

## How to reconcile your bank deposits from prepaid transactions

To reconcile your prepaid reservations, you will need to reference the "**Settlement Report**" within the Payments by GOLF Business Solutions Merchant Portal and your bank account deposit(s).

- 1. Navigate to merchant.golfnowpayment.com
- 2. Once you are on the log-in page, utilize your GOLFNOW Central credentials to log in
- 3. You will be navigated to the Home page (Dashboard)
- 4. Click on "Reports" from the top navigation banner
- 5. Select the "Settlement Report" from the drop down list

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- 6. Within the "Settlement Report," set your parameters:
  - Selected Day(s): Choose either a date preset (Default: Last Week) or start/end dates
  - Date Type: Select "Settlement Date"
  - Merchant: Select "Golf Course Name" GN CNP
- 7. Scroll to the right and click "View Report"

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L	Merchant	"Golf Course Name" GN CNP	~						

- 8. The Settlement Report will show the following data:
  - Settlement ID: Unique ID assigned to transactions and settlements to assist with reconciliation
  - Settlement Date: Date when funds are sent to your business bank account. Your business will likely see the deposit the next business day
  - Transaction Date: Date when the transaction occurred
  - Gross Total: Total transaction amount before any deductions
  - Gross Fee: Total amount of transaction fees
  - Batch Settlement Amount: Total amount of money to be deposited within your bank account



## How to view your prepaid transactions

If you would like to further reconcile your prepaid reservations by transaction, you will need to reference the "**Prepaid Reservations Report**" within GOLFNOW Central (GNC).

- 1. Navigate to manage.GOLFNOWCentral.com and log in to the website
- 2. Click the hamburger menu in the top right corner of the screen, select "Reports"
- 3. Select the "Course Reports" tab
- 4. Within the two drop downs, select "Course Reports" and "Prepaid Reservations"
- 5. Select the date range to reconcile
  - As a note, please reference the Transaction Dates listed within the Settlement Report and input those dates into this field
- 6. Select your Golf Facility
- 7. Scroll to the right and click "View Report." Additionally, we recommend exporting this report to Excel
- 8. Once exported, please reference the following fields for reconciliation:
  - Settlement ID: Unique ID assigned to transactions and settlements to assist with reconciliation
  - Transaction Amount: Total transaction amount before any deductions
  - Charged Date/Time: Date when the transaction occurred

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