	How to Create an Invoice in the Payment Claim Menu
<u>NOTE:</u>	
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".

Programming	Operation Maintenance	SOE	Administration	Treasury	Application	Verification and Audit
	Operation & Activities					
	Covenant					
	Procurement					
	Payment Claim					
	Payment Authorisation					
	Indicators					
	Adjustments					
	Irregularity					

2. Click on "Insert".





Maritime and Fisheries Operational Programme 2014-2020 Part-financed by the European Union European Maritime and Fisheries Fund Co-financing rate: 75% European Union Funds; 25% National Funds

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1

Invoice Details Do	cumentation Checklist Confirmation Payment Authorisation Statistics Asset Management	
Post-Confirm Doc		Search
		Clear
Payment Claim Ty O Invoice	© Reimbursment	Amend
		Insert
Invoice No.	Date	
Operation	Select an Option *	Save
Activity	Select an Option *	Undo
Sub Activity	Select an Option *	View Histor
Unit of measure	Select an Option *	
Value	Rate	
Invoice Type	Select an Option *	
Procurement Type	Select an Option *	
Contract	Select an Option *	
Description		
Entity	Select an Option *	
Bank Account	Select an Option *	
Remarks		
Private co-finance		
payable		
Financial Plan		
Eligible	Vat Eligible Total Eligible	
Not Eligible	Vat Not Eligible Total Not Eligible	
	Total	
L		
Gozo Contribution	Financial Plan	
Eligible	VAT Eligible Total Eligible	
Non Eligible	VAT Non Eligible Total Non Eligible	
	Total	

3. Fill in details where necessary.



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4. Click on "Save".



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

Modification History

Creation of Tutorial – 18/07/2017



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