Receiving

Invoices

Glossary

INDEX

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