Set a Settlement Schedule for your Gateway

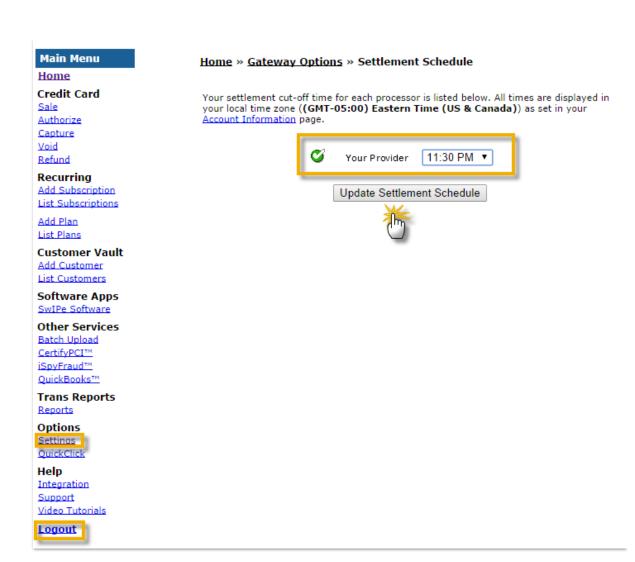
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Both C&H Financial and SafeSave Gateways* have a default Settlement Schedule of 8:00pm. This time is the 'cut off' for same day processing, and any electronic payment transmitted after 8:00pm will process (or settle) the following day. Jackrabbit recommends 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**.



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