



Receive by Order User Manual

Contents

Scanco Portal setting	2
Main Applications – Advanced icon	3
Batch number prompt - Optional.....	4
RMA# Prompt.....	5
Item Entry Prompt	6
Bin Prompt	8
Quantity Prompt.....	9
Lot Prompt.....	10
Serial Prompt.....	11
Send data collected	12

Scanco Support Email - support@scanco.com

Scanco Support Phone number - 330-645-9959 Opt. 3



Scanco Portal setting

The Scanco 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 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.

Enabling Receiving by Order

“**Allow RMA Activities**” must be enabled.

 Allow RMA Activities

Allow Batches: enables the batch prompt.

 Allow Batches



Main Applications – Advanced icon

Press the Advanced icon to move into the next screen.

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.

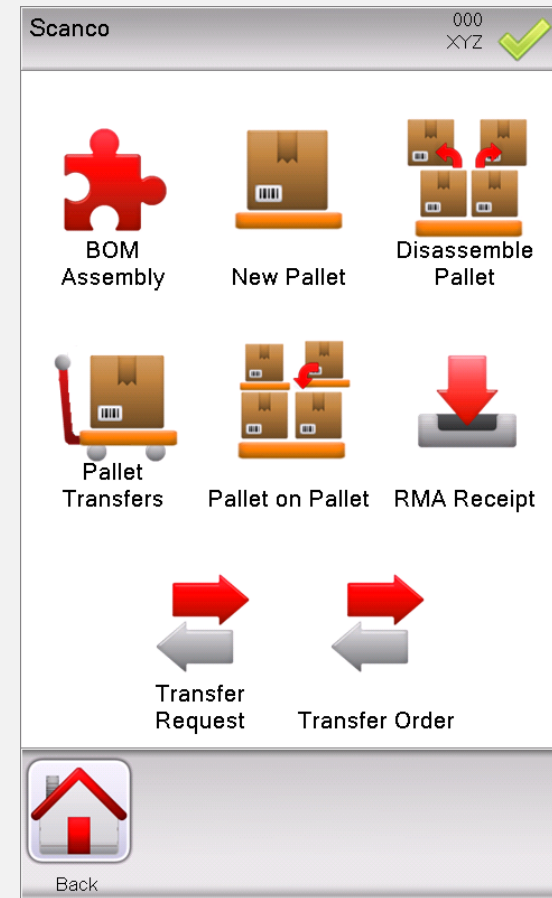


RMA Receipts icon

Press RMA Receipts icon to enter the application.

Button

Back: to move back to Main Applications screen.





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.

Purchase Order 000 ABC ✓

Batch #

Back Keys Lookup Enter

Batch lookup

Shows all available Receiving Batches within Sage Purchase Order module.

Buttons

OK: to move forward with the highlighted warehouse code.

Cancel: to move back to the Batch number prompt.

Batch	Description
00001	
00002	

OK Cancel



RMA# Prompt

Scan or Key in any valid RMA number, 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 RMA numbers.

Enter: press after keying in data at RMA# prompt.

RMA Receipt 000 ABC ✓

RMA#

Back Keys Lookup Enter

RMA# Lookup

Shows all valid Purchase Order numbers.

RMA	Details
0000011	Exp Date: 04/23/2016 Customer: ABF

OK Cancel



Item Entry Prompt

Scan or key in any valid item at this prompt.

Buttons

Review: to enter review mode.

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Send: to send all data collected.

Lookup: for seeing all Item on RMA#.

Enter: press after keying in data at Item prompt.

RMA Receipt 000
ABC

RMA# | Cust. 0000011 | ABF

Exp Date 04/23/2016

Item XXXXXXXXXX

Review

Back

Each

Keys

Send

Lookup

Enter



Item Lookup

The item lookup will show all items on the current Purchase Order.

Buttons

OK: to move forward with the highlighted Item code.

Cancel: to move back to the Item code prompt.

Item	Details
6655	PRINTER STAND W/ BASKET
8971	UNIVERSAL 5 1/4" SSDD FLEX DSK
GB-MD750	MODEM 9600 (SYNCHRONOUS)

OK Cancel

Invalid Item

Displayed when item collected is not valid item code or items is not on the current Purchase Order.

RMA Receipt 000 ABC ✓

RMA# | Cust. 0000011 | ABF

Exp Date 04/23/2016

Item 7668

Item not found.

OK

1 2 0

ABC Bksp . - ▲ Enter

Back Each Keys Send Lookup Enter



Bin Prompt

For Multibin warehouses, the Bin field will be displayed after entering in an Item number. Scan, key in or lookup Bin number.

Buttons


Back: to move back to Main Applications screen.


Keys: for on-screen keyboard.


Lookup: for seeing all available bins.


Enter: press after keying in data at bin prompt.

RMA Receipt		000 ABC
RMA# Cust.	0000011 ABF	
Exp Date	04/23/2016	
Item	6655	
<i>PRINTER STAND W/ BASKET</i>		
Warehouse	000 (MB) CENTRAL WA	
UOM	EACH	
Bin	<input type="text"/>	


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.

RMA Receipt		000 ABC
RMA# Cust.	0000011 ABF	
Exp Date	04/23/2016	
Item	8971	
	<i>UNIVERSAL 5 1/4" SSDD FLEX DS</i>	
Warehouse	000 (MB) CENTRAL WA	
UOM	EACH	
Bin	A10L	
Lot	JAN10	
Qty Ret/Rcvd	20/0	
Quantity	<input type="text"/>	


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.

RMA Receipt		000 ABC	✓
RMA# Cust.	0000011 ABF		
Exp Date	04/23/2016		
Item	8971		
<i>UNIVERSAL 5 1/4" SSDD FLEX DS</i>			
Warehouse	000 (MB) CENTRAL W/		
UOM	EACH		
Bin	A10L		
Lot	<input type="text"/>		


Back


Keys


Lookup


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.

RMA Receipt		000 ABC	✓
RMA# Cust.	0000011 ABF		
Exp Date	04/23/2016		
Item	8971		
<i>UNIVERSAL 5 1/4" SSDD FLEX DS</i>			
Warehouse	000 (MB) CENTRAL W/		
UOM	EACH		
Bin	A10L		
Lot	JAN10		
Qty Ret/Rcvd	20/0		
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.

RMA Receipt		000 ABC	✓
RMA# Cust.	0000011 ABF		
Exp Date	04/23/2016		
Item	GB-MD750		
<i>MODEM 9600 (SYNCHRONOUS)</i>			
Warehouse	000 (MB) CENTRAL W/		
UOM	EACH		
Bin	A10L		
Qty Ret/Rcvd	2/0		
Serial	<input type="text"/>		
Qty Scanned	0		

Back

Keys

Send

Lookup

Enter

Buttons

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

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

Lookup: for seeing all available bins.

Enter: press after keying in data at Item prompt.

Serial Lookup

The lookup will show the serial numbers that should be received.

Serial	Details
8971	QtyReturned: 1
8972	QtyReturned: 1

OK

Cancel



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

This message indicates the Receipt will be created in Sage. Press 'Ok' on this confirmation message to continue.

RMA Receipt 000 ABC ✓

RMA# | Cust. 0000011 | ABF

Exp Date 04/23/2016

Item GB MD750

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

Yes No

Wareh (S) L W/

UOM

Bin

Qty Re

Serial

Qty Sc

Back Keys Send Lookup Enter

RMA Receipt 000 ABC ✓

RMA# | Cust. 0000011 | ABF

Exp Date 04/23/2016

Item GB MD750

Collected data was successfully submitted for 1 record(s).

WARNING! The Unattended Import does not appear to be running and any records submitted will not get imported into MAS until it is started.

OK

Wareh (S) L W/

UOM

Bin

Qty Re

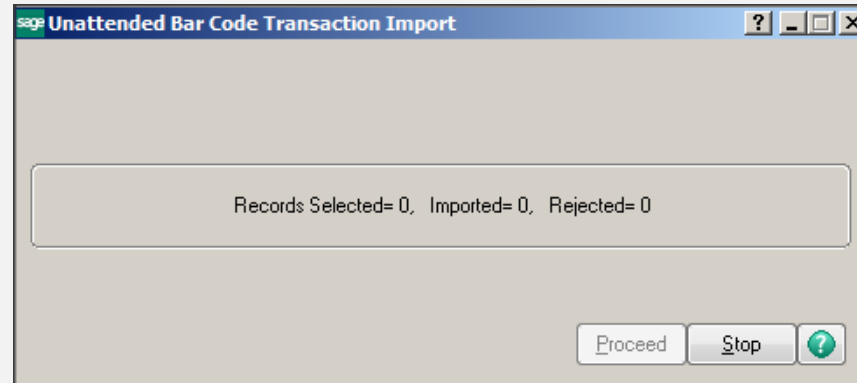
Serial

Qty Sc

Back Keys Send Lookup Enter



Sage Unattended Barcode Transaction Import: must be running for real time entries to be created in Sage Return Merchandise Authorization module > Main > RMA Receipt Entry



Where the goes in Sage

Return Merchandise Authorization module > Main > RMA Receipt Entry

