

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.

Invoices

Record: 553 of 556

New Edit Delete Print Actions

Invoice: 50583 | ACC Construction Corp

09/07/23

OPEN

Invoice Details

Notices Tasks Emails Docs

Bill To

Bill To >
ACC Construction Corp
Michele Medaglia
519 Mulan Ave # 7n
New York, NY 10018

Order >
50709 | ACC

Customer PO #

Billing Terms
Net 30

Invoice Due
10/07/23

Print Expected
11/03/23

Description

Additional Info
UPS Ground
Tracking Number: 128765456787444

Payment Comments

[Alexis Kohn] Michele emailed me yesterday and said the check is cut but waiting for a signature. [Activity]
10/27/23 11:14 am
[Alexis Kohn] I followed up with Michele about this check today and am waiting for a response. [Activity]
10/20/23 3:41 am

Invoice Items

Invoice Items Override

Code	Description	Order	Quantity	Unit Price	Unit Adj	Total	Tax Profile	
1 > HP-PPS-IAI	HP Printer Pack Special	> 50709	2	2,499.00	0.00	4,998.00	NYC	
2 > HP-250	HP 250 Printer	> 50709	1	262.86	0.00	262.86	NYC	

Receipts

Adjustments

Refunds

Receipt	Date	Payment Ref	Memo	Amount

Subtotal

5,260.86

Adjustment

0.00

Total

5,260.86

Shipping

0.00

0.00

Tax

NYC

467.16

Grand Total

5,728.02

Balance

5,728.02

100%

Dept

AI

Asgn To

AK

Tracking Status

Sent via Email

Recur Transaction >


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) (<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 ().
