



Making the Transition from Merchant Direct to Merchant Direct Version 2: Reporting enhancements

Use this handy guide to help you understand which reports you can run in the new Merchant Direct version 2 interface that are comparable to the reports you would utilize in the original Merchant Direct interface.

What's new

The reports available in the new interface have the following features or functionality built in to improve or enhance the user experience in real time on the report screens:

- **Account selection:** the ability to select one or more accounts at a time, including chains and super chains
Note: This is only applicable to merchants with more than one account.
- **Near real-time transaction lookup:** Look up transactions in near real-time without having to wait for settlement
- **Column sort:** sort report results in ascending or descending order
- **Filters:** the ability to filter the report results to show only data you want to see
- **Dynamic columns:** reposition or resize columns
- **Show/hide columns:** the ability to show or hide columns on the report.
- **Export options:** export entire reports, or specific sections of certain reports, to CSV files, and in the case of the Monthly Statement, to PDF
- **Longer date ranges:** reports now have longer date ranges available, and the retention period on many of the data sets has been expanded

All of these features are explained in the *Merchant Direct Online User Manual*, available at <https://www.moneris.com/en/Support/Products/Merchant-Direct>.

Reporting updates

We've improved how you navigate to the reports, grouped them into modules, and improved the process for selecting accounts and criteria. The dynamic reporting engine also enables filtering, sorting, and data suppression to enable you to customize the reporting output. This section provides a guide on what is contained in each module.

IF YOU USED THESE REPORTS IN MERCHANT DIRECT...	USE THESE REPORTS/MODULES IN MERCHANT DIRECT VERSION 2...
<ul style="list-style-type: none">• Monthly Statement	Monthly Statement report
<ul style="list-style-type: none">• Financial Details• Taxable Fees• Transaction Fee Breakdown• Service Fees	Bank Reconciliation module

IF YOU USED THESE REPORTS IN MERCHANT DIRECT...	USE THESE REPORTS/MODULES IN MERCHANT DIRECT VERSION 2...
<ul style="list-style-type: none"> • Chargebacks & Financial Adjustments • Summary of Chargebacks Received • Summary of Outstanding Chargebacks • Copy Requests Received • Copy Requests Received by Month • Summary of Outstanding Copy Requests • Fulfilled Copy Requests 	<p style="text-align: center;">Dispute Management module</p>
<ul style="list-style-type: none"> • Sales Summary • Sales Summary by Card/Capture Method • Summary by Clerk ID 	<p style="text-align: center;">Sales Summary module</p>
<ul style="list-style-type: none"> • Batch Detailed Transaction Report • End of Day/Batch Summary • Transaction Details • Declined Transactions • Detailed Transactions 	<p style="text-align: center;">Find a Transaction module</p>

Coming soon: Gift Card Summary, Gift Card Transaction, Gift Card Liability

Other highlights

- As the Canada Emergency Wage Subsidy (CEWS) program winds down, we will be eliminating the CEWS Report.
- We are also retiring the following data sets:
 - Differential Transaction Report
 - Keyed (Manual) Credit Card Summary Report; this report will instead be moved into the Dispute Management module.
- Merchant Direct Version 2 features a modernized user interface, including simplified menus and navigation, redesigned dispute management tools and a sales dashboard. It is also responsive for tablet-based mobile device browsers.
- Reporting enhancements, including:
 - Access to reporting data that offers much more output customization
 - CSV downloads now open in Excel
 - Smart date filtering and increased maximum reporting dates
 - Improved account selection tools and navigation aids
 - Export the Monthly Statement to PDF
- Transaction search improvements – real-time transaction data is now searchable
- Enhancements to dispute management tools