

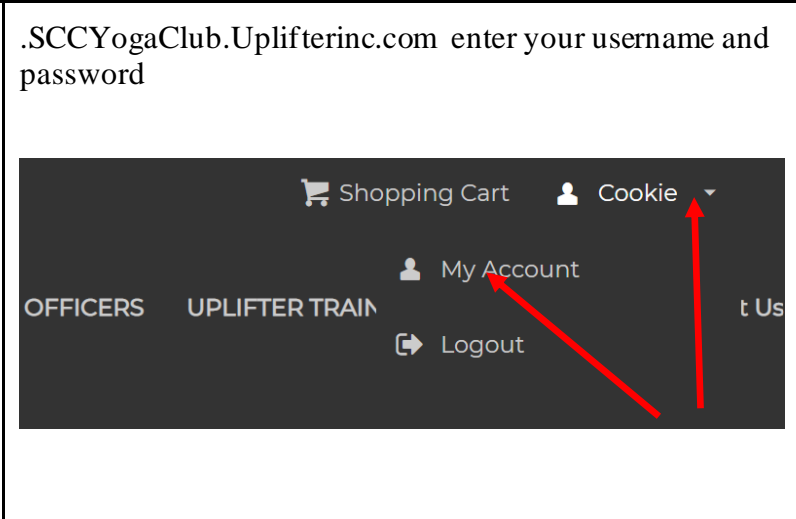
SCC Yoga Club	Current Best Approach
	How to view your Yoga account

Activity: View yoga account payments and invoices

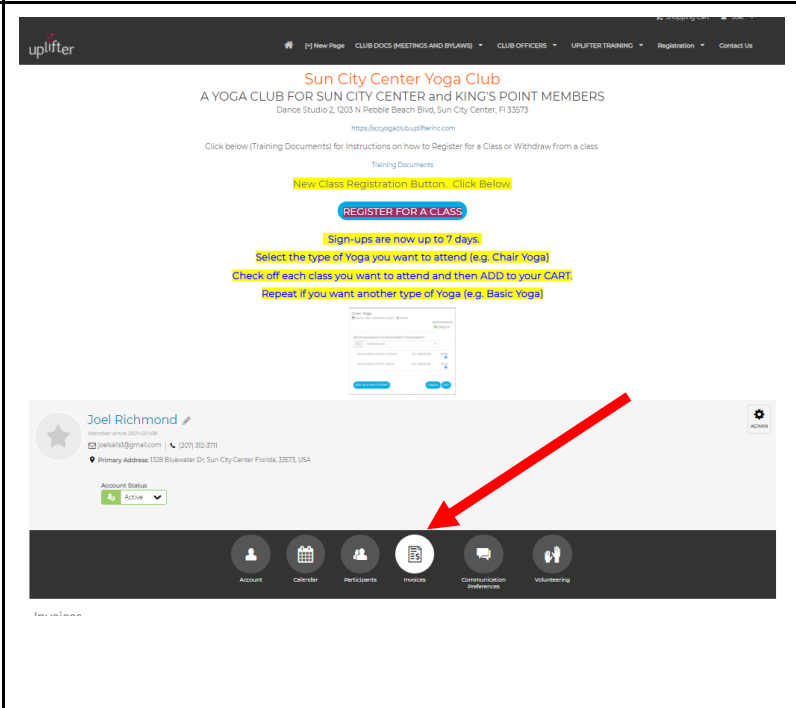
Prerequisite: SCC Yoga Club Uplifter access

Procedure:Step | **Detail**

1. Login to Uplifter then hover over your name and select “My Account”.



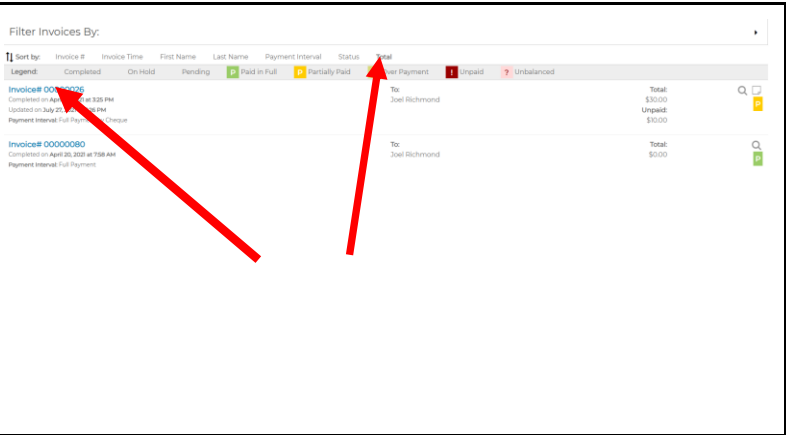
2. Scroll down the page to the black rectangle and click “invoices” circle



3. Click “Total” to order your invoices from highest amount to lowest. Most invoices are for “\$0.00” for individual classes. \$10.00 is for membership and monthly fees.

In this example, the second invoice is paid, the first invoice is partially paid with an outstanding balance of \$10.

Click blue invoice number to see details of invoices.





The screenshot shows an invoice management interface. At the top, there is a 'Filter Invoices By:' dropdown menu. Below it is a table with columns: Invoice #, Invoice Time, First Name, Last Name, Payment Interval, Status, and Total. The table contains two rows of invoice data. The first row is for Invoice # 00000080, which is 'Partially Paid' with a 'Total' of \$10.00. The second row is for Invoice # 00000080, which is 'Paid in Full' with a 'Total' of \$0.00. A red arrow points from the 'Total' column header to the 'Total' value of \$10.00 in the first row. Another red arrow points from the first invoice number (00000080) to the text 'Click blue invoice number to see details of invoices.'

Invoice #	Invoice Time	First Name	Last Name	Payment Interval	Status	Total
00000080	Completed on July 23, 2021 at 3:25 PM		Joel Richmond	Full Payment	Partially Paid	\$10.00
00000080	Completed on April 20, 2021 at 7:58 AM		Joel Richmond	Full Payment	Paid in Full	\$0.00

- Click blue invoice number to see details of invoices.

In this example, membership and May and Aug fees are invoiced for \$30. 1 payment is recorded on 2021-04-19 as Paid for \$10 using check #2272. Pending payment is \$10.

 Summary
  Print

Invoice Details # 00000026
April 19, 2021 at 3:25 PM

SCC Yoga Club	Billing Information	Contact Information
1009 North Pebble Beach Boulevard Sun City Center, Florida 33573 Tel: (207) 312-3711 Email: joelsails1@gmail.com	Joel Richmond 1328 Bluewater Dr Sun City Center, Florida 33573 Tel: (207) 312-3711 Email: joelsails1@gmail.com	Joel Richmond 1328 Bluewater Dr Sun City Center, Florida 33573 Tel: (207) 312-3711

Registration Details

Products		Total Fee
Description		
Monthly Fee - May		\$10.00
Monthly Fee - Aug		\$10.00

Subscriptions		
Applies To	Description	Fee
Family	2021 Annual Fee - Member	\$10.00

**All prices are in USD and inclusive of any applicable taxes.*

Subtotal	\$30.00
Total	\$30.00

Notes

Transfer annual fee from Participant to Member
Created 2021-05-05 10:14 AM

Payment Details

Payment Method	Status	Payment Time	Payment Processing Time	Transaction Id	Approval Code	Transaction Amount
Cheque	Paid	2021-04-19 3:25 PM	2021-04-19 3:25 PM	2272		\$20.00
Cheque	Pending	2021-07-27 3:25 PM	--			\$10.00

ISSUE	CHANGE HISTORY	DATE
1	New issue per Joel Richmond	07-27-2021