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.
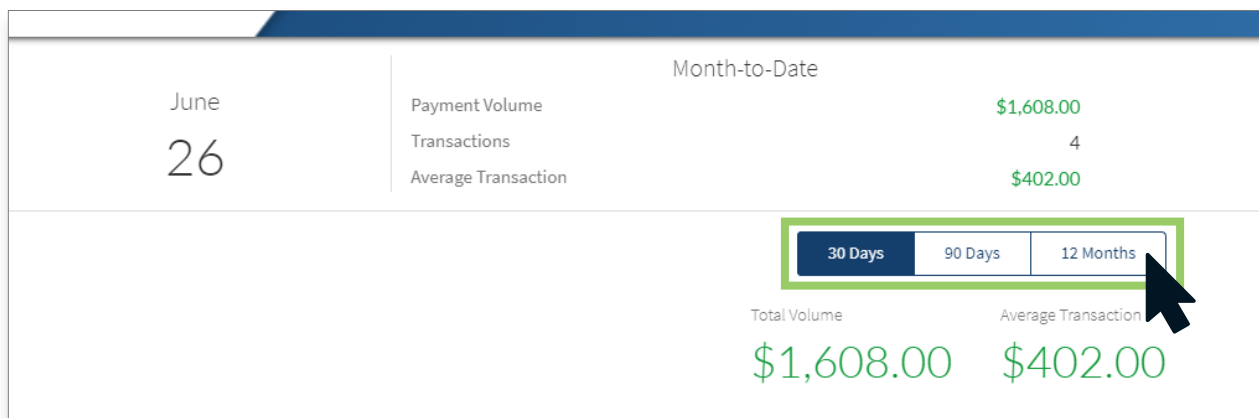
Standard Reporting

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	5 Daily Deposits

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

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.

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.

TIP 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.

TIP This setting allows custom data to be viewed.

TIP 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.

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.

$1000 x 3% = $30
net sales   fees

*Note that the effective rate includes the per transaction fee

Sample Monthly Statement

TIP
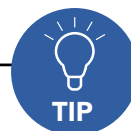
Front

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   **4**

PL	#Sales	$Sales	#Credit	$Credit	Net Sales	Avg Tkt	%	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--
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6 Authorization Fees

Number	Amount Decription	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