Batch Settlement

The Batch Settlement report displays all settled credit card transactions on the selected date or date range.This includes payments, refunds and credits. It does not report Authorization amounts, ONLY settled transactions.

See Batch Settlements Reports

BookingCenter records the date a batch settlement is run on the top of a batch report. For example, "Settled 11/22/15 9:11 PM by <user name>". This reflects the time that the batch was settled in Night Audit (Pacific Standard Time).

See Understanding the Night Audit

If the charge shows up on your Batch Settlement Report, it has been processed; there is no need to audit a Batch Settlement report against a MyPMS© report!

See MyCard Video Tutorials

MyCard