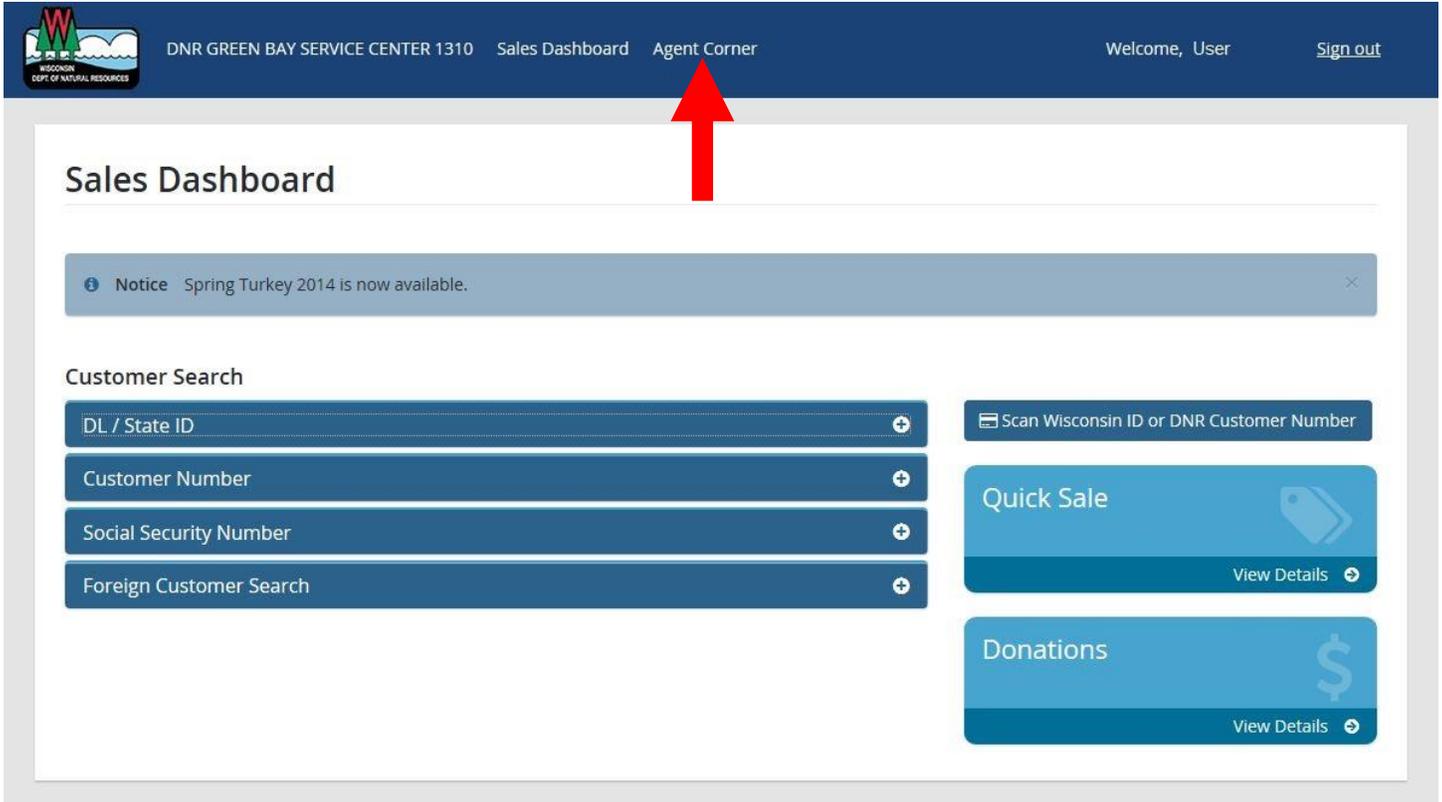


ACH Reports

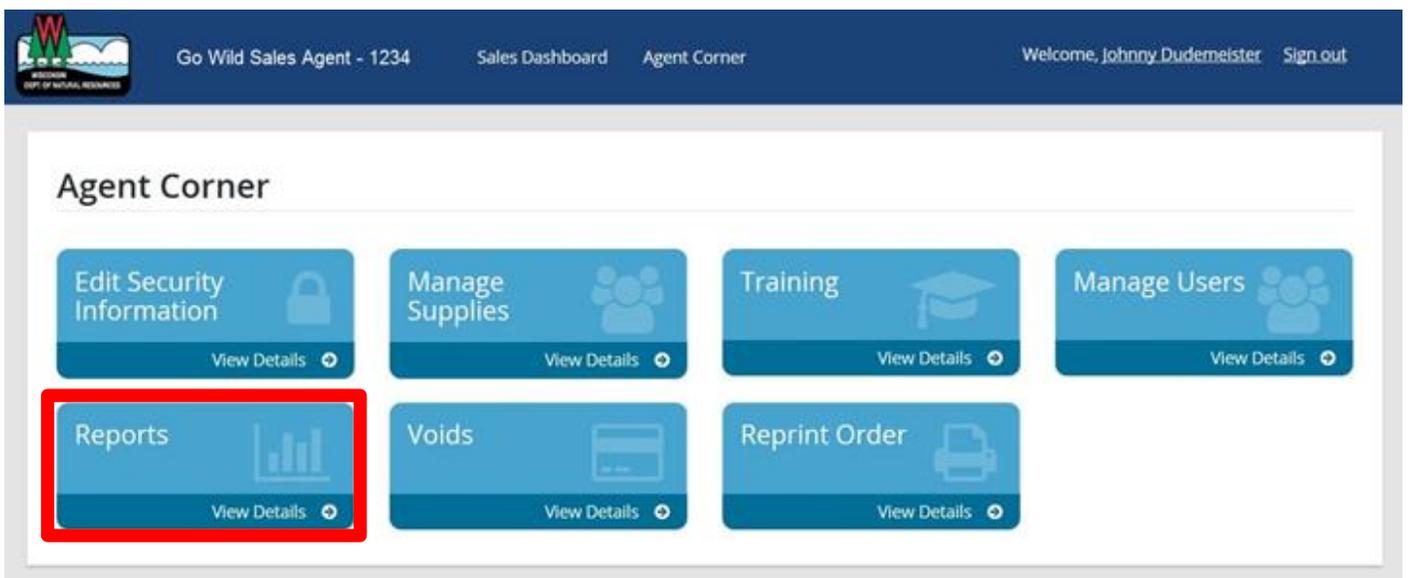
You can view your weekly and daily sales and monitor your voids right on the Go Wild terminal. The following is a guide to using the Agent Corner to check those items at any time:

1. Log in and get to the Sales Dashboard. Select the **Agent Corner** link near the top of the screen.



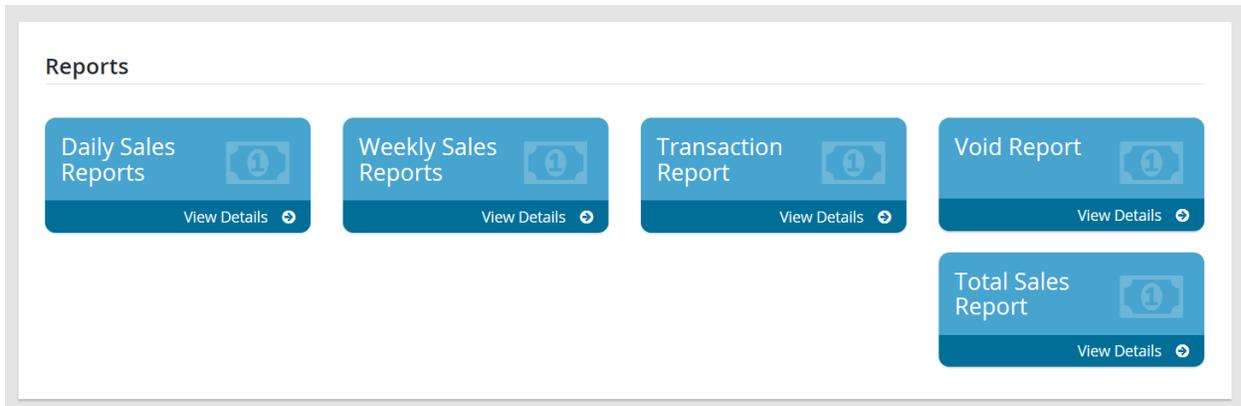
The screenshot shows the top navigation bar of the DNR Green Bay Service Center 1310. The navigation items are "Sales Dashboard" and "Agent Corner". A red arrow points to the "Agent Corner" link. Below the navigation bar, the "Sales Dashboard" title is visible. A notice bar at the top states "Notice Spring Turkey 2014 is now available." Below the notice, there is a "Customer Search" section with four input fields: "DL / State ID", "Customer Number", "Social Security Number", and "Foreign Customer Search". To the right of these fields are two buttons: "Scan Wisconsin ID or DNR Customer Number", "Quick Sale", and "Donations". Each of these buttons has a "View Details" link.

2. The Agent Corner page has several selections. Choose the **Reports** button.



The screenshot shows the "Agent Corner" page. The navigation bar includes "Go Wild Sales Agent - 1234", "Sales Dashboard", and "Agent Corner". The "Agent Corner" title is displayed above a grid of seven buttons: "Edit Security Information", "Manage Supplies", "Training", "Manage Users", "Reports", "Voids", and "Reprint Order". Each button has a "View Details" link. The "Reports" button is highlighted with a red box.

3. The Reports page will have 5 options to choose from. Details are below...



- Touch the [Daily Sales Report](#) to see a summary of your total sales for the day, along with details on each transaction. It is printable.
- Touch the [Weekly Sales Report](#) button for the summary of your license sales for the most recent ACH week (Tuesday – Monday), including your license fee totals, your agent commission, and the Net ACH amount that the DNR will withdraw that week. Printable option available.
- Touch the [Transaction Report](#) button to search for transactions done at your location. You can search by customer information, transaction date, or even by the user who sold the license.
- Touch the [Void Report](#) button for detailed information on all of your voided licenses in a selected ACH period (very useful to see if you have successfully returned your voided licenses).
- Touch the [Total Sales Report](#) button to get a summary of your total DNR sales for the year.