



Daily Reconciliation (Payments, Deposits, and Rejected Payments)

By using the reconciliation tools in the PSN Account Management Center, reconciling payments and deposits can be simple. We recommend that you do daily spot checks to make sure data movement between the PSN payment system and your ledger software is timely and accurate.

NOTE: For daily checks, don't reconcile payments to deposits, but rather payments made to payments posted and deposits made to actual deposits into your bank, because deposits take longer to process through the financial network than a payment posts to your ledger.

To ensure the integrity of PAYMENTS posted to your ledger, perform the following:

1. In QUICK LINKS, select Daily Reconciliation Report.
2. This will generate a report of the number of transactions and dollar value of all transactions that were posted to your Accounting Software for the day.
3. Compare this report with your Accounting Software to verify that the same number and amount was uploaded to your Accounting Software.
4. If the reports don't agree or if you want to do a more in-depth verification, select the View Details function to compare item by item transactions. Detailed information is split between credit cards and checks (includes ACH, debit cards, bank bill pay transactions).

To ensure that your Accounting Software is accurate, verify that there are no unsuccessful check transactions.

1. In QUICK LINKS, select View Declined/Rejected Transactions.
2. This will generate a report of the unsuccessful transactions for the last week.
3. If there are any declined/rejected check transactions, you need to manually remove them from your Accounting Software. Credit card transactions that are declined/rejected will never post to your Accounting Software.

To ensure the integrity of Deposits made, perform the following:

1. In QUICK LINKS, select Bank Deposits.
2. PSN makes only one deposit a day. Check the deposit amount against the amount deposited into your bank from PSN. Click on the View Details to generate a report of the transactions making up the deposit. NOTE: Withdrawals listed in the PSN deposited items (refunds or chargebacks) will be handled as unique debits to your account.

TROUBLESHOOTING

- ✓ "My daily reconciliation report is more than what was posted to my accounting software." You can select View Details to look at each individual transaction to clarify which was not posted to your Accounting Software. You can then contact your Service Account Manager who can assist you with positing that transaction.
- ✓ "Bank deposit dates don't line up with PSN deposit dates." The PSN date is when it moves from our system; it may be a day later that the bank records such payment.

Still need assistance...

If you require additional help, please submit a TICKET by logging into the PSN Account Management Center; in QUICK LINKS, select "Submit/Monitor Tickets." Your question will be addressed within one business day.

Download Date	Payment Type	Count	Payment Amount	Transaction Amount	Service Fee	
Downloaded Items on 09/23/2014						
09/23/2014	Check	144	\$14,446.83	\$14,446.83	\$65.90	View & Download Transactions
09/23/2014	Credit	185	\$53,804.18	\$53,804.18	\$112.85	View & Download Transactions
Account Total:		329	\$68,251.01	\$68,251.01	\$178.75	
Downloaded Items on 09/24/2014						
09/24/2014	Check	42	\$7,187.44	\$7,187.44	\$21.32	View & Download Transactions
09/24/2014	Credit	135	\$25,670.76	\$25,670.76	\$85.18	View & Download Transactions
Account Total:		177	\$32,858.20	\$32,858.20	\$106.50	
Downloaded Items on 09/25/2014						
09/25/2014	Check	30	\$7,544.39	\$7,544.39	\$16.99	View & Download Transactions
09/25/2014	Credit	112	\$41,487.35	\$41,487.35	\$63.78	View & Download Transactions
Account Total:		142	\$49,031.74	\$49,031.74	\$80.77	
Grand Total:		648	\$150,140.95	\$150,140.95	\$366.02	

