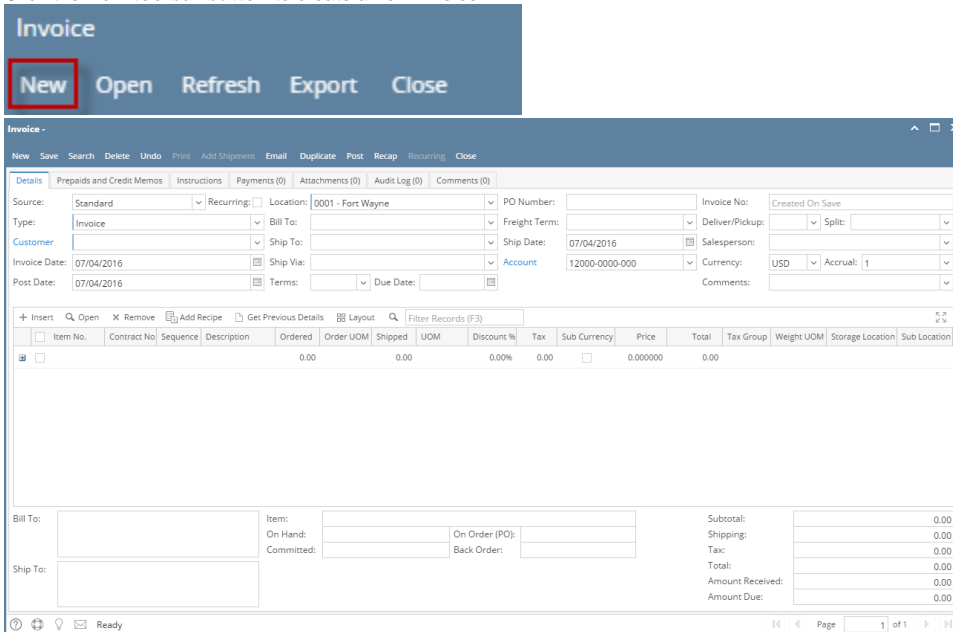


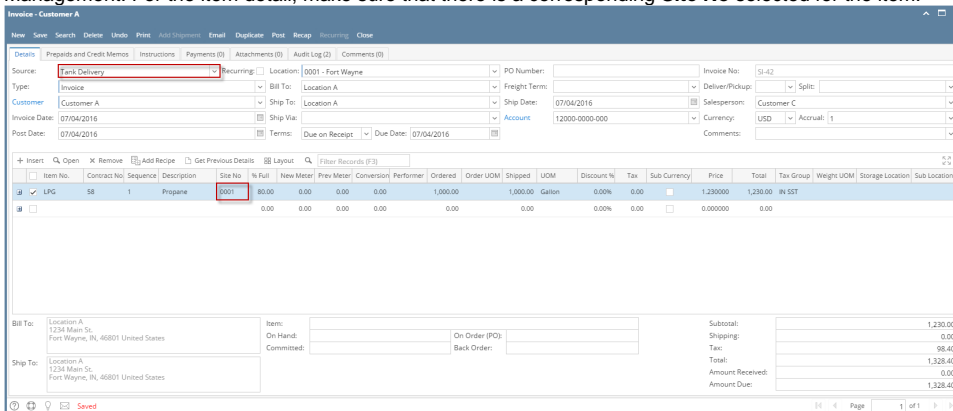
How to Synchronize Data from i21 AR to Tank Management

1. On the Sales Menu panel, click the **Invoice** menu. This will open the **Invoice Search** screen.
2. Click the **New** toolbar button to create a new invoice.



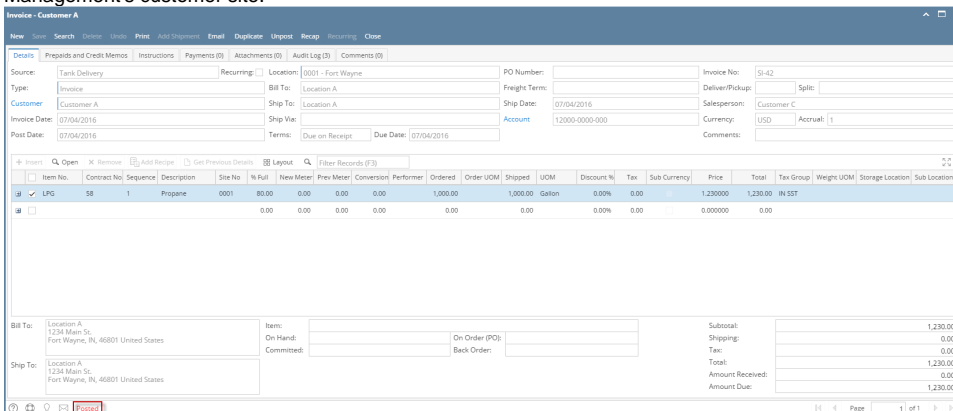
The screenshot shows the 'Invoice' window with a toolbar at the top. The 'New' button is highlighted with a red box. Below the toolbar, the 'Details' tab is active, showing various fields for creating a new invoice. The 'Source' field is set to 'Standard', 'Type' is 'Invoice', and 'Customer' is 'Customer'. The 'Invoice Date' and 'Post Date' are both set to 07/04/2016. The 'Location' is '0001 - Fort Wayne'. The 'Ship Date' is 07/04/2016, and the 'Ship Via' is 'Account'. The 'Currency' is 'USD' and 'Accrual' is '1'. The 'Subtotal' is 0.00, 'Shipping' is 0.00, 'Tax' is 0.00, 'Total' is 0.00, 'Amount Received' is 0.00, and 'Amount Due' is 0.00.

3. Enter the invoice details such as the Customer, Location, Salesperson and Item details.
4. Make sure that the **Source** field is set to **Tank Delivery** since this is the assign source for invoices/credit memo that can be synced to Tank Management. For the item detail, make sure that there is a corresponding **Site No** selected for the item.



The screenshot shows the 'Invoice - Customer A' window. The 'Source' field is now set to 'Tank Delivery'. The 'Type' is 'Invoice', 'Customer' is 'Customer A', and 'Location' is 'Location A'. The 'Invoice Date' and 'Post Date' are both 07/04/2016. The 'Ship Date' is 07/04/2016, and the 'Ship Via' is 'Account'. The 'Currency' is 'USD' and 'Accrual' is '1'. The 'Subtotal' is 1,230.00, 'Shipping' is 0.00, 'Tax' is 98.40, 'Total' is 1,328.40, 'Amount Received' is 0.00, and 'Amount Due' is 1,328.40. The 'Item' list shows 'LPG' with 'Site No' 0001.

5. After entering the details, click the **Save** toolbar button. The invoice will remain unposted but will save the entered details.
6. Click the **Post** toolbar button. Once the invoice is posted, the data and values of the invoice will sync and reflect automatically to Tank Management's customer site.



The screenshot shows the 'Invoice - Customer A' window. The 'Source' field is 'Tank Delivery', 'Type' is 'Invoice', 'Customer' is 'Customer A', and 'Location' is 'Location A'. The 'Invoice Date' and 'Post Date' are both 07/04/2016. The 'Ship Date' is 07/04/2016, and the 'Ship Via' is 'Account'. The 'Currency' is 'USD' and 'Accrual' is '1'. The 'Subtotal' is 1,230.00, 'Shipping' is 0.00, 'Tax' is 98.40, 'Total' is 1,328.40, 'Amount Received' is 0.00, and 'Amount Due' is 1,328.40. The 'Item' list shows 'LPG' with 'Site No' 0001. The 'Post' button in the toolbar is highlighted with a red box.

