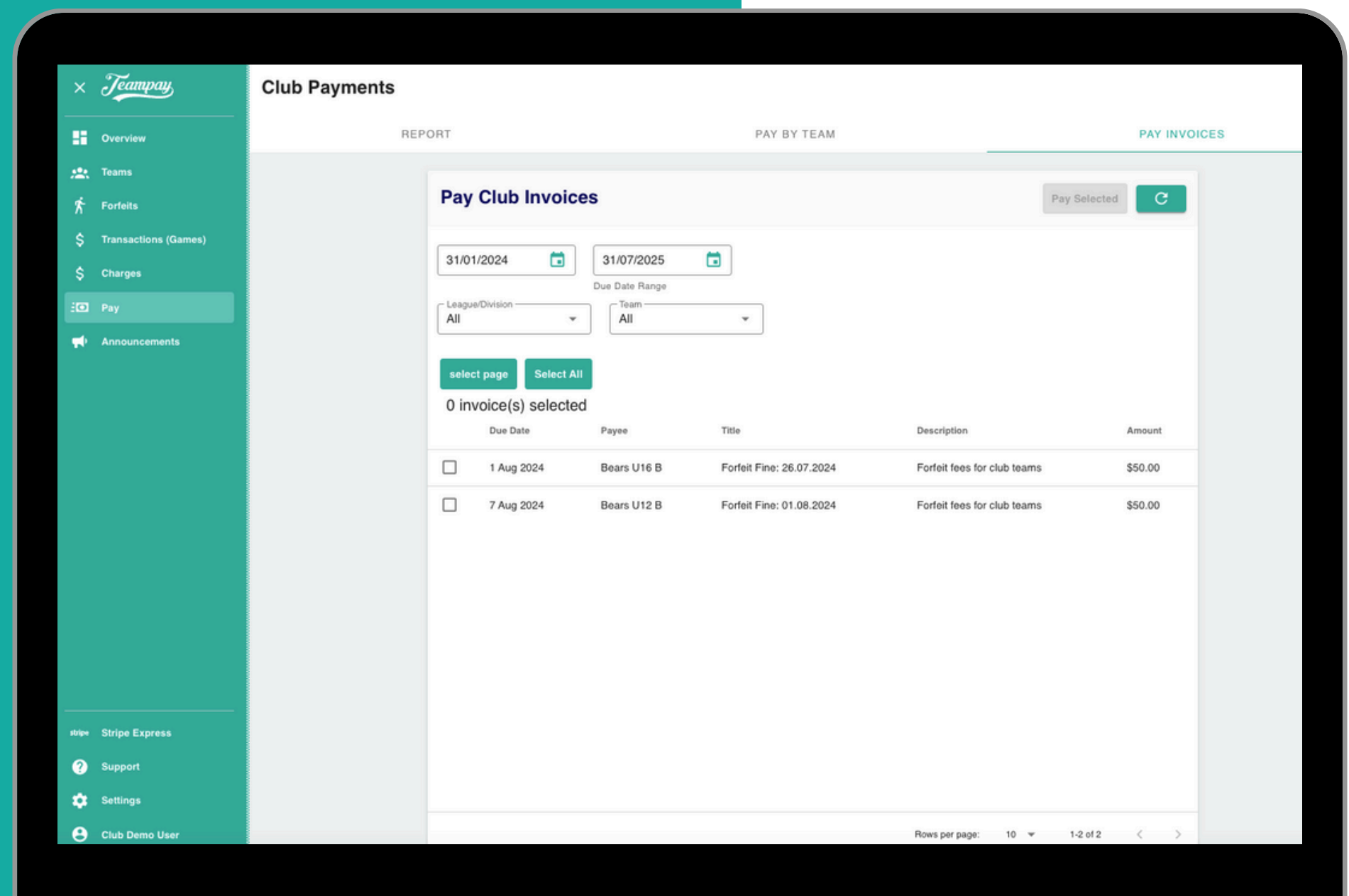




Pay Club Invoices

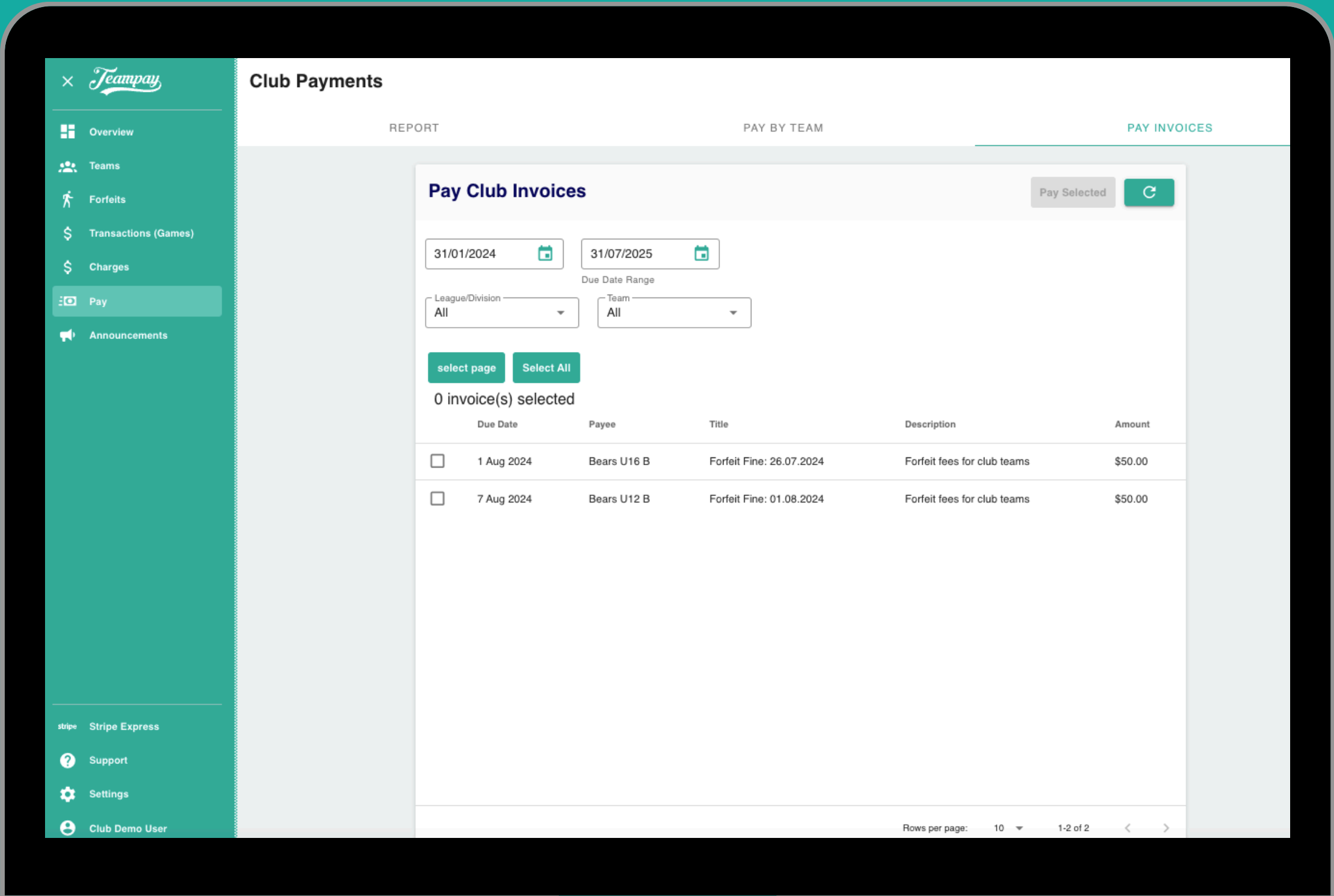


Process Payment

From the menu bar on the far left, begin by clicking on the Pay tab

At the very top of the screen, select Pay Invoices

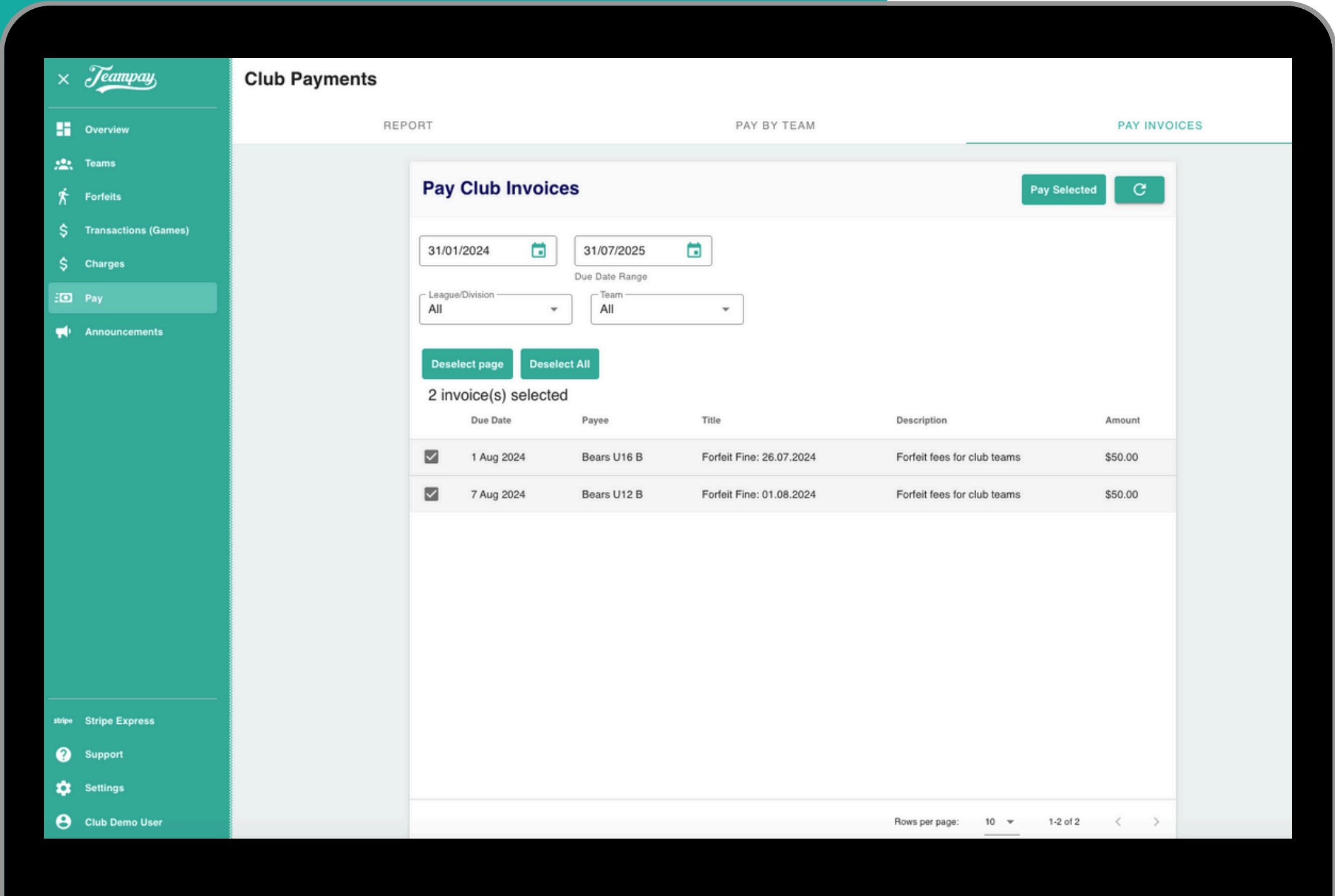
This will then display a list of all invoices that are due to be paid



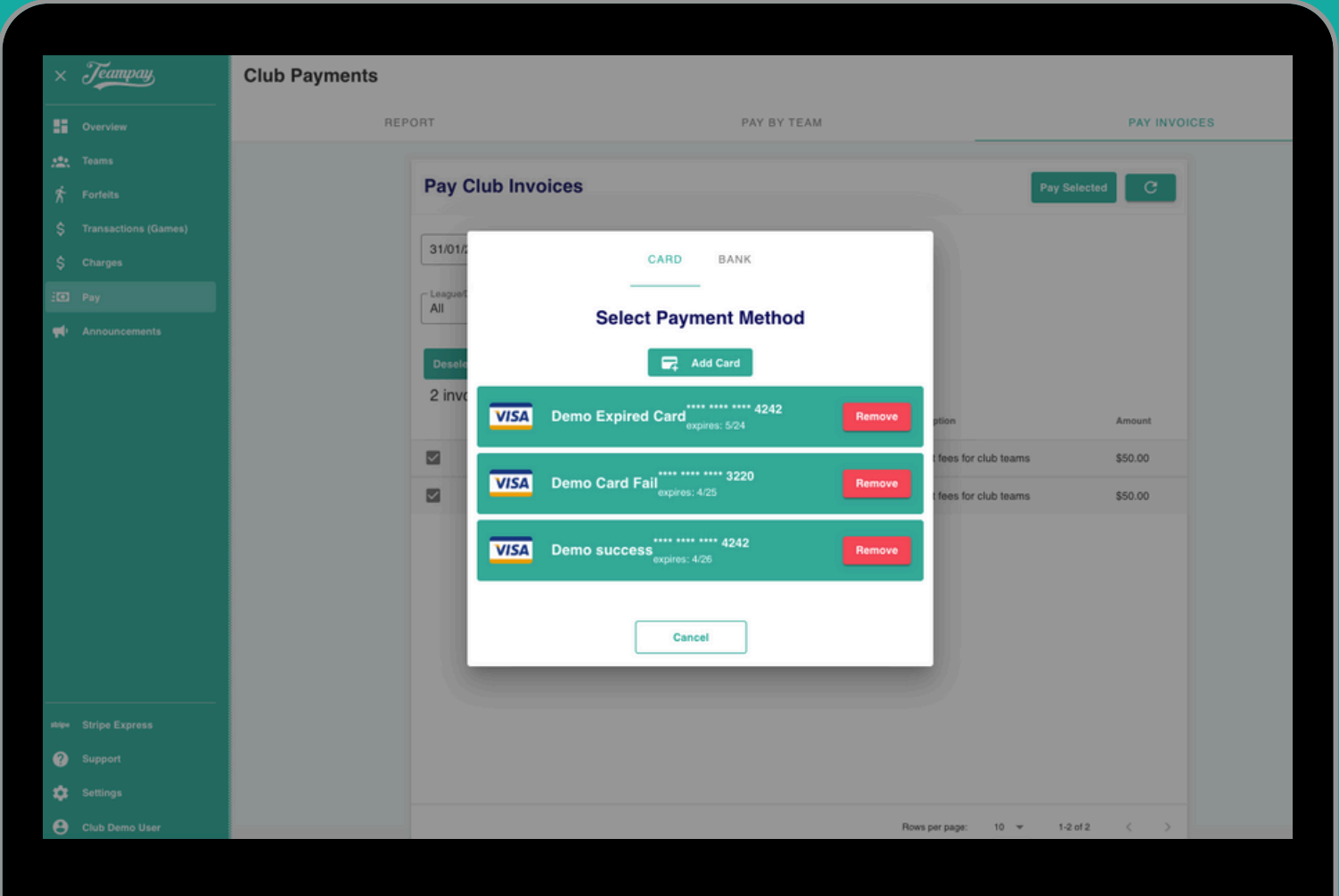
Select invoices to pay

Use the tick box to select the invoices you wish to pay

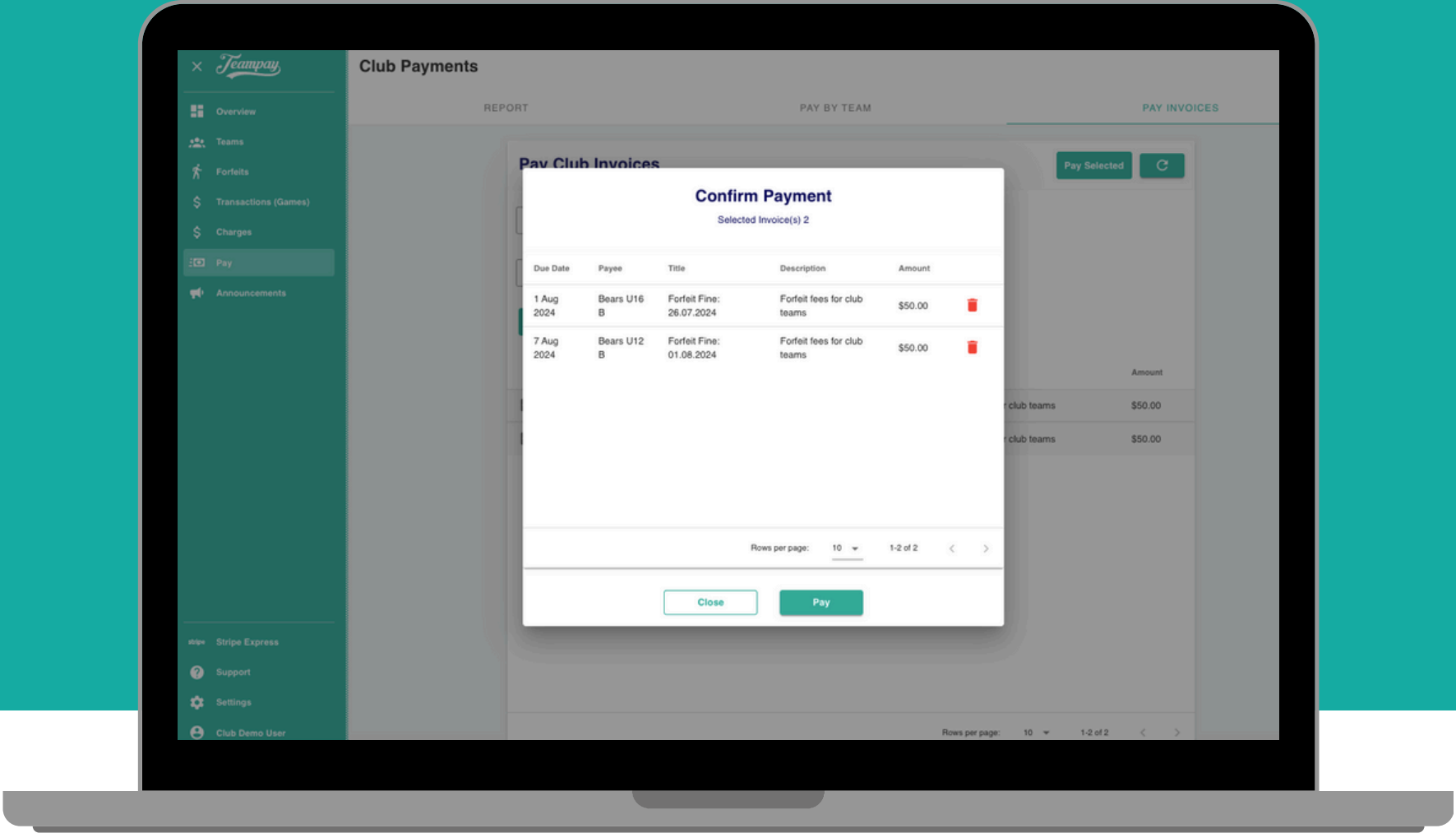
When ready click 'Pay Selected' in the top right corner



Process Payment



Choose your payment method and when ready select 'Pay' to process the payment

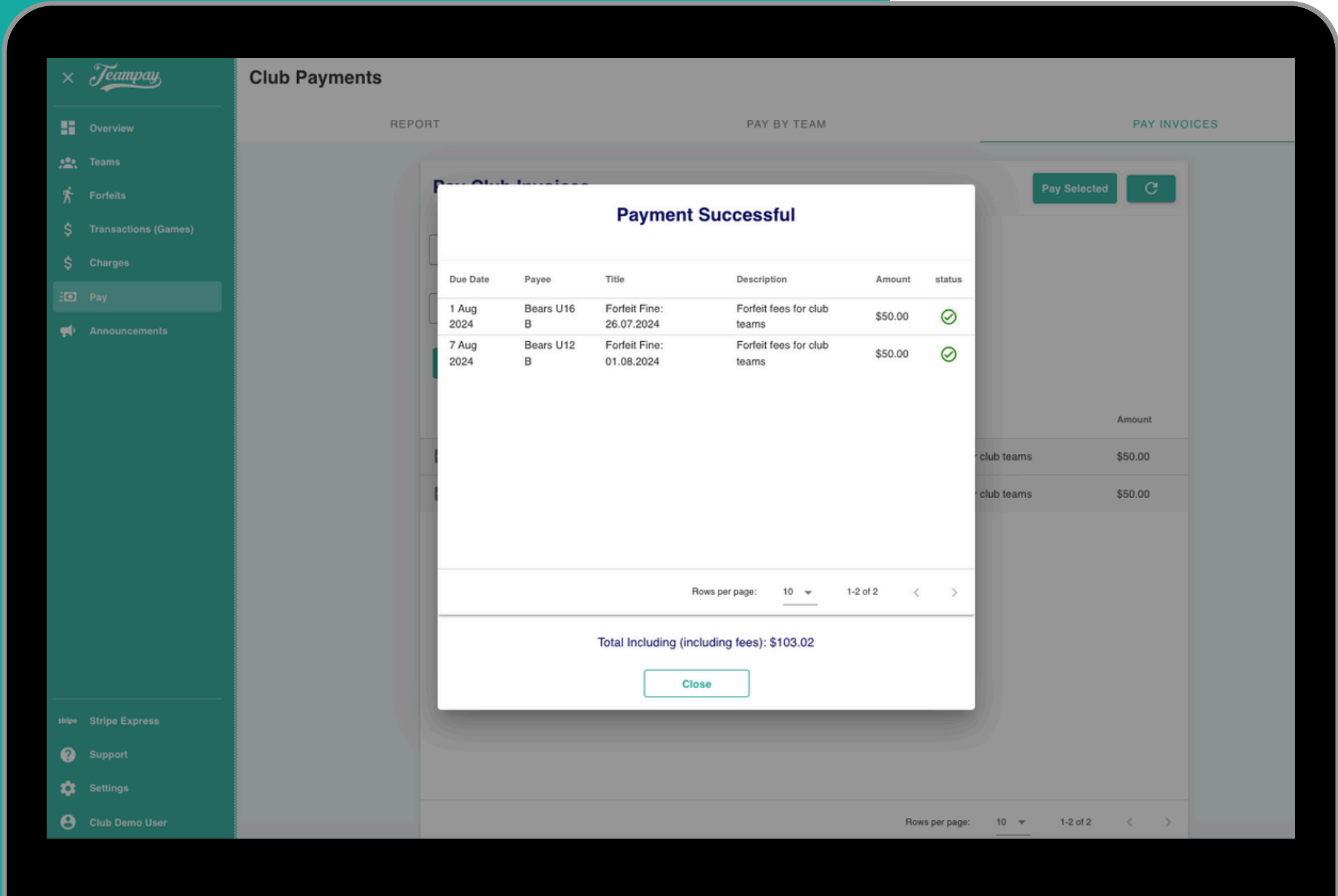


Payment Approved

This will then process the payment. A Payment Successful screen will then appear confirming it has gone through

You can close the page when you are finished

*If you are paying with a bank account, you will notice a pending hour glass as the payment awaits approval. You can close the window and once the payment has been approved it will automatically update for you



Reports

Your completed invoice payments will filter in to the Club Payment Reports

Click the drop down to see an itemised description of what was paid

You can also Export CSV reports at any time

The screenshot displays the Teampay 'Club Payments' interface. On the left is a teal sidebar with navigation links: Overview, Teams, Forfeits, Transactions (Games), Charges, Pay (highlighted), Announcements, Stripe Express, Support, Settings, and Club Demo User. The main content area is titled 'Club Payments' and includes tabs for 'REPORT', 'PAY BY TEAM', and 'PAY INVOICES'. Below these tabs are filters for a date range (00/00/0000), a search bar, and 'Export' and 'Refresh' buttons. The payment list shows several transactions, with the first one expanded to show a detailed table of successful payments.

Payee	Invoice Description	Amount	Processed	Success
Bears U16 B	Forfeit Fine: 26.07.2024	\$50.00	✓	✓
Bears U12 B	Forfeit Fine: 01.08.2024	\$50.00	✓	✓

Below the table is an 'Export CSV' button. The main list of payments includes:

- Wed, 31st Jul 2024: \$103.02 (VISA Demo success, Exp: 4/26)
- Wed, 31st Jul 2024: \$29.99 (VISA Demo success, Exp: 4/26)
- Mon, 29th Jul 2024: \$29.99 (VISA Demo success, Exp: 4/26)
- Mon, 29th Jul 2024: \$3.23 (VISA Demo success, Exp: 4/26)
- Mon, 29th Jul 2024: \$1.29 (Debit Success, BSB: 000-000 ACC: *** ** 3456)