

## How to Process an Invoice in the Payment Claim Menu

**NOTE:**

- i. You need to have access to the internet.
- ii. You need to have access to EMFF 14-20 DB (User access rights are given after approval of the EMFF 2014-2020 DB Application Form).
- iii. You need to have the appropriate editing role to edit the DB.

1. Move your cursor on the “Operation” Tab, and then click on “Payment Claim”.



2. If the invoice has not yet been created, create one by using the tutorial “How to create an Invoice in the Payment Claim Menu”.
3. Click on the “Documentation” tab.

A screenshot of the 'Documentation' tab in the EMFF 2014-2020 web interface. The top navigation bar includes 'Invoice Details', 'Documentation', 'Checklist', 'Confirmation', 'Payment Authorisation', 'Statistics', and 'Asset Management'. The 'Documentation' tab is active and highlighted in blue. Below the navigation bar, there is a sub-section titled 'Post-Confirm Doc'. A red arrow points to the 'Documentation' tab. The main content area contains a form for 'Payment Claim Type' with two radio buttons: 'Invoice' (selected) and 'Reimbursement'. Below this, there are four input fields: 'Invoice No.', 'Date', 'Operation', and 'Sub Activity'. The 'Operation' and 'Sub Activity' fields are dropdown menus with 'Select an Option' displayed. To the right of the form, there is a vertical sidebar with buttons: 'Search', 'Clear', 'Amend', 'Insert', 'Save', 'Undo', and 'View History'.

4. Click on the Invoice that you wish to process.

Payment Claim ? 🏠 👤

Invoice No.	Description	Status
00009782	Description	Confirmed
01616I	Description	Confirmed
016385	Description	Confirmed
030104	Description	Confirmed
030142	Description	Confirmed
064578	Description	Confirmed
1	Description	Confirmed
166/2017	Description	Confirmed
5597	Description	Not Confirmed
5953	Description	Confirmed

1 2 3 4 5 6 Last Viewing Records 1-10 out of 81

5. Click on “Insert”.



- Upload the desired files by clicking on "Choose File". If more files need to be uploaded, then click on "Add Document".

[Invoice Details](#)
[Documentation](#)
[Checklist](#)
[Confirmation](#)
[Payment Authorisation](#)
[Statistics](#)
[Asset Management](#)

Post-Confirm Doc

Documentation	File Name				
Invoice		<a href="#">Choose File</a>	No file chosen	<a href="#">View</a>	<a href="#">Remove</a>
Other		<a href="#">Choose File</a>	No file chosen	<a href="#">View</a>	<a href="#">Remove</a>
Other		<a href="#">Choose File</a>	No file chosen	<a href="#">View</a>	<a href="#">Remove</a>
Other		<a href="#">Choose File</a>	No file chosen	<a href="#">View</a>	<a href="#">Remove</a>
Purchase order		<a href="#">Choose File</a>	No file chosen	<a href="#">View</a>	<a href="#">Remove</a>

[Add Document](#)

- Click on "Save".

[Search](#)  
[Clear](#)  
[Amend](#)  
[Insert](#)  
[Save](#)  
[Undo](#)  
[View History](#)

- Click on the "Checklist" tab.

[Invoice Details](#)
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Post-Confirm Doc

Documentation	File Name				
No Documents.					

[Add Document](#)



9. Tick the appropriate answer (Yes or No).

Invoice Details Documentation **Checklist** Confirmation Payment Authorisation Statistics Asset Management

Category	Question	YES	NO	N/A
Validation of Documents	Has the payment claim been validated prior to confirmation?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Search  
Clear  
View History

10. Click on the "Confirmation" tab.

Invoice Details Documentation **Checklist** Confirmation Payment Authorisation Statistics Asset Management

Category	Question	YES	NO	N/A
Validation of Documents	Has the payment claim been validated prior to confirmation?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Search  
Clear  
View History

11. Check that the information is correct, if so, scroll down to the bottom of the page and click on "Confirm".

Confirm

-----End of Tutorial-----

**Modification History**

Creation of Tutorial – 24/07/2017

