

MAS Reporting Guide

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Purpose

The Merchant Administration System (MAS) supports reporting on your data. It enables your business to automatically generate reports in multiple formats and deliver them via SFTP or email to multiple recipients, providing all the information they need via a one-time setup.

Overview

The following elements allow reports to be defined and their preferred delivery method configured:

Reports

The reports tab shows all generated reports, whether they were ad-hoc or from a subscription. Reports can be downloaded, resent and also contains an audit history.

Templates

The templates tab shows all the report templates that have been configured, templates can be created, viewed, edited and deleted as well as options to run the template. An audit history is also available.

Destinations

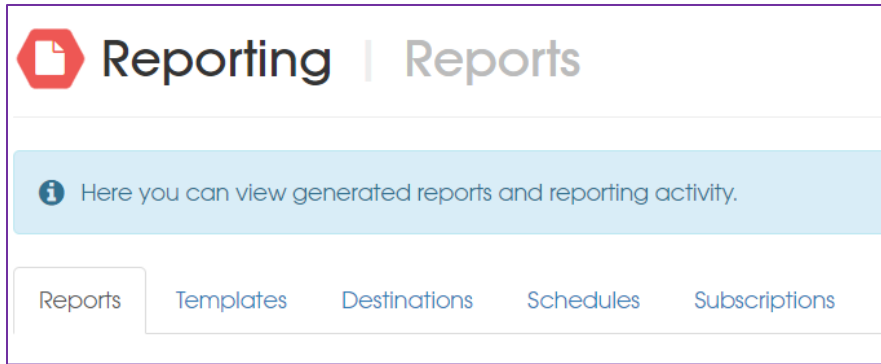
The destinations tab lists all created destinations where the usual view, edit, delete and audit history options are available. New email or SFTP destinations can be created and there is a test option to verify them. This defines where reports will get sent to.

Schedules

The schedules tab is where new schedules can be created and allow reports to be sent at specific times. Schedules can be viewed, edited, deleted and have an audit history.

Subscriptions

The subscriptions tab is where all the above comes together, allowing the report template, format, destination and schedule to be defined. These can also be executed ad-hoc and has the usual view, edit, delete and audit history options.



Report Templates

In the templates area you can view, edit, delete and create template types as well as view their history and run them in different formats for ad-hoc downloads.

The different report types available to create are:

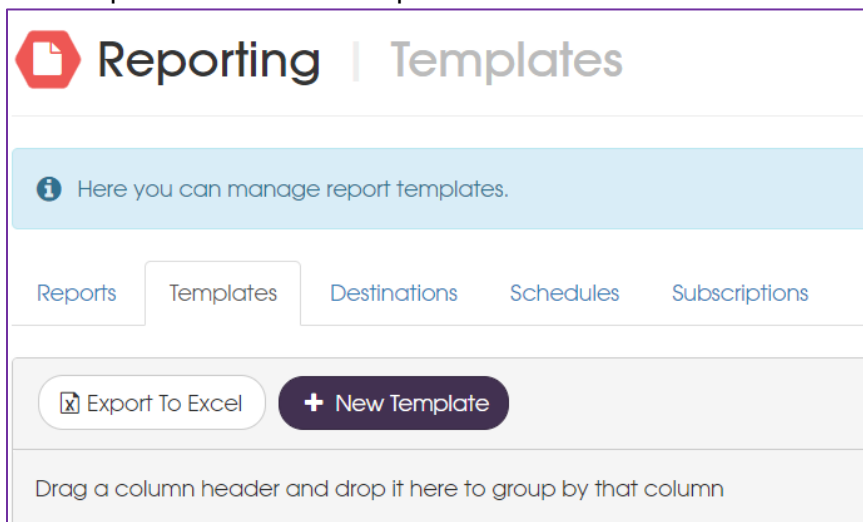
- Account Entries - shows all account entries across the selected accounts
- Latest Account Balances - shows the balances of the selected accounts
- Range Account Balances - shows account balances for each day over a date range
- Transactions – shows detailed transaction information

There are two styles that report types fall into and each have associated formats:

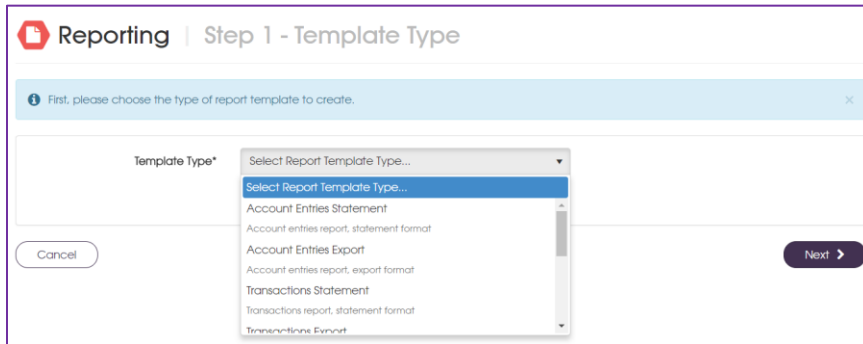
- Statement - PDF, Word Document, Excel Document
- Export - CSV, Excel, XML

Create a Report Template

From the navigation bar the Administration menu item is where Reporting can be found. On the templates tab a new template can be created.



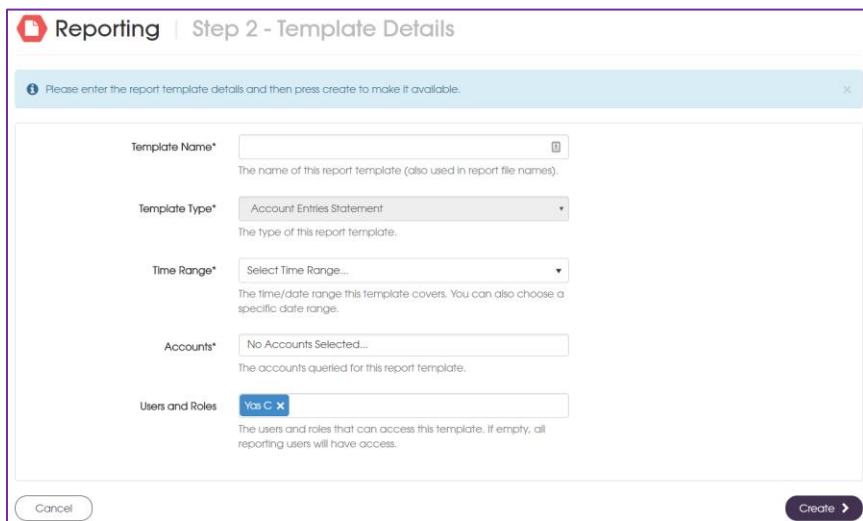
A report template type can be selected from the drop down, these will include statement and export types.



The screenshot shows a web interface for creating a report template. The title is "Reporting | Step 1 - Template Type". A message at the top says "First, please choose the type of report template to create." Below this, there is a "Template Type*" field with a dropdown menu. The dropdown is open, showing several options: "Select Report Template Type...", "Account Entries Statement", "Account entries report, statement format", "Account Entries Export", "Account entries report, export format", "Transactions Statement", "Transactions report, statement format", and "Transactions Export". To the left of the dropdown is a "Cancel" button, and to the right is a "Next" button with a right-pointing arrow.

You will then be able to fill out the template details. Different time ranges can be selected as well as custom time range.

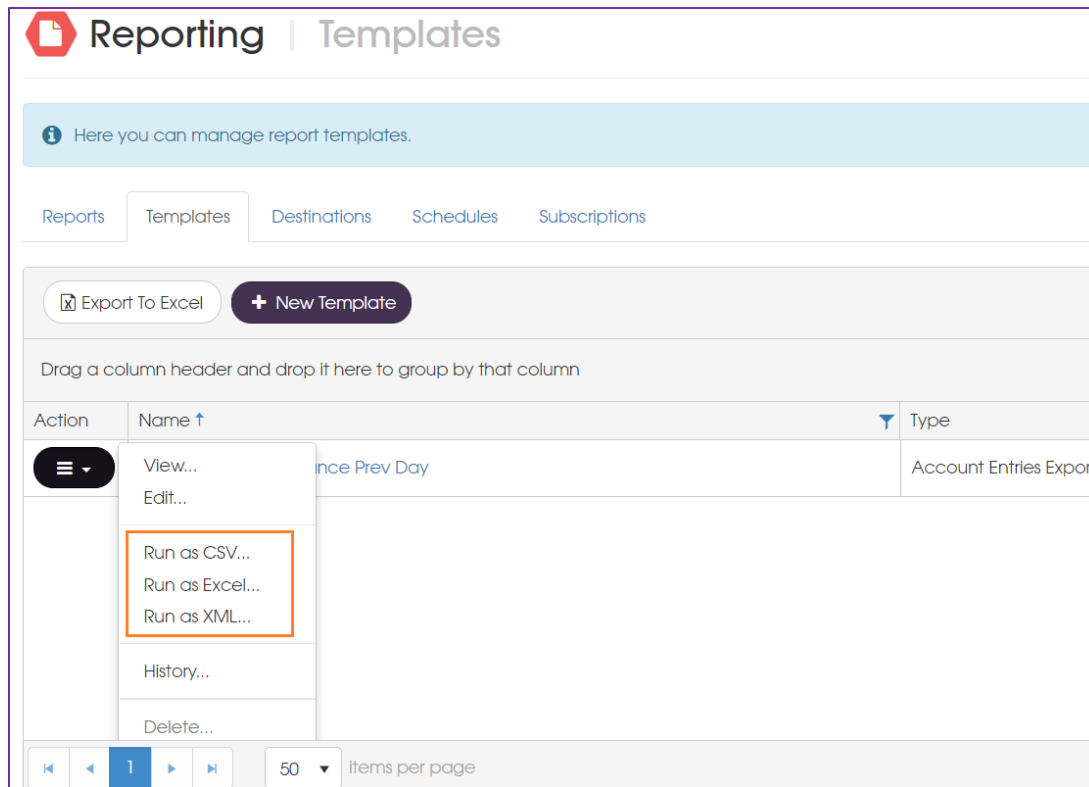
Specific accounts can be chosen to report and there is also a security features where reports templated can be locked down on a user and role basis. See the Security section for more details.



The screenshot shows the "Reporting | Step 2 - Template Details" interface. A message at the top says "Please enter the report template details and then press create to make it available." Below this, there are several fields: "Template Name*" (text input), "Template Type*" (dropdown menu set to "Account Entries Statement"), "Time Range*" (dropdown menu set to "Select Time Range..."), "Accounts*" (text input set to "No Accounts Selected..."), and "Users and Roles" (text input set to "You C X"). Each field has a small explanatory text below it. At the bottom left is a "Cancel" button, and at the bottom right is a "Create" button with a right-pointing arrow.

Run ad-hoc Report

Once a template has been set up, you can run the report on an ad-hoc basis without needing to setup a full subscription. The options will be available in the associate file formats.



Report Destinations

In the Destinations area you can create, edit and view destinations as well as viewing the history and testing a destination. SFTP and email are the two types of destinations that can be created and then associated with a schedule to receive reports. A single instance of a destination can be used for multiple schedules.

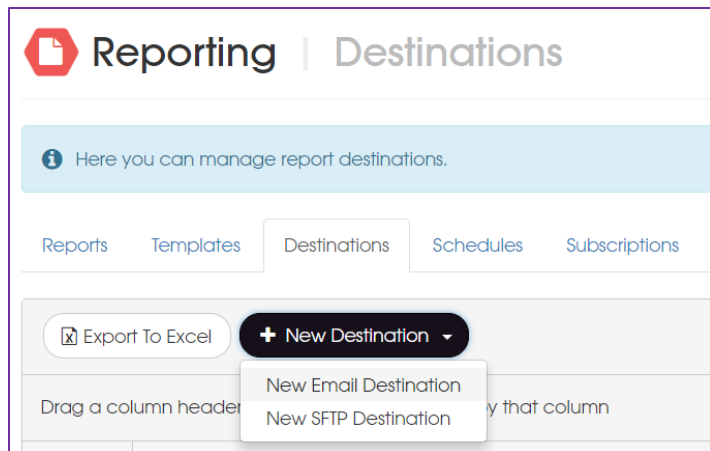
Email Destinations

Reports can be sent to multiple email addresses and allows a specific subject line to be set. Please ensure that email addresses are entered correctly to ensure reports are sent as expected.

Email is not a secure delivery mechanism for sensitive data. Your reports may contain sensitive data to you or your customers. We advise that delivery of reports via SFTP is the safest option.

Create an Email Destination

From the Destinations tab on the Reporting page, a new email destination can be created.



Email specific details can be entered and allows for multiple to and cc email addresses to be set, this is done by separating each email with a comma. The email subject can also be set.

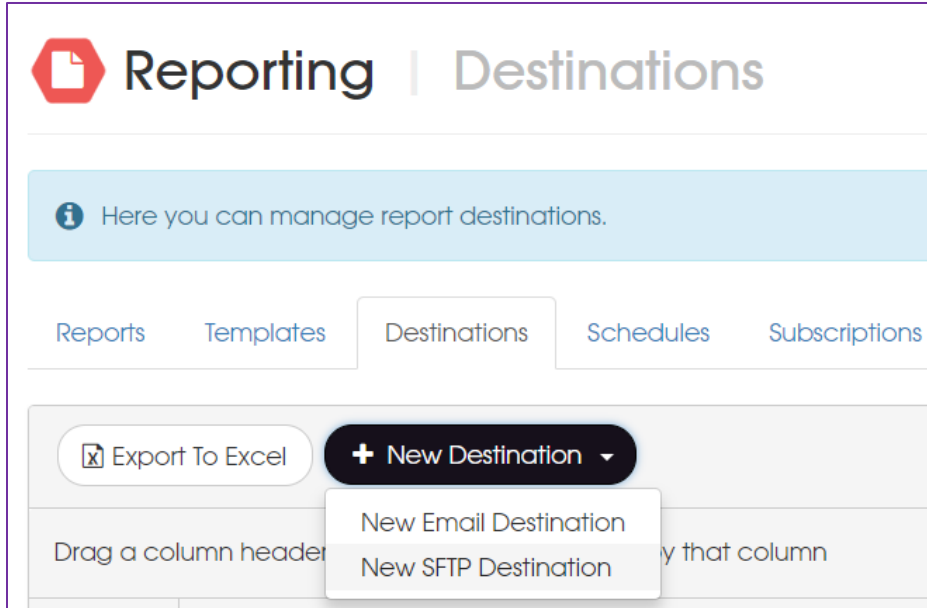
A screenshot of the 'Reporting | New Email Destination' form. At the top, there's a header with a red icon and the text 'Reporting | New Email Destination'. Below that, a light blue banner contains an information icon and the text 'Please enter details for this Email destination.' The form has four input fields: 'Name*' (with a tooltip 'The name of this destination'), 'To Address*' (with a tooltip 'Email To address. Separate multiple addresses with a comma.'), 'Cc Address' (with a tooltip 'Email CC address. Separate multiple addresses with a comma.'), and 'Subject*' (with a tooltip 'Email subject text.'). At the bottom right, there are two buttons: 'Cancel' and 'Create'.

SFTP Destinations

Reports can be sent to SFTP destinations and is the recommended way of doing so as it's more secure than email. Please ensure SFTP server details are entered correctly, especially passwords to avoid failed report delivery. There is an option to test a destination which is discussed further below.

Create a SFTP Destination

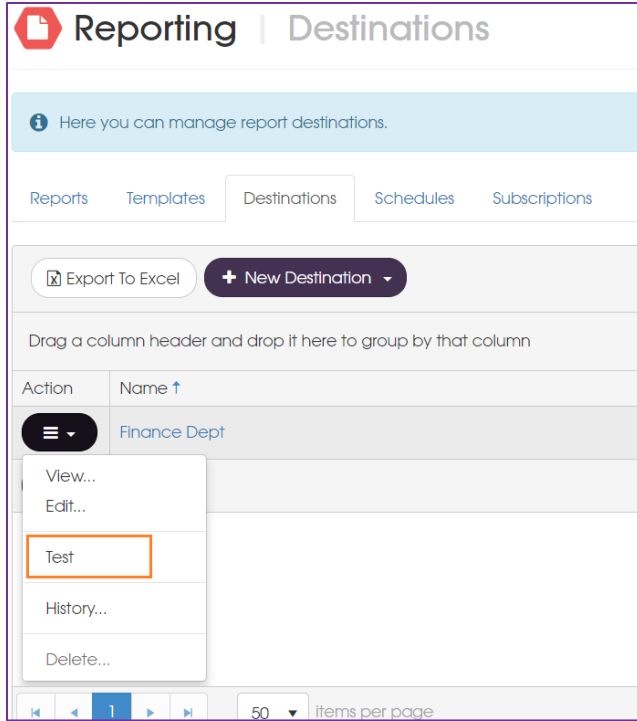
From the Destinations tab on the Reporting page, a new SFTP destination can be created.



SFTP specific details can then be entered, a sub directory can be specified where reports can be sent to. The password entered is stored securely in our database.

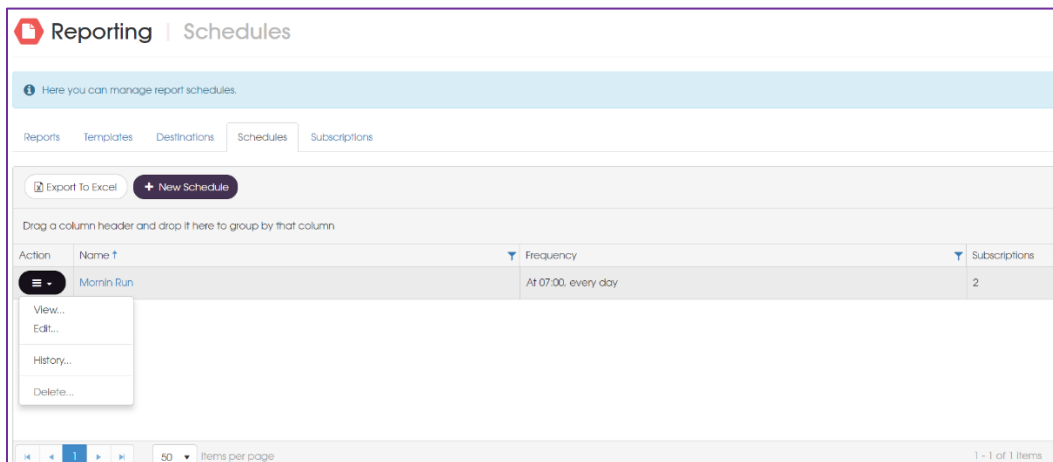
Test a Destination

Destinations can be tested before configuring subscriptions, a small text file is sent to the configured destination, and the result can also be viewed in the audit history.



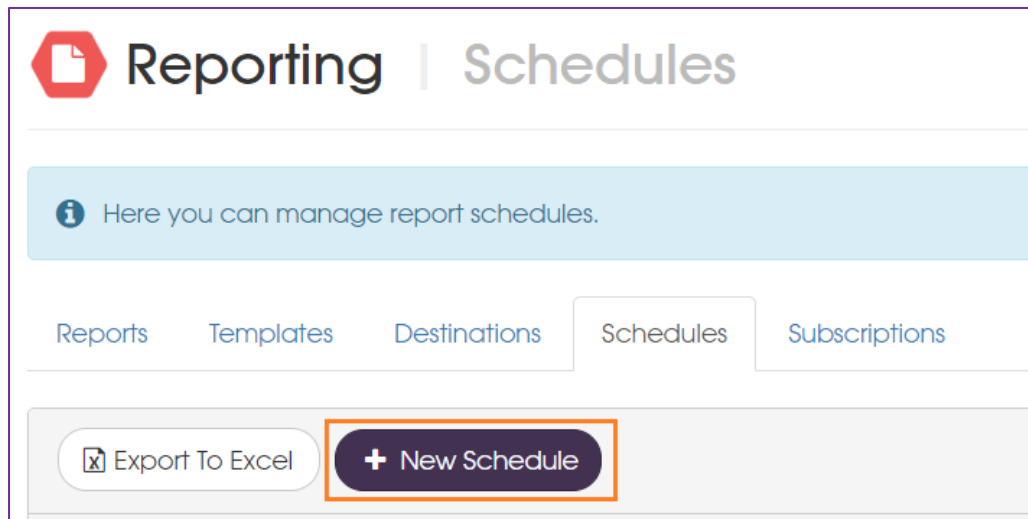
Report Schedules

In the schedules areas you can create, edit, view and delete schedules as well as viewing the audit history. Schedules allow you to specify how frequently reports are run automatically and can be daily, weekly or monthly at any time day (UTC time).



Create a new Schedule

From the Schedules tab on the Reporting page, a new email destination can be created.



The schedule details can then be entered. Different time options are available and can nicely link with the range that has been configured for a report:

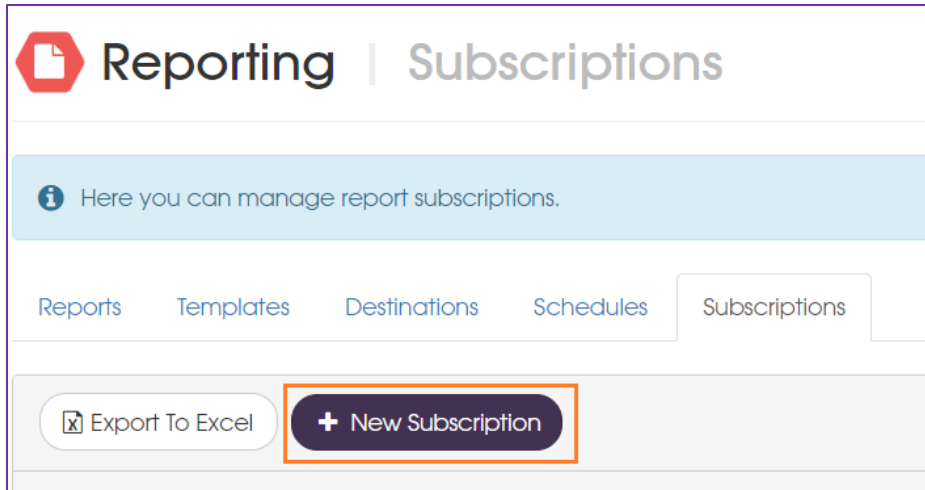
- Daily [time of day] – e.g. configuring a template range of Day – Yesterday and specifying a daily schedule at 00:00 UTC time
- Weekly [day of week, time of day] – e.g. configuring a template range of Day – Previous 7 days and specifying a weekly schedule on a Monday at 00:00 UTC time
- Monthly [day of month and time of day] - e.g. configuring a template range of Month – Previous month and specifying a monthly schedule on the first day of the month

Report Subscriptions

In the Subscriptions area, you can create, view, edit and delete subscriptions as well as executing on demand and viewing the audit history.

Create a new Subscription

From the Subscriptions tab on the Reporting page, a new report subscription can be created.

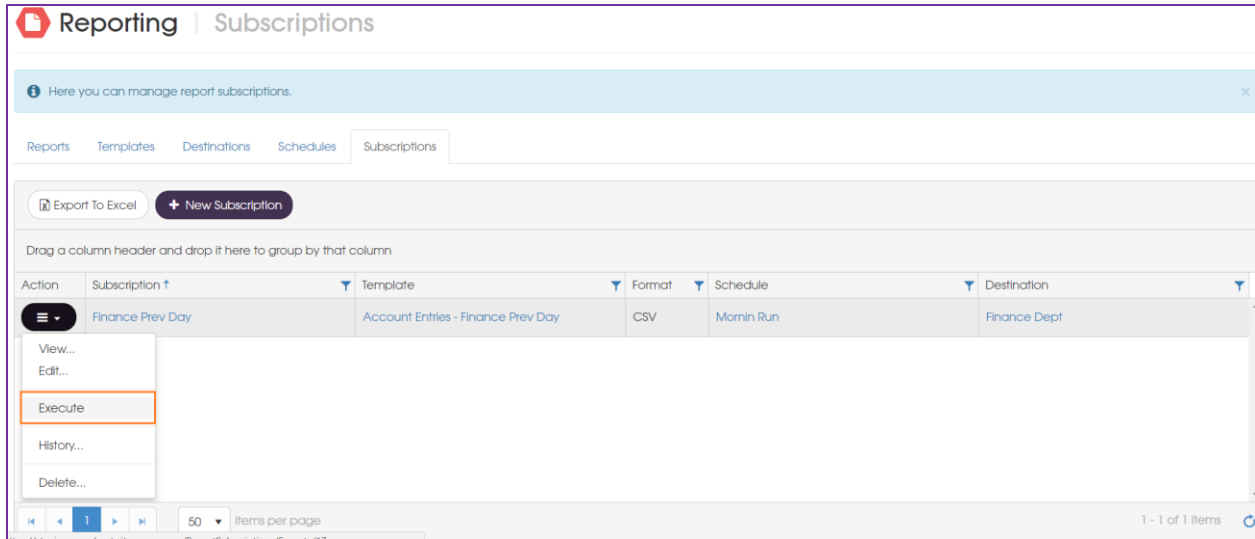


The schedule details can then be entered. A report template, destination and schedule as well as a chosen file format can be configured. Formats depend on the type of report selected.

A screenshot of the 'Reporting | Create Subscription' form. At the top, there is a light blue banner with an information icon and the text 'Please enter the details for this subscription and then press create to make it available.' Below this is a form with five fields: 'Name*' (text input), 'Report*' (dropdown menu with 'Account Entries - Finance Prev Day' selected), 'Format*' (dropdown menu with 'CSV' selected), 'Destination' (dropdown menu with 'No Destination' selected), and 'Schedule' (dropdown menu with 'No Schedule' selected). Each field has a small text description below it. At the bottom of the form, there are two buttons: 'Cancel' and 'Create'.

Execute a Subscription

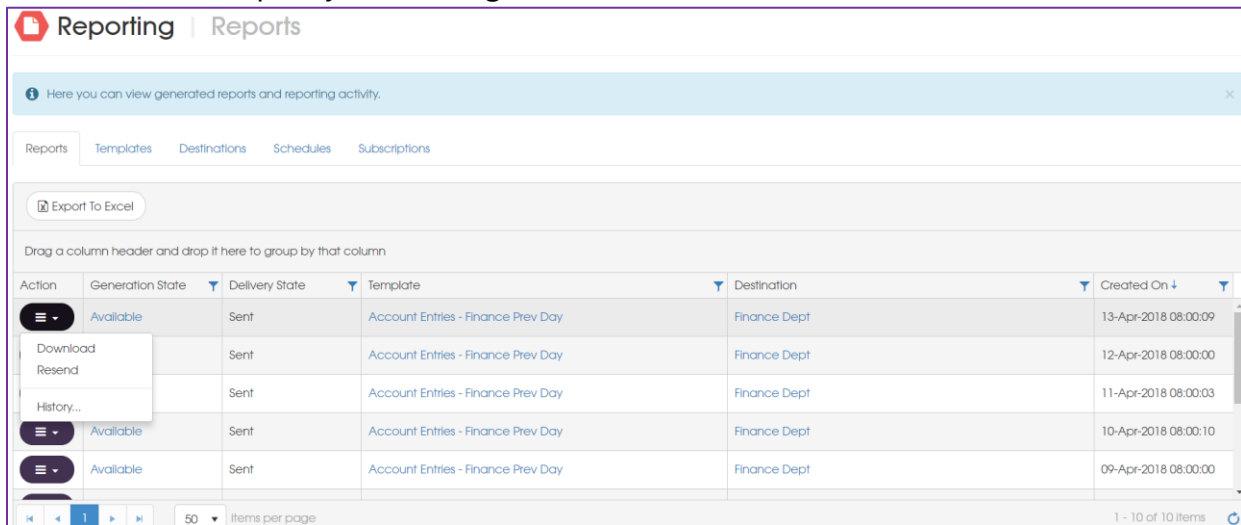
A subscription that has been created can be executed on an ad-hoc basis if needed. The subscriptions grid shows the parameters of each subscription.



Reports View

The reports tab shows all instances of reports that have been run either on demand or as part of a schedule. Here a report instance can be downloaded or resent if the instance was from a subscription. The audit history can also be viewed for each report instance.

Please note that there is retention policy of 30 days on generated reports. Reports older than the retention policy will no longer be available for download.



Security

The reporting feature and assets within it can be secured for access to specific users and roles.

User Roles

There are four user roles that provide who can manage reporting and also provide a more granular restriction for each feature of reporting i.e. templates, destinations, schedules and subscriptions. If a user has the Admin role then they will be able to manage all aspects of reporting.

Under Administration -> Users, each user can be assigned specific roles for reporting.

The screenshot shows the 'Users | Edit' page in the Vitesse system. It features a header with the Vitesse logo and the text 'Users | Edit'. Below the header is a light blue banner with an information icon and the text: 'Here you can edit roles assigned to a user, change their name and view associated information.' The main form area contains several input fields: 'Email Address' (testmerch1@vittest.com), 'First Name' (Testing1), and 'Last Name' (Merchant1). The 'Roles' field is a dropdown menu that is currently open, displaying a list of roles. The roles listed are: 'Manage Notifications', 'Manage Report Destinations', 'Manage Report Schedules', 'Manage Report Subscriptions', 'Manage Report Templates', 'Batch Approver', and 'Single Payment Approver'. The first four roles are highlighted with an orange border. At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'.

- Manage Report Destinations - users can create, view, edit and delete destinations
- Manage Report Schedules - users can create, view, edit and delete schedules
- Manage Report Subscriptions - users can create, view, edit and delete subscriptions
- Manage Report Templates - users can create, view, edit and delete templates

Secure a Report Template

It is possible to restrict access to individual Report Templates to specific users or roles. This means only specified users (or users with the appropriate roles) can manage a report template or view the output from it. This also affects any associations the reports have with destinations, schedules and subscriptions.

When creating a template users and roles can be set from the Users and Roles drop down. A combination of users and roles can also be configured.

Roles:

Template Name* ⓘ
The name of this report template (also used in report file names).

Template Type*

Time Range*

Accounts*

Users and Roles ⓘ
The users and roles that can access this template. If empty, all reporting users will have access.

ROLES

- Manage Notifications
- Upload Batches
- View Reports
- User
- Manage Account Movements
- Create Account Movements
- Create Single Payments

Users:

Template Name* ⓘ
The name of this report template (also used in report file names).

Template Type*

Time Range*

Accounts*

Users and Roles ⓘ
The users and roles that can access this template. If empty, all reporting users will have access.

ROLES

- Manage Report Subscriptions
- Manage Report Templates
- Batch Approver

USERS

- Kate Pepper
- Yas C
- Stefan Burkwood
- Jack Butcher

Templates are secure by default

When you create template, the default is to give only you access. If you want to give other users access you'll need to add them to the Users and Roles access list too.

A word or warning - if you add others and remove yourself you will lose access!

Effects of Secured Templates

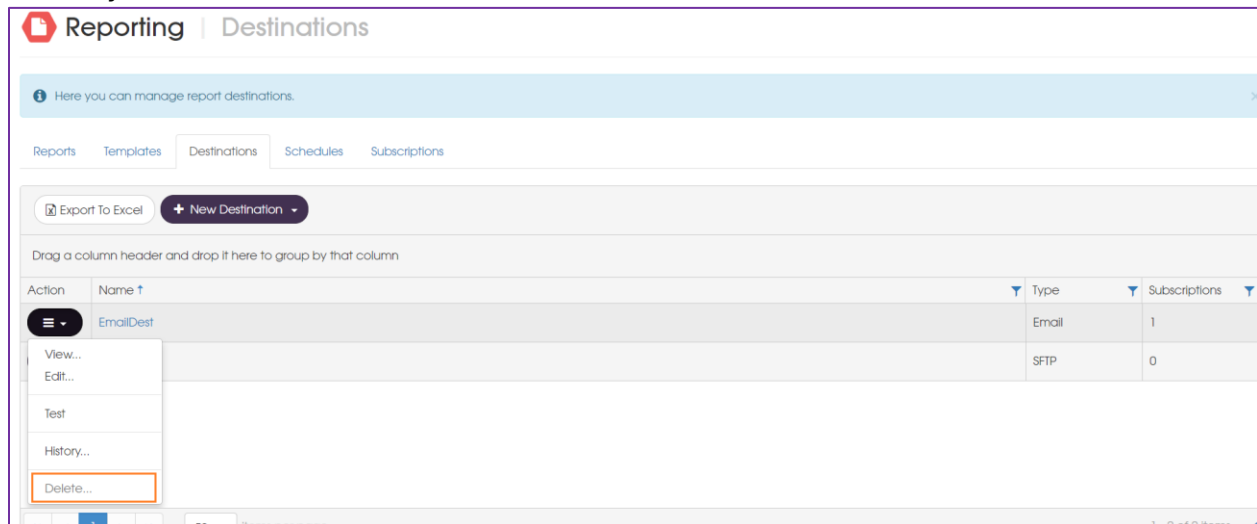
Securing a template can affect access to other reporting data.

Effects on Generated Reports

If a template that has been secured has been generated it will show under the Reports tab but will not show for any user that does not access to that report.

Effects on Destinations

If a report template that is secured is associated with a destination via a subscription, only users with access to that report can edit or delete the destination. Users without access can only view.



Reporting | Destinations

Here you can manage report destinations.

Reports Templates Destinations Schedules Subscriptions

Export To Excel + New Destination -

Drag a column header and drop it here to group by that column

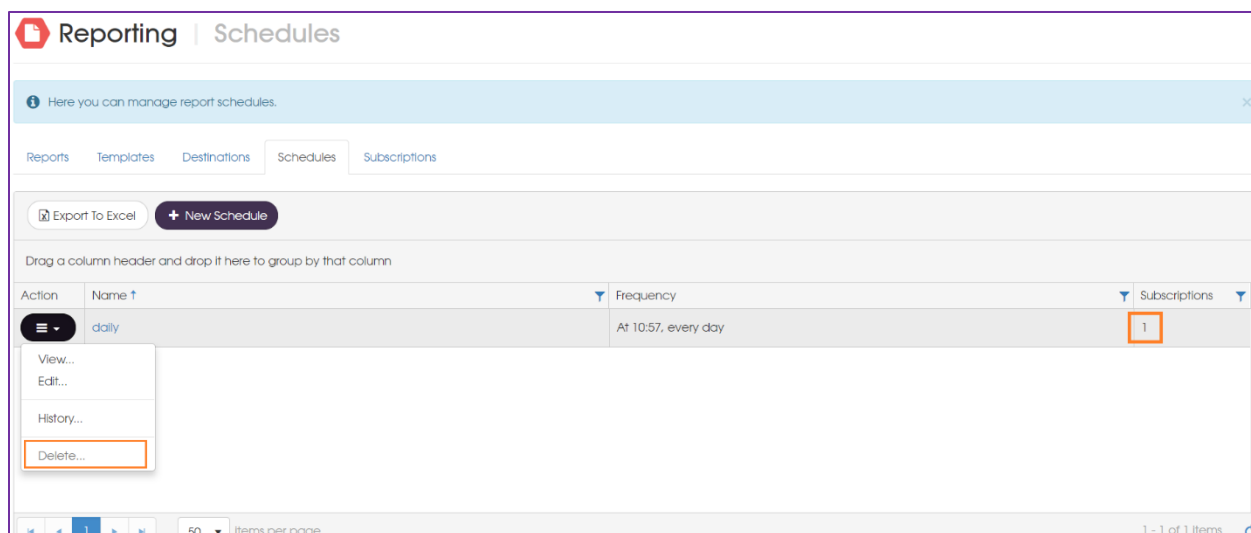
Action	Name ↑	Type	Subscriptions
[-]	EmailDest	Email	1
View...		SFTP	0

View...
Edit...
Test
History...
Delete...

1 - 2 of 2 items

Effects on Schedules

If a report template that is secured is associated with a schedule via a subscription, only users with access to that report can edit or delete the schedule. Users without access can only view.



Effects on Subscriptions

A subscription with a report template that has been secured will only be displayed on the subscriptions tab to users with access, users that do not have access will not see the subscription in the grid.

FCP Reports

The following FCP reports are available on MAS:

- FCP Cashbook Report
- FCP Financials Overview (Available on request)
- FCP Funding Account Returns Report
- FCP Funding Account Utilisation
- FCP Funding Report
- FCP Payment Account Activity
- FCP Funding Data

For more information on these reports please see the [LIMOSS Training resource](#) or contact your relationship manager.