

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

Entity Account Adjustments ?

Affiliate Name *	Bayside Netball Club (Altona NA) ✓	DETAIL FOR CHOSEN AFFILIATE
Payment Category	Registration ▼	
Registration Period	2018 ▼	
Payment Date *	<input type="text"/>	
Amount *	<input type="text"/>	
Payment Notes	<div></div>	
Submit		

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

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Transaction Group:	Registration ▼	Date Range:	From 01/10/2018	To 05/10/2018
Org Filter:	Netball ACT (ACT... ▼	Trans Type:	All Transaction Ty... ▼	

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TRANS ID	REG DATE	ENTITY NAME	TYPE	DESCRIPTION	PARTICIPANT ID
3236824	30/09/2018 10:26 PM	Netball ACT	AutoSettle - Registration	ONLINE SETTLE: Lawler, Sophie (Summer Junior SECONDARY)	3159926
3236823	30/09/2018 10:26 PM	Netball ACT	Registration	Lawler, Sophie (Summer Junior SECONDARY)	3159926
3236786	30/09/2018 08:50 PM	Netball ACT	AutoSettle - Registration	ONLINE SETTLE: Baker, Olivia (Summer GO SECONDARY)	3225571
3236785	30/09/2018 08:50 PM	Netball ACT	Registration	Baker, Olivia (Summer GO SECONDARY)	3225571
5236774	30/09/2018 08:35 PM	Netball ACT	Registration	Pezlo, Amanda (NACT Social Senior)	515830

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.