aACE Software

Overview of Invoices

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> This guide provides an overview of the Invoices module. It is intended for general users.

aACE's Invoices module allows you to create, edit, void, and close your invoice records. You can also view important invoice information, including invoice line item codes.

To access the Invoices module, navigate from Main Menu > Accts Receivable > Invoices.

1. Bill To

The Bill To section shows the customer's billing address, related order or purchase order (PO) information, and other billing and payment details.

2. Description and Additional Info

The Description and Additional Info text fields are used to record other details about the invoice. You can describe the general purpose or intent of the invoice in the Description text field. The Additional Info field can be used to list any other important details about the invoice.

3. Payment Comments

You can add payment-related comments or activities (https://aace6.knowledgeowl.com/help/adding-activities-support-or-next-steps) to the Payment Comments section by clicking the Add icon (➕).

4. Invoice Items and Invoice Items Override

These two portals hold information about the line item codes on your specific invoice. The Invoice Items tab displays the line item codes attached to your invoice. You can generate various invoice summary reports for your customer using the Invoice Items Override tab.

5. Additional Portals

The additional portals (i.e. Receipts, Adjustments, and Refunds) provide links to records related to the invoice.

6. Totals

The Totals section details the invoice's payment calculations. aACE presents the invoice's total, including tax and shipping details if applicable. You can view how the Adjustment calculations work by clicking the Help icon (❓).