

# Raise Inspection Invoice

[Concept](#)

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

View  
All Contracts

Recent Items  
 ↗ INSO11805  
 ↗ CINT90000022  
 ↗ FA\_TEST  
 ↗ INSO11803  
 ↗ INSO11815  
 ↗ INSO11806  
 ↗ INSO11807  
 ↗ INSO11808  
 ↗ INSO11809  
 ↗ INSO11810  
 ↗ INSO11811  
 ↗ INSO11812  
 ↗ INSO11813  
 ↗ INSO11814  
 ↗ INSO11816

[Home](#) > [Contracts](#)

**Contracts List**

Show Filter

Items 1 - 1 of 1 12 Per Page < Prev 1 Next >

Action	Code	Name	Description	Supplier	Start Date	End Date
<a href="#">View</a>	FA_TEST	Fire alarm servicing contract		Test Contractor	24/02/2016	01/02/2023

<https://pams.uat.ad.lancsc.c.net/contract/contracts/14/edit>

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

The screenshot shows the Lancashire County Council PAMS UAT interface. The user is logged in as 'testcontractor' from Lancashire County Council UAT. The navigation menu includes Home, Property, Finance, Contract (selected), Help Calls, Inspection, Assessment, Help, and Admin. The main content area is titled 'Contracts List' and shows a table with the following data:

Action	Code	Name	Description	Supplier	Start Date	End Date
View	FA_TEST	Fire alarm servicing contract		Test Contractor	24/02/2016	01/02/2023

The URL at the bottom of the browser window is: <https://pams-uat.ad.lancsc.c.net/contract/contracts/14/edit>

## Step 1

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.

## Step 2

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.

The screenshot displays the 'Contracts List' interface. At the top, the Lancashire County Council logo is on the left, and the user is logged in as 'testcontractor' on the right. A green navigation bar contains 'Home', 'Property', 'Finance', 'Contract', 'Help Calls', 'Inspection', 'Assessment', 'Help', and 'Admin'. Below this, a breadcrumb trail shows 'Home > Contracts'. A 'Show Filter' button is present. The 'Contracts List' table has the following data:

Action	Code	Name	Description	Supplier	Start Date	End Date
<a href="#">View</a>	FA_TEST	Fire alarm servicing contract		Test Contractor	24/02/2016	01/02/2023

The 'Recent Items' sidebar on the left lists various contract codes, with 'FA\_TEST' highlighted. The URL at the bottom of the browser window is <https://pams.uat.ad.lancsc.c.net/contract/contracts/14/edit>.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

View  
Inspections (14)  
**Instructions (1)**  
Invoices (1)  
Notes (0)  
Documents (0)

Actions  
[Edit Contract](#)  
[New Note](#)  
[New Document](#)

[Home](#) > [Contracts](#) > [Edit Contract](#)

### View Contract

[Back](#)

**Details**

**Code** FA\_TEST

**Name** Fire alarm servicing contract

**Supplier** Test Contractor - Test Contractor  
Main: 01772 123456

**Owner**  [Find](#) [Clear](#)  
SCMgr  
SCMgr

**Date** 24/02/2016

**End Date** 01/02/2023

**Description**

**Archive**  Yes  No

[Back](#)

<https://pams.uat.ad.lancsc.c.net/contract/contracts/14/instructions>

### Step 3

This contract contains 1 Instruction.

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

The screenshot shows the 'Contract Instructions' page in the Lancashire County Council 'cloud' system. The page is titled 'Contract Instructions' and shows details for a contract with code 'FA\_TEST'. The contract name is 'Fire alarm servicing contract' and the supplier is 'Test Contractor - Test Contractor'. The date is '24/02/2016' and the end date is '01/02/2023'. Below the details is a table of contract instructions.

Action	Code	Description	Year	Period	Estimate (£)	Actual (£)	Status
Edit	CINT00000022	FA_TEST - Fire alarm servicing contract	2015-16	Feb	£3,500.00	£0.00	POB - Posted (Sent to Oracle)

The URL at the bottom of the page is <https://pams.uat.ad.lancsc.c.net/contract/instructions/22/edit>.

## 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.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contracts > Edit Contract > Instructions

### Contract Instructions

**Contract Details**

Code: FA\_TEST  
 Name: Fire alarm servicing contract  
 Supplier: Test Contractor - Test Contractor  
 Main: 01772 123456  
 Date: 24/02/2016  
 End Date: 01/02/2023

Items 1 - 1 of 1 12 Per Page < Prev 1 Next >

**Contract Instructions List**

Action	Code	Description	Year	Period	Estimate (£)	Actual (£)	Status
Edit	CINT00000022	FA_TEST - Fire alarm servicing contract	2015-16	Feb	£3,500.00	£0.00	POS - Posted (Sent to Oracle)

<https://pams.uat.ad.lancsc.c.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.

The screenshot shows the Lancashire County Council PAMS system interface. The user is logged in as 'lancontractor' and is viewing the 'Contract Instructions' page for a contract with code 'FA\_TEST'. The contract details include the name 'Fire alarm servicing contract', supplier 'Test Contractor - Test Contractor', and dates from 24/02/2016 to 01/02/2023. A table below shows one instruction with a status of 'OS - Posted (Sent to Oracle)'. The URL at the bottom is 'https://pams.uat.ad.lancsc.c.net/contract/instructions/22/edit'.

**Contract Instructions**

**Contract Details**

Code: FA\_TEST  
 Name: Fire alarm servicing contract  
 Supplier: Test Contractor - Test Contractor  
 Main: 01772 123456  
 Date: 24/02/2016  
 End Date: 01/02/2023

Items 1 - 1 of 1 | 12 Per Page | < Prev 1 Next >

Action	Code	Description	Year	Period	Estimate (£)	Actual (£)	Status
Edit	CINT00000022	FA_TEST - Fire alarm servicing contract	2015-16	Feb	£3,500.00	£0.00	OS - Posted (Sent to Oracle)

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

## 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 the school.

## Step 7

Select the instruction.

Click the **CINT0000022** link.

**Lancashire County Council** **cloud**  
You are logged in as: [testcontractor](#)  
Lancashire County Council UAT  
[Logout](#)

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

View  
Inspections (14)  
Instructions (1)  
Remedial Works (1)  
Invoices (1)  
Notes (0)  
Documents (0)  
History

Actions  
Edit Contract  
New Note  
New Document

[Home](#) > [Contracts](#) > [Edit Contract](#) > [Instructions](#)

### Contract Instructions

**Contract Details**

<b>Code</b>	FA_TEST
<b>Name</b>	Fire alarm servicing contract
<b>Supplier</b>	Test Contractor - Test Contractor
	Main: 01772 123456
<b>Date</b>	24/02/2016
<b>End Date</b>	01/02/2023

Items 1 - 1 of 1 12 Per Page < Prev 1 Next >

### Contract Instructions List

Action	Code	Description	Year	Period	Estimate (£)	Actual (£)	Status
Edit	<b>CINT0000022</b>	FA_TEST - Fire alarm servicing contract	2015-16	Feb	£3,500.00	£0.00	POB - Posted (Sent to Oracle)

<https://pams.uat.ad.lancsc.c.net/contract/instructions/22/edit>

## Step 8

The Instruction is now displayed.

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

**Lancashire County Council** | **cloud**  
You are logged in as: [testcontractor](#)  
Lancashire County Council UAT | [Logout](#)

Home | Property | Finance | **Contract** | Help Calls | Inspection | Assessment | Help | Admin

Contracts | Instructions | Invoices

Home > Contract Instructions > [Edit Contract Instruction](#)

### View Contract Instruction

[Save](#) | [Cancel](#)

**Details**

Code	CINT00000022
Reference	
Description	FA_TEST - Fire alarm servicing contract
Status	POS - Posted (Sent to Oracle) ▼
Financial Year	2015-16 - Financial Year 2015-16 ▼
Financial Period	Feb ▼

**Estimate**

Supplier Acc. Ref.	123456
Labour (£)	3500.00
Material (£)	0.00
Other (£)	0.00
Net Total (£)	3500.00
Tax Code	ST - Standard Rate ▼
VAT (£)	700.00
Gross Total (£)	4200.00

[View](#)

Contract  
Inspections (14)  
Invoices (1)  
Notes (0)  
Documents (0)

Actions

- [Edit Instruction](#)
- [New Invoice](#)**
- [New Note](#)
- [New Document](#)

Links

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[https://pams.uat.ad.lancsc.c.net/contract/invoices/create?instruction\\_id=22](https://pams.uat.ad.lancsc.c.net/contract/invoices/create?instruction_id=22)

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Invoices > New Contract Invoice

### New Contract Invoice

Save Cancel

**Details**

Invoice No.

Status

Received Date

Tax Date

Instruction  Clear

Description

Final  Yes  No

**Actuals**

Labour (£)	<input type="text" value="0.00"/>
Material (£)	<input type="text" value="0.00"/>
Other (£)	<input type="text" value="0.00"/>
Net Total (£)	<input type="text" value="0.00"/>
VAT (£)	<input type="text" value="0.00"/>
Gross Total (£)	<input type="text" value="0.00"/>

ST - Standard Rate

Save Cancel

## Step 9

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.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Invoices > New Contract Invoice

### New Contract Invoice

Save Cancel

**Details**

Invoice No.

Status DRAFT - Draft

Received Date 26/02/2016

Tax Date

Instruction CQ Clear

Instruction CINT00000022

Description

Final  Yes  No

**Actuals**

Labour (£)	<input type="text" value="0.00"/>
Material (£)	<input type="text" value="0.00"/>
Other (£)	<input type="text" value="0.00"/>
Net Total (£)	<input type="text" value="0.00"/>
VAT (£)	<input type="text" value="0.00"/>
Gross Total (£)	<input type="text" value="0.00"/>

ST - Standard Rate

Save Cancel

## Step 10

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

For this example, enter "**ab123**".

## Step 11

### Status

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

**Lancashire County Council** cloud  
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Lancashire County Council UAT Logout

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Invoices > New Contract Invoice

### New Contract Invoice

Save Cancel

**Details**

Invoice No.

Status

Received Date

Tax Date

Instruction  Clear

Description

Final  Yes  No

**Actuals**

Labour (£)	<input type="text" value="0.00"/>
Material (£)	<input type="text" value="0.00"/>
Other (£)	<input type="text" value="0.00"/>
Net Total (£)	<input type="text" value="0.00"/>
VAT (£)	<input type="text" value="0.00"/> <input type="text" value="ST - Standard Rate"/>
Gross Total (£)	<input type="text" value="0.00"/>

Save Cancel

Step 12

Use the calendar to select the Tax date.

Click the **Tax Date** button.

The screenshot shows the 'New Contract Invoice' form in the Lancashire County Council system. The form is divided into several sections:

- Details:**
  - Invoice No.: eb123
  - Status: DRAFT - Draft
  - Received Date: 26/02/2016
  - Tax Date: [Calendar icon highlighted with a red box]
  - Instruction: CINT00000022
  - Description: [Empty text box]
  - Final:  Yes  No
- Actuals:**
  - Labour (£): 0.00
  - Material (£): 0.00
  - Other (£): 0.00
  - Net Total (£): 0.00
  - VAT (£): 0.00
  - Gross Total (£): 0.00
  - VAT Rate: ST - Standard Rate

Navigation buttons 'Save' and 'Cancel' are present at the top and bottom of the form.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Invoices > New Contract Invoice

### New Contract Invoice

Save Cancel

**Details**

Invoice No.

Status

Received Date

Tax Date

Instruction  Clear

Description

Final

**Actuals**

Labour (£)

Material (£)

Other (£)

Net Total (£)

VAT (£)  ST - Standard Rate

Gross Total (£)

Save Cancel

**Calendar:** February 2016

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5
6	7	8	9	10	11	12

Step 13

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

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Invoices > New Contract Invoice

### New Contract Invoice

Save Cancel

**Details**

Invoice No.

Status

Received Date

Tax Date

Instruction  Clear

Description

Final  Yes  No

**Actuals**

Labour (£)	<input type="text" value="0.00"/>
Material (£)	<input type="text" value="0.00"/>
Other (£)	<input type="text" value="0.00"/>
Net Total (£)	<input type="text" value="0.00"/>
VAT (£)	<input type="text" value="0.00"/>
Gross Total (£)	<input type="text" value="0.00"/>

ST - Standard Rate

Save Cancel

## Step 14

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.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Invoices > New Contract Invoice

### New Contract Invoice

Save Cancel

**Details**

Invoice No.

Status

Received Date

Tax Date

Instruction  Clear

Description

Final  Yes  No

**Actuals**

Labour (£)	<input type="text" value="0.00"/>
Material (£)	<input type="text" value="0.00"/>
Other (£)	<input type="text" value="0.00"/>
Net Total (£)	<input type="text" value="0.00"/>
VAT (£)	<input type="text" value="0.00"/>
Gross Total (£)	<input type="text" value="0.00"/>

ST - Standard Rate

Save Cancel

Step 15

Click in the **Description** field.

Step 16

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

The screenshot shows the 'New Contract Invoice' form in the Lancashire County Council system. The form is divided into several sections: 'Details', 'Final', and 'Actuals'. The 'Details' section contains fields for 'Invoice No.' (ab123), 'Status' (DRAFT - Draft), 'Received Date' (26/02/2016), 'Tax Date' (26/02/2016), 'Instruction' (CINT00000022), and 'Description'. The 'Description' field is currently empty and is highlighted with a red rectangular border. Below the 'Details' section is the 'Final' section with radio buttons for 'Yes' and 'No' (selected). The 'Actuals' section contains input fields for 'Labour (£)', 'Material (£)', 'Other (£)', 'Net Total (£)', 'VAT (£)', and 'Gross Total (£)', all showing 0.00. A 'VAT' dropdown menu is set to 'ST - Standard Rate'. The form has 'Save' and 'Cancel' buttons at the top and bottom.

## Step 17

### 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.

The screenshot shows the 'New Contract Invoice' form in the Lancashire County Council system. The form is titled 'New Contract Invoice' and has a 'Save' button and a 'Cancel' button. The 'Details' section includes the following fields:

- Invoice No.: ab123
- Status: DRAFT - Draft
- Received Date: 26/02/2016
- Tax Date: 26/02/2016
- Instruction: CINT00000022
- Description: invoice for \*\*\* inspections

The 'Final' section has two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected. The 'Actuals' section includes the following fields:

- Labour (£): 0.00
- Material (£): 0.00
- Other (£): 0.00
- Net Total (£): 0.00
- VAT (£): 0.00
- Gross Total (£): 0.00

The VAT rate is set to 'ST - Standard Rate'.

## Step 18

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

Leave blank any fields that are not relevant.

**Lancashire County Council** cloud  
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Lancashire County Council UAT Logout

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Invoices > New Contract Invoice

### New Contract Invoice

Save Cancel

**Details**

Invoice No.

Status

Received Date

Tax Date

Instruction  Clear

Description

Final  Yes  No

**Actuals**

Labour (£)	<input type="text" value="0.00"/>
Material (£)	<input type="text" value="0.00"/>
Other (£)	<input type="text" value="0.00"/>
Net Total (£)	<input type="text" value="0.00"/>
VAT (£)	<input type="text" value="0.00"/> <input type="text" value="ST - Standard Rate"/>
Gross Total (£)	<input type="text" value="0.00"/>

Save Cancel

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Invoices > New Contract Invoice

### New Contract Invoice

Save Cancel

**Details**

Invoice No.

Status

Received Date

Tax Date

Instruction  Clear

Description

Final  Yes  No

**Actuals**

Labour (£)	<input type="text" value="0.00"/>
Material (£)	<input type="text" value="0.00"/>
Other (£)	<input type="text" value="0.00"/>
Net Total (£)	<input type="text" value="0.00"/>
VAT (£)	<input type="text" value="0.00"/>
Gross Total (£)	<input type="text" value="0.00"/>

ST - Standard Rate

Save Cancel

Step 19

Click in the **Labour (£)** field.

Step 20

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

The screenshot shows the 'New Contract Invoice' form in the Lancashire County Council UAT system. The form is divided into two main sections: 'Details' and 'Actuals'. The 'Details' section includes fields for Invoice No. (ab123), Status (DRAFT - Draft), Received Date (26/02/2016), Tax Date (26/02/2016), Instruction (CINT00000022), and Description (invoice for \*\*\* inspections). The 'Actuals' section includes input fields for Labour (£), Material (£), Other (£), Net Total (£), VAT (£), and Gross Total (£). The Labour (£) field is highlighted with a red box and contains the value '0.00'. A dropdown menu for VAT is set to 'ST - Standard Rate'. The form also includes 'Save' and 'Cancel' buttons at the top and bottom.

Field	Value
Invoice No.	ab123
Status	DRAFT - Draft
Received Date	26/02/2016
Tax Date	26/02/2016
Instruction	CINT00000022
Description	invoice for *** inspections
Final	<input type="radio"/> Yes <input checked="" type="radio"/> No
Labour (£)	0.00
Material (£)	0.00
Other (£)	0.00
Net Total (£)	0.00
VAT (£)	0.00
Gross Total (£)	0.00

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Invoices > New Contract Invoice

### New Contract Invoice

Save Cancel

**Details**

Invoice No.

Status

Received Date

Tax Date

Instruction  Clear

Description

Final  Yes  No

**Actuals**

Labour (£)	<input type="text" value="250.00"/>
Material (£)	<input type="text" value="0.00"/>
Other (£)	<input type="text" value="0.00"/>
Net Total (£)	<input type="text" value="0.00"/>
VAT (£)	<input type="text" value="0.00"/>
Gross Total (£)	<input type="text" value="0.00"/>

ST - Standard Rate

Save Cancel

## Step 21

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

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

Step 22

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

Enter the Material or Other costs as appropriate.

**Lancashire County Council** **cloud**

You are logged in as: [testcontractor](#)  
Lancashire County Council UAT [Logout](#)

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Invoices > New Contract Invoice

### New Contract Invoice

[Save](#) [Cancel](#)

**Details**

Invoice No.

Status

Received Date

Tax Date

Instruction  [Clear](#)

Description

Final  Yes  No

**Actuals**

Labour (£)	<input type="text" value="250.00"/>
Material (£)	<input type="text" value="0.00"/>
Other (£)	<input type="text" value="0.00"/>
Net Total (£)	<input type="text" value="250.00"/>
VAT (£)	<input type="text" value="50.00"/> <input type="text" value="ST - Standard Rate"/>
Gross Total (£)	<input type="text" value="300.00"/>

[Save](#) [Cancel](#) <https://pams.uat.ad.lancsc.net/contract/invoices>

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Invoices > New Contract Invoice

### New Contract Invoice

Save Cancel

**Details**

Invoice No.

Status

Received Date

Tax Date

Instruction  Clear

Description

Final  Yes  No

**Actuals**

Labour (£)	<input type="text" value="250.00"/>
Material (£)	<input type="text" value="0.00"/>
Other (£)	<input type="text" value="0.00"/>
Net Total (£)	250.00
VAT (£)	<input type="text" value="50.00"/>
Gross Total (£)	300.00

ST - Standard Rate

Save Cancel

<https://pams.uat.ad.lancc.net/contract/invoices>

## Step 23

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

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Invoices > New Contract Invoice

### New Contract Invoice

Save Cancel

**Details**

Invoice No.

Status

Received Date

Tax Date

Instruction  Clear

Description

Final  Yes  No

**Actuals**

Labour (£)	<input type="text" value="250.00"/>
Material (£)	<input type="text" value="0.00"/>
Other (£)	<input type="text" value="0.00"/>
Net Total (£)	<input type="text" value="250.00"/>
VAT (£)	<input type="text" value="50.00"/>
Gross Total (£)	<input type="text" value="300.00"/>

ST - Standard Rate

Save Cancel

<https://pams.uat.ad.lancc.net/contract/invoices>

## Step 24

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

Step 25

Confirmation that the invoice has been added is displayed.

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

Click the scrollbar.

Lancashire County Council logo and navigation menu are visible at the top. The page title is 'Edit Invoice'. A green confirmation banner states 'The contract invoice has been added.' Below this, the 'Edit Invoice' form contains the following details:

Details	
Invoice No.	ab123
Status	DRAFT - Draft
Received Date	26/02/2016
Tax Date	26/02/2016
Instruction	CINT00000022
Description	invoice for *** inspections
Final	<input type="radio"/> Yes <input checked="" type="radio"/> No

Actuals	
Labour (£)	250.00
Material (£)	0.00
Other (£)	0.00
Net Total (£)	250.00
VAT (£)	50.00
Gross Total (£)	300.00

A red box highlights a dropdown arrow in the bottom right corner of the form area.

Received Date: 26/02/2016  
 Tax Date: 26/02/2016  
 Instruction: CINT00000022  
 Description: invoice for \*\*\* inspections  
 Final:  Yes  No

Actuals  
 Labour (£): 250.00  
 Material (£): 0.00  
 Other (£): 0.00  
 Net Total (£): 250.00  
 VAT (£): 50.00 (ST - Standard Rate)  
 Gross Total (£): 300.00

Linked Inspections:

Select	Inspection	Group	Type	Completed	Account	Estimate (£)	Actual (£)
<input checked="" type="checkbox"/>	INS011805	FAGS	FA1	26/02/2016	15110151111063	250.00	250.00
<input type="checkbox"/>	INS011806	FAGS	FA1	26/02/2016	15110151111063	250.00	250.00
<input type="checkbox"/>	INS011816	FAGS	FA1	26/02/2016	15110151111063	250.00	250.00
Selected Total:						£0.00	£0.00

Save Cancel

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## Step 26

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

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

Received Date: 26/02/2016  
 Tax Date: 26/02/2016  
 Instruction: CINT00000022  
 Description: invoice for \*\*\* inspections  
 Final:  Yes  No

Actuals  
 Labour (£): 250.00  
 Material (£): 0.00  
 Other (£): 0.00  
 Net Total (£): 250.00  
 VAT (£): 50.00 (ST - Standard Rate)  
 Gross Total (£): 300.00

Linked Inspections

Select	Inspection	Group	Type	Completed	Account	Estimate (£)	Actual (£)
<input checked="" type="checkbox"/>	INS011805	FAGS	FA1	26/02/2016	15110151111063	250.00	250.00
<input type="checkbox"/>	INS011806	FAGS	FA1	26/02/2016	15110151111063	250.00	250.00
<input type="checkbox"/>	INS011816	FAGS	FA1	26/02/2016	15110151111063	250.00	250.00
Selected Total:						£0.00	£0.00

Save Cancel

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## Step 27

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

Click the **INS011805** option.

Received Date: 26/02/2016  
 Tax Date: 26/02/2016  
 Instruction: CINT00000022  
 Description: invoice for \*\*\* inspections  
 Final:  Yes  No

Actuals  
 Labour (£): 250.00  
 Material (£): 0.00  
 Other (£): 0.00  
 Net Total (£): 250.00  
 VAT (£): 50.00 (ST - Standard Rate)  
 Gross Total (£): 300.00

Linked Inspections

Select	Inspection	Group	Type	Completed	Account	Estimate (£)	Actual (£)
<input checked="" type="checkbox"/>	INS011805	FAGG	FA1	26/02/2016	15110151111063	250.00	250.00
<input type="checkbox"/>	INS011806	FAGG	FA1	26/02/2016	15110151111063	250.00	250.00
<input type="checkbox"/>	INS011816	FAGG	FA1	26/02/2016	15110151111063	250.00	250.00
Selected Total:						£250.00	£250.00

Save Cancel

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<https://pams.uat.ad.lancscc.net/contract/invoices/17>

## Step 28

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.

Received Date: 26/02/2016  
 Tax Date: 26/02/2016  
 Instruction: CINT00000022  
 Description: invoice for \*\*\* inspections  
 Final:  Yes  No

Actuals  
 Labour (£): 250.00  
 Material (£): 0.00  
 Other (£): 0.00  
**Net Total (£): 250.00**  
 VAT (£): 50.00 (ST - Standard Rate)  
 Gross Total (£): 300.00

Linked Inspections:

Select	Inspection	Group	Type	Completed	Account	Estimate (£)	Actual (£)
<input checked="" type="checkbox"/>	INS011805	FAGG	FA1	24/02/2016	15110151111063	250.00	250.00
<input type="checkbox"/>	INS011806	FAGG	FA1	26/02/2016	15110151111063	250.00	250.00
<input type="checkbox"/>	INS011816	FAGG	FA1	26/02/2016	15110151111063	250.00	250.00
Selected Total:						£250.00	£250.00

Save Cancel

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<https://pams.uat.ad.lancsc.c.net/contract/invoices/17>

## Step 29

**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.

Received Date: 26/02/2016  
 Tax Date: 26/02/2016  
 Instruction: CINT00000022  
 Description: invoice for \*\*\* inspections  
 Final:  Yes  No

Actuals

Labour (£): 250.00  
 Material (£): 0.00  
 Other (£): 0.00  
 Net Total (£): 250.00  
 VAT (£): 50.00 (ST - Standard Rate)  
 Gross Total (£): 300.00

Linked Inspections:

Select	Inspection	Group	Type	Completed	Account	Estimate (£)	Actual (£)
<input checked="" type="checkbox"/>	INS011805	FAGG	FA1	24/02/2016	15110151111063	250.00	250.00
<input type="checkbox"/>	INS011806	FAGG	FA1	26/02/2016	15110151111063	250.00	250.00
<input type="checkbox"/>	INS011816	FAGG	FA1	26/02/2016	15110151111063	250.00	250.00
Selected Total:						£250.00	£250.00

Save Cancel

<https://pams.uat.ad.lancsc.c.net/contract/invoices/17> Copyright © 2011-2016 The Technology Forge Ltd.

## 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.

Received Date: 26/02/2016  
 Tax Date: 26/02/2016  
 Instruction: CINT00000022  
 Description: invoice for \*\*\* inspections  
 Final:  Yes  No

Actuals  
 Labour (£): 250.00  
 Material (£): 0.00  
 Other (£): 0.00  
 Net Total (£): 250.00  
 VAT (£): 50.00 (ST - Standard Rate)  
 Gross Total (£): 300.00

Linked Inspections

Select	Inspection	Group	Type	Completed	Account	Estimate (£)	Actual (£)
<input checked="" type="checkbox"/>	INS011805	FAGG	FA1	24/02/2016	15110151111063	250.00	250.00
<input type="checkbox"/>	INS011806	FAGG	FA1	26/02/2016	15110151111063	250.00	250.00
<input type="checkbox"/>	INS011816	FAGG	FA1	26/02/2016	15110151111063	250.00	250.00
Selected Total:						£250.00	£250.00

Save Cancel

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<https://pams.uat.ad.lancsc.c.net/contract/invoices/17>

## 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](mailto: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.

Step 32

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.

Received Date: 26/02/2016  
 Tax Date: 26/02/2016  
 Instruction: CINT00000022  
 Description: invoice for \*\*\* inspections  
 Final:  Yes  No

Actuals  
 Labour (£): 250.00  
 Material (£): 0.00  
 Other (£): 0.00  
 Net Total (£): 250.00  
 VAT (£): 50.00 (ST - Standard Rate)  
 Gross Total (£): 300.00

Linked Inspections:

Select	Inspection	Group	Type	Completed	Account	Estimate (£)	Actual (£)
<input checked="" type="checkbox"/>	INS011805	FAGG	FA1	24/02/2016	15110151111063	250.00	250.00
<input type="checkbox"/>	INS011806	FAGG	FA1	26/02/2016	15110151111063	250.00	250.00
<input type="checkbox"/>	INS011816	FAGG	FA1	26/02/2016	15110151111063	250.00	250.00
Selected Total:						£250.00	£250.00

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<https://pams.uat.ad.lancsc.c.net/contract/invoices/17>

Step 33

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

**Lancashire County Council** **cloud**  
You are logged in as: [testcontractor](#)  
Lancashire County Council UAT  
[Logout](#)

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions **Invoices**

Home > Contract Invoices > Edit Contract Invoice

The contract invoice details have been updated.

### Edit Invoice

[Save](#) [Cancel](#)

**Details**

Invoice No.

Status

Received Date

Tax Date

Instruction  [Clear](#)

Description

Final  Yes  No

**Actuals**

Labour (£)	<input type="text" value="250.00"/>
Material (£)	<input type="text" value="0.00"/>
Other (£)	<input type="text" value="0.00"/>
Net Total (£)	<input type="text" value="250.00"/>
VAT (£)	<input type="text" value="50.00"/> <input type="text" value="ST - Standard Rate"/>
Gross Total (£)	<input type="text" value="300.00"/>

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Invoices > Edit Contract Invoice

The contract invoice details have been updated.

### Edit Invoice

Save Cancel

**Details**

Invoice No.

Status

Received Date

Tax Date

Instruction  Clear

Description

Final  Yes  No

**Actuals**

Labour (£)	<input type="text" value="250.00"/>
Material (£)	<input type="text" value="0.00"/>
Other (£)	<input type="text" value="0.00"/>
Net Total (£)	<input type="text" value="250.00"/>
VAT (£)	<input type="text" value="50.00"/> <input type="text" value="ST - Standard Rate"/>
Gross Total (£)	<input type="text" value="300.00"/>

## Step 34

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.**

Step 35

Click the **New Document** link.

The screenshot displays the 'Edit Invoice' page in the Lancashire County Council system. The top navigation bar includes Home, Property, Finance, Contract, Help Calls, Inspection, Assessment, Help, and Admin. The sidebar on the left contains 'View' (CINT00000022, Notes (0), Documents (0)), 'Actions' (Edit Invoice, New Note, **New Document**), and 'Contracts', 'Instructions', 'Invoices'. The main content area shows a success message: 'The contract invoice details have been updated.' Below this is the 'Edit Invoice' form with the following fields:

Details	
Invoice No.	ab123
Status	DRAFT - Draft
Received Date	26/02/2016
Tax Date	26/02/2016
Instruction	CINT00000022
Description	invoice for *** inspections
Final	<input type="radio"/> Yes <input checked="" type="radio"/> No

Actuals	
Labour (£)	250.00
Material (£)	0.00
Other (£)	0.00
Net Total (£)	250.00
VAT (£)	50.00
Gross Total (£)	300.00

Step 36

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

The screenshot shows the 'Load Contract Invoice Document' page in the Lancashire County Council system. The page includes a navigation menu with 'Contract' selected, and a breadcrumb trail: Home > Contract Invoices > Edit Contract Invoice > Documents > New Document. The form is divided into several sections:

- Details:** A table of fields for invoice information:

Invoice No.	ab123
Status	REG - Registered
Tax Date	26/02/2016
Instruction	CINT00000022
Description	invoice for *** inspections
Final	N
- Document:** A section for file selection with radio buttons for 'File' (selected) and 'URL'. Below is a text input field for the file name and a 'Browse' button highlighted with a red box.
- Details:** A section for document metadata:

Description	<input type="text"/>
Group	Not Selected <input type="checkbox"/>
Comments	<input type="text"/>

At the top of the form, there is a message: 'Either choose a file or enter URL. Enter details of document, then select 'Save''. Below this are 'Save' and 'Cancel' buttons.

The screenshot shows a web application interface for uploading a file. A 'Choose File to Upload' dialog box is open, displaying the 'Documents library' for the 'Training' folder. The file list contains the following items:

Name	Date modified
Test	25/02/2016 16:19
Invoice AB123.docx	24/02/2016 13:20
Invoice AB123.pdf	25/02/2016 08:05

The 'Invoice AB123.pdf' file is highlighted with a red border. Below the dialog, the web application shows a 'Document' form with the following fields:

- Type:  File  URL
- File:  Browse...
- Details:
- Description:
- Group: Not Selected (dropdown menu)
- Comments:

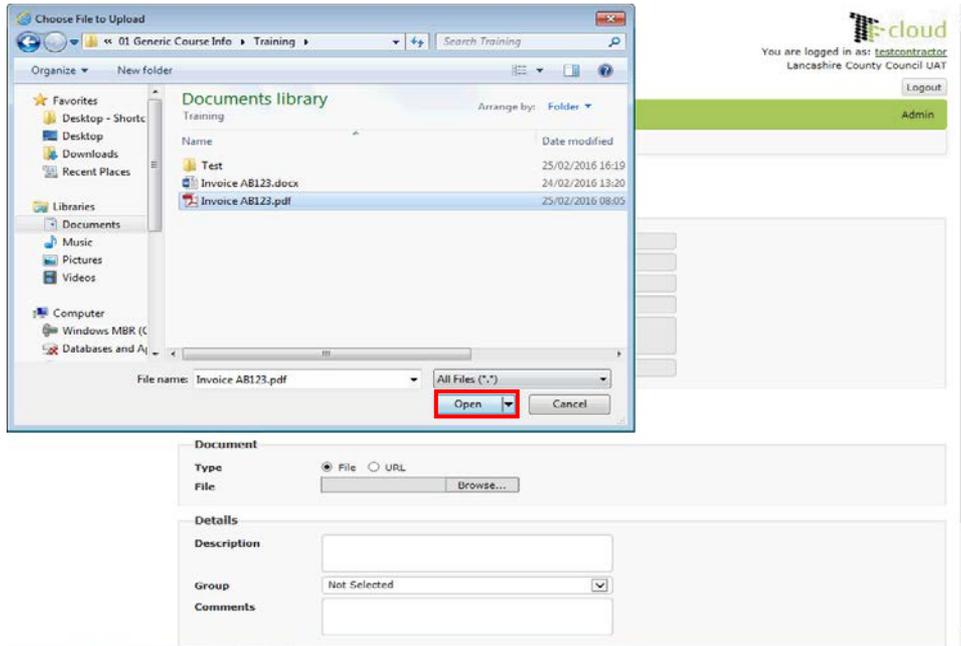
The background shows a user logged in as 'testcontractor' at 'Lancashire County Council UAT'.

## Step 37

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.



Step 38

Click the **Open** button.

Step 39

The filepath is now displayed in the File field.

The screenshot shows the 'Load Contract Invoice Document' page in the Lancashire County Council system. The page includes a navigation menu with 'Home', 'Property', 'Finance', 'Contract', 'Help Calls', 'Inspection', 'Assessment', and 'Help'. The 'Contract' menu is expanded to show 'Contracts', 'Instructions', and 'Invoices'. The breadcrumb trail is 'Home > Contract Invoices > Edit Contract Invoice > Documents > New Document'. The main form is titled 'Load Contract Invoice Document' and contains a 'Details' section with the following fields: Invoice No. (ab123), Status (REG - Registered), Tax Date (26/02/2016), Instruction (CINT0000022), Description (invoice for \*\*\* inspections), and Final (N). Below this is a 'Document' section with 'Type' set to 'File' and 'File' set to '\\CorpData01\LCCUserz'. There are 'Save' and 'Cancel' buttons. A second 'Details' section at the bottom has 'Description', 'Group' (set to 'Not Selected'), and 'Comments' fields.

Step 40

You must enter a description.

Click in the **Description** field.

The screenshot shows the 'Load Contract Invoice Document' page in the Lancashire County Council system. The page has a green navigation bar with 'Contract' selected. The breadcrumb trail is 'Home > Contract Invoices > Edit Contract Invoice > Documents > New Document'. The form contains the following fields:

Details	
Invoice No.	ab123
Status	REG - Registered
Tax Date	26/02/2016
Instruction	CINT00000022
Description	invoice for *** inspections
Final	N

Below the form, there is a 'Document' section with 'Type' set to 'File' and a 'File' field containing the path '\\CorpData01\LCCUser\ Browse...'. A second 'Details' section is at the bottom, with the 'Description' field highlighted by a red box, and 'Group' set to 'Not Selected'.

Step 41

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

The screenshot shows the 'Load Contract Invoice Document' page in the Lancashire County Council system. The page has a green navigation bar with 'Contract' selected. The breadcrumb trail is 'Home > Contract Invoices > Edit Contract Invoice > Documents > New Document'. The form is divided into two sections. The top section, titled 'Load Contract Invoice Document', contains a 'Details' table with the following data: Invoice No. (ab123), Status (REG - Registered), Tax Date (26/02/2016), Instruction (CINT00000022), Description (invoice for \*\*\* inspections), and Final (N). Below this is a 'Document' section with 'Type' set to 'File' and 'File' set to '\\CorpData01\LCCUser\ Browse...'. The bottom section, also titled 'Details', contains a 'Description' field (highlighted with a red box), a 'Group' dropdown menu set to 'Not Selected', and a 'Comments' text area.

Step 42

Select the type of document from the dropdown list.

Click the **Group** list.

The screenshot shows the 'Load Contract Invoice Document' page in the Lancashire County Council system. The page includes a navigation menu with 'Home', 'Property', 'Finance', 'Contract', 'Help Calls', 'Inspection', 'Assessment', and 'Help'. The 'Contract' menu is active, showing sub-menus for 'Contracts', 'Instructions', and 'Invoices'. The breadcrumb trail is 'Home > Contract Invoices > Edit Contract Invoice > Documents > New Document'. The main content area is titled 'Load Contract Invoice Document' and contains a 'Details' section with the following fields: Invoice No. (ab123), Status (REG - Registered), Tax Date (26/02/2016), Instruction (CINT0000022), Description (invoice for \*\*\* inspections), and Final (N). Below this is a 'Document' section with 'Type' set to 'File' and 'File' set to '\\CorpData01\LCCUser\ Browse...'. A second 'Details' section has 'Description' (Invoice ab123), 'Group' (Not Selected), and 'Comments' (empty). A red box highlights the 'Group' dropdown menu.

Step 43

Select the appropriate group.

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

Lancashire County Council logo and navigation menu (Home, Property, Finance, Contract, Help Calls, Inspection, Assessment, Help, Admin). User logged in as **testcontractor** (Lancashire County Council UAT). Logout button.

Home > Contract Invoices > Edit Contract Invoice > Documents > New Document

### Load Contract Invoice Document

**Details**

Invoice No.	ab123
Status	REG - Registered
Tax Date	26/02/2016
Instruction	CINT0000022
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

File: \\CorpData01\LCCUser\ Browse...

**Details**

Description	Invoice: ab123
Group	FIN - Financial
Comments	

Group dropdown menu options:

- Not Selected
- CLG - Client Correspondence
- COM - Compliance
- FIN - Financial**
- FIAS - Health and Safety
- LEG - Legal / Statutory

Step 44

Add comments if required.

Click the scrollbar.

The screenshot displays the 'Load Contract Invoice Document' interface. The top navigation bar includes 'Home', 'Property', 'Finance', 'Contract', 'Help Calls', 'Inspection', 'Assessment', 'Help', and 'Admin'. The breadcrumb trail is 'Home > Contract Invoices > Edit Contract Invoice > Documents > New Document'. The main form area is divided into several sections:

- Details:** Invoice No. (ab123), Status (REG - Registered), Tax Date (26/02/2016), Instruction (CINT00000022), Description (invoice for \*\*\* inspections), and Final (N).
- Document:** Type (File selected), File (\\CorpData01\LCCUser\ Browse...).
- Details:** Description (Invoice ab123), Group (FIN - Financial), and Comments (empty text area).

A scrollbar is visible on the right side of the page, with a red box highlighting the bottom arrow.

Step 45

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

Contracts Instructions Invoices

Home - Contract Invoices - Edit Contract Invoice - Documents - New Document

### Load Contract Invoice Document

**Details**

Invoice No.	ab123
Status	REG - Registered
Tax Date	26/02/2016
Instruction	CINT0000022
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

File \\CerpData01\U.CC\User\ Browse...

**Details**

Description Invoice ab123

Group FIN - Financial

Comments

Save Cancel

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<https://pams.uat.ad.lancsc.c.net/contract/invoices/17/documents>

## Step 46

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.

**Lancashire County Council** cloud  
You are logged in as: [testcontractor](#)  
Lancashire County Council UAT  
[Logout](#)

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

View  
CINT00000022  
Notes (0)  
Documents (1)

Actions  
**Edit Invoice**  
New Note  
New Document

Home > Contract Invoices > Edit Contract Invoice > Documents > Edit Document

Document successfully uploaded.

### Edit Contract Invoice Document

**Details**

Invoice No.	ab123
Status	REG - Registered
Tax Date	26/02/2016
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

<https://pams.uat.ad.lancsc.c.net/contract/invoices/17/edit>

## Step 47

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.

The screenshot shows the 'Edit Contract Invoice Document' page in the Lancashire County Council system. The page includes a navigation menu with 'Home', 'Property', 'Finance', 'Contract', 'Help Calls', 'Inspection', 'Assessment', and 'Help'. The 'Contract' menu is active, showing sub-menus for 'Contracts', 'Instructions', and 'Invoices'. The 'Invoices' sub-menu is selected, leading to the 'Edit Contract Invoice Document' page. The page displays a 'Document successfully uploaded.' message and a form for editing the invoice details. The 'Details' section includes fields for 'Invoice No.' (ab123), 'Status' (REG - Registered), 'Tax Date' (26/02/2016), 'Instruction' (CINT00000022), 'Description' (invoice for \*\*\* inspections), and 'Final' (N). Below this, there are 'Save', 'Cancel', and 'Delete' buttons. A second 'Details' section shows the document's name, description, group, loaded date, time, and user. The 'Edit Invoice' link in the left-hand 'Actions' menu is highlighted in red.

Details	
Invoice No.	ab123
Status	REG - Registered
Tax Date	26/02/2016
Instruction	CINT00000022
Description	invoice for *** inspections
Final	N

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

Step 48

Click the **Status** dropdown list.

The screenshot shows the 'Edit Invoice' page in the Lancashire County Council system. The page header includes the Lancashire County Council logo and the 'iCloud' logo. The user is logged in as 'lanccontractor' and is in the 'Contract' section. The breadcrumb trail is 'Home > Contract Invoices > Edit Contract Invoice'. A green message bar at the top states 'The contract invoice details have been updated.' The main form is titled 'Edit Invoice' and has 'Save' and 'Cancel' buttons. The 'Details' section contains the following fields:

- Invoice No.: ab123
- Status: DRAFT - Draft (highlighted with a red box)
- Received Date: 26/02/2016
- Tax Date: 26/02/2016
- Instruction: CINT00000022 (with a 'Clear' button)
- Description: invoice for \*\*\* inspections
- Final:  Yes  No

The 'Actuals' section contains a table with the following values:

Labour (£)	250.00
Material (£)	0.00
Other (£)	0.00
Net Total (£)	250.00
VAT (£)	50.00
Gross Total (£)	300.00

The VAT rate is set to 'ST - Standard Rate'.

Step 49

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.

The screenshot displays the 'Edit Invoice' page in the Lancashire County Council system. The top navigation bar includes 'Home', 'Property', 'Finance', 'Contract', 'Help Calls', 'Inspection', 'Assessment', and 'Help'. The 'Contract' menu is active, showing sub-menus for 'Contracts', 'Instructions', and 'Invoices'. The breadcrumb trail is 'Home > Contract Invoices > Edit Contract Invoice'. A green message bar at the top of the form area states 'The contract invoice details have been updated.' The 'Edit Invoice' form has a 'Save' button and a 'Cancel' button. The 'Details' section includes:

- Invoice No.:** A dropdown menu with 'Not Selected' selected.
- Status:** A dropdown menu with 'REG - Registered' selected (highlighted with a red box) and 'REJ - Rejected' also visible.
- Received Date:** A date field set to 26/02/2016.
- Tax Date:** A date field set to 26/02/2016.
- Instruction:** A text field containing 'CINT00000022' and a 'Clear' button.
- Description:** A text field containing 'invoice for \*\*\* inspections'.

The 'Final' section has radio buttons for 'Yes' and 'No', with 'No' selected. The 'Actuals' section contains input fields for:

- Labour (£):** 250.00
- Material (£):** 0.00
- Other (£):** 0.00
- Net Total (£):** 250.00
- VAT (£):** 50.00 (with a dropdown set to 'ST - Standard Rate')
- Gross Total (£):** 300.00

Step 50

Click the **Save** button.

The screenshot displays the 'Edit Invoice' interface. At the top, the Lancashire County Council logo is on the left, and the 'iCloud' logo and user login information are on the right. A green navigation bar contains 'Home', 'Property', 'Finance', 'Contract', 'Help Calls', 'Inspection', 'Assessment', 'Help', and 'Admin'. Below this, a breadcrumb trail shows 'Home > Contract Invoices > Edit Contract Invoice'. A green message bar states 'The contract invoice details have been updated.' The main form area is titled 'Edit Invoice' and includes a 'Save' button (highlighted in red) and a 'Cancel' button. The form is divided into 'Details' and 'Actuals' sections. The 'Details' section contains fields for 'Invoice No.' (ab123), 'Status' (REG - Registered), 'Received Date' (26/02/2016), 'Tax Date' (26/02/2016), 'Instruction' (CINT0000022), and 'Description' (invoice for \*\*\* inspections). The 'Final' section has radio buttons for 'Yes' and 'No' (selected). The 'Actuals' section is a table with the following data:

Category	Amount (£)
Labour (£)	250.00
Material (£)	0.00
Other (£)	0.00
Net Total (£)	250.00
VAT (£)	50.00
Total (£)	300.00

The 'VAT' field is set to 'ST - Standard Rate'. A URL is visible at the bottom left: <https://pams.uat.ad.lancsc.c.net/contracts/invoices/17>.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Invoices > Edit Contract Invoice

The contract invoice details have been updated.

**View Invoice**

Back

**Details**

Invoice No.

Status

Received Date

Tax Date

Instruction

Description

Final  Yes  No

**Actuals**

Labour (£)	<input type="text" value="250.00"/>
Material (£)	<input type="text" value="0.00"/>
Other (£)	<input type="text" value="0.00"/>
Net Total (£)	<input type="text" value="250.00"/>
VAT (£)	<input type="text" value="50.00"/> <input type="text" value="ST - Standard Rate"/>
Gross Total (£)	<input type="text" value="300.00"/>

## Step 51

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.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Invoices > Edit Contract Invoice

The contract invoice details have been updated.

### View Invoice

[Back](#)

**Details**

**Invoice No.** ab123

**Status** REG - Registered

**Received Date** 26/02/2016

**Tax Date** 26/02/2016

**Instruction**  [Clear](#)

**Description**    
 invoice for "" inspections

**Final**  Yes  No

**Actuals**

Labour (£)	<input type="text" value="250.00"/>
Material (£)	<input type="text" value="0.00"/>
Other (£)	<input type="text" value="0.00"/>
Net Total (£)	<input type="text" value="250.00"/>
VAT (£)	<input type="text" value="50.00"/> <a href="#">ST - Standard Rate</a>
Gross Total (£)	<input type="text" value="300.00"/>

Step 52

Click the scrollbar.



[Edit Invoice](#)  
[New Note](#)  
[New Document](#)

**Details**

Invoice No.

Status

Received Date

Tax Date

Instruction

Description

Final  Yes  No

---

**Actuals**

Labour (£)

Material (£)

Other (£)

Net Total (£)

VAI (£)

Gross Total (£)

---

**Linked Inspections**

Inspections						
Inspection	Group	Type	Completed	Account	Estimate (£)	Actual (£)
INE021802	FASS	FA1	24/02/2016	1911019111063	250.00	250.00
Selected Total:					£250.00	£250.00

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## Step 53

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

[Edit Invoice](#)  
[New Note](#)  
[New Document](#)

**Details**

Invoice No.

Status

Received Date

Tax Date

Instruction

Description

Final  Yes  No

---

**Actuals**

Labour (£)

Material (£)

Other (£)

Net Total (£)

VAI (£)

Gross Total (£)

---

**Linked Inspections**

Inspections						
Inspection	Group	Type	Completed	Account	Estimate (£)	Actual (£)
JNE021802	FASS	FA1	24/02/2016	1911019111063	250.00	250.00
Selected Total:					£250.00	£250.00

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## Step 54

You have successfully raised and submitted an inspection invoice.

**End of Procedure.**