Account History

Created by Unknown User (syncuser), last modified by Doc User on Feb 25, 2016

Overview

The *Account History* interface displays your account's billing history.

Important:
The following information is at the top of this interface:

- *Terms Net* — The number of days before any invoices are overdue.
- *Account Number* — Use this number when you contact cPanel about account questions or send payments. Make certain to include the portion after the dash.

Selection Filter

This feature allows you to specify the transactions that the interface displays. To use this feature to help you locate a particular invoice or payment, select the characteristics of the desired transactions with the following *Selection Filter* options:

Option name	Description
Transaction Type	The invoice's billing item type or the payment that Manage2 associates with the account.
Transaction Methods	The payment or invoice type that Manage used to process the invoice.
Max Shown	The maximum number of results. The default value is `35`.
Date Range	The date range within which the transactions occurred.
Transaction Amount	The amount of the transactions in US dollars.

Click *Go* to view the results that match your filter.

Note:
To sort search results by the date on which the transactions posted, click the arrows next to the *Post Date* heading.

Account Balance chart

Directly below the *Selection Filter* is the *Show Balance History* link. Click *Show Balance History* to view a chart of your account's balance over time.

Transaction table

Below the *Selection Filter* feature, Manage2 displays a table with the transactions that match your filter options. The most recent transactions are at the top of the table. Use this table to view your balance history and individual transactions on your account. Below the table is your current account balance.

Notes:

- To view or print individual invoices for any transaction in the table, click the *HTML* or *PDF* links in the column to the right of the *Post Date* column.
- Any invoices that are fully or partially past due display in orange. Each invoice also lists additional information about how many days they are past due.
- For payments and refunds, the *Transaction Method* is the method of the payment or refund. For invoices, the *Transaction Method* is the billing item of the invoice.

License reactivation

When you reactivate a license, Manage2 will prompt you to confirm that you are aware of the license fee, and that you agree to the amount.

If you expire a license within the 48 hours before Manage2 generates an invoice for the license, and you reactivate the license within the 48 hours after Manage2 generates a monthly service invoice, Manage2 will create a reactivation fee invoice for the license.

Notes:

- Manage2's *Account History* interface will display the separate invoice as *License reactivation for*, followed by that license's IP address.
- If you reactivate a license within the 48 hours after Manage2 generated your invoice, check your account before you make a payment to ensure that you pay the full amount.
- To avoid a license reactivation fee, wait 48 hours after Manage2 generates your monthly invoice before you reactivate the license.

Featured documentation

Interface guide

Dashboard - Security

Users - Groups - Packages

Licenses - Billing - Company - Direct

Developer API

history account billing manage2