

How do I delete a transaction from a member's record?

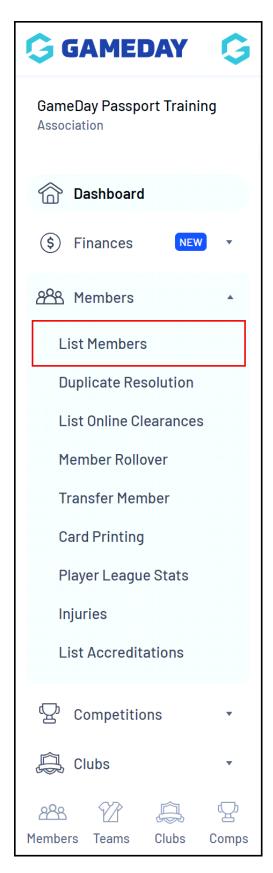
Last Modified on 15/04/2024 11:08 am AEST

In some cases, you may be able to delete a transaction record from a member's profile if the transaction was generated in error or is not applicable.

Note: You can only delete a transaction if it has an Unpaid status

To delete a member transaction:

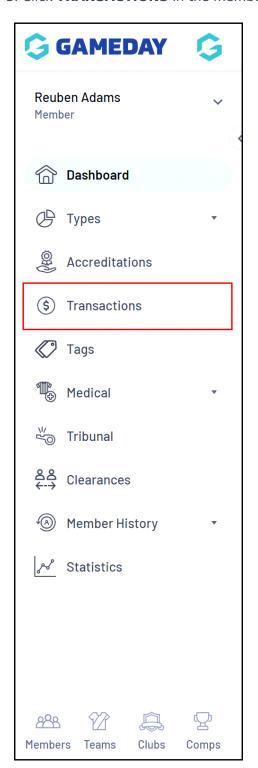
1. In the left-hand menu, click **Members** > **LIST MEMBERS**



2. Locate the member you want to update and click on the **VIEW** button next to their name

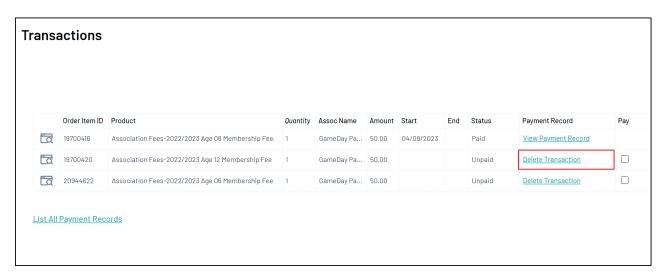
	Active in Association	Legal Firstname	Family name	Date of Birth	Gender at Birth	Telephone Number (Mobile)
ā		Reuben	Adams	24/01/2010	Male	
ā	☑	Tony	Allman	16/07/2015	Male	
ā	☑	Paula	Alvarado	17/09/2000	Female	
ā	☑	Cecilia	Anderson	11/09/2002	Female	
ā	☑	Colton	Bailey	21/02/2010	Male	
ā	☑	Alyssa	Baldwin	08/01/2017	Female	

3. Click **TRANSACTIONS** in the member record menu



4. Locate the unpaid transaction you want to delete and click on **DELETE TRANSACTION** to

permanently delete the transaction.



A message will appear confirming that the transaction has been deleted.