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SYSTEMS

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Category	Inventory
Course	Receipting
Version	1.0
Client	Generic
Software	2.13.104.8

Receipt Stock Deliveries

If you run perpetual inventory or perform invoice matching, create a stock receipt so that the system can highlight discrepancies between what's ordered/delivered/invoiced.

Procedure to Receipt Using a Mobile Scanning Device

Hints and Tips

✓ Contact your Supervisor if you don't have access to receipting.

✓ Receipting is an investment of time versus benefit, & depends on your supplier relationship. Be consistent – do you receipt everything, accept electronic invoices without receipting, only visually check non-perpetual lines?

✓ Don't receipt a delivery if your business automatically converts the suppliers electronic invoice into a saved invoice; SOH will be increased off the values on the invoice.

✓ You create a separate receipt for each supplier.
  • If feasible, create a separate receipt for each invoice from the same supplier.

✓ Adding the **Invoice Number** and **Order Number** on the receipt makes it easier for the person who performs invoice matching (at step 14).

✓ **TUNCode is not enabled in BOS:** To receipt TUN barcodes, the BOS **System** -> **Properties** -> **System** tab must have the **Allow TUNs to be added during receipting** check box selected.
  • TUN barcodes are always 14 digits long.
  • Once you've finalised the receipt, the TUN is added to the Stock record with the associated case quantity, Units Per Pack, and a retail of $0.00.

1.	From the main screen on the device, double-tap the **SUREfire Internet** program.	
2.	Enter your **Operator ID** & **PIN**, & press `Login`.	Operator ID / Operator PIN / Login
3.	Press `Receipt`.	Labels / Auto-ordering / Receipt
4.	**To:** create a new receipt — **then:** press `New Receipt`. Go to step 5. — add to one of the last 7 (*not finalised*) receipts — press the **Supplier** code to retrieve. Go to step 9.	Select an existing receipt or click New / New Receipt / Finalise Selected / Finalise All / Supplier PO# Invoice# Created Date / SMS 54 000054 22/07/11 / RIT 63 0100544 22/07/11 / 5TTRR 65 0666650 22/07/11
5.	In the **Supplier Code** field, enter the supplier's ordering code. *Alternatively, select one of the frequently used suppliers from the list below.*	Enter receipt information: / Supplier Code / Invoice Number / Order Number / Begin Receipt / Supplier Code Supplier Name / RIT RIT / 5TTRR TIP TOP BAKERIES / 3ALL ALL-FECT DISTRIBUTORS LTD / SMS SMS / Stock Stock Task Order
6.	In the **Invoice Number** field, enter the invoice number off the paper invoice. *If receipting multiple invoices, enter the first invoice number.*	
7.	In the **Order Number** field, enter the matching SURE*fire* order number if known. * If receipting multiple orders or unknown, leave blank.*	
8.	Press `Begin Receipt`.	
9.	In the **EAN** field, scan the EAN, the stock code, or the TUN barcode on the box. *Alternatively, key the code (or the Manufacturer Code) and press [>>] or Ent.* *If the system doesn't recognise the carton TUN barcode, press `Continue` to scan the EAN barcode on a unit of the product (or `Cancel` if you made an error); the association is learned immediately, so will be accepted if you scan the TUN again during the receipt.*	PO# 68 Inv# 0100008 Supp. RIT Total Cases / Stock Stock Task Order / Labels Auto-ordering Receipt / TUN code does not exist. Please click Continue to rescan an EAN or Cancel / Continue Cancel / PO# 68 Inv# 0100008 Supp. RIT Total Cases / Please Scan/enter an EAN to associate with the TUN code.

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Hints and Tips

✓ **Item Not Found error:**
Follow store process if you cannot add a product into the receipt; this must be fixed so that you can record SOH & sell the product.

✓ You can't enter a **Manufacture's Code** in the **Qty** field.

✓ To receipt **split cases**, the BOS **System** -> **Properties** -> **System** tab must have the **Enable Case.Unit Stocktake Count Mode** check box selected.
  • Enter cases to the left of a decimal place [.], and units (the split case) to the right of the decimal.
  • Note: this setting also affects ordering, and BOS stock adjustments.

✓ If you scan a product multiple times, the system adds each instance to the total receipted, and updates the line in the saved receipted list.

✓ The View Receipt list displays all saved products in this receipt; the last saved product is at the top.

✓ **Field definitions:**
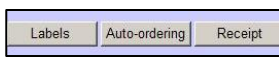
PO#	linked order number
INV#	linked invoice number
Total Cases	total cases receipted of all the products added
S/Code	ordering code for the default Supplier
UPP	units per selling pack
SOH	Stock on Hand (units)
Supp.	default supplier's code
C.Qty	units per order case
MOQ	minimum order quantity (units); you must order at least this amount
C.Cost (C)	current case cost inc. GST (inclusive of deals)

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10. In the **Qty** field, enter the number of cases or cases.units received.

[0.0] is displayed if cases.unit is configured.

See Hints and Tips to receipt a split case delivery.

* Defaults to [1].*

Enter [0] to cancel this product.

11. Press Save or **Ent** if the **Qty** is more than [1].

*To receipt only [1] case, you can scan the next product without pressing **Save**.*

*The saved **Qty** is the cases on this receipt.*

12.

To:	then:
add to the receipt	repeat from step 9. *Use a scan, scan, scan technique to receipt [1] case of each product; the cursor stays in the **Qty** field.*
delete a product	Press View Receipt press DEL. Press **OK** to confirm. Press Back to Receipt
correct an error (saved too many)	delete and re-add the product. *Be alert if it has been scanned multiple times, so that you enter the correct total cases receipted so far.*
correct an error (saved too few)	rescan the product. In the **Qty** field, enter the extra number of cases. Press Save or **Ent**.
finish	exit to another function or press Logout. *The receipt is auto-saved.*
start a new receipt	press Receipt. Return to step 4. *The receipt is auto-saved.*

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Hints and Tips

✓ You can't edit a finalised receipt using the scanning device. If you know there is an error, write it on the paper copy of the invoice.
  • Your back-office administrator can correct the error in the BOS -> **Payables** -> **Transaction** function. Refer to the INV-4c Manually Record a Receipt or Invoice (Basic) Fact Sheet.

✓ A **finalised receipt** (or finalised invoice, whichever is performed):
  • increases SOH on the products Stock record, which is further refined if you finalise the invoice, to match the quantities on the invoice
  • sets new lines to **Stocked** and **Perpetual Stock**, and generates an automatic shelf ticket
  • is listed on the supplier's AP account -> Transaction tab; it's highlighted blue until matched to an invoice, when the 'supplied' quantities are adjusted to the invoice quantities saved.

13.	Complete the following steps to finalise a receipt, as applicable in your business:	
	• Press [Receipt].	Labels · Auto-ordering · Receipt
	• Select the required option:	

If the Finalise options:	then:	
are displayed on the Receipt screen:	either select the check box against the receipt & press [Finalise Selected], OR press [Finalise All] to finalise all receipts listed. Click **OK** to confirm. *A confirmation message is displayed.*	Select an existing receipt or click New / New Receipt · Finalise Selected · Finalise All
aren't displayed on the Receipt screen:	on the POS register, press **Apps Menu**, then **Process Stock Recpt**. *The receipt is finalised & exported to Head Office.*	APPS MENU / Process Stock Rcpt

14.	Finalise the invoice on the BOS (unless your Head Office performs this task). *Refer to the INV-4a Invoice Matching Fact Sheet.*	
15.	Print required automatically generated tickets, and put the stock on show. *Refer to the PRO-5f Print Automatically Queued Tickets Fact Sheet.*	
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