Making an Instalment Schedule Inactive

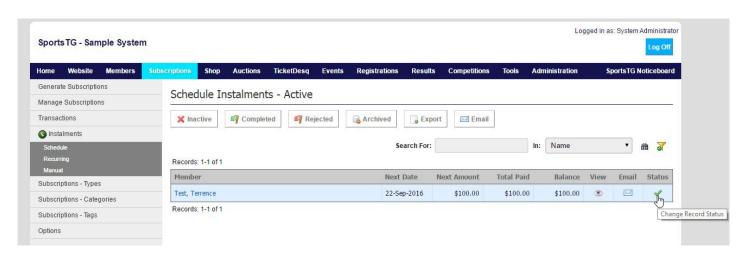
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Quick Steps: Subscriptions > Instalments

Making an instalment schedule inactive means that the automated routine that debits a members card, will no longer pick up a particular member for future payments. The steps involved in this process differ depending on the current status of a members schedule (Active or Rejected).

If Instalment is Active

- 1. Within the Management Console, select **Subscriptions** from the top menu, then **Instalments** from the left menu.
- 2. Select **Schedule** or **Recurring** from the expanded left menu.
- 3. By default this will take you to the Active screen.
- 4. Search for the member you wish to make inactive.
- 5. Click on **Status** next to the person's name for each future payment. This will move the member into inactive and disable future payments.



If Instalment is Rejected

- 1. Within the Management Console, select **Subscriptions** from the top menu, then **Instalments** from the left menu.
- 2. Select **Schedule** or **Recurring** from the expanded left menu.

- 3. Click **Rejected** at the top of the page.
- 4. Search for the member you wish to make inactive and click View next to their name.
- 5. Click the **Inactive** button. This will move the member into inactive and disable future payments.

Note: When deactivating instalments, make sure that all future payments are set to inactive to ensure that the member is not charged for any further payments.

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