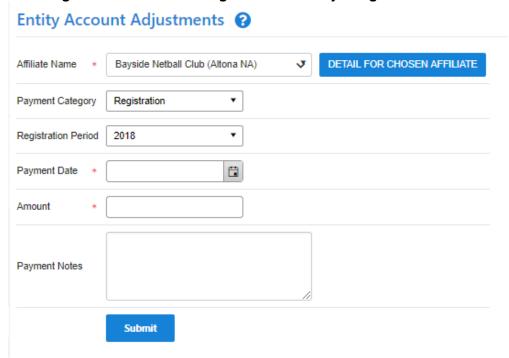
## **Receive offline payment - Association**

Associations may need to manually adjust the account balance for affiliated clubs upon receipt of offline payments.

## Selecting the name of a child organisation for adjusting account



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

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

## **Entity Account Details**

Sack to Summary

Transaction Group:

Registration

Date Range:

From

01/10/2018

05/10/2018

Org Filter:

Netball ACT (ACT... ▼

Trans Type:

All Transaction Ty... ▼

GEN

TRANS ID	REG DATE	ENTITY NAME	TYPE	DESCRIPTION	PARTICIPANT ID
3236824	30/09/2018 10:26 PM	Netball ACT	AutoSettle - Registration	ONLINE SETTLE: Lawler, Sophile  Summer Junior SECONDARY)	3158926
3236823	30/09/2018 10:26 PM	Netball ACT	Registration	Lawler, Sophile (Summer Junior SECONDARY)	3159926
3236786	30/09/2018 08:50 PM	Netball ACT	AutoSettle - Registration	ONLINE SETTLE: Baiter, Olivia (Summer GO SECONDARY)	3225571
3236785	30/09/2018 08:50 PM	Netball ACT	Registration	Baker, Olivia (Summer GO SECONDARY)	3225571
5258774	30/09/2018 08:35 PM	Netball ACT	Registration	Papilo, Amanda (NACT Social Senior)	515630

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.