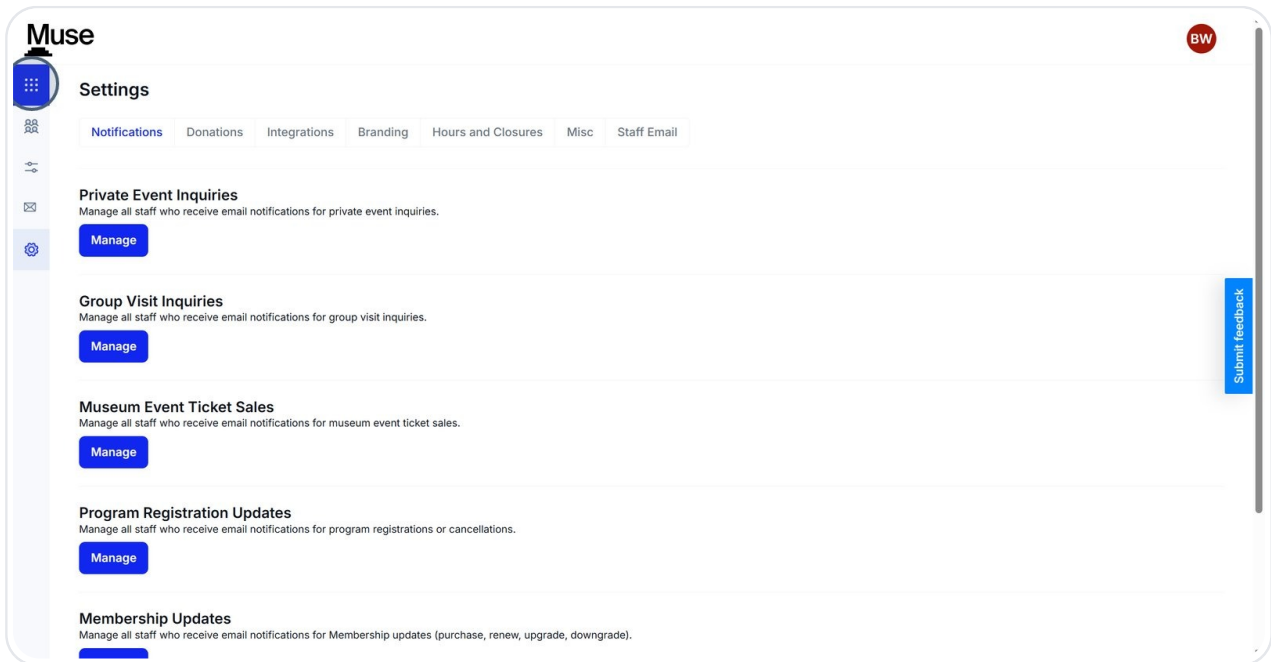


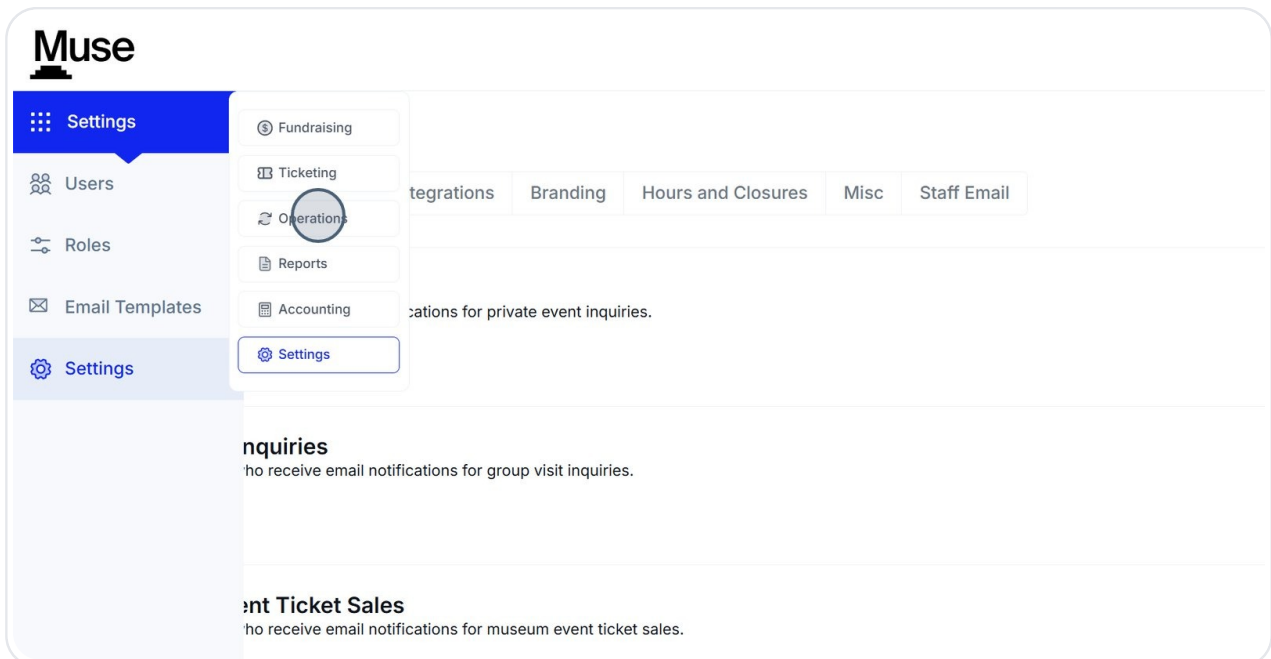


Mark an Event Invoice as Paid by Check

1. Start by navigating to Operations from the blue North Star icon.



2. Click on 'Operations.'



3. Open Private Events to handle specific event bookings and details.

Muse

Operations

Dashboard

Private Events

Group Visits

POS

Reports

Settings

Dashboard

Group event

Create an inventory item

Blackout calendar dates

Exhibitions

Group Visits

Private Events

Not Confirmed

Self-Serve Events

Closed / Blackout Dates

Special Hours

Programs

Experiences

August 2026

>

	MON	TUE	WED	THU	FRI	SAT
27	Dinosaurs Roamed the Earth Summer Splash Pad 9:00 am - 12:00 pm: Summer Camp Summer Camp - Teens 9:00 am - 12:00 pm: Summer Camp Art 101 9:00 am - 12:00 pm: Summer Camp Robotics Session 3:00 pm: Ben Franklin Elementary School Group Visit	28 Dinosaurs Roamed the Earth Carousel 9:00 am - 12:00 pm: Summer Camp Summer Camp - Kids 9:00 am - 12:00 pm: Summer Camp Summer Camp - Teens 9:00 am - 12:00 pm: Summer Camp Art 101 9:00 am - 12:00 pm: Summer Camp Robotics Session	29 Dinosaurs Roamed the Earth	30 Dinosaurs Roamed the Earth 12:30 pm: Ben Franklin Elementary Group Visit	31 Dinosaurs Roamed the Earth 9:00 am - 12:00 pm: Summer Camp Summer Camp - Teens	1 Dinosaurs Roamed the Earth
2						

Submit feedback

4. Switch to Custom Events to focus on tailored private event entries.

Muse

Private Events

Calendar

Custom Events

Self-Serve Events

Filter

Private Events

Self-Serve Events

Closed / Blackout Dates

Special Hours

<

August 2026

>

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Submit feedback

5. Click on the Private Event you wish to manage.

















Private Events

Calendar

Custom Events

Self-Serve Events

List

Setup

Name	Organization	Primary Contact	Date
Muse Corporate Event	Muse Software	Ben Wright	8/15/26
Cedars-Sinai Holiday Party	Cedars-Sinai Medical Center	Brandon Weibrecht	12/05/26
Jen Mendoza Event	Jen Mendoza	Jen Mendoza	5/15/27

6. Select **View Details** for in-depth event information and available actions.

Contact

Ben Wright
ben@musesoftware.ai

Organization or School Name

Muse Software

Size

250

Needs

Test catering info

Requirements

none todaynone

Additional Information

none today

Location

The Museum Floor

Event Date/Time

8/15/26 from 4:00 pm - 8:00 pm (4 hours)

Close

View Details

The Museum Floor	250	In Discussion
The Museum Floor	150	Confirmed
North Garden	150	Confirmed

Submit feedback

7. Navigate to the Invoices tab to access invoice records for this event.

Muse

Return to all private events

Muse Corporate Event

Event Details

Invoices

Original Inquiry

Final Event Details

Event Name

Muse Corporate Event

Primary Contact*

Primary Contact First Name*

Ben

Primary Contact Last Name*

Wright

Primary Contact Email*

ben@musesoftware.ai

Primary Contact Phone Number*

+1 316-648-0254

☒ Billing Contact Same as Primary*

Billing Contact*

Billing Contact First Name*

Ben

Billing Contact Last Name*

Wright

Submit feedback

8. Identify and select the invoice you wish to update by clicking anywhere in the corresponding row.

Create Invoice

	Created Date	Amount	Notes	Status	
	2/25/26	\$1,500.00		Partial	⋮
	5/14/26	\$1,000.00		Unpaid	⋮
	5/21/26	\$129.00		Unpaid	⋮
	8/04/26	\$150.00		Unpaid	⋮

Submit feedback

View online

9.

Muse

Return to all invoices

Muse Corporate Event

In Discussion

Save as PDF

Share invoice

TMC

Invoice

Muse Corporate Event

Invoice no.
PVZKL77P-0004

Invoice date
August 04, 2026

Due Date
August 18, 2026

Memo
Memo

Description

Recipient
Muse Software
Ben Wright
ben@musesoftware.ai

Submit feedback

10. Next, to enter the payment information, select Museum Floor to open the floor management section.

Museum Floor

My account

Contact support

Log out

Save as PDF

Share invoice

Submit feedback

Recipient
Muse Software

11. Under the New Sale tab, select Other to choose a different payment method and continue.

Muse Portal **BW**

New Sale Museum Entry Transactions Schedule Floor Admin

Tickets Programs Memberships Merchandise Café Donation Gift Card **Other** Connected (simulated)

Q Search... 8/05/2026

General Admission

Adult Adult Admission \$15.00	Child (Under 13) Under 13 child admission \$10.00	Infant (under 1) Child under 1 \$0.00
- 0 +	- 0 +	- 0 +

Senior (65+)
Senior (65+) \$12.00

- 0 +

Exhibitions / Other

Dinosaurs Roamed the Earth

Adult Adult Admission \$7.00	Child (Under 13) Under 13 child admission \$5.00	Senior (65+) Senior (65+) \$5.00
- 0 +	- 0 +	- 0 +

The Puppet Exhibition

Order Summary Add Member Details

Cart is empty

Running Total \$0.00

Pay Now

Final tax and discounts applied after pressing "Pay Now"

Submit feedback

12. Click Manual sale to open a new sale and begin recording the check payment.

Tickets Programs Memberships Merchandise Café Donation Gift Card **Other** Connected (simulated)

Manual Transaction
Manually create a new sale or refund for the current order

Manual sale
Create a new sale

Manual refund
Create a new refund

Manual sale **Manual refund**

13. Click Amount to enter the payment amount.

Tickets

Programs

Memberships

Merchandise

Café

Donation

Gift Card

Other

Connected (simulat

Return to options

\$

Manual sale

Manually create a sale; the custom item will be added to the current order's cart.

Amount

Description

+ Add to cart

14. Click Description to enter payment details before completing the transaction.

Return to options

\$

Manual sale

Manually create a sale; the custom item will be added to the current order's cart.

Amount

\$150.00

Description

+ Add to cart

15. Click Add to cart to finalize the transaction.

Manual sale

Manually create a sale; the custom item will be added to the current order's cart.

Amount

\$150.00

Description

Muse Corporate Event Payment

+ Add to cart

16. Click Pay Now.

der's cart.

+ Add to cart

Discount Code ⓘ

View Codes

Enter discount code

Apply

Running Total

\$150.00

Pay Now

Final tax and discounts applied after pressing "Pay Now"

Submit feedback

17. Select Other to continue.

Final Total

\$150.00

Amount Due

\$150.00

Enter gift card code

Apply

Cash

Card

Other

← Edit Order

Discount Code

Enter discou

Running To

18. Select Check to record this invoice as paid by check.

Other Payment Options

Manual Card

Check

Cancel

Select

Order Summary

Other

1 Muse Corporate Event Payment (\$150.00)

19. Enter Check Amount, Check Number and Reference, and Complete Transaction when finished.

Subtotal

Tax

Final Total

Amount Due

Enter gift card code

Enter Check Details

Amount due

\$150.00

Check Amount*

Check Number*

Reference

e.g., bank info or other reference

Cancel

Complete Transaction

20.

Muse

Settings

Users

Roles

Email Templates

Settings

Donations

Integrations

Branding

Hours and Closures

Misc

Staff Email

Private Event Inquiries

to receive email notifications for private event inquiries.

Group Visit Inquiries

to receive email notifications for group visit inquiries.

Event Ticket Sales

to receive email notifications for museum event ticket sales.

Program Registration Updates

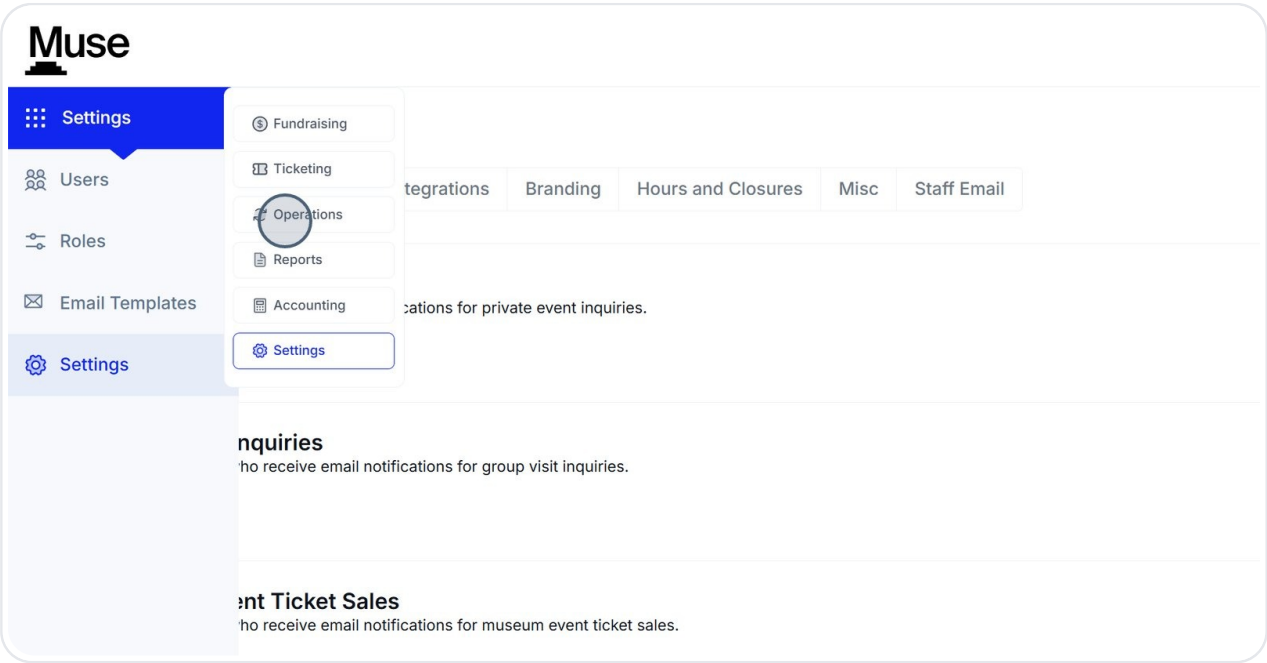
to receive email notifications for program registrations or cancellations.

Membership Updates

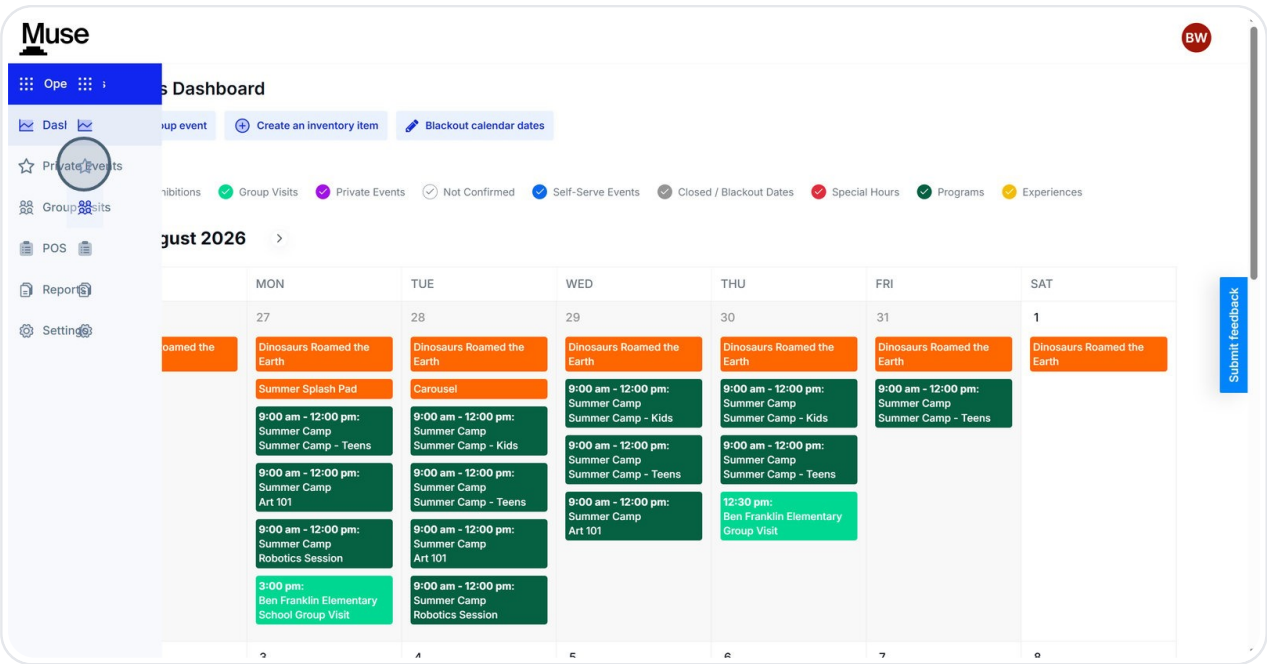
to receive email notifications for Membership updates (purchase, renew, upgrade, downgrade).

Submit feedback

21. Click Operations to open the tools you'll use to mark the event invoice as paid.



22. Select Private Events.



23. Click Custom Events.

Muse

Operations

Dashboard

Private Events

Group Visits

POS

Reports

Settings

Calendar

Custom Events

Self-Serve Events

Filter

Self-Serve Events

Closed / Blackout Dates

Special Hours

August 2026

MON

TUE

WED

THU

FRI

SAT

27

28

29

30

31

1

3

4

5

6

7

8

Submit feedback

24. Select the event for which you just added the check payment.

Muse

Calendar

Custom Events

Self-Serve Events

List

Setup

Name	Organization	Primary Contact	Date
Muse Corporate Event	Muse Software	Ben Wright	8/15/26
Cedars-Sinai Holiday Party	Cedars-Sinai Medical Center	Brandon Weibrecht	12/05/26
Jen Mendoza Event	Jen Mendoza	Jen Mendoza	5/15/27

25.

contact

Ben Wright
ben@musesoftware.ai

Location or School Name

Muse Software

Size

250

Needs

Test catering info

Requirements

none todaynone

Additional Information

none today

Location

The Museum Floor

Event Date/Time

8/15/26 from 4:00 pm - 8:00 pm (4 hours)

Close

View Details

The Museum Floor	250	In Discussion
The Museum Floor	150	Confirmed
North Garden	150	Confirmed

Submit feedback

26. Click Invoices to return to your invoice list and mark the event invoice as paid.

Muse

BW

Return to all private events

Muse Corporate Event In Discussion

Event Details Invoices

View Calendar

Original Inquiry

These are the original details provided by the event organizer for reference.

Final Event Details

Event Name

Muse Corporate Event

Primary Contact*

Primary Contact First Name*

Ben

Primary Contact Last Name*

Wright

Primary Contact Email*

ben@musesoftware.ai

Primary Contact Phone Number*

+1 316-648-0254

Billing Contact Same as Primary*

☒

Billing Contact*

Billing Contact First Name*

Ben

Billing Contact Last Name*

Wright

Submit feedback

View online

27. Click the vertical ellipses next to the invoice you wish to edit.

Muse

BW

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📄

⚙️

← Return to all private events

Muse Corporate EventIn Discussion

Event DetailsInvoicesCreate Invoice

Number	Created Date	Amount	Notes	Status	
PVZKL77P-0001	2/25/26	\$1,500.00		Partial	⋮
PVZKL77P-0002	5/14/26	\$1,000.00		Unpaid	⋮
PVZKL77P-0003	5/21/26	\$129.00		Unpaid	⋮
PVZKL77P-0004	8/04/26	\$150.00		Unpaid	⋮

Suggest feedback

28. Click **Edit** to update the invoice payment status.

Create Invoice

	Created Date	Amount	Notes	Status	
	2/25/26	\$1,500.00		Partial	⋮
	5/14/26	\$1,000.00		Unpaid	⋮
	5/21/26	\$129.00		Unpaid	⋮
	8/04/26	\$150.00		Unpaid	⋮

Edit

Save as PDF

Share invoice

Submit feedback

29. Choose the Paid status in the invoice status dropdown to mark payment completion.

Events

e Event

In Discussion

Invoices

Edit Invoice Status

Status

Unpaid

Cancel

Save changes

	ated Date	Amount
	5/26	\$1,500.00
	5/14/26	\$1,000.00
	5/21/26	\$129.00
	8/04/26	\$150.00

30. Hit Save changes to confirm and mark the invoice as paid—keeping all records accurate and up to date!

Edit Invoice Status

Status

Paid

Cancel

Save changes

Create

	ated Date	Amount	Notes	Status
	5/26	\$1,500.00		Partial
	5/14/26	\$1,000.00		Unpaid
	5/21/26	\$129.00		Unpaid
	8/04/26	\$150.00		Unpaid