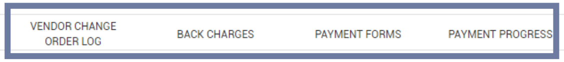
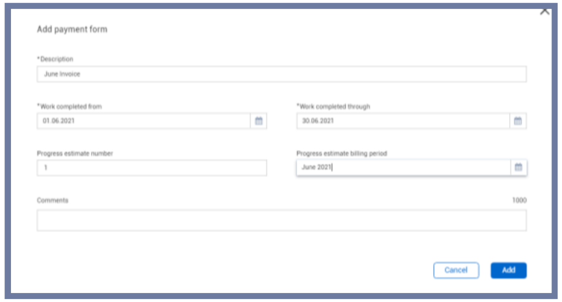
QUICK GUIDE

INVOICE ENTRY

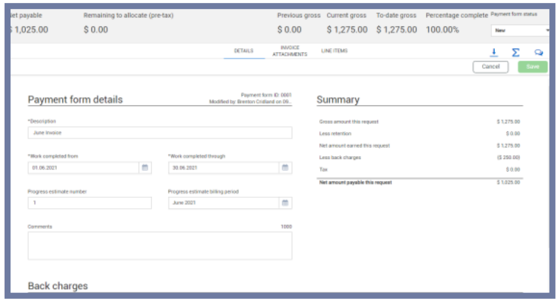
ADD NEW INVOICE

1. Select the Payment Form tab and press the ⊕ icon to add a new invoice. Complete the Fields including Period From/To, Claim No & Financial Reporting Period.



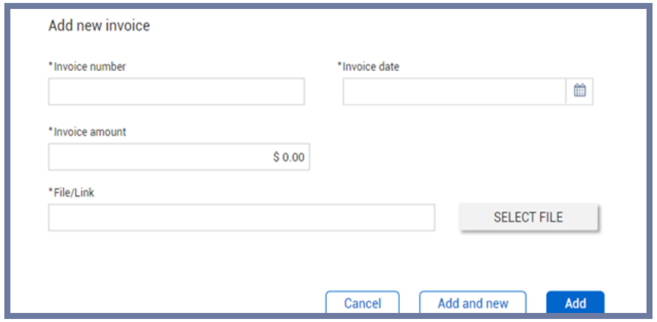


2. Review the header page and if required add any Back Charges applicable to this Invoice



ATTACHING VENDOR INVOICE

1. Select the Invoice Attachments Tab and press the ⊕ icon.



2. Enter the Details including Vendor Invoice No, Invoice Date, Invoice Amount (Ex GST), Tax Amount (if applicable).

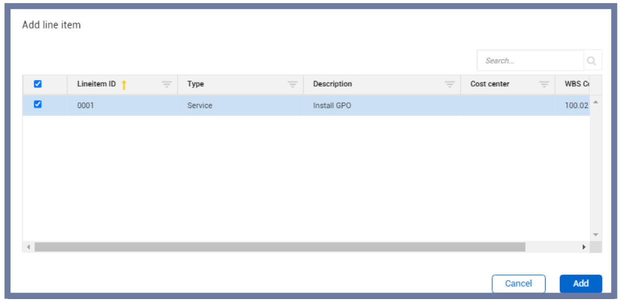
NOTE: Only enter a Tax amount if integrations are turned on and GST is being updated. If not leave as $0.00.

3. Attach a copy of the invoice.

NOTE: The invoice attachment must be a PDF format.

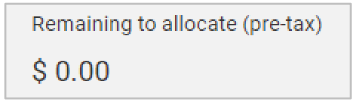
ASSIGN INVOICE TO CONTRACT ITEMS

1. Select the Line Items tab and press the ⊕ icon. Select the line items included in this invoice and apply the amounts or quantity to each line.

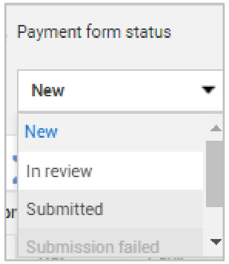


ASSIGN INVOICE TO CONTRACT ITEMS

1. Once the Remaining to allocate (pre-tax) is at $0 you have can complete the Invoice.



2. From the Payment form Status select **Submitted**



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