



## Direct To Invoice

### Contents

Sales.Scanco.com Portal Settings.....	2
Accessing the Application .....	3
Batch number prompt – Optional .....	4
Warehouse Prompt .....	5
Customer Prompt .....	6
Item Entry Prompt.....	7
Bin Prompt .....	8
Quantity Prompt.....	9
Sage Unattended Barcode Transaction Import .....	10
Sage Invoice Data Entry: .....	10

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



## Sales.Scanco.com Portal Settings

### Invoicing tab options:

**Allow Direct-To-Invoice:** Enabling this option would allow access to the Direct to invoice application.

 Allow Direct-To-Invoice

This option must be enabled.

**Allow Batches:** enables the batch prompt.

 Allow Batches

### Scan Each

- “No scan each” will remove the ‘Each’ button shown at the item prompt.
- “Allow Scan Each” will display the button and the user can turn it on/off.
- “Scan Each Always Enabled” will enable the button and the user cannot turn it off.

Scan Each	No Scan Each ▼
	No Scan Each
	Allow Scan Each
	Scan Each Always Enabled



## Accessing the Application

Press 'Shipping' icon at the main applications screen to move to the Inventory applications screen.

Press 'Direct To Invoice' icon in the Shipping applications screen to begin the program.



### Buttons

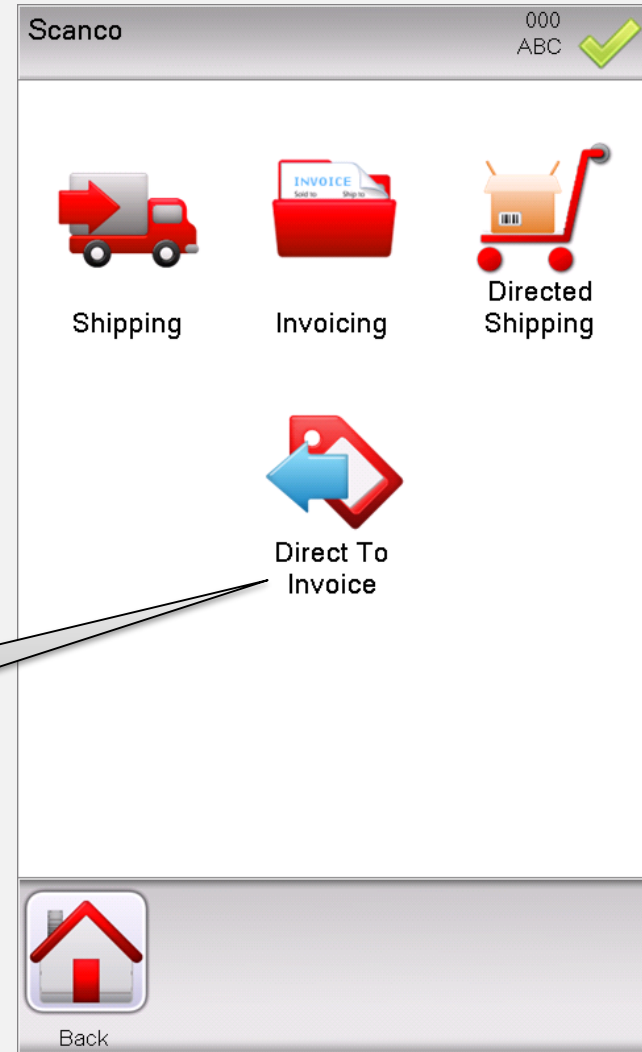
**Exit:** to exit Scanco Warehouse.

**Send:** to send all data collected in all applications.

**Setting:** to adjust settings.

**Logout:** to change users or companies.

This manual covers  
Direct To Invoice





## Batch number prompt – Optional

The batch prompt all entry of up to 5 alpha number.

Examples: A12, 12345

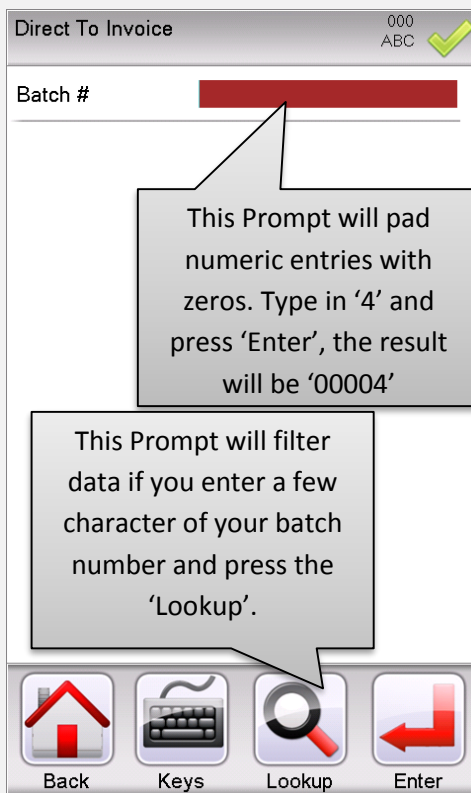
## Buttons

**Back:** to move back to Main Applications screen.

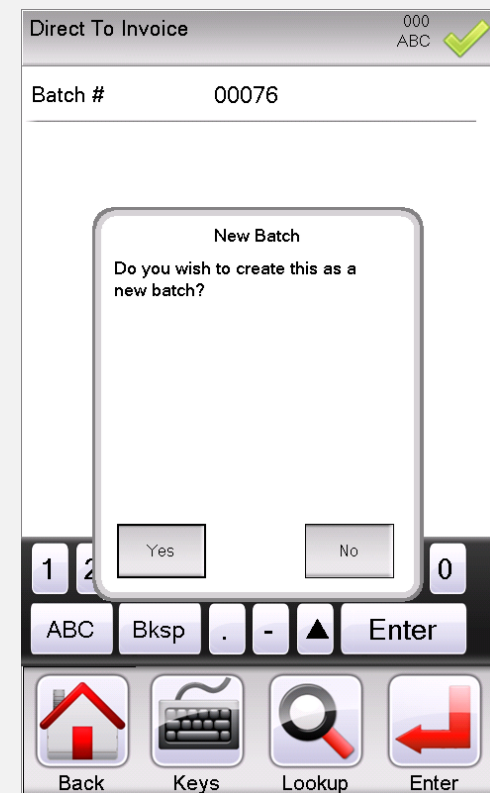
**Keys:** for on-screen keyboard.

**Lookup:** for seeing all available Batch number in use in Sage.

**Enter:** press after keying in data at Batch prompt



**Batch lookup**  
Shows all available Shipping Batches within Sage Sales Order module.





## Warehouse Prompt

Scan or Key in any valid Warehouse, or use lookup button to select one from a list.

### Buttons

**Back:** to move back to Main Applications screen.

**Keys:** for on-screen keyboard.

**Lookup:** for seeing all available Warehouses.

**Enter:** press after keying in data at Warehouse prompt.

Direct To Invoice 000 ABC ✓

Batch # 00018

Warehouse 000

Back Keys Lookup Enter

Warehouse	Details
000	CENTRAL WAREHOUSE
001	EAST WAREHOUSE
002	WEST WAREHOUSE
002	WEST WAREHOUSE
003	003
003	003
004	004
005	005
006	006
007	007
008	008
009	009
010	010
011	011
012	012
097	RETURNS WAREHOUSE
098	SCRAP WAREHOUSE
099	REPAIR WAREHOUSE
RTL	RTL MP2

OK Cancel

Direct To Invoice 000 ABC ✓

Batch # 00018

Warehouse 90

Error  
Please select or type valid warehouse.

OK

Back Keys Lookup Enter



## Customer Prompt

Scan or Key in any valid Customer, or use lookup button to select one from a list.

### Buttons

**Back:** to move back to Main Applications screen.

**Keys:** for on-screen keyboard.

**Lookup:** for seeing all available Customers.

**Enter:** press after keying in data at Customer prompt.

Direct To Invoice 000 ABC ✓

Batch # 00018

Warehouse 000 | (MB) CENTRAL W/

Customer

Back Keys Lookup Enter

This prompt will filter against the Customer Name. Example: typing in AMERICAN and pressing lookup button would show American Business Futures.

Division	Customer	Details
01	ABF	Customer No: ABF Name: American Business Futures
02	ALLENAP	Customer No: ALLENAP Name: Allen's Appliance Repair
02	AMERCON	Customer No: AMERCON Name: American Concrete Service
02	ATOZ	Customer No: ATOZ Name: A To Z Carpet Supply
02	AUTOOCR	Customer No: AUTOOCR Name: Autocraft Accessories
01	AVNET	Customer No: AVNET Name: Avnet Processing Corp
02	BAYPYRO	Customer No: BAYPYRO Name: Bay Pyrotronics Corp.
01	BRESLIN	Customer No: BRESLIN Name: Breslin Parts Supply
		Customer No: CAPRI

OK Cancel

Entry must include Division-Customer. Example: 01-ABF

Direct To Invoice 000 ABC ✓

Batch # 00018

Warehouse 000 | (MB) CENTRAL W/

Customer 87

Error  
Customer not found.

OK

1 2 0

ABC Bksp . - ▲ Enter

Back Keys Lookup Enter



### Item Entry Prompt

Scan, key in or lookup Items codes.

Direct To Invoice 000 ABC ✓

Batch # 00018

Warehouse 000 | (MB) CENTRAL W/

Customer 01-ABF

Item XXXXXXXXXX

Review

Back Each Keys Send Lookup Enter

This Prompt will filter data if you enter a few character of your Item number and press the 'Lookup'.

The 'Scan Each' button forces the user to scan each item number and the quantity collected is always equal to '1'.

### Buttons

**Review:** to enter review mode.

**Back:** to move back to Main Applications screen.

**Each:** available if 'Scan Each' is enabled in the Scanco Portal.

**Keys:** for on-screen keyboard.

**Send:** to send all data collected.

**Lookup:** for seeing all available Item for use.

**Enter:** press after keying in data at Item prompt.

### Item Lookup

The Item lookup will show all Items in you warehouse.

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

Entries are validated. Items must exist on the collected warehouse code.

Direct To Invoice 000 ABC ✓

Batch # 00018

Warehouse 000 | (MB) CENTRAL W/

Customer 01-ABF

Item XXXXXXXXXX

Error  
Item not found.

OK

1 2 0

ABC Bksp . - ▲ Enter

Back Each Keys Send Lookup Enter



## Bin Prompt

If your company has Multi-bin, then the bin collection prompt is required.

For Standard Sage non-multi-bin companies, this field will be a display only field.

Direct To Invoice 000  
ABC

Batch # 00018

Warehouse 000 | (MB) CENTRAL W/

Customer 01-ABF

Item 1001-HON-H252

*HON 2 DRAWER LETTER FLE W/C*

UOM EACH

Bin                     

Back

Keys

Lookup

Enter

This Prompt will filter data if you enter a few character of your Bin number and press the 'Lookup'.

## Buttons

**Back:** to move back to Main Applications screen.

**Keys:** for on-screen keyboard.

**Lookup:** for seeing all available Bin.

**Enter:** press after keying in data at Bin prompt.

Bin	Details
000	QtyOnHand: 4897
B10L	QtyOnHand: 14
B10U	QtyOnHand: 88
C20M	QtyOnHand: 4
CAGE	QtyOnHand: 100
O1	QtyOnHand: 3020
QUALITY	QtyOnHand: 880
RECEIVING	QtyOnHand: 400
SHIPPING	QtyOnHand: 26
STAGE-AVNET	QtyOnHand: 200

OK
Cancel

## Bin Lookup

If your company has Multi-bin, then the bin lookup is available. Allocations are shown in green.

For Standard Sage non-multi-bin companies, the bin field will be a display only field. No lookup included.

Entries are validated. Bin must exist in 'Multi-Bin Location'

Direct To Invoice 000  
ABC

Batch # 00018

Warehouse 000 | (MB) CENTRAL W/

Customer 01-ABF

Item                     

*HON 2 DRAWER LETTER FLE W/C*

UOM EACH

Bin                     

Error

Bin 578 is incorrect.

OK

Back

Keys

Lookup

Enter



## Quantity Prompt

Scan or key in positive numeric quantity are accepted at the quantity prompt.

### Buttons

Direct To Invoice 000 ABC ✓

Warehouse 000 | (MB) CENTRAL WA

Customer 01-ABF

Item 1001-HON-H252  
HON 2 DRAWER LETTER FLE W/C

UOM EACH

Bin 000

Qty Avl/Shp 4897/0

Quantity

1 2 3 4 5 6 7 8 9 0

ABC Bksp . - ▲ Enter

Back Keys Enter

**Back:** to move back to Main Applications screen.

**Keys:** for on-screen keyboard.

**Enter:** press after keying in data at Quantity prompt.

Use the On-screen keyboard if a quantity barcode was not provided.

Direct To Invoice 000 ABC ✓

Warehouse 000 | (MB) CENTRAL WA

Customer 01-ABF

Item

UOM

Bin

Qty Av

Quantity

Warning  
Insufficient Qty Available.  
Warehouse inventory will become negative. Are you sure ?

Yes No

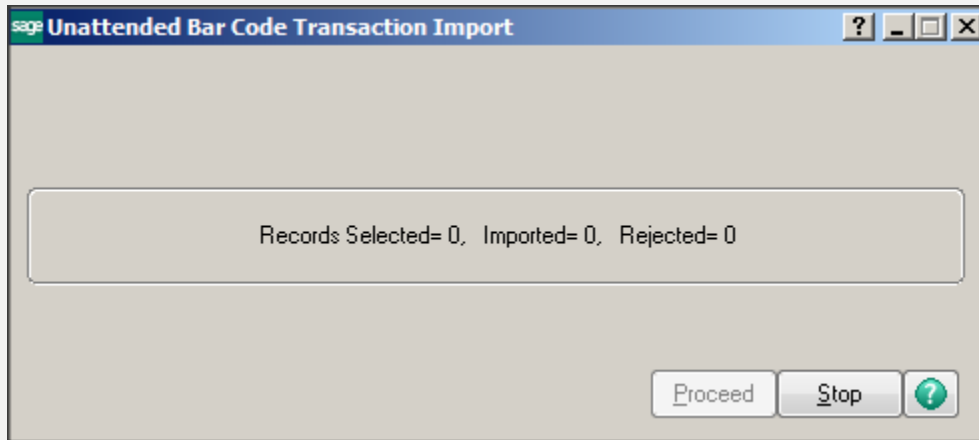
1 2 0

ABC Bksp . - ▲ Enter

Back Keys Enter



**Sage Unattended Barcode Transaction Import:** must be running for real time entries to be created in Sage Sales Order module > Main > Invoice Data Entry.



**Sage Invoice Data Entry:** Results of scanner entries will be found in Sage Sales Order module > Main > Invoice Data Entry.

