

Credit Card Reconciliation

Resources:

- Section 03-04.03 Forms and Instructions for [Heartland Reporting instructions](#) for daily/weekly reconciliation
- Section 06-04.05 Forms and Instructions for Heartland Reporting instructions for monthly (trust) reconciliation such as [Scheduling an Exported Monthly Report](#).
- [Heartland Website](#)
- CORIS E-payment reconciliation process ([Link to instructions](#))
- 03-04.01 for [Voiding/Refunding credit card payments](#) and Section 02 Receipting, 02-04 [Credit Card Payments](#) for general policy statements

Policy:

1. Employees requiring access to the credit card processor website (Heartland) are set up by each District's Clerk of Court. Clerks of Court are given ADMIN Access by AOC Finance.
2. Credit card payments are reconciled daily, even if the journal is not closed.

Prior to the completion of the deposit slip preparation

Procedure:

Responsibility Action

Appellate/District/Juvenile Courts Accountant/Designee

1. Obtain the Pay by Date Report for the day's batch settlement either from the Heartland website or through an emailed scheduled report.
2. Compare total credit card payments to AIS/CORIS/CARE. Each transaction is identified by a unique transaction ID (previously Authorization code).
 - a. CORIS: Review against the Credit Card Batch Settlement screen and/or Transaction Detail Report.
 - b. CARE: Review against the Payments Received screen and/or Bank Account Recap Report.

3. As outlined in (02-04 00 Credit Card Payments) if a deposit adjustment is required because the card was charged into the wrong account or should have been 'split' inform the deposit preparer or request a transfer be made to the AOC Finance Department.
4. Retain a copy of the credit card report as per the Courts Records Retention Report.
5. Contact AOC Finance if/when needing to verify what actually transmitted through the bank.