



Receive by Order User Manual

Scanco Receiving by Order allows you to Receive items listed on a Purchase Order. Sage Unattended Barcode Transaction Import must be running for real time entries to be created in Sage Purchase Order module > Main > Receipt of Goods Entry.

Contents

Scanco Portal setting	2
Main Applications – Receiving icon.....	3
Batch number prompt - Optional.....	4
Purchase order Prompt.....	5
Item Entry Prompt.....	6
Multibin Pallet Type Entry	8
Pallet Number Entry	9
Item on Pallet Entry	9
Bin Prompt	10
Quantity Prompt.....	11
Lot Prompt.....	12
Serial Prompt.....	13
Send data collected	14
Send Multi-Users Warning	15
Sage Unattended Barcode Transaction Import	16
Sage Receipt of Goods:	16

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

Allow Batches: enables the batch prompt. If your company has batches enabled, Receipts can be created in Batches to allow selective PO module updating.

Scan Each: has 3 option that are explained on the “Item Prompt” page below.

Allow Over 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

This option must be enabled.

- Allow Receiving Activities
- Allow Batches
- Scan Each: Allow Scan Each
- Allow Over Receipts
- Prompt for Unresolved Lines
- Allow Misc. Items
- Allow Multiple Users in an Order
- Allow Receiving By Item
- Allow Receiving By Order

This option must be enabled.



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.



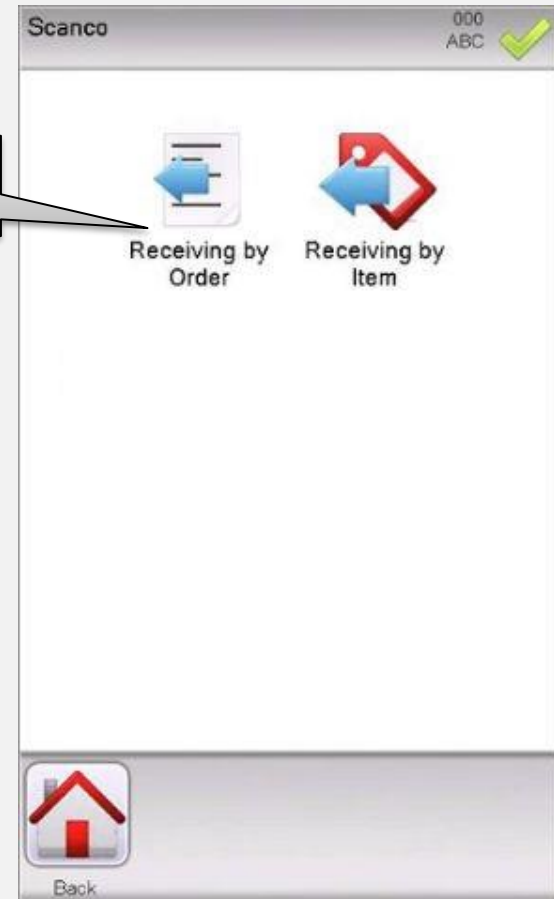
Receiving by Order icon

Press Receiving by Order icon to enter the application.

Button

Back: to move back to Main Applications screen.

This manual covers Receiving by Order





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 #

This Prompt will pad numeric entries with zeros. Type in '4' and press 'Enter', the result will be '00004'

This Prompt will filter data if you enter a few character of your batch number and press the 'Lookup'.

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



Purchase order Prompt

Scan or Key in any valid Purchase Order 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 Purchase Order numbers.

Enter: press after keying in data at Purchase Order prompt.

This Prompt will pad numeric entries with zeros. Type in '104' and press 'Enter', the result will be '0000104'

This Prompt will filter data if you enter a few character of your PO number and press the 'Lookup'.



Order	Date	Details
KRC2	3/22/2016	AIRWAY Airway Property
KRC	12/17/2013	CONT Container Corporation Of Usa
0010012	5/31/2010	STEV STEVENS SUPPLY
0010013	5/31/2010	IBM IBM CORPORATION
0010014	5/31/2010	STEV STEVENS SUPPLY
0010009	5/30/2010	TELCOMM TEL-COMM COMMUNICATIONS
0010003	5/15/2010	CONT CONTAINER CORPORATION OF USA.
0010017	5/10/2010	CONT Container Corporation Of Usa

Purchase order Lookup

Shows all valid Purchase Order numbers.

Invalid or On Hold Purchase order: Messages are display when Invalid or On Hold Purchase Order number is collected. Press 'OK' to move back to the Purchase Order number prompt.

Entries are validated. Purchase Order must be 'Standard Order' type with Status of 'Open' or 'New'.

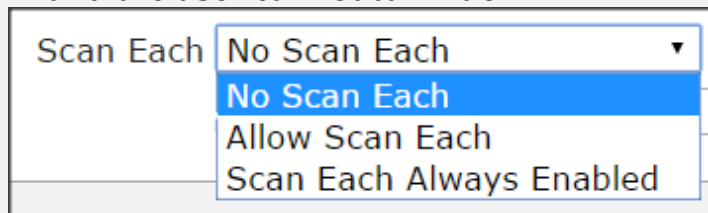


Item Entry Prompt

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.



The ‘Scan Each’ button forces the user to scan each item number and the quantity collected is always equal to ‘1’.

This Prompt will filter data if you enter a few character of your Item number and press the ‘Lookup’.

Buttons

Review: to enter review mode.

Back: to move back to Main Applications screen.

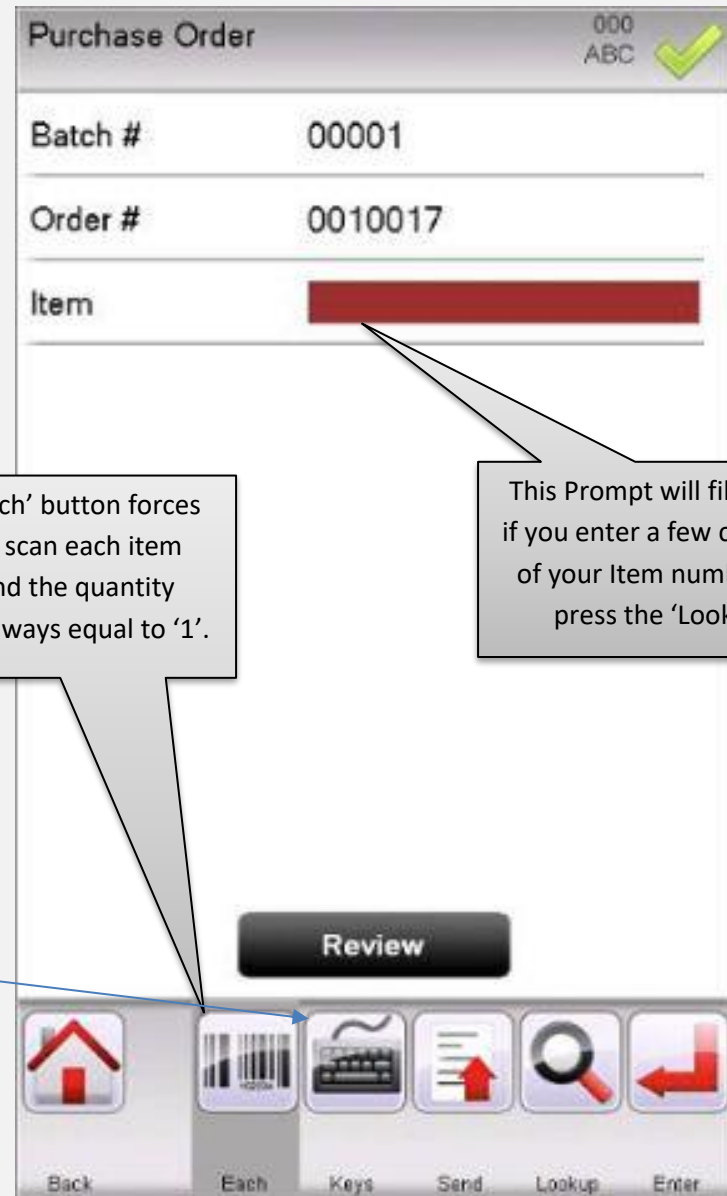
Each: available if ‘Scan Each’ is enabled in the Scanco Portal.

Keys: for on-screen keyboard.

Send: to send all data collected.

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.

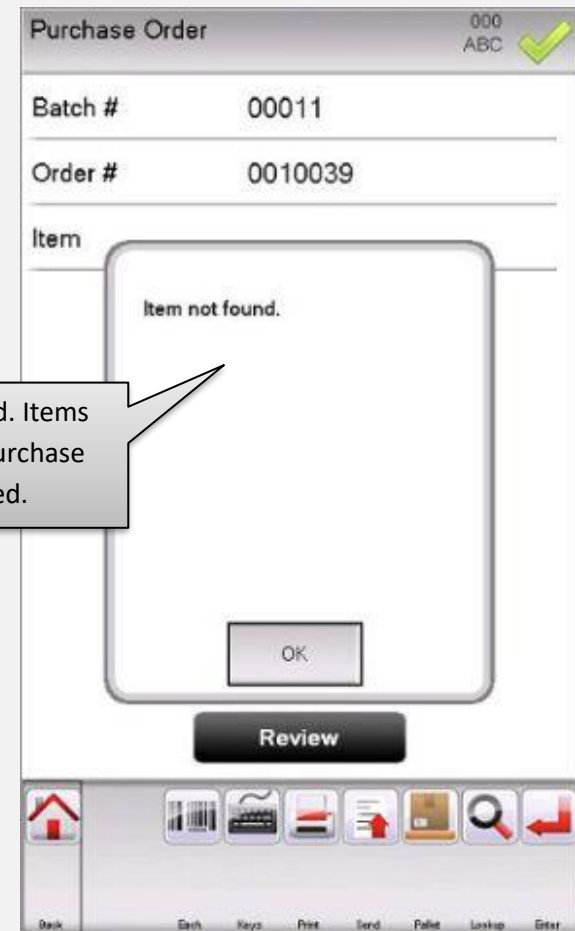
Item	Details
VOG-CM-CB	Warehouse: 001 PRINTOUT CATCHER BASKET Ordered: 300 Received: 200 Unreceived: 100
VOG-CM-MP-B	Warehouse: 000 MODESTY PANEL Ordered: 100 Received: 99 Unreceived: 1
VOG-CM-MP-B	Warehouse: 001 MODESTY PANEL Ordered: 66 Received: 50 Unreceived: 16
VOG-CM-MP-B	Warehouse: 002 MODESTY PANEL Ordered: 46 Received: 0 Unreceived: 46
VOG-CM-MSC	Warehouse: 001 STORAGE CUBE Ordered: 50 Received: 40 Unreceived: 10

OK Cancel

Details regarding Quantity are display to allow the user to identify incomplete Item collection.

Invalid Item

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



Entries are validated. Items must exist on the Purchase Order being collected.



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.

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.

Purchase Order 000 ABC ✓

Batch # 00011

Order # 0010039

Type

Back Keys Print Pallet Lookup Enter

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.

Purchase Order		000 ABC ✓
Batch #	00011	
Order #	0010039	
Type	CASE	
Pallet No	[REDACTED]	

Review

Back Keys Next Pallet Enter

To create a new Pallet ID click the 'Next' button.

Item on Pallet Entry

Scan or key in any valid item at this prompt.

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.

Lookup: for seeing all available Item for use.

Enter: press after keying in data at Item prompt.

Purchase Order		000 ABC ✓
Batch #	00011	
Order #	0010039	
Type	CASE	
Pallet No	CASE00000000130	
Item	[REDACTED]	

Review

Back Each Keys Send Lookup Enter

This Prompt will filter data if you enter a few character of your Item number and press the 'Lookup'.



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.

Invalid Bin

Display when invalid bin is entered.

Button

OK: to move back to the bin prompt.

Purchase Order 000 ABC ✓

Batch #	00011
Order #	0010039
Type	CASE
Pallet No	CASE00000000130
Item	6655
<i>PRINTER STAND W/ BASKET</i>	
Warehouse	000 (MB) CENTRAL WA
UOM	EACH
Bin	RECEIVING
Qty Scanned	0

Back Keys Lookup Enter

Entries are validated. Bin must exist in 'Multi-Bin Location'

This Prompt will pre-fill with the 'Purchase Order Receipt of Goods Bin setup in 'Multi-Bin for Warehouse options'.

This Prompt will filter data if you enter a few character of your Bin number and press the 'Lookup'.

Purchase Order 111 ABC ✓

Batch #	00011
Order #	0010039
Item	6655
Wareh	L WA
UOM	
Bin	

Bin not valid!

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.

Allow Over-Receiving Disabled – optional.

If you do not allow receiving quantity higher than quantity ordered, this message will be display.

Button

OK: to move back to the bin prompt.

Purchase Order 000 ABC ✓

Batch # 00001

Order # 0010017

Item 1001-HON-H252

HON 2 DRAWER LETTER FLE W/K

Warehouse 000 CENTRAL WAREHC

UOM EACH

Bin PCK-111000

Qty Rcv/Tot 0/40

Quantity

Back Keys Enter

If 'Allow Over Receipts' is enables, then the user can select 'Yes' to complete entry.

Allow Over Receipts

Receiving quantity cannot be greater than quantity on the order for this line item.

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.

This prompt accepts whatever is entered, please review your entry after each scan.

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.

Use the On-screen keyboard if a quantity barcode was not provided.



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 in Count by Item.

Enter: press after keying in data at Item prompt.

Serial Prompt “Qty Scanned” Display

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

Purchase Order		000 ABC	✓
Batch #	00001		
Order #	KRC		
Item	GB-MD750		
<i>MODEM 9600 (SYNCHRONOUS)</i>			
Warehouse	000 CENTRAL WAREHC		
UOM	EACH		
Bin	B-100-30		
Qty Rcv/Tot	0/20		
Serial	[REDACTED]		
Qty Scanned	0		

Inventory Receipt		000 ABC	✓
Batch #	00007		
Warehouse	000 (MB) CENTRAL W/		
Item	GB-MD750		
<i>MODEM 9600 (SYNCHRONOUS)</i>			
UOM	EACH		
Bin	A10L		
Serial	[REDACTED]		
Qty Scanned	1		



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.



Unresolved Lines Warning - optional

This message will be displayed after pressing 'Send' button at the item prompt when the 'Prompt for Unresolved Lines' option is enabled when all items have not been collected.

Buttons

Yes: return to the item prompt to continue collecting items for the highlighted order.

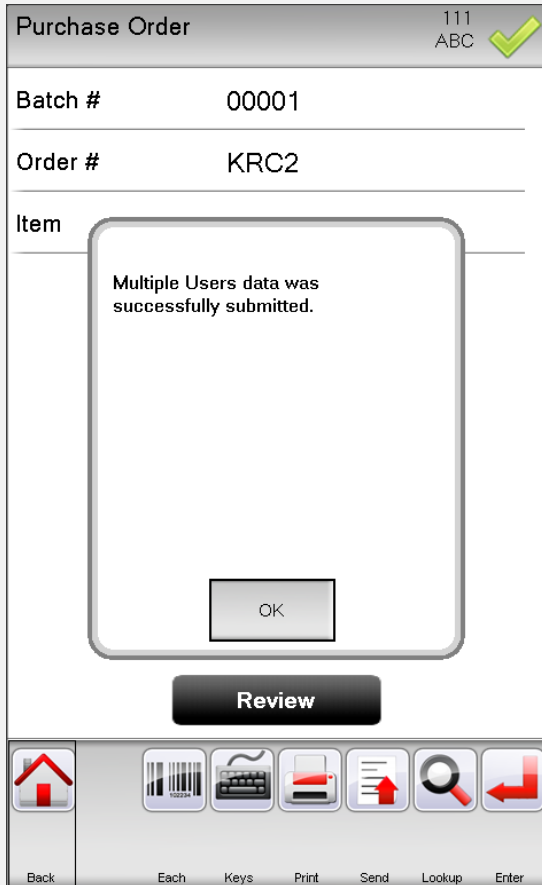
No: to send data to Sage without finishing all item on the order.





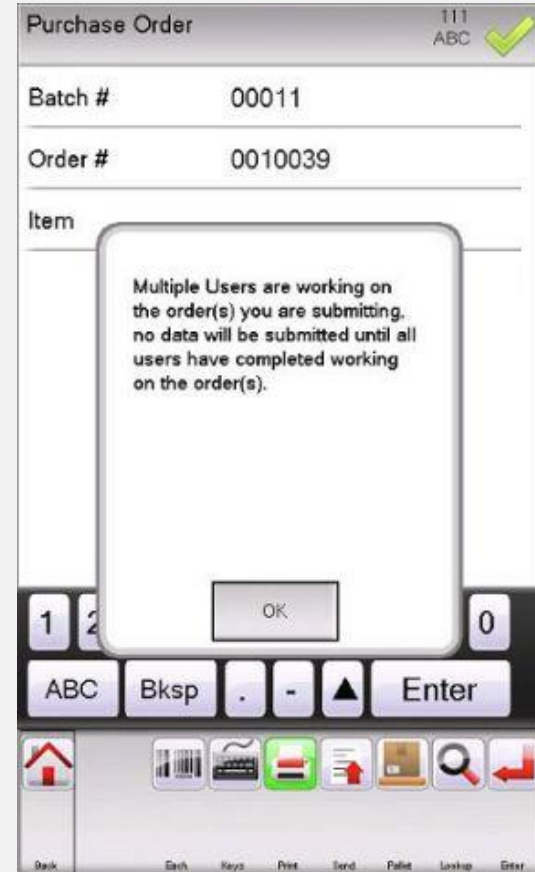
Send Completed

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



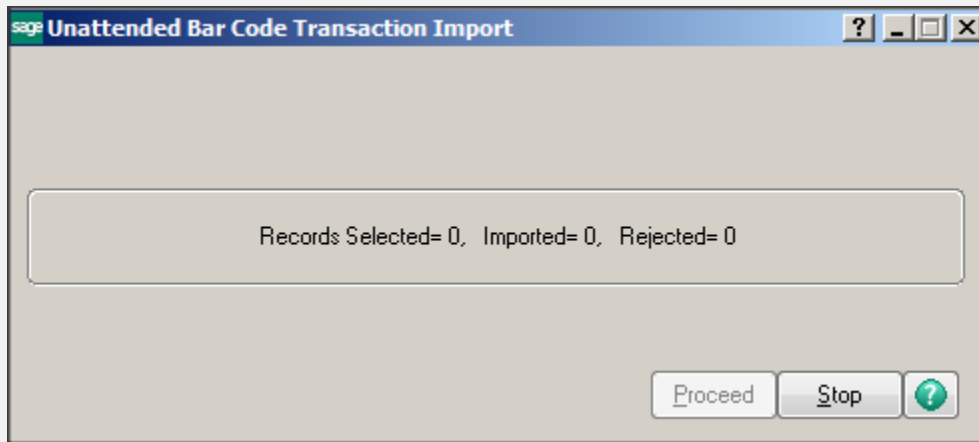
Send Multi-Users Warning

This message indicates multiple users are collecting data for an order you have worked on. All users have to press 'Send' button for the Receipt to be created in Sage.





Sage Unattended Barcode Transaction Import: must be running for real time entries to be created in Sage Purchase Order module > Main > Receipt of Goods Entry.



Sage Receipt of Goods: Results of scanner entries will be found in Purchase Order > Main > Receipt of Goods.

	Item Code	Ordered	Received	Unit Cost	Extension
1	6655	30.00	.00	81.250	.00
2	8971	52.00	10.00	78.300	783.00
3		.00	.00	.000	.00