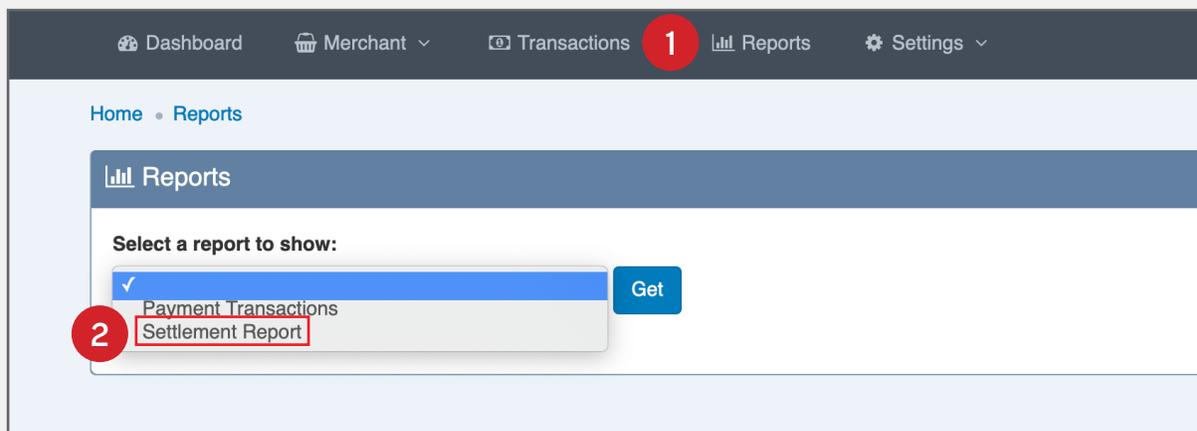


How to reconcile your bank deposits from prepaid transactions

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



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”



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

