Commerce Control Center

Common Reports Guide

Version Date 11/07/25

LLOYDS

Contents

Introduction to this guide

This guide is designed to help you set up the most commonly used reports in the Commerce Control Center portal.

Section 1 gives details of how to set yourself up to receive reports. Section 2 focuses on creating the most commonly used reports.
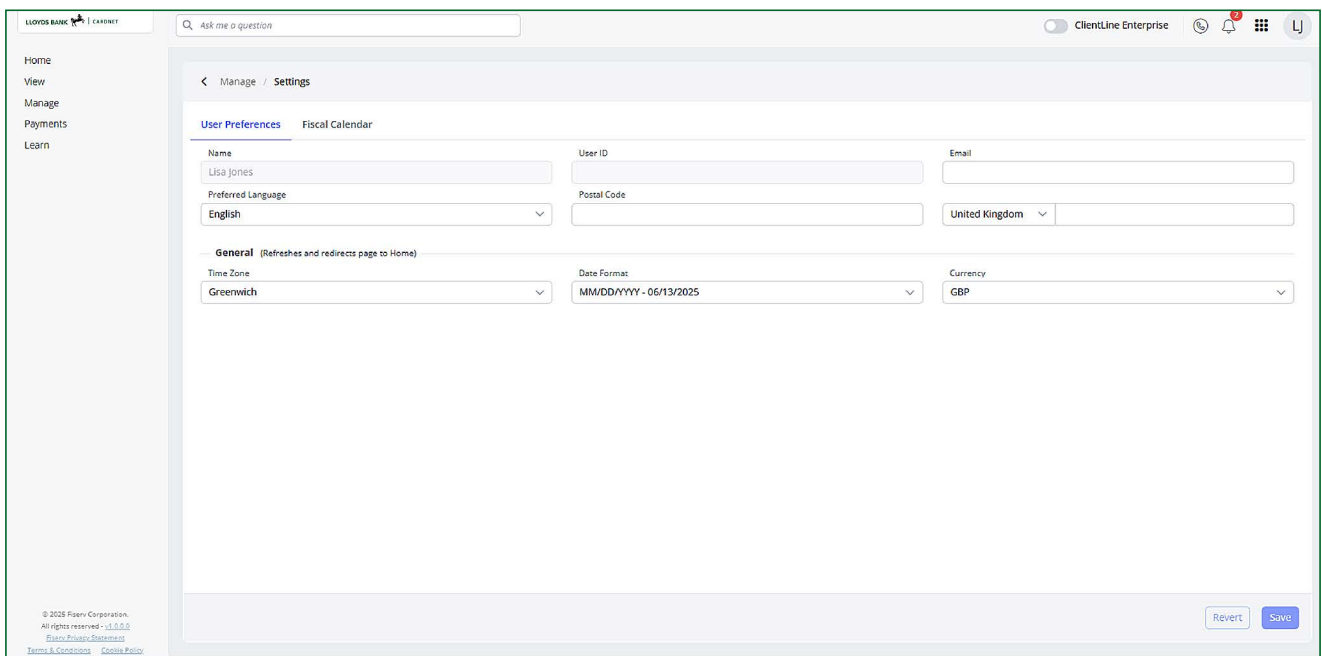
Section 1 – Getting yourself set up

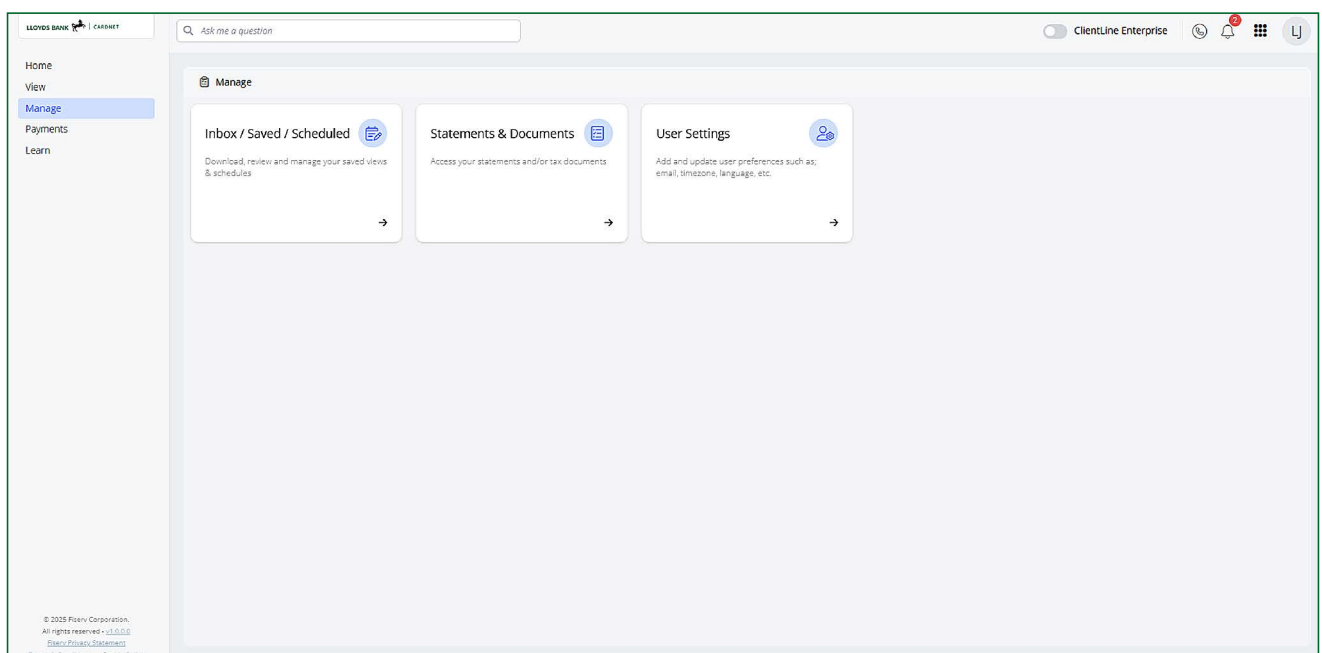## How to set up an email address for receiving scheduled reports

Select "**Manage**" and then "**User Settings**" from the left-hand navigation menu.

Add email under "**User Preferences**" and confirm correct.
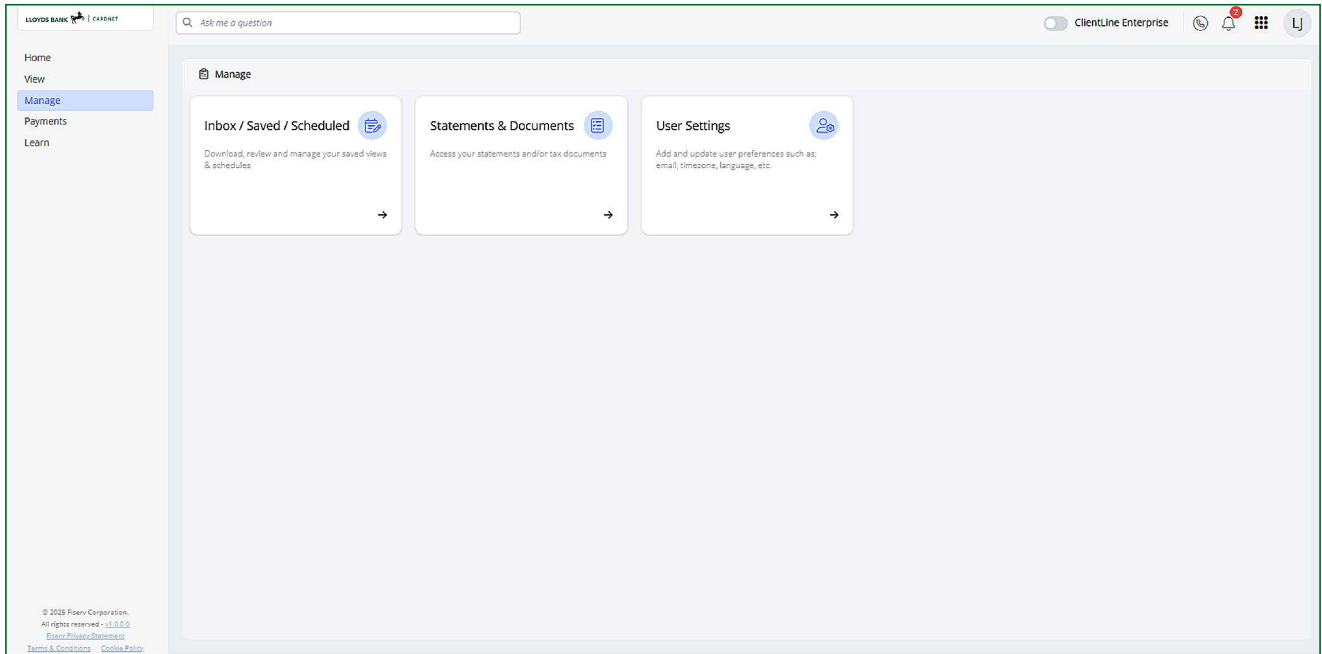
Select "**Save**".

How to view reports

The "**Manage**" section of Commerce Control Center includes the following features:

Inbox/Saved/Scheduled

1. Inbox – you can view all saved and scheduled reports here

2. Scheduled – you can edit and delete scheduled reports

3. Saved – you can delete or open saved reports.

The "**Inbox**" tab will provide one-time generated reports/views to download.

By selecting the tab that displays your name, you can view and manage your specific saved templates, recurring schedules, as well as reports generated in the last 60 days.

The "**All**" tab lets you view or select saved templates and schedules created by other users within your organisation who have the same access as you.

Note: Access to the "**All**" tab is dependent on your user ID permissions.

Search for a view/report by Name

In Commerce Control Center, you can search the full library of available reports/views, by selecting the "**All**" tick box and using the "**Search by Name**" feature.

The example screenshot below shows all the Generic Analysis reports/views that are available.
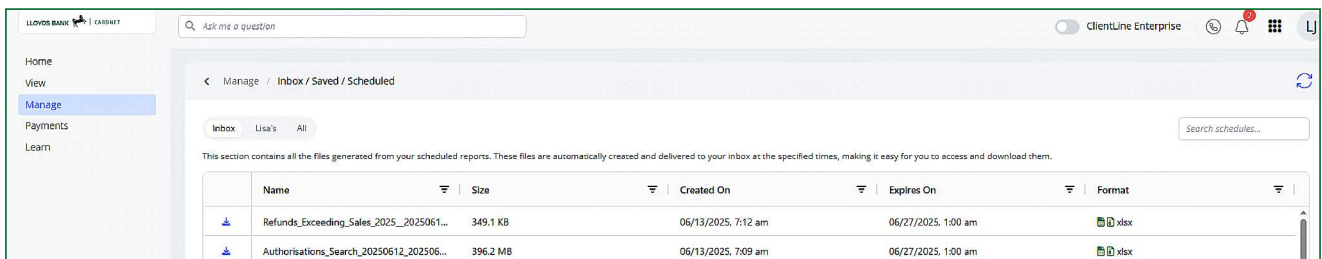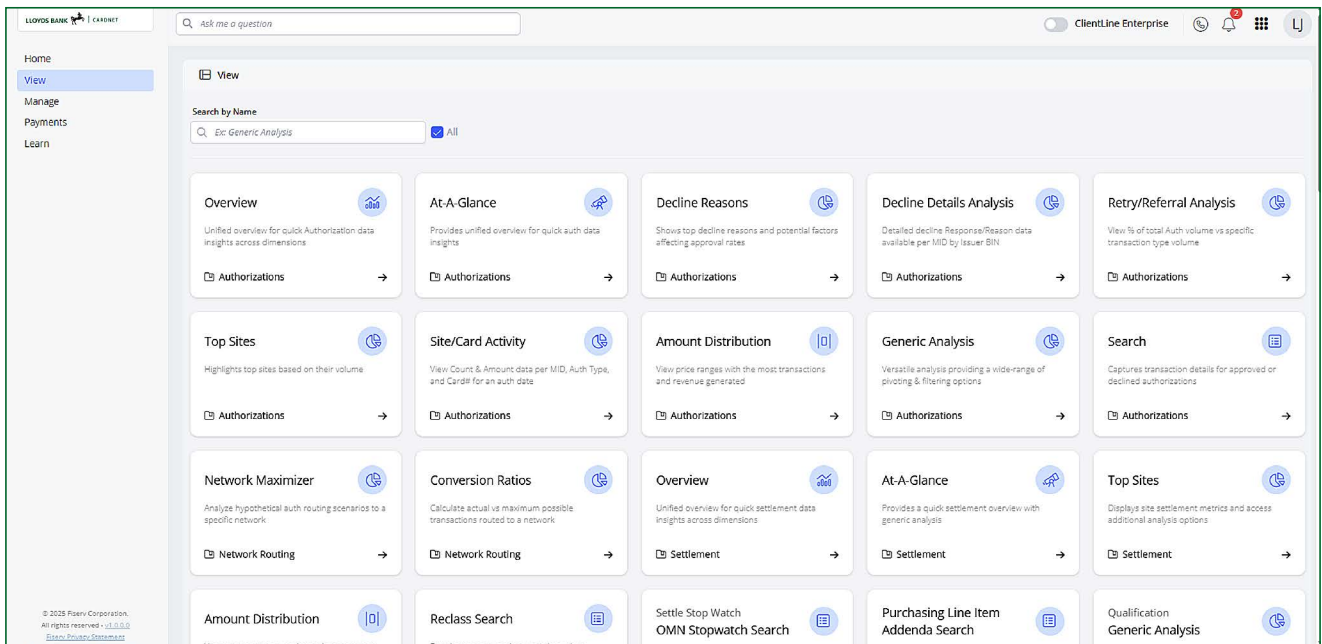
Save and schedule a report

In Commerce Control Center, you can edit the report criteria in a more streamlined view. You can also Save, Schedule and Download in one easy step.

To save a report/view with specific selections, just enter a custom name for it where you see the "**Name**" prompt.

When you select the "**One-Time**" and/or "**Recurring**" toggles, the available frequency, format and other Schedule options will show on the screen.

Section 2 - How to create the most commonly used reports

All new reports can be found under "**View**" in the new Commerce Control Center menu. Over the next few pages there are step-by-step instructions to help you create the 13 most commonly used reports.

Note: To find "**Existing**" reports, select "**Manage**", then select the "**Inbox / Saved / Scheduled**" tile.
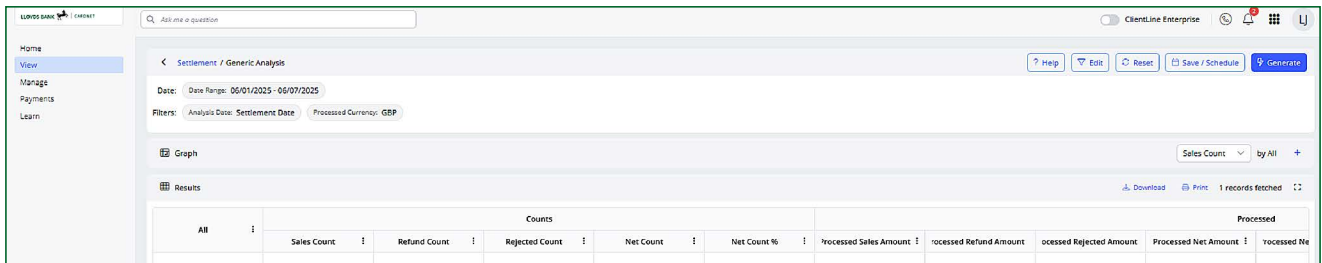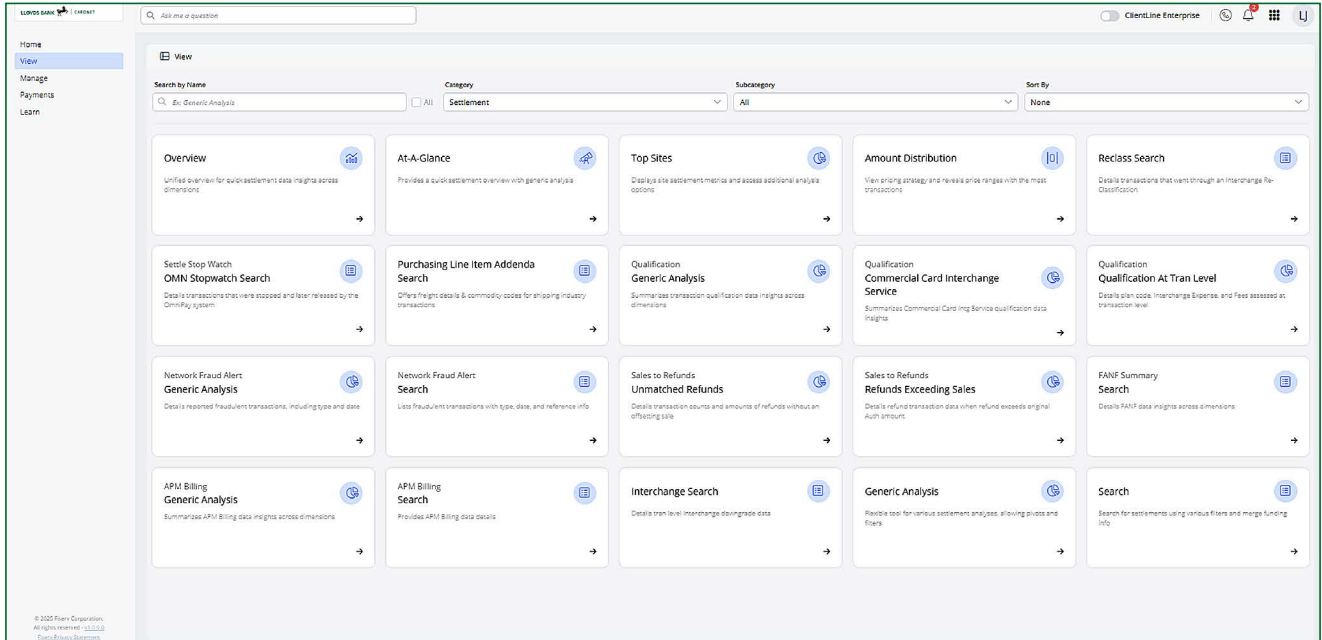
1. Transaction Listing

- Select "**View**" from the left-hand navigation
- Select "**Settlement**" from the Category drop-down menu, then select the "**Search**" tile
- Add Required Filters using the + sign to include additional detail in the report
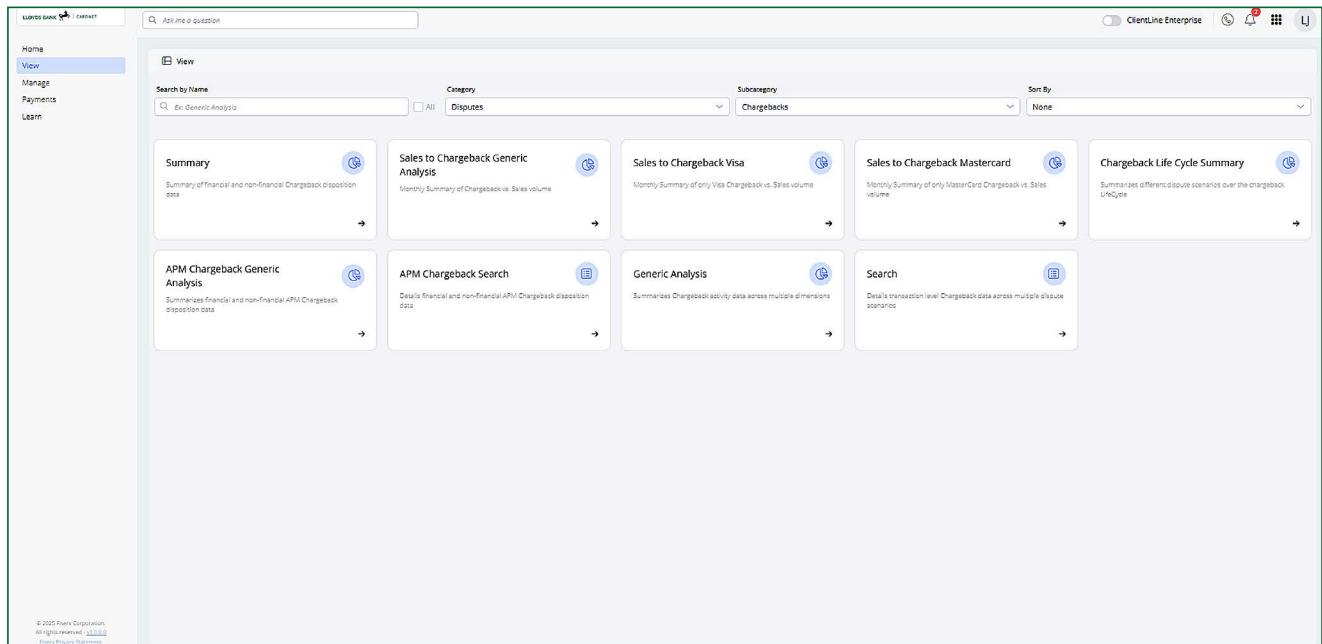- Select "**Generate**" to run the report.
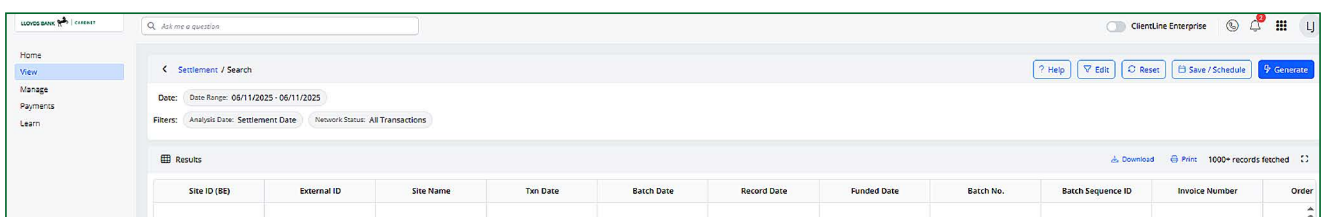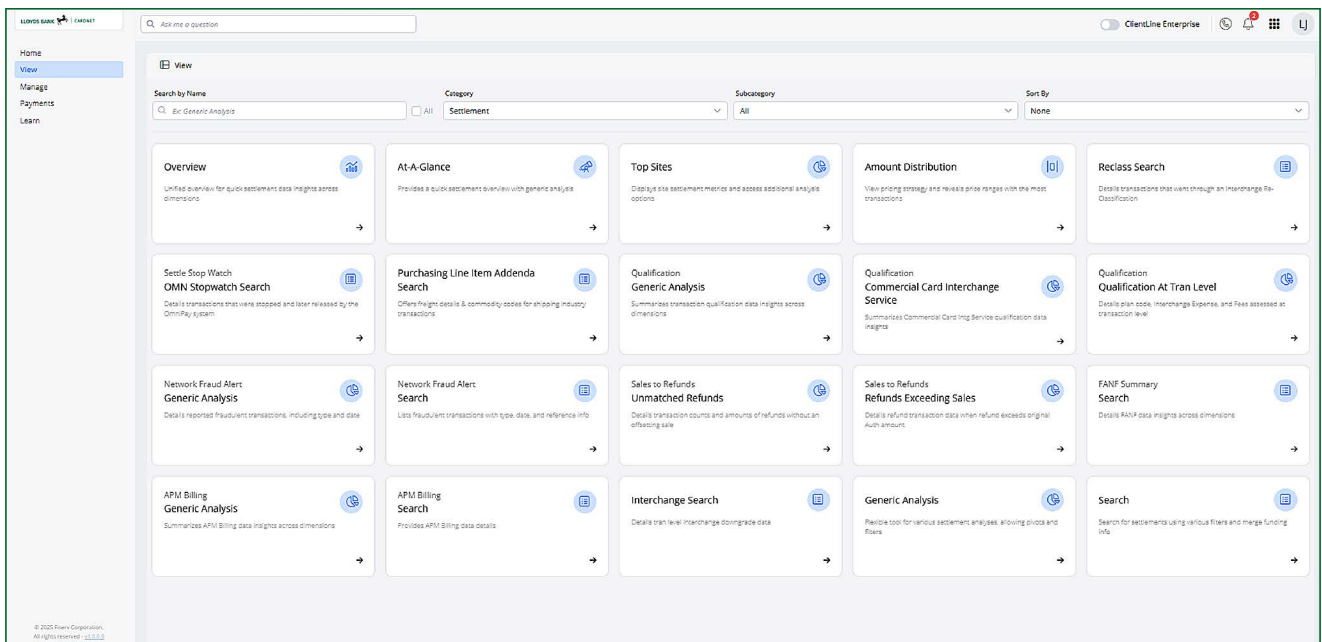
2. Transaction Summary

- Select "**View**" from the left-hand navigation
- Select "**Generic Analysis**" from Name, "**Settlement**" from the Category drop-down menu
- Add Required Filters using the + sign to include additional detail in the report
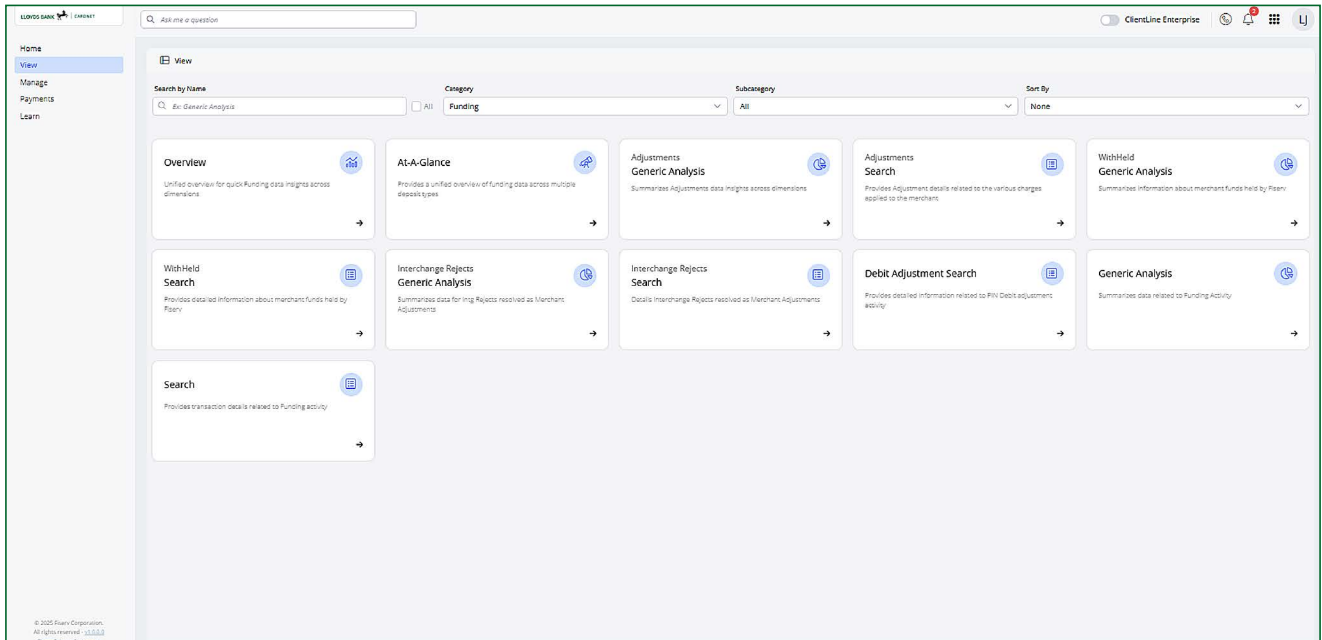- Select "**Generate**" to run the report

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3. Chargebacks Listing

- Select "**View**" from the left-hand navigation
- Select "**Disputes**" from the Category drop-down menu
- Select "**Chargebacks**" from the Sub Category, then select the "**Search**" tile
- Add Required Filters using the + sign to include additional detail in the report
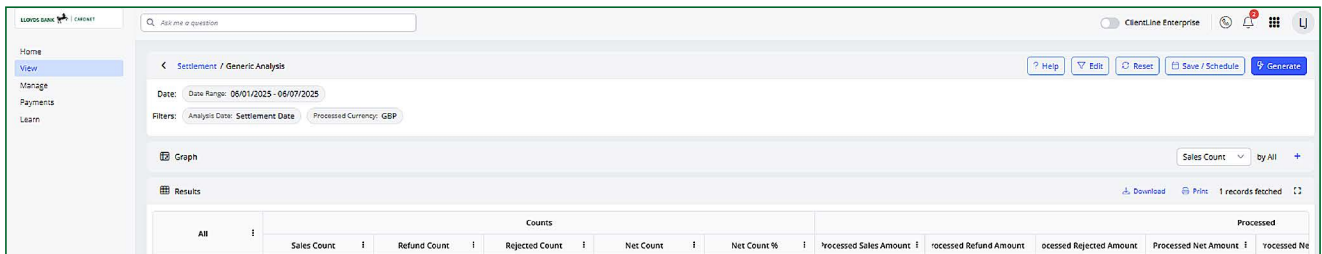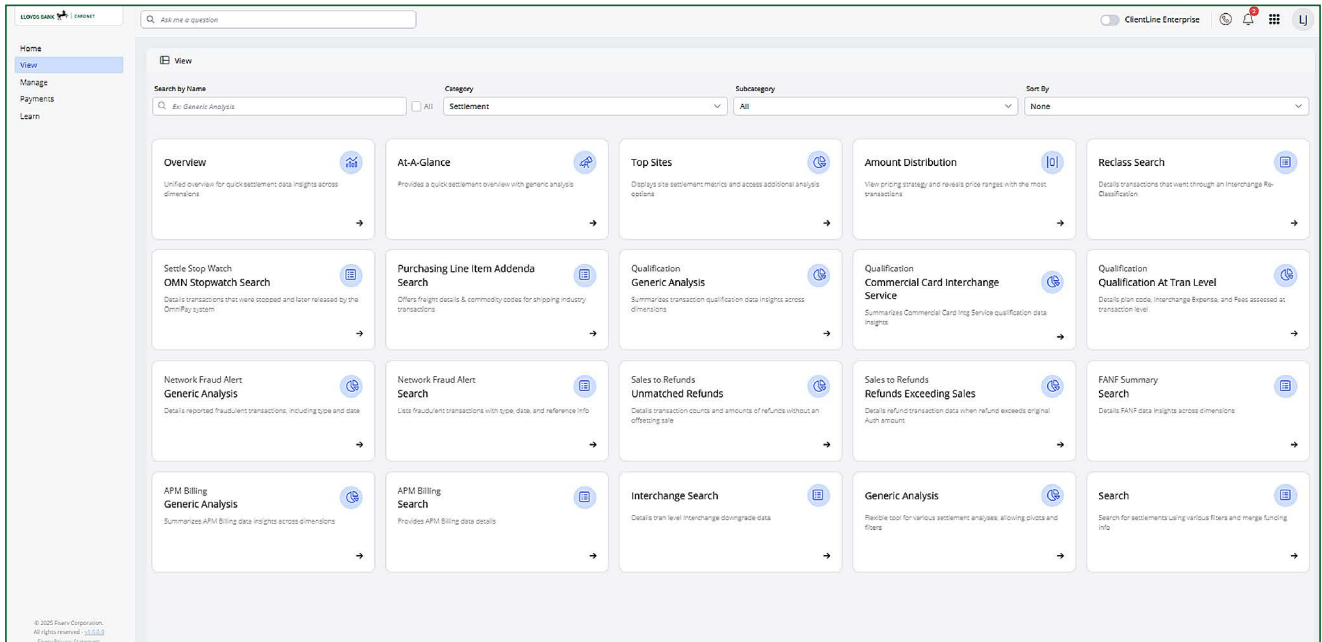- Select "**Generate**" to run the report.

4. Bank Deposit Summary

- Select "**View**" from the left-hand navigation
- Select "**Funding**" from the Category drop-down menu, then select the "**Search**" tile
- Add Required Filters using the + sign to include additional detail in the report
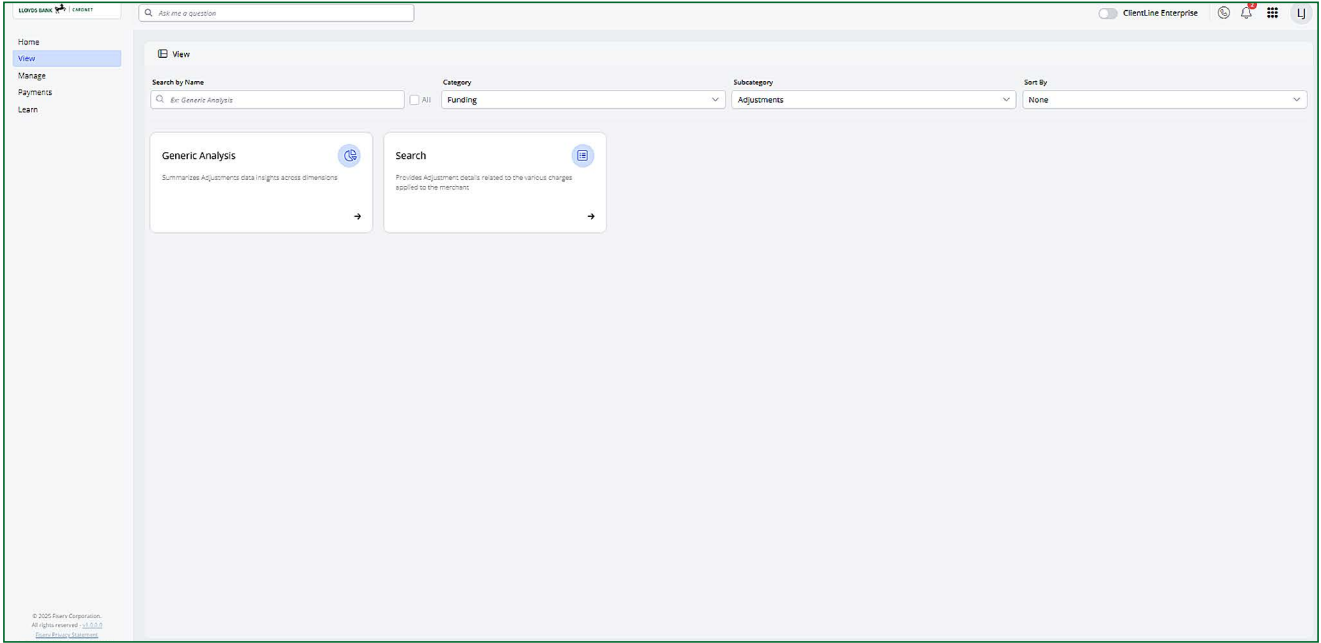- Select "**Generate**" to run the report.

5. Batch Summary

• Select "**View**" from the left-hand navigation

• Select "**Generic Analysis**" from Name

• Select "**Settlement**" from the Category drop-down menu

• Add Required Filters using the + sign to include additional detail in the report

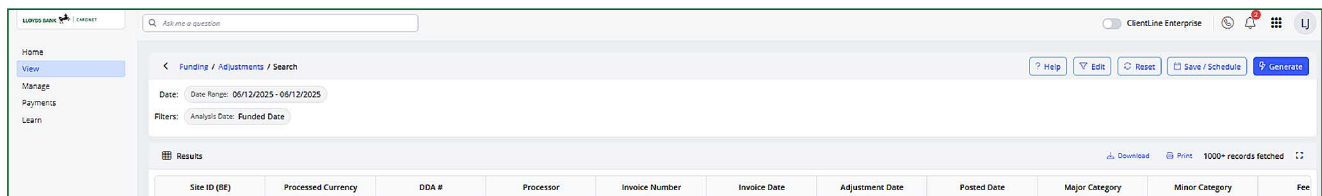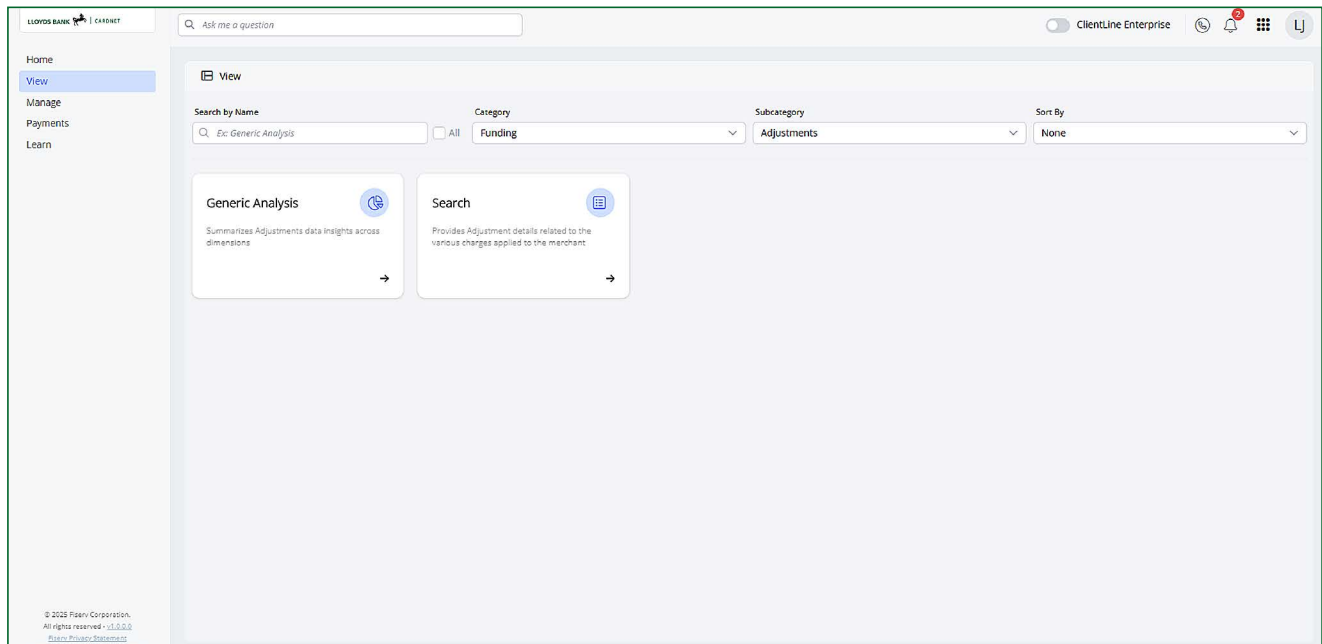• Select "**Generate**" to run the report.

6. Bank Deposit Adjustment Summary

- Select "**View**" from the left-hand navigation
- Select "**Funding**" from the Category drop-down menu, then select "**Adjustments**"
- From the Sub Category, select the "**Generic Analysis**" tile
- Add Required Filters using the + sign to include additional detail in the report
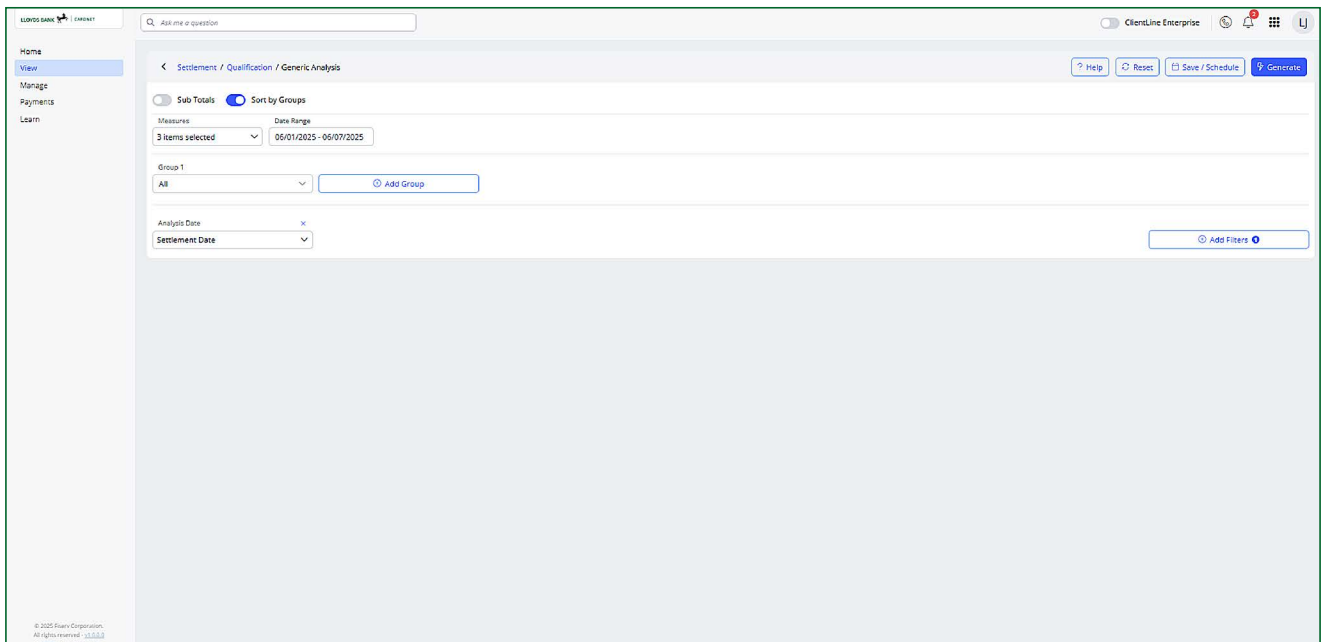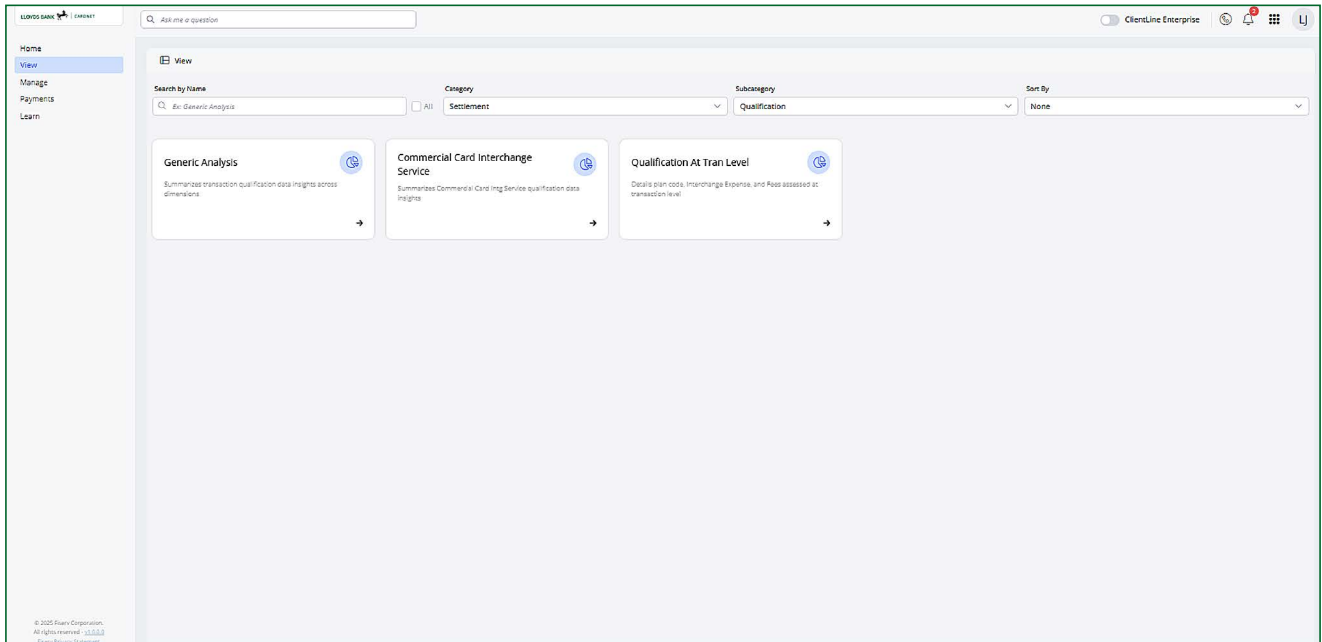- Select "**Generate**" to run the report.

7. Bank Deposit Adjustment Detail

- Select "**View**" from the left-hand navigation
- Select "**Funding**" from the Category drop-down menu
- Select "**Adjustments**" from the Sub Category, then select the "**Search**" tile
- Add Required Filters using the + sign to include additional detail in the report
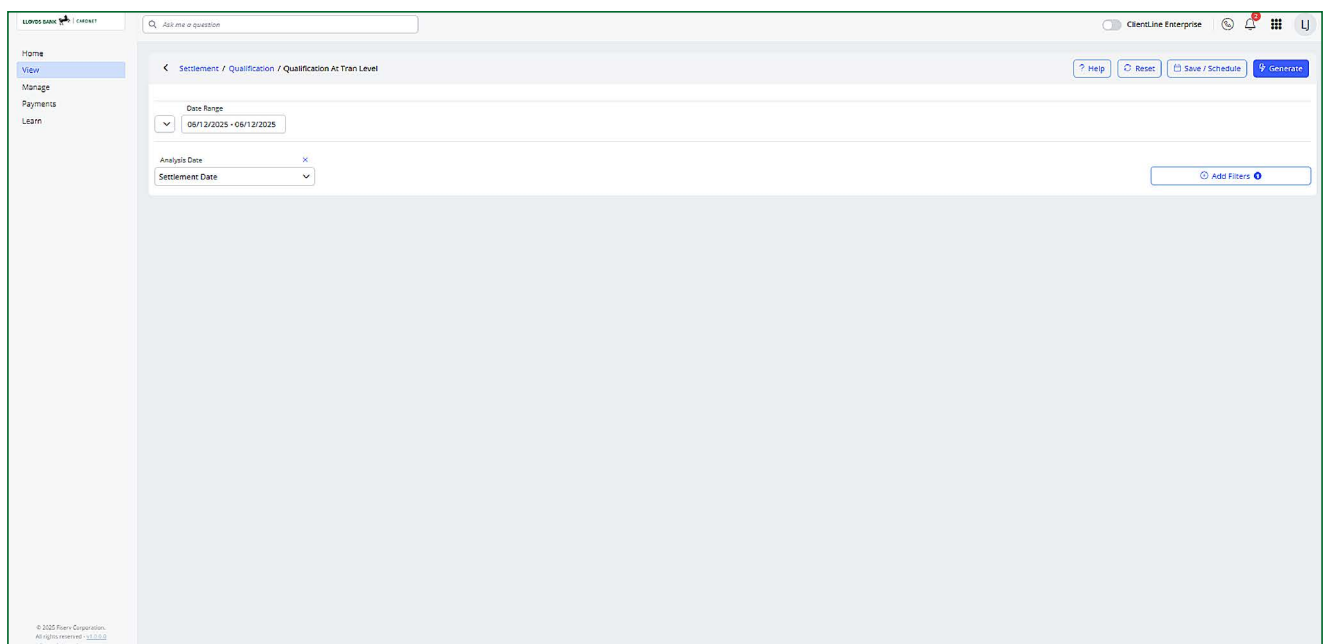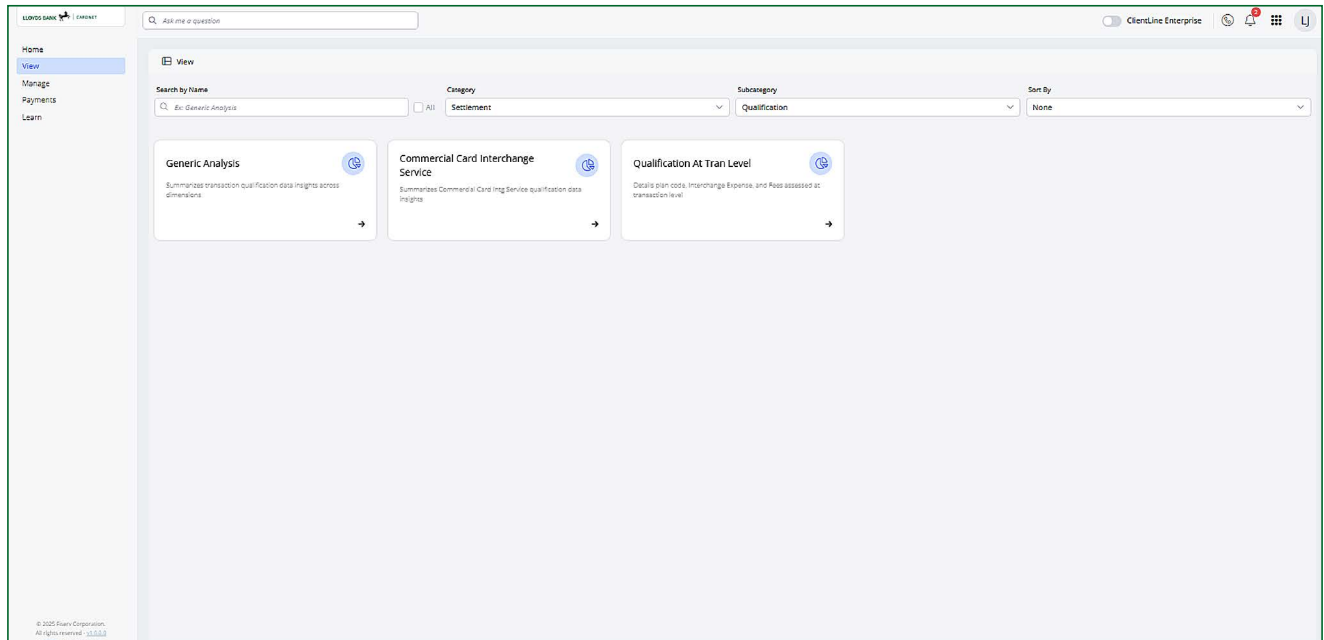- Select "**Generate**" to run the report.

8. Qualification Detail at Transaction Level

- Select "**View**" from the left-hand navigation
- Select "**Settlement**" from the Category drop-down menu
- Select "**Qualification**" from Sub Category, then select "**Qualification at Tran Level**" tile
- Add Required Filters using the + sign to include additional detail in the report
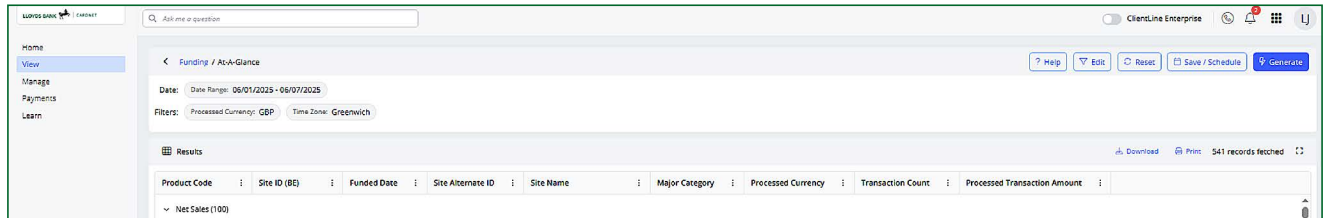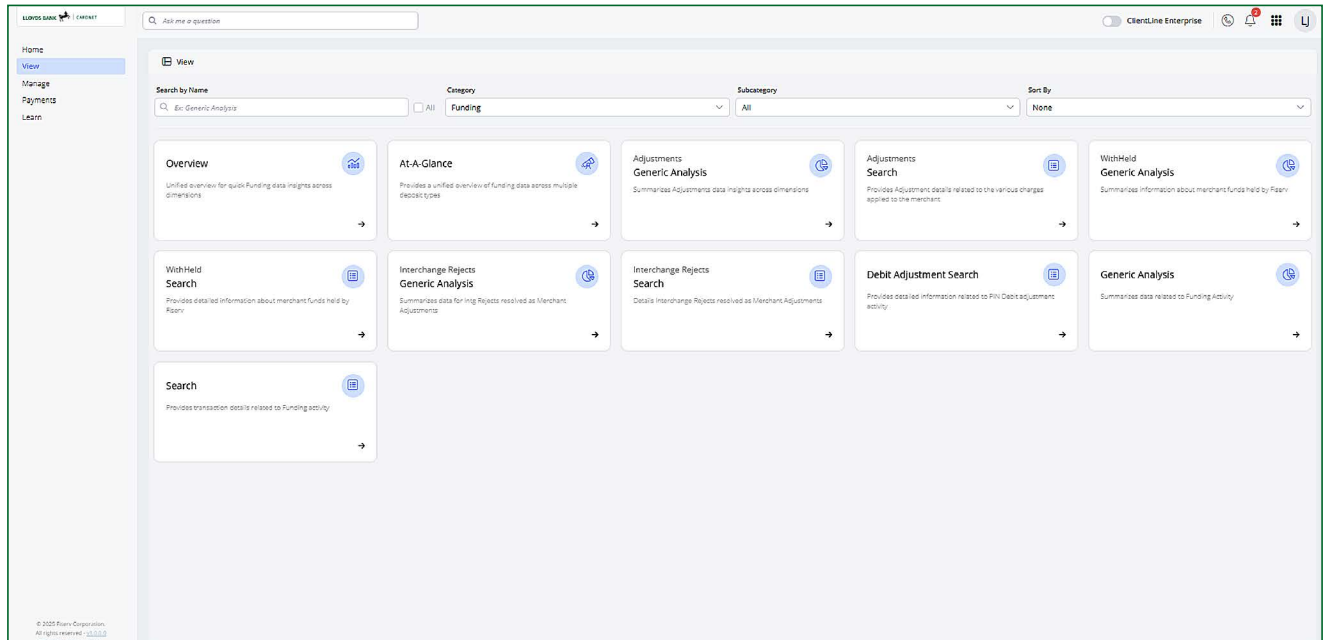- Select "**Generate**" to run the report.

9. Qualification Detail Summary

- Select "**View**" from the left-hand navigation
- Select "**Settlement**" from the Category drop-down menu
- Select "**Qualification**" from the Sub Category and then select the "**Generic Analysis**" tile.

10. Funding Reconciliation

- Select "**View**" from the left-hand navigation
- Select "**Funding**" from the Category drop-down menu, then select "**At-A-Glance**"
- Add Required Filters using the + sign to include additional detail in the report
- Select "**Generate**" to run the report.
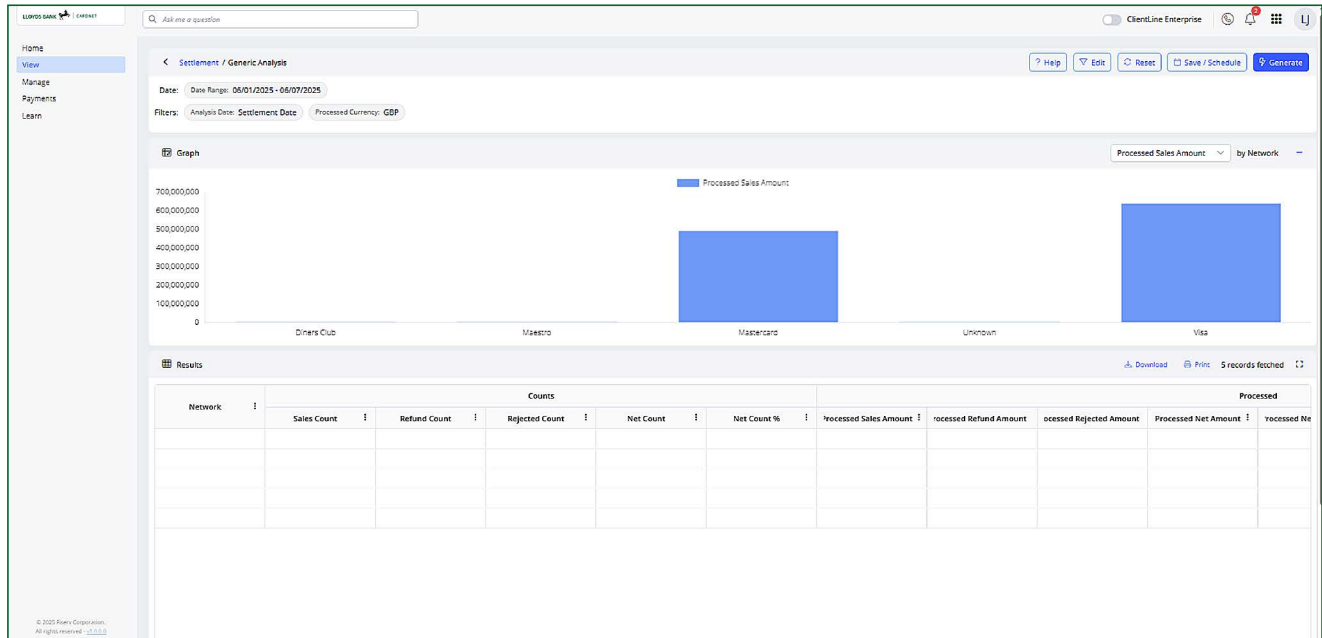
11. Authorisation Detail Screen

- Select "**View**" from the left-hand navigation
- Select "**Authorisations**" from the Category drop-down, then select the "**Search**" tile
- Add Required Filters using the + sign to include additional detail in the report
- Select "**Generate**" to run the report.
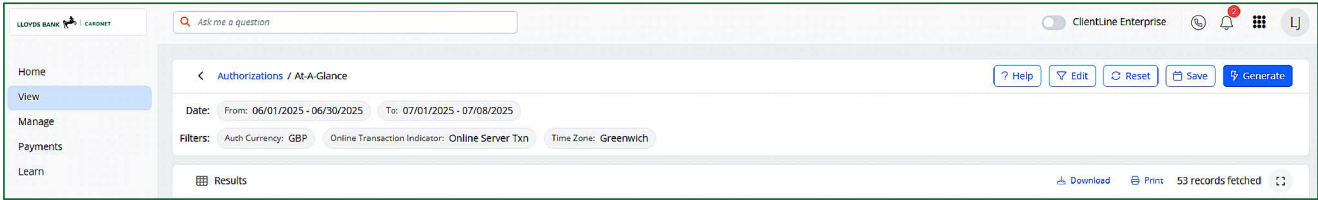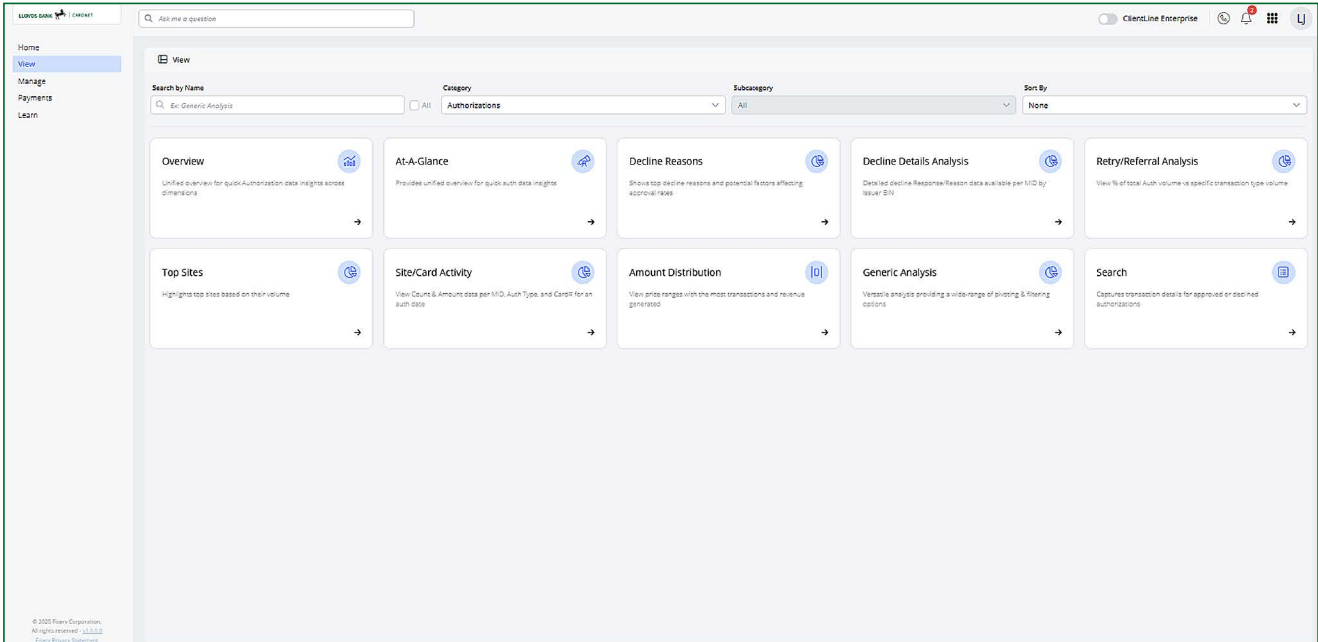
12. Card Type Summary

- Select "**View**" from the left-hand navigation
- Select "**Settlement**" from the Category drop-down menu
- Select the "**Generic Analysis**" tile
- Select "**Generate**" to run the report.

13. Refund to Sales Analysis

- Select "**View**" from the left-hand navigation
- Select "**Settlement**" from the Category drop-down menu
- Select "**Sales to Refunds**" from the Sub Category, then select "**Refunds Exceeding Sales**" tile
- Add Required Filters using the + sign to include additional detail in the report
- Select "**Generate**" to run the report.
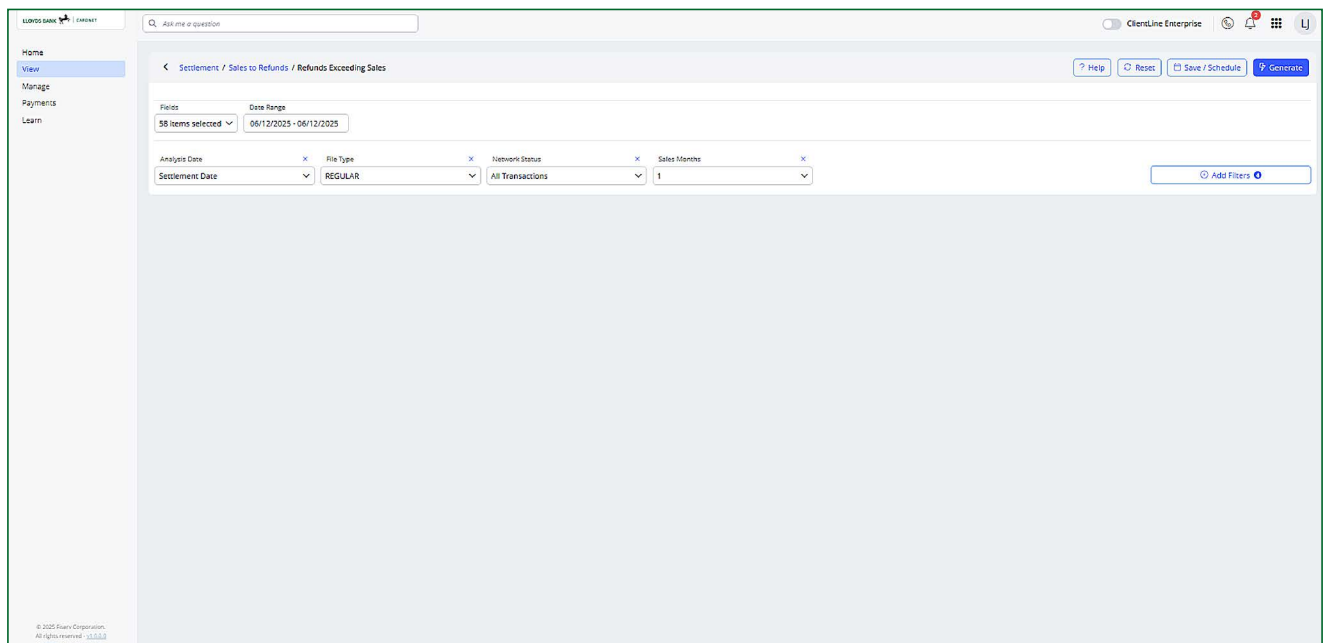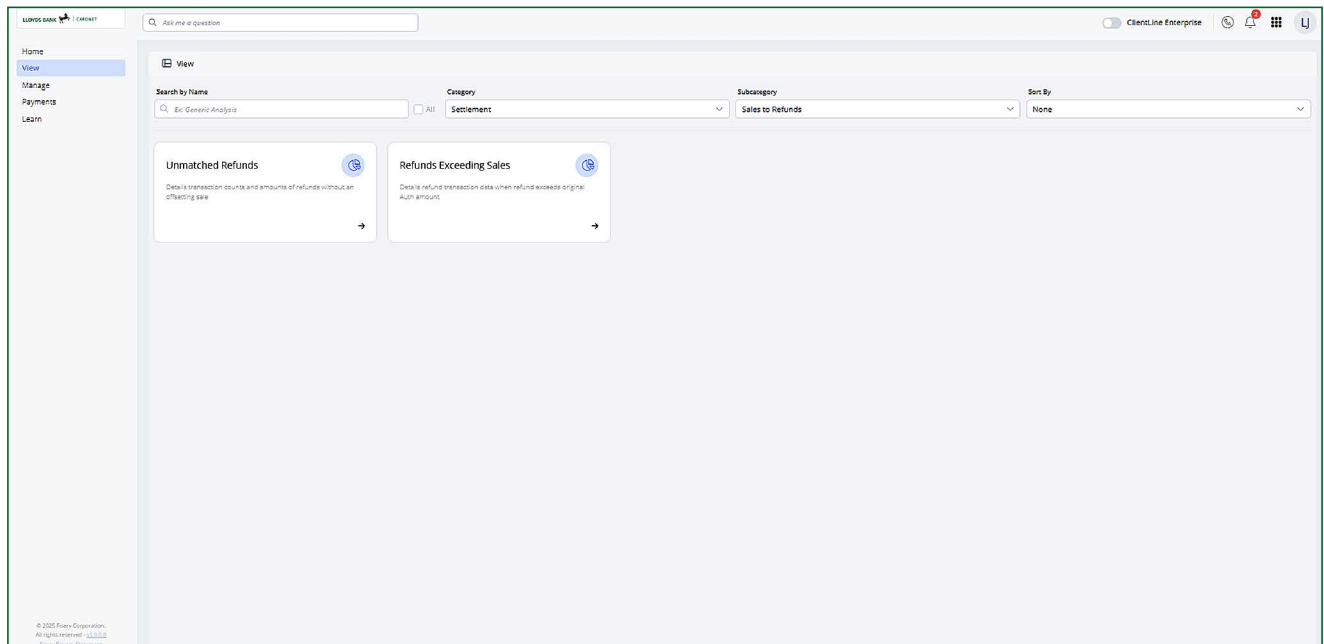
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