

MICLUB PUBLIC BOOKINGS MANUAL

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PUBLIC BOOKINGS

Overview

The MiClub public bookings module is an extension of members booking system. Public members are required to register if booking online but is not a necessity if a club Administrator is making the booking on their behalf. Key features of the public booking system include:

- Player registration
- Credit card payment
- Equipment booking
- Asset Management
- Public category management
- Reporting

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PUBLIC PLAYERS

Online Registration

There are two ways in which a public player can register online:

1. Select Members Login from the home page and click on Public Player Registration – complete the registration form and the username and password are immediately emailed to the email address provided.



Public Member Registration

First Name:

Last Name:

Email address:

Telephone:

Gender: Female Male

Thirteenth Beach Golf Links understands that your privacy is important to you and is committed to respecting the privacy of your personal information.

THE INFORMATION WE COLLECT

If you agree with the terms and conditions listed above please check the box below to complete your registration.

I agree with the terms and conditions

Objects in bold must be filled in

Note: A public player need only register once unless their email has changed and then they must re-register.

OR

2. Select Public Bookings from the home page; click Open next to the selected date.

The member is taken to a timesheet showing available times and by clicking the ‘Login and book’ button from the timesheet the player will be redirected to the login page where they can either register or login.

Username:

Password:

[Forgotten your password?](#)

[Need help logging on?](#)

To make a booking – Public members including payment

Once players have registered and logged in they are able to make a booking.

1. Select available tee times by clicking on the empty cells – the cells are selected when they change to a dark shade of grey). Click on Login and Book button (the member can click on ANY Login and Book button)

OR

Click Login and Book without selecting empty cells.

Hole 3 06:00 AM	<input type="button" value="Login And Book"/>	TAKEN	RESERVED	TAKEN	
Hole 4 06:07 AM	<input type="button" value="Login And Book"/>	TAKEN	TAKEN		

2. The public member will then be redirected to the booking details page where they are able to book players and equipment.

Players		Equipment	
Adult Web Weekend- \$50	\$50.00 x <input type="text"/> 0 <input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4	Electric Cart	\$30.00 x <input type="text"/> 0 <input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 ... <input type="text"/> 22
Junior Web Weekend- \$25	\$30.00 x <input type="text"/> 0 <input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4		
Comments	<input type="text"/>	<input type="button" value="Cancel"/>	<input type="button" value="Calculate Price"/>
			<input type="button" value="Book"/>

3. Once the players and equipment have been chosen, clicking on **Book and Pay** will redirect the registered member to the payment page.

4. Members will be prompted to confirm their credit card details.

5. Members will be asked to wait while the request is being processed.

6. A receipt number is generated and the payment and booking process is complete. The **Continue** link will redirect the member to the timesheet.

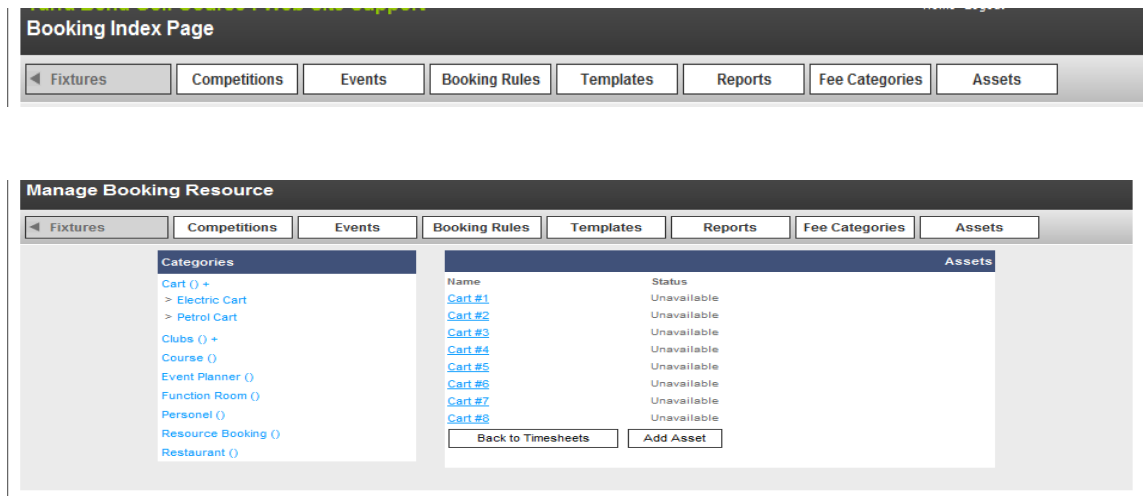
The member and club administrator are also sent a confirmation email for the payment made.

Note: The member has 3 minutes to complete each stage of the booking process i.e. Login and Book to Book and Pay

ADMINISTRATORS

Managing Assets

Administrators firstly need to manage the club’s assets such as carts and clubs, by clicking on the Assets button in the toolbar.



Managing Asset Categories

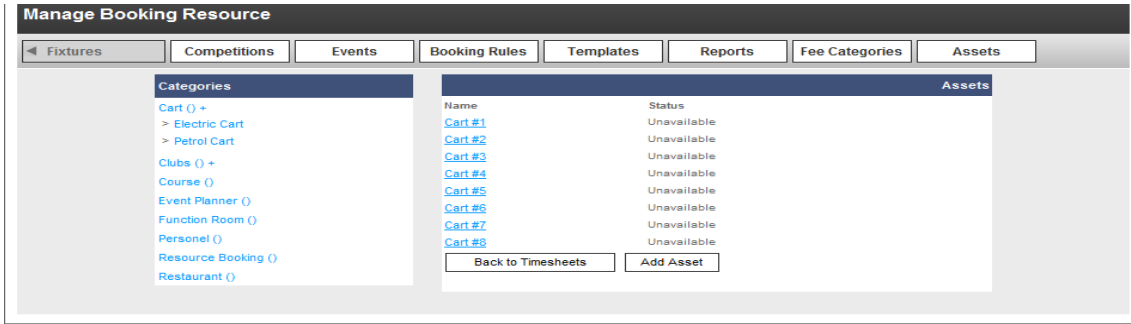
Categories can be divided into sub categories which are currently managed by MiClub. Categories are summarised descriptions of the assets, for example:

Main Category	Sub Category	Assets
Clubs	L/H Graphite	Set #1
Carts	Electric	Cart #7
Course	N/a	1-9
Restaurant	N/a	Room #1

Note: If you require Categories (main or sub) to be added, edited or deleted please contact MiClub at support@miclub.com.au.

Assets – Adding an asset

Club Administrators can add assets such as a Cart #12. Click on a Main Category i.e. Carts and then Add Asset button to add a new asset.



Insert the name of the asset, choose the category it is related to and if the asset is a generic one. If assets are temporarily out of use for maintenance, unclicking the Active box will make it inactive and members or Administrators are unable to book the asset.

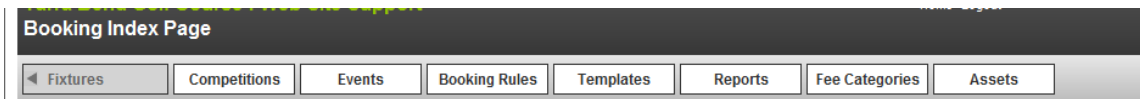


Assets – Editing an asset

To edit an asset, click on the Category and then the sub category i.e. Cart >> Electric cart. Click on the asset name to edit.

Manage Public Green Fee Categories

Public categories are the type of players who may make a booking such as a Concession holder, Adult 9 Hole or a Junior under 16. Click on Fee Categories in the toolbar.



Managing public member categories include editing and adding detail.

Public Member Categories							
Name	Price	9-hole	Start Time	End Time			
9 Holes Midweek	\$20.00	true	05:00	19:00	Edit		
Adult 18 Holes Midweek Summer	\$27.00	false	05:00	15:59	Edit		
Adult 18 Holes Midweek Winter	\$27.00	false	05:00	13:59	Edit		
Adult 18 Holes Weekend Summer	\$29.00	false	05:00	15:59	Edit		
Adult 18 Holes Weekend Winter	\$29.00	false	05:00	13:59	Edit		
Adult Twilight Midweek Summer	\$20.00	false	16:00	21:00	Edit		
Adult Twilight Midweek Winter	\$20.00	false	14:00	19:00	Edit		
Adult Twilight Weekend Summer	\$23.00	false	16:00	19:00	Edit		
Adult Twilight Weekend Winter	\$23.00	false	14:00	19:00	Edit		
Early Bird Back 9 Holes	\$20.00	true	05:00	10:00	Edit		
Junior 15yrs & under (Photo ID Required on Arrival)	\$11.00	false	05:00	19:00	Edit		
Seniors ('Seniors Card' Only Required on Arrival)	\$19.00	false	05:00	19:00	Edit		
Test Category	\$1.00	false			Edit		

[Back to Timesheets](#) [Add Category](#) [Member Green Fees](#)

Click on **Add Category** button to insert the category name and the cost per public member. Select Save to complete the addition.

Edit Public Member Category

[Fixtures](#) [Competitions](#) [Events](#) [Booking Rules](#) [Templates](#) [Reports](#) [Fee Categories](#) [Assets](#)

Edit Public Member Category

Category Name :

Price :

Nine Hole Category ?

Start time :

End Time :

Booking Client Restrictions (for external interface use)

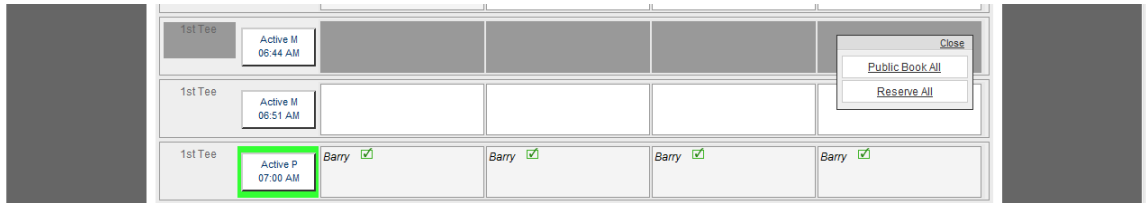
Booking Client :

[Back](#) [Save](#)

- Category Name: Enter in the Description of the Green Fee category
- Price: Enter the price to sell the green fee
- Nine Hole Category: Y/N
- Start Time: Does this fee commence at a defined time?
If yes enter 1st available time, If no leave blank
- Finish Time: Does this fee stop being available at a defined time:
If yes enter last available time, If no leave blank

To make a booking - Administrators

To make a booking, firstly select the event. Choose a tee time and select the empty cells next to it, then click on 'Book Public All' button that will appear to the right of screen.



There are three ways of entering the person's details on the timesheet:

1. Click on Register Player button and complete the registration details for the person. Clicking the Join Now button will immediately transfer the membership number onto the Make Booking page and the booking process can continue.

OR

2. Enter their membership number (if known), or use the magnifying glass to search their name on the database.

OR

3. Enter their name in the text box provided. This is a free entry text area and any name can be entered here. We also recommend including a phone number in the comments section. Players names entered onto the timesheet in this way will appear in italics on the timesheet.

Book Public

Seconds remaining until reservation terminates: **147**

Support Web Site

**1st Tee 6:44 AM,
Wednesday September 22 2010**

Booking Contact

Register Player or Select Member or Enter Visitor

Players		Equipment	
9 Holes Midweek	\$20.00 x <input type="text"/> <input type="text"/> 0 <input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 ... <input type="text"/> 8	Electric Cart	\$40.00 x Unavailable
Adult 18 Holes Midweek Winter	\$27.00 x <input type="text"/> 8 <input type="text"/> 0 <input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 ... <input type="text"/> 8	Electric Cart (9 Hole Price)	\$25.00 x Unavailable
Adult Twilight Midweek Winter	\$20.00 x <input type="text"/> <input type="text"/> 0 <input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 ... <input type="text"/> 8	Clubs - Mens Left Hand	\$25.00 x <input type="text"/> 1 <input type="text"/> 0 <input type="text"/> 1
Junior 15yrs & under (Photo ID Required on Arrival)	\$11.00 x <input type="text"/> <input type="text"/> 0 <input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 ... <input type="text"/> 8	Clubs - Mens Right Hand	\$25.00 x <input type="text"/> <input type="text"/> 0 <input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 ... <input type="text"/> 36
Seniors ('Seniors Card')	\$20.00 x <input type="text"/> <input type="text"/> 0 <input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 ... <input type="text"/> 8	Clubs - Womens Left Hand	\$25.00 x <input type="text"/> <input type="text"/> 0 <input type="text"/> 1
		Clubs - Womens Right Hand	

Comments

Cancel Calculate Price Book and Pay Book

The **Comments** text box is a free text area and can be used to record details such as contact phone numbers. Comments entered will be indicated by a magnifying glass next to the player's name. Click on the magnifying glass to edit comments or click on the Details icon in the toolbar.



Continue with the booking process by selecting the number of players and their category and equipment hire if applicable.

Click the **Book** button to make a quick booking without payment or **Book and Pay** if you wish to make a credit card payment for the player.

Book Public

Seconds remaining until reservation terminates: **147**

**1st Tee 6:44 AM,
Wednesday September 22 2010**

Support Web Site

Booking Contact

or
 or

Players	Equipment
9 Holes Midweek \$20.00 x <input type="text" value=""/> <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> ... <input type="text" value="8"/>	Electric Cart \$40.00 x <input type="text" value=""/> Unavailable
Adult 18 Holes Midweek Winter \$27.00 x <input type="text" value="8"/> <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> ... <input type="text" value="8"/>	Electric Cart (9 Hole Price) \$25.00 x <input type="text" value=""/> Unavailable
Adult Twilight Midweek Winter \$20.00 x <input type="text" value=""/> <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> ... <input type="text" value="8"/>	Clubs - Mens Left Hand \$25.00 x <input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="1"/>
Junior 15yrs & under (Photo ID Required on Arrival) \$11.00 x <input type="text" value=""/> <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> ... <input type="text" value="8"/>	Clubs - Mens Right Hand \$25.00 x <input type="text" value=""/> <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> ... <input type="text" value="36"/>
Seniors ('Seniors Card' \$20.00 x <input type="text" value=""/> <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> ... <input type="text" value="8"/>	Clubs - Womens Left Hand \$25.00 x <input type="text" value=""/> <input type="text" value="0"/> <input type="text" value="1"/>
	Clubs - Womens Right Hand <input type="text" value=""/> <input type="text" value="0"/> <input type="text" value="1"/>

Comments:

Edit Public Green Fee Configurations

- Step 1:** Select **Configure Event** button from the toolbar.
Step 2: Select **Details and Opening** from the drop down menu.
Step 3: Select Public Configuration from the tab menu.

Check the **Public Accepted** box to allow this event to be listed on the main public bookings Event page.

Here you are also able to activate categories to allow certain category of players to book into the event. Adjustments to costs and length of each booking can also be made.

Select Save to set the details.

Note: These adjustments are for this event only. To change the default settings you must go to Manage Public Categories.

Category	Price	Length
<input type="checkbox"/> All		
<input checked="" type="checkbox"/> 9 Holes Midweek	\$ 20.00	
<input type="checkbox"/> Adult 18 Holes Midweek Summer	\$ 27.00	
<input checked="" type="checkbox"/> Adult 18 Holes Midweek Winter	\$ 27.00	
<input type="checkbox"/> Adult 18 Holes Weekend Summer	\$ 29.00	
<input type="checkbox"/> Adult 18 Holes Weekend Winter	\$ 29.00	
<input type="checkbox"/> Adult Twilight Midweek Summer	\$ 20.00	
<input checked="" type="checkbox"/> Adult Twilight Midweek Winter	\$ 20.00	
<input type="checkbox"/> Adult Twilight Weekend Summer	\$ 23.00	
<input type="checkbox"/> Adult Twilight Weekend Winter	\$ 23.00	
<input type="checkbox"/> Early Bird Back 9 Holes	\$ 20.00	

Step 4: Select the **row or rows** you wish to make available to the public.

Then click on Edit rows then Edit Rows from the drop down menu and check the box Public Members Accepted? and click Save.

Start Time: [08:44] eg. 13:00 for 1pm [Save]

Auto Open To Kiosk Only: [0] days prior at: [00:00] [Save]

Auto Open To Internet And Kiosk: [0] days prior at: [00:00] [Save]

Row Status: Active [Save]

Group Size: [4] [Save]

Minimum Booking Limit: [1] [Save]

Member Booking Limit: [4] [Save]

Members Accepted? [Save]

Public Member Accepted? [Save]

Maximum carts: [] [Save]

Visitors Allowed? [Save]

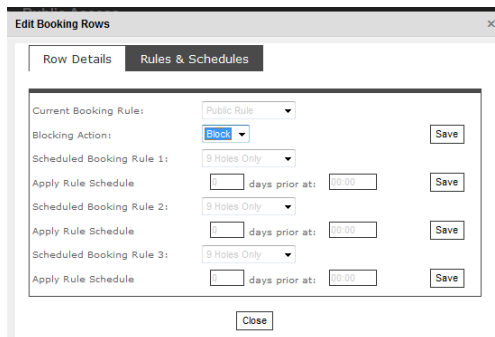
Visitors Per Member: [0] [Save]

[Close]

Step 5:

Then click on 'Rules and Schedules'

You may need to choose a booking rule that will allow public members to play in specific times:

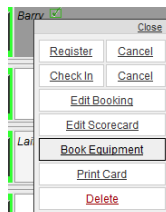


Select the applicable **booking rule** from the **drop down box**, and select **block** from the next option.

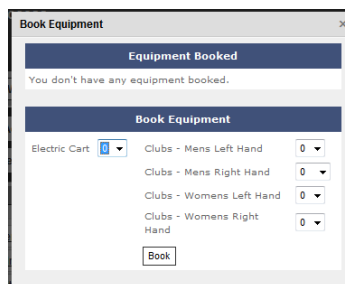
Click **Save**.

Equipment - Booking and deleting


Administrators can add equipment to a booking. Select a player from the timesheet then the **Book Equipment** button from the toolbar.

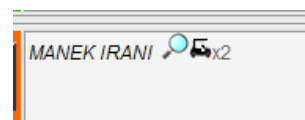


Choose the number of carts or equipment required and then click **Book**. The equipment booked will now appear at the top of the page.




The Close and Reload button will refresh


the timesheet and a cart icon  will appear next to the players name to indicate

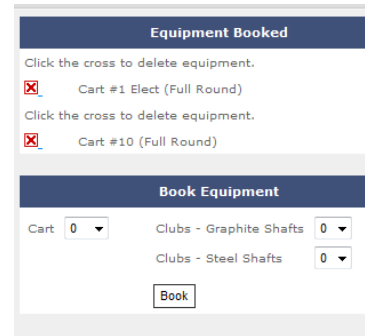


an equipment booking has been made. The 'x2' indicates the number of carts booked.

To **delete** equipment select a player from the timesheet then the **Book Equipment** button from the toolbar or click on the cart

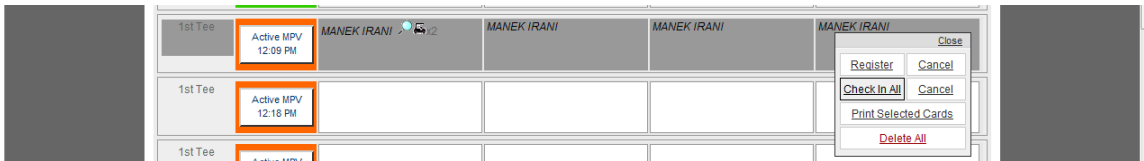
icon  next to the players name. Click on the red cross next to the equipment to delete.

Note: Clicking the cart icon  will show a summary of the equipment bookings for the player.

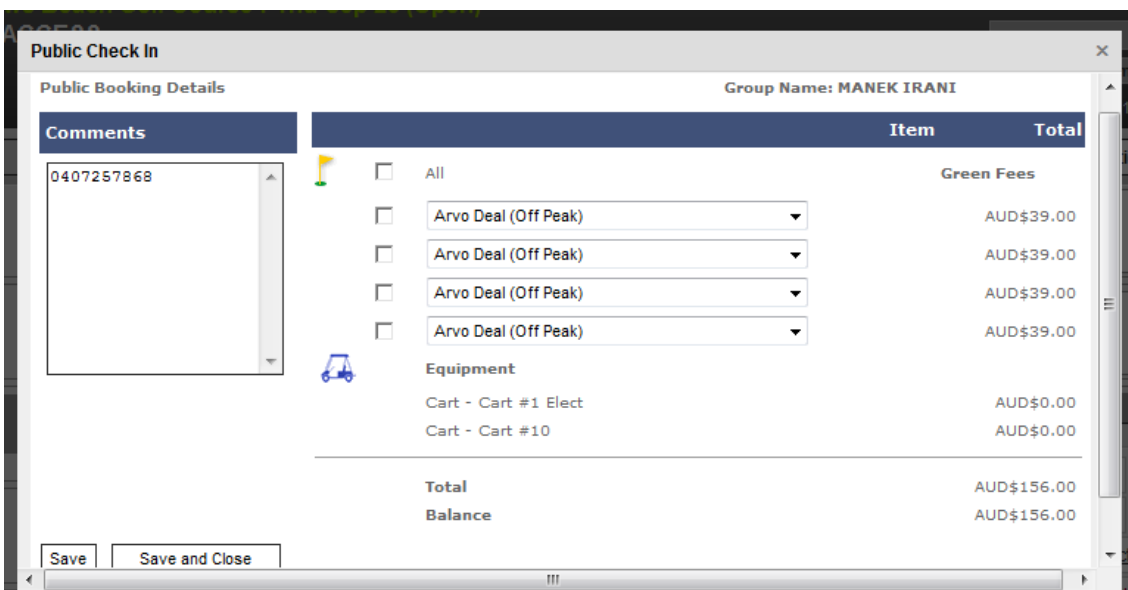


Registering a player and confirming payment

To indicate a player has arrived, paid and is ready for play, click on their name on the timesheet or if an entire group select the groups by clicking on the tee, then click on the 'Check in all' located on the toolbar.



A popup window will appear with details of equipment booked, payments made or payment to be made (if applicable).



Clicking on Payment Taken button will register the player and a tick icon will now appear on the timesheet next to the player's name.

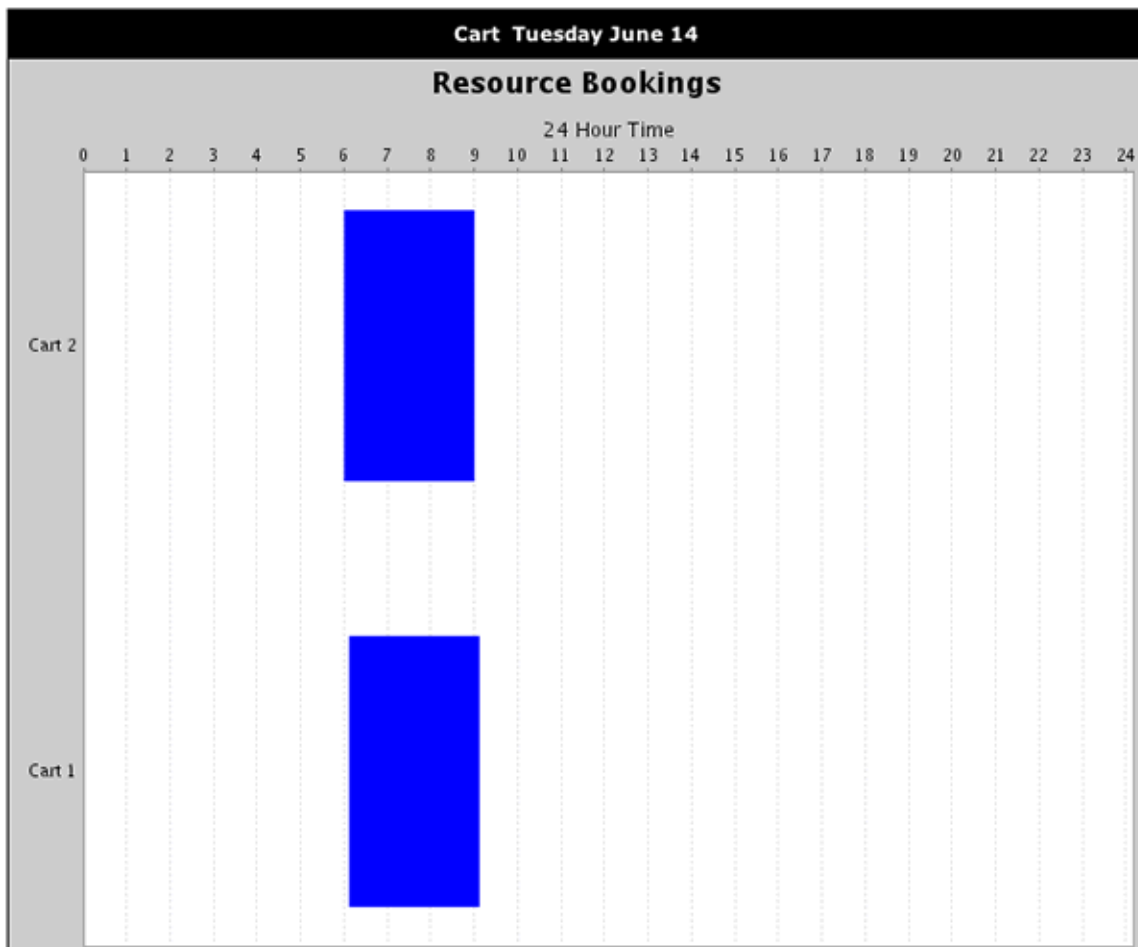


Cart and club report

Select **Utilities**
 Select **Cart Report** or **Club Report**

Cart and club reports show each piece of equipment and the length of time in which it will be booked. Booking time for equipment can be set by Administrators in the **Edit Public Configurations** located on the toolbar.

In the example below Cart 1 and 2 are booked out for 180 minutes each, from 6am to 9am.



Reporting:

From the main fixture screen select **Reports**

- Select the date Range that you wish to run the report over.
- Select if you wish to run the report by when the booking was made (Booking Date) or when the booking is being played (Playing Date)
- To view a category breakdown of the prepaid fees select 'Financial Summary Report'
- To view a list of individual transactions by payment select 'Online Payments Report'
- Select payment confirmed **Yes**
- Select **Generate Report**

A Sample view of Online Payments Report:

	A	B	C	D	E	F	G
1	Name	Booking Time	Payment	Payment Date	Authorisation Number	Player Count	Clubs - Mens Right Hand
2	MiClub, Support	18/09/2010 6:23	\$29.00	17/09/2010 14:57	000061	1	0
3	John, Jones	18/09/2010 6:30	\$58.00	15/09/2010 8:05	000010	2	0
4	Smith, Neil	18/09/2010 6:30	\$29.00	15/09/2010 7:58	000009	1	0
5	Waters, Andrew	18/09/2010 6:37	\$29.00	15/09/2010 11:12	000016	1	0
6							

A Sample view of Financial Summary Report

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Categories	Default Pr	Online Bc	Value	Average	Member Bookings	Value	Average	Admin Bo	Value	Average	Total Boo	Total Value
2	Adult 18 Holes Midweek Summer	\$27.00	3	\$81.00	\$27.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	3	\$81.00
3	Adult 18 Holes Weekend Summer	\$29.00	4	\$116.00	\$29.00	24	\$696.00	\$29.00	4	\$116.00	\$29.00	32	\$928.00
4	Adult 18 Holes Weekend Winter	\$29.00	20	\$580.00	\$29.00	70	\$2,030.00	\$29.00	6	\$174.00	\$29.00	96	\$2,784.00
5	Adult Twilight Weekend Winter	\$23.00	0	\$0.00	\$0.00	4	\$92.00	\$23.00	0	\$0.00	\$0.00	4	\$92.00
6	Junior 15yrs & under (Photo ID Required on Arrival)	\$11.00	1	\$11.00	\$11.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	1	\$11.00
7													

POS Reconciliation / Historical Reporting:

From the main fixture screen select **Reports**

Find the '**Bookings Financial Summary**' Report

- Select the date Range that you wish to run the report over.
- Select **Generate Report**

Summary Worksheet

Provides a summary of transactions for the date range. It will give a breakdown of different fees and what has been prepaid, and what has been received as a total. All information in these reports is taken from categories allocated on the timesheet(s).

A	D
1	Bookings Financial Summary
2	From : 2010-09-21 00:00:00.0
3	To : 2010-09-22 23:59:59.0
4	
5	Section Value
6	MemberFee \$0.00
7	PublicFee \$3,260.00
8	CompetitionFee \$0.00
9	EquipmentHire \$0.00
10	
11	Income Total: \$3,260.00
12	Payments \$0.00
13	
14	Balance: \$3,260.00
15	

Member Fee Worksheet

Provides a breakdown of different member categories and fees (if applicable)

A	D	C
1	Display the green fee costs for all member categories and their guests.	
2		
3		
4	Member Category	Player Count Total Value
5	N/A Guest	128 \$0.00
6		
7	Total:	128 \$0.00
8		

Fee Category Worksheet

Provides a breakdown of different green fee categories.

A	B	C	D
1	Fee Category	Player Count	Unit Price Total Value
2	9 Holes Midweek	21	\$20.00 \$420.00
3	Adult 18 Holes Midweek Winter	59	\$27.00 \$1,593.00
4	Adult Twilight Midweek Winter	11	\$20.00 \$220.00
5	Junior 15yrs & under (Photo ID Required on Arrival)	7	\$11.00 \$77.00
6	Seniors (Seniors Card Only Required on Arrival)	50	\$19.00 \$950.00
7			
8	Total:	148	\$3,260.00
9			

Equipment Worksheet

Provides a breakdown of different Equipment fee categories.

A	B	C
1	Equipment	Equipment Count Total Value
2	Cart	118 \$4,720.00
3		
4	Total:	118 \$4,720.00
5		
6		

Payment Worksheet

Provides a summary of the amount of prepaid green fees. This is broken down between Prepaid bookings via website directly and if applicable any green fees sold though the golflink website.

A	B	C
1	Payment Source	Total Value
2	Internet Transactions	\$650.00
3	Golflink	\$49.00
4		
5	Total	\$699.00
6		
7		


Deleting / Transferring Bookings

Important note: A refund can only be made directly through the online merchant account via the Accounts department, as this is Business bank account. By deleting the booking before complete the below process removes the log file in the report of online bookings and makes it very difficult to find. MiClub cannot action a refund directly, as once the money is in the merchant account, is no longer under miclub control.

Please follow steps below to complete a refund. The accounts department will require the details of the booking.

1. To do this the staff member must go to the timesheet of the booking and for the 1st player in the group click on 'Edit booking', click on the 'Bookings details tab'. I would suggest doing a screenshot of this info by holding down the ctrl key + print screen. Then open email and press ctrl + V to paste in this screen shot.

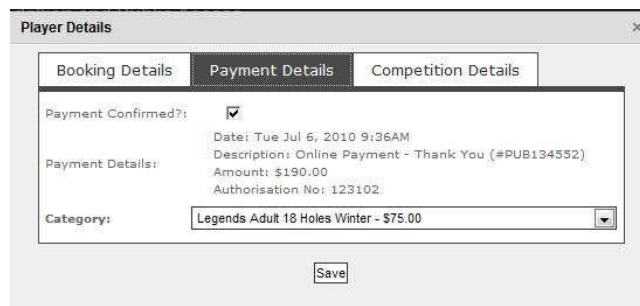
- Now click on 'Payment details tab'. Again prepare a screen shot holding down the ctrl key + print screen, ctrl + V to paste in this screen shot into your email.
- Send this email to info@yarrbendgolf.com.au the accounts department with instructions to refund. These screenshots contains all of the information required for the accounts department to be able to refund the booking through the merchant account. (Sample below) Important details include: Name, Email Address, Payment Date, Transaction ID and Payment Amount.



Player Details

Booking Reference: 15314
 Created: Tue Jul 6, 2010 11:36AM by Mark Macpherson
 Category: Public Member
 Home Club:
 Member Number: PUB134552
 Gender: Male
 Full name: Macpherson, Mark
 Telephone: 00 0000 0000
 Email address: markmacpherson@me.com
 Checked In:
 Comments:

Save



Player Details

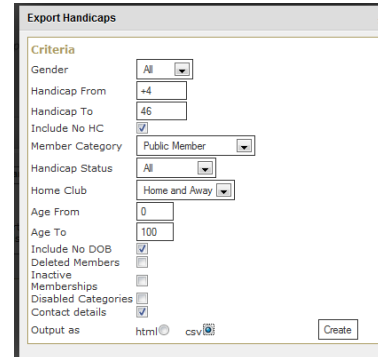
Payment Confirmed?:
 Date: Tue Jul 6, 2010 9:36AM
 Description: Online Payment - Thank You (#PUB134552)
 Amount: \$190.00
 Authorisation No: 123102
 Category: Legends Adult 18 Holes Winter - \$75.00

Save

- After this has been sent to the accounts department the staff member is free to remove the booking completely and advise the customer the refund will be completed the next working day.

Extracting the Public Players Database

- Navigate to the **members directory** section of your website
 - Click on the **export handicaps** icon
 - Select the **Include No HC** option
 - Member Category: **Public Member**
 - Select the **Include No DOB** option
 - Select the **Contact Details** option
 - Click **Create** button
- This will produce an excel spreadsheet of your registered public players including contact details.



The screenshot shows the 'Export Handicaps' form with the following settings:

- Gender: All
- Handicap From: +4
- Handicap To: 46
- Include No HC:
- Member Category: Public Member
- Handicap Status: All
- Home Club: Home and Away
- Age From: 0
- Age To: 100
- Include No DOB:
- Deleted Members:
- Inactive Memberships:
- Disabled Categories:
- Contact details:
- Output as: html csv

A 'Create' button is visible at the bottom right of the form.

Payment Information / Transactions

MiClubs Online Payment system is setup via secure pay. This service provides management of online transactions, prior to the funds being passed to the business bank account.

The summary screen of the online merchant account:

To find an individual transaction:

- Select **Search** from the left hand side menu.
- Enter a date range for the transactions and or
- Enter a Transaction Reference Number – This number will include the public players public member number held within the miclub player’s database.
- Select the transaction you wish to deal with by clicking on the transaction ID.
- You will then be provided further options below such as refund if required.

To Find a player and transaction details in MiClub

- In the members directory area of your website:
- In the Search box enter in the member ID you are trying to find.
- Select the **Include Visitors** Option
- Click 'Search'

Search Results

Member Search

Include Visitors

Name	Membership Number	Home Telephone	Email Address
Steven Mancini	PUB2276		steven@miclub.com.au
daniel miclub	PUB27013		daniel@miclub.com.au

- Click on the name of the corresponding member ID.
- Click on 'Email History'

Help
Leaderboards

Create Member

Export Emails

Export Handicaps

Email History

Delete Member

Introduction Letter

edit contact details

General Details

Title:

- A detailed history of transactions will appear.

Email History for Graham Robertson

Search Email History

Week ending:

By Category:

Date	Recipient	Category	Subject
2010-09-19 19:34:24.0	Robbo2323@iprimus.com.au	Payments	Confirmation of public booking payment

- Click on the link for confirmation of public booking payment
- This will give you all the booking and payment details for the booking.

To Download Bank Reconciliation Report

- Select **Bank Reconciliation** from the left hand side menu.
- Download the report you are after

SecurePay Merchant Log In

old log in manage contact logout

ACCOUNTS

- Summary

TRANSACTIONS

- Bank Reconciliation
- Search
- Download Daily Reports

ACCOUNTS RECEIVABLE

TAKE A PAYMENT

- Credit Cards
- Bank Accounts
- Batch File
- Manage Payor List
- Manage Future Payments

REFUND A PAYMENT

- Credit Cards

PREAUTH A PAYMENT

- Preauth
- Complete

ACCOUNTS PAYABLE

SEND A PAYMENT

- Coming Soon

Merchant ID: 'QAS'
User Name: 'admin'
Current log on 14:31, Wed 22 Sep 2010
Previous log on 14:29, Wed 22 Sep 2010
[Update My Profile](#)
[System Requirements](#)

TRANSACTIONS

Bank Reconciliation

Total	Accounts Received					Accounts Paid		
	Visa / MasterCard	American Express	Diners Club	JCB	Bank Accounts	Bank Accounts		
Settlement Date	Export List					Debits	Credits	Total
22/09/2010	Screen	Excel			\$0.00	\$0.00	\$0.00	
21/09/2010	Screen	Excel			\$0.00	\$0.00	\$0.00	
20/09/2010	Screen	Excel			\$0.00	\$0.00	\$0.00	
19/09/2010	Screen	Excel			\$0.00	\$0.00	\$0.00	
18/09/2010	Screen	Excel			\$0.00	\$0.00	\$0.00	
17/09/2010	Screen	Excel			\$0.00	\$0.00	\$0.00	
16/09/2010	Screen	Excel			\$0.00	\$0.00	\$0.00	
15/09/2010	Screen	Excel			\$0.00	\$0.00	\$0.00	
14/09/2010	Screen	Excel			\$0.00	\$16.50	\$16.50	
13/09/2010	Screen	Excel			\$0.00	\$0.00	\$0.00	
12/09/2010	Screen	Excel			\$0.00	\$0.00	\$0.00	
11/09/2010	Screen	Excel			\$0.00	\$0.00	\$0.00	
10/09/2010	Screen	Excel			\$0.00	\$0.00	\$0.00	
09/09/2010	Screen	Excel			\$0.00	\$0.00	\$0.00	
Total					\$0.00	\$16.50	\$16.50	

export table to excel

Reconciliation Search

Settlement Period From 09/09/2010 To 22/09/2010

Internet | Protected Mode: Off

To view transactions for a specific period

- Select **Transactions** from the left hand side menu.
- Select **Search**

SecurePay Merchant Log In

old log in manage contact logout

ACCOUNTS

- Summary

TRANSACTIONS

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ACCOUNTS RECEIVABLE

TAKE A PAYMENT

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Merchant ID: 'QAS'
User Name: 'admin'
Current log on 14:31, Wed 22 Sep 2010
Previous log on 14:29, Wed 22 Sep 2010
[Update My Profile](#)
[System Requirements](#)

TRANSACTIONS

Download Daily Reports

Search Daily Reports

Merchant ID: QAS00 - P&C O HOLDINGS PTY LTD

Report Date From 22/09/2010 To 22/09/2010

search

Internet | Protected Mode: Off