



Inventory Receipts User Manual

Contents

Sales.Scanco.com Portal Settings	2
Accessing the Application	3
Batch number prompt - Optional	4
Warehouse Prompt	5
Item Prompt	6
Item Lookup	6
Bin Prompt	7
Bin Lookup	7
Lot Prompt	8
Lot Quantity Prompt	8
Serial Prompt	9
Serial Prompt "Qty Scanned" Display	9
Multibin Pallet Type Entry	10
Pallet Type Lookup	10
Pallet Number Entry	11
Item on Pallet Entry	12
Quantity Prompt	13
Send data collected	14
Send Completed	14
Sage Unattended Barcode Transaction Import	15
Sage.....	15

Scanco Support Email - support@scanco.com
Scanco Support Phone number - 330-645-9959 Opt. 3



Sales.Scanco.com Portal Settings

The 'Inv Receipts' tab has 3 options:

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

Allow Batches: enables the batch prompt.

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

Inv Receipts

- Allow Receipts Activities
- Allow Batches

Scan Each Allow Scan Each ▼



Accessing the Application

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

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



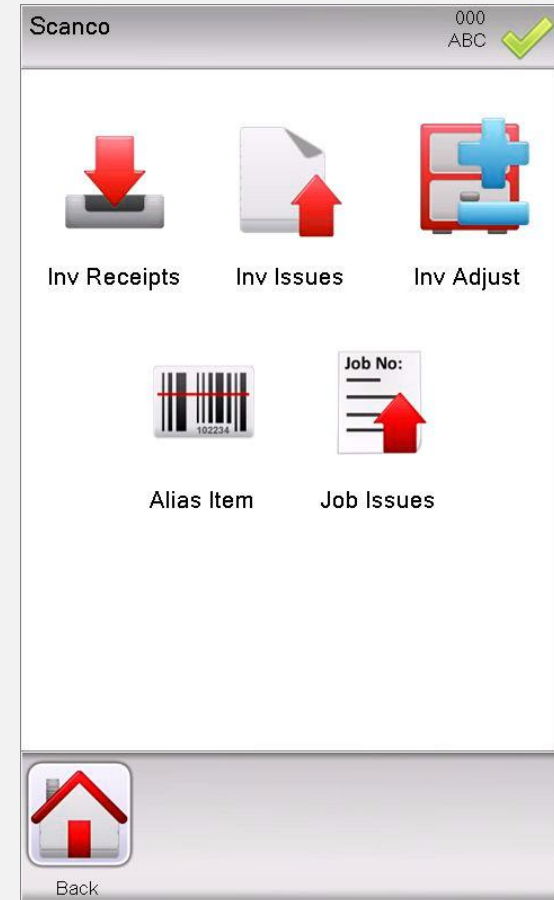
Buttons

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

Inventory Receipt 000 ABC ✓

Batch #

Back Keys Lookup Enter

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	Description
00001	
00004	

OK Cancel

Inventory Receipt 000 ABC ✓

Batch # 00007

This batch number does not exist.
Would you like to create a new batch using this number?

Yes No

Back Keys Lookup Enter



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 Receipt 000 ABC ✓

Batch # 00007

Warehouse 000

Back Keys Lookup Enter

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

OK Cancel

Inventory Receipt 000 ABC ✓

Batch # 00007

Warehouse 789

Please select or type valid warehouse.

OK

Back Keys Lookup Enter



Item Prompt

Scan, key in or lookup Items codes.

Inventory Receipt 000 ABC ✓

Batch # 00007

Warehouse 000 | (MB) CENTRAL W/

Item

Review

Back Each Keys Print Send Pallet Lookup Enter

Item Lookup

The Item lookup will show all Items in you warehouse.

NOTE: The Item prompt + Item Lookup will filter possible Items to be display if you enter a few characters of the Item you wish to lookup,

Example: entering 665 and pressing the Lookup button would display all Items that contain '665' as shown on the list below.

Item 665 +

Would only display Items with 665 as part of the Item code in lookup.

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

Inventory Receipt 000 ABC ✓

Batch # 00007

Warehouse 000 | (MB) CENTRAL W/

Item 9874

Item not found.

OK

Review

Back Each Keys Print Send Pallet 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.

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.

The screenshot shows the 'Inventory Receipt' screen with a 'Bin' field. A list of bin codes is displayed, with 'A10L' selected. The list includes: A10L, A10M, A20L, A20M, A20U, A30L, A30M, A30U, A40L, A40M, A40U, A50L, B10L, B10M, B10U, B20L, B20M, B20U, B30L, and B30M. The 'Bin' field is currently empty. The bottom navigation bar includes icons for Back, Keys, Print, Lookup, and Enter, along with 'OK' and 'Cancel' buttons.

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.

The screenshot shows the 'Inventory Receipt' screen with a 'Bin' field. A dialog box is displayed with the message 'Bin not valid!' and an 'OK' button. The background shows the 'Inventory Receipt' screen with fields for Batch # (00007), Warehouse (000 | (MB) CENTRAL W/), Item (6655), UOM (EACH), and Bin. The bottom navigation bar includes icons for Back, Keys, Print, Lookup, and 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 Receipt		000 ABC	✓
Batch #	00007		
Warehouse	000 (MB) CENTRAL W/		
Item	8971		
<i>UNIVERSAL 5 1/4" SSDD FLEX DS</i>			
UOM	EACH		
Bin	A10L		
Lot			


Back


Keys


Print


Enter

Buttons

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Print: Requires SkyPrint.

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 Receipt		000 ABC	✓
Batch #	00007		
Warehouse	000 (MB) CENTRAL W/		
Item	8971		
<i>UNIVERSAL 5 1/4" SSDD FLEX DS</i>			
UOM	EACH		
Bin	A10L		
Lot	98789		
Quantity			


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.


Print: Requires SkyPrint.


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



Multibin Pallet Type Entry

If your company has **ACS License Plating** enabled, after pressing the 'Pallet' button at the item prompt you will be prompted for Pallet Type.

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.

Lookup: for seeing all available Item for use.

Enter: press after keying in data at Item prompt.

Inventory Receipt 000 ABC ✓

Batch #	00007
Warehouse	000 (MB) CENTRAL W/
Type	

Back Keys Print Pallet Lookup Enter

Choose Pallet ID Type

PalletType	Details
4S	4S
CASE	Case Pack
CONT	Container
MAST	Master Pack
PAL	Pallet

OK Cancel

Pallet Type Lookup
Displays all possible Pallet Types.

Buttons

OK: to move forward with the highlighted Item code.

Cancel: to move back to the Item code prompt.

Inventory Receipt 000 ABC ✓

Batch #	00007
Warehouse	000 (MB) CENTRAL W/
Type	4S

Invalid pallet type.

OK

Back Keys Print Pallet Lookup Enter



Pallet Number Entry

Scan, key in or press 'Next' button to use the next available pallet number.

Inventory Receipt 000 ABC ✓

Batch #	00007
Warehouse	000 (MB) CENTRAL W/
Type	4S
Pallet No	

Back Keys Next Pallet Send Lookup Enter

Buttons

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Next: to use the next available pallet number.

Item: to switch back to Item collection.

Enter: press after keying in data at Pallet prompt.

Inventory Receipt 000 ABC ✓

Batch #	00007
Warehouse	000 (MB) CENTRAL W/
Type	4S
Pallet	Pallet is not valid!

OK

Back Keys Next Pallet Send Lookup Enter



Item on Pallet Entry

Scan or key in any valid item at this prompt.

The Scan Each button is controlled by the option in the Scanco portal shown below.

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 in Count by Item.

Lookup: for seeing all available Item for use.

Enter: press after keying in data at Item prompt.

Inventory Receipt		000 ABC
Batch #	00007	
Warehouse	000 (MB) CENTRAL W/	
Type	4S	
Pallet No	4S0000000000007	
Item		

Review

Back	Each	Keys	Print	Send	Lookup	Enter



Quantity Prompt

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

Inventory Receipt		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 Receipt		000 ABC
Batch #	00007	
Warehouse	000 (MB) CENTRAL W/	
Item	6655	
<div style="border: 1px solid gray; padding: 10px; width: fit-content; margin: 0 auto;"><p>-8 is not a valid quantity.</p><div style="text-align: center; margin-top: 10px;"><input type="button" value="OK"/></div></div>		
UOM		
Bin		
Quantity	<input type="text"/>	

Back

Keys

Enter



Send data collected

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

Inventory Receipt 000 ABC ✓

Batch # 00007

Warehouse 000 | (MB) CENTRAL W/

Item

Do you want to submit the items you have received to the server?

Yes No

Review

Back Each Keys Print Send Pallet Lookup Enter

Buttons

Yes: will remove the data display.

No: to move to data collection mode.

Inventory Receipt 000 ABC ✓

Batch # 00007

Warehouse 000 | (MB) CENTRAL W/

Item

Collected data was successfully submitted for 2 record(s).

OK

Review

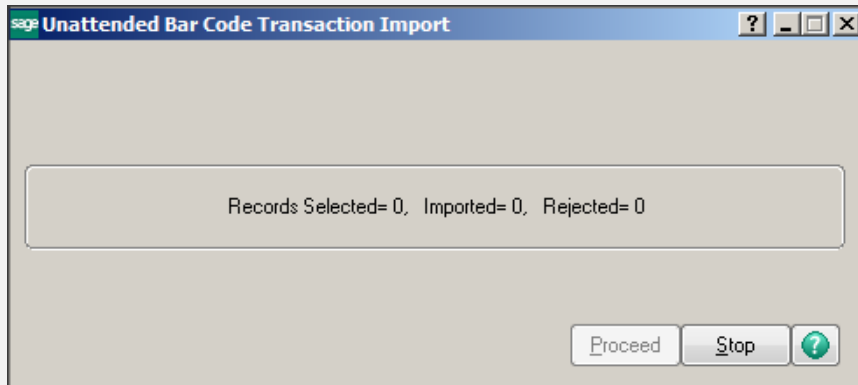
Back Each Keys Print Send Pallet Lookup Enter

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.

