



# HOW TO VIEW INVOICE AND PAYMENT HISTORY

Fusion Connect Client Portal

## Resources

Watch a Video:

[How To View Invoice And Payment History](#)

More Resources:

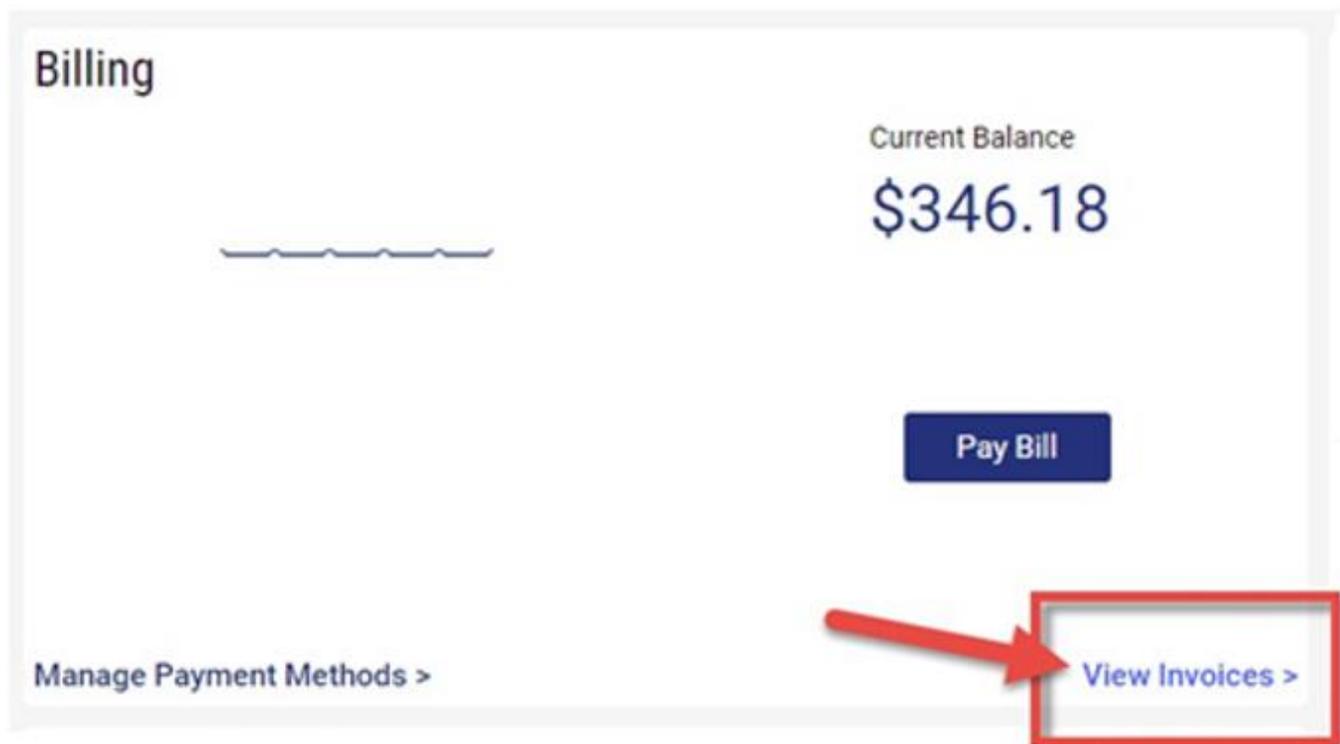
See a complete list of Fusion Connect Client Portal self-support documents here:

<https://www.fusionconnect.com/support/portal-support>



How do I view my invoice and payment history?

You can view a historical record of invoices and payments by selecting the **View Invoices** link in the Billing tile.



In the middle of this page, you will see the Billing History section.

In the Billing History section you can view the *Invoice #*, *Invoice date*, *Invoice Amount*, *Amount Due*, *Most Recent Payment Date*, *Most Recent Payment Type*, and *Payment Status*:

Billing History

Invoice #	Invoice date	Amount Due	Most Recent Payment Date	Most Recent Payment Type	Payment Status	Invoice Amount
9946715	09/04/2024	16023.08			Unpaid	16023.08
9929635	08/05/2024	0.00	08/26/2024	CHECK	Paid	16095.98
9914462	07/03/2024	0.00	07/22/2024	CHECK	Paid	15829.87

You can view and download an invoice by clicking on the **Invoice #**.

Billing History

Invoice #	Invoice date	Amount Due	Most Recent Payment Date	Most Recent Payment Type	Payment Status	Invoice Amount
9946715	09/04/2024	16023.08			Unpaid	16023.08
9929635	08/05/2024	0.00	08/26/2024	CHECK	Paid	16095.98
9914462	07/03/2024	0.00	07/22/2024	CHECK	Paid	15829.87

You can also click the **three-dot menu** to download a **Detailed CSV file** or download a **Summarized CSV file**:

Billing History

Invoice #	Invoice date	Amount Due	Most Recent Payment Date	Most Recent Payment Type	Payment Status	Invoice Amount
9946715	09/04/2024	16023.08			Unpaid	16023.08
9929635	08/05/2024	0.00	08/26/2024	CHECK	Paid	16095.98
9914462	07/03/2024	0.00	07/22/2024	CHECK	Paid	15829.87

If you would like to export your Billing History information, select the **three-dot menu**, and choose the file format you would prefer for the export. *Note: The Billing History can be exported as a CSV, PDF, or XLSX file.*

Billing History

Invoice #	Invoice date	Amount Due	Most Recent Payment Date	Most Recent Payment Type	Payment Status	Invoice Amount
9944665	09/04/2024	1045.13			Unpaid	1045.13
9926126	08/05/2024	0.00	08/23/2024	CHECK	Paid	3211.65

1 - 2 of 2

- ⋮
- Export to CSV
- Export to PDF
- Export to XLSX

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