



Invoicing

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



Sales.Scanco.com Portal Settings

Invoicing tab options:

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

Prompt for Outstanding Lines: warns user they have not completed invoicing all items.

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

Allow Invoicing Activities Prompt for Outstanding Lines
 Allow Batches
Scan Each Allow Scan Each ▼
 Allow Multiple Users per Order

Allow Multiple Users per Order: for Invoicing large orders on more than one scanner.



Accessing the Application

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

Press 'Invoicing' icon in the Shipping applications screen to begin the program.



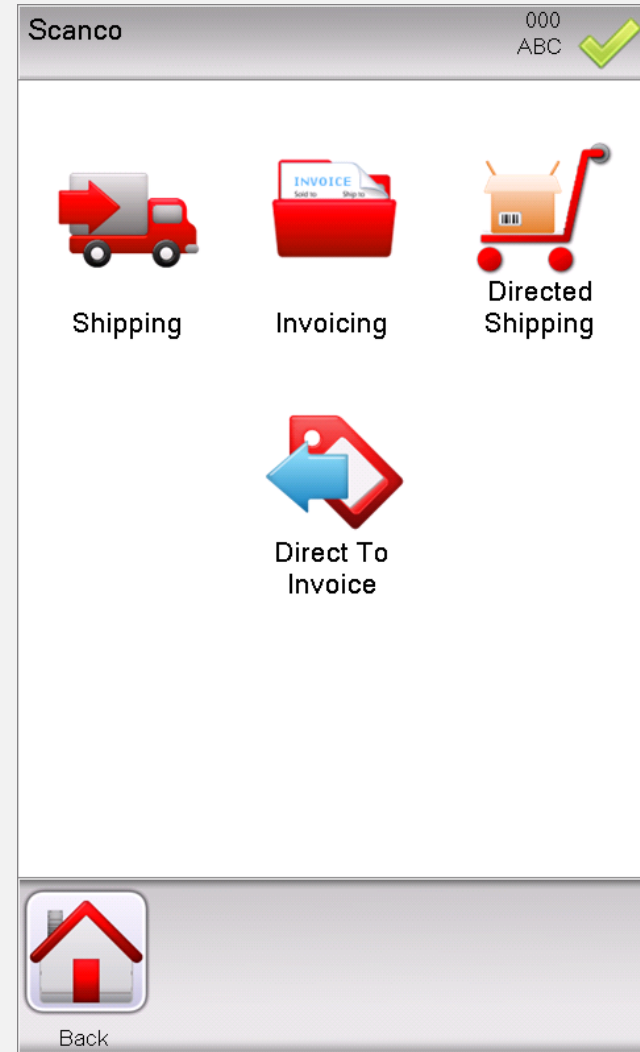
Buttons

Exit: to exit Scanco Warehouse.

Send: to send all data collected in all applications.

Setting: to adjust settings.

Logout: to change users or companies.





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

The screenshot shows the 'Invoicing' screen with a status bar at the top displaying '000 ABC' and a green checkmark. Below the status bar is a 'Batch #' label followed by a red input field. At the bottom of the screen is a navigation bar with five icons: a house (Back), a keyboard (Keys), a hash symbol (#) (Next), a magnifying glass (Lookup), and a red arrow pointing left (Enter).

The screenshot shows the 'Batch lookup' screen with a table containing two columns: 'Batch' and 'Description'. The table lists two batch numbers: '00001' and '00004'. Below the table is a green 'OK' button and a red 'Cancel' button.

Batch	Description
00001	
00004	

Batch lookup

Shows all available Shipping Batches within Sage Sales Order module.

The screenshot shows the 'Invoicing' screen with a status bar at the top displaying '000 ABC' and a green checkmark. Below the status bar is a 'Batch #' label followed by the value '00007'. A dialog box is displayed in the center with the text 'Do you wish to create this as a new batch?' and two buttons: 'Yes' and 'No'. Below the dialog box is a numeric keypad with digits 1, 2, and 0. At the bottom of the screen is a navigation bar with five icons: a house (Back), a keyboard (Keys), a hash symbol (#) (Next), a magnifying glass (Lookup), and a red arrow pointing left (Enter).



Sales Order Prompt

Scan or Key in any valid Sales Order, 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 Sales Orders.

Enter: press after keying in data at Sales Orders prompt.

Invoicing 000 ABC ✓

Batch # 00003

SO #

Back Keys Lookup Enter

Order	Customer	Date
0000207	ABF	4/27/2016
0000206	RSSUPPL	4/5/2016
0000205	ABF	4/4/2016
0000203	AVNET	4/17/2015
0000202	AVNET	4/15/2015
0000189	AMERCON	4/1/2015
0000190	AVNET	4/1/2015
0000192	ABF	4/1/2015
0000193	ABF	4/1/2015
0000194	ABF	4/1/2015
0000195	AVNET	3/25/2015
0000196	ABF	3/25/2015
0000197	ABF	3/25/2015
0000198	ABF	3/25/2015
0000187	AVNET	9/11/2013
0000184	ABF	8/26/2013
0000181	MAVRK	8/20/2013
0000182	ABF	8/20/2013
0000183	RSSUPPL	8/20/2013
0000180	ABF	8/19/2013

OK Cancel

Invoicing 000 ABC ✓

Batch # 00003

SO # 0000577

Sales Order not found.

Please

OK

Back Keys Lookup Enter



Standard Item Entry Prompt

Scan, key in or lookup Items codes.

Buttons

Next Box: is pressed to +1 to the current box number.

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.

Invoicing		000 ABC	✓
Batch #	00007		
SO #	0000209		
Item			

Review

Back Each Keys Print Send Lookup Enter

Item Lookup

The Item lookup will show all Items in you warehouse.

Item	Details
1001-HON-H254LK	HON 4 DRAWER LETTER FILE W/ LCK Line: 000001 Ordered: 88 Shipped: 15 UnShipped: 73

Shipping	
Shipper ID	1
SO #	0000207
Box	0001
Item	

Input required.
Type value or choose one from lookup list.

Next Box **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.

Invoicing	000 ABC
Batch #	00003
SO #	0000207
Item	1001-HON-H254LK
<i>HON 4 DRAWER LETTER FLE W/</i>	
Warehouse	000 (MB) CENTRAL WA
UOM	EACH
Bin	B10L

Back

Keys

Print

Lookup

Enter

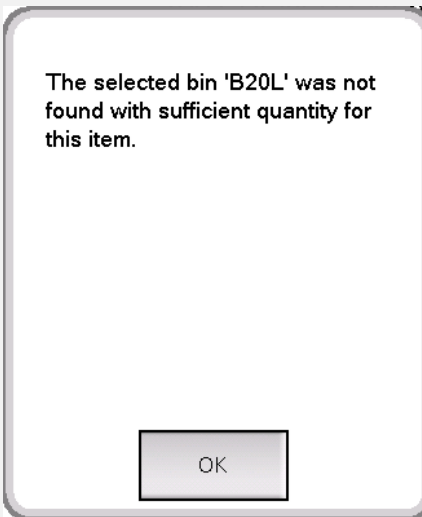
Buttons

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. Allocations are shown in green.

Allocated for SO: 0000207 Tot Qty: 15	
Bin	Details
A10M	Qty Avail: 15 Alloc to SO: 0
A30M	Qty Avail: 50 Alloc to SO: 0
B10L	Qty Avail: 420 Alloc to SO: 0
RECEIVING	Qty Avail: 265 Alloc to SO: 0
SHIPPING	Qty Avail: 125 Alloc to SO: 0
A10L	Qty Avail: 15 Alloc to SO: 15

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



Quantity Prompt

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

Buttons

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Enter: press after keying in data at Quantity prompt.

Invoicing 000 ABC ✓

Batch #	00003
SO #	0000207
Item	1001-HON-H254LK
<i>HON 4 DRAWER LETTER FLE W/</i>	
Warehouse	000 (MB) CENTRAL WA
UOM	EACH
Bin	A10L
Qty Shp/Ord	0/88
Quantity	<input type="text"/>

Back Keys Enter

Invoicing 000 ABC ✓

Batch #	00003
SO #	0000207
Item	1001-HON-H254LK
<i>HON 4 DRAWER LETTER FLE W/</i>	
Warehouse	000 (MB) CENTRAL WA
UOM	EACH
Bin	A10L
Qty Shp/Ord	0/88
Quantity	<input type="text"/>

Quantity entered exceeds quantity left to ship.

OK

Back Keys Enter

Invoicing 000 ABC ✓

Batch #	00003
SO #	0000207
Item	1001-HON-H254LK
<i>HON 4 DRAWER LETTER FLE W/</i>	
Warehouse	000 (MB) CENTRAL WA
UOM	EACH
Bin	A10L
Qty Shp/Ord	0/88
Quantity	<input type="text"/>

Quantity exceeds available quantity in WHSE '000'.
Qty requested: 20
Qty req. in stock: 20
Qty on hand: 15
Qty collected: 0
Qty allocated: 0
Bin: A10L

OK

Back Keys Enter



Lot Prompt

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

Buttons

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Enter: press after keying in data at Lot prompt.

Lot Lookup and Quantity Prompt

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

Invoicing		000 ABC	✓
Batch #	00003		
SO #	0000202		
Item	8953		
	<i>UNIVERSAL 3 1/2" SSDD FLEX DS</i>		
Warehouse	000 (MB) CENTRAL W/		
UOM	EACH		
Bin	SHIPPING		
Lot	<input type="text"/>		
Back	Keys	Lookup	Print
Enter			

Allocated for SO: 0000202	
No. Lots: 1 Tot Qty: 5	
Lot	Details
JAN10	Qty Avail: 10 Alloc this SO: 5
<input type="text"/>	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

Buttons

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Enter: press after keying in data at Quantity prompt.

OK: to choose the highlighted Lot.

Cancel: to move back to the Lot entry prompt.

Invoicing		000 ABC	✓
Batch #	00003		
SO #	0000202		
Item	8953		
	<i>UNIVERSAL 3 1/2" SSDD FLEX DS</i>		
Warehouse	000 (MB) CENTRAL W/		
UOM	EACH		
Bin	SHIPPING		
Lot	JAN10		
Qty Shp/Ord	0/5		
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.

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.

Invoicing 000 ABC ✓		Serial	Details
Batch #	00003	14-482	Qty Avail: 1 Alloc this SO: 0
SO #	0000193	14-483	Qty Avail: 1 Alloc this SO: 0
Item	GB-MD750	B4351-0	Qty Avail: 1 Alloc this SO: 0
<i>MODEM 9600 (SYNCHRONOUS)</i>		B5522-0	Qty Avail: 1 Alloc this SO: 0
Warehouse	000 (MB) CENTRAL W/		
UOM	EACH		
Bin	C30L		
Qty Shp/Ord	1/4		
Serial			
Qty Scanned	1		

Back Keys Print Send Lookup Enter

OK Cancel

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

Invoicing 000 ABC ✓		
Batch #	00003	
SO #	0000193	
Item	GB-MD750	
<i>MODEM 9600 (SYNCHRONOUS)</i>		
Warehouse	000 (MB) CENTRAL W/	
UOM	EACH	
Bin	C30L	
Qty Shp/Ord	1/4	
Serial		
Qty Scanned	1	

Back Keys Print Send Lookup Enter



Unresolved Lines

If you enable the warning message about orders not being completed, this message will be displayed.

These Sales Orders are short because they have unresolved lines. Do you want to continue collect data for these orders ?

Order
0000187
0000189
0000190
0000192
0000193
0000198
0000202
0000203
0000205
0000206
0000207
0000209
0000210

Yes No

Invoicing 000 ABC ✓

Batch # 00003

SO # 0000193

Item GB MD750

Wareh (S) L W/

UOM

Bin

Qty Sh

Serial

Qty Sc

You are about to apply the data collected to your server. Is it OK to proceed?

Yes No

Back Keys Print Send Lookup Enter

Send data collected

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

Buttons

Yes: will remove the data display.

No: to move to data collection mode.

Send

Completed

Press 'Ok' on this confirmation message to continue.

Invoicing 000 ABC ✓

Batch # 00003

SO # 0000193

Item GB MD750

Wareh (S) L W/

UOM

Bin

Qty Sh

Serial

Qty Sc

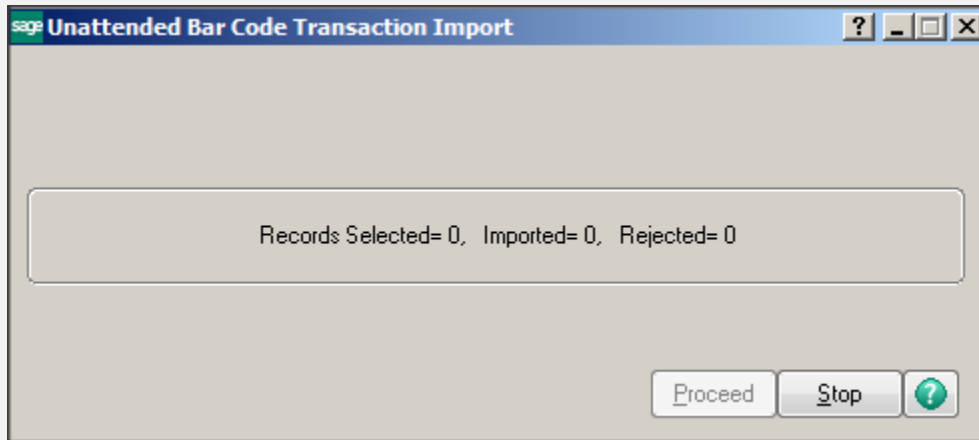
Multiple Users data was successfully submitted.

OK

Back Keys Print Send Lookup 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

	Item Code	Warehouse	Ordered	Shipped	Unit Price	Extension
1	1001-HON-H252	000	1.00	1.00	84.000	84.00
2			.00	.00	.000	.00