



## Creating an Alias Record

### Contents

Scanco Portal setting .....	1
Alias Prompt .....	2
Item Prompt .....	3
Confirmation for Entry .....	4
Record Collection Confirmation .....	4
Where does the Data show up in Sage? .....	5

Scanco Support Email - [support@scanco.com](mailto:support@scanco.com)  
Scanco Support Phone number - 330-645-9959 Opt. 3

### Scanco Portal setting

The Scanco Portal is where you make changes to the settings regarding how the programming functions. The web address for the portal is: [Sales.Scanco.com](http://Sales.Scanco.com)  
Your portal settings were set up during the installation, and are refined during training. Additional adjustments to the portal can be made by your System Administrator.

### Enabling Alias Item Activities

On the Scanco Portal, Allow Alias Item Activities must be enabled.

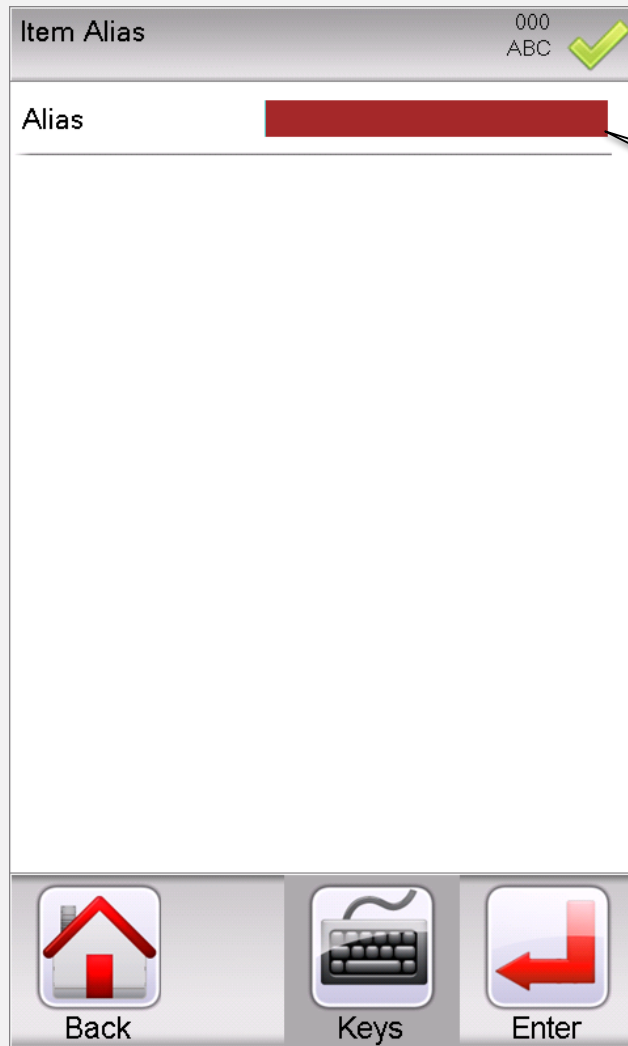
Allow Alias Item Inquiry Activities



## Alias Prompt

Best possible situation would be to scan the manufacturer's barcode at this prompt.

Second option is to use the on-screen keyboard to enter the manufacturer's item number.



Scan the Manufactures barcodes at this prompt.

Enter the Manufactures with the on-screen keyboard if barcodes are not provided. Press 'ABC' button for letters.





## Item Prompt

If possible, scan your company's item number.

Other options are to use the on-screen keyboard, or use Lookup to enter your company's item number.

Item Alias 000  
ABC

Alias 836590486382

Item

1 2 3 4 5 6 7 8 9 0

ABC Bksp . - ▲ Enter

Back Keys Lookup Enter

Enter you companies Item number here.

**Buttons at bottom:**  
**Back:** to move back to Main Applications screen.  
**Keys:** for on-screen keyboard.  
**Lookup:** for seeing all available Batch numbers in use in Sage.  
**Enter:** press after keying in data at Batch prompt.

Item	Details
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK
1001-HON-H252LK	HON 2 DRAWER LETTER FLE W/ LCK
1001-HON-H254	HON 4 DRAWER LETTER FLE W/O LK
1001-HON-H254LK	HON 4 DRAWER LETTER FLE W/ LCK
2480-8-50	DESK FILE 8" CAP 50
2481-5-50	DESK FILE 5 1/4" CAP 50
2551-3-50	DESK FILE 3 1/2" CAP 50
2568-3-25	DESK FILE 3 1/2" CAP 25
4886-18-14-3	PAPER CADDY 18"W 14"D 3"H
6650-26-16-11	SOUND CVR 26"W 16"D 11"H DM
6652-28-24-15	SOUND CVR 28"W 24"D 15"H LQ
6655	PRINTER STAND W/ BASKET
6657-24-20-12	SOUND CVR 24.5"W 20"D 12"H LQ
8953	UNIVERSAL 3 1/2" SSDD FLEX DSK
8971	UNIVERSAL 5 1/4" SSDD FLEX DSK
8972	UNIVERSAL 5 1/4" DSDD FLEX DSK
8973	UNIVERSAL 5 1/4" DSHD FLEX

OK Cancel



## Confirmation for Entry

If the data displayed is correct, press 'Send'.

Item Alias	000 ABC	
Alias	836590486382	
Item	8972	
<i>UNIVERSAL 5 1/4" DSDD FLEX DS</i>		

1 2 3 4 5 6 7 8 9 0  
ABC Bksp . - ▲ Enter

Back Send

## Record Collection Confirmation

Press Yes to confirm, No to cancel.

Item Alias	000 ABC	
Alias	836590486382	
Item	8972	
<i>UNIVERSAL 5 1/4" DSDD FLEX DS</i>		

Do you want create alias  
836590486382 for item 8972?

Yes No

1 2 3 4 5 6 7 8 9 0  
ABC Bksp . - ▲ Enter

Back Send

Item Alias	000 ABC	
Alias	836590486382	
Item	8972	
<i>UNIVERSAL 5 1/4" DSDD FLEX DS</i>		

Collected data was successfully  
submitted for 1 record(s).

OK

1 2 3 4 5 6 7 8 9 0  
ABC Bksp . - ▲ Enter

Back Send



## Where does the Data show up in Sage?

Inventory Management > Item Maintenance > Alias button

The screenshot shows the Sage 100 ERP interface. On the left is a navigation tree with 'Inventory Management' > 'Main' > 'Item Maintenance' highlighted. The main window is 'sage\* Item Maintenance (ABC) 6/17/2016' for item '1001-HON-H252'. The 'Alias...' button is highlighted with a red box. An 'Alias Item Maintenance' dialog box is open, showing 'Alias Item No.' 9 and 'Item Code' 1001-HON-H252. This dialog box is also highlighted with a red box. Red arrows point from the dialog box back to the 'Alias...' button in the main window.

**Item Maintenance Data:**

Item Code	1001-HON-H252
Description	HON 2 DRAWER LETTER FLE W/O LK
Product Line	WF&A WORKSTATION FURN & ACCESS
Product Type	Finished Good
Valuation	FIFO
Procurement	Buy
Unit of Measure	EACH
Purchases	EACH
Sales	EACH
Price Code	STD STANDARD QUANTITY PRIC
Default Whse	000 CENTRAL WAREHOUSE
Primary Vendor	01-CONT Container Corporation Of Usa
Warranty Code	30 DAY 30 days from shipment
Retail Price	84.000
Standard Cost	32.750
Item	34.250
Allocated	.000
Total	34.250
Available	2,670.00
In Shipping	.00
On H	988.00 1.00

**Alias Item Maintenance Dialog Data:**

Alias Item No.	9
Item Code	1001-HON-H252
Type	General