

Batches and Deposits

Batches

Every night at **12:00am EST**, all transactions your organization processed that day are grouped together and finalized into "**batch**".

Think of a batch as a daily summary of payments. If no transactions occurred that day, there won't be a batch created.

Note: Each batch is dated based on the *settlement* time - not the transaction time. For example, the batch dated **April 5th** includes payments made on **April 4th**.




You can view the total amount for a batch in the **Response** column. To see a breakdown of each individual transaction within a batch, click **Detail**.

Deposits

Deposits are made to your bank account once a week - every **Tuesday** - and should appear in your account by **Wednesday**.

Each deposit includes all batches from the previous week, starting from **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 the **Bank Activity** section to see all credits (like deposits) and debits (like refunds or billing fees) applied to your account.

Transaction fees are not deducted from your deposits. This makes it easy to match the amounts in your deposit with your batch totals.

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