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.
Click on Clientline Reporting.
Hover over “sales” until drop down appears. Select “credit transactions.”
Choose 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.”
Click on the icon with an “X” and the letter “a.”

You should get a report that looks like this.
You should get a report that looks like this. Select and copy this page.
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.
To make sure that you are using the same set of transactions as those that appear in Peoplesoft, subtotal the transactions by date or batch number.
<table>
<thead>
<tr>
<th>Location ID</th>
<th>External Merch ID</th>
<th>Currency</th>
<th>Terminal ID</th>
<th>Batch Number</th>
<th>Submit Date</th>
<th>Card Type</th>
<th>Cardholder number</th>
<th>Trans Amount</th>
<th>Trans Type</th>
<th>Trans Date</th>
<th>Status</th>
<th>Entry Mode</th>
<th>Auth Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0402E+11</td>
<td>360393261519</td>
<td>USD</td>
<td>60309</td>
<td>360393261719</td>
<td>12/26/2011</td>
<td>MC</td>
<td>518458**********</td>
<td>72 Sale</td>
<td>12/25/2011</td>
<td>Processed</td>
<td>81</td>
<td>01781C</td>
<td>006105</td>
</tr>
</tbody>
</table>

- **Date or batch number**
- **Add to transaction amount**
- **Use Sum**
Click on the 2 to get your subtotal summary.
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).
Expand your data by clicking on the 3 so that you can make sure that you pick up the correct lines to delete.
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 total you got in Cognos.