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:
      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.
d. Click the Date dropdown list and choose the date. Then click “Run Report”.

L:\Treasury Services\Chris Hong\Procedures\Edited\Web Merchant deposits.doc
e. Click “Print” to print report.
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.

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.