



# Catholic Biblical Association of America

## Printing a Sales Receipt

At any time, you may print a pdf sales receipt from the Account History of your Member Compass™. Once your payment has been received by CBA, your dues invoice will be marked paid, and a payment record will be added to your Account History. The record for the invoice will no longer have a "PAY" button, but the "VIEW/PRINT" button remains. The invoice, however, will have a balance due of "\$0.00" and the invoice will be marked "PAID." You may download and print this pdf for your financial records.

The screenshot shows the Member Compass interface. On the left is a navigation menu with options: Dashboard, Account History, My Events, My Orders, Profile, and Login & Password. A LOGOUT button is at the bottom of the menu. The main content area has a 'BATCH ACTIONS' button and a search box 'Find by member or number'. A 'SORT BY' dropdown is set to 'Open Invoices'. Three invoice entries are listed:

- Dues Invoice - #4796** (OVERDUE): BILLED TO: Eusebius Sophronius Hieronymus, TOTAL: \$50.00, BALANCE: \$50.00, DATE: 10/31/2019, DUE DATE: 01/01/2020. Buttons: PAY, VIEW/PRINT.
- Payment - #4509** (CLOSED): BILLED TO: Eusebius Sophronius Hieronymus, TOTAL: \$50.00, BALANCE: \$0.00, DATE: 11/27/2018.
- Dues Invoice - #4509** (PAID): BILLED TO: Eusebius Sophronius Hieronymus, TOTAL: \$50.00, BALANCE: \$0.00, DATE: 10/31/2018, DUE DATE: 01/01/2019. Button: VIEW/PRINT.

A yellow arrow points to the 'VIEW/PRINT' button of the 'PAID' invoice. The 'PAID' status is circled in red.