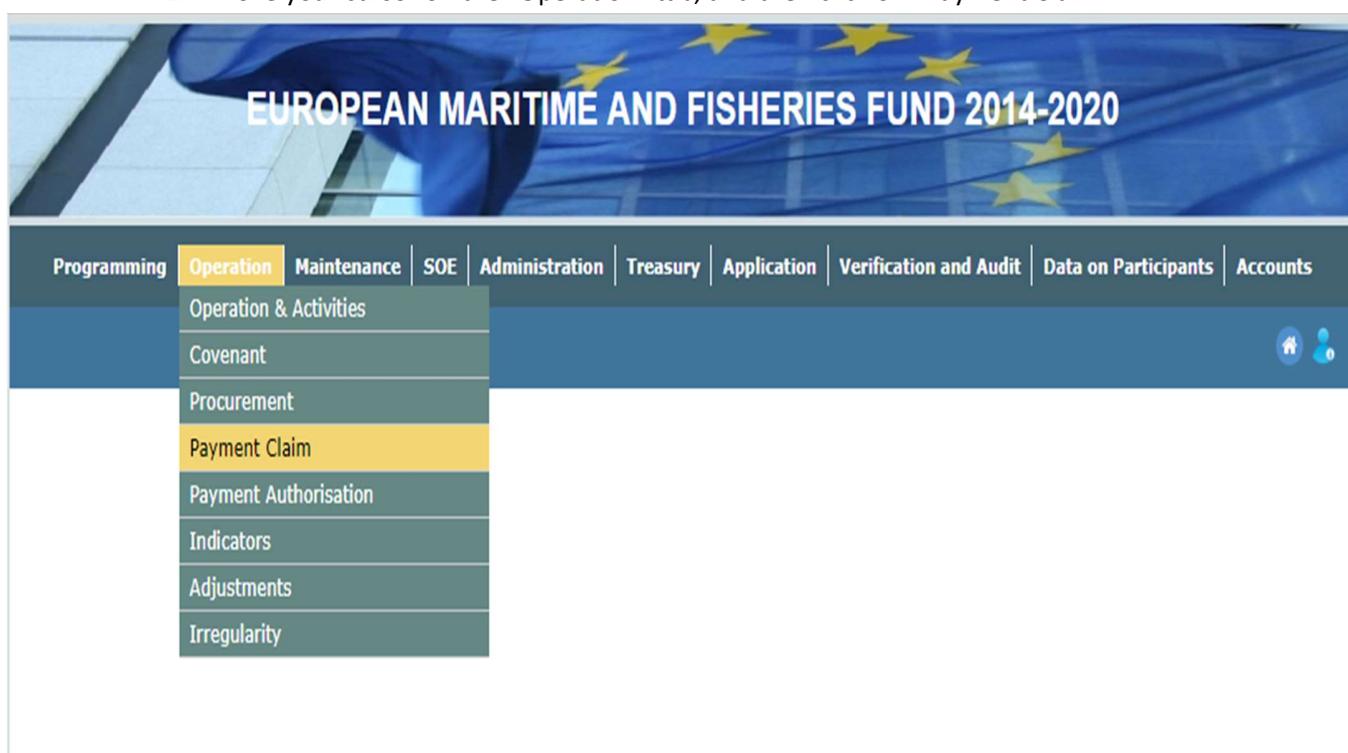


## How to Search for an Invoice

**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).

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



2. Scroll down until the following screen is visible, and then enter the details of the invoice that you want to search for, where applicable. (There is no need to fill all fields)

Invoice Details
Documentation
Checklist
Confirmation
Payment Authorisation
Statistics
Asset Management

Post-Confirm Doc

Payment Claim Type

Invoice       Reimbursement

Invoice No.	<input type="text"/>	Date	<input type="text"/>
Operation	<input type="text" value="Select an Option"/>		
Activity	<input type="text" value="Select an Option"/>		
Sub Activity	<input type="text" value="Select an Option"/>		
Unit of measure	<input type="text" value="Select an Option"/>		
Value	<input type="text"/>	Rate	<input type="text"/>
Invoice Type	<input type="text" value="Select an Option"/>		
Procurement Type	<input type="text" value="Select an Option"/>		
Contract	<input type="text" value="Select an Option"/>		
Description	<input style="height: 20px;" type="text"/>		
Entity	<input type="text" value="Select an Option"/>		
Bank Account	<input type="text" value="Select an Option"/>		
Remarks	<input style="height: 40px;" type="text"/>		
Private co-finance payable	<input type="checkbox"/>		

Financial Plan

Eligible	<input type="text"/>	Vat Eligible	<input type="text"/>	Total Eligible	<input type="text"/>
Not Eligible	<input type="text"/>	Vat Not Eligible	<input type="text"/>	Total Not Eligible	<input type="text"/>
				Total	<input type="text"/>

Gozo Contribution Financial Plan

Eligible	<input type="text"/>	VAT Eligible	<input type="text"/>	Total Eligible	<input type="text"/>
Non Eligible	<input type="text"/>	VAT Non Eligible	<input type="text"/>	Total Non Eligible	<input type="text"/>
				Total	<input type="text"/>

Search

Clear

Amend

Insert

Save

Undo

View History



3. Click on the "Search" button.

The screenshot shows the 'Invoice Details' form with various input fields for Invoice No., Date, Operation, Activity, Sub Activity, and Unit of measure. A red box highlights the 'Search' button on the right side of the form, with a red arrow pointing to it.

**E.g.** In this case, a search for the invoice by Invoice No. was conducted.

The invoice generated by the system with the same Invoice No. searched for

Invoice No.	Description	Status
5953	Invoice Description.	Status

Viewing Records 1-1 out of 1

The Invoice No. inputted

The screenshot shows the 'Invoice Details' form with the 'Invoice No.' field containing the value '5953', which is highlighted by a red box. The 'Search' button is also visible on the right.

**Note:** You can also search solely by other fields such as "Operation", "Activity", and "Procurement Type" not just by Invoice No. The user can input any data he/she has at hand.

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

**Modification History**

Creation of Tutorial – 18/07/2017

