



Invoice Summary Page Overview

The Invoice Summary Page can be filtered by Vendors, Acknowledged Status and Date Range in which the Invoice was registered in RevCascades Portal.

To navigate to the Invoice Page select the Invoices button at the top of the screen, next to the Orders button

Invoices

Orders ▾ Shipments **843** Invoices **4899** Returns **599** Credits **75** Cancels **3543** Pickups

1. Getting to Know your Invoice Screen

a. Brand Column

The Brand Column contains the Vendor's Name to identify whom the order(s) belongs to

ID	Brand	Invoice #	PO #	Due Date	Due Amount	Invoiced On	Acknowledged At
612973	Vendor A	2019000	190411	Apr 26th, 2019	\$137.56	Apr 11th, 2019	- Unacknowledged -

b. Invoice # Column

The Invoice Number column contains the Invoice number created by the Vendor in reference for the associated order

ID	Brand	Invoice #	PO #	Due Date	Due Amount	Invoiced On	Acknowledged At
612973	Vendor A	2019000	190411	Apr 26th, 2019	\$137.56	Apr 11th, 2019	- Unacknowledged -

c. PO # Column

The Purchase Order column contains the PO # pertaining to the order. This number should be referenced on all inquires with the RevCascade Support Team for order assistance.

ID	Brand	Invoice #	PO #	Due Date	Due Amount	Invoiced On	Acknowledged At
612973	Vendor A	2019000	190411	Apr 26th, 2019	\$137.56	Apr 11th, 2019	- Unacknowledged -



d. Due Date Column (Terms Date)

The Due Date column contains the date in which payment is due, calculated by the net terms associated with the vendor connection

ID	Brand	Invoice #	PO #	Due Date	Due Amount	Invoiced On	Acknowledged At
612973	Vendor A	2019000	190411	Apr 26th, 2019	\$137.56	Apr 11th, 2019	- Unacknowledged -

e. Due Amount Column

The Due Amount column contains the total amount due on the invoice

ID	Brand	Invoice #	PO #	Due Date	Due Amount	Invoiced On	Acknowledged At
612973	Vendor A	2019000	190411	Apr 26th, 2019	\$137.56	Apr 11th, 2019	- Unacknowledged -

f. Invoiced On Column

The Invoiced On column contains the Date in which the Invoice was created within the RevCascade portal

ID	Brand	Invoice #	PO #	Due Date	Due Amount	Invoiced On	Acknowledged At
612973	Vendor A	2019000	190411	Apr 26th, 2019	\$137.56	Apr 11th, 2019	- Unacknowledged -

g. Acknowledged At Column

The Acknowledged At column contains the Date and Time Stamp that the Invoice was pulled into the Retailers system

ID	Brand	Invoice #	PO #	Due Date	Due Amount	Invoiced On	Acknowledged At
612973	Vendor A	2019000	190411	Apr 26th, 2019	\$137.56	Apr 11th, 2019	- Unacknowledged -

.....Continue to Next Page for Filtering order Options.....

