Administrative Functions for a Centralized Account Number

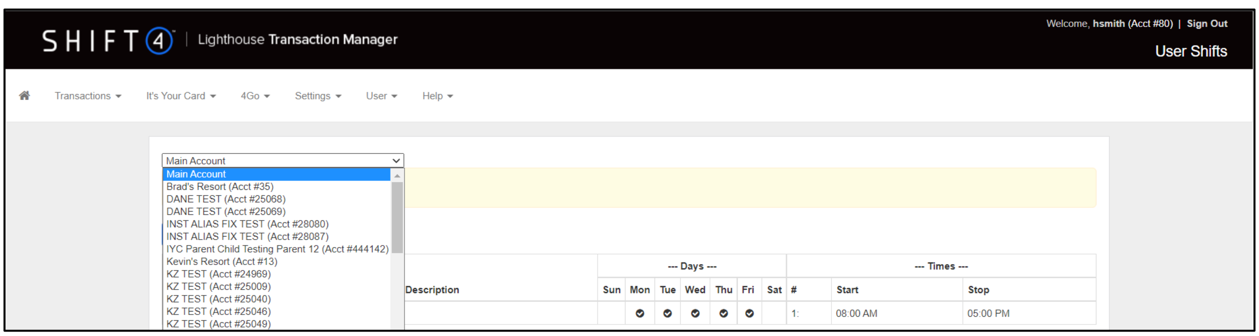
Administrators of a Centralized Account Number have additional administrative functions available in Lighthouse Transaction Manager when signed in using the Centralized Account Number, and this document reviews those functions.

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**.

Important: Please note the following information:

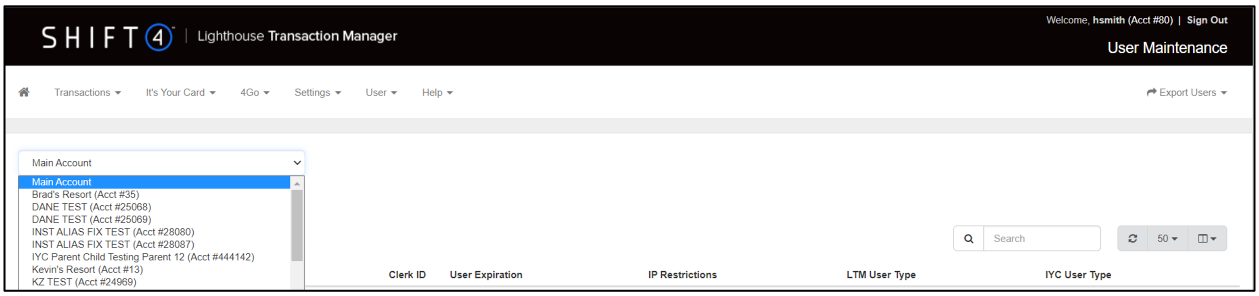
- Once created, the user shift will exist under Main Account or the Serial/Account Number that was selected in the Main Account list (for editing purposes), and the user shift can only be applied to users that exist where the user shift was created.
- If a user shift has been applied to a user, for the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

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.



Tip: The information on the User Maintenance page can be exported by clicking **Export Users** and selecting the desired file type: **CSV**, **TAB** or **XML**. The export contains useful information like the user's name, email address, user type, and if permissions are enabled or not. In addition, the export will also list the account numbers the user's permissions are associated with:

- Serial Number: This is the Centralized Account Number.
- Child Serial Number: This is a Serial/Account Number within the Centralized Account Number. There may be more than one listed (comma-separated).
- Child MIDs: This is a Serial/Account Number associated with a merchant (i.e., the merchant ID). There may be more than one listed (comma-separated).

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:

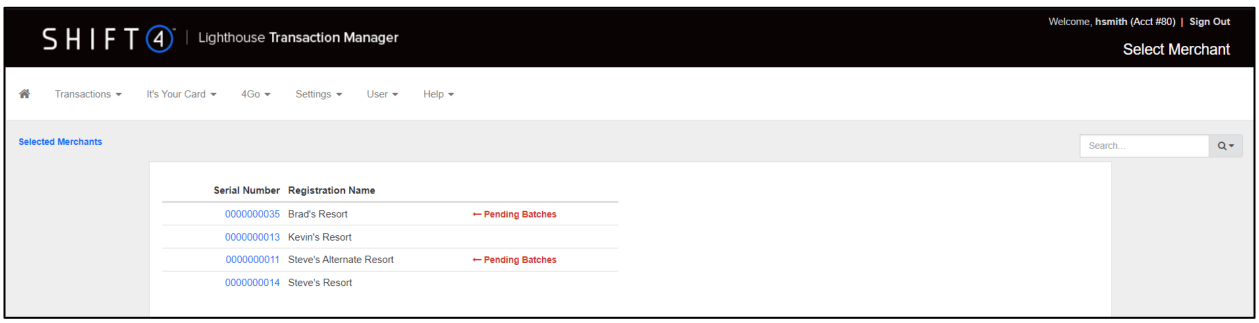
- Once created, the user will exist under Main Account or the Serial/Account Number that was selected in the Main Account list (for editing purposes).
- For additional information, see the *Managing User Accounts* document.

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**.

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.

5. From the menu, select **Transactions > Current Transactions**.
6. For additional information, see the *Auditing Transactions Guide*.

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:

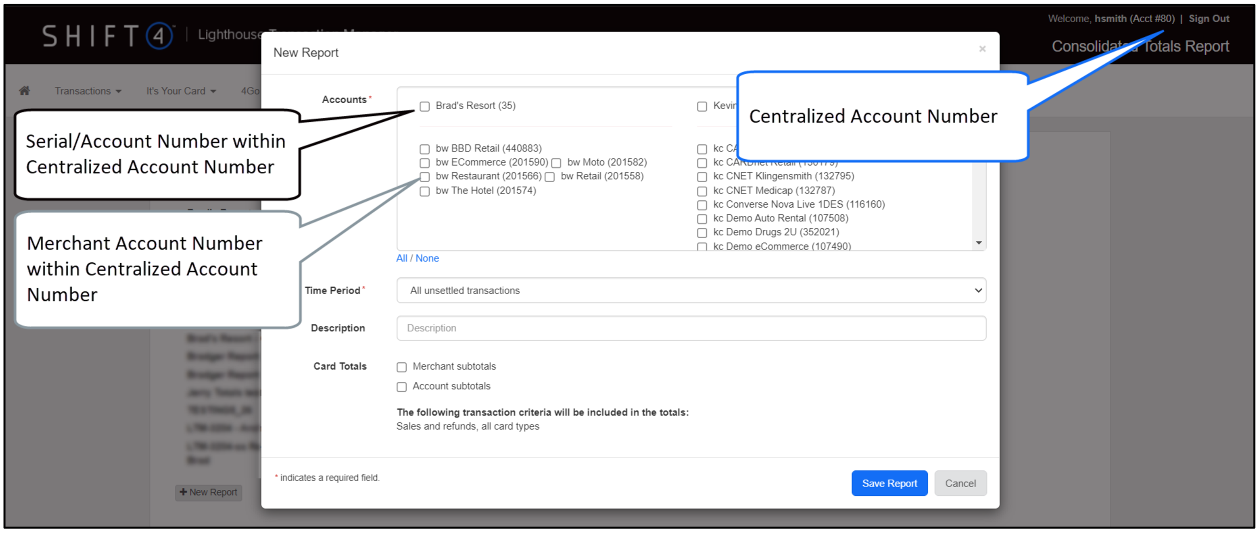
1. Sign in to Lighthouse Transaction Manager.
2. From the menu, select **Transactions > Consolidated Totals**.
3. On the Consolidated Totals Report page, click **New Report**.
4. In the **New Report** window, complete the following steps:

    - 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.

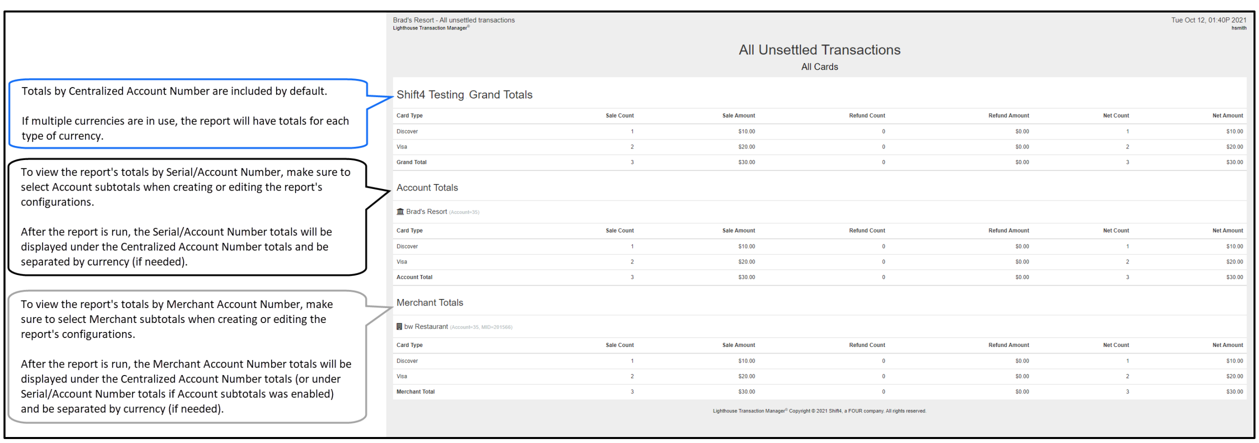
    - In the Time Period list, select an option:
        - **All unsettled transactions:** The report will include all unsettled transactions.
        - **Today unsettled:** The report will include all unsettled transactions from the current business date.
        - **Today settled:** The report will include all settled transactions from the current business date.
        - **Previous day unsettled:** The report will include all unsettled transactions from the previous business date.
        - **Previous day settled:** The report will include all settled transactions from the previous business date.
        - **Current month settled:** The report will include all settled transactions from the current month.
        - **Previous month settled:** The report will include all settled transactions from the previous month.
        - **Past 30 days settled:** The report will include all settled transactions from the past 30 days.
        - **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):
        - **Merchant subtotals:** If selected, the report's card subtotals will be displayed per Merchant Account Number.
        - **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.



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**.
3. On the Consolidated Totals Report page, click **Edit** in the report's row.
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**.

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.

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**.
3. On the Consolidated Totals Report page, click **Delete** in the report's row.
4. In the Delete Report window, click **Delete**.

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.