

BookEasy Procedure For: Reconciling Payments Today

At the end of each day you will need to reconcile your daily payments. This will produce reports that match your banking. A report for each type of payment can be produced, to include all of your gateway payments, cash, cheque, eftpos, credit card, visitor centre cancellation fee, operator cancellation fee, and Other Payments.

Below is an example of what your Payments Today screen can look like.

GST Separation Sale Report									
Payment#	Payment Date/Time	Payment By	Client Name	Description	Payment Type	Receipt #	Itin/Sale #	Amount	Action
126431	Thu 6/10/2005 12:34	SELECTED	Joseph,Cooke	ki-ea Apartments Kalgoorlie Mud Huts Aquarelle B&B	Cash		117861	\$1,372.00	<input type="checkbox"/>
								Cash	\$1,372.00
126159	Thu 6/10/2005 09:28	cinde	myeka,page	Kalgoorlie Mud Huts ki-ea Apartments	Cheque		117657	\$520.00	<input type="checkbox"/>
								Cheque	\$520.00
126446	Thu 6/10/2005 12:42	cinde	cinde,testing	Port Albert	Eftpos		117595	\$230.00	<input type="checkbox"/>
								Eftpos	\$230.00
126440	Thu 6/10/2005 12:39	cinde	Wally,Lewis	Dreamy Health Retreat	Gateway		117812	\$200.00	<input type="checkbox"/>
126441	Thu 6/10/2005 12:40	cinde	Clark,Kent	Port Albert Summer Dream Hideaway	Gateway		117690	\$790.00	<input type="checkbox"/>
								Gateway	\$990.00
125930	Wed 5/10/2005 14:40	Jo	jo,ryan**	Port Albert Brads Wild Adventures Port Albert	Operator Cancellation Fee		117430	-\$50.00	<input type="checkbox"/>
								Operator Cancellation Fee	-\$50.00
125929	Wed 5/10/2005 14:39	Jo	jo,ryan**	Port Albert Brads Wild Adventures Port Albert	Visitor Centre Cancellation Fee		117430	-\$22.00	<input type="checkbox"/>
								Visitor Centre Cancellation Fee	-\$22.00
						Secure Payments <input checked="" type="radio"/>		Other Payments <input type="radio"/>	
<input type="button" value="Reconcile"/>									
TOTAL PAYMENTS: \$3,040.00									

Cash payments can be reconciled by counting your cash at the end of the day and matching this figure with the total cash payments recorded in BookEasy. Simply tick the box under action beside all of your cash payments and then click the black dot into Other Payments and click Reconcile. This will produce a report

for you to print off. Now click onto Main Menu, and then into your Payments Today again (or click back and press refresh).

One way of keeping track of your cash payments, if you have other items that are not included in BookEasy (for example merchandise items), is to create separate categories for your till system to include, tours and accommodation and retail separate. When you make a tour or accommodation booking, and have put it through your till, print two till receipts off, one for the customer and one for your till. On the receipt for the till you can write down the itinerary number that the payment corresponds to and match these up at the end of the day with the report in Payments Today.

Eftpos payments can be reconciled by printing off your Eftpos reconciliation at the end of the day. As with cash payments that are recorded, when a tour or accommodation booking is made and paid by Eftpos, write the itinerary number on top of the Eftpos merchant receipt. This way you can also cross reference that all payments made for accommodation and tour are corresponding. All other payments that are on your Eftpos receipt would relate to your other sales.

Simply tick the boxes beside Eftpos and click the black dot into the Other Payments circle and press reconcile. This will produce your Eftpos report which you can print off.

Either click onto the Main Menu and Payments Today or click back and refresh the page to view the remainder of the payments to be reconciled.

Cheque payments can be reconciled by ticking them off in relation to the cheques received. Click the black dot into the Other Payments circle and press reconcile. Print this report for a record of all of your cheque payments received.

Gateway payments can be reconciled by printing off your secure gateway transactions for the day. You will need to login to your secure gateway and view the transactions for the day. All of the transactions that belong to either a tour or accommodation booking will have the itinerary number attached to the end of the transaction number (ie: 161131118884). Whilst ticking the boxes to reconcile the payments you can cross reference with your list to see that all the gateway payments have been recorded in your secure gateway.

If there happens to be a payment in your secure gateway that cannot be accounted for, take note of the last 6 digits. In Reservations, type in the numbers in the itinerary box and press Search. If an itinerary appears that does not have a payment recorded against it, and the outstanding total matches the total in the secure gateway, this may be the payment. This can be due to the internet timing out, which does not record the payment onto the itinerary in BookEasy, and therefore you need to manually record the payment onto that itinerary. To do this you can simply click onto the yellow folder to edit the itinerary. Now click onto Make Other Payment/Refund. Select the Payment Type as Gateway and make sure that the total is correct - (the outstanding amount should automatically default into the amounts box). Press Save Payment. This payment should now be recorded onto the itinerary and appear in your Payments Today.

Once you have ticked all of your gateways, leave the little black dot in the Secure Payments circle and press Reconcile. This is the report for all of your secure gateway payments.

Operator cancellation fees can be reconciled by ticking them off and clicking the black dot into the Other Payments circle and pressing Reconcile. These payments are not automatically included in your operator returns and need to be added in using the Add Return function.

To remit the money to the operator you will need to enter the next date that you are going to run your returns. Enter the total of the cancellation fee, enter the commission amount as 0, ignore the booking total and enter the booking number. Lastly, select the operator from the drop down list and enter in any comments. This payment will then be recorded onto the next Operator Returns reports.

ADD RETURN

Return Date dd/mm/yyyy

Return Amount (to make a refund enter a negative value)

Commission Amount (to make a refund enter a negative value)

Booking Total

Booking Number

Operator

Comments

Visitor Centre Cancellation Fees can be reconciled off by ticking the boxes under Action and clicking the black dot into the Other Payments circle. Click onto Reconcile and print off this report as your reports for all visitor centre cancellation fees.