# Gateway Payment Reconciliation Report

This report was created for payment integration/Consumer Portal customers so that they can see all transactions made through Energy Force or their connected NMI account and compare and reconcile with their NMI transactions, view failures and other relevant details without having to log into NMI.

Report located in the Posting Menu → Gateway Payment Reconciliation

- In order to view this setting you will need to update your system settings
    - Supervisor Menu → Maintenance Menu → Division Maintenance → System Settings →
        - System setting Pay2Day Active? = Y
- Report can be filtered by division and payment date
    - Defaults to all and today's date

Adding 'Entered By' shows them the Energy Force user who processed the payment if the payment was processed through the payment modal either as a saved payment method, one time payment or with a device.

- Entered By will be blank if the payment was processed through the Direct Merchant (within NMI), through the Consumer Portal (customer), or a Batch payment process.

The added Channel Detail displays how this payment was processed -

- Device =
    - If transaction was processed through the device
    - Would include EF User in the 'Entered By' column who ran it
- Direct Merchant =
    - If transaction was processed through NMI directly (outside of Energy Force)
    - Would not include Entered By details since transaction was outside of Energy Force
- Batch =
    - If transaction was processed through batch processing
    - Would not include Entered By details since transaction was outside of Energy Force
- Energy Force =
    - If transaction was processed through the payment modal inside of Energy Force either as a saved payment method, one time payment or with a device.
    - Would include EF User in the 'Entered By' column who ran it
- Consumer Portal =
    - If transaction was processed through the Consumer Portal by their customer
    - Would not include Entered By details since transaction was outside of Energy Force

Columns on report include:

- Division
- Posting Division
- Customer Number
- Date of Payment
- Payment Amount
- Fee
- Discount Amount
- Status
- Payment Apply to
    - Budget, Balance, or Contract
- Payment Type
- Channel
    - Device, Direct Merchant, Batch. Energy Force, Consumer Portal
- Payment Journal
- Fee Journal
- Payment Ticket Number
- Fee Ticket Number
- Processed Date
- Processed Time
- Entered By