

Customer Portal - Invoice History

Last Modified on 02/03/2025 12:38 pm PST

Pathway: [Customer Portal](#) > [Invoice and Payment History](#)

The Invoice and Payment History screen enables customers to view, print, and export invoice and payment details associated with their account.

DATE	DUE DATE	TYPE	REFERENCE #	SITE	AMOUNT	BALANCE	RUNNING SUM
03/15/24		Debit Memo - Adjustment			\$ 250.00		\$ 0.00
12/11/23		Payment - Visa x1111	123456_DEMO_AUTH		\$(731.40)		\$(250.00)
12/11/23		Payment - Visa x1111	123456_DEMO_AUTH		\$(3,981.28)		\$ 481.40
09/01/23	09/21/23	Invoice	884344		\$ 731.40		\$ 4,462.68
07/10/23		Payment - Bank Account x3...	123456_DEMO_AUTH		\$(51.00)		\$ 3,731.28
07/10/23		Payment - Bank Account x3...	123456_DEMO_AUTH		\$(199.00)		\$ 3,782.28
06/30/23	07/20/23	Invoice	883798		\$ 3,981.28		\$ 3,981.28
06/30/23		Reversed Invoice	883797		\$ 0.00		\$ 0.00
11/10/22		Payment - Bank Account x4...	54746937_AUTH NU...		\$(2,031.91)		\$ 0.00
11/10/22	11/30/22	Invoice	817328		\$ 2,031.91		\$ 2,031.91
11/05/22	11/25/22	Invoice	795536		\$ 220.35		\$ 0.00
11/03/22		Payment - Bank Account x4...	54420743_AUTH NU...		\$(220.35)		\$(220.35)
11/03/22		Payment - Bank Account x4...	54409217_AUTH NU...		\$(3,845.89)		\$ 0.00
11/03/22	11/23/22	Invoice	794502		\$ 3,845.89		\$ 3,845.89
10/31/22	11/20/22	Invoice	750026		\$ 1,279.62		\$ 0.00
10/05/22	10/25/22	Invoice	756355		\$ 220.35		\$(1,279.62)
10/04/22		Payment - Bank Account x4...	52980188_AUTH NU...		\$(220.35)		\$(1,499.97)
09/30/22	10/20/22	Invoice	654551		\$ 1,918.29		\$(1,279.62)
09/29/22		Payment - Bank Account x4...	52751767_AUTH NU...		\$(1,279.62)		\$(3,197.91)
09/09/22		Payment - Bank Account x4...	51846229_AUTH NU...		\$(220.35)		\$(1,918.29)
09/05/22	09/25/22	Invoice	697884		\$ 220.35		\$(1,697.94)

Screen Descriptions

Field	Description
Excel (Icon)	Option to export the Invoice and Payment History details to an excel spreadsheet.
Print (Icon)	Option to print the invoice or payment receipt.
Date	Displays the date the invoice was generated, or the transaction date.

Due Date	Displays the date payment is due for the associated invoice.
Type	Indicates if the record is an invoice or payment transaction. Payments also reference the payment method that was used.
Reference #	Displays the reference number for a payment or invoice.
Site	Displays the site the invoice or payment is for. Applies when an account has multiple sites.
Amount	Displays the amount of the invoice or payment.
Balance	The balance due on the invoice.
Running Sum	Displays an account's current balance after all payment transactions.
