



HOW TO PAY INVOICES ONLINE



Elevate your payment experience with our enhanced online payment feature for AC Pro. Effortlessly view, download, and pay your invoices, while seamlessly applying store credits before completing your payment for a smoother and more convenient transaction process.

GET STARTED

Login online and click on My Account, then in the left hand menu select Pay Invoice

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To start you can Add your invoice payment methods or you can click Skip step to go straight to your open invoices

No payment method found in your account.

Please add a payment method to continue.

[Add Payment Method](#)

[Skip Step >>](#)

- In the Open Invoices you will find at the top your Total Balance, Current invoices (within 30 days), 31-60 Day Invoices, 90+ Day Invoices, Available Store credits to use, and your total Payments. You can click on any of these to filter just those invoices

Total Balance
\$83,026.94
68 Items

Current
\$48,471.04
48 Items

31 - 60 Days
\$34,725.48
19 Items

61 - 90 Days
\$0.00
0 Items

- At the top of each column you can filter or search the fields, such as PO #, Job Name, or you can filter a date range:

Date ▾	ID ▾	PO ▾
2023-11-28	S8162160.001	
2023-11-28	S8162224.001	santos

- When you check the box next to each Invoice you can select the individual invoices or at the top you can select all on the page or select all on all pages
- Once you've made your selection, you can click on the Three dots to access the action items

☰ Type ▾	Status ▾	Date ▾	ID ▾	PO ▾
<input checked="" type="checkbox"/> Order	Invoiced	2023-11-28	S8162160.001	santos
<input checked="" type="checkbox"/> Order	Invoiced	2023-11-28	S8162224.001	Santos
<input type="checkbox"/> Order	Invoiced	2023-11-27	S8158728.001	lita Sanchez
<input type="checkbox"/> Credit	-	2023-11-27	S8158764.001	Credit

- Under the action menu you can Pay the selected invoices, download them in excel, download them in Quickbooks file, or Download as a PDF

☰ Type ▾	Status ▾	Date ▾
		2023-1
		2023-1
		2023-1
		2023-1
		2023-1
		2023-1
<input type="checkbox"/> Order	Invoiced	2023-1

- To Pay invoices, select Pay Invoice, then in the next screen you can adjust the amount you'd like to pay for each invoice. For example, below I can choose to pay \$2500 to my first invoice by typing the amount in the last field

Remaining		
\$3,370.13	\$3,370.13	\$ 2500.00
\$88.64	\$88.64	\$ 88.64
Total: \$2,588.64		

- Then click continue
- In the next screen you can choose to apply your available store credit towards your invoices before you process a payment. Simply click the check box next to the credit

	Type	Status	Date	ID
<input checked="" type="checkbox"/>	Credit	-	2023-11-27	S8158764.001
<input type="checkbox"/>	Credit	-	2023-11-27	S8161325.001

- Your credit will show on the bottom right under the Adjusted Total to pay:

Credit to Use	
-\$74.71	\$ 74.71
-\$434.93	\$ 0.00
-\$254.29	\$ 0.00
-\$41.91	\$ 0.00
-\$169.58	\$ 0.00
Credit: - \$975.42	Credit to use: \$74.71
Adjusted Total To Pay: \$2,513.93	

- Click continue, then choose your desired payment method. If you haven't added a payment method yet, please click to add a payment method. ACH is Electronic check and is a quick and easy way to pay your invoices by check.
- Once you've selected your payment method, it will give a summary of the amount you will be paying
- Click Pay at the bottom
- The next screen will provide a Payment confirmation and a printable receipt. This same receipt will be emailed to you.

Payment Confirmation

Thank you for scheduling your payment. Your payment will process on Nov 29, 2023. You will find the transaction information regarding your payment listed below.

Payment Method:	Credit Card
Payment Date:	Nov 28, 2023
Total:	\$2513.93
Paid:	\$2513.93

Acct. No.	Invoice	P.O.	Job	Order Date	Due Date	Payment Type	Payment Amount
4040	S8117051.001	test1101-02	test1101-02	2023-11-01	2023-12-01	CC	2500.00
4040	S8117083.001	test1101-03	test1101-03	2023-11-01	2023-12-01	CC	88.64

NEED HELP?

Contact eCommerce team at 800-800-4121 or ecommerce@acpro.com