Month End IMA Clearing Account Procedure
Last Revised 9.13.12

<u>Harris Online Registration Transactions</u>

Clientline

1. Pull Clientline Report
   www.myclientline.net (must use Internet Explorer) > Merchant Login
   > Username=
   > Password=
   a. Pull report on based on date range
      i. Applications > Client Reporting > Enter Merchant # > Sales > Credit Transactions > select previous month date range > submit
      ii. Download spreadsheet and export as excel "a" file and rename worksheet to "Clientline Month Year".
   b. Sum the total of the amounts and rename with "Clientline Month Year-$sum" and save as type: Excel 97-2003 Workbook

Cybersource

2. Pull Cybersource Report
   Open "Cybersource Report Downloader"
   > Merchant ID=
   > User ID=
   > Password=
   a. Select "Report": "Payment Batch Detail", select date range, then "Download"
   b. Save onto desktop as is and then resave as "Cybersource Month Year" and type: Excel 97-2003 Workbook.
   c. Manipulate spreadsheet to show each event total
      i. On the spreadsheet, add 3 columns after "merchant_ref_number" column.
      ii. Split "merchant_ref_number" column by highlighting the "merchant_ref_number" column, select Data tab > Text to Column > Delimited > next > select "Tab" and "Other" and put a "-" > next > Under "Column Data Format" click on "Do not import column (skip) > finish
      iii. Title the new columns in order left to right: "Merchant Ref 1", "Merchant Ref 2", "Speedtype", and "Event"
      iv. Sort "Event" to Alpha order
      v. Highlight all CPR Rows and copy to a new worksheet. Sum up the total transaction count and total amount for CPR and Skills seperately.
      vi. Print this for JE.

       vii.   Subtotal "Event" column by highlighting the entire worksheet, select Data tab > Subtotal > At each change in: "Event", Use function: "Sum", and Add subtotal to: "amount" > Check 'Replace current subtotals' and 'Summary below data' > OK

     viii.   Click on sub-worksheet 2 (top left corner of worksheet) to give you the totals for each event.

       ix.   Hide unnecessary columns. Insert row and put beneath the Grand Total "Month Year HARRIS IMA Revenue Breakdown". Change 'amount column' to $.

        x.   Print this for JE.

       xi.   Save spreadsheet as "Cybersource Month Year-manipulated"

3.   Match the grand total of the Cybersource report to the Clientline report. (THIS IS VERY IMPORTANT.)