How to Record Booth Rent Payments and Partial Payments

Booth Rental Manager · https://haircutnow.com/docs/how-to-record-booth-rent-payments-and-partial-payments/

Use **Record payment** after receiving money from a renter.

Record a receipt

1. Find the renter under **Active renters**.
2. Open **Record payment**.
3. Enter the amount actually received.
4. Select **Date received**.
5. Choose the payment method.
6. Add an optional reference or note.
7. Select **Confirm payment received**.
8. Check the success message and updated balance.

Available methods include Cash, Zelle, Cash App, Venmo, Check, Card, ACH, and Other. These labels record how money arrived; selecting Card or ACH does not charge the renter.

Partial payments

Enter only the amount received. If the renter owes $250 and pays $100, record $100. With no other changes, the remaining balance is $150.

Record later payments separately using their actual amounts and dates.

Last payment received

The roster and renter portal show the last official payment, its amount, date, method, and the owner or manager who recorded or confirmed it.

A pending renter report does not appear as an official payment until reviewed and confirmed.

Avoid counting the same payment twice

If the renter has already submitted a report for the same payment, review that report instead of also entering a separate receipt. Check the ledger and references before confirming.

Fix an incorrect amount

Find the payment in **Recent ledger**, select **Edit**, enter the correct amount and a reason, and save the correction. The original remains in the audit history.