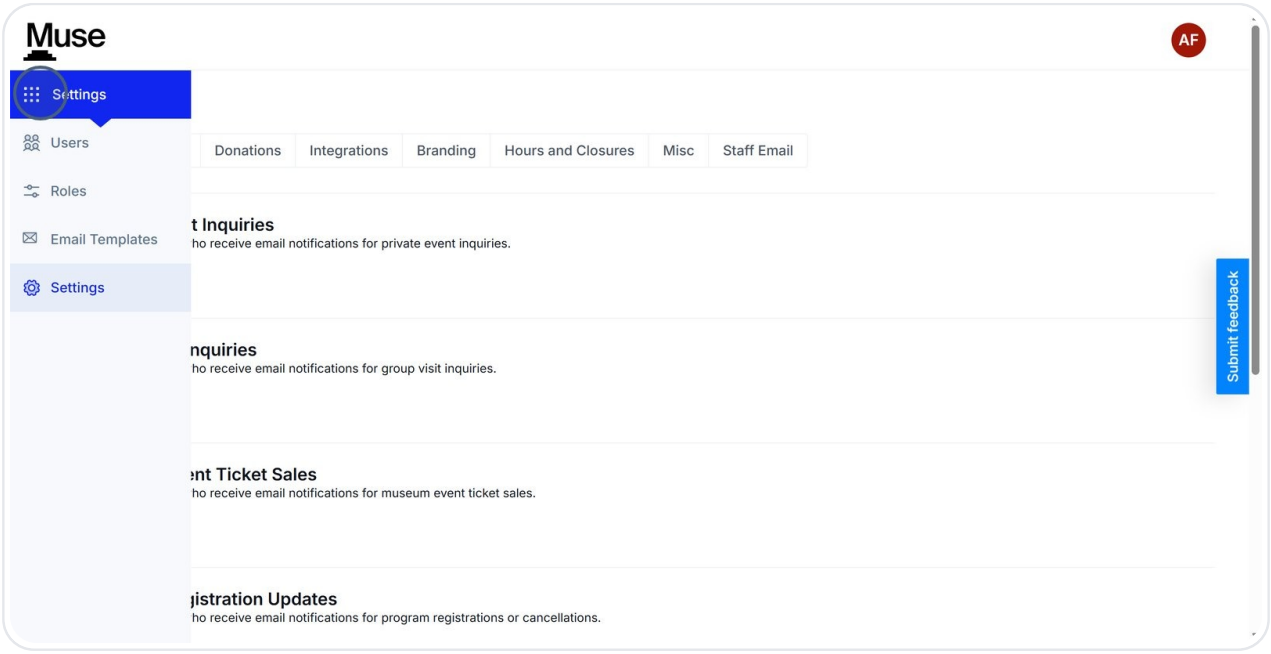
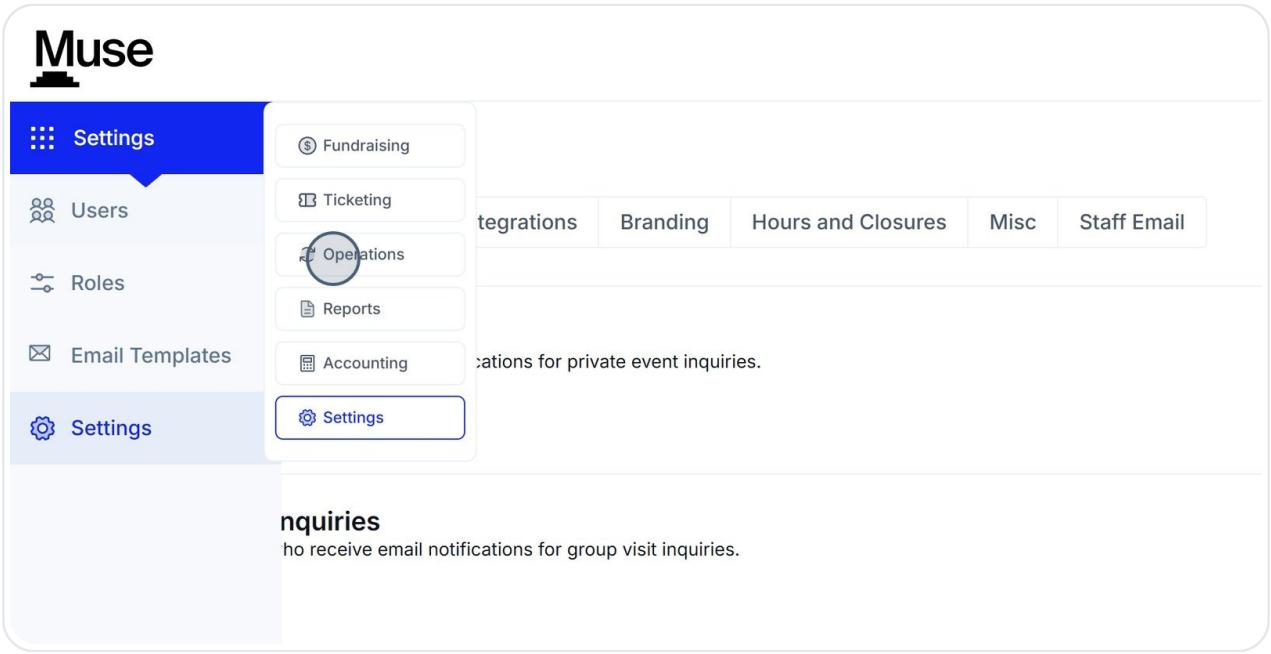
Muse

Update an Invoice Status for a Private Event

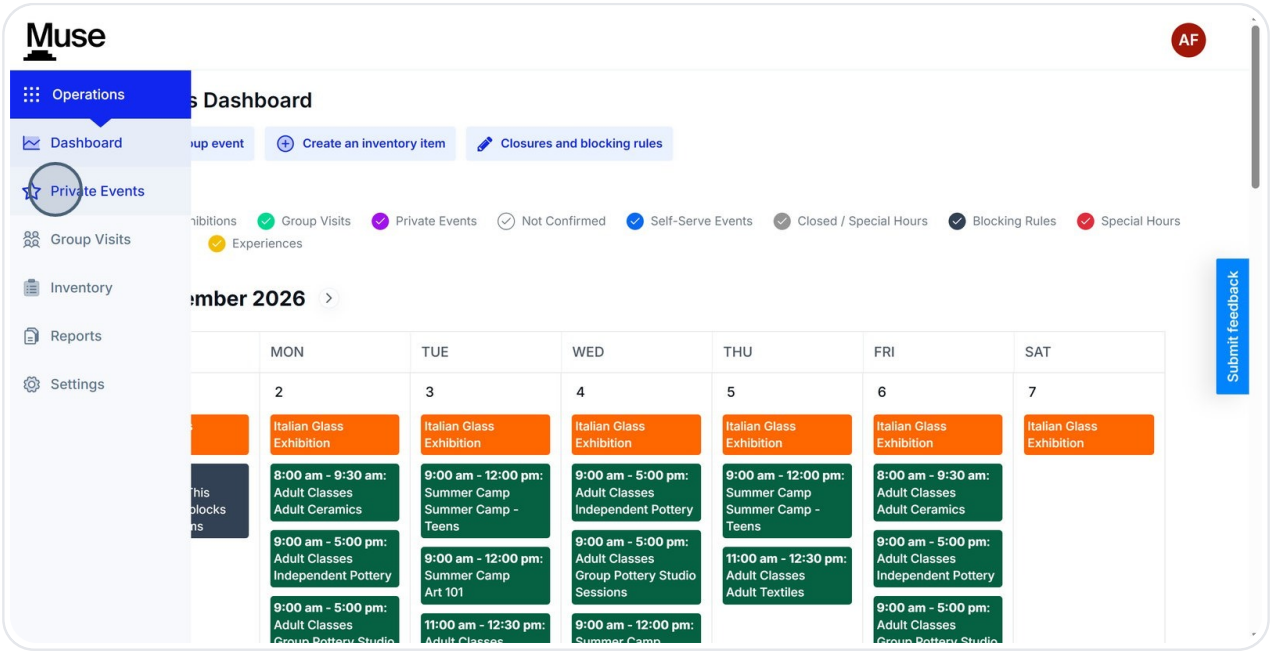
1. Start by opening the Settings menu to manage your organization's preferences.



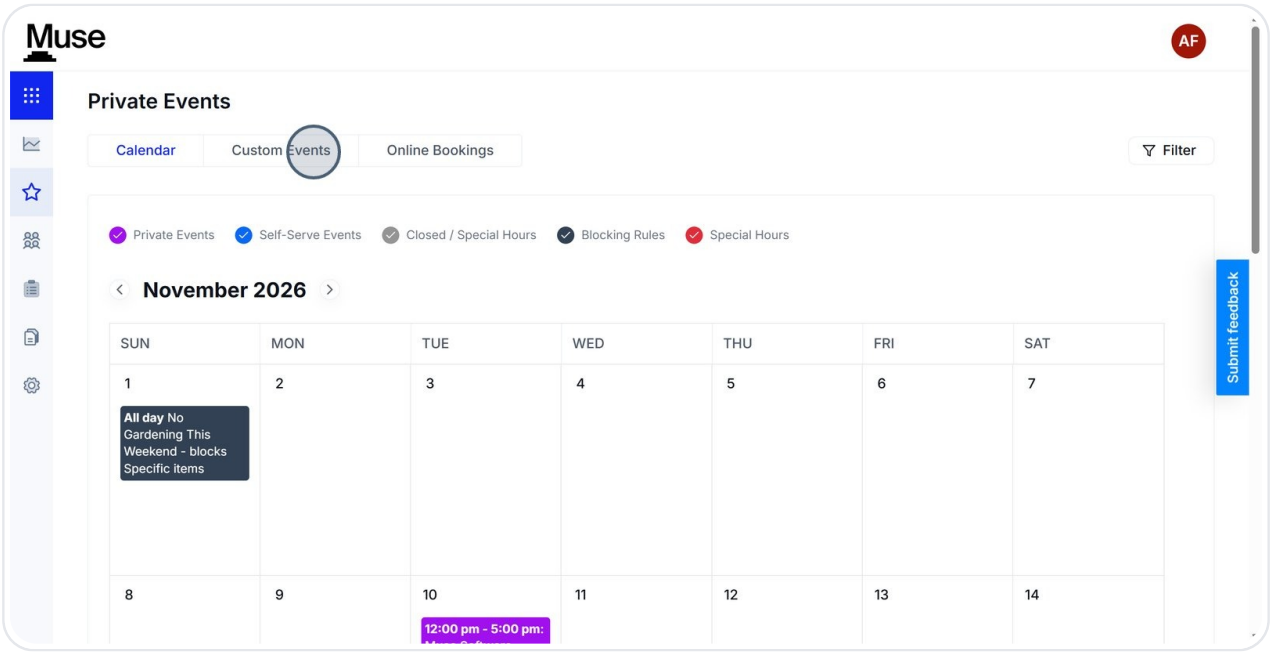
2. Select Operations to access key event and invoice controls.



3. Head to Private Events for a full view of upcoming and past bookings.

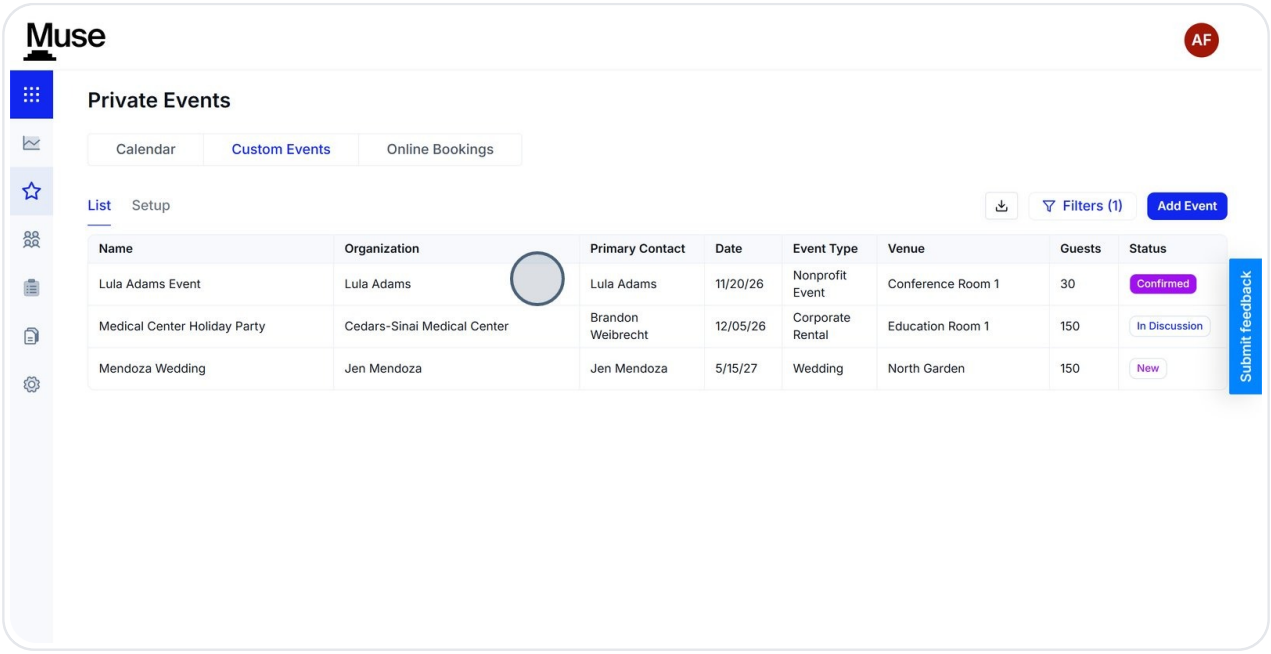


4. Switch to Custom Events to refine your search or manage tailored experiences.

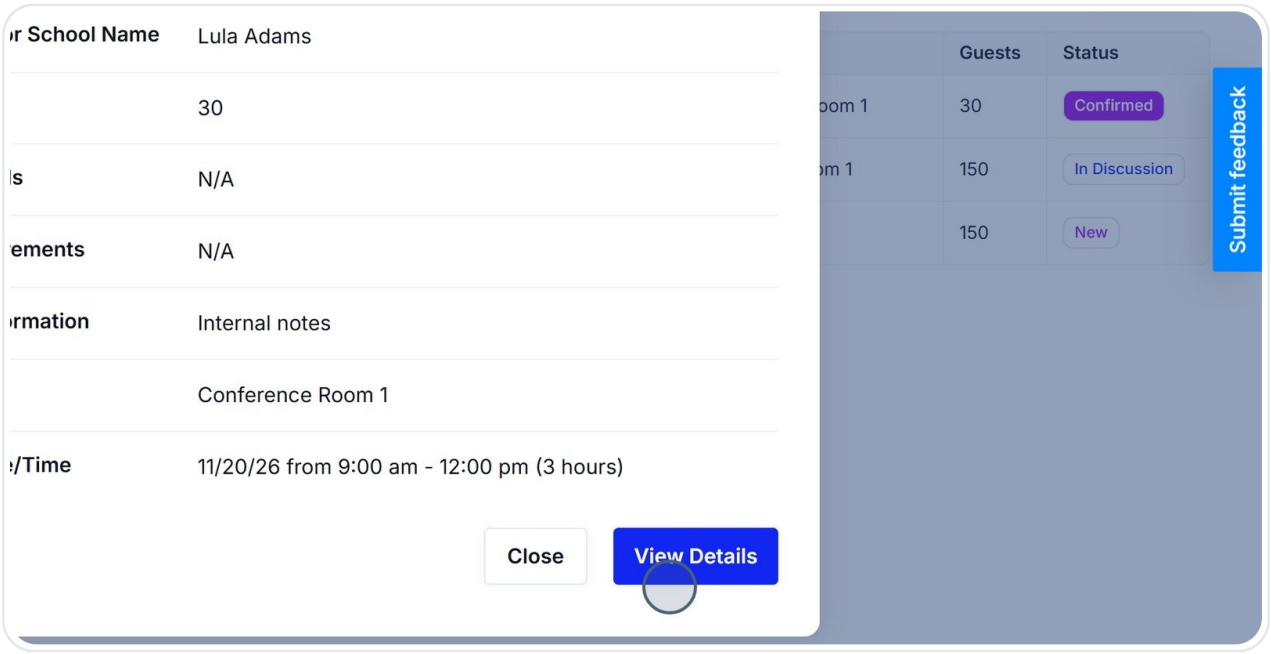


View online

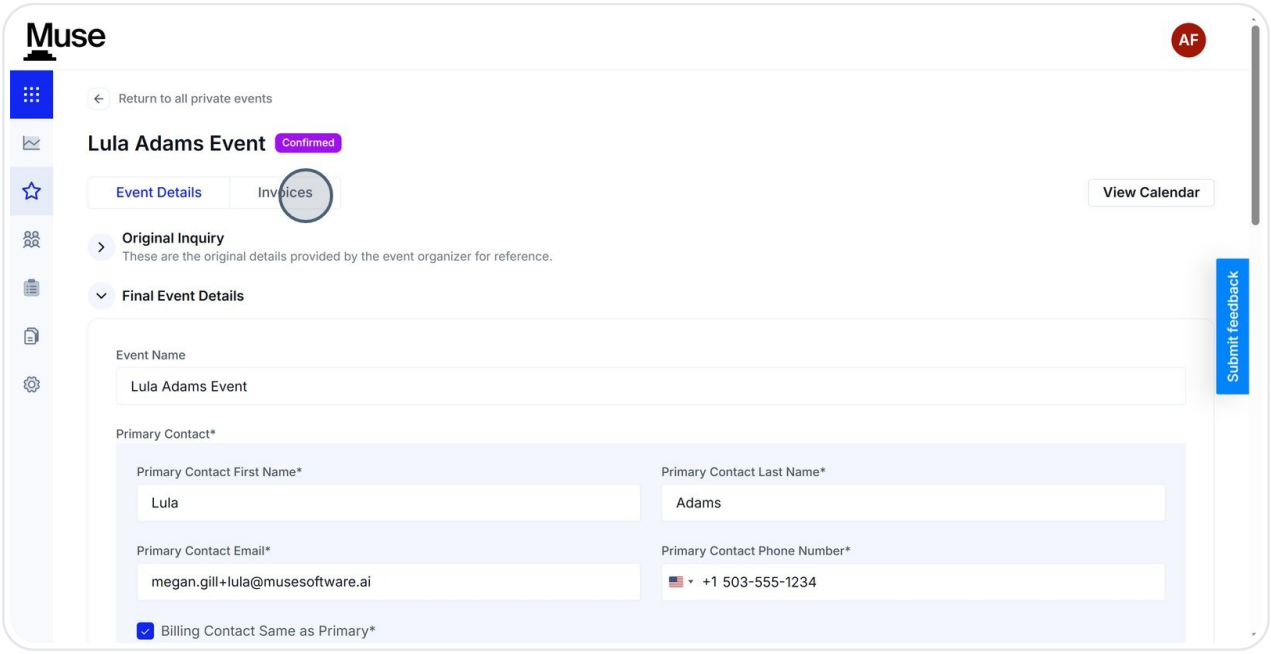
5. Click the organization name to review specific event details and contacts.



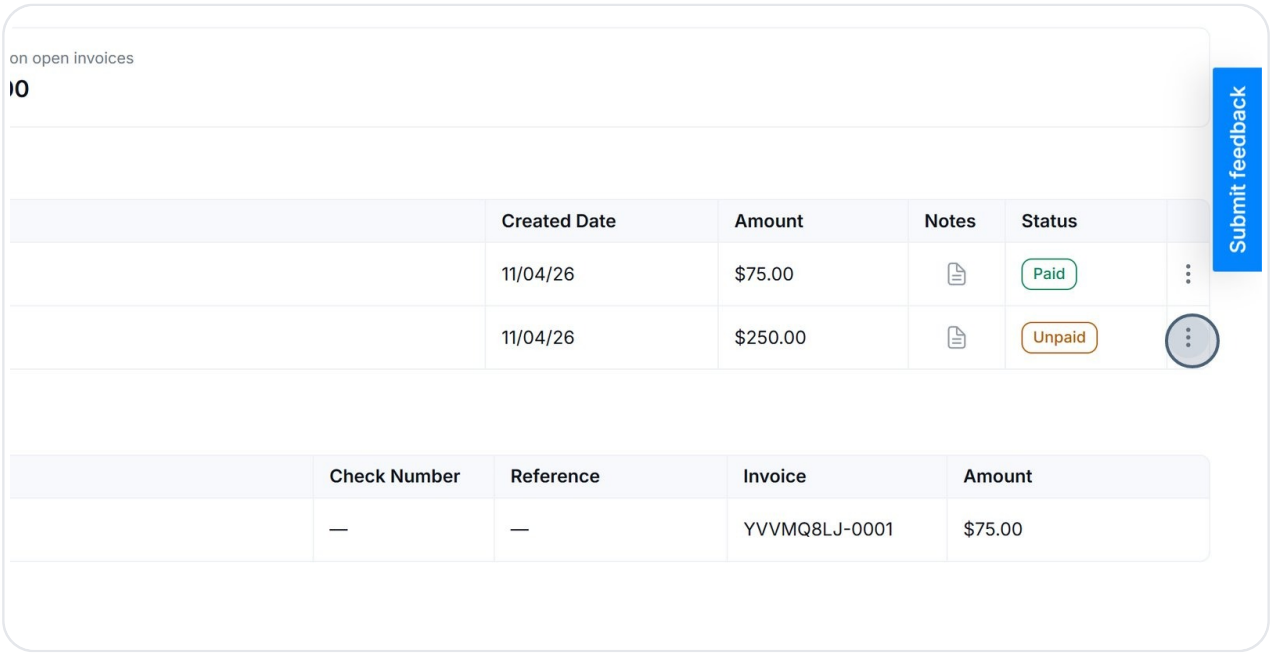
6. Click View Details for a comprehensive look at this event's vital information.



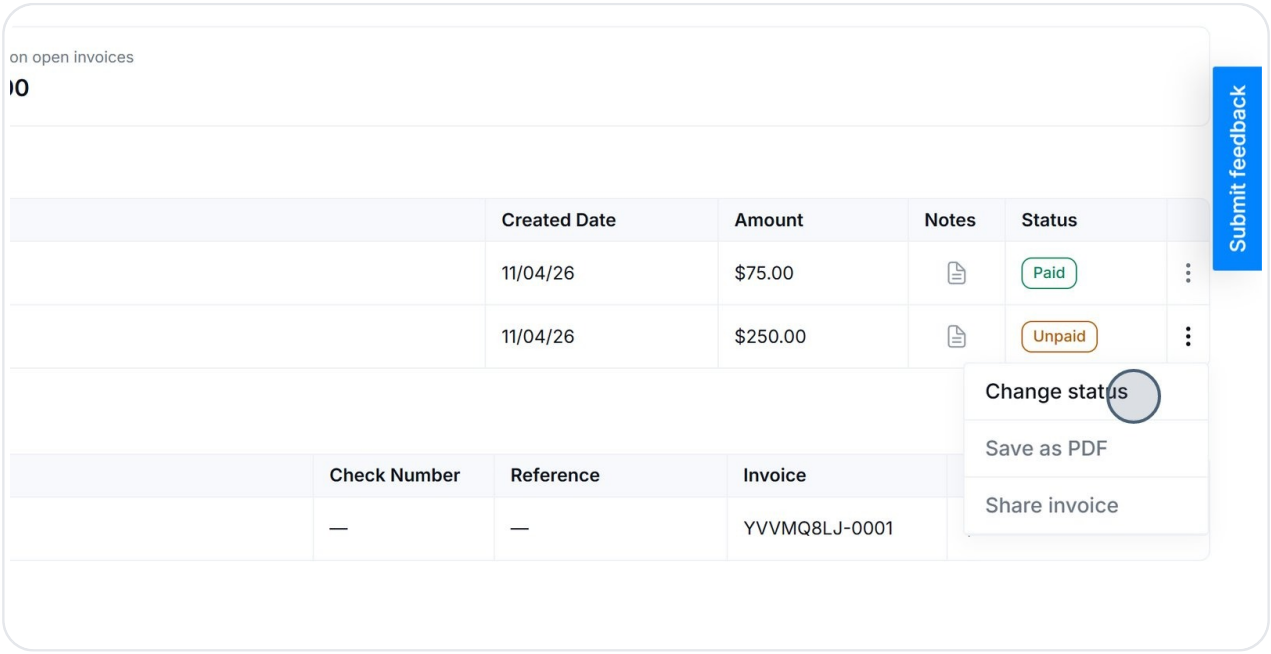
7. Jump to the Invoices tab to see all billing activity for this event.



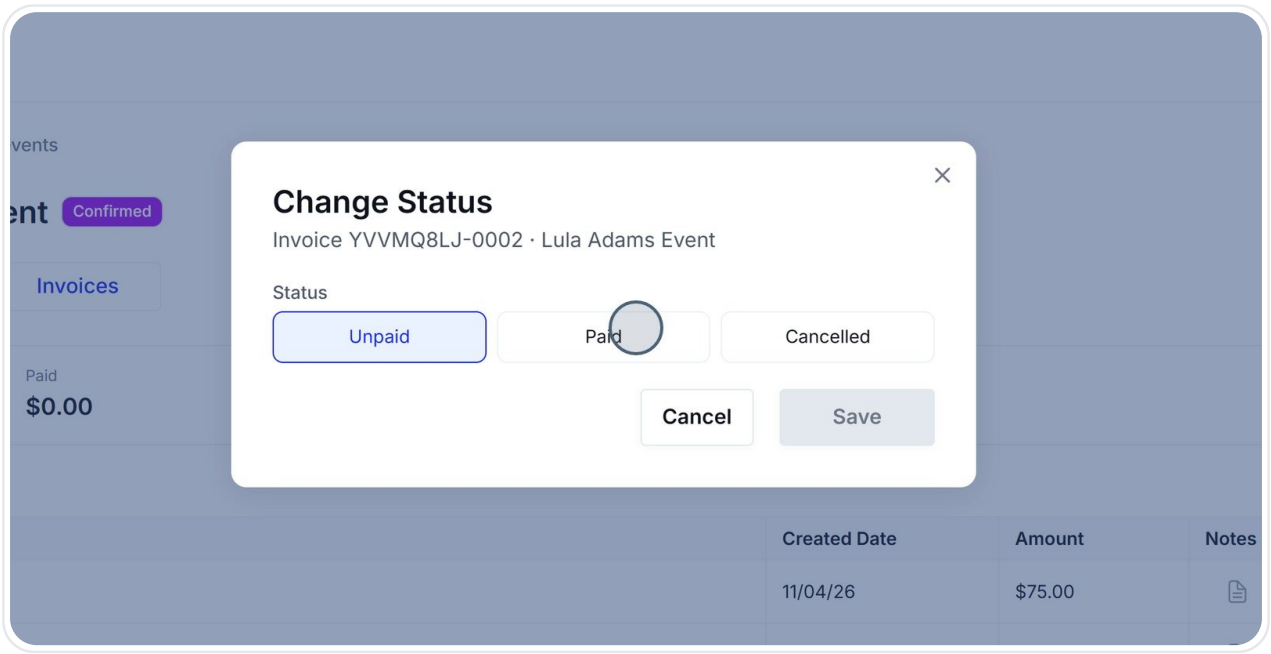
8. Open the options menu for a specific invoice to view management actions.



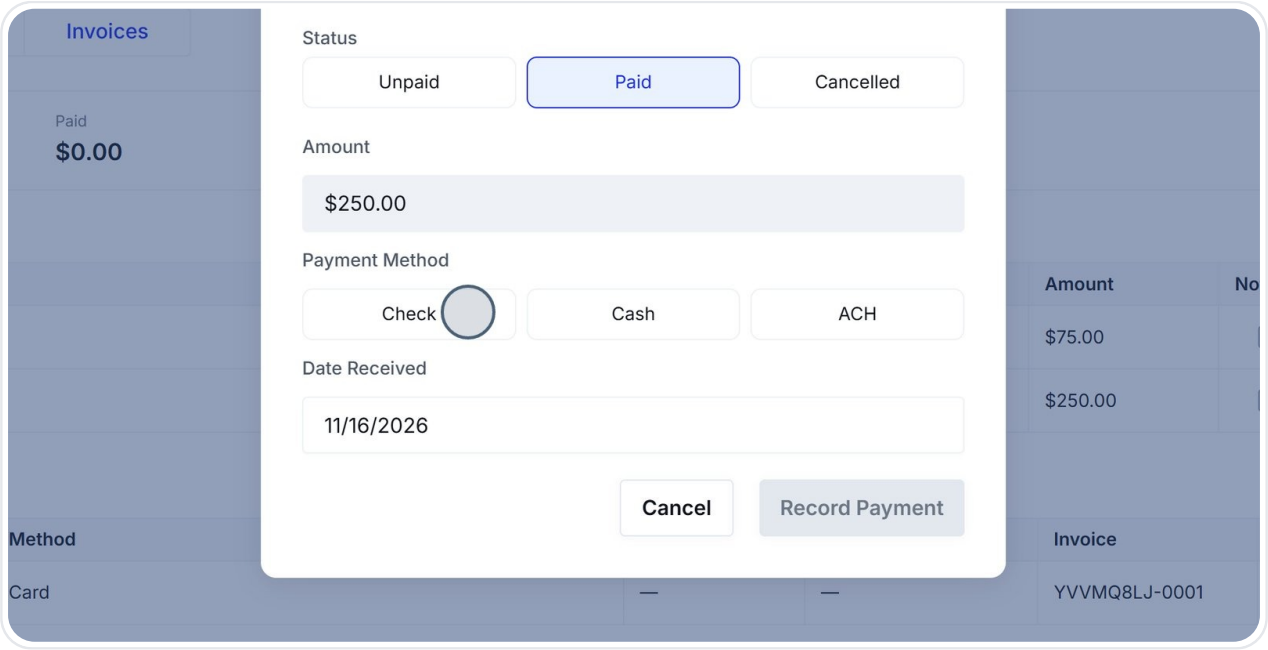
9. Select Change status to update the payment standing of the invoice.



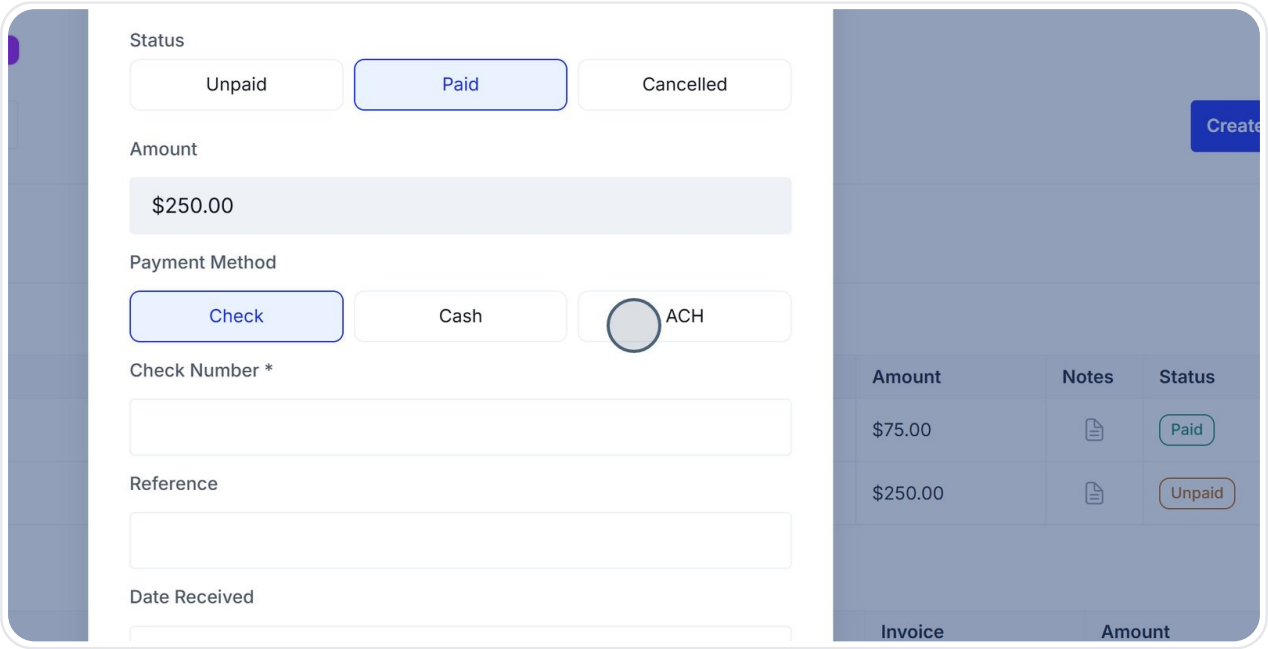
10. Choose Paid to mark the invoice as settled in your records.



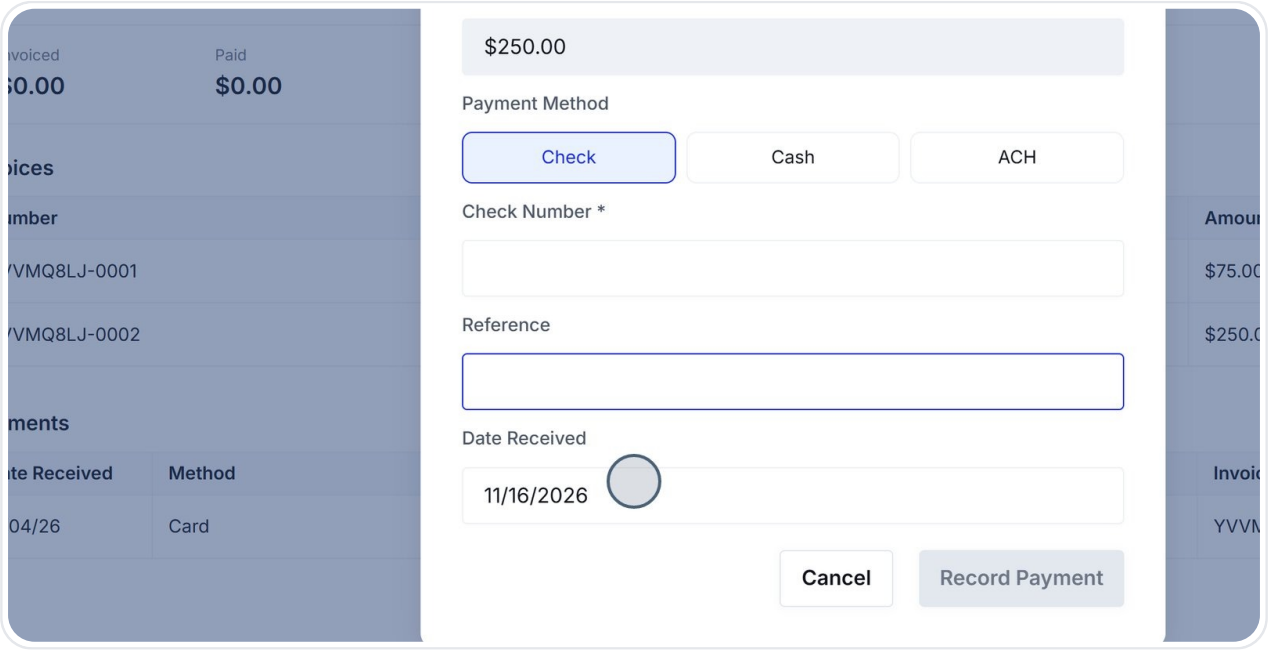
11. Specify the payment method as Check for accurate tracking.



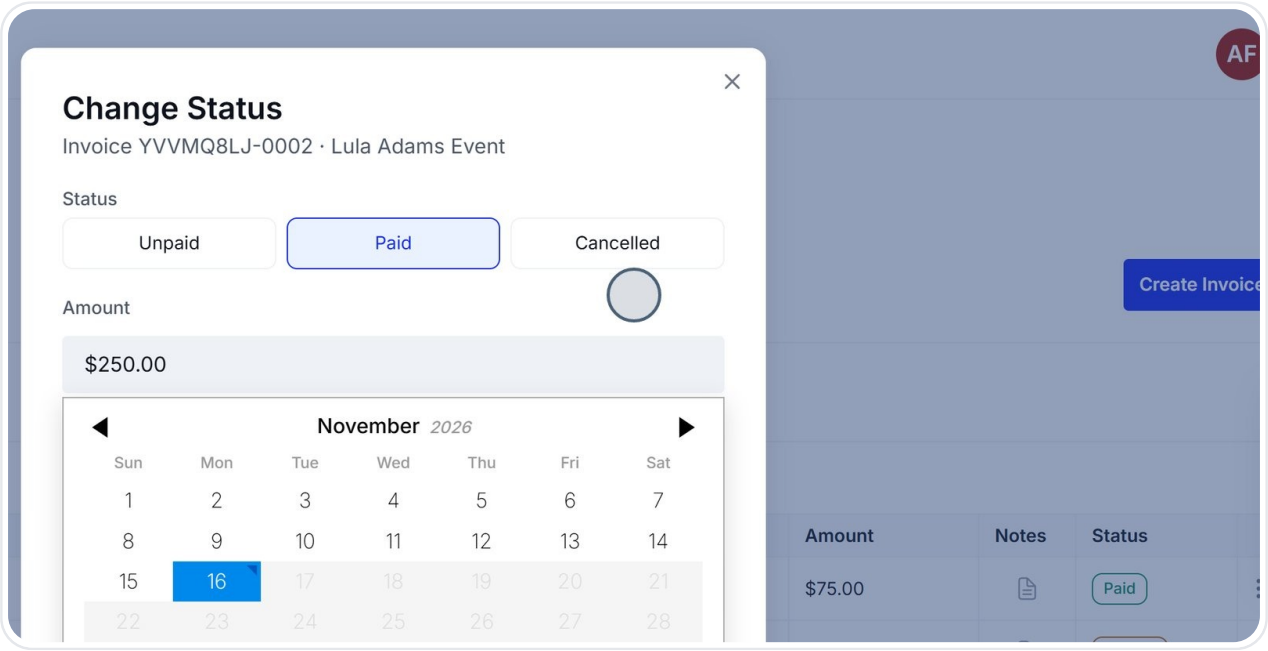
12. Or select ACH to record an electronic transfer payment.



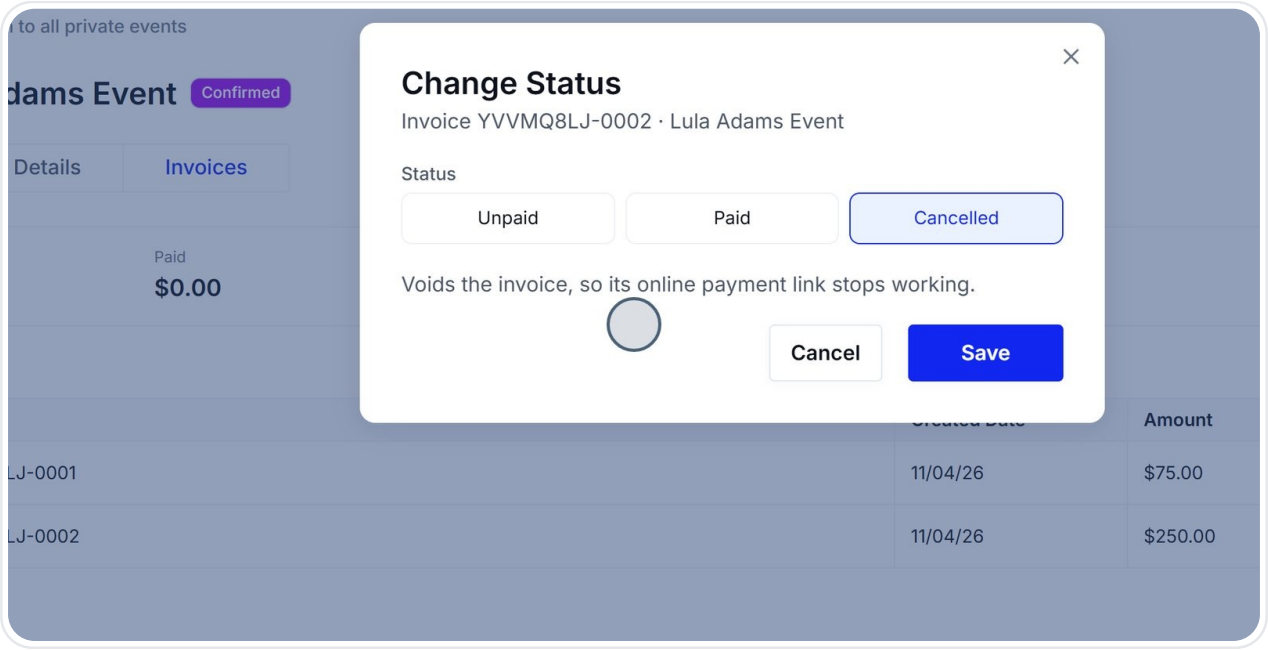
13. Input the date received to ensure your payment records stay current.



14. Choose Cancelled if the invoice won't be paid or the event is called off.



15. Click Save to finalize and apply your invoice status change.



16. Choose Unpaid to reactivate the invoice and restore online payment links.

