

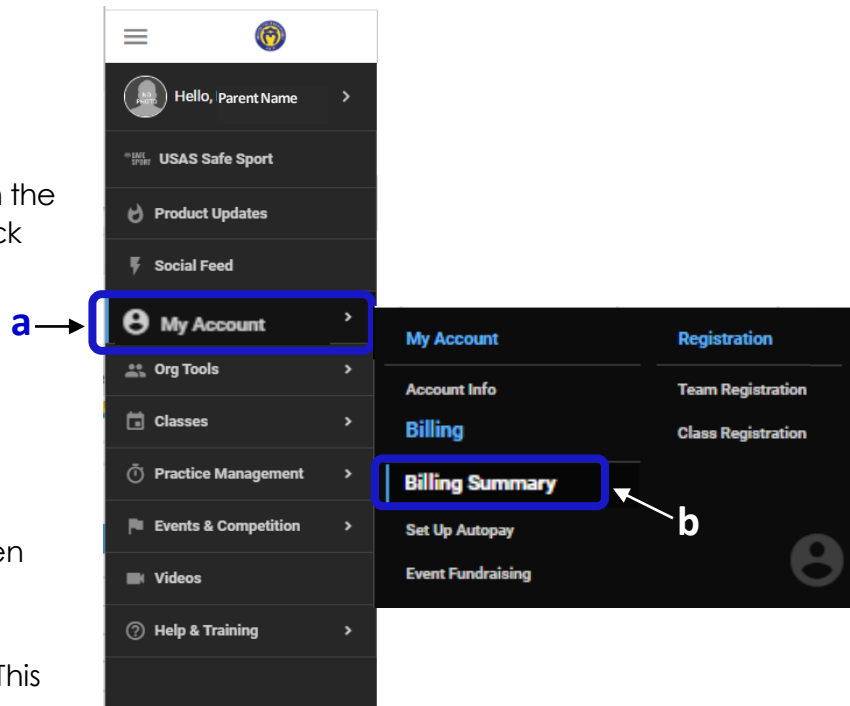


Where Can I See My Billing History

Here's how to see your billing history, including current charges, new charges, and payments made this month.

1. Access your account. If you need help, click this link to access the instructions in *How Do I Access My Team Unify Account:* <https://www.teamunify.com/team/scmvn/page/team-unify-faqs>.

2. Click on **My Account** (a) in the navigation panel, then click on **Billing Summary** (b) under **Billing**.



3. The **Billing Summary** screen displays charges and payments made based on the filters (c) applied. This is the default view:

ACCOUNT	MEMBERS	BILLING SUMMARY	FUNDRAISING	HISTORICAL BILLING INFORMATION	PAYMENT SETUP	
UNAPPLIED PAYMENT \$0.00	BALANCE DUE \$0.00	OVERDUE \$0.00	Export Statement Simulate Billing...			
Search for items... Customize Filters...		Default View Transaction Date: Last 30 Days Source Types: Regular, ... Save				
Last 30 Days All Types Regular, La... All Statuses		Apply Payments... + Payment... Export				
TOTAL ITEMS: 3		TOTAL CHARGES: \$134.00		TOTAL PAYMENTS: \$135.25		
		TOTAL CREDITS: \$0.00		Customize Columns...		
Type	Title	Date	Due Date	Amount	Balance	Actions
PAYMENT	Monthly payment Sept	09/01/2023		\$135.25	\$0.00	
CHARGE	Monthly Annual Member	09/01/2023	09/01/2023	\$50.00	\$0.00	
CHARGE	Monthly Pool Member	09/01/2023	09/01/2023	\$84.00	\$0.00	



4. You can change individual filters (step 4A) or multiple filters (step 4C) at the same time.

4A. To change a filter, click on the desired filter.

For example, click the first filter on the left (a) ("Last 30 Days") – Transaction Date filter – then select an option (b).

– OR –

Alternatively, type a Custom Date Range (MMDDYYYY format) or use the pop-up calendars (c) to select the date range then click **Go**.

The screenshot shows the 'BILLING SUMMARY' tab with various filters and a table of transactions. A blue box highlights the filter area. 'a' points to the 'Last 30 Days' dropdown. 'b' points to the expanded menu with 'Last 30 Days' selected. 'c' points to the 'Go' button in the 'Custom Date Range' section.

	↑ Due Date	↑ Amount	↑ Balance	Actions
2023		\$135.25	\$0.00	
2023	09/01/2023	\$50.00	\$0.00	
2023	09/01/2023	\$84.00	\$0.00	

Tip

You can select multiple options for some filters.



4B. Continue with step 5.

4C. To change multiple filters, click



ACCOUNT MEMBERS **BILLING SUMMARY** FUNDRAISING HISTORICAL BILLING INFORMATION PAYMENT SETUP

UNAPPLIED PAYMENT \$0.00 BALANCE DUE \$0.00 OVERDUE \$0.00

Export Statement Simulate Billing...

Search for items... **Customize Filters...** Default View Transaction Date: Last 30 Days Source Types: Regular, ... Save

Last 30 Days All Types Regular, La... All Statuses Apply Payments... + Payment... Export

TOTAL ITEMS: 3 TOTAL CHARGES: \$134.00 TOTAL PAYMENTS: \$135.25 TOTAL CREDITS: \$0.00 Customize Columns...

<input type="checkbox"/>	Type	Title	Date	Due Date	Amount	Balance	Actions
<input type="checkbox"/>	PAYMENT	Automatic payment Sep 1	09/01/2023		\$135.25	\$0.00	
<input type="checkbox"/>	CHARGE	Monthly Annual Member	09/01/2023	09/01/2023	\$50.00	\$0.00	
<input type="checkbox"/>	CHARGE	Monthly Pool Member	09/01/2023	09/01/2023	\$84.00	\$0.00	

4D. The Customize Filters window displays all the filters that can be changed at the same time. To change the filter(s) click in the desired field for each filter, select the option(s), then click **Apply**.

Customize Filters ✕

Transaction Date:

Types:

Source Types:

Status:

Device Types:



5. To return to the default view click **Default View** option when it displays. Click the **Default View** option when it displays.

Default View (modified)
Types: Charge, Payment Source Types: Regular, Late ...

ACCOUNT MEMBERS **BILLING SUMMARY** FUNDRAISING HISTORICAL BILLING INFORMATION PAYMENT SETUP

UNAPPLIED PAYMENT \$0.00 BALANCE DUE \$0.00 OVERDUE \$0.00

Export Statement Simulate Billing...

Search for items... Customize Filters... Default View (modified) Transaction Date: from 01/01/2023 to 09/21/2023 Save

01/01/2023 - 09/21/2023 Charge, Payment Default View Transaction Date: Last 30 Days Source Types: Regular, Late Fee

Apply Payments... Payment... Export

TOTAL ITEMS: 3 TOTAL CHARGES: \$134.00 TOTAL PAYMENTS: \$135.25 TOTAL CREDITS: \$0.00 Customize Columns...

<input type="checkbox"/>	Type	Title	Date	Due Date	Amount	Balance	Actions
<input type="checkbox"/>	PAYMENT	Automatic payment Sep 1	09/01/2023		\$135.25	\$0.00	
<input type="checkbox"/>	CHARGE	Member Annual Member	09/01/2023	09/01/2023	\$50.00	\$0.00	
<input type="checkbox"/>	CHARGE	Member Late Fee Member	09/01/2023	09/01/2023	\$84.00	\$0.00	

6. Click this link to continue with other Team Unify instructions:

<https://www.teamunify.com/team/scmvn/page/team-unify-faq>.

- How to Add Emails to My Account
- How to Change My Athlete's Apparel Sizes
- How to Enter or Update My Credit Card
- How Many Service Hours Have I Done or Owe
- How Can I Access the Team Directory
- How Do I Sign Up for a Meet
- How Do I Sign Up for a Volunteer Job
- How Do I Suspend My Membership