

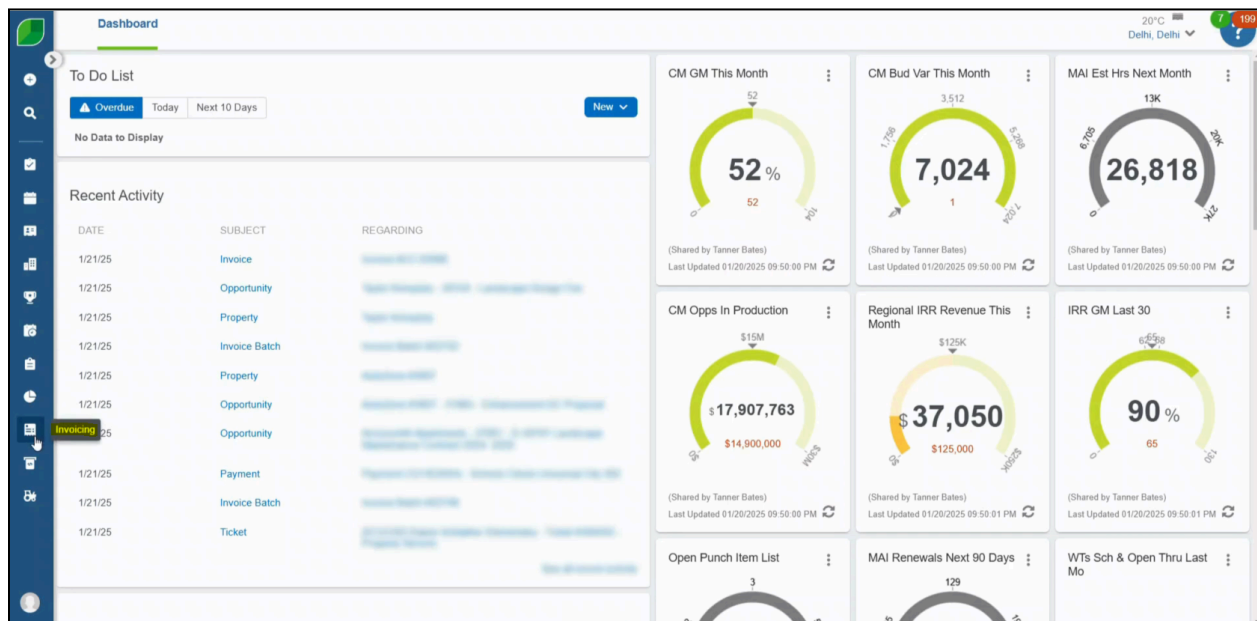
How to Generate Invoices for "Fixed Price Open Billing" Invoice Type

Invoices with the "Fixed Price Open Billing" type cannot be generated normally because the checkbox is not available in front of the invoices to select them and generate using the Bulk Actions option. This job aid provides a step-by-step guide to help you generate these invoices correctly using the Aspire Dashboard.

Steps to Generate "Fixed Price Open Billing" Invoices

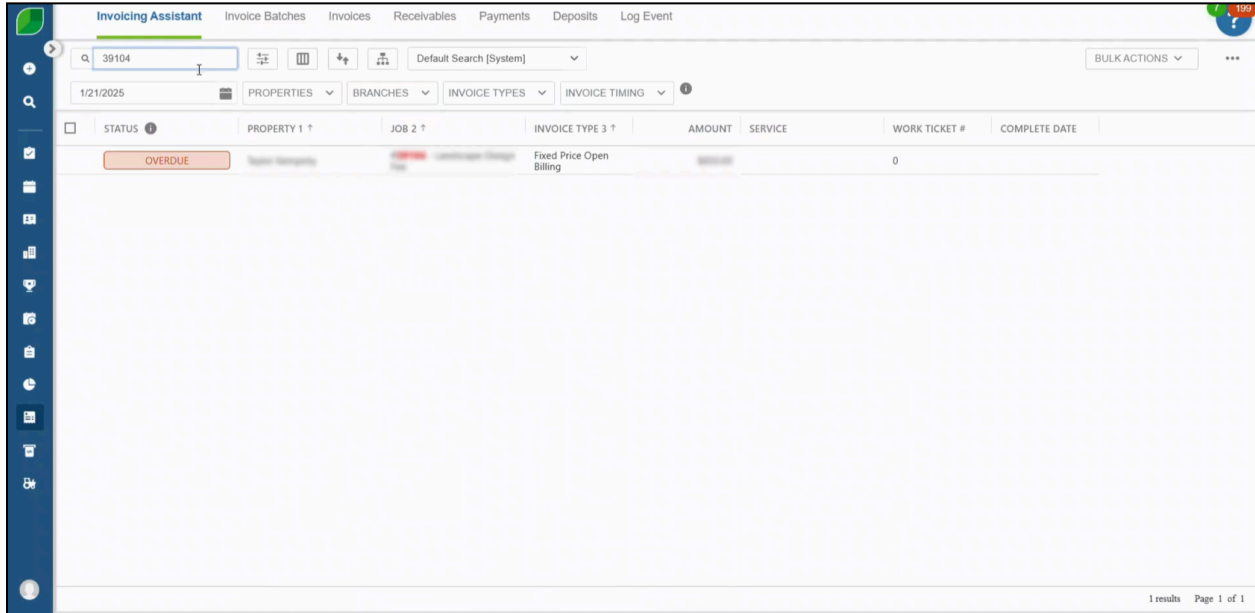
1. Open Aspire Dashboard and Click on Invoice

- Access the [Aspire](#) Dashboard by logging in.
- Navigate to the "Invoice" section from the main menu.



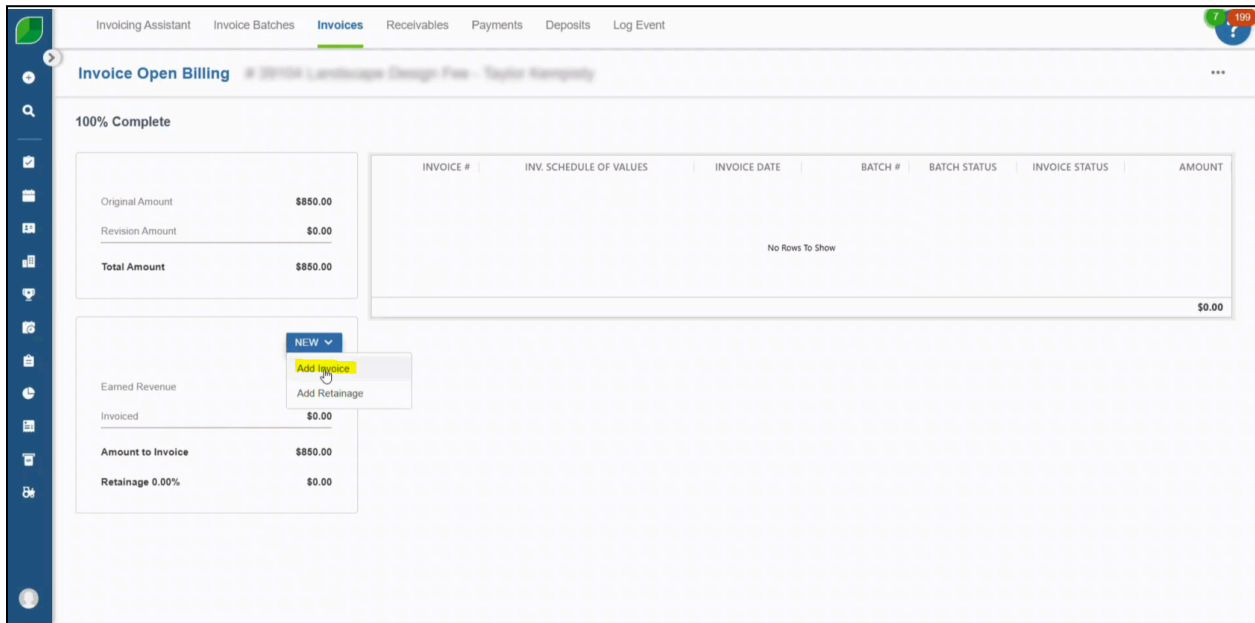
2. Search Your Invoice Number and Click on Your Invoice

- Use the search bar to locate the specific invoice number you need to generate.
- Select the desired invoice from the search results to open its details.



3. Click on New, then Click on Add Invoice

- On the invoice screen, click "New" and then select "Add Invoice" to proceed.



4. Enter Invoice Amount, then Click Save

- Input the correct invoice amount in the relevant field and click "Save."

The screenshot shows the 'Invoice Schedule of Values' form in a software application. The form is titled 'New' and has a 'SAVE' button in the top right corner. The table below shows the invoice details:

DESCRIPTION	QUANTITY	UNIT PRICE	SCHEDULED VALUE	PREVIOUS AMOUNT	PREVIOUS AMOUNT \$	AMOUNT REMAINING	AMOUNT THIS INVOICE	THIS INVOICE	THIS RETAINAGE
Default			\$850.00		\$0.00	\$850.00		\$0.00	\$0.00
Generic Service (Work Order)	850.00	\$1.00	\$850.00	0.00	\$0.00	\$850.00	425	\$0.00	\$0.00
Totals			\$850.00		\$0.00	\$850.00		\$0.00	\$0.00

5. Enter Invoice Date and Click Save

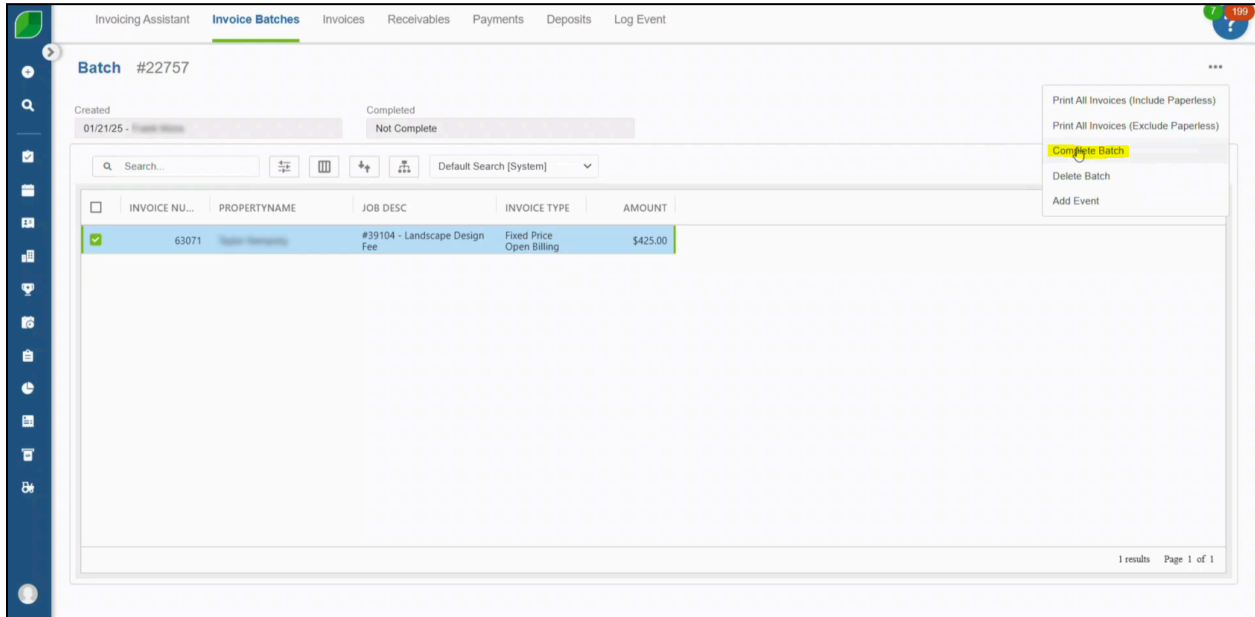
- Specify the invoice date in the field provided and save your changes.

The screenshot shows the 'Invoice Schedule of Values' form with a date picker dialog open. The dialog is titled 'Set Invoice Date and Amount' and has a text input field for the 'Invoice Date' with the value 'Jan 21, 2025'. Below the input field is a calendar for January 2025. The date '21' is selected. The dialog also has 'CANCEL' and 'SAVE' buttons.

DESCRIPTION	QUANTITY	UNIT PRICE	SCHEDULED VALUE	PREVIOUS AMOUNT	PREVIOUS AMOUNT \$	AMOUNT REMAINING	AMOUNT THIS INVOICE	THIS INVOICE	THIS RETAINAGE
Default			\$850.00		\$0.00	\$850.00		\$425.00	\$0.00
Generic Service (Work Order)	850.00	\$1.00	\$850.00	0.00	\$0.00	\$850.00	425.00	\$425.00	\$0.00
Totals			\$850.00		\$0.00	\$850.00		\$425.00	\$0.00

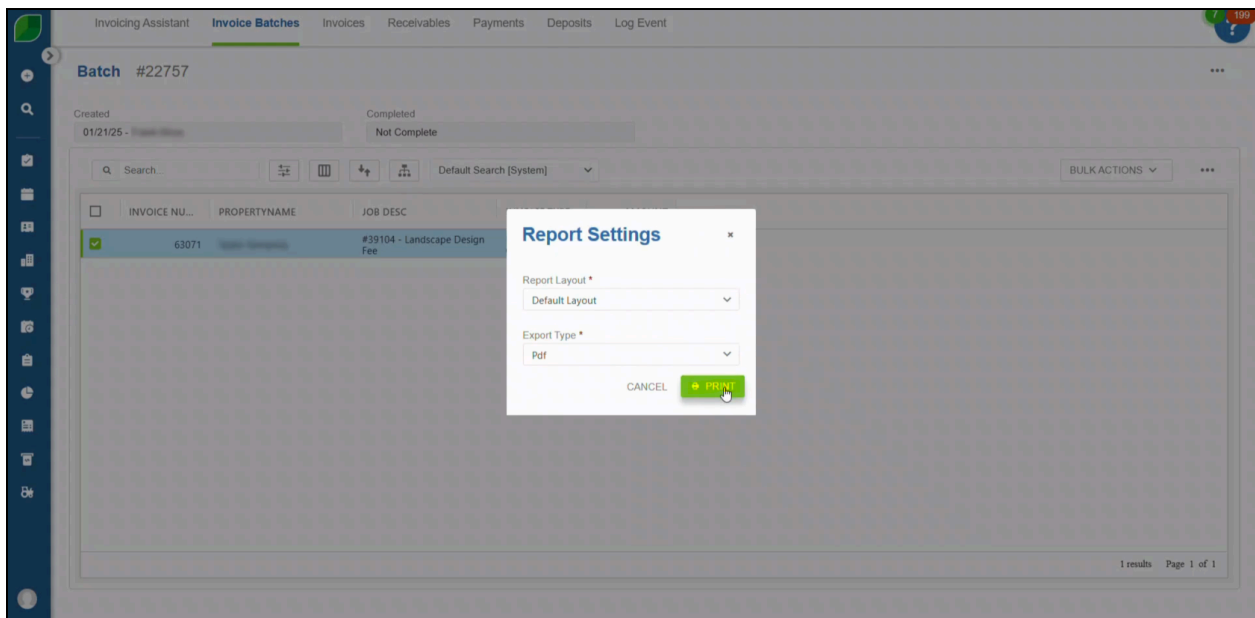
6. Tick the Check Box, Click on the three Dots, Select Complete Batch, and Click Confirm

- Select the checkbox for the invoice, click the three-dot menu, choose "Complete Batch," and confirm the action.



7. Select File Type and Click Print

- Choose the required file type for the invoice and click "Print" to generate the document.



Generating invoices for the "Fixed Price Open Billing" type requires a different approach due to the absence of the checkbox in Bulk Actions. By following these steps, you can efficiently create and process these invoices in the Aspire Dashboard.