**Reporter Web Page**

The Nelnet Reporter role provides ability to review/download credit card transaction data.

1. Access the Reporter Web page at: <https://umich.app.campuscommerce.com/admindashboard>
	1. NOTE: All assigned roles will be accessible via this link. Previously separate links were used.
2. Enter your **Login Name** and **Password**; select **Log in**



**Find Reports**

* First time users need to select **Change Password** and update their password.
* Otherwise, select **Reports Summary**



Click on **Select Criteria**





Batch Refunds are very uncommon. Ignore this report.

**Report Search Criteria – Time Options**

* + Enter report date or date range information in appropriate fields.
	+ Find additional info by clicking on the circled question marks.
	+ Note: It is possible that dates of Nelnet transactions may not match dates from the UM Statement of Activity or bank monthly statement.



Click on the **Select Credit Card Options** box and many boxes will become checked.

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**Payment Processor**: If you have multiple Payment Processors you can select your payment processor here. See arrow below.

Leave **Additional Criteria** as is. Click **Run Report**



If the data viewed is sufficient, you can download it to Excel or print it.

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You can also view additional details by click on the various links.

If you click on the **merchant name** or **OVERALL** links, you’ll see all transactions and…

If you want even greater transaction details, you can click on the **Excel Basic** or **Excel Detail** links and an Excel spreadsheet will be downloaded. The **Excel Detail** report is especially informative as it will provide every Nelnet detail available about the transactions, including cardholder name, address, email, etc.

