I. Run CM Report Summary

From Commerce Manager **select Report Summary**.

From the Reports Summary page choose **Select Criteria**

Set the Time Option parameters to run the report by the month that you are conducting the reconciliation.

Select the **Select Credit Card Options** and **Select ECheck**

Select the **Select Credit Card Options** and **Select ECheck Options** check boxes.

Select all relevant processors for the event you are reporting on, including **Credit Card** and **eCheck**.

Once you select the processor, the payment orders associated with the processor will also be selected.

Click **Run Report** in the bottom right corner. [Run Report]
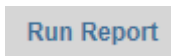
Your Report Summary will be displayed.

✓ **Print the CM Report Summary Screen for your reconciliation file.**

II. CM Detailed Summary with Calculations

Click **Overall** at the bottom of the Payment Report Summary page.

All Processors	Approved/ Completed/ Posted	Total	Returned	Total	Unsuccessful	Total
OVERALL	15	$581.45	0	$0.00	1	$31.11

To see detailed payment information for all payments within the report parameters, click **Excel Detail**

Payment Report Details

Excel Basic - Download a report that contains columns displayed on current page.
Excel Detail - Download a report that contains more columns/details.

Note: *If the report opens in Notepad, save it.*
Then from its saved location, right click on it choose to open the document with Excel. For additional assistance with setting Excel as your default program for opening all Commerce Manager reports please contact the Help Desk at x2255.

When the Excel document opens, click in the upper left corner to select the entire document.
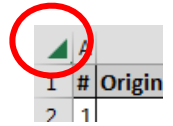
Click Wrap Text to manage report information easily.
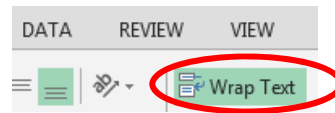
You may delete columns that are not needed for your reconciliation. In this example the <u>Order Amount</u> column is the <u>amount charged for the event</u> and the <u>Order Fee</u> column is the <u>2.75% transaction fee</u> paid by the buyer.

Under the columns **create an auto sum cell** to calculate the amounts.

Note: If your payment site is collecting an additional dollar value that is identified in the User Choice fields, be sure to include these additional fields along with the Order Amount in your CM reconciliation.

R	S
Order Amount	Order Fee
50	1.38
50	1.38
50	1.38
50	1.38
50	1.38
50	1.38
50	1.38
350	9.66

✓ **Print the Excel document of CM Detailed Summary with Calculations for your reconciliation file.**

III. Reconcile the CM Report Summary against Banner

From Banner SSB Finance choose **Budget Queries**

UMW Self Service Banner

Employee   Finance   My Banner Resources

Budget Queries   Encumbrance Query
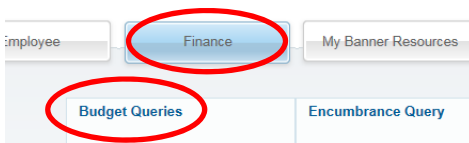
Choose Budget Status by Account
Click Create Query
Select Columns to Include:

Select the Operating Ledger Data columns to display on the report.

☐ ADOPTED BUDGET	☑ YEAR TO DATE		
☐ BUDGET ADJUSTMENT	☑ ENCUMBRANCES		
☐ ADJUSTED BUDGET	☐ RESERVATIONS		
☐ TEMPORARY BUDGET	☐ COMMITMENTS		
☑ ACCOUNTED BUDGET	☑ AVAILABLE BALANCE		

Click Continue

Enter the FOAP information where your CM fees were deposited and **click** Submit Query.
Be sure to **select** Include Revenue Accounts.

FISCAL YEAR:	2015	⌄	FISCAL PERIOD:	14
COMPARISON FISCAL YEAR:	None	⌄	COMPARISON FISCAL PERIOD:	None
COMMITMENT TYPE:	All	⌄		

CHART OF ACCOUNTS	M		INDEX	
FUND	1111R		ACTIVITY	EDFAII
ORGANIZATION	900311		LOCATION	
GRANT			FUND TYPE	
ACCOUNT	53110		ACCOUNT TYPE	
PROGRAM				

☑ INCLUDE REVENUE ACCOUNTS

SAVE QUERY AS: [   ]

☐ SHARED

SUBMIT QUERY

Then **choose** the amount in the Year to Date column to drill down into the information.

FY15/PD14 Year to Date
1,050.00
1,050.00

This will provide you a list of transactions.

DOCUMENT LIST

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
May 06, 2015	May 06, 2015	F0028988	MS150132-Spring 2015 Fairs	50.00	ARB
Mar 04, 2015	Mar 04, 2015	F0028443	MS150123 - Education Fair	50.00	ARB
Mar 04, 2015	Mar 04, 2015	F0028443	Education Fair	50.00	ARB
Feb 27, 2015	Feb 27, 2015	F0028405	MS150122-Education Fair	100.00	ARB
Feb 23, 2015	Feb 23, 2015	F0028362	Education Fair	100.00	ARB
Feb 19, 2015	Feb 19, 2015	F0028328	MS150120-Education Fair	50.00	ARB
Feb 18, 2015	Feb 18, 2015	F0028315	MS150119-Edfair	50.00	ARB
Feb 12, 2015	Feb 12, 2015	F0028277	MS150118-Education Fair	50.00	ARB
Feb 09, 2015	Feb 09, 2015	F0028240	Education Fair	50.00	ARB
Feb 02, 2015	Feb 02, 2015	F0028170	MS150117-Education Fair	50.00	ARB
Jan 28, 2015	Jan 28, 2015	F0028134	MS150116-Education Fair	50.00	ARB
Jan 23, 2015	Jan 23, 2015	F0028095	Education Fair	50.00	ARB
Jan 22, 2015	Jan 22, 2015	F0028083	Education Fair	50.00	ARB
Jan 21, 2015	Jan 21, 2015	F0028071	MS150114-Education Fair	50.00	ARB
Jan 16, 2015	Jan 16, 2015	F0028042	Education Fair	50.00	ARB
Screen Total:				850.00	
Running Total:				850.00	
Report Total (of all records):				1,050.00	

DOWNLOAD   **Select** the Download Button to save document and open with Excel.
Save with the File Type ALL

Once exported to Excel, **sort** the data by month, **remove** any lines that are not associated with Commerce Manager Postings, and then **perform** an auto calculation to tally the total.

Sample Report Extracted from Banner

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	53110	900311	10530	22-Jan-15	ARB	F0028083	Education Fair	U	1111R	EDFAIR		22-Jan-15	YTD	50 +
2	53110	900311	10530	21-Jan-15	ARB	F0028071	MS150114-Educ	U	1111R	EDFAIR		21-Jan-15	YTD	50 +
3	53110	900311	10530	16-Jan-15	ARB	F0028042	Education Fair	U	1111R	EDFAIR		16-Jan-15	YTD	50 +
4	53110	900311	10530	14-Jan-15	ARB	F0028016	Education Fair	U	1111R	EDFAIR		14-Jan-15	YTD	100 +
5	53110	900311	10530	12-Jan-15	ARB	F0027991	Education Fair	U	1111R	EDFAIR		12-Jan-15	YTD	100 +
6														
7													Total	350

This calculation should match your CM Payment report total that was ran previously minus the order fees.

Sample Report from Commerce Manager

Notice that the fees are not reflected on the banner reconciliation, as those are paid directly toward the credit card fee and do not post in the UMW budget.

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount
22-Jan-15	22-Jan-15	F0028083	Education Fair	50
21-Jan-15	21-Jan-15	F0028071	MS150114-Education Fair	50
16-Jan-15	16-Jan-15	F0028042	Education Fair	50
14-Jan-15	14-Jan-15	F0028016	Education Fair	100
12-Jan-15	12-Jan-15	F0027991	Education Fair	100
Report Total (of all records):				350

✓ **Print the Banner Budget Summary for your reconciliation file.**

IV. File Reconciliation

Once these reports reconcile, attach them to the CM Reconciliation Checklist found in the dropdown menu on the Finance site and file them with your CM monthly reconciliations. If a system is used to collect registrations, other than Commerce Manager, use internal departmental procedures to confirm CM transactions match the registrations.

Commerce Manager File Checklist:

- **Reconciliation Checklist Items Including:**
    - ✓ CM Report Summary
    - ✓ CM Detailed Summary with Calculations
    - ✓ Invalid Transaction Documentation*
    - ✓ Refund Documentation*
    - ✓ Banner Budget Summary
    - ✓ External List of Registrants*
- **To reconcile additional payments received, please follow the Procedure for Handling and Recording Incoming Payments.**

*Items required when relevant. Not all sites will have invalid transactions, refunds and external registration lists.