




# TES ~ Reconciling Payments

## Prerequisites:

A TES Administrator login is required.

## Reconciling Payments in TES

TES is set up to be used as the reconciliation centre **provided** the TES Administrator diligently updates the payment area for all cheque and account payments i.e. checks the paid box and add the amount. It automatically does this when Credit Card payments are approved.

The easiest way to view this is to click on the  under the Ent Paid or Cas<sup>1</sup> Paid columns for the relevant series on the opening screen.

Geelong Yacht Club Alpha Course 2021-2022

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Currently there are 353 competitors entered for this event.

	ENTRANTS	EDIT	Ent Paid	Cas Paid	Check List	EMAIL	SMS	Bt Docs
rs	57 (cas 0/0)		\$					
	54 (cas 0/0)			\$				
	38 (cas 0/0)			\$				
	29 (cas 0/0)			\$				
	36 (cas 0/0)			\$				
	24 (cas 0/0)			\$				
	28 (cas 0/0)			\$				
	40 (cas 0/0)			\$				
	37 (cas 0/0)			\$				
	10 (cas 0/0)			\$				



Typical Opening Screen Partial Snapshot

<sup>1</sup> Cas Paid = Casual Entry Payment

Step 1: Alter Entrant details  
 Step 2: When done: Refresh page to confirm changes

ST NAME	CHILD	PAID	OK	PAY BY	AMOUNT	E NOTE	TESB
Onselen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	crd	50.00		1334
arvie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	crd	50.00		346
es	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	crd	50.00		960
bleton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	crd	50.00		1153

Typical Payments Partial Screen Snapshot.

This screen permits the checking of the **PAID** box and adding the amount paid. This manual facility is for cash, cheque, and other forms of payment.

For a block entry, the check-box checking and amount should populate the child Series.

The information available on the **Ent Paid** and **Cas Paid** screens also appears on the **Payments Report** selectable on the **Event Data** menu page.

TopYacht recommends only using the Credit Card payment option. As soon as account and cheques are involved, reconciliation becomes a lot more time consuming.

## Reconciling the with TES Credit Card Payment Spreadsheet

TopYacht passes on payments to Clubs using the Credit Card payment option in TES and weekly.

The bank issues a large spreadsheet covering all payments weekly. TopYacht staff split it into Series, with each club being sent the Series relating to them. Time constraints prevent the inspection of every entry and add additional information like the boat name.

Each time a Credit card payment is accepted by our bank, it automatically checks the 'Paid' box for that boat in TES. Because of Internet irregularities, it occasionally misses this checking. While rare it has been known to happen.

The bank's collected data has limited space to capture information as to which boat in which series each payment is for. All that is provided is an abbreviated Series Name and the "Entrant ID" for each entry.

The 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.

If a boat withdraws from the event, the admin person from the club uses the **Remove** button to remove the entry. If this is done **before** you have cross checked a payment for the boat, it will not appear in the **Ent Paid** screen. If this happens, contact TopYacht for assistance.

## Associated Documents

[TES ~ Regatta Entry Fee Collection Options](#)