

Viewing Scheduled Instalments

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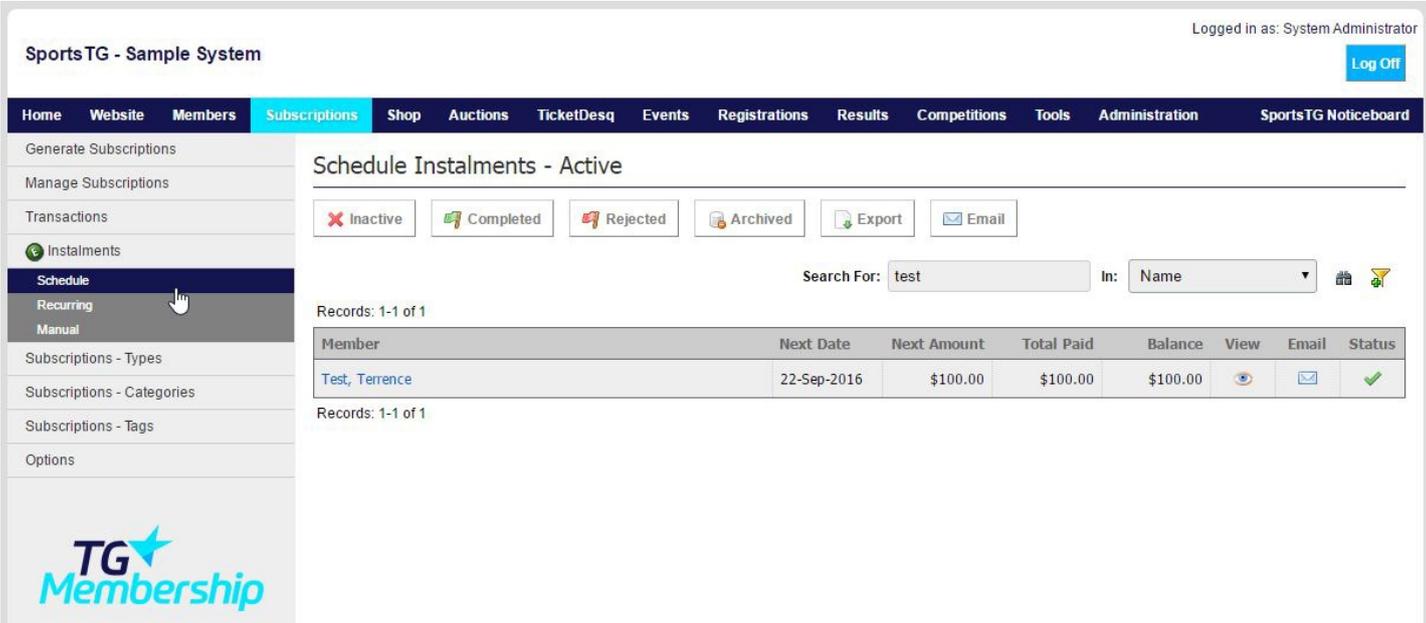
Quick Steps: Subscriptions > Instalments > Schedule

Viewing Instalments allows you to view the instalment payments that have been made to your organisation, as well as those payments that are yet to be processed.

1. Within the Management Console, select **Subscriptions** from the top menu, then **Instalments** from the left menu.

2. Select **Schedule** from the expanded left menu.

3. By default this will take you to the **Active** screen.



The screenshot displays the SportsTG Management Console interface. At the top right, it shows 'Logged in as: System Administrator' and a 'Log Off' button. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Results', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar menu is expanded to show 'Instalments' and 'Schedule', with 'Schedule' selected. The main content area is titled 'Schedule Instalments - Active' and features several filter buttons: 'Inactive', 'Completed', 'Rejected', 'Archived', 'Export', and 'Email'. Below these is a search bar with 'test' entered and a dropdown menu set to 'Name'. The table below shows one record for 'Test, Terrence' with a next date of '22-Sep-2016', a next amount of '\$100.00', a total paid of '\$100.00', and a balance of '\$100.00'. The table has columns for Member, Next Date, Next Amount, Total Paid, Balance, View, Email, and Status.

Member	Next Date	Next Amount	Total Paid	Balance	View	Email	Status
Test, Terrence	22-Sep-2016	\$100.00	\$100.00	\$100.00			

4. Search for a member by either Last Name or Instalment ID to view an individual member's owing amounts.

5. Click on **View** next to the person's name, this will allow you to view all upcoming payments for the member, as well as the reference for each individual payment.

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Schedule

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Member: Terrence Test
Transaction Title: Full Year (date)

Date	Amount
22-Sep-2016	\$100.00
Balance	\$100.00

Ref	Date	Sequence	Total	View
9571907	15-Sep-2016	1	\$100.00	

Note: When viewing instalments, you also have the option to pay the full balance or if in the Rejected listing, pay an installment. This view also enables you to send the member an email. These can be used to communicate with members, as well as pay out the membership.

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