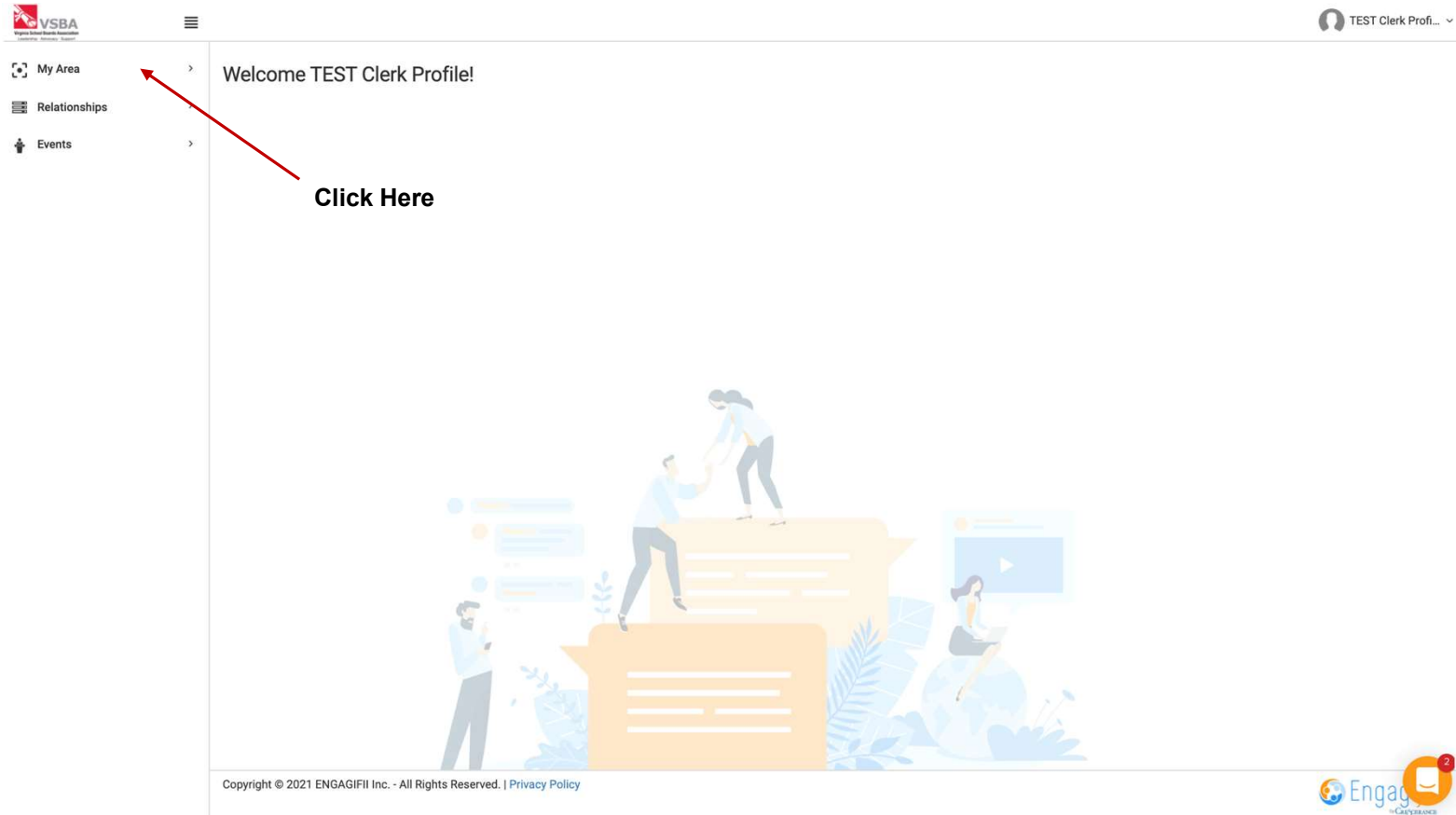




VSBA Database Invoice Explanation

First Step: Log into the Database, once you are logged in this is how the screen will appear. Once you log in, please select on “My Area” tab.



VSBA
Virginia School Boards Association
Leadership · Advocacy · Support

TEST Clerk Profi... ▾

- My Area >
- Relationships >
- Events >

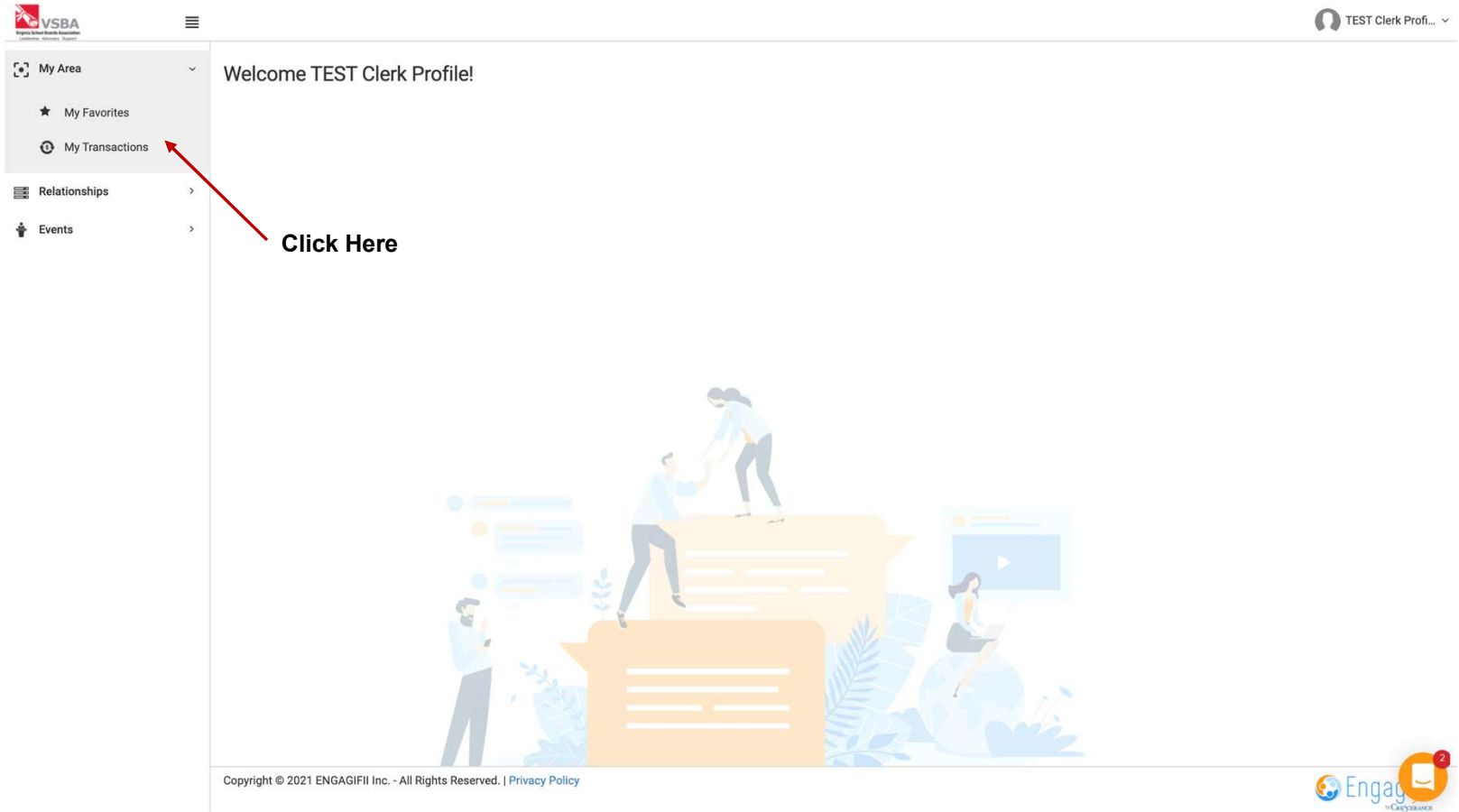
Welcome TEST Clerk Profile!

Click Here

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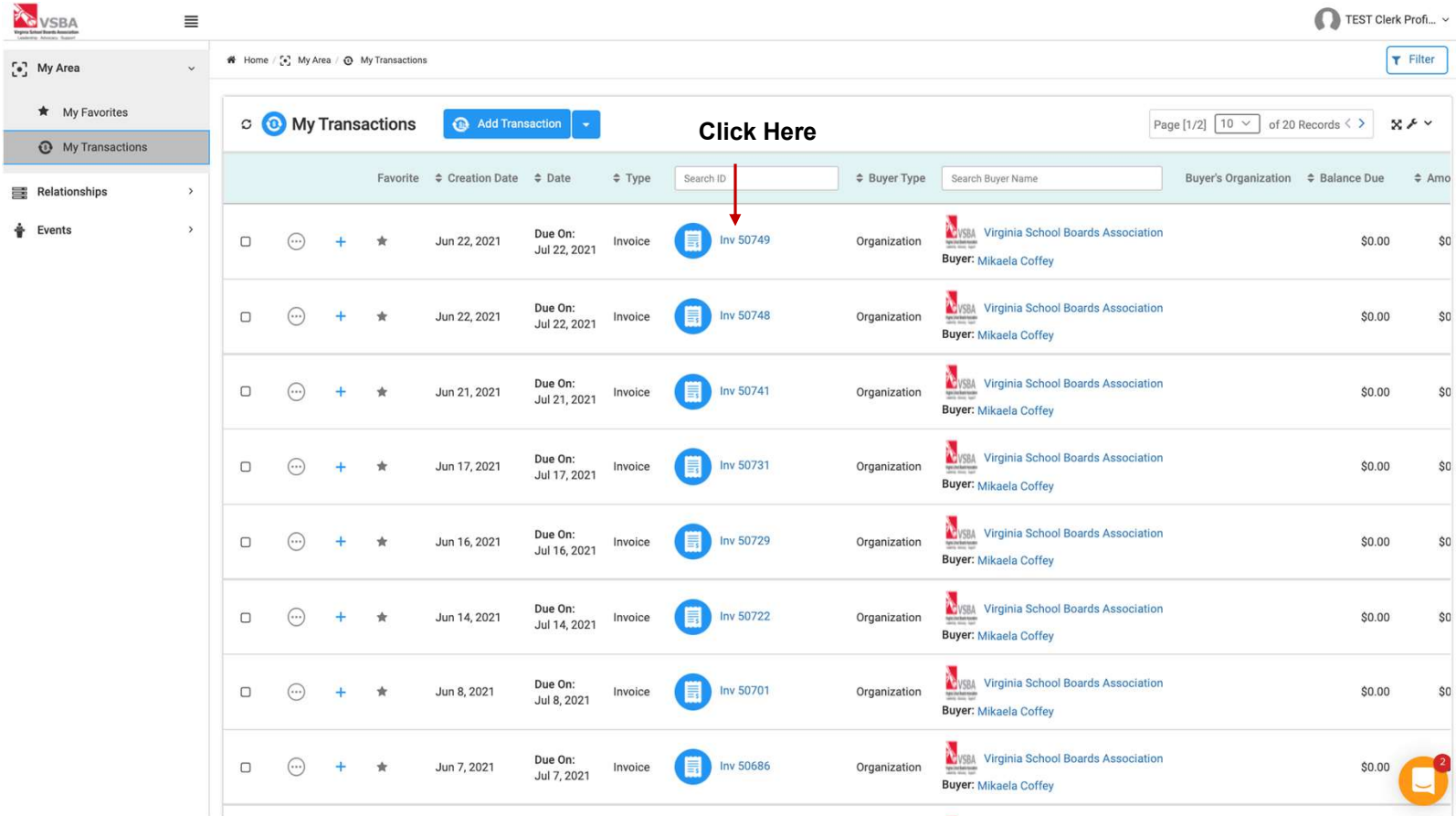
Engage
by CAYSTRA

Next Step: Once you have clicked on the “My Area” tab, you would need to click on “My Transactions” tab.



The screenshot shows a user interface for a VSBA member. At the top left is the VSBA logo. At the top right, there is a user profile icon labeled "TEST Clerk Profi...". Below the logo is a navigation menu with the following items: "My Area" (with a dropdown arrow), "My Favorites" (with a star icon), "My Transactions" (with a circular arrow icon), "Relationships" (with a list icon and a right arrow), and "Events" (with a person icon and a right arrow). A red arrow points from the text "Click Here" to the "My Transactions" menu item. The main content area displays "Welcome TEST Clerk Profile!". Below this is a large illustration of people interacting with digital content. At the bottom left, there is a copyright notice: "Copyright © 2021 ENGAGIFII Inc. - All Rights Reserved. | Privacy Policy". At the bottom right, there is the Engage logo with a notification badge showing the number "2".

**This is how the screen will look once you select my transactions.
In order to look at an invoice, select the selected invoice number.**



The screenshot shows the 'My Transactions' page in the VSBA system. The page includes a sidebar with navigation options like 'My Area', 'My Favorites', 'My Transactions', 'Relationships', and 'Events'. The main content area displays a table of transactions with columns for Favorite, Creation Date, Date, Type, Search ID, Buyer Type, Search Buyer Name, Buyer's Organization, Balance Due, and Amount. A red arrow points to the 'Inv 50749' invoice number in the first row of the table.

	Favorite	Creation Date	Date	Type	Search ID	Buyer Type	Search Buyer Name	Buyer's Organization	Balance Due	Amo
<input type="checkbox"/>		Jun 22, 2021	Due On: Jul 22, 2021	Invoice	Inv 50749	Organization	Virginia School Boards Association Buyer: Mikaela Coffey	\$0.00	\$0	
<input type="checkbox"/>		Jun 22, 2021	Due On: Jul 22, 2021	Invoice	Inv 50748	Organization	Virginia School Boards Association Buyer: Mikaela Coffey	\$0.00	\$0	
<input type="checkbox"/>		Jun 21, 2021	Due On: Jul 21, 2021	Invoice	Inv 50741	Organization	Virginia School Boards Association Buyer: Mikaela Coffey	\$0.00	\$0	
<input type="checkbox"/>		Jun 17, 2021	Due On: Jul 17, 2021	Invoice	Inv 50731	Organization	Virginia School Boards Association Buyer: Mikaela Coffey	\$0.00	\$0	
<input type="checkbox"/>		Jun 16, 2021	Due On: Jul 16, 2021	Invoice	Inv 50729	Organization	Virginia School Boards Association Buyer: Mikaela Coffey	\$0.00	\$0	
<input type="checkbox"/>		Jun 14, 2021	Due On: Jul 14, 2021	Invoice	Inv 50722	Organization	Virginia School Boards Association Buyer: Mikaela Coffey	\$0.00	\$0	
<input type="checkbox"/>		Jun 8, 2021	Due On: Jul 8, 2021	Invoice	Inv 50701	Organization	Virginia School Boards Association Buyer: Mikaela Coffey	\$0.00	\$0	
<input type="checkbox"/>		Jun 7, 2021	Due On: Jul 7, 2021	Invoice	Inv 50686	Organization	Virginia School Boards Association Buyer: Mikaela Coffey	\$0.00	\$0	

This is how the invoice will appear once you click on it.

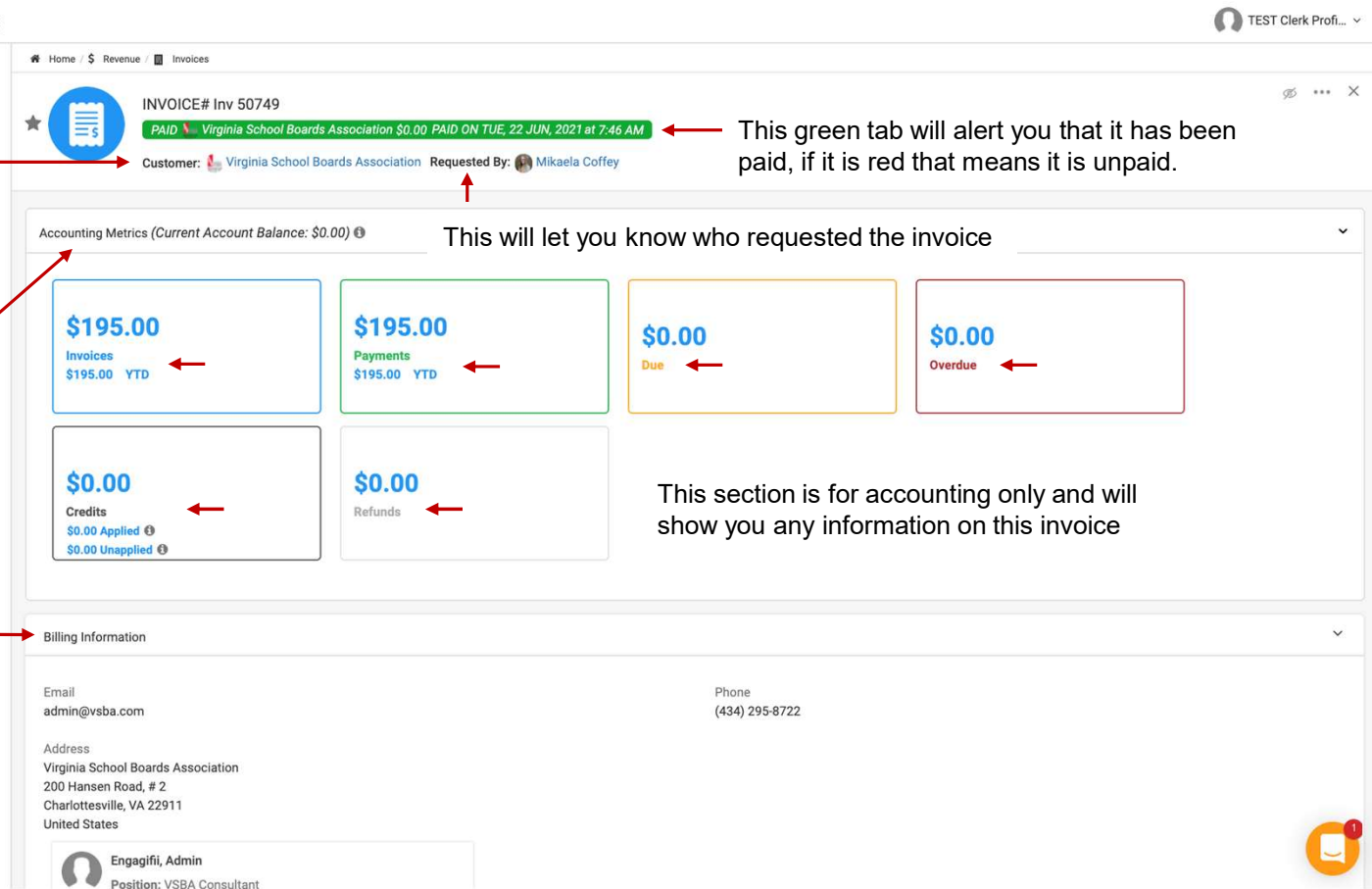
This will let you know who the customer of this invoice is.

This green tab will alert you that it has been paid, if it is red that means it is unpaid.

Accounting Metrics lets you know the different balances that the invoice has. Beside it will let you know your current account balance.

This will let you know who requested the invoice

This section will show you the invoice's billing information



Home / Revenue / Invoices

TEST Clerk Profi...

My Area

INVOICE# Inv 50749

PAID Virginia School Boards Association \$0.00 PAID ON TUE, 22 JUN, 2021 at 7:46 AM

Customer: Virginia School Boards Association Requested By: Mikaela Coffey

Accounting Metrics (Current Account Balance: \$0.00)

\$195.00 Invoices \$195.00 YTD	\$195.00 Payments \$195.00 YTD	\$0.00 Due	\$0.00 Overdue
\$0.00 Credits \$0.00 Applied \$0.00 Unapplied	\$0.00 Refunds	This section is for accounting only and will show you any information on this invoice	

Billing Information

Email: admin@vsba.com Phone: (434) 295-8722

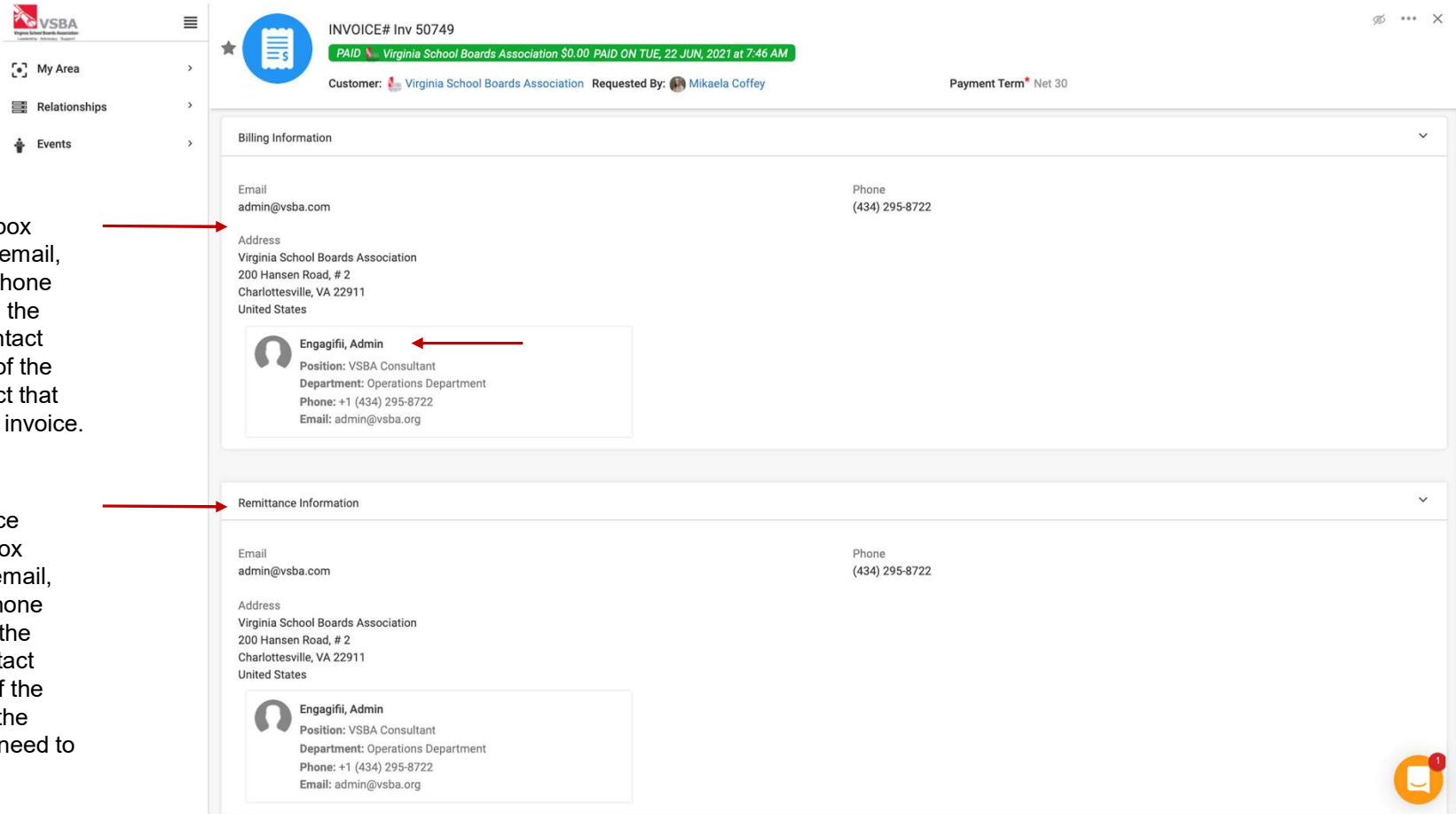
Address: Virginia School Boards Association, 200 Hansen Road, # 2, Charlottesville, VA 22911, United States

Engagifit, Admin
Position: VSBA Consultant

If you keep scrolling down on the screen. You will see more information for the invoice.

The billing information box provides an email, address, a phone number, and the personal contact information of the billing contact that received the invoice.

The remittance information box provides an email, address, a phone number, and the personal contact information of the organization the payment will need to be sent to.



INVOICE# Inv 50749

PAID Virginia School Boards Association \$0.00 PAID ON TUE, 22 JUN, 2021 at 7:46 AM

Customer: Virginia School Boards Association Requested By: Mikaela Coffey Payment Term* Net 30

Billing Information

Email: admin@vsba.com Phone: (434) 295-8722

Address: Virginia School Boards Association, 200 Hansen Road, # 2, Charlottesville, VA 22911, United States

Engagifii, Admin
Position: VSBA Consultant
Department: Operations Department
Phone: +1 (434) 295-8722
Email: admin@vsba.org

Remittance Information

Email: admin@vsba.com Phone: (434) 295-8722

Address: Virginia School Boards Association, 200 Hansen Road, # 2, Charlottesville, VA 22911, United States

Engagifii, Admin
Position: VSBA Consultant
Department: Operations Department
Phone: +1 (434) 295-8722
Email: admin@vsba.org

If you keep scrolling down on the screen. You will see more information for the invoice.

- My Area >
- Relationships >
- Events >

INVOICE# Inv 50749

PAID Virginia School Boards Association \$0.00 PAID ON TUE, 22 JUN, 2021 at 7:46 AM

Customer: Virginia School Boards Association Requested By: Mikaela Coffey Payment Term* Net 30

Department: Operations Department
Phone: +1 (434) 295-8722
Email: admin@vsba.org

General Associated Items

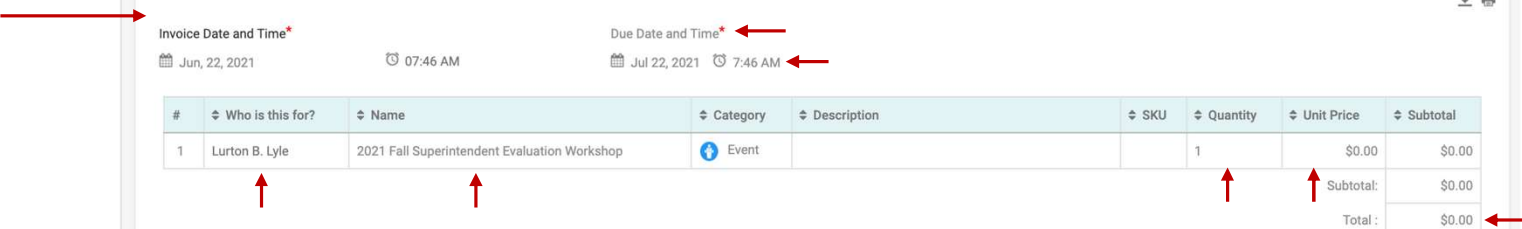
Invoice Date and Time* Jun, 22, 2021 07:46 AM Due Date and Time* Jul 22, 2021 7:46 AM

#	Who is this for?	Name	Category	Description	SKU	Quantity	Unit Price	Subtotal	
1	Lurton B. Lyle	2021 Fall Superintendent Evaluation Workshop	Event			1	\$0.00	\$0.00	
								Subtotal:	\$0.00
								Total:	\$0.00

Memo


-

This last section will show you the person's name that is registered and the name of the event they want to participate in





In order to print this invoice, please select the printer icon.

-  My Area >
-  Relationships >
-  Events >




INVOICE# Inv 50749

PAID Virginia School Boards Association \$0.00 PAID ON TUE, 22 JUN, 2021 at 7:46 AM

Customer:  Virginia School Boards Association Requested By:  Mikaela Coffey

Payment Term* Net 30




Department: Operations Department
Phone: +1 (434) 295-8722
Email: admin@vsba.org

General Associated Items



Invoice Date and Time* Due Date and Time*

📅 Jun, 22, 2021
🕒 07:46 AM
📅 Jul 22, 2021
🕒 7:46 AM

#	Who is this for?	Name	Category	Description	SKU	Quantity	Unit Price	Subtotal	
1	Lurton B. Lyle	2021 Fall Superintendent Evaluation Workshop	 Event			1	\$0.00	\$0.00	
								Subtotal:	\$0.00
								Total:	\$0.00

Memo


-



In order to download this invoice, please select the icon with the arrow pointing down to the line.

- ☰
- My Area >
- Relationships >
- Events >



INVOICE# Inv 50749

PAID Virginia School Boards Association \$0.00 PAID ON TUE, 22 JUN, 2021 at 7:46 AM

Customer: Virginia School Boards Association Requested By: Mikaela Coffey

Payment Term* Net 30

🔍 ⋮ ✕

Department: Operations Department
Phone: +1 (434) 295-8722
Email: admin@vsba.org



General Associated Items

Invoice Date and Time*

📅 Jun, 22, 2021 ⌚ 07:46 AM

Due Date and Time*

📅 Jul 22, 2021 ⌚ 7:46 AM

#	Who is this for?	Name	Category	Description	SKU	Quantity	Unit Price	Subtotal	
1	Lurton B. Lyle	2021 Fall Superintendent Evaluation Workshop	Event			1	\$0.00	\$0.00	
								Subtotal:	\$0.00
								Total:	\$0.00

Memo

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