Log in to Cognos. (Tip: If you have trouble downloading Cognos reports into Excel, try using Firefox instead of Internet Explorer as your browser.)

Select the m-Fin FINANCIAL DETAIL REPORT
Select the relevant accounting period(s).

Enter your credit card clearing speedtype.

Click “Next”
FYI: Credit card revenue and fees that have been collected through your IMA should appear in these account codes.

Click “Finish”
When the report appears, click on:
1. The little white rectangle with a globe (?) in the middle
2. “View in Excel Options”
3. “View in CSV Format”
When you get to this pop-up, click “OK.”
You should then get an Excel report that you can save and work with.
Once you save the report, you can edit it so that the information you’ll use to reconcile and reallocate revenue is easily identifiable.
Since you'll be adding other data sets to this Excel workbook, you should rename this page so that you'll be able to identify this information as the speedtype detail you pulled from Cognos.
You can split the data by account codes so that you can total the revenue and credit card fees separately. One thing to note is that CU automatically assigns an expense account code to negative revenue. For example, if you refund more money than you take in on a particular day, you’ll find that, instead of seeing a debit in the 325100 account code, you’ll instead see an expense in the 552607 account code. You’ll want to do a JE to reclassify this so that this “expense” appears as a debit to revenue.
Move any negative revenue expense up and total the revenue. This is the total revenue you’ll be reallocating. Since tying credit card fees to individual transactions is next to impossible, you’ll need to come up with your own system to allocate those (e.g. by % of sales, number of transactions, etc.).

Note: I haven’t change the expense account code on this spreadsheet, but you’ll want to make sure you do that with a Journal entry. Do it as a separate JE so that you can explain why you’re converting expense to revenue in the JE header.