

<u>Concept</u>



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This lesson shows how to raise an invoice for a completed inspection, or multiple inspections within the same instruction.



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Prior to submitting an invoice for payment:

- Ensure the Inspection Status has been changed to Complete,

- Check required supporting documents have been added.

Once the above checks have been made, you must then raise the invoice against the Contract Instruction as shown in this lesson. During this process, you must:

- Add an uneditable copy (e.g. PDF) of the invoice, and

- The Invoice Status must be changed to Registered.



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Invoices for completed inspections are raised from the instruction.

Navigate to the instruction.

For this example, we will search for the Instruction via the Contracts List. Click the **FA_TEST** link.



County Council				You are logged in as: <u>testcontracto</u> Lancashire County Council UA1 Loggut
Home Property	Finance Contract	Help Calls Inspection Assessme	nt Help	Admin
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	End Date	01/02/2023		
	Description			
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Step 3

This contract contains 1 Instruction.

Click the **Instructions (1)** link in the View menu.



https://pams.uat.ad.lancscc.net/contract/instructions/22/edit

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Step 4

Your Contract Instructions will be listed. Each of these instructions may contain multiple inspections.

You can consolidate invoices for multiple inspections (INS) on the same instruction (CINT reference), but you cannot submit one single invoice for inspections associated with different instructions.



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https://pams.uat.ad.lancscc.net/contract/instructions/22/edit

Step 5

Cheque Book Schools

Each different funding stream will require a separate invoice, so invoices for inspections paid for by LCC must be kept separate from inspections raised to 'Cheque Book' schools (that pay their own invoices).

Invoices for inspections covered by a status of CINT reference with either "External Clients", or "SLA PROp Retained" in the instruction description (denoted by a status of "POS-Posted"), will be paid directly by LCC and these may be consolidated against the correct CINT reference in PAMS.



https://pams.uat.ad.lancscc.net/contract/instructions/22/edit

County Council	hire							You	ı are logge Lancashi	d in as: testcontracto re County Council UA Logout
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History			Main: 01772 123456							
Actions			/							
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New Document							Items 1 - 1 of	L 12 Per	Page	< Prev 1 Next >
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	Action	Code	† Description		Year	Period	Estimate (£)	Actual (£)	Status	
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Step 6

Cheque Book Schools (cont.)

Each inspection for a 'cheque book' school (these are denoted by instructions with the status of "ISS -Issued Directly") must be invoiced separately per school, and the invoice must be addressed to the school itself c/o Lancashire County Council, not an invoice addressed to Lancashire County Council. Each school represents a different funding stream, and so invoices are paid from different bank accounts.

Multiple inspections for the same school can be consolidated for invoicing together, as long as they are covered by a single instruction (CINT reference).

Cheque book school invoices still need to be submitted via the PAMS system, and once validated are forwarded by LCC to the schools for payment direct to



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Step 7

Select the instruction.

Click the **CINT0000022** link.



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Step 8

The Instruction is now displayed.

From the instruction, click the **New Invoice** link in the Actions menu.



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	Gros	s Total (E)			0.00			

Enter your invoice number. Each Invoice you raise must have a unique Invoice Number.

If your finance system generates an invoice number automatically, you may use this number in this field.

Click in the Invoice No. field.



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Enter the number into the **Invoice No.** field.

For this example, enter "ab123".



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	Labour (£)	0.00		
	Material (£)	0.00		
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	Net Total (£)	0.00		
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	Gross Total (£	0.00		

Status

The Status defaults to Draft and must be kept as this for now. However, it must be changed later in the procedure, <u>after</u> you have completed the invoice details and added supporting documents. This will then then submit the invoice for payment.



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	Material (£)	0.00	
	Other (E)	0.00	
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Step 12

Use the calendar to select the Tax date.

Click the Tax Date button.



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Step 13

For this example, click the **26** button.



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	Details		
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	Instruction	9	Clear
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	Labour (E)	0.00	
	Material (£)	0.00	
	Other (£)	0.00	
	Net Total (£)	0.00	
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	Gross Total (£)	0.00	

As you added the invoice from the Contract Instruction, the invoice record you are creating is already linked to the appropriate instruction.

You will specify which Inspections you are invoicing for later in this process.



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	Labour (£)		0.00			
	Material (£)		0.00			
	Other (E)		0.00			
	Net Total (£)		0.00			
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	Gross Total (E)	0.00			

Step 15

Click in the **Description** field.



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Enter the description into the **Description** field. Enter "invoice for *** inspections".



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Final Payment

If this is the final payment in the instruction, i.e. there are no further inspections to be conducted in the series, select Yes.

If there will be further invoices raised against the instruction, e.g. for future inspections within the same instruction, ensure the No option is selected.



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Enter the correct values into the relevant fields in the Actuals section.

Leave blank any fields that are not relevant.



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	ALL DESCRIPTION OF		Logout
ne Property	Finance Contract	Help Calls Inspection Assessment Help	Admin
tracts Instruct	ions Invoices		
	Home > Contrac	Invoices > New Contract Invoice	
	New Contra	ct Invoice	
	Save Cancel		
	Details		
	Invoice No.	ab123	
	Status	DRAFT - Draft	
	Received Dat	26/02/2016	
	Tax Date	26/02/2016	
	Instruction	Q Clear	
		CINT00000022	
	Description	invoice for *** inspections	
	Final	O Yes ® No	
	Actuals		
	Labour (£)	0.00	
	Material (£)	0.00	
	Other (E)	0.00	
	Net Total (£)	0.00	
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Step 19

Click in the Labour (£) field.



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ome I	Property	Finance	Contract	Help Calls	Inspection	Assessment	Help		Admin
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		Home	c > Contract	Invoices > Ne	w Contract Inv	voice			
		Nev	v Contrac	t Invoice	1				
		Save	Cancel						
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		In	voice No.	ab12	3				
		St	atus	DRA	FT - Draft			$\mathbf{\mathbf{v}}$	
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		A	tuals						
		La	bour (£)			0.00			
		Ma	nterial (£)			0.00			
		O	her (£)			0.00			
		Ne	t Total (£)			0.00		5	
		VA	(E)			0.00 ST	- Standard Rate 🔽	1	
		Gr	oss Total (E)			0.00			

Enter the amount of Labour into the **Labour (£)** field. For this example, enter "25".



County Council	- <u>(</u>						You are logged in as: <u>testcontrac</u> Lancashire County Council U
me Property	y Finance c	ontract Help	Calls Inspectio	n Assessme	nt Help		Admin
ntracts Inst	ructions Invoice	15			909 - 200300 1		-96-00 P.C.
	Home >	Contract Invoice	s > New Contract	Invoice			
	New C	ontract In	oice				
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	Save C	ancel					
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	Final		O Yes No				
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	Labou	r (£)	C	250.00			
	Mater	ial (£)		0.00			
	Other	(E)	-	0.00			
	Net To	otal (£)		0.00			
	VAT (E)		0.00	ST - Standard Rate	~	
	Gross	Total (E)		0.00			

Click in the **Material (£)** field (if applicable).

Click in the **Other (£)** field (if applicable).



County Council	hire							You are logged in as: testcontract Lancashire County Council UA
ome Property	Finance	Contract	Help Calls 1	inspection	Assessment	Help		Admin
ontracts Instru	ctions Inv	oices						
	New	Contract I Contrac	nvoices > <u>New (</u> t Invoice	ontract Inv	roice			
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	VA	T (£)			\$0.00 ST	- Standard Rate	~	
	Gr	oss Total (£)		3	00.00			
								https://pams.uat.ad.lancscc.net/contract/in

As you click out of the Labour field, the VAT, Net and Gross Totals are calculated.

Enter the Material or Other costs as appropriate.



County Council	@						You are logged in as: testcontrad Lancashire County Council U
ome Propert	y Finance	Contract	Help Calls Inspection	Assessment	Help		Admin
ntracts Ins'	tructions In	ivoices					
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		abour (£)		250.00			
	м	aterial (£)		0.00			
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	N	et Total (£)		250.00		_	
	v	AT (E)		\$0.00 ST	- Standard Rate	_	
	G	ross Total (E)		300.00			
							https://pams.uat.ad.lanesce.net/contract/ii

The VAT defaults to Standard; to change this if required, click the VAT (£) list.

Select the appropriate tax classification from the dropdown list. The options are:

- Exempt
- Fuel
- Outside Scope
- Reduced Rate
- Standard Rate
- Zero Rated



Cor Cor									You are logged in as: testcontrac Lancashire County Council L
ome	Property	Finance	Contract	Help Calls	Inspection	Assessment	Help		Admir
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		0	ther (£)			p.co			
		N	et Total (£)		2	50.00			
		V	AT (£)			\$0.00 ST	- Standard Rate	V	
		G	ross Total (£)		3	00.00			
		10000	(1000)						https://pams.uat.ad.lancscc.net/contract/i

Check the invoice details and if correct, click the **Save** button.



County Council	ihire						You are logged in as: testco Lancashire County Cou	oud ntractor ncil UAT
Home Property	Finance Cor	ntract Help Calls	Inspection	Assessment	Help			Idmin
Contracts Instru	ctions Invoices							
iew.	Home > C	ontract Invoices > E	dit Contract Invo	ice				
INT00000022	The contra	act invoice has been a	dded.					
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ctions	Save Car	ncel						
dit Invoice	Details							
ew Note	Invoice	No. ab13	3					
ew Document	Status	DRA	FT - Draft			~		
	Receive	d Date 26/0	2/2016	-				
	Tax Dat	26/0	2/2016	#				
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	Final	0 Ye	s 🖲 No					
	Actuals							
	Labour	(#)	21	00.00				
	Materia	I (£)		0.00				
	Other (E)		0.00				
	Net Tot	al (£)	2	50.00				
	VAT (E)	·	5	10.00 ST	- Standard Rate	V		
	Gross T	otal (F)	31	00.00				

Confirmation that the invoice has been added is displayed.

Now select the inspection(s) for which you are invoicing.

Click the scrollbar.



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ax Date	5	26/02/201	6					
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ctuals								
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			3	250.00				
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let Tota (AT (£) iross To inked 1 « Insp Select Al Select	I (£) Inspections pections I Clear All Inspection	Group	Type	50.00 51 300.00 Completed	T - Standard Rate	Estimate (£)	Actual (£)	
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iet Tota AT (£) iross To inked 1 * In5 Select Al Select	atal (£) Inspections pections I Clear All Inspection INSO11805 INSO11805	Group FASS FASS	Type FA1 FA1	50.00 51 300.00 Completed 24/02/2016 26/02/2016	T - Standard Rate V Account 15110151111063 15110151111063 15110151111063	Estimate (£) 250.00 250.00	Actual (E)	250.00
iet Tota (AT (£) iross To inked 1 «* Insy Select Al Select	a (£) Inspections pections I Clear All Inspection INSOLIDOS INSOLIDOS INSOLIDOS	Group FASS FASS FASS	Type FA1 FA1 FA1	50.00 51 300.00 51 Completed 24/02/2016 26/02/2016 26/02/2016	Account Image: state	Estimate (£) 250.00 250.00 250.00	Actual (E)	250.00 250.00 250.00

The estimated value of the inspections is displayed in the Estimate field.

The Actual field defaults to the same amount as the Estimate.



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ax Date	1	26/02/201	6					
nstructi	ion	Q				Clear		
		CINTODODO	0022					
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et Tota AT (£) iross To inked I 	I (E) tal (E) Inspections Dections I Clear All Inspection Inspection Inspection	Group FASS FASS	Type FA1 FA1	Completed 24/02/2016 26/02/2016	T - Standard Rate v	Estimate (£) 250.00 250.00	Actual (E)	250.00
et Tota AT (£) inked I inked I Select ielect	I (E) tal (E) Inspections Pections I Clear All Inspection INSOLLEDS INSOLLEDS INSOLLEDS	Group FASS FASS FASS	Type FA1 FA1 FA1	Completed 24/02/2016 26/02/2016 26/02/2016	T - Standard Rate v	Estimate (E) 250.00 250.00 250.00	Actual (E)	250.00 250.00 250.00 250.00

Confirm which of the completed inspections you wish to invoice for by ticking the check box.

Click the INS011805 option.



Descrip	lion	invoice for	*** insp	pections				
Final		🔾 Yes 💿	No					
Actual								
Labour	(E)			250.00				
Materia	(E)			0.00				
Other (()			0.00				
Net Tot	al (E)			250.00				
VAT (E)				60.00	T - Standard Rate			
				50.00	(the second sec			
Gross T	otal (£)			300.00				
Gross T Linked	otal (£) Inspections			300.00				
Gross T Linked	otal (£) Inspections pections			300.00				
Gross T Linked & Ins Select A	otal (£) Inspections pections			300.00	(Lod)			
Gross T Linked * Ins Select #	otal (£) Inspections pections Il Clear All Inspection	Group	Туре	Completed	Account	Estimate (£)	Actual (£)	
Gross T Linked ** Ins Select Select	otal (£) Inspections pections Il Clear All Inspection INSOL1805	Group	Type FA1	Completed 24/02/2016	Account 15110151111063	Estimate (£) 250.00	Actual (E)	250.00
Gross T Linked « Ins Select Select	otal (£)	Group FASS FASS	Type FA1 FA1	Completed 24/02/2016 26/02/2016	Account 15110151111063 15110151111063	Estimate (£) 250.00 250.00	Actual (E)	250.00 250.00
Gross T Linked er Ins Select Select	Inspections Clear All Inspection Inspection Inspection Inspection Inspection Inspection Inspection Inspection Inspection	Group FASS FASS FASS	Type FA1 FA1 FA1	Completed 24/02/2016 26/02/2016 26/02/2016	Account 15110151111063 15110151111063	Estimate (E) 250.00 250.00 250.00	Actual (E)	250.00 250.00 250.00

You cannot submit an invoice for additional inspections that are not showing as listed on the instruction.

Inspections that are not at a status of Completed will not appear on the list.

If there are inspections missing from the list, follow the online lesson 'Mark Inspection Complete' or view the Troubleshooting guide.



Description		CINTODOD	0022					
Descrip	tion	invoice for	**** insp	pections				
Final		O Yes @	No					
Actual								
Labour	(E)			250.00				
Materia	I (E)			0.00				
Other (c)			0.00				
-								
Net Tot	al (£)			250.00				
Net Tot VAT (£)	al (£)			50.00 S	T - Standard Rate 🔽			
Net Tot VAT (£) Gross T Linked	al (£) otal (£) Inspections			50.00 S 300.00 S	T - Standard Rate [💽			
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Net Tot VAT (£) Gross T Linked	al (£) otal (£) Inspections spections Il Clear All			50.00 S	T - Standard Rate [💟]			
Net Tot VAT (£) Gross T Linked * Ins Select Select	al (£) otal (£) Inspections spections Il Clear All Inspection	Group	Туре	230.00 \$0.00 S 300.00 Completed	T - Standard Rate [💽]	Estimate (£)	Actual (E)	
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Net Tot VAT (£) Gross T Linked ** Ins Select Select Ø	al (£) total (£) Inspections pections Il Clear All Inspection INSO11805 INSO11805	Group FASS FASS	Type FA1 FA1	200.00 S 50.00 S 300.00 S Completed 24/02/2016 26/02/2016	T - Standard Rate [V] Account 15110151111063 15110151111063	Estimate (E) 250.00 250.00	Actual (E)	250.00 250.00
Net Tot VAT (£) Gross T Linked Select Select	al (£) total (£) Inspections spections If Clear All Inspection INSOLIBOS INSOLIBOS INSOLIDO6 INSOLIDO6	Group FASS FASS FASS	Type FA1 FA1 FA1	200.00 S 50.00 S 300.00 S 24/02/2016 26/02/2016 26/02/2016	T - Standard Rate v	Estimate (E) 250.00 250.00 250.00	Actual (E)	250.00 250.00 250.00

Your invoice total must be the same as the total value of inspections that you have selected for payment.

Note: Once you have selected the invoice you wish to invoice for, this will allow you to submit a different value from the estimate by typing the Actual value against each inspection.

Your net invoice total should match the actual total of the inspections listed.



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Received	d Date	26/02/201	б					
Tax Date	2	26/02/201	6	-				
Instruct	ion	Q				Clear		
		CINTODOD	022					
Descript	ion	invoice for	*** insp	ections				
Final		O Yes 💿	No					
Actuals								
Labour ((E)		-	250.00				
Material	(E)			0.00				
Other (f	0			0.00				
Net Tota	sl (E)			250.00				
VAT (£)				50.00 51	T - Standard Rate			
Gross To	stal (£)		3	00.00				
er Ins	pections							
Select	Inspection	Group	Type	Completed	Account	Estimate (£)	Actual (£)	
	INS011805	FASS	FA1	24/02/2016	15110151111063	250.00		250.00
	INS011806	FASS	FA1	26/02/2016	15110151111063	250.00		250.00
	INFOLIATE	FASS	FA1	26/02/2016	15110151111063	250.00		250.00
	THEVALEAS							
	INEVALUES				Selected Total:	£250.00		£250.0

Step 30

Net Total and Actual Fields Do Not Match

If the total does not match, you will see the following error message: 'To Approve the invoice the Invoice Net Total must equal linked inspection total'.

Unless you change the values to match, the system will prevent you from changing the status of your invoice from 'Draft' to 'Registered'. This means that your draft invoice has not been registered or submitted to LCC. LCC cannot process draft invoices for payment.



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		CINTODODO	022					
Descript	ion	invoice for	*** insp	ections				
Final		⊃ Yes ⊛	No					
Actuals								
Labour (E)			250.00				
Material	(E)			0.00				
Other (£)			0.00				
	1(6)		3	250.00				
Net Tota								
VAT (£)				50.00	ST - Standard Rate			
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Net Tota VAT (£) Gross To Linked 1 « Insp Select Al Select	tal (£) Inspections I Clear All Inspection INSOLLADS	Group FASS	Type FA1	50.00 300.00 Completed 24/02/2016	ST - Standard Rate Account 15110151111063	Estimate (E) 250.00	Actual (E)	250.00
Net Tota VAT (£) Gross To Linked I er Insp Select Al Select Q	tal (£) inspections pections clear.All Inspection pscollaps insollaps insoll	Group FASS FASS	Type FA1 FA1	50.00 300.00 Completed 24/02/2016 26/02/2016	Account Image: Standard Rate Image: Standard Rate 15110151111063 15110151111063	Estimate (£) 250.00 250.01	Actual (E)	250.00
Net Tota VAT (£) Gross To Linked 1 er Insp Select Al Select Q	tal (£) inspections pections clear.All inspection insolution insol	Group FASS FASS FASS	Type FA1 FA1 FA1	50.00 300.00 Completed 24/02/2016 26/02/2016 26/02/2016	Account Image: 15110151111060 15110151111060 1551051311063 15110151311063 15510151311069	Estimate (£) 250.0 250.0 250.0	Actual (E)	250.00 250.00 250.00

Step 31

Missing Instructions

If you believe that any of the inspections that you need to complete are missing:

- Please check that these are not present on a separate instruction which may need to be invoiced separately.

- If they are not listed on a separate instruction, then please email designandconstruction@lancashire.gov. uk so that the instructions can be amended accordingly as appropriate.

You can submit an invoice for all those inspections that are listed (excluding the value of the missing inspections), and can invoice for these additional inspections separately, once the system has been updated to include any additional inspections that may be required.



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escripti	ion	invoice for	*** insp	pections				
inal		O Yes 💌	No					
Actuals								
abour (£)			250.00				
aterial	(E)			0.00				
other (£)			0.00				
let Total	I (E)			250.00				
AT (£)	tal (£)			50.00 S	T - Standard Rate 🔽			
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AT (£) Gross To inked I ar Insp Select All Select Q	tal (£)	Group FASS FASS	Type FA1 FA1	50.00 5 300.00 5 Completed 24/02/2016 26/02/2016	Account V 15110151111063 15110151111063	Estimate (E) 250.00 250.00	Actual (£)	250.00 250.00
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Step 32

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Once you have selected and completed any required changes, Save the list. This will enable the value of the total selected inspections to be calculated by PAMS; this is the Actual figure for which PAMS will accept an invoice.

Click the **Save** button.



County Council	hire			You are logged in as: testcontractor Lancashire County Council UAT
Home Property	Finance Contract	Help Calls Inspection Asses	sment Help	Admin
Contracts Instru	tions Invoices		an a	
hew	Home > Contract 1	nvoices > Edit Contract Invoice		
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Notes (0)				
locuments (0)	Edit Invoice			
Actions	Save Cancel			
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ew Note	Invoice No.	ab123		
ew Document	Status	DRAFT - Draft	×	
	Received Date	26/02/2016		
	Tax Date	26/02/2016		
	Instruction	Q	Clear	
		CINT00000022		
	Description	invoice for *** inspections		
	Final	O Yes No		
	Actuals			
	Labour (£)	250,00		
	Material (£)	0.00		
	Other (£)	0.00		
	Net Total (£)	250.00		
	VAT (E)	50.00	ST - Standard Rate	
	Gross Total (F)	300.00		

Confirmation that the invoice has been updated is displayed at the top of the screen.



County Council	hire			You are logged in as: testcontractor Lancashire County Council UAT
and all the state of the second second	and the second second second	A subscription of the second second second		Logout
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Contracts Instruc	tions Invoices			
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dit Invoice	Details	(
ew_Nose ew_Document	Invoice No.	ab123		
	Received Dat	26/02/2016		
	Tax Date	26/02/2016		
	Instruction	9	Clear	
		CINT00000022		
	Description	invoice for *** inspections		
	Final	O Yes () No		
	Actuals			
	Labour (E)	250,00		
	Material (£)	0.00		
	Other (£)	0.00		
	Net Total (£)	250.00		
	VAT (E)	50.00 51	r - Standard Rate 💟	
	Gross Total (300.00		

You must now add a copy of your invoice. Any additional supporting documents can also be attached.

Please note: your invoice submission will be rejected if you do not add an uneditable copy of the invoice. If your invoice is rejected, you will be required to repeat the entire invoice submission process including adding the relevant attachments.



County Council	shire						You are logged in as: testcontractor Lancashire County Council UAT
tome Property	Finance	Help Calls	Inspection	Assessment	Help		Logout
Contracts Instru	uctions Invoices						A CONTRACT OF
	Home > Cor	ntract Invoices >	Edit Contract Inv	oice			
nw.			No				
100000022	The contract	invoice details ha	ve been updated	•			
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tions	Dot ails	BL .					
t Invoice	Trucker						
v Document	Invoice N	0. 803	23			201	
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	Received	Date 26/	02/2016				
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		CIA	1100000022				
	Descriptio	sn inv	sice for *** inspi	ections			
	Final	01	'es 🖲 No				
	Actuals						
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	Other (E)			0.00			
	Net Total	(E)	2	150.00			
	VAT (E)			50.00 ST	- Standard Rate	V	
	Gross Tot	al (E)	3	00.00			

Step 35

Click the **New Document** link.



County Council	hire O		You are logged in as: testcontractor Lancashire County Council UAT
			Logout
tome Property	Finance Contract	Help Calls Inspection Assessment Help	Admin
Contracts Instruct	tions Invoices		
	Home > Contract In	voices > Edit Contract Invoice > Documents > New Document	
NT00000022 Res.(0)	Load Contract	Invoice Document	
cuments (0)	Invoice No.	ab123	
tions	Status	REG - Registered	
it Invoice	Tax Date	26/02/2016	
w Note	Instruction	CINT00000022	
	Final	Invoice for *** inspections	
	Either choose a file of Save Cancel	enter URL. Enter details of document, then select 'Save'.	
	Document Type File	File O URL Browse	
	Details		
	Description		
	Group Comments	Not Selected	

Step 36

Click the **Browse** button in the File field.



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Organize • New folde	a.		iii • □		Lancashire County Council UAT
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Computer Windows MBR (C Databases and Ar File na	Document Type File Detalls Description Group	III - A	II Files (*.*) Open 🔽 Cano Browse		

Search for and select the copy of the invoice.

This must be an uneditable copy, e.g. PDF format.

Click the Invoice AB123.pdf list item.



🔍 🗢 📕 « 01 Gener	ic Course Info 🕨 Training	• • •	Search Training			-clou
Organize • New fold	er		##	• 💷	0	You are logged in as: <u>testcontract</u> Lancashire County Council U
r Favorites	Documents libr	ary	Arrange by:	Folder -		Logou
Desktop - Shortc	Training					Admin
Downloads	Name			Date mod	lified	
Recent Places	🍶 Test			25/02/201	6 16:19	
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Click the **Open** button.



County Council	bire		You are logged in as: testcontractor Lancashire County Council UAT
Home Property	Finance Contrac	t Help Calis Inspection Assessment Help	Admin
Contracts Instruc	ctions Invoices		-
ew N100000022 otes (0)	Home > Contr Load Cont Details	act Invoices > Edit Contract Invoice > Documents > New Document ract Invoice Document	
cuments (0)	Invoice No.	ab123	
tions	Status	REG - Registered	
it Invoice	Tax Date	26/02/2016	
w Note	Instruction	CINT00000022	
	Final	N	
	Either choose a Save Cancel	file or enter URL. Enter details of document, then select 'Save'.	
	Document		
	File	File URL INCorpDate01/LCCUsers Browse	
	Detalls		
	Description		
	Group Comments	Not Selected	

Step 39

The filepath is now displayed in the File field.



fome Property	Finance	Contract	telp Calls Inspection Assessment Help	Logout
ontracts Instru	ctions Invo	ices		
w NT00000022 tes (0)	Load Deta	Contract Inv Contract	aices > Edit Contract Invaice > Documents > New Documen Invoice Document	2
cuments (0)	Invo	vice No.	ab123	
tions	Stat	us	REG - Registered	
t Invoice	Тах	Date	26/02/2016	
w Note	Inst	ruction	CINT00000022	
A DESCRIPTION OF	Des	cription	invoice for *** inspections	
	Fina	i i	N	
	Either c Save Doc Type File	hoose a file or Cancel ument	enter URL. Enter details of document, then select 'Save'.	
	Det	alls		
	Des	cription		
	Grou	ą	Not Selected	

Step 40

You must enter a description.

Click in the **Description** field.



County Council	hire		You are logged in as: testcontractor Lancashire County Council UAT
Home Property	Finance Contract	Hein Calls Inspection Assessment Hein	Logout
Contracts Instruc	ctions Invoices		No restored
ew INT00000022 otes (0)	Home > Contra Load Contr Details	ct Invoices > Edit Contract Invoice > Documents > New Document act Invoice Document	
ocuments (0)	Invoice No.	ab123	
tions	Status	REG - Registered	
fit Invoice	Tax Date	26/02/2016	
tw Note	Instruction	CINT00000022	
	Description	invoice for *** inspections	
	Either choose a f Save Cancel Document Type File	e or enter URL. Enter details of document, then select 'Save'.	
	Detalls		
	Description	Not Selected	
	Comments		

Step 41

Enter the details into the **Description** field. Enter "**Invoice ab123**".



		You are logged in as: testcontractor Lancashire County Council UAT Langout
Contract	Help Calls Inspection Assessment Help	Admin
nvoices		E.
ad Contract In ad Contract	voices > Edit Contract Invoice > Documents > New Document Invoice Document	
nvoice No.	ab123	
tatus	REG - Registered	
ax Date	26/02/2016	
nstruction	CINT00000022	
inal	N	
er choose a file or re Cancel	enter URL. Enter details of document, then select 'Save'.	
ocument		
ype ile	File URL V/CorpData01/LCCUsers Browse	
etalls		
escription	Invoice ab123	
iroup comments	Not Selected	
irou	ription p ments	ip Not Selected ments

Step 42

Select the type of document from the dropdown list.

Click the Group list.



County Council	hire		You are logged in as: testcontractor Lancashire Councy Council UAT
Home Property	Finance Contract	Help Calls Inspection Assessment Help	Admin
Contracts Instruct	tions Invoices		No. of the second s
	Home > Contrac	t Invoices > Edit Contract Invoice > Documents > New Document	
iew	Load Contra	act Invoice Document	
INT0000022	Load Contra	ict mvoice bocument	
(otes (0)	Details		
	Invoice No.	ab123	
ctions	Status	REG - Registered	
dit Invoice	Tax Date	26/02/2016	
ew Note	Instruction	CINT00000022	
lew Document	Description	invoice for *** inspections	
	Final	N	
	Either choose a fil	e or enter URL. Enter details of document, then select 'Save'.	
	Save Cancel		
	Document		
	Туре	File O URL	
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	Details		
	Description	Incrision and 3.2 Not Selected CLC - Client Correspondence CCM - Correliance	
	Group Comments	HN - Floatin and Safety LEG - Legal / Statutory	

Step 43

Select the appropriate group.

For all invoices, click the **FIN** - **Financial** list item.



tome Property	Finance Contrac	Help Calls Inspection Assessment Help	Logout
intracts Instruc	tions Invoices		
v (100000022 (es.(0)	Home Contro Load Cont Details	et Invoices > Edit Contract Invoice > Documents > New Document ract Invoice Document	
cuments (0)	Invoice No.	ab123	
ions	Status	REG - Registered	
t Invoice	Tax Date	26/02/2016	
w Note	Instruction	CINT00000022	
w Document	Description	invoice for *** inspections	
	Final	N	
	Either choose a Save Cancel Document Type File	file or enter URL. Enter details of document, then select 'Save'.	
	Detalls		
	Description	Invoice ab123	
	Group	FIN - Financial	

Step 44

Add comments if required.

Click the scrollbar.





Load Contract Details	Invoice Document	
Details		
Taugica No.		
ATTVOILE PRO-	ab123	
Status	REG - Registered	
Tax Date	26/02/2016	
Instruction	CINT00000022	
Description	invoice for *** inspections	
Final	N	
Document Type		
File	Ncorplatau (cccuser) Browsen	
Details		
Description	Invoice ab123	
Group Comments	DIN - Financial	
Save		
	Tax Date Instruction Description Final Either choose a file or Save Cancel Document Type File Details Description Group Comments	Tax Date 26/02/2016 Instruction CINT00000022 Description invoice for *** inspections Final N Either choose a file or enter URL. Enter details of document, then select 'Save'. Save: Cancel Document Type File URL rile WCompData01U.CCUser/ Browse Details Occument Comments Invoice ab123 Group INV = Insancial Sour Cancel

Review the details and if correct, click the **Save** button.



County Council	hire		You are logged in as: <u>testcontractor</u> Lancashire County Council UAT
			Logout
Home Property	Finance Contract	Help Calls Inspection Assessment Help	Admin
Contracts Instruc	tions Invoices		
hew	Home > Contract	Invoices > Edit Contract Invoice > Documents > Edit Document	
INT0000022	Document success	ifully uploaded.	
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Actions	Details		
dit Invoice	Invoice No.	ab123	
lew Note	Status	REG - Registered	
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	Instruction	CINT00000022	
	Description	invoice for *** inspections	
	Final	N	
	Save Cancel	Delete	
	Details		
	Name	EDMS_TFC_Contract-Invoice_20160228_103.pdf	
	Description	Invoice ab123	
	Group	FIN - Financial	
	Loaded Date	28/02/2016	
	Loaded Time	16:12	
	Loaded By	Test Contractor	
ps://pams.uat.ad.lanci	scc.net/contract/invoices/1	7/edit	

Confirmation that the document has been successfully uploaded is displayed at the top of the screen.

To add further supporting documents, click the New Document link and repeat the procedure.



Home Property Finance Contracts Instructions I View He Instructions I Decuments (1) Ed Actions Edt Invoice New Note New Decument	Contract Invoices me > Contract Inv occument successful dit Contract J Details	telp Calls Inspection Assessment Help aices > Edit Contract Invoice > Documents > Edit Docum ly uploaded. Invoice Document	Logout Admin
Home Property Finance Contracts Instructions I /iew Hea Notes (0) Documents (1) Ed Actions dot Invoice Hear Note New Document	Contract I Invoices me > <u>Contract Inv</u> occument successful dit Contract I Details	telp Calls Inspection Assessment Help aices > Edit Contract Invoice > Documents > Edit Docum ly uploaded. Invoice Document	Admin 101
Contracts Instructions He New He Introde000022 (Di Documents (1) Ed Actions (1) Ed Actions (1) Ed Sear Note (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	Invoices <u>ome</u> > <u>Contract Inv</u> ocument successful dit Contract I Details	aices > Edit Contract Invoice > Documents > Edit Docum ly uploaded. Invoice Document	nt
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dit Invoice lew Note lew Document			
iew Decument	Invoice No.	ab123	
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54	Cancel	Delet	2
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1	Name	EDMS_TFC_Contract-Invoice_20160228_103.pdf	
	Description	Invoice ab123	
	Group	FIN - Financial	
	Loaded Date	28/02/2016	
	Loaded Time	16:12	
	Loaded By	Test Contractor	

Now return to the Edit Invoice screen to change the invoice status.

Changing the Status to Registered submits the invoice for payment; if you do not change the status, the invoice cannot be seen by the County Council and therefore cannot be paid.

Click the Edit Invoice link.



County Council	hire			You are logged in as: testcontractor Lancashire County Council UAT
Home Property	Finance Contract	Help Calls Inspection Ass	essment Help	Logout
Contracts Instru	ctions Invoices			
	Home > Contrad	Invoices > Edit Contract Invoice		
W NT0000022	The contract invo	ice details have been undated.		
tes (0)				
cuments (0)	Edit Invoice			
tions	Save Cancel			
it Invoice	Details			
w Note	Invoice No.	ab123		
w Document	Status	DRAFT - Draft	2	
	Received Date	26/02/2016		
	Tax Date	26/02/2016		
	Instruction	Q	Clear	
		CINT00000022		
	Description	invoice for *** inspections		
	Final	O Yes No		
	Actuals			
	Labour (E)	250,00		
	Material (£)	0.00		
	Other (E)	0.00		
	Net Total (E)	250.00		
	VAT (E)	50.00	ST - Standard Rate	
	Gross Total (300.00		

Step 48

Click the **Status** dropdown list.



County Council	shire O			You are logged in as: testcontracto Lancashire County Council UAI Logout					
Home Property	Finance Contract	Help Calls Inspection Asses	isment Help	Admin					
Contracts Instri	uctions Invoices								
hew	Home > Contract I	nvoices > Edit Contract Invoice							
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Sector Sector Sector	Conc Involce								
ctions	Details								
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lew Document	Status	Status REG. Registred							
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	Instruction	Q	Clear						
		CINT00000022							
	Description	invoice for *** inspections							
	Final	O Yes No							
	Actuals								
	Labour (£)	250.00							
	Material (£)	0.00							
	Other (£)	0.00							
	Net Total (£)	250.00							
	VAT (E)	50.00	ST - Standard Rate						
	Gross Total (F)	300.00							

Always change the status from Draft to **Registered.**

Please take care not to select Rejected status in error, as if the Status is set to Rejected, you would have to restart the submission process.

Click the **REG - Registered** list item.



County Council	ire			You are logged in as: testcontractor Lancashire County Council UAT
Home Property	Finance Contract He	elp Calls Inspection Asses	sment Help	Logout
Contracts Instructio	ns Invoices		n mene - Anne	(WLU73-52)
V	Home > Contract Invo	ices > Edit Contract Invoice		
CINT00000022	The contract invoice d	etails have been updated.		
Notes (0)				
Documents (0)	Edit Invoice			
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Edit Invoice	Details			
New Note	Invoice No.	ab123		
New Document	Status	REG - Registered	~	
	Received Date	26/02/2016		
	Tax Date	26/02/2016		
	Instruction	Q	Clear	
		CINT0000022		
	Description	invoice for *** inspections		
	Final	O Yes No		
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	Labour (E)	250.00		
	Material (£)	0.00		
	Other (E)	0.00		
	Net Total (£)	250.00		
in the second second second	VAT (E)	50.00	ST - Standard Rate	
tps://pams.uat.ad.iancscc.	bross Intal III	300.00		

Click the **Save** button.



County Council	hire		You are logged in as: testcontractor Lancashire County Council UAT							
			Logout							
Home Property	Finance Contract	Help Calls Inspection Assessment Help	Admin							
ontracts Instruc	tions Invoices									
	Home > Contrad	Invoices > Edit Contract Invoice								
4700000022	The contract invo	The contract invoice details have been updated.								
tes (0)										
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w Note	Invoice No.	ab123								
w Document	Status	REG - Registered								
	Received Date	26/02/2016								
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	Instruction	Q	Clear							
		CINT00000022								
	Description	invoice for *** inspections								
	Final	🔍 Yes 🛞 No								
	Actuals									
	Labour (£)	250.00								
	Material (£)	0.00								
	Other (£)	0.00								
	Net Total (E)	250.00								
	VAT (E)	50.00 ST - Standard Rate								
	Gross Total (300.00								

Confirmation that the invoice has been updated is displayed. Once the status has been changed to registered, the invoice and attached documents and images can be seen by the County Council.

If the system will not permit you to change the status from draft to registered, it will be because you have not met invoice submission validation rules. Please review the details in the Troubleshooting lesson, or contact our Support Team for further assistance.



County Council				You are logged in as: testcontractor Lancashire County Council UAT
				Logout
Home Property	Finance Contract	Help Calls Inspection Asset	ssment Help	Admin
Contracts Instruction	ons Invoices			
	Home > Contract In	voices > Edit Contract Invoice		
1NT0000022	The contract involution	a details have been undated		
otes (0)	The contract involu	e details have been updated.		
locuments (0)	View Invoice			
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dit Invoice	Details			
lew Note	Invoice No.	ab123		
iew Document	Status	REG - Registered		
	Received Date	26/02/2016		
	Tax Date	26/02/2016		
	Instruction	Q	Clear	
		CINT0000022		
	Description	invoice for *** inspections		
	Final	O Yes 🖲 No		
	Actuals			
	Labour (£)	250.00		
	Material (E)	0.00		
	Other (£)	0.00		
	Net Total (£)	250.00		
	VAT (E)	50.00	ST - Standard Rate	
	Gross Total (E)	300.00		

Step 52

Click the scrollbar.



LARS ALLENTS.	Tanaka Na ah132							
w Note	Invoice No.	1	Jb123					
New Document	Status		REG - Res	gistered		~		
	Received Date	8 L	26/02/201	16				
	Tax Date		16/02/201	16				
	Instruction	1	2			Clear		
			CINTODOD	0022				
	Description		nvoice for	r *** inspections				
	Final	0	Yes @	No				
	Actuals							
	Labour (£)			250.00				
	Material (£)							
	Other (£)			0.00				
	Net Total (£)			250.00				
	VAT (E)			50.00	ST - Standard Rate			
	Gross Total (£)	Gross Total (£) 300.00						
	Linked Inspections							
	« Inspectio	ons						
	Inspection	Group	Туре	Completed	Account	Estimate (£)	Actual (£)	
	INE011805	FASS	FA1	24/02/2016	15110151111063	250.0	10	250.00
					Selected Totalı	£250.0	10	£250.00

Details of the inspections included on this invoice are listed at the bottom of the screen.



Edit Invoice	Details										
New Note	Invoice No.		ab123								
New Document	Status		REG - Reg	gistered		~					
	Received Date		26/02/2016								
	Tax Date		26/02/201	16							
	Instruction		Q								
			CINTODOD	0022							
	Description		invoice for *** inspections								
	Final	🖉 Yes 🛞 No									
	Actuals										
	Labour (£)			250.00							
	Material (£)			0.00							
	Other (£)			0.00							
	Net Total (E)			250.00							
	VAT (E)			50.00	ST - Standard Rate						
	Gross Total (A	E)									
	Linked Inspe	Linked Inspections									
	« Inspecti	ons									
	Inspection	Group	Туре	Completed	Account	Estimate (£)	Actual (£)				
	IN5011805	FASS	FA1	24/02/2016	15110151111063	250.	00	250.00			
					Selected Total	£250.	00	£250.00			
	Back	Back									
			Copy	right © 2011-201	6 The Technology Forge Ltd	I.					

You have successfully raised and submitted an inspection invoice.

End of Procedure.