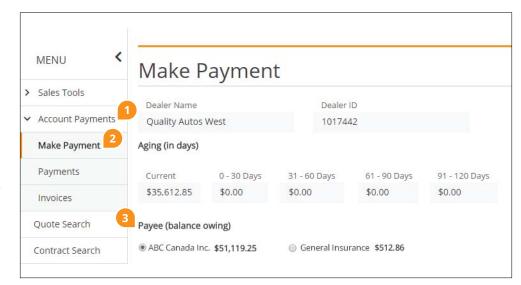**LGM**HUB

Step 1 of 4:
Make Payment Screen

In the LGM HUB, invoices can be managed and paid by a single user that has accounting access. If there is an issue with your access, please contact customer service.

On the left menu, click **Account Payments** (**1**) to expand options. Click **Make Payment** (**2**) to view the **Make Payment** screen.

Note: Your account login may automatically take you to the **Make Payment** screen.

If there are multiple payees, click the radio button beside the **Payee** (**3**) name to display outstanding invoices.

MENU

> Sales Tools

∨ Account Payments **(1)**

Make Payment **(2)**

Payments

Invoices

Quote Search **(3)**

Contract Search

Make Payment

Dealer Name	Dealer ID
Quality Autos West	1017442

Aging (in days)

Current	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days
$35,612.85	$0.00	$0.00	$0.00	$0.00

Payee (balance owing)

◉ ABC Canada Inc. **$51,119.25**   ○ General Insurance **$512.86**

Step 2 of 4:
Paying an Invoice

Prior to making payment you can view the contract details of the invoice by clicking on the **Expand** (**4**) icon.

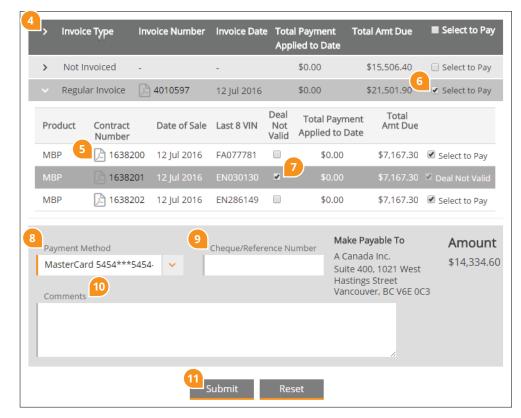**Note**: You may download the contract by clicking on the 📄 (**5**) icon under the **Contract Number** heading.

Check **Select to Pay** (**6**) next to the invoices you would like to pay.

Note: If the contract has not yet been modified, users with accounting access can void contracts, if needed, by checking **Deal Not Valid** (**7**) beside the desired contract.

Once you have reviewed the details, select **Payment Method** (**8**). Payments can be made by Cheque, Credit Card or Bank Account. Enter the **Cheque/Reference Number** (**9**), if applicable.

Note: Credit Card or Bank Account details must be set up in your dealer profile prior to appearing as a **Payment Method**.

Enter desired **Comments** (**10**), and click **Submit** (**11**) to continue to the payment confirmation page.

(4)

	Invoice Type	Invoice Number	Invoice Date	Total Payment Applied to Date	Total Amt Due	☐ Select to Pay
>	Not Invoiced	-	-	$0.00	$15,506.40	☐ Select to Pay
∨	Regular Invoice 📄	4010597	12 Jul 2016	$0.00	$21,501.90	**(6)** ☑ Select to Pay

Product	Contract Number	Date of Sale	Last 8 VIN	Deal Not Valid	Total Payment Applied to Date	Total Amt Due	
MBP	📄 **(5)** 1638200	12 Jul 2016	FA077781	☐	$0.00	$7,167.30	☑ Select to Pay
MBP	📄 1638201	12 Jul 2016	EN030130	☑ **(7)**	$0.00	$7,167.30	☑ Deal Not Valid
MBP	📄 1638202	12 Jul 2016	EN286149	☐	$0.00	$7,167.30	☑ Select to Pay

(8) Payment Method

MasterCard 5454***5454 ∨

(9) Cheque/Reference Number

(10) Comments

Make Payable To
A Canada Inc.
Suite 400, 1021 West
Hastings Street
Vancouver, BC V6E 0C3

Amount
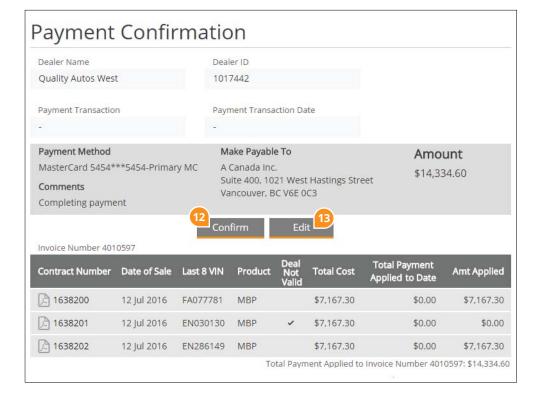$14,334.60

(11) Submit   Reset

LGM HUB

Step 3 of 4:
Confirming Payment

Click **Confirm** (12) to process payment or **Edit** (13) to cancel the payment and return to the **Make Payment** screen to make changes.

Payment Confirmation

Dealer Name	Dealer ID
Quality Autos West	1017442

Payment Transaction	Payment Transaction Date
-	-

Payment Method	Make Payable To	Amount
MasterCard 5454***5454-Primary MC	A Canada Inc.	$14,334.60
Comments	Suite 400, 1021 West Hastings Street	
Completing payment	Vancouver, BC V6E 0C3	

(12) Confirm   (13) Edit

Invoice Number 4010597

Contract Number	Date of Sale	Last 8 VIN	Product	Deal Not Valid	Total Cost	Total Payment Applied to Date	Amt Applied
1638200	12 Jul 2016	FA077781	MBP		$7,167.30	$0.00	$7,167.30
1638201	12 Jul 2016	EN030130	MBP	✓	$7,167.30	$0.00	$0.00
1638202	12 Jul 2016	EN286149	MBP		$7,167.30	$0.00	$7,167.30

Total Payment Applied to Invoice Number 4010597: $14,334.60

Step 4 of 4:
Payment Summary

Once the payment is confirmed, **Payment Transaction** (14) and **Payment Transaction Date** (15) are populated.

Note: A cheque payment will not automatically generate a **Payment Transaction**. **Payment Transaction** will populate once the cheque payment has cleared the dealerships bank account.

Once the payment is processed you can **Make More Payments** (16) or **Print** (17) the **Payment Summary**.

Payment Summary

Dealer Name	Dealer ID
Quality Autos West	1017442

(14) Payment Transaction	(15) Payment Transaction Date
1464735	12 Jul 2016

Payment Method	Make Payable To	Amount
MasterCard 5454***5454-Primary MC	A Canada Inc.	$14,334.60
Comments	Suite 400, 1021 West Hastings Street	
Completing payment	Vancouver, BC V6E 0C3	

Invoice Number 4010597

Contract Number	Date of Sale	Last 8 VIN	Product	Deal Not Valid	Total Cost	Total Payment Applied to Date	Amt Applied
1638200	12 Jul 2016	FA077781	MBP		$7,167.30	$0.00	$7,167.30
1638201	12 Jul 2016	EN030130	MBP	✓	$7,167.30	$0.00	$0.00
1638202	12 Jul 2016	EN286149	MBP		$7,167.30	$0.00	$7,167.30

Total Payment Applied to Invoice Number 4010597: $14,334.60

(16) Make More Payments   (17) Print

Need Help?
If you have any questions, please contact **Customer Service** at:
1.800.510.8372 | service@lgm.ca

Make Payment to LGM_EN_v1

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