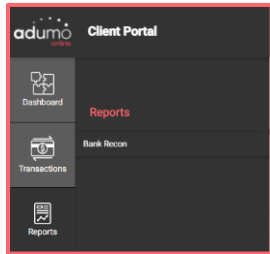


Reports | Bank Recon Report

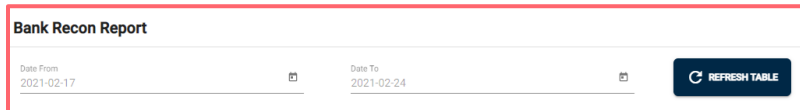
Initiated By: Administrator / User

Used To: To view Transactions

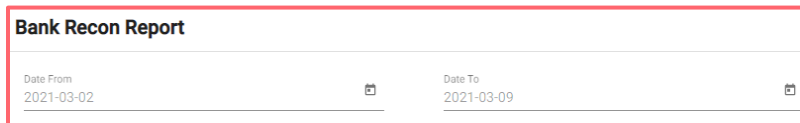
1. On the Landing Page click on the Reports icon to access your Bank Recon Report



2. You will be able to see your Organisation's transactions in more detail by changing the dates



3. You can see your Bank Recon report for the chosen dates



4. You will be able to view the Transactions split by Association (Mastercard, Visa, Diners Club, Amex)



5. This view will give you the **number of transactions** in the **Count** column, as well as the **total amount** for those transactions per **association**. It also provides a view across all the associations in the **Total Count** and **Total Amount** columns.

Transaction Date	Mastercard, Visa & Maestro		Diners Club		American Express		Total Count	Total Amount
	Count	Amount	Count	Amount	Count	Amount		
2021-03-02	3	0.00	0	0.00	0	0.00	3	0.00
2021-03-04	1	0.00	0	0.00	0	0.00	1	0.00
2021-03-08	1	2.00	0	0.00	0	0.00	1	2.00
Total 3 Days	5	2.00	0	0.00	0	0.00	5	2.00

6. If you want to look at a specific transaction, you click on the **Transaction**

Card Holder/Customer	Merchant Reference	Transaction Date	Transaction Amount	Refund Amount	Current Status
xxxxxx	527ngMuhndP2	2021-03-02 13:39:51.93	0.00	0.01	Refunded
xxxxxx	4hgPufgH1RS	2021-03-02 08:11:13.393	0.00	0.01	Refunded
xxxxxx	4mmsLhnduP2o	2021-03-02 16:29:26.553	0.00	0.00	Settled

7. You are then able to **export** that transaction as a **CSV file**

