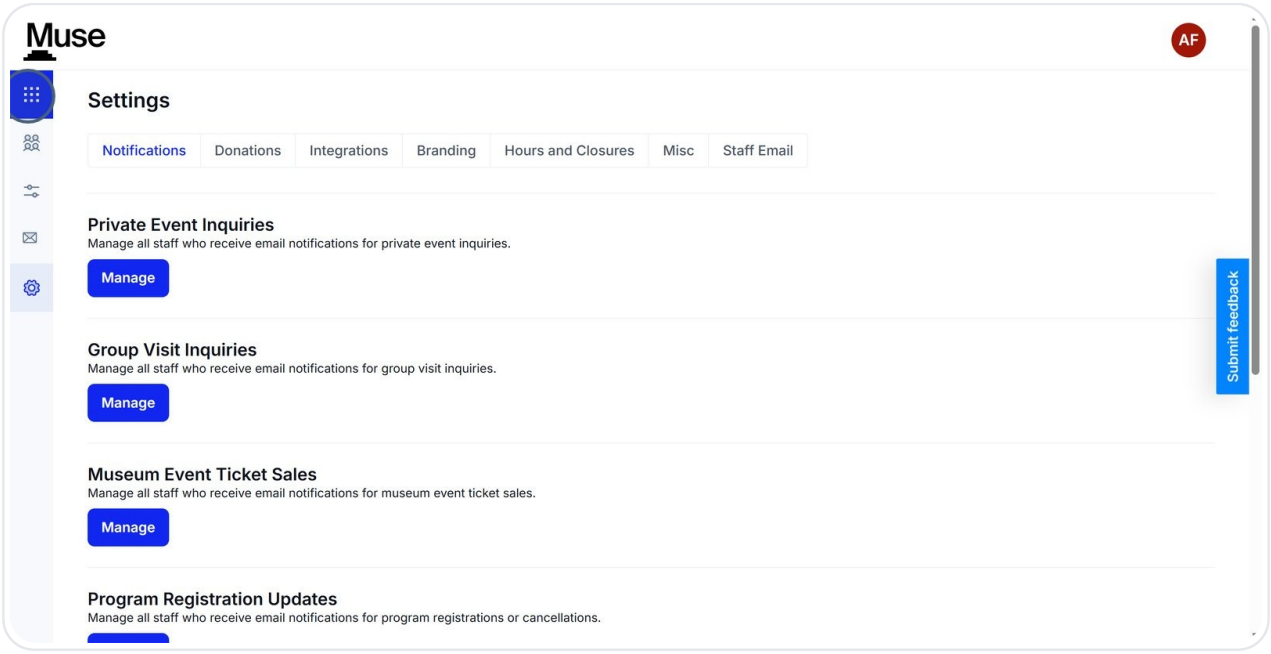
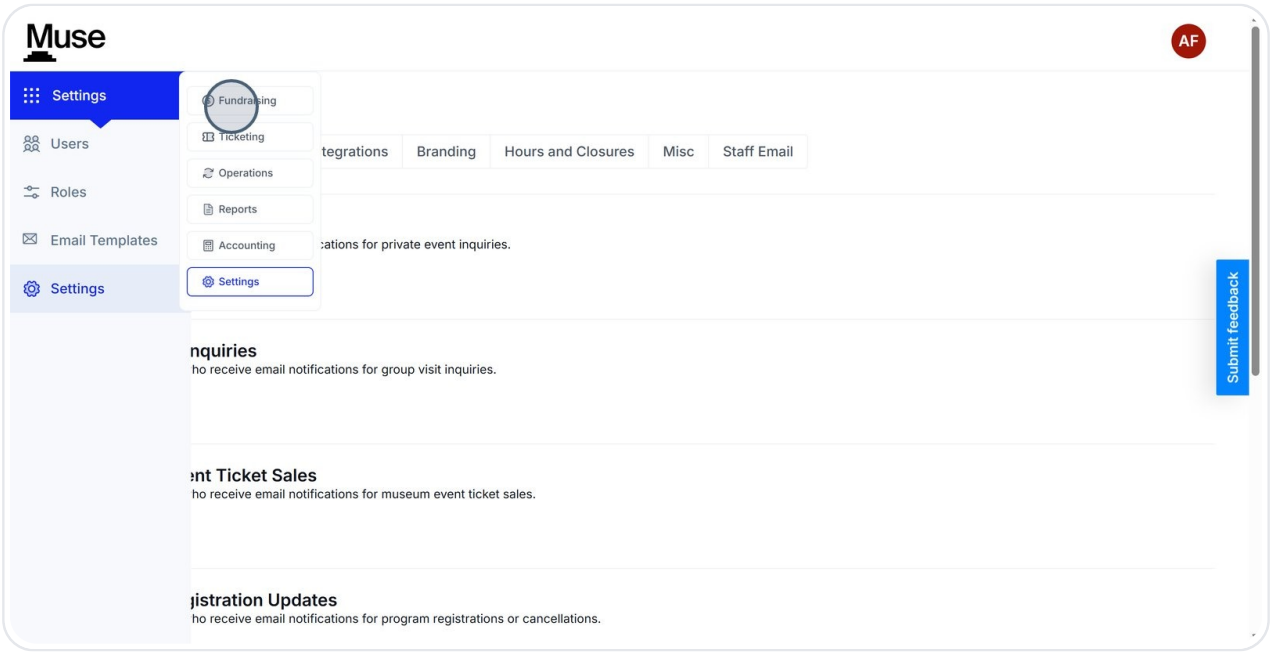
Muse

Record a Donor Payment by Check

1. Open the main menu to access key features and settings.

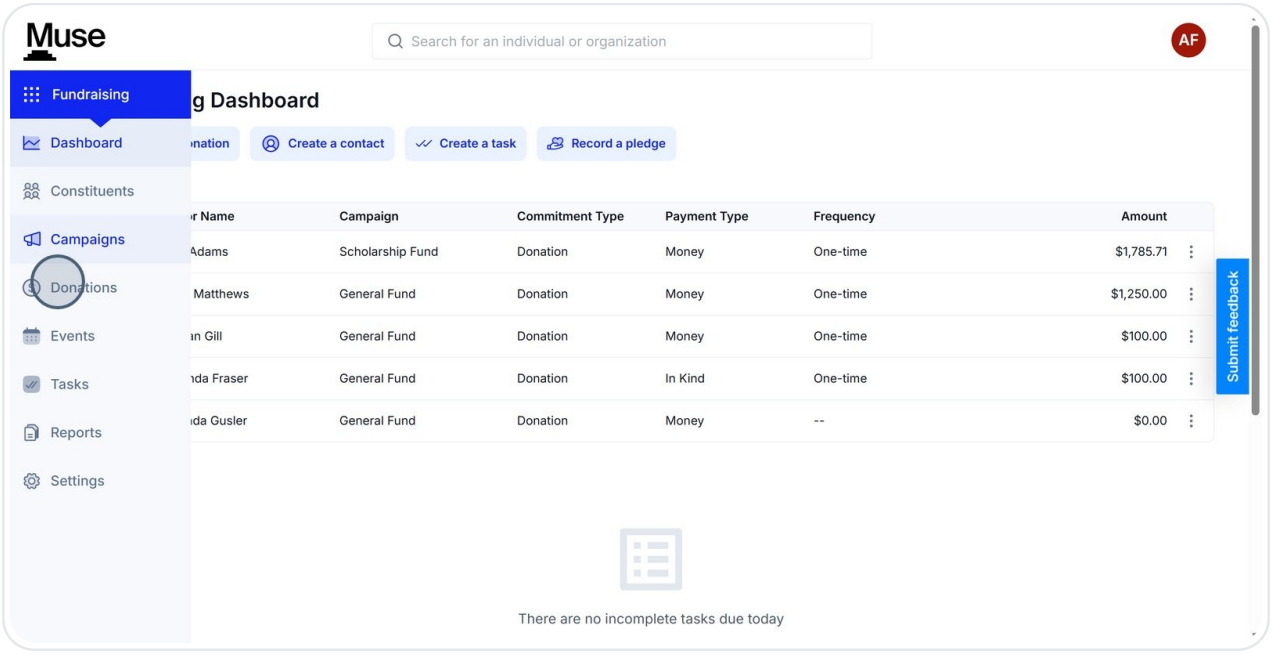


2. Navigate to Fundraising settings for donation management options.

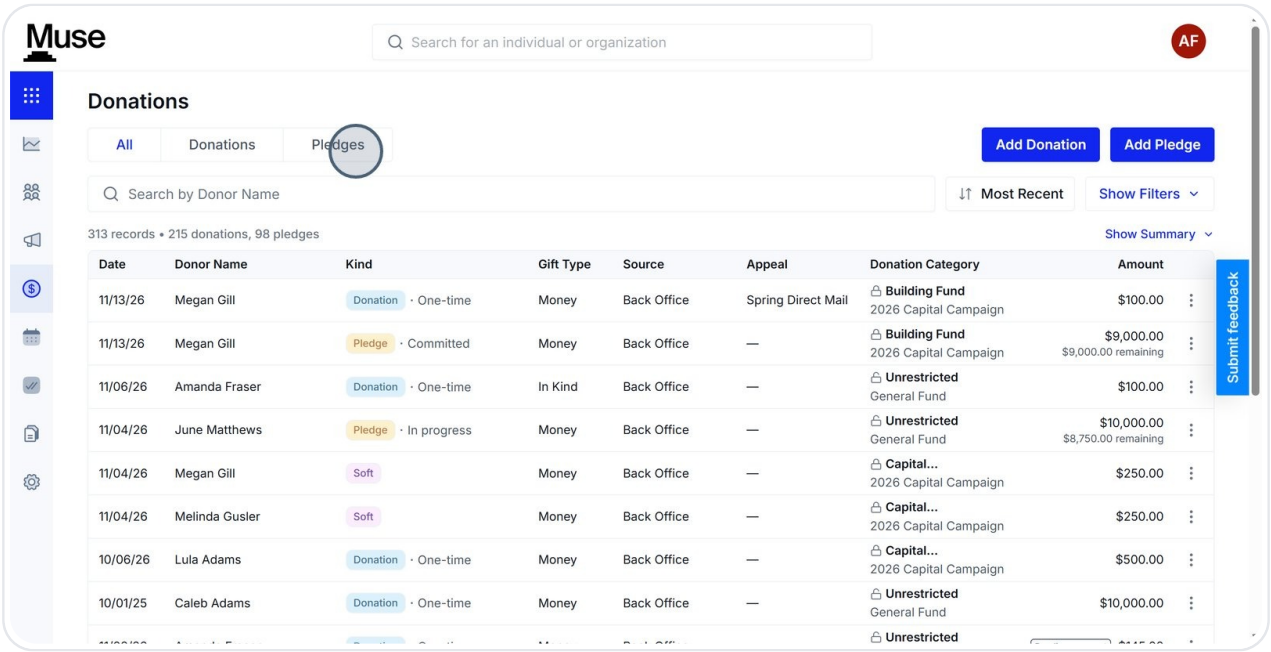


View online

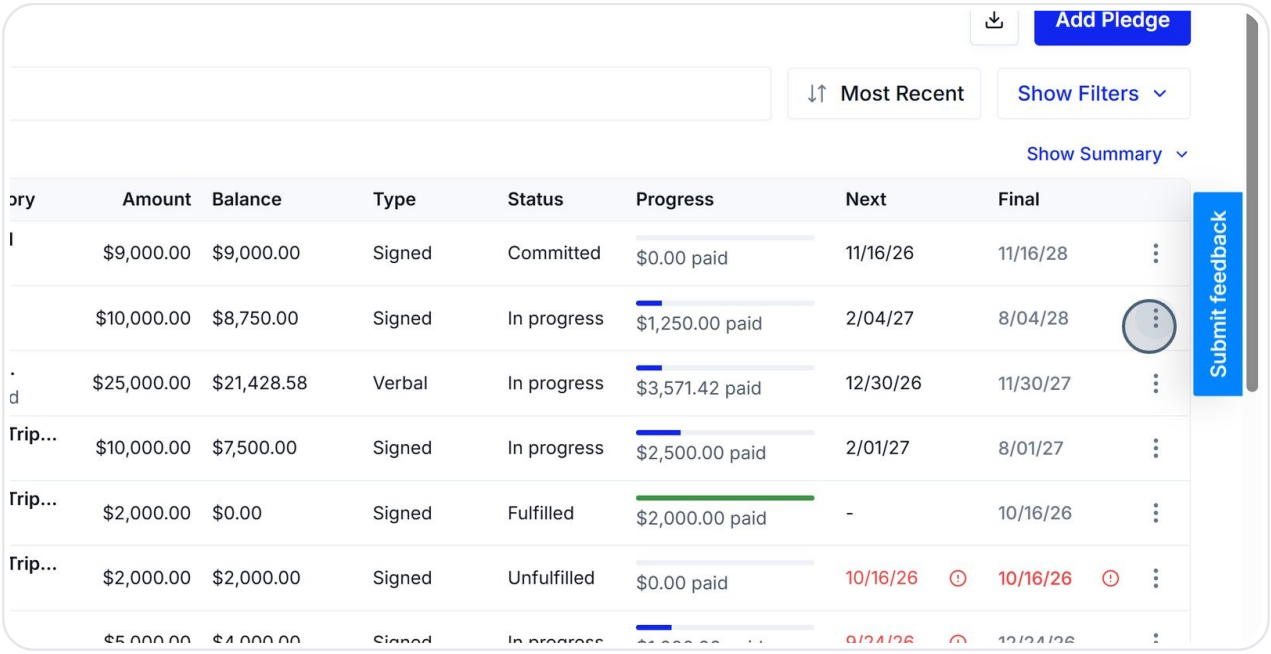
3. Select 'Donations' to manage and review all donor contributions.



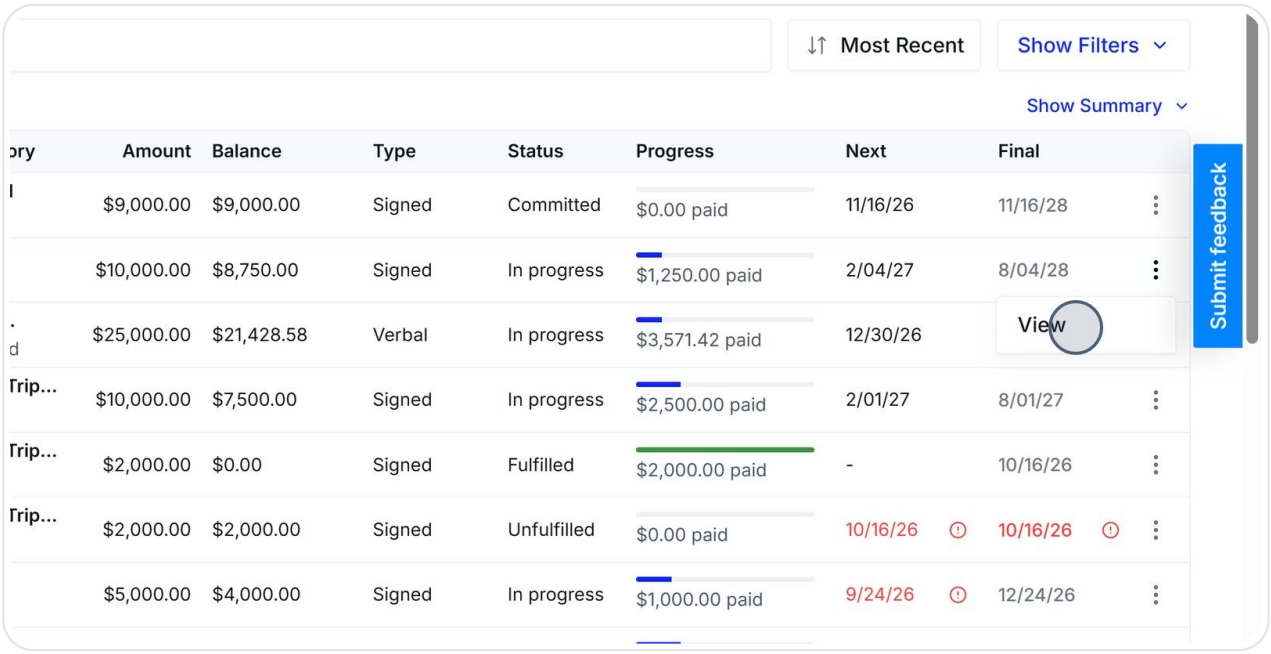
4. Switch to the 'Pledges' tab to focus on individual pledge records.



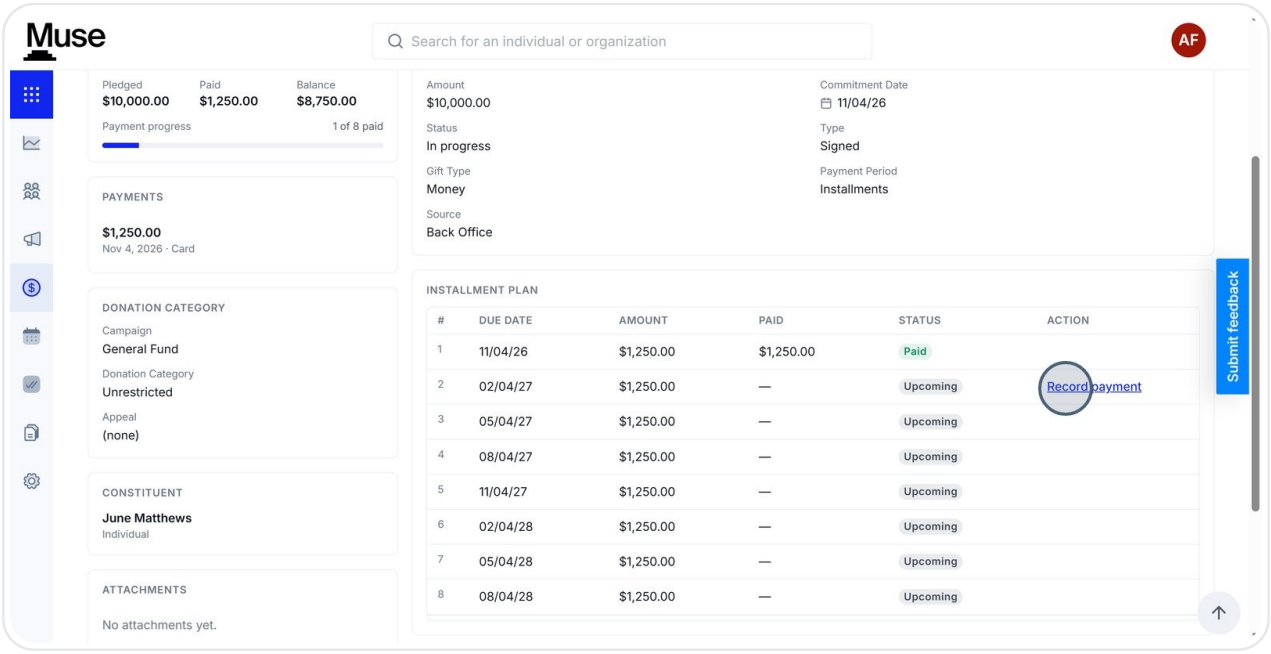
5. Click 'More options' for expanded actions on a specific donor's pledge.



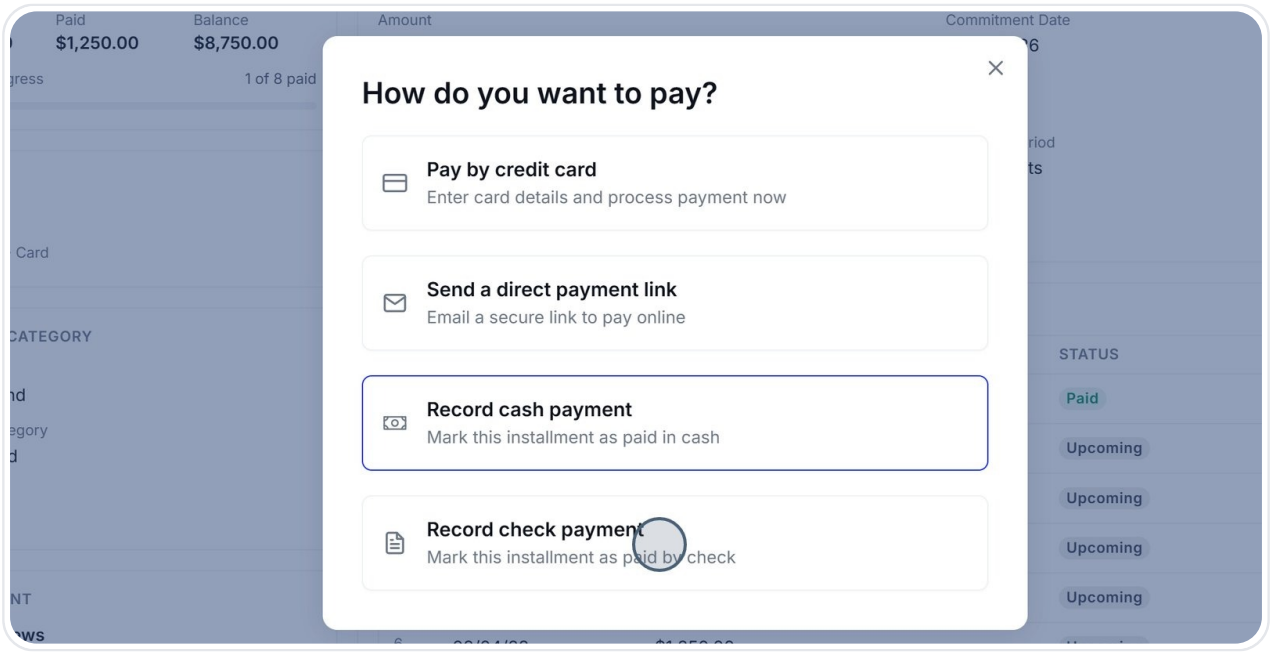
6. Choose 'View' to see detailed information for a donor's pledge.



7. Click 'Record payment' to log a new installment for this donor.

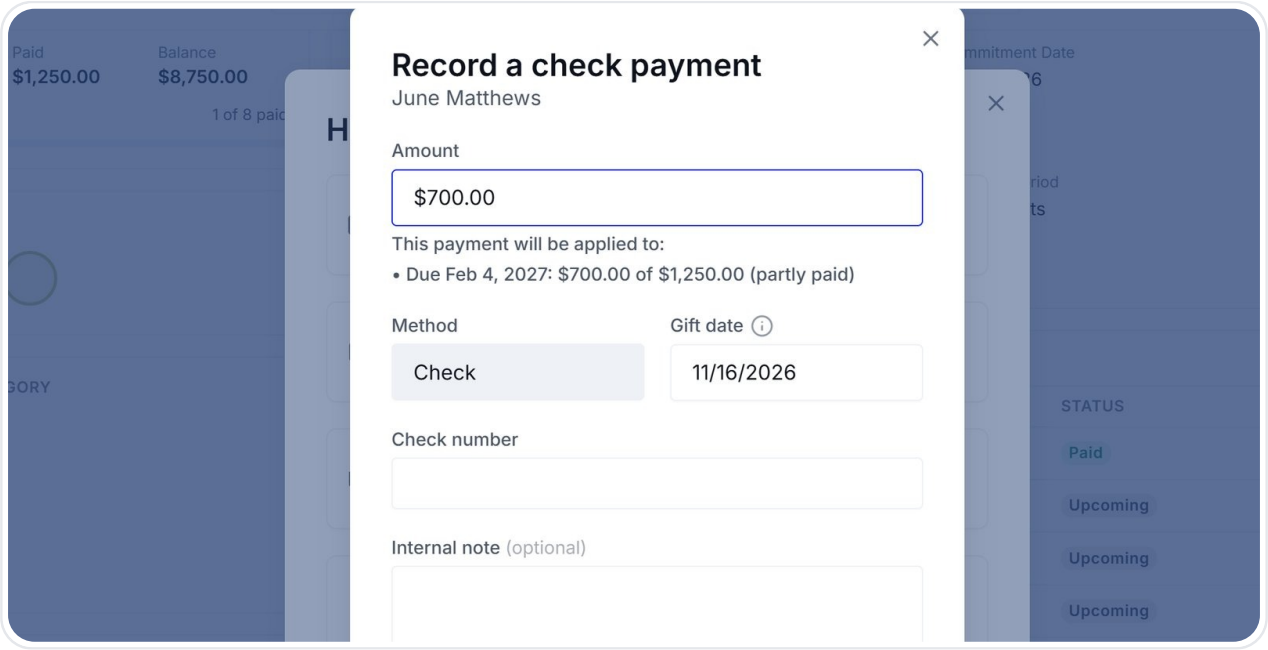


8. Select any of the payment to track a donor payment

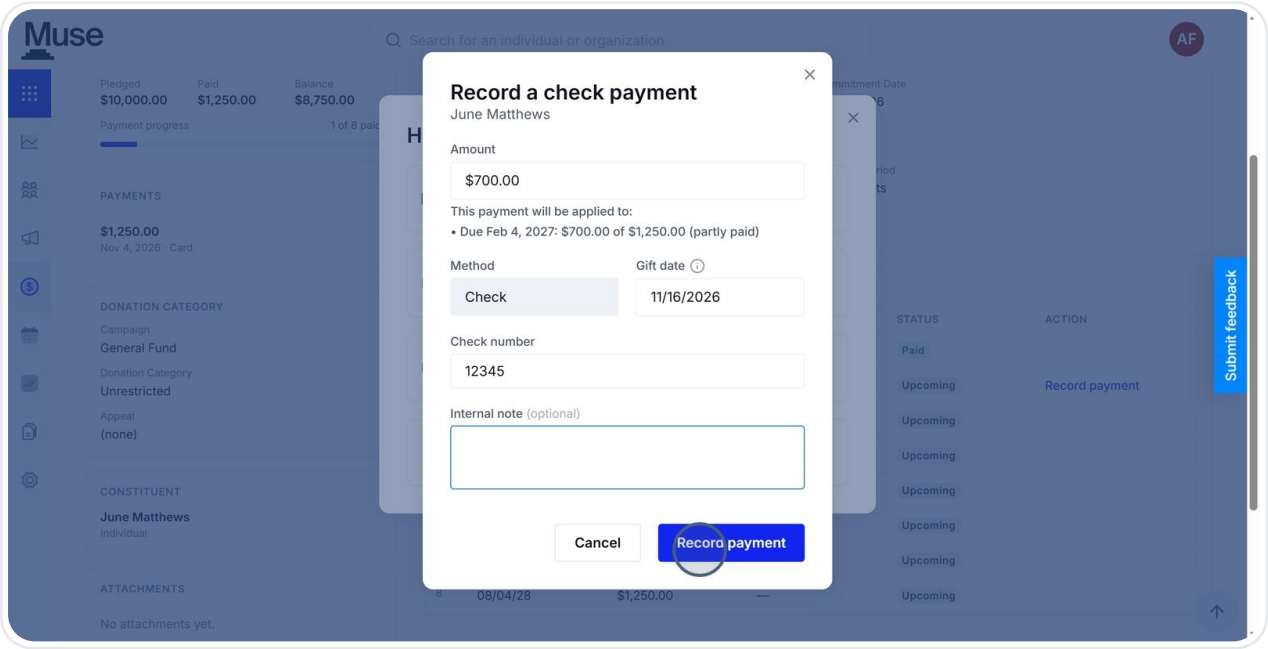


View online

9. Enter in the partial payment amount and other payment details



10. Click Record payment to save all check payment details securely.



11. Review the 'Partially paid' status to confirm recent payment updates.

