Views

How to Record Session by Session Payments

If a Session Group has **Session-by-session payment** recorded under **Booking Mode**, payments can be recorded with the following process:

- Hover over **Work** and select **Session Groups**

- Select the relevant **Session Group**

- Click on **Sessions** from the **Attendances** Tab on the left-hand side

- Select the relevant **Session Date**

- If the person is not already listed, click on the **Make a Manual Booking** icon

- Enter the person's name and click **Search**

- Select the name, click **Add** and then **Done**

- To the right of the relevant person, choose the **Payment** icon

- Enter the payment details and click **Save**