

Firefox

Merchant Login

myclientline.net https://www.myclientline.net/portal/portal/ClientLinePortalApp/index.jsp

ClientLine® Now Introducing Business TrackSM
The enhanced web tool for tracking, analyzing, and monitoring payment processing information



Home

Merchant Login

User ID
cl.andreae1 [Forgot User ID?](#)

Password
•••••••• [Forgot Password?](#)

Login

Log in to Clientline Merchant Log-In.

If you don't know your log in username and/or password, contact Joe Tinucci or Lexie Kelly for help.

Privacy Statement | Terms under which this service is provided to you

Copyright 2010 First Data Corporation. All Rights Reserved

All trademarks, service marks, and trade names referenced in this material are the property of their respective owners. This web site contains confidential and proprietary information of First Data Corporation. No disclosure or use of these materials may be made without the express written consent of First Data Corporation.

Firefox

Merchant Secure Portal ClientLine

myclientline.net https://www.myclientline.net/portal/portal/ClientLinePortalApp/index.jsp

ClientLine® Now Introducing Business TrackSM
The enhanced web tool for tracking, analyzing, and monitoring payment processing information

Welcome cl.andreae1 | Main Menu | Change Password | User Preferences | Logout

new graphical elements minimize key-strokes to important data

Preview of Upcoming Enhancements

user-friendly layout saves time

improved navigation to frequently used applications

look for more exciting information soon

Portal Main Menu

ClientLine® Reporting
Access comprehensive card processing reporting solutions to manage your business.

If you are experiencing difficulty using any of these applications with Internet Explorer 8, the following changes to your browser settings will allow the applications to operate correctly: From your browser menu select Tools > Compatibility View Settings. Select Display all websites in compatibility view. Apply changes and close Tools menu.

Click on Clientline Reporting.

Privacy Statement

Copyright 2011 First Data Corporation. All Rights Reserved.

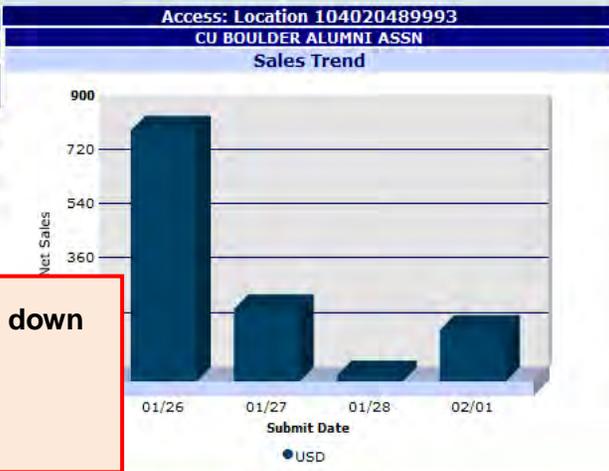
All trademarks, service marks, and trade names referenced in this material are the property of their respective owners. This web site contains confidential and proprietary information of First Data Corporation. No disclosure or use of these materials may be made without the express written consent of First Data Corporation.

https://www.myclientline.net/portal/portal/ClientLinePortalAp...RL=../portal/clrchandler2/CLRNET/login.aspx&Type=CLR

Reporting

- Credit Transactions
- Debit Transactions
- Submitted
- Check Drafts
- Check Paper/Electronics
- Terminal Transactions
- Rejected Transactions
- Transaction Summary
- Monthly Sales History
- 01/29/2012
- 02/01/2012

Current Code	Trans Amount	Avg Ticket
USD	830.00	33.20
USD	239.00	26.56
USD	20.00	20.00
USD	170.00	24.29



Submitted Card Type Summary For 02/01/2012

Currency Code	Card Type	Trans Count	Trans Amount
USD	VISA	7	170.00

Hover over "sales" until drop down appears. Select "credit transactions."

Bank Deposits

Currency Code	Date	Net Sales	3rd Party Adjustments	Adjustments	Interchange Charges	Service Charges	Fees	Chargeback / Reversals	Deposit
USD	01/23/2012	268.00	0.00	0.00	0.00	0.00	0.00	0.00	268.00
USD	01/24/2012	643.00	0.00	0.00	0.00	0.00	0.00	0.00	643.00
USD	01/25/2012	2,110.00	0.00	0.00	0.00	0.00	0.00	0.00	2,110.00
USD	01/26/2012	475.00	0.00	0.00	0.00	0.00	0.00	0.00	475.00
USD	01/27/2012	830.00	0.00	0.00	0.00	0.00	0.00	0.00	830.00
USD	01/28/2012	239.00	0.00	0.00	0.00	0.00	0.00	0.00	239.00
USD	01/29/2012	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00

The screenshot shows a web browser window with the following details:

- Browser: Firefox
- Page Title: Merchant Secure Portal
- Page Subtitle: ClientLine Reporting
- URL: <https://www.myclientline.net/portal/clrhandler2J/CLRNET/Sales/Credit.aspx>
- Language: English
- Navigation: Dashboard, Sales, Funding, Rate Analysis, Disputes, Research, Reports, Giftcards, Reference
- Section: Credit Transactions
- Access: Location 104020489993
- Form Fields:
 - Date Range From: 12/26/2011
 - Date Range To: 01/31/2012
 - Date Type: Submit Date
 - Amount Range: [Empty]
 - Card # / Token # / Invoice # / Ref #: [Empty]
 - Cardholder Number: [Dropdown]
 - Card Type: ALL
 - Sort By: Date / Time
- Submit Button: Submit
- Red Boxed Text: **Chose a date range that will include all of the activity relevant to the Peoplesoft time period you are reconciling. You can leave all of the other fields/boxes unchanged. Click “Submit.”**

You should get a report that looks like this.

Credit Transaction List

Location - 104020489993 - CU BOULDER ALUMNI ASSN

Submit Dates: 12/26/2011 to 01/31/2012

Download Spreadsheet 

Sorted by Date/Time

Location ID	External Merchant ID	Currency Code	Terminal ID	Batch Number	Submit Date	Card Type	Cardholder Number	Trans Amount	Trans Type	Trans Date	Status	Entry Mode	Auth Code
104020489993		USD	60309	360309261190	12/26/2011	MC					Processed	81	04789B
104020489993		USD	60309	360309271191	12/27/2011	VISA					Processed	81	01781C
104020489993		USD	60309	360309271191	12/27/2011	MC					Processed	81	08078Z
104020489993		USD	60309	360309271191	12/27/2011	MC					Processed	81	07110Z
104020489993		USD	60309	360309281192	12/28/2011	MC					Processed	81	03566Z
104020489993		USD	60309	360309281192	12/28/2011	VISA					Processed	01	09115C
104020489993		USD	60309	360309281192	12/28/2011	VISA					Processed	01	870331
104020489993		USD	60309	360309281192	12/28/2011	VISA					Processed	01	09387D
104020489993		USD	60309	360309281192	12/28/2011	MC					Processed	81	524408
104020489993		USD	60309	360309281192	12/28/2011	VISA					Processed	01	05274C
104020489993		USD	60309	360309291193	12/29/2011	VISA	463948*****0077	84.00	Sale	12/28/2011	Processed	01	003431
104020489993		USD	60309	360309291193	12/29/2011	VISA	438857*****6275	150.00	Sale	12/28/2011	Processed	01	08544D
104020489993		USD	60309	360309291193	12/29/2011	MC	515599*****9343	168.00	Sale	12/28/2011	Processed	81	17011Z
104020489993		USD	60309	360309291193	12/29/2011	VISA	445257*****5506	48.00	Sale	12/28/2011	Processed	01	550574
104020489993		USD	60309	360309291193	12/29/2011	VISA	438857*****0597	150.00	Sale	12/28/2011	Processed	01	04597D
104020489993		USD	60309	360309301194	12/30/2011	MC	552313*****4825	24.00	Sale	12/29/2011	Processed	81	02983Z
104020489993		USD	60309	360309301194	12/30/2011	MC	546616*****1949	24.00	Sale	12/29/2011	Processed	81	80006Z
104020489993		USD	60309	360309311195	12/31/2011	MC	546638*****6487	36.00	Sale	12/30/2011	Processed	81	07235P
104020489993		USD	60309	360309311195	12/31/2011	MC	546638*****2947	24.00	Sale	12/30/2011	Processed	81	00582Z
104020489993		USD	60309	360309311195	12/31/2011	VISA	465345*****9926	72.00	Sale	12/30/2011	Processed	01	840595
104020489993		USD	60309	360309311195	12/31/2011	VISA	418505*****1081	48.00	Sale	12/30/2011	Processed	01	120073
104020489993		USD	60309	360309311195	12/31/2011	MC	546616*****6912	12.00	Sale	12/30/2011	Processed	81	64967Z
104020489993		USD	60309	360309011196	01/01/2012	VISA	480327*****0629	48.00	Sale	12/31/2011	Processed	01	24004Z
104020489993		USD	60309	360309011196	01/01/2012	VISA	402481*****3284	72.00	Sale	12/31/2011	Processed	01	085337
104020489993		USD	60309	360309011196	01/01/2012	VISA	438857*****9916	216.00	Sale	12/31/2011	Processed	01	09676C
104020489993		USD	60309	360309011196	01/01/2012	MC	546638*****9479	24.00	Sale	12/31/2011	Processed	81	00696Z
104020489993		USD	60309	360309021197	01/02/2012	VISA	449227*****2362	24.00	Sale	01/01/2012	Processed	01	53595A
104020489993		USD	60309	360309021197	01/02/2012	VISA	441420*****4564	48.00	Sale	01/01/2012	Processed	01	390391
104020489993		USD	60309	360309031198	01/03/2012	VISA	426684*****1769	24.00	Sale	01/02/2012	Processed	01	05671B
104020489993		USD	60309	360309031198	01/03/2012	VISA	414720*****9191	48.00	Sale	01/02/2012	Processed	01	03149D
104020489993		USD	60309	360309031198	01/03/2012	MC	543805*****9903	20.00	Sale	01/02/2012	Processed	81	418004
104020489993		USD	60309	360309031198	01/03/2012	VISA	430572*****0563	24.00	Sale	01/02/2012	Processed	01	01315A
104020489993		USD	60309	360309031198	01/03/2012	VISA	414720*****9035	24.00	Sale	01/02/2012	Processed	01	00223C
104020489993		USD	60309	360309031198	01/03/2012	VISA	416030*****8690	48.00	Sale	01/02/2012	Processed	01	084857
104020489993		USD	60309	360309031198	01/03/2012	MC	557552*****5573	24.00	Sale	01/02/2012	Processed	81	00787Z
104020489993		USD	60309	360309031198	01/03/2012	VISA	426684*****6261	150.00	Sale	01/02/2012	Processed	01	07101C
104020489993		USD	60309	360309031198	01/03/2012	MC	548031*****1811	24.00	Sale	01/02/2012	Processed	81	02168B
104020489993		USD	60309	360309031198	01/03/2012	VISA	438857*****3892	72.00	Sale	01/02/2012	Processed	01	09847D
104020489993		USD	60309	360309041199	01/04/2012	VISA	441420*****2384	24.00	Sale	01/03/2012	Processed	01	390959
104020489993		USD	60309	360309041199	01/04/2012	VISA	412185*****3239	24.00	Sale	01/03/2012	Processed	01	00394A
104020489993		USD	60309	360309041199	01/04/2012	VISA	446540*****3542	24.00	Sale	01/03/2012	Processed	01	00304A
104020489993		USD	60309	360309041199	01/04/2012	MC	546630*****4036	12.00	Sale	01/03/2012	Processed	81	01368Z
104020489993		USD	60309	360309041199	01/04/2012	VISA	465345*****6818	60.00	Sale	01/03/2012	Processed	01	366513
104020489993		USD	60309	360309051200	01/05/2012	VISA	414720*****2262	24.00	Sale	01/04/2012	Processed	01	00682D
104020489993		USD	60309	360309051200	01/05/2012	MC	542418*****6289	75.00	Sale	01/04/2012	Processed	81	90954B
104020489993		USD	60309	360309051200	01/05/2012	VISA	452329*****1166	72.00	Sale	01/04/2012	Processed	01	552266
104020489993		USD	60309	360309051200	01/05/2012	MC	514888*****6650	48.00	Sale	01/04/2012	Processed	81	01117P

Click on the icon with an "X" and the letter "a."



CreditTransactions [Read-Only] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

Clipboard Font Alignment Number Styles Cells Editing

A1 104020489993

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	1.04E+11		USD	60309	3.6E+11	#####	MC	518445***	72	Sale	#####	Processec	81	04789B							
2	1.04E+11		USD	60309	3.6E+11	#####	VISA	438857***	75	Sale	#####	Processec	1	01781C							
3	1.04E+11		USD	60309	3.6E+11	#####	MC	552851***	24	Sale	#####	Processec	81	08078Z							
4	1.04E+11		USD	60309	3.6E+11	#####	MC	546626***	24	Sale	#####	Processec	81	07110Z							
5	1.04E+11		USD	60309	3.6E+11	#####	MC	546632***	96	Sale	#####	Processec	81	03566Z							
6	1.04E+11		USD	60309	3.6E+11	#####	VISA	438857***	96	Sale	#####	Processec	1	09115C							
7	1.04E+11		USD	60309	3.6E+11	#####	VISA	418505***	72	Sale	#####	Processec	1	870331							
8	1.04E+11		USD	60309	3.6E+11	#####	VISA	414709***	24	Sale	#####	Processec	1	09387D							
9	1.04E+11		USD	60309	3.6E+11	#####	MC	543805***	24	Sale	#####	Processec	81	524408							
10	1.04E+11		USD	60309	3.6E+11	#####	VISA	438854***	36	Sale	#####	Processec	1	05274C							
11	1.04E+11		USD	60309	3.6E+11	#####	VISA	463948***	84	Sale	#####	Processec	1	3431							
12	1.04E+11		USD	60309	3.6E+11	#####	VISA	438857***	150	Sale	#####	Processec	1	08544D							
13	1.04E+11		USD	60309	3.6E+11	#####	MC	515599***	168	Sale	#####	Processec	81	T7011Z							
14	1.04E+11		USD	60309	3.6E+11	#####	VISA	445257***	48	Sale	#####	Processec	1	550574							
15	1.04E+11		USD	60309	3.6E+11	#####	VISA	438857***	150	Sale	#####	Processec	1	04597D							
16	1.04E+11		USD	60309	3.6E+11	#####	MC	552313***	24	Sale	#####	Processec	81	02983Z							
17	1.04E+11		USD	60309	3.6E+11	#####	MC	546616***	24	Sale	#####	Processec	81	80006Z							
18	1.04E+11		USD	60309	3.6E+11	#####	MC	546638***	36	Sale	#####	Processec	81	07235P							
19	1.04E+11		USD	60309	3.6E+11	#####	MC	546638***	24	Sale	#####	Processec	81	00582Z							
20	1.04E+11		USD	60309	3.6E+11	#####	VISA	465345***	72	Sale	#####	Processec	1	840595							
21	1.04E+11		USD	60309	3.6E+11	#####	VISA	418505***	48	Sale	#####	Processec	1	120073							
22	1.04E+11		USD	60309	3.6E+11	#####	MC	546616***	12	Sale	#####	Processec	81	64967Z							
23	1.04E+11		USD	60309	3.6E+11	1/1/2012	VISA	480327***	48	Sale	#####	Processec	1	240042							
24	1.04E+11		USD	60309	3.6E+11	1/1/2012	VISA	402481***	72	Sale	#####	Processec	1	85337							
25	1.04E+11		USD	60309	3.6E+11	1/1/2012	VISA	438857***	216	Sale	#####	Processec	1	09676C							
26	1.04E+11		USD	60309	3.6E+11	1/1/2012	MC	546638***	24	Sale	#####	Processec	81	00696Z							
27	1.04E+11		USD	60309	3.6E+11	1/2/2012	VISA	449227***	24	Sale	1/1/2012	Processec	1	53595A							
28	1.04E+11		USD	60309	3.6E+11	1/2/2012	VISA	441420***	48	Sale	1/1/2012	Processec	1	390391							
29	1.04E+11		USD	60309	3.6E+11	1/3/2012	VISA	426684***	24	Sale	1/2/2012	Processec	1	05671B							
30	1.04E+11		USD	60309	3.6E+11	1/3/2012	VISA	414720***	48	Sale	1/2/2012	Processec	1	03149D							
31	1.04E+11		USD	60309	3.6E+11	1/3/2012	MC	543805***	20	Sale	1/2/2012	Processec	81	418004							
32	1.04E+11		USD	60309	3.6E+11	1/3/2012	VISA	430572***	24	Sale	1/2/2012	Processec	1	01315A							
33	1.04E+11		USD	60309	3.6E+11	1/3/2012	VISA	414720***	24	Sale	1/2/2012	Processec	1	00223C							
34	1.04E+11		USD	60309	3.6E+11	1/3/2012	VISA	416030***	48	Sale	1/2/2012	Processec	1	84857							
35	1.04E+11		USD	60309	3.6E+11	1/3/2012	MC	557552***	24	Sale	1/2/2012	Processec	81	7872							
36	1.04E+11		USD	60309	3.6E+11	1/3/2012	VISA	426684***	150	Sale	1/2/2012	Processec	1	07101C							
37	1.04E+11		USD	60309	3.6E+11	1/3/2012	MC	548031***	24	Sale	1/2/2012	Processec	81	02168B							
38	1.04E+11		USD	60309	3.6E+11	1/3/2012	VISA	438857***	72	Sale	1/2/2012	Processec	1	09847D							
39	1.04E+11		USD	60309	3.6E+11	1/4/2012	VISA	441420***	24	Sale	1/3/2012	Processec	1	390959							

Ready CreditTransactions 100%

You should get a report that looks like this. Select and copy this page.

Harris cc reconciliation Jan 2012 [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

Clipboard Font Alignment Number Styles Cells Editing

A1 104020489993

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	1.04E+11		USD	60309	3.6E+11	#####	MC	518445***		72	Sale	#####	Processec		81	04789B					
2	1.04E+11		USD	60309	3.6E+11	#####	VISA	438857***		75	Sale	#####	Processec		1	01781C					
3	1.04E+11		USD	60309	3.6E+11	#####	MC	552851***		24	Sale	#####	Processec		81	08078Z					
4	1.04E+11		USD	60309	3.6E+11	#####	MC	546626***		24	Sale	#####	Processec		81	07110Z					
5	1.04E+11		USD	60309	3.6E+11	#####	MC	546632***		96	Sale	#####	Processec		81	03566Z					
6	1.04E+11		USD	60309	3.6E+11	#####	VISA	438857***		96	Sale	#####	Processec		1	09115C					
7	1.04E+11		USD	60309	3.6E+11	#####	VISA	418505***		72	Sale	#####	Processec		1	870331					
8	1.04E+11		USD	60309	3.6E+11	#####	VISA	414709***		24	Sale	#####	Processec		1	09387D					
9	1.04E+11		USD	60309	3.6E+11	#####	MC	543805***		24	Sale	#####	Processec		81	524408					
10	1.04E+11		USD	60309	3.6E+11	#####	VISA	438854***		36	Sale	#####	Processec		1	05274C					
11	1.04E+11		USD	60309	3.6E+11	#####	VISA	463948***		84	Sale	#####	Processec		1	3431					
12	1.04E+11		USD	60309	3.6E+11	#####	VISA	438857***		150	Sale	#####	Processec		1	08544D					
13	1.04E+11		USD	60309	3.6E+11	#####	MC	515599***		168	Sale	#####	Processec		81	T7011Z					
14	1.04E+11		USD	60309	3.6E+11	#####	VISA	445257***		48	Sale	#####	Processec		1	550574					
15	1.04E+11		USD	60309	3.6E+11	#####	VISA	438857***		150	Sale	#####	Processec		1	04597D					
16	1.04E+11		USD	60309	3.6E+11	#####	MC	552313***		24	Sale	#####	Processec		81	02983Z					
17	1.04E+11		USD	60309	3.6E+11	#####	MC	546616***		24	Sale	#####	Processec		81	80006Z					
18	1.04E+11		USD	60309	3.6E+11	#####	MC	546638***		36	Sale	#####	Processec		81	07235P					
19	1.04E+11		USD	60309	3.6E+11	#####	MC	546638***		24	Sale	#####	Processec		81	00582Z					
20	1.04E+11		USD	60309	3.6E+11	#####	VISA	465345***		72	Sale	#####	Processec		1	840595					
21	1.04E+11		USD	60309	3.6E+11	#####	VISA	418505***		48	Sale	#####	Processec		1	120073					
22	1.04E+11		USD	60309	3.6E+11	#####	MC	546616***		12	Sale	#####	Processec		81	64967Z					
23	1.04E+11		USD	60309	3.6E+11	1/1/2012	VISA	480327***		48	Sale	#####	Processec		1	240042					
24	1.04E+11		USD	60309	3.6E+11	1/1/2012	VISA	402481***		72	Sale	#####	Processec		1	85337					
25	1.04E+11		USD	60309	3.6E+11	1/1/2012	VISA	438857***		216	Sale	#####	Processec		1	09676C					
26	1.04E+11		USD	60309	3.6E+11	1/1/2012	MC	546638***		24	Sale	#####	Processec		81	00696Z					
27	1.04E+11		USD	60309	3.6E+11	1/2/2012	VISA	449227***		24	Sale	1/1/2012	Processec		1	53595A					
28	1.04E+11		USD	60309	3.6E+11	1/2/2012	VISA	441420***		48	Sale	1/1/2012	Processec		1	390391					
29	1.04E+11		USD	60309	3.6E+11	1/3/2012	VISA	426684***		24	Sale	1/2/2012	Processec		1	05671B					
30	1.04E+11		USD	60309	3.6E+11	1/3/2012	VISA	414720***		48	Sale	1/2/2012	Processec		1	03149D					
31	1.04E+11		USD	60309	3.6E+11	1/3/2012	MC	543805***		20	Sale	1/2/2012	Processec		81	418004					
32	1.04E+11		USD	60309	3.6E+11	1/3/2012	VISA	430572***		24	Sale	1/2/2012	Processec		1	01315A					
33	1.04E+11		USD	60309	3.6E+11	1/3/2012	VISA	414720***		24	Sale	1/2/2012	Processec		1	00223C					
34	1.04E+11		USD	60309	3.6E+11	1/3/2012	VISA	416030***		48	Sale	1/2/2012	Processec		1	84857					
35	1.04E+11		USD	60309	3.6E+11	1/3/2012	MC	557552***		24	Sale	1/2/2012	Processec		81	7872					
36	1.04E+11		USD	60309	3.6E+11	1/3/2012	VISA	426684***		150	Sale	1/2/2012	Processec		1	07101C					
37	1.04E+11		USD	60309	3.6E+11	1/3/2012	MC	548031***		24	Sale	1/2/2012	Processec		81	02168B					
38	1.04E+11		USD	60309	3.6E+11	1/3/2012	VISA	438857***		72	Sale	1/2/2012	Processec		1	09847D					
39	1.04E+11		USD	60309	3.6E+11	1/4/2012	VISA	441420***		24	Sale	1/3/2012	Processec		1	390959					

Clientline

Select destination and press ENTER or choose Paste

Average: 63525254690 Count: 4472 Sum: 1.48586E+14

Paste the page into the workbook you've already created with your Cognos spreadsheet. Rename the tab so that you can remember this is the Clientline information.

Harris cc reconciliation Jan 2012 [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Sort Filter Filter Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Show Detail Hide Detail

A1 Location ID

Location ID	External Merch ID	Currency	Terminal ID	Batch Number	Submit Date	Card Type	Cardholder number	Trans Amount	Trans Type	Trans Date	Status	Entry M
1.0402E+11		USD	60309	360309261190	12/26/2011	MC	518445*****	72	Sale	12/25/2011	Processed	
1.0402E+11		USD	60309	360309271191	12/27/2011	VISA	438857*****	75	Sale	12/26/2011	Processed	
1.0402E+11		USD	60309	360309271191	12/27/2011	MC	552851*****	24	Sale	12/26/2011	Processed	81 08078Z
1.0402E+11		USD	60309	360309271191	12/27/2011	MC	546626*****	24	Sale	12/26/2011	Processed	81 07110Z
1.0402E+11		USD	60309	360309281192	12/28/2011	MC	546632*****	96	Sale	12/27/2011	Processed	81 03566Z
1.0402E+11		USD	60309	360309281192	12/28/2011	VISA	438857*****	96	Sale	12/27/2011	Processed	1 09115C
1.0402E+11		USD	60309	360309281192	12/28/2011	VISA	418505*****	72	Sale	12/27/2011	Processed	1 870331
1.0402E+11		USD	60309	360309281192	12/28/2011	VISA	414709*****	24	Sale	12/27/2011	Processed	1 09387D
1.0402E+11		USD	60309	360309281192	12/28/2011	MC	543805*****	24	Sale	12/27/2011	Processed	81 524408
1.0402E+11		USD	60309	360309281192	12/28/2011	VISA	438854*****	36	Sale	12/27/2011	Processed	1 05274C
1.0402E+11		USD	60309	360309291193	12/29/2011	VISA	463948*****	84	Sale	12/28/2011	Processed	1 3431
1.0402E+11		USD	60309	360309291193	12/29/2011	VISA	438857*****	150	Sale	12/28/2011	Processed	1 08544D
1.0402E+11		USD	60309	360309291193	12/29/2011	MC	515599*****	168	Sale	12/28/2011	Processed	81 T7011Z
1.0402E+11		USD	60309	360309291193	12/29/2011	VISA	445257*****	48	Sale	12/28/2011	Processed	1 550574
1.0402E+11		USD	60309	360309291193	12/29/2011	VISA	438857*****	150	Sale	12/28/2011	Processed	1 04597D
1.0402E+11		USD	60309	360309301194								81 02983Z
1.0402E+11		USD	60309	360309301194								81 80006Z
1.0402E+11		USD	60309	360309311195								81 07235P
1.0402E+11		USD	60309	360309311195								81 00582Z
1.0402E+11		USD	60309	360309311195								1 840595
1.0402E+11		USD	60309	360309311195								1 120073
1.0402E+11		USD	60309	360309311195								81 64967Z
1.0402E+11		USD	60309	360309011196								1 240042
1.0402E+11		USD	60309	360309011196								1 85337
1.0402E+11		USD	60309	360309011196								1 09676C
1.0402E+11		USD	60309	360309011196								81 00696Z
1.0402E+11		USD	60309	360309021197								1 53595A
1.0402E+11		USD	60309	360309021197	1/2/2012	VISA	441420*****	48	Sale	1/1/2012	Processed	1 390391
1.0402E+11		USD	60309	360309031198	1/3/2012	VISA	426684*****	24	Sale	1/2/2012	Processed	1 05671B
1.0402E+11		USD	60309	360309031198	1/3/2012	VISA	414720*****	48	Sale	1/2/2012	Processed	1 03149D
1.0402E+11		USD	60309	360309031198	1/3/2012	MC	543805*****	20	Sale	1/2/2012	Processed	81 418004
1.0402E+11		USD	60309	360309031198	1/3/2012	VISA	430572*****	24	Sale	1/2/2012	Processed	1 01315A
1.0402E+11		USD	60309	360309031198	1/3/2012	VISA	414720*****	24	Sale	1/2/2012	Processed	1 00223C
1.0402E+11		USD	60309	360309031198	1/3/2012	VISA	416030*****	48	Sale	1/2/2012	Processed	1 84857
1.0402E+11		USD	60309	360309031198	1/3/2012	MC	557552*****	24	Sale	1/2/2012	Processed	81 7872
1.0402E+11		USD	60309	360309031198	1/3/2012	VISA	426684*****	150	Sale	1/2/2012	Processed	1 07101C
1.0402E+11		USD	60309	360309031198	1/3/2012	MC	548031*****	24	Sale	1/2/2012	Processed	81 02168B

Subtotal
Total several rows of related data together by automatically inserting subtotals and totals for the selected cells.
Press F1 for more help.

To make sure that you are using the same set of transaction as those that appear in Peoplesoft, subtotal the transactions by date or batch number.

Ready 12981775 Clientline Average: 63525254690 Count: 4486 Sum: 1.48586E+14 100%

Harris cc reconciliation Jan 2012 [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Properties Edit Links Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Show Detail Hide Detail

A1 Location ID

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Location ID	External Merch ID	Currency	Terminal ID	Batch Number	Submit Date	Card Type	Cardholder number	Trans Amount	Trans Type	Trans Date	Status	Entry Mode	Auth Code			
1	1.0402E+11		USD	60309	360309261190	12/26/2011	MC	518445****	72	Sale	12/25/2011	Processed	81 04789B				
2	1.0402E+11		USD	60309	360309271191	12/27/2011	VISA	438857****				Processed	1 01781C				
3	1.0402E+11		USD	60309	360309271191	12/27/2011	MC	552851****				Processed	81 08078Z				
4	1.0402E+11		USD	60309	360309271191	12/27/2011	MC	546626****				Processed	81 07110Z				
5	1.0402E+11		USD	60309	360309281192	12/28/2011	MC	546632****				Processed	81 03566Z				
6	1.0402E+11		USD	60309	360309281192	12/28/2011	VISA	438857****				Processed	1 091150				
7	1.0402E+11		USD	60309	360309281192	12/28/2011	VISA	418505****	72	Sale	12/27/2011	Processed	1 87				
8	1.0402E+11		USD	60309	360309281192	12/28/2011	VISA	414709****	24	Sale	12/27/2011	Processed	1 09387D				
9	1.0402E+11		USD	60309	360309281192	12/28/2011	MC	543805****	24	Sale	12/27/2011	Processed	81 52				
10	1.0402E+11		USD	60309	360309281192	12/28/2011	VISA	438854****	36	Sale	12/27/2011	Processed	1 052740				
11	1.0402E+11		USD	60309	360309291193	12/29/2011	VISA	463948****				Processed	1				
12	1.0402E+11		USD	60309	360309291193	12/29/2011	VISA	438857****				Processed	1 08544D				
13	1.0402E+11		USD	60309	360309291193	12/29/2011	MC	515599****				Processed	81 17011Z				
14	1.0402E+11		USD	60309	360309291193	12/29/2011	VISA	445257****				Processed	1 55				
15	1.0402E+11		USD	60309	360309291193	12/29/2011	VISA	438857****				Processed	1 04597D				
16	1.0402E+11		USD	60309	360309301194	12/30/2011	MC	552313****	24	Sale	12/29/2011	Processed	81 02983Z				
17	1.0402E+11		USD	60309	360309301194	12/30/2011	MC	546616****	24	Sale	12/29/2011	Processed	81 80006Z				
18	1.0402E+11		USD	60309	360309311195	12/31/2011	MC	546638****	36	Sale	12/30/2011	Processed	81 07235P				
19	1.0402E+11		USD	60309	360309311195	12/31/2011	MC	546638****				Processed	81 00582Z				
20	1.0402E+11		USD	60309	360309311195	12/31/2011	VISA	465345****				Processed	1 84				
21	1.0402E+11		USD	60309	360309311195	12/31/2011	VISA	418505****				Processed	1 12				
22	1.0402E+11		USD	60309	360309311195	12/31/2011	MC	546616****				Processed	81 64967Z				
23	1.0402E+11		USD	60309	360309011196	1/1/2012	VISA	480327****				Processed	1 24004Z				
24	1.0402E+11		USD	60309	360309011196	1/1/2012	VISA	402481****				Processed	1 85337				
25	1.0402E+11		USD	60309	360309011196	1/1/2012	VISA	438857****				Processed	1 09676C				
26	1.0402E+11		USD	60309	360309011196	1/1/2012	MC	546638****				Processed	81 00696Z				
27	1.0402E+11		USD	60309	360309021197	1/2/2012	VISA	449227****	24	Sale	1/1/2012	Processed	1 53595A				
28	1.0402E+11		USD	60309	360309021197	1/2/2012	VISA	441420****	48	Sale	1/1/2012	Processed	1 390391				
29	1.0402E+11		USD	60309	360309031198	1/3/2012	VISA	426684****	24	Sale	1/2/2012	Processed	1 05671B				
30	1.0402E+11		USD	60309	360309031198	1/3/2012	VISA	414720****	48	Sale	1/2/2012	Processed	1 03149D				
31	1.0402E+11		USD	60309	360309031198	1/3/2012	MC	543805****	20	Sale	1/2/2012	Processed	81 418004				
32	1.0402E+11		USD	60309	360309031198	1/3/2012	VISA	430572****	24	Sale	1/2/2012	Processed	1 01315A				
33	1.0402E+11		USD	60309	360309031198	1/3/2012	VISA	414720****	24	Sale	1/2/2012	Processed	1 00223C				
34	1.0402E+11		USD	60309	360309031198	1/3/2012	VISA	416030****	48	Sale	1/2/2012	Processed	1 84857				
35	1.0402E+11		USD	60309	360309031198	1/3/2012	MC	557552****	24	Sale	1/2/2012	Processed	81 7872				
36	1.0402E+11		USD	60309	360309031198	1/3/2012	VISA	426684****	150	Sale	1/2/2012	Processed	1 07101C				
37	1.0402E+11		USD	60309	360309031198	1/3/2012	MC	548031****	24	Sale	1/2/2012	Processed	81 02168B				
38	1.0402E+11		USD	60309	360309031198	1/3/2012	MC	548031****	24	Sale	1/2/2012	Processed	81 02168B				

Subtotal

At each change in:

Batch Number

Use function:

Sum

Add subtotal to:

Trans Amount

Trans Type

Trans Date

Status

Entry Mode

Auth Code

Replace current subtotals

Page break between groups

Summary below data

Remove All OK Cancel

Ready 12981775 Clientline

Average: 63525254690 Count: 4486 Sum: 1.48586E+14 100%

Date or batch number

Use Sum

Add to transaction amount

Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Properties Edit Links Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Show Detail Hide Detail

A1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Location ID	External Merch ID	Currency	Terminal ID	Batch Number	Submit Date	Card Type	Cardholder number	Trans Amount	Trans Type	Trans Date	Status	Entry Mode	Auth Code			
2	1.0402E+11		USD	60309	360309261190	12/26/2011	MC	518445*****	72	Sale	12/25/2011	Processed	81	04789B			
3	360309261190 Total								72								
4	1.0402E+11		USD	60309	360309271191	12/27/2011	VISA	438857*****	75	Sale	12/26/2011	Processed	1	01781C			
5	1.0402E+11		USD					***	24	Sale	12/26/2011	Processed	81	08078Z			
6	1.0402E+11		USD					***	24	Sale	12/26/2011	Processed	81	07110Z			
7									123								
8	1.0402E+11		USD					***	96	Sale	12/27/2011	Processed	81	03566Z			
9	1.0402E+11		USD					***	96	Sale	12/27/2011	Processed	1	09115C			
10	1.0402E+11		USD					***	72	Sale	12/27/2011	Processed	1	870331			
11	1.0402E+11		USD					***	24	Sale	12/27/2011	Processed	1	09387D			
12	1.0402E+11		USD	60309	360309281192	12/28/2011	MC	543805*****	24	Sale	12/27/2011	Processed	81	524408			
13	1.0402E+11		USD	60309	360309281192	12/28/2011	VISA	438854*****	36	Sale	12/27/2011	Processed	1	05274C			
14	360309281192 Total								348								
15	1.0402E+11		USD	60309	360309291193	12/29/2011	VISA	463948*****	84	Sale	12/28/2011	Processed	1	3431			
16	1.0402E+11		USD	60309	360309291193	12/29/2011	VISA	438857*****	150	Sale	12/28/2011	Processed	1	08544D			
17	1.0402E+11		USD	60309	360309291193	12/29/2011	MC	515599*****	168	Sale	12/28/2011	Processed	81	T7011Z			
18	1.0402E+11		USD	60309	360309291193	12/29/2011	VISA	445257*****	48	Sale	12/28/2011	Processed	1	550574			
19	1.0402E+11		USD	60309	360309291193	12/29/2011	VISA	438857*****	150	Sale	12/28/2011	Processed	1	04597D			
20	360309291193 Total								600								
21	1.0402E+11		USD	60309	360309301194	12/30/2011	MC	552313*****	24	Sale	12/29/2011	Processed	81	02983Z			
22	1.0402E+11		USD	60309	360309301194	12/30/2011	MC	546616*****	24	Sale	12/29/2011	Processed	81	80006Z			
23	360309301194 Total								48								
24	1.0402E+11		USD	60309	360309311195	12/31/2011	MC	546638*****	36	Sale	12/30/2011	Processed	81	07235P			
25	1.0402E+11		USD	60309	360309311195	12/31/2011	MC	546638*****	24	Sale	12/30/2011	Processed	81	00582Z			
26	1.0402E+11		USD	60309	360309311195	12/31/2011	VISA	465345*****	72	Sale	12/30/2011	Processed	1	84059S			
27	1.0402E+11		USD	60309	360309311195	12/31/2011	VISA	418505*****	48	Sale	12/30/2011	Processed	1	120073			
28	1.0402E+11		USD	60309	360309311195	12/31/2011	MC	546616*****	12	Sale	12/30/2011	Processed	81	64967Z			
29	360309311195 Total								192								
30	1.0402E+11		USD	60309	360309011196	1/1/2012	VISA	480327*****	48	Sale	12/31/2011	Processed	1	240042			
31	1.0402E+11		USD	60309	360309011196	1/1/2012	VISA	402481*****	72	Sale	12/31/2011	Processed	1	85337			
32	1.0402E+11		USD	60309	360309011196	1/1/2012	VISA	438857*****	216	Sale	12/31/2011	Processed	1	09676C			
33	1.0402E+11		USD	60309	360309011196	1/1/2012	MC	546638*****	24	Sale	12/31/2011	Processed	81	00696Z			
34	360309011196 Total								360								
35	1.0402E+11		USD	60309	360309021197	1/2/2012	VISA	449227*****	24	Sale	1/1/2012	Processed	1	53595A			
36	1.0402E+11		USD	60309	360309021197	1/2/2012	VISA	441420*****	48	Sale	1/1/2012	Processed	1	390391			
37	360309021197 Total								72								
38	1.0402E+11		USD	60309	360309031198	1/3/2012	VISA	426684*****	24	Sale	1/2/2012	Processed	1	05671B			

Click on the 2 to get your subtotal summary

Harris cc reconciliation Jan 2012 [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

Clipboard Font Alignment Number Styles Cells Editing

Formula Bar: I3 =SUBTOTAL(9,I2:I2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Location ID	External Merch ID	Currency	Terminal ID	Batch Number	Submit Date	Card Type	Cardholder number	Trans Amount	Trans Type	Trans Date	Status	Entry Mode	Auth Code			
3					360309261190 Total				72								
7					360309271191 Total				123								
14					360309281192 Total				348								
20					360309291193 Total				600								
23					360309301194 Total				48								
29					360309311195 Total				192								
34					360309011196 Total				360								
37					360309021197 Total				72								
48					360309031198 Total				458								
54					360309041199 Total				144								
65					360309051200 Total				615								
78					360309061201 Total				825								
90					360309071202 Total				476								
103					360309081203 Total				588								
117					360309091204 Total				657								
147					360309101205 Total				2034								
163					360309111206 Total				1218								
170					360309121207 Total				649								
179					360309131208 Total				784								
184					360309141209 Total				652								
186					360309151210 Total				20								
189					360309171211 Total				205								
196					360309181212 Total				2041								
204					360309191213 Total				868								
209					360309201214 Total				-45								
218					360309211215 Total				1142								
224					360309221216 Total				268								
229					360309231217 Total				643								
285					360309241218 Total				2110								
316					360309251219 Total				475								
342					360309261220 Total				830								
352					360309271221 Total				239								
354					360309281222 Total				20								
355					Grand Total				19731								
356																	
357																	
358																	

Ready 12981775 Clientline Average: 285.75 Count: 4 Sum: 1143 100%

Check the spreadsheet you did during the last reconciliation period to identify the last few batch totals that appeared there. You'll need to delete these so that you can make sure that you don't overlap with the last data set (and consequently, double count revenue that's already been reallocated).

Harris cc reconciliation Jan 2012 [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

Clipboard Font Alignment Number Styles Cells Editing

A20

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Location ID	External Merch ID	Currency	Terminal ID	Batch Number	Submit Date	Card Type	Cardholder number	Trans Amount	Trans Type	Trans Date	Status	Entry Mode	Auth Code			
2	1.0402E+11		USD	60309	360309261190	12/26/2011	MC	518445*****	72	Sale	12/25/2011	Processed	81	04789B			
3									72								
4	1.0402E+11		USD					857*****	75	Sale	12/26/2011	Processed	1	01781C			
5	1.0402E+11		USD					851*****	24	Sale	12/26/2011	Processed	81	08078Z			
6	1.0402E+11		USD					626*****	24	Sale	12/26/2011	Processed	81	07110Z			
7									123								
8	1.0402E+11		USD					632*****	96	Sale	12/27/2011	Processed	81	03566Z			
9	1.0402E+11		USD					857*****	96	Sale	12/27/2011	Processed	1	09115C			
10	1.0402E+11		USD	60309	360309281192	12/28/2011	VISA	418505*****	72	Sale	12/27/2011	Processed	1	870331			
11	1.0402E+11		USD	60309	360309281192	12/28/2011	VISA	414709*****	24	Sale	12/27/2011	Processed	1	09387D			
12	1.0402E+11		USD	60309	360309281192	12/28/2011	MC	543805*****	24	Sale	12/27/2011	Processed	81	524408			
13	1.0402E+11		USD	60309	360309281192	12/28/2011	VISA	438854*****	36	Sale	12/27/2011	Processed	1	05274C			
14					360309281192 Total				348								
15	1.0402E+11		USD	60309	360309291193	12/29/2011	VISA	463948*****	84	Sale	12/28/2011	Processed	1	3431			
16	1.0402E+11		USD	60309	360309291193	12/29/2011	VISA	438857*****	150	Sale	12/28/2011	Processed	1	08544D			
17	1.0402E+11		USD	60309	360309291193	12/29/2011	MC	515599*****	168	Sale	12/28/2011	Processed	81	17011Z			
18	1.0402E+11		USD	60309	360309291193	12/29/2011	VISA	445257*****	48	Sale	12/28/2011	Processed	1	550574			
19	1.0402E+11		USD	60309	360309291193	12/29/2011	VISA	438857*****	150	Sale	12/28/2011	Processed	1	04597D			
20					360309291193 Total				600								
21	1.0402E+11		USD	60309	360309301194	12/30/2011	MC	552313*****	24	Sale	12/29/2011	Processed	81	02983Z			
22	1.0402E+11		USD	60309	360309301194	12/30/2011	MC	546616*****	24	Sale	12/29/2011	Processed	81	80006Z			
23					360309301194 Total				48								
24	1.0402E+11		USD	60309	360309311195	12/31/2011	MC	546638*****	36	Sale	12/30/2011	Processed	81	07235P			
25	1.0402E+11		USD	60309	360309311195	12/31/2011	MC	546638*****	24	Sale	12/30/2011	Processed	81	00582Z			
26	1.0402E+11		USD	60309	360309311195	12/31/2011	VISA	465345*****	72	Sale	12/30/2011	Processed	1	840595			
27	1.0402E+11		USD	60309	360309311195	12/31/2011	VISA	418505*****	48	Sale	12/30/2011	Processed	1	120073			
28	1.0402E+11		USD	60309	360309311195	12/31/2011	MC	546616*****	12	Sale	12/30/2011	Processed	81	64967Z			
29					360309311195 Total				192								
30	1.0402E+11		USD	60309	360309011196	1/1/2012	VISA	480327*****	48	Sale	12/31/2011	Processed	1	24004Z			
31	1.0402E+11		USD	60309	360309011196	1/1/2012	VISA	402481*****	72	Sale	12/31/2011	Processed	1	85337			
32	1.0402E+11		USD	60309	360309011196	1/1/2012	VISA	438857*****	216	Sale	12/31/2011	Processed	1	09676C			
33	1.0402E+11		USD	60309	360309011196	1/1/2012	MC	546638*****	24	Sale	12/31/2011	Processed	81	00696Z			
34					360309011196 Total				360								
35	1.0402E+11		USD	60309	360309021197	1/2/2012	VISA	449227*****	24	Sale	1/1/2012	Processed	1	53595A			
36	1.0402E+11		USD	60309	360309021197	1/2/2012	VISA	441420*****	48	Sale	1/1/2012	Processed	1	390391			
37					360309021197 Total				72								
38	1.0402E+11		USD	60309	360309031198	1/3/2012	VISA	426684*****	24	Sale	1/2/2012	Processed	1	05671B			

Expand your data by clicking on the 3 so that you can make sure that you pick up the correct lines to delete.

12981775 Clientline

Ready

Average: 61636731425 Count: 218 Sum: 6.96495E+12 100%

Harris cc reconciliation Jan 2012 [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

Clipboard Font Alignment Number Styles Cells Editing

1336 =SUBTOTAL(9,I2:I334)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Location ID	External Merch ID	Currency	Terminal ID	Batch Number	Submit Date	Card Type	Cardholder number	Trans Amount	Trans Type	Trans Date	Status	Entry Mode	Auth Code			
4					360309301194 Total				48								
10					360309311195 Total				192								
15					360309011196 Total				360								
18					360309021197 Total				72								
29					360309031198 Total				458								
35					360309041199 Total				144								
46					360309051200 Total				615								
59					360309061201 Total				825								
71					360309071202 Total				476								
84					360309081203 Total				588								
98					360309091204 Total				657								
128					360309101205 Total				2034								
144					360309111206 Total				1218								
151					360309121207 Total				649								
160					360309131208 Total				784								
165					360309141209 Total				652								
167					360309151210 Total				20								
170					360309171211 Total				205								
177					360309181212 Total				2041								
185					360309191213 Total				868								
190					360309201214 Total				-45								
199					360309211215 Total				1142								
205					360309221216 Total				268								
210					360309231217 Total				643								
266					360309241218 Total				2110								
297					360309251219 Total				475								
323					360309261220 Total				830								
333					360309271221 Total				239								
335					360309281222 Total				20								
336					Grand Total				18588								
337																	
338																	
339																	
340																	
341																	
342																	
343																	

12981775 Clientline

Ready 100%

The total should match the total you got in Cognos.