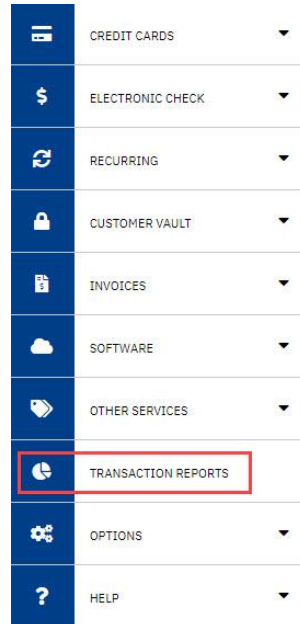


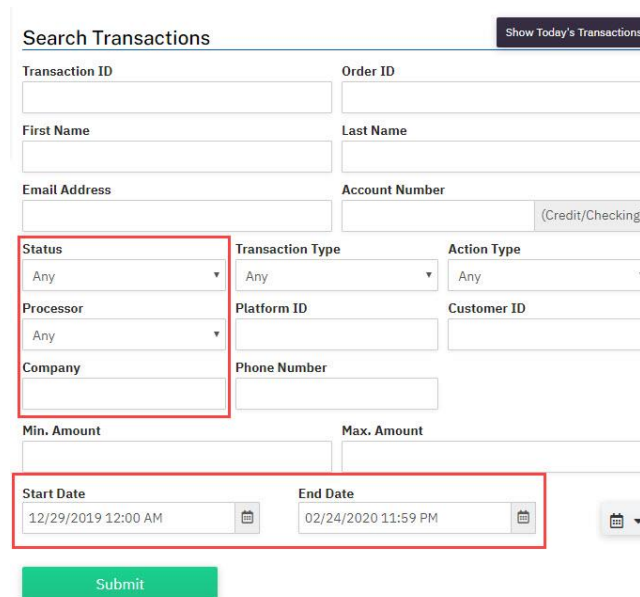
Pulling a Transaction Report in the BNG Gateway

When it comes time to reconcile your accounting package, you may find yourself searching for a report that will list all transactions processed through the BNG Gateway.

To pull this report you will need to direct to the BNG Gateway (secure.bngpaymentgateway.com). Once logged in, select Transaction Reports from the left-hand menu.



Using the Search Transactions section, you can update the Start Date and End Date and click submit. If you wish to search more granularly, you do so by entering in a Company, updating the Status or selecting a specific Processor.

A search form titled "Search Transactions" with a "Show Today's Transactions" button. The form contains several input fields and dropdown menus. A red box highlights the "Status" dropdown (set to "Any"), the "Processor" dropdown (set to "Any"), the "Company" text input, and the "Start Date" and "End Date" date pickers. The "Start Date" is set to "12/29/2019 12:00 AM" and the "End Date" is set to "02/24/2020 11:59 PM". A green "Submit" button is at the bottom.

Click Submit for a generated report that will give you a full report of transactions processed through the gateway based on the search criteria you entered.