

Checking Invoices

• www.gomotionapp.com/team/pacms/page/home

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• • •	Enter ' <i>Email and Password</i> Select ' <i>Login</i> '	, , , , , ;		
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Videos	Billing	
Events & Competition >	Invoices & Payments	
⑦ Help & Training >	Invoices & Payments	
	Set Up Autopay	

- Select '*My Account*'
- Select 'Invoices & Payments'

ig >	0	Your Total Projected	Amount Owed on 11/	1: \$0.00		
	7	Billing History				
		Show All Payments	🔍 Search Billing/Payn	nent History		
-			🛛 🗠 Page 1 of	1 ⇒ ⊨ 1 ▼	Vie	w 1 - :
		Invoice Month	Current Invoiced	Paid Amount	Account	Statu
Sel	oct sma	ll arrow next to 'Billiu	ng History'			

- Select small arrow next to <u>Billing History</u>
- Select 'Search Billing/Payment History' tab



Beginning Date:		End Date:				
06/01/2019	Ť.	10/17/2019	i i	Q, Search	🖶 Print	
[Subtotal Invoid [Subtotal Paym [Subtotal Invoid	e Items nerts] ce Items]] - [Subtotal Pavm	entsl			
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- Enter desired Beginning Date by using calendar icon (NOTE: beginning of season is 06/01/2019)
- o Enter desired End Date by using calendar icon
- Select 'Search'

[Subtotal Invoice Items]	\$851.85
[Subtotal Payments]	<mark>\$605.24</mark>
[Subtotal Invoice Items] - [Subtotal Payments]	\$246.61

- \circ $\;$ The 'Subtotal Invoice Items' is what CMS <u>has charged to your account</u>
- The 'Subtotal Payment' is what you paid to CMS
- 'Subtotal Invoice Items-Subtotal Payment' is the difference between the two (balance owed)

		,
Invoice Items	Payments	
Posted Data	Admin	le.
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• Select the 'Invoice Items' tab to see an itemized list of the charged items



- Items listed as a negative number is a CREDIT/Fundraising item
- Items listed as a positive number is a CHARGE



- The sum of items in this tab should equal the 'Subtotal Invoice Items' amount at the top of the page
- o Repeat the same for the 'Payments' tab
 - Itemized list of what was paid towards the account

• <u>ACTION</u>

-Cross reference the Invoiced Items with the Paid Items. Confirm everything is accurate. If not, please bring it to my attention. You WILL need proof of payment (original receipt, screenshot, cancelled check) to confirm payment for a correction.

-Reminder: any payment made AFTER the 21st of each month accrues a \$30 late fee. If your payment was received on/prior to the 21st but not in the system until after the 21st the \$30 can be credited to your account.