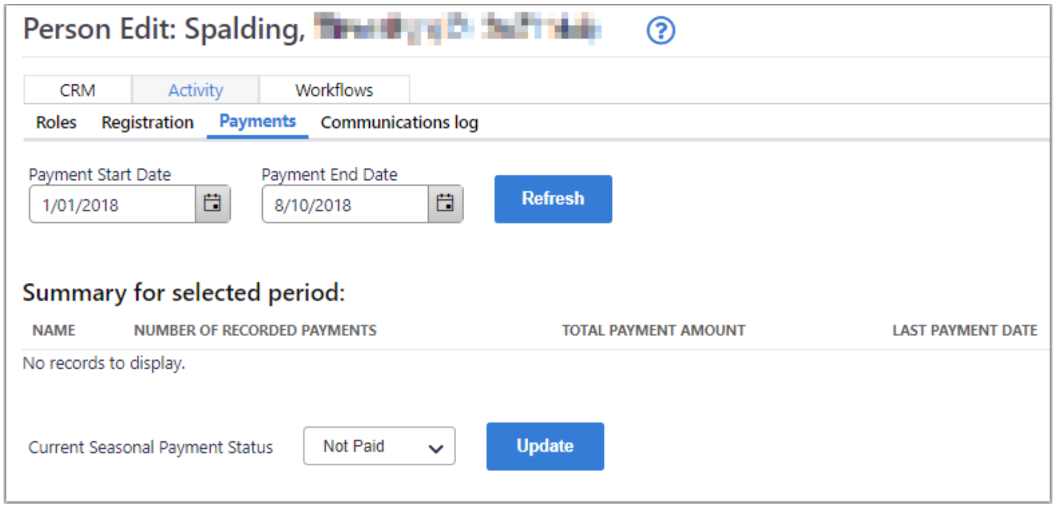
Editing person payments

Payments made via the public Sport website (ResultsVault WebStore and Member Signup options) are listed here, as well as Payments that are manually added.

This screen allows maintenance of these payments made by a Person.



On the Person Edit screen, Payments tab, payments are displayed for a date range that defaults to the current season.

To change the date range:

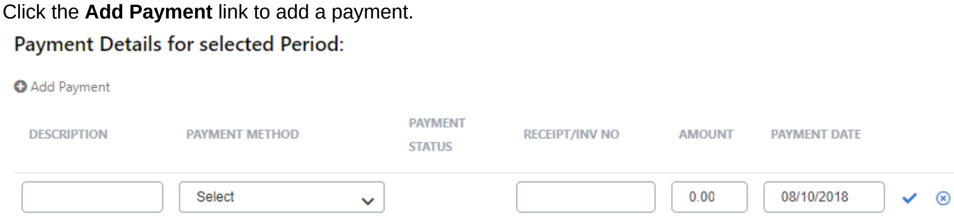
1. Enter the Payment Start and End date
2. Click **Refresh**.
3. The payment summary, and the payments list will refresh to show details for the selected period.

This status needs to be set for each player.

1. From the dropdown list, select one of the payment status options:
    - **Not paid** (default).
    - **Fully paid.**
    - **Partially paid**.
2. Click **Update** to save.
3. This status will then display on the Player Payments List, and also on Team Lists (if enabled).

On the Person Edit screen, **Payment** tab.

1. Click the **Add Payment** link to add a payment.



2. Enter the payment details as per the table below.
3. Click **Update** to add the payment, or **Cancel** to cancel the new payment.

> ⚠ Refunds can be made by entering a negative amount, and selecting 'Other' as the payment method.

Description	Enter a description of the payment - e.g. 'Yearly subscriptions'
Payment Method	Select a payment method from the payment method dropdown list.
Payment Status	This will be blank and will update automatically to **Paid** once the payment has been added.
Receipt/Inv No	Enter the receipt/invoice number - if this is not relevant to this payment, just enter any text (e.g. a dash -)

Amount	Enter the payment amount.
Payment Date	Enter the payment date in (dd/mm/yyyy) format.

On the Person Edit screen, **Payment** tab.

1. Click the **Delete** link next to the payment.
2. Click **OK** to confirm.

WebStore payments cannot be deleted.

On the Person Edit screen, **Payment** tab.

Click the **Edit** link next to the payment

1. Change the required information. **WebStore payments cannot be edited.**
2. Click **Update** to save.