

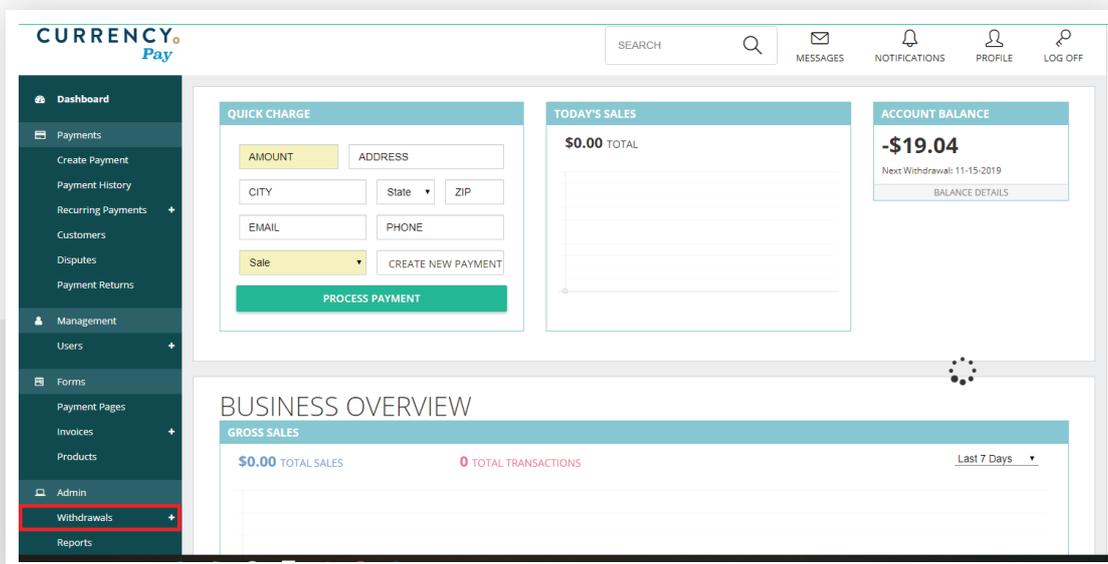
How to Reconcile

Reconciling can be intimidating, but with these tips and tricks you will be able to match up the disbursements to your bank account with the transactions and fees that made up that amount.



To see a breakdown of what made up a disbursement you will need to look into your withdrawal history by doing the following:

1. Make sure you are logged into the CurrencyPay portal and click on **“Withdrawals”** in the left hand toolbar, near the bottom.



2. Scroll down to the Withdrawal History section where you will see the latest five disbursements to your bank account.

3. Click on the "See All" in the bottom left corner to expand the list to include all of your past disbursements.

WITHDRAWAL HISTORY

SUCCESSFULLY DISBURSED: **-\$24.02** PENDING: **\$0.00**

ID	CREATED	ACCOUNT	STATUS	AMOUNT
p1_dbm_5d97c1e6fc59735e02a8...	10-04-2019 18:04:22	*****1327	Processed	-\$1,000.00
p1_dbm_5d869da3d9d52086c7eb...	09-21-2019 18:01:07	*****1327	Processed	\$1.70
p1_dbm_5d854c4b40ae212ccf449...	09-20-2019 18:01:47	*****1327	Processed	\$962.14
p1_dbm_5cfc30433269fef55ecf085	06-08-2019 18:01:39	*****1327	Processed	\$1.34
p1_dbm_5cf2f57b795bad39e5a8...	06-01-2019 18:00:27	*****1327	Processed	\$0.38

4. You can then match up the amount of the disbursement to the amount that was sent to your bank account, and click on the disbursement in question to open up the disbursement details.

5. In the disbursement details you will see a section for Totals, Sales, and Fees.

a. Totals will show you the total amount of sales ran, fees accrued, and the amount that was disbursed

b. Sales will show you a breakdown of all of the sales included

c. Fees will show you a breakdown of any fees included

DISBURSEMENT DETAILS

Trace Number 242071752620272 Amount \$1.70 Platform VCORE

CSV
 XLS

DISBURSEMENT TOTALS				
TYPE	COUNT	CREDIT	DEBIT	DISBURSED
Sales ↗	2	\$2.06	\$0.00	\$2.0502
Fees ↗	3	\$0.00	-\$0.35614	-\$0.35614
Rollover from last disbursement ↗		\$0.00594	\$0.00	\$0.00594
Not Disbursed		\$0.00	-\$0.0098	\$0.00
Total		\$2.06594	-\$0.36594	\$1.70

SALES						
TYPE	ID	CARDHOLDER	COMPANY	AMOUNT	DISBURSED	DATE
Sale	p1_txn_5d820f3b50e9a...			\$1.03	\$1.0202	
Sale	p1_txn_5d820f3aa49be...			\$1.03	\$1.03	

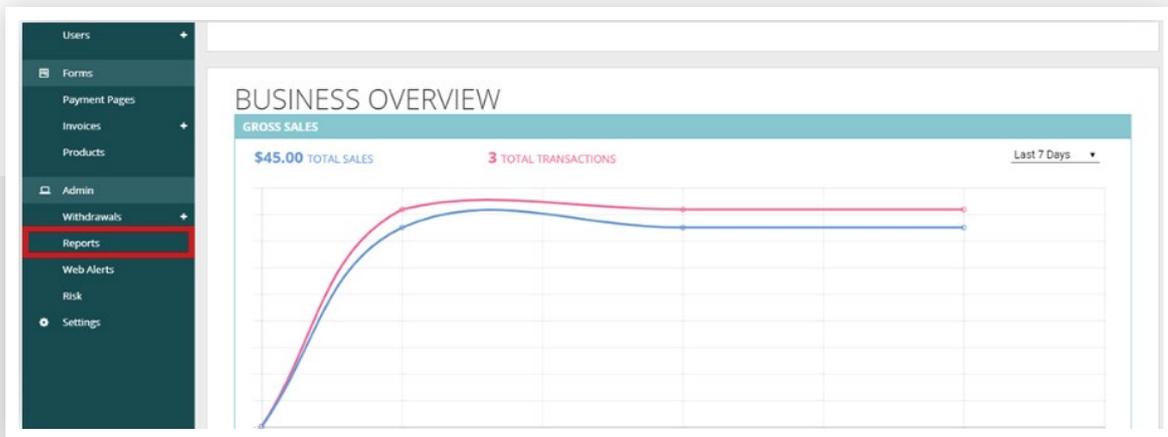
FEES				
TYPE	COUNT	CREDIT	DEBIT	DISBURSED
Authorization		\$0.00	-\$0.30	-\$0.30
Capture		\$0.00	-\$0.05614	-\$0.05614

- You can match up the gross amount of sales for this disbursement, and account for the fees deducted in your books.

If you do not know what your gross sales were for the day, you can run a transaction detail report in the portal to get this information by doing the following: ****keep in mind that disbursements go out the day after credit card transactions are ran. If you are looking at a disbursement from November 5th, you would want to look at the transactions ran on November 4th****

Daily Reconciliation

- Make sure you are logged into the CurrencyPay portal and click on **“Reports”** in the left hand toolbar, near the bottom.



- The report we want to run is a **Transaction Details Report**, which you will see in the middle of the page.

3. Click on the “More Options” next to **Transaction Details** and change the following.
 - a. Set the second drop down to Captured (this will eliminate failed transactions in which no money was collected)
 - b. Set the date range to the desired date
4. Click the **green button** next to the date range to run the report.

The screenshot displays the 'REPORTS' dashboard with three main columns: COMPANY REPORTS, COMPANY TRANSACTION, and DISPUTE TRANSACTION. Each column contains several report cards with dropdown menus and 'More Options' buttons.

- COMPANY REPORTS:**
 - PROFIT & LOSS STATEMENT: Today, More Options
 - BALANCE DETAILS: Today, More Options
 - SLOWCOW LLC BALANCE DETAILS: Today, More Options
- COMPANY TRANSACTION:**
 - TRANSACTIONS: Today, More Options
 - TRANSACTION DETAILS: Yesterday, More Options (highlighted with a red box), Captured, Payment Methods, Cardholder, Card, Sale, Auth, Capture, Reverse Auth, ..., Pending, Approved, Failed, Capture..., Select Users, Select Merchants
- DISPUTE TRANSACTION:**
 - DISPUTES: Today, More Options
 - DISPUTE DETAILS: Today, More Options

- The report will then generate showing you the total in **sales**, the total in **fees**, the **net amount**, as well as a list of every single transaction.

TRANSACTION DETAILS .CSV .XLS

Total

\$2.02

Fees

\$0.00

Net

\$2.02

Report Dates ✎

11/01/2019 - 11/15/2019

Assessments

\$0.00

Transactions

4

Date Created

11/15/2019

Payment Methods ✎

All

Users ✎

All

Filter Transactions by ✎

Captured

Transaction Types ✎

All

Merchants ✎

All

Cardholder Info ✎

Cardholder
Card

Transaction Status ✎

All

RUN REPORT

Merchant	Cardholder	Card	Captured	Type	Status	Amount	Fee	Net
Slowcow LLC	null null	3030	11-13-2019	Sale	Settled	\$1.00	\$0.00	\$1.00
Slowcow LLC	null null	3030	11-13-2019	Sale	Settled	\$0.01	\$0.00	\$0.01
Slowcow LLC	XXXXXXXXXX	6789	11-12-2019	eCheck Sale	Settled	\$1.00	\$0.00	\$1.00
Slowcow LLC	null null	3030	11-04-2019	Sale	Settled	\$0.01	\$0.00	\$0.01

Note for Monthly Reconciliation

It's important to note that disbursements happen the day after a transaction is ran. When looking into reconciling transactions for the month you would want to **exclude** the disbursement on the 1st of the month, and **include** the disbursement on the 1st of the following month.

That's because the disbursement on the 1st of the month will include transactions ran on the last day of the prior month. In the same vein, you'd find the disbursement of transactions from the last day of the month you are looking at on the 1st of the next month.