



AFFINIPAY[®]
for associations



Wild Apricot
by Personify

Wild Apricot Payments Reconciliation Guide





Welcome to AffiniPay!

AffiniPay is proud to be the chosen technology behind Wild Apricot Payments. AffiniPay was founded in 2005 with a dedicated focus on payment technology for associations. AffiniPay is integrated with Wild Apricot. A direct integration means your members can easily and seamlessly make payments and donations from your website.

This guide was created to help you get started with online payments, or transition from another service. Our goal is to help make your life easier, save you time, and support your organization!

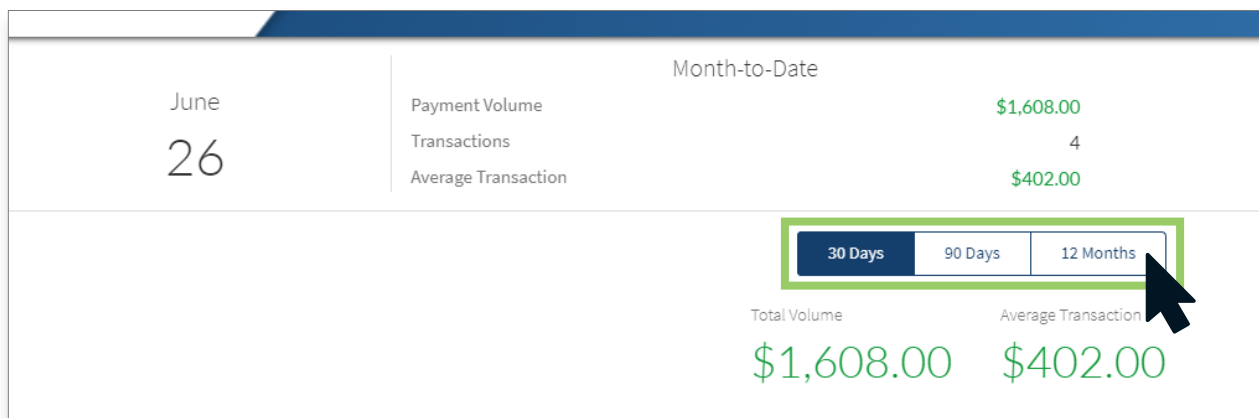
Payments

Payments are batched daily and deposited to your bank account. You'll see the deposit two days after the batch date. We deposit the full transaction amount into your account and deduct your transaction/processing fees in one deduction on the second business day of the following month.

Please note that payments processed at the end of a month might roll over into the following month. Similarly, payments processed and batched on weekends and holidays might result in a consolidated deposit.

The following are examples of the various reports you can access in AffiniPay.

Dashboard: View 30 days, 90 days, or 12 months of transaction volume.



Standard Reporting

To help streamline reporting, AffiniPay offers a variety of deposit and transaction reports through your AffiniPay dashboard. We recommend familiarizing yourself with the following options in the Report section to find what works best for your organization.



Transactions Report



Monthly Deposit



Daily Deposits

Reports: View your reports by selecting the Reports tab on the left navigation.

The screenshot shows the AffiniPay dashboard. On the left, the 'Reports' tab is highlighted with a green box and a mouse cursor. The main area shows the 'Transactions Report' filter options:

- Date Range (Optional): Any Time
- Status: Any
- With Tags: Type to enter tags
- ☐ Match Tags Exactly
- Per Page: 25
- Run button

Transaction Report: Displays all of the custom data sent from Wild Apricot for a payment. This report allows you to view a specific date range and also recharge or refund members.

Transaction Report 12/01/2018 / 12/31/2018 TEST (Merchant - TEST)

Summary

Method	Transactions	Charges	Refunds	Credits	Total
American Express	1	\$50.00	\$0.00	\$0.00	\$50.00
Discover	1	\$879.50	\$0.00	\$0.00	\$879.50
Mastercard	1	\$500.00	\$0.00	\$0.00	\$500.00
Visa	2	\$805.58	\$0.00	\$0.00	\$805.58
Grand Totals:	5	\$2,235.08	\$0.00	\$0.00	\$2,235.08

TIP This setting allows custom data to be viewed.

Transaction Details:

Date	Name	Amount	Status	Tags	Reference	Payment Source	Invoice	Contactid	Contact	Email	Notes	DonationId
12/28/2018	John Smith MasterCard *****0007	\$500.00 USD	COMPLETED	Category 1 Category 2		API / Wild Apricot	48973190.838559	48973190		jsmith@gmmmail.com	Donation	48973190.838559
12/13/2018	Mark Faccia VISA *****0000	\$53.00 USD	COMPLETED	Category 1 Category 2		API / Wild Apricot	27941775.797129	27941775	Mark Faccia	mfaccia@wildapricot.com	Donation	27941775.797129

Standard Reporting

Monthly Deposits Report: Displays all deposits made in a specific month. Use this report and in one easy step you can ensure all of your credit card deposits were received.

Monthly Deposits Report for November 2019
Account: TEST (Merchant - TEST)
Settlement: 11/01/2019 1:00 AM - 12/01/2019 1:00 AM Eastern Time (US & Canada)

Date	Visa	Total
11/08/2019	\$5.00 USD (2)	\$5.00 USD (2)
Name	Status	Tags
Miranda Lo VISA ****4242	COMPLETED	Category 1 Category 2
Miranda Lo VISA ****4242	COMPLETED	Category 1 Category 2
11/25/2019	\$2.00 USD (1)	\$2.00 USD (1)
Name	Status	Tags
Mark Faccia VISA ****0000	COMPLETED	Category 1 Category 2
11/26/2019	\$500.00 USD (1)	\$500.00 USD (1)
Name	Status	Tags
Emily campbell VISA ****4242	COMPLETED	Category 1 Category 2



Wild Apricot payments does not deduct fees out of deposits. This deposit will match your bank deposit exactly.

Daily Deposit Report: Displays a daily batch breakdown. The daily deposit report can also be used to view the specific payments included in a deposit.

Daily Deposit Report for December 12, 2018
Account: TEST (Merchant - TEST)
Settlement: 12/12/2018 1:00 AM - 12/13/2018 1:00 AM Eastern Time (US & Canada)

Method	Transactions	Charges	Refunds	Total
American Express	1	\$50.00	\$0.00	\$50.00
Discover	1	\$879.50	\$0.00	\$879.50
Visa	1	\$752.58	\$0.00	\$752.58
Grand Totals:	3	\$1,682.08	\$0.00	\$1,682.08

Date	Name	Amount	Status	Tags	Reference	Payment Source
12/12/2018	Mark Faccia VISA ****4242	\$752.58	COMPLETED	Category 1 Category 2		API / Wild Apricot
12/12/2018	Mark Faccia Discover ****1117	\$879.50	COMPLETED	Category 1 Category 2		API / Wild Apricot
12/12/2018	Mark Faccia AMEX ****0000	\$50.00	COMPLETED	Category 1 Category 2		API / Wild Apricot



This setting allows custom data to be viewed.



Download daily transactions to assist in account reconciliation, board reporting, and auditor reporting.

Custom Reporting

In addition to the standard reports available in your Affinipay dashboard, you can create custom reports through the Export link. All transaction information can be then be dropped into an Excel or CSV file. This allows you to sort by any of the payment fields or Wild Apricot references. For example, this could be used to search all payments tied to a specific event.

Shows custom data from Wild Apricot.

				D	E	F	G	H	I	J	K	L	M	N
				Card Number	Card Expir	Card Expir	Email	Phone	Created At	Completed	Voided At	Failure Co	Failure De	Notes
Send Quick Bill				EX*****0005	4	2023	jsmith@w		2018-08-10	2018-08-11				
Show Payment Page Fields				*****0000	11	2022			2018-12-13	2018-12-14				Donation
Export				ID *****0057	1	2022			2018-12-28	2018-12-29				Donation
Print				*****0000	1	2029			2018-12-13	2018-12-14				Donation
Back To Reports				*****0000	1	2029			2018-12-13	2018-12-14				Donation
				EX*****0005	1	2021			2018-08-23	2018-08-24				Membership application. Level:
				8 US card MASTERCARD *****5100	1	2022			2018-12-13	2018-12-14				Membership renewal. Level: B -
				9 CA card AMERICAN_EXP *****0005	1	2021			2018-12-12	2018-12-13				Personifst Shirt x 1
				10 CA card VISA *****0000	1	2029			2018-12-13	2018-12-14				Recurring donation
				11 CA card VISA *****4242	11	2023			2018-12-12	2018-12-13				Registration for "AffiniPay testi
				12 US card DISCOVER *****1117	11	2022			2018-12-12	2018-12-13				Registration for "The Sunday Su

Reminder

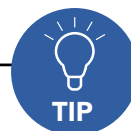
- Daily deposits are for the full or gross dollar amount of processed transactions.
- Processing fees are deducted on the second business day of the following month.
- All deposits are shown in your online dashboard.
- A monthly statement for fees will be mailed each month (online statements coming soon!)

We recommend having 3% available to cover your processing fees at the beginning of each month. For example, if you process \$1,000 in credit card sales during the month of January then you will see a deduction of \$30 on your bank account on February 2nd.

$$\begin{array}{c}
 \$1000 \times 3\% = \$30 \\
 \text{net sales} \qquad \qquad \text{fees}
 \end{array}$$

*Note that the effective rate includes the per transaction fee

Sample Monthly Statement



You will only see one monthly deduction from your bank account.



Front

AffiniPay
3700 N. Capital of Texas HWY, STE 300
Austin, Texas 78746
866-376-0950

Credit Card Merchant Statement

Date: 02-18
3-89900000-000001

1 Hayley Moore
1568 Lilac Lane
Savannah, GA 31405

2 Amount deducted from account: \$45.00

Plan Summary

3	PL	#Sales	\$Sales	#Credit	\$Credit	Net Sales	Avg Tkt	%	4
									Discount Due
	VS	02	1000	00	00	00	00	00	29.00
	VD	00	00	00	00	00	00	00	00
	MC	03	500	00	00	00	00	00	14.50
	Totals	05	1500	00	00	00	00	00	\$43.50

Transaction Section

Deposit Transaction

5	Day	Ref Number	Tran T	PL	#Sales	\$Sales	\$Credit	Settled
	02	90001030003	D	T	05	1500	00	\$1500

Back

Fees Section

6 Authorization Fees

Number	Amount Description	Total
05	VS MC Transaction Fee \$ 0.30 Each	\$1.50

- 1) Physical address
- 2) Amount deducted from bank account on 2nd business day of the following month
- 3) Card type, sales, and fees due
- 4) Processing fees
- 5) Deposits by day
- 6) Transaction fees