How to use the wallet to prepay or apply payments for invoices?

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The Wallet feature allows members to store prepaid funds in their account. Wallet funds can be used to pay invoices, while administrators can manage deposits, withdrawals, and adjustments.

Accessing the Wallet

To access your Wallet, navigate to your Profile and Financials Tab

Adding Funds

To add funds to a Wallet:

1. Click **Add Funds.**
2. Select one of the available payment methods:
    1. Online Payment (Credit Card or PayPal)
    2. Record Offline Payment (Cash, check, wire transfer, direct deposit, or other offline payment methods)
3. Enter the amount to add.
4. Complete the payment process.

Once the transaction is processed, the Wallet Balance is updated automatically.

Note

Only administrators can Record Offline Payment

Wallet Balance

The Wallet Balance represents the available prepaid credit in the member's account.

The balance increases when funds are added and decreases when funds are withdrawn or used to pay invoices.

Withdrawing Funds

Administrators can remove funds from a member's Wallet when a refund or adjustment is required.

To withdraw funds:

1. Click Withdraw Funds.

2. Enter the withdrawal amount.
3. Select the transaction date.
4. Enter an optional note.
5. Select Send receipt to member if you would like to email a receipt to the member.
6. Click Withdraw Funds.

Note

Only administrators can withdraw funds from a Wallet.

Wallet Payments

A Wallet Payment is created when wallet funds are applied to an invoice.

When a Wallet Payment is processed:

- The Wallet Balance is reduced automatically.
- The payment is linked to the invoice.
- The transaction is recorded for audit purposes.

Wallet Transaction History

The Wallet Transaction History displays all wallet activity.

The following information is available for each transaction:

- Date - Date of the transaction
- ID - Unique transaction identifier
- Type - Fund, Withdraw, or Wallet Payment
- Note - Additional transaction details
- Reference - Related invoice or transaction reference
- Payments - Funds added to the Wallet
- Charges - Funds deducted from the Wallet

Note

- All wallet transactions are permanently logged.
- Transaction records cannot be edited after they have been created.