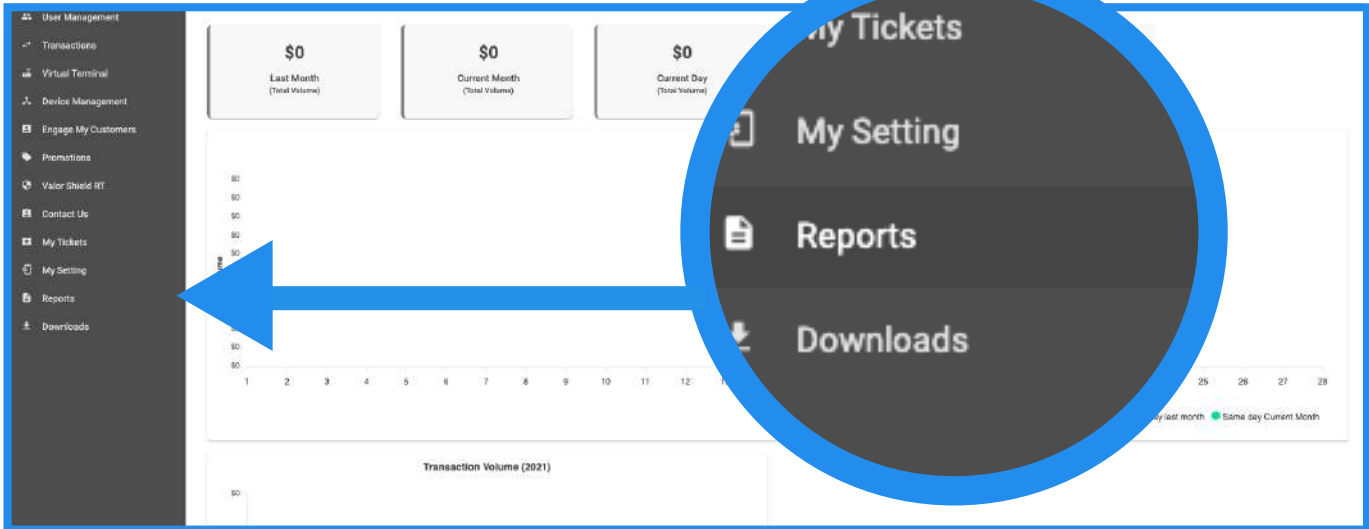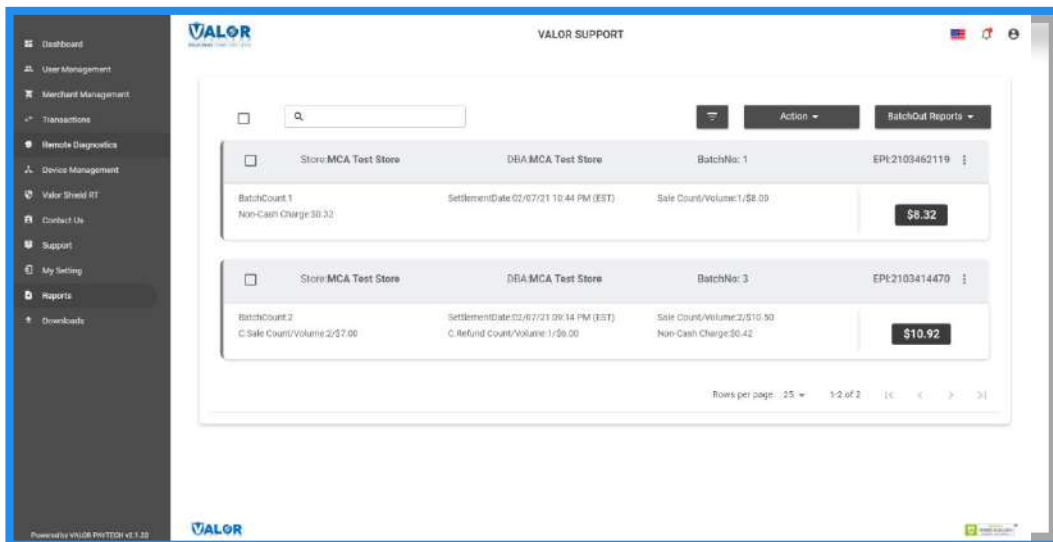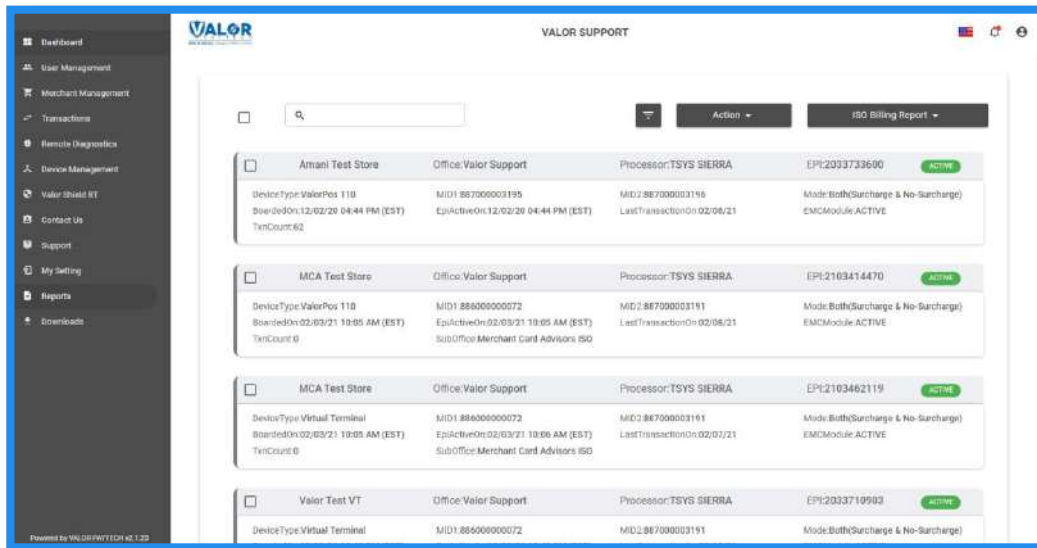# Where to Find Your Reports

Step 1

Select **Reports** in the sidebar menu.

Step 2

From here, select the report you want to view and export if needed (**Batch Report** and **Transaction Summary**).

Step 3

After selecting the report, you will see that report for each store within your merchant profile. Please note that if there is only one store within your merchant account, you will only see one report. You can view the report by clicking the **ellipsis (⋮)**, then on **Show Details.** If you want to export the report, click the check box on the top, then on **Action**, then on **Export**. Select the format you want the report exported in. Please use the .xls format unless instructed otherwise.