



Creating an Invoice

You may invoice your Client through RDN. To create an Invoice, open the Case Page of the Debtor.

Order Date: 2013-04-06 Case #: 2027833522 Ref. Number: 10875 File Folder Labels

Client: AAA FINANCIAL Collector: Lien Holder: AAA FINANCIAL Client Acct No:

MY SUMMARY CLIENT ADD ADJUSTER ADJUSTERS (2) UPDATES (1) RECOVERY FORMS

PRINT ORDER

PHOTOS / DOCS

RELEASE

INVOICES (0)

PAY ADJUSTER

REMINDERS (0)

OPENLANE

OFFICE NOTES (0)

BIDS / AUCTION

EMAIL / FAXES

HISTORY

DUPLICATE CASE

SKIPTRACING

OPEN ON 04/06/2013 (27 DAYS AGO) EXP. DATE: 7

ORDER TO: **Involuntary Repo** STATUS: Open ADD SUB-STATUS: JUMP TO: Enter Case Number

CLIENT PHONE: DEBTOR: JANE DOE YEAR: 2012
CLIENT FAX: COSIGNER: JOHN DOE MAKE: AUDI
COLL PHONE: MODEL: R8 SPYDER
COLL EXT: V.I.N.: 12345678964215649
COLL FAX:

Debtor Information Report as violent? Edit

Debtor name: Jane Doe Cosigner name: John Doe
Debtor SSN: <empty> Cosigner SSN: <empty>
Debtor DOB: <empty> Cosigner DOB: <empty>
Debtor Email: <empty> Cosigner Email: <empty>
Driver's License: <empty> Cosigner License: <empty>

Assign To Edit

Click the Invoice tab located on the Case Page.

Creating an Invoice

Order Date: 2013-04-06	Case #: 2027833522	Ref. Number: 10875	File Folder Labels			
Client: AAA FINANCIAL	Collector:	Lien Holder: AAA FINANCIAL	Client Acct No:			
My SUMMARY	CLIENT	ADD ADJUSTER	ADJUSTERS (2)	UPDATES (1)	RECOVERY	FORMS
PRINT ORDER	OPEN ON 04/06/2013 (27 DAYS AGO) 7 EXP. DATE:					
PHOTOS / DOCS	ORDER TO:	STATUS:	ADD SUB-STATUS:	JUMP TO:		
RELEASE	Involuntary Repo	Open		Enter Case Number		
INVOICES (0)	CLIENT PHONE:	DEBTOR: JANE DOE	YEAR: 2012			
PAY ADJUSTER	CLIENT FAX:	COSIGNER: JOHN DOE	MAKE: AUDI			
REMINDERS (0)	COLL PHONE:		MODEL: R8 SPYDER			
OPENLANE	COLL EXT:		V.I.N.: 12345678964215649			
OFFICE NOTES (0)	COLL FAX:					
BIDS / AUCTION	+ CREATE NEW INVOICE + ADD NEW SERVICE ITEM WITHOUT INVOICE					
EMAIL / FAXES	Invoices					
HISTORY	There are no invoices for this case.					
DUPLICATE CASE						
SKIPTRACING						
Powered By RDN		©1998-2013 Recovery Database Network, Inc. All rights reserved.		My Setup		Carrie Barbour (Manager)

Click Create New Invoice.

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MY SUMMARY CLIENT ADD ADJUSTER ADJUSTERS (2) UPDATES (1) RECOVERY FORMS

PRINT ORDER

PHOTOS / DOCS

RELEASE

INVOICES (0)

PAY ADJUSTER

REMINDERS (0)

OPENLANE

+ CREATE NEW INVOICE

OFFICE NOTES (0)

BIDS / AUCTION

EMAIL / FAXES

HISTORY

DUPLICATE CASE

SKIPTRACING

OPEN ON 04/06/2013 (27 DAYS AGO) EXP. DATE: 7

ORDER TO: **Involuntary Repo** STATUS: Open ADD SUB-STATUS: JUMP TO: Enter Case Number

CLIENT PHONE: DEBTOR: JANE DOE YEAR: 2012
CLIENT FAX: COSIGNER: JOHN DOE MAKE: AUDI
COLL PHONE: MODEL: R8 SPYDER
COLL EXT: V.I.N.: 12345678964215649
COLL FAX:

New Invoice

Complete the following fields to create a new invoice for this case

Bill To: AAA FINANCIAL (AUSTIN, TX)

Date: 05/02/2013

Create Cancel

Drag the border to move this window. Press ESC to close without saving.

Verify the Bill To and Date are correct. Press Create to create a new Invoice.

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Client: AAA FINANCIAL Collector: Lien Holder: AAA FINANCIAL Client Acct No:

MY SUMMARY PRINT ORDER PHOTOS / DOCS RELEASE INVOICES (1) PAY ADJUSTER REMINDERS (0) OPENLANE OFFICE NOTES (0) BIDS / AUCTION EMAIL / FAXES HISTORY DUPLICATE CASE SKIPTRACING

New invoice item

Complete the following fields to create a new invoice item

Date	Service Rendered	Quantity	Cost	Taxable	Tax Rate
05/02/2013	- Select One -	1	0	No	0

Notes:

- Select One -
- 1st Placement Involuntary Repo
- 1st Placement Locate
- 2nd Placement Locate
- Additional Fees
- Administrative Fee
- Aircraft
- Bids Fee
- Cleaning
- Close Fee
- Close fee (0-50mil)
- Credit
- Cure
- Detail Expenses
- Field Visit Fee
- Impound Repo Fee
- Investigation Fee
- Key Fees
- Mileage - Repo
- Outside Charges

General ledger

Agent rate

Save and close Cancel

Invoice N^o 3141

Invoice Date Approval Date Bill To

EXP. DATE: 7

JUMP TO: Enter Case Number

ORDER 78964215649

PROFIT: \$0.00

ITEM WITHOUT INVOICE

E-mail / Fax Print Fax Invoice + CR

ESC to close without saving.

Your Invoice is now created. A new box will pop-up for you to select your Invoice Items. Click the drop down under Service Rendered and select the item you wish to Invoice for.

Creating an Invoice

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Client: AAA FINANCIAL Collector: Lien Holder: AAA FINANCIAL Client Acct No:

MY SUMMARY CLIENT FORMS

PRINT ORDER

PHOTOS / DOCS

RELEASE

INVOICES (1)

PAY ADJUSTER

REMINDE (0)

OPENLAN

OFFICE NO

BIDS / AUCTION

EMAIL / FAXES

HISTORY

DUPLICATE CASE

SKIPTRACING

New invoice item

Complete the following fields to create a new invoice item

Date	Service Rendered	Quantity	Cost	Taxable	Tax Rate
05/02/2013	Repo Fee	1	0	No	

Notes:

General ledger

Agent to pay + Agent rate

Trav Gross (assigned)

Create and add another Create and close Cancel

Drag the border to move this window. Press ESC to close without saving.

EXP. DATE: 7

JUMP TO: Enter Case Number

ORDER 78964215649

PROFIT: \$0.00

ITEM WITHOUT INVOICE

E-mail / Fax Print
Fax Invoice + CR

Invoice N° 3141

Invoice Date: Approval Date: Bill To: FINANCIAL (AUSTIN, TX)

Enter any notes to be displayed on the Invoice.

Enter the Quantity and Cost.

If you need to add another Billable Service to this Invoice, press Create and add another.

If you do not need to add another Billable Service to this Invoice, press Create and Close.

Creating an Invoice

Invoices

+ Add new payment ✎ Edit ✕ Delete + Add new item ✉ E-mail / Fax 🖨 Print
✉ Email Invoice + CR 🖨 Fax Invoice + CR

Invoice N^o 3141
Invoice Date: 05/02/2013 Approval Date: <pending> Bill To: AAA FINANCIAL (AUSTIN, TX)

Date	Service Rendered	Quantity	Cost	Taxable	Tax Rate	Subtotal
05/02/2013	Repo Fee	1	\$200.00	NO	n/a	\$200.00

Sales Tax: \$0.00
Invoice Total: \$200.00
Expenses: \$0.00
Profit: \$200.00



Your Invoice is now created and may be seen by the RDN Client.

Questions??

**If you have any questions, please contact RDN Support at
817-204-0298, option 1, or via email: support@recoverydatabase.net.**

