



Payment Reconciliation with TES

Credit-Card Payment.

One of TES's features is that it may be used as the payment reconciliation centre.

It automatically marks off Credit Card payments and adds the amount when it is paid to the appropriate field in the database. Because this is done over the Internet it occasionally does not check the Paid box. This is rare but can happen.

Cash, cheque, and payments via Club accounts must be handled manually by checking the 'paid' checkbox, and entering the amount paid. TopYacht strongly recommends that Clubs only use the credit card payment method as it minimises the amount of administration work, and with it, reduces the scope for errors.

For a Block Entries by credit-card, the payment appears in the block series as well as in the relevant child Series.

The easiest way to see this is to look at the **Ent Paid** and **Cas Paid** columns on the opening screen.

Payments to Clubs

Each week TopYacht passes on payments to each club for entries paid by Credit Card. We also send the club a payments spreadsheet provided by the bank.

We receive a weekly spreadsheet from the bank that covers all payments. This is subdivided into Series with each club receiving the Series relating to it.

TopYacht will not add additional information like the boat name to the spreadsheet.

The data the bank collects is limited to an abbreviated Series Name and the "Entrant ID" for each entry.

This weekly payments list can be cross checked with the data in TES. From the Admin screen use the "**Ent Paid**" button for each Series. You can cross reference this by using the Series name abbreviation, the person's name on the spreadsheet and the Entrant ID. The latter is the column headed "**ENID**" on the Ent Paid screen.

Occasionally the person who pays is not the person associated with the boat for the event. It is best to select the relevant Series and then use the EntrantID which is always unique.

Cancellations

If a boat withdraws from the event the Club's admin person uses the "**remove**" button to remove the entry.

Warning

If a boat is removed before you have cross checked their payment, the boat will not appear on the boat on the **Ent Paid** screen.

Contact TopYacht for assistance.