

Receiving Invoices Glossary

INDEX

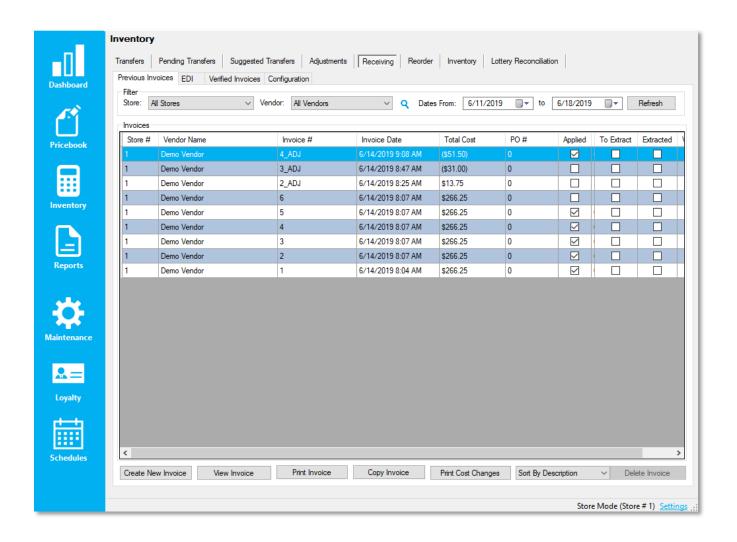
Overview of Receiving Invoices	1
Receiving – Previous Invoices in Director	2
Create New Invoice in Director	3
Invoice Worksheet in Director	4
Verified Invoices	5
Verified Invoices Details Worksheet	6
Receiving – Previous Invoices in POS	7
Create New Invoice in POS	8
Invoice Worksheet in POS	9



Overview of Receiving Invoices

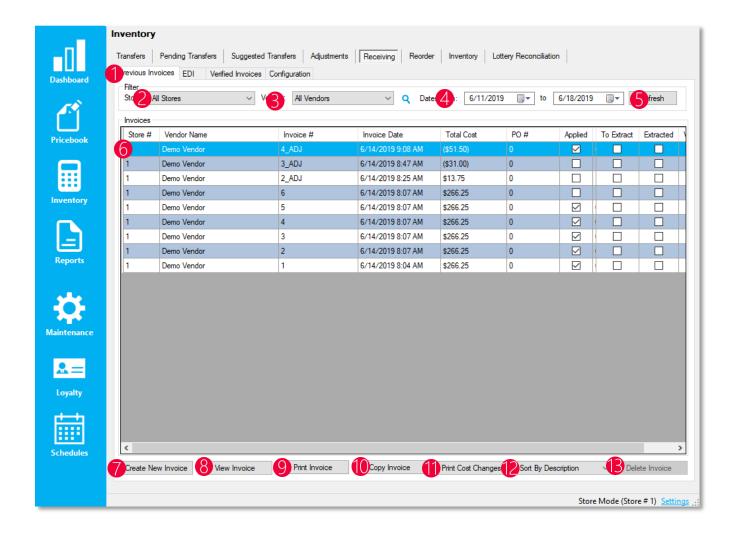
Invoices are used to add products into a store's inventory. Invoices can be received in a variety of ways across the system too, utilizing Director, the POS, or handheld software.

Receiving all invoices into the system is required in keeping track of inventory and updating costs.





Receiving – Previous Invoices in Director



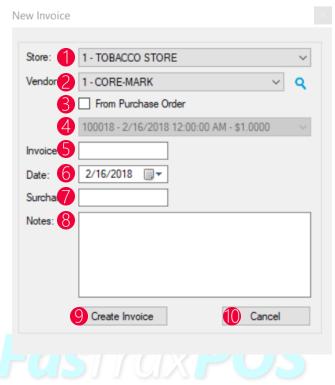
- 1. Previous Invoices This tab shows all invoices from the below selected filter options
- 2. Store This filter allows either all stores or individual stores
- 3. Vendor This filter allows all vendors or individual vendors
- 4. Date Range A start and end date filter that filters by invoice dates
- 5. Refresh This refreshes the invoices in the below grid, applying new filters or showing newly received invoices
- 6. Invoices This grid shows all invoices, both applied and unapplied, based on the above filter settings
- 7. Create New Invoice Allows the user to create a new invoice
- 8. View Invoice Opens the worksheet to view the selected invoice. Double clicking an invoice also does this
- 9. Print Invoice Prints the selected invoice
- 10. Copy Invoice This copies the selected invoice
- 11. Print Cost Changes Prints cost changes on the selected invoice
- 12. Sort Option Sorts invoices by description, UPC, or vendor part
- 13. Delete Invoice This is by default disabled and a machine setting. If enabled, allows the user to delete invoices

Deleting invoices will remove all items on it from inventory. This will cause much movement on the item movement report, especially if the invoice gets applied again. Try creating an adjustment or separate invoice.



Create New Invoice in Director

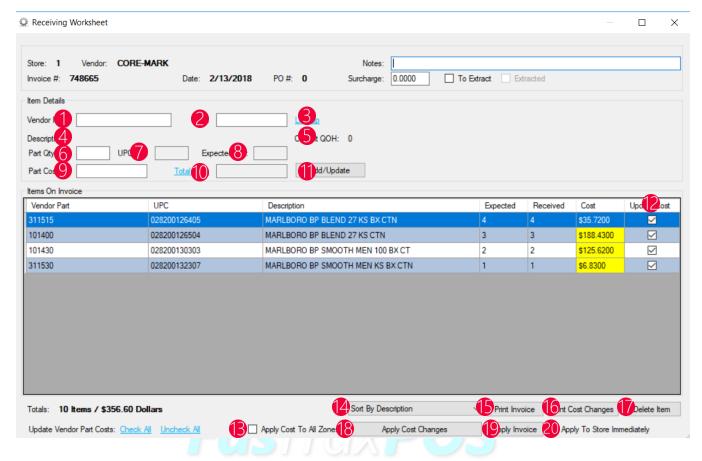
When choosing the "Create New Invoice" button on the "Previous Invoice" screen, the user will be presented with the following window.



- 1. Store Chooses the store that the invoice will be created for
- 2. Vendor Chooses which vendor that the invoice will be for
- 3. From Purchase Order This checkbox allows the invoice against a purchase order
- 4. Purchase Order Dropdown When the "From Purchase Order" checkbox is chosen, this dropdown populates purchase orders that the invoice will be created against
- 5. Invoice # Text box where the invoice number is input (invoice numbers have to be unique per vendor)
- 6. Date The date of the invoice
- 7. Surcharge If there is a surcharge fee for the invoice
- 8. Notes Allows notes to be entered in for the created invoice
- 9. Create Invoice Creates the invoice based on the input parameters
- 10. Cancel Cancels the invoice from being created



Invoice Worksheet in Director

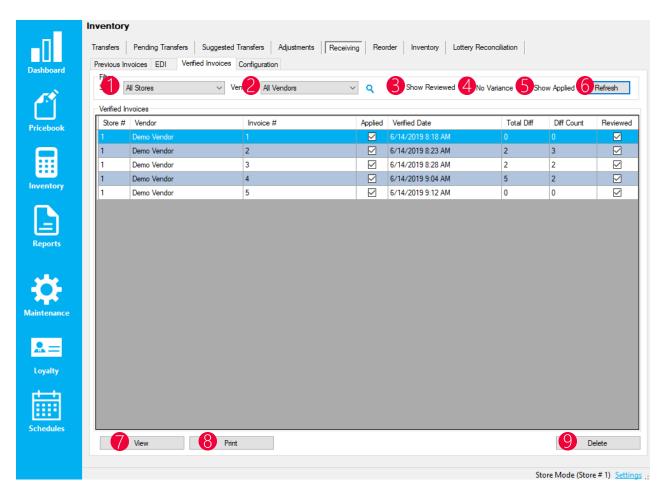


- 1. Vendor Part Entering the vendor part and pressing enter will look the item up, adding it to the invoice
- 2. UPC Entering the UPC allows the user to look up and add the item to an invoice by the UPC, prompting the user to use the vendor part if it exists
- 3. Lookup Allows the user to search for the item by other parameters
- 4. Description The items description after it has been added in the vendor part or UPC field
- 5. Current QOH The current quantity on hand of the item
- 6. Part Qty The number of vendor parts being added to the invoice
- 7. UPC Qty The number of UPCs contained in the part quantity
- 8. Expected Qty The quantity that was ordered on the PO if a PO was utilized
- 9. Part Cost The cost of the vendor part
- 10. Total Cost The total cost of the number of vendor parts being received
- 11. Add/Update Adds the vendor part to the invoice
- 12. Update Cost Checkbox that when checked, updates the cost of the vendor part and last cost of the item
- 13. Apply Cost To All Zones Applies the checkboxes cost changes to all pricebook zones
- 14. Sort Allows the invoice to be sorted by different methods when printing
- 15. Print Invoice Generates a report showing the invoice in a printable format
- 16. Print Cost Changes Generates a report showing all cost changes in a printable format
- 17. Delete Item Deletes the item on the invoice worksheet
- 18. Apply Cost Changes Applies all checkboxed cost changes to vendor parts and last cost
- 19. Apply Invoice Applies the invoice to inventory
- 20. Apply To Store Immediately When in corporate mode, applies the invoice bypassing the queue



Verified Invoices

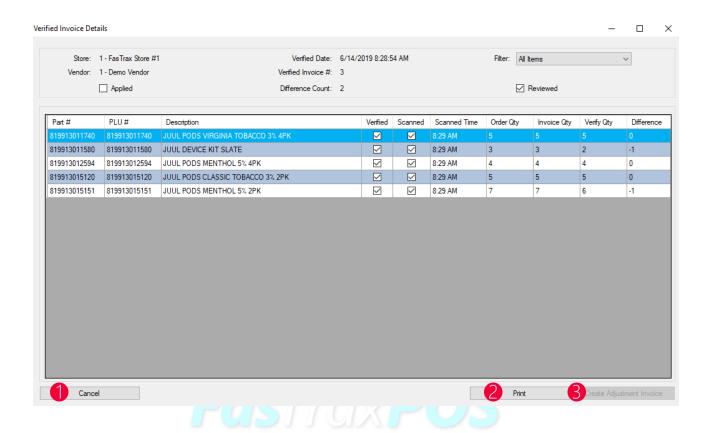
Verified invoices are used to verify the counts of applied invoices, generally processed and completed via EDI. The actual process of invoice verification has to be done at store level on the handheld.



- 1. Store Allows the user to filter by store to populate the verified invoices grid
- 2. Vendor Allows the user to filter by vendor to populate the verified invoices grid
- 3. Show Reviewed This shows the verified invoices that have been flagged as reviewed
- 4. No Variance This shows the verified invoices that had no variances
- 5. Show Applied Allows the user to show applied verified invoices
- 6. Refresh Refreshes the verified invoice grid, applying updated filters
- 7. View Views the selected invoice
- 8. Print Generates a printable report of the selected invoice
- 9. Delete Deletes the selected invoice verification



Verified Invoices Details Worksheet



- 1. Cancel Cancels out of the worksheet
- 2. Print Generates a printable report of the worksheet
- 3. Create Adjustment Invoices Creates an adjustment invoices based on the differences in the invoiced quantity and the verified quantity via the handheld



Receiving – Previous Invoices in POS

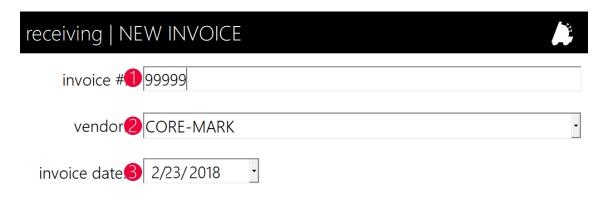


- 1. Vendors This filter allows all vendors or individual vendors
- 2. Date Range Choose the start and end dates to filter the invoices listed
- 3. Close Closes the previous invoices page
- 4. Delete Deletes the selected invoice
- 5. Edit Allows the user to edit the selected invoice
- 6. New Allows the user to create a new invoice



Create New Invoice in POS

When choosing the "New" button on the Previous Invoices screen in the POS, the user will be presented the following window:

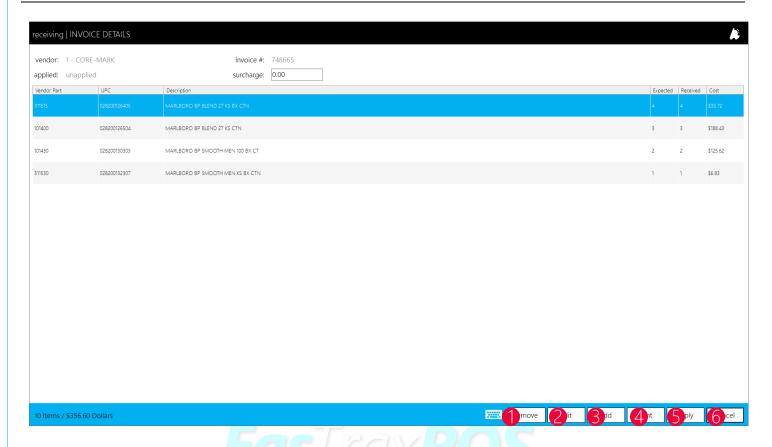




- 1. Invoice # Text box where the invoice number is input (invoice numbers have to be unique per vendor)
- 2. Vendor Chooses which vendor that the invoice will be for
- 3. Invoice Date The date of the invoice
- 4. Cancel Cancels the invoice creation
- 5. Create Creates the invoice



Invoice Worksheet in POS



- 1. Remove Removes the selected row from the invoice
- 2. Edit Edits the selected row on the invoice
- 3. Add Brings up a window to add a new vendor part to the invoice
- 4. Print Generates a printable worksheet of the selected invoice
- 5. Apply Applies the invoice to invoice
- 6. Cancel Cancels out of the invoice worksheet screen

For assistance with configurations, please contact Technical Support at Support@FasTraxPOS.com