

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.

The screenshot shows the 'Members - Customers' window. The 'Booking' tab is active, displaying a table of invoices. The 'Pay Invoice' button at the bottom is highlighted with a red box.

POSloc	DocumentType	Number	Date	DocName	Debit	Credit	Vat	PaymentType	Creator	Status	R...	Due date	Obs	Transferred
MV	Kontorechnung	1772	7/30/2015	06-000074	0.00	10.00	0.00		ADMINISTRATOR	Open inv...		8/9/2015		
	Reception		12/2/2014		0.00	4.00		Barzahlung						
	Reception		8/2/2014		0.00	0.00		Barzahlung						
	Reception		175	3/28/2013	205.19	205.19	32.74	Barzahlung	ADMINISTRATOR	Paid Invoice				

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

The 'Payment' dialog box is shown with the following fields:

- Pay type: Überweisung
- Pay date: 7/30/2015
- Amount: 10,00
- Comment: (empty)

The 'paid' button is highlighted with a red box.

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 invoice