

Exporting a Scheduled Instalment Report

Last Modified on 15/09/2016 3:22 pm AEST

Quick Steps: Subscriptions > Instalments > Schedule > Export

Exporting an Instalment Report allows you to extract an instalment schedule report to assess monies received on installments and also to see the money still owing.

1. Within the Management Console, select **Subscriptions** from the top menu, then **Instalments** from the left menu.
2. Select **Schedule** from the expanded left menu.
3. Click on **Export** at the top of the page. This will export out a list of all of your instalment schedules with the members ID, name, email, address, as well as their next instalment date, next amount, their total amount paid, and their remaining balance. You can then tally these figures up to get an overall figure.

Note: This report can also be pulled for Rejected, Inactive and Completed Instalments, by choosing these options prior to exporting.

Related Articles

[template("related")]
