

Reporting

Lighthouse Transaction Manager (LTM) offers a variety of reports when viewing current or archived transactions.

It is not a requirement to print or export reports because they can be viewed at any time in LTM.

In addition, there are other reports for gift cards, and they are described in the IT'S YOUR CARD[®] documentation located in Lighthouse Transaction Manager Help.



Tip: Ensure pop-up blockers are turned off in your web browser. If they are turned on, the report may not be displayed.

Generating a Report for Current Transactions

To generate a report for current transactions, complete the following steps:

1. From the menu, select **Transactions > Select Merchant**.
2. On the Select Merchant page, select the merchant(s) for which you would like to generate a report. If needed, click **Submit**.
3. From the menu, select **Transactions > Current Transactions**.
4. On the Current Transactions page, click **Select Business Date**.
5. In the Business Date window, complete the following steps:
 - By default, the calendar has the previous day selected. Select a new day if needed.
 - Select a date range option:
 - **All transactions through the selected date** – If selected, this option ensures all transactions through the selected business date are included in the report.
 - **Only transactions for the selected date** – If selected, this option includes only transactions from the selected business date in the report and does not include transactions from previous dates.
 - **All transactions regardless of date** – If selected, this option includes all past, present, and future transactions in the report regardless of the date selected.
 - **Only selected transactions** – If selected, this option allows you to select transactions to be included in the report.



Note: The Only selected transactions option is only displayed if you have the Batch selected transactions option enabled on your Change Profile page.

- Click **Apply**.

Generating a Report for Archived Transactions

To generate a report for archived transactions, complete the following steps:

1. From the menu, select **Transactions > Select Merchant**.
2. On the Select Merchant page, select the merchant(s) for which you would like to generate a report. If needed, click **Submit**.
3. From the menu, select **Transactions > Archived Batches**.
4. On the Archived Batches - Month View page, click the desired month.
5. On the Archived Batches - Date View page, click the desired date, or select multiple dates and then click **View Selected Batches**.
6. On the Archived Transactions page, select the desired viewing options and click **Apply Filters**.
7. From the side menu, select **Reports** and then click the desired option:
 - **Detail** – This report will contain all of the transactions listed on the page.
 - **Totals Only** – This report will only contain the subtotals and grand totals listed on the page.
 - **Detail w/ Auth Summary** – This report will contain all of the transactions listed on the page and the authorization information for each transaction.
 - **Detail w/ Audit Trail** – This report will contain all of the transactions listed on the page and the audit trail information for each transaction.
 - **Full Detail** – This report will contain all details associated with each transaction listed on the page.

The screenshot displays the 'Archived Transactions' page in the Shift4 Payments Lighthouse Transaction Manager. The interface includes a navigation menu at the top with options like 'Transactions', 'Periodic Billing', 'User', and 'Help'. A 'Reports' dropdown menu is open, showing options: 'Detail', 'Totals Only', 'Detail w/ Auth Summary', 'Detail w/ Audit Trail', and 'Full Detail'. A callout box points to this menu with the text 'Indicates the viewing options.' Below the menu, there are filter sections for 'Selected Merchants' (with a 'Concessions - F&B' button), a list of transaction types (Sales, Refunds, Voids, etc.), and a 'Filter By' section with input fields for 'Terminal ID' and 'Clerk Number'. An 'Apply Filters' button is at the bottom right. At the bottom of the page, an 'Archives Summary' table is visible.

Status	Batch ID	Business Date	Prepared	Confirmed	Submitted By	Sales	Refunds	Net
Submitted	5990	02/27/2019	02/27/2019	02/27/2019 09:40 am	Administrator	5 \$180.00	2 (\$120.00)	7 \$60.00
Submitted	5991	02/27/2019	02/27/2019	02/27/2019 09:55 am	Bradstand	1 \$200.00	0 \$0.00	1 \$200.00

- The report is generated and can now be printed.
- (If applicable)* Archived transaction reports can be exported. From the side menu, select **Export**, click the desired option, and then follow the directions in the window to export the report.



Note: If additional archived transaction reports are needed, repeat the steps.



Tip: For additional information, see the *Auditing Transactions Guide* located in Lighthouse Transaction Manager Help. The document reviews the fields displayed on the Current Transactions page, which are also displayed on the Archived Transactions page.

Generating a Summary of Archived Transactions

Specific time-period comparison summaries of archived transactions can be generated for viewing in LTM.

To generate a summary of archived transactions, complete the following steps:

- From the menu, select **Transactions > Select Merchant**.
- On the Select Merchant page, select the merchant(s) for which you would like to generate a summary. If needed, click **Submit**.
- From the menu, select **Transactions > Archived Batches**.

4. From the side menu, select **Summaries** and then click the desired option:

- **Last Calendar Year: Jan-Dec** – Displays a summary of the previous calendar year’s archived transactions.
- **YTD Comparison: Jan-[Last Month]** – Displays a summary of the year-to-date (YTD) archived transactions.
- **Last Two Years: [Current Month]-[Last Month]** – Displays a summary of the previous two year’s archived transactions.

Archived Batches - Month View

Selected Merchants: Concessions - F&B

Show batches for last: OR

Show All

Month	Sales			Refunds		Net																	
	Batch Count	Count	Amount	Count	Amount	Count	Amount																
Feb 2019	2	6	\$380.00	2	(\$120.00)	8	\$260.00																
<table border="1"> <thead> <tr> <th>Card Type</th> <th>Count</th> <th>Amount</th> <th>Avg Ticket</th> </tr> </thead> <tbody> <tr> <td>MC, VS</td> <td>7</td> <td>\$235.00</td> <td>\$33.57</td> </tr> <tr> <td>NS</td> <td>1</td> <td>\$25.00</td> <td>\$25.00</td> </tr> </tbody> </table>								Card Type	Count	Amount	Avg Ticket	MC, VS	7	\$235.00	\$33.57	NS	1	\$25.00	\$25.00				
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MC, VS	7	\$235.00	\$33.57																				
NS	1	\$25.00	\$25.00																				
Jan 2019	7	366	\$36,882.95	4	(\$205.99)	370	\$36,676.96																
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