Batches and Deposits

Batches

Each night at 12:00am EST, your organizations transactions from the previous day are "settled" forming a batch. In other words, each batch represents one day worth of transactions. If you did not process any transactions that day then there would be no batch.

> Remember that the batch is settled at midnight so each batch is for the previous days' transactions. For example, the batch dated April 5th is for transactions done on April 4th.

You can view the accumulated total of the batch under the Response column. Alternatively, you can select Detail for a breakdown of each transaction included in that batch.

Deposits

Deposits are completed on Tuesday, and should reach your bank account by Wednesday.

Each deposit includes all of the batches from the preceding week. We calculate the week starting on Monday and ending on Sunday.

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	$	14	15	16
17	18	19	$	21	22	23
24	25	26	$	28	29	30

■ = a batch
■ = a batch
■ = a batch
$ = Deposit of batches from 4th-10th
$ = Deposit of batches from 11th-17th
$ = Deposit of batches from 18th-24th

> Refer to **Bank Activities** for an overview on all debits and credits made to your bank account.

> Transaction fees are not deducted from your deposits making reconciliation straight forward