

How do I check an order's instalment plan?

01/12/2025 10:54 am AEDT

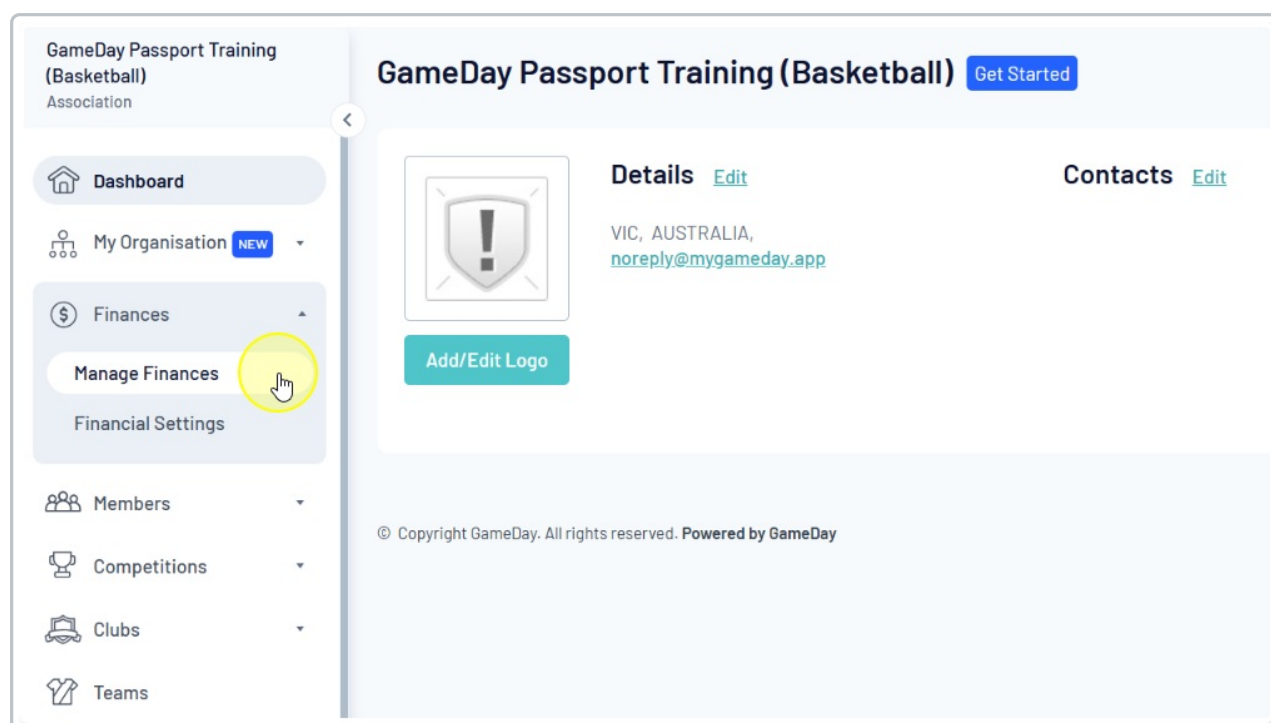
Overview

Passport's finance management tools allow administrators to check the instalment schedules for members who have chosen to pay for memberships, merchandise or team fees in multiple instalments. This ensures you can track payment statuses and outstanding amounts.

Step-by-Step

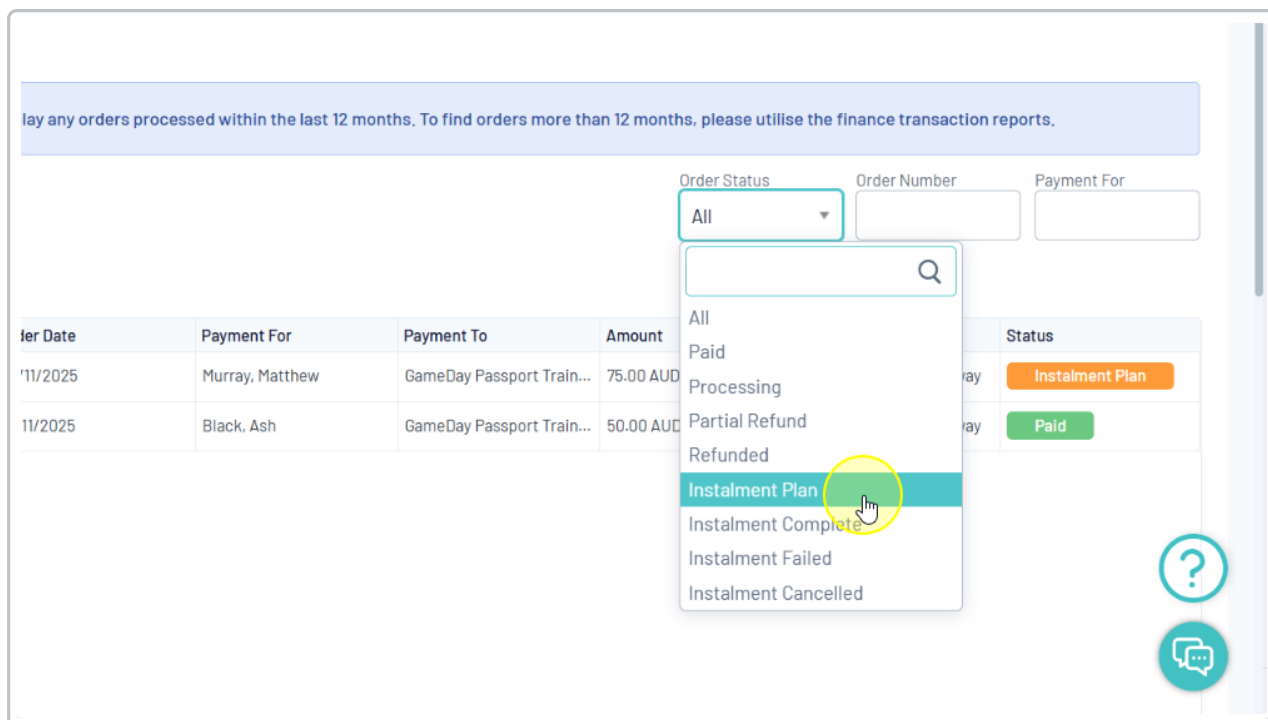
Step 1: Open your Order List

In the left-hand menu, click on **Finances** to expand the financial options, then click **MANAGE FINANCES**



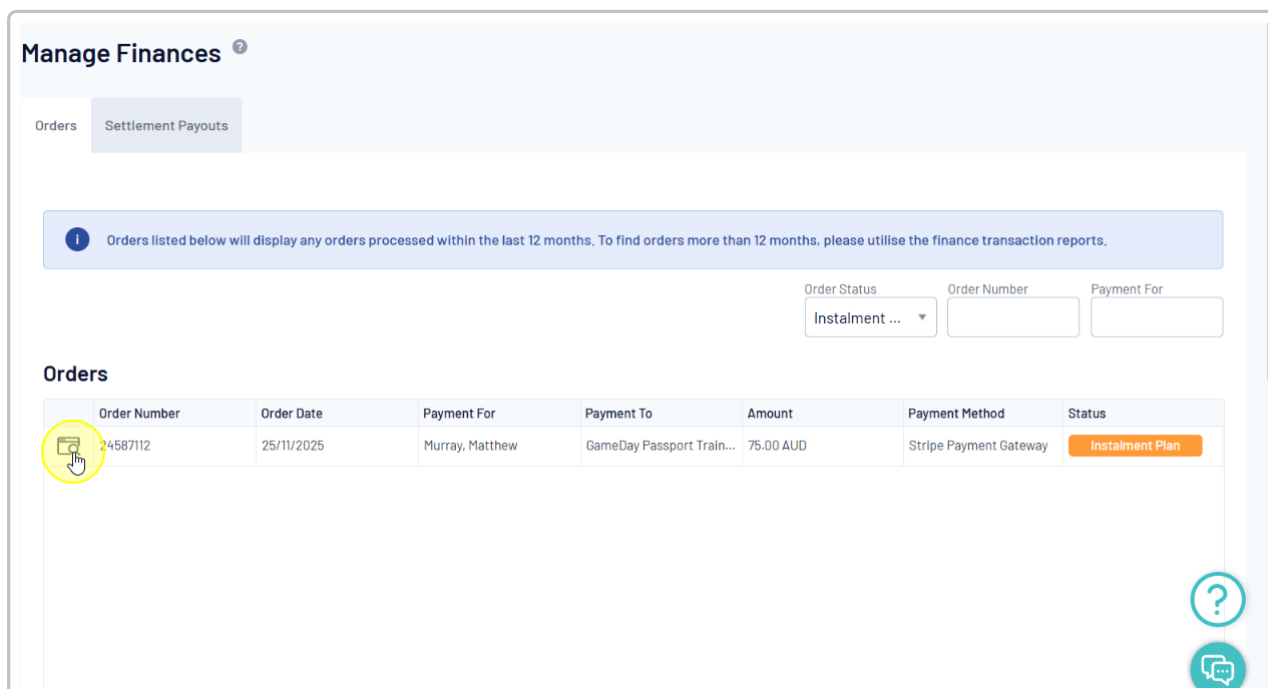
Step 2: Filter by Instalment Plan

On the financial overview page, open the Order Status filter and select **INSTALMENT PLAN**. This will display a list of all orders with active instalment plan



Step 3: View the relevant order

Locate the desired member's instalment plan from the list. On the left side of that row, click the **VIEW** button to see the details of their payment schedule



Step 4: Scroll to the Related Transactions tab

Scroll down to the Related Transactions section tab. Here, you will see the full details of each transaction within the instalment plan, including the status of each transaction (paid or scheduled), the date of each past and future

payment, the payment method used and the amount of each payment

Products making up this Order

Order Item ID	Product	Product Owner	Payment For	Quantity	Total Amount	Status
1182210494	Affiliation Fees-Affiliation Fee - Seniors	Sample National Federation	Murray, Matthew	1	\$ 75.00	Paid

Related Transactions

Date	Transaction Type	Payment Type	Payment Method	Payment Gateway Reference	Transaction Amount	Status
November 25th, 2025 (AEST)	Instalment payment - 1st	Stripe Payment Gateway	Visa Credit ending in 0006	pl_3SxB5CF2mgWphY1J0fuWC0ht	\$ 18.75	Processed
December 8th, 2025 (AEST)	Instalment payment - 2nd	Stripe Payment Gateway	Mastercard Credit ending in 4444		\$ 18.75	Scheduled
December 23rd, 2025 (AEST)	Instalment payment - 3rd	Stripe Payment Gateway	Mastercard Credit ending in 4444		\$ 18.75	Scheduled
January 6th, 2026 (AEST)	Instalment payment - 4th	Stripe Payment Gateway	Mastercard Credit ending in 4444		\$ 18.75	Scheduled