

# Set a Settlement Schedule for your Gateway

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Both C&H Financial and SafeSave Gateways\* have a default *Settlement Schedule* of 8:00pm. This time is the 'cut off' for same day processing, and any electronic payment transmitted after 8:00pm will process (or settle) the following day. Jackrabbit recommends that you confirm your time zone and update your *Settlement Schedule* time to 11:30pm (latest time available) in your **Virtual Terminal**.

Jackrabbit's reporting time frame ends at midnight daily (based on your time zone). Adjusting your *Settlement Schedule* to as late in the day as possible will ensure a better match between your Jackrabbit revenue reports and the merchant processing statement. This is crucial when trying to reconcile your bank account, a **Jackrabbit Best Practice** recommendation.

To adjust your *Settlement Schedule*:

1. Point to **Tools > ePayment Settings** and click on the link to your gateway virtual terminal/merchant login. You will need the login information provided to you when you set-up your gateway account.
2. In the left menu, point to **Settings**.
3. Click **Account Information**.
4. Ensure that your **Time Zone** is correct and click **Save**.
5. Click **Settlement Schedule**.
6. Update the **Settlement Schedule** time for your provider to **11:30 pm**.
7. Click **Update Settlement Schedule**. In the left menu, click **Logout**.

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Your settlement cut-off time for each processor is listed below. All times are displayed in your local time zone ((GMT-05:00) Eastern Time (US & Canada)) as set in your [Account Information](#) page.

	Your Provider	11:30 PM ▾
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Update Settlement Schedule



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Any questions on changing your time zone or settlement time should be directed to your gateway provider.

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