# SALES ORDER INVOICING

1. Log into ACS.
2. Select Distribution.
3. Select Order Processing.
4. Select Invoice Entry, then click ok.
5. The invoicing screen will come up.
6. Enter the customer number, then click ok.
7. Enter the order number.
8. It will ask if it is the correct order. You will check to make sure you are invoicing the correct order.

* Check the order date, ship date, and the ship to address.
* If the order is correct select yes.

1. Once you click yes the system will generate an invoice number.
2. You can click ok until you have reached the next screen, which is the detail screen.
3. Enter your tracking information at the bottom of the order on memo lines, then click ok.
4. The next screen is the footer.
5. Enter the freight charges (If Applicable). Hit enter so that it will factor the amount into the total amount.
6. Click print once you have entered the freight charges.
7. The output manager screen will appear. Click PDF EXECUTE.
8. The PDF file will open and you will then proceed to save.

* Click File
* Save As
* If this is your first time you will create a new folder. This folder name will be titled with your name and invoices.

Ex. John Doe Invoices

* Once you have created a folder you will not have to complete the above step again.

1. The folder is so that you can keep record of all of your invoices: mailed or emailed.
2. Once your folder is created save the file as invoice plus the invoice number.

Ex. Invoice 0123456

1. Once saved print the PDF file for a paper trail.
2. Exit the PDF and the output manager screens.
3. Create a new email to Amy O’Connor.

* Subject: Invoice(s) complete: invoice number
* Body: Invoice is ready….or something of that nature.
* Attach the file(s) that are complete and then send.

1. Finished!