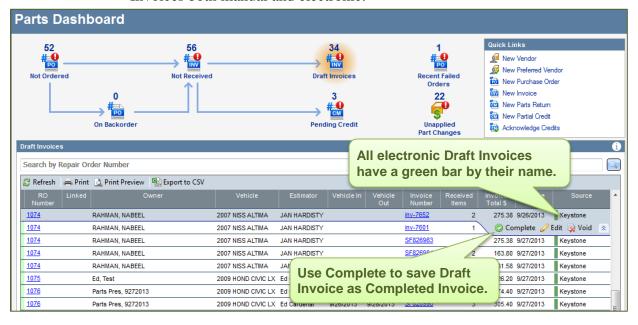# Job Aid: Working with Electronic Invoices

Purpose

When you create electronic Purchase Orders, electronic Invoices return automatically. This saves re-keying and allows you to quickly match Received Parts to Invoices. This job aid describes the process and steps for working with electronic Invoices in CCC ONE™ Repair Workflow.

Parts Dashboard

The Parts Dashboard includes a Draft Invoices list that contains ALL your Invoices both manual and electronic.
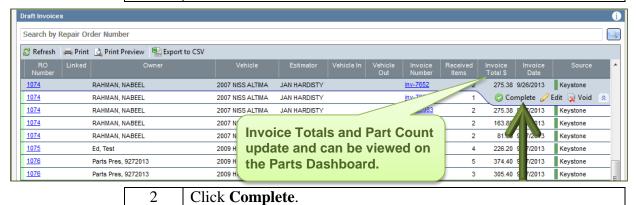

Process

Scenario #1

Select RO on Draft Invoice List → Click Complete → Save & Close

Scenario #2

Create New Invoice → Select Draft Invoice from List → Update/Edit Invoice → Save & Close

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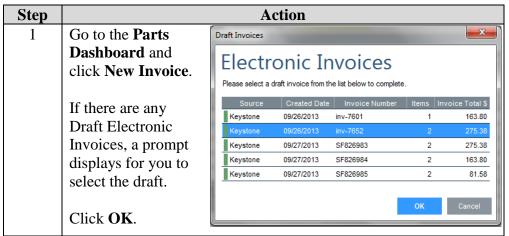# Job Aid: Working with Electronic Invoices, Continued

Scenario #1: Complete Invoice	With Electronic Invoicing, you can process Invoices using the Complete button on the mini-toolbar of the selected Workfile:

Step	Action
1	Go to the **Parts Dashboard**; highlight the Invoice to select it.

Step	Action
2	Click **Complete**.

The system will attempt to save the Draft Invoice as a completed Invoice without actually opening the Invoice document. If there are any variances, the Draft Invoice will open for you to edit as needed.

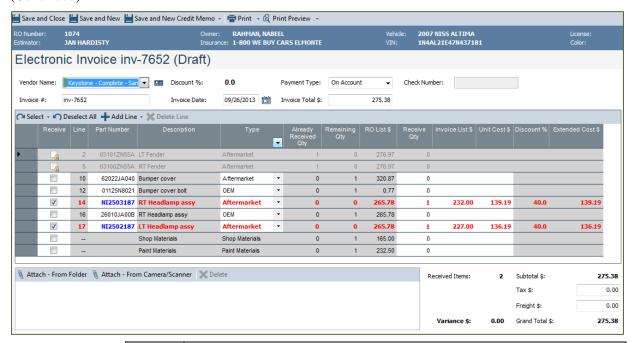|	
Scenario #2: Create New Invoice	With electronic Purchasing and Invoicing, if there is a Draft Invoice, the System will let you know automatically when you create a New Invoice.

Step	Action
1	Go to the **Parts Dashboard** and click **New Invoice**. If there are any Draft Electronic Invoices, a prompt displays for you to select the draft. Click **OK**.

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Job Aid: Working with Electronic Invoices, Continued

Scenario #2: Create New Invoice (Continued)

Step	Action
2	The Invoice opens for you to update as needed. Make your changes as needed.

Step	Action
3	Click **Save and Close**. The Invoice is saved.

Parts Tab

Either way, once you have completed the Invoice, you will see it displayed as shown here in the RO Parts Tab.