Administrative Functions for a Centralized Account Number

Administrators of a Centralized Account Number have additional administrative functions available in Lighthouse Transaction Manager when signed in using the Centralized Account Number – this document reviews those functions.

Creating and Editing User Shifts

Administrators of a Centralized Account Number are able to create and edit user shifts for the Centralized Account Number and for the Serial/Account Numbers within the Centralized Account Number.

To create or edit user shifts, complete the following steps:

1. Sign in to Lighthouse Transaction Manager.
2. From the menu, select User > User Shifts.
3. On the User Shifts page, select the Main Account list to view all Serial/Account Numbers within the Centralized Account Number.

4. Select Main Account, or select the Serial/Account Number the user shift will be created in or exists in for editing.

Note: Main Account signifies the Centralized Account Number.
5. Click **Create a New Work Shift**, or click a Scheduled Work Shift Description to edit it.
6. Configure the user shift’s settings.
7. Click **Apply**.

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**Important:** Please note the following information:

- Once created, the user shift will exist under Main Account or the Serial/Account Number that was selected in the Main Account list (for editing purposes) – the user shift can only be applied to users that exist where the user shift was created.
- If a user shift has been applied to a user, for the user shift to take effect, Enforce Scheduled User Work Shifts must be enabled in Security Settings.
- For additional information, see the **Account Administrator Guide** located in Lighthouse Transaction Manager Help.

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**Creating and Editing Users**

Administrators of a Centralized Account Number are able to create and edit users for the Centralized Account Number and for the Serial/Account Numbers within the Centralized Account Number.

To create or edit users, complete the following steps:

1. Sign in to Lighthouse Transaction Manager.
2. From the menu, select **User > User Maintenance**.
3. On the User Maintenance page, select the **Main Account** list to view all Serial/Account Numbers within the Centralized Account Number.
4. Select **Main Account**, or select the Serial/Account Number the user will be created in or exists in for editing.

**Note:** Main Account signifies the Centralized Account Number and allows the Administrator to configure the user to have access to merchants across all Serial/Account Numbers within the Centralized Account Number.

5. Click **Create a New User**, or click a username to edit the user’s settings.
6. Configure the user’s settings.
7. Click **Create User** or **Update User**.

**Important:** Please note the following information:
- Once created, the user will exist under Main Account or the Serial/Account Number that was selected in the Main Account list (for editing purposes).
- For additional information, see the *Managing User Accounts* document located in Lighthouse Transaction Manager Help.
Selecting a Merchant

Administrators of a Centralized Account Number are able to select merchants within all Serial/Account Numbers within the Centralized Account Number.

To select a merchant, complete the following steps:

1. Sign in to Lighthouse Transaction Manager.
2. From the menu, select **Transactions > Select Merchant**.
3. On the Select Merchant page, select the **Serial/Account Number** that contains the merchant(s).

4. On the Select Merchant page, select the merchant(s) and click **Submit**.

**Important:** Please note the following information:

- The ability to select multiple merchants within a Serial/Account Number is a profile setting. You can enable this by selecting **User > Change Profile** from the menu. Then, select **Multi-MID selection** and click **Apply**.
- Administrators cannot select multiple merchants across all Serial/Account Numbers within the Centralized Account Number.

Viewing and Auditing Transactions

Administrators of a Centralized Account Number are able to view and audit transactions for merchants within all Serial/Account Numbers within the Centralized Account Number.

To view and audit transactions, complete the following steps:

1. Sign in to Lighthouse Transaction Manager.
2. From the menu, select **Transactions > Select Merchant**.
3. On the Select Merchant page, select the **Serial/Account Number** that contains the merchant(s).
4. On the Select Merchant page, select the merchant(s) and click **Submit**.

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**Important:** Please note the following information:

- The ability to select multiple merchants within a Serial/Account Number is a profile setting. You can enable this by selecting **User > Change Profile** from the menu. Then, select **Multi-MID selection** and click **Apply**.
- Administrators cannot select multiple merchants across all Serial/Account Numbers within the Centralized Account Number.

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5. From the menu, select **Transactions > Current Transactions**.
6. For additional information, see the **Auditing Transactions Guide** located in Lighthouse Transaction Manager Help.
Creating a Consolidated Totals Report

Administrators of a Centralized Account Number are able to create a Consolidated Totals report, and the report can be customized, run, and saved for future use.

To create a Consolidated Totals report, complete the following steps:

1. Sign in to Lighthouse Transaction Manager.
2. From the menu, select Transactions > Consolidated Totals.
4. In the New Report window, complete the following steps:
   • In the Accounts area, select the Serial/Account Number(s) and/or Merchant Account Number(s) to include in the report.

   **Note:** Selecting a Serial/Account Number will select all Merchant Account Numbers within it. However, you may clear any Merchant Account Numbers you do not want included in the report.

   • In the Time Period list, select an option:
     o All unsettled transactions – The report will include all unsettled transactions.
     o Today unsettled – The report will include all unsettled transactions from the current business date.
     o Today settled – The report will include all settled transactions from the current business date.
     o Previous day unsettled – The report will include all unsettled transactions from the previous business date.
     o Previous day settled – The report will include all settled transactions from the previous business date.
     o Current month settled – The report will include all settled transactions from the current month.
     o Previous month settled – The report will include all settled transactions from the previous month.
     o Past 30 days settled – The report will include all settled transactions from the past 30 days.
     o Custom Date Range – The report will include all transactions from the date range you select prior to running the report.

   • In the Description field, enter a name for the report that describes its contents. If a name is not entered, the report will receive the default name of Report ran on [date] at [time].

   • In the Card Totals area, select the applicable option(s):
     o Merchant subtotals – If selected, the report’s card subtotals will be displayed per Merchant Account Number.
     o Account subtotals – If selected, the report’s card subtotals will be displayed per Serial/Account Number.

   • To create the report, click Save Report. The report will be created and saved for future use on the Consolidated Totals Report page. It may be run by clicking Run.
Note: If you chose Custom Date Range, you will be prompted to select a Begin Date and End Date after clicking Run on the Consolidated Totals Report page. Then, click Run again.
Understanding the Details of a Consolidated Totals Report

After a Consolidated Totals report has been run, the details of the report will be displayed. Please note that the report displays sales and refunds for all card types and only non-problem transactions.

<table>
<thead>
<tr>
<th>Currency: BBD - Shift4 Testing Grand Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Type</td>
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<tr>
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<tr>
<td>American Express</td>
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<tr>
<td>Visa</td>
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<tr>
<td>Grand Total - BBD</td>
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</tbody>
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<th>Currency: USD - Shift4 Testing Grand Totals</th>
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<tbody>
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<tr>
<td>American Express</td>
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<td>Visa</td>
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<tr>
<td>Grand Total - USD</td>
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<th>Currency: BBD - Account Totals</th>
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<td>Visa</td>
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<tr>
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<tr>
<td>Merchant Total - USD</td>
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</tbody>
</table>
**Editing an Existing Consolidated Totals Report**

After a Consolidated Totals report has been created, it may be edited by completing the following steps:

1. Sign in to Lighthouse Transaction Manager.
2. From the menu, select **Transactions > Consolidated Totals**.
4. In the Edit Report window, configure the report’s options. For detailed descriptions regarding the available options, see the *Creating a Consolidated Totals Report* section.
5. To save the report, click **Save Report**. The report will be saved for future use and be available on the Consolidated Totals Report page. It may be run by clicking **Run**.

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**Note:** If you chose Custom Date Range, you will be prompted to select a Begin Date and End Date after clicking **Run** on the Consolidated Totals Report page. Then, click **Run** again.

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**Deleting an Existing Consolidated Totals Report**

After a Consolidated Totals report has been created, it may be deleted by completing the following steps:

1. Sign in to Lighthouse Transaction Manager.
2. From the menu, select **Transactions > Consolidated Totals**.
4. In the Delete Report window, click **Delete**.

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**Centralized Account Number and IT’S YOUR CARD**

To use IT’S YOUR CARD® (IYC), all Serial/Account Numbers within the Centralized Account Number must have the same currency as the Centralized Account Number.

In addition, the IYC functionality is not available to Administrators of a Centralized Account Number; therefore, each Serial/Account Number must be individually accessed for matters regarding IYC.

For additional information, see the *Gift Card Overview* document in Lighthouse Transaction Manager Help.