



# Take Control of Your Profits

Give your managers the right tools and support

(614) 799-0856

# David H. Tishkoff, CPA, MBA

Restaurant Accounting and Technology Solutions

## Special Notes about Avalon Electronic Invoices:

- E-invoices are downloaded from Avalon’s online ordering system
- **You must have an online account with Avalon to download electronic invoices**
- E-invoices will not include credits or adjustments made by the driver or incentive rebates and credits. These charges will have to be added manually after the invoice is imported
- Sales tax is **not** included in the extended price. Sales tax must be added manually.

## DOWNLOADING THE ELECTRONIC INVOICE

1. Log onto <http://avalon.foodorderentry.com/>
2. Enter your user name and password to log into Online Ordering

to be the best at what our customers value most

**AVALON**  
Foodservice, Inc.

Welcome

Avalon Foodservice, Inc. teams up with our Featured Partners to offer you ★★★★★ Specials!

To access Orders and Reports, please Sign In.

Access Code:  Password:  Go

Navigation Menu:

- LOG OUT
- HOME
- COMPANY INFO
- SPECIALS
- PRODUCTS
- PLACE ORDER
- ORDER STATUS
- ACCTS PAYABLE
- INVENTORY
- REPORTS
- ORDER GUIDES
- FORUM
- SUGGESTIONS
- E-MAIL
- JOBS
- WHAT'S NEW

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To Log-Out [Click Here](#)

Notice! This site requires frames-capable browsers and is best viewed at resolutions of 800 x 600 or higher. Netscape Navigator 7.1+ or MS Internet Explorer 6.0+ are highly recommended. (Both are FREE Downloads).

The Multi-Unit Group

UNI-PRO FOODSERVICE, Inc.

FOOD USA

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4. Click the **Accts Payable** link on the menu on the left screen



**Accounts Payable**

As Of: 10/11/2007 Terms:

Show Sales History: **BUFFALO W W**

Type	Number	Date	Current	4-6	7-9	10-12	Over 12	Balance
ADJ	<a href="#">1112027</a>	10/02/2007			(\$1,399.00)			(\$1,399.00)
PMT	<a href="#">1112028</a>	10/02/2007			\$250.08			(\$1,148.92)
ADJ	<a href="#">1112028</a>	10/02/2007			(\$11,256.54)			(\$12,405.46)
INV	<a href="#">1112828</a>	10/02/2007			\$1,239.40			(\$11,166.06)
INV	<a href="#">1112832</a>	10/02/2007			\$10,752.01			(\$414.05)
INV	<a href="#">1113484</a>	10/05/2007		\$9,261.92				\$8,847.87
PMT	<a href="#">1113484</a>	10/05/2007		(\$9,177.56)				(\$329.69)
ADJ	<a href="#">1113484</a>	10/05/2007		(\$84.39)				(\$414.08)
INV	<a href="#">1114101</a>	10/09/2007	\$4,981.70					\$4,567.62
PMT	<a href="#">1114101</a>	10/09/2007	(\$4,825.34)					(\$257.72)



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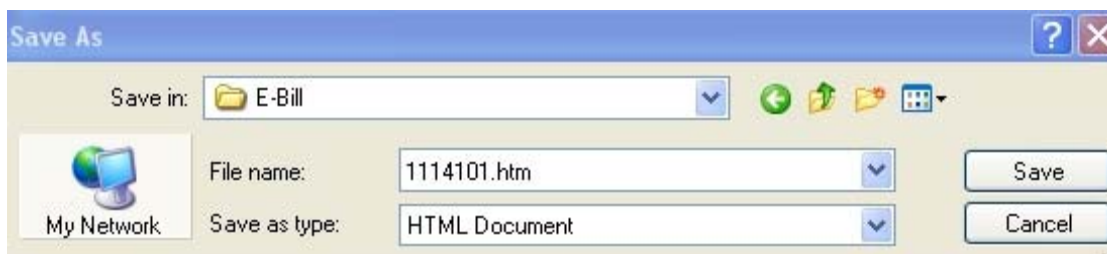
Restaurant Accounting and Technology Solutions

- Right-click on the invoice number of the invoice you want to download and select "Save Target As..."

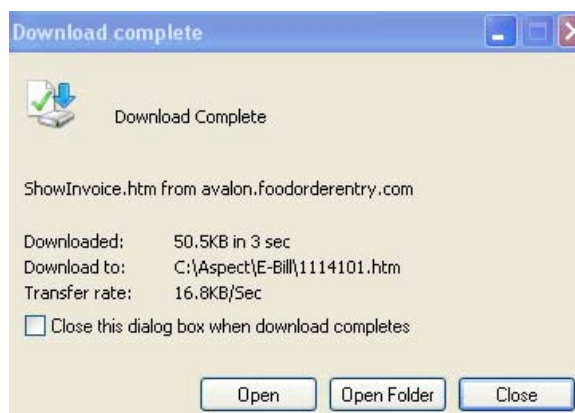


- Open
- Open in New Tab
- Open in New Window
- Save Target As...
- Print Target

- In the **Save As** window browse to the folder **C:\Aspect\E-bill** and change the file name to match the invoice number
  - Save In = C:\Aspect\E-bill
  - File Name = Invoice Number (in example 1114101)
  - Click **Save** to save the file



- Click **Close** to close the Download Complete window



- To download more invoices repeat steps 5 –7

**Contact Bullseye for procedures on how to import electronic invoices into Aspect**