

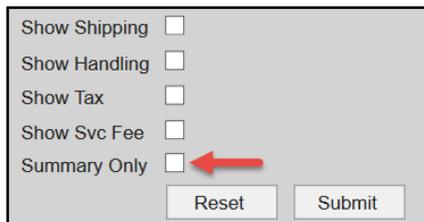
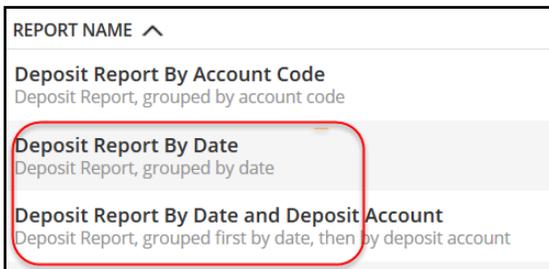
Bank Deposit Reconciliation



Step 1: Assemble Needed Documents

- RevTrak Statement (sent via email)
- Bank Statement

Step 2: Access RevTrak Reports and Identify Start/End Dates



- Log in to your RevTrak Portal
- Click on **Reports**
- Click on **Deposit Report by Date**
- Select your **Deposit Account** from the dropdown
- Enter the **Start Date**: Use the 25th of the prior month being reconciled. *In this example, we are reconciling February, so our Start Date will be 1/25/2013.*
- Enter the **End Date**: Use the last date of the month to be reconciled. *In this example, we will use February 28, 2013.*
- Click **Run**
- Modify the report by clicking **Summary Only** and then **Submit**.
Our purpose is to get a list of bank deposits for reconciling to the bank statement. Leave this report showing on your computer.
- Look at the bank statement. Find the first and last RevTrak deposits that arrived at your bank for the month being reconciled and compare to the **RevTrak Deposit Report**.

Electronic and Other Credits		
Date	Description	Amount
2/01	Credit Dep 5/3 Bankcard Sys	\$317.40

2/27	Deposit	\$402.50
2/28	Credit Dep 5/3 Bankcard Sys	\$850.25
2/28	Deposit	\$93.35

Note

In our example the first deposit on 2/1 was \$317.40, which matches a deposit from RevTrak dated 1/30. The last deposit of \$850.25 matches the RevTrak deposit of 2/26. Our new Start Date is 1/30/13, and our new End Date is 2/26/2013.

Step 3: Reconcile to the Bank Statement

REPORT NAME ^

Deposit Report By Account Code
Deposit Report, grouped by account code

Deposit Report By Date
Deposit Report, grouped by date

Deposit Report By Date and Deposit Account
Deposit Report, grouped first by date, then by deposit account

Deposit Report By Deposit Account and Date
Deposit Report, grouped first by deposit account, then by date

Deposit Report By Product
Deposit Report, grouped by product

- Close the current RevTrak report.
- Click **Deposit Report by Date**, generate the report again using the new start and end dates. Click **Run**.
- Click **Summary Only** and **Submit**.
- Print
- Compare this report to your bank statement and confirm each deposit has deposited to your bank account.



Note

Deposits may not appear on your bank statement in order due to your bank's posting process. However, all deposits should be listed in the account. If you have any questions, please contact your RevTrak Client Service Representative for assistance.

DEPOSIT REPORT BY DATE

Select a Deposit Account: All

Choose a start date: 1/30/2013

Choose an end date: 2/26/2013

Run

Show Shipping

Show Handling

Show Tax

Show Svc Fee

Summary Only

Reset Submit

Congratulations! You have reconciled RevTrak deposits to your bank statement!

Webstore Deposit Report

From 2013-01-30 to 2013-02-26

Deposit By Date

Deposit Account: All

		Amount	Total
01/30/2013	Total	\$ 317.40	\$ 317.40
01/31/2013	Total	\$ 640.40	\$ 640.40
02/01/2013	Total	\$ 425.00	\$ 425.00
02/02/2013	Total	\$ 84.00	\$ 84.00
02/03/2013	Total	\$ 160.00	\$ 160.00
02/24/2013	Total	\$ 135.00	\$ 135.00
02/25/2013	Total	\$ 220.00	\$ 220.00
02/26/2013	Total	\$ 850.25	\$ 850.25
	Grand Total	\$ 8981.58	\$ 8981.58

Step 4: Post Deposits to Financial Software or General Ledger

RevTrak PORTAL Reports
Your School Here

REPORT NAME ^

Deposit Report By Account Code
Deposit Report, grouped by account code

Deposit Report By Date
Deposit Report, grouped by date

Now that you have the date range that matches your bank statement, you may use the same date range with **Deposit Report by Account Code** to update your Financial Software or General Ledger.

Note

If you prefer the report in a different format, click **Print** and save the report in a different format (including Excel) or generate an **Item History** report (available in **Payment History**) instead.

Helpful Hint

Another option (not shown here), is to run the same date range using the **Deposit by Product Report**.

Webstore Deposit Report

From 2013-01-30 to 2013-02-26
Deposit By Account Code
Deposit Account: : All

	Amount	Conv Fee	Tax	Total
West Elementary	Total \$ 1674.80	\$ 0.00	\$ 0.00	\$ 1674.80
East Elementary	Total \$ 1337.53	\$ 0.00	\$ 0.00	\$ 1337.53
North Senior High	Total \$ 3212.50	\$ 0.00	\$ 0.00	\$ 3212.50
West Junior High	Total \$ 2689.75	\$ 0.00	\$ 0.00	\$ 2689.75
Staff Food Service	Total \$ 67.00	\$ 0.00	\$ 0.00	\$ 67.00
Grand Total	\$ 8981.58	\$ 0.00	\$ 0.00	\$ 8981.58

Step 5: Shipping, Handling, Tax, and Service Fees

Show Shipping

Show Handling

Show Tax

Show Svc Fee

Summary Only

Reset Submit

Use these check boxes to get itemized reports showing Shipping, Handling, Tax, and Service Fees.

Webstore Deposit Report

From 2013-01-05 to 2013-03-05
Deposit By Account Code
Deposit Account: : All

	Amount	Conv Fee	Tax	Shipping	Handling	Total
ACT Preparatory Course Fee	Total \$ 35.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 35.00
Operation Snowball	Total \$ 6570.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6570.00
Red Cross Certification	Total \$ 945.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 945.00
Self-Defense	Total \$ 410.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 410.00
Spirit	Total \$ 766.38	\$ 0.00	\$ 57.52	\$ 11.00	\$ 0.00	\$ 834.90
Verv Nice Foundation	Total \$ 775.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 775.00
Very Nice Foundation Raffle	Total \$ 4150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4150.00
Winterfest	Total \$ 14120.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 14120.00
Grand Total	\$ 27771.38	\$ 0.00	\$ 57.52	\$ 11.00	\$ 0.00	\$ 27839.90

RevTrak Merchant Statement

RevTrak, Inc.								
February 2013 Statement								
MID: 800000000								
Your School Here								

Daily Deposits								
Settlement Date	Count	Transaction Amount	Settled Amount	Difference	Other	Notes	Total	
2/1/2013	5	425.00	425.00	0.00			425.00	
2/2/2013	1	84.00	84.00	0.00			84.00	
2/3/2013	2	160.00	160.00	0.00			160.00	
2/4/2013	3	362.25	362.25	0.00			362.25	
2/5/2013	1	22.00	22.00	0.00			22.00	
2/6/2013	3	354.80	354.80	0.00			354.80	
2/7/2013	4	156.00	156.00	0.00			156.00	
2/8/2013	2	65.40	65.40	0.00			65.40	
2/9/2013	7	50.00	50.00	0.00			50.00	
2/10/2013						-213.70 Fee - Jan.	-213.70	
2/11/2013	10	318.15	318.15	0.00			318.15	
2/26/2013	9	850.25	850.25	0.00			850.25	
2/27/2013	7	495.00	495.00	0.00			495.00	
2/28/2013	3	210.00	210.00	0.00			210.00	
	Total	157	10206.58	10206.58	0.00	-213.70		

Transaction Summary								
		Count	Amount					
Sales Before Refunds		157	10206.58					
Refunds		0	0.00					
Total - Net Sales		157	10206.58					

Fee Totals								
Transaction Fees		407.25						
Monthly Fees		0.00						
Total Amount Owed		407.25	Will be debited in March					

RevTrak statements will arrive, via email, approximately 2-3 business days after your merchant statement is sent. The statement will include any fees that will be debited from your account(s). Fees include processing fees, equipment purchase and/or rental, etc.

In our example we are looking at the February Merchant Statement. The \$213.70 is the amount being debited for January's fees.

Total Amount Owed at the bottom of the statement shows the amount we can expect to see debited from the bank statement in early March for February's fees.