Account History

(*Dashboard >> Billing >> Account History)*

Overview

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

Important:

The following information appears at the top of the interface:

- *Terms Net* — The number of days before any invoices are overdue.
- *Account Number* — Use this number when you contact cPanel Customer Service with account questions.

Selection Filter

The *Selection Filter* feature allows you to specify the transactions that the interface displays or locate a particular payment. To use this feature, select from the following *Selection Filter* options and click *Go*:

Option name	Description
Transaction Types	The invoice's billing item type or the payment that Manage2 associates with the account.
Transaction Methods	The payment type that Manage2 uses to process the invoice. **Note:** The options that appear in the menu correspond with your access level.
Max Shown	The maximum number of results that the interface displays. This value defaults to `35` .
Date Range	The date range within which a transactions occurred.
Transaction Amount	The total transaction amount, in US dollars.

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

The *Show Balance History* link appears directly below the *Selection Filter* feature. Click *Show Balance History* to view a chart of your account's balance over time.

Transaction table

Below the *Selection Filter* feature, the interface displays the following table with the transactions that match your filter options.

Column	Description

In This Document

Related Documentation

- Account History Tracker
- API Pickup Passphrases
- Change Password
- Extend One Time License Updates
- List Active Licenses

For Developers

- Manage2 API Functions - Look Up License ID
- Manage2 API Functions - Add Licenses
- Manage2 API Functions - Change a License IP Address
- Manage2 API Functions - Expire Licenses
- Manage2 API Functions - Extend One-Time Licenses

Type	The type of transaction. **Note:** All fully or partially past due invoices display in orange.
Post Date	The date that Manage2 posted the transaction.
(no title)	This column contains `.pdf` and HTML copies of your invoice.
Amount (USD)	The transaction amount, in US Dollars (USD).
Method	The payment method, refund, or the invoice's billing item.
Reference	The transaction's reference number.
Notes	Any notes about the transaction.
Staff Notes	Any additional notes that the Customer Service staff created about the transaction.
Balance	The account's remaining balance.

The most recent transactions display at the top of the table. Your current account balance appears below the table.

License reactivation

When you reactivate a license, Manage2 prompts you to agree to the license fee amount.

To avoid a license reactivation fee, wait 48 hours after Manage2 generates your monthly invoice before you reactivate the license.

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.