Procedures for Preparing Web Merchant Deposit:

- 1. Watch for e-mails from Authorize.Net confirming the settlement for prior day (i.e. yesterday) transactions.
- 2. Pull Transaction Details by Settlement Date Report as follows:
 - a. Access Authorize.Net website: <u>https://account.authorize.net/</u>



- b. Enter Login ID and Password. Then click "Log In".
- c. Choose Transaction Detail under Reports. This will bring up the Transaction Detail Reports page.

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A N N O U N C E M E N T S 9/3/14 There are no new announcements at this time. T O O L S Virtual Terminal Upload Transactions Recurring Billing Fraud Detection Suite Customer Information Manager	.	Apple Pay Apple Pay al with the new solutions de simplify the payment opf Authorize.N When displa their transac	lows you to use you riPhone 6 and iPho rveloped by Master checkout process, I tions. et Verified Mercha ayed on your websit tions are being pro	ur Authorize. Net accou ine 6 Plus. Using the 1 2ard and American Ex help reduce your frauc nt Seal ¹¹⁴ e, our free Verified Me cessed according to t	nt to process in-ap /isa Token Service press, Apple Pay pi risk, and expand y rchant Seal increas he highest security	p payments from customers and similar tokenization rovides a solution that can our business and customer es customer confidence that standards.
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d. Click the Date dropdown list and choose the date. Then click "Run Report".



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e. Click "Print" to print report.



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f. Total the Settlement Amount for each transaction with Trans Status "Settled Successfully" and "Refunds" on the report. Do not include any transactions with transaction status "Declined" or "General Error". This report total should tie back to the amount on the Authorize.Net settlement confirmation via e-mail (referring to Step 1).

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g. Fill out the Oracle Cashier Web Deposit Form. Treasury Services will provide the form.

- h. Send copies of Authorize.Net email confirming the settlement transactions, Oracle Cashier Web Deposit Form, and the Authorize.Net Transaction Details Report via email to treasuryservicesnotification@caltech.edu
- 3. Send the Web Merchant Deposit to Treasury Services daily unless there are no deposits for the day.
- 4. If any questions, contact Anthony Cabanillas at Treasury Services.

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