

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**

enternow ONLINE ENTRIES

Competitions Settings Users Profile Settlement Log Viewer Billing Help

Logout Thu 15 Nov 2012 4:55PM

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- Withdrawn entries that still have a refund due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**

EnterNOW Tauranga 10km (Demo Event)

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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 |
| 1 | Tom Riddle (M) |

[View](#)

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