

Record a cash payment and close event accounting

Mark in-person fees as paid, export the payments and close the accounting of a paid event that has ended.

4 min · Available · 2026-09-26

Before you begin

- ✓ You need Manage event payments.
- ✓ The event must be paid; accounting can be closed only once the event has ended.

1 STEP 1 OF 4 · 30 S

Open the event payments

Open the event from **Events** and select the **Payments** tab. At the top you see **Net collected**, **To collect**, **Fees** and **Refunded**; below, the list of payers with amount, method and status.

Fees to be collected in person have the **To collect** status and, next to it, the **Mark paid** command.

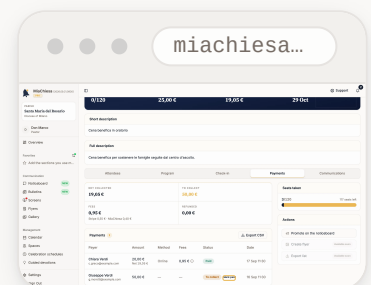


Fig. 1 Mark paid appears only on fees still to be collected.

2 STEP 2 OF 4 · 1 MIN

Record the amount collected

Select **Mark paid** on the row of the person who paid. In the **Mark as paid** window the **Amount collected** field is prefilled with the amount owed, also shown below the field: change it if you received a different sum.

Under **Payment method** choose **Cash**, **Bank transfer**, **POS / Card** or **Other**, then select **Confirm**.

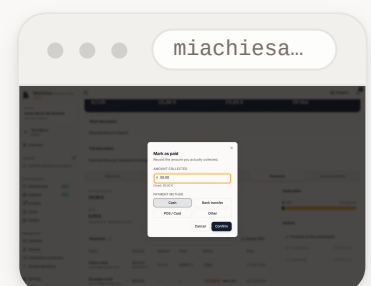


Fig. 2 Record the sum you actually received, not the expected one.

3

STEP 3 OF 4 · 30 S

Check the list and export

The row changes to **Paid** with the chosen method, and the **Net collected** and **To collect** totals update.

With **Export CSV** you download the payment list with amounts, fees, method, status and date.

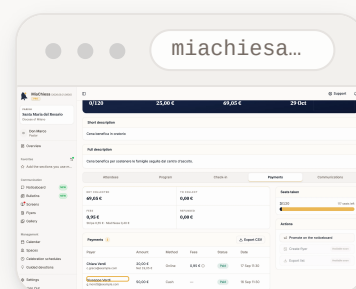


Fig. 3 The fee is no longer among those to collect.

4

STEP 4 OF 4 · 1 MIN

Close the accounting

When a paid event has ended, **Event accounting** appears above the tabs with the **Open** status: you can still record the cash payments you collected.

When you are done select **Close accounting** and confirm in the **Close the accounting?** window: **Accounting closed** appears and the status becomes **Closed**.

After closing

You can no longer record cash payments or add paying registrants. With **Reopen accounting** you can reopen it at any time.

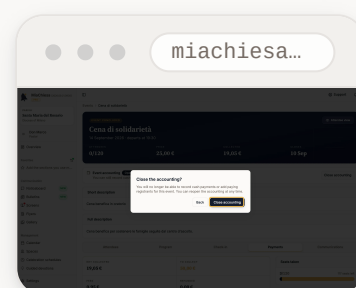


Fig. 4 Close the accounting only once every payment is recorded.

What you have achieved

- ✓ Fees collected in person show as paid and count toward the event totals.
- ✓ The ended event's accounting is closed; you can reopen it if needed.

Troubleshooting

I can't see Mark paid



It appears only on To collect rows. If the event has ended and the accounting is closed, reopen it with Reopen accounting.

I see "Enter a valid amount"



Type a non-negative amount in euros, using a comma or a dot for decimals.

I see "Couldn't update the payment."



The payment was not saved: try again with Mark paid.

I can't see the Payments tab



It appears only for paid events and if you have Manage event payments.