

## Sertifi Daily Reconciliation Process

1. Match your **Bank Deposit** from "Sertifi" to the **Net Amount - Daily Total in Yellow (#1)** in the image below).
2. Apply the **Gross Amount (#3)** from each **Folder (#2)** to the corresponding event in the Property Management System (PMS) using the appropriate Sertifi Posting codes.
3. Post the **Processor Fee (#4)** to the PMS as a general Fee or Commission. Typically, fees are posted in aggregate.  
*NOTE: See your brand or management company guidelines or the Sertifi payments team for assistance.*

5	6	7	2	8	3	4	
Expected Date	Payment Method	Date Processed	Folder	Payment Name	Gross Amount	Processor Fee	Net Amount
7/3/2024	ACH	06/21/2024 06:25 AM	Sharma Wedding October 2024	Initial Deposit	22,896.88	114.78	22,782.10
		06/21/2024 06:59 AM	Lopez Wedding Room Block Final Estimate [GROUP ID: 6418290]	Final Bill Refund	183.44	0	183.44
				<b>Card Total</b>	22,713.44	114.78	22,598.66
	American Express	07/01/2024 10:25 AM	Trudeau	Trudeau - 85945145-1	1,259.10	36.85	1,222.25
				<b>Card Total</b>	1,259.10	36.85	1,222.25
	MasterCard	07/01/2024 11:27 AM	Capitol Block	Final Bill Payment	879.26	25.84	853.42
				<b>Card Total</b>	879.26	25.84	853.42
	Visa	07/01/2024 05:12 PM	Williams Wedding Final Cost Estimate [GROUP ID: 9735329]	Williams Wedding Final Cost Estimate (2/3)	39,116.24	1134.71	37,981.53
		07/01/2024 07:04 PM	Davis Conference - 2691259 - Final Estimated Balance	Final Bill Refund	707.61	0	707.61
				<b>Card Total</b>	38,408.63	1134.71	37,273.92
	Total		<b>Daily Total</b>		63,260.43	1312.18	<b>1</b> 61,948.25

- 1 **Daily Total - Net Amount:** This amount will match the deposit to your bank account daily.
- 2 **Folder:** The folder name created in Sertifi. This should correspond to the event name in the PMS.
- 3 **Gross Amount:** The gross amount charged to the cardholder. Post this amount in the PMS.
- 4 **Processor Fee:** The fee charged by the payment processor, which is posted as a fee or commission in the PMS.
- 5 **Expected Date:** The date the funds will be deposited into your bank account.
- 6 **Payment Method:** This will reflect the tender type used to make the payment (ACH or card type).
- 7 **Date Processed:** The date the payer started the payment (this date will be earlier for ACH than for cards).
- 8 **Payment Name:** The name given to the payment by the hotel user (e.g., Deposit 1 of 3).