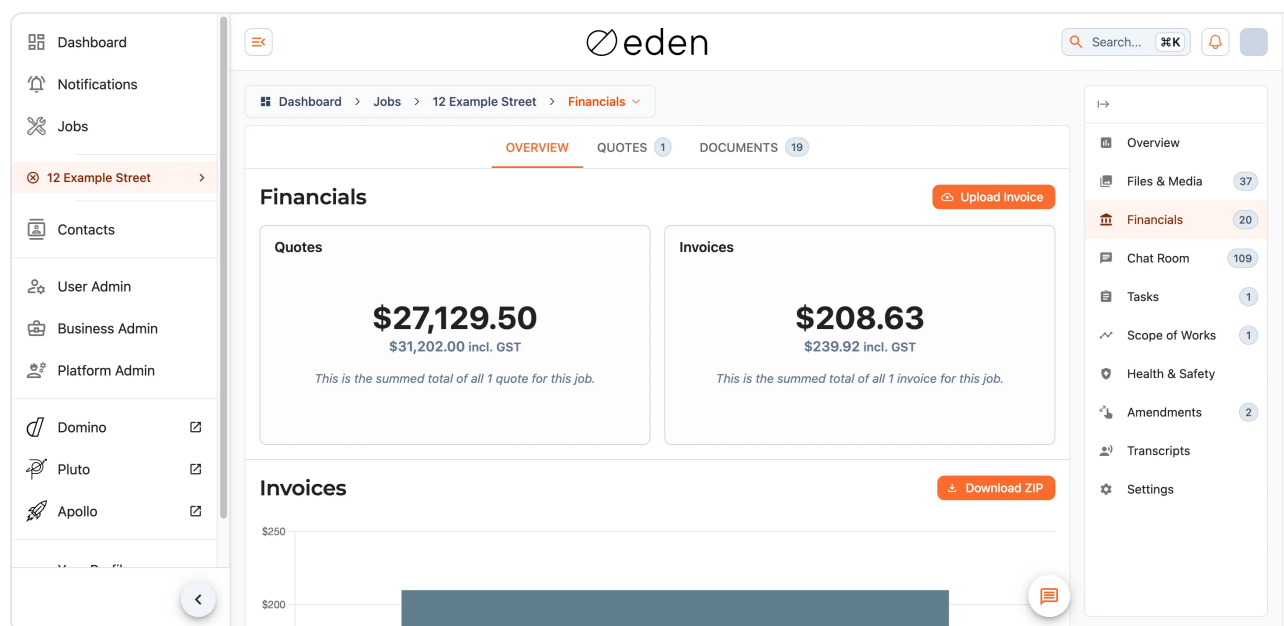


Ngaahi Me'a Fakapa'anga

🕒 EST. 4 MINUTE READING TIME

Fakatokanga: Na'e liliu faka'otometiki 'a e peesi ko 'ení mei he tatau totonu faka-Pālangí, 'a ia ko e tatau fakamafai'i iá. [Lau ia 'i he lea faka-Pālangí](#)

'Oku tātaki fakataha 'e he konga ki he **Ngaahi Me'a Fakapa'anga** 'a e tafa'aki fakapa'anga 'o ha ngāue – ko e ngaahi lau mahu'inga na'e teuteu ki he ngāue mo e ngaahi tohi mo'ua na'e tuku atu ki ai. Te ke ma'u ia 'i he [menyu fakahinohino](#) 'o ha ngāue, kuo vahevahe 'i ha ngaahi tēpu 'e tolu: **Vakai Fakalūkufua**, **Ngaahi Lau Mahu'inga**, mo e **Ngaahi Tohi Fakapepa**. Hangē pē ko e toenga 'o ha ngāue, ko e me'a te ke lava 'o sio ki ai heni 'oku fakafalala ia ki he ngaahi ngofua kuo foaki atu kiate koe.



Ko e vakai fakalūkufua ki he ngaahi me'a fakapa'anga ki ha ngāue.

Vakai Fakalūkufua

'Oku 'oatu 'e he vakai fakalūkufua kiate koe 'a e ngaahi fika tefito 'i ha sio vave pē ki ai: ko e fakakātoa fakataha 'o e ngaahi lau mahu'inga 'o e ngāue pea mo e fakakātoa fakataha 'o 'ene ngaahi tohi mo'ua, 'o fakahā fakatou'osi kimu'a pea mo e fakataha mo e GST. 'I lalo 'i he ngaahi kaati fakanounou, 'oku vahevahe fakaikiiki 'e ha saati mo ha ngaahi lisi tokoni 'a e ngaahi fika koe'uhí ke ke lava 'o sio ki he founa 'oku nau tātaki fakataha aí.

Kapau 'oku 'i ai ha'o ngofua ke tātaki atu ha ngaahi tohi fakapepa fakapa'anga, 'oku faka'atā koe 'e he me'alomi ko e **Upload Invoice** (fakaheka tohi mo'ua) ke ke 'omi ha taha mei heni.

Ngaahi Lau Mahu'inga

'Oku lisi 'e he tēpu **Ngaahi Lau Mahu'inga** 'a e ngaahi lau mahu'inga na'e teuteu ki he ngāue, 'o fakahā ki he taha taki taha hono tu'unga lolotonga - **Pending**, **Approved**, **Rejected**, pe **Archived**. Fili ha lau mahu'inga ke fakaava kakato ia.

The screenshot displays the 'eden' software interface. The left sidebar lists navigation options: Dashboard, Notifications, Jobs, 12 Example Street (selected), Contacts, User Admin, Business Admin, Platform Admin, Domino, Pluto, and Apollo. The main content area is titled 'Quote' and shows a list of quotes. The first quote, #83, has an amount of NZ\$402.22 excl. GST, created on 26th Aug, 2025, and is archived. The second quote, #77, has an amount of NZ\$4,921.68 excl. GST, also created on 26th Aug, 2025, and is archived. The third quote, #15, has an amount of N/A, created on 13th May, 2025, and is archived. The right sidebar shows a navigation menu with categories: Overview, Files & Media (37), Financials (20), Chat Room (109), Tasks (1), Scope of Works (1), Health & Safety, Amendments (2), Transcripts, and Settings. Below this is an 'ONLINE USERS' section showing 'test (You)' and 'Example Contracting Ltd'.

Kapau 'oku 'i ai ha'o ngofua, te ke lava 'o fakaheka ha lau mahu'inga (ko ha PDF) 'o ngāue'aki 'a e me'alomi **Upload**, pea fakafo'ou 'a e tu'unga 'o ha lau mahu'inga mei he'ene ngaahi ngāue (actions). Ko hono faka'ilonga'i ha lau mahu'inga kuo tali 'a e me'a 'oku ne fakakau atu ia ki he ngaahi fakakātoa 'i he vakai fakalūkufua.

Ngaahi Tokimeniti

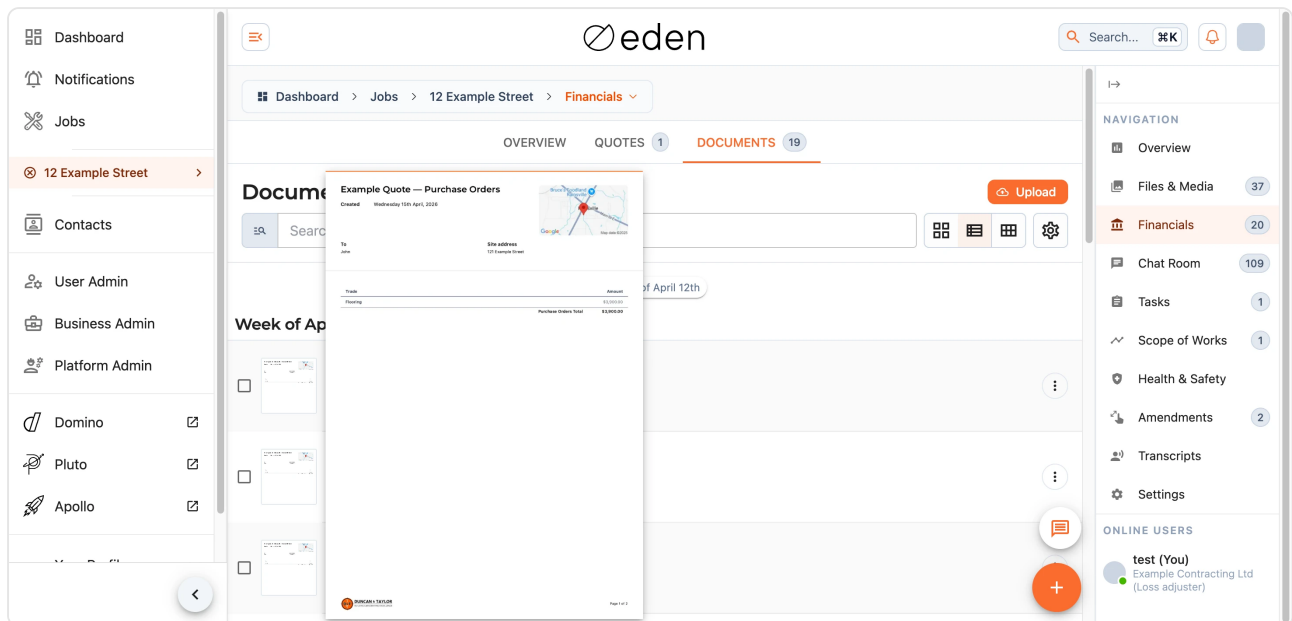
Ko e tēpu **Documents** ko e feitu'u ia 'oku tauhi ai 'a e ngaahi tokimeniti fakapa'anga 'o e ngāue - ngaahi tohi mo'ua (invoices) mo e ngaahi me'a pehē. 'Oku meimei tatau pē hono ngāue mo e konga ki he [Files & Media](#): te ke lava 'o kumi, sivi, mo liliu 'a e fa'unga hono fakahāhaā ke ma'u 'a e me'a 'okú ke fiema'ú, fili ha ngaahi tokimeniti ke fai fakataha ki ai ha ngāue (bulk actions), pea 'ohake mo ha ngaahi me'a fo'ou kapau 'oku 'i ai ha'o ngofua ki ai.

The screenshot displays the 'eden' software interface with the 'Documents' section selected. The left sidebar is identical to the previous screenshot. The main content area is titled 'Documents' and shows a list of documents. The first document is 'Flooring Quote for 121 Example Street' with an amount of NZ\$3,391.30 excl. GST, created on 12th April, 3 months ago. The second document is 'Flooring Quote for 121 Example Street' with an amount of NZ\$3,391.30 excl. GST, created on 12th April, 3 months ago. The third document is 'Flooring Quote for Sam' with an amount of NZ\$3,391.30 excl. GST, created on 12th April, 3 months ago. The right sidebar is identical to the previous screenshot.

Vakai ki ha Tokimeniti

'I hono fili ha fakamahu'inga (quote) pe tokimeniti 'oku fakaava ai ha sio faka'ata he lau'i sio'ata kakato (full-screen preview). Fakataha mo e faile totonú, 'oku fakahā mai 'e he **EDEN** 'a e fakaikiiki kuo ne lau mei a'i - 'a e ngaahi lēsoni fakatautaha (line items), ngaahi fakakātoa, mo ha ngaahi tu'utu'uni pē - koe'uhí ke ke lava 'o vakai'i 'a e ngaahi fiká ta'e

pau ke ke lau fakamātoato 'a e ngaahi tohi fakapepá tonu. Te ke lava 'o hiki ki tu'a (export) 'a e ngaahi lēsoní kapau 'okú ke fiema'u kinautolu 'i ha feitu'u kehe.



Fakatokanga'i ange: ko e ngaahi fika 'oku fakahā 'i he konga ko 'ení 'oku to'o mai ia mei he ngaahi tokimeniti 'o e ngāué pea 'oku 'i ai ke 'oatu ha fakatātā mahino mo hokohoko ki he tu'ungá. Ki ha me'a pē fekau'aki mo e tohi totongi (billing) pe ha faikehekehe (discrepancy), kātaki 'o fetu'utaki mai kiate kinautolu 'i he support@samconsulting.co.nz.