

How to Enter Cash Payments into Naylor

Log into Naylor and find the class. Click on the attendee:

<input type="checkbox"/>	Paid	Jahnig, Carrie	Licensed Appraiser Member	\$0.00	5/14/2024 6:50 PM	Vallance Appraisals
<input type="checkbox"/>	Paid	Sleadd, Alan	Licensed Appraiser Member	\$0.00	5/15/2024 12:13 PM	ARS Appraisal Service
<input type="checkbox"/>	CC Due	Below, Richard	Free Website Profile (NON-MEMBER APPRAISER)	\$30.00	5/16/2024 7:51 PM	BREA
<input type="checkbox"/>	Paid	Colon, Dominique	Licensed Appraiser Member	\$0.00	5/22/2024 1:12 PM	--
<input type="checkbox"/>	Paid	Cook, Kelsey	Licensed Appraiser	\$0.00	5/22/2024 5:00 PM	--

Click on Payments

The screenshot shows the Naylor Association Solutions website interface. At the top, there is a navigation bar with the Naylor logo, a user greeting 'Hello Joe!', and various utility links. Below the navigation bar is a main menu with categories like HOME, WEBSITE, MEMBERS, etc. The main content area displays the profile for Richard Below, who has a 'CC Due' status. A sidebar on the left contains tabs for Summary, Payments, Pricing, Contact Info, and Notes. The 'Payments' tab is selected, showing a table of transactions. A red arrow points to the 'Payments' tab in the sidebar.

Date	Qty	Description	Cost	Total	Payment	Balance	Action
5/16/2024	1	Event Registration Fee (All Days) Certification: Time Adjustments for Appraisers 240604	\$60.00	\$60.00		\$60.00	
5/16/2024	1	Registration Promo Code (Day 1) - BREABIAS30	(\$30.00)	(\$30.00)		\$30.00	

Under Payment Type, Select Check

Summary

Richard Below **CC Due**
Member Type: Free Website Profile (NON-MEMBER APPRAISER)
Expiration Date: 1/1/2059
Due: \$30.00
Email: richard.below@brea.ca.gov

📅 Time Adjustments for Appraisers, A Virtual Event

5/16/2024 7:51 PM Registered for Event

Payments

Pricing

Contact Info

Notes

➔ Opt-out ✖ Cancel 🗑 Delete 🖨 Print Summary ✉ Email Summary
Adjust Balance

Payment Type

- Credit Card
- Check
- Cash
- Refund
- Promo Code
- ACH
- Invoice

Enter the amount paid and the check number. Click on Add Transaction

Summary

Richard Below **CC Due**
Member Type: Free Website Profile (NON-MEMBER APPRAISER)
Expiration Date: 1/1/2059
Due: \$30.00
Email: richard.below@brea.ca.gov

📅 Time Adjustments for Appraisers, A Virtual Event

5/16/2024 7:51 PM Registered for Event

Payments

Pricing

Contact Info

Notes

➔ Opt-out ✖ Cancel 🗑 Delete 🖨 Print Summary ✉ Email Summary
Adjust Balance

Payment Type
Check

Check Description	Value
Name on Check	30
Check Number	
Check Amount	30.00
Transaction Date	8/28/2024
Deposit Date	8/28/2024

Add Transaction

Here's the result. Note Paid at the top and \$0 balance

NAYLOR
ASSOCIATION SOLUTIONS

Hello Joe! 6
Today is Wednesday, August 28, 2024

Marketplace | Support | Community | Ideas | Public Site | Sign Out

Quick Search: Membership Cont

HOME WEBSITE MEMBERS EVENTS FINANCIALS ARTICLES PRODUCTS FORUM JOB BOARD REPORTS

Events / Event Registration: Event Dashboard

Summary Payments Pricing Contact Info Notes

Richard Below **Paid**

Member Type: Free Website Profile (NON-MEMBER APPRAISER)
Expiration Date: 1/1/2059
Payments: \$30.00
Email: richard.below@brea.ca.gov

Registrants | Promo Codes | Financials | Setup | Reports | Dashboard

Time Adjustments for Appraisers, A Virtual Event

5/16/2024 7:51 PM	Registered for Event
8/28/2024 8:25 PM	Check Payment - \$30.00

[Opt-out](#) [Cancel](#) [Delete](#) [Print Summary](#) [Email Summary](#)

Date	Qty	Description	Cost	Total	Payment	Balance	Action
5/16/2024	1	Event Registration Fee (All Days) Certification: Time Adjustments for Appraisers 240604	\$60.00	\$60.00		\$60.00	
5/16/2024	1	Registration Promo Code (Day 1) - BREABIAS30	(\$30.00)	(\$30.00)		\$30.00	
8/28/2024	1	Sales Tax	\$0.00	\$0.00		\$30.00	
8/28/2024		Check Payment			\$30.00	\$0.00	

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