

# 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

The screenshot shows the 'Propay Single Sign On' interface. On the left is a sidebar with a list of navigation links: Alerts, AutoPay, Customer Communications, Forms and Documents, General Payments, Manage Municipality, Frequently Asked Questions, Move In and Out, Parking Tickets, Payment Transaction Report, Processor Reports (highlighted), Registration Reports, Resource Rentals, and Work Orders. Below the links are 'My Profile' and 'Log Out' buttons. The main content area has two tabs: 'Propay Single Sign on' and 'Deposit Report'. The 'Propay Single Sign On' tab is active, showing a 'Sweep Report' section. It includes an 'Account Selection' dropdown set to 'Propay Utilities' and a 'Report Selection' dropdown set to 'Report/SweepReport'. Below these is a 'Sweep Report' form with a 'Search Criteria' section containing a 'Starting Date' field set to '11/20/2024' and a 'Sweep Report Type' dropdown set to 'Advanced'. A green 'CONTINUE' button is at the bottom of the form.

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

The screenshot shows the 'Propay Single Sign On' interface with the 'Sweep Report' results. The 'Account Selection' dropdown is set to 'Propay Utilities' and the 'Report Selection' dropdown is set to 'Report/SweepReport'. Below these is a section with an 'Excel' dropdown and an 'EXPORT' button. The 'Sweep Report Results' section shows a 'Batch Id' of '3460310'. Below this is a 'Show 50 entries' dropdown. The table displays the following data:

Date	Transaction Id	Transaction Detail
11/18/2024	822	
11/18/2024	823	
11/20/2024	827	
	3	

Below the table, it says 'Showing 1 to 4 of 4 entries'.

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