

Account Management

Account Overview

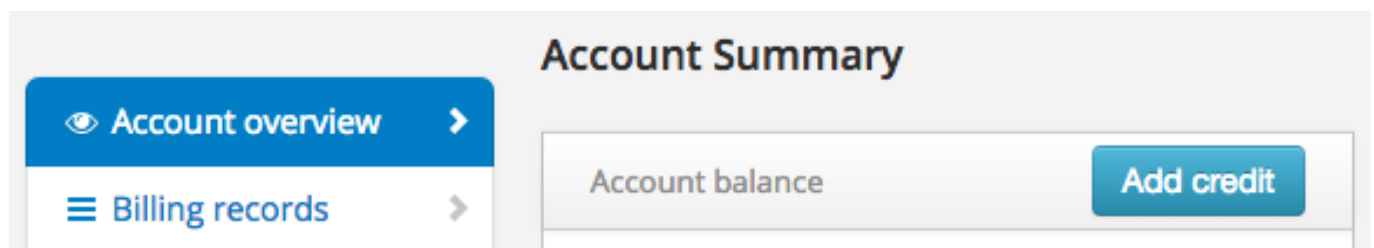
Account Overview

The account summary dashboard provides a broad overview of your account. In this dashboard you can view **account balance**, **plan details** and **customer account summary**.

Quick Guide

Step 1: Make a Payment

1. Log into <https://now.tel2.co.uk>.
2. Select **Account > Account overview**.
3. Click **Add credit**.
4. Add credit card details or select a saved card in the pop up.
5. Click **Accept** to make payment.



Step 2: Account Summary

1. Log into CloudPBX.
2. Select **Account > Account overview**.

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URL: <https://faq.tel2.co.uk/index.php?action=artikel&cat=15&id=49&artlang=en-us>

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Customer account summary

<< Previous month

Select billing date

Next month >>

20 September 2015

a

Billing summary

Opening balance	-\$222.58
Current Month Charges	\$38.07
Payment received	\$300.00
Closing balance	\$39.35
Billing date	20 September 2015

Summary of calls and charges

Group by: [Service type](#), [Billing group](#), [Call date](#) b

Service type	# of calls	Duration (minutes)	Charge
C CallingPlan	4	0	38.07
Inbound	2	1	0.00
Number	1	0	0.00
Total	7	1	38.07

Payments for this cycle

Date	Item	Cost	
2015-09-10 14:29:33	account top up	300.00	d
Total		300.00	

a

Select a month billing cycle to see an overview for that given month.

b

By selecting either **Service type**, **Billing group** or **Call date** you can view a break down summary of the account.

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c

When in **service type** by clicking either **CallingPlan**, **Inbound** or **Number** you can view detailed description for that month period.

d

View the selected months statement by clicking  download a pdf or  to the statement in a new window.

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