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: https://account.authorize.net/
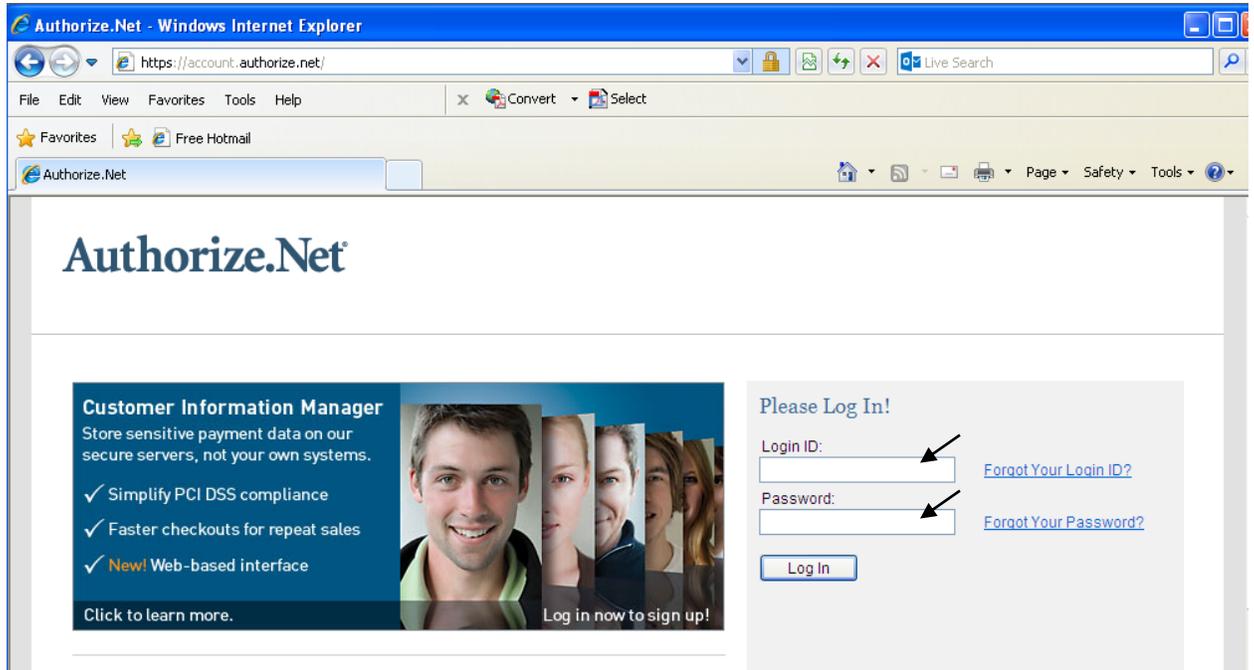
    b. Enter Login ID and Password. Then click "Log In".

    c. Choose Transaction Detail under Reports. This will bring up the Transaction Detail Reports page.

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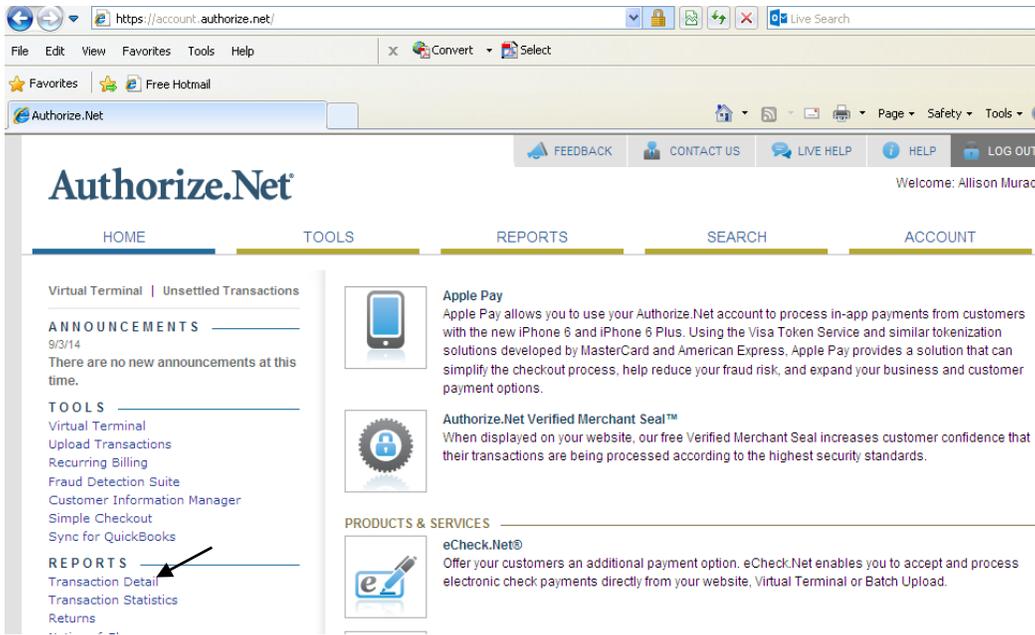
d. Click the Date dropdown list and choose the date. Then click "Run Report".

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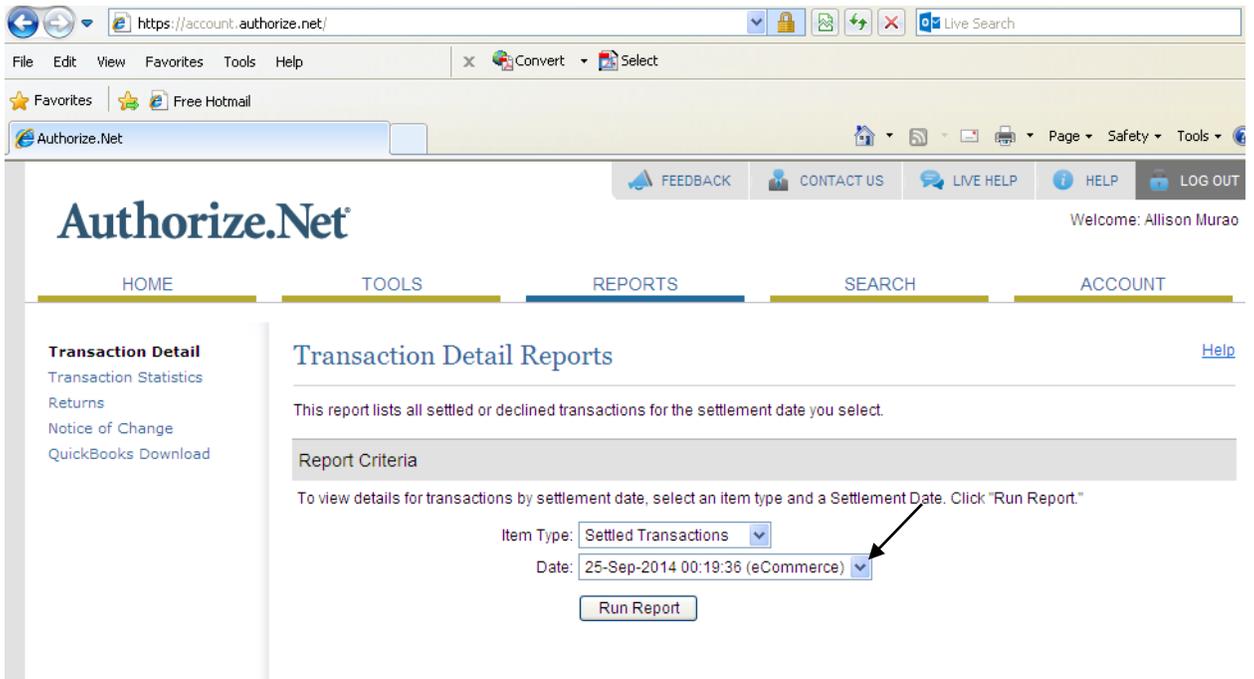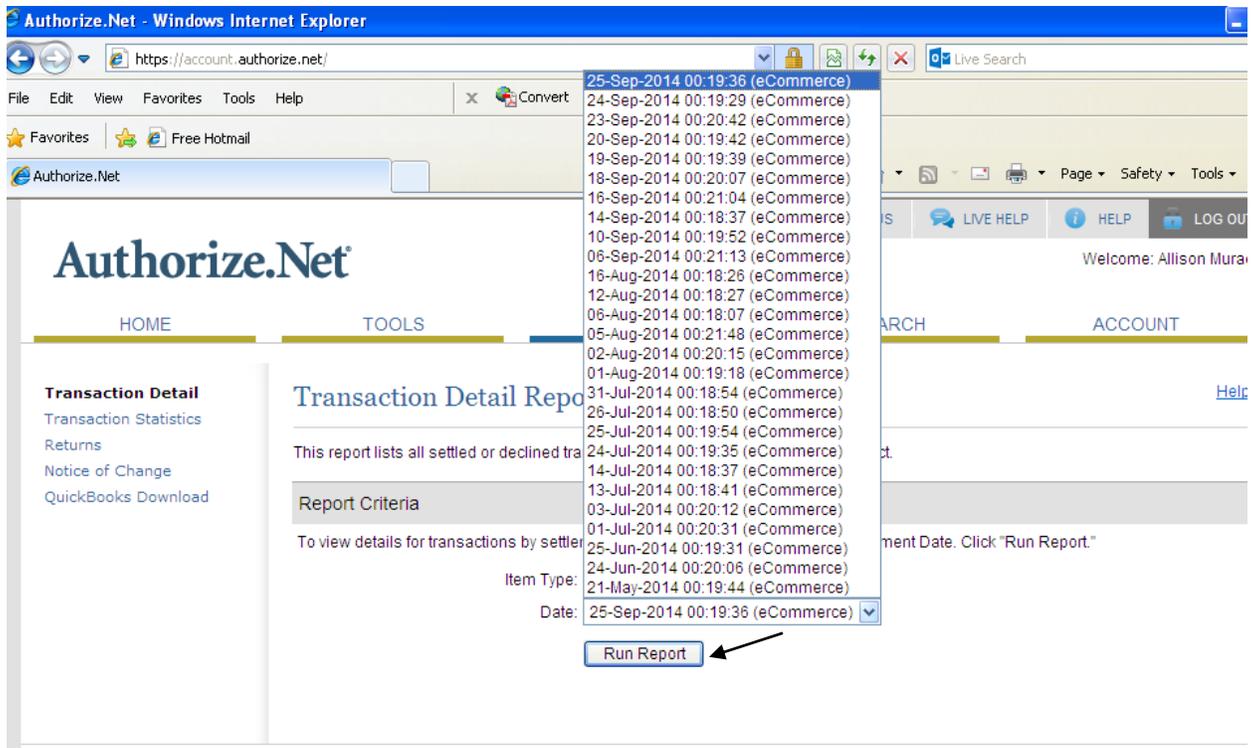
e. Click "Print" to print report.
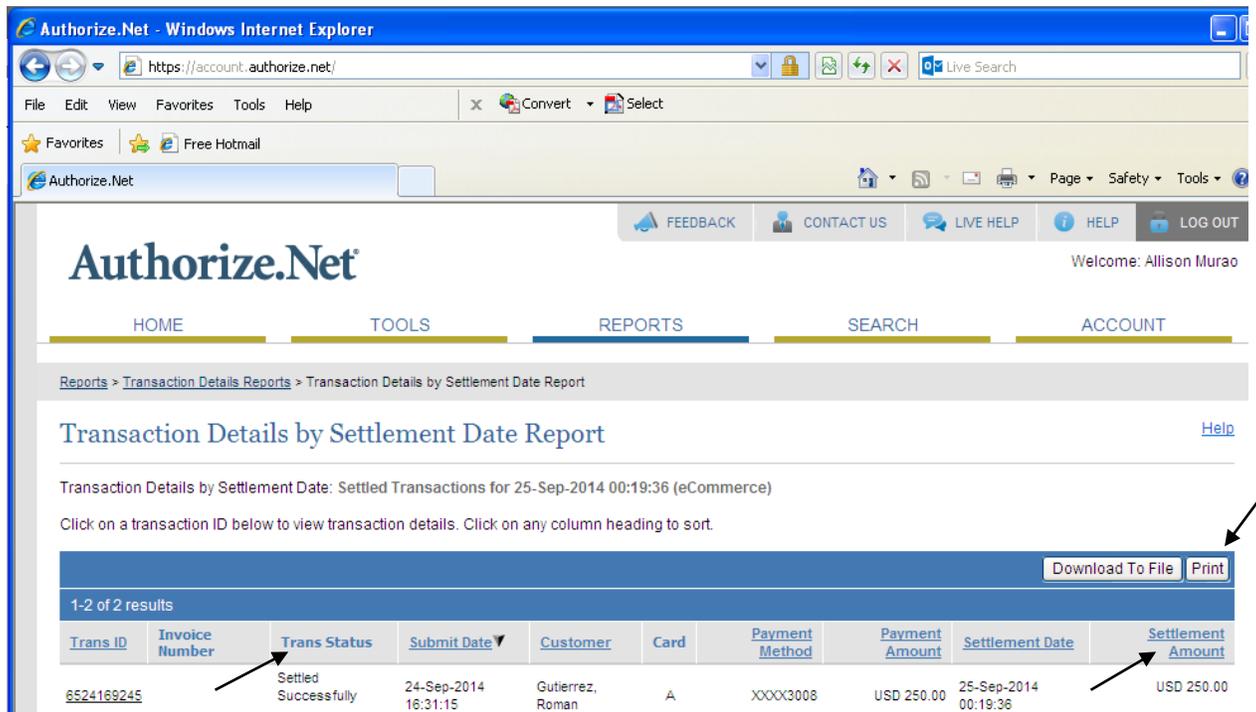
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f. Total the Settlement Amount for each transaction with Trans Status "Settled Successfully" and "Refunds" on the report. **Do not include any transactions with transaction status "Declined" or "General Error"**. This report total should tie back to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

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

CALIFORNIA INSTITUTE OF TECHNOLOGY
Oracle Cashier Web Deposit Form
This form is used to record Authorize.Net web merchant deposits

DATE: 9/25/2014   **TOTAL DEPOSIT AMOUNT:** _____

Requestor: _____

Department: _____

Extension: _____

Description: _____

Authorize Net
Login ID: _____

Project: _____   *Expenditure Type : (Please mark only one square below)*

Task: _____   Auxiliary Revenue: ☐

Award: _____   Reimbursement: ☐

Revenue: ☐

MasterCard/Visa   *American Express*

_____   _____   **Total Charges:** $0.00

Please turn in a deposit for each day's activity and attach the following required back up to the pertaining web deposit form.

1. AuthorizeNet settled transaction report.
2. AuthorizeNet successful credit card settlement report email.

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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