MYBUSINESS-ABILITY TO ADD PHOTOS TO AN INVOICE



FEATURE SUMMARY:

MyBusiness users will now be able add photos to an invoice. This feature is will allow you to add photos to an invoice either during the transaction or in the sales history. This process is designed to help Retail Accounting obtain copies of invoices that include retailer requirements such as store stamp or DSD receiver document if a discrepancy is discovered.

 When you have finalized an invoice and are ready to print, you will notice a new button called "Attach Photos." If you wish to add the store stamped copy of the invoice during the transaction process, tap "Print Invoice." Then ask the store associate to stamp and sign that copy. When you are still on this screen, you can add a picture of the signed invoice before selecting "Done." To add a photo, tap "Attach Photos."



2. Tap "Add Photo" at the bottom. Tap "Take Photo." Take a photo of the signed invoice. Tap "Save" and then "Done" to finalize your invoice.



TO REVIEW PHOTOS ADDED TO AN INVOICE OR ADD A PHOTO TO AN INVOICE > SALES HISTORY

Find the store in the store menu. Tap "View Sales History." Tap the invoice you want to add a photo to or the invoice you would like to view.

54211 Stores	≡	< Stores Store Info	=	Store Info Sales History	≡
Q Search		DOLLAR GEN 16314 113 Glenlock Rd, Sweetwater, TN	\$	DOLLAR GEN 16314 113 Glenlock Rd, Sweetwater, TN	
CIRCLE K 3626 1157 Hwy 68, Sweetwater, TN 37874	>	Central Billing Store		8/13 12:08 pm Sales 810180001	\$22.88 >
CIRCLE K 3627	>	View Sales History	>	8/11 12:56 pm 1 Sales 810109004	\$194.48 >
708 South Main St, Sweetwater, TN 37874		Special Pricing		Load More	
DOLLAR GEN 113 789 Hwy 68, Sweetwater, TN 37874	>	None			
DOLLAR GEN 16314 113 Glenlock Rd, Sweetwater, TN 37874	>	Change Special Pricing			
EXDRESSWAY MART		Store Messages			
243 Hwy 68, Sweetwater, TN 37874	>	No recent messages.			
FUEL STOP 203 New Hwy 68, Sweetwater, TN 37874	>	Promotions			
INGLES 306 Hwy 11, Sweetwater, TN 37874	>	DG Core 3/\$5 Must Buy	>		
MAUTI 404 South Main Steet, Sweetwater, TN 37874	>	DG AD Core 2/\$3 Must Buy	>		
		DG LD Bagged Donuts \$2	>		
RURAL KING 106					
Create Store		Edit New Transaction	Pass		

Tap "Actions." Tap "View/Attach Photos." You can tap "Add Photo" to take a picture of a store stamped copy of an invoice.

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< Sale	es History	Invoice Info)		≡
DOL 113 Gl	LAR GE	EN 16314 Sweetwater, T	N		
UPC	Product		C	Cost	Units
LD FA	MILY PAC	KS			
4101	OATMEA	L CRM PIE	22	2.88	16
4102	HONEY E	BUNS	22	2.88	16
4106	COSMIC	BROWNIES	22	.88	16
4120	NUTTY E	BARS	22	.88	16
4125	FUDGE E	ROWNIES	11	.44	8
4130	SWISS R	OLLS	22	.88	16
4133	STRAW S	SHORTCAKE	22	.88	16
4146	ZEBRA C	AKES	11	.44	8
4150	FUDGE F	OUNDS	22	2.88	16
4484	ZEBRA R	OLLS	11	.44	8
Sales I	nvoice # 8	10109004			
Total			\$194	.48	136
Print				A	ctions

< Sale	es History Invoice Info	I	=			
DOLLAR GEN 16314 113 Glenlock Rd, Sweetwater, TN						
UPC	Product	Cost	Units			
LD FA	MILY PACKS					
4101	OATMEAL CRM PIE	22.88	16			
4102	HONEY BUNS	22.88	16			
4106	COSMIC BROWNIES	22.88	16			
4120	NUTTY BARS	22.88	16			
4125	FUDGE BROWNIES	11.44	8			
4100		00.00	10			
Resend Invoice Resend Inventory Adjustments						
View / Attach Photos						
Cancel						

