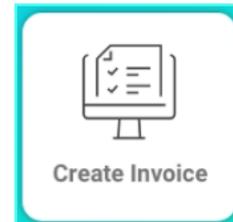


♥ EasyAs Invoicing ~ Create Invoices ♥

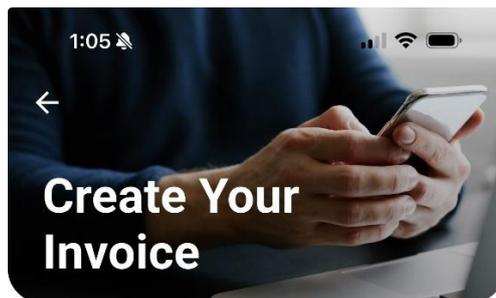
Welcome to EasyAs Invoicing!

This is a [guide for Creating Invoices in EasyAs Invoicing](#).

Select the [Create Invoice](#) icon from the [Home Screen](#)



♥ Create Your Invoice Screen ♥



NDIS Participant:

+ Select or Add Participant

Invoice Date * Required

📅 Invoice Date

Due Date:(By Default 7 Days)* Required

📅 Invoice Due Date

Select Support Category

+ Select your Category for Invoice

Notes *Optional*

Your Note Here!

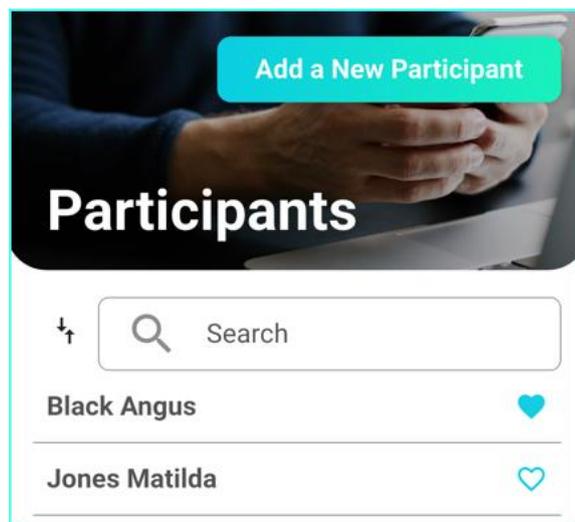
Generate Invoice

♥ Select Participant

Select a listed participant already set up in EasyAs or you can also add a New Participant.

NDIS Participant:

+ Select or Add Participant



♥ Select Invoice Date

Enter your invoice date or select the date using the calendar.

The Default Date is based on the number of payment due dates set up in your Provider Profile. This can be changed from the Account icon where your Provider details are located.

Invoice Date * Required

📅 Invoice Date

Due Date:(By Default 7 Days) * Required

📅 Invoice Due Date

♥ Select Support Category

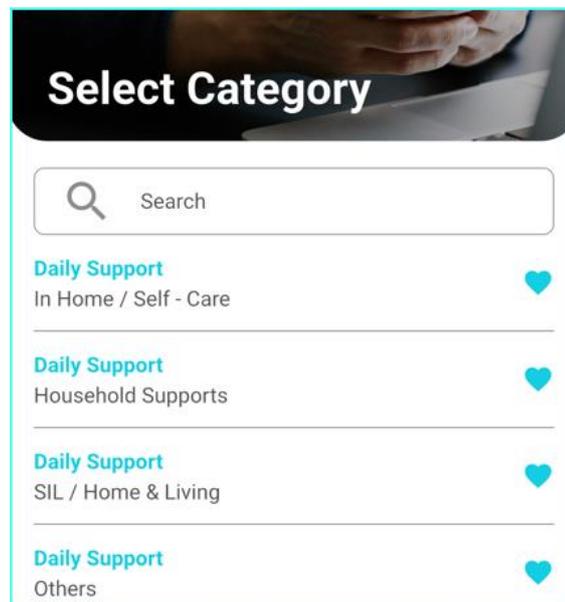
Select Support Category

+ Select your Category for Invoice

♥ Select the appropriate Support Category

Select your support category from the EasyAs Invoicing listed categories.

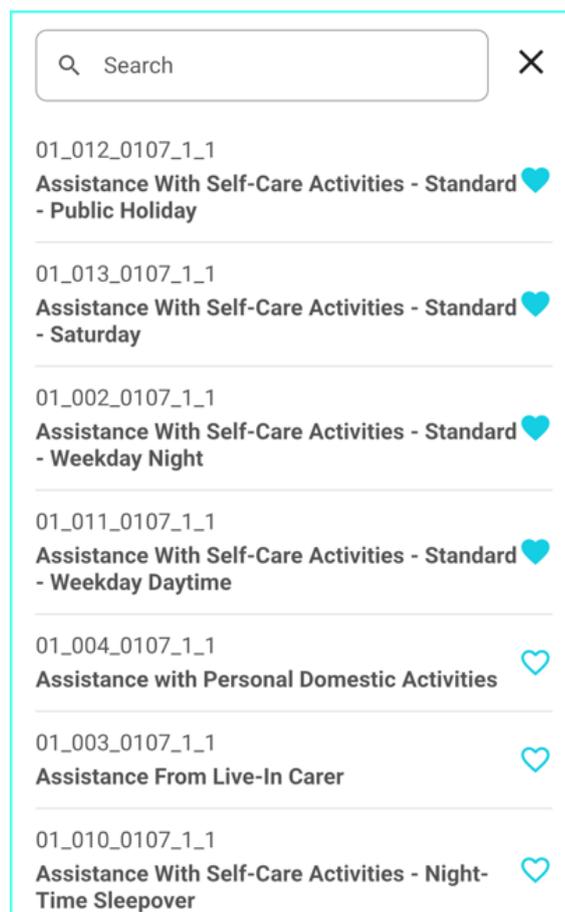
You can use the ♥ next to each category so that your Favourite and most used supports show at the top of the list.



♥ Select the appropriate NDIS Item Number

Once you have selected your support category, only the NDIS Item Numbers in this category will appear.

You can use the ♥ next to each Item Number so that your Favourite and most used Item Numbers show at the top of the list.



♥ Enter the support date

Daily Support

In Home / Self - Care

01_011_0107_1_1 [Edit](#)

Assistance With Self-Care Activities - Standard - Weekday Daytime

Support Date

[Add to invoice](#)

♥ Enter the Support Hours in the Quantity

Once the support date is entered, a drop-down list of all the support types that are applicable to that NDIS item number will be viewed.

Enter your support hours in the Quantity.

Enter any other supports typesto be claimed for the same Item Number and the same date, for example Travel Time and Travel Kms.

Once completed, click the **Add to Invoice** button:

[Add to invoice](#)

Daily Support

In Home / Self - Care

01_011_0107_1_1 [Edit](#)

Assistance With Self-Care Activities - Standard - Weekday Daytime

Support Date

Quantity

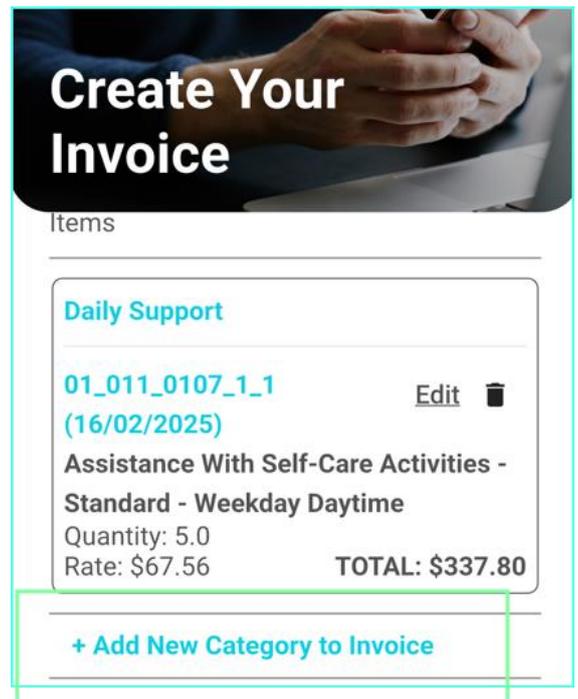
Rate

	Quantity	Rate
Travel Time	Quantity	67.56
Travel Kms	Kms	1.00
Non-Face-to-Face	Quantity	67.56
Short Notice Cancellation	Quantity	67.56
TeleHealth	Quantity	67.56

♥ Add other Support Dates to your invoice by clicking the [+Add New Category to Invoice icon](#)

You can add multiple support dates to your invoice, each time you add a support date you will return to the 'Create Your Invoice' screen which will allow you to continue to add support dates and support categories.

Simply click the +Add icon



Items

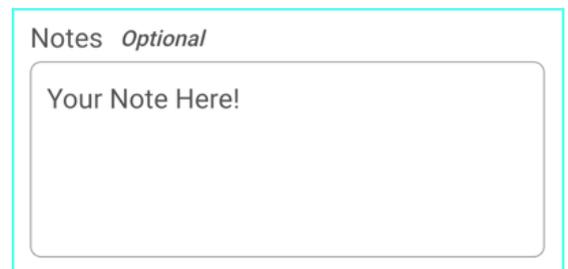
Daily Support	
01_011_0107_1_1	Edit 
(16/02/2025)	
Assistance With Self-Care Activities - Standard - Weekday Daytime	
Quantity: 5.0	
Rate: \$67.56	TOTAL: \$337.80

[+ Add New Category to Invoice](#)

♥ There is an option to include Notes on each invoice

In this area you can type notes that will appear on the invoice, for example if you want to make a note about supports provided, change of bank account details.

Information included in the Notes area will only appear on each individual invoice.



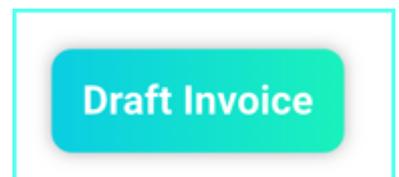
Notes *Optional*

Your Note Here!

Once you've completed your invoice, there are a few options.

♥ Select [Draft](#) to save your invoice to complete later

If you save an invoice in Draft, you can access it later in the [View/Edit Invoices](#) screen.

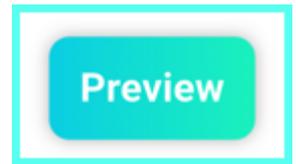


♥ **Select Preview to review your invoice**

When you select Preview, a PDF version of your invoice will display.

You can then review your invoice for correctness before emailing the invoice for payment.

Once previewed, you will be returned to the 'Create Your Invoice' screen where, if required you can amend your invoice.



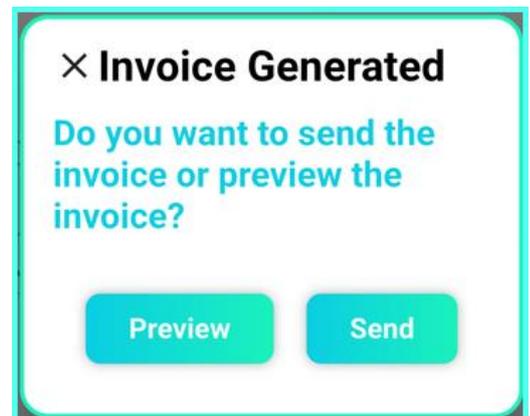
♥ **Once your invoice is complete and ready to send, select the 'Generate Invoice' icon**



♥ **Send your invoice for payment**

You will be given the opportunity to Preview the invoice or Send for payment.

Select the **Send** icon to email your invoice.



♥ **Email your invoice & click the Send icon**

Invoices are always emailed to the provider for your records.

If the Participant's funding is self-managed the invoice will be emailed to the participant.

If the Participant's funding is plan managed, the invoice will be emailed to the nominated plan manager.

You have the opportunity to add an additional email address, for example if you need to send the invoice to the participants support coordinator.

