BILLDOZER
RECURRING BILLING SPECIALISTS

Billdozer Reconciliation Process

1. Log into Billdozer
2. Using the tab, Batch Collections
3. Select Netcash Batch Summary
4. Select the date range applicable
5. Export statement
6. Import the statement
   a. When importing the batch
   b. Use:
      i. *Date - Date*
      ii. *Reference - Type*
      iii. *Description - Description*
      iv. *Amount - Transaction amount*
7. **Reconciling the batch line**
   a. Select Match
   b. Type the **numeric** batch id number in the search bar
   c. All the transactions will be named with "Payment:" and this icon
   d. **Select all** on the page
   e. Ensure that all these items on the page are for the same date range as the batch,
   f. Scroll down the page, depending on the size of the batch, you might need to select next to move onto page 2 or further.
8. Four possible transactions
   a. Batch (*as above*)
   b. Interest received
   c. Service fee
   d. Bank transfer
   e. **Pay now -**
   f. *Batch from prior period with negative - Basically a reversal and not a bounce*
      i. If this occurs:
         1. Unreconcile batch ID (Remove and Re-do)
         2. Re-reconcile using the same method
            a. But ensure the bounced payment is excluded
            b. Allocate the bounced payment by allocating an overpayment to the clients account and not specific invoice
            c. The pay (refund) that "overpayment" off against the bank account
            d. Reconcile the bounced transaction off against this line