## Step 1 of 3: Search Invoices

On the left menu, click **Account Payments** (1) to expand menu options. Click **Invoices** (2) to access the **Manage Invoices** (3) screen.

Enter desired parameters or simply click **Search (4)** to load all invoices.

**Note**: Although statements are available on a monthly basis you can view your invoices at any time for your convenience.

MENU <				
> Sales Tools	Manage Inv	voices <sup>3</sup>		
✓ Account Payments 1	Dealer Name	Dealer ID		
Make Payment	Quality Autos West	1017442		
Payments	Invoice Date From	Invoice Date To	Invoice Number From	Invoice Number To
Invoices 2	Invoice Type	Product	Payee	
Quote Search	All 🗸	All 🗸	All 🗸 Clear	All Search
Contract Search				

## Step 2 of 3: Review Invoices

You can view payments made previously on an invoice by clicking the **Expand Arrow (5)** to the left of the **Invoice Number** and view **Amount Paid (6)**. You may also download the **Payment Summary PDF** by clicking on either the **Payment Transaction Number** (7) or the content of the terms of terms

Similarly, click either the **Invoice Number** (8) or the  $\bigcirc$  icon to download the **Invoice** PDF.

Manage Invoices									
Dealer Name	Dealer Name Quality Autos West		Dealer ID						
Quality Autos									
Invoice Date Fre	om	Invoice Date To		Invoice Num	Invoice Number From		mber To		
dd mmm yyyy	dd mmm yyyy 🛗 🛛 dd		i mmm yyyy 🛗						
Invoice Type		Product		Payee		_			
All	~	All	~	All	~	Clear All	Search		
		•							
> Invoice N	lumber	Invoice Type	Invoice [	Date Payee	Produc	t Total Amount Pa	aid Balance		
> Invoice N 	Number 10597	Invoice Type Regular Invoice	Invoice I	<b>Date Payee</b> D16 A Canada	Produc	t Total Amount Pa \$14,334.60	aid Balance \$7,167.30		
5 Invoice N 40 Payment Trans	Number 10597 Saction No	Invoice Type Regular Invoice umber Date	Invoice I 12 Jul 20 Paym	Date Payee D16 A Canada nent Method	Produc a Inc. MBP Cheque/Refe	t Total Amount Pa \$14,334.60 rence Number	aid Balance \$7,167.30 Amount Paid		
Invoice N     A0     Payment Trans     1464735	lumber 10597 saction No	Invoice Type Regular Invoice umber Date 12 Jul 20	Invoice I 12 Jul 20 Paym 016 Prima	Date Payee	Produc a Inc. MBP Cheque/Refe 123	t Total Amount Pa \$14,334.60 rence Number	aid Balance \$7,167.30 Amount Paid \$7,167.30		
<ul> <li>Invoice N</li> <li>40</li> <li>Payment Trans</li> <li>1464735</li> <li>1464735</li> </ul>	lumber 10597 saction No	Invoice Type Regular Invoice umber Date 12 Jul 20 12 Jul 20	Invoice I 12 Jul 20 Paym 016 Prima	Date Payee D16 A Canada nent Method ary MC ary MC	Produc a Inc. MBP Cheque/Refe 123 123	t Total Amount Pa \$14,334.60 rence Number	aid Balance \$7,167.30 Amount Paid \$7,167.30 \$7,167.30		
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Step 3 of 3: View Invoice Details

Open the **Invoice PDF** to view details such as **Product**, **Contract Number** (9) and **Dealer Cost** (10) per contract.

If a contract was cancelled within the invoice period a credit will appear in the **Total Payment Applied to Date (11)** column.

The invoice is grouped by **Product (12)**.

At the bottom of the last page of the invoice you will find the **Make Payable to (13)** details, the total invoice **Amount Due (14)** for all contracts and the invoice **Payment Terms (15)**.

Invoice	e Num Date:	ber: 4010 12-Jul-2	0 <b>599</b> 016			2	Ş	G	M	
					Invoice		Administrator:		LGM Financial Services Inc.	
							Toll Free Number:	(866) 299-850	01	
Account	Name:	<b>Quality Autos</b>	West				Email:	ar@lgm.ca		
Account Ac	Account Address: 1234 Street, Vancouver BC V5Y		iver BC V5Y 3L	.9			Account ID:	1017442		
Product	Contract Number	Date Of Sale	First Name	Last Name	Last 8 of Vin	Dealer Cost	Total Cost	Total Payment Applied to Date	11 Total Due	
12 MBP	1638203	12-Jul-2016	Buyer	Ben	EA439224	3942.00	4139.10	0.00	4139.10	
MBP	1638204	12-Jul-2016	Buyer	Betty	FN720840	3942.00	4139.10	0.00	4139.10	
	Mechanical Breakdown Protection				rotection	7884.00	8278.20	0.00	8278.20	
			Total			7884.00	8278.20	0.00	8278.20	
						Dealer Cost	Total Cost	Total Payment Applied to Date	Total Due	
<b>1</b> 2										
Make	Make Payable to: A Canada Inc. Suite 400, 1021 West Hastir Vancouver, British Columbia V6E 0C3			ngs Street a		Am	ount Due		\$8,278.20	
		P P LGM Financial Ser	ayment is du lease retain a vices Inc. will	e by the 10th o ll signed contr contact your b GST # 8900	J of the following n acts at your deal usiness office sh 85715	nonth. ership. ould we requir	e a copy.		Page 1 of 1	