



# How to Receive a Hand Held Invoice

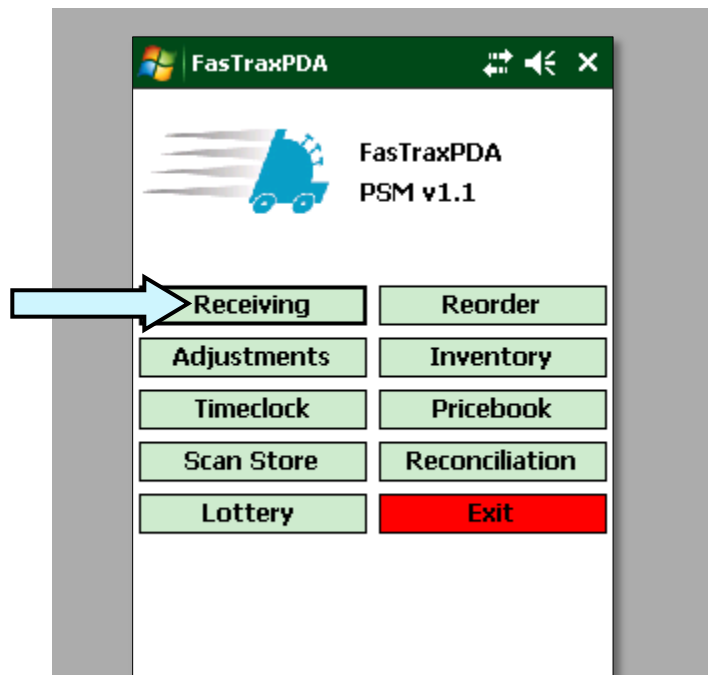
# INDEX

<u>Receive a Hand Held Invoice</u>	<u>3</u>
<u>Edit Invoices</u>	<u>8</u>
<u>Resume Hand Held Invoice</u>	<u>11</u>
<u>View Previous Items</u>	<u>15</u>

## How to Receive a Hand Held Invoice

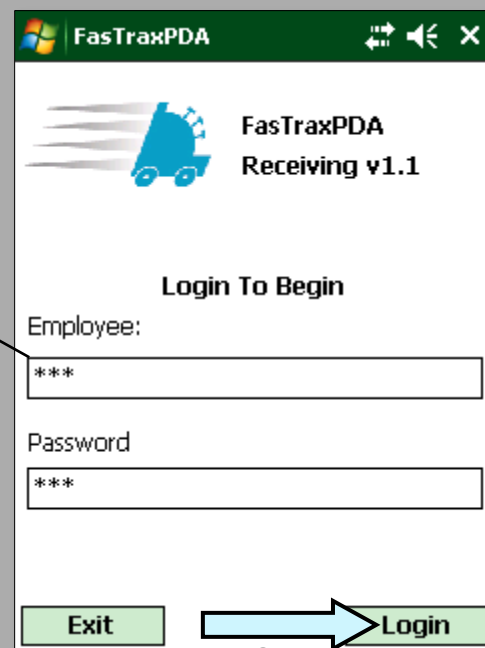
- 1) After entering FasTrax PSM on the hand held, choose "Receiving".

**Note** - FasTrax PSM is accessed by pressing the "Start" option on the Hand Held home screen. Choose FasTrax PSM from this drop down.



- 2) Choose "Login" after the appropriate Employee ID and Password are entered.

**Note** - Employee numbers and Passwords are created in the FasTrax Director through the "Maintenance" tab.



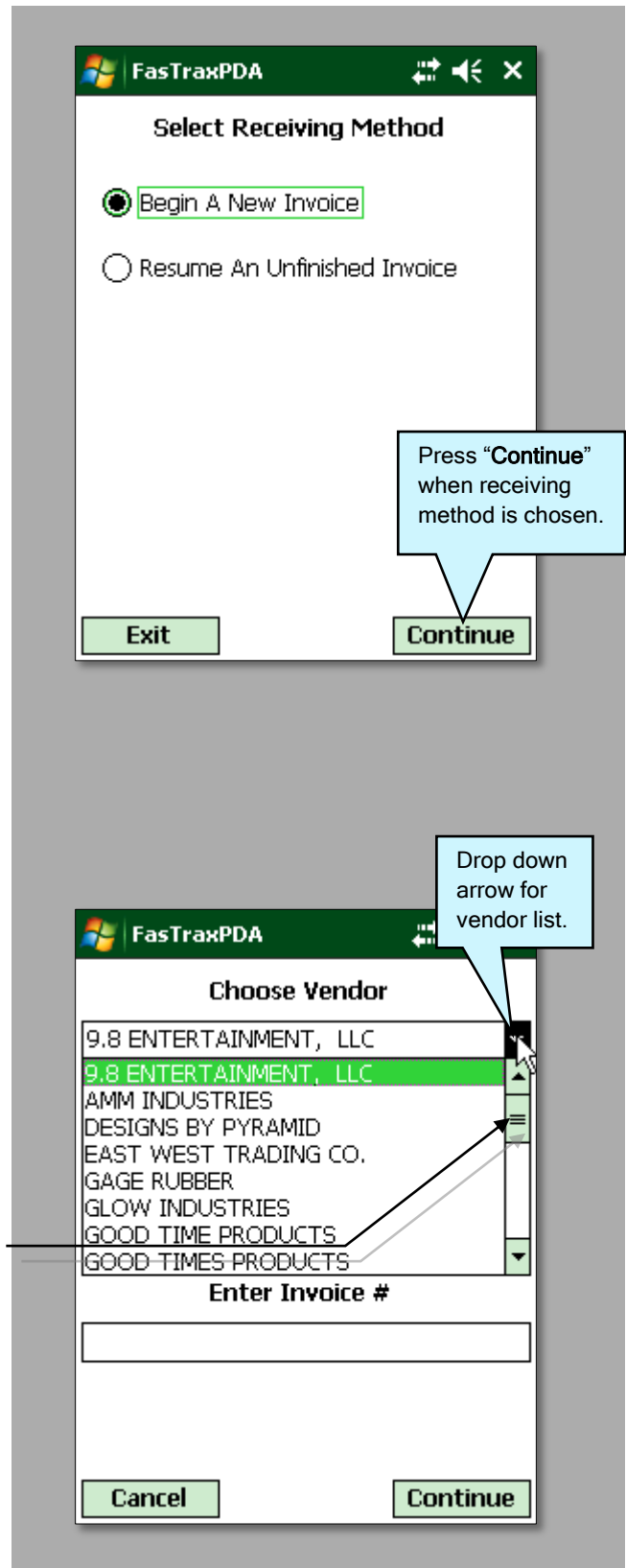
3) This will bring you to the “Select Receiving Method” section. There are 2 selections; **Begin A New Invoice** and **Resume An Unfinished Invoice**. After selecting the intended route of receiving, press the “Continue” button.

- **Begin A New Invoice** - Choose this if the invoice being received is a **NEW** invoice.
- **Resume An Unfinished Invoice** - Choose this if an invoice has been started, but not yet completed.

**Note-** Resuming an Invoice is explained by clicking here: [How to Resume a Hand Held Invoice. Pg 11](#)

4) If “Begin A New Invoice” is chosen, pick the vendor for this new invoice. Press the down arrow under “Choose Vendor” for a drop down of available vendors.

Use the **scroll bar** to see all available vendors. Once the correct vendor name is found, press the name and the field will become populated by this vendor.



- 5) After choosing the correct vendor, enter the invoice number either provided by the vendor or printed on the invoice. Then press “Continue”.

**Note** - Receiving via PO (purchase order) will be discussed in further detail on Pg ## of this manual.

FasTraxPDA

Choose Vendor

MOUNTAIN

Receive Against PO

Select Purchase Order:

Enter Invoice #

12345

Cancel Continue

Press “Continue” after invoice number is entered.

- 6) Next, scan or type in the UPC of the first item you are receiving. Once the UPC is entered, press “Continue”.

**Last Item Entered** - This will be blank for the first item scanned. After an item is successfully scanned and entered, the last UPC scanned will show here. This is for reference when working with interruptions while scanning in an invoice.

**Current Item Count** - This displays a running total of entered item counts. This will increase as more items are scanned.

FasTraxPDA

Enter/Scan The UPC

012300000123

Options Continue

Last Item Entered:

Current Item Count:

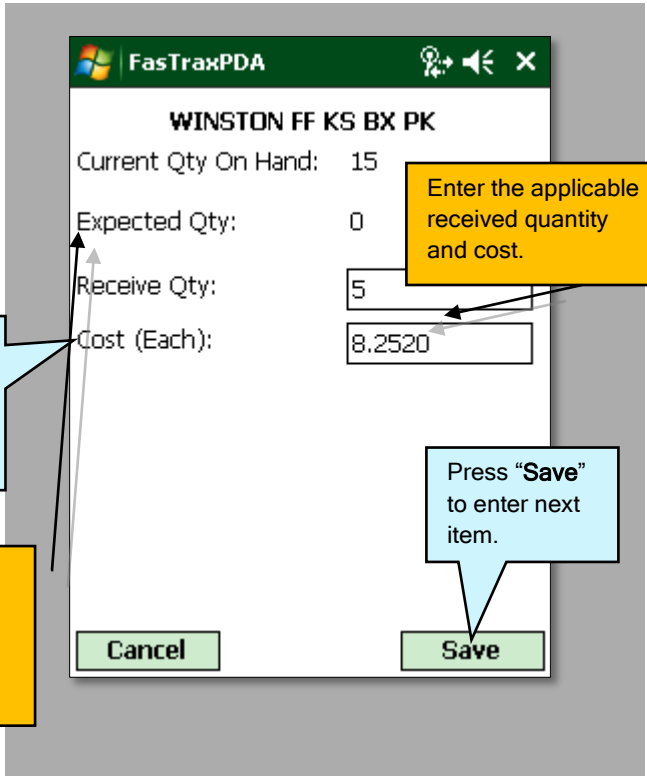
0

Press “Continue” when the UPC is entered.

- 7) In the “**Receive Qty**” box, enter the quantity of the UPC you are receiving. Confirm the cost of the item is correct per the invoice. Press “**Save**” once the quantity and cost for the UPC are correct.

“**Cost**” signifies how much you pay the vendor for each UPC at the time of receiving. This is usually indicated per line item on the invoice being received. This can be changed by pressing the “**Cost**” box and entering the cost.

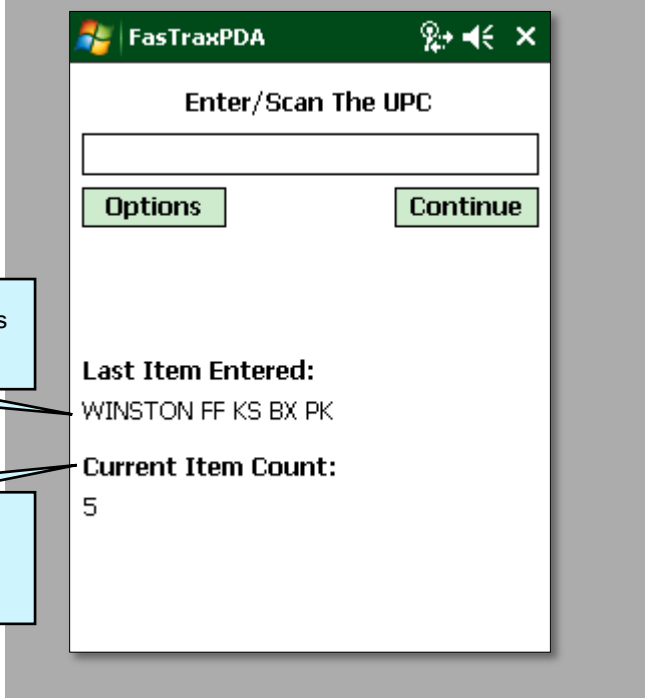
**Note** - “**Expected Qty**” is only populated when receiving a **PO**. When **POs** are created on the **FasTrax Director**, an expected quantity is set per item.



- 8) After pressing “**Save**”, you are prompted to enter the next UPC. **Steps 6-7** are to be repeated until all items being received are entered.

Notice you now show a “**Last Item Entered**”. This will change after each item scanned.

Notice you now show a “**Current Item Count**”. This number will increase with each quantity entered.

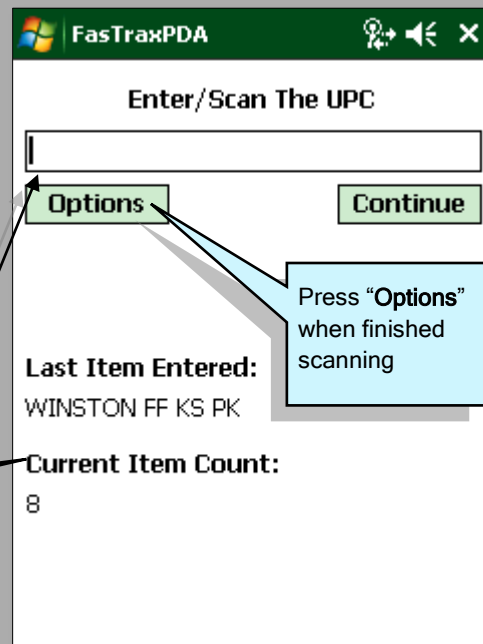


- 9) When an invoice has been completely scanned, confirm the “Current Item Count” displayed on your hand held matches that of your invoice.

Press the “Options” button when you have completed scanning.

At any time during the scanning process “Options” can be pressed. “Options” is a menu to assist in reviewing, editing, resuming and saving invoices.

Confirm this count matches the quantity total from your invoice!

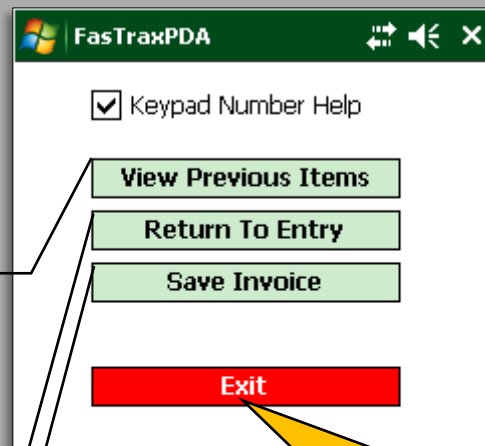


- 10) Press “Save Invoice” to accept what has been scanned. *Saving* an invoice accepts and completes it. Any necessary changes are performed in the FasTrax Director.

**Note - View Previous Items** - If accessed during the scanning process, this takes you to a list of items already scanned for a current invoice. This enables you to edit quantities already entered for items. [Click Here! Pg 15](#)

**Return To Entry** - When in “Options”, this returns you to your current invoice.

**Save Invoice** - Press this when an invoice has been completely scanned to accept and queue in the FasTrax Director. **Saved** invoices cannot be **Resumed**. Any changes necessary for a saved invoice will be done through the FasTrax Director.



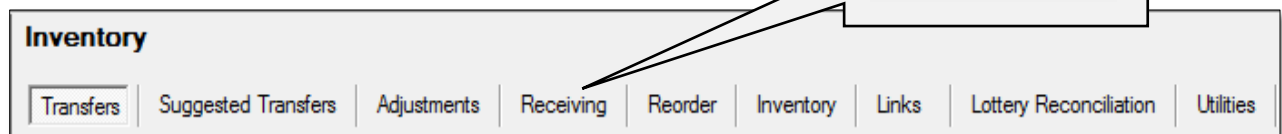
**Exit** - This exits the receiving section of the Hand Held. Invoices still being scanned can be resumed from the “Select Receiving Method” section by choosing “Resume An Unfinished Invoice” after exiting.


## How to Edit Invoices in the FasTrax Director

- 1) After logging in, choose “**Inventory**” from the options located on the left of the **Director**.



- 2) Once in “**Inventory**”, choose the “**Receiving**” tab from the row of options listed at the top of the **Director**.



- 3) After choosing  , you can search for queued invoices using entered criteria in the sections below. By default, **all** invoices within the 7 day range will be displayed. The tools illustrated below are explained to better assist in sorting invoices.

Previous Invoices | EDI | Configuration

Filter  
Store: All Stores | Vendor: All Vendors | Date Range From: 4/19/2011 to 4/26/2011 | Refresh

If using a **Corporate Director**, this drop down allows you to choose the store you are accepting an invoice for. The default “**All Stores**” will display **ALL** current invoices. A **Store Director** will default to its own store name and number.

If multiple invoices have been “**Saved**” from the Hand Held, choosing the **Vendor** drop down will allow you to sort Vendors and choose the applicable invoice.

**Note - EDI** is explained [HERE](#)

The default date range will be the last **7 days**. If the desired invoice is from a specific date, this can be changed by clicking the drop down and choosing the applicable **beginning and ending dates**.

Click “**Refresh**” after invoice search criteria has been entered.



- 4) Depending on the search criteria, any available invoices will be listed as illustrated below. From this list, choose the invoice you wish to view and/or edit.

**Inventory**

Transfers | Suggested Transfers | Adjustments | **Receiving** | Reorder | Inventory | Links | Lottery Reconciliation | Utilities

Previous Invoices | EDI | Configuration

Filter  
 Store: All Stores | Vendor: All Vendors | Date Range From: 4/19/2011 to 5/4/2011 | Refresh

Invoices

Store #	Vendor Name	Invoice #	Invoice Date	Total Cost	PO #	Applied
1	MOUNTAIN	12345	4/25/2011	\$49.51	0	<input checked="" type="checkbox"/>

Click on the invoice you wish to view and/or edit. Highlighted **BLUE** indicates which invoice is selected.

This signifies an accepted invoice. These invoices are still editable.

Create New Invoice | View Invoice | Print Invoice | Print Cost Changes | Sort By Description | Delete Invoice

Store Mode: [re #1] Settings

**View Invoice** - This option is for reviewing and making changes to a previously accepted invoice by line item.

**Note - Create New Invoice** - This is used to receive invoices directly through the **FasTrax Director**. No Hand Held is necessary. **Pg###**

This prints a copy of the invoice by line item.

This report details any items from the selected invoice which had their "cost" changed when received.

This option allows you to choose how the **Print Invoice** and **Print Cost Changes** reports are arranged. Line items are ordered by Description, UPC or Vendor part number.

This will delete a selected invoice. Quantities on hand will change to reflect these deletions.

- 5) After highlighting the applicable invoice, click **View Invoice**. This will open the invoice listed by line item as shown below.

Store: **1** Vendor: **MOUNTAIN**

Invoice #: **12345** Date: **4/25/2011** Purchase Order #: **0**

Item Details

Vendor Part: 012300000123 UPC: 012300000123 [Lookup](#)

Description: WINSTON FF KS BX PK

Part Qty: 6 UPC Qty: 6 Expected Qty: 0

Cost Each: \$8.25 Total Cost: \$49.50 [Add/Update](#)

Items On Invoice

Vendor Part	UPC	Description	Expected	Received	Cost	Update Cost
012300000123	012300000123	WINSTON FF KS BX PK	0	6	\$49.51	<input checked="" type="checkbox"/>

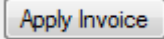
Totals: **6 Items / \$49.51 Dollars** Sort By Description | Print Invoice | Print Cost Changes | Delete Item

Update Costs: [Check All](#) [Uncheck All](#) [Apply Invoice](#)


6) From here you can edit item quantities and cost. All changes are accepted by clicking



. All changes are applied to the Pricebook and quantities on hand

once  is selected. Other options available are explained below.





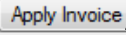
Store: 1 Vendor: MOUNTAIN  
 Invoice #: 12345 Date: 4/25/2011 Purchase Order #: 0

Item Details  
 Vendor Part: 012300000123 UPC: 012300000123 [Lookup](#)  
 Description: WINSTON FF KS BX PK  
 Part Qty: 6 UPC Qty: 6 Expected Qty: 0  
 Cost Each: \$8.25 Total Cost: \$49.50 

Items On Invoice

	Vendor Part	UPC	Description	Expected	Received	Cost	Update Cost
<input type="checkbox"/>	012300000123	012300000123	WINSTON FF KS BX PK	0	6	\$49.51	<input type="checkbox"/>


Totals: 6 Items / \$49.51 Dollars  
 Update Costs: [Check All](#) [Uncheck All](#)

Buttons:     

Click "Add/Update" once an item has been edited.

Check this box per item to update a cost change.

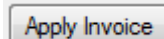
Click on the item you wish to view and/or edit. Highlighted BLUE indicates which item is selected.

Cost can be applied by item or by total invoice. Checking  will update the cost for that particular item. [Check All](#) will update the Pricebook cost of ALL invoice items. [Uncheck All](#) will keep the current Pricebook cost.

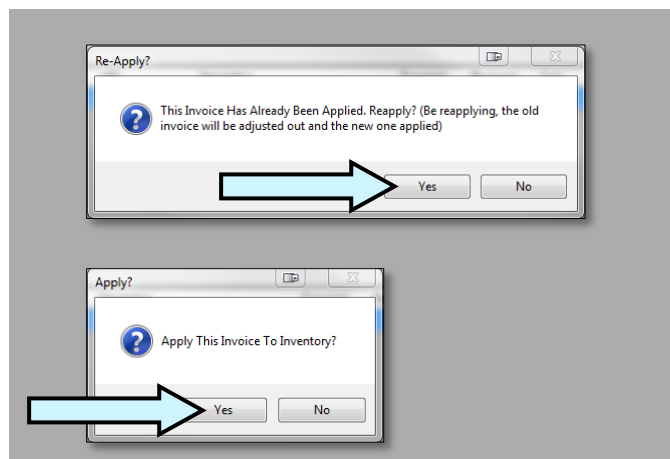
This option allows you to choose how the **Print Invoice** and **Print Cost Changes** reports are arranged. Line items are ordered by Description, UPC or Vendor part number.

This prints a copy of the invoice by line item.  
 This report details any items from the selected invoice which had their "cost" changed when received.

Click "Apply Invoice" to apply changes to Pricebook.  
 This will remove an item from an invoice.

7) Once  is selected, you will be notified that adjustments will be applied. Choose "Yes" if ready to apply.

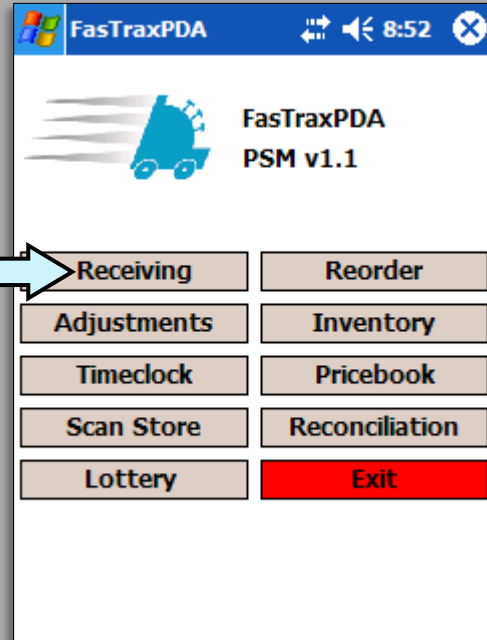
8) Choose "Yes" to apply updates to the Pricebook.



## How to Resume a Hand Held Invoice

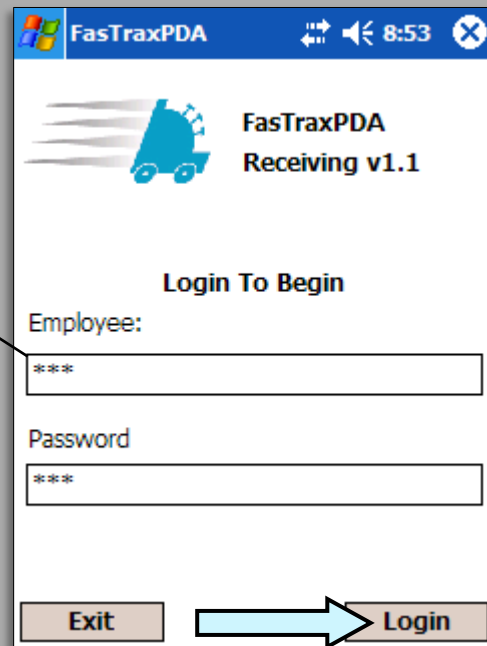
- 1) After entering **FasTrax PSM** on the hand held, choose **“Receiving”**.

**Note** - FasTrax PSM is accessed by pressing the **“Start”** option on the Hand Held home screen. Choose **FasTrax PSM** from this drop down.



- 2) Choose **“Login”** after the appropriate Employee ID and Password are entered.

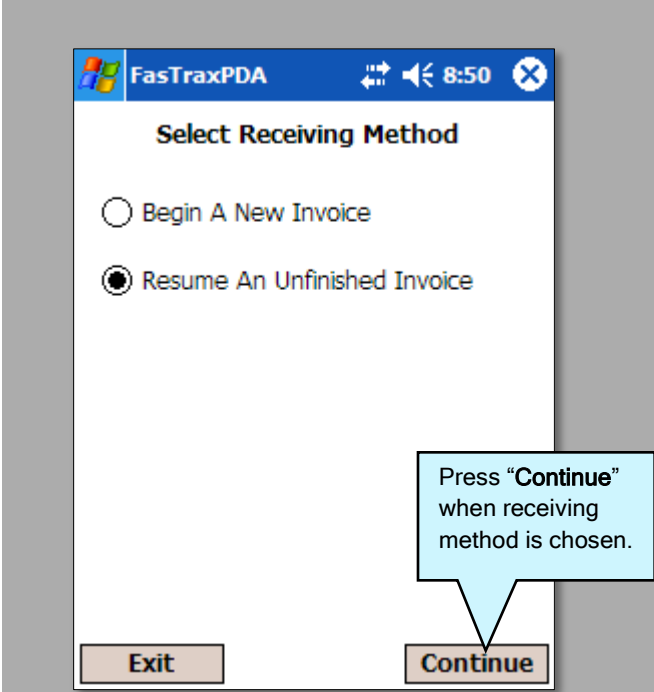
**Note** - Employee numbers and Passwords are created in the **FasTrax Director** through the **“Maintenance”** tab. Click [HERE](#) for more assistance.



3) This will bring you to the “**Select Receiving Method**” section. There are 2 selections; **Begin A New Invoice** and **Resume An Unfinished Invoice**. After selecting the intended route of receiving, press the “**Continue**” button.

- **Resume An Unfinished Invoice** - Choose this if an invoice has been started, but not yet completed.
- **Begin A New Invoice** - Choose this if the invoice being received is a **NEW** invoice.

**Note-** Beginning an Invoice is explained by clicking here: [How to Receive a hand Held Invoice. Pg 3](#)

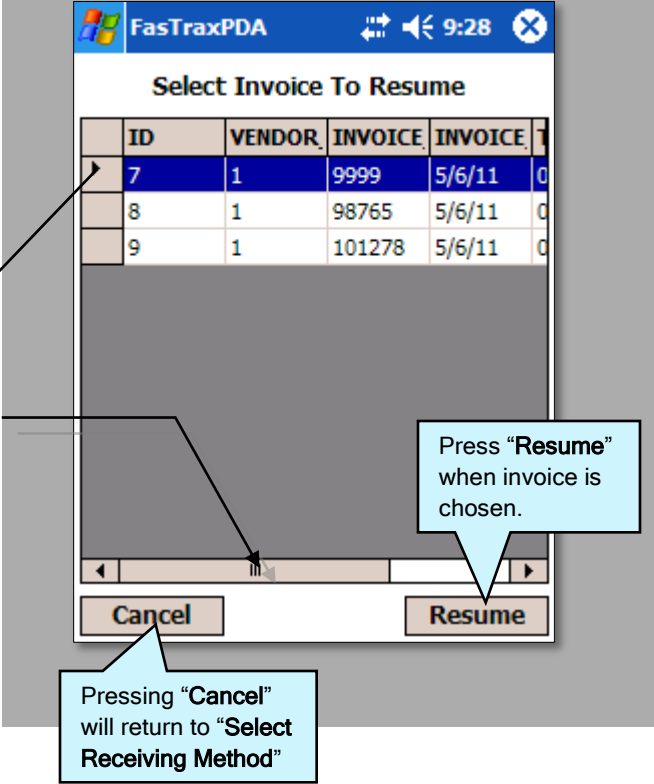


4) If “**Resume An Unfinished Invoice**” is chosen, highlight the intended invoice by pressing the box to the left of the entry. After highlighting the applicable invoice, press “**Resume**”.

Click this box to highlight the applicable invoice to resume.

Use the **scroll bar** to see PO numbers for available PO invoices. Pg ##

	INVOICE	INVOICE	TOTAL_	PO NUM
▶	9999	5/6/11	0.0000	0
	98765	5/6/11	0.0000	0
	101278	5/6/11	0.0000	0



- 5) Scan or, using the Hand Held keyboard, enter the next item UPC of the resumed invoice. Press **“Continue”** when the UPC is entered.

Notice you show a **“Last Item Entered”**. This will update to show the last item scanned.

Notice you show a **“Current Item Count”**. This number will increase with each quantity entered.

FasTraxPDA 9:29

Enter/Scan The UPC

012300000123

Options Continue

Last Item Entered: NONE

Current Item Count: 5

Press **“Continue”** when the UPC is entered.

- 6) In the **“Receive Qty”** box, enter the quantity of the UPC you are receiving. Confirm the cost of the item is correct per the invoice. Press **“Save”** once the quantity and cost for the UPC are correct.

**“Cost”** signifies how much you pay the vendor for each UPC at the time of receiving. This is usually indicated per line item on the invoice being received. This can be changed by pressing the **“Cost”** box and entering the cost.

**Note - “Expected Qty”** is only populated when receiving a **PO**. When **POs** are created on the **FasTrax Director**, an expected quantity is set per item.

FasTraxPDA 12:03

WINSTON FF KS BX PK

Current Qty On Hand: 46

Expected Qty: 0

Receive Qty: 5

Cost (Each): 8.2517

Cancel Save

Enter the applicable received quantity and cost.

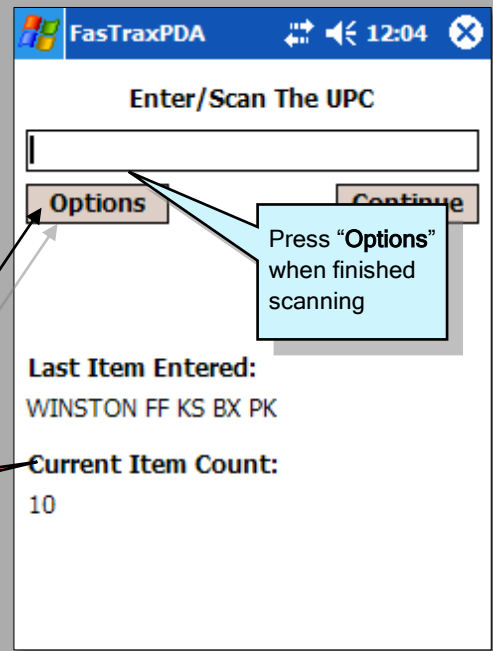
Press **“Save”** to enter next item.

- 7) After pressing “**Save**”, you are prompted to enter the next UPC. **Steps 5-6** are to be repeated until all items being received are entered.

Press the “**Options**” button when you have completed scanning.

At any time during the scanning process “**Options**” can be pressed. “**Options**” is a menu to assist in reviewing, editing, resuming and saving invoices.

Confirm this count matches the quantity total from your invoice!

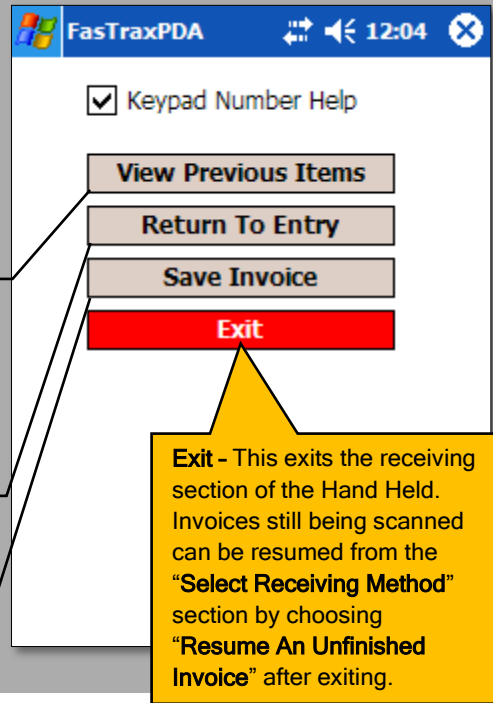


- 8) Press “**Save Invoice**” to accept what has been scanned. **Saving** an invoice accepts and completes it. Any necessary changes are performed in the **FasTrax Director**.

**Note - View Previous Items** - If accessed during the scanning process, this takes you to a list of items already scanned for a current invoice. This enables you to edit quantities already entered for items. [Click Here! Pg 15](#)

**Return To Entry** - When in “**Options**”, this returns you to your current invoice.

**Save Invoice** - Press this when an invoice has been completely scanned to accept and queue in the **FasTrax Director**. **Saved** invoices cannot be **Resumed**. Any changes necessary for a saved invoice will be done through the **FasTrax Director**.



## View Previous Items on Hand Held

- 1) During the scanning process:
  - A. Press the “Options” button.
  - B. Choose “View Previous Items” from the options listed.
  - C. View or remove items.

**A**

Options

Last Item Entered:  
WINSTON FF KS BX PK

Current Item Count:  
10

**B**

View Previous Items

Return To Entry

Save Invoice

Exit

**C**

Previous Items

ITEM_DESC	QTY
WINSTON FF KS BX PK	5
WINSTON FF KS BX PK	5

Click on the item you wish to remove. Highlighted **BLUE** indicates which item is selected.

This will remove a highlighted item.

This returns to the “Options” menu.

Delete Item

Return

Item quantities cannot be edited. If a change is required, “Delete Item” and return to scanning to enter the item.

- 2) After you have viewed and/or removed items previously scanned, press the “Return” button for options to “Return to Entry” or “Save Invoice”.

**Return To Entry** - When in “Options”, this returns you to your current invoice.

**Save Invoice** - Press this when an invoice has been completely scanned to accept and queue in the **FasTrax Director**. **Saved** invoices cannot be **Resumed**. Any changes necessary for a saved invoice will be done through the **FasTrax Director**.

FasTraxPDA

Keypad Number Help

View Previous Items

Return To Entry

Save Invoice

Exit

**Exit** - This exits the receiving section of the Hand Held. Invoices still being scanned can be resumed from the “Select Receiving Method” section by choosing “Resume An Unfinished Invoice” after exiting.