

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

25/09/2025 3:26 pm AEST

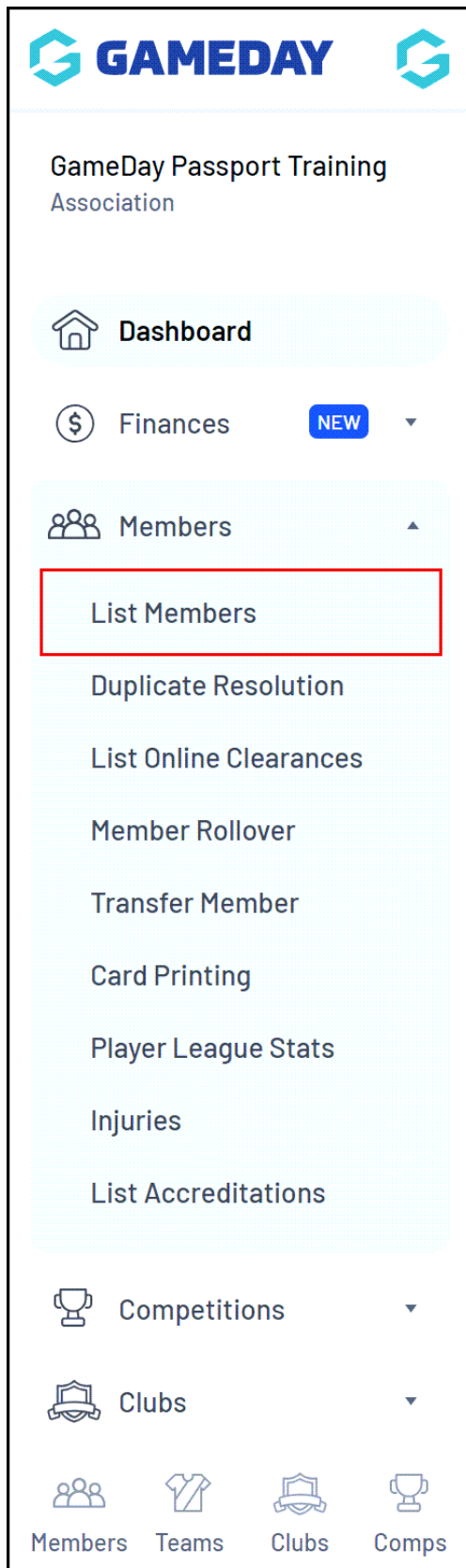
In some cases, you may be able to delete a transaction record from a member's profile if the transaction was generated in error or is not applicable.



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

To delete a member transaction:

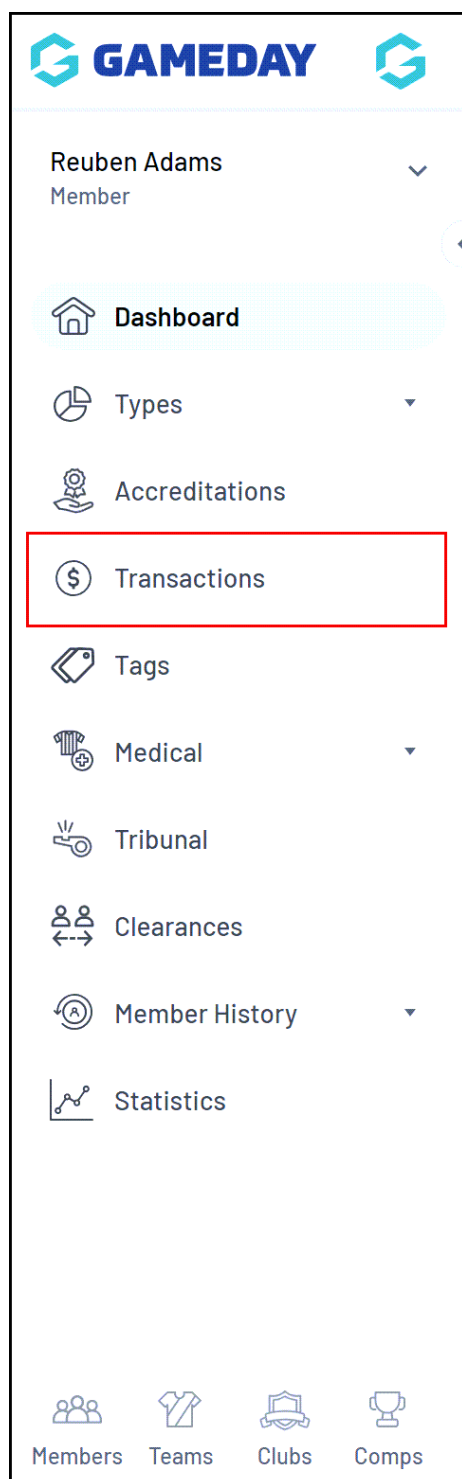
1. In the left-hand menu, click **Members** > **LIST MEMBERS**



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)
	<input checked="" type="checkbox"/>	Reuben	Adams	24/01/2010	Male	
	<input checked="" type="checkbox"/>	Tony	Allman	16/07/2015	Male	
	<input checked="" type="checkbox"/>	Paula	Alvarado	17/09/2000	Female	
	<input checked="" type="checkbox"/>	Cecilia	Anderson	11/09/2002	Female	
	<input checked="" type="checkbox"/>	Colton	Bailey	21/02/2010	Male	
	<input checked="" type="checkbox"/>	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.

Transactions

	Order Item ID	Product	Quantity	Assoc Name	Amount	Start	End	Status	Payment Record	Pay
	19700416	Association Fees-2022/2023 Age 08 Membership Fee	1	GameDay Pa...	50.00	04/09/2023		Paid	View Payment Record	
	19700420	Association Fees-2022/2023 Age 12 Membership Fee	1	GameDay Pa...	50.00			Unpaid	Delete Transaction	<input type="checkbox"/>
	20944622	Association Fees-2022/2023 Age 06 Membership Fee	1	GameDay Pa...	50.00			Unpaid	Delete Transaction	<input type="checkbox"/>

[List All Payment Records](#)

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