

Anatomy: \$ My Invoices/Payments

Click on the \$ My Invoices/Payments after you have logged into the team website

The **Print Invoice** Column enables you to click and view or print your current invoice or past invoices. The invoices open in Adobe PDF format. They will open in a separate window.

During each billing period you may have additional expenses/credits that the team is inputting into your account. For any balance in the **Un-Invoiced** column, these monies will be added to your next months invoice delivered from the team.

Account Balance is the **grand total** that you owe and **is not what you owe the team [yet]**. This total includes your Current Invoiced + Un-Invoiced – Payments. For a complete billing summary click on the **view** link. In here, you can view and print a current summary report.

My Invoices/Payments

» Invoices Volunteer Hours

» = Current Invoice

Print Invoice (for mailing)	Invoice Date	Current Invoiced Amount	Un-Invoiced amount	Paid	Account Balance	Status
» DEMO-A-MD11997-07A	10/01/2007	\$825.00	\$120.00	\$600.00	\$345.00 view	Partial Payment
DEMO-A-MD11997-079	09/01/2007	\$300.00	\$0.00	\$0.00	\$300.00 view	No Payment Made

This is the **Invoice Date** for the upper most invoice in far left column.

Current Invoiced Amount is what the team is expecting you to pay before the late date occurs and is for only for the current billing period.

The **Paid** Column displays any payments received during the current billing period and is credited to the most current invoice.