

Reconciling Payment Batches for the Day

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At the end of each day, the amount for both credit card and bank account deposits should be reconciled with the activity performed during the day. This will be the sum of all transactions found under the Approved and Refunded tabs. This should reconcile to the total of the positive and negative deposit payment batches for credit card and customer bank transactions found in your Payment Processing Batches list. Directions for filtering transactions in the grid may be found in the section titled "Using the Grid Filters" found earlier in this document.

Customer Bank Transactions

Customer Credit Card Transactions

American Express Transactions

Customer Bank Transactions

Filter the grid by selecting the payment method as Bank. Click on the Approved tab. Select today's date as the Submitted Date and click anywhere in the grid for filtering to take effect. The list of approved transactions will be displayed. In the example below, there were 3 approved transactions for a total of \$764.14.

The screenshot shows the 'Payment Processing - SedonaSecurity - Forte' interface. At the top, there are filters for Merchant (190283), Process Date (01/28/2019), and Branch. Below these, there are radio buttons for 'Bank' (selected) and 'Credit Card'. To the right, an 'Information' panel shows: Total Count: 3, Selected Count: 0, Total Amount: \$764.14, and Selected Amount: \$0.00. A red arrow points from the 'Total Amount' value to the 'Submitted' column in the grid below. The grid is titled 'Showing transactions for 190283 - TEST/PERENNIALS' and has tabs for 'Ready', 'Approved' (selected), 'Settled', 'Rejected', 'Voided', 'Refunded', 'Previously Funded', and 'Orphaned'. The grid columns are: Branch, Customer Nu, Name, Description, Payment Type, Amount, Submitted, Payment Meth, Transaction Reference, and Authorization. Three transactions are listed:

Branch	Customer Nu	Name	Description	Payment Type	Amount	Submitted	Payment Meth	Transaction Reference	Authorization
Release...	85777-6	Shear Lock Combs	PARTIAL PAYMENT OF INVO...	Unapplied Cash	\$55.00	01/28/2019	BANK 5555	c5611b97-b10a-4530-9063-9991...	22015256
Release...	47783	British Hairways	ADVANCE DEPOSIT JOB 1746	Job 1746	\$500.00	01/28/2019	BANK 9999	e88f6784-8c80-4ac7-950a-0300d...	22795241
Release...	24782	Brewed Awakenings	INVOICE 537259	Invoice 537259	\$209.14	01/28/2019	BANK 3456	35d6b975-2e84-4760-a028-d682...	22795227

Do the same for the items under the Refunded tab:

Payment Processing - SedonaSecurity - Forte

Tools

Filters

Merchant: 190283
 Process Date: 03/05/2021
 Branch: [Dropdown]

Bank Credit Card Show Hidden

Information

Total Count: 1
 Selected Count: 0
 Total Amount: (\$100.00)
 Selected Amount: \$0.00

Customer Actions

Payment Methods
 New Transaction
 Disputes
 Clear Grid Filters

Showing transactions for 190283 - TEST/PERENNIALS

Ready | Approved | Settled | Rejected | Voided | **Refunded** | Previously Funded | Orphaned

Branch	Customer Nu	Name	Description	Payment Type	Amount	Submitted	Payment Met	Transaction Reference	Authorization	IsCommercial
Release...	47942	Tequila Mockingbird	CUSTOMER REFUND	Misc GL: 240120	-\$100.00	01/28/2019	BANK 3456	367c4c73-a513-4f9b-8d4c-80cf...	31493206	<input checked="" type="checkbox"/>

Based on the screenshots on the previous page, the total of Approved Transactions amount is \$764.14 and the total of the Refunded transactions is -\$100.00. The net customer bank transactions for the day is \$764.14 - \$100.00 = \$664.14. In Accounts Receivable/Payment Processing, the amounts match for the positive and negative payment batches. The total in the positive payment batch is \$764.14 and the sum in the reversal payment batch of -\$100.00 comes to \$664.14.

View Options

Show only batches that are tagged as ready to deposit
 Show Deposited Batches

Date Range From Date: 1/29/2019 Thru Date: 1/29/2019

Ready	Date	Description	Qty	Tape Total	Entered Total	Balance	Deposit Date	Check 21	Created By	Created On
<input type="checkbox"/>	1/29/2019	190283_CC20190129	2	92.32	92.32	0.00	**Undeposited**	N	SedonaPayme...	1/29/2019 7:59:59 AM
<input type="checkbox"/>	1/29/2019	190283_ACH20190129	1	29.22	29.22	0.00	**Undeposited**	N	SedonaPayme...	1/29/2019 7:59:58 AM
<input type="checkbox"/>	1/28/2019	R190283_CC20190128	1	-100.00	-100.00	0.00	**Undeposited**	N	Administrator	1/28/2019 2:52:29 PM
<input type="checkbox"/>	1/28/2019	190283_CC20190128	3	379.24	379.24	0.00	**Undeposited**	N	Administrator	1/28/2019 11:36:58 AM
<input type="checkbox"/>	1/28/2019	190283_AMER20190128	1	341.20	341.20	0.00	**Undeposited**	N	Administrator	1/28/2019 2:36:48 PM
<input type="checkbox"/>	1/28/2019	190283_ACH20190128	4	764.14	764.14	0.00	**Undeposited**	N	Administrator	1/28/2019 2:46:41 PM

Customer Credit Card Transactions

The daily reconciliation process is similar to that of the Customer Bank Transactions (previous topic). Since the SedonaOffice EFT Processing program creates a separate payment batch for American Express transactions from other accepted credit card transactions, you will need to add an additional step to the daily reconciliation process. Not Including American Express Transactions To get the totals for Visa, MasterCard, Discover, and JCB, filter the grid by selecting the payment method as Credit Card. Click on the Approved tab. Select today's date as the Submitted Date and select Does Not Equal AMEX as the criteria for the Payment Method. Click anywhere in the grid for the filtering to take effect. The list of approved transactions will be displayed:

Payment Processing - SedonaSecurity - Forte

Tools

Filters

Merchant: 190283
 Process Date: 01/28/2019
 Branch: []

Bank: Credit Card

Information

Total Count: 3
 Selected Count: 0
 Total Amount: \$379.24
 Selected Amount: \$0.00

Customer Actions

Payment Methods
 New Transaction
 Disputes
 Clear Grid Filters

Showing transactions for 190283 - TEST/PERENNIALS

Ready **Approved** Settled Rejected Voided Refunded Previously Funded Orphaned

Branch	Customer Nu	Name	Description	Payment Type	Amount	Submitted	Payment Method	Transaction Reference	Authorization
Release...	6316	Mr. Sparkle Car Wash	INVOICE 546943	Invoice 546943	\$307.80	01/28/2019	AMEX	48248d77-ec75-4769-9560-db61...	123456
Release...	48087	Grape Expectations	INVOICE 547023	Invoice 547023	\$44.78	01/28/2019	VISA	9139169b-6f09-4723-8fb-5c0be...	123456
Release...	48082	Cloak and Dagger	INVOICE 547022	Invoice 547022	\$26.66	01/28/2019	AMEX	18d471fd-27aa-4ffa-bc6a-65d6d...	123456

Do the same for the items under the Refunded tab:

Payment Processing - SedonaSecurity - Forte

Tools

Filters

Merchant: 190283
 Process Date: 01/29/2019
 Branch: []

Bank: Credit Card Show Hidden

Information

Total Count: 1
 Selected Count: 0
 Total Amount: (\$100.00)
 Selected Amount: \$0.00

Customer Actions

Payment Methods
 New Transaction
 Disputes
 Clear Grid Filters

Showing transactions for 190283 - TEST/PERENNIALS

Ready Approved Settled Rejected Voided **Refunded** Previously Funded Orphaned

Branch	Customer Nu	Name	Description	Payment Type	Amount	Submitted	Payment Meth	Transaction Reference	A
Release...	47942	Tequila Mockingbird	CUSTOMER REFUND	Misc GL: 240120	-\$100.00	01/28/2019	AMEX	5aea9d8d-60e1-483f-8909-778ec...	123456

Based on the screenshots on the previous page, the total of Approved Transactions amount is \$379.24 and the total of the Refunded transactions is -\$100.00. The net customer bank transactions for the day is \$379.24 - \$100.00 = \$279.24. In Accounts Receivable/Payment Processing, the amounts match for the positive and negative payment batches. The total in the positive payment batch is \$379.24 and the sum in the reversal payment batch of -\$100.00 comes to \$279.24.

View Options

Show only batches that are tagged as ready to deposit

Show Deposited Batches

Date Range From Date: 1/29/2019 Thru Date: 1/29/2019

Ready	Date	Description	Qty	Tape Total	Entered Total	Balance	Deposit Date	Check 21	Created By	Created On
<input type="checkbox"/>	1/29/2019	190283_CC20190129	2	92.32	92.32	0.00	**Undeposited**	N	SedonaPayme...	1/29/2019 7:59:59 AM
<input type="checkbox"/>	1/29/2019	190283_ACH20190129	1	29.22	29.22	0.00	**Undeposited**	N	SedonaPayme...	1/29/2019 7:59:58 AM
<input type="checkbox"/>	1/28/2019	R190283_CC20190128	1	-100.00	-100.00	0.00	**Undeposited**	N	Administrator	1/28/2019 2:52:29 PM
<input type="checkbox"/>	1/28/2019	190283_CC20190128	3	379.24	379.24	0.00	**Undeposited**	N	Administrator	1/28/2019 11:36:58 AM
<input type="checkbox"/>	1/28/2019	190283_AMER20190128	1	341.20	341.20	0.00	**Undeposited**	N	Administrator	1/28/2019 2:36:48 PM
<input type="checkbox"/>	1/28/2019	190283_ACH20190128	4	864.14	864.14	0.00	**Undeposited**	N	Administrator	1/28/2019 2:46:41 PM

American Express Transactions

The formula for reconciling the totals for American Express is the same as non-American Express transactions. Filter

the Approved Tab for items submitted using today's date for a Payment Method equal to American Express.

Payment Processing - SedonaSecurity - Forte

Tools

Filters

Merchant: 190283
 Process Date: 01/28/2019
 Branch: [Empty]
 Bank: Credit Card

Information

Total Count: 1
 Selected Count: 0
 Total Amount: \$341.20
 Selected Amount: \$0.00

Customer Actions

- Payment Methods
- New Transaction
- Disputes
- Clear Grid Filters

Showing transactions for 190283 - TEST/PERENNIALS

Ready **Approved** Settled Rejected Voided Refunded Previously Funded Orphaned

Branch	Customer Nu	Name	Description	Payment Type	Amount	Submitted	Payment Meth	Transaction Reference	Authorization
Release ...	48006	Paeta La Vista	SERVICE TICKET: 5467	Invoice 547024	\$341.20	01/28/2019	AMEX	1d9a213b-d16c-4abc-84b2-676d...	123456

Do the same for the items under the Refunded tab:

Payment Processing - SedonaSecurity - Forte

Tools

Filters

Merchant: 190283
 Process Date: 01/28/2019
 Branch: [Empty]
 Bank: Credit Card Show Hidden

Information

Total Count: 0
 Selected Count: 0
 Total Amount: 0
 Selected Amount: 0

Customer Actions

- Payment Methods
- New Transaction
- Disputes
- Clear Grid Filters

Showing transactions for 190283 - TEST/PERENNIALS

Ready Approved Settled Rejected Voided **Refunded** Previously Funded Orphaned

Branch	Customer Nu	Name	Description	Payment Type	Amount	Submitted	Payment Meth	Transaction Reference	Authorization
						01/28/2019	AMEX		

Based on the screenshots above the total of Approved Transactions is 341.20 and the sum of the Refunded transactions is \$0.00. $\$341.20 - 0.00 = \341.20 In Accounts Receivable/Payment Processing, this number matches. The total in the positive payment batch is \$341.20 and there are not a reversal payment batch for this date.

View Options

Show only batches that are tagged as ready to deposit Date Range From Date: 1/29/2019 Thru Date: 1/29/2019

Show Deposited Batches

Ready	Date	Description	Qty	Tape Total	Entered Total	Balance	Deposit Date	Check 21	Created By	Created On
<input type="checkbox"/>	1/29/2019	190283_CC20190129	2	92.32	92.32	0.00	**Undeposited**	N	SedonaPayme...	1/29/2019 7:59:59 AM
<input type="checkbox"/>	1/29/2019	190283_ACH20190129	1	29.22	29.22	0.00	**Undeposited**	N	SedonaPayme...	1/29/2019 7:59:58 AM
<input type="checkbox"/>	1/28/2019	R190283_CC20190128	1	-100.00	-100.00	0.00	**Undeposited**	N	Administrator	1/28/2019 2:52:29 PM
<input type="checkbox"/>	1/28/2019	190283_CC20190128	3	379.24	379.24	0.00	**Undeposited**	N	Administrator	1/28/2019 11:36:58 AM
<input type="checkbox"/>	1/28/2019	190283_AMER20190128	1	341.20	341.20	0.00	**Undeposited**	N	Administrator	1/28/2019 2:36:48 PM