



Receive by Item User Manual

Contents

Scanco Portal setting	2
Main Applications – Receiving icon.....	3
Receiving by Item icon	3
Batch number prompt - Optional.....	4
Item Entry Prompt	5
Purchase order Display List	7
Bin Prompt	8
Quantity Prompt.....	9
Multibin Pallet Type Entry	10
Pallet Number Entry	11
Item on Pallet Entry	12

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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 Item

“Allow Receiving Activities” must be enabled, as well as “Allow Receiving by Item”

Allow Batches: enables the batch prompt.

Scan Each: has 3 options that are explained on page 7.

Allow Receipts: enables receiving past quantity on order.

Prompt for Unresolved Lines: warns user when orders are not fully received.

Allow Misc. Item: enables receiving slash items.

Allow Multiple Users in an Order: enabled multi-device receiving. Important note, the receipt will not be created in Sage until last person to press ‘Send’ button.

PO Receiving	
<input checked="" type="checkbox"/> Allow Receiving Activities	
<input checked="" type="checkbox"/> Allow Batches	<input checked="" type="checkbox"/> Allow Misc. Items
Scan Each <input type="text" value="Allow Scan Each"/>	<input checked="" type="checkbox"/> Allow Multiple Users in an Order
<input type="checkbox"/> Allow Over Receipts	<input checked="" type="checkbox"/> Allow Receiving By Item
<input checked="" type="checkbox"/> Prompt for Unresolved Lines	<input checked="" type="checkbox"/> Allow Receiving By Order



Main Applications – Receiving icon

Press the Receiving 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.



Receiving by Item icon

Press Receiving by Item icon to enter the application.

Button

Back: to move back to Main Applications screen.





Batch number prompt - Optional

Purchase Order by Item 111 ABC ✓

Batch # [Redacted]

Back Keys Next 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 lookup

Shows all available Receiving Batches within Sage Purchase Order module.

Batch	Description
00001	
00002	

OK Cancel

Create new batch message

Purchase Order by Item 111 ABC ✓

Batch # 00012

Do you wish to create this as a new batch?

Yes No

Back Keys Next Lookup Enter

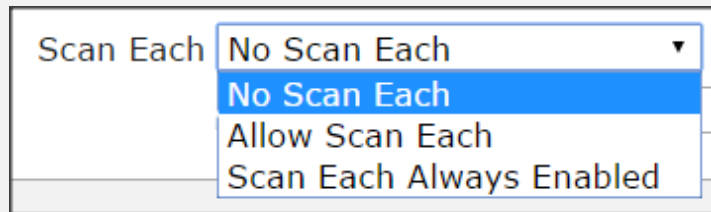


Item Entry Prompt

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.

- “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, explain further on in this document.

Back: to move back to Main Applications screen.

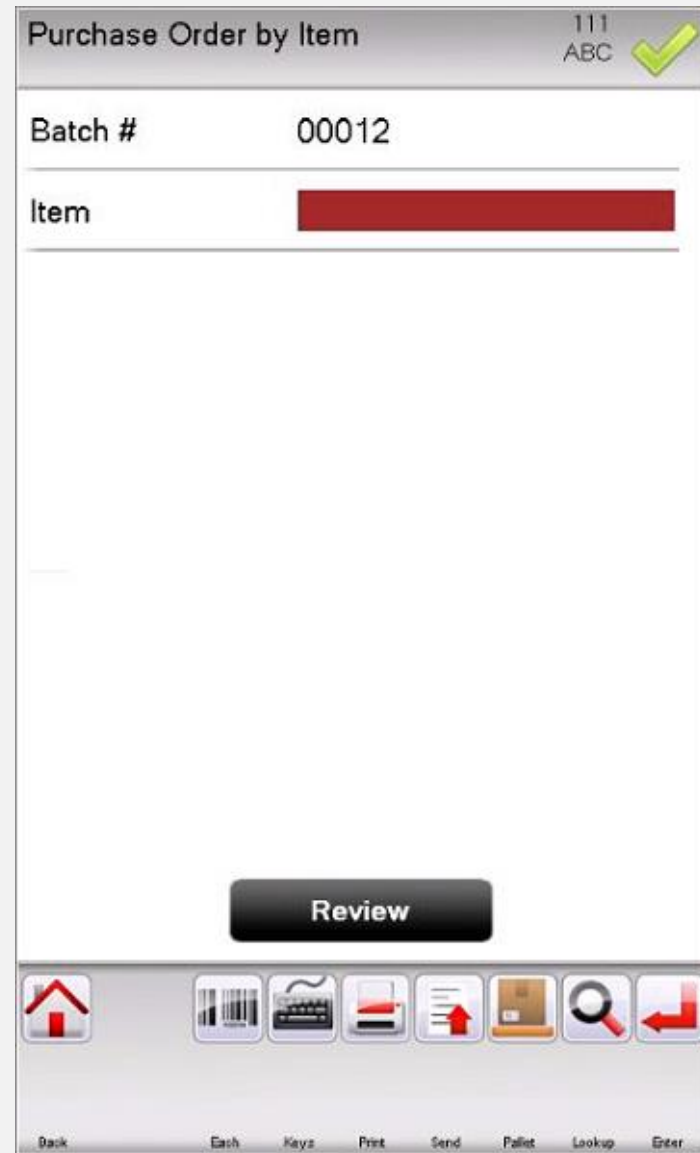
Each: available if ‘Scan Each’ is enabled in the Scanco Portal.

Keys: for on-screen keyboard.

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

Lookup: for seeing all available Item for use.

Enter: press after keying in data at Item prompt.





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
*MP9950	MULTI-PORT ADAPTOR
/C	
/C01	
/CABLES	MP9550 ADAPTOR CABLES
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK
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
4886-18-14-3	PAPER CADDY 18"W 14"D 3"H
6655	PRINTER STAND W/ BASKET
8971	UNIVERSAL 5 1/4" SSDD FLEX DSK
AM/FM STEREO	AM/FM/STEREO
CHINALAMP	China Lamp
CHINCOOKIES	Chinese Cookies
GB-EL04MS-07	RJ-11 4 WIRE MOD CABLE 7 FT

OK Cancel

Invalid Item

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

Purchase Order by Item 111 ABC ✓

Batch # 00012

Item 56474

No Purchase Orders found with item 56474.

OK

Review

Back Batch Keys Print Send Pallet Lookup Enter



Purchase order Display List

Shows all valid Purchase Order number for the item collected.
Select one from a list and press OK.

Order	Date	Details
0010037	10/1/2015	CHINA China

OK Cancel [Down Arrow]



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.

Purchase Order by Item 111 ABC ✓

Batch # 00012

Item CHINALAMP

CHINA LAMP

Order # 0010037

Warehouse 000 | (MB) CENTRAL W/

UOM EACH

Bin RECEIVING

Bin

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

Back Keys Print Lookup Enter OK Cancel

Invalid Bin

Display when invalid bin is entered.

Button

OK: to move back to the bin prompt.

Purchase Order by Item 111 ABC ✓

Batch # 00012

Item 6655

PRINTER STAND W/BASKET

Order Bin not valid!

Wareh L W/

UOM

Bin

OK

Back Keys Print 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.

Purchase Order by Item		111 ABC
Batch #	00012	
Item	CHINALAMP	
<i>CHINA LAMP</i>		
Order #	0010037	
Warehouse	000 (MB) CENTRAL W/	
UOM	EACH	
Bin	A10L	
Qty Rcv/Tot	0/100	
Quantity	<input type="text"/>	


Back


Keys


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.

Purchase Order by Item 111 ABC ✓

Batch # 00012

Type [Redacted]

Back Keys Print Pallet Lookup Enter

Buttons

Back: to move back to Main Applications screen.

Each: available if 'Scan Each' is enabled in the Scanco Portal.

Print: requires SkyPrint.

Item: to go back to Item collection.

Lookup: for seeing all available Pallet Types.

Enter: press after keying in data at Pallet Type prompt.

Pallet Type Lookup

Displays all possible Pallet Types.

Buttons

OK: to move forward with the highlighted Pallet Type.

Cancel: to move back to the Pallet Type prompt.

Choose Pallet ID Type

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

OK Cancel



Pallet Number Entry

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

Buttons

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Next: to use the next available pallet number.

Pallet\Item: to switch back to Item collection.

Enter: press after keying in data at Pallet prompt.

The screenshot shows a mobile application interface for 'Purchase Order by Item'. At the top right, there is a status bar with '111 ABC' and a green checkmark icon. The main content area contains three input fields: 'Batch #' with the value '00012', 'Type' with the value '4S', and 'Pallet No' which is currently empty and highlighted in red. Below these fields is a large black button labeled 'Review'. At the bottom of the screen is a navigation bar with five icons: a house icon labeled 'Back', a keyboard icon labeled 'Keys', a red hash symbol icon labeled 'Next', a button labeled 'ITEM', and a red arrow icon labeled 'Enter'.



Item on Pallet Entry

Scan or key in any valid item at this prompt.

Buttons

Review: to enter review mode, explain further on in this document.

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.

Lookup: for seeing all available Item for use.

Enter: press after keying in data at Item prompt.

The screenshot shows a mobile application interface for 'Purchase Order by Item'. At the top right, there is a signal strength indicator (111), a battery level indicator (ABC), and a green checkmark. The main form contains the following fields:

Batch #	00012
Type	4S
Pallet No	4S00000000000006
Item	[Redacted]

Below the form is a large black button labeled 'Review'. At the bottom of the screen is a navigation bar with six icons and their corresponding labels: a house icon for 'Back', a barcode icon for 'Each', a keyboard icon for 'Keys', a document with an arrow icon for 'Send', a magnifying glass icon for 'Lookup', and a red arrow icon for 'Enter'.