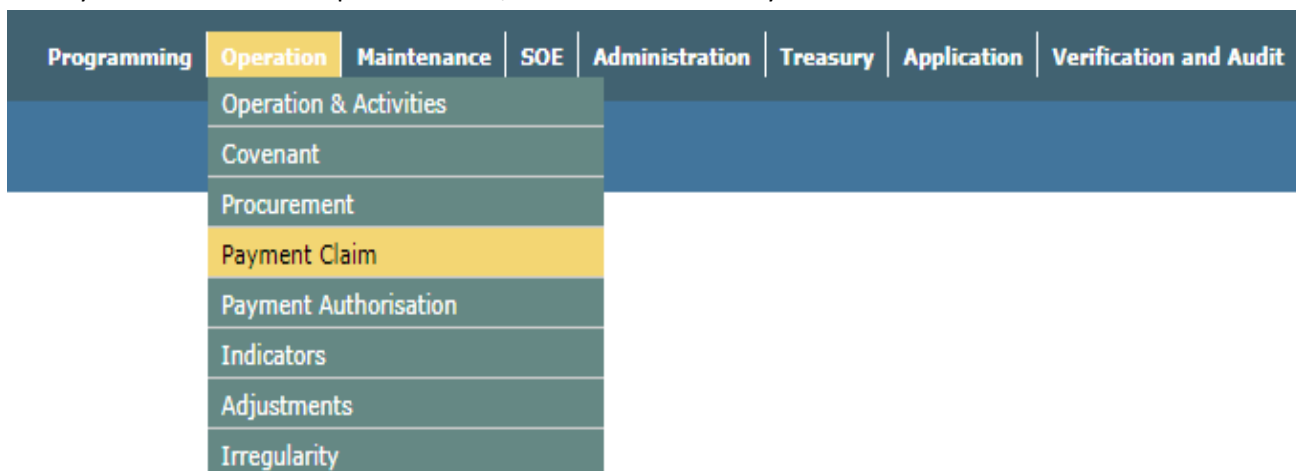


How to Create an Invoice in the Payment Claim Menu

NOTE:

- i. You need to have access to the internet.
- ii. You need to have access to EMFF 14-20 DB (User access rights are given after approval of the EMFF 2014-2020 DB Application Form).
- iii. You need to have the appropriate editing role to edit the DB.

1. Move your cursor on the “Operation” Tab, and then click on “Payment Claim”.



2. Click on “Insert”.



3. Fill in details where necessary.

Invoice Details
Documentation
Checklist
Confirmation
Payment Authorisation
Statistics
Asset Management

Post-Confirm Doc

Payment Claim Type

Invoice Reimbursement

Invoice No.	<input type="text"/>	Date	<input type="text"/>
Operation	<input type="text" value="Select an Option"/>		
Activity	<input type="text" value="Select an Option"/>		
Sub Activity	<input type="text" value="Select an Option"/>		
Unit of measure	<input type="text" value="Select an Option"/>		
Value	<input type="text"/>	Rate	<input type="text"/>
Invoice Type	<input type="text" value="Select an Option"/>		
Procurement Type	<input type="text" value="Select an Option"/>		
Contract	<input type="text" value="Select an Option"/>		
Description	<input style="height: 30px;" type="text"/>		
Entity	<input type="text" value="Select an Option"/>		
Bank Account	<input type="text" value="Select an Option"/>		
Remarks	<input style="height: 40px;" type="text"/>		

Private co-finance payable

Financial Plan

Eligible	<input type="text"/>	Vat Eligible	<input type="text"/>	Total Eligible	<input type="text"/>
Not Eligible	<input type="text"/>	Vat Not Eligible	<input type="text"/>	Total Not Eligible	<input type="text"/>
				Total	<input type="text"/>

Gozo Contribution Financial Plan

Eligible	<input type="text"/>	VAT Eligible	<input type="text"/>	Total Eligible	<input type="text"/>
Non Eligible	<input type="text"/>	VAT Non Eligible	<input type="text"/>	Total Non Eligible	<input type="text"/>
				Total	<input type="text"/>

Search

Clear

Amend

Insert

Save

Undo

View History



4. Click on "Save".



-----End of Tutorial-----

Modification History

Creation of Tutorial – 18/07/2017

