

How to Guide: Credit Card Reconciliation.

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How to do a Credit Card Reconciliation

This document is to Guide you through the process on how to run a Credit Card Reconciliation.

- 1. Log into Genesis Menu.
- 2. Select 'Cash Office' from the main menu.

👸 GENESIS :	Main Menu														
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Sales	Stock Control	Serial Tracking	Sevices	Time Sheet	Creditors	Debtors	Purchasing	Point of Sale	Reports	General Ledger	System Utilites Cash Office	Loyalty Program	Empties	Fix-it	Setup
2021/01/04	16:11:56	🕖 Us	er:PRINCESS	5 Vers	ion : 9.47.41	Period :	202101 Da	tabase : GENES	IS-MRJCONS	ULT					Comp

3. Select 'Management' and then click on 'Credit Card Recon'.



4. Press **INSERT** on your keyboard or select '**New Recon'** from the right-hand side Option menu.

👸 Cash Office : Credit Card Reconciliation 📃 🔲										
Issuer	Recon No.	Recon. Date	Recon. Time	File Name	Date Created	Time Creadted				
NEDBANK	02517	2020/11/02	14:04:35	C:\Genesis\Recon\02517.xml	2020/11/03	14:04:35	📲 Options 🛛 🛠			
NEDBANK	02486	2020/10/02	14:32:59	C:\Genesis\Recon\02486.xml	2020/11/03	14:32:59				
							IIIs New Recon.			
							ESC Exit			
							🄀 Functions 🔹			
							View Summary			
							E View Transactions			
COF340	Cash Office : C	redit Card Reconci	liation				.:			

- 5. Select 'Reconciliation Date'.
- 6. Press **F10** on your keyboard or select '**Download'** from the right-hand side Option menu.
- 7. Select 'Yes' to Download Reconciliation File.

8 0	ash Office : Downlo	ad Credit Card Recond	iliation							- 🗆 X
	Reconciliation Date	2020/12/31		Reconciliation I	No. 02576		Acquirer Cycle 025	76		
Date	Time	Card Number	Trace	Authorisation Code	Merchant Ref.	Amount Downl wnload Rec	Processed — oad File oncilation File ?	Recon Ref.	Recon Desc.	Dovnload
CO	F343				Cash Office	Credit Card F	Reconciliation			

8. The report will show a complete download of the **Successful** and **Failed** transactions, see the below (RED) line.

👸 Cash O	ffice : Downlo	ad Credit Card Reco	nciliation								—		×
Reco	nciliation Date	2020/12/01	t	Reconciliation	No. 02546		Acquirer Cycle 02	546					
Date	Time	Card Number	Trace	Authorisation Code	Merchant Ref.	Amount	Processed	Recon Ref.	Recon Desc.	^			
2020/12/01	06:40:22	44830885	39310.028968	318402	0000056425	142.99	Successful	04047061	Reconciled			Options	\$
2020/12/01	06:48:44	42783063	39324.028968	371622	0000056426	3005.00	Successful	04047062	Reconciled				
2020/12/01	07:30:24	52844264	39391.028971	420604	0000056428	5297.40	Successful	04047063	Reconciled		F10	Download	
2020/12/01	07:30:43	54124830	39392.028971	134243	0000056431	2504.00	Successful	04047064	Reconciled		Esc	Exit	
2020/12/01	07:55:28	52848580	39460.028972	593703	0000056434	41.00	Successful	04047065	Reconciled				
2020/12/01	07:59:41	54124904	39474.028972		0000056435	54156.00	Failed	04047066	Reconciled				
2020/12/01	08:00:36	54124904	39476.028972	136037	0000056436	23000.00	Successful	04047067	Reconciled		_		
2020/12/01	08:01:25	42780603	39481.028972	471256	0000056437	25000.00	Successful	04047068	Reconciled				
2020/12/01	08:02:41	52846376	39484.028972	535665	0000056438	94.00	Successful	04047069	Reconciled				
2020/12/01	08:10:27	47075404	39506.028973	603826	0000056439	9644.25	Successful	04047070	Reconciled				
2020/12/01	08:42:00	42818499	39597.028975	503128	0000056440	4339.69	Successful	04047071	Reconciled				
2020/12/01	08:43:16	52646098	39606.028975	547047	0000056441	1260.94	Successful	04047072	Reconciled				
2020/12/01	08:52:25	44510567	39627.028975	564767	0000056443	94.99	Successful	04047073	Reconciled				
2020/12/01	08:52:25	53266691	39628.028975	564770	0000056442	65.98	Successful	04047074	Reconciled				
2020/12/01	08:59:34	45781522	39664.028976	503579	0000056444	553.99	Successful	04047075	Reconciled				
2020/12/01	09:01:42	53593097	39673.028976	B09924	0000056445	9997.00	Successful	04047076	Reconciled				
2020/12/01	09:02:20	45786743	39675.028976	703149	0000056446	309.97	Successful	04047077	Reconciled				
2020/12/01	09:05:05	52844929	39685.028976	430997	0000056447	1000.00	Successful	04047078	Reconciled				
2020/12/01	09:07:53	52233553	39695.028976	140073	0000056448	24700.00	Successful	04047079	Reconciled				
2020/12/01	09:12:18	52299790	39720.028977	140339	0000056450	576.98	Successful	04047080	Reconciled				
2020/12/01	09:12:22	52294779	39721.028977	140345	0000056449	29.98	Successful	04047081	Reconciled				
2020/12/01	09:14:52	52846918	39728.028977	804122	0000056451	284.99	Successful	04047082	Reconciled				
Totals						394395.37							
×		Find next	Find previous	🛃 Highlight	Match case					~			
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That concludes the User Guide.