



Receive offline payment - State Body

State body may need to manually adjust account balance for a child organisation upon receipt of offline payments.

Selecting a child organisation for adjusting account

Entity Account Adjustments

Affiliate Name *	<input type="text" value="Altona Netball Association Inc"/>		DETAIL FOR CHOSEN AFFILIATE
Payment Category	<input type="text" value="Registration"/>		
Registration Period	<input type="text" value="2018"/>		
Payment Date *	<input type="text" value="8/10/2018"/>		
Amount *	<input type="text" value="\$100.00"/>		
Payment Notes	<div></div>		
Submit			

Select payment category, enter payment date, payment amount and additional notes for future reference.

Click **Submit** button and **Detail for chosen affiliate** to see the new account balance

Entity Account Details

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Transaction Group:

Registration

Date Range:

From01/10/2018

To05/10/2018

Org Filter:

Netball ACT (ACT...

Trans Type:

All Transaction Ty...

GENERATE REPORT

TRANS ID	REG DATE	ENTITY NAME	TYPE	DESCRIPTION	PARTICIPANT ID	AMOUNT
3236824	30/09/2018 10:26 PM	Netball ACT	AutoSettle - Registration	ONLINE SETTLE: Lawler, Sophie (Summer Junior SECONDARY)	3158926	\$0.00
3236823	30/09/2018 10:26 PM	Netball ACT	Registration	Lawler, Sophie (Summer Junior SECONDARY)	3158926	\$0.00
3236786	30/09/2018 08:50 PM	Netball ACT	AutoSettle - Registration	ONLINE SETTLE: Baker, Olivia (Summer GO SECONDARY)	3225571	\$0.00
3236785	30/09/2018 08:50 PM	Netball ACT	Registration	Baker, Olivia (Summer GO SECONDARY)	3225571	\$0.00
3236774	30/09/2018 08:35 PM	Netball ACT	Registration	Paclo, Amanda (NACT Social Senior)	3158930	\$0.00

To extract the data to Microsoft Excel 2007, Microsoft Excel 2003, Tab separated values (TSV) or Comma separated values (CSV) formats click the **Download report** link.