



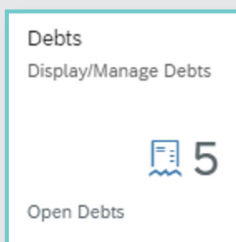
HOW TO GUIDE

VIEW AND MANAGE DEBTS

This help guide will cover how to view and manage Debt Transactions, including how to:

1. View detailed Debt Transactions.
2. View, download and print PDF invoices.
3. Choose a Repayment Option.

Where can I find my Debt Transaction invoices?



You can access your Debt Transactions using the **Debts** tile.

To view detailed Debt Transactions

1. Select **Go** on the top right hand side of the screen to display all debt invoices. You can also filter by Status, Debt Registration Id and other fields to display selected invoices.
2. Click on the Debt Transaction to display Debt Transaction details.

Debt Registration Id	Status	Created By ID	Created Date	Created Time
20018239	Verified	F42032400324	24 Sep 2021	10:04:39 am
20019140	Verified	F42030300303	21 Jan 2022	9:30:26 am

To view, download and print invoices

From the Debt Transaction screen, click on **View Invoice PDF**.

View Invoice PDF

When the PDF displays:

- **Print** the invoice using the icon in the top right hand corner.
- **Download** the PDF.
- **Close** to return to Debt Transaction screen.

To choose a Repayment Option

You can choose a repayment option from the Debt Transaction details screen. Repayment Options default to Direct Repayment.

Only MOP(S) Act employees have the Deduct from Salary option when the debt is in the future.

1. Select **Manage Debt** to choose Repayment Options then select **Confirm**.

Manage Debt

2. Select **Proceed** to submit repayment details.

For further information or support:

MaPS

Non-travel related work expenses and HR services and advice.



IPEA

Travel related advice, travel claim or reporting enquiries relating to parliamentarians and their employees.

