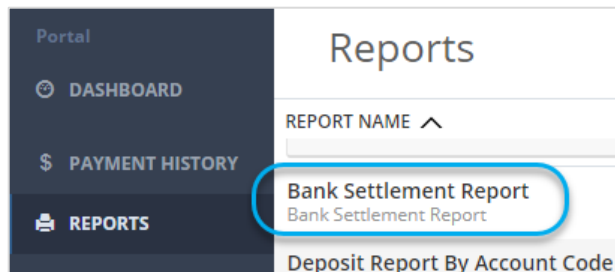


Reconciling Net Deposits to Your Bank

Reconciling to your bank account is made simple and fast. Use your Bank Settlement Report to view net deposits by estimated funding dates, transactions, and deposits by

- o Login to the RevTrak Portal.



- o Click on **Reports** (left-hand navigation bar).
- o Select the **Bank Settlement Report** and enter the reconciliation date range (“Estimated Fund Date”).

Settlements						
EXPORT TO EXCEL		EXPORT TO PDF		5/1/2018	5/31/2018	
Settle Date ↓	Deposit Account ▼	Gross Total	Fee Total	Net Total	Estimated FDate	
▶ 05/11/2018	General fund	\$525.00	\$26.25	\$498.75	05/12/2018	
▶ 05/10/2018	General Fund	\$1750.00	\$87.50	\$1662.50	05/11/2018	
◀ 05/03/2018 - 05/12/...		\$2275.00	\$113.75	\$2161.25		

The report includes the following:

- o **Settle Date:** The date the deposits are batched and are sent to your account
- o **Deposit Account:** The bank account the “Net Total” funds have been deposited into. If depositing money into more than one bank account, click the filter icon to select and view deposits for a specific bank account.
- o **Gross Total:** Total deposit with no fee adjustments.
Gross Deposit = Payments - Refunds/Voids
- o **Fees:** Transaction fees for processing the batch. Please note, any additional fees (including chargebacks) will be found on your monthly Merchant Statement.
- o **Net Total:** Deposit amount posting to your bank account Net
Deposit = Gross Deposit - Transaction Fees

- Estimated Fund Date: The approximate date the deposit posts in your account. Please note, if the “Estimated Fund Date” is a week-end or holiday, the funds will show in your bank account the following business day.
- Match each deposit to your bank account using the “Net Total” column.
 - Please note, if your organization is depositing funds into multiple bank accounts, you will select the individual account you are reconciling from the “Deposit Account” drop down and click “Filter” to view deposits into that one account. Otherwise, you are viewing total deposits in all accounts.
- If using an online banking system, filter deposits by “RVT” and compare your bank deposit total to the total in your RevTrak Settlements “Net Total” column.
- Net deposit records are available for export to Excel or PDF.

View Deposit Details

Click the arrow next to each deposit date to view the following details:

- Activities: A list of all payments making up the deposit.
- Products: The deposit dollars separated by product name.
- Account Codes: The deposit dollars separated by account code.

Settlements	
EXPORT TO EXCEL	EXPORT TO PDF
Settle Date ↓	Deposit Account
05/10/2018	???
ACTIVITIES PRODUCTS ACCOUNT CODES	
Payment Date	Payment Ref
05/09/2018	qhz-e0x-x69wde

Looking for additional information or have questions about your account? Please contact your Client Service Representative for assistance at ezhelp@revtrak.com.