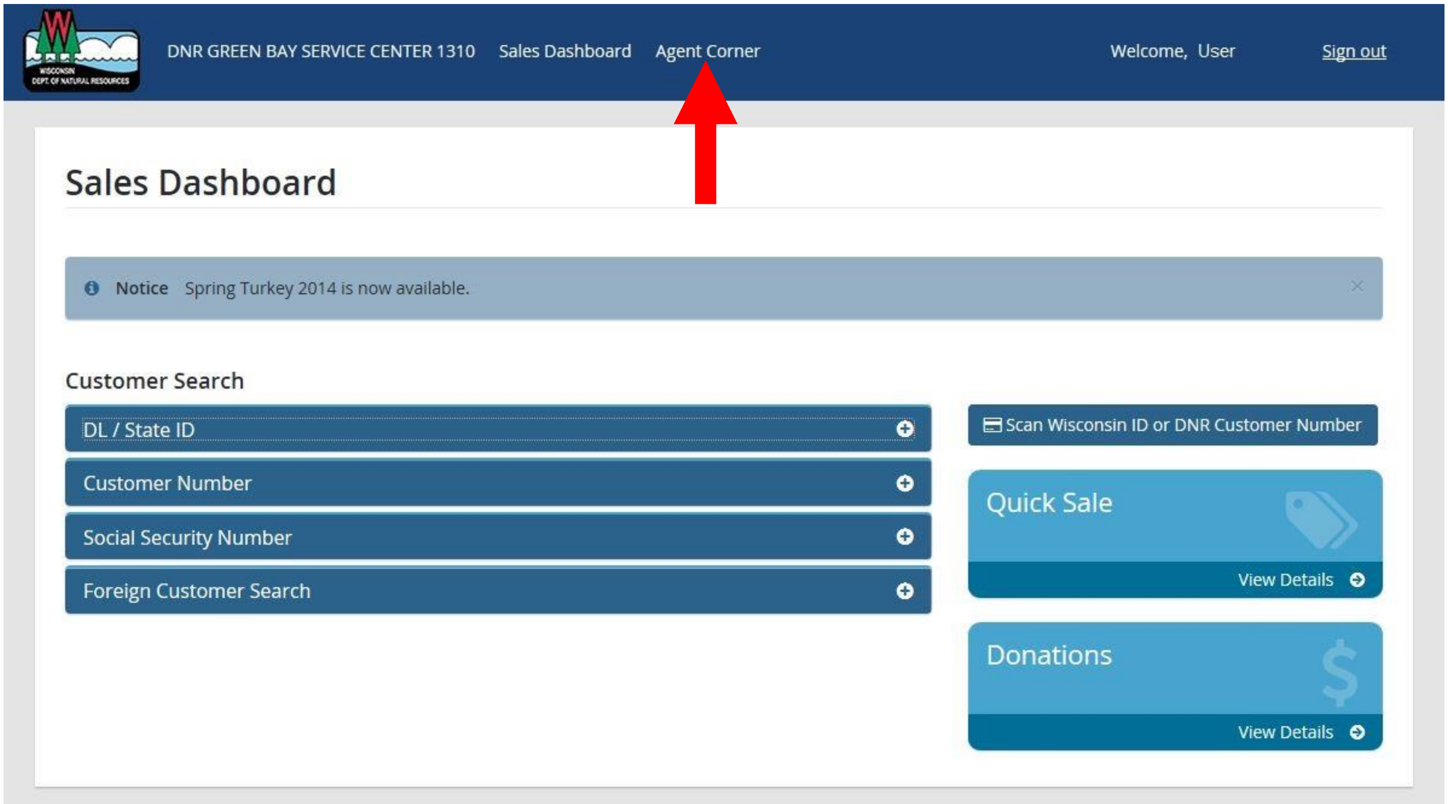
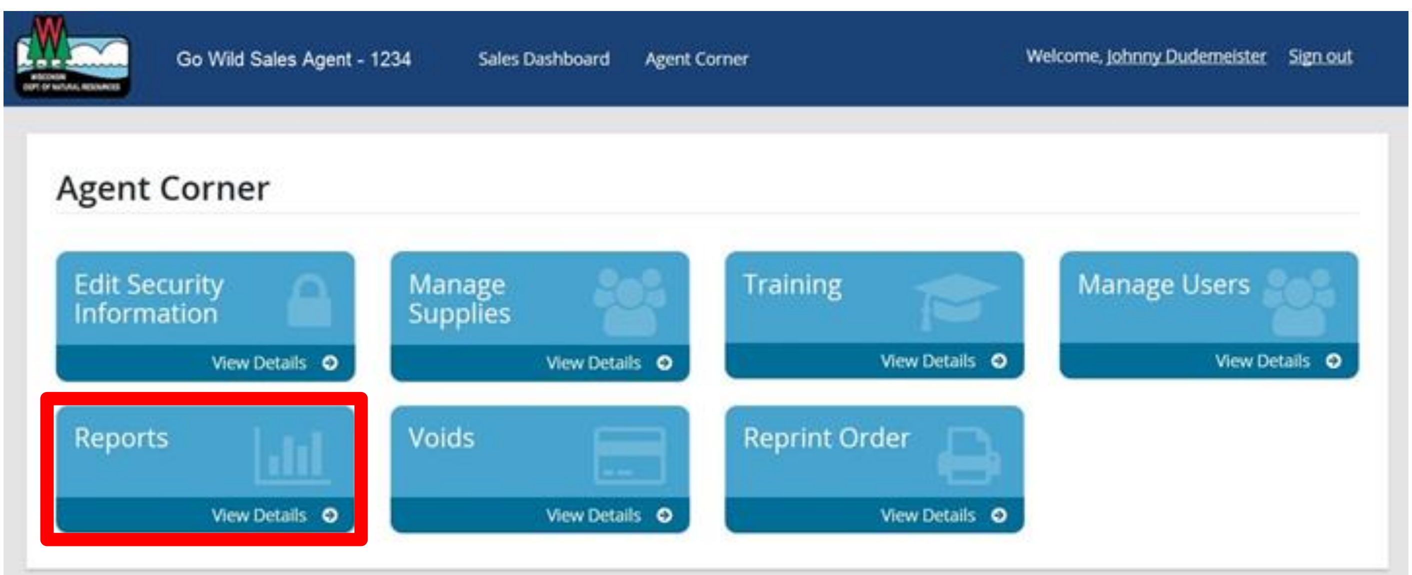
ACH Reports

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:

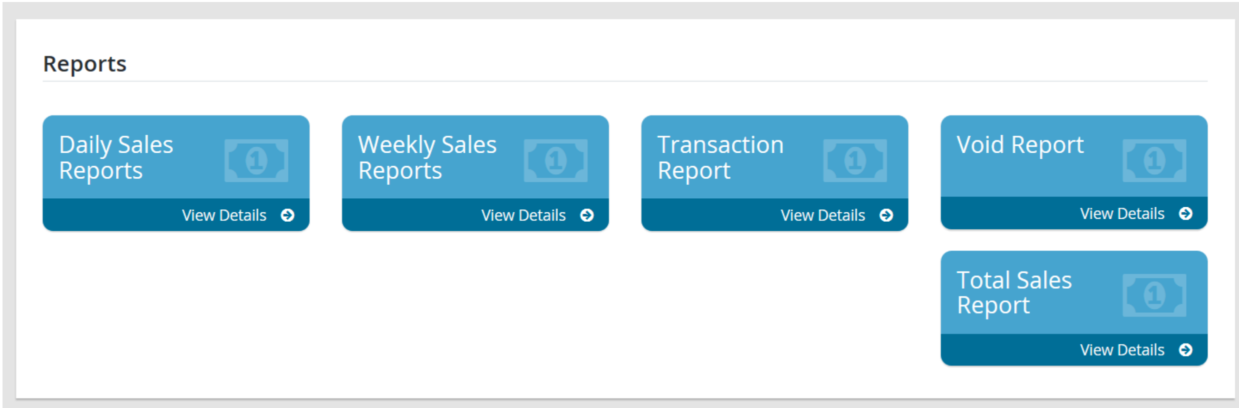
1. Log in and get to the Sales Dashboard. Select the Agent Corner link near the top of the screen.



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



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.