Training Document
How to Reprice an Invoice

In this lesson you will learn about using the Accredo system.

After completing this lesson you will be able to:

- Reprice an Invoice

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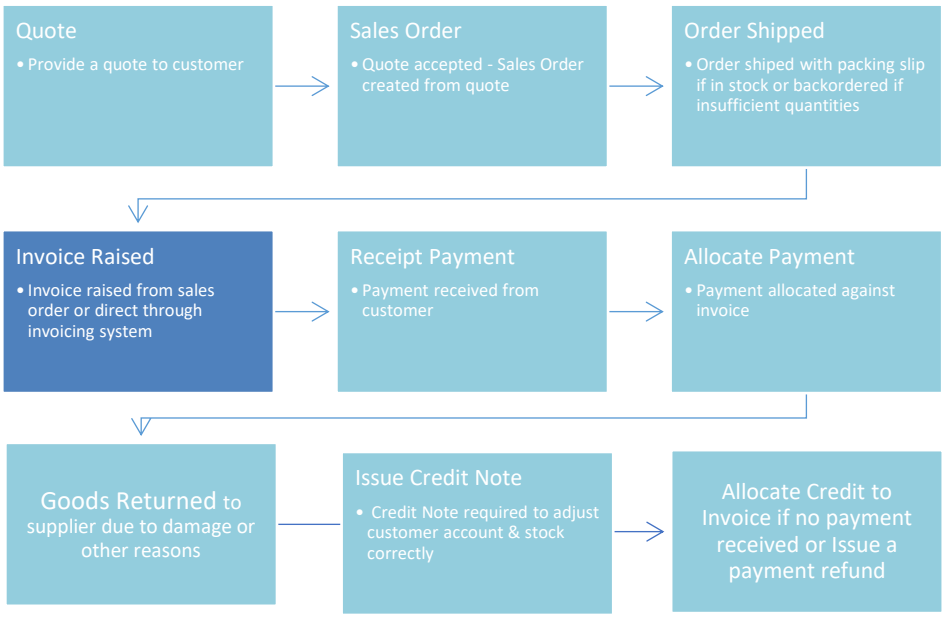
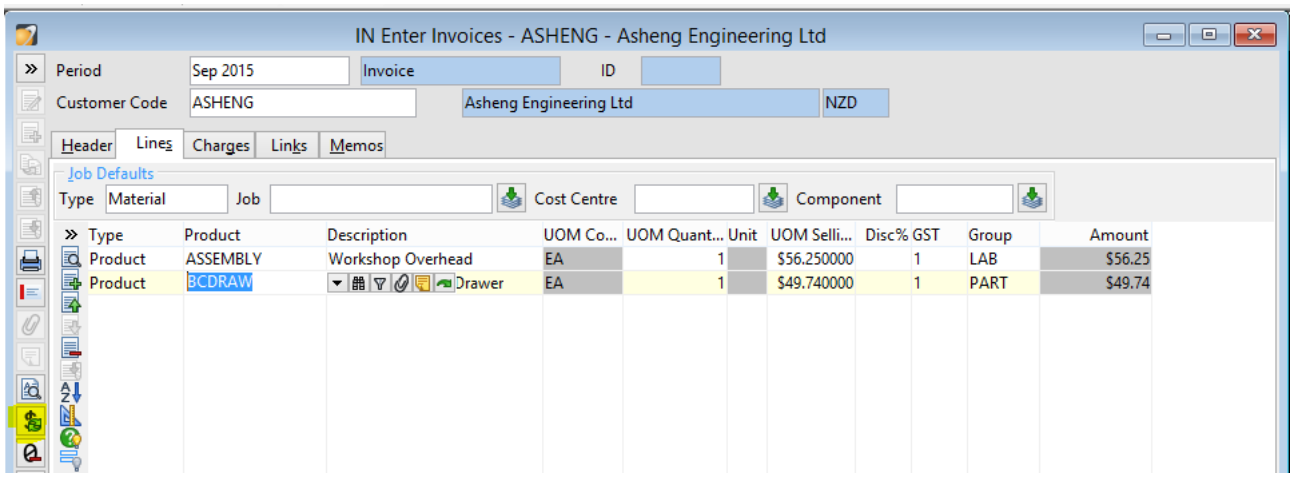
Process flow

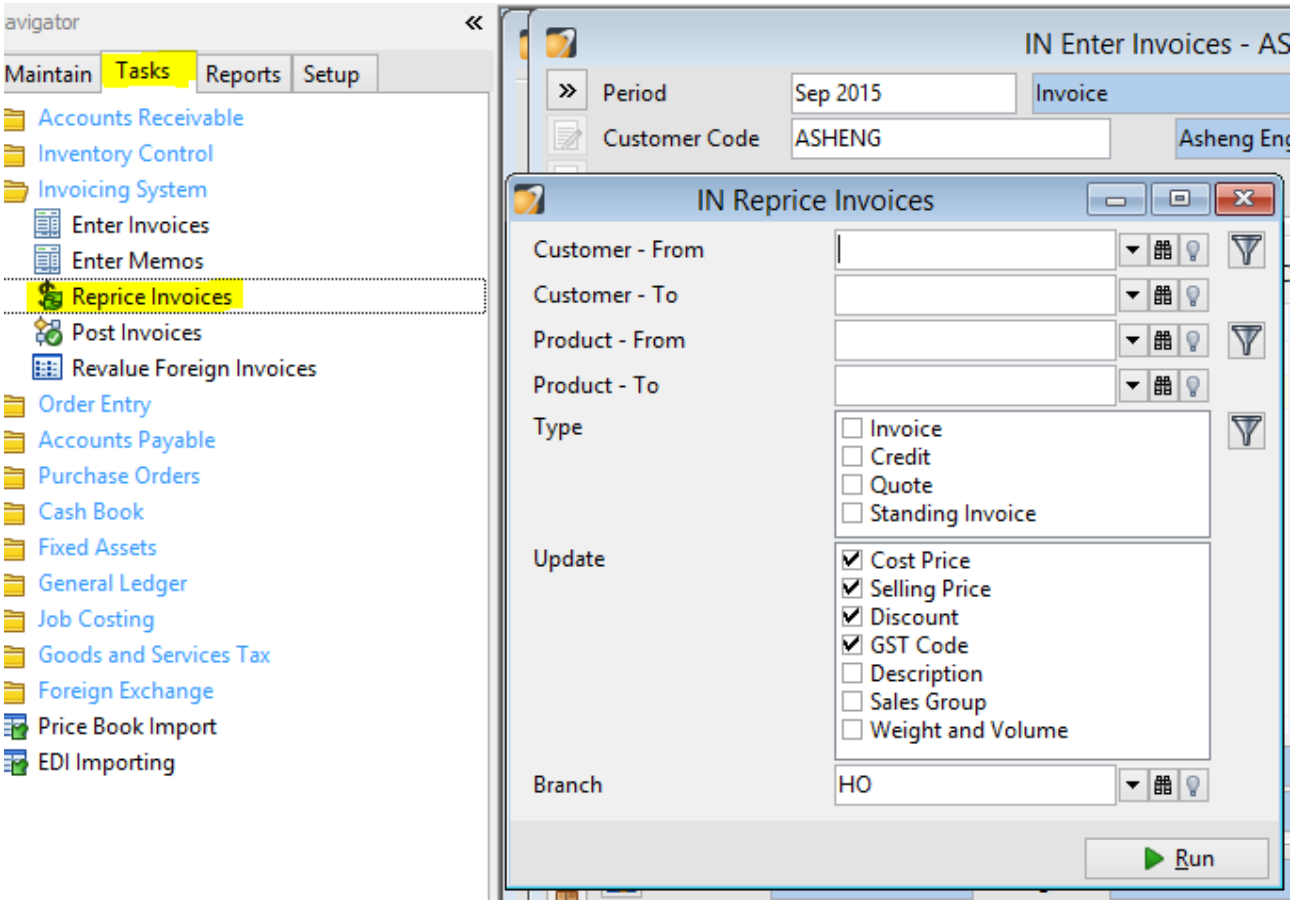


Repricing Invoices

- To Reprice an Invoice click on the reprice button on the (Alt + R). This will update prices on the invoices to the latest prices.



- To update a Batch of Invoices with the latest prices go to Tasks\ Invoicing System\ Reprice Invoices. You can select which customers, products or types of invoices you would like to reprice.



Contact

For further information or for assistance with Accredo please do get in touch with us.

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