



TSYS Transaction Summary

Online access to payments, transaction details, statements and risk reports



Gain access to the payment processing details you need to run your business and provide top-notch service with TSYS Transaction Summary. Data is available online in an easy-to-navigate format. Information can be downloaded to ease reconciliation. You can also verify payments, review batch details, determine if a credit was issued without a sale and review statements.

Save Time

View and download data whenever it's convenient for you and focus on what matters most – your business and your customers.

Improve your Bottom Line

Reduce fraud, manage transaction information and reconcile payment deposits to increase profits.

Manage your Business Data

- **Information Alert** – View fraud information and personalized messages as soon as you log in.
- **Payment History** – Access daily or month-end payment information including transfers.
- **Statements** – View up to 13 months of statements.
- **Risk Reports** – Identify fraud by monitoring credits without corresponding sales.

- **Batch History** – View daily or monthly batch information, as well as detailed transaction information.
- **Card Search** – Locate transaction information or verify a purchase.
- **Retrieval/Chargeback** – Review retrieval and chargeback data, then drill down for issuing bank information.
- **Supplies** – Order POS supplies whenever you need them.
- **Issuing Bank** – Locate issuing bank information for chargeback and retrieval needs.
- **User Maintenance** – Set up additional user IDs for your account. Update business details such as location or email address. Access important documents in a secure environment.
- **Change Password** – Update your password anytime to keep information secure.

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GET TO KNOW TSYS

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Initial Login

When logging in for the first time, your LogIn ID will be your merchant identification number with no leading zeroes. Your password is your tax identification number with no dashes or spaces.



Batch History and Batch Details

View detailed batch transaction information to help you verify sales, returns and adjustments within each deposit.

View 13 months of batches by day, month or a specific date range.

Click for batch details.

Export or download information via Microsoft® Excel, .csv or .pdf.



Payment History and Payment Details

View 13 months of payments by day, month or a specific date range.

Click for payment details.

Export or download information via Microsoft® Excel, .csv or .pdf.



Statement

View up to 13 months of statements.

For information on reading your statement, visit www.tsysmerchantsolutions.com/statement.



Card Search and Risk Reports

Locate a transaction and verify purchases or returns to card numbers.

View returns by day, month or a specific date range.

Identify fraud by monitoring credits that do not have corresponding sales.



User Maintenance

Add and maintain users.

Add, update, delete and reset user passwords.

Update business information.