

11. Print Project Invoice Document

1. Go to Project management and accounting > Project invoices > Project invoices.
2. In the list, find and select the desired project invoice

Finance and Operations | Project management and accounting > Project invoices > Project invoices | WILL

Project invoice | Options

View: Details, Posted sales tax, Totals | Document: Print, View, Send | Functions: Select for credit note | Related information: Customer account, Voucher transactions, Customer transactions, Commission transactions | Properties: Electronic document properties

Project invoices

Filter: | Legal entity: WILL

Invoice	Date ↓	Invoice account	Name	Legal entity	Project contract ID	Sales currency	Invoice amount	Due date
✓ PRJINV-0000...	11/4/2020	CS-000005		will	PCID00000033	USD	2,500.00	11/4/2020
PRJINV-0000...	11/4/2020	CS-000021		will	PCID00000031	USD	15,290.00	11/4/2020
PRJINV-0000...	10/14/2020	CS-0000	Name		PCID00000001	USD	500.00	10/14/2020
PRJINV-0000...	10/14/2020	CS-0000	IL Department of Human Services		PCID00000001	USD	75,490.00	10/14/2020
✓ PRJINV-0000...	10/14/2020	CS-000019		will	PCID00000001	USD	0.00	10/14/2020

3. In the ribbon, click the paper clip icon. Validate that a Note has been added to the Project invoice containing the Funding source and Tender type

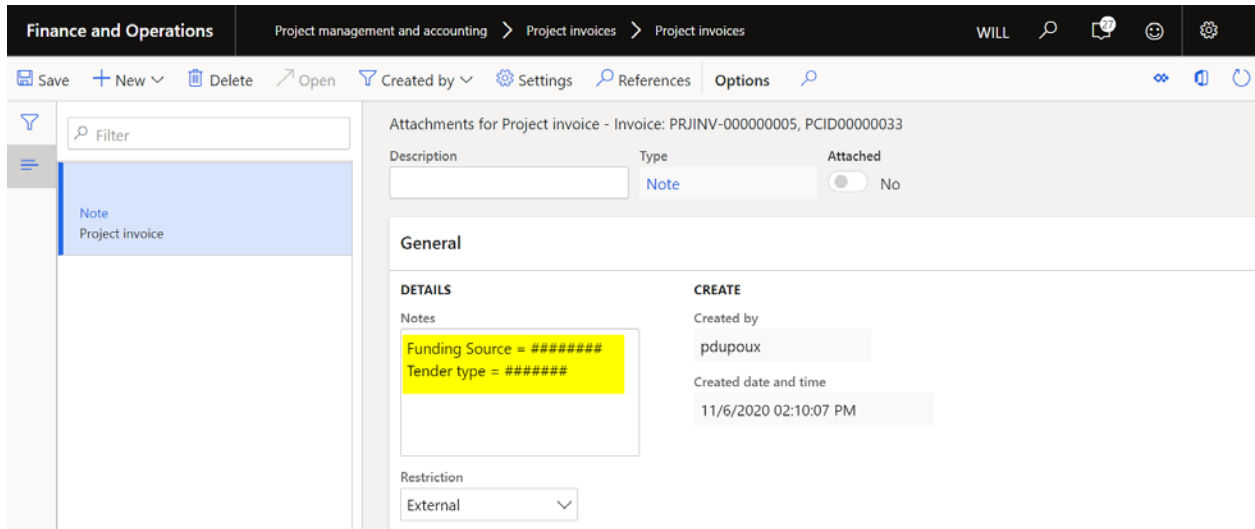
Finance and Operations | Project management and accounting > Project invoices > Project invoices | WILL

Project invoice | Options

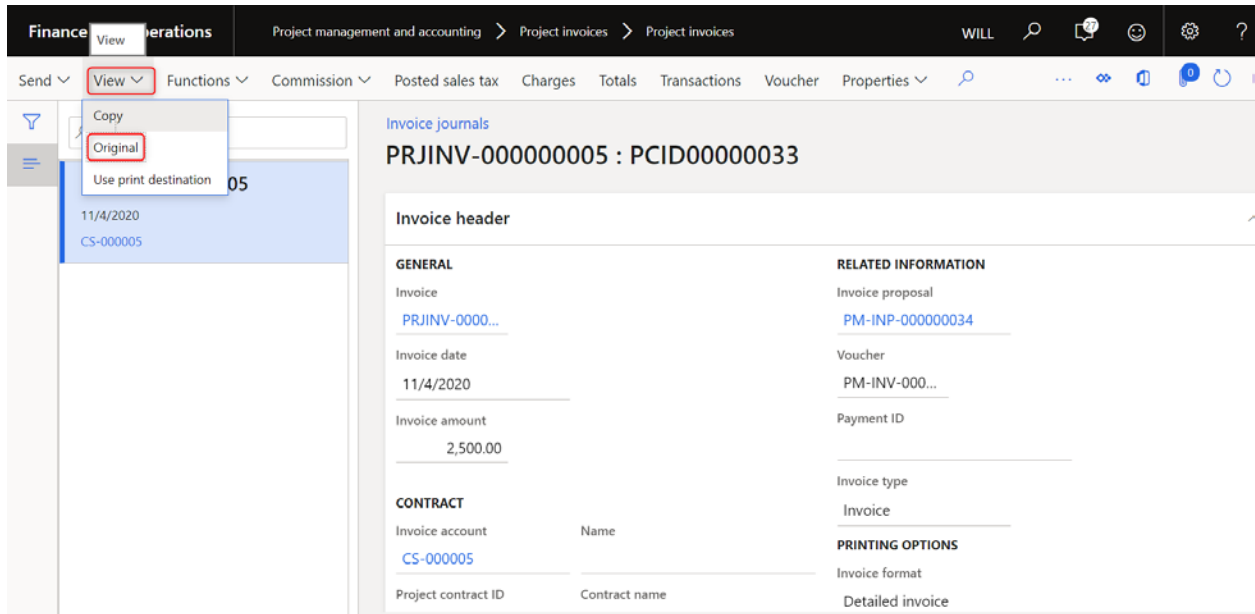
Project invoices

Filter: | Legal entity: WILL

Invoice	Date ↓	Invoice account	Name	Legal entity	Project contract ID	Sales currency	Invoice amount	Due date
✓ PRJINV-00000C	11/4/2020	CS-0000	Name		PCID00000033	USD	2,500.00	11/4/2020
PRJINV-0000...	11/4/2020	CS-0000	IL Department of Human Services		PCID00000031	USD	15,290.00	11/4/2020
✓ PRJINV-0000...	10/14/2020	CS-000019		will	PCID00000001	USD	500.00	10/14/2020
PRJINV-0000...	10/14/2020	CS-000019		will	PCID00000001	USD	75,490.00	10/14/2020



4. Click 'View' and click 'Original'



- Review and print the Project Invoice document



Invoice

County of Will
302 N. Chicago Street
Joliet, IL 60432
USA

Telephone
Fax

IL Department of Human Services
401 S Clinton St
Chicago, IL 60607
USA

Telephone
Fax

Page 1 of 1
Invoice number PRJINV-000000007
Date 12/3/2020
Project contract PCID00000001
Customer account CS-000019
Our account number
Payment terms
Currency USD
Payment reference
Giro
Registration #E9992-5737-07

Project name HRIF FY 21 Project ID PRJ00000001
Fund = 2102
Tender Type = Check

Description	Amount	Print code
Customer advance		
Cash Received	5000.00	
Sub total	5000.00	
Total	5000.00	
Grand total	5000.00	

Nontaxable	Taxable
5000.00	0.00

Sales subtotal amount	Total discount	Charges	Retained amount	Net amount	Sales tax	Round-off	Total
5000.00	0.00	0.00	0.00	5000.00	0.00	0.00	5000.00

- Close the page.