



Ship Picked - Invoice Picked

This manual explains two applications.

The only difference in the programs is Ship Picked collects 'Shipper ID'.

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Sales.Scanco.com Portal Settings

The SO Picking tab options:

Ship Picked – must be enabled to allow access to Ship Picked.

Invoice Picked - must be enabled to allow access to invoice Picked.

Recommendation: only enable one of these programs.

<input checked="" type="checkbox"/> Ship Picked
<input checked="" type="checkbox"/> Invoice Picked



Accessing the Application

Press 'Picking' icon at the main applications screen to move to the Picking applications screen.

Press 'Invoice Picked' or 'Ship Picked' icon in the application to begin.



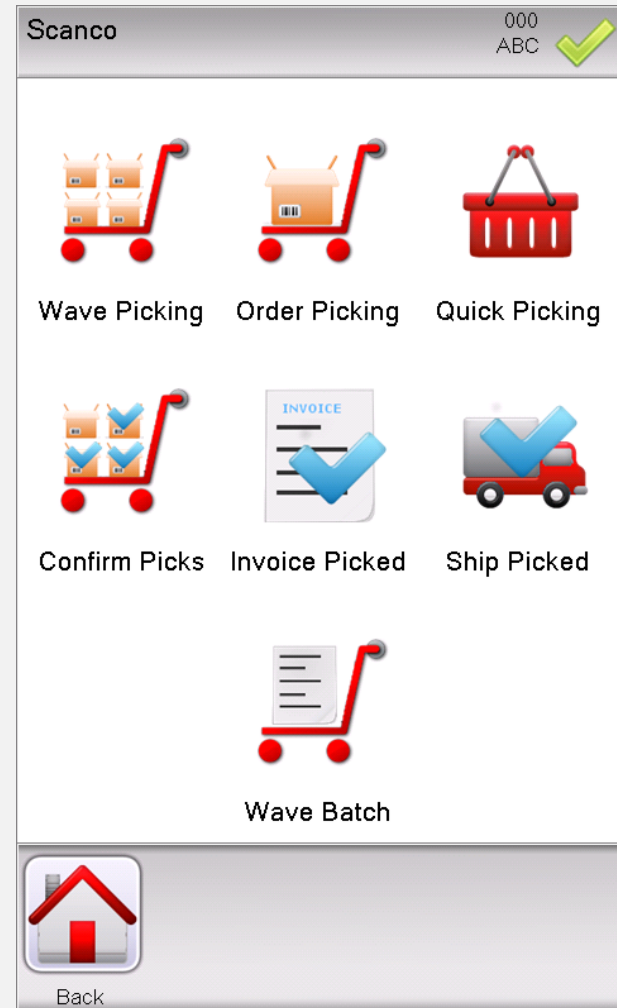
Buttons

Exit: to exit Scanco Warehouse.

Send: to send all data collected in all applications.

Setting: to adjust settings.

Logout: to change users or companies.





Ship Picked and Invoice Picked - Batch number prompt - Optional

The batch prompt all entry of up to 5 alpha number.

Examples: A12, 12345

Ship Picked 000 ABC ✓

Batch #

Back Keys Lookup Enter

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

Ship Picked 000 ABC ✓

Batch # 00067

Do you wish to create this as a new batch?

Yes No

1 2 0

ABC Bksp . - ▲ Enter

Back Keys Lookup Enter

Batch lookup

Shows all available Shipping Batches within Sage Sales Order module.

Batch	Description
00001	
00004	

OK Cancel



Ship Picked - Shipper ID

Enter any Valid Shipper ID

Ship Picked 000 ABC

Batch # 00067

Shipper ID

1 2 3 4 5 6 7 8 9 0
ABC Bksp . - ▲ Enter

Back Keys Lookup Enter

Buttons

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Lookup: for seeing all available Shipper ID's in Sage.

Enter: press after keying in data at Shipper ID prompt.

Shipper	Details
1	Name: John Supervisor
2	Name: Joe Shipper

OK Cancel

Ship Picked 000 ABC

Batch # 00067

Shipper ID 7

The selected Shipper Id of '7' was not found.

OK

1 2 3 4 5 6 7 8 9 0
ABC Bksp . - ▲ Enter

Back Keys Lookup Enter



Ship Picked and Invoice Picked - Sales Order Prompt

Scan or Key in any valid Sales Order, or use lookup button to select one from a list.

Invoice Picked
000
ABC

Batch #
00088

SO #

Back

Keys

Lookup

Enter

Buttons

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Lookup: for seeing all available Sales Orders.

Enter: press after keying in data at Sales Orders prompt.

Order	Customer	Date
0000207	ABF	4/27/2016
0000206	RSSUPPL	4/5/2016
0000205	ABF	4/4/2016
0000203	AVNET	4/17/2015
0000202	AVNET	4/15/2015
0000189	AMERCON	4/1/2015
0000190	AVNET	4/1/2015
0000192	ABF	4/1/2015
0000193	ABF	4/1/2015
0000194	ABF	4/1/2015
0000195	AVNET	3/25/2015
0000196	ABF	3/25/2015
0000197	ABF	3/25/2015
0000198	ABF	3/25/2015
0000187	AVNET	9/11/2013
0000184	ABF	8/26/2013
0000181	MAVRK	8/20/2013
0000182	ABF	8/20/2013
0000183	RSSUPPL	8/20/2013
0000180	ABF	8/19/2013

OK

Cancel



Send data collected

After entering a valid Sales Order number this message will appear.

Ship Picked 000
ABC

Batch # 00067

Shipper ID 1

SO # 0000108

Confirmation

Submit to Shipping

Review

Cancel

Back

Keys

Lookup

Enter

Buttons

Submit to Shipping \ Submit to Invoicing:

to send data to Sage
Barcode import to
create Shipping record
and \or Invoice.

Review: to move to
screen on next page.

Cancel: to move back
to Sales Order number
prompt.

Invoice Picked 000
ABC

Batch # 00088

SO # 0000210

Confirmation

Submit to Invoicing

Review

Cancel

Back

Keys

Lookup

Enter



Review

Will display all items that have been picked \ all items that will be sent to Shipping and \or Invoicing.

Buttons

Send: to send data to Sage Barcode import to create Shipping record and \or Invoice.

Cancel: to move back to Sales Order number prompt.

Item	Details	More
1001-HON-H252	HON 2 DRAWER LETTER FILE W/O LK UOM: EACH Whse: 000 Bin From: SHIPPING Qty: 12.000000	
1001-HON-H252	HON 2 DRAWER LETTER FILE W/O LK UOM: EACH Whse: 000 Bin From: B10U Qty: 12.000000	
6655	PRINTER STAND W/ BASKET UOM: EACH Whse: 000 Bin From: B10M Qty: 0.010000	

Confirmation Message

Press 'Ok' on this confirmation message to finish.

Invoice Picked 000
ABC

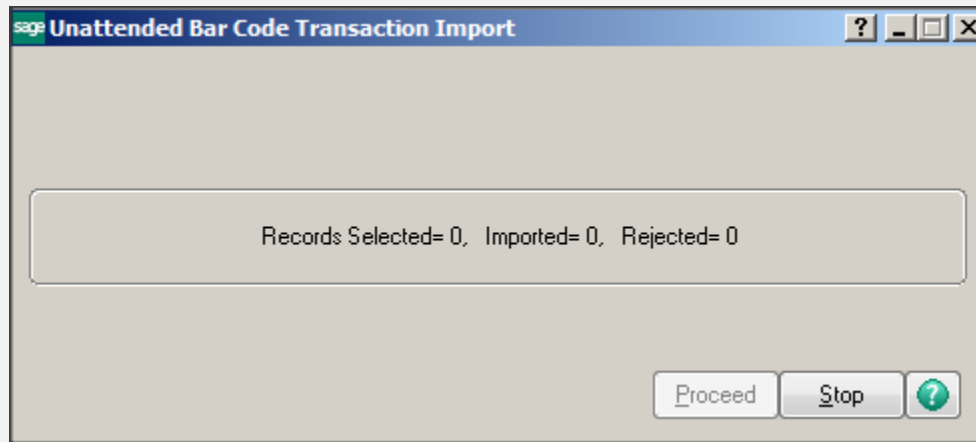
Batch # 00088

SO # 0000210

Submit Sales Order 0000210?



Sage Unattended Barcode Transaction Import: must be running for real time entries to be created in Sage Sales Order module > Main > Invoice Data Entry.



Sage Invoice Data Entry: Results of scanner entries will be found in Sage Sales Order module > Main > Invoice Data Entry.

	Item Code	Warehouse	Ordered	Shipped	Unit Price	Extension
1	1001-HON-H252	000	1.00	1.00	84.000	84.00
2			.00	.00	.000	.00