# Chapter 8
Receipts

This chapter—

- Familiarizes the user with how to—

    o   Generate and complete a receipt

- Explains how RxSolution can be used to manage receipts (e.g., what the facility has ordered and received)

Working with Receipt Data

What Is a Receipt?

A receipt is a financial transaction by means of which a facility (e.g., a pharmacy store or a hospital pharmacy) records the delivery of products from a supplier for which the facility had placed a purchase order. This process enters the stock into the RxSolution inventory.

How Do I Get to the Receipts Screen?
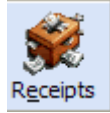
1. Click on the **Receipts** icon on the toolbar.

2. Alternatively, click on the **Store** icon on the menu bar.
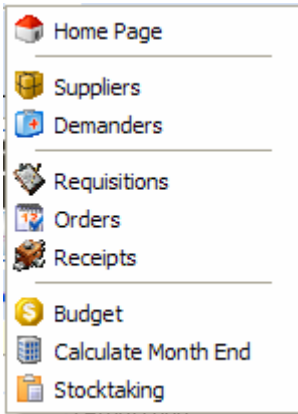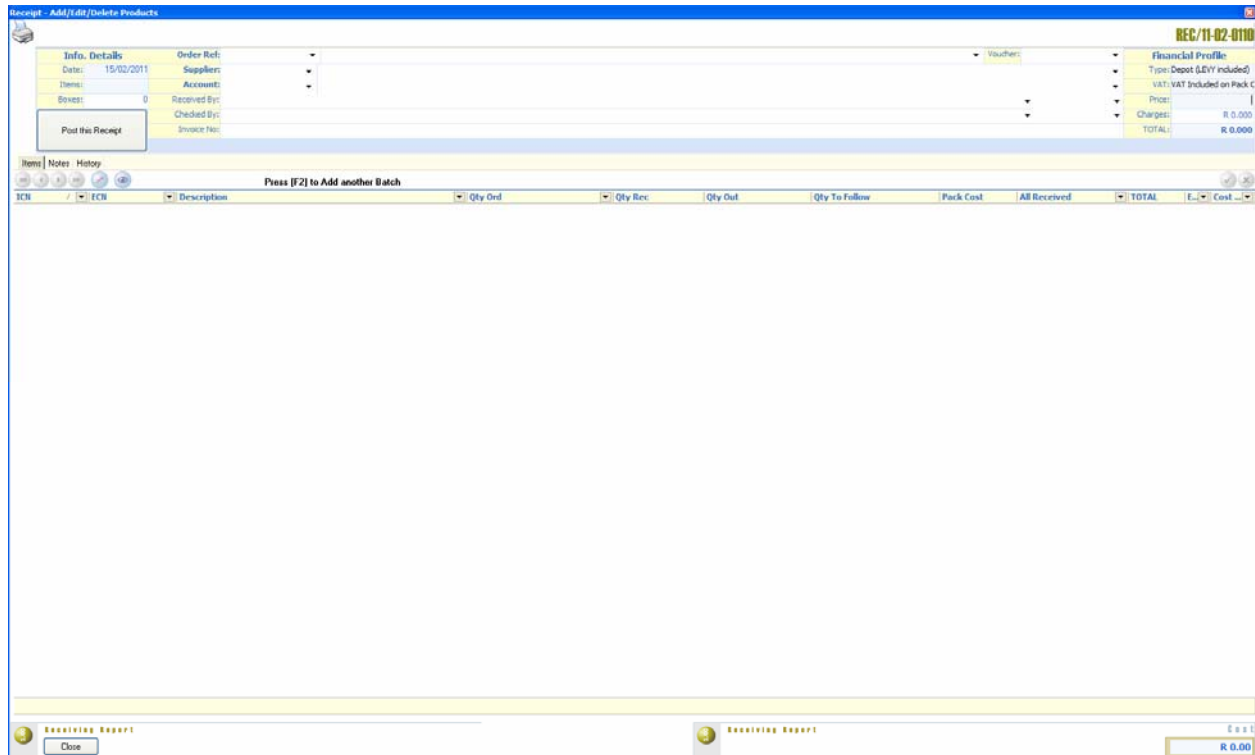
3. Choose **Receipts** from the drop-down list.

Table 8-1 describes terms RxSolution uses on the receipts screen.

Table 8-1. Receipt Terms Used in RxSolution

Term	Description
Quantity Rec. **Qty Rec**	Type in the quantity you are receiving for each product.
Quantity To Follow **Qty To Follow**	Complete this field only if the quantity received is not the same as the difference between what has been ordered and received. This field acts as a reminder only if there is a difference. By default, this number is zero. If you have received (or will receive) all that you have ordered of a particular product, leave it at zero. If you know, however, that you will not receive all that you have ordered, you can complete this field as a reminder of what actually remains to be delivered. For example, if you ordered 100 and received only 70, RxSolution will presume that 30 are still to follow. If the supplier states it will supply only 10 more on this order and not the full 30, then enter 10 as the quantity to follow as a reminder.

Term	Description
Issue Voucher Voucher	The voucher field is a code produced by some supplier software. The invoice will have an invoice number and each item a voucher number. This is not to be confused with the voucher field that is in orders. If the invoice has an issue voucher value, then it may be entered here; otherwise, it is left as the default "D/O."
Batch Number Batch Number	Type in the number of the batch of the product received. The batch number was issued by the supplier and is normally shown on the delivery slip.
Expiry Date Expiry Date	Type in the date on which the product received expires, as indicated on the individual items (if applicable).
Pack Cost Pack Cost	This is the actual cost price per pack charged by the supplier. Type in this amount to adjust the cost price in the products catalog to the latest cost price. This amount may vary from the product price, and if so, RxSolution issues a warning if the difference is 30 percent or more above the last product catalog price. If accepted, the old last product cost price will now have been replaced with the latest recorded cost price.
Shipping Pack Shipping Pack	This is the quantity of units that are usually supplied. For example, adrenaline ampoules are considered as single ampoules in the RxSolution product list, but they come in boxes of 10 ampoules. Therefore, the shipping pack is 10. This parameter is set up as a default in the product definition but can be entered here in the case of a shipping pack size change; for example, the ampoules for this batch may come in boxes of 50 ampoules, so the shipping pack is 50.
Bin Location Bin	The bin location is where the stock is kept in the store. It could be a shelf, a shelving compartment, or even a whole room, such as a hazardous substance room. The value defaults from the product settings. If the physical bin location changes, change the bin value in the product definition before receiving the stock.
Quantity Ordered Qty Ord	This is the quantity that you ordered originally. This number is imported from the purchase order (PO).
Quantity Out Qty Out	This is the quantity outstanding on the original PO. RxSolution automatically calculates this number for the user.
All Received All Received	When the quantity received equals or exceeds the quantity ordered, the item is considered received in full and the order is therefore complete. RxSolution automatically marks the item, the order, or both as "completed."
Total Cost TOTAL	This entry reflects the total cost of the products received and is automatically calculated by RxSolution based on the number of packs received at the given pack cost.

What Does the Receipts Screen Look Like?

The screen below shows what a **Receipts** screen looks like when RxSolution has no receipts entered—

The following screen shows what the screen looks like when RxSolution does have receipts—

To view the details of a particular receipt, double-click on it, or click on it once with the mouse and then click the edit button ⊙ . The screen for one receipt is shown below.

Descriptions of the various parts of the screen follow.

Receipt Number

The receipt number is displayed in the top right-hand corner of the **Receipts** screen. Each receipt number is computer generated and is unique. Table 8-2 describes the components of a receipt number in RxSolution.

Table 8-2. Components of a Receipt Number in RxSolution

Component	Definition
FRE	The **System Prefix** location entered by a user (see "Record Numbering Tab" in chapter 2). Here, "FRE" is short for Frere Hospital.
RP	The **Type Prefix** in the system. "RP" means receipt (see "Record Numbering Tab" in chapter 2).
05	The year of the receipt (here, 2005).
02	The month of the receipt (here, February).
0002	Sequential number of receipts in this month (here, the second).

Detail Section

The detail section lists information on the **Order Ref.** (the purchase order number on which the order was created); the **Supplier**, which defaults from the original order after the original order number is selected; the **Account** number you are using for this PO, which also defaults from the original order (see "Accounts Tab" in chapter 2); the person who received the order (**Received By**), and the person who checked the receipt of the order (**Checked By**). To select an option, click on the arrow next to the desired field to provide a list of possible options, dates, or both. Enter the invoice number (**Invoice No.**) shown on the invoice received with the delivery.

Receipt Information

Information regarding the receipt is summarized in the top left-hand corner of the **Receipts** screen, labeled **Office Details**. Included are the **Date** that the receipt was created on the system, the system-generated number of **Items** on the receipt, and the number of **Boxes** for the invoice that you may enter. Posting is done by clicking on **Post this Receipt**. The receipt, even in the case of partial shipments, *must be posted* to update RxSolution to show the quantity

on hand for the received product as increased by the quantities received. The outstanding items of the same PO may still be entered (received) by creating a new receipt.

Financial Information

Financial Profile	
Type:	Depot (LEVY included)
VAT:	VAT already on items
Price:	R 52,398.09
Charges:	R 0.00
TOTAL:	R 52,398.09

The **Financial Profile** is summarized in the top right-hand corner of the **Receipts** screen. This section provides the detail of the price of the products actually received. The **TOTAL** indicates the price of the products together with any levy imposed by the supplier. To change any of these fields, right click and choose the required selections.

Financial Profile	
	(LEVY included)
Depot	
DDV	Iready on items
Buy Out	R 0.00
Charges:	R 0.00
TOTAL:	R 0.00

Financial Profile	
Type:	Depot (LEVY included)
VAT:	VAT Included on Pack Cost
Add VAT to Extended Cost	R 1.00
VAT Included on Pack Cost	
	R 30.00

Add VAT to Extended Cost: Enter the cost price of the products received without value-added tax (VAT), and RxSolution will incorporate the VAT into the total based on the percentage from the account settings defined in System Settings →Accounts. Note, if VAT is required to be added to the Product, then ensure that an account is being used that has the correct VAT rate.

VAT Included on Pack Cost: Enter the cost price that already includes the VAT.

Depot and **Buy Out:** These options assume that VAT is already on the invoice price.

DDV: Direct deliveries usually show the price on the invoice without the levy imposed by the central pharmaceutical depot. If DDV is chosen, the receipt levy percentage as set up for the account in system settings is added to the total.

Charges: You may enter extra charges such as handling or delivery fees in this field.

Note: Although the VAT (government tax) and the levy can be controlled here, you should set this up in System Settings through the account in which you receive the stock. See chapter 2 for details.

Close Button

Even if the receipt is not yet finalized and needs further work, the screen can be closed by clicking on the **Close** button located on the bottom left-hand side of the screen.

Notes Tab

Additional notes regarding the receipt can be entered here. The screen below provides an example of a notes entry.

History Tab

This section is where all the changes made (additions, deletion, editing) to the receipt are automatically tracked by RxSolution. The screen below provides examples of history records.

Using RxSolution to Manage and Track Receipts

How Do I Create a Receipt?
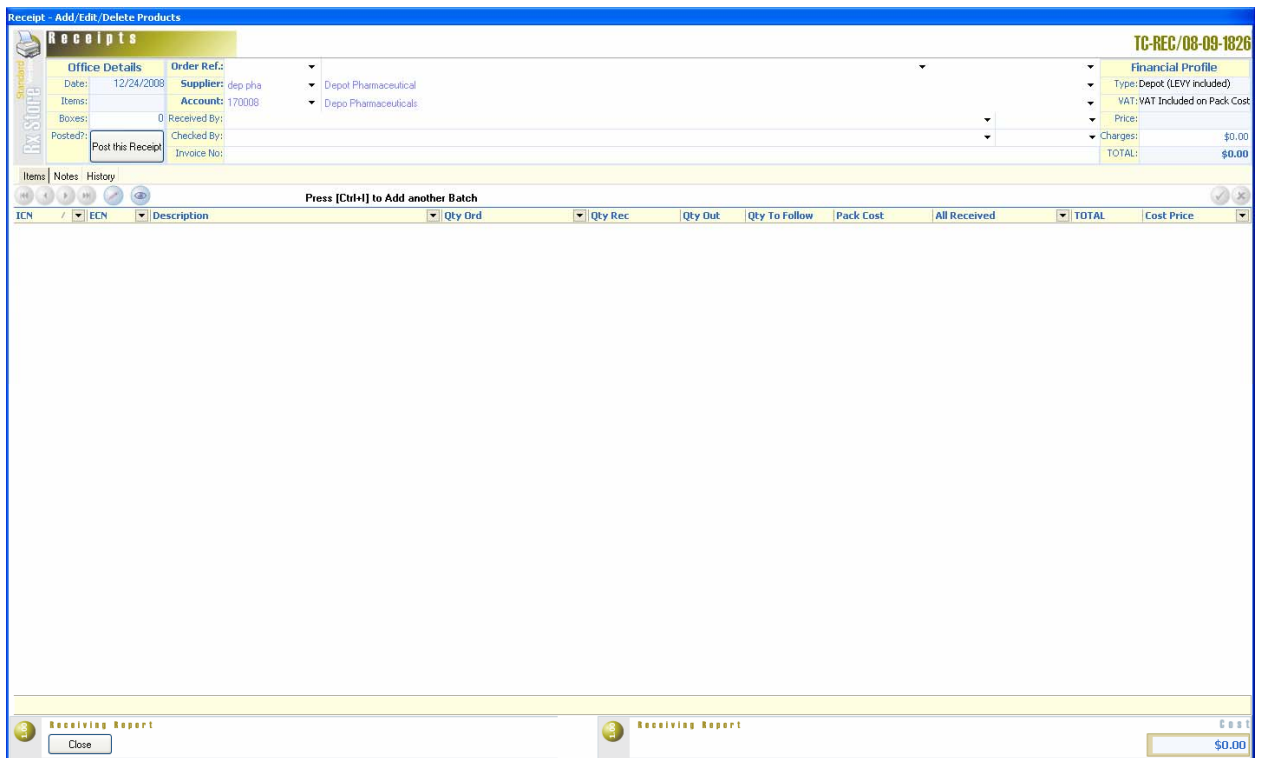
A receipt can be created in three ways—

1. Click on the add new record icon .

2. Alternatively, right click on a closed receipt, and choose **Add Receipt** from the drop-down list.

Add Receipt	Ins
Edit selected Receipt	Ctrl+E
Mark all as complete	Ctrl+M
Delete selected Receipt	Del
Print selected Receipt	Ctrl+P
Print Outstanding Products from selected Receipt	Ctrl+O

3. Press the **Insert** key.

The following screen is displayed—

1. Select the purchase order number for which you are receiving by selecting from the purchase order number (**Order Ref.**), or from the full purchase order number description, or from the voucher number in the dropdown lists at the top of the screen.

2. The supplier and the account default from the purchase order. Click on the applicable **Supplier** to select another if the supplier has changed.

3. Select the name of the person or persons receiving and checking the received stock by clicking on his or her name from the drop-down lists—**Received By** and **Checked By.** Enter the **Invoice No** for this receipt.

4. Click on the applicable dates for receipt and checking. The actual delivery date must be recorded so that supplier lead times can be calculated.

5. Click on the edit the current record 🖉 icon.

6. Choose **Generate Receipt From Purchase Order Reference.**

7. The following warning appears—
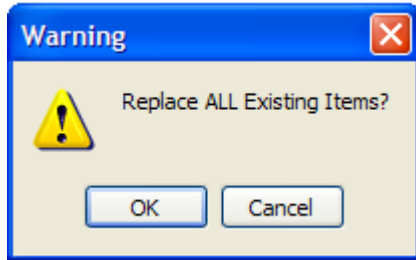
8. Click on **OK** and the products on the order are inserted into the receipt as shown in the screen below.

9. RxSolution automatically enters the quantity ordered (**Qty Ord**), quantity outstanding (**Qty Out**), and pack cost from the PO.

10. The user must enter the receipt information in the following columns—

- **Qty Rec.:** Qty Rec Type in the quantity you are receiving for each product.

- **Expiry Date:** Expiry ▼ Type in the date on which the product received expires, as indicated on the individual items when the program is set to Batch Management Driven in System Settings. If the expiry date is entered when the Batch Management Driven option is not selected, the expiry date is still recorded, but it is not used in requisitions.

- **Batch Number:** Batch Number ▼ Type in the number of the batch of the product received when the program is set to Batch Management Driven in System Settings. If the batch is entered when the Batch Management Driven option is not selected, the batch is still recorded, but it is not used in requisitions. The batch number is issued by the supplier and is normally shown on the delivery slip.

- **The Pack Cost** Pack Cost is defaulted from the expected price on the purchase order. If the cost has changed and the new cost has been authorized, enter it here.

- **The Cost Price** Cost Price is not entered by the user. The system will generate the cost price as follows—

- o   If the Batch Management option is selected, the cost price of this batch will be the pack cost just entered for this item.

- o   If you are not using the Batch Management option, the cost price for all stock on hand for this item will become the most recently entered pack cost for the item (LIFO).

- o   If, during the software implementation, the weighted average price option was configured, the cost price will be the newly updated weighted average price. The weighted average cost option must be set up by the database administrator when the system is installed, and it cannot be changed in System Settings. Contact your RxSolution support person for details.

- **Qty to Follow:** Qty To Follow   Complete this field only if the quantity to receive is not the same as the difference between what has been ordered and received. This field acts as a reminder only if a difference exists between the two amounts. By default, this number is zero. If you have received (or will receive) all that you have ordered of a particular product, leave it at zero. If you know, however, that you will not receive all that you have ordered, you can complete this field as a reminder of what actually remains to be delivered. For example, if you ordered 100 and received only 70, RxSolution will presume that 30 are still to follow. If the supplier states it will supply only 10 more on this order and not the full 30, then enter 10 as the quantity to follow as a reminder.

- If you have another batch number, expiry date, or both for the same product, add another batch by following this procedure—

- o   Click on the **Save** check button to save the current entered product.

- o   Press **Ctrl**+I (the letter "i") to create a duplicate entry of the product entry line.

- o   Enter the quantity received for this batch number or expiry date, along with the expiry date and batch details.

- o   Follow the same steps if adding another batch number and expiry date.

- Place a check mark in the **All Received** box   All Received   ✔   if no more deliveries are to follow from the supplier (i.e., if not all the ordered quantity has been received and you do not want the item to be on backorder for this PO number). For example, you may have ordered 104 of an item, but the pack comes in 100s of that item, and the supplier only issues in whole packs. The supplier will have sent 100 of the item, which you receive into the system, but the four that you will not receive will remain on backorder. By checking the **All Received** box, the four on backorder will be removed from the backorder list.

11. Your receipt looks like this—

12. Post the receipt by clicking on **Post this Receipt.** This is done when the stock received has passed inspection and is no longer in quarantine.

13. A warning appears. Click on **Yes**, and your receipt is posted and marked as such. Posting the receipt updates the product stock on hand quantities as available in the RxSolution inventory. The quantity on order is deducted. Do not worry if you have not received all items on the PO. You can create additional receipts when those items arrive.
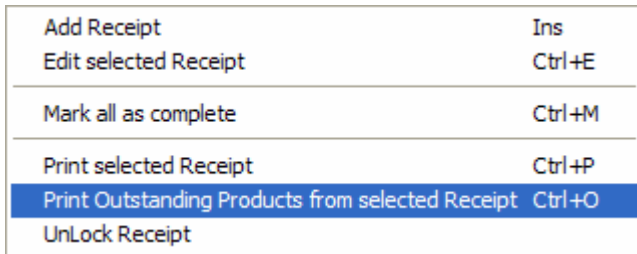

14. Click on the printer icon and select **Print selected Receipt.**

15. Attach the printed receipt to the invoice for filing.

How Do I Print a Report for Outstanding Items in a Receipt?

1. Right click on a closed receipt and choose **Print Outstanding Products from selected Receipt**
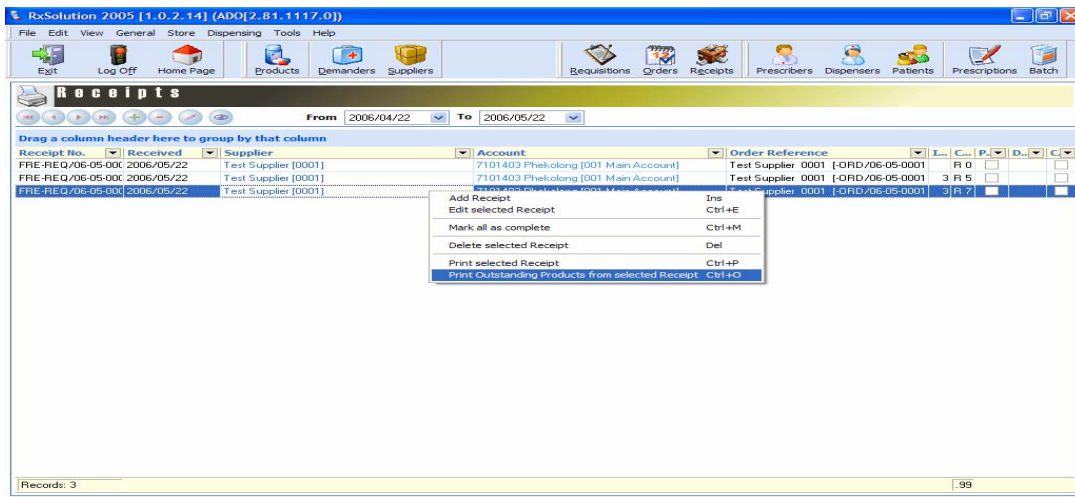
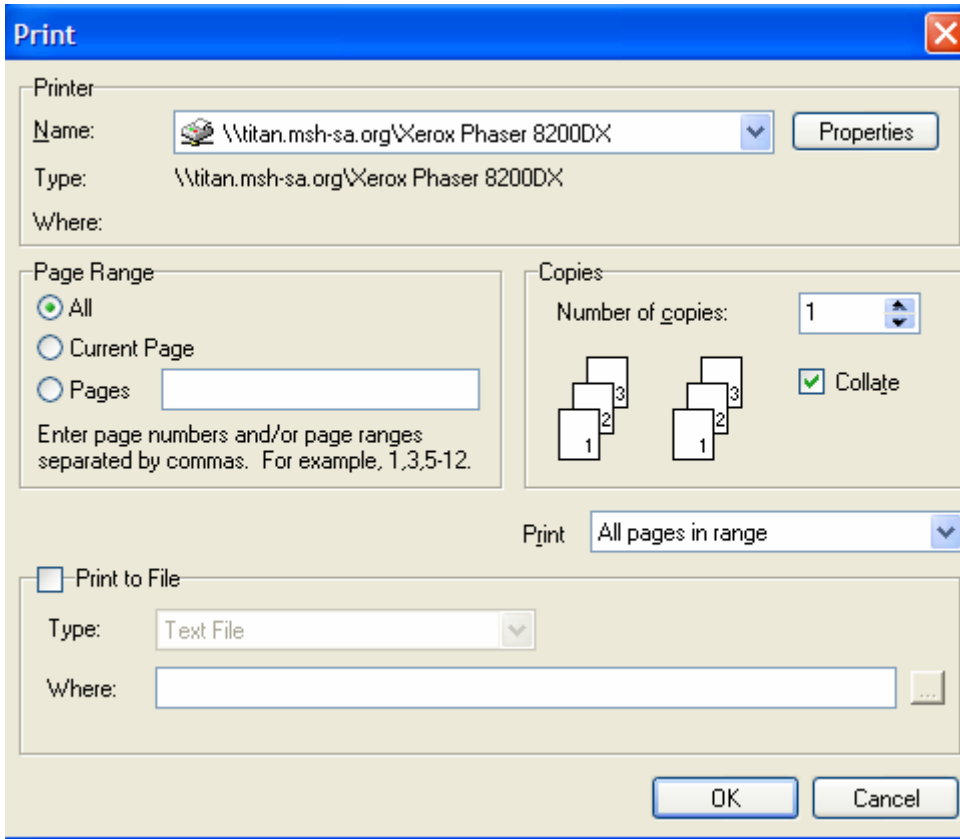2. Your outstanding products for the receipt are displayed in a preview—

3. Click on the printer icon .

4. When the screen below appears, click on .

How Do I Receive a Purchase Order That Arrives in Multiple Shipments?

1. Follow the process described above to create a receipt.

2. You can select a posted PO that still has outstanding items.

3. When you generate the receipt from the PO, only the outstanding items will be added to the receipt.

4. Follow the normal receipt process from this point. You can have any number of receipts for a PO.

How Do I Print a Receipt?

Right click on a closed receipt, and choose **Print selected Receipt**.

How Do I Delete a Receipt?

Note: You cannot delete a receipt. This is so that there are no missing receipt numbers when audits are conducted.

If there is an unwanted receipt, you have two options—

- Ensure that the quantities received are zero (0) and post the receipt.

- Use the unwanted receipt the next time you are receiving goods. Instead of creating a new receipt, use the existing unwanted receipt and change the purchase order reference number. Follow the normal receipt method from that point.

How Do I UnLock a receipt?

1. Ensure that there is no other user editing the same receipt.

2. Right click on the locked Receipt List

3. Select UnLock Receipt

Add Receipt	Ins
Edit selected Receipt	Ctrl+E
Mark all as complete	Ctrl+M
Print selected Receipt	Ctrl+P
Print Outstanding Products from selected Receipt	Ctrl+O
UnLock Receipt	