

Viewing and downloading invoices

Go to the Student Profile and go to **Payments**. Select the account, then go to the **Invoices** page.

Click on the **green writing** at the top of the page to adjust the **filters** if needed, and click on the invoice.

Invoices | Justine Adams | £34.00

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Thu, 01 Sep 2022 - Thu, 31 Aug 2023

Invoices

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Invoice Date	Invoice Items	Total
7th Mar 2023	Manually raised invoice	£2.00
5th Mar 2023	Manually raised invoice	£3.00
3rd Mar 2023	Afterschool club (2022/2023) - Thu, 02 Mar 2023, 09:00-10:00 session interval	£2.00

Click the grey **More Information** button

« Back

View Customer Invoice

Customer account	Holly Price (Clubs)
Invoice date	20 July 2021
Status	Paid
Payment due date	25 May 2021
Fully paid date	20 Jul 2021
Total	£20.00
VAT total	£0.00
Amount paid ⓘ	£20.00
Amount credited ⓘ	£0.00
Amount outstanding ⓘ	£0.00
Narrative	Club invoice for Dance club

Items

Club membership - Dance club: Term (25 May 2021 - 21 Jul 2021)	£20.00	Active
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Click the green **Print Invoice** button

« Back

Customer Invoice INV553

Invoice Details

Invoice number	INV553	▶
Customer account	Holly Price (Clubs)	▶
Invoice date	20 Jul 2021	
Narrative	Club invoice for Dance club	

Payment Details

Status	Paid
Payment due date	25 May 2021
Fully paid date	20 Jul 2021
Total	£20.00
VAT total	£0.00
Amount paid	£20.00
Amount credited	£0.00
Amount outstanding	£0.00

Invoice Items

Attachments



Drag or click to upload

 Print Invoice

