



Client Invoice Management Tool – Job Aids

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Client Invoice Management Tool

Logging In

RAC Acceptance – Client Invoice Management Tool

Logging In

- 1 Launch your default web browser and access <http://www.racacceptance.com>.
- 2 Click **Client Login** at the bottom of the screen.

Screen

Careers | Contact Us | Partner With Us
MAKE YOUR PAYMENT ONLINE

1 RAC ACCEPTANCE Shop with Confidence - No Credit Needed!

HOME ABOUT US PRODUCTS FAQs REQUEST INFO FIND A LOCATION Zip Code GO

the answer is yes!
RAC Acceptance partners with a large variety of furniture, appliance and other retailers to make it easy for you to get the best, high quality brands. You can shop with confidence knowing that no credit is needed and flexible payment plans are available – just pay as you go!

How It Works
Shop at one of RAC Acceptance's local retail partners, select the merchandise you want and schedule a delivery. Then, simply make affordable monthly payments - and before you know it you will be a proud owner!
[Testimonials](#)

Our Products
RAC Acceptance offers the best brands for your home. From furniture and appliances to computers and electronics, get everything you need to make the most out of your home.
[More Info](#)

Partner With Us
RAC Acceptance partners with retailers to help grow their business by increasing sales and expanding their customer base.
[More Info](#)

SOME OF OUR PARTNERS

KANE'S SAVON
GARDNER-WHITE
furniture & mattresses
Cardis
FURNITURE
ARKANSAS
Homefurnishings
ASSOCIATION
Cleo's
furniture
Texas
Furniture &
Appliance
Mor
furniture for less
RoomStore
We Don't Cut Corners. We Cut Prices.™
[See More of Our Partners](#)

Contact Us | Employment Opportunities | Privacy Policy | **2** Client Login

RAC Acceptance – Client Invoice Management Tool

Logging In (Cont.)	Screen
<p>② Enter your User Name.</p> <p>③ Enter your Password.</p> <p>④ Click Sign In.</p> <p>Note: Use your Supplier ID as your User ID the first time you access the tool. Your password must be eight characters in length including at least one letter and one number.</p>	<div data-bbox="716 272 1715 348" style="border: 1px solid black; text-align: center; padding: 5px;">RAC ACCEPTANCE Client Invoice Management</div> <p data-bbox="722 425 1619 472">Use our secure online system to quickly and easily submit your client invoices and track invoice history.</p> <div data-bbox="730 504 1694 1022" style="border: 1px solid gray; padding: 10px;"><p data-bbox="745 519 1078 548">Get started by signing in:</p><p data-bbox="774 582 1335 629">② User Name: <input type="text"/></p><p data-bbox="774 651 1335 698">③ Password: <input type="password"/></p><p data-bbox="962 739 1174 786">④ <input type="button" value="Sign In"/></p><p data-bbox="1031 819 1161 839">Forgot Password?</p></div> <p data-bbox="722 1061 1615 1083">If you need assistance, please call the Customer Service Support Line at 888-672-2411.</p> <p data-bbox="722 1112 1103 1212">Customer Service Hours of Operation Monday - Friday 7am - 8:45pm CST Saturday - 8am-7:45pm CST Sunday Closed</p>



Client Invoice Management Tool

Resetting Your Password

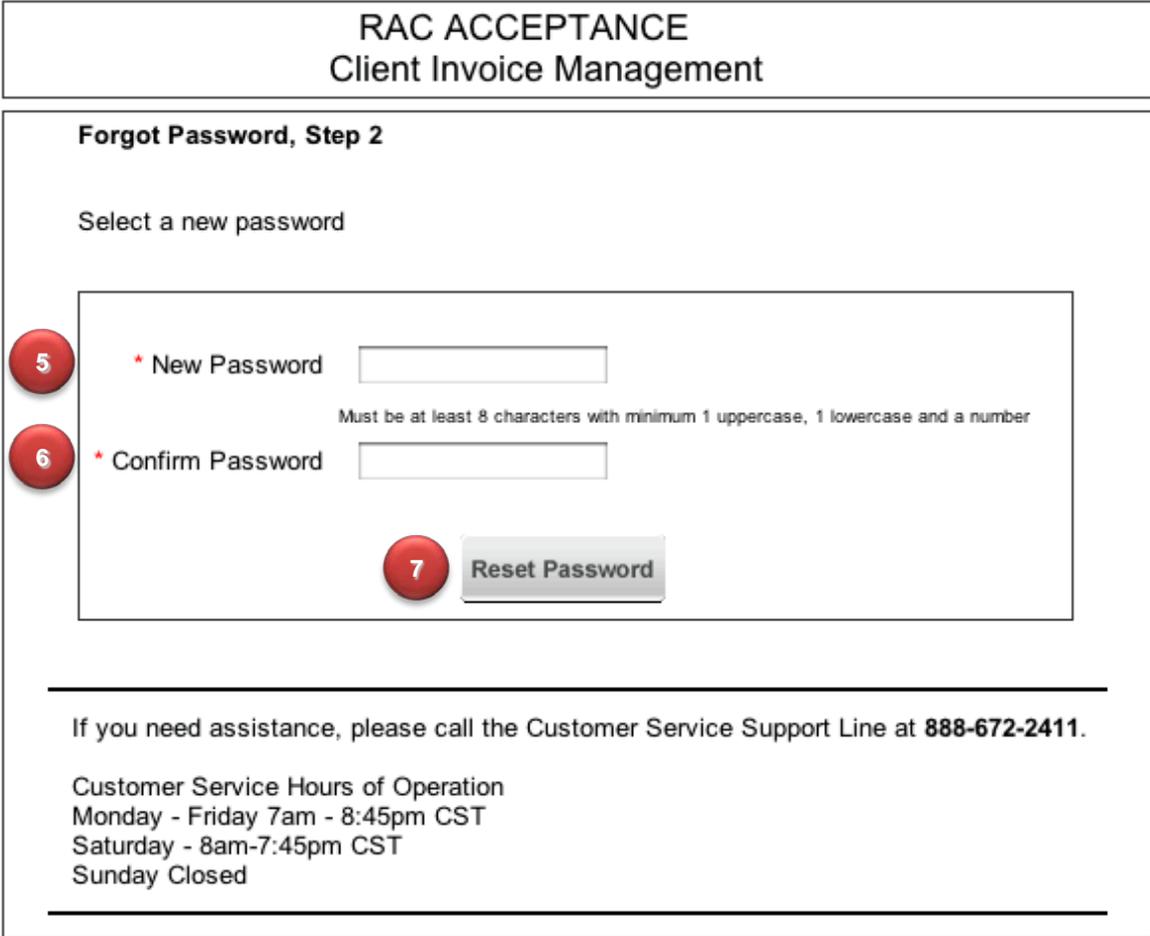
RAC Acceptance – Client Invoice Management Tool

Resetting Your Password	Screen
<p>① Click the Forgot Password link from the login screen.</p>	<div data-bbox="716 319 1715 396" style="border: 1px solid black; text-align: center; padding: 5px;">RAC ACCEPTANCE Client Invoice Management</div> <p data-bbox="716 468 1619 519">Use our secure online system to quickly and easily submit your client invoices and track invoice history.</p> <div data-bbox="730 551 1694 1068" style="border: 1px solid gray; padding: 10px;"><p data-bbox="745 568 1078 596">Get started by signing in:</p><p data-bbox="852 648 1335 676">User Name: <input type="text"/></p><p data-bbox="865 701 1335 729">Password: <input type="password"/></p><div data-bbox="1035 793 1174 843" style="text-align: center;"><input type="button" value="Sign In"/></div><div data-bbox="948 848 1161 915" style="text-align: center;">1 Forgot Password?</div></div> <p data-bbox="722 1108 1615 1136">If you need assistance, please call the Customer Service Support Line at 888-672-2411.</p> <p data-bbox="722 1158 1103 1262">Customer Service Hours of Operation Monday - Friday 7am - 8:45pm CST Saturday - 8am-7:45pm CST Sunday Closed</p>

RAC Acceptance – Client Invoice Management Tool

Resetting Your Password (Cont.)	Screen
<ul style="list-style-type: none">② Enter your user name in the User Name field.③ Enter the answer to your security question in the Answer field.④ Click Continue.	<div data-bbox="743 239 1733 325" style="border: 1px solid black; padding: 10px; text-align: center;"><h3>RAC ACCEPTANCE</h3><h4>Client Invoice Management</h4></div> <div data-bbox="743 335 1733 1203" style="border: 1px solid black; padding: 10px;"><p>Forgot Password</p><p>Enter your username and the answer to the question you provided when you set up your account</p><div data-bbox="807 511 1665 931" style="border: 1px solid black; padding: 10px;"><p>2 * User Name <input type="text"/></p><p>Question The question will display once the username is correctly entered</p><p>3 * Answer <input type="text"/></p><p style="text-align: right;">4 <input type="button" value="Continue"/></p></div><hr/><p>If you need assistance, please call the Customer Service Support Line at 888-672-2411.</p><p>Customer Service Hours of Operation Monday - Friday 7am - 8:45pm CST Saturday - 8am-7:45pm CST Sunday Closed</p><hr/></div>

RAC Acceptance – Client Invoice Management Tool

Resetting Your Password (Cont.)	Screen
<p>⑤ Enter a new password in the New Password field.</p> <p>Note: Your password must be eight characters in length including at least one letter and one number.</p> <p>⑥ Retype your new password in the Confirm Password field.</p> <p>⑦ Click Reset Password.</p>	 <p>RAC ACCEPTANCE Client Invoice Management</p> <p>Forgot Password, Step 2</p> <p>Select a new password</p> <p>⑤ * New Password <input type="text"/></p> <p>Must be at least 8 characters with minimum 1 uppercase, 1 lowercase and a number</p> <p>⑥ * Confirm Password <input type="text"/></p> <p>⑦ <input type="button" value="Reset Password"/></p> <hr/> <p>If you need assistance, please call the Customer Service Support Line at 888-672-2411.</p> <p>Customer Service Hours of Operation Monday - Friday 7am - 8:45pm CST Saturday - 8am-7:45pm CST Sunday Closed</p>



Client Invoice Management Tool

Accessing Your Store

RAC Acceptance – Client Invoice Management Tool

Accessing Your Store	Screen
<p>① Enter your Client Store ID and RACA Store ID or enter your Store's Billing Address to locate your store.</p> <p>Note: Single location clients may skip step 1.</p> <p>② Click SEARCH FOR YOUR STORE.</p>	<div data-bbox="629 289 1837 382"><p style="text-align: center;">RAC ACCEPTANCE Client Invoice Management</p><p>Submit Invoice Invoice History Logout Welcome, clientuser</p></div> <p data-bbox="629 386 1398 408">To submit an invoice to the system, please fill out the form below. * = indicates a required field.</p> <div data-bbox="629 441 1831 729"><p>1 Search For Your Store Fill in any or all fields below to search for your store, then click "Search". When you find your store in the list, select it. The store information will be automatically added to your form. To start over, search for another store, or click the "clear form" button.</p><p>Client Store ID <input type="text"/> RACA Store ID * <input type="text"/> Store Name * <input type="text"/> <small>(The name of your store)</small></p><p>Store's Billing Address Street <input type="text"/> City <input type="text"/> Select... <input type="button" value="SEARCH FOR YOUR STORE"/> <input type="button" value="Clear Store"/></p></div> <p data-bbox="629 739 1051 761">After you have selected your store, go on to step 2.</p> <div data-bbox="629 779 1843 1136"><p>2 Customer Information</p><p>Customer First Name * <input type="text"/> Customer Last Name * <input type="text"/> Customer ID <input type="text"/></p><p>Invoice ID * <input type="text"/> Invoice Date (Cannot be a future date.) * <input type="text"/> <input type="button" value="Calendar"/></p><hr/><p>Submitter's Information <small>(Enter your first and last name below.)</small></p><p>First Name * <input type="text"/> Last Name * <input type="text"/></p></div>



Client Invoice Management Tool

Submitting an Invoice

RAC Acceptance – Client Invoice Management Tool

Submitting an Invoice	Screen												
<p>① Select your store from the list of search results by clicking select.</p> <p>② The system populates the remaining information for your store in the first section of the form.</p>	<div data-bbox="643 372 1841 615"><p>Search Results Please select a store from the list below.(click on a column header to sort.)</p><table border="1"><thead><tr><th>Client StoreID</th><th>Store Name</th><th>RACA StoreID</th><th>Address</th><th>City</th><th>State</th></tr></thead><tbody><tr><td></td><td>One-1</td><td>6679</td><td>111 Main street</td><td>San Antonio</td><td></td></tr></tbody></table><p>1 page(s): [1] Enter Page number and click Go <input type="text"/> Go</p><p style="text-align: right;"><input type="button" value="select"/> <input type="button" value="Cancel"/></p></div> <div data-bbox="653 768 1831 1058"><p>①</p><p>Search For Your Store Fill in any or all fields below to search for your store, then click "Search" . When you find your store in the list, select it. The store information will be automatically added to your form. To start over, search for another store, or click the "clear form" button.</p><p>Client Store ID <input type="text"/> RACA Store ID * <input type="text" value="6679"/> Store Name * <input type="text" value="One-1"/> (The name of your store)</p><p>Store's Billing Address <input type="text" value="111 Main street"/> <input type="text" value="San Antonio"/> <input type="text" value="Texas"/></p><p><input type="button" value="SEARCH FOR YOUR STORE"/> <input type="button" value="Clear Store"/></p></div>	Client StoreID	Store Name	RACA StoreID	Address	City	State		One-1	6679	111 Main street	San Antonio	
Client StoreID	Store Name	RACA StoreID	Address	City	State								
	One-1	6679	111 Main street	San Antonio									

RAC Acceptance – Client Invoice Management Tool

Submitting an Invoice (Cont.)	Screen																												
<p>③ Enter the customer’s detail in the Customer Information section (Section 2) of the form.</p> <p>④ Enter merchandise details into the line item table (Section 3).</p> <p>Note: Click the + button to add additional items.</p> <p>⑤ If applicable, complete the Delivery Fee Total and Other Cost fields.</p> <p>Note: You must include a description for any amount listed in the Other Cost field.</p> <p>⑥ Use the Additional Comments field to provide any additional information related to the invoice.</p> <p>⑦ Click the check box if you plan to enter additional invoices for current location.</p> <p>⑧ Click Submit to send the invoice for processing.</p> <p>Note: Click Clear Form if you need to wipe out the data entered onscreen.</p>	<div style="border: 1px solid black; padding: 10px;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Customer Information</p> <p>Customer First Name * <input style="width: 150px;" type="text"/> Customer Last Name * <input style="width: 150px;" type="text"/> Customer ID <input style="width: 100px;" type="text"/></p> <p>Invoice ID * <input style="width: 100px;" type="text"/> Invoice Date (Cannot be a future date.) * <input style="width: 100px;" type="text"/> </p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Submitter's Information <small>(Enter your first and last name below.)</small></p> <p>First Name * <input style="width: 100px;" type="text"/> Last Name * <input style="width: 100px;" type="text"/></p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 20%;">Item ID Number *</th> <th style="width: 40%;">Item Description *</th> <th style="width: 10%;">Unit Price *</th> <th style="width: 10%;">Discount Unit Amount</th> <th style="width: 10%;">Qty *</th> <th style="width: 15%;">RACA Cost *</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td></td> <td></td> <td style="text-align: right;">00.00</td> <td style="text-align: right;">00.00</td> <td style="text-align: center;">00</td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td></td> <td></td> <td style="text-align: right;">00.00</td> <td style="text-align: right;">00.00</td> <td style="text-align: center;">00</td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td></td> <td></td> <td style="text-align: right;">00.00</td> <td style="text-align: right;">00.00</td> <td style="text-align: center;">00</td> <td></td> </tr> </tbody> </table> <p style="margin: 0;"><input type="button" value="+"/> Add More Items</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Merchandise Cost \$0.00</p> <p>Delivery Fee Total \$ <input style="width: 50px;" type="text" value="00.00"/></p> <p>Other Cost \$ <input style="width: 50px;" type="text" value="00.00"/></p> <p>Invoice Cost \$0.00</p> <p style="text-align: right; margin-top: 10px;">If you have Other Costs, please provide a description. <input style="width: 100%; height: 40px;" type="text"/></p> </div> <p style="margin: 0;">Additional Comments (200 Character Max) <input style="width: 100%; height: 40px;" type="text"/></p> <p style="margin: 0;"> <input type="checkbox"/> Check this box if you have more invoices to enter from this location. <small>(This will save information in the form, so you don't have to retype all of it.)</small> </p> <p style="text-align: right; margin: 0;"> <input style="background-color: #00bcd4; color: white; padding: 5px 15px; border: none;" type="button" value="Submit"/> <input style="background-color: #ccc; padding: 5px 15px; border: none; margin-left: 10px;" type="button" value="Clear Form"/> </p> </div>		Item ID Number *	Item Description *	Unit Price *	Discount Unit Amount	Qty *	RACA Cost *	1			00.00	00.00	00		2			00.00	00.00	00		3			00.00	00.00	00	
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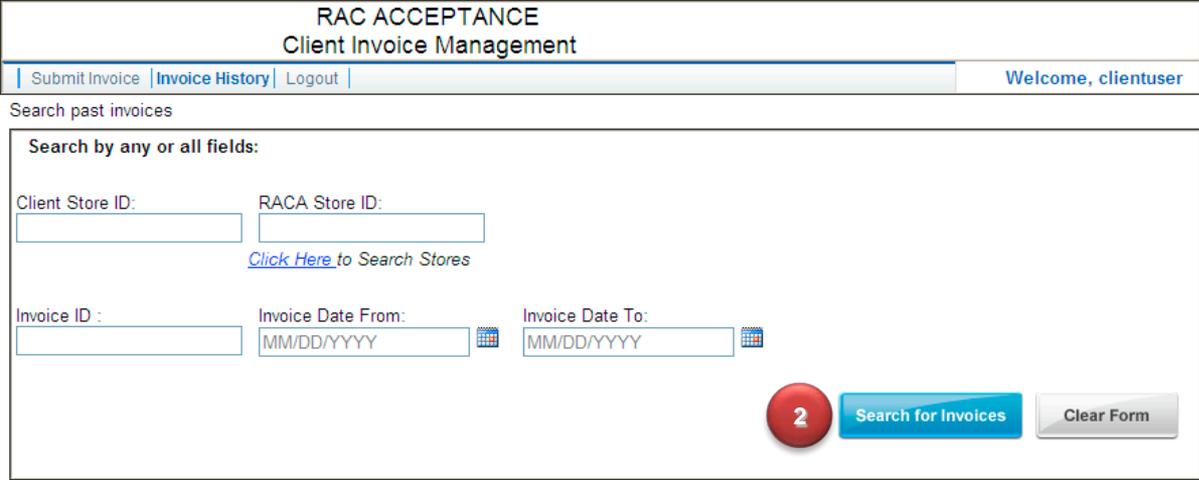
Client Invoice Management Tool

Viewing Invoice History

RAC Acceptance – Client Invoice Management Tool

Viewing Invoice History	Screen
<p>① Log in to the invoice management tool and click Invoice History at the top of the screen.</p>	<div data-bbox="627 288 1837 382"><p style="text-align: center;">RAC ACCEPTANCE Client Invoice Management</p><p>Submit 1 Invoice History Logout Welcome, clientuser</p></div> <p data-bbox="627 386 1400 408">To submit an invoice to the system, please fill out the form below. * = indicates a required field.</p> <div data-bbox="627 439 1837 729"><p>1 Search For Your Store Fill in any or all fields below to search for your store, then click "Search". When you find your store in the list, select it. The store information will be automatically added to your form. To start over, search for another store, or click the "clear form" button.</p><p>Client Store ID <input type="text"/> RACA Store ID * <input type="text"/> Store Name * <input type="text"/> <small>(The name of your store)</small></p><p>Store's Billing Address Street <input type="text"/> City <input type="text"/> <input type="text" value="Select..."/> <input type="button" value="SEARCH FOR YOUR STORE"/> <input type="button" value="Clear Store"/></p></div> <p data-bbox="627 739 1052 761">After you have selected your store, go on to step 2.</p> <div data-bbox="627 779 1837 1136"><p>2 Customer Information</p><p>Customer First Name * <input type="text"/> Customer Last Name * <input type="text"/> Customer ID <input type="text"/></p><p>Invoice ID * <input type="text"/> Invoice Date (Cannot be a future date.) * <input type="text" value="MM/DD/YYYY"/> <input type="button" value="Calendar"/></p><hr/><p>Submitter's Information (Enter your first and last name below.)</p><p>First Name * <input type="text"/> Last Name * <input type="text"/></p></div>

RAC Acceptance – Client Invoice Management Tool

Viewing Invoice History (Cont.)	Screen
<p>② Fill out one or more of the fields, then click Search for Invoices.</p> <p>Note: If you do not know any of the details requested on this screen, you may use the Search for a Store feature to locate your store. Refer to your user's guide for details on how to use the Search for a Store function.</p>	 <p>The screenshot shows the 'RAC ACCEPTANCE Client Invoice Management' interface. At the top, there is a navigation bar with 'Submit Invoice', 'Invoice History', and 'Logout' links, and a 'Welcome, clientuser' message. Below this is a section titled 'Search past invoices'. The main search area is titled 'Search by any or all fields:' and contains several input fields: 'Client Store ID', 'RACA Store ID', 'Invoice ID', 'Invoice Date From' (with a calendar icon), and 'Invoice Date To' (with a calendar icon). A blue link 'Click Here to Search Stores' is positioned between the 'RACA Store ID' and 'Invoice ID' fields. At the bottom right of the search area, there is a red circle with the number '2', a blue 'Search for Invoices' button, and a grey 'Clear Form' button.</p>

RAC Acceptance – Client Invoice Management Tool

Viewing Invoice History (Cont.)	Screen																																																						
<p>③ Locate the invoice you wish to review and click View.</p>	<div style="border: 1px solid black; padding: 10px;"> <div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"> RAC ACCEPTANCE Client Invoice Management </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Submit Invoice Invoice History Logout Welcome, clientuser </div> <p>Search past invoices</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Search by any or all fields:</p> <p>Client Store ID: <input type="text"/> RACA Store ID: <input type="text" value="6679"/></p> <p style="text-align: center;">Click Here to Search Stores</p> <p>Invoice ID: <input type="text"/> Invoice Date From: <input type="text" value="MM/DD/YYYY"/> <input type="text" value="MM/DD/YYYY"/></p> <p style="text-align: right; margin-top: 10px;"> <input type="button" value="Search for Invoices"/> <input type="button" value="Clear Form"/> </p> </div> <p>Search Results Please select a store from the list below.(click on a column header to sort.)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #f2f2f2;"> <th>Create Date</th> <th>RACA Store ID</th> <th>Invoice ID</th> <th>Invoice Date</th> <th>Submitter First Name</th> <th>Submitter Last Name</th> <th>Customer First Name</th> <th>Customer Last Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>6/3/2011</td> <td>6679</td> <td>000111</td> <td>6/3/2011</td> <td>abc</td> <td>test</td> <td>abc</td> <td>test</td> <td><input type="button" value="View"/></td> </tr> <tr> <td>6/3/2011</td> <td>6679</td> <td>000110</td> <td>6/3/2011</td> <td>abc</td> <td>test</td> <td>abc</td> <td>test</td> <td><input type="button" value="View"/></td> </tr> <tr> <td>6/3/2011</td> <td>6679</td> <td>00101</td> <td>6/3/2011</td> <td>abc</td> <td>test</td> <td>abc</td> <td>test</td> <td><input type="button" value="View"/></td> </tr> <tr> <td>5/11/2011</td> <td>6679</td> <td>S-001</td> <td>5/10/2011</td> <td>Lois</td> <td>Lane</td> <td>Clark</td> <td>Kent</td> <td><input type="button" value="View"/></td> </tr> <tr> <td>5/9/2011</td> <td>6679</td> <td>aqw2</td> <td>2/2/2011</td> <td>ss</td> <td>aa</td> <td>aa</td> <td>ss</td> <td><input type="button" value="View"/></td> </tr> </tbody> </table> <p>1 page(s): [1] Enter Page number and click Go <input type="text"/> <input type="button" value="Go"/></p> </div>	Create Date	RACA Store ID	Invoice ID	Invoice Date	Submitter First Name	Submitter Last Name	Customer First Name	Customer Last Name		6/3/2011	6679	000111	6/3/2011	abc	test	abc	test	<input type="button" value="View"/>	6/3/2011	6679	000110	6/3/2011	abc	test	abc	test	<input type="button" value="View"/>	6/3/2011	6679	00101	6/3/2011	abc	test	abc	test	<input type="button" value="View"/>	5/11/2011	6679	S-001	5/10/2011	Lois	Lane	Clark	Kent	<input type="button" value="View"/>	5/9/2011	6679	aqw2	2/2/2011	ss	aa	aa	ss	<input type="button" value="View"/>
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RAC Acceptance – Client Invoice Management Tool

Viewing Invoice History (Cont.)	Screen																																
<p>The details of your selected invoice appear.</p> <p>From this screen, you may either</p> <p>③ Click Close to return to a list of search results.</p> <p>Or...</p> <p>④ Click Print to print a copy of the invoice.</p>	<div style="text-align: right; margin-bottom: 10px;"> Close Print </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 20px;"> <div style="text-align: left;"> <p>Invoice Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Invoice ID</td> <td style="width: 30%;">Invoice Date</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>aqw2</td> <td>2/2/2011</td> <td></td> <td></td> </tr> <tr> <td>Store Name</td> <td>Store Billing Address</td> <td>Client Store ID</td> <td>RACA Store ID</td> </tr> <tr> <td>One-1</td> <td>111 Main street San Antonio, TX</td> <td></td> <td>6679</td> </tr> <tr> <td>Customer Name</td> <td>Customer ID</td> <td></td> <td></td> </tr> <tr> <td>aa ss</td> <td>aaa</td> <td></td> <td></td> </tr> <tr> <td>Submitter's Name</td> <td>Invoice Submission Date</td> <td></td> <td></td> </tr> <tr> <td>ss aa</td> <td>5/9/2011 11:35:50 AM</td> <td></td> <td></td> </tr> </table> </div> <div style="text-align: right;"> 3 4 </div> </div> <hr/> <p>Comments</p> <p>Merchandise Cost: \$0.00 Delivery Fee Total: \$222.00 Other Cost \$0.00 Other Cost Description:</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p>INVOICE TOTAL \$222.00</p> </div>	Invoice ID	Invoice Date			aqw2	2/2/2011			Store Name	Store Billing Address	Client Store ID	RACA Store ID	One-1	111 Main street San Antonio, TX		6679	Customer Name	Customer ID			aa ss	aaa			Submitter's Name	Invoice Submission Date			ss aa	5/9/2011 11:35:50 AM		
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aa ss	aaa																																
Submitter's Name	Invoice Submission Date																																
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