

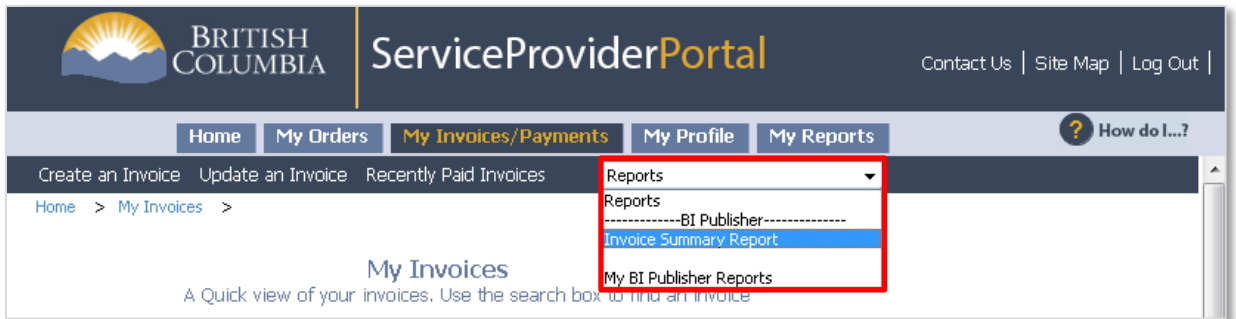
ICM Service Provider Portal

Invoice Summary Report

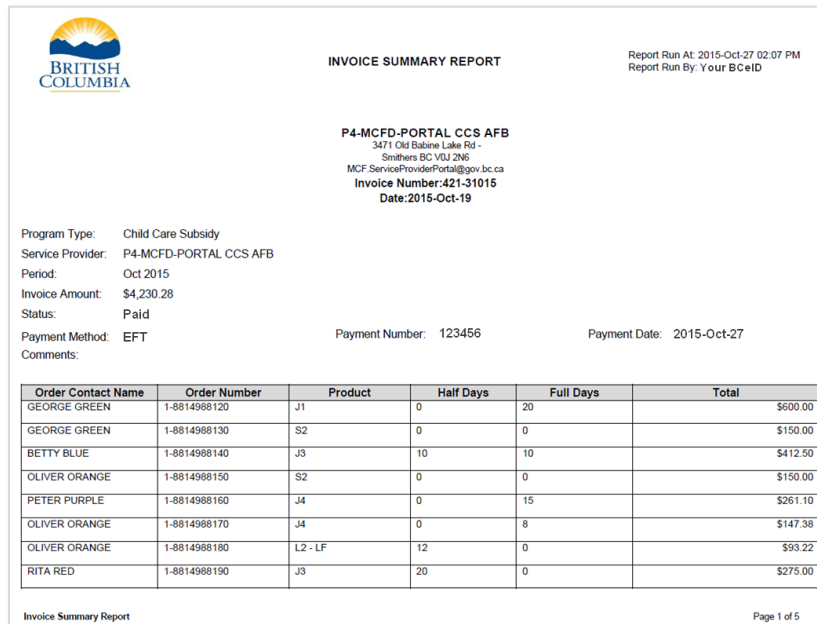
The “Invoice Summary Report” allows you to see all the details of Invoices in a print-friendly format. The report includes information such as the Invoice Lines for all children and the payments details for each Invoice.

If you wish to view this report:

1. Navigate to the My Invoices/Payments screen. Complete the fields in the “Search Invoices” section with the Invoices you would like to see and click “Search Invoices”.
2. In the Reports drop-down at the top of the screen, select “Invoice Summary Report”.



3. A new window will open asking if you would like to Open or Save the file (choose the option you prefer).
4. This report will be saved in the Portal and you can view it again later by navigating to the My Reports screen and clicking on the Report Name.



The screenshot shows a printed 'INVOICE SUMMARY REPORT' from British Columbia. The report includes the following information:

- Program Type:** Child Care Subsidy
- Service Provider:** P4-MCFD-PORTAL CCS AFB
- Period:** Oct 2015
- Invoice Amount:** \$4,230.28
- Status:** Paid
- Payment Method:** EFT
- Payment Number:** 123456
- Payment Date:** 2015-Oct-27
- Comments:**

The report also includes a table of invoice lines:

Order Contact Name	Order Number	Product	Half Days	Full Days	Total
GEORGE GREEN	1-8814988120	J1	0	20	\$600.00
GEORGE GREEN	1-8814988130	S2	0	0	\$150.00
BETTY BLUE	1-8814988140	J3	10	10	\$412.50
OLIVER ORANGE	1-8814988150	S2	0	0	\$150.00
PETER PURPLE	1-8814988160	J4	0	15	\$261.10
OLIVER ORANGE	1-8814988170	J4	0	8	\$147.38
OLIVER ORANGE	1-8814988180	L2 - LF	12	0	\$93.22
RITA RED	1-8814988190	J3	20	0	\$275.00

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Example searches for the Report:

- To see a specific Invoice: Choose “Child Care Subsidy” in the Program Type field and enter the Invoice number in the Invoice # field. Note: the Invoice Number is available on the Remittance Statement you receive with your payment.
- To see all invoices paid for a year: Choose “Child Care Subsidy” in the Program Type field, enter the beginning date of the year in the Invoice Date From field and the end date of the year in the Invoice Date To field, and choose “Paid” in the Status field.
- To see all invoices paid for a specific Facility: Choose “Child Care Subsidy” in the Program Type field, select the Facility in the Service Provider list, and choose “Paid” in the Status field.
- Note: all results will be displayed in the Report. If your search is too broad, it may display your cancelled invoices or all your invoices for all years.

After you’ve selected what you are searching for, click the “Search Invoices” button.