

Paperless Transactions Corporation Reconciliation Guide

How to reconcile donations with deposits to your bank

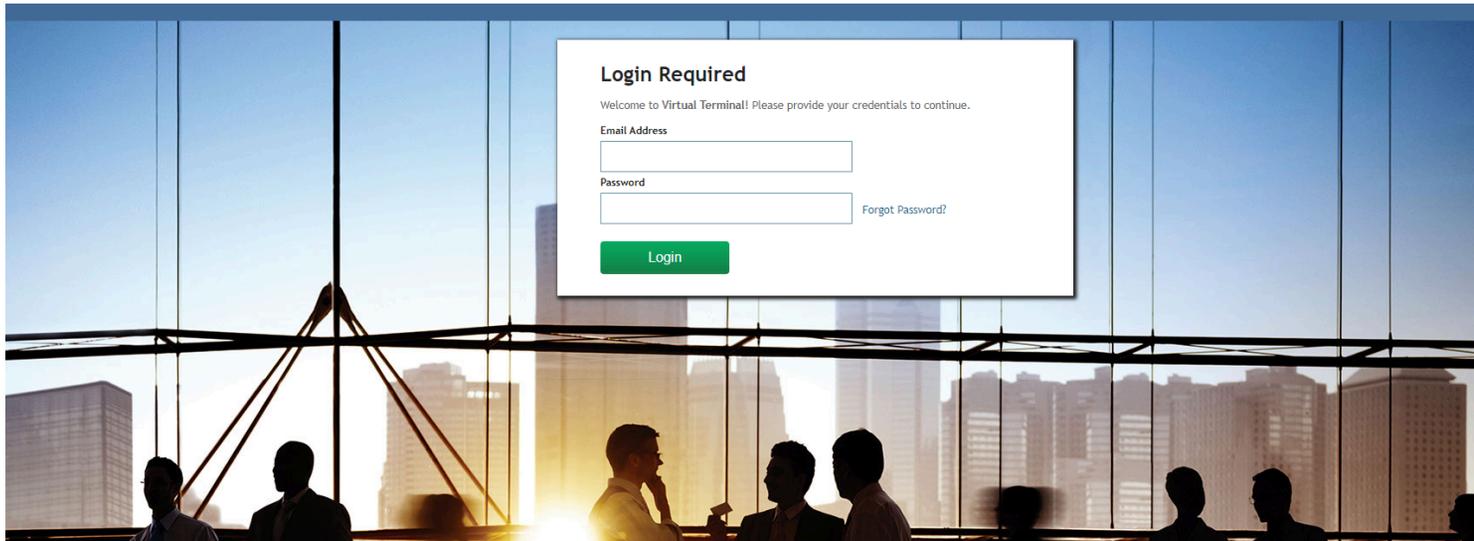
Credit Card & ACH Settlement

Credit card and check transactions will fund/settle separately so you have to pull reports to reconcile them separately. You will pull a "credit card only" report in ClientLine and the Virtual Terminal and a "checks only" report in the Virtual Terminal (VT).

Then, you will compare reports:

- The data from the Virtual Terminal "credit card only" report to the settlement data that you pull from ClientLine Enterprise
- The data from the Virtual Terminal "check only" report to the data from E-Chex

Paperless Transactions Virtual Terminal



To log in to the Virtual Terminal:

Your email address is your User ID for this tool, and an email will be sent to you so that you can create a password for this site:

<https://virtual.paperlesstrans.com>



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Logging into your Paperless VT:

-Go to our website: <https://virtual.paperlesstrans.com/>

-If you've forgotten your password, click the "forgot password?" link and enter your email address and press "OK"

-An email will be sent with a link to create a new password

Create your report template:

Log-in to the Virtual Terminal, virtual.paperlesstrans.com

Go to Quick Menu, then select Generate Report

Reporting



Generate Report

Click here to generate an exportable report.



Recent Reports

Click here to view recently generated reports..

Select Gateway Reconciliation from the drop-down menu, select the settlement date, tender type, credit card, then generate report.

ClientLine Enterprise Reporting

Create an account by clicking "Enroll" and then complete the enrollment form. Follow the steps on the form to finish the registration process.



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<https://www.businesstrack.com/manage/landing>

Business Track®
A web tool for tracking, analyzing, and monitoring payment processing information



Have an Account?

[Merchant Login](#)

[Non-Merchant Login](#)

[Omaha Client Login](#)



[Tax Information Update](#)

Access tools and resources to assist in validating and/or updating your tax information.

Create an Account

Analyze payment processing with an easy-to-use suite of online tools, gaining greater insight to quickly and effectively manage your electronic transactions.

Your future success requires that you have the business insight today to make informed business decisions tomorrow.

[Enroll](#)

[Privacy](#) [Terms & Conditions](#) [Cookies](#)



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Once your account is created, log in to ClientLine Enterprise.

The screenshot displays the ClientLine Enterprise user interface. On the left is a dark navigation sidebar with categories: Home, REPORTS (including Authorizations, Network Routing, Gift Card, Settlement, Funding, Disputes, Fees, Reference), STATEMENTS (Summary & Documents), and MY REPORTS (Inbox, Schedules, Saved, Help). The top right of the dashboard shows the ClientLine logo and a breadcrumb trail: Overview > Authorizations > Settlement > Funding > Chargebacks. The main content area features a 'What's new...' header with a decorative graphic of glowing data points and a date stamp 'v3.11.0.0 - April 5th, 2024'. Below this, there are three sections: 'Enhancements' (Reports), 'Bug Fixes' (Reports), and 'Virtual Terminal' (Reports), each containing a list of specific updates.

ClientLine[®]
enterprise

Home << Overview Authorizations Settlement Funding Chargebacks

REPORTS

- Authorizations >
- Network Routing >
- Gift Card >
- Settlement >
- Funding >
- Disputes >
- Fees >
- Reference >

STATEMENTS

- Summary & Documents

MY REPORTS

- Inbox
- Schedules
- Saved
- Help

What's new... ✨

v3.11.0.0 - April 5th, 2024

Enhancements

Reports

- Chargeback / Search:** A new "Refund Request" field is added that populates the previous "Refund Request" inquiry number only if the chargeback is related to a previous "Refund Request"
- Chargeback / Chargeback Lifecycle Summary:** New Chargeback Lifecycle Summary report
- Authorization / Generic Analysis:** New field Merchant Advice has been added as a Group By option
- Authorization / General:** New Merchandise Codes have been added to Authorization and Fuel reports

Bug Fixes

Reports

- Funding / Interchange Rejects / Generic Analysis:** Fix has been implemented to correct the Adjustment Count and Adjustment Amount.
- Reference / Merchant Terminal:** Duplicate terminal issue has been resolved.
- Settlement / Search:** Fix has been implemented to correct IC Fee Rate and Per Transaction Fee for Omnipay.
- Disputes / Chargebacks / Chargeback Life Cycle Summary:** Report is now available to all users.
- QBR / Level II-III Savings:** A change has been implemented to only consider transactions as Tax Exempt if a value of Yes is passed in the Tax Exempt field.
- Settlement / Generic Analysis:** A change has been implemented to report the IC Fee Rate and Per Transaction Fee for the Prop platform.

Virtual Terminal

- Related Transactions:** The plus sign was not showing related transaction details or the authorization code. This has been fixed.

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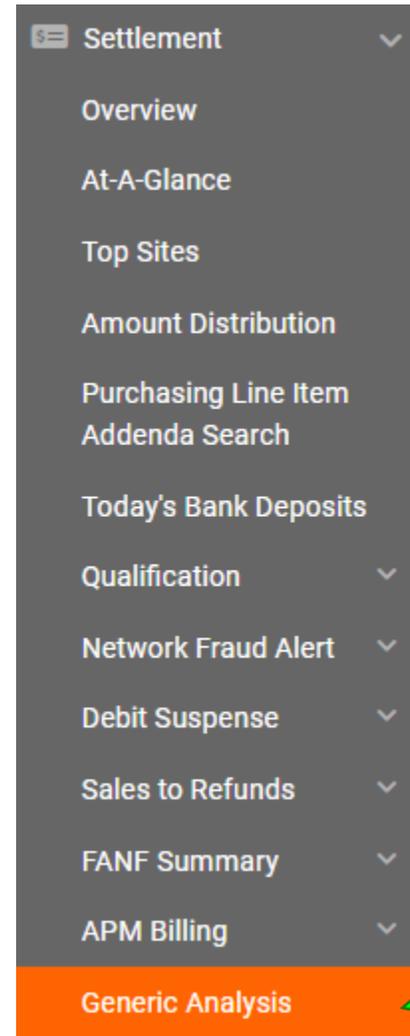
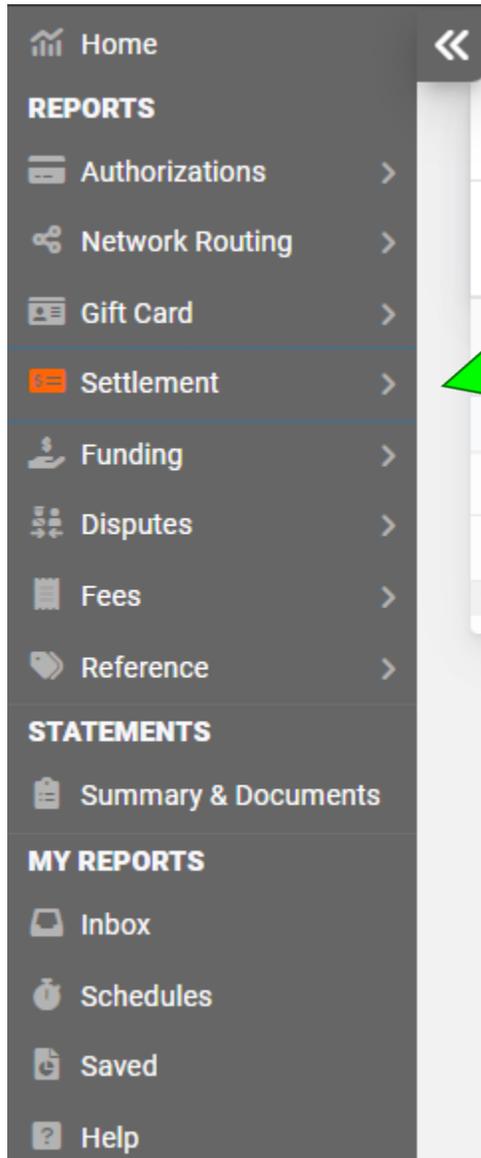


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To search settled credit card transactions

Go to Settlement, click the arrow to expand the section.

Then, click Generic Analysis

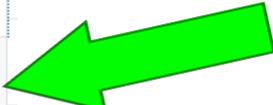


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Select the date range, click Apply.

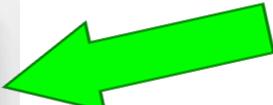
Options: [Range](#) ▾

From Date							To Date						
April 2024							April 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	01	02	03	04	05	06	07	08	09	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26	27
28	29	30	01	02	03	04	05	06	07	08	09	10	11



Click Go.

[? Help](#)



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At the bottom, click on the sales count number or processed sales amount number.
This will link to display all transactions and download options.

Settlement / Generic Analysis Help

Group By 1: All + Subtotals: Measures: Sales Count, ... GO

Group By - Sort: Compare: Date Range: 04/26/2024 - 04/26/2024

Hierarchy Level: Location: RPLNISH [4370030...]
Analysis Date: Settlement Date
Processed Currency: USD 1 rows fetched

Sales Count
by All

All 1 11	Sales Count	Processed Sales Amount	Refund Count	Processed Refund Amount	Rejected Count	Processed Rejected Amount	Net Count	Net Count %	Processed Net Amount	Processed Net Amount %	Processed Avg. Ticket Size	Process
All	2	2,154.50	0	0.00	0	0.00	2	100.00%	2,154.50	100.00%	1,077.25	
Totals	2	2,154.50					2	100.00%	2,154.50	100.00%	1,077.25	



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Click a plus sign to view transaction details, click download for download format options.

Site ID (BE)	External ID	Site Name	Txn Date	Batch Date	Record Date	Funded Date	Batch No.	Batch Sequence ID	Invoice Number	Order Number	Tracker Number	Product Code	Network	Account #	Account #(First 6)
+ 437003021882		RPLNISH	04/26/2024	04/26/2024	04/26/2024	04/26/2024	266395200015	0037869623	001171500101	F971817BEE9B49778BDD55		AMEX ACQ	American Express	371573XXXXXX6005	371573
+ 437003021882		RPLNISH	04/26/2024	04/26/2024	04/26/2024	04/26/2024	266395200016	0037869622	001171600101	F8C0B40A030A4D89A545E8		MASTERCARD	Mastercard	558668XXXXXX3050	558668

Matching individual credit card transactions that were processed and settled

- Log into the Paperless VT (<https://virtual.paperlesstrans.com>)
- From the Quick Menu, go to Generate Report. Which report would you like to run? Dropdown, select Transactions Report. Enter the date range. (shorter date range for larger churches/organizations or the report will be too large and not generate).
- Under tender types, select credit card.
- Go to Manage Templates, then New Template Drag & drop the desired custom fields that you want and sort them accordingly.
- Click the “Save Column Order” button. Include “auth number” field.
- Click on the “Process Request” button (Page will refresh back to today’s date).
- Your report will take a few minutes to compile and then appear in the “Recent Requests” section.
- Download it to your computer by clicking on the download icon.
- Compare this report with the ClientLine report. Sort by “auth number” and compare to the VT Gateway Authorization Code.

Credit card transactions usually take 48 hours to settle. For example, if you had five transactions made on the 12th that totaled \$300, you will see that deposit on the 14th. Typically, 99.9% of the time, any credit card transaction that was approved and authorized in the Paperless VT will settle properly and be deposited in your bank account within 48 hours (except AMEX, which takes 72 hours).



Paperless Transactions Corporation Reconciliation Guide

Matching individual ACH transactions that were processed and settled

- Log into the Paperless VT (<https://virtual.paperlesstrans.com>).
- Go to Generate Report. From the dropdown menu select Transactions.
- Enter your desired date range. *(The larger your organization is, the shorter the date range should be or a report will not generate. For example, a year, six or three month report is too large. Start small).*
- Choose “Filter By Transaction Type” and deselect the credit card options so that you are only running a check/ACH transaction report.
- Click Manage Templates, then New Template. Drag & drop the desired custom fields that you want and sort them accordingly *(Make sure to include the “AUTH Number” field).
- Click the “Save Column Order” button.
- Click on the “Process Request” button (Page will refresh back to today’s date).
- Your report will take a few minutes to compile and then appear in the “Recent Requests” section.
- Download it to your computer by clicking on the Excel icon.

Echex

- Log into E-Chex <https://echex.net/myechex/login/index.cfm>
- Click on the “Ledger” Tab.
- Select "Detail" View.
- Make sure your terminal selection is set at "All".
- Choose your desired Date Range to see all of the check transactions over that period of time.
- You will notice that each transaction is listed twice, the first being when the transaction "posted" and the second when the transaction is "settled".
- You can match the “Amount Settled” totals to your bank statements deposits. They will appear with "PTC" as the descriptor.
- You can see and compare the auth #s from your VT report to the auth #s listed in the E-Chex Ledger.
- Transactions that are “rejected/ returned” will show up with a reason code in “red”.

Check transactions typically take 5-10 business days to settle and sometimes checks with the same transaction don’t all “settle” on the same day.

