Reconciling on-line deposits

Each day, the on-line deposit transactions must be reconciled between the BbTS and the Payment Gateway. The weekend activity must be reconciled separately. (Do not run the reports for Friday-Sunday activity. Run Friday, then Saturday, etc.)

Run the **Stored Value Transaction Report in the BbTS** for the day you are reconciling. Select the following parameters:

- **Date**
- **All Customers**
- **Detail and Summary**
- **Profit Center (Card Office, details, Marketplace)**
- **All Transaction Types**
- **All Stored Value Plans**
- **All Tender Types**
- **All Funds**

Run the report

Print 2 copies. Put one copy in Emily N’s mailbox. She verifies that the deposits made it to the cardholder accounts.

Run the **Order report in the Payment Gateway** for the same period of time. [https://paygate.blackboard.com/cgi-bin/clearcommerce_engine.exe/152](https://paygate.blackboard.com/cgi-bin/clearcommerce_engine.exe/152)

Click on Reports

Click on Orders and select the following criteria:

- **Any Transaction State**
- **Approved Transaction Result**
- **All Order Types**
- **Date Range that matches the BbTS report**
- **Email Address**
- **Customer ID**
- **Display Grand Total**
Click on Search

If any transactions have a box under the “Ship” column, you must void the transaction before printing the report. Otherwise the order total will not match the settled total.

Print the report (you may need to select the Landscape layout). If there are multiple pages of activity, you will need to go to each page and print.

Run the **Settlement Report on the Payment Gateway**. Select the following criteria:

- **All Status**
- **The day after the activity**
- **Order ID**
- **Group results by card type**

Click on Search

Click on Settlement ID number to view break down by cc types

Print the report

Compare the grand total from the three reports. If a deposit was made after midnight, the amount will show in the BbTS and settlement report, but not the order report. I make a note next to the amount. When the reports are run the next day, the opposite should happen. When there are discrepancies between the reports, I keep track of them on a log sheet to make sure that they eventually work themselves out.

Make a copy of the report pages.

Complete the Deposit Slip on Cashnet.

The deposit slip and original reports are taken to the Bursar’s Office each day. Attach the receipt to the copies of the report.