







When this pop-up appears, click
“OK.”

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

P35																					
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Payment		1	2011-12-26	to	2011-12-26															
2	batch_id	merchant	batch_dat	request_id	merchant	trans_ref	payment_currency	amount		transaction_type											
3	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.75E+09	MasterCard	USD		72	ics_bill										
4	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.41E+09	Visa	USD		75	ics_bill										
5	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.34E+09	MasterCard	USD		24	ics_bill										
6	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.33E+09	MasterCard	USD		24	ics_bill										
7	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.3E+09	Visa	USD		24	ics_bill										
8	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.4E+09	Visa	USD		96	ics_bill										
9	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.74E+09	MasterCard	USD		96	ics_bill										
10	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.77E+09	MasterCard	USD		24	ics_bill										
11	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.3E+09	Visa	USD		36	ics_bill										
12	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.3E+09	Visa	USD		72	ics_bill										
13	5.05E+14	cu_events	#####	3.25E+21	COB-1175!	1.35E+09	Visa	USD		150	ics_bill										
14	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.41E+09	MasterCard	USD		168	ics_bill										
15	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.35E+09	Visa	USD		84	ics_bill										
16	5.05E+14	cu_events	#####	3.25E+21	COB-1175!	1.74E+09	Visa	USD		150	ics_bill										
17	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.39E+09	Visa	USD		48	ics_bill										
18	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.75E+09	MasterCard	USD		24	ics_bill										
19	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.39E+09	MasterCard	USD		24	ics_bill										
20	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.41E+09	MasterCard	USD		36	ics_bill										
21	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.74E+09	MasterCard	USD		12	ics_bill										
22	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.34E+09	Visa	USD		48	ics_bill										
23	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.4E+09	MasterCard	USD		24	ics_bill										
24	5.05E+14	cu_events	#####	3.25E+21	COB-1171!	1.38E+09	Visa	USD		72	ics_bill										
25	5.05E+14	cu_events	1/1/2012	3.25E+21	COB-1171!	1.41E+09	Visa	USD													
26	5.05E+14	cu_events	1/1/2012	3.25E+21	COB-1171!	1.31E+09	MasterCard	USD													
27	5.05E+14	cu_events	1/1/2012	3.25E+21	COB-1171!	1.36E+09	Visa	USD													
28	5.05E+14	cu_events	1/1/2012	3.25E+21	COB-1171!	1.37E+09	Visa	USD													
29	5.05E+14	cu_events	1/2/2012	3.25E+21	COB-1171!	1.38E+09	Visa	USD													
30	5.05E+14	cu_events	1/2/2012	3.25E+21	COB-1171!	1.77E+09	Visa	USD													
31	5.05E+14	cu_events	1/3/2012	3.26E+21	COB-1171!	1.33E+09	Visa	USD													
32	5.05E+14	cu_events	1/3/2012	3.26E+21	COB-1171!	1.33E+09	Visa	USD													
33	5.05E+14	cu_events	1/3/2012	3.26E+21	COB-7819!	1.3E+09	MasterCard	USD													
34	5.05E+14	cu_events	1/3/2012	3.26E+21	COB-1171!	1.77E+09	Visa	USD													
35	5.05E+14	cu_events	1/3/2012	3.26E+21	COB-1171!	1.31E+09	Visa	USD													
36	5.05E+14	cu_events	1/3/2012	3.26E+21	COB-1171!	1.39E+09	MasterCard	USD													
37	5.05E+14	cu_events	1/3/2012	3.26E+21	COB-1175!	1.75E+09	Visa	USD													
38	5.05E+14	cu_events	1/3/2012	3.26E+21	COB-1171!	1.77E+09	MasterCard	USD													
39	5.05E+14	cu_events	1/3/2012	3.26E+21	COB-1171!	1.37E+09	Visa	USD													

Go to the location that the report was saved to and select and copy the Excel worksheet. Paste the worksheet into the reconciliation workbook that already contains the Cognos and Clientline detail. Change the name of the page so that you remember this is the Cybersource data.

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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 Properties Edit Links Sort Filter Advanced Text to Columns Remove Data Consolidate What-If Analysis Group Ungroup Subtotal Outline

A1 f_x batch_id

	A	B	C	D	E	F	G	H	I	J	K	L	M	N		
1	batch_id	merchant_id	batch_date	request_id	merchant_ref_number	trans_ref_no	payment_method	currency	amount	transaction_type						
2	505000015176518	cu_events	12/26/2011	3248593047013230000000	COB-117190-2274471 12979995					bill						
3	505000015189140	cu_events	12/27/2011	3249584576213230000000	COB-117590-2275525 12981687					bill						
4	505000015189140	cu_events	12/27/2011	3249235737843230000000	COB-117190-2274885 12979995					bill						
5	505000015189140	cu_events	12/27/2011	3249661429543230000000	COB-117190-2275614 12979995					bill						
6	505000015207551	cu_events	12/28/2011	3250383903783230000000	COB-117190-2277408 12979995					bill						
7	505000015207551	cu_events	12/28/2011	3250367956433230000000	COB-117190-2277372 12979995					bill						
8	505000015207551	cu_events	12/28/2011	3250326064053230000000	COB-117190-2277305 12979995					bill						
9	505000015207551	cu_events	12/28/2011	3250120400573230000000	COB-117190-2276399 12979995					bill						
10	505000015207551	cu_events	12/28/2011	3250109077253230000000	COB-117190-2276330 12979995					bill						
11	505000015207551	cu_events	12/28/2011	3250521551023230000000	COB-117190-2277633 12979995					bill						
12	505000015235408	cu_events	12/29/2011	3251115114383230000000	COB-117590-2279436 12981687					bill						
	American Express (maybe Discover) reconciliation issue:				Swipe terminal issue:											
	<p>The processing delay that American Express adds means that revenue from American Express sales won't post in Clientline (ergo Cognos) on the same day the other credit card revenue. Consequently, your beginning and ending Cybersource batch totals may not match the daily/batch that appear in Clientline and Cognos. You'll need to manually adjust for the time delay to make sure you're using the right data set for reconciling and reallocating.</p>				<p>If you take credit cards via swipe terminal, those transactions won't appear in the Cybersource reports. Consequently, your beginning and ending Cybersource batch totals may not match the daily/batch that appear in Clientline and Cognos. You'll need to manually adjust for the sales made via swipe terminal to make sure you're using the right data set for reconciling and reallocating.</p>											
36	505000015314090	cu_events	1/3/2012	3255243556313230000000	COB-117590-2293049 12981687	1742439920	MasterCard	USD	12 ics_bill							
37	505000015314090	cu_events	1/3/2012	3255209128433230000000	COB-117190-2293008 12979995	1342437675	Visa	USD	48 ics_bill							
38	505000015314090	cu_events	1/3/2012	3255730075013230000000	COB-117190-2293554 12979995	1402439334	MasterCard	USD	24 ics_bill							
39	505000015314090	cu_events	1/3/2012	3255294291893230000000	COB-117190-2293113 12979995	1382438096	Visa	USD	72 ics_bill							

Click on the “Subtotal” icon in the Data toolbar. When the Subtotal box appears:

- Select “batch_id” in the first drop-down
- Select “Sum” in the second drop-down
- Check the “amount” box
- Click “OK”

Subtotal

At each change in: batch_id

Use function: Sum

Add subtotal to: amount

Replace current subtotals

Page break between groups

Summary below data

Remove All OK Cancel

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	A	B	C	D	E	F	G	H	I	J	K	L	M
1	batch_id	merchant_id	batch_date	request_id	merchant_ref_number	trans_ref_n	payment_currency	amount	transaction_type				
3	505000015176518	Total						72					
7	505000015189140	Total						123					
14	505000015207551	Total						348					
20	505000015235408	Total						600					
23	505000015249337	Total						48					
29	505000015269963	Total						192					
34	505000015285570	Total						360					
37	505000015298648	Total						72					
48	505000015314090	Total						458					
54	505000015341845	Total						144					
65	505000015362551	Total						615					
78	505000015385868	Total						825					
90	505000015400643	Total						476					
103	505000015416626	Total						588					
117	505000015430494	Total						657					
147	505000015449837	Total						2034					
163	505000015471801	Total						1218					
170	505000015493412	Total						649					
179	505000015515322	Total						784					
184	505000015536996	Total						652					
186	505000015553536	Total						20					
189	505000015587071	Total						205					
196	505000015607758	Total						2041					
204	505000015637244	Total						868					
209	505000015651532	Total						-45					
218	505000015672940	Total						1142					
224	505000015690032	Total						268					
229	505000015704266	Total						643					
285	505000015724468	Total						2110					
316	505000015746374	Total						475					
342	505000015768809	Total						830					
352	505000015791136	Total						239					
354	505000015813420	Total						20					
355													
356	Grand Total							19731					
357													
358													
359													

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).



A20 fx: 505000015235408 Total

batch_id	merchant_id	batch_date	request_id	merchant_ref_number	trans_ref	payment_method	currency	amount	transaction_type
505000015176518	cu_events	12/26/2011	3248593047013230000000	COB-117190-2274471 12979995	1752428851	MasterCard	USD	72	ics_bill
505000015176518 Total								72	
505000015189140	cu_events	12/27/2011	3248593157612230000000	COB-117590-2275525 12981687	1412430622	Visa	USD	75	ics_bill
505000015189140 cu_eve				85 12979995	1342429544	MasterCard	USD	24	ics_bill
505000015189140 cu_eve				14 12979995	1332430744	MasterCard	USD	24	ics_bill
505000015189140 Total								123	
505000015207551	cu_events			408 12979995	1302433128	Visa	USD	24	ics_bill
505000015207551 cu_eve				72 12979995	1402432804	Visa	USD	96	ics_bill
505000015207551 cu_eve				05 12979995	1742432675	MasterCard	USD	96	ics_bill
505000015207551 cu_eve				99 12979995	1772432492	MasterCard	USD	24	ics_bill
505000015207551 cu_events		12/28/2011	3250109077253230000000	COB-117190-2276330 12979995	1302432049	Visa	USD	36	ics_bill
505000015207551 cu_events		12/28/2011	3250521551023230000000	COB-117190-2277633 12979995	1302433439	Visa	USD	72	ics_bill
505000015207551 Total								348	
505000015235408	cu_events	12/29/2011	3251115114383230000000	COB-117590-2279436 12981687	1352434460	Visa	USD	150	ics_bill
505000015235408 cu_events		12/29/2011	3251203303253230000000	COB-117190-2279695 12979995	1412434731	MasterCard	USD	168	ics_bill
505000015235408 cu_events		12/29/2011	3250936849253230000000	COB-117190-2278511 12979995	1352433710	Visa	USD	84	ics_bill
505000015235408 cu_events		12/29/2011	3251189764793230000000	COB-117590-2279655 12981687	1742434915	Visa	USD	150	ics_bill
505000015235408 cu_events		12/29/2011	3250988568043230000000	COB-117190-2278769 12979995	1392434078	Visa	USD	48	ics_bill
505000015235408 Total								600	
505000015249337	cu_events	12/30/2011	3251819029943230000000	COB-117190-2281512 12979995	1752436349	MasterCard	USD	24	ics_bill
505000015249337 cu_events		12/30/2011	3252101547493230000000	COB-117190-2283124 12979995	1392437049	MasterCard	USD	24	ics_bill
505000015249337 Total								48	
505000015269963	cu_events	12/31/2011	3252769481503230000000	COB-117190-2285749 12979995	1412438519	MasterCard	USD	36	ics_bill
505000015269963 cu_events		12/31/2011	3253161793193230000000	COB-117190-2287477 12979995	1742439920	MasterCard	USD	12	ics_bill
505000015269963 cu_events		12/31/2011	3252586940073230000000	COB-117190-2284209 12979995	1342437675	Visa	USD	48	ics_bill
505000015269963 cu_events		12/31/2011	3252956186163230000000	COB-117190-2286927 12979995	1402439334	MasterCard	USD	24	ics_bill
505000015269963 cu_events		12/31/2011	3252609200343230000000	COB-117190-2284353 12979995	1382438096	Visa	USD	72	ics_bill
505000015269963 Total								192	
505000015285570	cu_events	1/1/2012	3253617520053230000000	COB-117190-2289614 12979995	1412440495	Visa	USD	48	ics_bill
505000015285570 cu_events		1/1/2012	3253600358903230000000	COB-117190-2289434 12979995	1312521931	MasterCard	USD	24	ics_bill
505000015285570 cu_events		1/1/2012	3253474013243230000000	COB-117190-2288222 12979995	1362440046	Visa	USD	216	ics_bill
505000015285570 cu_events		1/1/2012	3253657694383230000000	COB-117190-2290060 12979995	1372440880	Visa	USD	72	ics_bill
505000015285570 Total								360	
505000015298648	cu_events	1/2/2012	3254354962443230000000	COB-117190-2292636 12979995	1382441932	Visa	USD	24	ics_bill
505000015298648 cu_events		1/2/2012	3254583930023230000000	COB-117190-2292765 12979995	1772443004	Visa	USD	48	ics_bill
505000015298648 Total								72	
505000015314090	cu_events	1/3/2012	3255680061333230000000	COB-117190-2293542 12979995	1332444532	Visa	USD	24	ics_bill
505000015314090 cu_events		1/3/2012	3255605207073230000000	COB-117190-2293495 12979995	1332444288	Visa	USD	24	ics_bill

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

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	A	B	C	D	E	F	G	H	I	J	K	L
	batch_id	merchant_id	batch_date	request_id	merchant_ref_number	trans_ref_n	payment_method	currency	amount	transaction_type		
1												
2												
3												
4	505000015240337	Total							48			
10	505000015269963	Total							192			
15	505000015285570	Total							360			
18	505000015298648	Total							72			
29	505000015314090	Total							458			
35	505000015341845	Total							144			
46	505000015362551	Total							615			
59	505000015385868	Total							825			
71	505000015400643	Total							476			
84	505000015416626	Total							588			
98	505000015430494	Total							657			
128	505000015449837	Total							2034			
144	505000015471801	Total							1218			
151	505000015493412	Total							649			
160	505000015515322	Total							784			
165	505000015536996	Total							652			
167	505000015553536	Total							20			
170	505000015587071	Total							205			
177	505000015607758	Total							2041			
185	505000015637244	Total							868			
190	505000015651532	Total							-45			
199	505000015672940	Total							1142			
205	505000015690032	Total							268			
210	505000015704266	Total							643			
266	505000015724468	Total							2110			
297	505000015746374	Total							475			
323	505000015768809	Total							830			
333	505000015791136	Total							239			
335	505000015813420	Total							20			
336												
337	Grand Total								18588			
338												
339												
340												
341												
342												
343												
344												

Once you've deleted the data that was included in last reconciliation period, click on the 2 to view the subtotal summary again.

The total should match the totals you got in Cleintline and Cognos (unless you use a swipe terminal).

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	A	B	C	D	E	F	G	H	I	J	K	L	M
1	batch_id	merchant_id	batch_date	request_id	merchant_ref_number	trans_ref_no	payment_method	currency	amount	transaction_type			
2	505000015249337	cu_events	12/30/2011	325181902994323000000	COB-117190-2281512 12979995	1752436349	MasterCard	USD	24	ics_bill			
3	505000015249337	cu_events	12/30/2011	325210154749323000000	COB-117190-2283124 12979995	1392437049	MasterCard	USD	24	ics_bill			
4	505000015269963	cu_events	12/31/2011	325276948150323000000	COB-117190-2285749 12979995	1412438519	MasterCard	USD	36	ics_bill			
5	505000015269963	cu_events	12/31/2011	325316179319323000000	COB-117190-2287477 12979995	1742439920	MasterCard	USD	12	ics_bill			
6	505000015269963	cu_events	12/31/2011	325258694007323000000	COB-117190-2284209 12979995	1342437675	Visa	USD	48	ics_bill			
7	505000015269963	cu_events	12/31/2011	325295618616323000000	COB-117190-2286927 12979995	1402439334	MasterCard	USD	24	ics_bill			
8	505000015269963	cu_events	12/31/2011	325260920034323000000	COB-117190-2284353 12979995	1382438096	Visa	USD	72	ics_bill			
9	505000015285570	cu_events	1/1/2012	325361752005323000000	COB-117190-2289614 12979995	1412440495	Visa	USD	48	ics_bill			
10	505000015285570	cu_events	1/1/2012	325360035890323000000	COB-117190-2289434 12979995	1312521931	MasterCard	USD	24	ics_bill			
11	505000015285570	cu_events	1/1/2012	325347401324323000000	COB-117190-2288222 12979995	1362440046	Visa	USD	216	ics_bill			
12	505000015285570	cu_events	1/1/2012	325365769438323000000	COB-117190-2290060 12979995	1372440880	Visa	USD	72	ics_bill			
13	505000015298648	cu_events	1/2/2012	325435496244323000000	COB-117190-2292636 12979995	1382441932	Visa	USD	24	ics_bill			
14	505000015298648	cu_events	1/2/2012	325458393002323000000	COB-117190-2292765 12979995	1772443004	Visa	USD	48	ics_bill			
15	505000015314090	cu_events	1/3/2012	325568006133323000000	COB-117190-2293542 12979995	1332444532	Visa	USD	24	ics_bill			
16	505000015314090	cu_events	1/3/2012	325560520707323000000	COB-117190-2293495 12979995	1332444288	Visa	USD	24	ics_bill			
17	505000015314090	cu_events	1/3/2012	325533897863323000000	COB-78195-2293177	1302525117	MasterCard	USD	20	ics_bill			
18	505000015314090	cu_events	1/3/2012	325533502627323000000	COB-117190-2293168 12979995	1772444420	Visa	USD	48	ics_bill			
19	505000015314090	cu_events	1/3/2012	325515863673323000000	COB-117190-2292963 12979995	1312524517	Visa	USD	48	ics_bill			
20	505000015314090	cu_events	1/3/2012	32552804443323000000	COB-117190-2293093 12979995	1392443102	MasterCard	USD	24	ics_bill			
21	505000015314090	cu_events	1/3/2012	325524355631323000000	COB-117590-2293049 12981687	1752443805	Visa	USD	150	ics_bill			
22	505000015314090	cu_events	1/3/2012	325520912843323000000	COB-117190-2293008 12979995	1772443942	MasterCard	USD	24	ics_bill			
23	505000015314090	cu_events	1/3/2012	325573007501323000000	COB-117190-2293554 12979995	1372440880	Visa	USD	72	ics_bill			
24	505000015314090	cu_events	1/3/2012	325529429189323000000	COB-117190-2293113 12979995	1392440880	Visa	USD	72	ics_bill			
25	505000015341845	cu_events	1/4/2012	325621523691323000000	COB-117190-2294443 12979995	1392440880	Visa	USD	72	ics_bill			
26	505000015341845	cu_events	1/4/2012	325628043631323000000	COB-117190-2294715 12979995	1402525117	MasterCard	USD	20	ics_bill			
27	505000015341845	cu_events	1/4/2012	325616664423323000000	COB-117190-2294238 12979995	1352440880	Visa	USD	48	ics_bill			
28	505000015341845	cu_events	1/4/2012	325623981074323000000	COB-117190-2294551 12979995	1782440880	Visa	USD	48	ics_bill			
29	505000015341845	cu_events	1/4/2012	325616829953323000000	COB-117190-2294242 12979995	1302525117	MasterCard	USD	20	ics_bill			
30	505000015362551	cu_events	1/5/2012	325734299206323000000	COB-117590-2297240 12981687	1352525117	Visa	USD	150	ics_bill			
31	505000015362551	cu_events	1/5/2012	325734292934323000000	COB-117590-2297239 12981687	1382525117	MasterCard	USD	24	ics_bill			
32	505000015362551	cu_events	1/5/2012	325734281169323000000	COB-117590-2297238 12981687	1752525117	Visa	USD	72	ics_bill			
33	505000015362551	cu_events	1/5/2012	325734224395323000000	COB-117590-2297236 12981687	1362525117	MasterCard	USD	20	ics_bill			
34	505000015362551	cu_events	1/5/2012	325692217654323000000	COB-117190-2295717 12979995	1732525117	Visa	USD	48	ics_bill			
35	505000015362551	cu_events	1/5/2012	325708981938323000000	COB-117190-2296339 12979995	1392525117	MasterCard	USD	24	ics_bill			
36	505000015362551	cu_events	1/5/2012	325703021456323000000	COB-117190-2296125 12979995	1312525117	Visa	USD	72	ics_bill			
37	505000015362551	cu_events	1/5/2012	325695546628323000000	COB-117590-2295856 12981687	1332525117	MasterCard	USD	20	ics_bill			
38	505000015362551	cu_events	1/5/2012	325737674693323000000	COB-117190-2297300 12979995	1332525117	Visa	USD	48	ics_bill			
39	505000015362551	cu_events	1/5/2012	325721636743230000000	COB-117190-2296779 12979995	1412525117	MasterCard	USD	24	ics_bill			

Once you've identified the correct data set in Cybersource, you can copy it and paste it into another page in your workbook to calculate the revenue totals for each event/activity.

Select destination and press ENTER or choose Paste

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	batch_id	merchant_id	batch_date	request_id	merchant_ref_number	trans_ref_nc	payment_method	currency	amount	transaction_type			
2	505000015385868	cu_events	1/6/2012	325778658442323000000	COB-117590-2297236 12981687	1762566326	MasterCard	USD	-75	ics_credit			
3	505000015385868	cu_events	1/6/2012	325778646842323000000	COB-117590-2297239 12981687	1782566285	MasterCard	USD	-75	ics_credit			
4	505000015385868	cu_events	1/6/2012	325778626483323000000	COB-117590-2297238 12981687	1322566305	MasterCard	USD	-75	ics_credit			
5	505000015449837	cu_events	1/10/2012	326152453964323000000	COB-117590-2303590 12981687	1412514255	Visa	USD	-150	ics_credit			
6	505000015651532	cu_events	1/20/2012	326999453509323000000	UCOB-118924-232045	1742439920	MasterCard	USD	-275	ics_credit			
7	505000015724468	cu_events	1/24/2012	327335978122323000000	UCOB-118924-232639	1342437675	Visa	USD	-420	ics_credit			
8	505000015746374	cu_events	1/25/2012	327430914323323000000	COB-117590-2314962	1402439334	MasterCard	USD	-150	ics_credit			
9	505000015746374	cu_events	1/25/2012	327430865621323000000	COB-117590-2316579	1382438096	Visa	USD	-225	ics_credit			
10	505000015249337	cu_events	12/30/2011	325181902994323000000	COB-117190-2281512	1724440495	Visa	USD	24	ics_bill			
11	505000015249337	cu_events	12/30/2011	325210154749323000000	COB-117190-2283124	1312521931	MasterCard	USD	24	ics_bill			
12	505000015269963	cu_events	12/31/2011	325276948150323000000	COB-117190-2285749 12979995	1362444532	Visa	USD	36	ics_bill			
13	505000015269963	cu_events	12/31/2011	325316179319323000000	COB-117190-2287477 12979995	1402439334	MasterCard	USD	12	ics_bill			
14	505000015269963	cu_events	12/31/2011	325258694007323000000	COB-117190-2284209 12979995	1772443004	Visa	USD	48	ics_bill			
15	505000015269963	cu_events	12/31/2011	325295618616323000000	COB-117190-2286927 12979995	13324445072	Visa	USD	24	ics_bill			
16	505000015269963	cu_events	12/31/2011	325260920034323000000	COB-117190-2284353 12979995	1372440880	Visa	USD	72	ics_bill			
17	505000015285570	cu_events	1/1/2012	325361752005323000000	COB-117190-2289614 12979995	1724441932	Visa	USD	48	ics_bill			
18	505000015285570	cu_events	1/1/2012	325360035890323000000	COB-117190-2289434 12979995	1772444420	Visa	USD	24	ics_bill			
19	505000015285570	cu_events	1/1/2012	325347401324323000000	COB-117190-2288222 12979995	1302525117	MasterCard	USD	216	ics_bill			
20	505000015285570	cu_events	1/1/2012	325365769438323000000	COB-117190-2290060 12979995	130252517	MasterCard	USD	72	ics_bill			
21	505000015298648	cu_events	1/2/2012	325435496244323000000	COB-117190-2292636 12979995	1312521931	MasterCard	USD	24	ics_bill			
22	505000015298648	cu_events	1/2/2012	325458393002323000000	COB-117190-2292765 12979995	1362440046	Visa	USD	48	ics_bill			
23	505000015314090	cu_events	1/3/2012	325568006133323000000	COB-117190-2293542 12979995	1392444288	Visa	USD	24	ics_bill			
24	505000015314090	cu_events	1/3/2012	325560520707323000000	COB-117190-2293495 12979995	1752443805	Visa	USD	20	ics_bill			
25	505000015314090	cu_events	1/3/2012	325533897863323000000	COB-78195-2293177	1772444420	Visa	USD	48	ics_bill			
26	505000015314090	cu_events	1/3/2012	325533502627323000000	COB-117190-2293168 12979995	1312524517	Visa	USD	48	ics_bill			
27	505000015314090	cu_events	1/3/2012	325515863673323000000	COB-117190-2292963 12979995	1392443102	MasterCard	USD	24	ics_bill			
28	505000015314090	cu_events	1/3/2012	325528044443323000000	COB-117190-2293093 12979995	1772443942	MasterCard	USD	150	ics_bill			
29	505000015314090	cu_events	1/3/2012	325524355631323000000	COB-117590-2293049 12981687	1372445072	Visa	USD	24	ics_bill			
30	505000015314090	cu_events	1/3/2012	325520912843323000000	COB-117190-2293008 12979995	1302524943	Visa	USD	72	ics_bill			
31	505000015314090	cu_events	1/3/2012	325573007501323000000	COB-117190-2293554 12979995	130252517	MasterCard	USD	24	ics_bill			
32	505000015314090	cu_events	1/3/2012	325529429189323000000	COB-117190-2293113 12979995	1392445627	Visa	USD	24	ics_bill			
33	505000015341845	cu_events	1/4/2012	325621523691323000000	COB-117190-2294443 12979995	1402562768	MasterCard	USD	12	ics_bill			
34	505000015341845	cu_events	1/4/2012	325628043631323000000	COB-117190-2294715 12979995	1352445403	Visa	USD	24	ics_bill			
35	505000015341845	cu_events	1/4/2012	325616664423323000000	COB-117190-2294238 12979995	1782446786	Visa	USD	60	ics_bill			
36	505000015341845	cu_events	1/4/2012	325623981074323000000	COB-117190-2294551 12979995	1302527303	Visa	USD	24	ics_bill			
37	505000015341845	cu_events	1/4/2012	325616829953323000000	COB-117190-2294242 12979995	1352565564	MasterCard	USD	75	ics_bill			
38	505000015362551	cu_events	1/5/2012	325734299206323000000	COB-117590-2297240 12981687	1382565594	MasterCard	USD	75	ics_bill			
39	505000015362551	cu_events	1/5/2012	3257342934323000000	COB-117590-2297239 12981687								

Select the columns you'll use to identify and allocate out revenue.
Delete the rest of the columns.

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	merchant_ref_number	amount																
2	COB-117590-2297236 12981687	-75																
3	COB-117590-2297239 12981687	-75																
4	COB-117590-2297238 12981687	-75																
5	COB-117590-2303590 12981687	-150																
6	UCOB-118924-2320454 12979995	-275																
7	UCOB-118924-2326392 12979995	-420																
8	COB-117590-2314962 12981687-DCWinter	-150																
9	COB-117590-2316579 12981687-DCWinter	-225																
10	COB-117190-2281512 12979995	24																
11	COB-117190-2283124 12979995	24																
12	COB-117190-2285749 12979995	36																
13	COB-117190-2287477 12979995	12																
14	COB-117190-2284209 12979995	48																
15	COB-117190-2286927 12979995	24																
16	COB-117190-2284353 12979995	72																
17	COB-117190-2289614 12979995	48																
18	COB-117190-2289434 12979995	24																
19	COB-117190-2288222 12979995	216																
20	COB-117190-2290060 12979995	72																
21	COB-117190-2292636 12979995	24																
22	COB-117190-2297265 12979995	48																
23	COB-117190-2293542 12979995	24																
24	COB-117190-2293495 12979995	24																
25	COB-78195-2293177	20																
26	COB-117190-2293168 12979995	48																
27	COB-117190-2292963 12979995	48																
28	COB-117190-2293093 12979995	24																
29	COB-117590-2293049 12981687	150																
30	COB-117190-2293008 12979995	24																
31	COB-117190-2293554 12979995	72																
32	COB-117190-2293113 12979995	24																
33	COB-117190-2294443 12979995	24																
34	COB-117190-2294715 12979995	12																
35	COB-117190-2294238 12979995	24																
36	COB-117190-2294551 12979995	60																
37	COB-117190-2294242 12979995	24																
38	COB-117590-2297240 12981687	75																
39	COB-117590-2297239 12981687	75																

Your page should now look like this.

Insert a number of blank columns
between the merchant reference number
and the amount.

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

From Access From Web From Other Sources Existing Connections Refresh All Connections Advanced Sort & Filter

Text to Columns Remove Duplicates Validation Data Tools Group Ungroup Subtotal Outline

A1 merchant_ref_number

1 merchant_ref_number

2 COB-117590-2297236|12981687

3 COB-117590-2297239|12981687

4 COB-117590-2297238|12981687

5 COB-117590-2303590|12981687

6 UCOB-118924-2320454|12979995

7 UCOB-118924-2326392|12979995

8 COB-117590-2314962|-12981687-DCWinter

9 COB-117590-2316579|-12981687-DCWinter

10 COB-117190-2281512|12979995

11 COB-117190-2283124|12979995

12 COB-117190-2285749|12979995

13 COB-117190-2287477|12979995

14 COB-117190-2284209|12979995

15 COB-117190-2286927|12979995

16 COB-117190-2284353|12979995

17 COB-117190-2289614|12979995

18 COB-117190-2289434|12979995

19 COB-117190-2288222|12979995

20 COB-117190-2290060|12979995

21 COB-117190-2292636|12979995

22 COB-117190-2292765|12979995

23 COB-117190-2293542|12979995

24 COB-117190-2293495|12979995

25 COB-78195-2293177

26 COB-117190-2293168|12979995

27 COB-117190-2292963|12979995

28 COB-117190-2293093|12979995

29 COB-117590-2293049|12981687

30 COB-117190-2293008|12979995

31 COB-117190-2293554|12979995

32 COB-117190-2293113|12979995

33 COB-117190-2294443|12979995

34 COB-117190-2294715|12979995

35 COB-117190-2294238|12979995

36 COB-117190-2294551|12979995

37 COB-117190-2294242|12979995

38 COB-117590-2297240|12981687

39 COB-117590-2297239|12981687

Select the first column and click on the “Text to Columns” icon in the Data toolbar.

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

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

A1 merchant_ref_number

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	merchant_ref_number				amount								
2	COB-117590-2297236 12981687				-75								
3	COB-117590-2297239 12981687				-75								
4	COB-117590-2297238 12981687				-75								
5	COB-117590-2303590 12981687				-150								
6	UCOB-118924-2320454 12979995				-275								
7	UCOB-118924-2326392 12979995				-420								
8	COB-117590-2314962 12981687-DCWinter				-150								
9	COB-117590-2316579 12981687-DCWinter				-225								
10	COB-117190-2281512 12979995				24								
11	COB-117190-2283124 12979995				24								
12	COB-117190-2285749 12979995				36								
13	COB-117190-2287477 12979995				12								
14	COB-117190-2284209 12979995				48								
15	COB-117190-2286927 12979995				24								
16	COB-117190-2284353 12979995				72								
17	COB-117190-2289614 12979995				48								
18	COB-117190-2289434 12979995				24								
19	COB-117190-2288222 12979995				216								
20	COB-117190-2290060 12979995				72								
21	COB-117190-2292636 12979995				24								
22	COB-117190-2292765 12979995				48								
23	COB-117190-2293542 12979995				24								
24	COB-117190-2293495 12979995				24								
25	COB-78195-2293177				20								
26	COB-117190-2293168 12979995				48								
27	COB-117190-2292963 12979995				48								
28	COB-117190-2293093 12979995				24								
29	COB-117590-2293049 12981687				150								
30	COB-117190-2293008 12979995				24								
31	COB-117190-2293554 12979995				72								
32	COB-117190-2293113 12979995				24								
33	COB-117190-2294443 12979995				24								
34	COB-117190-2294715 12979995				12								
35	COB-117190-2294238 12979995				24								
36	COB-117190-2294551 12979995				60								
37	COB-117190-2294242 12979995				24								
38	COB-117590-2297240 12981687				75								
39	COB-117590-2297239 12981687				75								

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type:

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

Cancel < Back Next > Finish

Choose the “Delimited” option and click “Next.”

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Note: Dashes have been inserted before the speedtype and the name of the event on these two lines.

In the box next to the word "other" insert a dash. Click "Next."

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab

Semicolon

Comma

Space

Other:

Text qualifier:

Data preview

merchant_ref_number		
COB	117590	2297236 12981687
COB	117590	2297239 12981687
COB	117590	2297238 12981687
COB	117590	2303590 12981687

Cancel < Back Next > Finish

A1 merchant_ref_number

amount

-75
-75
-75
-150
-275
-420
-150
-225
24
24
36
12
48
24
72
48
24
216
72
24
48
24
24
20
48
48
24
150
24
72
24
24
24
12
24
60
24
75
75

12981775 Clientline Cybersource Harris event codes event totals Refunds

Ready Count: 306 100%

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

A1 merchant_ref_number

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	merchant_ref_number				amount								
2	COB-117590-2297236 12981687				-75								
3	COB-117590-2297239 12981687				-75								
4	COB-117590-2297238 12981687				-75								
5	COB-117590-2303590 12981687				-150								
6	UCOB-118924-2320454 12979995				-275								
7	UCOB-118924-2326392 12979995				-420								
8	COB-117590-2314962 -12981687-DCWinter				-150								
9	COB-117590-2316579 -12981687-DCWinter				-225								
10	COB-117190-2281512 12979995				24								
11	COB-117190-2283124 12979995				24								
12	COB-117190-2285749 12979995				36								
13	COB-117190-2287477 12979995				12								
14	COB-117190-2284209 12979995				48								
15	COB-117190-2286927 12979995				24								
16	COB-117190-2284353 12979995				72								
17	COB-117190-2289614 12979995				48								
18	COB-117190-2289434 12979995				24								
19	COB-117190-2288222 12979995				216								
20	COB-117190-2290060 12979995				72								
21	COB-117190-2292636 12979995				24								
22	COB-117190-2292765 12979995				48								
23	COB-117190-2293542 12979995				24								
24	COB-117190-2293495 12979995				20								
25	COB-78195-2293177				48								
26	COB-117190-2293168 12979995				48								
27	COB-117190-2292963 12979995				24								
28	COB-117190-2293093 12979995				24								
29	COB-117590-2293049 12981687				150								
30	COB-117190-2293008 12979995				24								
31	COB-117190-2293554 12979995				72								
32	COB-117190-2293113 12979995				24								
33	COB-117190-2294443 12979995				24								
34	COB-117190-2294715 12979995				12								
35	COB-117190-2294238 12979995				24								
36	COB-117190-2294551 12979995				60								
37	COB-117190-2294242 12979995				24								
38	COB-117590-2297240 12981687				75								
39	COB-117590-2297239 12981687				75								

Select the first column and click "Do not import column (skip)." Click "Finish."

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General
 Text
 Date: MDY
 Do not import column (skip)

Destination: \$A\$1

Data preview

Skip Column	General	General
merchant_ref_number	COB	117590 2297236 12981687
	COB	117590 2297239 12981687
	COB	117590 2297238 12981687
	COB	117590 2303590 12981687

Cancel < Back Next > Finish

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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 Advanced Filter Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis				Group Ungroup Subtotal Show Detail Hide Detail Outline				
A1	f1											
1	A	B	C	D	E	F	G	H	I	J	K	L
2					amount							
3		117590			-75							
4		117590			-75							
5		117590			-75							
6		117590			-150							
7		118924			-275							
8		118924			-420							
9		117590	12981687 DCWinter		-150							
10		117590	12981687 DCWinter		-225							
11		117190			24							
12		117190			24							
13		117190			36							
14		117190			12							
15		117190			48							
16	Your first column will now be just the event codes.			If you included dashes before the speedtype and the name of the event, those two pieces of information will appear in the next two columns.			The last column will be the amount.					
17												
18												
19												
20												
21												
22		117190			48							
23		117190			24							
24		117190			24							
25		78195			20							
26		117190			48							
27		117190			48							
28		117190			24							
29		117590			150							
30		117190			24							
31		117190			72							
32		117190			24							
33		117190			24							
34		117190			12							
35		117190			24							
36		117190			60							
37		117190			24							
38		117590			75							
39		117590			75							

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event code

A	B	C	D	E	F	G	H	I	J	K	L	M
1 event code	speedtype	event name		amount								
2 117590				75								
3 117590				-75								
4 117590				-75								
5 117590				-150								
6 118924				-275								
7 118924				-420								
8 117590	12981687 DCWinter			-150								
9 117590	12981687 DCWinter			-225								
10 117190				24								
11 117190				24								
12 117190				36								
13 117190				12								
14 117190				48								
15 117190				24								
16 117190				72								
17 117190				48								
18 117190				24								
19 117190				216								
20 117190				72								
21 117190				24								
22 117190				48								
23 117190				24								
24 117190				24								
25 78195				20								
26 117190				48								
27 117190				48								
28 117190				24								
29 117590				150								
30 117190				24								
31 117190				72								
32 117190				24								
33 117190				24								
34 117190				12								
35 117190				24								
36 117190				60								
37 117190				24								
38 117590				75								
39 117590				75								

Insert a row and add labels to the top of each column containing data.

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 Advanced Text to Columns Duplicates Validation Data Consolidate What-If Analysis Group Ungroup Subtotal Show Detail Hide Detail

A2 117590

	A	B	C	D	E
1	event code	speedtype	event name		amount
2		117590			-75
3		117590			-75
4		117590			-75
5		117590			-150
6		118924			-275
7		118924			-420
8		117590			-150
9		117590			-225
10		117190			24
11		117190			24
12		117190			36
13		117190			12
14		117190			48
15		117190			24
16		117190			216
17		117190			72
18		117190			48
19		117190			24
20		117190			216
21		117190			72
22		117190			48
23		117190			24
24		117190			48
25		78195			20
26		117190			48
27		117190			48
28		117190			24
29		117590			150
30		117190			24
31		117190			72
32		117190			24
33		117190			24
34		117190			12
35		117190			24
36		117190			60
37		117190			24
38		117590			75
39		117590			75

Choose the "Sort" option from the Data toolbar. Choose "event code" (or "event name" if you have it for all of the entries) in the "Sort by" drop-down.

Sort

Add Level Delete Level Copy Level Options... My data has headers

Column Sort On Order

Sort by event code Values Smallest to Largest

OK Cancel

12981775 Clientline Cybersource Harris event codes event totals Refunds

Average: 846704.8308 Count: 696 Sum: 550358140 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 Other Sources Existing Connections Refresh All Sort Advanced Filter Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Show Detail Hide Detail Outline

A1 event code

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	event code	speedtype	event name		amount								
2		78195			20								
3		78195			20								
4		78195			49								
5		78195											
6		78195											
7		78195											
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24		78195			49								
25		78195			20								
26		78195			20								
27		78195			20								
28		78494			25								
29		78494			25								
30		78494			25								
31		78494			25								
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35		78494			25								
36		78494			25								
37		78494			25								
38		78494			25								
39		78494			25								

12981775 Clientline Cybersource Harris event codes event totals Refunds

Average: 846704.8308 Count: 696 Sum: 550358140 100%

Click on the “Subtotal” icon in the Data toolbar. When the Subtotal box appears:

- Select “event code” (or “event name”) in the first drop-down
- Select “Sum” in the second drop-down
- Check the “amount” box
- Click “OK”

Subtotal

At each change in: event code

Use function: Sum

Add subtotal to: event code speedtype event name (Column D) amount

Replace current subtotals Page break between groups Summary below data

Remove All OK Cancel

Harris cc reconciliation Jan 2012.1 [Compatibility Mode]

	A	B	C
1	event code	speedtype	event name
28	78195 Total		
125	78494 Total		
228	117190 Total		
280	117590 Total		
309	118924 Total		
312	119232 Total		
313	Grand Total		
314			
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M2 f_x

Harris cc reconciliation Jan 2012.1 [Compatibility Mode]

	A	B	C	D
1	2/2/2012			
2	Harris codes			
3				
4	ID #	Speedtype	Event Name	Contact
5	65772	12989535	calendar 2010 - 2011	Tori
6	69992	52666567	CU in Scottsdale	Kim
7	71616	52666567	CU in Scottsdale - Meal	Kim
8	72026	12010496	FoBU 5K	Mel
9	72233	12984464	Herd Etiquitte Dinner	Dawn
10	72764	no charge	Lavendar Graduation	Melissa
11	72820	12981686	2011 Directors Club Summer Meeting	Barb
12	72941	no charge	Creating Futures @ CU	Ally
13	73028	12010496	Night of Networking	Mel
14	73039	12984464	Join The Herd cheer on CU-Boulder Men's Lacrosse!	Dawn
15	73179	12		
16	74546	12		
17	74948	12		
18	75340	12		
19	76699	12		
20	77261	12		
21	77444	12		
22	78195	12		
23	78493	12		
24	78494	12		
25	78592	12900145	Chicago Creating Futures	Jackie
26	113709	12979328	Tucson Bus to ASU	Melissa
27	113998	12979328	Seattle Golf Tourney 10/14/11	Melissa
28	116462	12984464	Herd road Trip to CSU	Dawn
29	117190	12979995	National Western Stock Show (NWSS) 2011	Becky
30	117590	12981687	Directors Club Winter Meeting	Barb
31	118924	12979995	CU Ski Day at Winter Park Resort	Ally
32	119232	12979333	50 Year Reunion 2012	Jackie
33	2156938	12979338	Koenig Rental	Carolyn
34	2219545	12979328	Sr. Auditors	Eva
35	2306883	12979995	Zoolights	Becky
36	2307415	12981687	DC Winter Mtg	Barb
37	2308569	12979331	CB Ski Trip	Dawn

The Alumni Association keeps a list of the codes associated with the event forms they set up in Harris. When they add a new event code to the list, they also add a speedtype and staff contact associated with that event code. Since I use this information to reconcile, I copy the list and add it as another page in the Excel workbook.

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

Normal Page Layout Preview Custom Views Screen

Ruler Formula Bar Gridlines Headings

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes Hide View Side by Side

Synchronous Scrolling Reset Window Position

Save Workspace Switch Windows Macros

B326

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	event code	speedtype	event name		amount								
28	78195 Total	12984464	Herd Membership		810								
125	78494 Total	12979338	Senior Auditors		2650								
228	117190 Total	12979995	National Western Stock Show (NWSS) 2011		5532								
280	117590 Total	12981687	Directors Club Winter Meeting		4875								
309	118924 Total	12979995	CU Ski Day at Winter Park Resort		4451								
312	119232 Total	12979333	50 Year Reunion 2012		270								
313	Grand Total				18588								
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Cybersource Harris event codes event totals Refunds

Ready

expenses reconciliation...