

Checking Invoices

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



- - SIGN IN

Email

Password

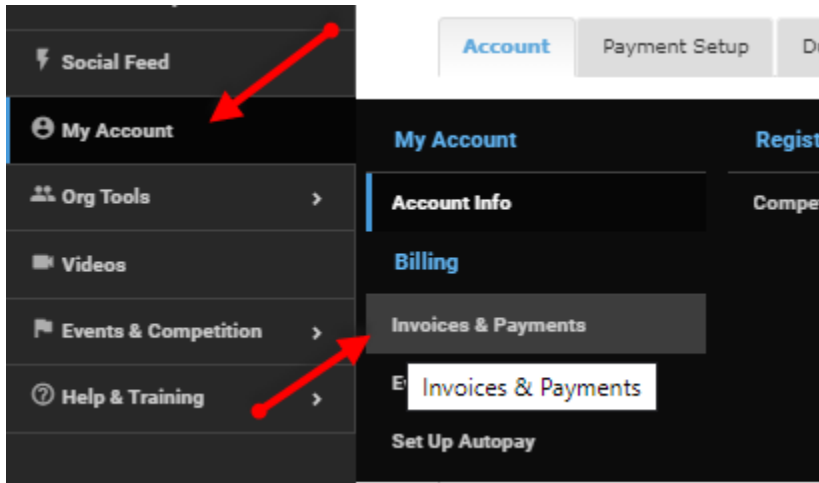
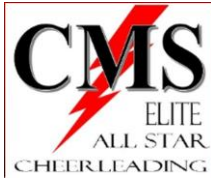
Remember me [Forgot password?](#)

Login

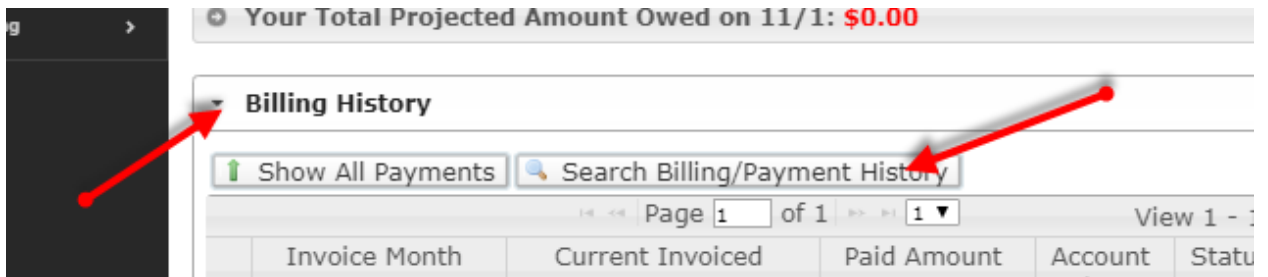
- - Enter 'Email and Password'
 - Select 'Login'



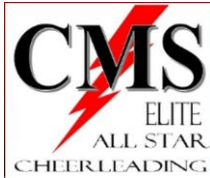
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- Select 'My Account'
- Select 'Invoices & Payments'



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



Beginning Date:  End Date: 

[Subtotal Invoice Items]
 [Subtotal Payments]
 [Subtotal Invoice Items] - [Subtotal Payments]

- Enter desired **Beginning Date** by using calendar icon (NOTE: beginning of season is 06/01/2019)
 - Enter desired **End Date** by using calendar icon
 - Select 'Search'

[Subtotal Invoice Items]	\$851.85
[Subtotal Payments]	\$605.24
[Subtotal Invoice Items] - [Subtotal Payments]	\$246.61

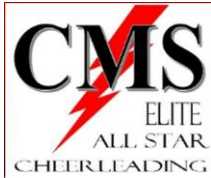
- The 'Subtotal Invoice Items' is what CMS has charged to your account
 - The 'Subtotal Payment' is what you paid to CMS
 - 'Subtotal Invoice Items-Subtotal Payment' is the difference between the two (balance owed)

Posted Date	Admin	In
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- Select the 'Invoice Items' tab to see an itemized list of the charged items

Fundraising	-\$37.50
Clinic	\$40.00
Fundraising	-\$20.00

- 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
- Repeat the same for the 'Payments' tab
 - Itemized list of what was paid towards the account
- **ACTION**
 - 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.