Paperless Transaction Corporation Reconciliation Guide

Reconciling with PTC is a two-part process. One part will require you to use your Paperless Virtual Terminal and the other part takes place in our bank's ClientLine Reporting system. This guide will walk you through all of the steps involved in reconciling using the Paperless Virtual Terminal and ClientLine Reporting. If you are utilizing a third-party gateway, such as Authorize.net or Payflow Pro, only the ClientLine Reporting steps will apply.

Paperless Virtual Terminal

Create your report template

1. Log-in to the Virtual Terminal: virtual.paperlesstrans.com

2. Click Generate Report

3. Select Transaction Report from the drop-down menu

4. Select Manage Templates

5. Select New Template

6. Set up your report template with all of your desired settings. You can then choose which fields to include in your report by dragging fields from Excluded to Included.

NOTE: Be sure to include Gateway Auth Code in your report- this is what will match up with the transactions in ClientLine.

Included Columns

To add, remove or re-order columns, simply drag-and-drop from the selection below.

Excluded	Included
Transaction ID	
Date/Time	
Terminal	
Transaction Type	
Testing	
Purchaser Full Name	
Purchaser First Name	
Purchaser Middle Initial	
Purchaser Last Name	

7. Press save template

Running your transaction report

1. Return to your Virtual Terminal Home Page: virtual.paperlesstrans.com

2. Click Generate Report

Reporting

Generate Report
Click here to generate an exportable report.

Recent Reports
Click here to view recently generated reports..

3. Select Transaction Report from the drop-down menu

4. Choose the date range for the report

5. Ensure that the Custom Report Template that you created, previously, is selected.

6. Press Generate Report

7. You will be redirected to Recent Reports where you will see your report processing

8. Reports can process for 1-2 minutes then will be ready for download

9. Download the report

ClientLine Reporting

Register For ClientLine Access-View Our Registration Guide HERE

Reconciliation Using Weekly Overviews- Watch Our How To Video HERE

1. Go to myclientline.net

2. Click Merchant Login and enter your previously set up credentials.

3. When your Business Track Portal loads, go to Applications and select ClientLine Reporting

4. Select the date range you are wishing to reconcile and click Submit

Start Date:	End Date:
10/06/2018	10/12/2018

5. Click on the date in question in the bank deposit summary

Bank Deposits Summary	USD	Submit
Currency	Funded Date	Net Sales
USD	10/06/2018	1,930.00
USD	10/07/2018	50.00
USD	10/08/2018	366.30
USD	10/09/2018	45.00
USD	10/10/2018	50.00
USD	10/11/2018	2,716.22
USD	10/12/2018	0.00

6. Click on the last four digits of your bank account number

7. Select the batch

8. You will then see a list of transactions that deposited in that batch. You will match up the transactions with your donor's information using the Authorization Code- this number will appear both in ClientLine and in the Paperless report you generated using the above instructions.

Reconciliation Using Funding Reconciliation Reports

1. Go to myclientline.net

2. Click Merchant Login and enter your previously set up credentials.

3. When your Business Track Portal loads, go to Applications and select ClientLine Reporting

4. Go to Reports and select Create A Report

5. Select Sales/Funding

6. Select Bank Deposits

7. For Report Type- select Detail

8. Input the date range for the report

9. Click Next at the bottom

10. Select Run Now to download your report now. To set up the report to come to you daily, weekly, monthly, etc. select Schedule Report and fill out that next page

11. When you select Run Now, your report will load and you will match up the transactions with your donor's information using the Authorization Code- this number will appear both in ClientLine and in the Paperless report you generated using the above instructions.