



Understanding my Account

Using the website to understand my invoice

1. Use the website BromleySC.com
2. Sign in to your account
3. Click on My Invoice/Payment
4. There is a video that explains the invoice on the invoice.

1. Bromley Swimming Club does currently not allow On-line payments

6. The outstanding balance is displayed here. This is the number you have to look at.

System
My Account
 > My Tutorials
 > TeamUnify Invoices
 > My Account
 > My Meet Results
 > **My Invoice/Payment**
 > More Information
 > My Reports

Account Charges Summary

> **Current Total Owed this Month: £0.00**

Account Status: Paid-In-Full

Your Total Outstanding Balance: £0.00

7. The Current Total Owed this Month is the amount outstanding on the 1st of next month.
8. To investigate why there is a difference you can have a look at all the invoices and payments and marry each invoice against the payments you have made.



Understanding my Account Balance

Using the website to understand my invoice

1. Click on month to get a list of invoices and payments
2. You can look at all invoices and payments for a period of time by putting a start and end date in

	Invoice Month	Current Invoiced Amount	Paid Amount	Account Balance	Status
1	01/07/2017	£0.00	£0.00	£0.00 view	Paid-In-Full

3. You can click on a month to see the invoices or payments for a month
4. It is easier copy and past into excel to match them up and identify items not paid.
5. If you find an issues please contact admin@bromleysc.com and treasurer@bromleysc.com. If it is a missing payment please provide the date , amount and reference to make investigation easier
6. Please bear in mind that the process is manual and supported by volunteers so we appreciate your help to check the invoices and pay promptly