System opens to the Home tab. Click on Orders tab.

Recent orders will display. You can click on Go to the right of the View Recent Purchase Orders box to be sure no orders are missing. To invoice PO 6131257 click in the circle to the left of the PO number, then click Acknowledge. If the message “This Purchase Order does not require Acknowledgement” displays, then click on the Finance tab.
Enter PO number then Click Go

Click on Go
Click in Select box to the left of the PO Number, then Click Next.
Enter invoice number
Use actual date of invoice
Enter Yes if sales tax is being invoiced, No if it is not being invoiced
If you are not billing the full purchase order quantity, enter the billed quantity.

Click here (first icon). This will open the Charge Type field. You can bill for freight or misc charges. Simply add the amount and any needed explanation. Then click Next.
If there is Sales Tax, enter the percentage in the Tax Rate field, then Click Calculate. Tax amount will display. You can click Recalculate total if you want to verify the invoice total.

Then Click Next.
Review all the information, then Click Submit and the invoicing process is complete. A Confirmation will display at the top of the screen.