

Instructions:

Go to Disputes-Chargebacks-Generic Analysis-Dispute Report

< Disputes / Chargebacks / Generic Analysis / Dispute Report

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☐ Sub Totals ☐ Sort by Groups ☐ Compare

Measures: 3 items selected Date Range: 02/01/2026 - 02/28/2026

Group 1: Dispute Reason Group 2: Site ID (BE) Group 3: Due Date Group 4: Received Date Group 5: Lead Name Group 6: Site Name

[+ Add Group](#)

Analysis Date: Status Date

[+ Add Filters 1](#)

You will want to select the “Add Filters” button on your right side. A search bar will reveal itself as well as a drop-down menu for you to either type or scroll through. You will want to type in “Site Hierarchy”. Afterwards a box will show where you can type in any desired MID. Please see picture below. If you want to leave that blank, it will generate any disputes to the accounts that you have access too.

Site Hierarchy

[+ Add Filters 2](#)

Site

- ☒ Site Hierarchy
- ☐ Site City
- ☐ Site State
- ☐ Site Zip Code

Set it up on the day you would like to get it etc. make sure on the delivery that you put your email

Save or Schedule

To schedule only, enter name, select frequency and click confirm

☐ One-Time ☒ **Recurring**

Recurring: Repeat: Weekly

On: S M T W T F S

Delivery: 2 items selected [Manage delivery](#)

Format: csv

Extra: ☐ Compress ☐ Summary File

Include: ☐ From Date ☐ To Date ☒ Generation Date & Time

Example: Dispute_Report_1773254247889.csv

Recurring Report Expires on: 03/11/2027

And you should get it every week straight to your inbox!