

Transaction History & Taking Payments

Transaction History

Transaction history lists all transactions for the member and allows you to create manual transactions for payments that are not automated.

Balance (whether owing, or owed) is at the top.

"Pay via" is set in favourite transaction types in toy library settings. Tick the box in the relevant row to allocate payment to that line item and then click the transaction type at the head of the table to create a payment.

Receipts can be generated for either today's transactions, or selected transactions, if "Uses money receipt" is turned on. Payment reminder email format is set in Automatic Emails.

Note: transactions have the option to be deleted but this is in the front end only - financial records are kept in the database and are available on request (to guard against anything questionable).

Membership Type: Life Time Membership									
Exp: Thu, 12 Mar 2026									
Balance: -\$2.00 <button>Create Transaction</button>									
Balance: \$2.00 owing									
Pay via CASH Square Other Receipt PDF Delete									
<input type="checkbox"/>	ID	Date and time	Fee type	Description	Payment Type	Debit	Credit	Balance	Edit
<input type="checkbox"/>	10343	Fri, 13 Jun 2025 11:59AM	Bond	Toy bond	CASH		\$20.00	-\$2.00	<button>Edit</button>
<input type="checkbox"/>	10342	Fri, 13 Jun 2025 11:59AM	Bond	Toy bond		\$20.00		-\$22.00	<button>Edit</button>
<input type="checkbox"/>	10341	Fri, 13 Jun 2025 11:58AM	Missing piece fee	Missing piece fee for square tiles from C192 Magformers set		\$2.00		-\$2.00	<button>Edit</button>
<input type="checkbox"/>	10340	Fri, 13 Jun 2025 11:54AM	Annual Whanau membership	Annual Fee (1 Child family)	CASH		\$80.00	\$0.00	<button>Edit</button>
<input type="checkbox"/>	10339	Fri, 13 Jun 2025 11:54AM	Annual Whanau membership	Annual Fee (1 Child family)		\$80.00		-\$80.00	<button>Edit</button>

Charging and Receiving Payments

All manual charges and payments are created through the Transaction history page.

Some charges (annual fee, reservation fee, etc.) are automatic and will populate with the appropriate Fee type description. When charges are allocated through the Create Transaction Form, the description will need to be entered (if relevant).

Click on Create Transaction:

Membership Type: Life Time Membership

Exp: Thu, 12 Mar 2026

Balance: -\$2.00

Create Transaction

Balance: \$2.00 owing

Then fill in the data required for the transaction - in this case, a member has broken a toy and needs to pay a replacement cost.

Record Transaction

Type: ☒ Charge ☐ Receive

Amount(\$):

Fee type:

Description:

Submit

You can see on the Transaction screen, the Broken Toy fee has now been charged against the account.

2811: Parent One Test & Parent Two Test

Membership Type: Life Time Membership
Exp: Thu, 12 Mar 2026

Balance: -\$32.00 Create Transaction

Balance: \$32.00 owing

Pay via CASH Square Other Receipt PDF Delete

<input type="checkbox"/>	ID	Date and time	Fee type	Description	Payment Type	Debit	Credit	Balance	Edit
<input type="checkbox"/>	10344	Fri, 13 Jun 2025 12:14PM	Broken Toy	Broken rocking horse A320		\$30.00		-\$32.00	Edit
<input type="checkbox"/>	10343	Fri, 13 Jun 2025 11:59AM	Bond	Toy bond	CASH		\$20.00	-\$2.00	Edit
<input type="checkbox"/>	10342	Fri, 13 Jun 2025 11:59AM	Bond	Toy bond		\$20.00		-\$22.00	Edit
<input type="checkbox"/>	10341	Fri, 13 Jun 2025 11:58AM	Missing piece fee	Missing piece fee for square tiles from C192 Magformers set		\$2.00		-\$2.00	Edit
<input type="checkbox"/>	10340	Fri, 13 Jun 2025 11:54AM	Annual Whanau membership	Annual Fee (1 Child family)	CASH		\$80.00	\$0.00	Edit
<input type="checkbox"/>	10339	Fri, 13 Jun 2025 11:54AM	Annual Whanau membership	Annual Fee (1 Child family)		\$80.00		-\$80.00	Edit

Showing 1 to 6 of 6 entries Previous 1 Next

When the member pays the fee, tick the box on the left hand side of the Broken Toy row, and choose whichever payment method has been made (in this example, cash).

2811: Parent One Test & Parent Two Test

Membership Type: Life Time Membership
Exp: Thu, 12 Mar 2026

Balance: -\$32.00 Create Transaction

Balance: \$32.00 owing

Pay via CASH Square Other Receipt PDF Delete

<input type="checkbox"/>	ID	Date and time	Fee type	Description	Payment Type	Debit	Credit	Balance	Edit
<input checked="" type="checkbox"/>	10344	Fri, 13 Jun 2025 12:14PM	Broken Toy	Broken rocking horse A320		\$30.00		-\$32.00	Edit
<input type="checkbox"/>	10343	Fri, 13 Jun 2025 11:59AM	Bond	Toy bond	CASH		\$20.00	-\$2.00	Edit
<input type="checkbox"/>	10342	Fri, 13 Jun 2025 11:59AM	Bond	Toy bond		\$20.00		-\$22.00	Edit
<input type="checkbox"/>	10341	Fri, 13 Jun 2025 11:58AM	Missing piece fee	Missing piece fee for square tiles from C192 Magformers set		\$2.00		-\$2.00	Edit
<input type="checkbox"/>	10340	Fri, 13 Jun 2025 11:54AM	Annual Whanau membership	Annual Fee (1 Child family)	CASH		\$80.00	\$0.00	Edit
<input type="checkbox"/>	10339	Fri, 13 Jun 2025 11:54AM	Annual Whanau membership	Annual Fee (1 Child family)		\$80.00		-\$80.00	Edit

Showing 1 to 6 of 6 entries Previous 1 Next

The payment is confirmed in the green bar above the chart, and a new transaction has been created in the chart showing the payment and its method.

2811: Parent One Test & Parent Two Test

Membership Type: Life Time Membership

Exp: Thu, 12 Mar 2026

Balance: -\$2.00 Create Transaction

Payment totalling \$30.00 via CASH received. ×

Balance: \$2.00 owing

Pay via CASH Square Other Receipt PDF Delete

<input type="checkbox"/>	ID	Date and time	Fee type	Description	Payment Type	Debit	Credit	Balance	Edit
<input type="checkbox"/>	10346	Fri, 13 Jun 2025 12:19PM	Broken Toy	Broken rocking horse A320: Paid	CASH		\$30.00	-\$2.00	Edit
<input type="checkbox"/>	10344	Fri, 13 Jun 2025 12:14PM	Broken Toy	Broken rocking horse A320		\$30.00		-\$32.00	Edit
<input type="checkbox"/>	10343	Fri, 13 Jun 2025 11:59AM	Bond	Toy bond	CASH		\$20.00	-\$2.00	Edit
<input type="checkbox"/>	10342	Fri, 13 Jun 2025 11:59AM	Bond	Toy bond		\$20.00		-\$22.00	Edit
<input type="checkbox"/>	10341	Fri, 13 Jun 2025 11:58AM	Missing piece fee	Missing piece fee for square tiles from C192 Magformers set		\$2.00		-\$2.00	Edit
<input type="checkbox"/>	10340	Fri, 13 Jun 2025 11:54AM	Annual Whanau membership	Annual Fee (1 Child family)	CASH		\$80.00	\$0.00	Edit
<input type="checkbox"/>	10339	Fri, 13 Jun 2025 11:54AM	Annual Whanau membership	Annual Fee (1 Child family)		\$80.00		-\$80.00	Edit

Revision #3
Created 1 January 2022 07:06:26 by Caris Morris
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