Reconciliation reports - Verofy® transactions

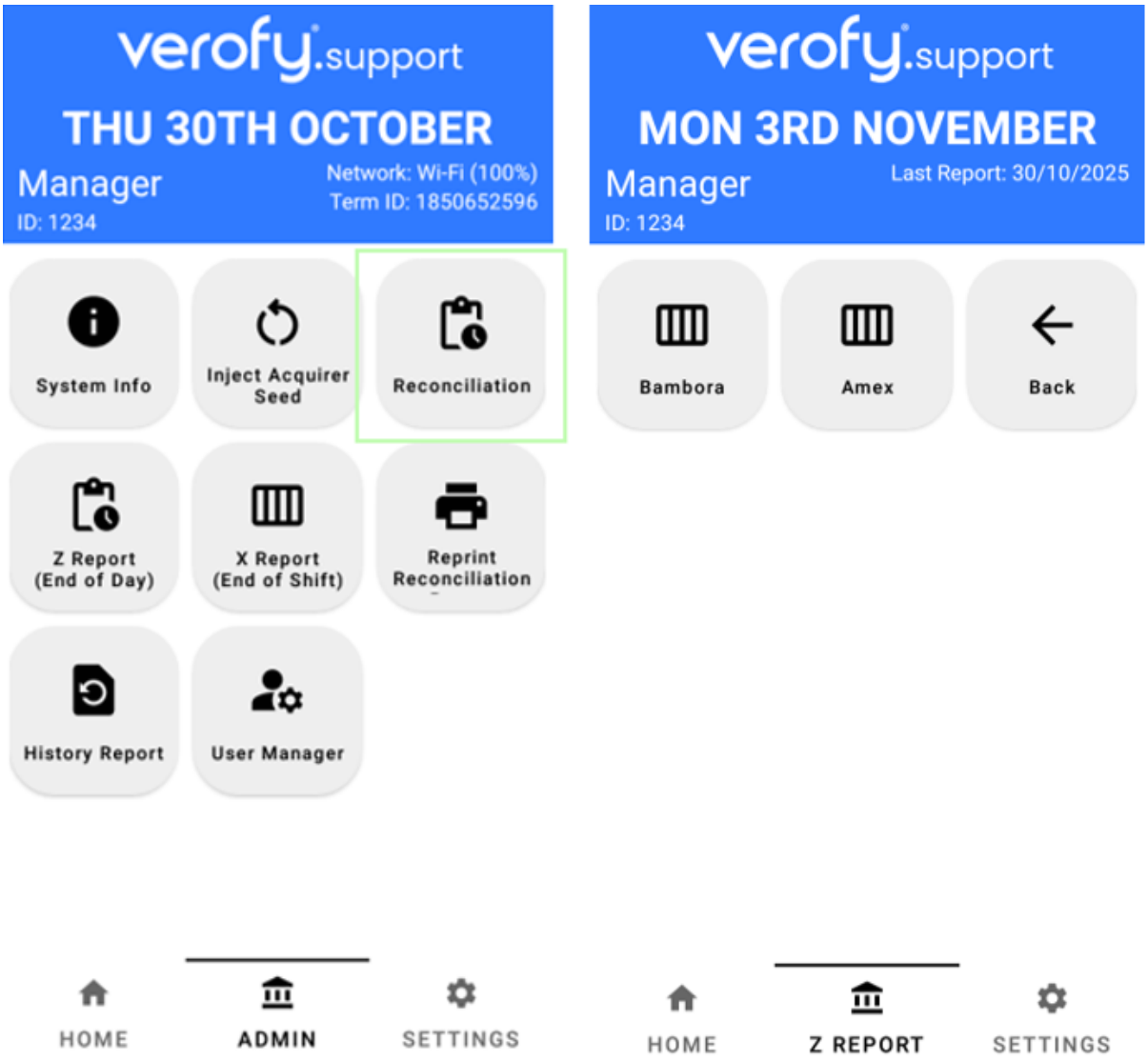
This page describes what a reconcilation report shows, and talks you through how to complete one on your Verofy® Move.

We recommend you run a reconciliation report after your Z report each day - to keep your Verofy® Move running smoothly.

What is a reconciliation report?

The reconciliation report feature on your Verofy® Move can be found in the Admin menu on your terminal. It provides you with a **terminal summary** and **compares this against what the acquiring bank totals are for this period since the last reconciliation report.**

If you have your Amex Merchant ID configured on your terminal, you'll see two options when you select the reconciliation button. For Verofy® transactions, you need to select the Bambora option. After a reconciliation report is done, it 'resets' the totals on the terminal. It does not submit the transactions to the bank - this happens automatically after each transaction.



How does the reconciliation report look?

Here is an example of how the reconciliation report will look.

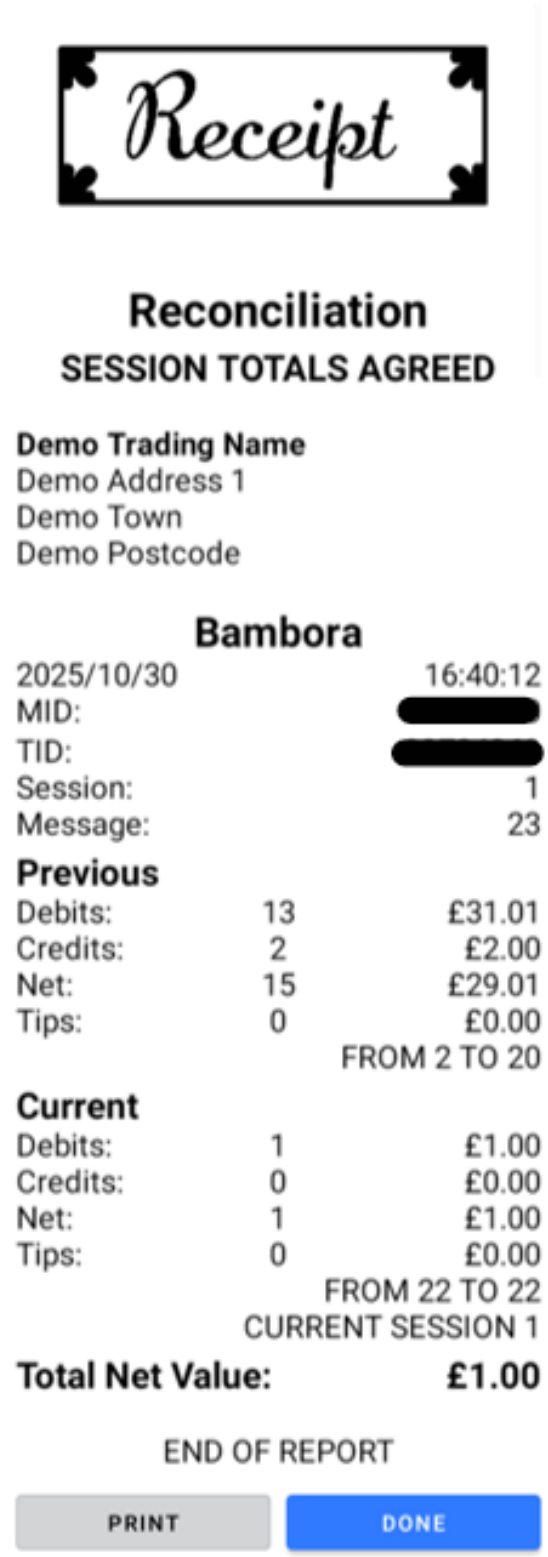
You'll see the **Previous** reports totals, followed by the **Current** totals since the last report.

This includes the totals of debits (sales) and credits (refunds), as well as the total amount of tips (if gratuity is enabled on the Verofy® Move).

The report should always show **Session Totals Agreed** - this means the total the terminal has logged for this period matches with the total the acquiring bank has for this period. If you see a **Session Totals Not Agreed** message on the report - you should raise this to the Verofy® Support team so we can check this for you. You can find out how to contact us by clicking **here**.

verofy.support

RECONCILIATION



What is the best time to do a reconciliation report?

We would recommend completing a reconciliation report **after the last transaction** or **at the time of the banking window** (11:59PM GMT), ideally following on from a Z report. This allows accurate reporting so you can easily compare the settled batches you receive with the figures on your Z reports.

Whilst the Z report gives you the **terminal summary**, the reconciliation report gives the **terminal summary** and **compares this against what the acquiring bank totals are for this period.**

How often should you run a reconciliation report?

Whilst there is no requirement to run a reconciliation report everyday, we would recommend this as best practice.

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