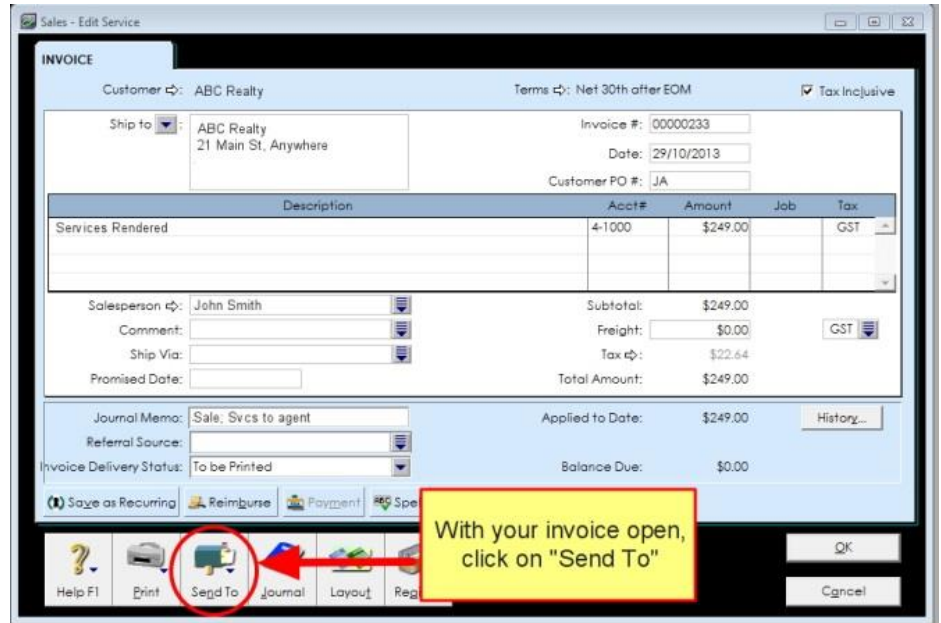


Invoice Format for Maintenance Manager

- To invoice in Maintenance Manager you need your invoice in a format that can easily be attached to the job.
- Various formats are suitable but if you use MYOB the simplest format is Adobe PDF format.
- The following steps outline how to save your MYOB invoice to PDF format.

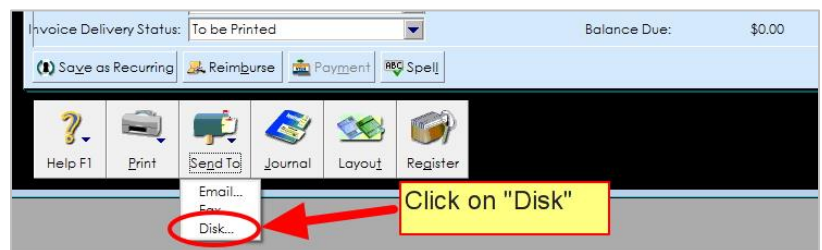
Step 1: Open the Invoice

- In MYOB, open the invoice,
- Select **Send To** from the bottom menu bar



Step 2: Send To Disk

- Select **Disk** as the destination



Step 3: Enter Filename

When the “Save As” screen appears:

- Select a folder where you wish to save the file e.g. Desktop or My Documents
- Enter a filename **
- Select a file type of Portable Document Format (PDF).

** You need to remember the file name and location for attaching to the Job in Maintenance Manager.

