

If your website enables [customers](#) to pay with their credit, they can pay without credit card or other [payment methods](#). If you run multiple websites on Kentico, [customers' credit](#) can be either separate for each site or shared for all sites together.

You have a full control over the credit balance. That means, you can add or deduct money from their credit account. Alternatively, [orders](#) can automatically deduct money from the customer's account. The system holds the credit balance in the main [currency](#).

Changing a customer's credit balance

You both add and deduct money with a credit event:

1. Open the **Customers** application.

✓ If you do not know how, see [Using the Kentico interface](#).

2. **Edit** (✎) the desired customer.

✓ You can edit a customer by clicking the **Edit** icon (✎). Choose the **Edit** icon that is on the same line as the name of the customer whose attributes you want to change.

New customer						
Actions	Company	Last name	First name	Email	Created	Is registered
✎ ...	Creed	Apollo		apollo@creed.com	10/7/2015 10:03:32 AM	No
✎ ...	The Transporter	Martin	Frank	frank@martin.com	10/6/2015 1:56:38 PM	Yes
✎ ...	McClane	John		john@mcclane.com	10/6/2015 12:06:28 PM	Yes
✎ ...	Riggs	Martin		martin@riggs.com	10/6/2015 12:11:10 PM	No

3. Switch to the **Credit** tab.

←

General

Addresses

Orders

Login details

Roles

Membership

Credit

New credit event

Total credit: \$0.00

4. Click **New credit event**.

←

General

Addresses

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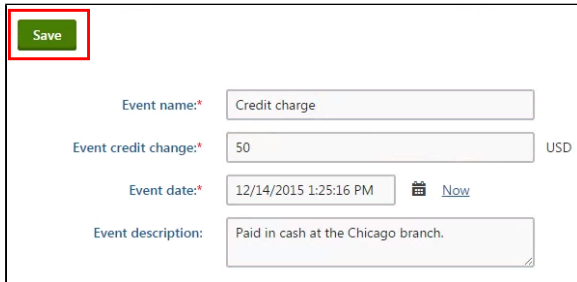
New credit event

Total credit: \$0.00

5. Type the credit event's attributes.

- **Event name** – type a name of the event
- **Event credit change** – type the amount of money that you want to add or deduct in the main currency, use minus (-) for deduction
- **Event date** – type or select a date when the change occurred or will occur
- **Event description** – type more details about the transaction; an optional field

6. Click **Save**.

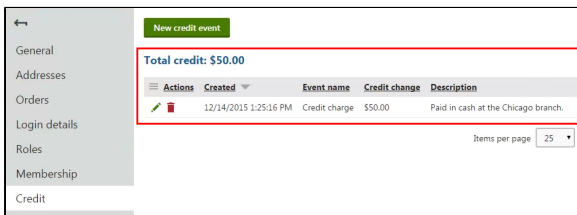


The form contains the following fields:



- Event name:** Credit charge
- Event credit change:** 50 USD
- Event date:** 12/14/2015 1:25:16 PM (with a 'Now' link)
- Event description:** Paid in cash at the Chicago branch.

The system saves the credit event and changes the balance based on the typed value.



You can see the total credit value and list of changes on the **Credit** tab.



Total credit: \$50.00

Actions	Created	Event name	Credit change	Description
 	12/14/2015 1:25:16 PM	Credit charge	\$50.00	Paid in cash at the Chicago branch.

Items per page: 25

If you want to edit a credit event, click **Edit** () in the same row. If you want to remove a credit event, click **Delete** () in the same row.