

How do I record a partial payment on an attendee's record?

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1. Navigate to the **Attendee Panel** and search for and select the attendee who made the payment.
2. Click on **Financials (credit card icon)** from the tools on the right-hand side of the screen.



3. You should be looking at the **New Payment tab**, where you'll see a list of items and outstanding balances.
4. Tick the checkbox(es) to select the relevant item(s).



For each item ticked, the system will automatically assume the total amount is being paid, and you'll see this listed in the payment column.

Financials

[New Payment](#) [New Refund](#) [Invoices](#) [Misc. Charge](#) [Audit Trail](#)

Payment Due Show All Add Attendee

<input type="checkbox"/>	DETAILS		REQUIRED	OUTSTANDING	PAYMENT
<input checked="" type="checkbox"/>	Member Registration	Purchase	500.00	500.00	500.00
<input type="checkbox"/>	Gala Dinner - Guest Ticket	Purchase	50.00	50.00	0.00
<input checked="" type="checkbox"/>	Holiday Inn Darling Harbour: Double Room Jun 2, 2025 - Jun 3, 2025 (1 nights)	Purchase	229.00	229.00	229.00
<input type="checkbox"/>	Jun 2, 2025-Jun 2, 2025-1-2	Purchase	450.00	450.00	0.00
Total			1,229.00	1,229.00	729.00

6. To change the amount being paid (i.e. record a partial payment), click into the payment column and edit the amount(s).

Payment Due Show All Add Attendee

<input type="checkbox"/>	DETAILS		REQUIRED	OUTSTANDING	PAYMENT
<input checked="" type="checkbox"/>	Member Registration	Purchase	500.00	500.00	350.00
<input type="checkbox"/>	Gala Dinner - Guest Ticket	Purchase	50.00	50.00	0.00
<input checked="" type="checkbox"/>	Holiday Inn Darling Harbour: Double Room Jun 2, 2025 - Jun 3, 2025 (1 nights)	Purchase	229.00	229.00	150.00
<input type="checkbox"/>	Jun 2, 2025-Jun 2, 2025-1-2	Purchase	450.00	450.00	0.00
Total			1,229.00	1,229.00	500.00

7. Complete the rest of the payment details and save.
