

Doing it the right way.



Viewing Year End Accounts on **My lpm**

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Follow this step by step guide to view your year end account on **My lpm**.

Log into your account

- Go to **My lpm** login page.
- Input username and password.
- Click on 'Accounts' heading. You will now see a page detailing all your invoices and payments.

Viewing Invoices

To view your invoice:

- Click on 'Download Invoice' button to the right of the description 'Budget Reconciliation'
- A box will appear up at the bottom of your screen asking if you want to open or save the document; click on 'open'.
- This document will provide details of Actual and Budget totals for each budget heading for the financial year for your property. The 'Balance Due' figure at the bottom of this document will detail any balance with needs to be paid within the payment terms stated, or credit amount which can either remain on your account or be refunded to you.

Further information

To view a more detailed breakdown:

- Click on the dropdown arrow ▼ to the left of the Budget Reconciliation.
- Hover over '?' to see the explanation of what is included within each budget heading type.
- Download PL Invoice button: click on this button to see the invoices received from contractors* for services provided under each budget heading. * This facility may not be available for all budget headings

lpm Doing it the right way

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