

(8) Accounting Features

Overview

The Regatta Management Staff links now have updated Accounting features, the **Invoice Summary** and **Invoice Details**. The Invoice Summary replaces what was previously known as the Payment Ledger. The Invoice Summary allows you to review a list of charges and payments, with the ability to add or adjust payments, as well as download .pdf or excel versions of those lists. The Invoice details page allows staff to view the payment details of transactions for a Team or Individual. We have attached a step-by-step guide for invoice procedures below for your convenience.

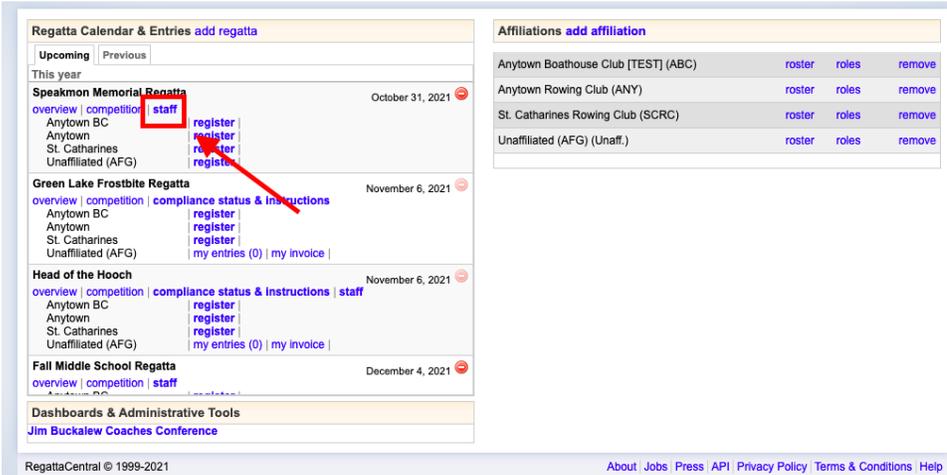
 Note: This page is for regatta organizers who have staff access to their regatta.

How to access, search and export the Invoice:

1. Go to [RegattaCentral](#), and 'login' to your account.



- a. From your dashboard you can access the **staff links**, for any regatta that you have staff privilege, on left hand side of the screen under **Regatta Calendar and Entries**.



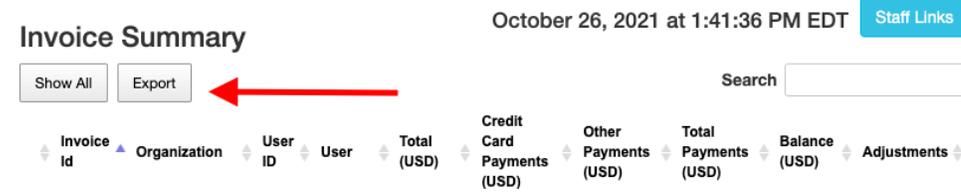
- a. The Staff links will open. Scroll down to the **accounting** section and select **'invoice Summary'**.

- [Manage Staff & Administrators](#)
- [Set Refund Policy](#)
- Send Email
 - [Entrants \(42\)](#) (Everyone who has submitted an entry)
 - [Waitlistees \(none\)](#) (Users with one or more unaccepted waitlisted entries)
 - [Everyone \(69\)](#) (Everyone with this regatta in their RegattaCentral calendar)
 - [Everyone \(none\)](#) that has completed the Athlete Portal
- Entry Permissions
 - [Custom Entry Deadlines](#)
 - [Invited Organizations](#) (To enable, go to 'Overview' and set regatta as 'Invitational' to utilize this feature)
 - [Guaranteed Entries](#) (To enable, configure at least one event to use Petition or Application process)
- Entries & Waitlist
 - [Entries & Waitlist Manager](#)
 - [Teams with Special Entry Fees](#)
 - [Allow Users to bypass Payment Requirement](#)
- Accounting
 - [Invoice Summary \(Payment Ledger\)](#)
 - [Invoice Details](#)

- a. The invoice will open. At the upper left hand side of the invoice you will see a search bar; you can search using a User ID, Team Name, or User Name.



a. To export the invoice, click the 'Export' button in the upper left of the invoice.



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How to Record, Process and Adjust Payments:

Recording a new Payment:

1. Search the Individual or Team you would like to review payments for (see above for assistance searching the invoice.)
2. If there is an outstanding balance associated with the account/transaction, the "Add" button will be available to select:



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3. The 'Add Credit to Invoice' box will appear to record the payment information. Once completed click 'Save'

Add Credit to invoice 1114416
×

Post Date *

Check Number

Memo *

Credit Amount *

a.

4. The payment should now show up on the invoice and be reflected in the total at the bottom of the ledger.

Processing Credit Card Payments:

1. If an account has an outstanding balance and would like to submit payment via credit card, search for the transaction using the User ID, Team Name, or User Name.
2. Click on the Invoice ID #



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3. This will open the full invoice for the transaction, which will include credit card processing

Select Payment Method

CARD NUMBER

NAME ON CARD

POSTAL/ZIPCODE

EXPIRATION
 Month Year

CVV

I ACCEPT THE REFUND POLICY

SUBMIT PAYMENT

a.

Adjusting Entry Fees/Balances:

1. If a Team/User has a special entry fee once an entry is already submitted, it is possible to adjust the amount by accessing the invoice
2. Click on the blue amount under 'Price'

Entries

Payment for the following items is due now

EVENT/ITEM #	DESCRIPTION	DETAILS	STATUS	PRICE	TOTAL
8	Men's Grand Master Eights [60+]		OK	\$570.00	\$570.00

a.

3. The 'Adjust Line Item' box will appear. Select from preconfigured 'Early' or 'Standard' fees or select a 'Special Rate'

Adjust Line Item ×

Men's Grand Master Eights [60+]

8+ (Eights) Prices

Rate *

Select new price

- EARLY -
- STANDARD -
- Special rate

a.

4. Once new price has been entered, click Save. If entering a special rate, a field will appear to enter the amount.

Adjust Line Item ×

Men's Grand Master Eights [60+]

8+ (Eights) Prices

Rate *

Price *

a.

Support

For assistance, please contact your RegattaCentral Account Manager. If you need help finding their information, please contact support@regattacentral.com with "Please forward to Account Manager" in subject line or call 614-360-2922.