

## Reconciling your Ecommerce Quarterly Reimbursement Check

On a quarterly basis, an Excel spreadsheet that documents Ecommerce activity for your items is sent as an email attachment to your aliased library accounts. The spreadsheet is sent prior to your Ecommerce reimbursement check and reflects your items paid:

- a. Via the internet (100)
- b. Via a WebPAC in any SWAN library (xx4)
- c. Via an Express Lane workstation (xx6)

When you are reconciling your quarterly reimbursement check for Ecommerce activity, please be aware of the following additional information whether using the Excel spreadsheet or the “Fines Paid” mode:

1. Statistical group numbers ending in a “6” (xx6) are for payments made at any self-check workstation.
2. Ecommerce for Express Lane is now available to SWAN libraries with Express Lane self-check workstations. Libraries that are NOT setting up their own internet merchant bank account will go through SWAN and monies collected via an Ecommerce for Express Lane workstation will be reflected in your quarterly reimbursement check for Ecommerce activity.
3. All SWAN libraries that have a 3rd party self-check workstation that accepts credit card payments will be handled differently. Monies collected by these 3<sup>rd</sup> party self-checks are processed through separate banks and the debits and credits for your items (excluding fines and manual charges \$5.00 or less) are included by SWAN Member Services in their quarterly billing/statements.
4. As of October 1, 2013, Downers Grove PL (stat code 286), Indian Prairie PLD (stat code 456), and Oak Lawn PL (stat code 606) are the only libraries that accept credit card payments through a 3rd party self-check workstation. Therefore, monies paid at stat codes 286, 456, and 606 are not reflected in your Ecommerce check. Oak Park (996) will begin accepting credit cards at their 3rd party self-check workstations in the near future.

We hope that this new process of supplying SWAN libraries with a copy of the spreadsheet for their library will assist staff in quickly matching the reimbursement with the transaction. If you should have any questions, please contact SWAN Member Services at 630-734-5161.