

Updated 14.11.22

## **Prime Support Centre - Forms**

**Support Centre** 

Prime Ecosystem

## Prime Instructions | Adding an accounts receivable invoice to a form

After creating an Accounts Receivable Invoice, you can add these to a Form:

## 1. Go to your form and click 'Add Tags/Content'

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Assigned Rhys Domagala							Dated: [1	loday]
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Case Manager N/A Supervisor Paul Brandis	Tax Invoice							
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## 2. Select 'Accounts Receivable Invoice'

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3. You can then select the invoice in the tag options. If the invoice is an Authorised Works and contains an Estimate, you have additional options to customise your invoice items

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4. When you Preview, you will now see the Accounts Receivable Invoice in the PDF

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Tax Invoid To: ABN:	Ce Oliver Doma	Invoice Nu			
To: ABN:	Oliver Doma	Invoice Nu			
ABN:	1 Commorcial Road		mber:	DC00120	
		Job Numbe Client Refe	er: erence:	DC185 GGG56765	
Customer Nar Site Address:	me: Oliver Doma 8 Clarke, Prahran VIC 3181				
DC00120					
Description		Rate	Unit	Quantity	Total
Tag Test		33.15	Ea	1.0000	33.15
Negative Variation		(10.00)	Ea	1.0000	(10.00)

5. Additionally, in the Administration Finance Settings, you can also select a default template for when you click 'Create PDF' on the AR Invoice screen

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