

Reconcile GiveSmart Fundraise Transactions in the Merchant Center

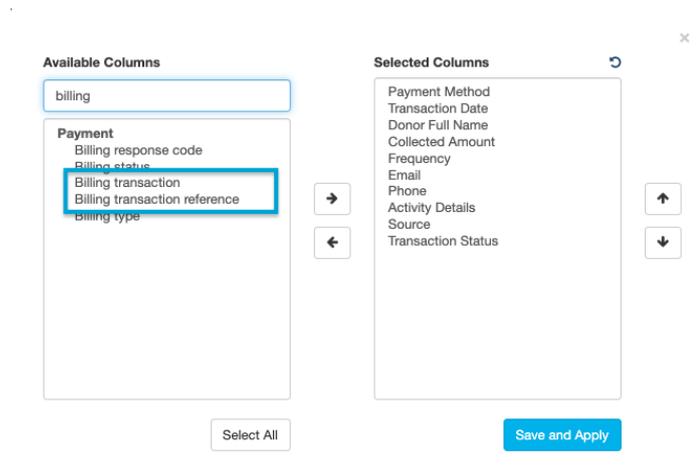
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Revenue paid by credit card that was generated in the GiveSmart Fundraise module can be reconciled by reviewing both the [transaction report](#) within in GiveSmart Fundraise and the [Merchant Center](#) in CardPointe.

GiveSmart Fundraise Report

In order to reconcile the transactions you'll need to view or export the list of transactions within GiveSmart Fundraise and add the fields Billing Transaction and Billing Transaction Reference to the report.

- From the left navigation, select **Existing Reporting > Search Transactions**
- Filter the report and click **Search**
- Select **Manage Columns**
- Include 2 additional columns: Billing Transaction & Billing Transaction Reference



- Once added, click **Save and Apply**
- This filtered information can now be reviewed in platform or exported by clicking **Export**

Merchant Center Review

To reconcile the credit card transaction you'll need to open the Merchant Center in CardPointe.

- Access the Merchant Center by logging in here: <https://mcmerchant.cardconnect.com/>
- Once logged in, select **Reporting > Transactions**
- You will now need to reference the Billing Transaction or Billing Transaction Reference from the GiveSmart Fundraise transaction report to locate the transaction in the Merchant Center
 - Billing Transaction = Transaction #
 - Billing Transaction Reference = Auth Code
- Enter the Transaction # (Billing Transaction) into the Search field to locate the transaction and review the status

Dashboard My Account **Reporting** Virtual Terminal Catalog Marketplace Administration Support

Transactions Gateway Batches Funding Chargebacks Retrievals Statements

Saved Reports ▾ Unsaved Report ▾ Show Filters ▾ Unsaved

Date ▾ Location ▾ Amount ▾ Method ▾ Status ▾ Brand ▾ Front End ▾ Entry Method ▾

Export Search Columns: All ▾ Search

Reporting is available for all transactions that ran in the past year. Choose Columns ▾

Total Count: 3,542 Total Amount: \$176,607.00

Transaction #	Location	Date	Method	Name	Brand	Last 4	Amount	Auth Code	Status
R295623129517	The Card Shoppe	05/06/2020...	Sale	Janice Sutherland	MC	3372	\$31.00	PPS859	Batched
R295921229518	The Card Shoppe	05/06/2020...	Sale	Phil Griffith	MC	7682	\$54.00	PPS768	Captured

View Batch/Deposit Details in the Merchant Center

In order to reconcile credit card transactions, open the Merchant Center in CardPointe by going to: <https://mcmerchant.cardconnect.com/>.

View the Funding/Batch report. This provides details of the GiveSmart Fundraise transactions included in each deposit to your bank account.

- Select Reporting > Funding to view a list of Funding Dates
- Select a Funding Date



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Transactions Gateway Batches **Funding** Chargebacks Retrievals Card Updates Statements Form 10

Export Funding Date ▾ Location ▾ Search

Total Count: 346

Funding Date	Location	MID	Funding Event Total
12/06/2023		496408398881	\$25.00
12/02/2023		496408398881	-\$86.78
11/30/2023		496408398881	\$50.00
11/29/2023		496408398881	\$230.18
11/28/2023		496408398881	\$2,000.00

- Once the funding date is selected, the full list of transactions deposited on that date will appear

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Funding Detail

Funding Summary

Date:	11/28/2023
Location:	
Sales:	\$2,000.00
Fees:	\$0.00
Total:	\$2,000.00

- Transactions
- Funding Events
- Funded Batches

Export Search

Total Count: 25

Transaction #	Date	Method	Name	Brand	Last 4	Amount	Auth Code	Status
R33291	11/28/2023...	Sale	PEGGY	Visa		\$50.00		Processed
R33276	11/28/2023...	Sale	KATHY	MC		\$100.00		Processed
R33274	11/28/2023...	Sale	KAREN	Visa		\$25.00		Processed
R33223	11/28/2023...	Sale	LINDA	Amex		\$100.00		Processed

The Funding Events tab will have additional details including the bank account information the transaction was deposited to.

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Funding Detail

Funding Summary

Date:	11/28/2023
Location:	
Sales:	\$2,000.00
Fees:	\$0.00
Total:	\$2,000.00

- Transactions
- Funding Events
- Funded Batches

Net Sales:	\$2,000.00	Location:	
Gross Income:	\$2,000.00	Date:	11/28/2023
		Bank Account:	XXXXXXXX80

Negative net amounts reflect debits to your bank account. These amounts will typically be associated with credit card processing fee deductions which are assessed at the beginning of each month to cover the prior month's processing period. See more on merchant processing fees [here](#).

Download Monthly Merchant Statement

To download a monthly merchant statement from CardPointe, go to **Reporting > Statements** and click **Download**. This provides insight into the processing fees assessed for that month's processing period as well as the processing activity during that month.

You can view up to 7 years of statements.

Location Year

🔄 Total Count: 11

Statement Date	Statement Type	Download
Nov 30, 2023	Location	
Oct 31, 2023	Location	
Sep 30, 2023	Location	
Aug 31, 2023	Location	

YOUR CARD PROCESSING STATEMENT

Page 1 of 3	THIS IS NOT A BILL
Statement Period	11/01/23 - 11/30/23
Merchant Number	
Customer Service	Website - Phone - 1-877-828-0720

SUMMARY		An overview of account activity for the statement period.
Page 1	Total Amount Submitted	\$2,431.18
Page 2	Chargebacks/Reversals	0.00
Page 2	Adjustments	0.00
Page 2	Fees	-\$86.78
Total Amount Processed		\$2,344.40

At the bottom of the statement, a breakdown by card type of the processing fees will appear.

FEES

Amount charged to authorize, process and settle card transactions, along with transaction-based and/or fixed amounts charged for specific card processing services.

TRANSACTION FEES	Type	Amount
MASTERCARD		
MASTERCARD DEBIT SALES DISC 0.035 DISC RATE TIMES \$126.00	Service charges	-\$4.41
MASTERCARD SALES DISCOUNT 0.035 DISC RATE TIMES \$450.00	Service charges	-\$15.75
VISA		
VISA DEBIT SALES DISCOUNT 0.035 DISC RATE TIMES \$455.18	Service charges	-\$15.93
VISA SALES DISCOUNT 0.035 DISC RATE TIMES \$925.00	Service charges	-\$32.38
DISCOVER		
DISCOVER SALES DISCOUNT 0.035 DISC RATE TIMES \$100.00	Service charges	-\$3.50
Other		
AMEX SALES DISCOUNT 0.0395 DISC RATE TIMES \$375.00	Service charges	-\$14.81
TOTAL TRANSACTION FEES		-\$86.78
TOTAL		-\$86.78
Total Service Charges		-\$86.78
Total (Service Charges, Interchange Charges/Program Fees, and Fees)		-\$86.78