

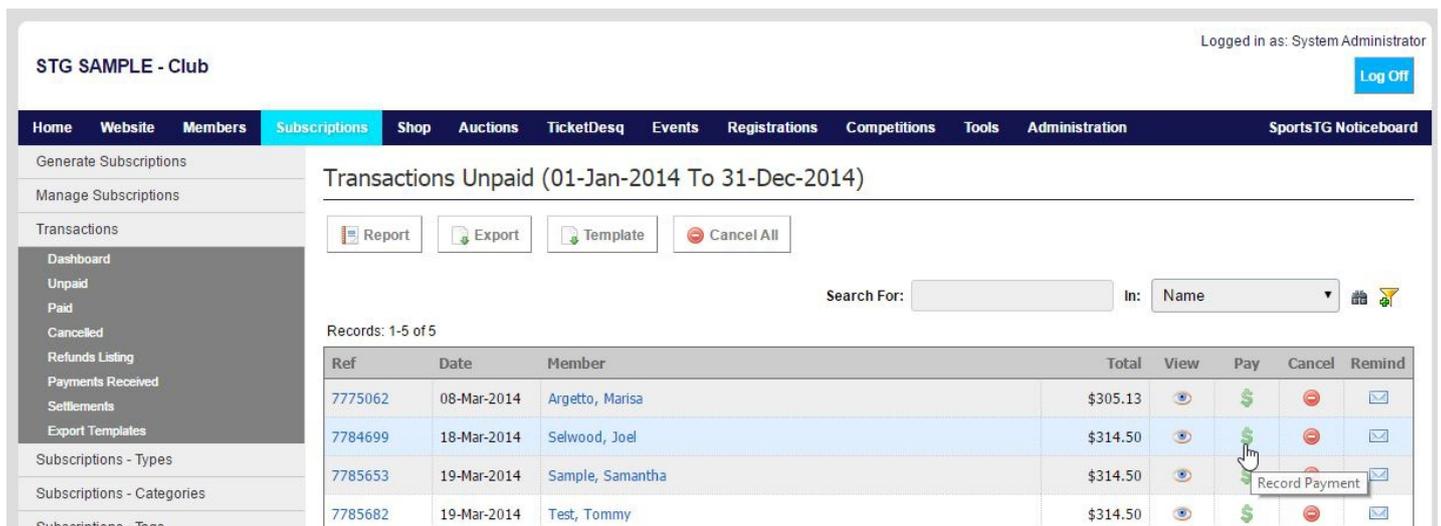
# Pay An Unpaid Transaction

Last Modified on 20/10/2016 1:16 pm AEDT

## Quick Steps: Subscriptions > Transactions > Unpaid > Pay

Once you've generated an Unpaid Transaction for a member, you can then make the payment for this through the Management Console. The member can also make their payment through the front end, by logging into Members.

1. Within the Management Console, select **Subscriptions** from the top menu, then **Transactions** from the left menu.
2. Select **Unpaid** from the expanded left menu.
3. Find the transaction that you wish to pay. Use the **Search** function if you have more than one page of unpaid transactions.



STG SAMPLE - Club Logged in as: System Administrator [Log Off](#)

Home Website Members **Subscriptions** Shop Auctions TicketDesq Events Registrations Competitions Tools Administration SportsTG Noticeboard

Generate Subscriptions  
Manage Subscriptions  
Transactions  
Dashboard  
Unpaid  
Paid  
Cancelled  
Refunds Listing  
Payments Received  
Settlements  
Export Templates  
Subscriptions - Types  
Subscriptions - Categories  
Subscriptions - Tans

### Transactions Unpaid (01-Jan-2014 To 31-Dec-2014)

Report Export Template Cancel All

Search For:  In: Name

Records: 1-5 of 5

| Ref     | Date        | Member           | Total    | View                                | Pay                                | Cancel                                | Remind                                |
|---------|-------------|------------------|----------|-------------------------------------|------------------------------------|---------------------------------------|---------------------------------------|
| 7775062 | 08-Mar-2014 | Argetto, Marisa  | \$305.13 | <input type="button" value="View"/> | <input type="button" value="Pay"/> | <input type="button" value="Cancel"/> | <input type="button" value="Remind"/> |
| 7784699 | 18-Mar-2014 | Selwood, Joel    | \$314.50 | <input type="button" value="View"/> | <input type="button" value="Pay"/> | <input type="button" value="Cancel"/> | <input type="button" value="Remind"/> |
| 7785653 | 19-Mar-2014 | Sample, Samantha | \$314.50 | <input type="button" value="View"/> | <input type="button" value="Pay"/> | <input type="button" value="Cancel"/> | <input type="button" value="Remind"/> |
| 7785682 | 19-Mar-2014 | Test, Tommy      | \$314.50 | <input type="button" value="View"/> | <input type="button" value="Pay"/> | <input type="button" value="Cancel"/> | <input type="button" value="Remind"/> |

4. Click on **Pay** next to the transaction, then **Offline Credit Card Payment**.

5. Insert the Credit Card Details, then click **Process Payment**.

**Note:** if the member has given you payment via another method, on the **Pay** screen, select the Payment Method, insert your Payment Reference (if applicable), then click on **Process Payment**. Be aware that if the Payment Method is anything other than an Offline Credit Card Payment, the Member Type and Default Subscription Type will not update. For these fields to change a Credit Card transaction needs to occur

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