Irish Life health
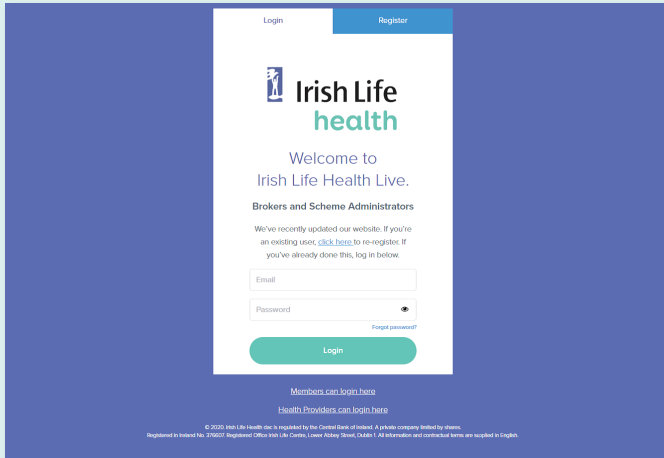
Invoicing User Guide for Scheme Administrators

Login to Irish Life Health Live using your email address and password.

https://www.irishlifehealth.ie/portal/ilhlive
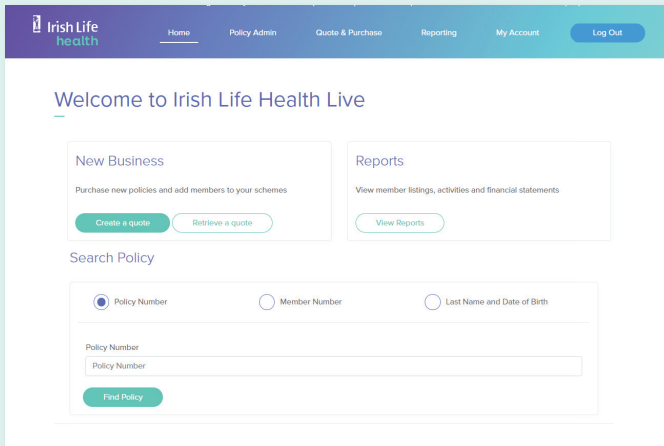
Click on "View Reports" in the "Reports" section.

Reporting

Scheme Reports

Select the scheme to run reports

Test Group

Show the reports

Invoices | Activities | Member Listing | Pre-renewal

Scheme Invoices

A list of your invoices. Drill down to view policy or member level details for each invoice.

For larger schemes the member and policy level invoice breakdown may take a while to load.

Search:

Invoice Number	PO Number	Date From	Date To	Amt Due	Due	Member Level	Policy Level	View
27569-11-17-20417		2017-11-01	2017-11-30	€257.32	2017-12-01	View	View	
27569-12-17-21103		2017-12-01	2017-12-31	€93.06	2017-12-31	View	View	
27569-01-18-21904		2018-01-01	2018-01-31	€16.16	2018-01-31	View	View	
27569-02-18-22631		2018-02-01	2018-02-28	€236.80	2018-03-03	View	View	
27569-03-18-23377		2018-03-01	2018-03-31	€144.88	2018-03-31	View	View	

Select scheme from the dropdown menu, which will bring you to the **"Invoices"** section.

Invoices | Activities | Member Listing | Pre-renewal

Scheme Invoices

A list of your invoices. Drill down to view policy or member level details for each invoice.

For larger schemes the member and policy level invoice breakdown may take a while to load.

Copy | Excel

	PO Number	Date From	Date To	Amt Due	Due	Member Level	Policy Level	View Invoice
		2017-11-01	2017-11-30	€257.32	2017-12-01	View	View	Open
		2017-12-01	2017-12-31	€93.06	2017-12-31	View	View	Open
		2018-01-31	2018-01-31	€16.16	2018-01-31	View	View	Open
		2018-02-01	2018-02-28	€236.80	2018-03-03	View	View	Open
		2018-03-01	2018-03-31	€144.48	2018-03-31	View	View	Open
		2018-04-01	2018-04-30	€292.48	2018-05-01	View	View	Open

Click on "Open" to download a PDF summary of the relevant invoice.

| Invoices | Activities | Member Listing | Pre-renewal |

Scheme Invoices

A list of your invoices. Drill down to view policy or member level details for each invoice.

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Copy   Excel

⇕	PO Number ⇕	Date From ⇕	Date To ⇕	Amt Due ⇕	Due ⇕	Member Level ⇕	Policy Level ⇕	View Invoice ⇕
		2017-11-01	2017-11-30	€257.32	2017-12-01	View	View	Open
		2017-12-01	2017-12-31	-€93.06	2017-12-31	View	View	Open
		2018-01-01	2018-01-31	-€16.16	2018-01-31	View	View	Open
		2018-02-01	2018-02-28	€236.80	2018-03-03	View	View	Open
		2018-03-01	2018-03-31	€144.48	2018-03-31	View	View	Open
		2018-04-01	2018-04-30	€292.48	2018-05-01	View	View	Open

Click on **"View"** at member level, or policy level to view the invoice breakdown.

Click on **"Excel"** to export this data to excel (will download automatically).

Reporting - Irish Life Health Live (1) - Excel

Conditional Format as ... Normal Bad Good Neutral Calculation   Insert Delete Format   ∑ AutoSum   Sort & Find &
Formatting   Table   Check Cell Explanatory ... Input Linked Cell Note   Fill   Clear   Filter Select
                        Styles   Cells   Editing

	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
				Reporting - Irish Life Health Live										
Change		Annual Gross Company Contribution	Annual TRS Company Contribution	Annual Net Company Contribution	Annual Gross Member Contribution	Annual TRS Member Contribution	Annual Net Member Contribution	Company Gross Monthly Premium	Company Monthly TRS	Company Net Monthly Premium	Salary Deduction Gross Monthly Premium	Salary Deduction Monthly TRS	Salary Deduction Net Monthly Premium	Premium Due This Month	Cost Centre
*		€1,298.92	€141.12	€1,157.80	€0.00	€0.00	€0.00	€288.64	€31.32	€257.32	€0.00	€0.00	€0.00	€257.32	

Excel sheet opens detailing breakdown of premium including:

- Gross / TRS / Net premium

- Employer / Employee split

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