How to enter or record a payment for an invoice?

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You can record a payment for a member at any time using your organization's configured payment account. This includes processing a manual payment directly in the system or logging a payment received outside the platform such as cash or check. This article explains how to submit payments for invoices through the MemberNova Financials module.

To learn how to create an invoice, please read the article: **How to create an invoice?**

1. Click **Financials** or the Page icon on the left menu, then select **Invoices**.

2. Navigate to the invoice you wish to add or record a payment for by scrolling or using the filters at the top of the page to narrow your results. You can adjust filter options such as the due date, invoice number, status, and more, then click **Update Results** to display the invoices that match your filters.

3. Once you locate the desired invoice, click the **drop-down arrow** on the right-hand side under the Actions column. The three options to record a payment for the invoice are **Pay as Admin, Pay Online**, and **Log Transaction.**

   1. **Pay as Admin:** With this option you can enter the payment details on behalf of the member if they have been provided to you, using the default payment account for your account. Click **Submit** to finalize the payment.

   2. **Pay Online:** This option opens a page on your accounts website to allow payment information to be entered for this invoice, using the default payment account. You can share the url to members without admin access so that they may fill in the details as necessary.

   3. **Log Transaction**: This option allows you to enter information to keep track of a payment that has already been processed through other means, such as with cash, check, wire transfer, or other methods. Select the type of transaction at the top of the window, enter the relevant details, then click Save to log the transaction.

4. Once a payment for the owed amount has been submitted and processed using one of the three options above, the status will update to Paid.