

Commerce Manager Reconciliation Report

The Commerce Manager Reconciliation Report ensures the accuracy and consistency of financial transactions between the Commerce Manager platform and the university's Banner systems. It provides a complete record of Accounts Receivable transactions for a selected reporting period, reconciling them to the appropriate Finance Fund and Finance Account to confirm that revenue collected through Commerce Manager is properly recorded in Banner Finance under transaction type CR7.

Users are required to enter a start and end date and may optionally include a fund or account to narrow the report results. The output includes the fund, account, detail code, finance feed date, document number, payment ID (Commerce Manager confirmation number), and amount, which can be used to verify that Commerce Manager payment activity aligns accurately with Banner Finance.

Report Prompts

1. Start Date (Optional)

- Select the desired date, month, and year. The report will include transactions that feed to Finance beginning on this date.

2. End date (Optional)

- Select the desired date, month, and year. The report will include transactions with a Finance Feed Date through this date.

3. Finance Funds (Optional)

In the Search box, type part of the fund name or number. As you type, the Available box will filter and display matching results. Select the desired fund and move it to the Selected box on the right.

4. Finance Accounts (Optional)

If your department uses specific account codes to designate a type of activity, this parameter can be used to narrow the report accordingly. The Account Code tracks activity within Funds and can be used in conjunction with the Organization or Fund.

Click Run Report again to generate your results.

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Selection Tip

To select any fund, category, or other element:

In the Search for box, type part of the name or code.

The Available box will filter and display matching results.

Click once to highlight the desired item, then double-click to move it into the Selected box.

- Alternatively, highlight the item and click the single right arrow (>) button.
- Confirm that your selection appears in the Selected box before proceeding.

Note:

By default, the Match case box is checked. If the case does not match exactly, items will not populate in the Available box. You may need to uncheck Match case to broaden your search results

Exporting Data

To export data, select Report Home from the top left navigation bar, then choose Export. Pick your preferred format such as PDF, Excel, CSV, HTML, or Plain text. Once selected, the report will appear in your Downloads.

Saving your report

To save the report, select Report Home and then choose Save. This will save the report with the exact parameters used. There is also an option to schedule the report to run automatically as often as needed