

US Reconciliation Instructions

US payment deposits are done separately for Visa/MC/American Express and Discover. This is because the Visa/MC/American Express deposit is done daily and *GROSS* (no fees deducted) by our acquirer, whereas the Discover deposit is done weekly and *NET* (fees already deducted) by iATS. Please find below instructions on how to reconcile both types of deposits.

1 Visa/MC/Amex *GROSS* Payment Deposit and Fee Deductions:

The Sales Total reports total transactions processed within a specified date range for your User ID/Client Code(s). Use this report to determine how much money you can expect to have deposited to your bank account each day for Visa/MC/Amex transactions and how much you will be deducted for Visa/MC/Amex fees each month.

- 1. Log into the iATS website <u>www.iatspayments.com</u> with your iATS Client Code (User ID) and Password.
- 2. Click on Sale Reports (found under the Reports tab *or* the Reports box on the home page).



- 3. The Reconciliation Report shows daily processed amounts, both *GROSS* and *NET*.
- 4. Choose a date span in the *From* and *To* fields. To reconcile the daily deposits as well as see what the fee deduction will be, select a one month span. The *From* date should be the day prior to the first day of the month, and the *To* date should be the day prior to the last day of the month. Our reports reflect the processed date of the transaction, though the fee is calculated based on the posted date (the next day) of transaction.



5. Select your card types (Visa/MC/Amex). Uncheck Discover.

Sale Reports									
These reports provide daily processing totals, anowing	you to sort by method of payment and also v	iew deposits and rees for recon	cillation purposes.						
Client Code TEST	Currency US\$	Printer Friendly	OFF						
From (Date) 09/30/2015	To (Date) 10/30/2015	Summary Only	OFF						
Credit Card Transactions ACHEFT Transactions Mo	nthly Fees								
🖉 Visa 🖉 MasterCard 🖉 Amex 📄 Discover									
Reconciliation Report Method Of Payment Repo	rt Transaction Report								

- 6. The report is organized into Daily Totals for each sub-code and card type that processed each day:
 - The CCTYPE indicates the type of credit cards processed.
 - The CC TOT indicates the *GROSS* daily amounts. These are the amounts you will receive as deposits into your bank account within 48 business hours. The description for the Visa/MC/Amex deposit is "Bankcard Settlement" and may include the Merchant Number of your iATS account.
 - The TOTALFEE at the bottom of the report indicates the total Visa/MC/Amex fees that will be deducted. As the deposits are *GROSS* throughout the month, the fees are calculated and deducted within the first 3 or 4 business days of the following month. The Visa/MC/Amex fee deduction description is "Bankcard Monthly Fee".
- 7. Processing details can be found by clicking on the hyperlinked User ID above each date.

Credit Card	Transactions	ACHEFT Tr	ansactions Monthly	Fees								
🕑 Visa 🛛	🖉 Visa 🖉 MasterCard 🖉 Amex 🔲 Discover											
Reconcil	Reconciliation Report Method Of Payment Report Transaction Report											
	Reconciliation Report for TEST Export.CSV										Export .CSV	
CLIEN	T CODE	CCTYPE	СС ТОТ	MERFEE	TRANFEE	AUTHFEE	BATCH	BATCHFEE	MONTHFEE	TOTALFEE	TAX	NET
	TEST	VISA	42125.27	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	42125.27
	TEST	MC	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
	TEST	AMX	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
(09/30/2015	TOTAL	42125.27	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	42125.27



<u>**Important Note</u>: On November 1st, 2015, iATS made a change to how your American Express transactions are deposited into your bank account. Therefore if reconciling your Amex transactions prior to November 1st, 2015, please follow the Discover Card Reconciliation Instructions detailed on the next page(s). Please be sure to select both Amex and DSC Card Types for this option.

2 Discover NET Weekly Deposit:

The Sale Reports total transactions processed within a specified date range for your User ID/Client Code(s). Use this report to determine how much money you can expect to have deposited to your bank account each week for DSC transactions.

- 1. Log into the iATS website <u>www.iatspayments.com</u> with your User ID and Password.
- 2. Click on Sale Reports (found under the Reports tab *or* the Reports box on the home page).

p	ATS ^Ø			Call us; 1.866.300.42				
ŵ	Reports 👻 Virtual Terminal 👻	Aura Form Setup	User Profile 👻	Help 🝷				
Home / We, Welcom	Journal Sale Reports e to the iATS Payments Customer Portal. T	The home menu contains a	variety of tools and m	eports which allow you to review all t	Login ID: TEST88			
	Reports 🕶		Virtual	Terminal -	Aura Form Setup			
Jo S tees r	ournal ale Reports or reconcilitation purposes.	This : trans debit, inform proce	section allows you to actions, schedule reci store and update cus nation and upload a ba ssing.	process single credit card urring credit card or ACH/direct stomer/donor payment atch of transactions for	This section provides access to Aura setup, our secure online donation form. Aura allows you to quickly and easily create multiple online donation pages, which support one-time and recurring credit card and ACH/direct debit payments.			

- 3. The Sales Reports details daily processed amounts, both *GROSS* and *NET*.
- 4. Choose a weekly date span in the *From* and *To* fields. As iATS has a weekly payment system, all transactions processed between Sunday to Saturday of any given week will be transferred into your bank account as a *NET* total on the following Thursday. For example, if you process a transaction this Tuesday and Wednesday, you will receive the *NET* total on Thursday of the following week.



5. Select your card type (Discover only). Uncheck Visa/MC/Amex.

Sale Reports										
These reports provide daily processing totals, allowing you to sort by method of payment and also view deposits and fees for reconciliation purposes.										
Client Code TEST	Currency US\$	Printer Friendly OFF								
From (Date) 11/01/2015	To (Date) 11/07/2015 🗮	Summary Only OFF								
Credit Card Transactions ACHEFT Transactions	Monthly Fees									
Visa MasterCard Amex 🖉 Discov	er									
Reconciliation Report Method Of Payment I	Report Transaction Report									

- 6. The report is organized into Daily Totals for each sub-code and card type that processed each day.
 - The CCTYPE indicates the type of credit cards processed.
 - The CC TOT indicates the *GROSS* daily amounts. These amounts are totaled at the bottom of the report.
 - The **NET** total at the bottom right of the report indicates the net total DSC that will be deposited into your account the following Thursday.
 - The description for the DSC deposit is "iATS Payments". Your User ID may also be included with the deposit description.
 - The DSC deposit is always netted of fees.
- 7. Processing details can be found by clicking on the hyperlinked User ID above each date.

	Reconciliation Report for TEST From 11/01/2015 To 11/03/2015												
CLIENT CODE	CCTYPE	сс тот	MERFEE	TRANFEE	AUTHFEE	BATCH	BATCHFEE	MONTHFEE	TOTALFEE	ТАХ	NET		
TEST	VISA	10629.72	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	10629.72		
TEST	MC	1.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	1.00		
TEST	AMX	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00		
TEST	DSC	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00		
11/01/2015	TOTAL	10630.72	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	10630.72		



3 Download Journal Report:

The Download Journal is a report which will show you all of the details of the daily "Journal Report", but will allow you to run a report for a date range to assist you with reconciling details with your software as well as your bank statements. This report will show you all of the details of the transaction(s) in the date span entered in the date box. You are able to search for approved and rejected transactions.

1. Click on Journal (found under the Reports tab *or* the Reports box on the home page).

payments		Call us: 1.866.300.428 ⊠Contect Us
	Aura Form Setup User Profile ▼ Help ▼	
ome Journal Sale Reports Velcome to the iATS Payments Customer Portal. Th	e home menu contains a variety of tools and reports which allow you to review all	Login ID: TEST8
Reports 🕶	Virtual Terminal 🕶	Aura Form Setup
Journal Sale Reports Tees for reconciliation purposes.	This section allows you to process single credit card transactions, schedule recurring credit card or ACH/direct debit, store and update customer/donor payment information and upload a batch of transactions for processing.	This section provides access to Aura setup, our secure online donation form. Aura allows you to quickly and easily create multiple online donation pages, which support one-time and recurring credit card and ACH/direct debit payments.

2. Click on the "Download Journal" sub-tab.

Journal
These reports allow you to view all credit card or direct debit transaction details associated with a specific date or range of dates. You can sort by card type or sub code, view only rejected or approved transactions and also process refunds.
Credit Card Transactions ACHEFT Transactions Download Journal
Transactions can be accessed for a maximum of 6 months at one time (ex: 01/01/2013-06/30/2013, 07/01/2013-12/31/2013)
Client Code TEST From 09/01/2015 🛱 To 11/3/2015 🗃 🖲 Approved 💿 Rejected
Download Journal:
Credit Card Journal Detailed Credit Card Journal ACHEFT Journal Detailed ACHEFT Journal ACHEFT Returns Journal



- 3. Enter the date range which you wish to search.
- 4. Choose if you would like to search for "Approved" or "Rejected" transactions.
- 5. Click on the green button which reads "Credit Card Journal"
- 6. The report will then open in an Excel Spreadsheet format.
- 7. You may now use the transaction detail to reconcile your statements.
- 8. The spreadsheet includes such details as: Transaction ID, Invoice Number, Date/Time, The Client Code, Method of Payment, Cardholder Name, Card Number, Expiry Date, the Amount of Transaction, and the Authorization Code.

	A	В	С	D	E	F	G	н		J
1	Transaction ID	Invoice Number	Date Time	Client Code	Method of Payment	Card holder Name	Account Number	Expiry Date	Amount	Result
2	A538ACC6	123ABCd	8/1/2012 3:05	TEST88	VISA	Serge Testing	'411********1111	'01/17	10	OK:678594:N
3	A538ADB0	123ABCe	8/1/2012 3:07	TEST88	VISA	GivingVisaMonthly IATS LSC Dev	'411********11111	'03/13	10	OK:678594:N
4	A538B6BA	123ABCf	8/1/2012 3:30	TEST88	VISA	Yonders Yankers	'411********1111	'01/12	1	OK:678594:
5	A538B8C9	123ABCg	8/1/2012 3:36	TEST88	VISA	TESTER USER	'411********1111	'10/12	1	OK:678594:
6	A538B8E9	123ABCh	8/1/2012 3:36	TEST88	VISA	JOE SMITH	'411********11111	'10/12	1	OK:678594:
7	A538B90C	123ABCi	8/1/2012 3:36	TEST88	VISA	Mark Anthony	'422*******2220	'03/15	1	OK:678594:
8	A538B92C	123ABCj	8/1/2012 3:37	TEST88	VISA	Tom Epplett	'422********2220	'12/12	5	OK:678594:
9	A538B93B	123ABCk	8/1/2012 3:37	TEST88	VISA	jen Cole	'411********1111	'12/12	1	OK:678594:
10	A538B9AC	123ABCI	8/1/2012 3:38	TEST88	VISA	Jen Cole	'411********1111	'10/15	1	OK:678594:
11	A538BD29	123ABCm	8/1/2012 3:46	TEST88	VISA	Chandra Musterer	'422*******2220	'12/12	3	OK:678594:

iATS Customer Care Team: 1-888-955-5455 / 1-866-300-4287, option 1 <u>or</u> <u>iatscs@iatspayments.com</u> 7:30am-5:00pm Pacific Standard Time, Monday through Friday