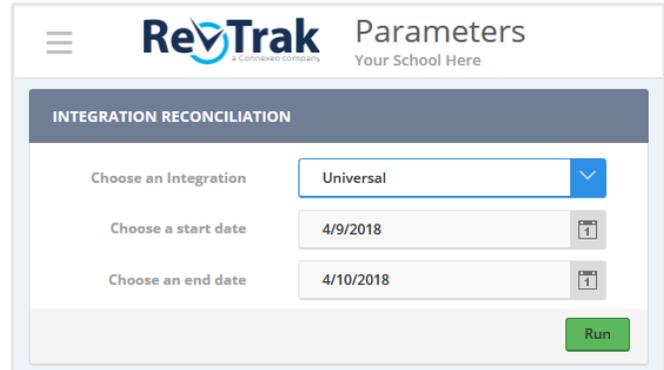


## Reconciling Payments to an Integration

### Generate Reports

#### RevTrak

- Log in to the RevTrak Portal and click on **Reports**.
- Click on Integration Reconciliation and select The integration partner from the drop down.
- Enter the date-range you will be reconciling and click **Run** to generate a report of Web Store payments.



#### Integration Partner Software

- Log in to your integration partner software.
- Run a similar report (including site IDs if available).
- Enter the same date-range you selected for the RevTrak report and generate a report of online payments.

### Reconcile Payments

#### RevTrak

From 2/1/2016 to 2/29/2016

Site Summary

Site ID	Sub Total	Fees	Total
201	22678.42	0.00	22678.42
202	21416.50	0.00	21416.50
203	21040.04	0.00	21040.04
204	29629.35	0.00	29629.35
300	76350.05	0.00	76350.05
301	61930.75	0.00	61930.75
<b>Grand Total</b>	<b>306338.66</b>	<b>0.00</b>	<b>306338.66</b>

Fee Management Payment Totals by Bill Code

Year	Acct	Bill Code	Description	Total Amount
2016	301	10R3021725000000	TECHP301 TECHNOLOGY FEE 2015-16	393.00
2016	301		TRANIN TRANSFER IN	129.99
2016	301	10R3021829000000	YRBK301 YEARBOOK 2015-16	540.00
Totals for School Year: 2016, Entity: 301				8,831.79
Grand Total for All Printed Bill Codes				30,786.78
				<u>Incomplete</u> <u>Failed</u> <u>Successful</u>
Food Service Grand Totals:				2,566.00 0.00 275,551.88
Fee Management Grand Totals:				672.49 0.00 30,786.78
Grand Totals for All Selected Payments:				3,238.49 0.00 306,338.66

- Compare the RevTrak payments to your integration software
- If the payments match, **congratulations** you have reconciled and you're done!  
*If the payments do not match, refer to page 2 for next steps.*

## 3 Simple Steps to Locate a Missing Payment

### 1. Locate Date

Determine the date of the missing payment.

*If reconciling a large date range, you can save time by rerunning the Integration Reconciliation Report for a shorter date range to determine the date of a missing payment.*

### 2. Locate Site

Determine the site missing a payment.

Compare the RevTrak payments using the “Sub-Total” column for each site to the integration system payments for each site. Once you have determined which site is missing a payment, move to page 2 of the RevTrak Integration Report.

### 3. Locate Missing Payment

Find the missing payment and confirm the payment is not in the student’s account.

- Click the “Show Details” check box to view individual payments by date and site. Student name, student ID and amount will display for each payment.
- Compare the RevTrak payments (for the date and site in question) with your integration system payments report to locate the missing payment.
- Once the payment is located, confirm it has not been manually posted to the student’s account in your other system.
- Contact your RevTrak representative to assist with the appropriate next steps. If you include the Order # and student ID, RevTrak can expedite the resolution of the missing payment for you.

*Please note, do not manually add the payment to the student’s account. It may be possible for RevTrak to post the payment instead.*