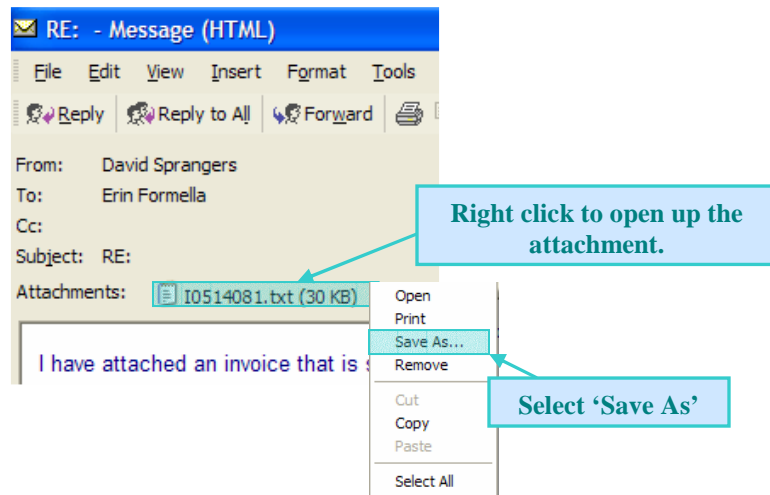
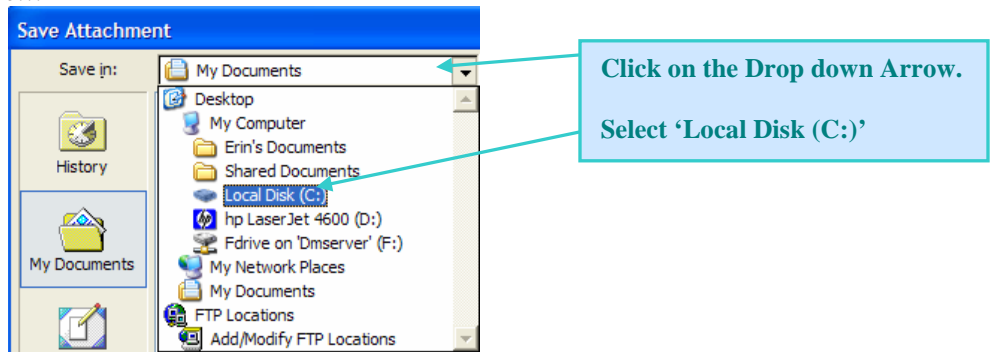


Electronic Invoicing

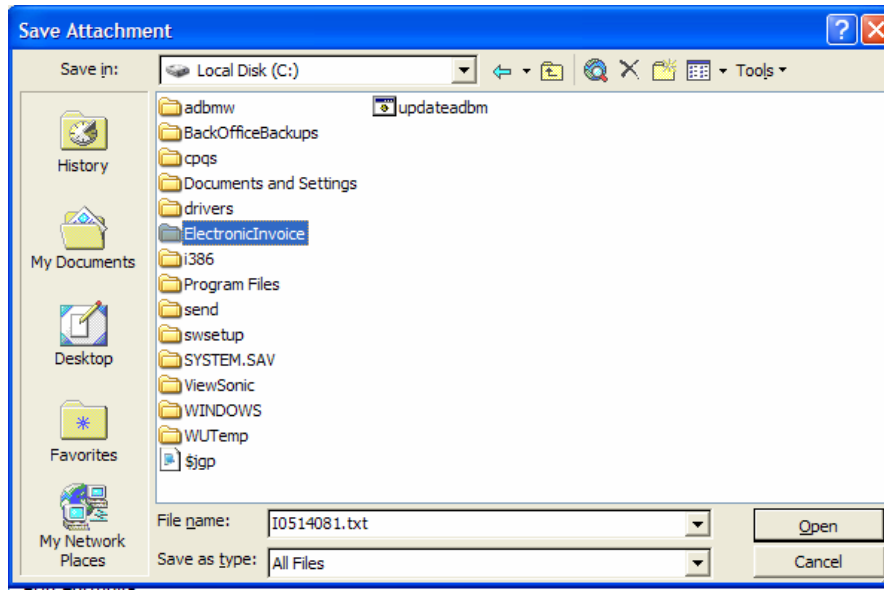
- 1) Saving the email attachment from a vender.
 - a) How to save a vender's email attachment.
 - b) Open the email from the vendor.
- 2) Right-click on the attachment.



- 3) Select 'Save As...' or 'Save...'



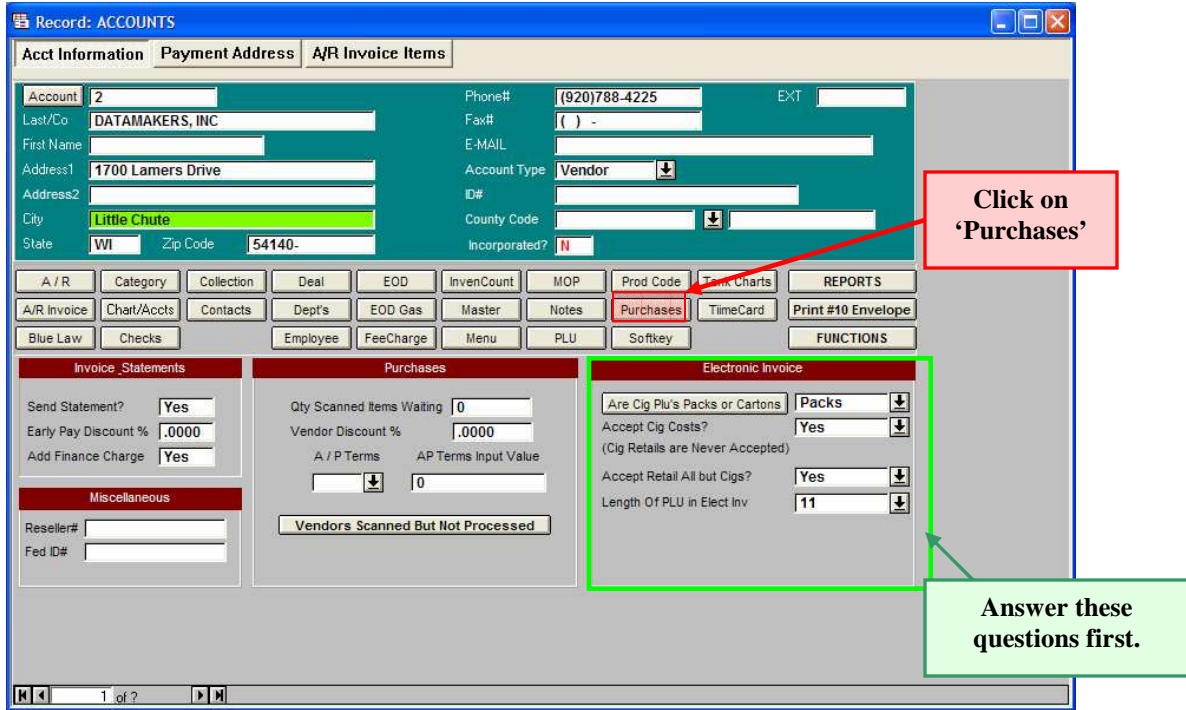
- 4) Click on the drop- down arrow and select 'Local Disk (C:)'.



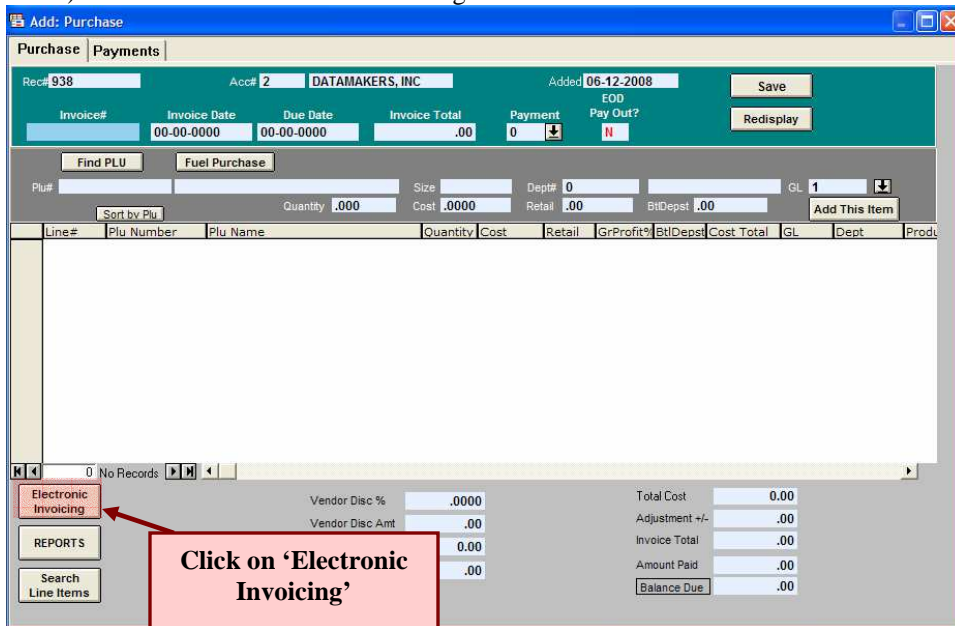
- 5) Once in Local Disk C, open the folder named 'Electronic Invoice'
- 6) Click on the 'save' button.

1) **Bringing the Electronic Invoice into your BackOffice Software.**

- a) Go to your main Accounts view.
- b) Bring up the account of the vendor who sent the electronic invoice.



- a) Answer the questions in the bottom right corner.
- b) Then click on the 'Purchases' button.
- c) Click on the 'A' (Add) button.
- d) Click on the 'Electronic Invoicing' Button.



1. A pop-up box will appear.
2. You should be in the 'Electronic Invoice' Folder. Sselect a file to import.
3. Click 'Open' and the computer will begin processing it.
4. Once it is done, it will automatically bring you to your purchases view.
5. You will be in Purchases "Browse Mode" and a list of all the invoices that were in the Electronic file will be listed.

Rec# 936 Acc# 2 DATAMAKERS, INC Added 06-11-2008 Save

Invoice# Invoice Date 06-11-2008 Due Date 00-00-0000 Invoice Total .00 Payment 0 Pay Out? N Redisplay

Find PLU Fuel Purchase

PLU# Size Dept# 0 GL Add This Item

Sort by PLU Quantity .000 Cost .0000 Retail .00 BtlDepst .00

Line#	Plu Number	Plu Name	Quantity	Cost	Retail	GrProfit%	BtlDepst	Cost Total	GL	Dept	Prod
1	25387	04000005760	20.0	.0000	.00	.0	.00	.00		0	0
2	25388	04000005760	5.0	.0000	.00	.0	.00	.00		0	0
3	25392	04000005760	50.0	.0000	.00	.0	.00	.00		0	0
4	25396	04000005760	50.0	.0000	.00	.0	.00	.00		0	0

Click on the 'Reports' Button

1 of 4

REPORTS Search Line Items

Vendor Disc % .0000 Total Cost 0.00

Vendor Disc Amt .00 Adjustment +/- .00

Retail Total 0.00 Invoice Total .00

Gross Profit .00 Amount Paid .00

Balance Due .00

- 1) Click on the 'Reports' Button.
- 2) From the Drop down menu, select 'PLU's that are New and/or had price changes'.
- 3) In the second drop down menu, select 'Print'.

Select a Purchase Report

PLUs that are new and/or have price changes

This Purchase

PLUs that are new and/or have price changes

This Purchase by Department

Print

OK Cancel