

HOW TO VIEW INVOICE AND PAYMENT HISTORY

Fusion Connect Client Portal

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Resources

Watch a Video: <u>How To View Invoice And Payment History</u>

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:

Bil	Billing History										
0	Invoice #	🖉 Invoice date	🔗 Amount Due	Most Recent Payment Dat	te 🔗 Most Recent Payment Type	e 🔗 P	Payment Status	37	Invoice Amount		
÷	9946715	09/04/2024	16023.08			L	Jnpaid		16023.08		
:	9929635	08/05/2024	0.00	08/26/2024	CHECK	F	Paid		16095.98		
:	9914462	07/03/2024	0.00	07/22/2024	CHECK	F	Paid		15829.87		

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

Billing History

٥	Invoice #		Invoice date	Amount Due	ş?	Most Recent Payment Date	R	Most Recent Payment Type	ş?	Payment Status	şî.	Invoice Amount
:	9946715		09/04/2024	16023.08						Unpaid		16023.08
÷	9929635	400	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													
4	Invoice #	2	Invoice date	\$?	Amount Due	\$	Most Recent Payment Date	3	Most Recent Payment Type	3	Payment Status	<i>Ş</i> 3	Invoice Amount
	9946715	1	09/04/2024		16023.08						Unpaid		16023.08
0	ownload Detailed CSV		08/05/2024		0.00		08/26/2024		СНЕСК		Paid		16095.98
Ľ	ownload Summarized CSV		07/03/2024		0.00		07/22/2024		СНЕСК		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.*

Bil	ing History						
۰	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
1.7	of 2						
1-4	012				Export to CSV		
St	ay Informed				Export to PDF	C	ontact Us
PC	TS Line Replacement: It's Ti	me			Export to ALSA	If y	ou wish to share fee

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