

EBAY MANAGED PAYMENTS TASK -Guide for admin team

Matt 17 /11

Just need t action and clear credits i think

Guide for that ???

Might need to sort paypal account first as some refunds done in paypal

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This is task of reconciliation of payments received from ebay each day

SET UP

[ADMIN TABLE- MANAGED PAYMENTS TRANSACTIONS](#) You will need edit access to to this table if doing this task

EBAY MANAGED PAYMENTS SHARED TABLE SUMMARY 2021. You will need edit access to to this table if doing this task

MUST HAVE ACCESS TO JJ EBAY ACCOUNT AND ANZ ONLINE BANKING
HAVE PINNACLE SCREEN VIEW OF CUSTOMER BALANCE SO CAN EASILY FIND TRANSACTIONS -
(Accounting - control centre - customer balance)

[Link to video gудie how to set up screens in pinnacle to show customer balance view](#)

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STEPS

1.GET REPORTS FROM EBAY

[Link to video guide for step 1](#)
ACCESS TRANSACTIONS HERE
<https://www.ebay.com.au/sh/fin/payouts>

You will see most recent deposit at top of list (ASSUMING YOU HAVEN'T MISSED A DAY)

Payouts

Last 90 days

Payout ID

Q

Reset

Results: 1-8 of 8

Payout date	Payout ID	Payout method	Status	Memo	Amount
29 Mar 2021 02:03:08	5098165612	BANK ANZ *3573	Funds sent	Funds usually arrive in 1-2 business days	AU \$11,740.80
26 Mar 2021 02:04:49	5097235660	BANK ANZ *3573	Funds sent	Funds usually arrive in 1-2 business days	AU \$2,169.95
25 Mar 2021 02:04:03	5096849308	BANK ANZ *3573	Funds sent	Funds usually arrive in 1-2 business days Bank reference ID 100000000347271323	AU \$5,178.08
24 Mar 2021 02:03:19	5098151700	BANK ANZ *3573	Funds sent	Funds usually arrive in 1-2 business days Bank reference ID 100000000343188160	AU \$1,865.94
23 Mar 2021 02:03:30	5094900532	BANK ANZ *3573	Funds sent	Funds usually arrive in 1-2 business days Bank reference ID 100000000341297956	AU \$14,465.28
22 Mar 2021 02:03:28	5094733372	BANK ANZ *3573	Funds sent	Funds usually arrive in 1-2 business days Bank reference ID 100000000338690684	AU \$5,969.62
19 Mar 2021 02:03:43	5093962372	BANK ANZ *3573	Funds sent	Funds usually arrive in 1-2 business days Bank reference ID 100000000334229777	AU \$2,940.39
18 Mar 2021 02:03:30	5093892132	BANK ANZ *3573	Funds sent	Funds usually arrive in 1-2 business days Bank reference ID 100000000331972790	AU \$5,801.29

CLICK ON PAYOUT ID TO SHOW RELATED TRANSACTIONS

Related transactions: 1-25 of 25




All types

Order number

Q

Reset

Download re

Date	Description	Amount	Fees	Net
17 Mar 2021 02:14:04	<div><div>Sale for order number 05-06747-54719 HONDA JAZZ CATALYTIC CONVERTER UNDER CAR-CAT TYPE, 1.3/1.5, PETROL, GD (VIN MRHG Abdul Salma (salmacorp) Completed</div></div>	AU \$425.76	-AU \$35.04	AU \$390.72
16 Mar 2021 19:57:18	<div><div>Sale for order number 13-06744-51021 SUBARU LIBERTY RIGHT SIDE AIR CONDITIONING FAN, 2.5, 4TH GEN, 09/03-08/09 03 04 Vicki Baker (molleandgypsy) Completed</div></div>	AU \$92.65	-AU \$7.86	AU \$84.79
16 Mar 2021 19:35:03	<div><div>Sale for order number 10-06744-79804 HOLDEN CRUZE A/C COMPRESSOR JH, 1.4, 19UN, PETROL, P/N 13335253, 03/11-01/17 Wayne Trace (strace2006) Completed</div></div>	AU \$115.71	-AU \$9.74	AU \$105.97

STEPS 2B- MORE COMPLEX ITEMS

[Link to video guide - more complete items](#)

We are only matching transaction where we see a user name , the other transaction are those showing fees , we don't have to do anything with these
Negatives show as negatives in the table we mark these as refunded when we reconcile as per video guide
If item not invoiced yet we mark as not invoiced in the table - mark row yellow and we will copy to the pending table once done

PENDING ITEMS TABLE

[Link to pending items table and link](#)

WE COPY TO "SORT LATER " IF TRANSACTION DOESNT MATCH IN PINNACLE

i.e
NOT INVOICED YET, NOT CREDITED YET, ADD TO SHARED TABLE PENDING ISSUES TAB SO EBAY TEAM CAN ACTION

	A	B	C	D	E	F	G
1	Transaction date	Buyer username	Buyer name	Net amount	Gross transaction amount	LEI NOTES -WHO/WHAT/WHEN/WHERE	ACTION -once finished move to complited tab
2	16-Mar-2021	roycalic	Raja Calic	\$417.57	\$455.00		AWAITING INVOICE
3							

3. RECONCILE IN XERO - PART 1 V2

[Link to video guide](#)

We transfer amounts from admin worksheet to shared worksheet and reconcile in xero (in this step we reconcile the V2 account not the chq account)

SCREEN SET UP

- ONE SCREEN Admin Worksheet
- ONE SCREEN Shared worksheet
- ONE SHEET XERO Reconciliation page

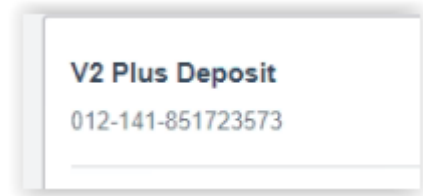
STEP 3A :ADD DATA INTO TABLE

Transfer the figures from admin worksheet to shared table as per guide below and in video

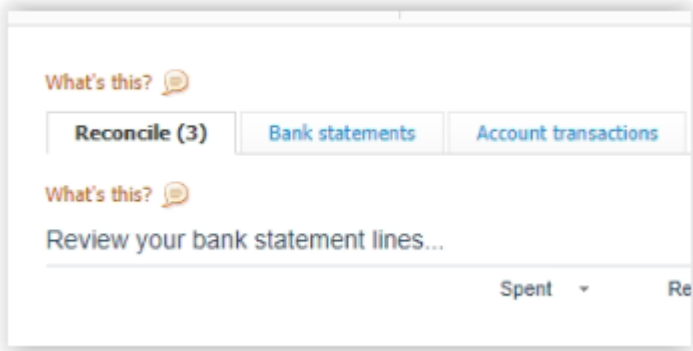
MAKE SURE TO CHECK AMOUNTS IN TABLE - SHARED TABLE

	DATE	NET AMOUNT	FINAL VALUE FEE	AMOUNT TO BE TRANSFERRED BY MATTHEW	DATE TRANSFERRED V2 TO CHQ -matt to note when transferred	DAT
	1803			\$5,801.29	MATT 250321	
	1903			\$2,940.39	MATT 250321	
	2203			\$5,989.62	MATT 250321	
	2303			\$14,465.28	MATT 250321	
	2403			\$1,865.94	MATT 250321	
	2503			\$5,178.08	MATT 250321	
	2603					

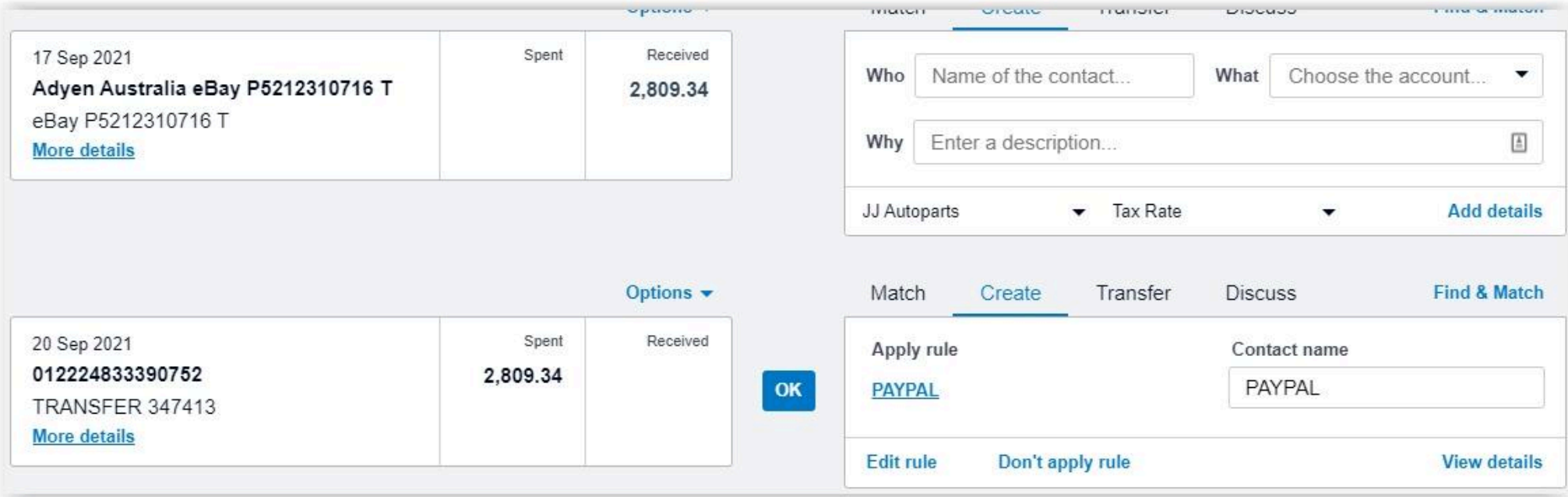
STEP 3B: THEN GO TO XERO



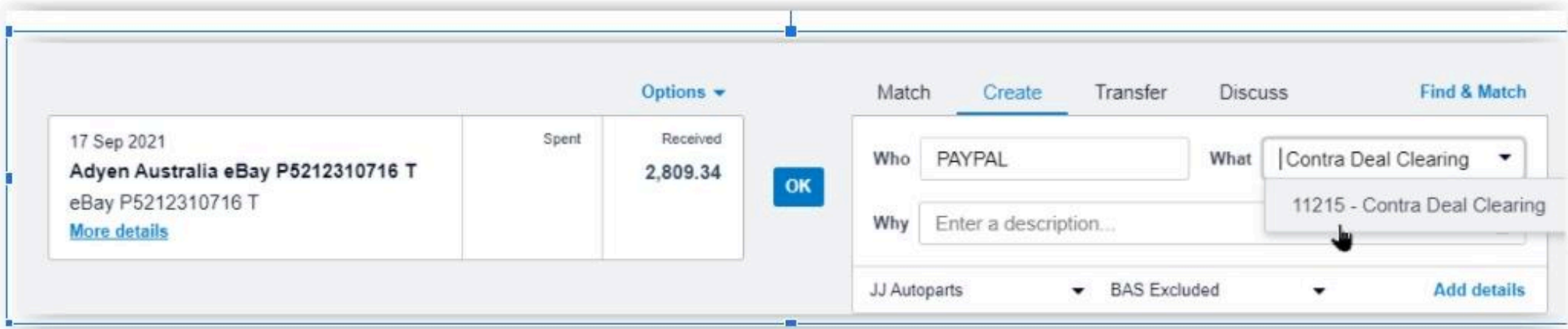
reconcile tab



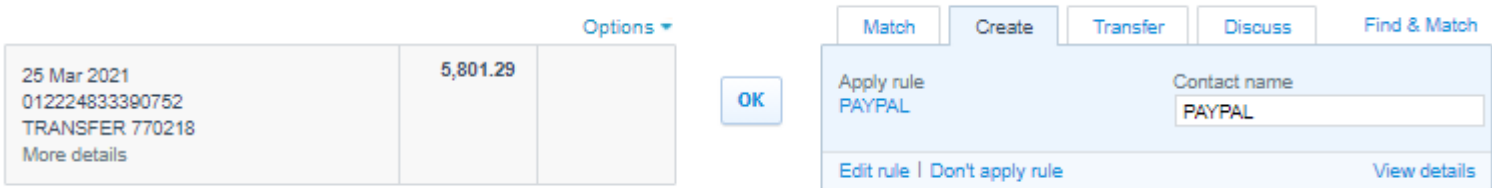
IN XERO IT SHOULD APPEAR AS RECEIVED MONEY AND DEBIT.
ONLY RECONCILE ONCE MONEY HAS BEEN TRANSFERRED TO CHEQUE SO NOT
MIXED UP WAIT FOR BOTH TO APPEAR TO TRACK MONEY IN/OUT AND NOT GET CONFUSED
i.e
it should be like below so you see money coming in (received) and going out (spent)



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STEPS
RECEIVED MONEY TO RECONCILE
CREATE
WHO - PAYPAL
WHAT - CONTRA DEAL CLEARING- 11215
OK



The next part is one step
DEBIT (SPENT) TO RECONCILE - CLICK **OK** AS RULE IS SET



thats it

Remember only touch and reconcile v2 when you can see a transaction in and out
mark in shared table once done

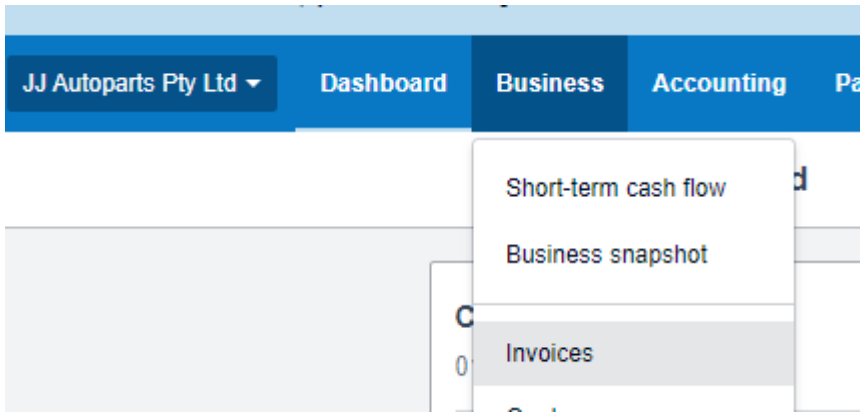
DATE	GROSS TRANSACTION AMOUNT	FINAL VALUE FEE	NETT AMOUNT - the amount to transfered v2 to chq anz account	DATE TRANSFERRED V2 TO CHQ -matt to note when transferred	RECONCILED V2 ACCOUNT - ADMIN
	\$25,983.83	\$2,167.12	\$23,816.71		
609	\$13,059.19	\$1,093.31	\$11,965.88	matt 0609	07/09
709	\$20,108.34	\$1,917.02	\$18,191.32	MATT 0909	10/09
809	\$5,777.74	\$654.18	\$5,123.56	MATT 0909	10/09
909	\$6,619.23	\$666.83	\$5,952.40	MATT 1309	14/09
1009	\$3,461.86	\$342.80	\$3,119.06	MATT 1309	14/09
1309	\$10,935.38	\$1,082.22	\$9,853.16	MATT 1409	1509
1409	\$8,742.12	\$851.13	\$7,890.99	MATT 1409	1509
1509	\$4,716.22	\$473.59	\$4,242.63	MATT 1509	1609
1609	\$3,482.86	\$343.83	\$3,139.03	MATT 1609	1809
1709	\$3,147.31	\$337.97	\$2,809.34	MATT 1809	2109
2009	\$6,182.62	\$586.87	\$5,595.75	MATT 2009	2109
2109	\$12,734.87	\$1,249.36	\$11,485.51	MATT 2109	THERESA2309
2209	\$12,134.14	\$1,191.83	\$10,942.31	matt 2309	
2309	\$3,080.10	\$305.20	\$2,774.90		

4.RECONCILE IN XERO - PART 2 BUSINESS INVOICES - CHEQUE ACCOUNT

Link to video Guide

The next step is to allocate the funds received to the invoices created in pinnacle so we select an invoice that shows due amount which is higher than the current amount to transfer

STEP 4A:
IN XERO GO TO BUSINESS - INVOICES
AWAITING PAYMENT TAB



UNDER INVOICES, SELECT ANY SALES INVOICE WITH AMOUNT DUE IN IT

Number	Ref	To	Date	Due Date	Paid	Due
INV-0526	MAR 2021 SALES	JJAUTOPARTS	23 Mar 2021	15 May 2021	0.00	359,410.42
INV-0524	MAR 2021 SALES	JJAUTOPARTS	16 Mar 2021	15 May 2021	107,671.54	213,433.39
INV-0522	MAR 2021 SALES	JJAUTOPARTS	9 Mar 2021	15 May 2021	248,074.84	111,111.11

SCROLL DOWN TO THE BOTTOM TO RECEIVE PAYMENT

AMOUNT PAID - COLUMN B IN CASH TABLE TAB-GROSS TRANSACTION AMOUNT
DATE PAID - TO MATCH DATE IN SHARED TABLE
PAID TO - 11110- CHEQUE ACCOUNT
REFERENCE - EMP (EBAY MANAGE PAYMENTS) DATE
ADD PAYMENT

Receive a payment

Amount Paid

6324.57

Date Paid

18 Mar 2021

Paid To

11110 - Cheque Account

Reference

EMP 18/03

Add Payment

STEP 4B:
then go to dashboard to reconcile
TO RECONCILE CHEQUE TRANSACTION

What's this?

Review your bank statement lines...

Options

15 Sep 2021

851723573

ANZ INTERNET BANKING FUNDS T...

More details

Spent

Received

4,242.63

Match

Create

Transfer

Discuss

Find & Match

Who

Name of the contact...

What

Choose the account...

Why

Enter a description...

JJ Autoparts

Tax Rate

Add details

CLICK ON MATCH - SEARCH FOR GROSS TRANSACTION AMOUNT THAT YOU ENTERED IN PREVIOUS STEP

Options

25 Mar 2021

851723573

ANZ INTERNET BANKING FUNDS T...

More details

5,801.29

Match

Discuss

Find & select matching transactions below

1. Find & select matching transactions

Show Spent Items

Show AUD items only

Search by name or reference

Search by amount

Go

Clear search

Date	Name	Reference	Spent	Received
18 Mar 2021	Payment: JJAUTOPARTS	EMP 18/03 MAR 2021 SALES		6,324.57 AUD

IT WILL NOT BALANCE INITIALLY BUT THAT IT BECASUE WE NEED TO ALLOW FOR THE EBAY CHARGES

WE WILL CODE THE DIFFERENCE AS EBAY COSTS SINCE THEY ARE DEDUCTING IT PER BATCH PAYMENT

CLICK ADJUSTMENTS - BANK FEE

FILL IN

TO - EBAY COSTS
DESCRIPTION - EBAY CHARGES
ACCOUNT - EBAY & PAYPAL CHARGES 61120
TAX RATE - BAS EXCLUDED
AMOUNT - COLUMN C

ONCE IN GREEN YOU CAN CLICK ON RECONCILE

3. The sum of your selected transactions must match the money received. Make adjustments, as needed.

Subtotal

6,324.57 AUD

Adjustments

Include Bank Fees

To	Description	Account	Tax Rate	JJ Autoparts	Amount AUD
EBAY COSTS	EBAY CHARGES	61120 - Ebay &am	BAS Excluded		523.28

Must match: Money Received

5,801.29 AUD

5,801.29 AUD

Reconcile

Cancel

AND THEN UPDATE IN TABLE

We then "tidy up" the pending /incomplete issues as shown in pending issues table
Online sales team resolve part of this and admin team resolve part of this

[Link to guide for online team who action and update items form pending issues table](#)

STAGE 1

Do step 1 and 2A only (dont touch xero or pending items)

Add steps 2B, 3-4 of doing xero reconciliation (dont touch pending)

Add step 5 pending items to action
in first stages we will add note in file and check with trainer before we action and finalize