

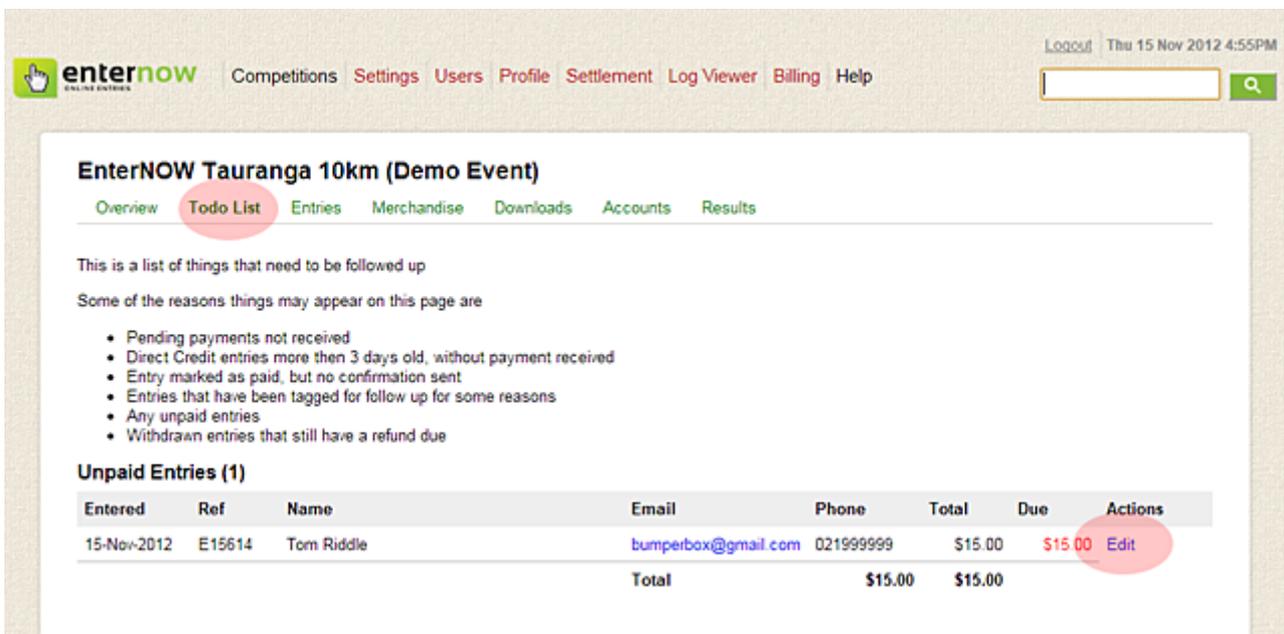
Reconciling Direct Credit Payments

When you receive a payment in your bank account, you need to mark that entry as reconciled on the EnterNOW.

Once full payment has been received, an entry confirmation and receipt will be emailed to the registrant.

Go to the **Todo List** tab from the menu

Select one of the entries you have received a payment for and click on **Edit**



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EnterNOW Tauranga 10km (Demo Event)

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This is a list of things that need to be followed up

Some of the reasons things may appear on this page are

- Pending payments not received
- Direct Credit entries more than 3 days old, without payment received
- Entry marked as paid, but no confirmation sent
- Entries that have been tagged for follow up for some reasons
- Any unpaid entries
- Withdrawn entries that still have a refund due

Unpaid Entries (1)

Entered	Ref	Name	Email	Phone	Total	Due	Actions
15-Nov-2012	E15614	Tom Riddle	bumperbox@gmail.com	021999999	\$15.00	\$15.00	Edit
Total					\$15.00	\$15.00	

In the edit screen click on **Receive Money**

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Entry E15614

State	UNPAID
Name	Tom Riddle
Phone	021999999
Mobile	
Email	bumperbox@gmail.com
Created	15 Nov 2012 - 4:52PM Edit

Teams / Individuals [Add New](#)

Event	Run View
1	Tom Riddle (M)

Merchandise

Actions

- **Receive Money**
- Credit Money/Discount
- Withdraw Entry
- Recalc
-
- Email Confirmation & Invoice
- Email Invoice
-
- Download Confirmation
- Download Invoice

In the receive money screen, set the date to match your bank statement, and check the amount matches what you have received. If the amount is different, change it to match your bank statement. They may have over or under paid.

When you click on the [**Receive Money**] button the system will send out an entry confirmation & receipt if the full amount has been paid, otherwise it will send an invoice requesting payment of the balance.

EnterNOW Tauranga 10km (Demo Event)

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Receive Money

Type	Direct Credit/Internet Banking
Ref/Cheque No	
Trans Date	14 Nov 2012
Amount	15.00
Internal Notes	
Send Confirmation	<input checked="" type="checkbox"/> Email confirmation and receipt if full payment is received
Receive Money cancel	

Revision #2

Created 24 July 2020 05:50:43 by Alex

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