

How the Residual Reporting System Works

The residual reporting system provides monthly reports for all residuals earned by all users in the system, based on a % each user is assigned, and what level the user is in their network.

How the system calculates residual profits between users and sub-users

On each level, each user will share his/her profit % with all sub-users below them (only in case of in-direct - subuser's merchants).

Example: Net monthly residual income earned from a merchant account = \$100.00

User 1	System Administrator	= 100% (systemadmin)
Sub-User 1.1	Sales Office	= 70%
Sub-User 1.1.1	Sales Rep	= 40%

This means the sales office will be giving 40% of its 70% profit to the Sales Rep, so out of the \$100 net profit, the Sales Office will get 30% and the Sales Rep will get 40%.

In this case, each sub-user will get the following:

User1	= \$100 - \$70 = \$30 - profit he/she will get (\$70 he will give to sub-user's tree)
User1.1	= \$100 x 70% - \$28 = \$70 - \$28 = \$42 (he will give \$28 of out \$70 to sub-user)
User1.1.1	= \$100 x 70% x 40% = \$28 - direct merchant's profit.

Example 2: How much \$ each user and sub-user gets from the \$100 net profit:

User 1	System Administrator	= \$30.00 (systemadmin)
Sub-User 1.1	Sales Office	= \$42.00
Sub-User 1.1.1	Sales Rep	= \$28.00
	Total	= \$100.00

Example 3: How much % each user and sub-user gets from the \$100 net profit:

User 1	System Administrator	= 30% (systemadmin)
Sub-User 1.1	Sales Office	= 30%
Sub-User 1.1.1	Sales Rep	= 40%

As the system administrator, you will be able to view ALL residual reports for all vendors, and for all users in the site. Regular non-admin users in the system will only be able to view their residual reports for all vendors and will not be able to view reports, data, or statistics for any other user.

On the home page of the "Profits" section, you will see the following details for each month's residual reports imported into the software:

1. Month/year of report
2. # reports

3. # users
4. # merchants
5. Net Profit
6. Agent Profit

On this page, you are able to export all data from this page in an Excel document format. Just click on the "Export Residual Report (.xls file) link on the top of the page.

When you click on any "Month/Year" report, you will be taken to the next level of residual reports that will show the following details:

1. User ID
2. User name
3. #merchants
4. # vendors
5. Net Profit
6. Volume
7. User Profit

On this page, you are able to export all data from this page in an Excel document format. Just click on the "Export Residual Report (.xls file) link on the top of the page.

When you click on any user name, you will be taken to the next level of residual reports that will show the following details:

1. Vendor
2. Import date
3. # merchants
4. Net Profit
5. User profit

On this page, you are able to export all data from this page in an Excel document format. Just click on the "Export Residual Report (.xls file) link on the top of the page.

When you click on any vendor name, you will be taken to the next level of residual reports that will show the following details (the following fields can be customized with a list of fields you want on this page, your choice):

- | | |
|-------------------|--|
| 1. User name | Users name assigned in user creation page |
| 2. User ID | Users ID assigned in user creation page |
| 3. MID | Imported into system from your residual report |
| 4. Merchant name | Imported into system from your residual report |
| 5. Volume | Imported into system from your residual report |
| 6. Transactions | Imported into system from your residual report |
| 7. Average ticket | Imported into system from your residual report |
| 8. Total revenue | Required field |
| 9. Net profit | Required field |
| 10. Profit % | This % is assigned in the user's creation page |

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12c. How to use the residual reporting system

The residual reporting system provides the following page links of tools you can use to setup the residual system the first time:

- | | |
|---------------------|---|
| 1. View residuals | Click to view all residual reports |
| 2. Add vendors | Before importing or adding fields, you must add vendors |
| 3. Import reports | Click here to import reports for any vendor in system |
| 4. Edit reports | Click here to edit fields in reports for any vendor |
| 5. Customize fields | Click here to customize fields for the residual report |

12d. View Residuals link

Click on this link to view all residual reports sorted by month/year, vendor, and user name. For each user, the system will show a complete list of all merchant accounts and residual profits.

12e. Add Vendors link

Before you can import reports and customize fields, you need to add a list of vendors who pay you residuals on a monthly basis. When you add vendors, you will then be able to customize the report with a list of visible fields you want to show up on the report, depending on the type of report you receive from your vendor, and the type of fields they provide you in their report.

12f. Customize Fields

When you have added a list of all vendors, you can now customize the residual report page for that vendor, and have the vendor residual page show the fields of your choice.

Click on the "Customize Fields" page. Then click on the "Edit" link that appears to the right of each vendor name. Next, you can start adding new fields and customizing how you want your report page to look at by all users.

The customize field page will consist of the following options:

1. Field name
2. Format
3. Excel column name
4. Up and down tool
5. Delete field option

Field name – This is the actual field name that will appear on the residual report page that users will view.

Format – All fields must have a correct format, like text, currency .xx, currency .xxxx, number, or percentage xx.xx%. Example: if the field is for the DBA name, choose text. If the field is the # of transactions, then choose number format, if the field is the average ticket like \$23.45, then choose currency .xx format, if the field is a currency like .3245, then choose currency .xxxx as the format.

Excel column name – This is the actual field names that exists in your MS excel document. Make sure these fields have the exact names, word for word, that exist in your MS Excel document. This option is available so you do not have to edit your MS Excel document every month and will save you time. The system will automatically map all fields that exist in your MS Excel doc with the Field names you put in the system.

Up and Down Tool – All fields can be arranged in the order of your choice. The field on top will be the first field that shows up on your residual report page to the left. The field on the bottom will show up on the residual report page as the last field to the right. You can move fields up or down and change the order of fields using this tool.

Delete – You can use this option to delete any field you do not want to use.

Required fields – The system has 5 fields that are REQUIRED to be used in the system. Only 3 of these fields must exist in your Excel document which are MID, Net Profit, and Volume.

Missing Data – If data is missing in your software database, like the Merchant DBA name and the MID#. Then the data for these 2 fields will still import into the system. Any data that is missing in the software will appear in red text to alert you that this merchant account is missing in the database. Or, the merchant name or MID# has been misspelled in the software or in the MS Excel document.

12g. Required fields and how they work

Here is an explanation of how the residual system works:

Excel Document: The only thing that must exist in the Excel document in order for the import process to work successfully are the following fields: MID, Volume, Net Profit.

Fields In the System: The system must have the following fields in the database for each MID account: Merchant Name, MID, User Name, and the User Account #. The Volume and Net Profit fields will not apply as the data for these 2 fields are imported in the system from the Excel document.

Missing or Misspelled Merchant Account Data: If the system cannot find the MID that is being imported from the Excel doc, the data is still imported, but the MID and Merchant Name fields will appear in RED letters to show the data is missing from the system or the data is misspelled. You can do a search in the system to see if the merchant exists. If not, you will need to delete the report, add the merchant to the database, and import again, and the error will be corrected.

Below is a list of required fields that must exist in order for the residual reporting system to work properly.

- | | |
|---------------|--|
| 1. User Name | User name must exist in the software in order to work properly |
| 2. User # | User ID must exist in the software in order to work properly |
| 3. MID | MID must exist in the software AND your Excel document |
| 4. Volume | This field must exist in the Excel document to work properly |
| 5. Net Profit | This field must exist in the Excel document to work properly |

User name – This is required field. If the User name does not exist in the database, the merchant accounts imported into the software will not be assigned to any user.

User ID - This is required field. If the user ID does not exist in the database, the merchant accounts imported into the software will not be assigned to any user.

MID – This is a required field. All residual reports from all vendors will always have this field on the MS Excel document. The system uses this field to match with the Merchant DBA name, then recognizes which user name and user ID owns the merchant account.

Volume – This is a required field because the software uses this field to show monthly average statistics for each merchant account in the Status section and the Merchants section of the software.

Net Profit – Every MS Excel document has this field. This is the field that shows total profit paid to your office by your bank/processor. The system uses this field for each merchant account, multiplies this field by the % you assign each user in the user creation page, and the total will show up in the last column to the right that says User Profit.

12h. Importing Reports

When you are done customizing your residual report page layout, you can now import your residual reports. Click on the Import reports page, choose the month and year for the report you are importing, then choose the vendor the report is for, and paste the content of your excel document into the system. To do this, open your excel document, and select all the rows and columns of your residual report, then copy, then go to the import page, and paste the content in the box provided, then click next. The site will take you to a mapping page, and insure all fields are mapped properly. Then choose Import. When done, you can view the report and make sure all data is correct. If it is not, you will need to delete the report and repeat the import steps again.

12i. Edit Reports

Allows you to edit all fields for any vendor in the residual report system. Just choose a vendor, and you will see a list of all reports imported into the system sorted by the month/year. You can click on a row to edit, or delete any reporting month/year that exists in the software.