

Club Payments (if applicable)

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Quick Steps: Go to Subscriptions > Transactions > Club Payments

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

2. Select **Club Payments**

This area will provide a summary of the Clubs total contribution to your organisation. At the top of the page, it gives you an option of **Category**, use this drop down menu to filter payments made by different methods. This information is able to be exported.

3. You can then filter payments using the **Filter** icon to limit the dates of payments displaying.

4. You can now pull reports for the selected filters. Use the **Export** buttons to pull reports on the payments that have been made.

Additional Information:

Within the Transactions area of the system, you have the ability to view a comprehensive list of Payments that have been received by your tiered organisations. This enables you to view Payments based upon the way that they were paid, summaries based upon Member and Subscription Type, and run reports on the payments made

The Filter allows you to filter on any dates within the range of dates that are currently being shown in your Transactions listings. Use Subscription Options to update dates to view more payments.

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