



## Physical Card Count User Manual

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## Scanco Portal setting

Scanco Portal will be referenced many times in this guide. The portal is where you make changes to the settings regarding how the programming functions.

The web address for the portal is: [Sales.Scanco.com](https://Sales.Scanco.com)

Your portal settings were setup during the installation and would have been \ will be refined during training.

Additional adjustments to the portal can be made by your System Administrator.

## Scanco screens

The screens included in this document are Scanco's Cloud version of Warehouse.

If you have Scanco Native version, the prompts are the same.

The icons or Buttons: in Scanco Native version are similar but different.

Count Card

- Allow Physical Count by Card Activities
- Select Bin before Items
- Allow Add to Existing Count Card
- Allow Card Number Lookup
- Show 'Get Next Card from Sage' Button
- Only Allow One Item per Card

Scan Each



## Main Applications – Physical Count Icon

The Physical count icon will take you to the screen on the next page.

### 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.



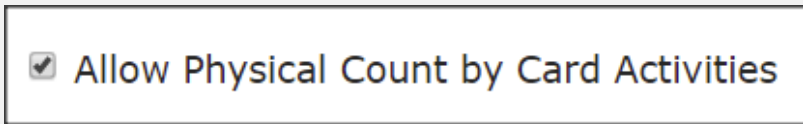


## Count by Card

This document will explain Scanco Count by Card.

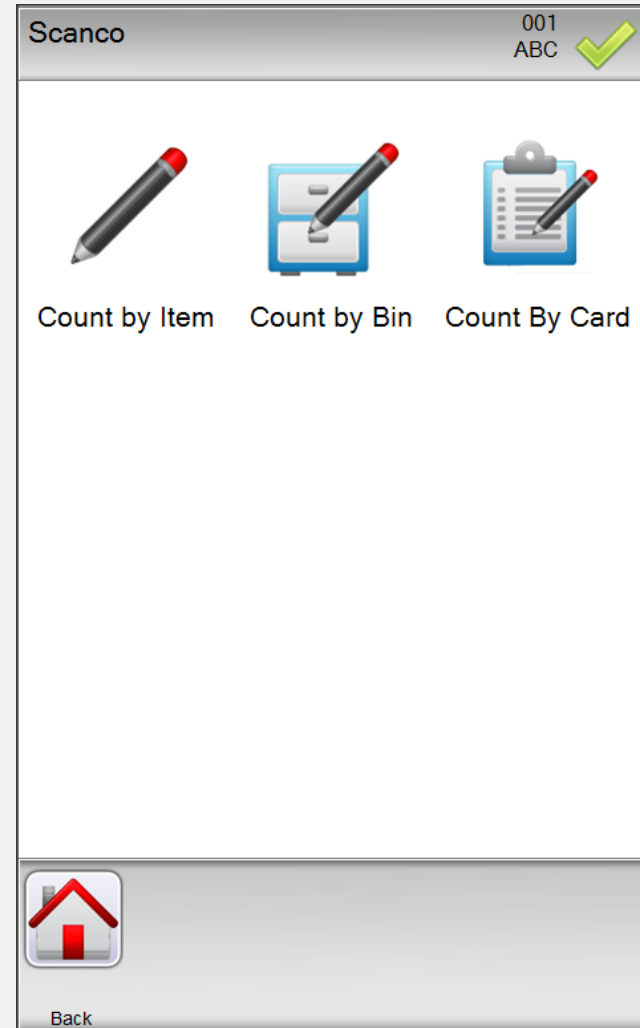
Choosing the Count by Card icon will move into the screen on the next page.

Count by Card is enable when the setting shown below is checked on the “Count Card” tab in the Scanco Portal.



## Button

**Back:** to move back to Scanco Warehouse slash screen.





## 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 ▾

## 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.

Count by Card 001 ABC ✓

Warehouse 000

Back Keys Lookup Enter



## Warehouse Lookup

This screen will display all warehouse that are enabled in the Scanco portal.

Warehouses

22 selected

✓ Check all ✗ Uncheck all

- ✓ 000 ABC CENTRAL WAREHOUSE(ABC)
- ✓ 001 001(ABC)
- ✓ 002 002(ABC)

## Buttons

**OK:** to move forward with the highlighted warehouse code.

**Cancel:** to move back to the warehouse code 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



## Card Entry Prompt

Scan or key in any Card number at this prompt. Depending on your setting for this prompt you may use the 'Next' button to retrieve the next Sage Card number or use the lookup to add to a previously collected card number.

- Allow Add to Existing Count Card
- Allow Card Number Lookup
- Show 'Get Next Card from Sage' Button

Count by Card 001  
ABC

Warehouse 000 | (MB) CENTRAL W.

Card # XXXXXXXXXX

Back Keys Next Lookup Enter

### Buttons

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

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

**Next:** available if "Show 'Get Next Card from Sage' button" is enabled in the Scanco Portal.

**Lookup:** available if "Allow Card Number Lookup" is enabled in the Scanco Portal.

**Enter:** press after keying in data at Card# prompt.

CountCardNo	ActivityDate	Processing
0000000013	11/30/2016	Complete
0000000018	12/5/2016	Complete
0000000022	12/6/2016	Complete
0000000027	12/6/2016	Complete
0000000028	12/6/2016	Complete
0000000029	12/6/2016	Complete
0000000030	12/6/2016	Complete
0000000037	12/6/2016	Complete
0000000038	12/6/2016	Complete
0000000039	12/6/2016	Complete
A10L	12/5/2016	Complete
B10	12/5/2016	Complete

OKCancel



## Item Entry Prompt

The portal setting shown on the right controls collecting the Item before or after the Bin entry.

Select Bin before Items

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

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

- “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.

## 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 Scanco SkyPrint.

**Next:** Gets Next Card from Sage.

**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.

Count by Card 111 ABC ✓  
Warehouse 000 | (MB) CENTRAL W.  
Card # 0000000041  
Item [Redacted]  
Review  
Back Each Keys Print Next Send Lookup Enter

Count by Card 001 ABC ✓  
Warehouse 000 | (MB) CENTRAL W.  
Card # 0000000013  
Bin A10L  
Item [Redacted]  
Review  
Back Each Keys Next 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.

The portal setting shown on the right controls collecting the Item before or after the Bin entry.

Select Bin before Items

Count by Card		001 ABC
Warehouse	000   (MB) CENTRAL W.	
Card #	0000000013	
Bin	<div style="background-color: red; width: 100px; height: 15px;"></div>	

Back

Keys

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.

Count by Card		111 ABC
Warehouse	000   (MB) CENTRAL W.	
Card #	0000000041	
Item	2480-8-50	
	<i>DESK FILE 8" CAP 50</i>	
UOM	CASE	
Bin	<div style="background-color: red; width: 100px; height: 15px;"></div>	

Back

Keys

Lookup

Enter



## 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.

Count by Card		001 ABC
Warehouse	000   (MB) CENTRAL W.	
Card #	0000000013	
Bin	A10L	
Item	6655	
<i>PRINTER STAND W/ BASKE</i>		
UOM	EACH	
Quantity	<input type="text"/>	

  
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.


### Buttons


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


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

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

Count by Card		111 ABC
Warehouse	000   (MB) CENTRAL W.	
Card #	0000000041	
Item	8971	
<i>UNIVERSAL 5 1/4" SSDD FLE</i>		
UOM	EACH	
Bin	A10L	
Lot	<div style="background-color: red; width: 100px; height: 15px;"></div>	

  
Back

  
Keys

  
Enter



## Lot 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.

Count by Card		111 ABC
Warehouse	000   (MB) CENTRAL W.	
Card #	0000000041	
Item	8971	
	<i>UNIVERSAL 5 1/4" SSDD FLE</i>	
UOM	EACH	
Bin	A10L	
Lot	101	
Quantity	<input type="text"/>	

Back      Keys      Enter



## Serial Prompt

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

## Buttons

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

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

**Send:** to send all data collected in Count by Item.

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

Count by Card		111 ABC
Warehouse	000   (MB) CENTRAL W.	
Card #	0000000041	
Item	GB-MD788	
	<i>MODEM 300 (AUTO-ANSWE)</i>	
UOM	EACH	
Bin	A10L	
Qty Scanned		
Serial		

Back

Keys

Send

Enter



### Serial Prompt “Qty Scanned” Display

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

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

Count by Card		111 ABC
Warehouse	000   (MB) CENTRAL W.	
Card #	0000000041	
Item	GB-MD788	
<i>MODEM 300 (AUTO-ANSWEI</i>		
UOM	EACH	
Bin	A10L	
Qty Scanned	2	
Serial		

Back

Keys

Send

Enter



## Send data collected

The 'Send' button at the item prompt should be pressed periodically to add items into Sage Physical Count Entry.

Suggested send times:

After counting 20 items.

After counting a row of bins.

Before going on break.

When completely finished counting.

## Buttons

**Yes:** will send data collected to Sage to be imported.

**No:** to cancel send.

The screenshot shows the 'Count by Card' screen in the Scanco mobile application. The screen displays the following information:

- Warehouse: 000 | (MB) CENTRAL W.
- Card #: 0000000041
- Item: (partially obscured)
- UOM: (partially obscured)
- Bin: (partially obscured)
- Qty Sc: (partially obscured)
- Serial: (partially obscured)

A confirmation dialog box is overlaid on the screen, asking: "Do you want to submit the items you have counted to the server?". The dialog box has two buttons: "Yes" and "No".

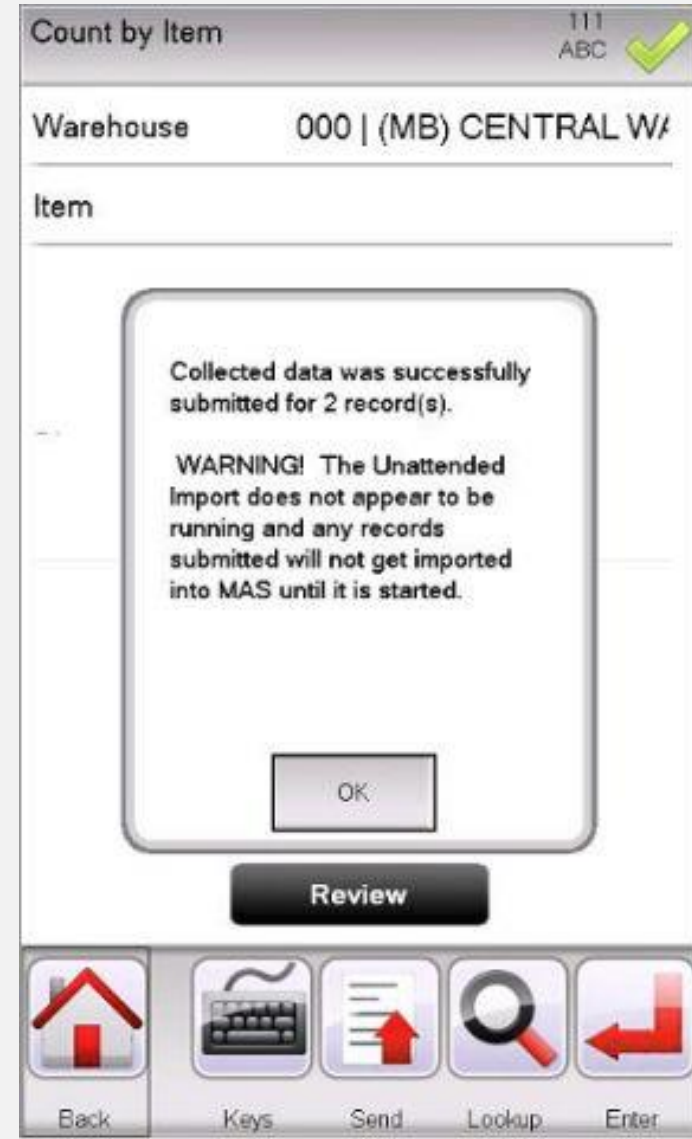
At the bottom of the screen, there are four navigation buttons: "Back" (home icon), "Keys" (keyboard icon), "Send" (document with arrow icon), and "Enter" (arrow icon).



### Send Completed –warning about Barcode Import

After confirming “Yes” to sending collected data you may receive a warning message that the Sage Unattended Barcode Transaction Import is not running. Check with your warehouse manager to see if this has accidentally been stopped or not started on purpose. Data collected will not be in Sage’s Physical Count Entry screen and not included in the Sage Physical Count Variance Register until it is imported.

Press ‘Ok’ to continue.

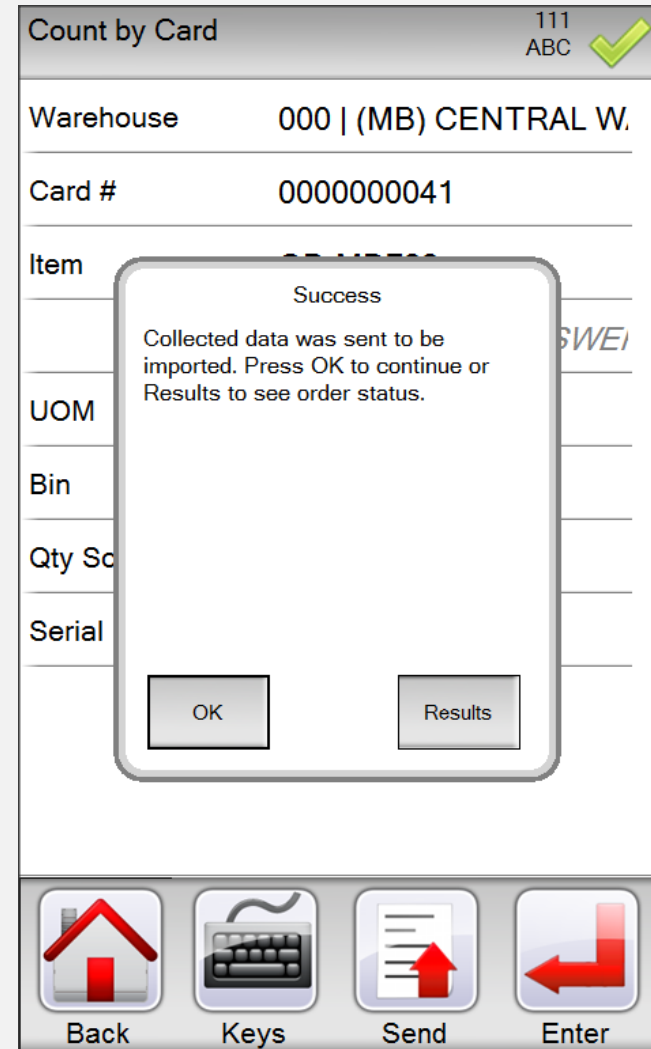




**Send Completed Press 'Ok' on this confirmation message to continue.**

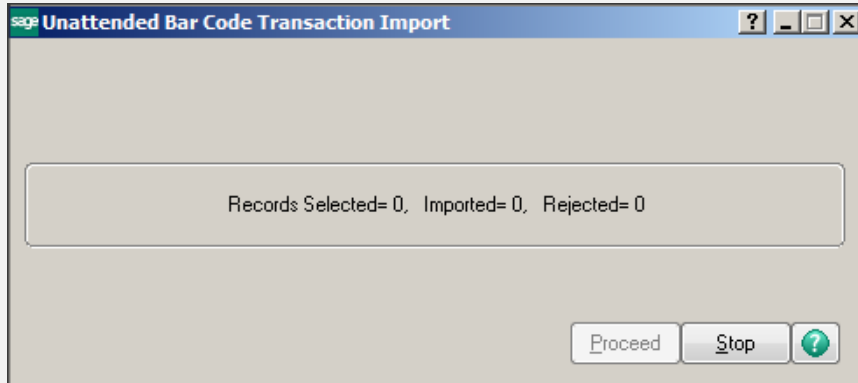
The Sage Physical Count Variance Register will show inventory count discrepancies which can be addressed in several ways.

1. If the item count is low, you can recount the item and add any missing quantity which will accumulate into the existing count.
2. If the item count is low, you can reset the quantity counted in Sage's Physical Count Entry screen and recount the item.
3. If the item count is high, you can reset the quantity counted in Sage's Physical Count Entry screen and recount the item.
4. If the item count is low, you can adjust the quantity counted in Sage's Physical Count Entry screen.





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



**Where the goes in Sage**

