Batch History Report

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Go to **Reports** and then select *Batch History*.

The **Batch History** report includes a list of all closed and pending batches. You may see more than one batch per day if you have more than one payment profile or process in multiple currencies.

There are four sections to a Batch History report:

- A list of batches
- A summarization by payment type for a selected closed batch
- A list of transactions within the batch
- A detailed transaction view for a selected transaction

From the transaction detail, you can initiate refunds as a follow-on transaction. You will find the refund button located to the right of the detail under **Actions**.

Use the filters to locate a specific batch or group of batches. You can filter by *DBA Name*, *Merchant ID*, *Batch Date*, *Batch Number*, *Sales Amount*, *Refund Amount*, and *Payment Profile*. See using filters and how to configure reports for more information on customizing reports.

Section 1 - Batch History Table

Reporting Field	Description
Batch Date	The date a batch was settled.
DBA Name	The "Doing Business As Name." Listed on your merchant account.
Merchant ID	Your merchant ID.
Batch Number	A system-generated number. Used to identify your batch.
Batch Type	Bank Payment batches are for ACH payments. Card Payment batches are for all credit card payments.
Sales Count	The number of sale transactions in a batch.
Sales Amount	The transaction value of sales in the batch, in the target currency.
Refund Count	The number of refund transactions in a batch.
Refund Amount	The transaction value of refunds in batch, in the target currency.
Net Amount	Value of sales, less the value of refunds, in the target currency.
Currency	The currency type of the batch. Note that each currency will have a separate batch.
Terminal Number	The terminal number is unique and assigned to a specific point-of-sale solution. If no terminal number is associated with the transaction, this field will display "None."
Status	*Closed* - Batch has closed. *Pending* - Batch is currently being processed.

Reporting Field	Description
Report	A printable PDF view of the batch summary and detailed view.

Section 2 - Individual Batch Summary View (by payment type) Table

Reporting Field	Description
Payment Type	*Visa*, *MasterCard*, *American Express*, *Discover*, or *ACH payment*.
Sales Count	The number of sale transactions per card type in a batch.
Sales Amount	Transaction amount of sales in the batch, in the target currency.
Refund Count	The number of credit transactions per card type in a batch.
Refund Amount	Transaction amount of refunds in the batch, in the target currency.
Net Amount	Value of sales, less the value of credits, in the target currency.
Currency	The currency type of the batch.
Funded Amount	Amount funded into your account (USD). If the currency of transactions in the batch is a currency other than USD, this is the Net Amount converted to USD.

Section 3 - Batch Detailed View Table

Reporting Field	Description
Transaction date	The date the transaction was authorized.
Settled Date	The date that the transaction settled.
First Name	First Name of your customer.
Last Name	Last Name of your customer.
Account Number	Masked account number. The format for credit cards is 123456xxxxxx1234. Format for ACH payments is xxxxxxxxxxxx1234.
Payment Type	*Visa*, *MasterCard*, *American Express*, *Discover*, or *ACH payment*.
Transaction Amount	Amount of the transaction in the target currency.
Purchase ID	The purchase ID, sometimes referred to as the invoice ID, is input by you at the time of transaction processing. The value may appear on the cardholder statement and can be used for reconciliation purposes. This value is system generated when transactions are created using our Recurring Billing or Invoicing products.

Reporting Field	Description
Currency	The currency type of the transaction.
Funded Amount	Amount funded into your account (USD). If the currency of transactions in the batch is a currency other than USD, this is the Net Amount converted to USD.
Merchant Reference	A value input by you at the time of a transaction. It can be used for reconciliation purposes.
Convenience Fee	The amount of the convenience fee, if one was added. This amount is included in the transaction amount.