



Central Association for College and University Business Officers Retrieving an Invoice

Introduction

Registrants will sometimes need a copy of an invoice showing the last four digits of the card used for the registration. They can get a copy of an invoice by logging into the CACUBO portal.

Instructions


1. Navigate to <https://www.cacubo.org/>
2. Click “Member Login”

A screenshot of the CACUBO website homepage. The browser address bar shows 'https://www.cacubo.org'. The website header includes the CACUBO logo and the text 'Central Association of College & University Business Officers'. A navigation menu contains links for 'Home', 'About', 'Members', 'Events', 'Get Involved', and 'Business Partners'. A dark banner features a checkered pattern and the text 'ANNUAL CONFERENCE 2024', 'Indianapolis, IN | Sept 29 - Oct 1', and 'RACING TOWARDS EXCELLENCE'. A 'Member Login' button and a search bar are visible. Below the banner, a welcome message reads 'Welcome to the new CACUBO.org. If you haven't already, please [create a new account.](#)' and a 'Quick Links' section contains a 'NACUBO' button.

3. Enter your CACUBO credentials and click “LOG IN”:


https://www.cacubo.org/login#/login

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Home About Members Events Get Involved Business Partners

Member Login Search our site... Search



Username
mhaakenson@uwlax.edu

Password
.....

[Retrieve Username](#) | [Reset Password](#)

Keep me logged in

LOG IN

Quick Links

- NACUBO
- EACUBO
- SACUBO
- WACUBO


Upcoming Events

Sun Sep 29, 2024

4. Click "My Profile"


https://www.cacubo.org/member-landing-page

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Home About Members Events Get Involved Business Partners

Member Logout Search our site... Search



[My Profile](#) [Event Calendar](#) [My Community](#) [Community Forum](#) [My Continuing Education Transcript](#)

Welcome Mark!
University of Wisconsin-La Crosse
Institutional Member Contact

See something wrong? [Update your profile!](#)

Welcome to the Members Only Area!

https://www.cacubo.org/my-profile

Quick Links

- Site Administration
- My Member Page
- NACUBO
- EACUBO
- SACUBO

5. Then click "Invoices":

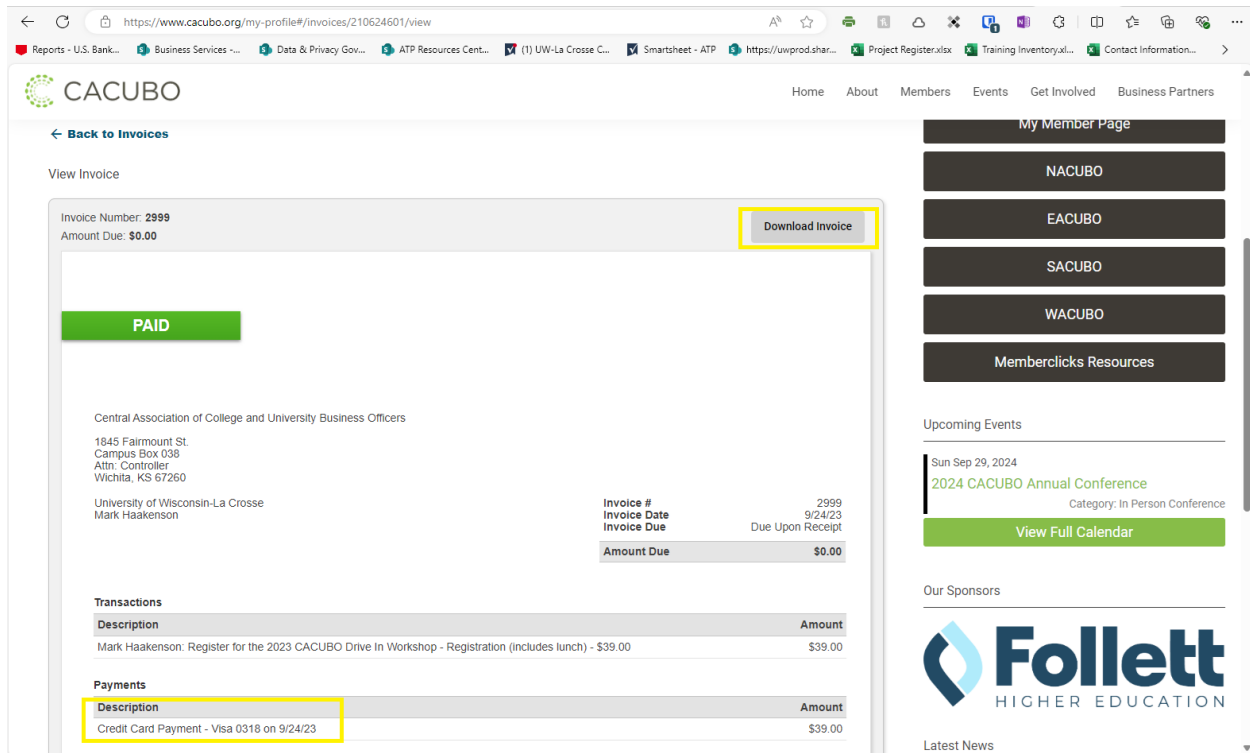
The screenshot shows the CACUBO member profile page. The 'Invoices' tab is highlighted in the navigation bar. The profile information for Mr. Mark Haakenson is displayed, including a balance of \$0.00, an active membership status, and an expiration date of 5/31/2025. A 'View Invoices' button is visible next to the balance information. The 'Quick Links' section on the right contains buttons for Site Administration, My Member Page, NACUBO, EACUBO, and SACUBO.

6. Select the needed invoice:

The screenshot shows the CACUBO member profile page with the 'Invoices' tab selected. A table of invoices is displayed, with the invoice number 2999 highlighted. The table columns are #, Name, Type, Created, Status, Total, Paid, and Balance. The invoice 2999 is for Mark Haakenson, a Forms invoice, created on Sep 24, 2023, with a status of Paid, a total of \$39.00, and a paid amount of \$39.00.

#	Name	Type	Created	Status	Total	Paid	Balance
3652	Mark Haakenson	Forms	Jun 23, 2024	Paid	\$0.00	\$0.00	\$0.00
3586	Mark Haakenson	Forms	Jun 7, 2024	Paid	\$0.00	\$0.00	\$0.00
2999	Mark Haakenson	Forms	Sep 24, 2023	Paid	\$39.00	\$39.00	\$0.00
2590	Mark Haakenson	Forms	Jul 5, 2023	Paid	\$0.00	\$0.00	\$0.00
1865	Mark Haakenson	Forms	Jun 22, 2023	Paid	\$395.00	\$395.00	\$0.00

7. This will display the needed invoice with the last four digits of the card used showing:



Invoice Number: 2999
Amount Due: \$0.00

PAID

Central Association of College and University Business Officers
1845 Fairmount St.
Campus Box 036
Attn: Controller
Wichita, KS 67260

University of Wisconsin-La Crosse
Mark Haakenson

Invoice #	Invoice Date	Invoice Due	Amount Due
2999	9/24/23	Due Upon Receipt	\$0.00

Transactions

Description	Amount
Mark Haakenson: Register for the 2023 CACUBO Drive In Workshop - Registration (includes lunch) - \$39.00	\$39.00

Payments

Description	Amount
Credit Card Payment - Visa 0318 on 9/24/23	\$39.00

8. The invoice can be downloaded as a PDF by clicking the download button.

Contact

Contact the Database Coordinator, databasecoordinator@cacubo.org for additional information.

File location: C:\Users\mhaakenson\Box Sync\CACUBO Database Coordinator\Memberclicks Work Instructions\CACUBO Retrieving an Invoice.docx.

Last updated: September 18, 2024.