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: cardpointe.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

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View Batch/Deposit Details in the Merchant Center

In order to reconcile credit card transactions, open the Merchant Center in CardPointe by going to: cardpointe.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

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

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

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.

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