



InvoiceCloud®




PSN  
an InvoiceCloud Service

# PSN Daily Reconciliation

# Daily Reconciliation of Payments

- Under Quick Links, select Daily Reconciliation Report to generate a report of the number of transactions and dollar value of all transactions downloaded to your software that day.
- Compare the download report to verify that the same number and amount was uploaded to your ledger.

**Downloaded Items**

From:  To:  [List](#) [Reset](#)   

Download Date	Payment Type	Count	Payment Amount	Transaction Amount	Service Fee	
<b>Downloaded Items on 02/12/2023</b>						<a href="#">View &amp; Download Transactions</a>
02/12/2023	Check	26	\$3,304.55	\$3,304.55	\$14.00	<a href="#">View &amp; Download Transactions</a>
02/12/2023	Credit	61	\$6,753.36	\$6,753.36	\$152.50	<a href="#">View &amp; Download Transactions</a>
<b>Account Total:</b>		87	\$10,057.91	\$10,057.91	\$166.50	
<b>Downloaded Items on 02/13/2023</b>						<a href="#">View &amp; Download Transactions</a>
02/13/2023	Check	67	\$14,795.15	\$14,795.15	\$32.05	<a href="#">View &amp; Download Transactions</a>
02/13/2023	Credit	62	\$7,249.06	\$7,249.06	\$155.00	<a href="#">View &amp; Download Transactions</a>
<b>Account Total:</b>		129	\$22,044.21	\$22,044.21	\$187.05	
<b>Downloaded Items on 02/14/2023</b>						<a href="#">View &amp; Download Transactions</a>
02/14/2023	Check	78	\$10,993.87	\$10,993.87	\$34.95	<a href="#">View &amp; Download Transactions</a>
02/14/2023	Credit	48	\$10,096.28	\$10,096.28	\$120.00	<a href="#">View &amp; Download Transactions</a>
<b>Account Total:</b>		126	\$21,090.15	\$21,090.15	\$154.95	
<b>Grand Total:</b>		342	\$53,192.27	\$53,192.27	\$508.50	

# Daily Reconciliation of Payments

Name	Customer ID	Payment Description	Payment Method	Payment Amount	Payment Status	Trans Amount	Trans Date	Trans Type	Download Status	Service Fee	Download Date	Recei Num
		CLEANING	Check	\$72.88	Approved	\$72.88	03/15/18 12:01:02	Payment	Yes	\$0.38	04/21/18 07:16:29	1520
		CLEANING	Check	\$85.24	Approved	\$85.24	03/15/18 12:01:02	Payment	Yes	\$0.38	04/21/18 07:16:29	1520
		CLEANING	Check	\$281.04	Approved	\$281.04	03/15/18 12:01:02	Payment	Yes	\$0.38	04/21/18 07:16:29	1520
		CLEANING	Check	\$377.25	Approved	\$377.25	03/15/18 12:01:02	Payment	Yes	\$0.38	04/21/18 07:16:29	1520
		CLEANING	Check	\$45.91	Approved	\$45.91	03/15/18 12:01:02	Payment	Yes	\$0.38	04/21/18 07:16:29	1520
David Batterman	0000000001	Rent	Check	\$750.00	Approved	\$750.00	04/01/18 12:01:02	Payment	Yes	\$0.38	04/21/18 07:16:29	3120
<b>Total for day:</b>		<b>6 Transactions</b>		<b>\$1,612.32</b>		<b>\$1,612.32</b>				<b>\$2.28</b>		

- If you notice any discrepancies or if you want to do a more in-depth verification to compare item-by-item transactions, click View & Download Details for the date in question
- For daily checks, look at the reconciliation and match reconciliation to the deposit based on your deposit delay

# Declined/Rejected Payments

Filter for CHECK transactions

If **check transactions** are declined, you need to manually remove the posting from your software. To do this, run a report daily:

- Under Quick Links, click View Declined/Rejected Payments
- Click List to generate a report. It will default to transactions made in the last seven days, but you can widen the date range to look back further
- Unsuccessful **check** transactions funded by PSN will appear in red (see below)
- PSN will withdraw the amount of the unsuccessful checks from your bank
- If there are unsuccessful **check** transactions, remove manually from your software

Name	Customer ID	Invoices	Description	Payment Method	Payment Type	Payment Status	Transaction Date	Payment Amount	Total Amount	Deposit Amount	Deposit/Chargeback Date	Paid By	Card Response	Response Description	Declined/Rejected Date	Downloaded	Options
1	Josh		Police Impound Fees	Check	Online	Rejected	02/22/2019 17:35:36	\$20.00	\$20.00	\$20.00	02/23/2019	Customer	No account on file(RDFI is unable to locate account) Rejected by PSN Batch RCVD from Bank		02/27/2019 10:00:33	No	Options
2	Brendan Emmel		Police Impound Fees	Credit	Phone	Declined	03/28/2019 16:45:19	\$105.00	\$105.00	\$105.00		mschatz	No such issuer	No such issuer	03/28/2019 16:45:33	No	Options
3	BAIL-CO PROPERTIES	10054011	Utility Payment	Credit	Scheduled	Rejected	5/16/2019	\$12.01	\$14.00	\$14.00		Billing	Activity limit exceeded	Activity limit exceeded	05/16/2019 14:30:13	No	Options
4	BAIL-CO PROPERTIES	10038000	Utility Payment	Credit	Scheduled	Rejected	5/16/2019	\$12.02	\$14.01	\$14.01		Billing	Activity limit exceeded	Activity limit exceeded	05/16/2019 14:30:16	No	Options
5	BAIL-CO PROPERTIES	10046011	Utility Payment	Credit	Scheduled	Rejected	5/16/2019	\$12.03	\$14.02	\$14.02		Billing	Activity limit exceeded	Activity limit exceeded	05/16/2019 14:30:18	No	Options
6	BAIL-CO PROPERTIES	10004000	Utility Payment	Credit	Scheduled	Rejected	5/16/2019	\$12.04	\$14.03	\$14.03		Billing	Activity limit exceeded	Activity limit exceeded	05/16/2019 14:30:20	No	Options
7	BAIL-CO PROPERTIES	10052105	Utility Payment	Credit	Scheduled	Rejected	5/16/2019	\$12.05	\$14.04	\$14.04		Billing	Activity limit exceeded	Activity limit exceeded	05/16/2019 14:30:22	No	Options
Page Total:								7 Transactions		\$185.15	\$195.10	\$195.10					
Grand Total:								7 Transactions		\$185.15	\$195.10	\$195.10					



# Daily Reconciliation of Deposits

If you'd like to do daily spot checks of deposits:

- Under Quick Links, click View Bank Deposits
- Check the deposit amount listed in PSN against the amount listed by your bank
  - This may deposit 1 – 2 business days after the deposit date listed
- Click on View Details to generate a report of the transactions making up the deposit

**View Bank Deposit and Withdrawals**

From: 2/2/2023 To: 2/9/2023

Search by: [dropdown] is like [input] [List] [Reset]

Deposit Type	Deposit Date	Transactions	Deposit Amount	Withdrawal Amount	
<b>Items deposited on 2/2/2023</b>					
PSN Deposit	2/2/2023	222	\$33,247.11		<a href="#">View Details</a>
		222	\$33,247.11	\$0.00	
<b>Items deposited on 2/3/2023</b>					
PSN Deposit	2/3/2023	348	\$49,304.88		<a href="#">View Details</a>
Withdrawal	2/3/2023	1		\$273.10	<a href="#">View Details</a>
		349	\$49,304.88	\$273.10	
<b>Items deposited on 2/4/2023</b>					
Withdrawal	2/4/2023	1		\$500.00	<a href="#">View Details</a>
PSN Deposit	2/4/2023	197	\$29,649.01		<a href="#">View Details</a>
		198	\$29,649.01	\$500.00	
<b>Items deposited on 2/5/2023</b>					
PSN Deposit	2/5/2023	295	\$43,560.54		<a href="#">View Details</a>
		295	\$43,560.54	\$0.00	
<b>Items deposited on 2/6/2023</b>					
PSN Deposit	2/6/2023	111	\$14,655.22		<a href="#">View Details</a>
		111	\$14,655.22	\$0.00	
<b>Items deposited on 2/7/2023</b>					
Withdrawal	2/7/2023	1		\$65.63	<a href="#">View Details</a>
PSN Deposit	2/7/2023	120	\$15,309.13		<a href="#">View Details</a>
		121	\$15,309.13	\$65.63	
<b>Items deposited on 2/8/2023</b>					
PSN Deposit	2/8/2023	173	\$26,765.40		<a href="#">View Details</a>
		173	\$26,765.40	\$0.00	
		1,469	\$212,491.29	\$838.73	

# Daily Reconciliation Process

We recommend doing daily spot checks to make sure payments are posting from the PSN system to your software timely and accurately.

If you have questions, please contact your Service Account Manager using the information below the Quick Links in the Account Management Center



# Thank You

