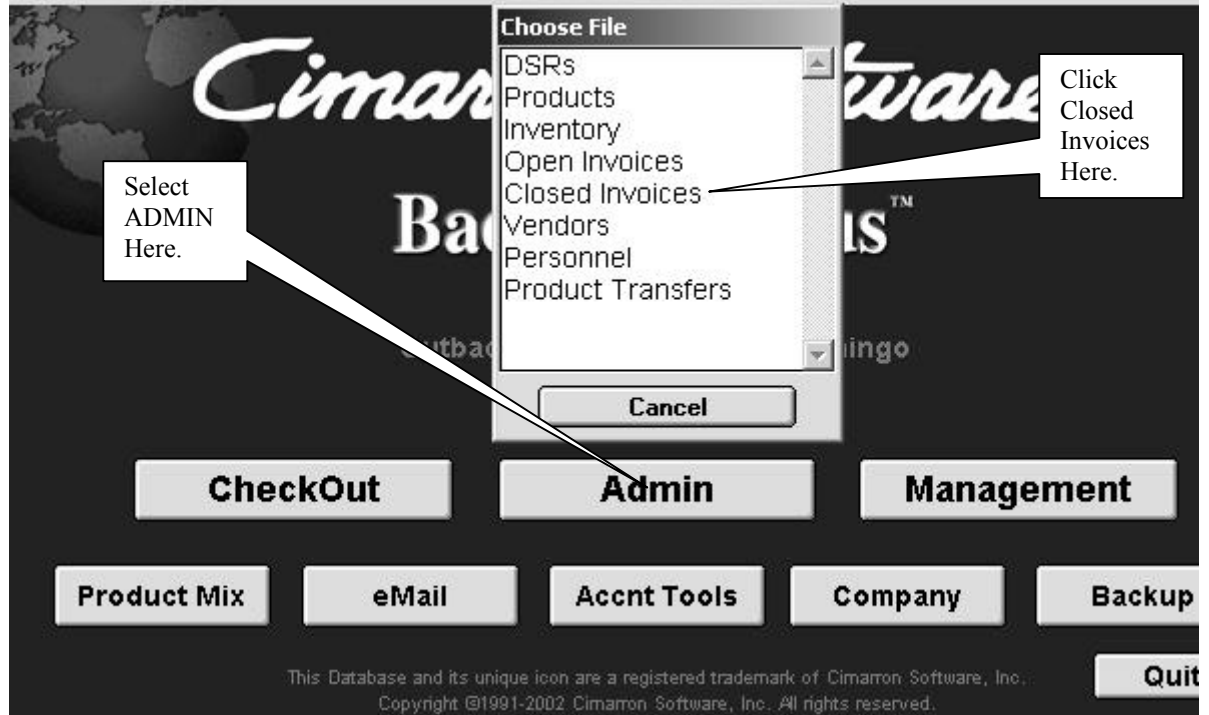


How to Resend Invoices

In order to resend an Invoice to Accounting, you must first “Unpost” the Invoice you wish to send.

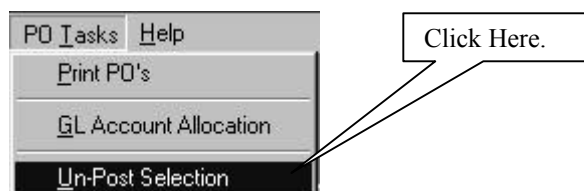
1. Go into “Admin” and select “Closed Invoices”.



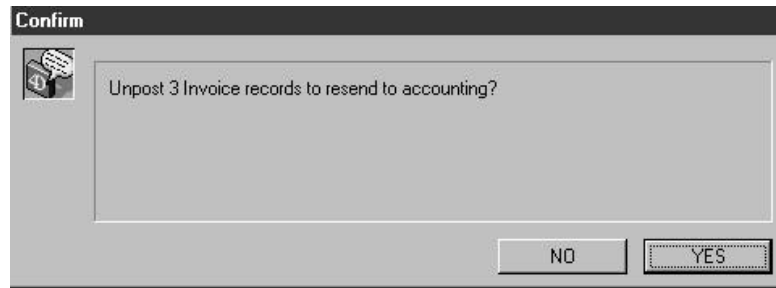
2. Select the Invoice(s) you wish to unpost by highlighting them.

PO Ref No	Invoice No	Inv Dt	Log Mo	Vendor	Total Amt	Status
PO-12029929	88712	11/30/99	11	Canavaggio Distribuidora	39.60	Closed
PO-12049985	778263	11/30/99	11	Tagaropulos	2,588.00	Closed
PO-12029936	A-60840	11/30/99	11	Dispal, S.A.	32.45	Closed
PO-12029939	85666	11/30/99	11	Distribuidora Comercial, S.A.	311.24	Posted
PO-12039940	59055	11/30/99	11	Dixie Industrial	65.52	Posted

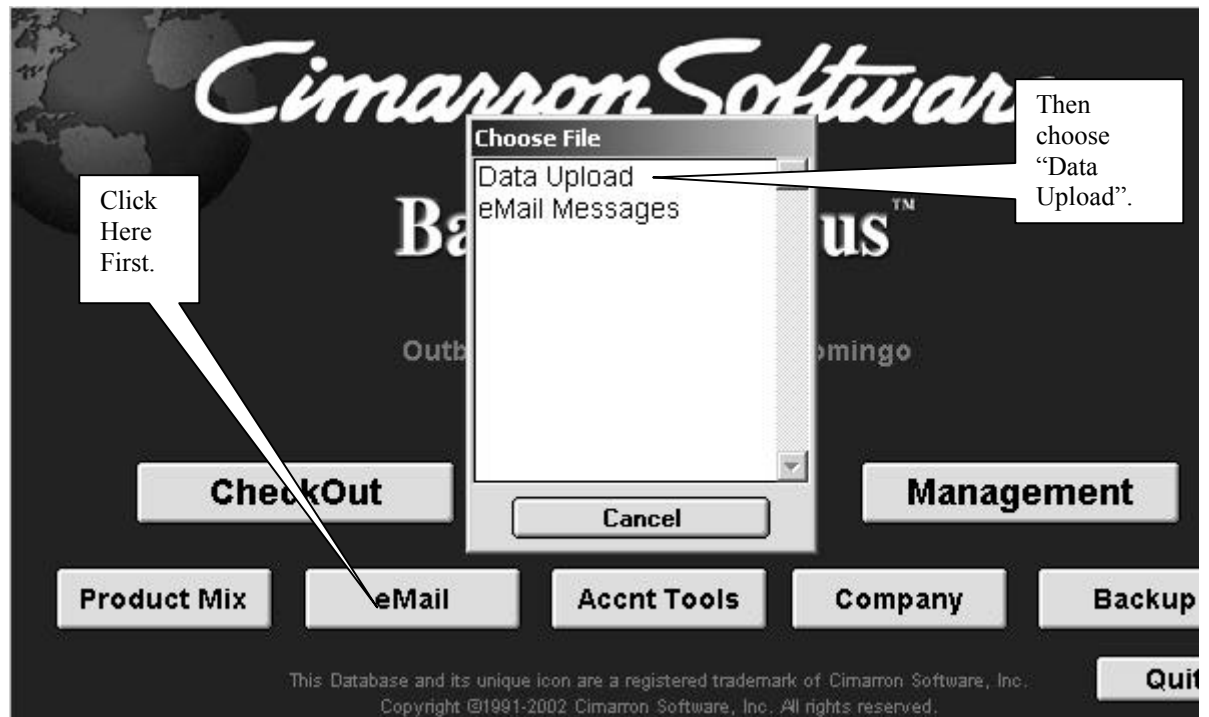
3. Go to PO Tasks and select “Un-Post Selection”.



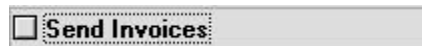
- The following screen will appear where you will select “Yes”.



- The Invoice(s) selected will now be able to be re-transmitted to Accounting. Return to your splash screen and go into “DATA LINK/eMail”, choose “Data Upload”.



- Select “Send Invoices”.

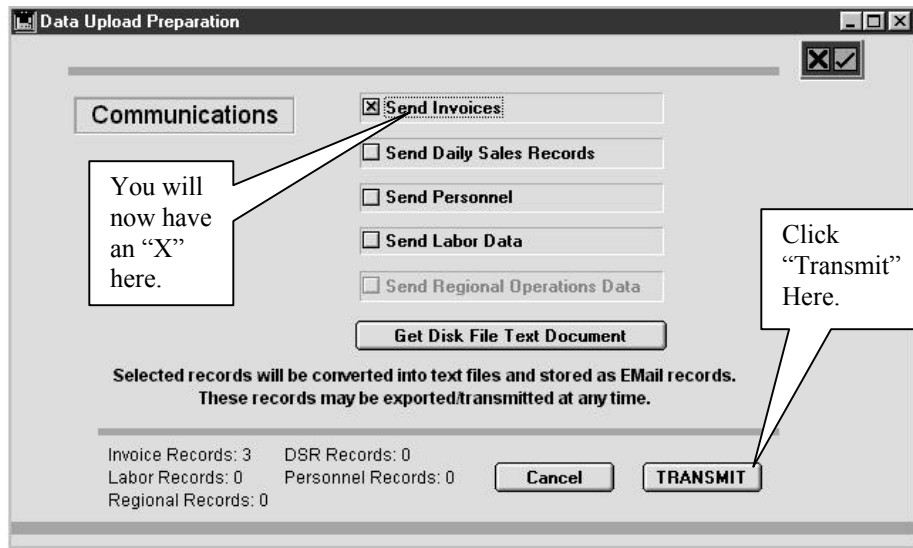


- Highlight the Invoice Record(s) you wish to send to Accounting and select “OK”.

PO Number	Invoice No	Invoice Dt	Log No	Vendor	Total Amt	Status
PO-12029929	88712	11/30/99	11	Carevagg	39.60	Closed
PO-12049985	778263	11/30/99	11	Tagaropu	2,588.00	Closed
PO-12029936	A-60840	11/30/99	11	Despal	32.45	Closed

8. A confirmation screen will appear, saying “About to post “X”# of selected records. Continue?” You will now select “OK”.

9. This will take you back to your “Data Upload Preparation” screen. Send Invoices will now have an “X” next to it, and you will now select “Transmit”.



10. The eMail message screen will now appear. The Invoice(s) you just sent will have a status of “Uploaded”. You have now successfully re-uploaded Invoices to Accounting.

