# Viewing Bank Deposits

By using the reconciliation tools in the PSN Account Management Center, reconciling deposits can be simple. We recommend that you do daily spot checks to make sure that deposits from PSN are posting to your bank account correctly.

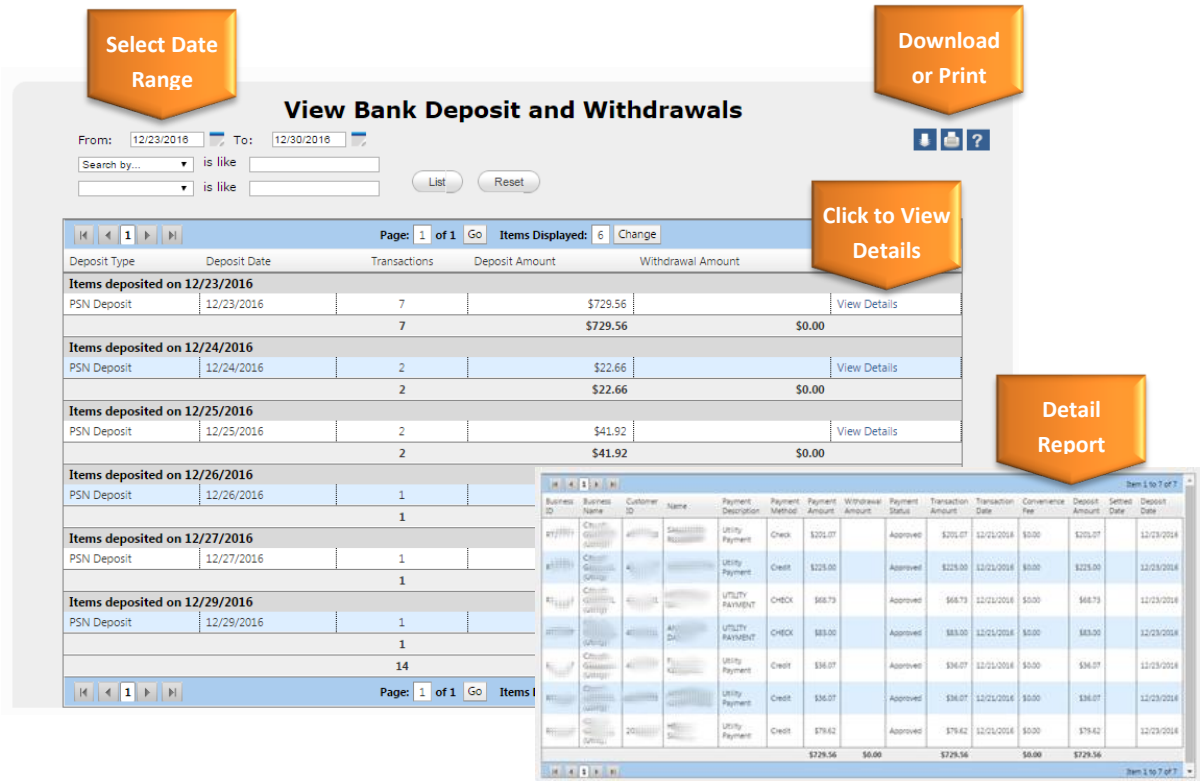
**HINT:** For daily checks, don't reconcile payments to deposits, because deposits take longer to process through the financial network than a payment posts to your ledger.

## 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

- ✓ "I can only see some of my deposits." Make sure to view both ACH and credit transactions (PSN & Merchant deposited items) on the Deposits page.
- ✓ "My bank deposits are more than what's listed on Merchant deposit list." If you have more than one account, go to your Corporate Account on PSN to view all deposits from all PSN accounts.
- ✓ "Bank deposit dates don't line up with PSN deposit dates." PSN date is when it moves from our system; it may be a day later that 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.