

Step 1 of 3:

Payment Summary Screen

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

Step 2 of 3:

View Payment Summary PDF

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

There are two methods for viewing **Payment Summaries**: View the **Payment Summary PDF** or view the **Payment Detail** screen.

Method 1: View Payment Summary PDF

Click the desired **Payment Transaction Number** (5) to download the **Payment Summary PDF**.

The **Payment Summary** details the **Payment Transaction Date** (6), **Invoice Number** (7) the payment was applied against, and the **Amount Applied** (8) all in a PDF format.

| Payment Transaction Number | Payment Method | Cheque/Reference # | Transaction Date | Processed By | Amount | Status |
|----------------------------|----------------|--------------------|------------------|--------------|-------------|---------|
| 1464735 | CreditCard | 123 | 12 Jul 2016 | Data Debbie | \$14,334.60 | Applied |

Payment Summary

Payment Transaction Date: 12-Jul-2016 (6)
 Payment Transaction Number: 1464735
 Account Name: **Quality Autos West**
 Account Address: 1234 Street, Vancouver BC V5Y 3L9

Invoice Number 4010597 (7)

| Product | Contract Number | Date Of Sale | Name | Last 8 of Vin | Deal Not Valid | Dealer Cost | Total Cost | Total Payment Applied to Date | Amount Applied |
|--|-----------------|--------------|------------|---------------|----------------|--------------------|--------------------|-------------------------------|--------------------|
| MBP | 1638200 | 12-Jul-2016 | Buyer Ben | FA077781 | | \$6,826.00 | \$7,167.30 | \$7,167.30 | \$7,167.30 |
| MBP | 1638202 | 12-Jul-2016 | Buyer Brad | EN286149 | | \$6,826.00 | \$7,167.30 | \$7,167.30 | \$7,167.30 |
| Total Payment Applied to Invoice Number 4010597 | | | | | | \$13,652.00 | \$14,334.60 | \$14,334.60 | \$14,334.60 |

Payment Method: CreditCard
 Cheque/ Reference Number: 123
 Comments: Completing payment

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

Amount Applied: \$14,334.60 (8)

Need Help?

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

Step 3 of 3:

View Payment Detail

On the **Manage Payment Summary** screen, click on the **i (9)** icon to load the **Payment Detail** page.

Method 2: View Payment Detail

Click **Contract Number (10)** to view the contract details or click **Print (11)** to download the PDF of the **Payment Summary** for printing.

Manage Payment Summary

| | | | |
|--------------------------|------------------------|----------------|----------------------------|
| Dealer Name | Dealer ID | Invoice Number | Payment Transaction Number |
| Quality Autos West | 1017442 | | |
| Payment Transaction From | Payment Transaction To | Payment Method | Cheque/Reference # |
| dd mmm yyyy | dd mmm yyyy | All | <input type="text"/> |

Search

| Payment Transaction Number | Payment Method | Cheque/Reference # | Transaction Date | Processed By | Amount | Status |
|----------------------------|----------------|--------------------|------------------|--------------|-------------|---------|
| 1464735 | CreditCard | 123 | 12 Jul 2016 | Data Debbie | \$14,334.60 | Applied |

Payment Detail

| | | | |
|---------------------|--------------------------|---------|---------------------|
| Dealer Name | Dealer ID | | |
| Quality Autos West | 1017442 | | |
| Payment Transaction | Payment Transaction Date | Status | Reason for Reversal |
| 1464735 | 12 Jul 2016 | Applied | |

| | | | |
|-----------------------|--------------------------------|---------------|--|
| Payment Method | Cheque/Reference Number | Amount | Make Payable To |
| CreditCard | 123 | \$14,334.60 | A Canada Inc. Suite 400, 1021 West Hastings Street Vancouver, BC V6E 0C3 |
| Comments | | | |
| Completing payment | | | |

Invoice Number 4010597

| Contract Number | Date of Sale | Name | Last 8 VIN | Product | Deal Not Valid | Total Cost | Total Payment Applied to Date |
|-----------------|--------------|------------|------------|---------|----------------|------------|-------------------------------|
| 1638200 | 12 Jul 2016 | Buyer Ben | FA077781 | MBP | | \$7,167.30 | \$7,167.30 |
| 1638202 | 12 Jul 2016 | Buyer Brad | EN286149 | MBP | | \$7,167.30 | \$7,167.30 |

Total Payment Applied to Invoice # 4010597: \$14,334.60

Print **Close**

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