



How to check your outstanding balance on the Website

How to check your Outstanding Balance?

1. Access the Amersham Swimming Club website and sign into the system using your member credentials.
2. Select “£ My Invoice/Payment” from the “My Account” menu
3. The Outstanding Balance can be view in the “Account Recurring Charges Summary” section. The outstanding balance in the example below is circled in red - £147.29



To see the details open the “Current Invoice Summary” section where you will see all the transactions. In the example below :

Performance Squad Fees = £155.29

Less:

100 Club Prize = -£10.00

Meet Fees = -£2.00

Total outstanding balance £147.29

NB: The “Total Projected Amount Owed on 1/1” includes your current outstanding balance and your projected squad fees for next month. (£302.60 in the example below).

My Invoices/Payments

Invoices

Account Recurring Charges Summary

Account Charges Summary

Current Total Owed this Month: £155.29

Account Status: No Payment Made

Your Total Outstanding Balance: **£147.29**

[Learn About Your Billing Summary](#)

New Charges Posted this Month: £-8.00

Payments You've Made this Month: £0.00

Current Invoice Summary

PREVIOUS CHARGES / PAYMENTS				
Previous Invoice Total				£0.00
Previous Period Payments				£0.00
Previous Account Balance				£0.00
Posted Date	Admin	Invoice Item Name	Chart of Account	Amount
CHARGES / CREDITS THIS INVOICE				
01/12/16		Recurring: Peter(1st) Performance 1/Monthly	Fees: Members Monthly	£155.29
Charges / Credits this Invoice				£155.29
Current Total Owed this Month				£155.29
PAYMENTS / REFUNDS MADE THIS MONTH				
Payments / Refunds Made this Month				£0.00
NEW NON-RECURRING CHARGES / CREDITS POSTED AFTER December 1 INVOICE CREATION				
01/12/16	Amersham Swimming Club, Support @	Non-Recurring: 100 Club Prize - Dec 2016	100 Club Prize	£-10.00
01/12/16	Amersham Swimming Club, Support @	Non-Recurring: ASC Club Champs 2016 - Session 5	Meet Fees	£2.00
New Non-Recurring Charges / Credits				£-8.00
Total Outstanding Balance				£147.29

If you have any queries, please speak with a committee member or email support@amershamswimmingclub.co.uk



How to check your outstanding balance on the Website

How does the payment cycle work?

Amersham Swimming Club uses the TeamUnify website facilities to track any squad fees or other member/event charges due (ASA fees, Swim Camps, Meet fees, Summer BBQ/party, etc) or refunds owed (Family discount, Scratched meet fees, 100 club prizes etc).

On the first of each month the system automatically creates the squad fee and family discounts for each member and creates an invoice which can be printed off. Please note that the invoice includes the squad fee for the month and any transaction that has been created since the 1st of the previous month. The invoice fee might not be the outstanding balance because there might be other charges or refunds created after the 1st of the month.

Below is an example of the normal monthly cycle. For this example we assume that the 1st of the month is a Monday. Please note that these dates could vary by upto 3 days as it uses workdays (it excludes week-ends and public holidays)

- 1st of the month - Squad fees & Family discounts automatically calculated.
- 1st & 2nd of the month - ASC create any other fees / refunds as appropriate and an email sent out to warn members.
- 3rd of the month - Outstanding balances loaded into GoCardless, GoCardless emails members with exact amount that will be charged to their account
- 6th of the month (3 working days later) - The members account is charged.