





Step 1

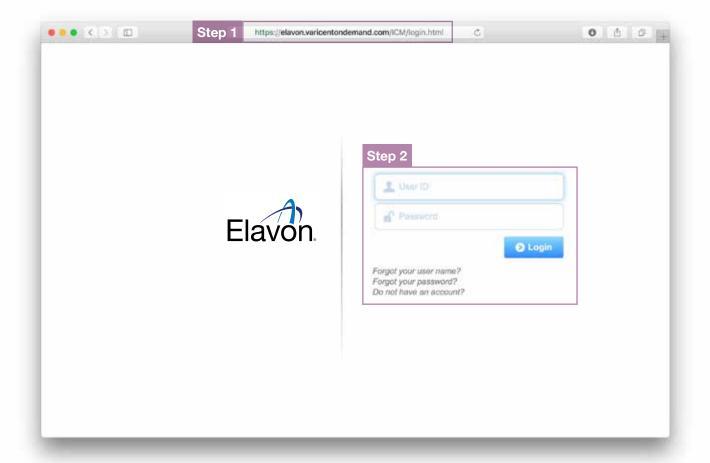
Log into Varicent (Elavon Residuals on Demand) by going to the following URL:

https://elavon.varicentondemand.com/ICM/login.html

Step 2

Enter your unique User ID and Password

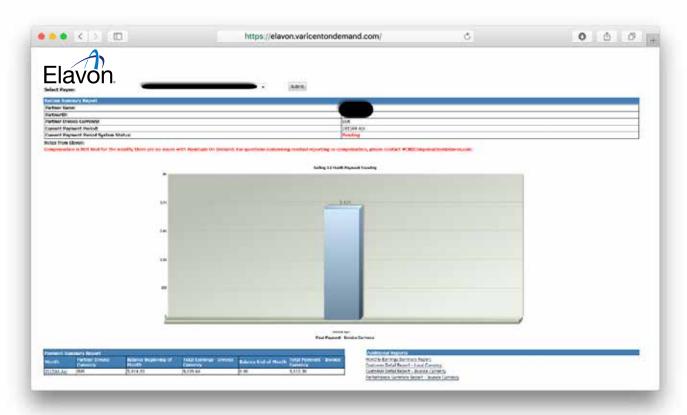
\*If you do not have a User ID or Password, please reach out to your Elavon Relationship Manager for assistance.





### **Partner Summary Dashboard**

This will be your initial landing page within Residuals on Demand. This Report is the gateway to all detail and summary level reporting.



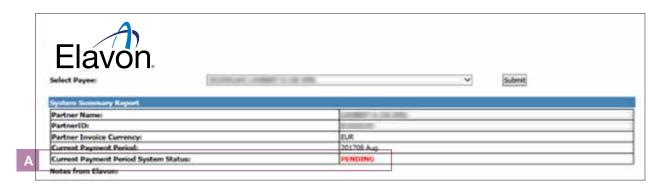
### **System Summary Report**

This will provide information about your Partner ID, Name and what the current settings are within the system.

Please read the notes from Elavon section for confirmation as to when you can submit monthly invoices to Elavon for your residual payment.



ONLY submit invoices if the "Current Payment Period System Status:" is FINAL





#### **Payment Summary Report**

This report will show the monthly Total Payment amount in the agreed upon (contractual) currency.

- B Drill into to view details You should use the latest month's Total Payment Invoice Currency figure to invoice Elavon.
- Use this amount to invoice If your company ended up owning more money than they earned in a calculated month, your balance vs prior earnings will be displayed in this report. The balance at end of month will be moved to the balance at beginning of month for the next calculated month. (This is very rare.)
- This report will allow you to drill into mid level Detail Reporting
- The graph above will display 12 months trending of the Total Payment Invoice Currency

Payment S	ummary Report					
Mooth	Partner Invoice Currency	Balance Beginning of Month	Total Earnings - I Currency	nvoice	Balance End of M	onth Total Payment - Invoice Currency
201504 Apr	EUR	5,914.33	9,026.64	C	0.00	3,112.30

#### **Additional Reports**

You can hyperlink to other detail level reports within Residuals on demand.

D Select hyperlinks to view reports – If you would like to view all mid level detail reports with Invoice Currency, you can access that detail level report via the "Customer Detail Report – Invoice Currency".

All detail reporting accessed via Payment Summary Reporting is in Local Currency.



Reporting available from selecting the month within the Payment Summary Reporting on the Partner Summary Dashboard.

#### **Monthly Earnings Summary Report**

- Report allows you to understand how and where you are earning your Payments from.
- The first section will show you Earnings by Local Currency (not all partners will have more than 1 line)
  - Conversion (FX) rates are displayed within this section to show the logic behind converting from local currency to Invoice Currency
- The second section will show you Earnings by Contract Section
- Entity any earnings from within a Portfolio/Client Group Entity are displayed

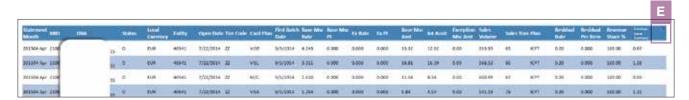
You can select the following hyperlinks to view mid level details for the month. The detail reports to view at this next level are the equivalent of the detail reporting you have be entitled to in the past.

Payee ID - this will show all Portfolios / Client group entities (all mids)

Client Group Entity - this will show only mids from the selected Portfolio/Client Group Entity







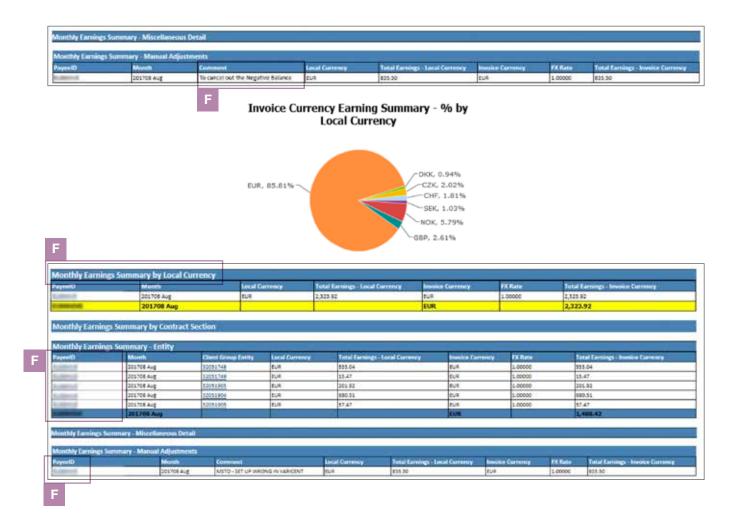
All reports can be exported to Excel by right clicking your mouse in the upper right hand corner of the header row of **any** report. Select the blue down arrow and select the format you want to export into.

#### **Miscellaneous**

Any earnings from Manual Adjustments or other aspects of your contract.

You can select the hyperlinks to view details and comments around the adjustments for the month.

Please note that the Total Earnings are not necessarily what you should invoice for (you must use the amount on the Partner Summary Report)







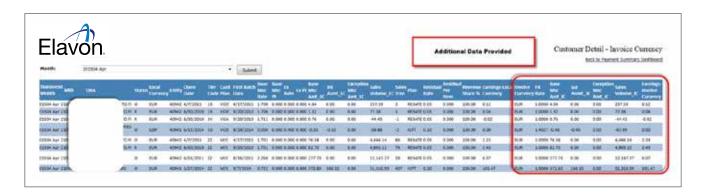


Reporting available from selecting the Additional Reports on the Partner Summary Dashboard.

### Customer Detail Report – Invoice Currency

Report will be identical to the detail reporting already viewed, however there are 7 additional columns of data made available to the user. The new columns report the following in Invoice Currency.

- Invoice Currency Displays what currency partner is invoiced in
- FX Rate The rate used to covert local currency to invoice currency
- Base MSC Amount\_IC The Discount or Base MSC amount (Income)
- Int Asmt\_IC The Interchange and Assessment amounts (Expense)
- Exception Msc Amt\_IC Any exception pricing amount (Expense)
- Sales Volume The \$ amount processed by MID in a month
- Earnings Invoice Currency Earnings amount to the Partner





### **Performance Summary Report**

Report will build a rolling 12 month view of all essential data categories (in Invoice Currency only) and graphs will be supplied.

- Sales Transactions the # of transactions
- Sales Volume the \$ amount processed within a month
- Base MSC Amount the \$ Revenue amount (Discount Income) generated by Sales Volume
- Total Payment the \$ amount paid to a partner based on the Sales Volume and revenue for the month



