

# PayPal Reconciliation - PRONTO Module

## The Problem

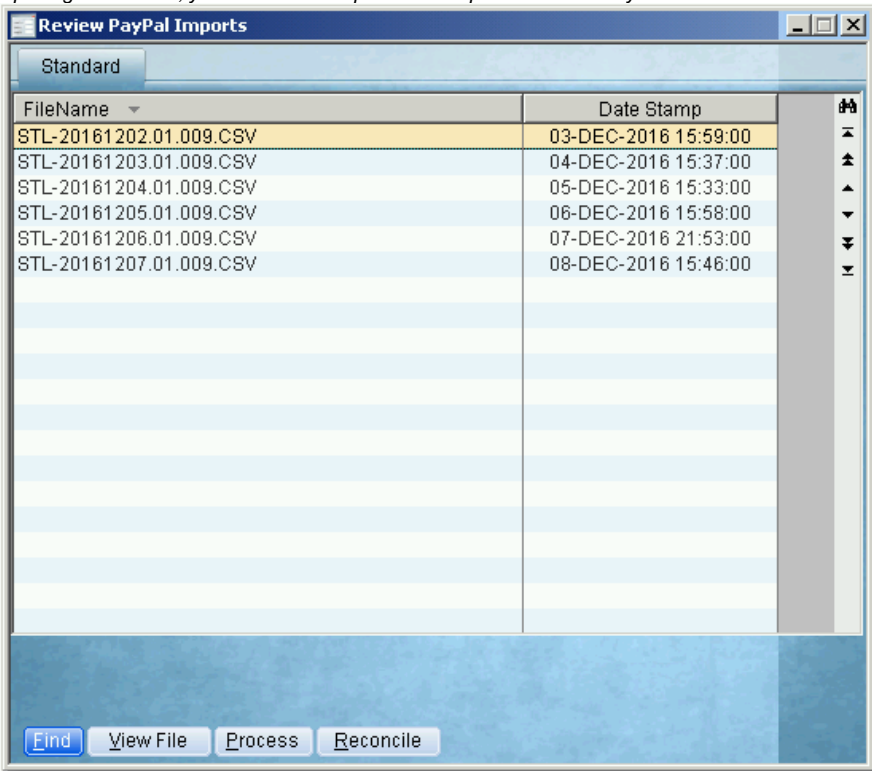
Traditionally, reconciling PayPal transactions has been a laborious process for Accounts teams. This is because PayPal deducts fees for each transaction, which creates a discrepancy between the Cash Receipt amount in PRONTO and the actual amount deposited to your account by PayPal. Matching transactions can therefore be tricky.

## The Solution

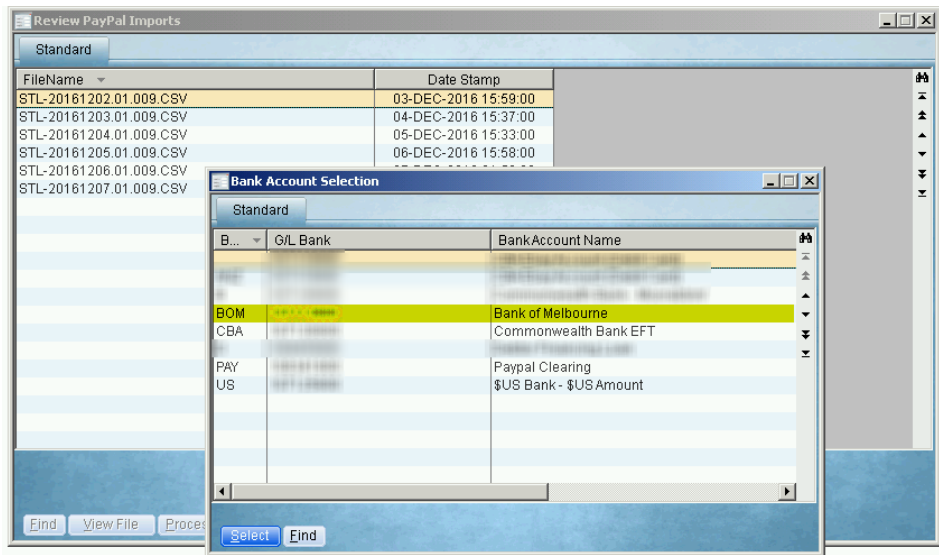
To alleviate this, Commerce Vision have created a new PayPal Reconciliation module for PRONTO, which automatically reads the transaction report and matches the payment to the sales order. The credit amount is sent to the PayPal clearing account, the fees are sent to the debit account, and the sweep (nett) amount goes to the bank.

## The Process

1. PayPal makes a '**sweep report**' available to its merchants. You will need to arrange with PayPal to receive these, via SFTP or other means.  
Once the sweep report is saved in your local directory, Commerce Vision's reconciliation program can access it.
2. Opening the module, you will see the unprocessed reports available to you. Select one and click '**Process**'.



3. You will then be prompted to choose the bank account to which funds are posted.  
This will send the nett funds to your nominated account right from the module's UI. This is not holding funds in a clearing account - it's transferring the money directly to its end destination.



4. Once the account has been selected, the program will present the list of transactions from the report. Each transaction will have an ID, Gross amount, and Fee amount. The summary at the top of the review screen also displays the **Gross**, **Fee**, and **Sweep (nett)** amounts.

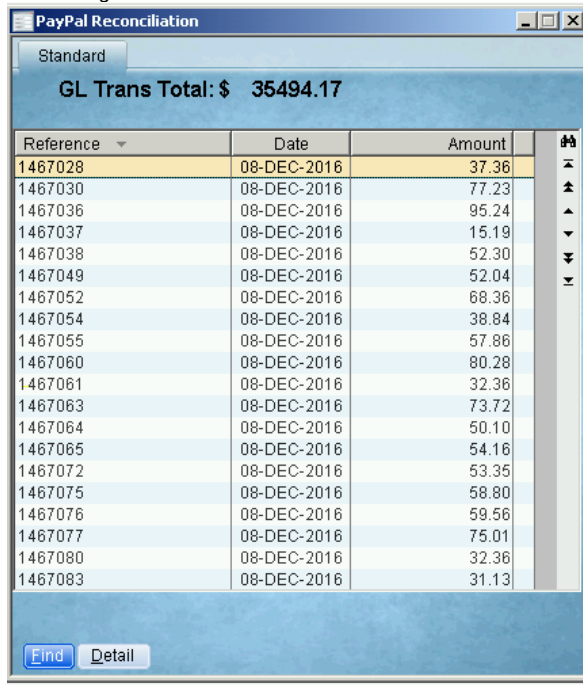
The 'File Detail Contents' window displays a summary of transaction amounts and a table of transactions. The summary shows:

Transaction ID	Final Date	Gross	Fee Amount	FO...	GL Batch	Trans#	GL Ref	Error
04U68723LT9037008	2016/12/02	32.41	1.14	YES	00J42K	14	1464369	
0M200058J7724852D	2016/12/02	56.08	1.76	YES	00J44C	2	1464552	
1PT660730H396623F	2016/12/02	64.75	1.98	YES	00J44D	2	1464553	
25U3285785795625D	2016/12/02	68.47	2.08	YES	00J44B	2	1464551	
2CH76701TJ5794426	2016/12/02	48.95	1.60	YES	00J45B	2	1464576	
2HY77807P75276037	2016/12/02	20.44	0.83	YES	00J439	2	1464498	
33910781CS0989148	2016/12/02	58.27	1.82	YES	00J459	2	1464577	
42R358724S783114N	2016/12/02	57.90	1.81	YES	00J43K	2	1464530	
4A5146827Y9242426	2016/12/02	54.90	1.73	YES	00J437	2	1464471	
5LE57744PE258141S	2016/12/02	53.10	1.68	YES	00J44G	2	1464555	
879873053F769111W	2016/12/02	50.80	1.62	YES	00J45B	2	1464578	
91Y5590138221863L	2016/12/02	73.68	2.22	YES	00J45P	2	1464581	
98946954J940721B	2016/12/02	41.42	1.38	YES	00J451	2	1464572	

The value in the FOUND column is 'YES' once the corresponding PRONTO sales order is matched to the transaction.

5. On reading the contents of the sweep report, the program will automatically match each transaction with its corresponding PRONTO sales order, via the unique PayPal receipt.
6. As the transaction is successfully matched, the '**FOUND**' column will change from NO to **YES**.
7. Once the report has been processed and transactions are matched, you can proceed to **POST**. The option to post will not be available until all transactions are matched.

8. The reconciliation screen will detail all GL transactions yet to be posted. As you reconcile transactions via this module, the outstanding amount will decrease.



The screenshot shows a window titled "PayPal Reconciliation" with a "Standard" tab. It displays a table of transactions with columns for Reference, Date, and Amount. The total GL Trans is \$35494.17. The table lists 20 transactions from 1467028 to 1467083, all dated 08-DEC-2016. The amounts range from 31.13 to 77.23. There are navigation buttons at the bottom: "Find" and "Detail".

Reference	Date	Amount
1467028	08-DEC-2016	37.36
1467030	08-DEC-2016	77.23
1467036	08-DEC-2016	95.24
1467037	08-DEC-2016	15.19
1467038	08-DEC-2016	52.30
1467049	08-DEC-2016	52.04
1467052	08-DEC-2016	68.36
1467054	08-DEC-2016	38.84
1467055	08-DEC-2016	57.86
1467060	08-DEC-2016	80.28
1467061	08-DEC-2016	32.36
1467063	08-DEC-2016	73.72
1467064	08-DEC-2016	50.10
1467065	08-DEC-2016	54.16
1467072	08-DEC-2016	53.35
1467075	08-DEC-2016	58.80
1467076	08-DEC-2016	59.56
1467077	08-DEC-2016	75.01
1467080	08-DEC-2016	32.36
1467083	08-DEC-2016	31.13



#### Interested?

Commerce Vision's PayPal Reconciliation module can save you countless admin hours for a nominal implementation fee. Please [contact our Support Team](#) for more information!

## Related help

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- [Braintree Test Credit Card Numbers](#)
- [Test Credit Card & PayPal credentials for your Stage site](#)
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- [PRONTO Integration - Customer Master](#)
- [PRONTO Integration - Customer Transactions](#)