**Invoicing on ASAP (Automated Standard Application for Payments)**

**LOG ON SCREEN**



HOME PAGE



* Click on Payment Requests
* Click on Initiate Payment Requests (PR)
* The banking information should be setup prior to invoicing



* Select Bank (there is probably only one)
* Request type is Individual
* Payment method is usually ACH
* The settlement date is the next business day
* Click Continue
* Leave the next screen blank



* You will see the available balance
* Enter the amount you want to invoice next to Total
* Use the Requestor Reference Number field to enter our invoice number
* Click on Continue



* Click on Submit



* You will now see that the available balance of the grant has been updated.
* Click on Printer Friendly to download the receipt

