

# How do I check an order's instalment plan?

31/10/2025 10:08 am AEDT

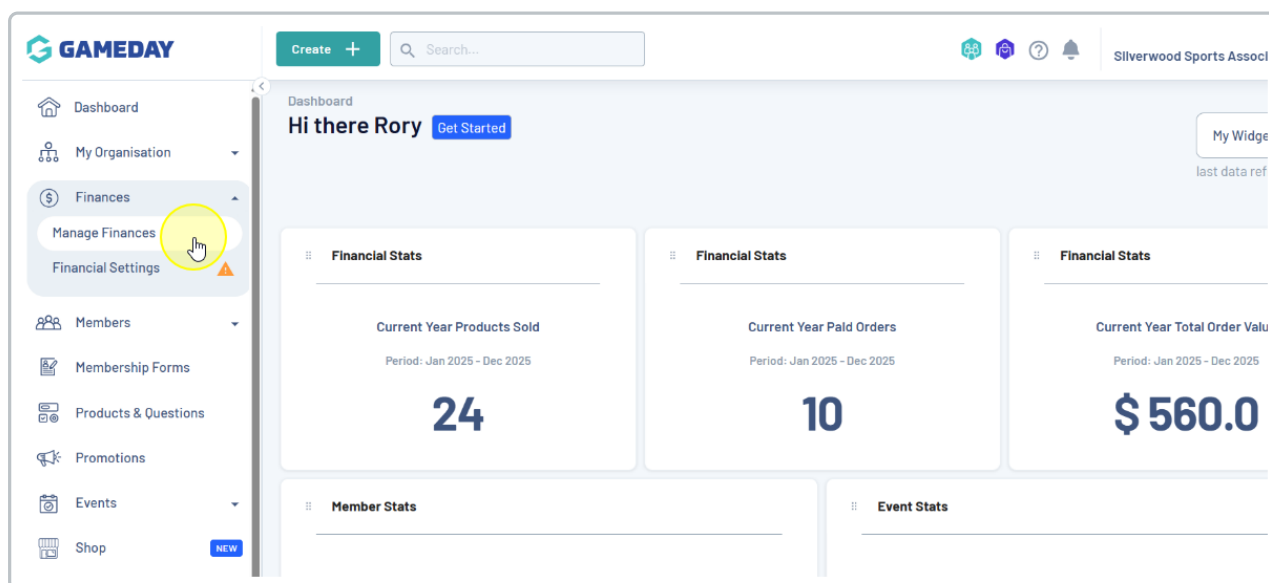
## Overview

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

## Step-by-Step

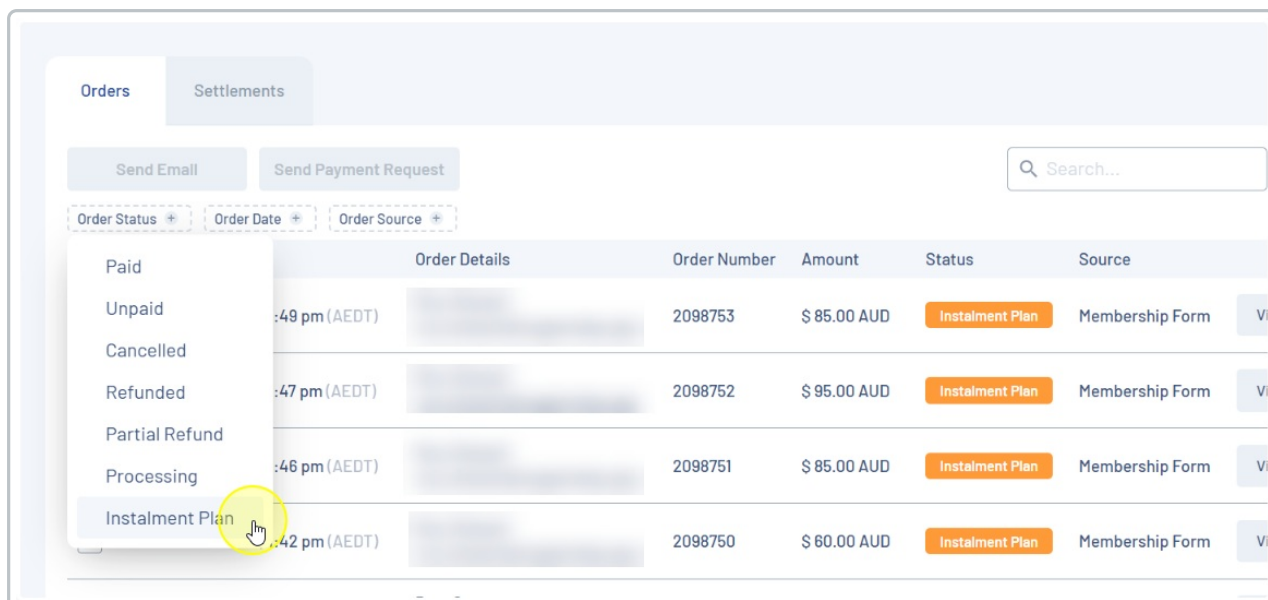
### Step 1: Open your Order List

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



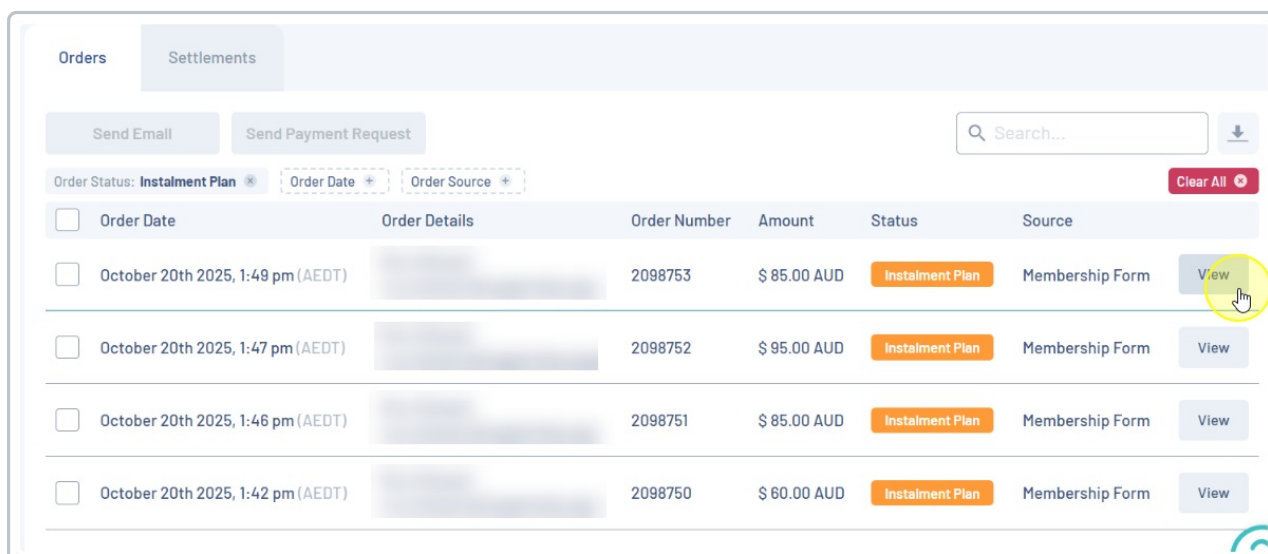
### Step 2: Filter by Instalment Plan

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 plans.



### Step 3: View the relevant order

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



### Step 4: Toggle over to the Transactions tab

Click on the **TRANSACTIONS** tab to view all individual payments made and scheduled as part of the instalment plan.

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Order - 2098753

Instalment Plan

Account:  
Stored Payment Method:

Order Items

Transactions

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	Order Item Number	Product Name	Product Type	Quantity	Unit Price	Total Price	Promotional Discount	Total
▼	2846205	T-Shirt	Shop Products	1	\$ 10.00 AUD	\$ 10.00 AUD	-	\$ 10.00
▼	2846204	Player Fee	Membership	1	\$ 50.00 AUD	\$ 50.00 AUD	-	\$ 50.00

### Step 5: View the instalment schedule

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.

Order Items

Transactions

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Transaction Date	Transaction Type	Payment Type	Payment Method	Payment Gateway Reference	Transaction Amount	Status
20/10/2025 1:49 PM (AEDT)	Payment	Online - Stripe	Link via rory.stewart@mygameday.app	pi_3SK9AGF2mgWphY1JlrWzzGWW	\$21.25	Processed
20/10/2025 2:49 PM (AEDT)	Instalment Payment	Online - Stripe	Link via rory.stewart@mygameday.app		\$21.25	Scheduled
20/10/2025 3:49 PM (AEDT)	Instalment Payment	Online - Stripe	Link via rory.stewart@mygameday.app		\$21.25	Scheduled
20/10/2025 4:49 PM (AEDT)	Instalment Payment	Online - Stripe	Link via rory.stewart@mygameday.app		\$21.25	Scheduled

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Feedback

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