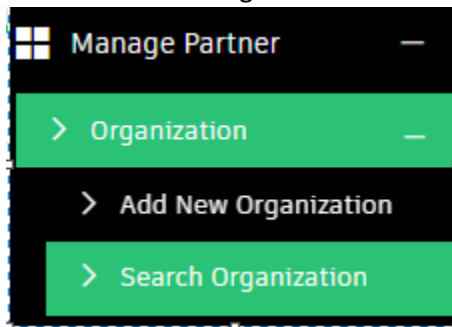


1. Search for the Organization in PDB



2. Go to the Fee Management section and click on ADD



3. Fill in the information as below


Organization Record Maintenance : Add Invoice

Organization Id: Organization Name:	Payment received date	Financial Year						
Reference no. <input type="text" value="Invoice number or customer reference"/>	<input type="text" value="yyyy-mm-dd"/>	<input type="text" value="FY24 (2023)"/>						
Description <input type="text" value="Cost Adjustment requested or other comments"/>	Territory <input type="text"/>	Country <input type="text"/>						
Payment Status <input type="text" value="Pending"/> <input type="text" value="Pending"/> <input type="text" value="Cancelled"/> <input type="text" value="Paid"/>	<p>Use this section only if you need to do an adjustment</p> <p>Distributor Cost Adjustment</p> <table><tr><td><input type="checkbox"/> Adjustment</td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="checkbox"/> Pro-Rata</td><td><input type="text"/></td><td><input type="text" value="%"/></td></tr></table>		<input type="checkbox"/> Adjustment	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Pro-Rata	<input type="text"/>	<input type="text" value="%"/>
<input type="checkbox"/> Adjustment	<input type="text"/>	<input type="text"/>						
<input type="checkbox"/> Pro-Rata	<input type="text"/>	<input type="text" value="%"/>						
<p>Set the status as Paid</p>								
<p>Summary</p> <p>ATC - Total License 0 AAP - Total License 0 MTP - Total License 0 CTC - Total License 0 Total Discount 0.00 USD Total Amount 0.00 USD Total Quantity 0</p>								


4. Select the sites that are renewing for FY24 and add the quantity.

SITE (S)

Site ID	Site Name			Site Status		
EM XXXXX	Site 1			Active		
Select	SKU Name	SKU Description	Partner Type	QTY	Seats	Price
<input type="checkbox"/>	FY24--ATC 25-seat additional	ATC 25-seat additional	ATC	<input type="text" value="0"/>	25	1955
<input type="checkbox"/>	FY24--ATC 25-seat main site	ATC 25-seat main site	ATC	<input type="text" value="0"/>	25	4335
EM XXXXX	Site 2			Active		
Select	SKU Name	SKU Description	Partner Type	QTY	Seats	Price
<input type="checkbox"/>	FY24--ATC 25-seat additional	ATC 25-seat additional	ATC	<input type="text" value="0"/>	25	1955
<input type="checkbox"/>	FY24--ATC 25-seat satellite site	ATC 25-seat satellite site	ATC	<input type="text" value="0"/>	25	2380

 Save

 Reset

 Cancel