

Settlement Report by Invoice

- **Settlement Report by Invoice** - The **Settlement Report by Invoice** provides detail and summary data for the business day, sorted by invoice number. This report can be run by *Agency Id / Dept No.* and can be run for a given day or a range of days. The data that is produced in this report contains all transactions for all payment methods, including American Express. The steps to generate a report are outlined below:



The screenshot shows a web application interface for generating a report. At the top, there is a breadcrumb trail: "Extended Settlement Report by Invoice". Below this is a navigation bar with "Payment Manager Report Console" on the left and "Return to Main Menu" and "Logout" on the right. The main heading is "Settlement Report by Invoice Number". The form contains the following fields and controls:

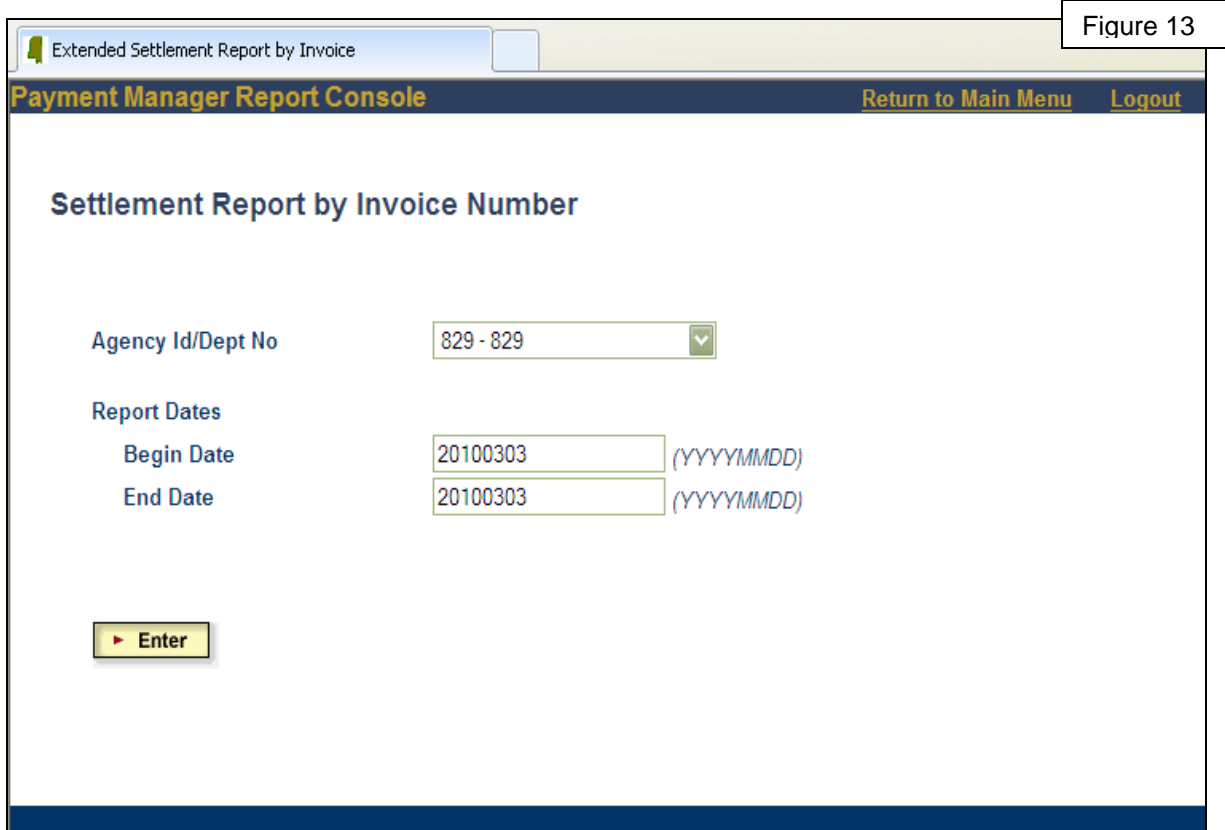
- Agency Id/Dept No**: A dropdown menu with the text "Please Select an Agency" and a downward arrow.
- Report Dates**: A section header for the date fields.
- Begin Date**: A text input field with the format "(YYYYMMDD)" to its right.
- End Date**: A text input field with the format "(YYYYMMDD)" to its right.
- Enter**: A button with a right-pointing arrow and the text "Enter".

Figure 12

Figure 12 - Settlement Report by Invoice reporting options.

Define the report variables:

- Select *Agency ID/Dept No* from the dropdown list (Note: Agency ID will be defaulted if the user is only allowed access to one Agency ID)
- Enter the *Begin Date* and *End Date* (e.g. format YYYYMMDD March 12, 2010 Begin Date = 20100303)
- Click the *Enter* button to run the report



The screenshot shows a web application interface for the Payment Manager Report Console. At the top, there is a navigation bar with the text "Extended Settlement Report by Invoice" and a search icon. Below this is a dark blue header with "Payment Manager Report Console" in yellow and "Return to Main Menu" and "Logout" in white. The main content area is titled "Settlement Report by Invoice Number". It contains a form with the following fields:

- Agency Id/Dept No**: A dropdown menu with the value "829 - 829" selected.
- Report Dates**: A section containing two date input fields.
 - Begin Date**: A text box containing "20100303" with "(YYYYMMDD)" to its right.
 - End Date**: A text box containing "20100303" with "(YYYYMMDD)" to its right.
- Enter**: A yellow button with a right-pointing arrow and the text "Enter".

Figure 13

Figure 13 - Displays report variables being selected for the Settlement Report by Invoice. Once the user makes these selections they will select the enter button to run the report.

Report Options Definitions:

- *Begin Date* and *End Date* – Defines the **Settled Business Day** range for running the report. (* A **Settled Business Day** starts the previous day at 6:00 p.m. Central Standard Time (CST) zone and ending the next day at 5:59 p.m. Central Standard Time zone.)

Figure 14

Extended Settlement Report by Invoice

For Dates 03/03/2010 through 03/03/2010

Report Date: March 12, 2010

Note: The confirmation # is also a link to the Payment Tracker Detail and can be accessed by double clicking the number.

Agency/Dept ID 829/829
Settlements

Invoice Data			Item Data								
	Date	Invoice Key	Confirmation #	Method	Amount	Key	Dept No.	Date	Quantity	UnitCost	Amount
1	2010-03-03	VanAsselberg_INITIAL	4130464043588915	VI	\$562.59	000000888	130	2010-03-03	1.000	\$12.59	\$12.59
						000000006	829	2010-03-03	1.000	\$550.00	\$550.00

Payment Counts

Settlement 1 Refund 0 Chargeback 0

Figure 14 - Settlement Report by Invoice sample showing data that would be displayed when selecting the Enter button.

Settlement Report for American Express Transactions

- **Settlement Report for American Express Transactions** - The **Settlement Report for American Express Transactions** provides detail and summary data for the business day, for American Express Transactions only. This report can be run by *Agency Id / Dept No.* and can be run for a given day or a range of days. The steps to generate a report are outlined below:

Figure 15

The screenshot shows a web application interface for generating a settlement report. At the top, there is a breadcrumb trail: "Settlement Report for American Express Transactions". Below this is a navigation bar with "Payment Manager Report Console" on the left and "Return to Main Menu" and "Logout" on the right. The main heading is "Settlement Report for American Express Transactions". The form contains the following fields and controls:

- Agency Id/Dept No**: A dropdown menu with the text "Please Select an Agency" and a downward arrow.
- Report Dates**: A section containing two date input fields:
 - Begin Date**: An input field with the format "(YYYYMMDD)" to its right.
 - End Date**: An input field with the format "(YYYYMMDD)" to its right.
- Enter**: A button with a right-pointing arrow and the text "Enter".

Figure 15 - Settlement for American Express Transactions reporting options.

Define the report variables:

- Select *Agency ID/Dept No* from the dropdown list (Note: Agency ID will be defaulted if the user is only allowed access to one Agency ID)
- Enter the *Begin Date* and *End Date* (e.g. format YYYYMMDD March 4, 2006 Begin Date = 20060304)
- Click the *Enter* button to run the report

Figure 16

Settlement Report for American Express Transactions

Payment Manager Report Console [Return to Main Menu](#) [Logout](#)

Settlement Report for American Express Transactions

Agency Id/Dept No

Report Dates

Begin Date (YYYYMMDD)

End Date (YYYYMMDD)

Figure 16 - Displays report variables being selected for the Settlement Report for American Express. Once the user makes these selections they will select the enter button to run the report.

Report Options Definitions:

- *Begin Date* and *End Date* – Defines the **Settled Business Day** range for running the report. (* A **Settled Business Day** starts the previous day at 6:00 p.m. Central Standard Time (CST) zone and ending the next day at 5:59 p.m. Central Standard Time zone.)

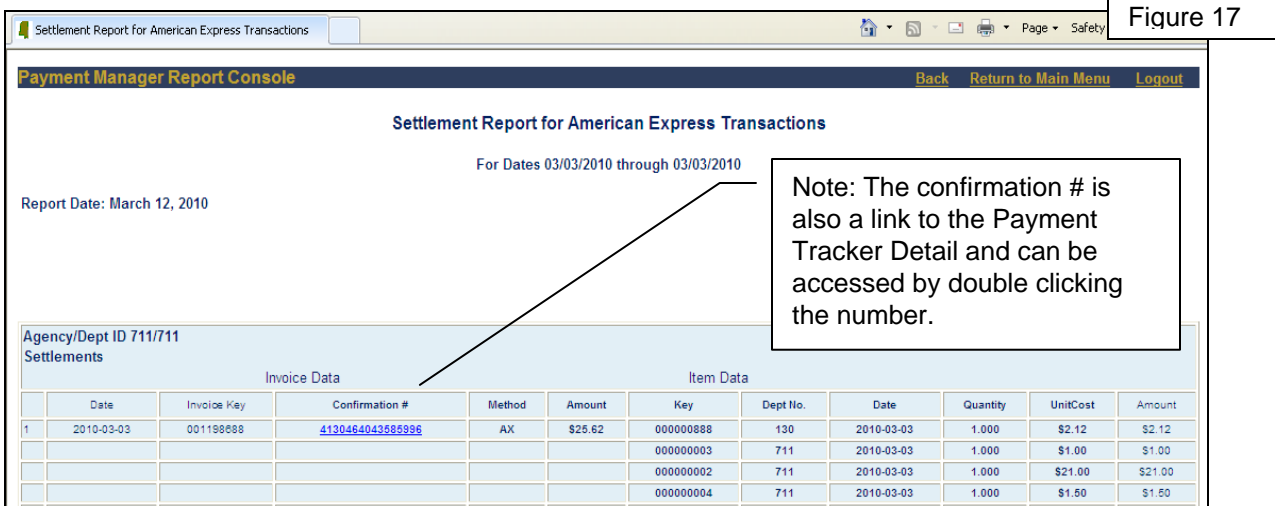


Figure 17 - Settlement Report for American Express Transactions sample showing data that would be displayed when selecting the Enter button.

- Payment Tracker Detail – Payment tracker provides detailed payment information including customer information and payment method, as well as, payment status activity for the transaction.

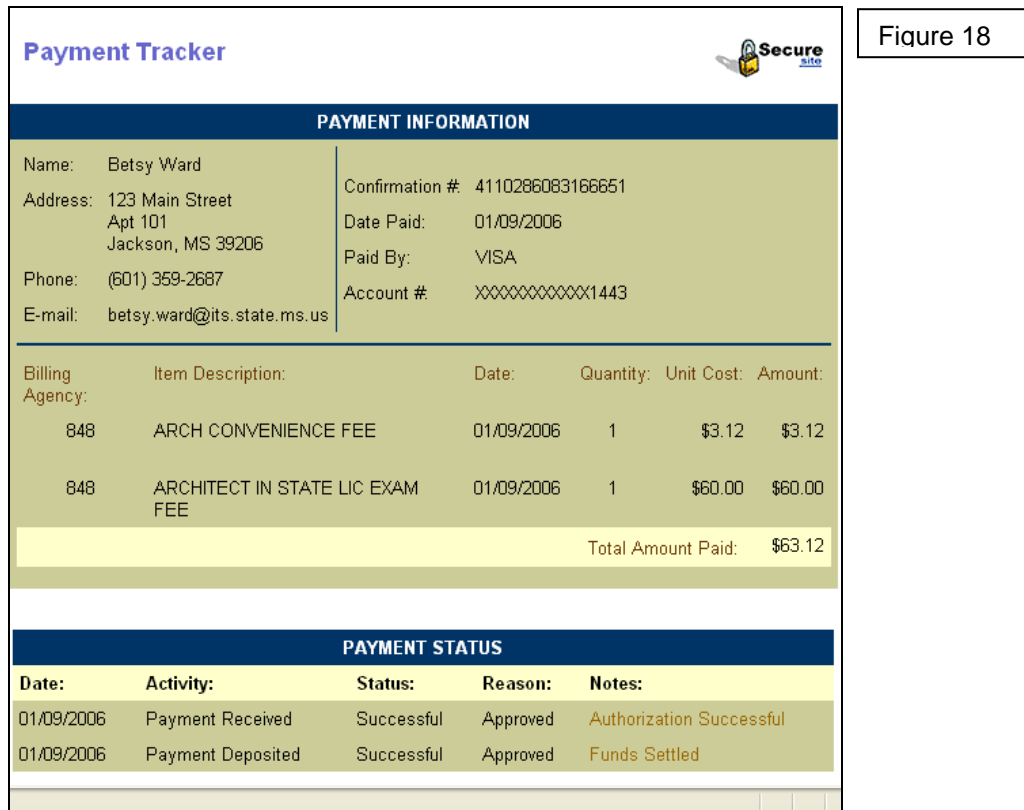


Figure 18 – Payment Tracker Report