



Physical Count by Bin 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

Your portal settings where 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.

For more information about:

- [Lookups screens](#) - Explains the various lookups within Warehouse 100 for iOS and Android.
- [Send Button in all applications](#) – Explains the Send data to Sage process.
- [Review User Manual](#) – Covers 'Review' mode which is accessible in all Applications.



Main Applications – Physical Count Icon

Press the Physical Count Icon to move to the next 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 Bin

This document will explain Scanco Count by Bin.

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

Count by Bin is enable when the setting shown below is checked on the Physical Count tab in the Scanco Portal.

Allow Physical Count by Bin

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 Bin 000 ABC ✓

Warehouse 000

1 2 3 4 5 6 7 8 9 0

ABC Bksp . - ▲ Enter

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



Starting Bin Prompt

Enter the first bin you intend to count and work your way through the warehouse from lowest to highest bin numbers.

Count by Bin 000
ABC

Warehouse 000 | (MB) CENTRAL W/

Starting Bin

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

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

OK

Cancel



Item Entry Prompt

Scan or key in any valid item at this prompt. Depending on setting in the Scanco portal you may or may not receive a message regarding items that are not frozen.

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.

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

Pallet: to switch to\from counting Pallets

Lookup: for seeing all available Item for use.

Enter: press after keying in data at Item prompt.

Count by Bin		000 ABC
Warehouse	000 (MB) CENTRAL W/	
Bin	B10L	
Item	<div style="background-color: red; width: 100px; height: 15px;"></div>	

Review **Next Bin**

Back Each Keys Send Pallet Lookup Enter



More Scanco Portal setting

Freeze File Not Required

Checking freeze file not required will allow the entry of any item even if items are not frozen in Sage. This is a nice option for cycle counts when you want to let the user decide what will be counted. Items will be frozen when they are imported into Sage through the barcode import program.

- Freeze File not Required
- Allow Add Item to Freeze

Allow Add Item to Freeze File

Items will be frozen when they are imported into Sage through the barcode import program.

- Freeze File not Required
- Allow Add Item to Freeze

Freeze File Required

Items must be frozen in Sage before you can start scanning.

- Freeze File not Required
- Allow Add Item to Freeze



Item Lookup

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 + 

Will display:

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

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 



Pallet ID Entry Prompt

Scan or key in any valid Pallet ID at this prompt. Depending on setting in the Scanco portal you may or may not receive a message regarding counting items on Pallet. See next page for more information.

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.

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

Pallet: to switch to\from counting Pallets

Lookup: for seeing all available Item for use.

Enter: press after keying in data at Item prompt.

Count by Bin		000 ABC
Warehouse	000 (MB) CENTRAL W/	
Bin	A10M	
Pallet		

Review **Next Bin**

Back Keys Send Item Lookup 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 Bin		000 ABC
Warehouse	000 (MB) CENTRAL W/	
Bin	B20U	
Item	8971	
<i>UNIVERSAL 5 1/4" SSDD FLEX DS</i>		
UOM	EACH	
Lot	<input type="text"/>	


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 Bin		000 ABC
Warehouse	000 (MB) CENTRAL W/	
Bin	B20U	
Item	8971	
<i>UNIVERSAL 5 1/4" SSDD FLEX DS</i>		
UOM	EACH	
Lot	67890	
Quantity	<input type="text"/>	

1 2 3 4 5 6 7 8 9 0

ABC Bksp . - ▲ Enter

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 Bin		000 ABC	
Warehouse	000 (MB) CENTRAL W/A		
Bin	B20U		
Item	GB-MD789		
<i>MODEM 300</i>			
UOM	EACH		
Qty Scanned			
Serial	<input type="text"/>		

Back

Keys

Send

Enter



Serial Prompt “Qty Scanned” Display

As shown on the right after the first serials 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 Bin		000 ABC
Warehouse	000 (MB) CENTRAL W/	
Bin	B20U	
Item	GB-MD789	
<i>MODEM 300</i>		
UOM	EACH	
Qty Scanned	1	
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 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 displays the 'Count by Bin' screen in the Scanco mobile application. At the top right, there is a status bar with '000 ABC' and a green checkmark icon. Below this, the screen shows the following information:

- Warehouse: 000 | (MB) CENTRAL W/
- Bin: B20U
- Item: GB MD780

A central dialog box is overlaid on the screen with the text: "Do you want to submit the items you have counted to the server?". At the bottom of the dialog box are two buttons: "Yes" and "No".

At the bottom of the screen, there is a navigation bar with four icons and their corresponding labels: "Back" (a red house icon), "Keys" (a keyboard icon), "Send" (a document with a red arrow pointing up), and "Enter" (a red arrow pointing left).



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.

Count by Bin		000 ABC
Warehouse	000 (MB) CENTRAL W/	
Bin	B20U	
Item	GB MD789	
UOM		
Qty Sc		
Serial		

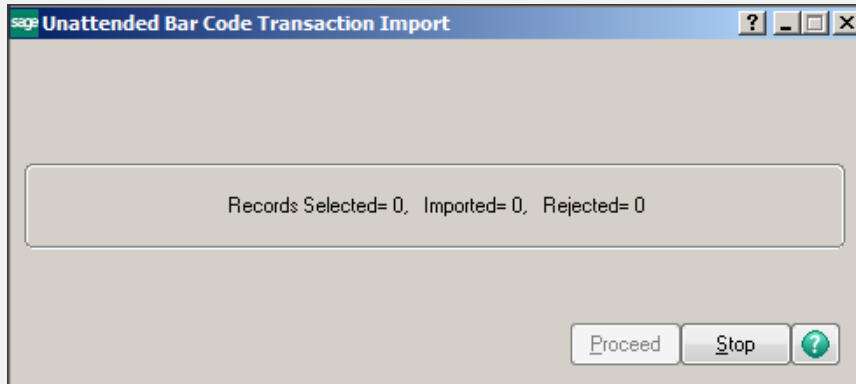
Collected data was successfully submitted for 2 record(s).

OK

Back Keys Send Enter



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

Warehouse: 000
Description: CENTRAL WAREHOUSE

1. Header | 2. Lines

Quick Row: 1 | Dflt IDType: 4S

	Item Code	ID Type	Pallet ID	Bin Location	Lot/Serial	Quantity On Hand	Quantity Counted
1	000					17,905,988.00	17,905,988.0
2	1001-HON-H252			000		4,984.00	4,984.0
3	1001-HON-H252	CASE	CASE00000000074	000		2.00	2.0
4	1001-HON-H252	CASE	CASE00000000115	000		2.00	2.0
5	1001-HON-H252	CASE	CASE00000000116	000		2.00	2.0