

Before you start

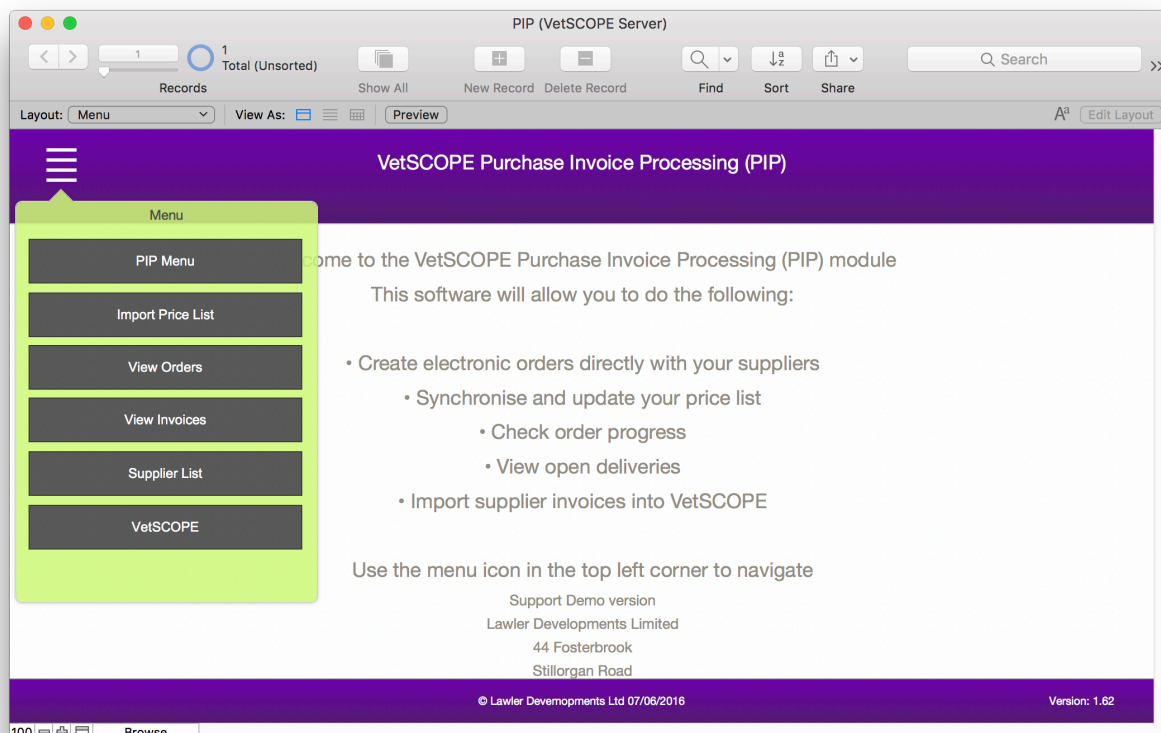
Welcome to PIP, VetSCOPE's Purchase Invoice Processing system. PIP is very easy to install and use and it masks a complex set of procedures behind the scenes.

To download and install PIP go to <http://www.vetscope.ie/Products/PurchaseInvoiceProcessingPIP/tabid/995/Default.aspx> and watch the short installation video. Before you proceed ensure you have the following completed:

- ☒ Signed and submitted a direct debit instruction and forwarded to accounts@vetscope.ie
- ☒ Your VetSCOPE client number (available on any invoice or statement from VetSCOPE)
- ☒ Contact C&M for user name and password. Currently this contact is Róisín Collins rcollins@cmvet.ie
- ☒ Find out from C&M if there are multiple delivery addresses. If there are you'll need user name and password for each.
- ☒ The last invoice number received from your supplier

Navigation

PIP has a very easy navigation system as you can see below. The whole menu system can be accessed from the navigation button on the top left of each screen.



Using PIP for the first time

After completing the setup procedure a first time user should do the following:

1. Import the price list
2. Create an order
3. Download invoices

4. Link products in Supplier price list with VetSCOPE price list
5. Post invoices to VetSCOPE

Import Price List

Choose **“Import Price List”** from Main Menu.

- If its the first time you've done this then all items will be brought in and last import date will be set to today's date.
- If its not the first time then only items that have changed on the C&M server since last import date will be changed. You will then be brought to a screen that will show you the items that have increased/decreased. You will have an opportunity to push these changes to your price list in your VetSCOPE database

Placing an Order

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Choose “**View Orders**” from the Main Menu. This will bring you to the main Order screen. There you can do the following:

New Order

Create a new order. You will be asked to fill in your user name and password and if you have multiple delivery addresses you will need to select the correct one. You can then add on the products that you wish to order as line items.

Change Supplier

Change the Supplier to which the order will be submitted

View Invoices Screen

From the main menu choose “View Invoices”. This will bring you to the main Invoice screen. From here you can do the following:

PIP (VetSCOPE Server)

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Total (Unsorted)

Show All

New Record

Delete Record

Find

Sort

Share

Search

Layout: List Invoices

View As:

Preview

A⁹ Edit Layout

Log In / Out

Get Invoices

Delete Marked Transactions

Find

Find All

Show Posted

Show Un-Posted

Show Marked for Posting

Post to VetSCOPE

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Transactions with Red errors cannot be posted to VetSCOPE

Invoice No.	Date	Supplier	Transaction Type	Ex Vat	Vat	Inc Vat	Export		Marked	Clear All		Posted	Vs Ref.	
>> 078141	30/05/2016	C & M (+VETLINK PLC)	Invoice	96.65	22.23	118.88	<input type="checkbox"/>		Mark All	The VAT period is		A33717	>> Delete	
>> 078142	30/05/2016	C & M (+VETLINK PLC)	Invoice	22.80	5.24	28.04	<input type="checkbox"/>		Mark All	The VAT period is		A33716	>> Delete	
>> 078143	31/05/2016	C & M (+VETLINK PLC)	Invoice	198.82	45.73	244.55	<input type="checkbox"/>		Mark All	Error: One or		A33715	>> Delete	
>> 078144	31/05/2016	C & M (+VETLINK PLC)	Invoice	34.00	7.82	41.82	<input type="checkbox"/>		Mark All	The VAT period is			>> Delete	
>> 101260	14/06/2016	C & M (+VETLINK PLC)	Invoice	80.00	18.40	98.40	<input type="checkbox"/>		Mark All	The VAT period is		A33710	>> Delete	
>> 101261	15/06/2016	C & M (+VETLINK PLC)	Invoice	95.30	21.92	117.22	<input type="checkbox"/>		Mark All	The VAT period is		A33711	>> Delete	
>> 101262	22/06/2016	C & M (+VETLINK PLC)	Invoice	104.05	23.93	127.98	<input type="checkbox"/>		Mark All	The VAT period is		A33731	>> Delete	

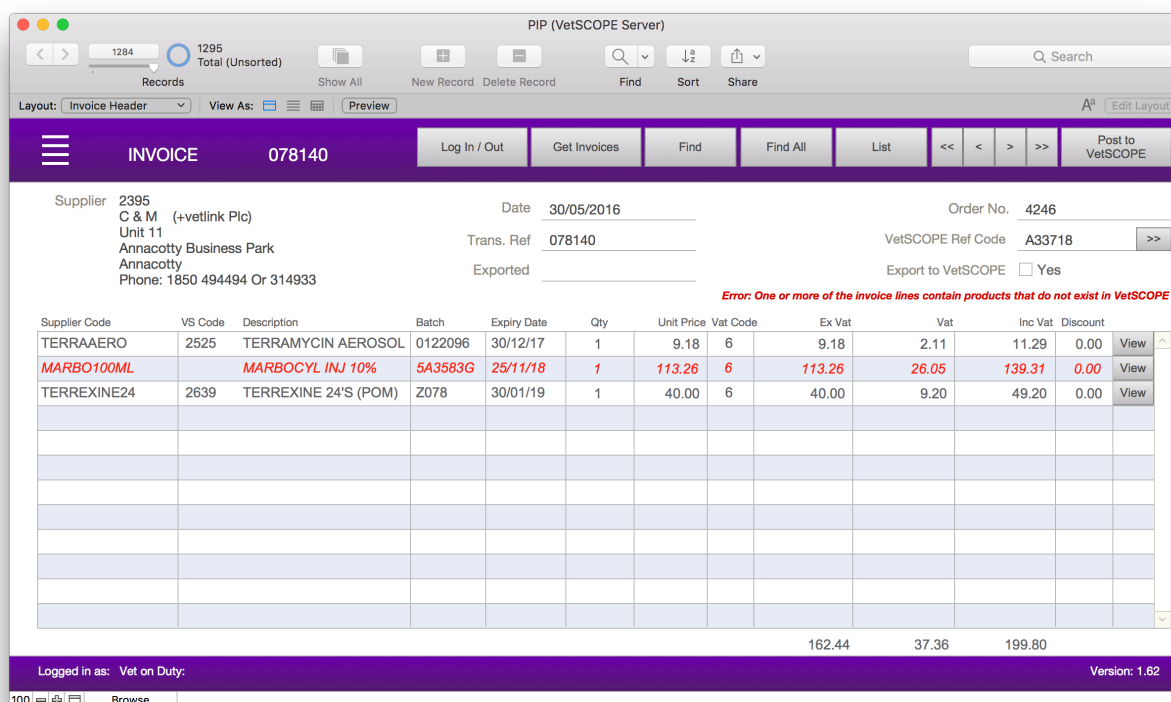
Logged in as: Vet on Duty:

Version: 1.62

- **Get invoices** - Download all the invoices from the server since since the last invoice number that you downloaded.
- **Delete Marked Transactions** - Delete all marked transactions. If you try to delete a transaction that hasn't been exported to VetSCOPE you will receive a warning.
- **Show posted/ Show unposted** - this will show all the invoices that have been posted to VetSCOPE/show all the invoices that haven't been posted to VetSCOPE.
- **Post to VetSCOPE** - This will export marked transactions to VetSCOPE. If there are errors on the invoices you will not be permitted to export them.
- **Find - search invoice list by date, invoice number etc.**
- Click the **grey button** beside the invoice number will bring you into the **invoice detail screen**.

Invoice Detail Screen

Click on any invoice line to see the Invoice detail screen. From here you can see detailed information about the invoice. You can also do the following:



The screenshot shows the VetSCOPE Invoice Detail screen for invoice 078140. The interface includes a top navigation bar with buttons like 'Log In / Out', 'Get Invoices', 'Find', 'Find All', 'List', and 'Post to VetSCOPE'. The main content area displays supplier information (2395 C & M (+vetlink Plc)), date (30/05/2016), order number (4246), and transaction reference (078140). A table lists invoice items with columns for Supplier Code, VS Code, Description, Batch, Expiry Date, Qty, Unit Price, Vat Code, Ex Vat, Vat, Inc Vat, Discount, and a View button. The table contains three items: TERRAMYCIN AEROSOL, MARBOCYL INJ 10%, and TERREXINE 24'S (POM). A red error message states: 'Error: One or more of the invoice lines contain products that do not exist in VetSCOPE'. The bottom of the screen shows a status bar with 'Logged in as: Vet on Duty' and 'Version: 1.62'.

- **Get Invoices** - This does the same as the Get Invoices button on the List Invoices screen.
- **Find Invoices** - search by date, trans ref, VetSCOPE Ref Code etc.
- **List** - brings you to the List Invoices screen
- **Post to VetSCOPE** allows you to post this invoice to VetSCOPE. If there is an error you will not be permitted to post the invoice.

Fields on the Invoice Detail screen

- **Supplier** - The supplier ID (in VetSCOPE) and Name and address as you have filled them out in your VetSCOPE database.
- **Date** - This is the date that the supplier has on the transaction
- **Trans. Ref** - This is the Supplier's reference number for the transaction
- **Exported** - will be set to the timestamp when you exported the transaction to the VetSCOPE database. It will be blank if it has yet to be exported.
- **Order Number** - Your order number from when you ordered the product
- **VetSCOPE Ref Code** - This is the Accounts ID in VetSCOPE (the A number). It will be blank if it has yet to be exported.
- **Post to VetSCOPE** - tick if you wish to mark this invoice for export for use in the list screen using "Post to VetSCOPE"
- **Error Field** - If there is an error on this invoice there will be some red text indicating what the problem is e.g. if one of the line items relate to products that do not exist in VetSCOPE.

Line Items:

- **Supplier Code:** The Supplier's part number for this item
- **VS Code:** Your code in your Prices & Codes section of VetSCOPE. Will be blank if you haven't created/linked it yet.
- **Description:** This is the SUPPLIER'S description of the item. If this is blank this means that this item doesn't exist. This can sometimes happen if a new product has been ordered from the rep before the item has appeared in the Supplier Price List. If this happens you should contact your supplier
 - **Batch/Expiry:** The Batch number and expiry date.
 - **Qty:** Quantity ordered
 - **Unit Price:** Price per unit as per supplier
 - **Vat Code:** Vat code as per supplier
 - **Ex VAT/Vat/Inc VAT:** Total for the line item
 - **Discount:** This field is currently unused but it would contain discount if there was any. The totals would include the discount.
 - **View Button:** This takes you into the View Price Details screen (see below)

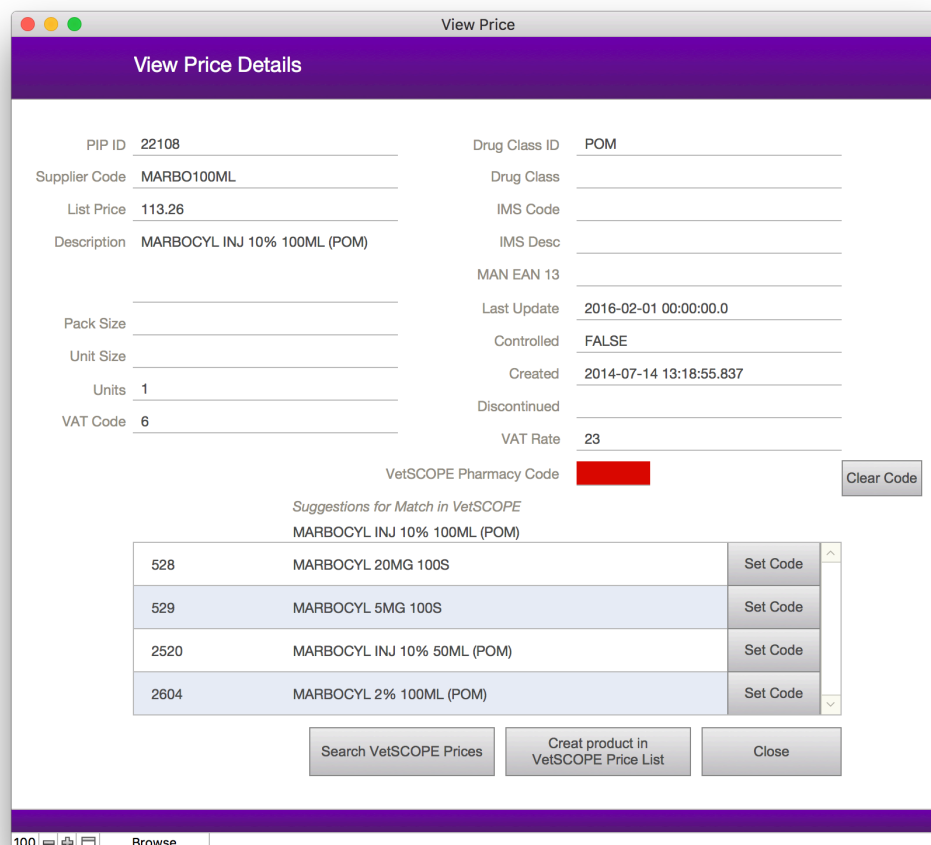
Linking Supplier prices to VetSCOPE price list

Lines displayed in Red generally mean that the product does not exist in VetSCOPE. This means there is no product in VetSCOPE associated with this product in the PIP price list. Click on the VIEW button on the line item to make the link. This only has to be done once per item.

Supplier Code	VS Code	Description	Batch	Expiry Date	Qty	Unit Price	Vat Code	Ex Vat	Vat	Inc Vat	Discount	View
TERRAAERO	2525	TERRAMYCIN AEROSOL	0122096	30/12/17	1	9.18	6	9.18	2.11	11.29	0.00	View
MARBO100ML		MARBOCYL INJ 10%	5A3583G	25/11/18	1	113.26	6	113.26	26.05	139.31	0.00	View
TERREXINE24	2639	TERREXINE 24'S (POM)	Z078	30/01/19	1	40.00	6	40.00	9.20	49.20	0.00	View

To complete the linking procedure do the following :

You can get to this screen by pressing the VIEW button on the line item of any product in the Invoice Detail Screen. This screen shows the item in the PIP price list. You can do one of the following



View Price Details

PIP ID 22108 Drug Class ID POM

Supplier Code MARBO100ML Drug Class

List Price 113.26 IMS Code

Description MARBOCYL INJ 10% 100ML (POM) IMS Desc

Pack Size MAN EAN 13

Unit Size Last Update 2016-02-01 00:00:00.0

Units 1 Controlled FALSE

VAT Code 6 Created 2014-07-14 13:18:55.837

Discontinued

VAT Rate 23

VetSCOPE Pharmacy Code XXXXXXXXXX Clear Code

Suggestions for Match in VetSCOPE

MARBOCYL INJ 10% 100ML (POM)

528	MARBOCYL 20MG 100S	Set Code
529	MARBOCYL 5MG 100S	Set Code
2520	MARBOCYL INJ 10% 50ML (POM)	Set Code
2604	MARBOCYL 2% 100ML (POM)	Set Code

Search VetSCOPE Prices Creat product in VetSCOPE Price List Close

The system will initially attempt to offer possible suggestions in the section at the bottom of the window. Simply clicking on the match will make the link and the window will close. Alternatively:

- If you know the code type it in to the Red VetSCOPE Pharmacy Code box and click Close.
- Search VetSCOPE Prices to find the product in your VetSCOPE database.
- **Create Product in VetSCOPE Price List** - if you are sure the product does not exist in your price list already i.e. if it is a new product that you haven't sold before. If you choose this option you have the opportunity to enter a markup which will calculate the retail price. You may edit this new item in VetSCOPE later if you wish.

Posting to VetSCOPE

Once all the items in the invoice are in black and there are no errors the invoice may be marked for posting by ticking the tick box on the top right.

Show Marked for Posting

It might be preferable to click on the list button from the invoice detail screen to see all invoices. Use the tick box on this screen to mark invoices for posting to VetSCOPE. To group these together, click the “Show Marked for Posting button at the top of this window.

Only transactions without errors can be posted to VetSCOPE. Transactions marked for posting will be ignored when posting occurs.

PIP (VetSCOPE Server)

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Found (Unsorted)

Show All

New Record

Delete Record

Find

Sort

Share

Search

Layout:

List Invoices

View As:

Preview

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Edit Layout

Log In / Out

Get Invoices

Delete Marked Transactions

Find

Find All

Show Posted

Show Un-Posted

Show Marked for Posting

Post to VetSCOPE

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Transactions with Red errors cannot be posted to VetSCOPE

Invoice No.	Date	Supplier	Transaction Type	Ex Vat	Vat	Inc Vat	Export	Mark All	Clear All	Posted	Vs Ref.
>> 007125	01/01/2017	C & M (+VETLINK PLC)	Invoice	32.03	7.37	39.40	<input checked="" type="checkbox"/>	Mark All	Clear All		
>> 101287	12/10/2016	C & M (+VETLINK PLC)	Invoice	14.52	3.34	17.86	<input checked="" type="checkbox"/>	Mark All	Clear All		
Totals				46.55	10.71	57.26					

Logged in as: Mr. Stephen Lawler Vet on Duty: Mr. Stephen Lawler

Version: 1.62

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Browse