

Quick Credit Card Reconciliation in MDS

Overview: This quick tip will show you how to tie out the daily settlement report from your credit card provider, for example Authorize.net, In one Easy Step.

Note: Because the date of settlement is not typically the date you get your deposited funds into your bank this report is not intended to tie out to your daily deposits. The Batch totals for the activity by date will match, however this does not consider any fee's or percentages the credit card processor will typically take. Those fee's may be uploaded into the MDS system or entered manually to tie out to the daily deposits.

From the authorize.net help, however most if not all credit card processors follow the same rules.

Once a batch has settled, Authorize.Net has completed our part in the transaction process. Your payment processor will transfer funds from the card issuing banks to your MSP, who will deduct any applicable fees and deposit the remaining funds into your merchant account.

The time frame for depositing funds varies by MSP, but deposits will generally happen within 48 -72 business hours. If you see a batch settled in your Authorize.Net account and have questions about the funding for that settlement, please contact your MSP for more information.

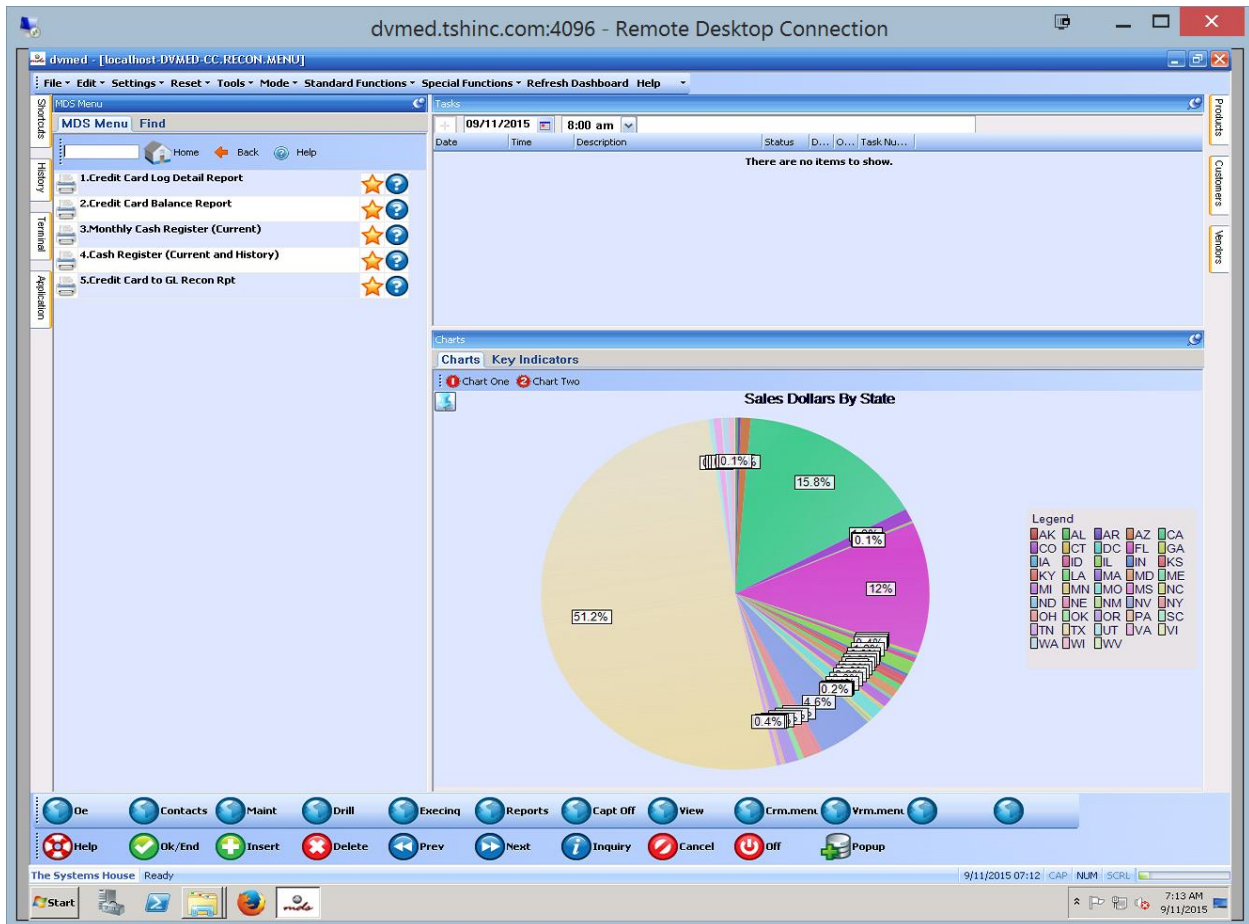
Menu Options:

(You may navigate to the report multiple ways however as of 9/10/15

It would be

Accounting Menu → Accounts Receivable → Daily Reports → Credit Card Reconciliation

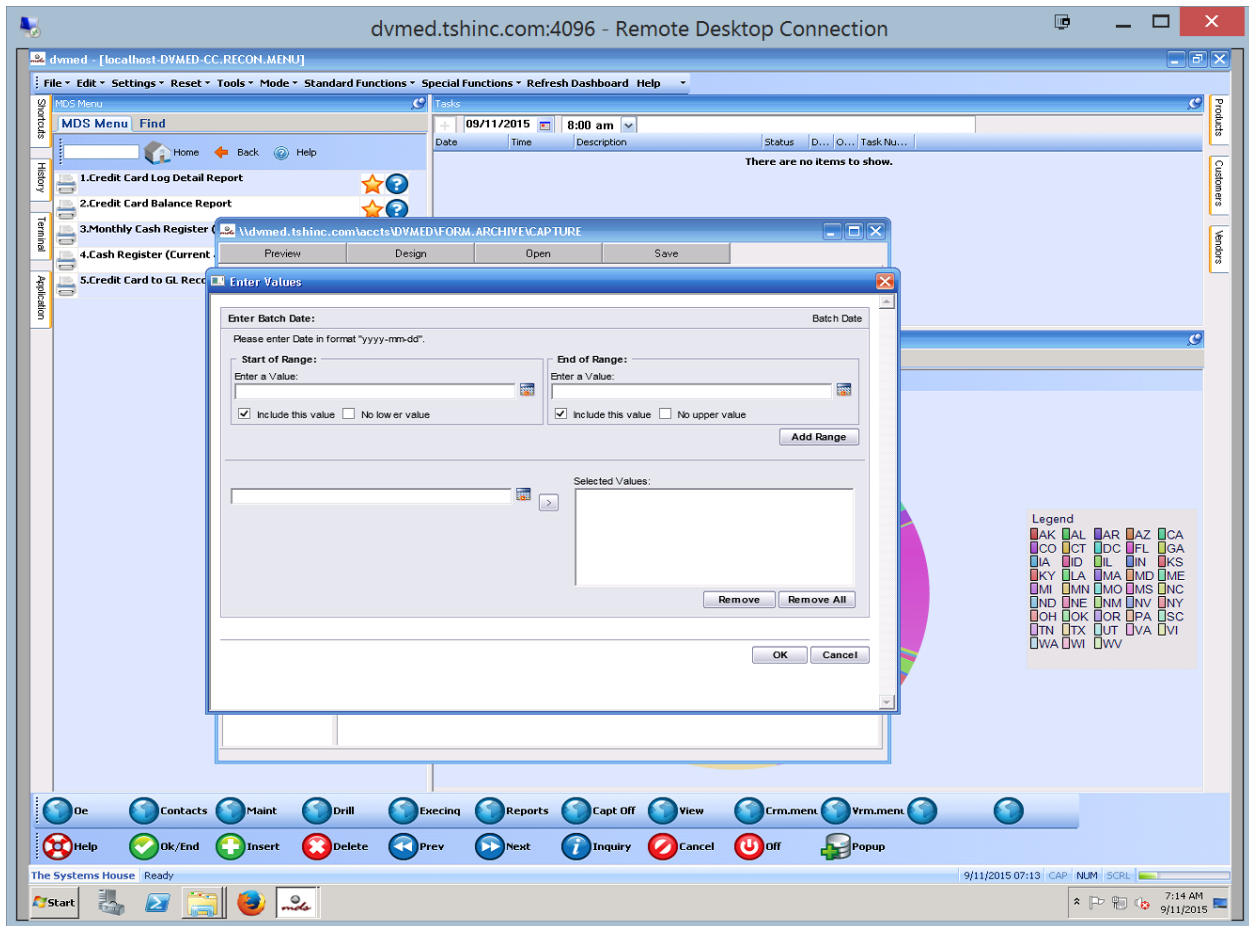
The Report is called Credit Card to GL Recon Rpt



When the Report Runs you will be prompted for a date range - if you are trying to reconcile a date

Enter that date if you want to reconcile a range – enter that range –

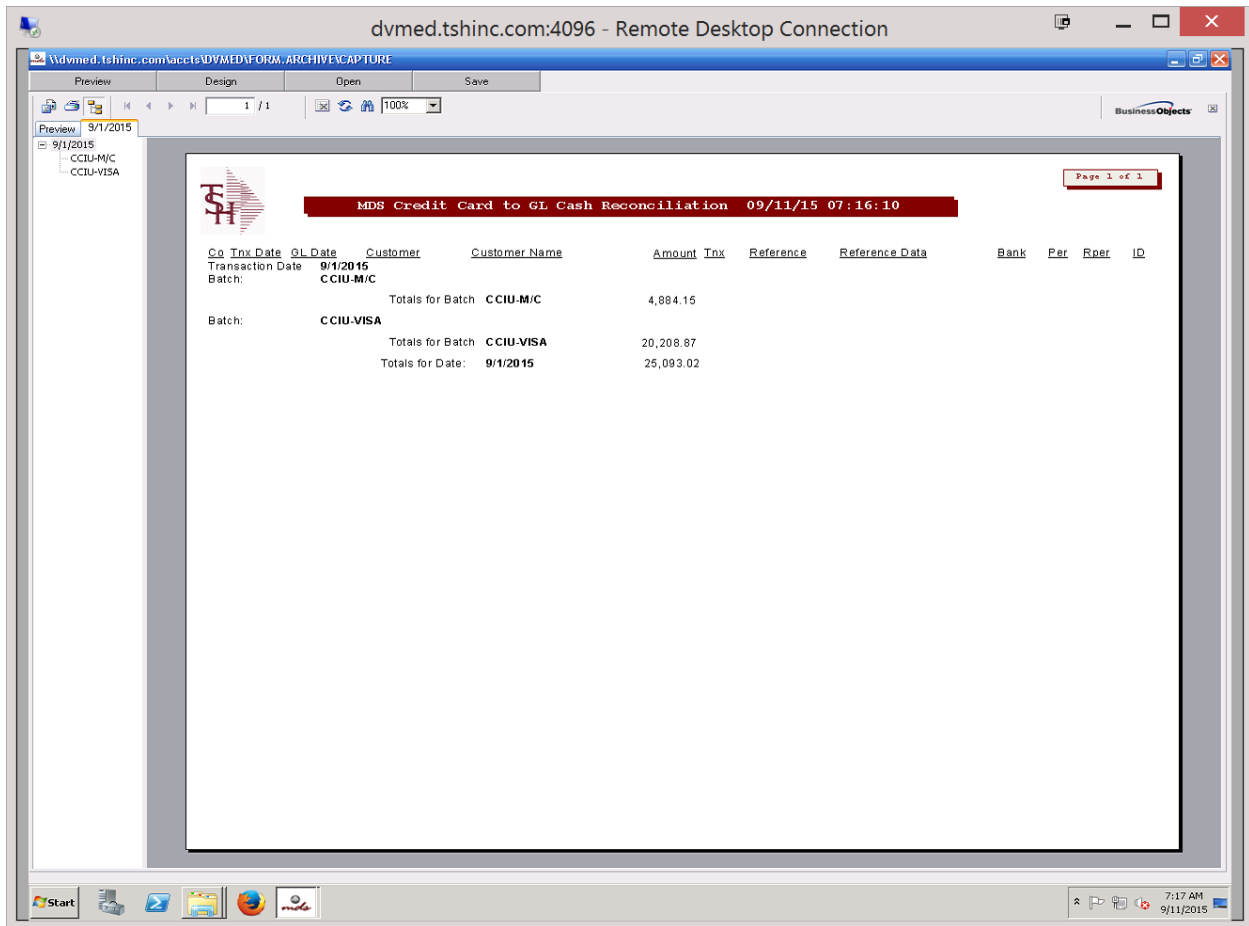
You may click on the calendar to choose a range and click add or enter a specific date to the left and choose to add. Please note the format is YYYY-MM-DD e.g. 2015-09-10



Once the report runs it will display the totals by date.

These totals should match the Settlement Report you have from your provider. (Authorize.net)

If they do not you can drill down to the details by clicking on the dates listed



This will show you the transaction batches –

In MDS – Transactions are split by card type to allow you to reconcile the different charges by card type typically associated with a merchant processor. For example, Amex typically is charged at a higher rate, so you would need to be able to break down all transactions for Amex to be able to see what the fees are.

Additionally, we split the transaction up by Area.

CCE – Credit card entry

CCIU – Credit Card Invoice Update

These allow you to see which transactions were done manually as opposed to automatically from Order Entry/Invoicing.

dvmed.tshinc.com:4096 - Remote Desktop Connection

Preview Design Open Save

Preview 9/1/2015 CCIU-M/C

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MDS Credit Card to GL Cash Reconciliation 09/11/15 07:17:42

| Co | Tnx Date | Gl Date | Customer | Customer Name | Amount | Tnx | Reference | Reference Data | Bank | Per | Rper | ID |
|---------------------------|----------|----------|----------|---------------------|----------|-----|-------------|----------------|------|------|------|--------|
| Transaction Date 9/1/2015 | | | | | | | | | | | | |
| Batch: CCIU-M/C | | | | | | | | | | | | |
| 01 | 9/1/2015 | 9/1/2015 | 4503 | CATOOSA SMALLANIM | 580.00 | PMT | 01101921001 | 7488457760 | 100 | 1504 | 1504 | 005182 |
| 01 | 9/1/2015 | 9/1/2015 | 1740 | NORTH TUSTIN VETEF | 107.78 | PMT | 01101897001 | 7488484828 | 100 | 1504 | 1504 | 005183 |
| 01 | 9/1/2015 | 9/1/2015 | 1924 | DR. JAMES NAVE | 3,083.40 | PMT | 01101858001 | 7489046195 | 100 | 1504 | 1504 | 005188 |
| 01 | 9/1/2015 | 9/1/2015 | 1740 | NORTH TUSTIN VETEF | 656.10 | PMT | 01101939001 | 7489077005 | 100 | 1504 | 1504 | 005190 |
| 01 | 9/1/2015 | 9/1/2015 | 4046 | CROSSROADS ANIMAL | 112.50 | PMT | 01101816002 | 7489122486 | 100 | 1504 | 1504 | 005191 |
| 01 | 9/1/2015 | 9/1/2015 | 4535 | NORTH JACKSON ANIM | 154.99 | PMT | 01101898001 | 7489271373 | 100 | 1504 | 1504 | 005195 |
| 01 | 9/1/2015 | 9/3/2015 | 4903 | TORREY HILLS PET HC | 189.38 | PMT | 01101920001 | 7490553608 | 100 | 1504 | 1504 | 005198 |
| Totals for Batch CCIU-M/C | | | | | 4,884.15 | | | | | | | |
| Totals for Date: 9/1/2015 | | | | | 4,884.15 | | | | | | | |

7:21 AM 9/11/2015

Should you need to check each transaction to find a discrepancy you can drill down in this report.

To the transaction level

If you want all transactions on a single report and don't want the drop down – please see our online videos on how to change the drill down options in crystal.

Or you can use the Combined Cash Register Report – however this includes all cash batches not just credit cards.

The Settlement report would not tie out if transactions were done outside of the MDS system

Note the Reference field in MDS is normally the Release or Shipment number and the Reference Data field is the credit card transaction ID from the provider (Authorize.net)

Should you have a problem with the numbers matching please contact support and provide a copy of the settlement report and the MDS Report.