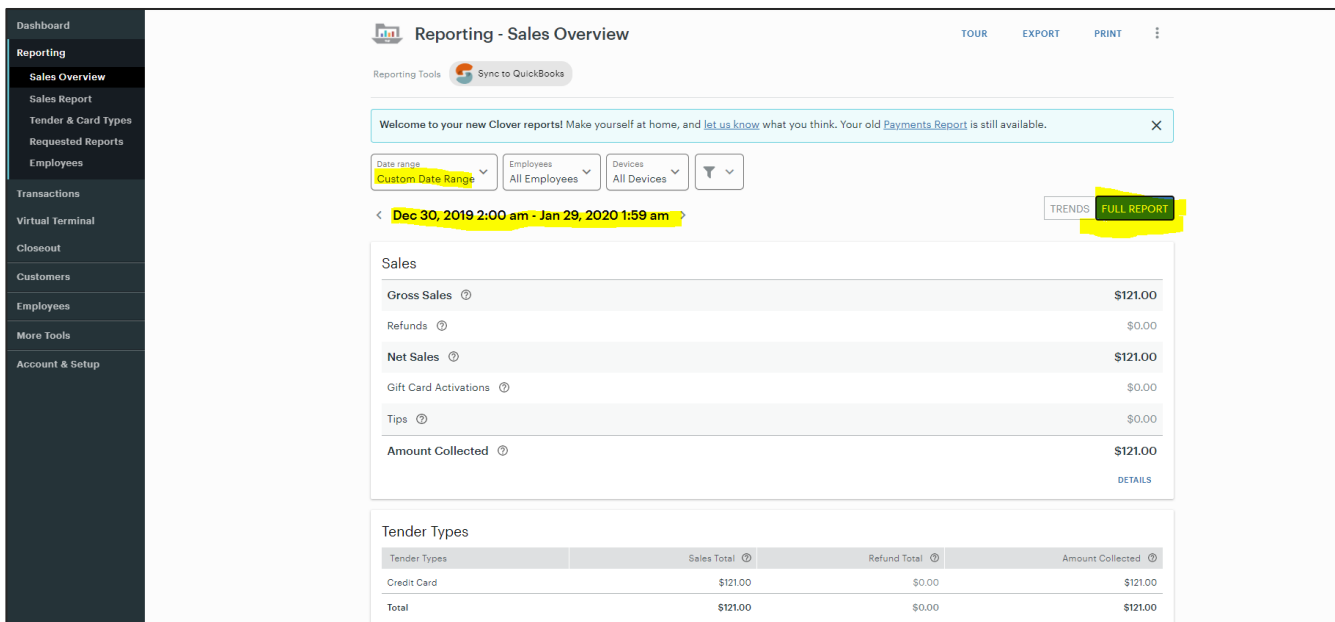


Recording and Reconciling Electronic Payments in eFunds

Here is an eFunds receipt entry process for electronic payments that works very well when you receive many transactions. Electronic receipts can be challenging to reconcile at month end during the bank reconciliation process. We have found processing only one deposit for Clover and one for Bambora and using one specific date for each has simplified the reconciliation.

Process all Clover Receipts daily:

- All eFund receipts for Clover transactions are to be dated on the 1st of each month. No other receipts are to be dated on the 1st.
- Enter receipts daily if possible.
- Print a receipt listing for the 1st of the month at any time to reconcile the receipts entered to what Clover has recorded for the month so far.
- At month end your Clover deposit should match the total Clover transactions on your bank statement. If not, you can log into the Clover account and print a report for the month, and this should match the total Clover receipts dated the 1st of the month. Clover payments are not deposited into the bank on the same day you see them in the Clover account, they are deposited in the bank two days later so select a date range including the last two days of the previous month and excluding the last two days of the current month.
- Process a deposit for the Clover receipts also dated the 1st of the month, when you go into the deposit screen you will know the Clover receipts as they will all be dated the 1st of the month. This total should also match the total Clover transactions on the bank statement.
- Here is a sample Clover report for the matching banking timeline eg. Dec 30/2019 – Jan 29/2019. Last two days of online Clover transactions will be deposited in the next month.



Reporting - Sales Overview

Welcome to your new Clover reports! Make yourself at home, and [let us know](#) what you think. Your old [Payments Report](#) is still available.

Date range: Custom Date Range | Employees: All Employees | Devices: All Devices

< Dec 30, 2019 2:00 am - Jan 29, 2020 1:59 am >

TRENDS FULL REPORT

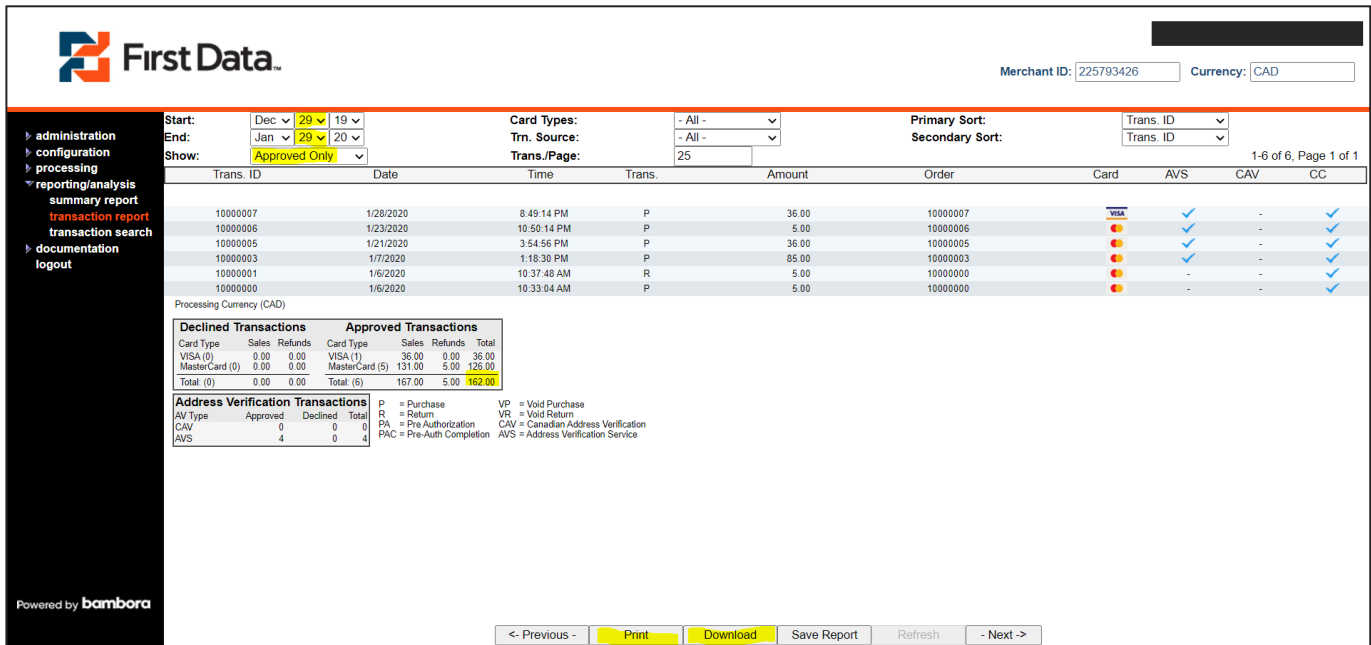
Sales	
Gross Sales	\$121.00
Refunds	\$0.00
Net Sales	\$121.00
Gift Card Activations	\$0.00
Tips	\$0.00
Amount Collected	\$121.00

DETAILS

Tender Types	Sales Total	Refund Total	Amount Collected
Credit Card	\$121.00	\$0.00	\$121.00
Total	\$121.00	\$0.00	\$121.00

Process all Bambora Receipts daily:

- All eFund receipts for Bambora transactions are to be dated on the 15th of each month. No other receipts are to be dated on the 15th.
- Enter receipts daily if possible, so each day you should try to receipt the previous day receipts.
- You can print a receipt listing for the 15th of the month at any time to reconcile the receipts entered to what Bambora has recorded for the month so far.
- At month end your Bambora deposit should match the total Bambora transactions on your bank statement. If not, you can log into the Bambora account and print a report for the month and this should match the total Bambora receipts dated the 15th of the month .
- Bambora payments are not deposited into the bank on the same day you see them in the Bambora account, they are deposited in the bank two days later so select a date range including the last two days of the previous month and excluding the last two days of the current month.
- Process a deposit for the Bambora receipts also dated the 15th of the month, when you go into the deposit screen you will know the Bambora receipts as they will all be dated the 15th of the month.
- Here is a sample Bambora report for the matching banking timeline Dec 30/2019 – Jan 29/2019. Last two days of online Bambora transactions will be deposited in the next month.



First Data™ Merchant ID: 225793426 Currency: CAD

Start: Dec 29 19 End: Jan 29 20 Show: Approved Only Card Types: - All - Trn. Source: - All - Trans./Page: 25 Primary Sort: Trans. ID Secondary Sort: Trans. ID 1-6 of 6, Page 1 of 1

Trans. ID	Date	Time	Trans.	Amount	Order	Card	AVS	CAV	CC
10000007	1/28/2020	8:49:14 PM	P	36.00	10000007	VISA	✓	-	✓
10000006	1/23/2020	10:50:14 PM	P	5.00	10000006	MasterCard	✓	-	✓
10000005	1/21/2020	3:54:56 PM	P	36.00	10000005	MasterCard	✓	-	✓
10000003	1/7/2020	1:18:30 PM	P	85.00	10000003	MasterCard	✓	-	✓
10000001	1/6/2020	10:37:48 AM	R	5.00	10000000	MasterCard	✓	-	✓
10000000	1/6/2020	10:33:04 AM	P	5.00	10000000	MasterCard	✓	-	✓

Processing Currency (CAD)

Declined Transactions			Approved Transactions			
Card Type	Sales	Refunds	Card Type	Sales	Refunds	Total
VISA (0)	0.00	0.00	VISA (1)	36.00	0.00	36.00
MasterCard (0)	0.00	0.00	MasterCard (5)	131.00	5.00	126.00
Total: (0)	0.00	0.00	Total: (6)	167.00	5.00	162.00

Address Verification Transactions

AV Type	Approved	Declined	Total
CAV	0	0	0
AVS	4	0	4

P = Purchase VR = Void Purchase
 R = Return VR = Void Return
 PA = Pre-Authorization CAV = Canadian Address Verification
 PAC = Pre-Auth Completion AVS = Address Verification Service

Powered by **bambora**

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