Transaction Summary Reports

The following information provides guidance to help Administrators with using the CentreSuite® by TSYS card management platform.

PULLING TRANSACTION SUMMARY REPORTS

To run the Transactional Totals report, follow the below steps:

1. Go to the Reports report tab, select Standard Reports.
2. From the Standard Reports list, select Transaction Report.
3. Next, from the Date section, click on the Date Range drop-down menu and select the desired date range.
   NOTE: By selecting Custom, you will have the ability to enter a specific date range.
4. Within the Account and Units section, select a search method (by choosing either Unit or Transaction) and click Search.
   NOTE: You may narrow your search for a specific Unit or Account by entering the Unit Name or Unit Number within the field.
5. The Units / Accounts will display under the Accounts and Units section. Check the box for the desired Unit / Account for which you would like to run a report. Once selected, the chosen Unit / Account will now display under the Selected Accounts and Units section.
6. Under the Output Format section, select from the desired file output format.
7. From the Format options section, locate the Detail level option and check the Summary option.
   NOTE: The Summary option will display the transaction count, total diverted amount, and total settlement amount within your specified date range option selected.
8. Next, go to the File Destination Options section:
   a. Underneath Output log the destination defaults to Personal.
   b. Select the Corporate box to share this report with other system Administrators via the View Output Log (optional).
9. Click on Run to have the system prepare the report.
   NOTE: If you would like to have the same report automatically produced in the future, click on the Schedule option and complete the rest of the form. Once the form is completed, click Next and review the set-up information. Submit the request by clicking Finish.
10. To find the report, go to the View Output Log, under the Reports tab. Once the report is ready to be viewed, select the report to download it to your files.

QUESTIONS?

Should you have additional questions or need further assistance, call Regions Commercial Card Client Services at 1-888-934-1087.