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

Last Modified on 11/25/2024 4:41 am EST

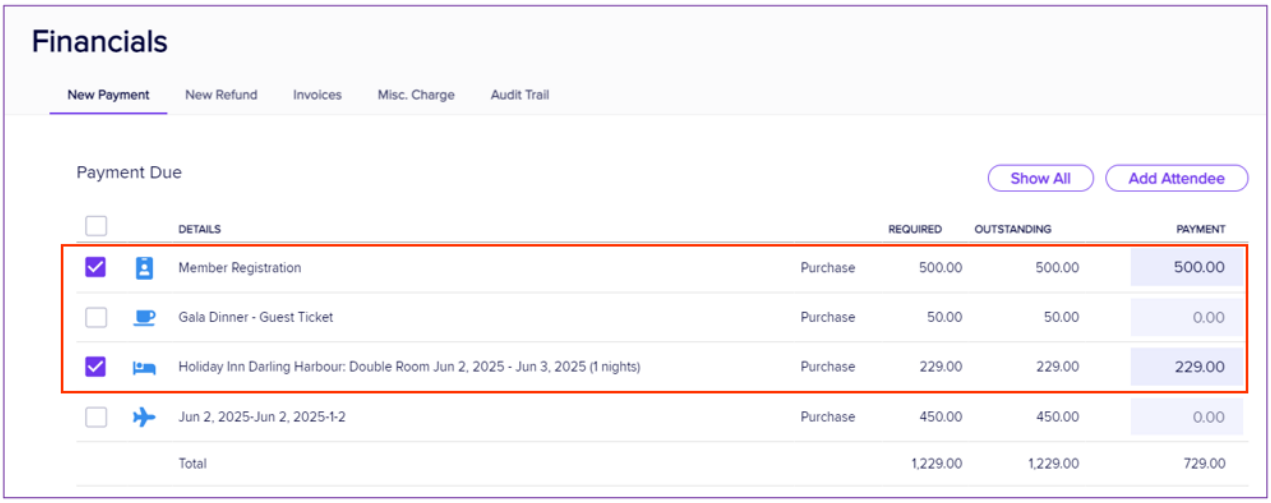
1. Navigate to the **Attendee Panel** and search for and select the attendee who made the payment.

2. Click on **Financials (credit card icon)** from the tools on the right-hand side of the screen.

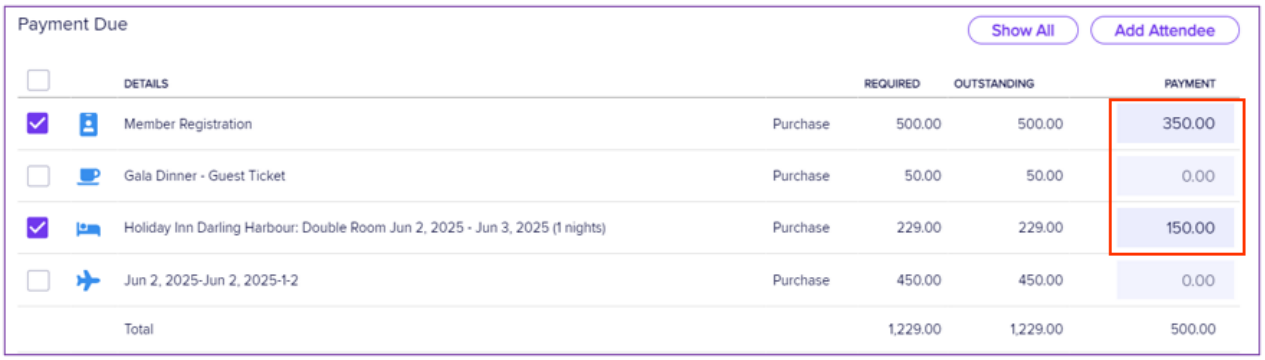
3. You should be looking at the **New Payment tab,** where you'll see a list of items and outstanding balances.

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.



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



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