



Inventory Adjustments

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Sales.Scanco.com Portal Settings

The Inv Adjustments tab options:

Allow Inventory Adjustments Activities: Enabling this option would allow access to the Inventory Issues application.

Allow Batches: enables the batch prompt.

- Allow Inventory Adjustments Activities
- 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 'Inventory' icon at the main applications screen to move to the Inventory applications screen.

Press 'Inv Adjustments' icon in the Inventory applications screen to begin the program.



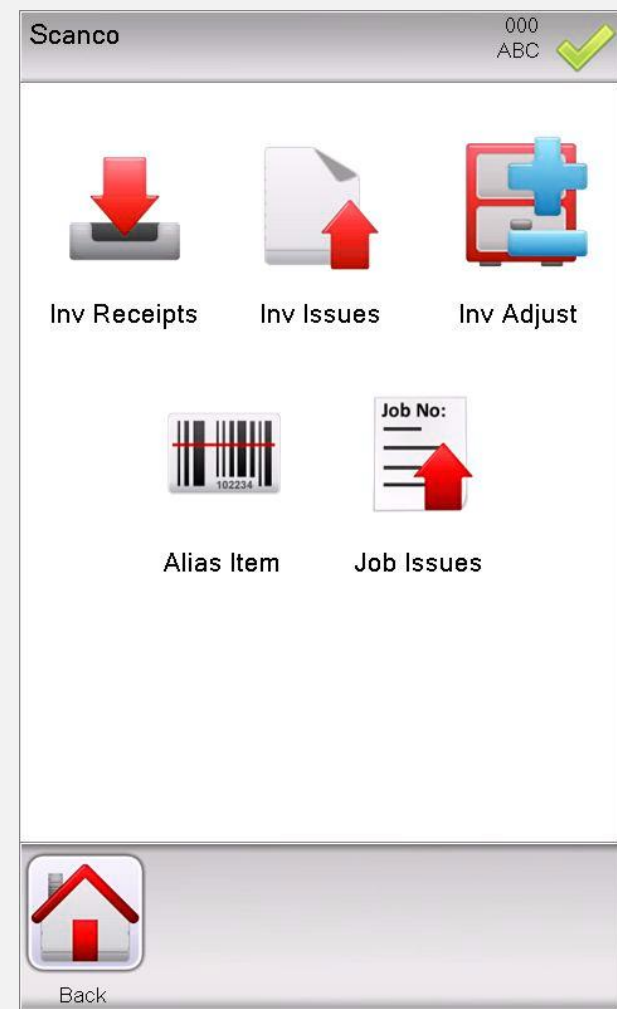
Buttons

Exit: to exit Scanco Warehouse.

Send: to send all data collected in all applications.

Setting: to adjust settings.

Logout: to change users or companies.





Batch number prompt - Optional

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

Examples: A12, 12345

Inventory Adjustments 000 ABC ✓

Batch #

Back Keys Lookup Enter

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	Description
00001	
00004	

OK Cancel



Warehouse Prompt

Scan or Key in any valid warehouse code, or use lookup button to select one from a list. This prompt will pre-fill with your default warehouse that is setup in the Scanco portal.

Default Warehouse
000 - ABC CENTRAL WAREHOUSE ▾

Inventory Adjustments 000 ABC ✓

Batch # 00001

Warehouse **000**

Buttons

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Lookup: for seeing all available Warehouses accessible for use.

Enter: press after keying in data at Warehouse prompt.

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



Standard Item Entry Prompt

Scan, key in or lookup Items codes.

Inventory Adjustments
000
ABC

Batch #
00001

Warehouse
000 | (MB) CENTRAL W/

Item

Review

Back

Keys

Print

Send

Lookup

Enter

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.

Print: Requires SkyPrint

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



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.

Inventory Adjustments		000 ABC	✓
Batch #	00001		
Warehouse	000 (MB) CENTRAL W/		
Item	1001-HON-H252		
<i>HON 2 DRAWER LETTER FLE W/C</i>			
UOM	EACH		
Bin			

Back

Keys

Print

Lookup

Enter

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 Lookup

If your company has Multi-bin, then the bin lookup is available.

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

Bin 000

- A10L
- A10M
- A20L
- A20M
- A20U
- A30L
- A30M
- A30U
- A40L
- A40M
- A40U
- A50L
- B10L
- B10M
- B10U
- B20L
- B20M
- B20U
- B30L
- B30M

OKCancel▼



Quantity Prompt

When the “Enable Neg Qty” button is Green, Scan or key in positive numeric quantity are accepted at the quantity prompt.

When the “Disable Neg Qty” button is numeric entries will be recorded in negative quantity.

Inventory Adjustments		000 ABC	✓
Batch #	00001		
Warehouse	000 (MB) CENTRAL W/		
Item	1001-HON-H252		
	<i>HON 2 DRAWER LETTER FLE W/C</i>		
UOM	EACH		
Bin	A10L		
Quantity	1		

Enable Neg Qty

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

Back Keys Enter

Buttons

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Enter: press after keying in data at Quantity prompt.

Inventory Adjustments		111 ABC	✓
Batch #	00010		
Warehouse	000 CENTRAL WAREH		
Item	6655		
	<i>PRINTER STAND W/ BASKET</i>		
UOM	EACH		
Bin	NEW BIN		
Quantity			

Stop Neg Qty

Back Keys Enter





Lot Prompt


Scan or key in lot numbers for lot controlled valuation product.


NOTE: This prompt is not validated against Lot number in Inventory, discrepancy scans would be discovered in Sage's Physical Count Variance Register.


Inventory Issues		000 ABC	✓
Batch #	00007		
Warehouse	000 (MB) CENTRAL W/		
Item	8953		
<i>UNIVERSAL 3 1/2" SSDD FLEX DS</i>			
UOM	EACH		
Bin	C20L		
Lot	<input type="text"/>		


Back


Keys


Print


Lookup


Enter

Buttons

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Enter: press after keying in data at Lot prompt.

Lot Quantity Prompt

Scan or key in positive numeric quantity.


Buttons


Back: to move back to Main Applications screen.


Keys: for on-screen keyboard.

Enter: press after keying in data at Quantity prompt.

Inventory Issues		000 ABC	✓
Batch #	00007		
Warehouse	000 (MB) CENTRAL W/		
Item	8953		
<i>UNIVERSAL 3 1/2" SSDD FLEX DS</i>			
UOM	EACH		
Bin	C20L		
Lot	JAN10		
Quantity	<input type="text"/>		


Back


Keys


Enter



Serial Prompt

Scan or key in serial numbers for serialized valuation product. As serials numbers are collected the “Qty Scanned” field will accumulate +1 for each serials number collected.

Inventory Receipt		000 ABC	✓
Batch #	00007		
Warehouse	000 (MB) CENTRAL W/		
Item	GB-MD750		
<i>MODEM 9600 (SYNCHRONOUS)</i>			
UOM	EACH		
Bin	A10L		
Serial	<div style="background-color: red; width: 100px; height: 15px;"></div>		
Qty Scanned			

Back

Keys

Print

Send

Enter

Buttons

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Send: to send all data collected.

Enter: press after keying in data at Item prompt.

Serial Prompt “Qty Scanned”

Display

As shown on the right after the first serials number is collected, the “Qty Scanned” field has accumulated +1.

Inventory Receipt		000 ABC	✓
Batch #	00007		
Warehouse	000 (MB) CENTRAL W/		
Item	GB-MD750		
<i>MODEM 9600 (SYNCHRONOUS)</i>			
UOM	EACH		
Bin	A10L		
Serial	<div style="background-color: red; width: 100px; height: 15px;"></div>		
Qty Scanned	1		

Back

Keys

Print

Send

Enter



Send data collected

The 'Send' button at the item prompt should be pressed when all items have been collected.

The screenshot shows the 'Inventory Receipt' screen with a confirmation dialog box. The dialog box contains the text: "Do you want to submit the items you have received to the server?". Below the text are two buttons: "Yes" and "No". A "Review" button is located below the dialog box. The screen also displays "Batch # 00007" and "Warehouse 000 | (MB) CENTRAL W/". At the bottom, there is a navigation bar with icons for Back, Each, Keys, Print, Send, Pallet, Lookup, and Enter.

Buttons

Yes: will remove the data display.

No: to move to data collection mode.

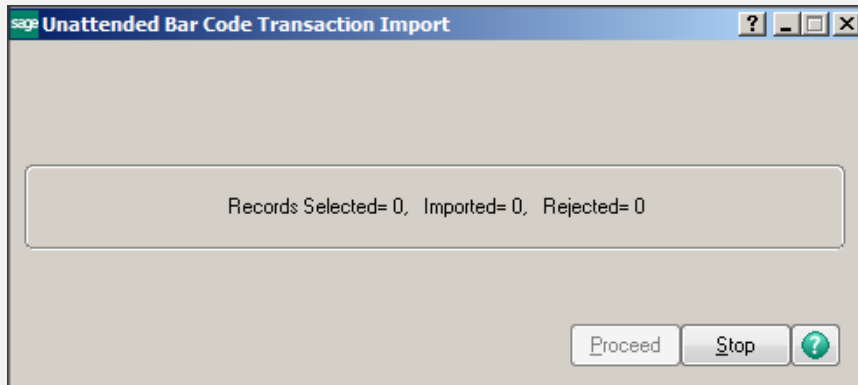
The screenshot shows the 'Inventory Receipt' screen with a success message dialog box. The dialog box contains the text: "Collected data was successfully submitted for 2 record(s)". Below the text is an "OK" button. A "Review" button is located below the dialog box. The screen also displays "Batch # 00007" and "Warehouse 000 | (MB) CENTRAL W/". At the bottom, there is a navigation bar with icons for Back, Each, Keys, Print, Send, Pallet, Lookup, and Enter.

Send Completed

Press 'Ok' on this confirmation message to continue.



Sage Unattended Barcode Transaction Import: must be running for real time entries to be created in Sage Inventory Management module > Main > Transaction Entry



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

