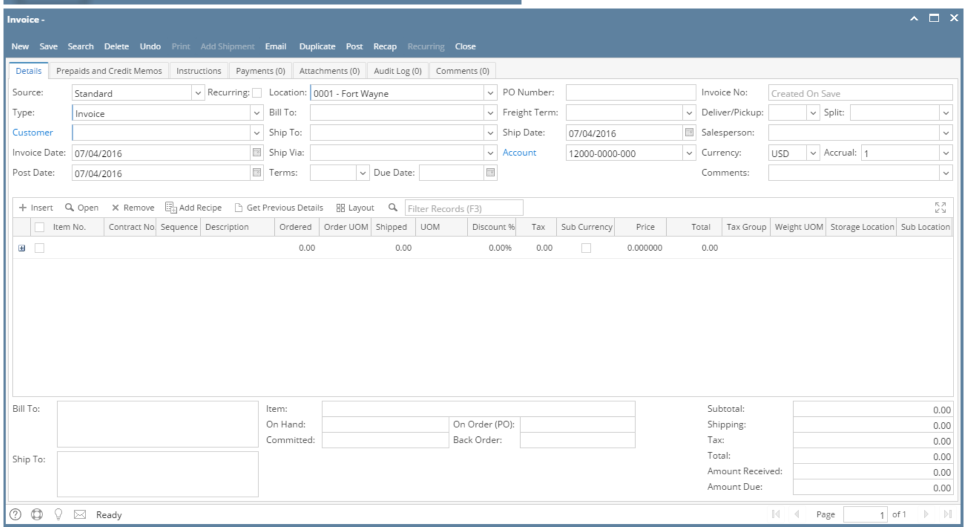
How to Synchronize Data from i21 AR to Tank Management

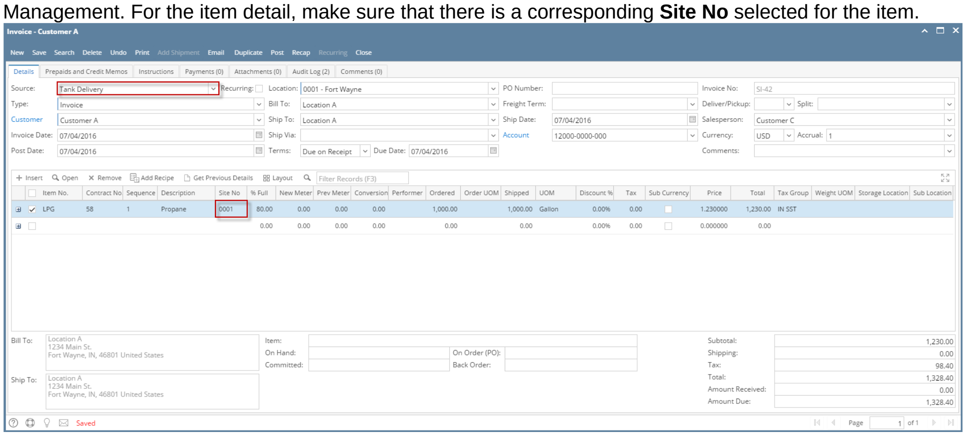
1. On the Sales Menu panel, click the **Invoice menu**. This will open the **Invoice Search** screen.

2. Click the **New toolbar button** to create a new invoice.



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.



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 reltect automatically to Tank Management's customer site.