



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 easily updating costs.

The screenshot shows the 'Inventory' module in FasTrax Director v1.385.101. The interface includes a sidebar with navigation icons for Dashboard, Pricebook, Inventory, Reports, Queue, Maintenance, Loyalty, and Schedules. The main window displays the 'Receiving' tab with a filter section and an 'Invoices' table.

Filter: Store: All Stores Vendor: All Vendors Dates From: 2/10/2018 to 2/17/2018 Refresh

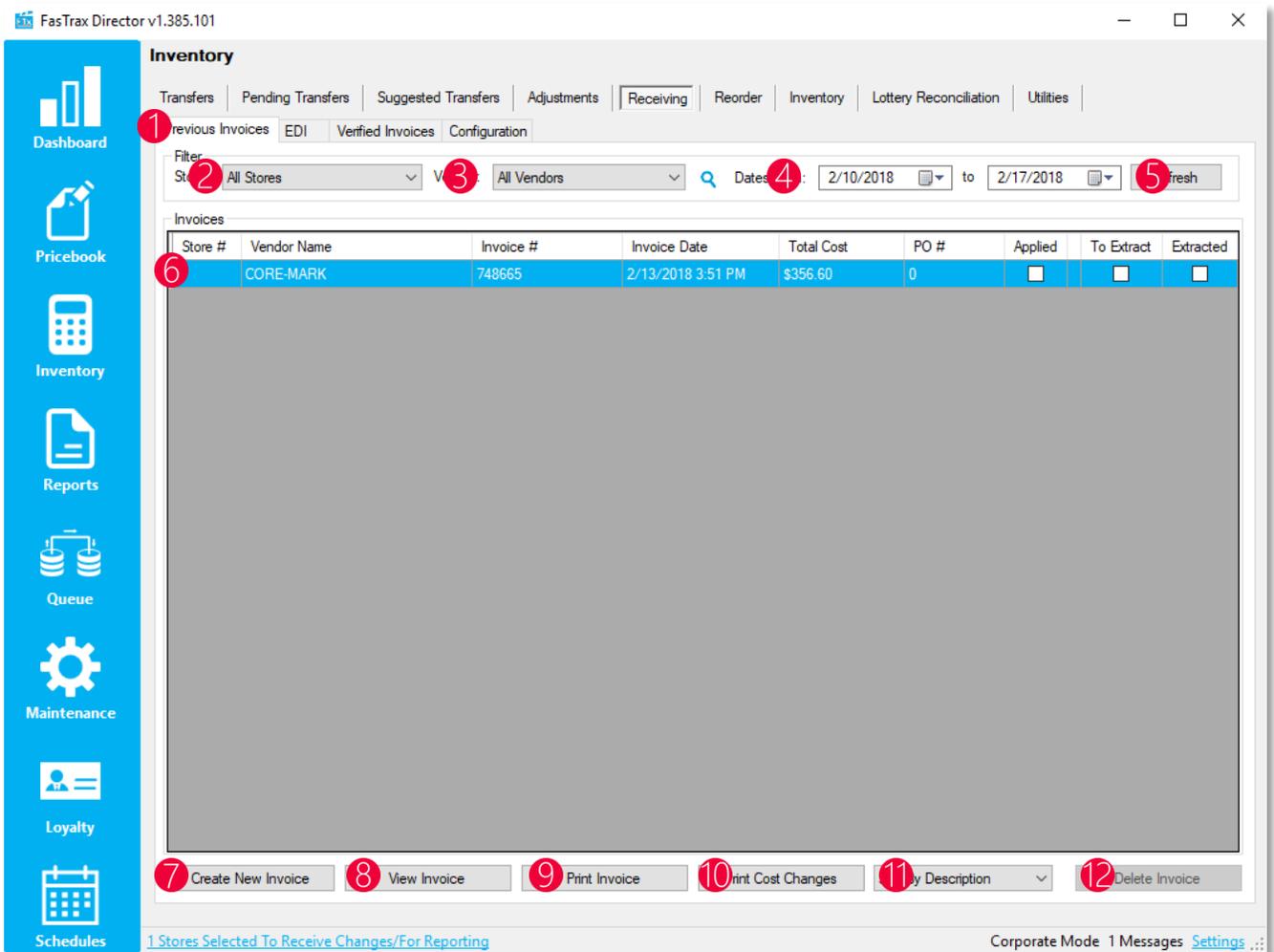
Store #	Vendor Name	Invoice #	Invoice Date	Total Cost	PO #	Applied	To Extract	Extracted
1	CORE-MARK	748665	2/13/2018 3:51 PM	\$356.60	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Create New Invoice, View Invoice, Print Invoice, Print Cost Changes, Sort By Description, Delete Invoice

Status: 1 Stores Selected To Receive Changes/For Reporting Corporate Mode 1 Messages Settings



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. Print Cost Changes – Prints cost changes on the selected invoice
11. Sort Option – Sorts invoices by description, UPC, or vendor part
12. 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.

New Invoice

Store: ① 1 - TOBACCO STORE

Vendor: ② 1 - CORE-MARK

③ From Purchase Order

④ 100018 - 2/16/2018 12:00:00 AM - \$1.0000

Invoice: ⑤

Date: ⑥ 2/16/2018

Surcharge: ⑦

Notes: ⑧

⑨ Create Invoice ⑩ Cancel

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

Receiving Worksheet

Store: **1** Vendor: **CORE-MARK** Notes:

Invoice #: **748665** Date: **2/13/2018** PO #: **0** Surchage: To Extract Extracted

Item Details

Vendor:

Description: QOH:

Part Qty: UPC: Expected:

Part Cost:

Items On Invoice

Vendor Part	UPC	Description	Expected	Received	Cost	Update Cost
311515	028200126405	MARLBORO BP BLEND 27 KS BX CTN	4	4	\$35.7200	<input checked="" type="checkbox"/>
101400	028200126504	MARLBORO BP BLEND 27 KS CTN	3	3	\$188.4300	<input checked="" type="checkbox"/>
101430	028200130303	MARLBORO BP SMOOTH MEN 100 BX CT	2	2	\$125.6200	<input checked="" type="checkbox"/>
311530	028200132307	MARLBORO BP SMOOTH MEN KS BX CTN	1	1	\$6.8300	<input checked="" type="checkbox"/>

Totals: **10 Items / \$356.60 Dollars**

Update Vendor Part Costs: [Check All](#) [Uncheck All](#) Apply Cost To All Zones Apply Cost Changes

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 checked 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.

FasTrax Director v1.385.101

Inventory

Transfers | Pending Transfers | Suggested Transfers | Adjustments | Receiving | Reorder | Inventory | Lottery Reconciliation

Previous Invoices | EDI | Verified Invoices | Configuration

Filter

Store # **1** All Stores | Vendor **2** All Vendors | **3** Show Applied | **4** Refresh

Store #	Vendor	Invoice #	Applied	Verified Date	Total Diff	Diff Count
3	VENDOR #1	9963	<input type="checkbox"/>	1/9/2018 1:32 PM	0	0
3	VENDOR #1	3b-12282017	<input type="checkbox"/>	1/9/2018 2:32 PM	2	1
3	FTX Warehouse	55585858	<input type="checkbox"/>	1/23/2018 3:18 PM	2	2

5 View | **6** Print | **7** Delete

Store Mode (Store # 3) 58 Messages [Settings](#) ...

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 Applied – Allows the user to show applied verified invoices
4. Refresh – Refreshes the verified invoice grid, applying updated filters
5. View – Views the selected invoice
6. Print – Generates a printable report of the selected invoice
7. Delete – Deletes the selected invoice verification



Verified Invoices Details Worksheet

Verified Invoice Details

Store: 3 - Store 3 Verified Date: 1/29/2018 3:18:26 PM
Vendor: 99 - FTX Warehouse Verified Invoice #: 55585858
 Applied

Part #	PLU #	Description	Verified	Order Qty	Invoice Qty	Verify Qty	Difference
000000000098	000000000098	Test Item	<input type="checkbox"/>	0	1	0	-1
000000000099	000000000099	Test Item	<input type="checkbox"/>	0	1	0	-1

1 Cancel **2** Print **3** Create Adjustment Invoice

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

receiving | PREVIOUS INVOICES

1 Vendors · from 2 2/13/2018 to 2/16/2018 filter

Vendor	Invoice #	Date	Total Cost	Applied
CORE-MARK	748665	2/13/2018	\$356.60	■

1 invoice found

3 close 4 delete 5 edit 6 new



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:

receiving | NEW INVOICE

invoice # 1 99999

vendor 2 CORE-MARK

invoice date 3 2/23/2018

4 cancel 5 create

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

receiving | INVOICE DETAILS

vendor: 1 - CORE-MARK invoice #: 748665
applied: unapplied surcharge:

Vendor Part	UPC	Description	Expected	Received	Cost
311515	028200126405	MARLBORO BP BLEND 27 KS BX CTN	4	4	\$35.72
101400	028200126504	MARLBORO BP BLEND 27 KS CTN	3	3	\$188.43
101430	028200130303	MARLBORO BP SMOOTH MEN 100 BX CT	2	2	\$125.62
311530	028200132307	MARLBORO BP SMOOTH MEN KS BX CTN	1	1	\$6.83

10 Items / \$356.60 Dollars

1 move 2 edit 3 add 4 print 5 apply 6 cancel

FasTraxPOS

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