

# Add a manual payment

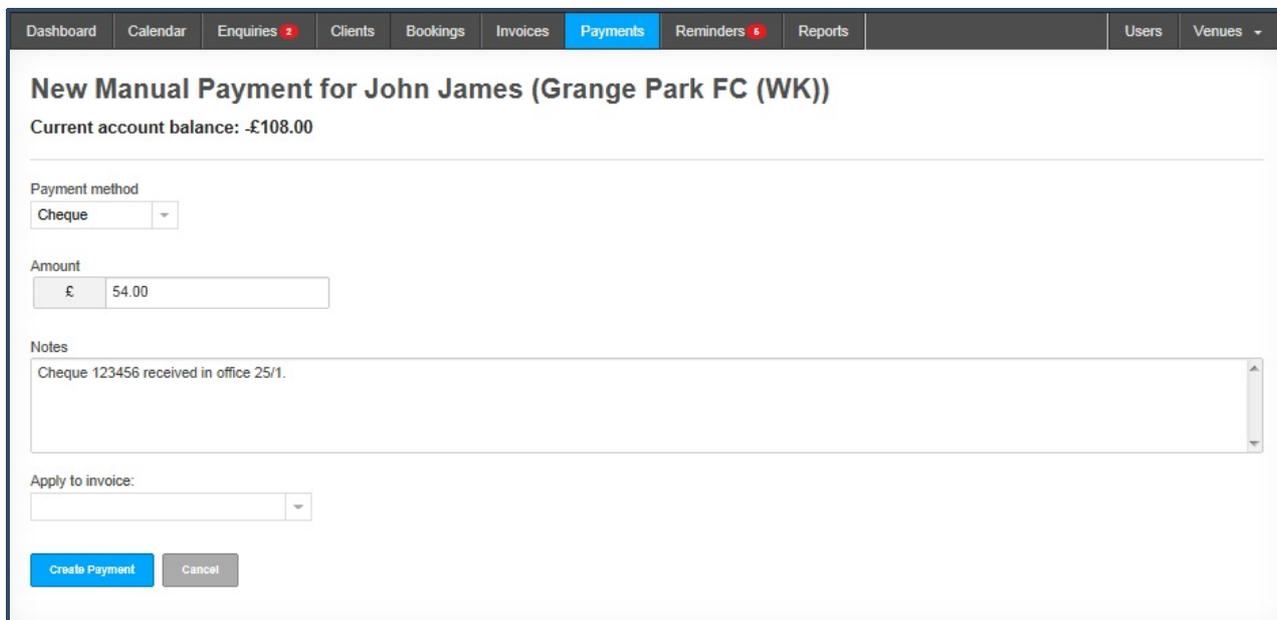
Last Modified on 06/11/2020 5:15 pm GMT

Manual payments (any method of payment other than GoCardless or Stripe) can easily be added to BookingsPlus.

This means you can still accept BACS, cheques and cash from your hirers if you choose.

To add a manual payment, follow these steps:

- Identify which client has made the payment & access their client account
- Scroll to the bottom of their client page & click 
- Complete screen below with full details. Click on 'Apply to Invoice' and a drop down list of all unpaid invoices will be shown.



The screenshot shows a web interface for adding a manual payment. At the top is a navigation bar with tabs: Dashboard, Calendar, Enquiries (2), Clients, Bookings, Invoices, Payments (active), Reminders (6), Reports, Users, and Venues. The main heading is "New Manual Payment for John James (Grange Park FC (WK))". Below this, it shows the "Current account balance: -£108.00". The form includes a "Payment method" dropdown menu set to "Cheque", an "Amount" field with a currency symbol (£) and the value "54.00", a "Notes" text area containing "Cheque 123456 received in office 25/1.", and an "Apply to invoice:" dropdown menu. At the bottom are two buttons: "Create Payment" (blue) and "Cancel" (grey).

You can only allocate to one invoice at a time. If you need to allocate to more than one invoice, then select the payment once it appears on the client account.

The pop-up box below will appear showing the payment & invoices it has already been allocated to, you will then be able to allocate the remainder of the payment.

**Payment #45948 - £162.00 (Cheque)**

Date: 25/01/2016

Status: Paid

Cheque 123456 received in office 25/1

**Applied to 1 invoice:**

- £54.00 applied to [Invoice GP1213](#) on 25/01/2016 ([Remove](#))

Apply to invoice:

Reconciled?

Save

Close

Watch our video tutorial: