

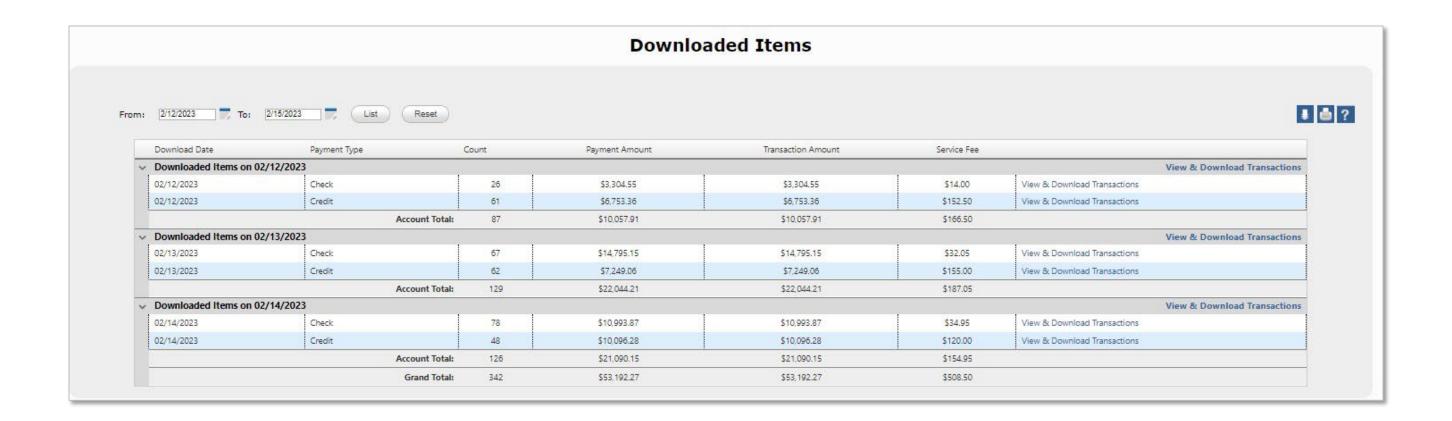




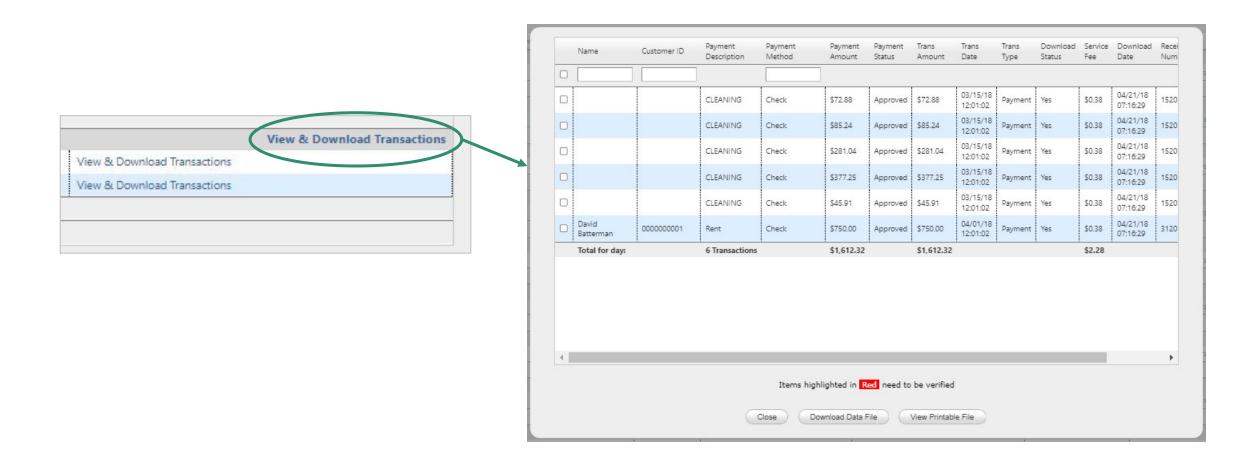
PSN Daily Reconciliation

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.



Daily Reconciliation of Payments



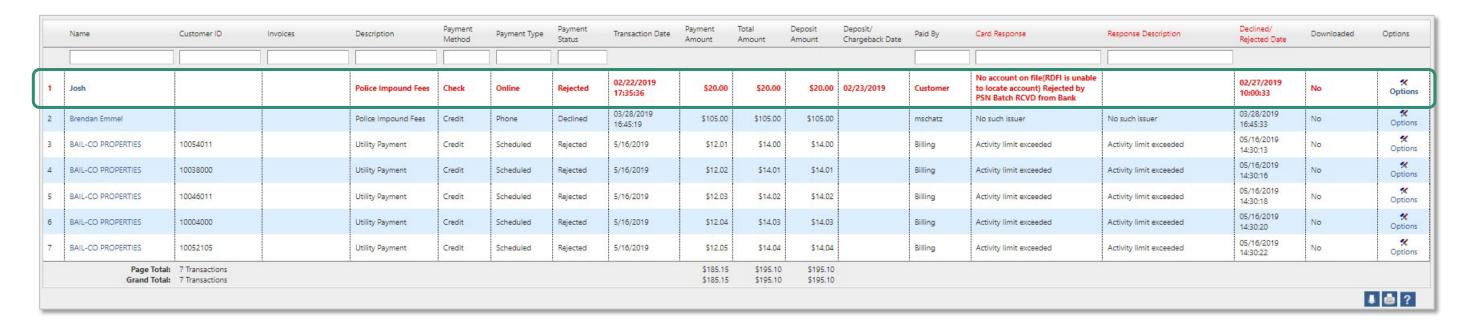
- If you notice any discrepancies or if you want to do a more in-depth verification to compare item-by-item transactions, click View & Download Details for the date in question
- For daily checks, look at the reconciliation and match reconciliation to the deposit based on your deposit delay

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:

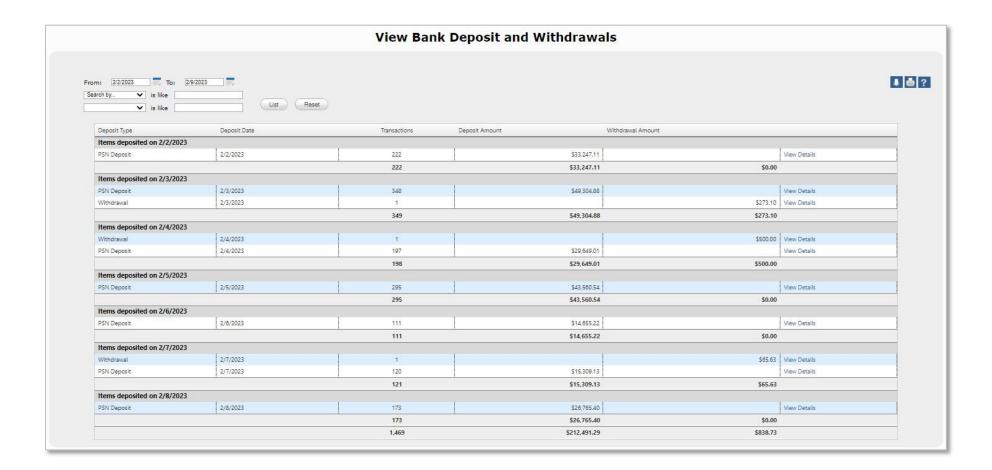
- Under Quick Links, click View Declined/Rejected Payments
- Click List to generate a report. It will default to transactions made in the last seven days, but you can widen the date range to look back further
- Unsuccessful **check** transactions funded by PSN will appear in red (see below)
- PSN will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



Daily Reconciliation of Deposits

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

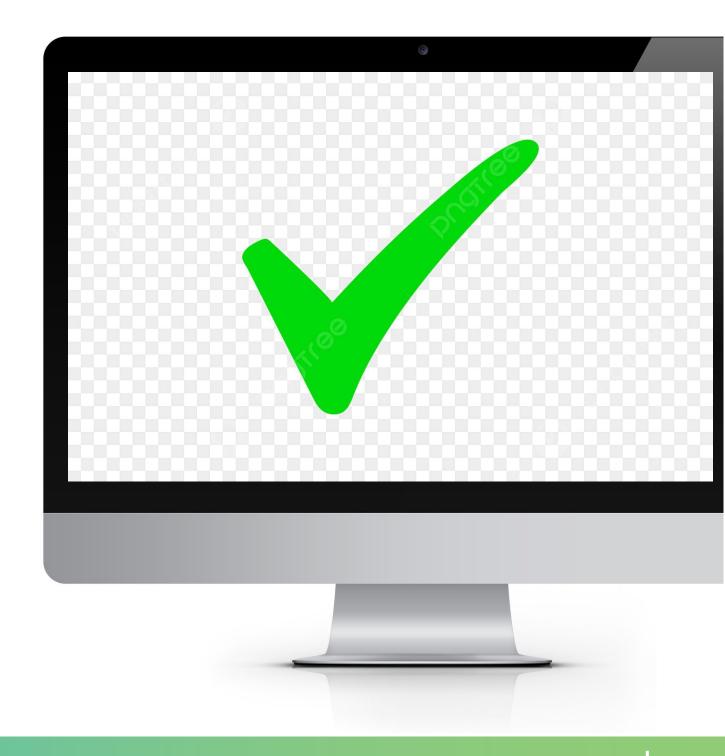
- Under Quick Links, click View Bank Deposits
- Check the deposit amount listed in PSN against the amount listed by your bank
 - This may deposit 1 − 2 business days after the deposit date listed
- Click on View Details to generate a report of the transactions making up the deposit



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