Fabrick

Fabrick Dashboard – New report creation guide

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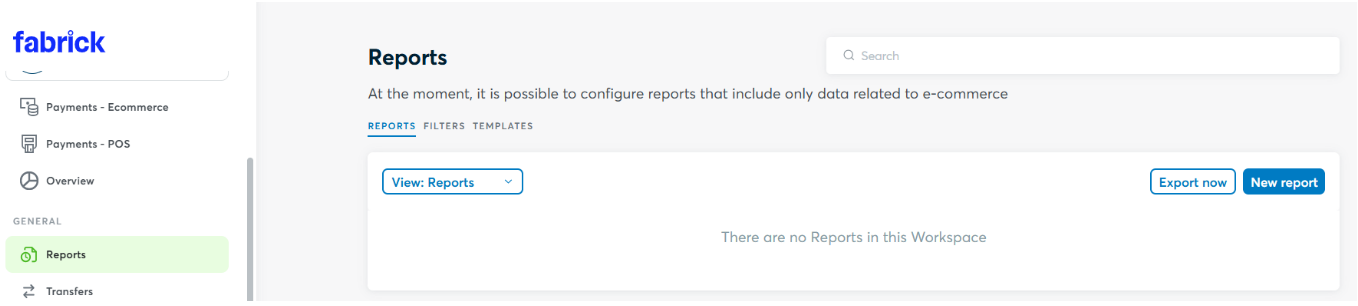
1. INTRODUCTION

This guide explains how to create a basic transfers report through the Fabrick Dashboard, designed to meet most reconciliation needs.
It is important to emphasize that this is a basic configuration, intended to provide a quick and functional starting point. However, the platform allows for much more detailed report customization: additional filters and advanced settings can be applied to create tailored reports based on specific requirements.
For support in exploring all available features and using more complex filters and customizations, you can consult the dedicated FAQ section, which contains answers and helpful guides to make the most of the platform (see Chapter 4 – Consulting the FAQs).

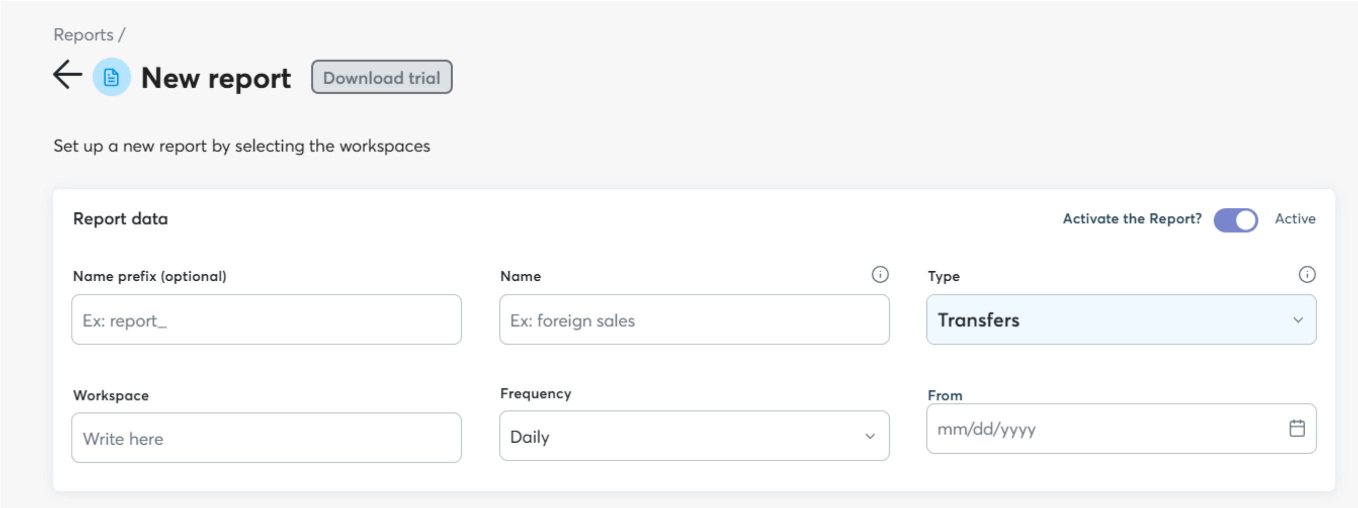
2. REPORT & TEMPLATE

2.1 How to create a New Transfers report

To create a new report, you need to access the Report section from the contextual menu on the left, and click on **"New Report."**
By clicking the "New Report" button, the report creation page will appear, where you can enter all the necessary parameters.
The creation page is divided into 4 clusters, each containing the fields that must be completed for the correct generation of the report.



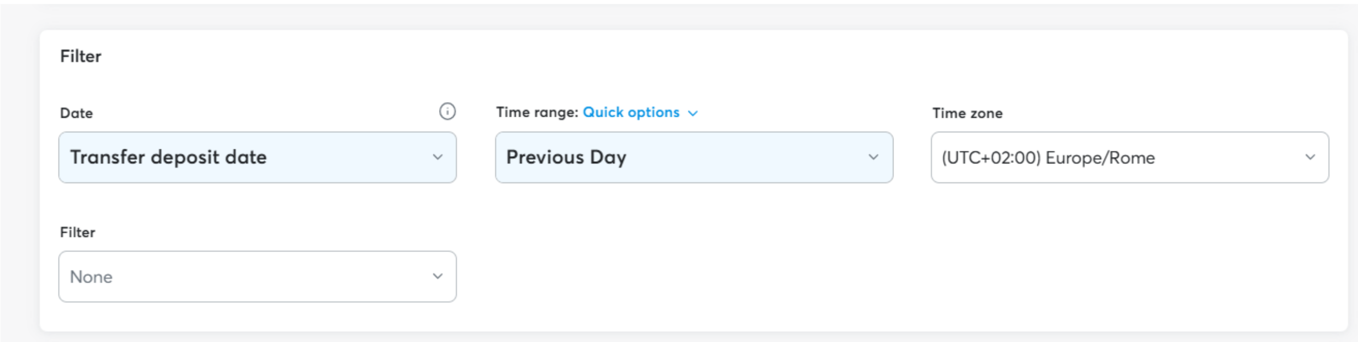
2.2 Report data cluster



In this cluster, you need to fill in the following fields:

- **NAME:** assign a name to the report, which will also be the prefix of the file name
  Example: *Daily_ transfers_Sftp_2025-09-09.txt*
- **TYPE:** Transfers
- **WORKSPACE:** Select one or more shoplogins, or the option ALL SHOPS
- **FREQUENCY:** Daily
- **FROM:** The day the report is created or the date from which you want to start importing the file (it is also possible to disable the automatic file sending by toggling the *"Activate the report?"* flag at the top right of the page).

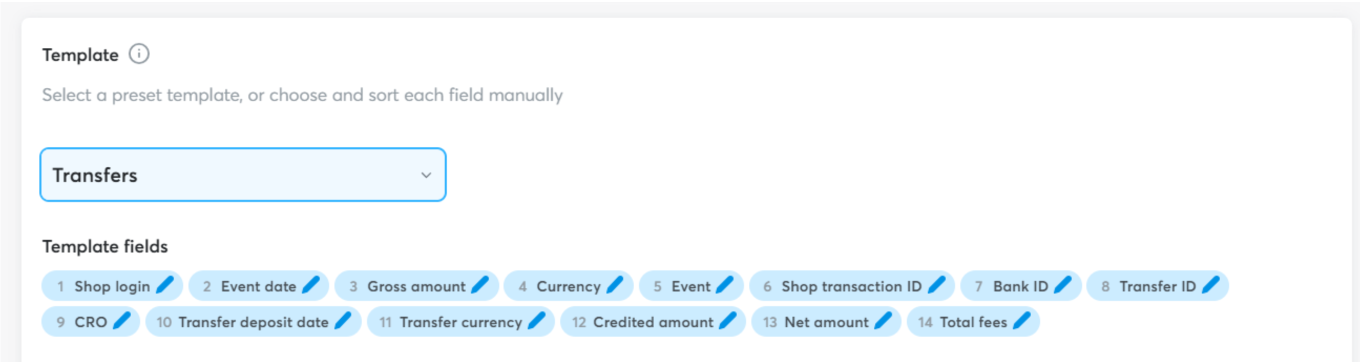
2.3 Filter cluster



In this cluster, the following fields need to be filled out:

- **DATE:** Transfer deposit date
- **TIME RANGE >** Quick options > Previous Day

2.4 Cluster Template



In this cluster, you need to fill in the **"Template Field"** by selecting the predefined template **"Transfers".** This way, the fields will be automatically populated as follows:

- **TEMPLATE FIELDS:** Shoplogin, Event Date, Gross Amount, Currency, Event, Shop Transaction ID, Bank ID, Transfer ID, CRO, Transfer Credit Date, Transfer Currency, Credited Amount, Net Amount, and Total Fees.

Below is a brief description of the expected fields:

- **Shop login** - Merchant identification code
- **Event Date** - For example, the date when a transaction was captured
- **Gross Amount** - The original amount of the transaction
- **Currency** - The original currency of the transaction
- **Event** - Contains events such as "Captured," "Refunded," etc.
- **Shop Transaction ID** - Identifier assigned to each transaction
- **Bank ID** - Unique progressive numeric identifier per shoplogin
- **Transfer ID** - Unique identifier of the transfer generated by Fabrick
- **CRO** - Unique identifier of the transfer
- **Transfer Credit Date** - The date when the transfer should be credited to the account
- **Transfer Currency** - Currency in which the transfer is credited
- **Credited Amount** - Gross amount in the credited currency
- **Net Amount** - Net amount in the credited currency
- **Total Fees** - Total amount of fees for that event

2.5 Export & Share cluster

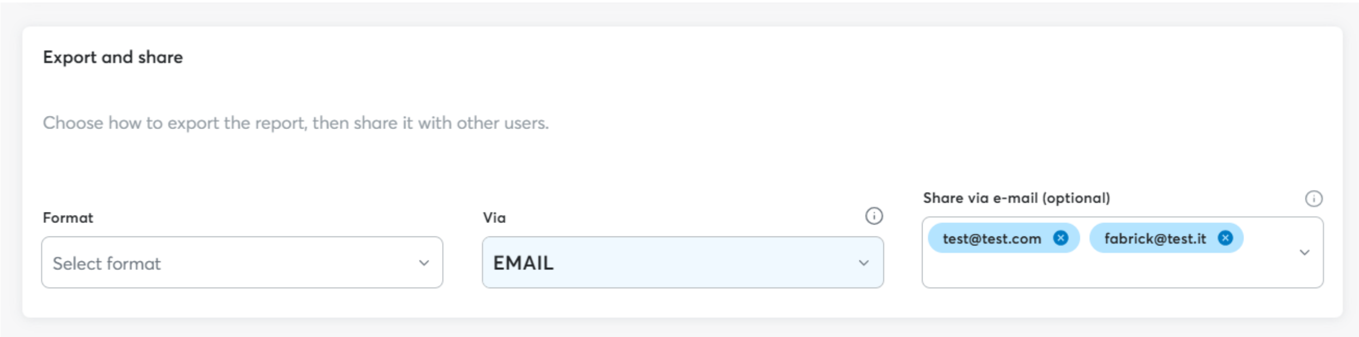
In this cluster, you can choose the report delivery method and format.

Supported formats are:

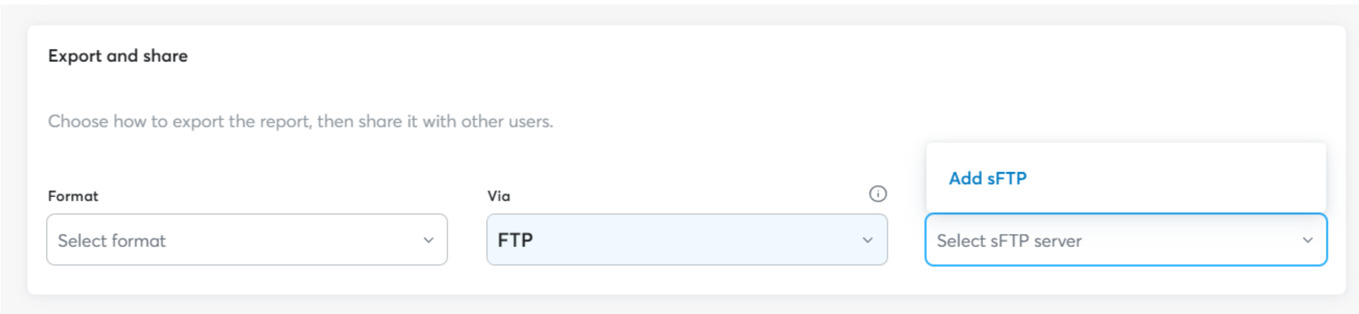
- .csv
- .txt
- .xlsx
- It is also possible to compress the file as a zip (.zip) by checking the corresponding box.

The available delivery methods ("Via") are:

- **E-mail:** Selecting this option will display an additional field called **"Share via e-mail."** Here, you can enter multiple e-mail addresses by choosing from the dropdown menu that appears when selecting the field or by manually entering the addresses.
- If this field is left blank, by default, the e-mail containing the report will be sent to the e-mail address used by the user who created the report to log into the Fabrick Dashboard.



- **FTP:** Selecting this option will display an additional field called **"sFTP Servers."** In this field, you can add the sFTP server where you want to receive the report.
  If a channel has already been configured and set up, clicking on the field will display a dropdown menu allowing you to select the destination sFTP server.
  If no server appears, you will need to add one by clicking on **"Add sFTP".**



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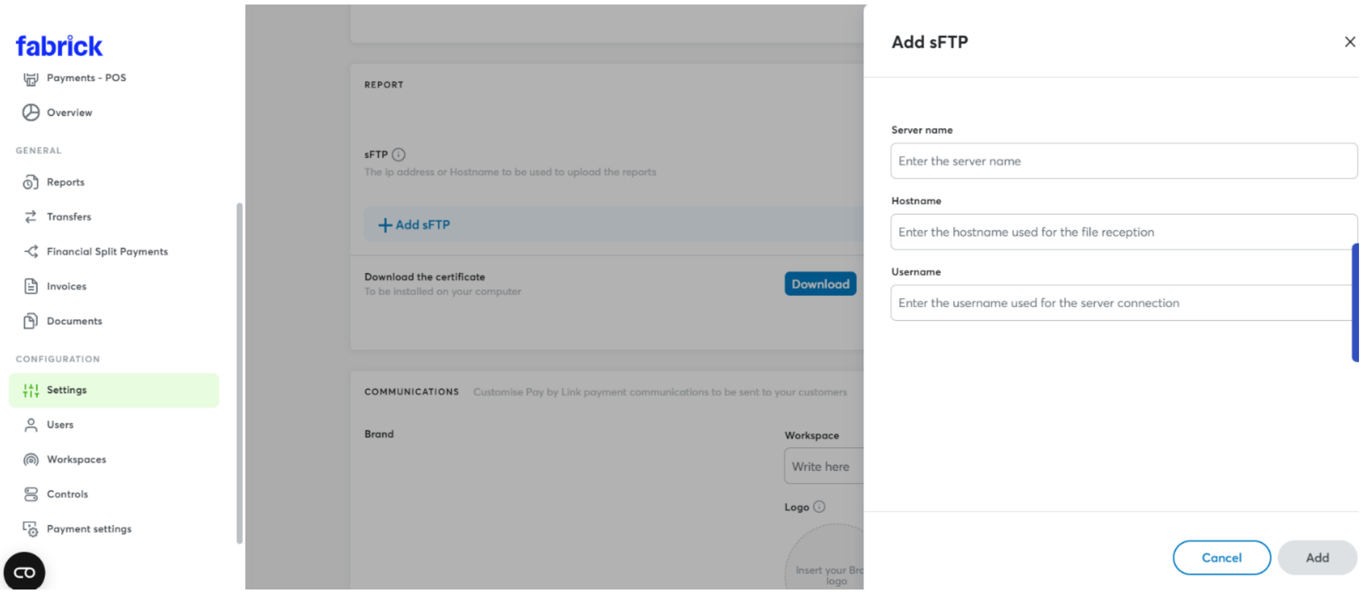
- If a default sFTP server has not yet been configured, it is possible to do so through the menu option > Settings **> Report > Add sFTP.**



3. FAC SIMILE TRANSFERS REPORT

Below are examples of Transfer Reports, both in .xlsx and .csv formats, configured according to the rules described in the previous paragraphs.

Report.xlsx

Report.csv

4. CONSULTING THE FAQs

This chapter contains links to the Fabrick Dashboard FAQs related to the topic discussed.

- How to create a New report: https://www.fabrick.com/en-gb/support/fabrick-dashboard/how-to-create-a-new-report/
- How to use “Models” and “Filters” tabs in reports: https://www.fabrick.com/en-gb/support/fabrick-dashboard/models-filters-in-reports/
- GENERAL FAQs: https://www.fabrick.com/en-gb/support/fabrick-dashboard/