

Reports

Transaction System Reporting – is a web-based tool to run reports to collect information from the Blackboard Transaction System. Each user will have to be granted access by the BG1 Card Office Administrator before logging in to BbTS. A password must be at least 7 characters and contain both alphabetic and numeric characters and must be changed at least every 90 days. Users with access to both the BbTS application and BbTS Reporting System will use the same user name and password for both systems.

Once access is granted, go to <https://bbts1.bgsu.edu/ReportingSystem/User/Login.aspx>



Reports, also known as queries, can be generated in order to see many types of data such as sales, products or cashiers. Reports can be generated on an as-needed basis. If you run reports on a regular basis, you can save the report in order to avoid setting up the parameters or filters each time you need to run them.

The report options are broken down into several categories. Your access will determine which of the categories you will see on this page.



If you will ever save the output from your reports, you will need to format your preferences.



In this PDF example, you have several options such as selecting paper, font and font size. You can also add passwords.

File Name:

Save Form Using:

PDF Format
 Use Password

Checkmarks are recommended for all results:

Addressees: Project Lead

Addressees:

Addressee:

Format:

From:

Font Size:

Report Title:

To:

Subject:

Keywords:

Header:

Line 1:

Line 2:

Line 3:

Line 4:

Footer:

Share New Answers

Screenshot Updates

Send Date Format:

Time Format:

Date Format:

Currency Format:

Latitude:

Additional Information

Include Current Totals If Available:

To run a query, select from the list by clicking on the report type. For this example, we will select Stored Value Transaction by Location.

- [Stored Value Totals](#)
- [Stored Value Account Balance by Customer](#)
- [Stored Value Acct Balance Summary by SV Acct Type](#)
- [Stored Value Transaction by Customer](#)
- [Stored Value Transaction by Location](#)
- [Stored Value Transaction Summary by Customer](#)
- [Stored Value Zero Use by Customer](#)
- [SV Account Type Daily Reclassification](#)
- [SV Acct Type Transaction Summary by Location](#)

Click on “create new report”

transaction Symnet® Reporting System 3.6

[Site Home](#) > [Reports](#) > [Stored Value](#) > [Stored Value Transaction by Location](#)

Add the appropriate filter by selecting from the drop-down boxes and clicking “add”. The filter details to include vary with the filter type.

Filters on the Data

[Any of the conditions below](#)

Customer First Name	Starts with		All
Customer First Name	Ends with		All
Customer Last Name	Contains		All
Customer Middle Name	Contains		All
Office Tran Flag	Is		All
Retail Tran Date/Time	Is		All
SV Account Name	Is		All
SV Account Type Name	Is		All
SV Tran Date/Time	Is		All
SV Tran Credit/Credit Type	Is		All
SV Tran POS Name	Is		All
SV Tran Profit Center Name	Is		All

Rows Per Page/Number of Rows to Return

10 All Run Report

[Modify Columns](#) [Modify Sorts](#) [Save](#)

Once you add a filter, it will appear under the “all of the conditions below” line. You may add as many filters as needed by selecting the new filter using the drop-down box and clicking “add”.

Filters on the Data

[All of the conditions below](#)

BY Trans POS Name is one of A035249 or A035249 or A082341 or CARD OFFICE or ECARD or HARDWARE or KR_EI_POS27 or KR_EI_POS28

Start Date/Time	<input type="text" value="2010-12-01"/>	<input type="button" value="..."/>	End Date/Time	<input type="text" value="2010-12-08"/>	<input type="button" value="..."/>
Start Date	<input type="text" value="2010-12-01"/>	<input type="button" value="..."/>	End Date	<input type="text" value="2010-12-08"/>	<input type="button" value="..."/>
Current	<input type="radio"/> <input checked="" type="radio"/>	Seconds	<input type="text" value="System"/>	Add	<input type="button" value="Add"/>

Click on “Run Report”. The image below shows the output for this report.

If this is a report you will run again, click “save this report”. When you are ready to run this report again, click on your user name under “Current User”. This will show all of the reports that you have saved.

[Logout](#)

From the image below, you can click “edit” to change the filter information such as date. If you want to rerun the report as it was saved, click “run”.

Home > Reports > Stored Value > Stored Value Transaction by Location								
Stored Value Transaction by Location								
Create a new report								
Status All								
Stored Value Transaction by Location User Defined Reports								
Action	Action	Action	Title	Description	Status	Last Modified By	Modified On	
Run	Edit	Delete	Stored Value Transaction by Location (18-48)		Active	profile	12/02/2010 10:42:07 AM	