



## How to Guide Credit Card Reconciliation

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*Aug 2020*

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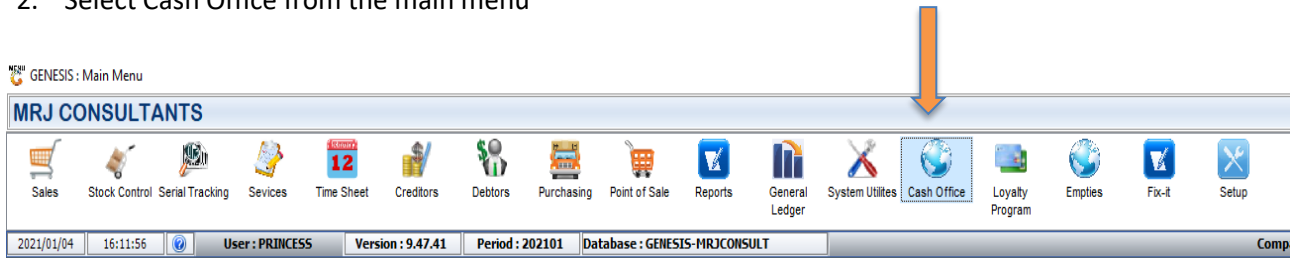
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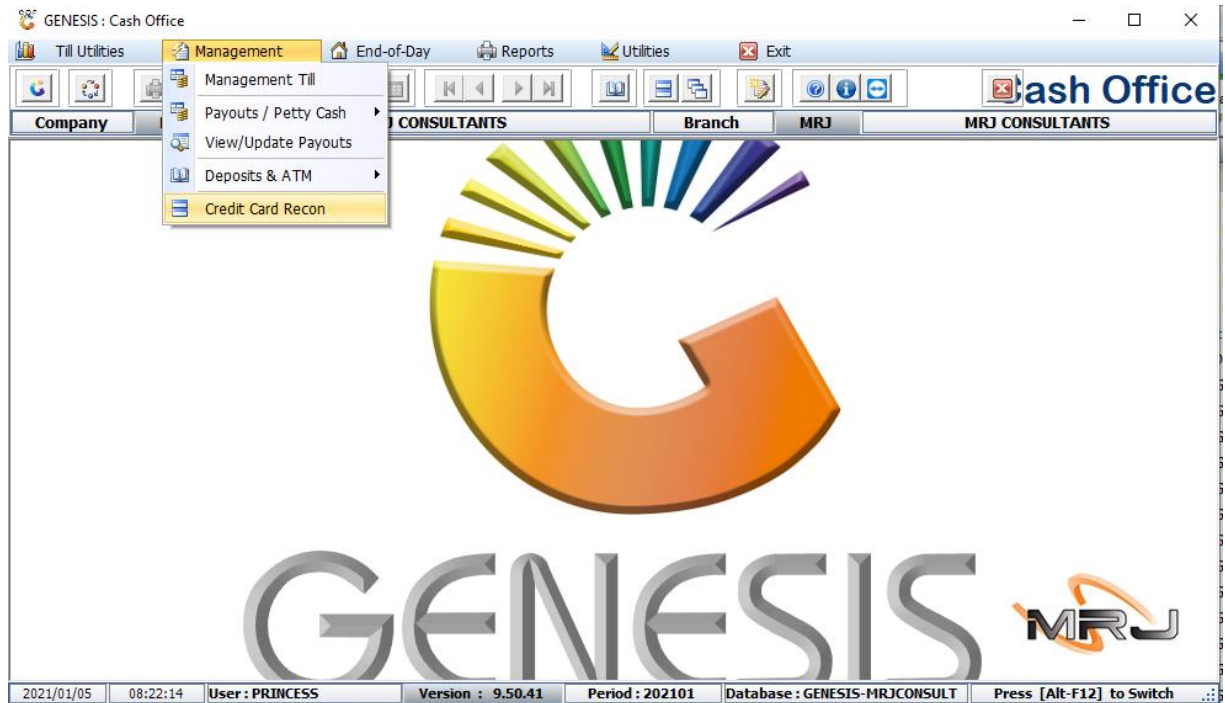
# 1. How to do a Credit Card Reconciliation

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

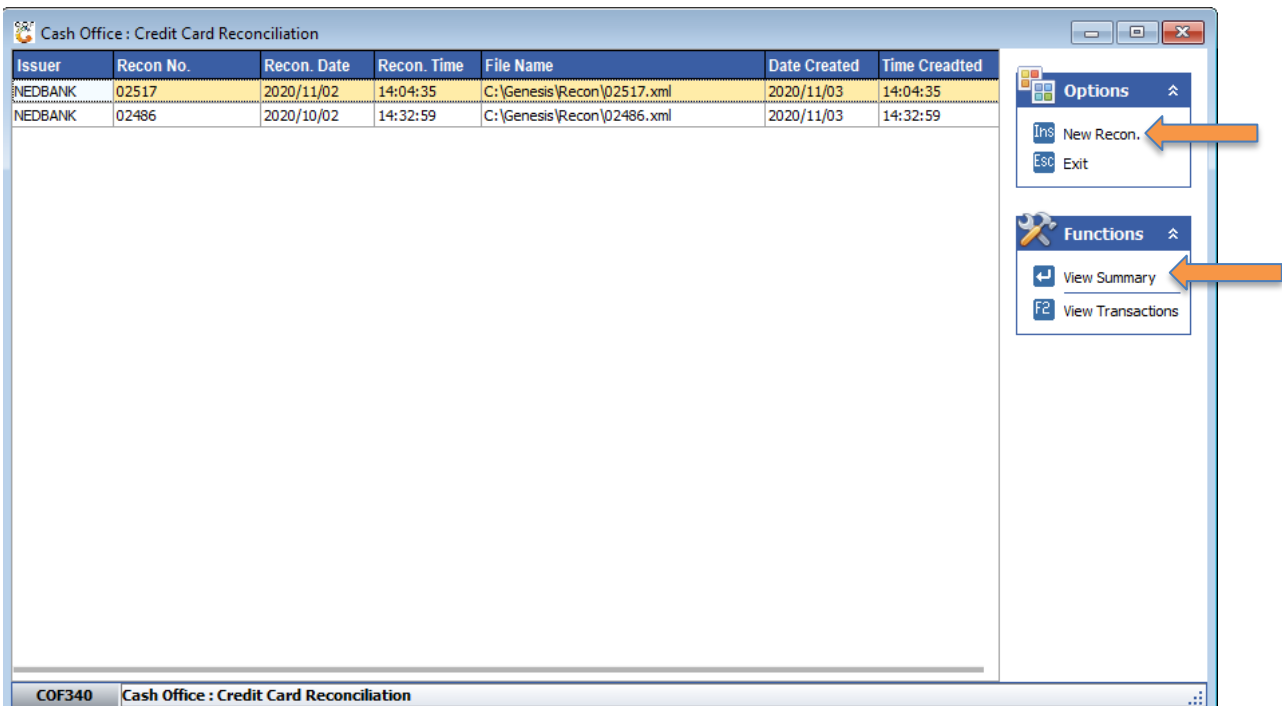
- 1. Log into Genesis Menu
- 2. Select Cash Office from the main menu



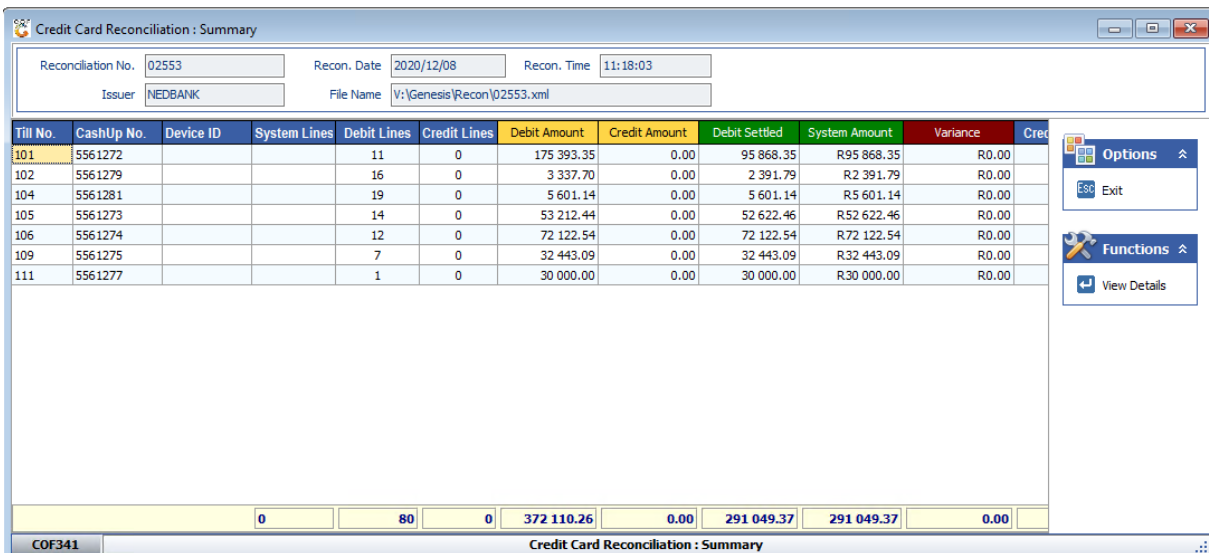
- 3. Select Management > Credit Card Recon



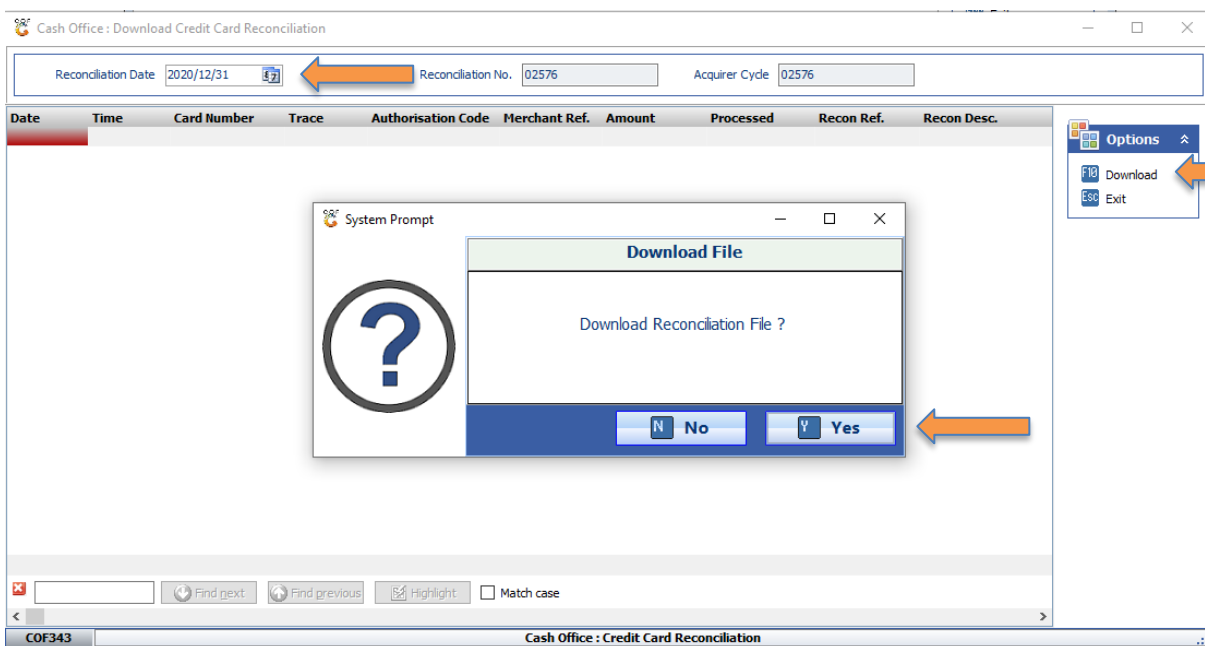
4. Press **INSERT** on your keyboard or select **New Recon** from the right-hand side Option menu.



5. Select **View Summary** from the right-hand menu function (see below image)



- Select Period / Date of Reconciliation
- Press **F10** on your keyboard or select **Download** from the right-hand side Option menu.
- Select **Yes** to Download Reconciliation File



- Selected Period Credit Card Reconciliation downloaded successfully
- The report will show the complete download of the **Successful** and **Failed** transactions, see below (**RED**) line.

Date	Time	Card Number	Trace	Authorisation Code	Merchant Ref.	Amount	Processed	Recon Ref.	Recon Desc.
2020/12/01	06:40:22	4483.....0885	39310.028968	318402	0000056425	142.99	Successful	04047061	Reconciled
2020/12/01	06:48:44	4278.....3063	39324.028968	371622	0000056426	3005.00	Successful	04047062	Reconciled
2020/12/01	07:30:24	5284.....4264	39391.028971	420604	0000056428	5297.40	Successful	04047063	Reconciled
2020/12/01	07:30:43	5412.....4830	39392.028971	134243	0000056431	2504.00	Successful	04047064	Reconciled
2020/12/01	07:55:28	5284.....8580	39460.028972	593703	0000056434	41.00	Successful	04047065	Reconciled
2020/12/01	07:59:41	5412.....4904	39474.028972		0000056435	54156.00	Failed	04047066	Reconciled
2020/12/01	08:00:36	5412.....4904	39476.028972	136037	0000056436	23000.00	Successful	04047067	Reconciled
2020/12/01	08:01:25	4278.....0603	39481.028972	471256	0000056437	25000.00	Successful	04047068	Reconciled
2020/12/01	08:02:41	5284.....6376	39484.028972	535665	0000056438	94.00	Successful	04047069	Reconciled
2020/12/01	08:10:27	4707.....5404	39506.028973	603826	0000056439	9644.25	Successful	04047070	Reconciled
2020/12/01	08:42:00	4281.....8499	39597.028975	503128	0000056440	4339.69	Successful	04047071	Reconciled
2020/12/01	08:43:16	5264.....6098	39606.028975	547047	0000056441	1260.94	Successful	04047072	Reconciled
2020/12/01	08:52:25	4451.....0567	39627.028975	564767	0000056443	94.99	Successful	04047073	Reconciled
2020/12/01	08:52:25	5326.....6691	39628.028975	564770	0000056442	65.98	Successful	04047074	Reconciled
2020/12/01	08:59:34	4578.....1522	39664.028976	503579	0000056444	553.99	Successful	04047075	Reconciled
2020/12/01	09:01:42	5359.....3097	39673.028976	809924	0000056445	9997.00	Successful	04047076	Reconciled
2020/12/01	09:02:20	4578.....6743	39675.028976	703149	0000056446	309.97	Successful	04047077	Reconciled
2020/12/01	09:05:05	5284.....4929	39685.028976	430997	0000056447	1000.00	Successful	04047078	Reconciled
2020/12/01	09:07:53	5223.....3553	39695.028976	140073	0000056448	24700.00	Successful	04047079	Reconciled
2020/12/01	09:12:18	5229.....9790	39720.028977	140339	0000056450	576.98	Successful	04047080	Reconciled
2020/12/01	09:12:22	5229.....4779	39721.028977	140345	0000056449	29.98	Successful	04047081	Reconciled
2020/12/01	09:14:52	5284.....6918	39728.028977	804122	0000056451	284.99	Successful	04047082	Reconciled
<b>Totals</b>						<b>394395.37</b>			

And that concludes the User Guide 😊