

FAQ | Membership Administration

Mark an Invoice as Paid

- 1[1]
- 1. Click on the relevant customer, then click on the tab "Booking" and select the correct invoice.
- 2. Select the paid invoice and click on "Pay Invoice" at the bottom of the page.

Customer number Did Miglied - ord Homedub Test-GC Abatos Name Desgranges Apegroup JuSH PHOP Dome course 27 Customers Details Contacts Labels Loders Retrinker Boolanne Details Schaung Contacts Abervet Schaung Tensforme Schaung Tensforme Schaung Tensforme Schaung Schaung Schaung Retrinker Menos Actions Handscap Competitions AbEvents DoU-Intranet Extra Shares POSLoc DocumentType Number Abatos Doctame Debit Credit Vat PaymentType Creator Status R Due due Obs Transferred W Konteredmang 1772 TJ02/D15 0.000 10.00 0.00 ADMINISTRATOR Open invo 8/9/2015 Extra Status R Due due Obs Tensferred	
First name Christian PHCP home course 27 Customers Details Contacts Labels Loders Retrinkers Memos Actions Handcap Competitions AbEvents DGV-Intranet Extra Shares POSLoc DocumentType Number A Date Doctiane Credit Vat PaymentType Greator Status R Due date Obs Transferred MW Kontorechnung 1772 7/30/2015 06-00074 0.00 10.00 0.00 ADMINISTRATOR Open invo 8/8/2015 E	net Extra Shares
Octamers Details Contacts Lobels Loders Rethte Sette Schulung München Banks Subscriptions Beolding Retiniders Handcap Competitions AlbEvents Diol/-Intranet Extra Shares POSLoc DocumentType Number & Date Date Debit Credit Yat PaymentType Greator Status R Due date Obs Transferred MW Kontorechnung 1772 7/30/2015 06-000074 0.00 10.00 0.00 ADMINSTRATOR Open invo 8/s/2015	net Extra Shares
POSLoc DocumentType Number A Date A DocMare Debit Credit Yat PaymentType Creator Status R Due date Obs Transferred MV Kontorechnung 1772 7/30/2015 06-000074 0.00 10.00 0.00 ADMINISTRATOR Open invo 8/9/2015	
MV Kontorechnung 1772 7/30/2015 06-000074 0.00 10.00 0.00 ADMINISTRATOR Open invo 8/9/2015	Transferred
Reception Deposit 12 2/19/2014 0.00 4.00 Barzahlung	
Receptor Gutscheine 8 2/6/2014 0.000 0.000 Barzahlung	
Reception Barredhnung 175 3/28/2013 205.19 32.74 Barzahlung ADMINISTRATOR Paid invoice	
Ali 🔽 233.19 243.19 Balance: -10.00 🗹	end by e-mail 🏼 🎒 Balance sheet 🛛 Acc
All Z 233.19 243.19 Balance: -10.00 2 Mark invoice as paid / unpaid Mark invoice line as paid / unpaid Image: Send Invoices by e-mail Image: Send Invoices by e-mail	nd by e-mailBalance sheet Acc
	nd by e-mail 🛛 🎯 Balance sheet 🛛 Acc
Mark Invoice as paid / unpaid Mark Invoice line as paid / unpaid [\$\$\vec{rest}\$ Send Invoices by e-mail Details Payments	nd by e-mail 🥢 Balance sheet 🛛 Acc
Mark invoice as paid / unpaid Mark invoice line as paid / unpaid 📈 Send invoices by e-mail Details Payments	and by e-mail <u>@ Balance sheet</u> Acc
Mark Invoice as paid / unpaid Mark Invoice line as paid / unpaid [\$\$\vec{rest}\$ Send Invoices by e-mail Details Payments	and by e-mail 🛛 🎒 Balance sheet 🛛 Acc
Mark Invoice as paid / unpaid Mark Invoice line as paid / unpaid [\$\$\vec{rest}\$ Send Invoices by e-mail Details Payments	end by e-mail 🥢 Balance sheet 🛛 Aci
Mark Invoice as paid / unpaid Mark Invoice line as paid / unpaid [\$\$\vec{rest}\$ Send Invoices by e-mail Details Payments	and by e-mail 🥼 Balance sheet 🛛 Acc

3. Select the correct payment type and click "Paid". The invoice will now be displayed as a "Paid invoice".

	Payment	
Pay type	Überweisung	•
Pay date	7/30/2015	-
Amount	10,00	
Comment		
	🖌 paid	X Cancel

Je	etails Pay	ments									r
	Owner	Owner Fir	ItemNo	ItemName	Period	Qua	Price	Price with	Total	TotalWith	Status
	Desgra	Christian	00000005	Abotest		1	10.00	10.00	10.00	10.00	Paid invoi