health solutions

Assyst Point of Sale

Receiving

User Guide

Version 4.09

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Introduction to Item Receiving

Inventory management is a key function for any reseller. A very important part of inventory management involves the receiving of product as it arrives to allow for accurate valuation of stock at acquisition costs and/or to review inventory levels of individual products or broader categories in real time.

Receiving activities may be performed:

- using **electronic invoices** provided by suppliers
- using outstanding **purchase orders**
- using the **keyboard** to receive products individually

All receiving functions may be accessed by selecting the **Receiving** button in the **Maintenance** panel of the POS Functions ribbon group.

This document details the procedures for receiving product by purchase order and by keyboard.

NOTE: For more information about receiving by electronic invoice, consult the vendor-specific **Electronic Transmissions** User Guide(s) applicable to your business.

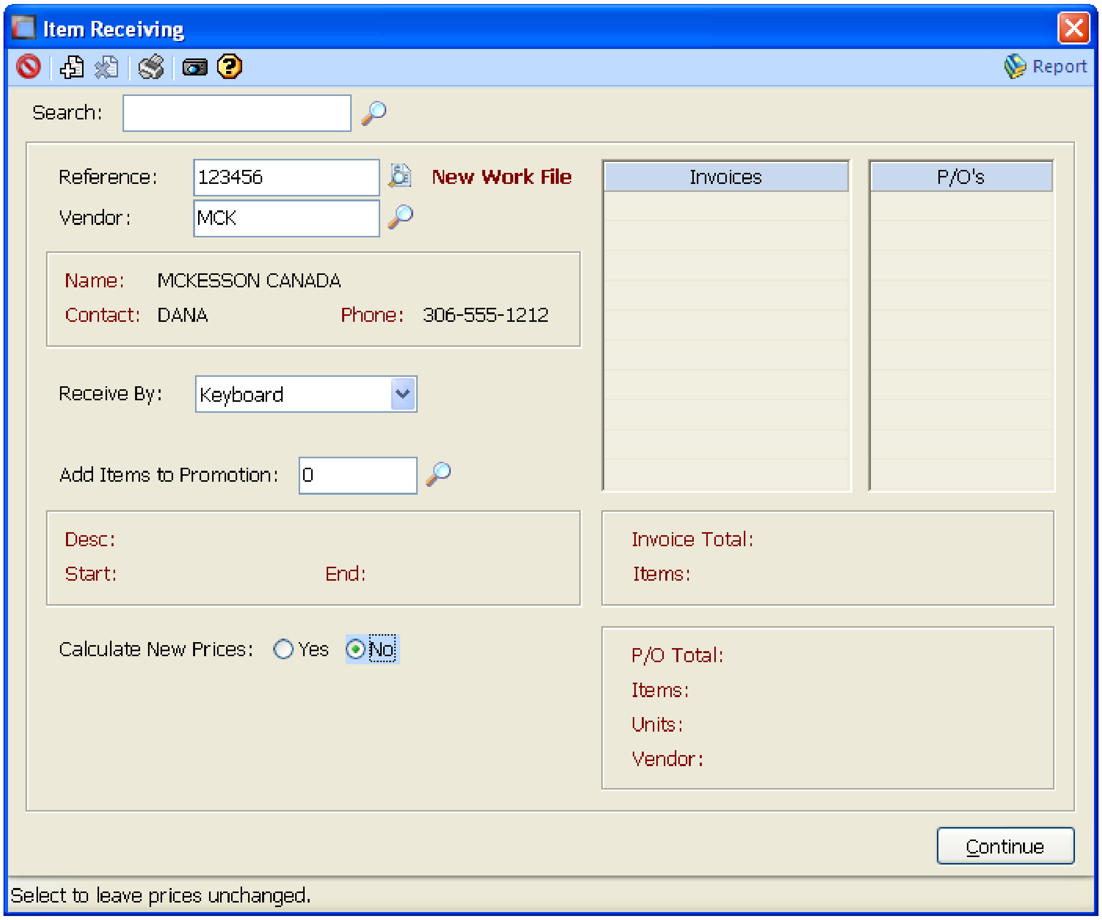
Buttons Available in Item Receiving

Item Receiving screens offer function-specific buttons to aid in receiving product. Not all buttons are available for all receiving sessions.

Icon	Function	Description
	Modify UPC	Allows access to the UPC code on the selected item
	Retain Price	Resets the Price of a selected item received to the price on the item file
	Promo	Allows modification of promotional pricing details of the product on promotion
	Price Table	Allows modification of the price table assigned to the selected product
	Toggle Cost	Switches between the Unit and Total Cost
	Toggle Info	Switches between different snapshot details (P/O and Invoice receiving only)
	Download	Downloads details of products received from a handheld unit (P/O and Invoice receiving only)
	Sort	Allows the list of products being received to be sorted
	Quick Scan	Allows the scanning of individual units received for comparison to the P/O or Invoice being received
	Serials	Allows access to the list of serial numbers received into the selected item record
	Delete	Within a receiving session, this button will delete the selected item from the session.

Starting a New Session

To start a **New** receiving session, click on the  icon.



After starting a new receiving session, Assyst Point of Sale will display a series of prompts relating to the new receiving session. The first two prompts are used to specify details which will be retained in the audit history for the receiving session.

Reference – Key in the invoice number (or packing slip number) which accompanied the shipment

Vendor – Select the Vendor ID by keying in the desired Vendor Code or using the lookup

The next prompt allows for the selection of the receiving method to be used.

Select **Keyboard** if receiving manually

Select **P/O** if receiving using a previously entered purchase order

Select **Invoice** if receiving using a vendor's electronic invoice file

NOTE: The default vendor receiving method may differ by vendor. If the vendor file is configured for electronic communications, the default will be by Invoice or P/O. If a vendor file is not configured for electronic communications, the default will be by Keyboard.

The remaining prompts indicate how the system is to process items received during the current session.

Add Items to Promotion – If all items in the receiving session are to be added to a single promotion, key in the desired promotion number. If the items are not to be added to a promotion, leave the option set to 0.

Calculate New Prices – Three options may appear at this prompt:

Yes – If selected, Assyst Point of Sale will calculate new retail prices for products received during the session subject to new costs, individual item target margin(s) and/or price rounding settings.

No – If selected, Assyst Point of Sale will not calculate new retail prices for products received during the session. However, retail prices and/or receiving costs may be adjusted manually by receivers during the session.

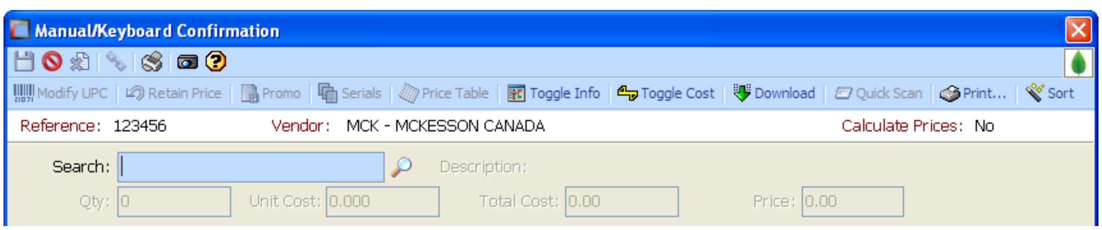
Restricted – If selected, Assyst Point of Sale will not calculate new retail prices for products received during the session. Neither the retail prices nor the receiving costs for any item may be modified by the receiver while receiving.

Additional settings may be required for specific types of receiving. For more information, consult the sections of this User Guide entitled Receiving by P/O and/or Receiving by Invoice for details.

Receiving by Keyboard

Once the basic session settings are in place, click on **Continue** to start receiving.

NOTE: Even though the function is referred to as Receiving by Keyboard, it is possible to use an attached receiving scanner to enter product UPCs in the Search bar.



Use the **Search** bar to search for products by Description or UPC.

NOTE: The Search bar automatically searches for products by Description or UPC. To search by a vendor's Order # / Wholesaler #, click on the lookup button to change the search criteria. Once changed, the default search criteria will be retained until changed or the receiving session is finished.

If searching by description and multiple matches are found, Assyst Point of Sale will display a grid from which the correct item may be selected.

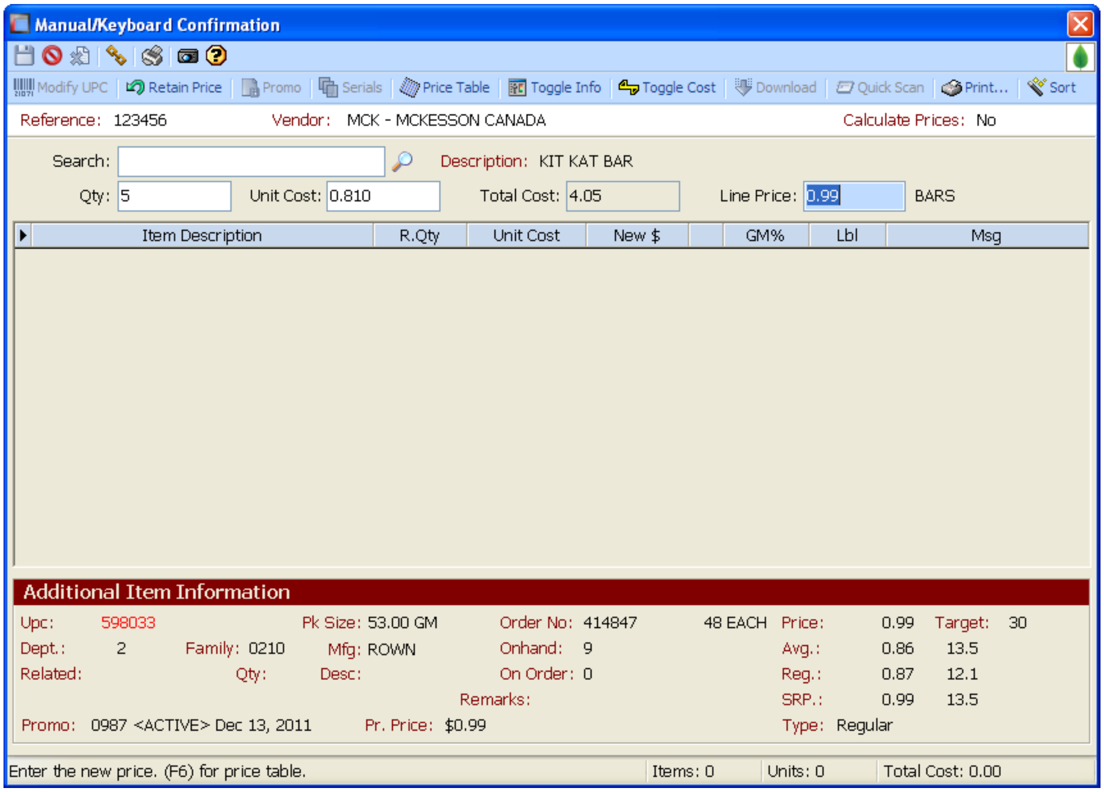
NOTE: If searching by UPC, an exact match is required. If no match is found in a UPC search, Assyst Point of Sale will prompt to create a new item file for the UPC.

After a specific item has been identified, Assyst Point of Sale displays a series of prompts related to the item being received.

Qty – Enter the quantity of resaleable units received.

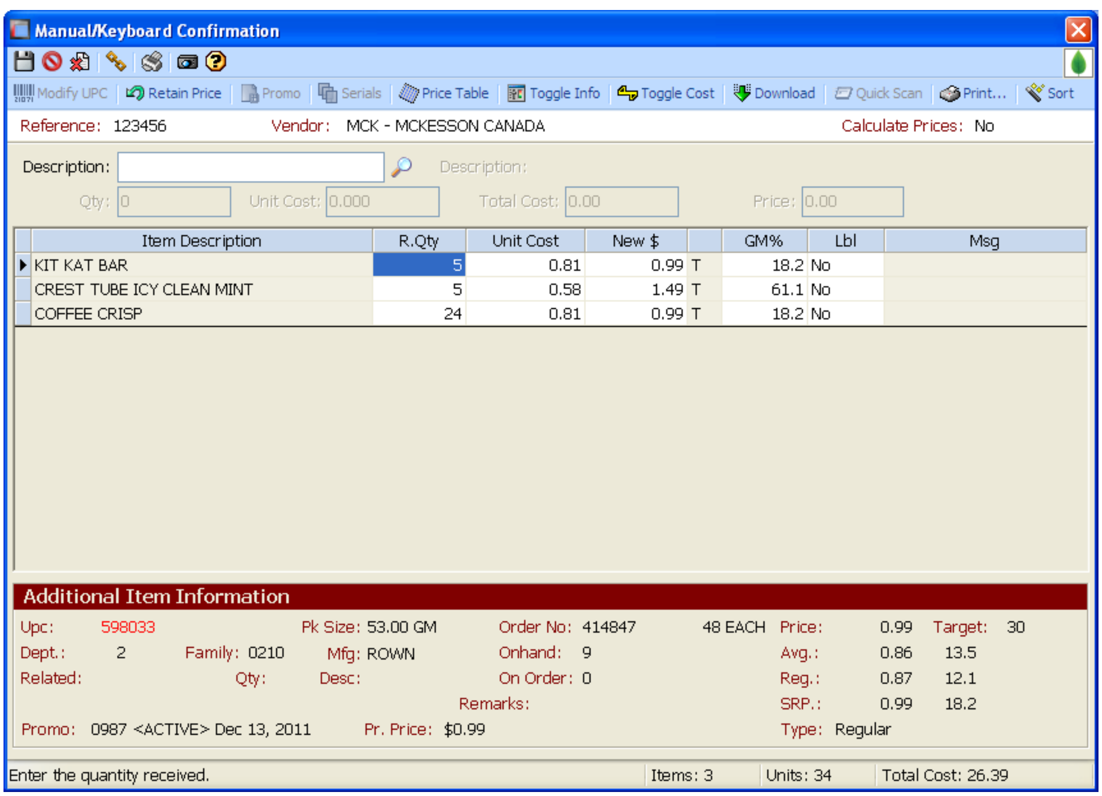
Unit or Total Cost – Enter the Unit or Total Cost of the UPC received.

NOTE: Unit and Total Cost may be toggled using the Toggle Cost button. This may be helpful if a vendor invoice lists the cost of a product sold individually as a cost per case.



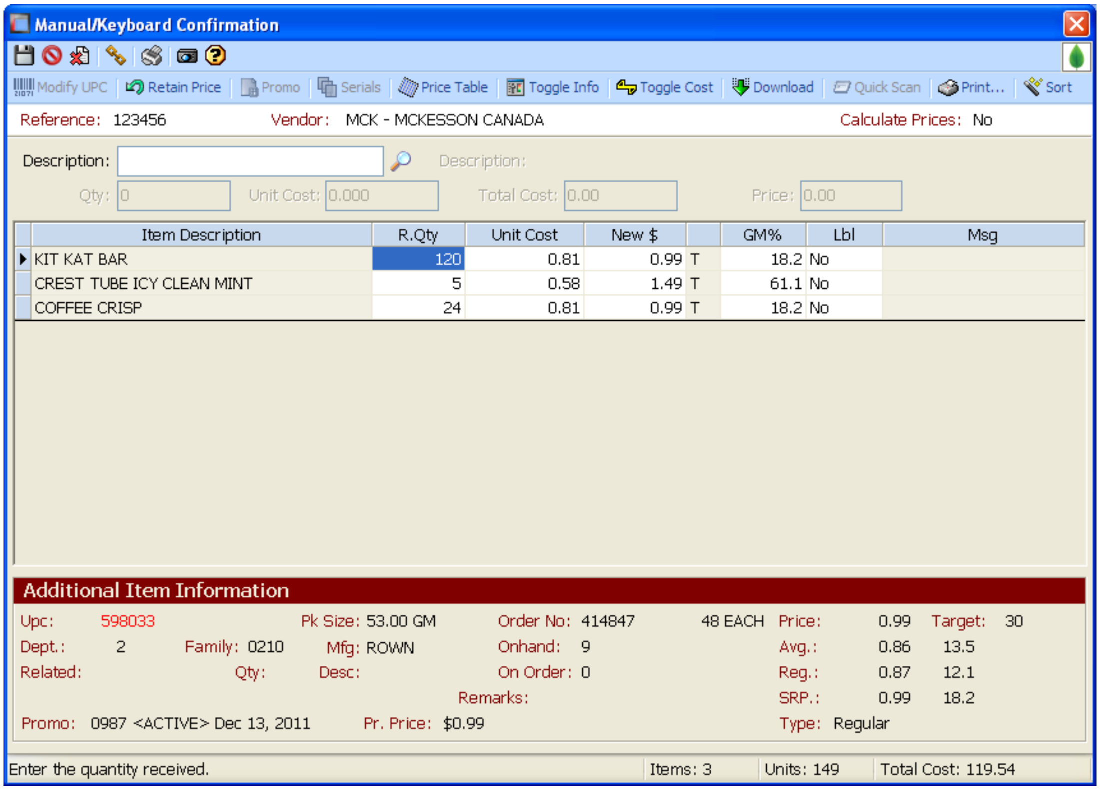
Price or Line Price – Key in the new price for the product being received. To keep the current price, press **Enter** at the (Line) Price prompt to finish receiving the item.

Once all of the details of the item have been entered, the item appears in a list in the centre section of the Manual/Keyboard Confirmation screen. Continue receiving additional items as needed.



If the details of an item being received have been entered incorrectly, the R. Qty (quantity received), Cost or Price options for any received item may be modified. Click the incorrect entry and key in a new value.

> The illustration on the preceding page shows the “5” highlighted for the Kit Kat. In this example the receiver entered 5 units received rather than 120, as 5 cases were received. The following image shows the screen after the receiving record has been adjusted.



If an item has been received in error, click on to delete the product from the receiving session.

Using the Item Snapshot

An item snapshot is displayed at the bottom of the screen. The snapshot shows details of the product including those relevant to product pricing, availability, reorder and category settings.

If an item is in the process of being received, the details displayed will relate to that item.

The snapshot of an item previously received may be displayed by highlighting it in the list of received items.

To adjust any setting in the list OR to see more information about the item, highlight the item and click on the Zoom button.

For users of Assyst HME, the Toggle Info button may be used to switch between basic item information, HME information and/or details specific to a related customer order.

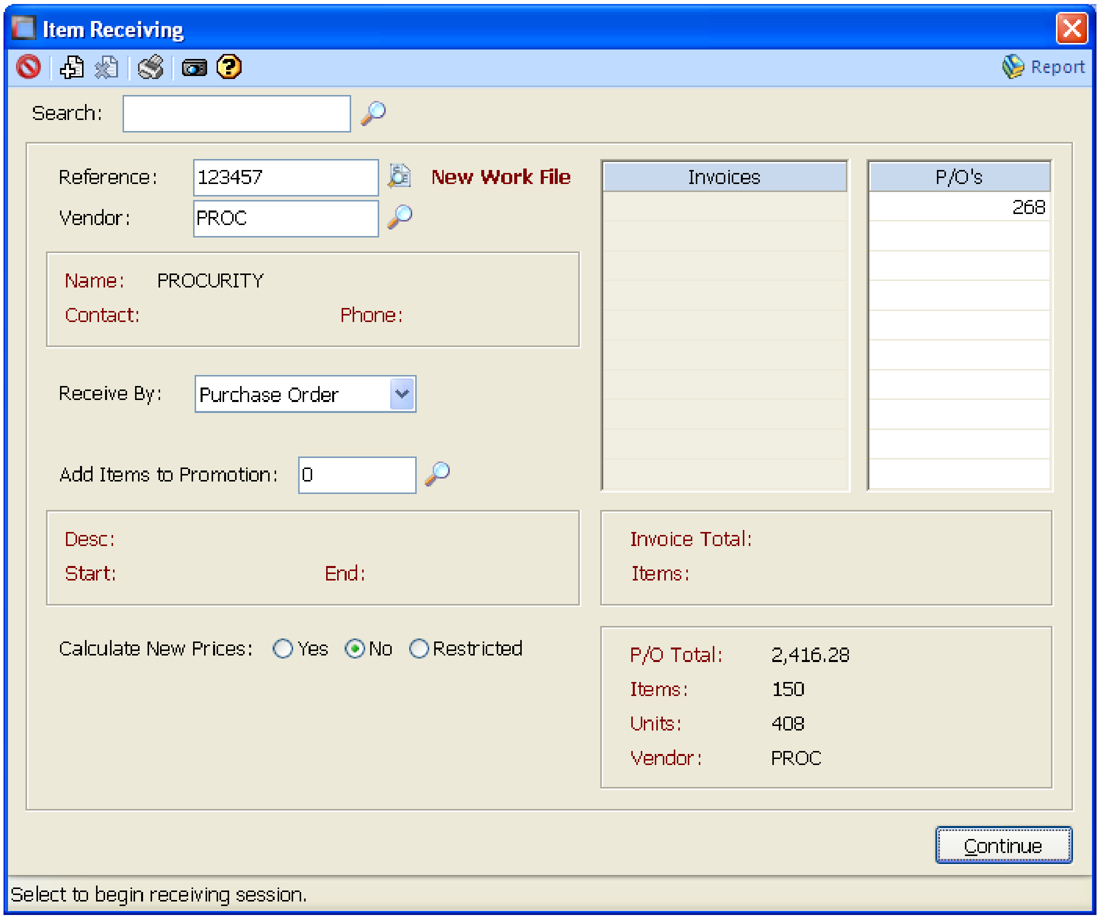
Add Items to Promotion

If the Add Items to Promotion option is used for a receiving session, after receiving each item, a prompt will appear to set promotional pricing and/or costing for the product.

To review promotional details of a product being received, highlight the item and click on the icon.

Receiving by P/O

If receiving products by a previously entered purchase order, it is necessary to select the P/O prior to clicking the **Continue** button.



In the **P/O's** column, key in the purchase order number to be received. If not known, the purchase order number may be looked up by clicking on the icon to the right of the first P/O's field.

NOTE: Using the lookup icon will show a list of all purchase orders on file for the selected vendor.

After P/O selection is complete, click on **Continue** to proceed to the receiving screen.

All products listed on the P/O are displayed in an onscreen grid.

Products listed on the selected P/O will show a value in the **Qty** and **Unit** or **Total Cost** column which comes from the original purchase order. The cost may be adjusted unless a restriction is indicated for the receiving session.

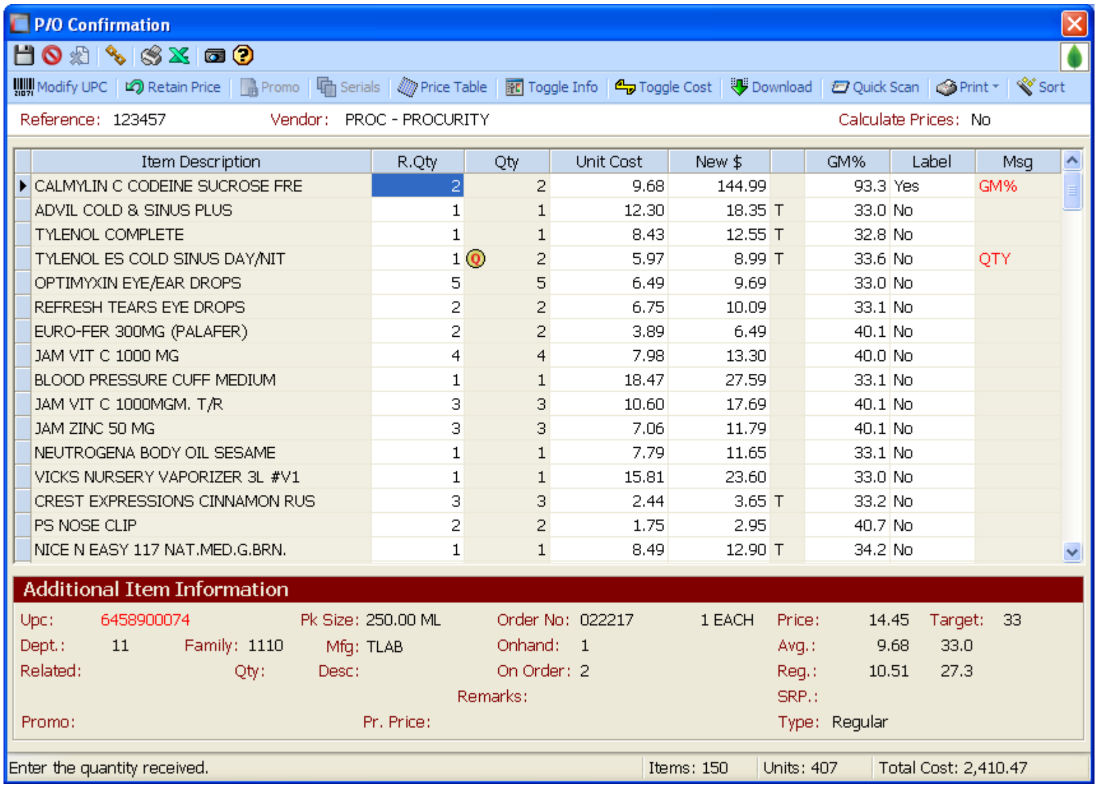
The **New $** indicates the retail price of the product to be used after the receiving session is complete.

The **R.Qty** column indicates the quantity received.

NOTE: The R.Qty column may show non-zero numbers or all zeroes, depending on system configuration.

The **GM%** column may be used to recalculate retail prices based on the new per-unit receive cost, subject to any price rounding settings in Assyst Point of Sale.

NOTE: The GM% option may be used to products being received by any method.



Item Description	R.Qty	Qty	Unit Cost	New $		GM%	Label	Msg
CALMYLIN C CODEINE SUCROSE FRE	2	2	9.68	144.99		93.3	Yes	GM%
ADVIL COLD & SINUS PLUS	1	1	12.30	18.35	T	33.0	No	
TYLENOL COMPLETE	1	1	8.43	12.55	T	32.8	No	
TYLENOL ES COLD SINUS DAY/NIT	1	2	5.97	8.99	T	33.6	No	QTY
OPTIMYXIN EYE/EAR DROPS	5	5	6.49	9.69		33.0	No	
REFRESH TEARS EYE DROPS	2	2	6.75	10.09		33.1	No	
EURO-FER 300MG (PALAFER)	2	2	3.89	6.49		40.1	No	
JAM VIT C 1000 MG	4	4	7.98	13.30		40.0	No	
BLOOD PRESSURE CUFF MEDIUM	1	1	18.47	27.59		33.1	No	
JAM VIT C 1000MGM. T/R	3	3	10.60	17.69		40.1	No	
JAM ZINC 50 MG	3	3	7.06	11.79		40.1	No	
NEUTROGENA BODY OIL SESAME	1	1	7.79	11.65		33.1	No	
VICKS NURSERY VAPORIZER 3L #V1	1	1	15.81	23.60		33.0	No	
CREST EXPRESSIONS CINNAMON RUS	3	3	2.44	3.65	T	33.2	No	
PS NOSE CLIP	2	2	1.75	2.95		40.7	No	
NICE N EASY 117 NAT.MED.G.BRN.	1	1	8.49	12.90	T	34.2	No	

The **Lbl** column may be used to indicate, for each item received, whether a new shelf tag is to be generated. If the retail price is changed for an item, this option will automatically change to Yes. Otherwise, the system will not automatically enqueue shelf tags for received products.

The **Msg** column may contain warnings about the product received. Common warnings include:

GM% - Indicates the Gross Margin, based on the new cost and retail, is considerably higher or lower than the target. Options for items displaying this message should be double-checked for accuracy.

Qty – Indicates the quantity received differs from the quantity ordered. This warning will be accompanied by a Q in the R. Qty column.

OR# – Indicates the item record does not have an order number on file for the selected vendor.

<NOF> - Indicates the product is not on file. The product may have been deleted after the purchase order was created.

R.Qty Values

When receiving by P/O, Assyst Point of Sale may either set default receive quantities as zero OR may fill in the receive quantities to match the original P/O.

P/O confirmation typically entails confirming quantities, costs and/or retail prices of products received.

If the R.Qty values are reset to 0, all receive quantities must be keyed in.

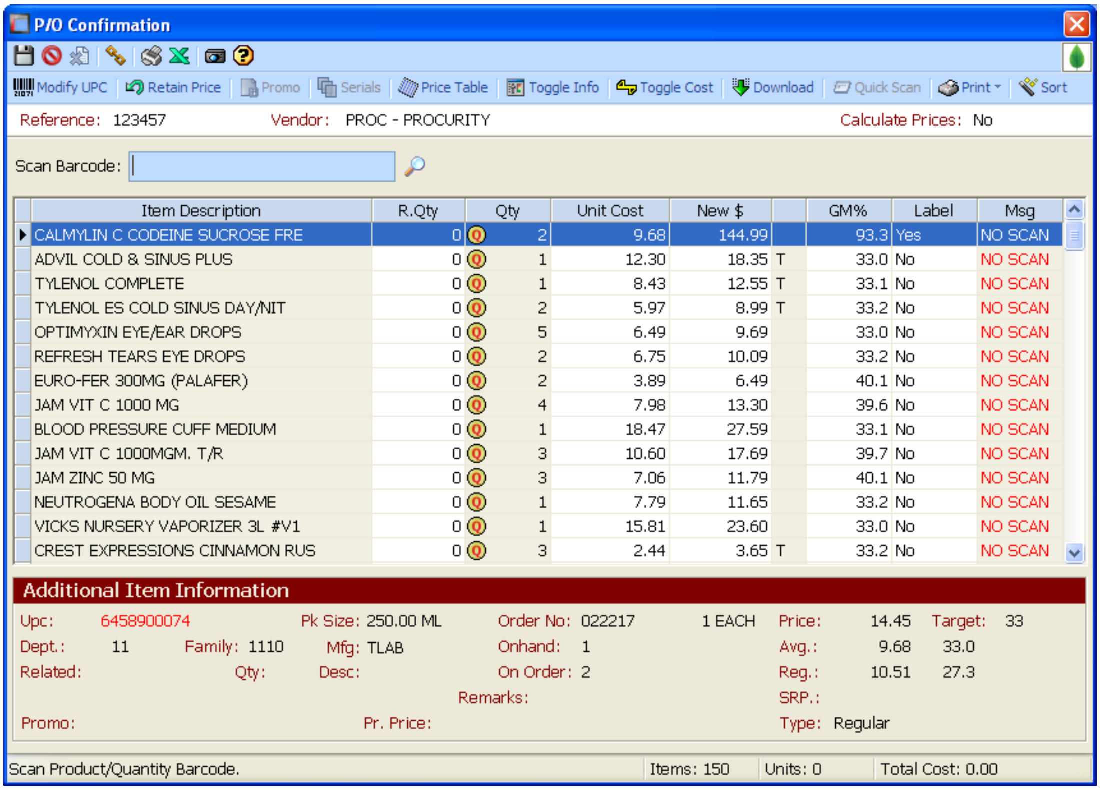
Any R.Qty which is incorrect may be corrected by the receiver before finishing the receiving session.

Using Quick Scan

When receiving by P/O or by invoice, it may be advantageous to receive each product individually by scanning it. The Quick Scan function is available to facilitate receiving in this way.

NOTE: If products are received in packs of multiple units, select **Qty Sheet** from the **Print…** menu on the toolbar at the top of the P/O Confirmation window.

Click on the Quick Scan icon to zero the receive quantities and start scanning products.



The screen changes to display errors on all items indicating that the receive quantities do not match the quantities expected. In the Msg column, the phrase **NO SCAN** appears to indicate all items have not yet been scanned. This warning may only appear when using Quick Scan.

NOTE: The appearance of other warnings during the receiving session is consistent with warnings used in receiving by P/O or Invoice without the Quick Scan function.

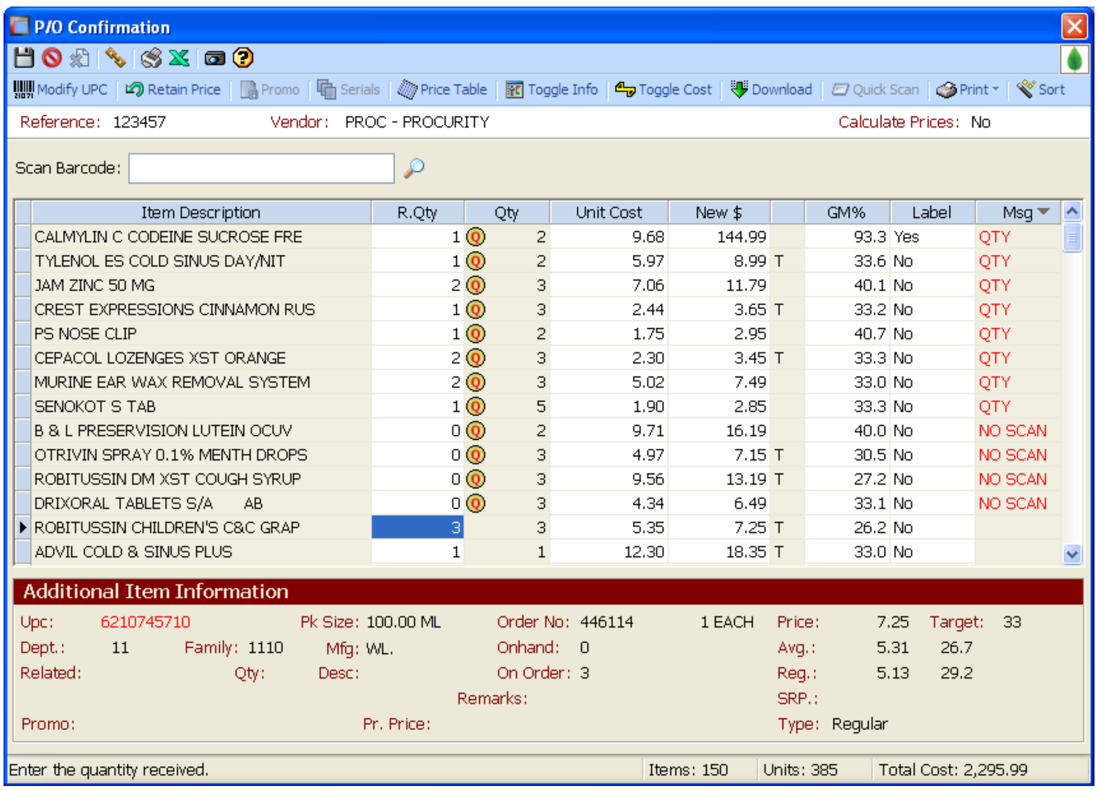
Using an attached receiving scanner, scan the the UPC barcode of each resaleable product unit received. Occasionally, a product scanned may not exist on the purchase order or invoice. This may result in one of three possible errors:

- **UPC Not Found –** The product indicated onscreen does not exist on the current item file. In this scenario, a prompt will appear to add the unknown UPC to the system as a main UPC or as a related UPC for an existing product.
- **Item Add –** This prompt appears if an item does not exist on the item file but may be identified by a match to a UPC code on a vendor's catalog. The catalogue item may be added to the product file.
- **Item Not Found –** If a product is known to the system but does not appear on the vendor's invoice or on the original purchase order. This error may be addressed by Adding the item to the receiving session, Updating another item on the receiving record using the alternate UPC scanned, or clicking on cancel to try a different UPC without making any changes.

It is also possible to:

- Key in UPC codes for each resaleable unit received at the **Scan Barcode** prompt. The R. Qty for each product will increase by one each time it is scanned.
- Scan a barcode from the **Quick Scan Receiving Quantities** sheet, also known as a Qty Sheet, to indicate a specific number of units of the most recently scanned product have been received. If a product is encountered twice during a receiving session, or more than one barcode is scanned from the quantity sheet, the second quantity will be added to any previously received quantities of the product.
- Select products from the list and key in the R. Qty for each as appropriate.

Once all items have been received, it is advisable to review the messages or warnings displayed in the receiving session. It may be advisable to sort the list by the **Msg** column by clicking on the top of it once. All warnings will then be clustered together for easy review.



If necessary, re-examine the products received in an attempt to address the errors indicated.

If applicable, confirm the receiving costs of products received during the transfer session.

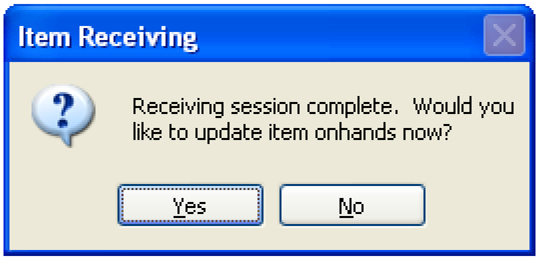
Once the receiving session has been verified, the receiving session may be finished.

Receiving by Invoice

For more information about receiving by electronic invoice, consult the Electronic Transmissions Supplemental User Guide specific to your vendor(s).

Finishing a Receiving Session

To complete a receiving session, click on the button to save the receiving session.



For all methods of receiving, Assyst Point of Sale will display a prompt upon saving a receiving session.

If the receiving session has not yet been completed, click on **No**. The receiving session may then be resumed at a later time by clicking the button or keying the reference number into the Search bar.

If the receiving session is complete, click on **Yes** to update the item onhands.

A confirmation will appear onscreen for any finalized receiving sessions, confirming the number of product codes received and/or the number of new products created during the receiving session.

Other Receiving Functions

Main Item Receiving Screen

To **Resume** a previous receiving session, click on the icon next to the Search bar in the main Item Receiving window. This will show receiving sessions in progress. If the reference number for the session to be resumed is known, it may be keyed into the Search bar.

To print a **Report** containing details of a previous receiving session, click on the icon at the top right of the Item Receiving window. By default all products received on the current day using the selected invoice number and vendor will be displayed. These settings may be adjusted in the Item Audit Report window.

NOTE: Receiving reports may also be generated on demand using the **Item Audit** report. For more information, consult the Assyst Reporting User Guide.

To **Delete** a receiving session in progress, use the lookup button next to the Search bar to find the desired session. Highlight the session to be deleted, then click on the button to delete the selected receiving session.

NOTE: This may also be performed without using the lookup by keying in the reference number and clicking instead of Continue.

Item Receiving Session

The **Print…** button may be used to print details of the receiving session. Two print options are available:

Receiving Session – This option may be used to print a list of the products received. R.Qty is not displayed in this report as its content is meant to mimic the content typically listed on a vendor's invoice.

Qty Sheet – A quantity sheet may be used in conjunction with the Quick Scan function. This option will print a series of bar codes representing quantities. These quantity bar codes can be scanned instead of entering the quantity manually on the keyboard or repeatedly scanning an item.