



INVOICE MATCH USER GUIDE

For Clients

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Revision History

Rev	Date	Changes	Name
1.1	1/16/12	Added topics "Batch Invoice Upload" and "Batch Invoice History" to ch. 2. Added "Uploading Invoice Batch Files" and "Viewing Batch Invoice History" topics to ch. 3. Replaced screenshot examples throughout doc. Added Customer Delivery Address fields to Invoice Submittal and Invoice Details topics. Added Appx. A: "Batch File Data Format & Example."	B. Scoggins
1.2	2/8/12	Updated User Roles for clients and IP. Replaced appx. A.1 from BRD v.2.2. Replaced report examples to show Customer Delivery Address field. Added appx. B "Batch Upload Error Messages."	B. Scoggins
1.3	3/12/12	In chapter 2, re-worded note under "Batch Invoice Upload" topic; added sentence recommending file naming convention to "Upload Batch File" topic; replaced several screenshots. In ch. 3, added note to step 5 of "Uploading Invoice Batch Files" topic. Replaced XML schema in appx. A. Revised appx. B.	B. Scoggins
1.4	3/26/12	Updated screen prints for Batch History Results	C. Donelan

Acronyms and Abbreviations

Est. : Estimated
ID : Identification, or identification number
IP : Inventory Payables
QTY : Quantity
RAC : Rent-A-Center
RACA : RAC Acceptance
XML : Extensible Markup Language

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Overview

The RAC Acceptance (RACA) web-based Client Invoice Management interface provides an accurate and efficient method for clients (store partners) to submit invoices, for RACA stores to review the invoices and add inventory merchandise report data, and for Inventory Payables (IP) to authorize invoices for payment.

This guide describes how clients submit invoices to RACA stores and locates previous invoices using the Client Invoice Management interface.

User Roles

The user roles are defined in the table below:

Client	<ul style="list-style-type: none">• Enters and submits electronic invoices to RACA stores• Uploads multiple invoices in batch files to RACA stores• Views invoice histories and invoice batch histories• Receives timely payments
RACA store ¹	<ul style="list-style-type: none">• Reviews invoices associated with their store• Adds inventory merchandise report data and forwards invoices to IP• Corrects any returned invoices and resubmits to IP
Inventory Payables	<ul style="list-style-type: none">• Reviews and authorizes invoices; calculates and processes for payment• Rejects invoices back to RACA stores for corrections• Deletes any invoices which do not apply• Reassigns invoices to other stores• Submits invoices and uploads invoice batch files on behalf of clients• Runs reports to monitor invoices requiring attention
Operations	Runs reports to monitor the invoice process

¹ District Managers and Regional Directors possess the same privileges as the stores they support.

Logging In/Out

Log In

To access the Client Invoice Management interface, launch a web browser, load the RAC Acceptance website (www.racacceptance.com) and select the 'Client Login' link at bottom of the page.

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

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

AMERICAN SIGNATURE FURNITURE®
Helmer
FURNITURE Expressions
ARKANSAS Home furnishings ASSOCIATION
Beck's FURNITURE
AMERICAN HOME EXPRESS
Today's Furniture, Today.
GARDNER-WHITE
furniture & mattresses
RoomStore
We Don't Cut Corners. We Cut Prices.™

See More of Our Partners

Contact Us | Employment Opportunities | Privacy Policy | Client Login | Client Training | ePay Terms

The advertised transaction is a rental-purchase agreement (or in PR, a lease agreement - with an option to purchase) or a lease-purchase agreement; in VA a lease-purchase agreement.).

The "Total of All Payments" does not include applicable sales taxes or optional fees and other charges that may be assessed.

Product availability may vary by store. You will not own the merchandise until the total amount has been paid in full, or you exercise your early purchase option. Ownership is optional.

See Store Manager for complete details. Consulta con el Gerente de la Tienda para los detalles completos.

© 2010 RAC Acceptance®. All Rights Reserved. Also recognized as TRS Home Furnishings.

Click 'Client Login' to go to login page.

From the login page, enter your user name and password, and then click **Sign In** (or press **Enter**).

The screenshot shows the login interface for RAC ACCEPTANCE Client Invoice Management. At the top, a header box contains the text "RAC ACCEPTANCE" and "Client Invoice Management". Below this, a paragraph states: "Use our secure online system to quickly and easily submit your client invoices and track invoice history." A central gray box titled "Get started by signing in:" contains the login fields. It includes a "User Name:" label followed by a text input field, and a "Password:" label followed by a text input field. Below these fields is a "Sign In" button. Under the button is a purple link that says "Forgot Password?". At the bottom of the page, outside the gray box, is a line of text: "If you need assistance, please call the Customer Service Support Line at 888-672-2411." Below that is the "Customer Service Hours of Operation" section, which lists: "Monday - Friday 7am - 8:45pm CST", "Saturday - 8am-7:45pm CST", and "Sunday Closed".

For first time users, use the provided user name and password when creating an account. Password length must be a minimum of eight characters and consist of at least one alpha character and a number. Special characters (/, #, ?, @) are not allowed.

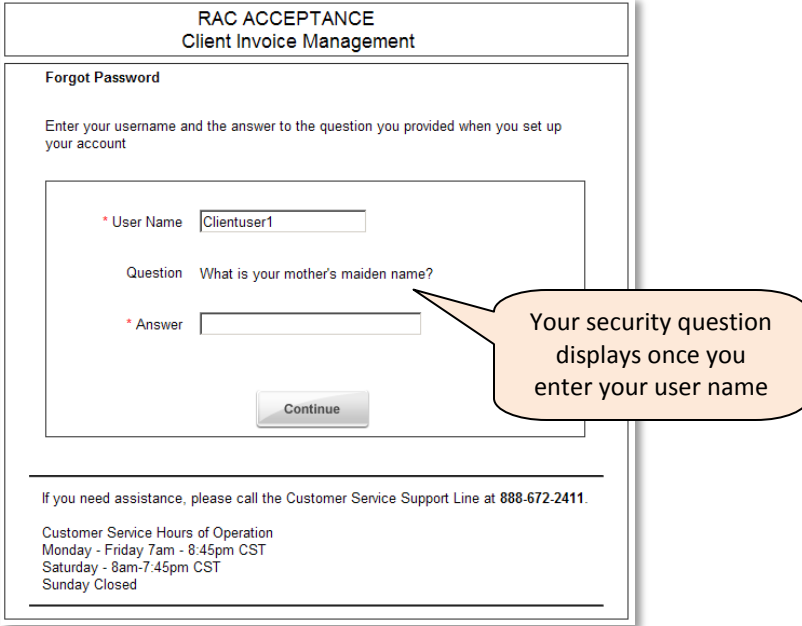
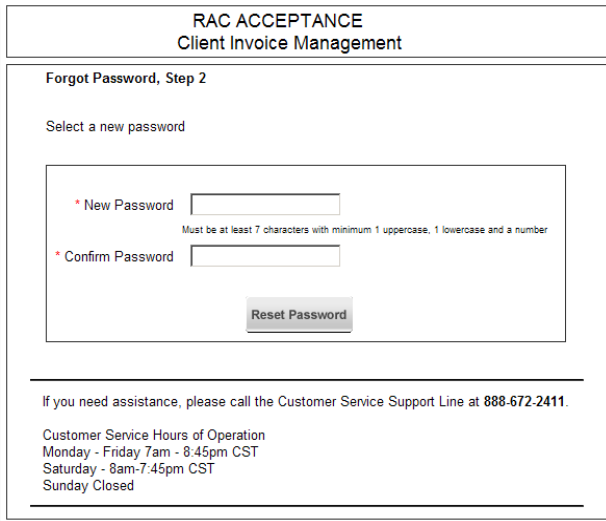
NOTE: Users are automatically logged out of their sessions after 15 minutes of inactivity.

Log Out

To log out of the Client Invoice Management interface, click **Logout** from the menu bar.

Reset Password

To reset your password, follow the steps below:

Step	Action
1.	From the login page, click the “Forgot Password” link. The Forgot Password dialog displays.
2.	<p>Enter your user name.</p>  <p>The security question displays.</p>
3.	Enter your answer to the security question that you provided when you established your password and click Continue . The step 2 dialog displays.
4.	<p>Enter a new password in the New Password field.</p> <p>Password length must be a minimum of eight characters and consist of at least one alpha character and a number. Special characters (/, #, ?, @) are not allowed.</p> 

Step	Action
5.	Retype your new password in the Confirm Password field and click Reset Password .
6.	<p>A confirmation dialog displays and an e-mail is sent to your account e-mail address notifying you of the password change.</p> <div><p>RAC ACCEPTANCE Client Invoice Management</p><p>Forgot Password, Confirmation</p><p>Your password has been reset An email has been sent to the address associated with this username. with a notification that the password has been reset.</p><p>Please remember to share the new password with all the users of this username and password.</p><p>Sign In</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></div>
7.	Click Sign In to return to the Login page.

Getting Help

Technical Support

For technical issues or errors, please contact Customer Service:

Customer Service Support Line: (888) 672-2411

Hours of Operation

Monday – Friday	7:00 a.m. to 8:45 p.m. CST
Saturday	8:00 a.m. to 7:45 p.m. CST
Sunday	Closed

Accounting Support

For invoice status or account payment issues, please contact RAC Inventory Payables during regular business hours.

IP Support Line: (972) 801-4797

Hours of Operation

Monday – Friday	8:00 a.m. to 5:00 p.m. CST
Saturday	Closed
Sunday	Closed

Client Invoice Management Web Form

Overview

This chapter describes the RAC Acceptance Client Invoice Management web form and its associated components, fields and controls.

RACA clients (store partners) use the online invoice form to submit invoices to their associated RACA stores.

The following topics are described in this chapter:

- [Invoice Submittal](#) – The default view after logging in is the invoice submittal form. Use this form to enter invoice details and submit invoice to RACA stores. The form includes the following components:
 1. Search For Your Store – Use this step to identify the RACA store to receive the invoice.
 2. Customer information and submitter name – Complete this information for all invoices.
 3. Merchandise details – Use this step to include merchandise line items in the invoice.
 4. Costs and Totals – Use this step to include other costs in the invoice, such as delivery fees, sales taxes, restocking fees or similar.
- [Invoice History](#) – Use the Invoice History form to verify invoice submissions and look up past invoices.
- [Batch Invoice Upload](#) – Use this option to upload multiple invoices to the Client Invoice Management interface using a single XML batch file.
- [Batch Invoice History](#) – Use this option to look up one or more past invoice batch uploads and view associated invoice details.

Invoice Submittal

From the Client Invoice Management menu bar, click **Submit Invoice** to view the invoice submittal form. This is the default view after logging in to the interface.

RAC ACCEPTANCE
Client Invoice Management

[Submit Invoice](#) |
 [Invoice History](#) |
 [Batch Invoice Upload](#) |
 [Batch Invoice History](#) |
 [Logout](#)

Welcome, clientuser

To submit an invoice to the system, please fill out the form below. * = indicates a required field.

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.

Client Store ID

RACA Store ID *

Store Name *

(The name of your store)

Store's Billing Address

SEARCH FOR YOUR STORE

Clear Store

After you have selected your store, go on to step 2.

2

Customer Information

Customer First Name *

Customer Last Name *

Customer ID

Customer Delivery Address:

Delivery Address 1

Delivery Address 2

City

State

ZipCode

Invoice ID *

Invoice Date (Cannot be a future date.) *

Submitter's Information

(Enter your first and last name below.)

First Name *

Last Name *

Enter information about the items being invoiced. If you are only invoicing Delivery Fees or Other Costs, go on to Step 4.
Enter information in either Sections 3 or 4, or both. If you enter an Item ID Number in Section 3, then Item Description, Unit price and Quantity are also required fields.

3

	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	

+

Add More Items

Costs and Totals

4

Merchandise Cost \$0.00

If you have Other Costs, please provide a description.

Delivery Fee Total \$ 00.00

Other Cost \$ 00.00

Invoice Cost \$0.00

☐ Check this box if you have more invoices to enter from this location.
(This will save information in the form, so you don't have to retype all of it.)

Submit

Clear Form

If you need assistance, please call the Customer Service Support Line at 888-672-2411.

Customer Service Hours of Operation
 Monday - Friday 7am - 8:45pm CST
 Saturday - 8am-7:45pm CST
 Sunday Closed

The fields and controls of each of these steps are described below.

Search For Your Store

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.

Client Store ID

RACA Store ID *

Store Name *

(The name of your store)

Store's Billing Address

After you have selected your store, go on to step 2.

NOTE: For clients with one store location, the store information is pre-populated.

Field/Control	Type	Description
Client Store ID	Text box	The client store identification number. To narrow search results, type in a client store ID and press Tab or click SEARCH FOR YOUR STORE . If only one store is associated with this ID, the store fields are automatically populated. If more than one store exists, the search results display a filtered list of stores to choose from.
RACA Store ID	Text box	The ID of the RACA store to receive the invoice. The ID is required to submit the invoice. To narrow search results, type in a RACA store ID and press Tab or click SEARCH FOR YOUR STORE . If only one store is associated with this ID, the store fields are automatically populated. If more than one store exists, the search results display a filtered list of stores to choose from.
Store Name	Text box	The client store name, which is required to submit the invoice. To narrow search results, type in a store name (or partial name) and click SEARCH FOR YOUR STORE . The search results display a filtered list of stores to choose from.
Store's Billing Address:		
Street	Text box	Store's street number and street name. To narrow search results, type in a street address (or partial street address) and click SEARCH FOR YOUR STORE . The search results display a filtered list of stores to choose from.
City	Text box	City where store is located. To narrow search results, type in a city (or partial city name) and click SEARCH FOR YOUR STORE . The search results display a filtered list of stores to choose from.
State	Drop-down menu	State where store is located. To narrow search results, select state from the drop-down menu.

Field/Control	Type	Description
SEARCH FOR YOUR STORE	Button	Click to look up a store based upon the above entries (to view all stores, leave the search criteria fields blank). The Search Results pop-up dialog displays (see example below). Click select next to the store of interest to automatically populate the store fields with store details.
Clear Store	Button	Click to clear the store form to perform another search.

The following is an example of the Search Results pop-up dialog which displays after clicking **SEARCH FOR YOUR STORE**. From this view, locate the store of interest and click **select** to add the store details to the Search For Your Store form.

Search Results
Please select a store from the list below. (click on a column header to sort.)

Client StoreID	Store Name	RACA StoreID	Address	City	State	
	MATTRESS STORE	6696	100 DIMSION ST	SAN ANTONIO	TX	select
	FURNITURE STORE	6678	200 DIMSION ST	PLANO	TX	select
	FURNITURE STORE	6679	300 DIMSION ST	WACO	TX	select
	FURNITURE STORE	6680	100 MIDWAY	FT WORTH	TX	select
	FURNITURE STORE	6681	200 MIDWAY	EL PASO	TX	select
	FURNITURE STORE	6682	100 DIMSION ST	SAN ANTONIO	TX	select
		6683	400 HIGH ST	RICHARDSON	TX	select
		6684	500 HIGH ST			select
		6685	600 HIGH ST			select
	ORE STORE 2	6678	200 DIMSION ST	D		select

3 page(s): [1] 2 3

Enter Page number and click Go

Callouts:

- Click headings to sort
- Click page # to view more results
- Enter page # and click Go to go directly to page
- Click Select to add store # to search form

Customer Information

Customer Information

2

Customer First Name * Customer Last Name * Customer ID

Customer Delivery Address:

Delivery Address 1 Delivery Address 2

City State ZipCode

Invoice ID * Invoice Date (Cannot be a future date.) *

Submitter's Information
(Enter your first and last name below.)

First Name * Last Name *

Field/Control	Type	Description
Customer Information:		
Customer First Name	Text box	[Required] Customer's first name.
Customer Last Name	Text box	[Required] Customer's last name.
Customer ID	Text box	Customer's ID number.
Customer Delivery Address:		
Delivery Address 1	Text box	[Optional, unless 'Delivery Address 2', 'City' and 'State' fields are populated] Street address.
Delivery Address 2	Text box	[Optional] Second line of customer delivery address.
City	Text box	[Optional, unless 'Address 1' and 'State' fields are populated] Customer's delivery city.
State	Text box	[Optional, unless 'Address 1' and 'State' fields are populated] State associated with customer's delivery address.
ZipCode	Text box	[Optional] Customer's delivery zip code.
Invoice ID	Text box	[Required] Unique invoice identifier.
Invoice Date	Date field	[Required] Invoice date using format mm/dd/yyyy (future dates are not allowed).
Submitter's Information:		
First Name	Text box	[Required] Submitter's first name.
Last Name	Text box	[Required] Submitter's last name.

Merchandise Line Item Details

Use this step when including merchandise items in the invoice.

To submit an invoice that does not include merchandise items (for example, invoicing delivery fees, sales tax, and/or restocking fees only), skip to step 4.

3

	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	

+ Add More Items

Field/Control	Type	Description
Item ID Number	Text box	[Required] Enter the merchandise item identification number.
Item Description	Text box	[Required] Enter item description.
Unit Price	Currency	[Required] Enter the price per unit.

Field/Control	Type	Description
Discount Unit Amount	Currency	Enter the optional discount amount per unit, if applicable. This amount is subtracted from unit price to determine the RACA Cost amount.
Qty	Text box	[Required] Number of units for this line item.
RACA Cost	Auto-filled	The RACA cost is automatically calculated using the formula: (Unit Price – Discount Unit Amount) x Qty

NOTE: Click the '+' button to add additional rows.

Costs and Totals

Complete this step when including delivery fees, sales taxes, restocking fees or similar in the invoice.

Costs and Totals

4

Merchandise Cost	\$0.00	If you have Other Costs, please provide a description. <div></div>
Delivery Fee Total \$	<input type="text" value="00.00"/>	
Other Cost \$	<input type="text" value="00.00"/>	
Invoice Cost	\$0.00	

Field/Control	Type	Description
Merchandise Cost	Auto-filled	Displays total of all RACA Cost amounts from step 3.
Delivery Fee Total	Currency	Delivery fees.
Other Cost	Currency	Other costs such as sales tax, restocking fee, etc. If used, an explanation is required in the associated text box.
Other cost description	Text box	If Other Cost field contains an amount, a description is required in this field. For example, if you entered a restocking fee, enter "Restocking fee" or similar here.
Invoice Cost	Auto-filled	Displays invoice total amount which consists of: Merchandise Cost + Delivery Fee + Other Cost

Additional Comments and Submit Button

Prior to submitting the invoice, enter any comments in the Additional Comments text box, select the check box if submitting more than one invoice, and then click **Submit**.

Costs and Totals

4

Merchandise Cost \$0.00

Delivery Fee Total \$ 00.00

Other Cost \$ 00.00

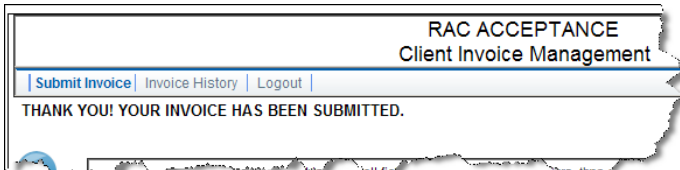
Invoice Cost \$0.00

If you have Other Costs, please provide a description.

Additional Comments (200 Character Max)

☐ Check this box if you have more invoices to enter from this location.
(This will save information in the form, so you don't have to retype all of it.)

Submit Clear Form

Field/Control	Type	Description
Additional Comments	Text box	Use to log any additional comments.
More invoices option	Check box	Select this option prior to clicking Submit when you intend to enter additional invoices from the current location. This saves you from reentering the store and submitter information.
Submit	Button	Click to submit invoice to the RACA store. A confirmation message displays at the top of the form (see below example).  <p>To look up and verify an invoice submission, use the Invoice History form (described in the next section).</p>
Clear Form	Button	Click to clear the form.

Invoice History

Use this form to look up and verify an invoice submission. From the menu bar, click **Invoice History** to look up previous invoices using the search form below.

Search Criteria

Enter optional search criteria and click **Search** to look up existing invoices. The search fields are defined below.

Field/Control	Type	Description
Client Store ID	Text box	Enter client store identification number to filter invoices by client store.
RACA Store ID	Text box	Enter RACA store ID to filter by RACA store.
Invoice ID	Text box	Enter invoice identifier to search for a particular invoice.
Invoice Date From	Date field	Enter a starting invoice date (or click calendar icon and choose a date) to filter by a date range.
Invoice Date To	Date field	Enter an ending invoice date (or click calendar icon and choose a date) to filter by a date range.
Click Here to Search Stores	Hyperlink	Click hyperlink to locate a store ID using store name, address, city, state, or RACA store ID. A blank store search form displays (see Search for a Store Form below for details).
Search for Invoices	Button	Click to search for invoices based on the above criteria (leave fields blank to return all results). Results display below the search criteria form (see Search Results topic below).
Clear Form	Button	Click to clear the search fields.

Search Results

Invoice search results display below the search form sorted by “Create Date” in reverse chronological order. If more than 20 results are returned, additional pages are selectable from the bottom of the results.

To view invoice details, click **View** next to the invoice line item. The Invoice Details form displays in a new window (see [Invoice Details](#) topic below for an example screenshot).

Search Results

Please select a store from the list below.(click on a column header to sort.)

Create Date	RACA Store ID	Invoice ID	Invoice Date	Submitter First Name	Submitter Last Name	Customer First Name	Customer Last Name	Invoice Status	
2/29/2012	06483	765858	2/29/2012	6858	5868	67567	76567	Pending approval	View
2/29/2012	06483	12345678901	2/29/2012	test	56456546	97	89789	Pending approval	View
2/29/2012	06483	775677	2/29/2012	TEST INV TOT	TEST7886	INV TOT TEST 2	TEST 2		View
2/29/2012	06483	6757	2/29/2012	67657	657657	other	deli cost		View
2/29/2012	06483	888678	2/29/2012	test other cost	7858	other cost	other cost		View
2/29/2012	06483	7986799	2/29/2012	test delivery cost	8999	inv total	delivery		View
2/29/2012	06483	7867868	2/29/2012	inv total	test	test inv tot	deli fee	Pending approval	View
2/29/2012	06483	769679	2/29/2012	9696 zip code	zip code	zip code	test	Pending approval	View
2/29/2012	06483	7567567	2/29/2012	Test Zip code	Test 1	zip code test	test 1	Pending approval	View
2/29/2012	06576	2121	1/31/2012	Bobby	Billy	Billy	Bob 2	Pending approval	View
2/29/2012	06680	10111	2/29/2012	Bob	Billy	Billy	Bob	Pending approval	View
2/29/2012	06680	INV-987654B	2/29/2012	Jaclyn	McTester	Tester	McTester	Pending approval	View
2/29/2012	06680	INV-987654	2/29/2012	Jaclyn	McTester	Tester	McTester	Pending approval	View
2/29/2012	06682	Test123	2/29/2012	Jaclyn	Paz	Jaclyn	Tester	Pending approval	View
2/28/2012	06483	89889	2/28/2012	submit for payment	test 2	submit for payment	test	In process	View
2/28/2012	06483	567757	2/28/2012	deleted test	deleted	deleted test	test		View
2/28/2012	06483			process	rejected	REJECTED TEST			View
2/28/2012	06484			process	submit for correction	submit for correction			View
2/28/2012	06483			process	submit for payment	Submit for payment			View
2/28/2012	06483			test pending app	pending test	Pending store	action test	Pending approval	View

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Enter Page number and click Go [Go](#)

The following columns are included in the search results. Click a column heading to sort by that column.

- Create Date
- RACA Store ID
- Invoice ID
- Invoice Date
- Submitter First Name
- Submitter Last Name
- Customer First Name
- Customer Last Name
- Invoice Status (Pending approval, In process, Paid, Deleted)

Invoice Details

An example Invoice Details form is depicted below. This form displays in a new window by clicking **View** next to an invoice line item in the invoice search results.

Invoice Details

ClosePrint

Invoice ID	Invoice Date
INV-2112	2/27/2012 12:00:00 AM
Client Store ID	RACA Store ID
	06679
Store Name	Store Billing Address
CAMPING SUPPLY	111 Main street San Antonio TX ,
Customer Name	Customer ID
Neil Peart	NP01
CustomerDelivery Address1	CustomerDelivery Address2
2112 Lakeside Park	
Customer City	Customer State
Hardwick	VT
Zip Code	
99999	
Submitter's Name	Invoice Submission Date
Tom Sawyer	2/27/2012 1:52:36 PM

Item ID	Item Description	Unit Price	Discount Unit Amount	Qty	RACA Cost
4WDCAR	Caravan	22000.00	3000.00	1	19000.00

Comments

Merchandise Cost: \$19000.00
Delivery Fee Total: \$0
Other Cost \$0
Other Cost Description:

INVOICE TOTAL
\$19000.00

Search for a Store

This pop-up form displays after clicking the “Click Here” hyperlink from the Invoice History page.

Use this form to look up store details. Simply enter information into one or more of the search fields (or leave all fields blank for an unrestricted search) and click **Submit**.

From the search results, click **Select** next to the store of interest. This adds the store ID number to the **RACA Store ID** field and the client store ID number (if applicable) to the **Client Store ID** field of the Invoice History form.

Search for a store by filling in any or all of the fields below:

RACA Store ID: Store Name: Street Address:

City: State:

Search Results

Please select a store from the list below.(click on a column header to sort.)

Client StoreID	Store Name	RACA StoreID	Address	City	State	
	Three	6685	333 Main street	Austin	TX	<input type="button" value="select"/>

1 page(s): [1] Enter Page number and click Go

NOTE: Partial data entries are allowed.

Field/Control	Type	Description
RACA Store ID	Text box	RACA store identifier.
Store Name	Text box	Store name.
Street Address	Text box	Store's street number and street name.
City	Text box	City where store is located.
State	Drop-down menu	State where store is located.
Submit	Button	Click to perform a search based upon the optional search criteria. Results display below the search criteria fields.
Cancel	Button	Click to cancel search operation and return to the Invoice History search form.

Field/Control	Type	Description
Search Results	Table	<p>Search results in table format, and includes the following columns:</p> <ul style="list-style-type: none">• Client Store ID• Store Name• RACA Store ID• Address• City• State <p>Click on a column heading to sort by that column.</p> <p>To view another results page, either click on the page number link (bottom left) or enter the page number in the 'go to' text box (bottom right) and click Go.</p>
Select	Button	Click Select next to the store of interest to add the store ID number to the RACA Store ID field of the invoice search form.

Batch Invoice Upload

Use this feature to upload multiple invoices to the Client Invoice Management system using a batch file in a standardized XML data format as defined in [Appendix A](#) of this guide. Currently, there is no limit to the number of invoices which the XML file may contain.

NOTE: For assistance in creating XML files according to the RACA schema, please contact your RACA representative.

During the upload process, any invoices in the batch file containing incomplete or erroneous data are removed from the upload process and subsequently identified in the results message as failed so the user can correct the failed invoices and attempt another upload.

Batch File Upload

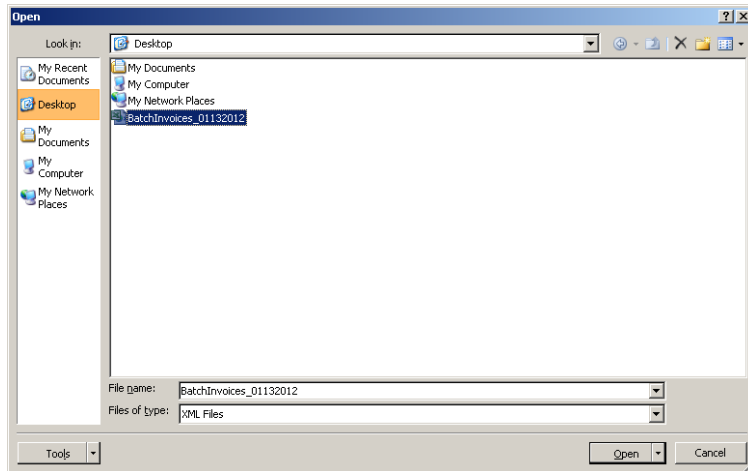
To upload a batch file, click **Batch Invoice Upload** from the Client Invoice Management menu bar.

RAC ACCEPTANCE	
Client Invoice Management	
Submit Invoice Invoice History Batch Invoice Upload Batch Invoice History Logout	Welcome, ipuser

From the resultant Batch Invoice Upload form, use the **Browse** button to locate the XML invoice batch file (or enter the fully qualified path) and click **Upload**.

An XML batch file naming convention is not required during the upload process, but RACA recommends establishing a naming convention meaningful to your particular business practices.

<input type="text" value="C:\BatchFiles\batch-02292012.xml"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
---	--	---------------------------------------

Field/Control	Type	Description
Batch filename	Text box	Enter either the fully qualified path of the XML file to upload or locate it on your local or network drive using the Browse button (see below).
Browse	Button	Click to locate the XML batch file on your local or network drive. A standard Windows Open dialog displays (may vary depending upon platform and operating system). <div data-bbox="561 1373 1304 1841">  </div>
Upload	Button	Click to upload the XML batch file.

Batch Upload Results

Once the batch upload completes, results display in a table format and includes the batch name, the date and time the upload occurred, a count of the number of invoices successfully uploaded and a count of the number of invoices which failed to upload.

SUCCESSFUL INVOICES – To view the list of invoices successfully uploaded, click the link in the INVOICES UPLOADED SUCCESSFULLY column.

BATCH NAME	BATCH UPLOAD DATE/TIME	INVOICES UPLOADED SUCCESSFULLY	INVOICES FAILED TO UPLOAD
Invoices_01.xml	3/8/2012 1:26:54 PM	3 invoices	0 invoices

An invoice results list similar to the [Invoice History Search Results](#) example on page 15 displays.

FAILED INVOICES – To view the list of invoices which failed to upload, click the link in the INVOICES FAILED TO UPLOAD column.

BATCH NAME	BATCH UPLOAD DATE/TIME	INVOICES UPLOADED SUCCESSFULLY	INVOICES FAILED TO UPLOAD
Invoices_01.xml	3/8/2012 1:39:01 PM	0 invoices	3 invoices

Details display in a similar fashion as the example below:

Following Invoices failed to upload:

	FailedInvoices	Description
1	INV001	This invoice ID already exists.
2	INV002	This invoice ID already exists.
3	INV003	This invoice ID already exists.

1 page(s): [1]

Batch Invoice History

Use this feature to look up one or more past invoice batch upload transactions and view associated invoice details.

Search Criteria

To use the Batch Invoice History feature, click **Batch Invoice History** from the Client Invoice Management menu bar.


RAC ACCEPTANCE	
Client Invoice Management	
Submit Invoice Invoice History Batch Invoice Upload Batch Invoice History Logout	Welcome, ipuser


The Batch Invoice Search form displays in the web page.

Search by any or all fields:

Batch Name:

(When using the Batch Name field for searches, enter at least three characters)

Batch Upload Date From: 

Batch Upload Date To: 

Field/Control	Type	Description
Batch Name	Text box	Enter batch name, or a partial batch name to search by batch. Be aware that at least three characters are required to search by batch name. To return a history of all batch uploads for your store, leave this field blank.
Batch Upload Date From	Date field	Enter starting date of the date range to search by, or leave blank to return all results for your store.
Batch Upload Date To	Date field	Enter ending date of the date range to search by, or leave blank to return all results for your store.
Search for Batch Uploads	Button	Click to initiate search based on optional search criteria.
Clear Form	Button	Click to clear the Batch Name , Batch Upload Date From and Batch Upload Date To fields.

Search Results

The search results display a list of batch names, the date and time of each upload, a count of the number of invoices successfully uploaded for each batch and a count of the number of invoices which failed to upload for each batch.

BATCH NAME	BATCH UPLOAD DATE/TIME	INVOICES UPLOADED SUCCESSFULLY	INVOICES FAILED TO UPLOAD
abigone16.xml	02/19/2012 11:21:46	13 invoices	3 invoices
Bigone.xml	02/19/2012 10:20:50	147 invoices	23 invoices
bigonedummy.xml	02/06/2012 17:19:45	0 invoices	513 invoices
bigonedummy.xml	02/06/2012 17:16:49	497 invoices	16 invoices
1 page(s): [1]		Enter Page number and click Go <input type="text"/> Go	

If no matches are found, a blank search result table displays along with a message of “No Results Found” similar to below example.

No records found

BATCH NAME	BATCH UPLOAD DATE/TIME	INVOICES UPLOADED SUCCESSFULLY	INVOICES FAILED TO UPLOAD
0 page(s): [1]		Enter Page number and click Go <input type="text"/> Go	

SUCCESSFUL INVOICES – To view the list of invoices successfully uploaded, click the link in the INVOICES UPLOADED SUCCESSFULLY column. An invoice list displays similar to the [Invoice History Search Results](#) example on page 15.

FAILED INVOICES – To view the list of invoices which failed to upload, click the link in the INVOICES FAILED TO UPLOAD column. For example, clicking the “3 invoices” link under the failed invoices column in the results table above produces a message similar to the example below:

Following Invoices failed to upload:

	FailedInvoices	Description
1	INV001	This invoice ID already exists.
2	INV002	This invoice ID already exists.
3	INV003	This invoice ID already exists.
1 page(s): [1]		

Overview

This chapter describes the process for creating and submitting invoices to RACA stores. The following topics are included in this chapter:

- [Entering and Submitting Invoices](#)
- [Viewing Invoice Histories](#)
- [Uploading Invoice Batch Files](#)
- [Viewing Invoice Batch Upload Histories](#)

Entering and Submitting Invoices

Use the procedure below to enter invoice details and submit an invoice to a RACA store. After logging in, the initial view is a blank invoice submittal form (click **Submit Invoice** from menu bar, if needed).

NOTE: RAC Acceptance highly recommends entering one invoice per customer.

Step	Action
1.	<p>Enter store details in the Search For Your Store form. The “RACA Store ID” and “Store Name” fields are required to submit an invoice.</p> <p>NOTE: For clients with one store location, the store information is pre-populated – skip to step 2.</p> <div><div>1</div><div><div><div><div>Search For Your Store</div><div>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.</div></div><div><div>Client Store ID</div><div>RACA Store ID *</div><div>Store Name *</div></div><div><div><div>Street</div><div>City</div><div>Select...</div></div><div>SEARCH FOR YOUR STORE</div><div>Clear Store</div></div></div><div>After you have selected your store, go on to step 2.</div></div></div> <p>If the store details are not known, use the SEARCH FOR YOUR STORE option:</p> <ol style="list-style-type: none">Enter data into one or more fields (or leave blank to return all stores) and click SEARCH FOR YOUR STORE. Search results display in a pop-up form (see example below). <p>NOTE: Partial data entries are allowed.</p>

Step	Action
------	--------

- | | |
|--|---|
| | <p>b. From the Search Results, click select next to the store of interest. In this example, the second store listed is chosen.</p> |
|--|---|

Search Results
Please select a store from the list below. (click on a column header to sort.)

Client Store ID	Store Name	RACA Store ID	Address	City	State	
	MATTRESS STORE	6696	100 DIVISION ST	SAN ANTONIO	TX	<input type="button" value="select"/>
	FURNITURE STORE	6678	200 DIVISION ST	PLANO	TX	<input type="button" value="select"/>
	FURNITURE STORE	6679	300 DIVISION ST	WACO	TX	<input type="button" value="select"/>
	FURNITURE STORE	6680	100 MIDWAY	FT WORTH	TX	<input type="button" value="select"/>
	FURNITURE STORE	6681	200 MIDWAY	EL PASO	TX	<input type="button" value="select"/>
	FURNITURE STORE	6682	100 DIVISION ST	SAN ANTONIO	TX	<input type="button" value="select"/>
	FURNITURE STORE	6683	400 HIGH ST	RICHARDSON	TX	<input type="button" value="select"/>
	FURNITURE STORE	6684	500 HIGH ST	DALLAS	TX	<input type="button" value="select"/>
	FURNITURE STORE	6685	600 HIGH ST	ARLINGTON	TX	<input type="button" value="select"/>
	FURNITURE STORE 2	6678	200 DIVISION ST	DENTON	TX	<input type="button" value="select"/>

3 page(s): [1] 2 3 Enter Page number and click Go

The store information is inserted into the store fields:

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.

Client Store ID RACA Store ID * Store Name *
(The name of your store)

Store's Billing Address

After you have selected your store, go on to step 2.

- | | |
|----|---|
| 2. | Enter customer details in the Customer Information form. |
|----|---|

Required fields: Customer First Name, Customer Last Name, Invoice ID, Invoice Date (cannot be a future date), and submitter's First Name and Last Name.

Optional fields: Customer ID, Delivery Address 1, Delivery Address 2, City, State and Zip code.

Customer Information

Customer First Name * Customer Last Name * Customer ID

Customer Delivery Address:
Delivery Address 1 Delivery Address 2

City State ZipCode

Invoice ID * Invoice Date (Cannot be a future date.) *

Submitter's Information
(Enter your first and last name below.)

First Name * Last Name *

Step Action

3. Enter merchandise details in the line item table.

When entering merchandise items, the following fields are required: Item ID Number, Item Description, Unit Price, Qty and RACA Cost.

NOTE: To record other costs only (delivery fee, sales tax, restocking fee, etc.), skip to step 4.

Enter information about the items being invoiced. If you are only invoicing Delivery Fees or Other Costs, go on to Step 4.

	Item ID Number *	Item Description *	Unit Price *	Discount Unit Amount	Qty *	RACA Cost *
1	1234-1	sofa	500.00	150.00	1	350.00
2	1234-2	love seat	400.00	100.00	1	300.00
3			00.00	00.00	00	

+ Add More Items

To add additional rows, click button.

4. Enter other costs such as delivery fee, taxes or delivery fees in the Costs and Totals section, if applicable.

NOTE: If **Other Cost** field is used, you must enter an explanation in the description text box.

Costs and Totals

4

Merchandise Cost \$650.00

Delivery Fee Total \$ 55

Other Cost \$ 25

Invoice Cost \$730.00

If you have Other Costs, please provide a description.

furniture disposal fee.

A description is only required if "Other Cost" amount is present

5. Enter any comments in the "Additional Comments" text box and click **Submit**.

Additional Comments (200 Character Max)

☐ Check this box if you have more invoices to enter from this location.
(This will save information in the form, so you don't have to type all of it.)

Submit Clear Form

NOTE: When submitting additional invoices from the same location, select the check box above the **Submit** button to keep the store and submitter fields populated after you click **Submit**. Otherwise, the fields are cleared and a blank form displays.

A confirmation message displays (see below example) and invoice is forwarded to RACA store for processing.

RAC ACCEPTANCE
Client Invoice Management

[Submit Invoice](#) [Invoice History](#) [Batch Invoice Upload](#) [Batch Invoice History](#) [Logout](#)

THANK YOU! YOUR INVOICE HAS BEEN SUBMITTED.

To look up the invoice to verify its status, see [Look Up Invoice](#) topic.

To cancel the invoice submission and clear all of the data from the invoice form, click **Clear Form**, and then either restart entering invoice details or log out of the web session.

NOTE: If you inadvertently submitted an erroneous invoice, contact IP to correct. If you receive an error or experience technical difficulties, contact Customer Service for resolution.

Viewing Invoice Histories

To access the Invoice History form to look up previous invoices and view their details, click **Invoice History** from the menu bar. A blank search criteria form displays (see example below).

The following invoice look-up methods are described in this section:

- [Look Up Invoice](#)
- [Find a Store and Look up Invoice](#)

NOTE: For clients with one store location, the **RACA Store ID** field is automatically pre-populated.

RAC ACCEPTANCE
Client Invoice Management

Submit Invoice | **Invoice History** | Batch Invoice Upload | Batch Invoice History | Logout | Welcome, clientuser

Search past invoices

Search by any or all fields:

Client Store ID: RACA Store ID:
[Click Here to Search Stores](#)

Invoice ID: Invoice Date From: Invoice Date To:

If you need assistance, please call the Customer Service Support Line at 888-672-2411.

Customer Service Hours of Operation
Monday - Friday 7am - 8:45pm CST
Saturday - 8am-7:45pm CST
Sunday Closed

Look Up Invoice

Follow the steps below to look up invoices and view/print their details.

Step	Action
1.	From the Invoice History form, enter optional search criteria (leave blank to view all invoices) and click Search for Invoices . Invoice search results display below the search form.
2.	Locate the invoice line item and click the associated View button. In this example, invoice “INV-2112” is selected.

The screenshot shows the 'RAC ACCEPTANCE Client Invoice Management' interface. At the top, there are navigation links: 'Submit Invoice', 'Invoice History' (highlighted), 'Batch Invoice Upload', 'Batch Invoice History', and 'Logout'. A 'Welcome, clientuser' message is on the right. Below the navigation bar, there's a section titled 'Search past invoices'. It contains a search form with fields for 'Client Store ID', 'RACA Store ID', 'Invoice ID', 'Invoice Date From', and 'Invoice Date To'. A 'Click Here to Search Stores' link is also present. At the bottom of the form are 'Search for Invoices' and 'Clear Form' buttons. Below the search form, the 'Search Results' section displays a table of invoices with columns: Create Date, RACA Store ID, Invoice ID, Invoice Date, Submitter First Name, Submitter Last Name, Customer First Name, Customer Last Name, Invoice Status, and a View button. The table contains five rows of test data.

Create Date	RACA Store ID	Invoice ID	Invoice Date	Submitter First Name	Submitter Last Name	Customer First Name	Customer Last Name	Invoice Status	View
6/28/2011	06487	6576	6/28/2011	test 6/28	1 test 6/28	test 1 6/28	test 1 6/28	Pending approval	View
6/28/2011	06878	6868	6/28/2011	test 6/28	1 test 6/28	test 1 6/28	test 6/28 1	Pending approval	View
6/28/2011	06893	6786	6/28/2011	test 6/28	1 test 6/28	test 1 6/28	tset1 6/28	Pending approval	View
6/28/2011	06988	68768	6/28/2011	test 6/28	1 test 6/28	test 6/28	test 6/18 1	Pending approval	View
6/28/2011	06680	84	6/28/2011	test6/28	test6/28	test5 6/28	6/28 test 5	Pending approval	View

NOTE: For help with locating a store ID prior to searching for an invoice, refer to the topic [Find a Store and Look up Invoice](#) later in this chapter.

2/27/2012	06679	INV-2112	2/27/2012	Tom	Sawyer	Neil	Peart	Pending approval	View
-----------	-------	----------	-----------	-----	--------	------	-------	------------------	------

The Invoice Details form displays in a new window (see example below).

Step	Action												
	<div><div>Invoice Details</div><div><div>Close</div><div>Print</div></div><div><div><div>Invoice ID</div><div>INV-2112</div></div><div><div>Invoice Date</div><div>2/27/2012 12:00:00 AM</div></div></div><div><div><div>Client Store ID</div><div>RACA Store ID</div><div>06679</div></div></div><div><div><div>Store Name</div><div>OAK EXPRESS</div></div><div><div>Store Billing Address</div><div>111 Main street San Antonio TX ,</div></div></div><div><div><div>Customer Name</div><div>Neil Peart</div></div><div><div>Customer ID</div><div>NP01</div></div></div><div><div><div>CustomerDelivery Address1</div><div>2112 Lakeside Park</div></div><div><div>CustomerDelivery Address2</div></div></div><div><div><div>Customer City</div><div>Hardwick</div></div><div><div>Customer State</div><div>VT</div></div></div><div><div><div>Zip Code</div><div>99999</div></div></div><div><div><div>Submitter's Name</div><div>Tom Sawyer</div></div><div><div>Invoice Submission Date</div><div>2/27/2012 1:52:36 PM</div></div></div><table><thead><tr><th>Item ID</th><th>Item Description</th><th>Unit Price</th><th>Discount Unit Amount</th><th>Qty</th><th>RACA Cost</th></tr></thead><tbody><tr><td>4WDCAR</td><td>Caravan</td><td>22000.00</td><td>3000.00</td><td>1</td><td>19000.00</td></tr></tbody></table><div><div>Comments</div><div><div>Merchandise Cost: \$19000.00</div><div>Delivery Fee Total: \$0</div><div>Other Cost \$0</div><div>Other Cost Description:</div></div><div><div>INVOICE TOTAL</div><div>\$19000.00</div></div></div></div>	Item ID	Item Description	Unit Price	Discount Unit Amount	Qty	RACA Cost	4WDCAR	Caravan	22000.00	3000.00	1	19000.00
Item ID	Item Description	Unit Price	Discount Unit Amount	Qty	RACA Cost								
4WDCAR	Caravan	22000.00	3000.00	1	19000.00								
3.	To print the invoice details, click Print and from the standard print dialogs select your print options appropriate to your environment and location.												
4.	To close the invoice details window, click Close .												

Find a Store and Look up Invoice

For help with locating a store when looking up invoices, use the Search Stores feature as explained below.

Step	Action
------	--------

- | | |
|----|--|
| 1. | From the Invoice History form, click the hyperlink "Click Here". |
|----|--|

RAC ACCEPTANCE
Client Invoice Management

Submit Invoice | **Invoice History** | Batch Invoice Upload | Batch Invoice History | Logout | Welcome, clientuser

Search past invoices

Search by any or all fields:

Client Store ID: RACA Store ID:

[Click Here to Search Stores](#)

Invoice ID : Invoice Date From: Invoice Date To:

MM/DD/YYYY MM/DD/YYYY

Search for Invoices Clear Form

The store search pop-up form displays:

Search for a store by filling in any or all of the fields below:

RACA Store ID: Store Name: Street Address:

City: State:

Submit Cancel

Step	Action
------	--------

- | | |
|----|---|
| 2. | Enter/select optional search criteria (or leave fields blank to view all stores) and click Submit . Results display below the search fields. |
|----|---|

NOTE: *Partial entries are acceptable.*

The following example shows the results after searching for RACA store ID "6679".

Search for a store by filling in any or all of the fields below:

RACA Store ID: Store Name: Street Address:

City: State:

Search Results

Please select a store from the list below.(click on a column header to sort.)

Client StoreID	Store Name	RACA StoreID	Address	City	State	
	One-1	6679	111 Main street	San Antonio	TX	<input type="button" value="select"/>
	One-3	6679	111 Main street	San Antonio	T	<input type="button" value="select"/>

1 page(s): [1] Enter Page number: Click Go:

Click **select** to add store # to search form

- | | |
|----|---|
| 3. | Click select next to the store of interest to populate the RACA store ID field of the Invoice History search form with the store number. |
|----|---|

In this example, store One-1 is selected which subsequently populates the RACA Store ID field with the ID 6679. At this point, you may add additional search criteria or proceed to the next step to search for invoices against store ID 6679.

RAC ACCEPTANCE
Client Invoice Management

[Submit Invoice](#) | [Invoice History](#) | [Batch Invoice Upload](#) | [Batch Invoice History](#) | [Logout](#) Welcome, clientuser

Search past invoices

Search by any or all fields:

Client Store ID: RACA Store ID:

[Click Here to Search Stores](#)

Invoice ID: Invoice Date From: Invoice Date To:

Step	Action
------	--------

- | | |
|----|---|
| 4. | Click Search for Invoices . Results display below the search form. In this example, the following invoice search criteria is used: |
|----|---|

- | |
|--|
| <ul style="list-style-type: none"> • RACA Store ID: 6679 • Invoice Date From: 5/4/2011 • Invoice Date To: 5/11/2011 |
|--|

RAC ACCEPTANCE

Client Invoice Management

[Submit Invoice](#) | [Invoice History](#) | [Batch Invoice Upload](#) | [Batch Invoice History](#) | [Logout](#)

Welcome, clientuser

Search past invoices

Search by any or all fields:

Client Store ID:

RACA Store ID:

6679

[Click Here to Search Stores](#)

Invoice ID :

Invoice Date From:

05/04/2011

Invoice Date To:

05/11/2011

Search for Invoices

Clear Form

Search Results

Please select a store from the list below.(click on a column header to sort.)

Create Date	RACA Store ID	Invoice ID	Invoice Date	Submitter First Name	Submitter Last Name	Customer First Name	Customer Last Name	Invoice Status	
5/11/2011	06679	S-001	5/10/2011	Lois	Lane	Clark	Kent	Pending approval	View
5/5/2011	06679	9030430	5/4/2011	test	test234	test	testubg	Pending approval	View
5/5/2011	06679	9030430	5/4/2011	test	test234	test	testubg	Pending approval	View
5/5/2011	06679	9030430	5/4/2011	test	test234	test	testubg	Pending approval	View
5/5/2011	06679	9030430	5/4/2011	test	test234	test	testubg	Pending approval	View

Step

Action

5.

Locate the invoice line item of interest and click the associated **View** button to view its details. In this example, invoice “S-001” is selected.

The Invoice Details form displays in a new window.

Invoice Details

Close

Print

Invoice ID

S-001

Invoice Date

5/10/2011 12:00:00 AM

Client Store ID

RACA Store ID

06679

Store Name

OAK EXPRESS

Store Billing Address

111 Main street San Antonio TX ,

Customer Name

Clark Kent

Customer ID

K-1

CustomerDelivery Address1

CustomerDelivery Address2

Customer City

Customer State

Zip Code

Submitter's Name

Lois Lane

Invoice Submission Date

5/11/2011 7:07:17 AM

Item ID	Item Description	Unit Price	Discount Unit Amount	Qty	RACA Cost
9004	Horn rimmed glasses	189.99	15.00	1	174.99
9003	3-piece suit	330.00	10.00	1	320.00
9002	Blue tights	220.00	0	1	220.00
9001	Red cape	100.00	0	1	100.00

Comments

Merchandise Cost: \$814.99

Delivery Fee Total: \$0

Other Cost \$0

Other Cost Description:

INVOICE TOTAL

\$814.99

6.

To print the invoice details, click **Print** and from the standard print dialogs select your print options appropriate to your environment and location.

7.

To close the invoice details window, click **Close**.

Uploading Invoice Batch Files

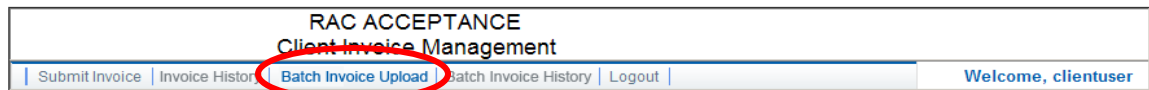
Use the procedure below to upload multiple invoices using an XML batch file (see [Appendix A](#) for a description of the XML schema). After logging in to the Client Invoice Management interface, the initial view is a blank invoice submittal form.

Step


Action

1.

Click **Batch Invoice Upload** link from the menu bar.



The Batch File Upload form displays.



2.


Do one of the following from the Batch File Upload form:

a. Enter the fully-qualified path of the XML file to upload in the **Batch File to Upload** field, and skip to step 3.

--OR--

b. Click **Browse** to locate the XML batch file on your local or network drive. A standard Windows Open dialog displays (may vary depending upon platform and operating system). Select the file and click **Open**.

The browse text box is populated with the batch file.



3.

Click **Upload**. During file upload, a status message similar to below displays. Note that the length of time to upload will vary depending upon the size of the batch file.

Processing please wait

4.

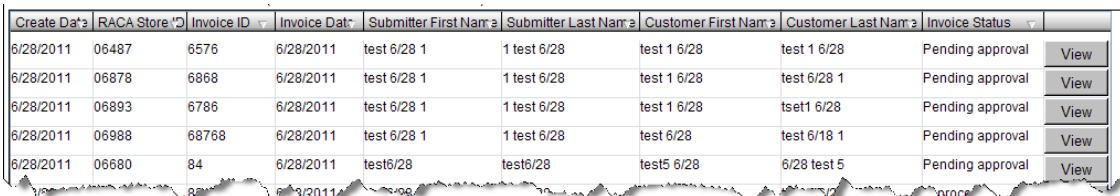
At the conclusion of the upload, results display in a table format similar to below indicating the batch name, the date and time the batch uploaded, the number of invoices successfully uploaded and the number of invoices which failed to upload.

BATCH NAME	BATCH UPLOAD DATE/TIME	INVOICES UPLOADED SUCCESSFULLY	INVOICES FAILED TO UPLOAD
Invoices_01.xml	3/8/2012 2:10:54 PM	3 invoices	0 invoices

NOTE: If you navigate away from the Batch Invoice Upload page or attempt another upload while the current upload is in progress, the results will no longer display at the conclusion of the upload. To determine which invoices uploaded successfully in this scenario, use the [Batch Invoice History](#) feature.

5.

To view the list of invoices successfully uploaded, click the invoice count link in the **INVOICES UPLOADED SUCCESSFULLY** column. A results table similar to the below example displays.



Step

Action

6.

To view and resubmit invoices which failed to upload, do the following:

a.

Click the invoice count link in the **INVOICES FAILED TO UPLOAD** column. Details display similar to the example below:

Following Invoices failed to upload:

	FailedInvoices	Description
1	INV001	This invoice ID already exists.
2	INV002	This invoice ID already exists.
3	INV003	This invoice ID already exists.

1 page(s): [1]

b.

Correct the failed invoice line(s) and return to step 1 to upload the new/modified batch file.

Viewing Invoice Batch Upload Histories

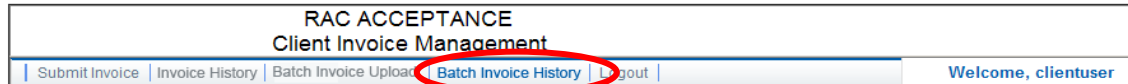
Use this procedure to look up one or more past invoice batch upload transactions and view associated invoice details. After logging in to the Client Invoice Management interface, the initial view is a blank invoice submittal form.

Step

Action

1.

Click **Batch Invoice History** link from the menu bar.

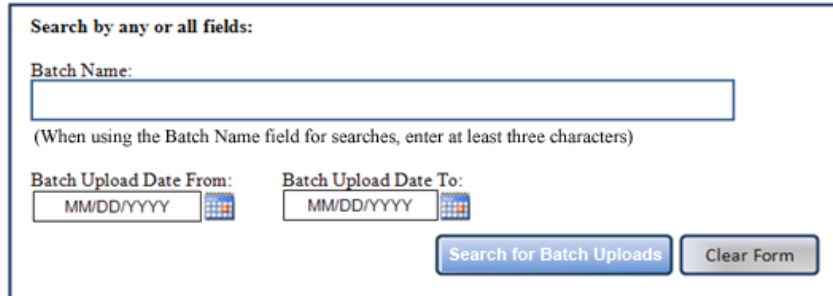


The Batch File Upload form displays.

2.

Enter optional search criteria.

- Batch Name:** Enter batch name, or a partial batch name to search by batch. If using this field, enter at least three characters (required). To return a history of all batch uploads for your store, leave this field blank.
- Batch Upload Date From:** Enter starting date of the date range to search by, or leave blank to return all results for your store.
- Batch Upload Date To:** Enter ending date of the date range to search by, or leave blank to return all results for your store.



3.

Click **Search for Batch Uploads** to initiate the search.

Once the search completes, the results display in a table format which lists batch names, the date and time of each upload, a count of the number of invoices successfully uploaded for each batch and a count of the number of invoices which failed to upload for each batch.

BATCH NAME	BATCH UPLOAD DATE/TIME	INVOICES UPLOADED SUCCESSFULLY	INVOICES FAILED TO UPLOAD
abigone16.xml	02/19/2012 11:21:46	13 invoices	3 invoices
Bigone.xml	02/19/2012 10:20:50	147 invoices	23 invoices
bigonedummy.xml	02/06/2012 17:19:45	0 invoices	513 invoices
bigonedummy.xml	02/06/2012 17:16:49	497 invoices	16 invoices

1 page(s): [1] Enter Page number and click Go [Go](#)

If no matches are found, a blank search result table displays along with a message of “No Results Found.”

Step

4. To view invoices successfully uploaded for a batch, click the invoice count hyperlink under the “INVOICES UPLOADED SUCCESSFULLY” column for that particular batch line item. The invoice Search Results table displays the list of invoices (see example below).

Create Date	RACA Store ID	Invoice ID	Invoice Date	Submitter First Name	Submitter Last Name	Customer First Name	Customer Last Name	Invoice Status	
6/28/2011	06487	6576	6/28/2011	test 6/28 1	1 test 6/28	test 1 6/28	test 1 6/28	Pending approval	View
6/28/2011	06878	6868	6/28/2011	test 6/28 1	1 test 6/28	test 1 6/28	test 6/28 1	Pending approval	View
6/28/2011	06893	6786	6/28/2011	test 6/28 1	1 test 6/28	test 1 6/28	tset1 6/28	Pending approval	View
6/28/2011	06988	68768	6/28/2011	test 6/28 1	1 test 6/28	test 6/28	test 6/18 1	Pending approval	View
6/28/2011	06680	84	6/28/2011	test6/28	test6/28	test5 6/28	6/28 test 5	Pending approval	View

5. To view invoices which failed to upload for a batch, click the invoice count hyperlink under the “INVOICES FAILED TO UPLOAD” column for that particular batch line item. A list of failed invoices and their failure reasons displays similar to example below.

Following Invoices failed to upload:

FailedInvoices	Description
1 INV001	This invoice ID already exists.
2 INV002	This invoice ID already exists.
3 INV003	This invoice ID already exists.

1 page(s): [1]

Appendix A XML Data Schema & Example

This appendix provides the XML data schema used when creating the batch file to use with the RACA invoice batch upload process as well as an XML invoice file example.

A.1 XML Data Schema

Client invoice batch files must adhere to the RACA standardized XML data schema (example below) when converting CSV files to XML format in order to utilize the RACA invoice batch upload process.

```

=====
<?xml version="1.0" encoding="UTF-8" ?>
<xs:schema id="RACAcceptanceInvoiceXMLSchema" targetNamespace="http://tempuri.org/
RACAcceptanceInvoiceXMLSchema.xsd" elementFormDefault="qualified"
xmlns="http://tempuri.org/RACAcceptanceInvoiceXMLSchema.xsd"
xmlns:mstns="http://tempuri.org/RACAcceptanceInvoiceXMLSchema.xsd"
xmlns:xs="http://www.w3.org/2001/XMLSchema">
<xs:complexType name="invoices">
  <xs:sequence>
    <xs:element maxOccurs="unbounded" minOccurs="0" name="invoice" type="invoice" />
  </xs:sequence>
</xs:complexType>
<xs:complexType name="invoice">
  <xs:sequence>
    <xs:element name="headerLevelInfo" type="headerLevelInfo" minOccurs="1" maxOccurs="1" />
    <xs:element name="items" type="items" minOccurs="1" maxOccurs="1" />
    <xs:element name="totalsInfo" type="totalsInfo" minOccurs="1" maxOccurs="1" />
  </xs:sequence>
</xs:complexType>
<xs:complexType name="headerLevelInfo">
  <xs:sequence>
    <xs:element name="highTouchNumber" minOccurs="1" maxOccurs="1">
      <xs:simpleType>
        <xs:restriction base="xs:string">
          <xs:minLength value="1" />
          <xs:maxLength value="9" />
        </xs:restriction>
      </xs:simpleType>
    </xs:element>
    <xs:element name="racaStoreID" minOccurs="1" maxOccurs="1">
      <xs:simpleType>
        <xs:restriction base="xs:string">
          <xs:minLength value="1" />
          <xs:maxLength value="8" />
        </xs:restriction>
      </xs:simpleType>
    </xs:element>
    <xs:element name="clientStoreID" minOccurs="0" maxOccurs="1">
      <xs:simpleType>
        <xs:restriction base="xs:string">
          <xs:minLength value="0" />
          <xs:maxLength value="50" />
        </xs:restriction>
      </xs:simpleType>
    </xs:element>
  </xs:sequence>
</xs:complexType>

```

```

    </xs:restriction>
  </xs:simpleType>
</xs:element>
<xs:element name="clientName" minOccurs="1" maxOccurs="1">
  <xs:simpleType>
    <xs:restriction base="xs:string">
      <xs:minLength value="1" />
      <xs:maxLength value="100" />
    </xs:restriction>
  </xs:simpleType>
</xs:element>
<xs:element name="clientBillToAddress" type="address" minOccurs="0" maxOccurs="1" />
<xs:element name="invoiceDate" type="xs:dateTime" minOccurs="1" maxOccurs="1" />
<xs:element name="invoiceID" minOccurs="1" maxOccurs="1">
  <xs:simpleType>
    <xs:restriction base="xs:string">
      <xs:minLength value="1" />
      <xs:maxLength value="50" />
    </xs:restriction>
  </xs:simpleType>
</xs:element>
<xs:element name="customerFirstName" minOccurs="1" maxOccurs="1">
  <xs:simpleType>
    <xs:restriction base="xs:string">
      <xs:minLength value="1" />
      <xs:maxLength value="50" />
    </xs:restriction>
  </xs:simpleType>
</xs:element>
<xs:element name="customerLastName" minOccurs="1" maxOccurs="1">
  <xs:simpleType>
    <xs:restriction base="xs:string">
      <xs:minLength value="1" />
      <xs:maxLength value="50" />
    </xs:restriction>
  </xs:simpleType>
</xs:element>
<xs:element name="customerDeliveryAddress" type="address" minOccurs="0" maxOccurs="1" />
<xs:element name="createDate" type="xs:dateTime" minOccurs="1" maxOccurs="1" />
<xs:element name="customerID" minOccurs="0" maxOccurs="1">
  <xs:simpleType>
    <xs:restriction base="xs:string">
      <xs:minLength value="0" />
      <xs:maxLength value="50" />
    </xs:restriction>
  </xs:simpleType>
</xs:element>
<xs:element name="submittedByFirstName" type="xs:string" minOccurs="0" maxOccurs="1" />
<xs:element name="submittedByLastName" type="xs:string" minOccurs="0" maxOccurs="1" />
<xs:element name="lawsonNumber" minOccurs="1" maxOccurs="1">
  <xs:simpleType>
    <xs:restriction base="xs:string">
      <xs:minLength value="1" />
      <xs:maxLength value="32" />
    </xs:restriction>
  </xs:simpleType>
</xs:element>

```

```

        </xs:restriction>
      </xs:simpleType>
    </xs:element>
    <xs:element name="lawsonLocNumber" minOccurs="1" maxOccurs="1">
      <xs:simpleType>
        <xs:restriction base="xs:string">
          <xs:minLength value="1" />
          <xs:maxLength value="32" />
        </xs:restriction>
      </xs:simpleType>
    </xs:element>
    <xs:element name="comments" minOccurs="0" maxOccurs="1">
      <xs:simpleType>
        <xs:restriction base="xs:string">
          <xs:maxLength value="200" />
        </xs:restriction>
      </xs:simpleType>
    </xs:element>
  </xs:sequence>
</xs:complexType>
<xs:complexType name="totalsInfo">
  <xs:sequence>
    <xs:element name="merchandiseTotal" type="xs:decimal" minOccurs="1" maxOccurs="1" />
    <xs:element name="deliveryFeeTotal" type="xs:decimal" minOccurs="1" maxOccurs="1" />
    <xs:element name="otherCostTotal" type="xs:decimal" minOccurs="0" maxOccurs="1" />
    <xs:element name="otherCostDescription" minOccurs="0" maxOccurs="1">
      <xs:simpleType>
        <xs:restriction base="xs:string">
          <xs:maxLength value="200" />
        </xs:restriction>
      </xs:simpleType>
    </xs:element>
    <xs:element name="invoiceTotal" type="xs:decimal" minOccurs="1" maxOccurs="1" />
  </xs:sequence>
</xs:complexType>
<xs:complexType name="itemLevelInfo">
  <xs:sequence>
    <xs:element name="itemID" minOccurs="1" maxOccurs="1">
      <xs:simpleType>
        <xs:restriction base="xs:string">
          <xs:minLength value="1" />
          <xs:maxLength value="50" />
        </xs:restriction>
      </xs:simpleType>
    </xs:element>
    <xs:element name="itemDescription" minOccurs="1" maxOccurs="1">
      <xs:simpleType>
        <xs:restriction base="xs:string">
          <xs:minLength value="1" />
          <xs:maxLength value="200" />
        </xs:restriction>
      </xs:simpleType>
    </xs:element>
    <xs:element name="quantity" type="xs:nonNegativeInteger" minOccurs="1" maxOccurs="1" />
  </xs:sequence>
</xs:complexType>

```

```

<xs:element name="retailPrice" type="xs:decimal" minOccurs="1" maxOccurs="1" />
<xs:element name="discountAmount" type="xs:decimal" minOccurs="0" maxOccurs="1" />
<xs:element name="racaCost" type="xs:decimal" minOccurs="1" maxOccurs="1" />
</xs:sequence>
</xs:complexType>
<xs:complexType name="items">
<xs:sequence>
<xs:element name="itemLevelInfo" type="itemLevelInfo" minOccurs="0" maxOccurs="unbounded" />
</xs:sequence>
</xs:complexType>
<xs:complexType name="address">
<xs:sequence>
<xs:element name="address1" minOccurs="0" maxOccurs="1">
<xs:simpleType>
<xs:restriction base="xs:string">
<xs:maxLength value="50" />
</xs:restriction>
</xs:simpleType>
</xs:element>
<xs:element name="address2" minOccurs="0" maxOccurs="1">
<xs:simpleType>
<xs:restriction base="xs:string">
<xs:maxLength value="50" />
</xs:restriction>
</xs:simpleType>
</xs:element>
<xs:element name="city" minOccurs="0" maxOccurs="1">
<xs:simpleType>
<xs:restriction base="xs:string">
<xs:maxLength value="50" />
</xs:restriction>
</xs:simpleType>
</xs:element>
<xs:element name="state" minOccurs="0" maxOccurs="1">
<xs:simpleType>
<xs:restriction base="xs:string">
<xs:maxLength value="2" />
</xs:restriction>
</xs:simpleType>
</xs:element>
<xs:element name="zipcode" minOccurs="0" maxOccurs="1">
<xs:simpleType>
<xs:restriction base="xs:string">
<xs:pattern value="[0-9][0-9][0-9][0-9][0-9]" />
<xs:maxLength value="5" />
</xs:restriction>
</xs:simpleType>
</xs:element>
</xs:sequence>
</xs:complexType>
</xs:schema>

```

A.2 XML Invoice Batch Example

```

- <Invoice>
  - <HeaderLevelInfo>
    <HighTouchNumber>66519</HighTouchNumber>
    <RACASToreID>6053</RACASToreID>
    <ClientStoreID>1122</ClientStoreID>
    <ClientName>GENERIC RETAIL OUTLET</ClientName>
    - <ClientBillToAddress>
      <Address1>1000 DIVISION ST</Address1>
      <Address2 />
      <City>AUSTIN</City>
      <State>TX</State>
      <Zipcode />
    </ClientBillToAddress>
    <InvoiceDate>2/4/2012</InvoiceDate>
    <InvoiceID>799142</InvoiceID>
    <CustomerFirstName>DAVEY</CustomerFirstName>
    <CustomerLastName>JONES</CustomerLastName>
    <CreateDate />
    <CustomerID>1001-22222-56789</CustomerID>
    - <CustomerDeliveryAddress>
      <Address1 />
      <Address2 />
      <City />
      <State />
      <Zipcode />
    </CustomerDeliveryAddress>
    <SubmittedByFirstName />
    <SubmittedByLastName />
    <LawsonNumber>228712</LawsonNumber>
    <LawsonLocNumber>0</LawsonLocNumber>
    <Comments>PO# :BAS14256</Comments>
  </HeaderLevelInfo>
  - <Items>
    - <ItemLevelInfo>
      <ItemID>9896008</ItemID>
      <ItemDescription>INSIGNIA 55" FHD LED</ItemDescription>
      <Quantity>2</Quantity>
      <RetailPrice>100.0</RetailPrice>
      <DiscountAmount />
      <RACACost>200.0</RACACost>
    </ItemLevelInfo>
  </Items>
  - <TotalsInfo>
    <MerchandiseTotal>200.0</MerchandiseTotal>
    <DeliveryFeeTotal>0.0</DeliveryFeeTotal>
    <OtherCostTotal />
    <OtherCostDescription />
    <InvoiceTotal>200.0</InvoiceTotal>
  </TotalsInfo>
</Invoice>

```

Appendix B Batch Upload Error Messages

During the invoice batch upload process, a number of checks are performed against the XML file to ensure data is formatted properly and exists when required. If an error is encountered, an error message similar to below displays.

- HighTouch number must not be empty
- HighTouch number max length is 9
- Invalid HighTouch number
- RACA store ID must not be empty
- RACA Store ID max length is 8
- Invalid RACA store ID
- Client store ID max length is 50
- Client name must not be empty
- Client name max length is 100
- Invoice ID must not be empty
- Invoice ID max length is 20
- Invoice date must be a past date
- Invoice date must not be empty
- Customer first name must not be empty
- Customer first name max length is 50
- Customer last name must not be empty
- Customer last name max length is 50
- Customer ID max length is 50
- The create date must be a past date
- Lawson number must not be empty
- Lawson number max length is 32
- Lawson location number must not be empty
- Lawson location number max length is 50
- Comments field max length is 250
- The merchandise total must not be empty
- The delivery fee must not be empty
- The other costs amount must not be empty
- Other costs description max length is 200
- The invoice total must not be empty
- Item ID must not be empty
- Item ID max length is 50
- Item description must not be empty
- Item description max length is 200
- Item quantity must not be empty
- Item retail cost must not be empty
- Item discount amount must not be empty
- Item RACA cost must not be empty
- Address 1 field max length is 50
- Address 2 field max length is 50
- City field max length is 50
- State field max length is 2
- Zip code field max length is 5
- Client bill to Address 1 must not be empty
- Client bill to city must not be empty
- Client bill to state must not be empty
- Invoice ID already exists
- Duplicate invoice IDs exist within same batch file
- Unknown error
- Retail cost must be between -9999.99 and 9999.99
- Discount amount must be between -9999.99 and 9999.99
- RACA cost must be between -9999.99 and 9999.99
- Merchandise total must be between -99999.99 and 99999.99
- Delivery fee must be between -9999.99 and 9999.99
- Other costs must be between -9999.99 and 9999.99
- Invoice total must be between -99999.99 and 99999.99