

Entering Invoice Totals and Finding the Invoice

- From the home page grid, identify the **tie out** that needs to be completed

The dashboard shows workflow activity with the following counts:

- Ready to Open: 1
- Awaiting Counterparty: 0
- Counterparty Disagrees: 1
- Settled: 1
- Invoice Needed: 1
- Ready for Payment: 10
- Unread Notes: 8
- Invoices to Download: 7

Below the dashboard is a table of tie outs:

Tie Out ID/ Invoice #	State/ Date Change... ¹	My Org	CP Org/ CP Type	Pmt Due	Commodity/ Prod/Currency (Delivery Start)	My Amount	CP Amount	Variance	My Invoice	CP Invoice	Last Action
33440 NOT PROVIDED	12/16/2019	Aquilon Basic	Aquilon Member 2	11/29/2019	NATURAL GAS PHYSICAL USD (04/2019)	45,661.00 USD	-518,080.20 USD	-472,419.20 USD	Org Uploaded- 12/10/2019 07:55 AM		Agree Disagree
32528 NOT PROVIDED		Aquilon Basic	Aquilon Member 2	11/30/2019	NATURAL GAS FINANCIAL USD (04/2019)	0.00 USD	-110,673.96 USD	0.00 USD			Agree Disagree
32524 NOT PROVIDED	11/18/2019	Aquilon Basic	Aquilon Member 1	11/30/2019	NATURAL GAS FINANCIAL USD (04/2019)	150,000.00 USD	-145,563.69 USD	4,436.31 USD	Org Uploaded- 11/18/2019 08:21 AM CP Downloaded- 12/11/2019 11:34 AM	CP Uploaded- 11/18/2019 08:16 AM Org Downloaded- 12/11/2019 11:34 AM	Agree Disagree
32537 NOT PROVIDED	12/17/2019	Aquilon Basic	Aquilon Member 2	11/29/2019	POWER PHYSICAL USD (04/2019)	14,719,423.04 USD	-14,719,423.04 USD	0.00 USD	Org Uploaded- 12/17/2019 07:59 AM		Agree Disagree

- To agree or disagree with the Counterparty's invoice values, click *Agree* or *Disagree*



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- Clicking *Disagree* will open the tie out in a new window. Click *Disagree* on the tie out window.





- Enter the correct amounts on the right side of the tie out
- After entering the amounts, click **Save**


	Aquilon Member 2			Aquilon Basic						
	Purchases		Sales		Net	Sales		Purchases		
	Volume	Amount	Volume	Amount	Total	Volume	Amount	Volume	Amount	
Total	13,860.00	-110,673.96	0.00	0.00	-110,673.96	110,673.96	13,860.00	110,673.96	0.00	0.00
FINANCIAL	13,860.00	-110,673.96	0.00	0.00	-110,673.96	110,673.96	13,860.00	110,673.96	0.00	0.00
PPAs					0.00	0.00				
Fees					0.00	0.00				
Taxes					0.00	0.00				
Adjustments					0.00	0.00				
Variance					0.00	0.00	0.00	0.00	0.00	0.00

- If an invoice is available for download, it will appear under the *Invoices items* section. Click the blue hyperlink to download the invoice.


 Tie Outs
Aquilon Basic 

Tie Out ID: 32528
 Delivery: 04/01/2019 - 04/30/2019 (Open)
 Overview: NATURAL GAS - FINANCIAL
 Payment Due Date: 11/30/2019
 Counterparty Disagrees 


Add Note 
 Download Invoice 
 Download Data 
 Download Settlement Statement 

Aquilon Member 2 PAY 	Aquilon Basic RECEIVE	Variance
Tie Out Total	-110,673.96	110,000.00
		-673.96


Aquilon Member 2 - Invoices

▶ Invoice Number: NOT PROVIDED	As Provided: -110,673.96	Agree	Disagree	My Agreed To: 110,000.00	Entered on 12/17/2019
MMBTU - USD 	Agreed To:				
Invoice Received:					

Aquilon Basic - Invoices

▶ Invoice Number: NOT PROVIDED	Invoice Amount: 110,000.00
MMBTU - USD 	
Invoice Received:	

Invoices Items

Invoices 1
Documents 0
Disputes 0
Counterparty Contacts


+
Add Invoice

Created On	Invoice	Creator Org Name	Created By	Read On	Read By	Last Captured
12/17/2019 11:16 AM	Counterparty Invoice.docx	Aquilon Member 2	Aquilon Pro 2			

◀ 1 ▶
10 rows per page
Showing 1 - 1 from 1 invoices