

Step 1 of 3:

Search Invoices

On the left menu, click **Account Payments** (1) to expand menu options. Click **Invoices** (2) to access the **Manage Invoices** (3) screen.

Enter desired parameters or simply click **Search** (4) to load all invoices.

Note: Although statements are available on a monthly basis you can view your invoices at any time for your convenience.

Step 2 of 3:

Review Invoices

You can view payments made previously on an invoice by clicking the **Expand Arrow** (5) to the left of the **Invoice Number** and view **Amount Paid** (6). You may also download the **Payment Summary PDF** by clicking on either the **Payment Transaction Number** (7) or the icon.

Similarly, click either the **Invoice Number** (8) or the icon to download the **Invoice PDF**.

Invoice Number	Invoice Type	Invoice Date	Payee	Product	Total Amount Paid	Balance															
> 4010597	Regular Invoice	12 Jul 2016	A Canada Inc.	MBP	\$14,334.60	\$7,167.30															
<table border="1"> <thead> <tr> <th>Payment Transaction Number</th> <th>Date</th> <th>Payment Method</th> <th>Cheque/Reference Number</th> <th>Amount Paid</th> </tr> </thead> <tbody> <tr> <td> 1464735</td> <td>12 Jul 2016</td> <td>Primary MC</td> <td>123</td> <td>\$7,167.30</td> </tr> <tr> <td> 1464735</td> <td>12 Jul 2016</td> <td>Primary MC</td> <td>123</td> <td>\$7,167.30</td> </tr> </tbody> </table>							Payment Transaction Number	Date	Payment Method	Cheque/Reference Number	Amount Paid	1464735	12 Jul 2016	Primary MC	123	\$7,167.30	1464735	12 Jul 2016	Primary MC	123	\$7,167.30
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> 4010599	Regular Invoice	12 Jul 2016	A Canada Inc.	MBP	\$0.00	\$8,278.20															
> 4010600	Regular Invoice	12 Jul 2016	A Canada Inc.	MBP	\$0.00	\$5,832.75															

Need Help?

If you have any questions, please contact **Customer Service** at:
1.800.510.8372 | service@lgm.ca

Step 3 of 3:

View Invoice Details


Open the **Invoice PDF** to view details such as **Product**, **Contract Number (9)** and **Dealer Cost (10)** per contract.

If a contract was cancelled within the invoice period a credit will appear in the **Total Payment Applied to Date (11)** column.

The invoice is grouped by **Product (12)**.

At the bottom of the last page of the invoice you will find the **Make Payable to (13)** details, the total invoice **Amount Due (14)** for all contracts and the invoice **Payment Terms (15)**.

Invoice Number: 4010599
Invoice Date: 12-Jul-2016



Administrator: LGM Financial Services Inc.
 Toll Free (866) 299-8501
 Number:
 Email: ar@lgm.ca

Invoice

Account Name: Quality Autos West
Account Address: 1234 Street, Vancouver BC V5Y 3L9

Account ID: 1017442

Product	Contract Number	Date Of Sale	First Name	Last Name	Last 8 of Vin	Dealer Cost	Total Cost	Total Payment Applied to Date	Total Due
MBP	1638203	12-Jul-2016	Buyer	Ben	EA439224	3942.00	4139.10	0.00	4139.10
MBP	1638204	12-Jul-2016	Buyer	Betty	FN720840	3942.00	4139.10	0.00	4139.10
Mechanical Breakdown Protection						7884.00	8278.20	0.00	8278.20
Total						7884.00	8278.20	0.00	8278.20
						Dealer Cost	Total Cost	Total Payment Applied to Date	Total Due

Make Payable to: A Canada Inc.
 Suite 400, 1021 West Hastings Street
 Vancouver, British Columbia
 V6E 0C3

Amount Due **\$8,278.20**

Payment is due by the 10th of the following month.
 Please retain all signed contracts at your dealership.
 LGM Financial Services Inc. will contact your business office should we require a copy.
 GST # 890085715

Page 1 of 1

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