Viewing Sweep Reports
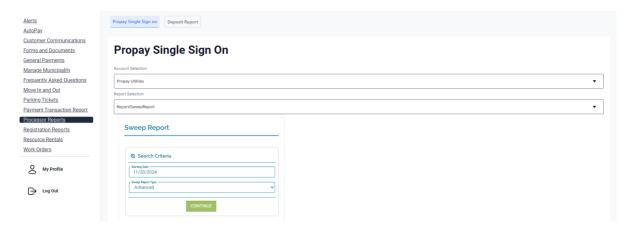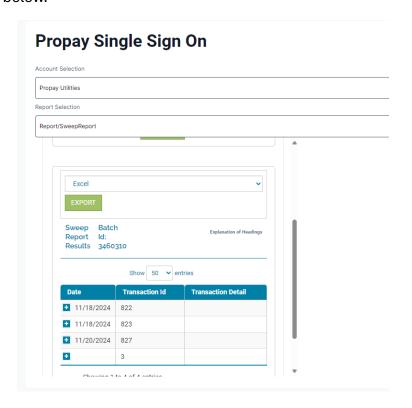
1. Sweep Reports allow you to see a daily report of transactions from the Citizen Action Center.
2. Sweep Reports can be accessed via the "Processor Reports" module

3. After selecting the date and hitting continue, the transactions will populate like what is shown below.

4. Clicking on the "+" icon to the left of a transaction shows you more details as shown by the example below.

Propay Single Sign On

Account Selection

Propay Utilities

Report Selection

Report/SweepReport

Date	Transaction Id	Transaction D⌐
⊞ 11/18/2024	822	
⊟ 11/18/2024	823	

Time	9:09 AM
Type	-SP
Tender Type	
Account Number	33551610
Expires	
Auth Code	
Comment2	ProcessSplitPayTransaction Comment 2
Invoice Number	Online Utility Portal/200995
Amount	$-3.24