Client Invoice Management Tool – Job Aids

RAC✓ACCEPTANCE™

Client Invoice Management Tool

Logging In

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

RAC Acceptance – Client Invoice Management Tool

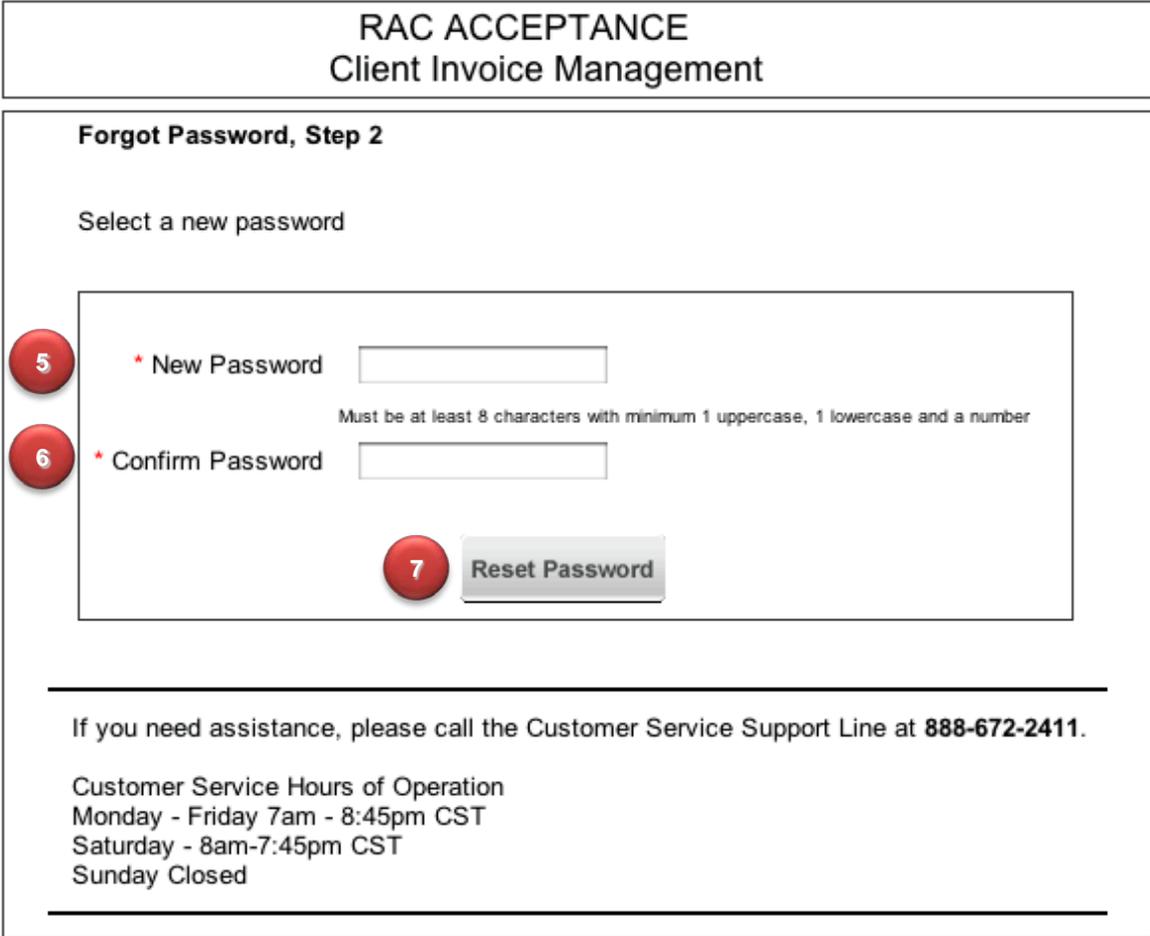| Logging In (Cont.)	Screen
② Enter your **User Name**. ③ Enter your **Password**. ④ Click **Sign In**. **Note:** Use your **Supplier ID** as your **User ID** the first time you access the tool. Your password must be eight characters in length including at least one letter and one number.	**RAC ACCEPTANCE** **Client Invoice Management** Use our secure online system to quickly and easily submit your client invoices and track invoice history. **Get started by signing in:** 2 User Name: [ ] 3 Password: [ ] 4 [Sign In] Forgot Password? 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

Client Invoice Management Tool

Resetting Your Password

Resetting Your Password	Screen
① Click the **Forgot Password** link from the login screen.	RAC ACCEPTANCE Client Invoice Management Use our secure online system to quickly and easily submit your client invoices and track invoice history. **Get started by signing in:** User Name: [ ] Password: [ ] Sign In **1** Forgot Password? 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

Resetting Your Password (Cont.)	Screen
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**.	

Resetting Your Password (Cont.)	Screen
⑤ Enter a new password in the **New Password** field. **Note:** Your password must be eight characters in length including at least one letter and one number. ⑥ Retype your new password in the **Confirm Password** field. ⑦ Click **Reset Password**.	**RAC ACCEPTANCE** **Client Invoice Management** **Forgot Password, Step 2** Select a new password ⑤ * New Password [ ] Must be at least 8 characters with minimum 1 uppercase, 1 lowercase and a number ⑥ * Confirm Password [ ] ⑦ **Reset Password** 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

Client Invoice Management Tool

Accessing Your Store

RAC Acceptance – Client Invoice Management Tool

Accessing Your Store	Screen
① Enter your **Client Store ID** and **RACA Store ID** or enter your **Store's Billing Address** to locate your store. **Note:** Single location clients may skip step 1. ② Click **SEARCH FOR YOUR STORE**.	

Client Invoice Management Tool

Submitting an Invoice

Submitting an Invoice	Screen
① Select your store from the list of search results by clicking **select**. ② The system populates the remaining information for your store in the first section of the form.	

RAC Acceptance – Client Invoice Management Tool

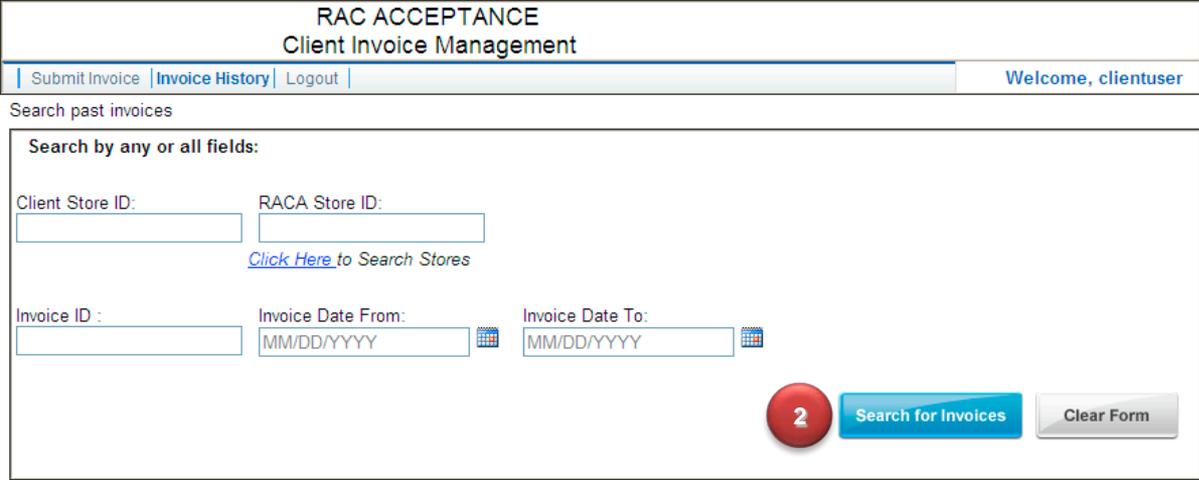| Submitting an Invoice (Cont.)	Screen
③ Enter the customer's detail in the **Customer Information** section (Section 2) of the form. ④ Enter merchandise details into the line item table (Section 3). **Note:** Click the **+** button to add additional items. ⑤ If applicable, complete the **Delivery Fee Total** and **Other Cost** fields. **Note:** You must include a description for any amount listed in the **Other Cost** field. ⑥ Use the **Additional Comments** field to provide any additional information related to the invoice. ⑦ Click the check box if you plan to enter additional invoices for current location. ⑧ Click **Submit** to send the invoice for processing. **Note:** Click **Clear Form** if you need to wipe out the data entered onscreen.	

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Client Invoice Management Tool

Viewing Invoice History

RAC Acceptance – Client Invoice Management Tool

Viewing Invoice History	Screen
① Log in to the invoice management tool and click **Invoice History** at the top of the screen.	

RAC Acceptance – Client Invoice Management Tool

Viewing Invoice History (Cont.)	Screen
② Fill out one or more of the fields, then click **Search for Invoices**. **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.	

Viewing Invoice History (Cont.)	Screen
③ Locate the invoice you wish to review and click **View**.	

RAC ACCEPTANCE
Client Invoice Management

| Submit Invoice | 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: Invoice Date To:
                MM/DD/YYYY   MM/DD/YYYY

[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	
6/3/2011	6679	000111	6/3/2011	abc	test	abc	test	View
6/3/2011	6679	000110	6/3/2011	abc	test	abc	test	View
6/3/2011	6679	00101	6/3/2011	abc	test	abc	test	View
5/11/2011	6679	S-001	5/10/2011	Lois	Lane	Clark	Kent	View
5/9/2011	6679	aqw2	2/2/2011	ss	aa	aa	ss	View

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

For support call - 972.801.4797

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Viewing Invoice History (Cont.)	Screen
The details of your selected invoice appear. From this screen, you may either ③Click **Close** to return to a list of search results. Or… ④Click **Print** to print a copy of the invoice.	**Invoice Details** Close Print ③ ④ 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 Comments Merchandise Cost: $0.00 Delivery Fee Total: $222.00 Other Cost $0.00 Other Cost Description: **INVOICE TOTAL** **$222.00**