

How to Guide Credit Card Reconciliation

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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

👸 GENESIS :	Main Menu														
MRJ CO	ONSULTA	NTS													
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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	Vers	ion : 9.47.41	Period :	202101 Da	tabase : GENES	IS-MRJCONS	JLT		_	_	_	Comp

3. Select Management > Credit Card Recon



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

👸 Cash Of	ffice : Credit Card R	econciliation					
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	
							Functions
							E View Transactions
COF340	Cash Office : C	redit Card Reconci	liation				.::

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

🎖 Crea	🞖 Credit Card Reconciliation : Summary												
Rec	onciliation No. 0	2553	Rec	on. Date 2020	0/12/08	Recon. Time	11:18:03						
	Issuer N	EDBANK	F	ile Name V:\G	enesis \Recon \0	2553.xml							
Till No	Cashiin No	Device ID	System Lines	Debit Lines	Credit Lines	Debit Amount	Credit Amount	Debit Settled	System Amount	Variance Crer			
101	5561272	Donico iD		11	0	175 393.35	0.00	95 868.35	R95 868.35	R0.00	📲 Options 🛠		
102	5561279			16	0	3 337.70	0.00	2 391.79	R2 391.79	R0.00			
104	5561281			19	0	5 601.14	0.00	5 601.14	R5 601.14	R0.00	ESC Exit		
105	5561273			14	0	53 212.44	0.00	52 622.46	R52 622.46	R0.00			
106	5561274			12	0	72 122.54	0.00	72 122.54	R72 122.54	R0.00			
109	5561275			7	0	32 443.09	0.00	32 443.09	R32 443.09	R0.00	Functions *		
111	5561277			1	0	30 000.00	0.00	30 000.00	R30 000.00	R0.00	View Details		
							[]		()				
			0	80	0	372 110.26	0.00	291 049.37	291 049.37	0.00			
COF3	41					Credit Card	Reconciliation :	Summary					

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

🎖 Ca	sh Office : Downl	oad Credit Card Reco	onciliation	Reconciliation	No. 02576	A	cquirer Cycle 02	576		- 0	×
Date	Time	Card Number	Trace	tem Prompt	Merchant Ref.	Amount Download mload Recond	Processed 1 File iliation File ?	Recon Ref.	Recon Desc.	Download	
		Find next	Find previous	Highlight] Match case						
COF	343				Cash Office : C	Fredit Card Reco	onciliation]	:

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

			_								
Reco	nciliation Date	2020/12/01	1	Reconciliation N	lo. 02546		Acquirer Cycle 02	546			
ate	Time 🛆	Card Number	Trace	Authorisation Code	Merchant Ref.	Amount	Processed	Recon Ref.	Recon Desc.	^	
020/12/01	06:40:22	44830885	39310.028968	318402	0000056425	142.99	Successful	04047061	Reconciled		Options
20/12/01	06:48:44	42783063	39324.028968	371622	0000056426	3005.00	Successful	04047062	Reconciled		
20/12/01	07:30:24	52844264	39391.028971	420604	0000056428	5297.40	Successful	04047063	Reconciled	F10 c	Jownload
20/12/01	07:30:43	54124830	39392.028971	134243	0000056431	2504.00	Successful	04047064	Reconciled	Esc e	Exit
20/12/01	07:55:28	52848580	39460.028972	593703	0000056434	41.00	Successful	04047065	Reconciled		
020/12/01	07:59:41	54124904	39474.028972		0000056435	54156.00	Failed	04047066	Reconciled		
20/12/01	08:00:36	54124904	39476.028972	136037	0000056436	23000.00	Successful	04047067	Reconciled		
020/12/01	08:01:25	42780603	39481.028972	471256	0000056437	25000.00	Successful	04047068	Reconciled		
020/12/01	08:02:41	52846376	39484.028972	535665	0000056438	94.00	Successful	04047069	Reconciled		
020/12/01	08:10:27	47075404	39506.028973	603826	0000056439	9644.25	Successful	04047070	Reconciled		
20/12/01	08:42:00	42818499	39597.028975	503128	0000056440	4339.69	Successful	04047071	Reconciled		
020/12/01	08:43:16	52646098	39606.028975	547047	0000056441	1260.94	Successful	04047072	Reconciled		
020/12/01	08:52:25	44510567	39627.028975	564767	0000056443	94.99	Successful	04047073	Reconciled		
020/12/01	08:52:25	53266691	39628.028975	564770	0000056442	65.98	Successful	04047074	Reconciled		
020/12/01	08:59:34	45781522	39664.028976	503579	0000056444	553.99	Successful	04047075	Reconciled		
020/12/01	09:01:42	53593097	39673.028976	B09924	0000056445	9997.00	Successful	04047076	Reconciled		
020/12/01	09:02:20	45786743	39675.028976	703149	0000056446	309.97	Successful	04047077	Reconciled		
20/12/01	09:05:05	52844929	39685.028976	430997	0000056447	1000.00	Successful	04047078	Reconciled		
020/12/01	09:07:53	52233553	39695.028976	140073	0000056448	24700.00	Successful	04047079	Reconciled		
020/12/01	09:12:18	52299790	39720.028977	140339	0000056450	576.98	Successful	04047080	Reconciled		
020/12/01	09:12:22	52294779	39721.028977	140345	0000056449	29.98	Successful	04047081	Reconciled		
020/12/01	09:14:52	52846918	39728.028977	804122	0000056451	284.99	Successful	04047082	Reconciled	_	
otals						394395.37					
3		Find next	Find previous	🛃 Highlight	Match case					~	
										>	

And that concludes the User Guide 🤭