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My Reports - Payment Details Report

Description

The My Reports - Payment Details Report allows you to produce a report per payment, listing the full details and history of the payment for a maximum of 120 days.

Any Wire Payments right allows you to access the My Reports page. However, the report generated will only include payments that contain settlement accounts you have been assigned.

Field	Type	Description
Selected Report	Label	Displays the name of the report selected.
Payment Type	Label	The Wire Payments Reports function allows you to report on: <ol style="list-style-type: none"> Payments in Progress - Payments not yet released to TD for processing Payments Sent to Bank - Payments that have been fully authorized and released to TD for processing
Payment Status	Checkbox	Allows you to specify the Payment Statuses to include in the report. You may report on the following statuses: In Progress <ol style="list-style-type: none"> Pending Authorization Declined Past Due Sent to Bank <ol style="list-style-type: none"> Successful (default) Rejected (default) Warehoused
Date Range - Search by		
Due Date	Radio Button	Allows you to generate a report using the due date as the basis for the payment search regardless of the creation date of the payment(s). Defaults to Due Date.
Creation Date	Radio Button	Allows you to generate a report using the creation date as the basis for the payment search regardless of the due date of the payment(s).
From	Textbox MM/DD/YYYY	Allows you to specify the starting date for the report. Defaults to previous business day. The following dates may not be entered: If Creation date is selected then: <ol style="list-style-type: none"> A date greater than 120 days in the past A date in the future If Due Date is selected then: <ol style="list-style-type: none"> A date greater than 120 days in the past A date greater than 45 days in the future
Calendar	Link	Allows you to specify the From Date using our Calendar Control.

To	Textbox MM/DD/YYYY	Allows you to specify the ending date for the report.
		Defaults to previous business day.
		The following dates may not be entered:
		If Creation Date is selected then:
		<ol style="list-style-type: none"> 1. A date greater than 120 days in the past 2. A date in the future 3. A date less than or equal to the From Date
		If Due Date is selected then:
		<ol style="list-style-type: none"> 1. A date greater than 120 days in the past 2. A date greater than 45 days in the future 3. A date less than or equal to the From Date
Calendar	Link	Allows you to specify the To date using our Calendar Control.
Other Filters		
Payment ID	Checkbox/Textbox	Allows you to generate a report for a specific payment. If a Payment ID (unique to each payment) is entered, all other payment criteria are disabled and a report will be generated for this payment only.
Payment Amount - From	Checkbox/Textbox 0.01 - 999,999,999.99	Allows you to generate a report based on specific payment amounts.
Payment Amount - To	Checkbox/Textbox 0.01 - 999,999,999.99	Allows you to generate a report based on specific payment amounts.
Template	Checkbox/Dropdown	Allows you to generate a report for a specific template or for payments created without a template.
Find Templates	Link	When you click this link you will be able to search all of your company's templates by Template Name and/or Beneficiary Name.
Output Format	Dropdown	Allows you to specify the output format of the report. The three formats are: <ol style="list-style-type: none"> 1. Report (PDF) 2. CSV 3. Tab Delimited
		Note: <ol style="list-style-type: none"> 1. If the report is generated in CSV or Tab, the payment history is not available. 2. You must have Adobe Acrobat Reader[®] installed to view a PDF report. 3. To view reports generated with a CSV or Tab Delimited format, you must use an external application (e.g. Microsoft[®] Excel).
Buttons		
Back	Button	Returns you to Step 1
Generate Report	Button	Validates the information entered is correct and generates the report in the format selected.