



CONNECT

# It's about Balance: Reconcile your Online Payments in MySchoolBucks

PRESENTED BY GABRIEL MAJORS & MATTHEW SMITH



# AGENDA

- Overview
- How do you reconcile?
- Common support topics
- Feedback & Questions

# What is your process?

- How does the reconciliation work? Individual schools or a central finance office?
- How often do you reconcile?
- Do you need specific transaction tracking or daily deposits only?
- Do you use General Ledger Codes?

# COMMON QUESTIONS

- When will I see the funds from a transaction?
- What are all of these dates and why are they different?
- What does it look like on the bank statement?
- What reports do I use to compare my sales to my bank statement?
- Where can I find the G/L report?

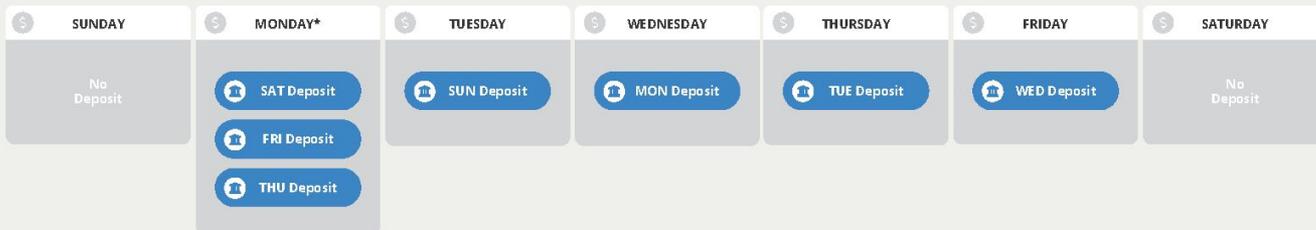
# When will I see the funds from a transaction?

There are 2 types of transactions **Credit/Debit Card** and **E-Checks (ACH)**. Each type has a different timeline for payment.

What does "ACH" mean?

- Automated Clearing House.
- Nationwide, it is the process used between banks to move money.
- In MySchoolBucks, it means a transaction is paid by E-Check.

This diagram shows when payments made through MySchoolBucks are batched and deposited to your designated bank(s).



\*Multiple bank deposits made on a single day will be posted in reverse chronological order.  
Banking holiday would result in deposits posting to the next business banking day.

- MySchoolBucks payments
- Bank deposits

## Card Schedule

Payment made day 1

Batch day 2

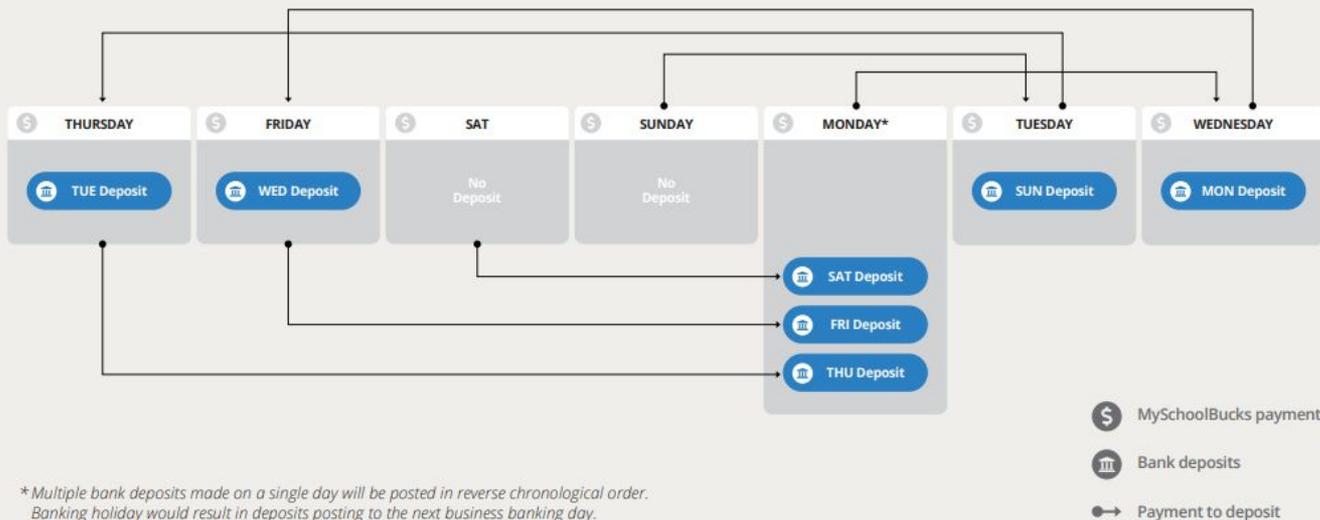
Deposit the next business day

Payment made day 1

Batch day 2

Deposit the next business day

This diagram shows when payments made through MySchoolBucks are batched and deposited to your designated bank(s).



\* Multiple bank deposits made on a single day will be posted in reverse chronological order.  
 Banking holiday would result in deposits posting to the next business banking day.

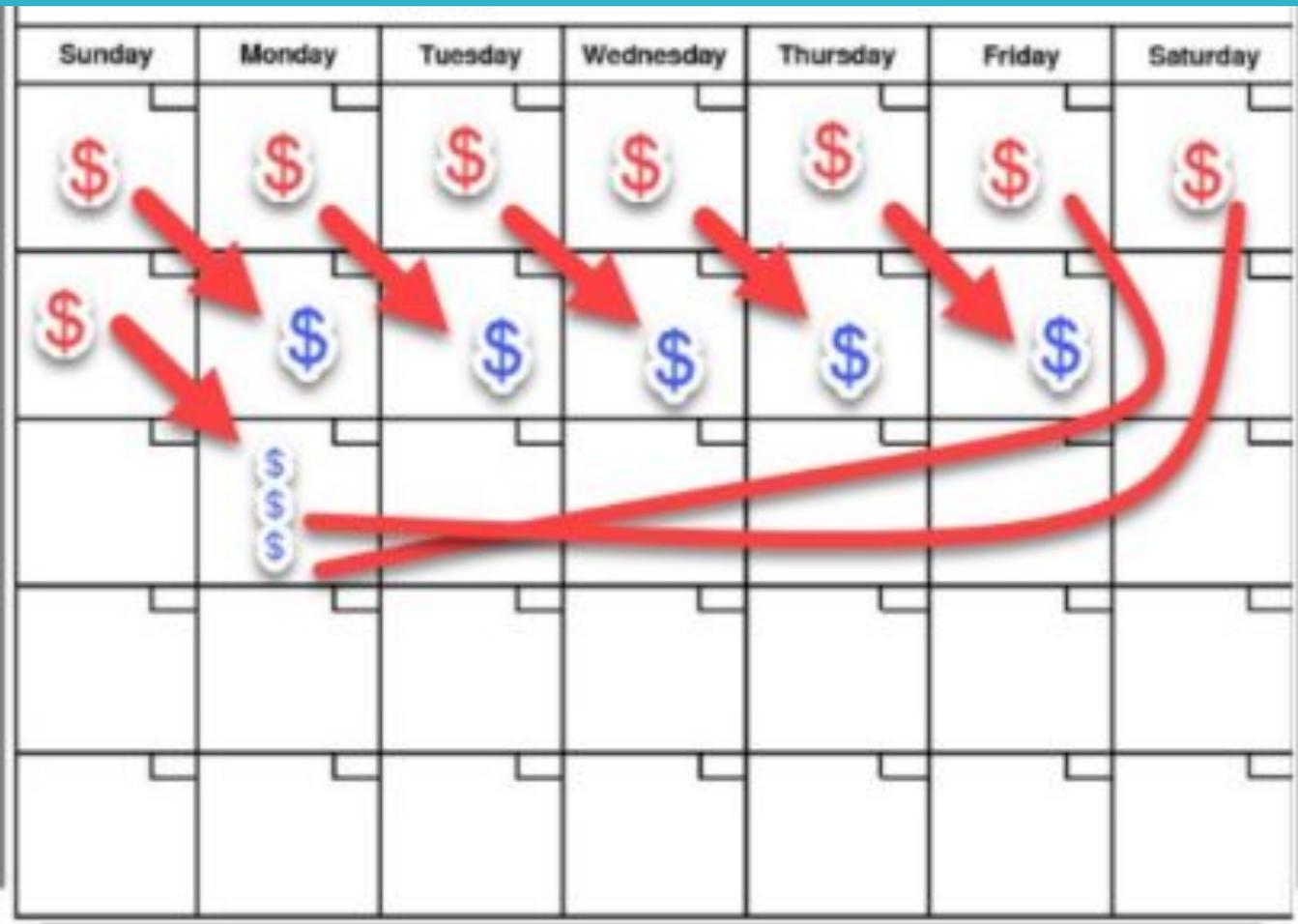
## Check/ACH Schedule

Payment made day 1

Payment Processing  
takes 5 business days

Deposit the next business  
day

## Check Payments Funding Schedule



# What do all of these dates mean?

- **Payment Date**

- This is the date the user made the payment on MySchoolBucks.

- **Batch Date**

- Day 2 for Card Payments: This is the date that the payments for the prior day were totaled and the funding was sent to your bank.
- For eChecks the Batch Date on MSB is the Deposit date.

- **Deposit Date**

- Day 3 for Card Payments: This is the day the payments posted to your bank account.
- For eChecks the Batch Date on MSB is the Deposit date.

- **Download Date or Confirmed Date**

- This is the date the payment was posted to the student's lunch account in the cafeteria.

# How does the bank statement look?

When you are looking at credit card payments be sure that you include the last day of the previous month in your MSB report.

- On your bank statement they will look like:  
**HEARTLAND PMT SYS TXNS/FEES (6500000xxxxxxx)**

When you are looking at e-check payments, be sure you are looking 5 business days out from when the parent made the payment in your MSB report.

- On your bank statement they will look like:  
**Heartland ACH FUNDS (batch number)**

## Deposits and other credits

Date	Description	Amount
09/03/21	Deposit	3,000.00
09/13/21	HRTLAND PMT SYS DES:TXNS/FEES ID:6500000 XXXXXXXX IN CO ID:WFBEHPS001 CCD	1,368.94 ✓
09/13/21	HRTLAND PMT SYS DES:TXNS/FEES ID:6500000 XXXXXXXX DN CO ID:WFBEHPS001 CCD	368.45 ✓
09/14/21	HRTLAND PMT SYS DES:TXNS/FEES ID:6500000 XXXXXXXX IN CO ID:WFBEHPS001 CCD	851.37 ✓
09/16/21	HRTLAND PMT SYS DES:TXNS/FEES ID:6500000 XXXXXXXX DN CO ID:WFBEHPS001 CCD	2,514.68 ✓
09/21/21	Heartland DES:ACH FUNDS ID:4679651 ID:1223755714 CCD	264.00 ✓
09/27/21	Heartland DES:ACH FUNDS ID:4693730 ID:1223755714 CCD	670.00
09/29/21	Heartland DES:ACH FUNDS ID:4696780 ID:1223755714 CCD	462.00 ✓

## CREDIT CARD PAYMENTS

### Deposits and Other Credits

Date	Amount	Transactions
04-01	42.13	ACH-ACH FUNDS 7503256 Heartland
04-01	149.69	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-01	360.82	ACH-ACH FUNDS 7495954 Heartland
04-01	1,283.02	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-01	3,821.60	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-02	18.28	ACH-ACH FUNDS 7506219 Heartland
04-02	734.00	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-03	117.40	ACH-ACH FUNDS 7508534 Heartland
04-03	2,253.44	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-04	619.11	ACH-ACH FUNDS 7511603 Heartland
04-04	14,745.36	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-05	219.08	ACH-ACH FUNDS 7515135 Heartland
04-05	4,603.57	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-08	94.60	ACH-ACH FUNDS 7519687 Heartland
04-08	132.76	ACH-ACH FUNDS 7522091 Heartland
04-08	2,151.22	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-08	5,531.66	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-08	7,215.67	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-09	142.05	ACH-ACH FUNDS 7528277 Heartland
04-09	2,913.78	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-10	274.00	ACH-ACH FUNDS 7532379 Heartland
04-10	5,436.04	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-11	1,086.48	ACH-ACH FUNDS 7535200 Heartland
04-11	4,961.22	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-12	885.28	ACH-ACH FUNDS 7539903 Heartland
04-12	4,892.64	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-15	160.58	ACH-ACH FUNDS 7547792 Heartland
04-15	219.33	ACH-ACH FUNDS 7550550 Heartland
04-15	966.28	ACH-ACH FUNDS 7544218 Heartland
04-15	1,830.40	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-15	6,232.94	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-15	7,273.11	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-16	710.44	ACH-ACH FUNDS 7553741 Heartland
04-16	3,122.17	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-17	1,097.51	ACH-ACH FUNDS 7557238 Heartland
04-17	12,158.40	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-18	1,364.87	ACH-ACH FUNDS 7563406 Heartland
04-18	6,460.83	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-19	1,847.28	ACH-ACH FUNDS 7565866 Heartland
04-19	5,857.00	ACH-TXNS/FEES 65000000 HRTLAND PMT SYS
04-22	43.23	ACH-ACH FUNDS 7574283 Heartland

### Other Deposits (continued)

Date	Description of Transaction	Ref Number	Amount
Nov 6	Electronic Deposit REF=233100129049510N00	From HRTLAND PMT SYS WFBEHPS001TXNS/FEES 65000000	90.00
Nov 6	Electronic Deposit REF=233100123822710N00	From Heartland 4223755714ACH FUNDS 6955304	240.00
Nov 6	Electronic Deposit REF=233100097194490N00	From HRTLAND PMT SYS WFBEHPS001TXNS/FEES 65000000	415.00
Nov 6	Electronic Deposit REF=233100090064470N00	From HRTLAND PMT SYS WFBEHPS001TXNS/FEES 65000000	605.00
Nov 7	Electronic Deposit REF=233110060799300N00	From HRTLAND PMT SYS WFBEHPS001TXNS/FEES 65000000	35.00
Nov 8	Electronic Deposit REF=233110157624220N00	From Heartland 4223755714ACH FUNDS 6964494	190.00
Nov 8	Electronic Deposit REF=233120078783000N00	From HRTLAND PMT SYS WFBEHPS001TXNS/FEES 65000000	305.00
Nov 9	Electronic Deposit REF=233120180719010N00	From Heartland 4223755714ACH FUNDS 6973426	40.00
Nov 9	Electronic Deposit REF=233130105333290N00	From HRTLAND PMT SYS WFBEHPS001TXNS/FEES 65000000	740.00
Nov 10	Electronic Deposit REF=233130187982990N00	From Heartland 4223755714ACH FUNDS 6973638	230.00
Nov 10	Electronic Deposit REF=233140011159550N00	From HRTLAND PMT SYS WFBEHPS001TXNS/FEES 65000000	305.00
Nov 13	Electronic Deposit REF=233170123920220N00	From Heartland 4223755714ACH FUNDS 6991775	55.00
Nov 13	Electronic Deposit REF=233170103804620N00	From HRTLAND PMT SYS WFBEHPS001TXNS/FEES 65000000	130.00
Nov 13	Electronic Deposit REF=233170123920210N00	From Heartland 4223755714ACH FUNDS 6986175	315.00
Nov 13	Electronic Deposit REF=233170099132930N00	From HRTLAND PMT SYS WFBEHPS001TXNS/FEES 65000000	815.00
Nov 14	Electronic Deposit REF=233180057016920N00	From HRTLAND PMT SYS WFBEHPS001TXNS/FEES 65000000	10.00
Nov 14	Electronic Deposit REF=233170224370680N00	From Heartland 4223755714ACH FUNDS 6995987	125.00
Nov 15	Electronic Deposit REF=233180159835010N00	From Heartland 4223755714ACH FUNDS 6999704	55.00
Nov 15	Electronic Deposit REF=233190083473810N00	From HRTLAND PMT SYS WFBEHPS001TXNS/FEES 65000000	75.00
Nov 16	Electronic Deposit REF=233190197845720N00	From Heartland 4223755714ACH FUNDS 7001377	115.00
Nov 16	Electronic Deposit REF=233200022247670N00	From HRTLAND PMT SYS WFBEHPS001TXNS/FEES 65000000	895.00
Nov 17	Electronic Deposit REF=233200124670480N00	From Heartland 4223755714ACH FUNDS 7008256	80.00
Nov 17	Electronic Deposit REF=233210037513310N00	From HRTLAND PMT SYS WFBEHPS001TXNS/FEES 65000000	770.00
Nov 20	Electronic Deposit REF=233240149840970N00	From Heartland 4223755714ACH FUNDS 7011957	50.00
Nov 20	Electronic Deposit REF=233240149845690N00	From HRTLAND PMT SYS WFBEHPS001TXNS/FEES 65000000	75.00
Nov 20	Electronic Deposit REF=233240149674990N00	From HRTLAND PMT SYS WFBEHPS001TXNS/FEES 65000000	215.00
Nov 20	Electronic Deposit REF=233240149663000N00	From HRTLAND PMT SYS WFBEHPS001TXNS/FEES 65000000	440.00

# What do I match my bank statement to?

## Batch Report Summary



District: [Redacted]		Gateway: HPS - ACH Student Activity	
Batch Date	Batch ID		Deposit Amount
Feb 3, 2025 7:00 AM	8480061		\$243.00
Feb 3, 2025 7:00 AM	8486061		\$50.00
Feb 3, 2025 7:00 AM	8488306		\$365.00
Feb 4, 2025 7:00 AM	8488926		\$383.00
Feb 5, 2025 7:00 AM	8493348		\$708.00
Feb 6, 2025 7:00 AM	8497493		\$300.00
Feb 7, 2025 7:00 AM	8501590		\$310.00
Feb 10, 2025 7:00 AM	8506019		\$230.00
Feb 10, 2025 7:00 AM	8510658		\$790.00
Feb 10, 2025 7:00 AM	8515155		\$235.00
Feb 11, 2025 7:00 AM	8517826		\$520.00
Feb 12, 2025 7:00 AM	8521076		\$460.00
Feb 13, 2025 7:00 AM	8524778		\$395.00
Feb 14, 2025 7:00 AM	8528951		\$1,507.00
Feb 18, 2025 7:00 AM	8533959		\$1,999.00
Feb 18, 2025 7:00 AM	8537916		\$900.00
Feb 18, 2025 7:00 AM	8540480		\$864.00
Feb 19, 2025 7:00 AM	8544121		\$672.00
Feb 20, 2025 7:00 AM	8547007		\$2,276.00
Feb 21, 2025 7:00 AM	8551231		\$738.00
Feb 24, 2025 7:00 AM	8554970		\$1,326.00
Feb 25, 2025 7:00 AM	8559176		\$313.00
Feb 25, 2025 7:00 AM	8564471		\$162.00
Feb 25, 2025 7:00 AM	8566653		\$141.00
Feb 27, 2025 7:00 AM	8576167		\$261.00

HPS - ACH Student Activity Total:

\$16,148.00

# Batch Report Detail

Gateway	Batch Date	Order #	Product	G/L Account	Student #	Billed To	Deposit Amt	Batch ID
HPS - ACH Student Activity	02/03/2025 07:00:00 AM	E35I0B1NSMLK5VJ	Great East Music Festival	APOL 9300.3300.000.00.0000.000.00.483.000.0000.990.20	50109	Checking Acct ending in 3395	105.00	8480061
HPS - ACH Student Activity	02/03/2025 07:00:00 AM	2X2I43269H6UY32	Museum of Fine Arts: FY25 High	AOOL 9300.3260.000.00.0000.000.00.483.000.0000.990.20	22016	Checking Acct ending in 5947	25.00	8480061
HPS - ACH Student Activity	02/03/2025 07:00:00 AM	HTFT4QAYV4E53X6	Museum of Fine Arts: FY25 High	AOOL 9300.3260.000.00.0000.000.00.483.000.0000.990.20	37717	Checking Acct ending in 8611	25.00	8480061
HPS - ACH Student Activity	02/03/2025 07:00:00 AM	1HTQD17QP6U5Q6V	Museum of Fine Arts: FY25 High	AOOL 9300.3260.000.00.0000.000.00.483.000.0000.990.20	19097	Checking Acct ending in 1262	25.00	8480061
HPS - ACH Student Activity	02/03/2025 07:00:00 AM	00JQSENL507J9KG	Mitchell 3rd Grade -	AMOL 9300.3240.000.00.0000.000.00.483.000.0000.990.20	83997	Checking Acct ending in 3124	18.00	8480061
HPS - ACH Student Activity	02/03/2025 07:00:00 AM	L9974A1VVGMR6P8	8Th Grade Dance	APOL 9300.3300.000.00.0000.000.00.483.000.0000.990.20	14365	Checking Acct ending in 3107	10.00	8480061
HPS - ACH Student Activity	02/03/2025 07:00:00 AM	6Y80XBZM5LOVOA	Museum of Fine Arts: FY25 High	AOOL 9300.3260.000.00.0000.000.00.483.000.0000.990.20	29311	Checking Acct ending in 3107	25.00	8480061
HPS - ACH Student Activity	02/03/2025 07:00:00 AM	IUFTOAF8161TYWQ	8Th Grade Dance	APOL 9300.3300.000.00.0000.000.00.483.000.0000.990.20	50469	Checking Acct ending in 4366	10.00	8480061
HPS - ACH Student Activity	02/03/2025 07:00:00 AM	V14YF21PSC591DQ	Museum of Fine Arts: FY25 High	AOOL 9300.3260.000.00.0000.000.00.483.000.0000.990.20	70944	Checking Acct ending in 2099	25.00	8486061
HPS - ACH Student Activity	02/03/2025 07:00:00 AM	1F38S979V8A76MX	Museum of Fine Arts: FY25 High	AOOL 9300.3260.000.00.0000.000.00.483.000.0000.990.20	90189	Checking Acct ending in 0682	25.00	8486061
HPS - ACH Student Activity	02/03/2025 07:00:00 AM	B3BOAVOE7P87L40	Great East Music Festival	APOL 9300.3300.000.00.0000.000.00.483.000.0000.990.20	11226	Checking Acct ending in 0647	105.00	8488306
HPS - ACH Student Activity	02/03/2025 07:00:00 AM	W5EFLMFITO1KPPS	Great East Music Festival	APOL 9300.3300.000.00.0000.000.00.483.000.0000.990.20	66606	Checking Acct ending in 0429	105.00	8488306
HPS - ACH Student Activity	02/03/2025 07:00:00 AM	3I6GHR64JNZ9GY	Museum of Fine Arts: FY25 High	AOOL 9300.3260.000.00.0000.000.00.483.000.0000.990.20	50613	Checking Acct ending in 6182	25.00	8488306
HPS - ACH Student Activity	02/03/2025 07:00:00 AM	I1OK12YVW4660AD	Great East Music Festival	APOL 9300.3300.000.00.0000.000.00.483.000.0000.990.20	14350	Checking Acct ending in 3167	105.00	8488306
HPS - ACH Student Activity	02/03/2025 07:00:00 AM	6LFVFLVOLXB52B8V	Museum of Fine Arts: FY25 High	AOOL 9300.3260.000.00.0000.000.00.483.000.0000.990.20	26610	Checking Acct ending in 8444	25.00	8488306
HPS - ACH Student Activity	02/04/2025 07:00:00 AM	CMHNX987CDAV1S	8Th Grade Dance	APOL 9300.3300.000.00.0000.000.00.483.000.0000.990.20	19332	Checking Acct ending in 0596	10.00	8488926
HPS - ACH Student Activity	02/04/2025 07:00:00 AM	HMVPSGLERMIZWFZ	8Th Grade Dance	APOL 9300.3300.000.00.0000.000.00.483.000.0000.990.20	68553	Checking Acct ending in 0850	10.00	8488926
HPS - ACH Student Activity	02/04/2025 07:00:00 AM	6QO9EB07RJBPC51	Speech & Debate 24-25	AHOL 9300.3400.000.00.0000.000.00.483.000.0000.990.20	52818	Checking Acct ending in 5332	10.00	8488926
HPS - ACH Student Activity	02/04/2025 07:00:00 AM	6QO9EB07RJBPC51	Speech & Debate 24-25 Competitions	AHOL 9300.3400.000.00.0000.000.00.483.000.0000.990.20	52818	Checking Acct ending in 5332	15.00	8488926
HPS - ACH Student Activity	02/04/2025 07:00:00 AM	ED88CAK4LP7VKVN	Speech & Debate 24-25 Competitions	AHOL 9300.3400.000.00.0000.000.00.483.000.0000.990.20	25502	Checking Acct ending in 8286	15.00	8488926
HPS - ACH Student Activity	02/04/2025 07:00:00 AM	ED88CAK4LP7VKVN	Speech & Debate 24-25 Competitions	AHOL 9300.3400.000.00.0000.000.00.483.000.0000.990.20	25502	Checking Acct ending in 8286	15.00	8488926
HPS - ACH Student Activity	02/04/2025 07:00:00 AM	369GE06SQ003M2H	Mitchell 3rd Grade -	AMOL 9300.3240.000.00.0000.000.00.483.000.0000.990.20	84739	Checking Acct ending in 1444	18.00	8488926
HPS - ACH Student Activity	02/04/2025 07:00:00 AM	6RFHPIT05XML00	Great East Music Festival	APOL 9300.3300.000.00.0000.000.00.483.000.0000.990.20	67918	Checking Acct ending in 2094	105.00	8488926
HPS - ACH Student Activity	02/04/2025 07:00:00 AM	4CHTHXQVMFGJ6RS	8Th Grade Dance	APOL 9300.3300.000.00.0000.000.00.483.000.0000.990.20	17916	Checking Acct ending in 7508	10.00	8488926
HPS - ACH Student Activity	02/04/2025 07:00:00 AM	P5VSGLORA59AJER	Museum of Fine Arts: FY25 High	AOOL 9300.3260.000.00.0000.000.00.483.000.0000.990.20	41442	Checking Acct ending in 1686	25.00	8488926
HPS - ACH Student Activity	02/04/2025 07:00:00 AM	DCRD9WVXNS85W4A	Great East Music Festival	APOL 9300.3300.000.00.0000.000.00.483.000.0000.990.20	41760	Checking Acct ending in 9400	105.00	8488926
HPS - ACH Student Activity	02/04/2025 07:00:00 AM	B4WX46597WGZ384	8Th Grade Dance	APOL 9300.3300.000.00.0000.000.00.483.000.0000.990.20	77961	Checking Acct ending in 5383	10.00	8488926

# Deposit Reconciliation Tool

Menu Home February Bank Stat... x + Create
Find text or tools 🔍 | 📄 🔄 🖨️ | Share

**Batches**

Date	Txns	Total
Feb 3, 2025 7:00 AM	8	\$243.00
Feb 3, 2025 7:00 AM	2	\$50.00
Feb 3, 2025 7:00 AM	5	\$365.00
Feb 4, 2025 7:00 AM	12	\$383.00
Feb 5, 2025 7:00 AM	28	\$708.00
Feb 6, 2025 7:00 AM	10	\$300.00
Feb 7, 2025 7:00 AM	14	\$310.00
Feb 10, 2025 7:00 AM	4	\$790.00
Feb 10, 2025 7:00 AM	9	\$230.00
Feb 10, 2025 7:00 AM	3	\$235.00
Feb 11, 2025 7:00 AM	8	\$520.00
Feb 12, 2025 7:00 AM	6	\$460.00
Feb 13, 2025 7:00 AM	6	\$395.00
Feb 14, 2025 7:00 AM	21	\$1,507.00
Feb 18, 2025 7:00 AM	20	\$1,999.00

**ELECTRONIC CREDITS ONLY 02/01/25 - 02/28/25**

Date	Description	Amount
02/03/25	Heartland ACH FUNDS - 8480061	\$243.00
02/03/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,480.00
02/03/25	Heartland ACH FUNDS - 8486061	\$50.00
02/03/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,170.00
02/03/25	Heartland ACH FUNDS - 8488306	\$365.00
02/03/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,953.00
02/04/25	Heartland ACH FUNDS - 8488926	\$383.00
02/04/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,236.00
02/05/25	Heartland ACH FUNDS - 8493348	\$708.00
02/05/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$919.00
02/06/25	Heartland ACH FUNDS - 8497493	\$300.00
02/06/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,741.00
02/07/25	Heartland ACH FUNDS - 8501590	\$310.00
02/07/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,475.00
02/10/25	Heartland ACH FUNDS - 8506019	\$230.00
02/10/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,479.00
02/10/25	Heartland ACH FUNDS - 8510658	\$790.00
02/10/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,808.00
02/10/25	Heartland ACH FUNDS - 8515155	\$235.00
02/10/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$3,571.00
02/11/25	Heartland ACH FUNDS - 8517826	\$520.00
02/11/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,719.00
02/12/25	Heartland ACH FUNDS - 8521076	\$460.00
02/12/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$5,565.00
02/13/25	Heartland ACH FUNDS - 8524778	\$395.00
02/13/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$6,762.00
02/14/25	Heartland ACH FUNDS - 8528951	\$1,507.00
02/14/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$3,087.00
02/18/25	Heartland ACH FUNDS - 8533959	\$1,999.00
02/18/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$769.00
02/18/25	Heartland ACH FUNDS - 8537916	\$900.00
02/18/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$616.00
02/18/25	Heartland ACH FUNDS - 8540480	\$864.00
02/18/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,379.00
02/18/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$2,793.00

PS - ACH Student Activity

February 2025

Gateway Emails



# Deposit Reconciliation Tool

**Batches**

Date	Txms	Total
Feb 1, 2025 12:29 AM	33	\$1,170.00
Feb 2, 2025 1:18 AM	14	\$1,480.00
Feb 3, 2025 1:12 AM	16	\$1,236.00
Feb 4, 2025 1:20 AM	30	\$919.00
Feb 5, 2025 1:20 AM	29	\$1,741.00
Feb 6, 2025 1:20 AM	34	\$1,475.00
Feb 7, 2025 1:20 AM	47	\$3,571.00
Feb 8, 2025 1:23 AM	39	\$1,808.00
Feb 9, 2025 1:17 AM	22	\$1,479.00
Feb 10, 2025 1:12 AM	24	\$1,719.00
Feb 11, 2025 1:25 AM	67	\$5,565.00
Feb 12, 2025 1:20 AM	70	\$6,762.00
Feb 13, 2025 1:19 AM	68	\$3,087.00
Feb 14, 2025 1:21 AM	32	\$2,793.00
Feb 15, 2025 1:22 AM	18	\$1,379.00

February Bank Stat... x + Create

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**ELECTRONIC CREDITS ONLY 02/01/25 - 02/28/25**

Date	Description	Amount
02/03/25	Heartland ACH FUNDS - 8480061	\$243.00
02/03/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,480.00
02/03/25	Heartland ACH FUNDS - 8480061	\$50.00
02/03/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,170.00
02/03/25	Heartland ACH FUNDS - 8488306	\$365.00
02/03/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,953.00
02/04/25	Heartland ACH FUNDS - 8488926	\$383.00
02/04/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,236.00
02/05/25	Heartland ACH FUNDS - 8493348	\$708.00
02/05/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$919.00
02/06/25	Heartland ACH FUNDS - 8497493	\$300.00
02/06/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,741.00
02/07/25	Heartland ACH FUNDS - 8501590	\$310.00
02/07/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,475.00
02/10/25	Heartland ACH FUNDS - 8506019	\$230.00
02/10/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,479.00
02/10/25	Heartland ACH FUNDS - 8510658	\$790.00
02/10/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,808.00
02/10/25	Heartland ACH FUNDS - 8515155	\$235.00
02/10/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$3,571.00
02/11/25	Heartland ACH FUNDS - 8517826	\$520.00
02/11/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,719.00
02/12/25	Heartland ACH FUNDS - 8521076	\$460.00
02/12/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$5,565.00
02/13/25	Heartland ACH FUNDS - 8524778	\$395.00
02/13/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$6,762.00
02/14/25	Heartland ACH FUNDS - 8528951	\$1,507.00
02/14/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$3,087.00
02/18/25	Heartland ACH FUNDS - 8533959	\$1,999.00
02/18/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$769.00
02/18/25	Heartland ACH FUNDS - 8537916	\$900.00
02/18/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$616.00
02/18/25	Heartland ACH FUNDS - 8540480	\$864.00
02/18/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$1,379.00
02/18/25	HEARTLAND PMT SYS TXNS/FEES - 65000009999999	\$2,793.00



# Batch Report Detail - Pivot Table

Row Labels	Sum of Deposit Amt
8480061	\$243.00
8486061	\$50.00
8488306	\$365.00
8488926	\$383.00
8493348	\$708.00
8497493	\$300.00
8501590	\$310.00
8506019	\$230.00
8510658	\$790.00
8515155	\$235.00
8517826	\$520.00
8521076	\$460.00
8524778	\$395.00
8528951	\$1,507.00
8533959	\$1,999.00
8537916	\$900.00
8540480	\$864.00
8544121	\$672.00
8547007	\$2,276.00
8551231	\$738.00
8554970	\$1,326.00
8559176	\$313.00
8564471	\$162.00
8566653	\$141.00
8576167	\$261.00
<b>Grand Total</b>	<b>\$16,148.00</b>

Row Labels	Sum of Deposit Amt
<b>02/03/2025 07:00:00 AM</b>	<b>658</b>
<b>8480061</b>	<b>243</b>
AMOL 9300.3240.000.00.0000.000.00.483.000.0000.990.20	18
AOOL 9300.3260.000.00.0000.000.00.483.000.0000.990.20	100
APOL 9300.3300.000.00.0000.000.00.483.000.0000.990.20	125
<b>8486061</b>	<b>50</b>
AOOL 9300.3260.000.00.0000.000.00.483.000.0000.990.20	50
<b>8488306</b>	<b>365</b>
AOOL 9300.3260.000.00.0000.000.00.483.000.0000.990.20	50
APOL 9300.3300.000.00.0000.000.00.483.000.0000.990.20	315
<b>02/04/2025 07:00:00 AM</b>	<b>383</b>
<b>8488926</b>	<b>383</b>
AHOL 9300.3400.000.00.0000.000.00.483.000.0000.990.20	55
AMOL 9300.3240.000.00.0000.000.00.483.000.0000.990.20	18
AOOL 9300.3260.000.00.0000.000.00.483.000.0000.990.20	50
APOL 9300.3300.000.00.0000.000.00.483.000.0000.990.20	260
<b>02/05/2025 07:00:00 AM</b>	<b>708</b>
<b>8493348</b>	<b>708</b>
AHOL 9300.3400.000.00.0000.000.00.483.000.0000.990.20	15
AMOL 9300.3240.000.00.0000.000.00.483.000.0000.990.20	18
AOOL 9300.3260.000.00.0000.000.00.483.000.0000.990.20	500
APOL 9300.3300.000.00.0000.000.00.483.000.0000.990.20	175
<b>02/06/2025 07:00:00 AM</b>	<b>300</b>
<b>8497493</b>	<b>300</b>
AOOL 9300.3260.000.00.0000.000.00.483.000.0000.990.20	175
APOL 9300.3300.000.00.0000.000.00.483.000.0000.990.20	125
<b>02/07/2025 07:00:00 AM</b>	<b>310</b>
<b>8501590</b>	<b>310</b>
AHOL 9300.3400.000.00.0000.000.00.483.000.0000.990.20	55
AOOL 9300.3260.000.00.0000.000.00.483.000.0000.990.20	50
APOL 9300.3300.000.00.0000.000.00.483.000.0000.990.20	50

# How do I know which G/L Accounts to fund?

## G/L Transaction Report

The G/L Transaction Report is grouped by G/L account and lists amounts by gateway and date. It also includes a total of amounts summarized by G/L Account.

**G/L Transaction Report**  
 Date: Mar 22, 2022  
 Date Range: 10/22/2021 - 03/22/2022

G/L Account: [Redacted] ID: [Redacted]		
Gateway	Date	Deposit Amount
Cash/Check/Moneyorder	Dec 17, 2021 5:00 AM	[Redacted]
Cash/Check/Moneyorder	Feb 11, 2022 5:00 AM	[Redacted]
	<b>Subtotal:</b>	[Redacted]

G/L Account: [Redacted] ID: [Redacted]		
Gateway	Date	Deposit Amount
Demo Only	Nov 8, 2021 7:00 AM	[Redacted]
Demo Only	Jan 27, 2022 8:00 AM	[Redacted]
	<b>Subtotal:</b>	[Redacted]

Totals:		Deposit Amount
	<b>Total:</b>	[Redacted]

Totals:			Deposit Amount
G/L Account	ID		
1234-1690-7254-2350- 1690 - Student Activity Fees	1234-1690-7254-2350		\$9279.83
1234-4321-1234 Test GL Account	1234-4321-1234		\$1936.83
BBSales BBSales	glacct13		\$654.80
glacct100 glacct100	glacct100		\$540.00
glacct200	glacct200		\$300.00
glacct68 glacct68	glacct68		\$30.00
glacct72 glacct72	glacct72		\$1050.00
obs_gensales Obligations GL Sales	obsgeneralsales		\$14.50
		<b>Total:</b>	<b>\$13805.96</b>

# What to consider when the report numbers do not match your bank statement.

- Are the dates being selected off?
- Cash/check payments are not on batch reports because they are manually deposited outside of MSB.
- Meal payments taken at POS will not be not on MSB
- Check your user settings: Do you have access to the appropriate gateways, school assignment and guest checkout sales?
- Chargebacks or Returned Checks
- Is it too much or too little?
- What is the dollar amount?
- Does it look like a meal payment or a store/invoice payment?
- If the amounts are still off, contact support: 1-800-803-6755

# FEEDBACK & QUESTIONS

What options would make Reconciliation easier?

What challenges do you face when Reconciling with MySchoolBucks that was not covered today?

Is a particular format needed for reporting?

Anything else you would like to know about Reconciliation?

Are there any features that you need that are not currently available?



**Thank you**

CONNECT

# Is the deposit too little or too much?

- If the deposit is too little:
  - If it is too little, run the Batch Report (Detail) for that day and choose “Show All Fees” at the very bottom of the options page. This will show the payment on account as well as any fees charged for each transaction.
  - On the far right, it will have the column “Deposit Amount.” This reflects what we send to the district bank account.
  - This same total (not the break down) will show in the Deposit Reconciliation report.
  - Did you run a refund during the time in question?
- If the deposit is too much:
  - Run a batch report for only e-checks to see if you got a payment that day.
  - Did you win a chargeback? If so, we would deposit the money back to your bank account.
    - Before there is a chargeback, make sure the notifications are going to the correct people. Contact MSB Admin Support to get that updated: 1-800-803-6755
    - Additionally, you can sign up for InfoCentral and follow Chargeback progress there.

# What is the dollar amount?

Does it look like a meal payment or a store item/invoice payment?

*Remember: Meal payments taken at the POS are not in MySchoolBucks. Check to be sure the meal balances are correct.*

Is your access correct?

If it is a store item:

Are you seeing all of the sales? How are they reported?

If it is an invoice:

Do you take payments in person? Was the correct payment method attached?

*Remember: Checks and cash taken in person are not processed within MySchoolBucks and will not show on the batch report.*

- Reports: Do they meet your needs?
  - Navigating different ways to the same information (Reports Dashboard, Customized Reports)
  - Payments vs Batches
- Do you have all the tools you need?
  - Bank statement
  - MSB Batch Report (summary) or Deposit Reconciliation Report
  - POS settlement
  - The correct role with access to all of the transactions (if you have a specific school and the product does not Prompt for Student, those payments will not appear in your reports)
- Before there is a chargeback, make sure the notifications are going to the correct people.
  - Contact Admin support to get that updated: 1-800-803-6755
  - Additionally, you can follow Chargeback progress in InfoCentral