

Payment Reconciliation: Submitted / Processed

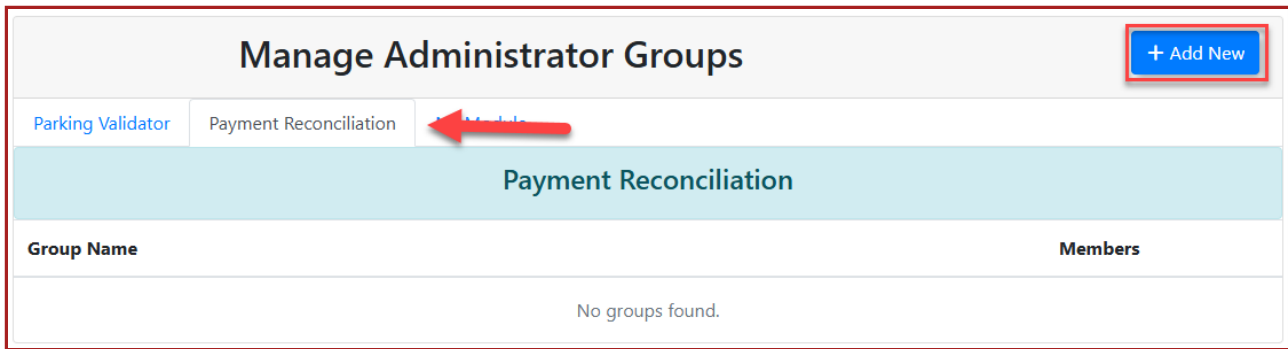
The Payment Reconciliation page allows users to effectively track and manage the status of payments within a defined time period. This report is specifically designed to reconcile the dollar value of received payments with your bank or credit card merchant by comparing the amounts charged between the two. Users can filter results to view either submitted or processed payments.

Setup & Configuration

To access the Payment Reconciliation page you must have the permission to **View Payments** turned on. This can be added to your role by your Primary Admin.

Creating a Payment Reconciliation Group

1. Navigate to **System Configuration**, then **Admin Management**, and click on **Manage Groups**.
2. This brings you to the **Manage Administrator Groups** page.
3. To create a Payment Reconciliation group click on the **Payment Reconciliation** module and then click **Add New** in the top right corner under.



The **Adding New Group** window will appear with the following options:

Options	Info
1. Group Name	The Group Name is how you set the name of a group.
2. Module	The Module is where you can set the purpose of the group.
3. Admin Members	The Admin Members is the area in which you can add admin members to the group

- When you are finished click the **Save Group** button. You will see your group added to the bottom of the Administrator Groups.

Adding Members to a Group

- Navigate to **System Configuration**, then **Admin Management**, and click on **Manage Groups**.
- Click the Edit button next to the Administrator Group you wish to edit.
- Click on the **Admin Members** bar to add more members to the group.
- When finished, click the **Save Group** button found at the bottom of the Editing Group.

Using this Feature

1. Go to **Payments**, and click **Payment Reconciliation**.
2. On this page, you can apply filters to refine the payment data displayed:
 - **Filter by Date Range:** Define the start and end dates for the payments you wish to view.
 - **Filter by Payment Type:** Select the specific payment method(s) you want to include in the results.
 - **Filter by Admin Group:** Filter reconciliation data based on specific admin groups designated for payment reconciliation.
3. Click Search. The results are displayed below the search criteria.
4. Click on any column header to reorder the data.

System Task (Export Options)

The page offers various export options, shown in green, that allow users to generate files for external use:

- **Copy:** Copies the row data to your clipboard, allowing you to paste it into any program, such as Excel.
- **CSV:** Creates and prompts you to download a CSV (Comma-separated values, `.csv`) file for use in your program of choice.
- **Excel:** Creates and prompts you to download an Excel (Microsoft Excel, `.xls`) file for use in your program of choice.
- **Print:** Prompts your browser to print the current page view.

Best Practices & Considerations

- **Reconciliation Focus:** The Payment Reconciliation report is the correct tool for comparing system payments with bank/merchant payments.
 - **Avoid Daily Payments Itemized for Reconciliation Tasks:** The **Daily Payments Itemized** report shows received payments, but it is **not recommended for reconciliation** because it may display tax differently and can lead to rounding errors, making dollar-value comparison inaccurate.
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