



Inventory Issues

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Sales.Scanco.com Portal Settings

The 'Inv Issues tab options:

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

Allow Batches: enables the batch prompt.

Default GL Account: This option is for Issues to Jobs [Jobs Cost module required] Fill this prompt with the GL account you want to fill in on the scanner. Leave this prompt empty to fill in the GL prompt on the scanner with the Item's Product line 'Cost of Goods' account.

Allow Inventory Issues Activities
 Allow Batches Scan Each
 Allow Job Issues
Default GL Account For Job Cost

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



Accessing the Application

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

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



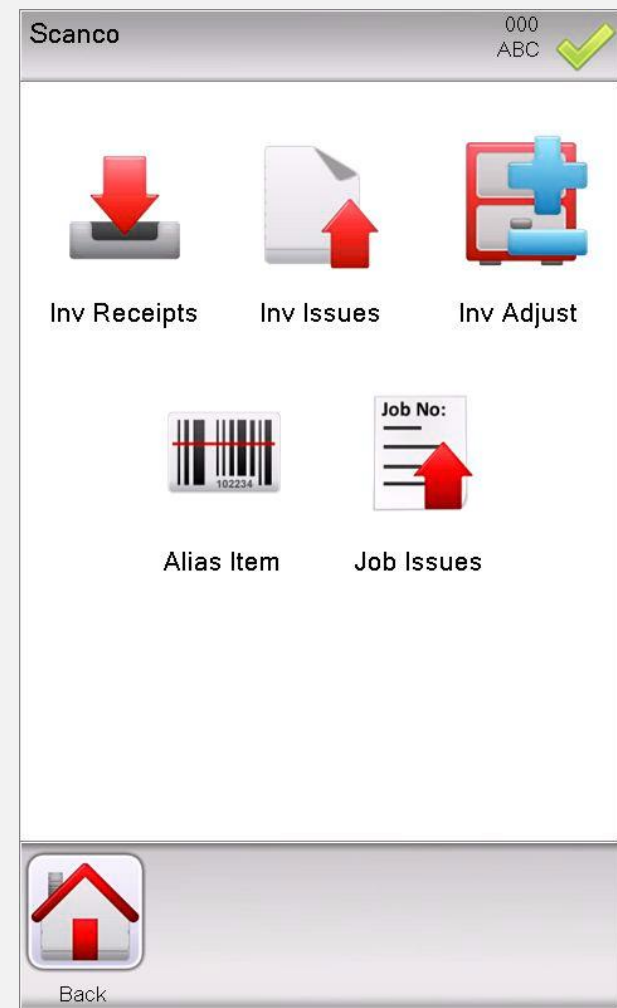
Buttons

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 Issues 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.

Inventory Issues 000
ABC

Batch # 00007

Warehouse 000 ██████████



Back Keys Lookup Enter

Default Warehouse

000 - ABC CENTRAL WAREHOUSE ▼

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

OKCancel



Standard Item Entry Prompt

Scan, key in or lookup Items codes.

Inventory Issues
000
ABC

Batch #
00007

Warehouse
000 | (MB) CENTRAL W/

Item

Review

Back
Each
Keys
Print
Submit
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.


Inventory Issues		000 ABC	✓
Batch #	00007		
Warehouse	000 (MB) CENTRAL W/		
Item	6655		
<i>PRINTER STAND W/ BASKET</i>			
UOM	EACH		
Bin			


Back


Keys


Print


Lookup


Enter

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

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









Quantity Prompt

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

Inventory Issues		000 ABC	✓
Batch #	00007		
Warehouse	000 (MB) CENTRAL W/		
Item	6655		
<i>PRINTER STAND W/ BASKET</i>			
UOM	EACH		
Bin	A10L		
Quantity	<input type="text"/>		

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 Issues		111 ABC	✓
Batch #	00010		
Warehouse	000 CENTRAL WAREH-		
Item	#3		
<i>PRINTER STAND W/ BASKET</i>			
UOM	EACH		
Job	0000465		
Cost Code	500050000		
GL	450-01-00		
Quantity	<input type="text"/>		

Back

Keys

Enter



Issues to Jobs [Jobs Cost module required]

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

Inventory Issues		111 ABC	
Batch #	00010		
Warehouse	000 CENTRAL WAREH		
Item	#3		
<i>PRINTER STAND W/ BASKET</i>			
UOM	EACH		
Job	<input type="text"/>		

Back Keys Lookup Enter

Cost Code [Jobs Cost module required]

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

Inventory Issues		111 ABC	
Batch #	00010		
Warehouse	000 CENTRAL WAREH		
Item	#3		
<i>PRINTER STAND W/ BASKET</i>			
UOM	EACH		
Job	0000465		
Cost Code	<input type="text"/>		

Back Keys Lookup Enter



GL Prompt [Jobs Cost module required]

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

Inventory Issues		111 ABC
Batch #	00010	
Warehouse	000 CENTRAL WAREH	
Item	#3	
<i>PRINTER STAND W/ BASKET</i>		
UOM	EACH	
Job	0000465	
Cost Code	500050000	
GL	450-01-00	

Back	Keys	Lookup	Enter

sage* Item Maintenance (ABC) 4/30/2016

Item Code #3
Description PRINTER STA

1. Main 2. Ad

Product Line PS&A
Description PRINTER SUPPLIES & ACCESS

1. Main 2. Accounts

Account	G/L Account No.
Inventory	115-00-03
Cost of Goods Sold	450-01-00
Sales/Income	400-01-00


Price Code
Default Whse 000





Lot Prompt


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


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 Lot 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.

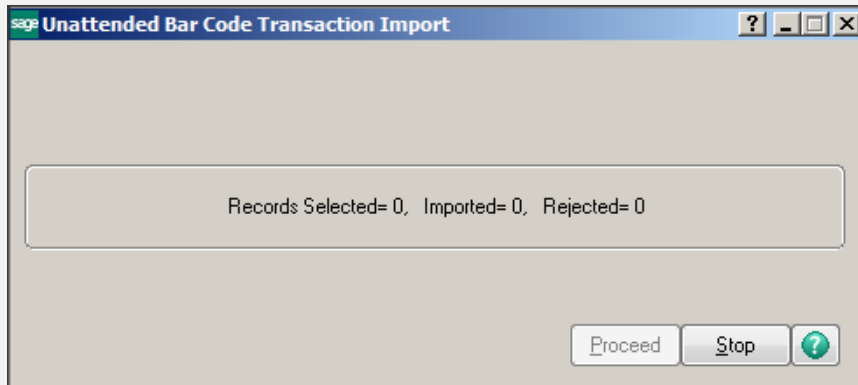
The screenshot shows the 'Inventory Receipt' screen with a success message dialog box. The dialog box contains the text: "Collected data was successfully submitted for 2 record(s)". Below the text is an "OK" button. A "Review" button is located below the dialog box. The screen also displays "Batch # 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.

