

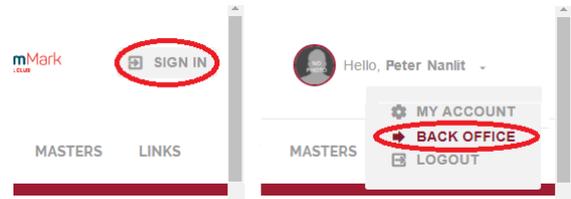


How to check your outstanding balance on the ASC Website



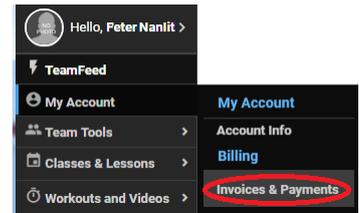
How to check your Outstanding Balance?

1. Access the Amersham Swimming Club website and sign in by clicking on the "SIGN IN" link on the top right of the website or if you are signed in, click on your name on the top right and select "BACK OFFICE".



This will now display the Amersham "Back Office" website.

2. Select "Invoices & Payments" 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 - £169.09

Invoices & Payments

Account Recurring Charges Summary

Account Charges Summary

Current Total Owed this Month: **£149.09**
 Account Status: No Payment Made
 Your Total Outstanding Balance: **£169.09**

New Charges Posted this Month: £20.00
 Payments You've Made this Month: £0.00

Current Invoice Summary

PREVIOUS CHARGES / PAYMENTS			
Previous Invoice Total			£149.09
Previous Period Payments			£149.09
Previous Account Balance			£ 0.00

Posted Date	Admin	Invoice Item Name	Chart of Account	Amount
CHARGES / CREDITS THIS INVOICE				
01/11/18		Recurring: (1st) Squad - Senior Elite/Swimming Monthly	Fees: Members Monthly	£149.09
Charges / Credits this Invoice				£149.09
Current Total Owed this Month				£149.09

PAYMENTS / REFUNDS MADE THIS MONTH			
		Payments / Refunds Made this Month	£0.00

NEW NON-RECURRING CHARGES / CREDITS POSTED AFTER November 1 INVOICE CREATION				
02/11/18	@AmershamSC, Support	Non-Recurring: GCSC L2 Winter Open Nov 2018 (21)	Meet Fees: GCSC	£20.00
New Non-Recurring Charges / Credits				£20.00
Total Outstanding Balance				£169.09

Your Total Projected Amount Owed on 1/12: £318.18

Billing History

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

Squad Fees =	£149.09
Meet Fees =	£20.00

Total outstanding balance	£169.09
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NB: The "Total Projected Amount Owed on 1/12" includes your current outstanding balance and your projected squad fees for next month. (£318.18 in the example below). This does not include any meet or other fees that could be charged during the month.

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 ASC Website



How to see historical fees / transactions?

Click on "Billing History" which is at the bottom of the screen. (see previous page)

- 1) Click on "Show All Payments" button to see the history of all fees charged via GoCardless
- 2) Click on "Search Billing / Payment History" button.

Your Total Projected Amount Owed on 1/7: £303.18

Billing History

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	Invoice Month	Current Invoiced Amount	Paid Amount	Account Balance
1	01/06/2018	£149.09	£149.09	£0.00 view

Then enter the "Beginning Date", "End Date" and click on the "Search" button. (These are all circled below). This will then display all transactions and payments in date order for the period you have selected.

Account Invoice History

Account Name: **Nairn, Erin & Ivan**

Beginning Date: End Date:

Invoice Items:				
Posted Date	Admin	Invoice Item Name	Chart of Account	Amount
01/01/2018		Tommy (1st) Squad - Senior Elite/Swimming Monthly	Fees: Members Monthly	£149.09
01/02/2018		Tommy (1st) Squad - Senior Elite/Swimming Monthly	Fees: Members Monthly	£149.09
07/02/2018	@AmershamSC Support	ASA_Fee-2018-3152747	Fees: ASA Reg	£31.75
12/02/2018	@AmershamSC Support	Tommy -WDSC L1 Premier Meet (8I)	Meet Fees: WDSC	£78.50
01/03/2018		Tommy (1st) Squad - Senior Elite/Swimming Monthly	Fees: Members Monthly	£149.09
14/03/2018	@AmershamSC Support	Tommy -Beckenham Easter International (7I)	Meet Fees: Beckenham	£57.00
01/04/2018		Tommy (1st) Squad - Senior Elite/Swimming Monthly	Fees: Members Monthly	£149.09
01/05/2018		Tommy (1st) Squad - Senior Elite/Swimming Monthly	Fees: Members Monthly	£149.09
14/05/2018	@AmershamSC Support	Tommy -London Swimming May Open Meet (4I)	Meet Fees: Beckenham	£34.00
01/06/2018		Tommy (1st) Squad - Senior Elite/Swimming Monthly	Fees: Members Monthly	£149.09
01/06/2018	@AmershamSC Support	Tommy -WDSC End of Season LC Meet (5I)	Meet Fees: WDSC	£38.00
05/06/2018	@AmershamSC Support	Tommy -South East Region Champs 2018 (4I)	Meet Fees: SER	£27.00
Subtotal				£1,160.79
Payments:				
Posted Date	Admin	Payment	Amount	
26/01/2018	@AmershamSC Support	Other-: GoCardless Jan 2018	£149.09	
28/02/2018	@AmershamSC Support	Other-: GoCardless Feb 2018	£259.34	
30/03/2018	@AmershamSC Support	Other-: GoCardless Mar 2018	£206.09	
30/04/2018	@AmershamSC Support	Other-: GoCardless Apr 2018	£149.09	
31/05/2018	@AmershamSC Support	Other-: GoCardless May 2018	£183.09	
Subtotal				£946.70

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