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Sales.Scanco.com Portal Settings

Allow Shipping Data Entry: Checking this will allow the user under this profile to ship items on a sales order when using the Shipping Module in Sage 100.

Allow Batches: Checking this will prompt the user under this profile will be allowed to create the batch on the fly or add to an existing batch number in Sage 100.

Scan Each

“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.

Prompt for Unresolved Lines: Displays a warning if you try to submit a transaction that is not complete.

Allow Multiple Users per Order: use more than one scanner per order, last person that sends data SENDS ALL DATA for the entire order.

Allow Over Shipments: Checking this will allow the user under this profile the ability to over ship off a sales order as long as they have permission in Sage 100.

Pallets: Require Allocations: Enterprise feature. Limits entry to only pallets that are allocated.

Pallets: Must Contain Only SO Items: Enterprise feature. Limits entry to pallets that match the SO Items.

Scan Each No Scan Each ▼
No Scan Each
Allow Scan Each
Scan Each Always Enabled

<input checked="" type="checkbox"/> Allow Shipping Data Entry	<input checked="" type="checkbox"/> Pallets: Require Allocations (ACS Only)
<input checked="" type="checkbox"/> Allow Batches	<input type="checkbox"/> Pallets: Must Contain Only SO Items (ACS Only)
Scan Each Allow Scan Each ▼	
<input checked="" type="checkbox"/> Prompt for Outstanding Lines	
<input checked="" type="checkbox"/> Allow Multiple Users per Order	
<input checked="" type="checkbox"/> Allow Over Shipments	



Accessing the Application

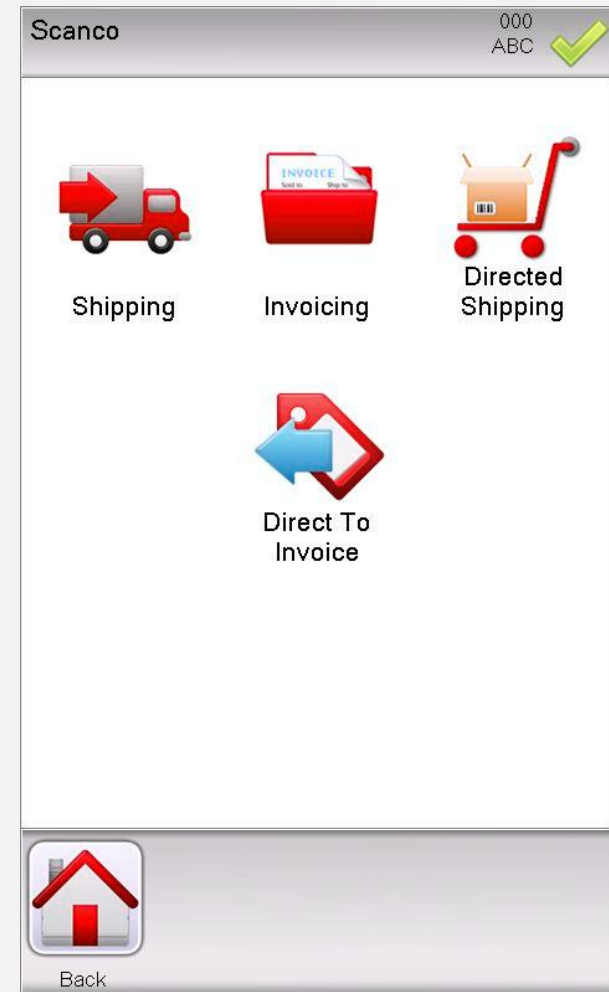


Press **'Shipping' icon** at the main applications screen to move to the Inventory applications screen. Press **'Shipping' icon** in the Shipping applications screen to begin the program.

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.





Shipper ID

Enter any Valid Shipper ID

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.

Shipping 000 ABC ✓

Shipper ID

Back Keys Lookup Enter

Shipper Details

1	Name: John Supervisor
2	Name: Joe Shipper

OK Cancel

Shipping 000 ABC ✓

Shipper ID 3

The selected Shipper Id of '3' was not found.

OK

Back Keys Lookup Enter



Sales Order Prompt

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

Shipping 000
ABC

Shipper ID 1

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



Box Prompt

If your company requires accurate Box number collection during packaging this prompt allows you to move Box to Box. Prompt will fill in with the lowest Box number.

NOTE: The 'Item' prompt has a 'Next Box' button that is pressed to +1 to the current box number.

Snipping	
Shipper ID	1
SO #	0000207
Box	0001

Back Keys Enter



Standard Item Entry Prompt

Scan, key in or lookup Items codes.

Shipping	
Shipper ID	1
SO #	0000207
Box	0001
Item	[REDACTED]

Buttons: Next Box, Review

Navigation: Back, Each, Keys, Print, Send, Pallet, Lookup, Enter

Buttons

Next Box: is pressed to +1 to the current box number.

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.

Print: Requires SkyPrint

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 in you warehouse.

Item	Details
1001-HON-H254LK	HON 4 DRAWER LETTER FILE W/LCK Line: 000001 Ordered: 15 Shipped: 0 UnShipped: 15

Buttons: OK, Cancel

Shipping	
Shipper ID	1
SO #	0000207
Box	0001
Item	[REDACTED]

Modal Dialog: Input required. Type value or choose one from lookup list. OK

Buttons: Next Box, Review

Navigation: Back, Each, Keys, Print, Send, Pallet, Lookup, Enter



Bin Prompt

If your company has Multi-bin, then the bin collection prompt is required.

For Standard Sage non-multi-bin companies, this field will be a display only field.

Shipping	
Shipper ID	1
SO #	0000207
Box	0001
Item	1001-HON-H254LK
<i>HON 4 DRAWER LETTER FLE W/...</i>	
Warehouse	000 (MB)
UOM	EACH
Bin	B10L

Next Box

Back

Keys

Print

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 Lookup

If your company has Multi-bin, then the bin lookup is available.

For Standard Sage non-multi-bin companies, the bin field will be a display only field. No lookup included.

Allocated for SO: 0000207
Tot Qty: 15

Bin	Details
A10M	Qty Avail: 15 Alloc to SO: 0
A30M	Qty Avail: 50 Alloc to SO: 0
B10L	Qty Avail: 420 Alloc to SO: 0
RECEIVING	Qty Avail: 265 Alloc to SO: 0
SHIPPING	Qty Avail: 125 Alloc to SO: 0
A10L	Qty Avail: 15 Alloc to SO: 15

OK

Cancel



Pallet Number Entry

If you have ACS 'License Plating' and you enable pallets in the Scanco Portal you can default the Item Prompt to be the Pallet prompt.

<input checked="" type="checkbox"/> Allow Ship Pallets (ACS Only)	Default Initial Prompt	Item ▼
		Item
		Pallet

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

Shipping		000 ABC	✓
Shipper ID	1		
SO #	0000181		
Box	0001		
Pallet			

Review

Back Each Keys Print Send Item Lookup Enter

Buttons

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Print: Requires SkyPrint

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.

Pallet lookup: shows you pallet ID's that work for your order. Touch the 'More' column to see items on each pallet. Press 'Back' to move back to the pallet list.

Pallet	Details	More
4S0000000000005	Allocated	
CASE000000000074		
CONT000000000002		
PAL0000000000005		
PAL0000000000006		

OK Next Cancel

4S0000000000005	
Item	Details
1001-HON-H252	On Hand: 2 Allocated: 2 Bin: SHIPPING

OK Back

Shipping		000 ABC	✓
Shipper ID	1		
SO #	0000181		
Box	0001		
Pallet	Pallet 4S0000000000005 collected for shipping contains 1 items. Do you want to collect another pallet?		

Yes No

Review

Back Each Keys Print Send Item Lookup Enter



Quantity Prompt

Scan or key in positive numeric quantity are accepted at the quantity prompt.

Shipping		000 ABC	✓
Shipper ID	1		
SO #	0000207		
Box	0001		
Item	1001-HON-H254LK		
	<i>HON 4 DRAWER LETTER FLE W/</i>		
Warehouse	000 (MB)		
UOM	EACH		
Bin	B10L		
Qty Shp/Ord	10/15		
Quantity	6		

Back Keys Enter

Buttons

Back: to move back to Main Applications screen. **Keys:** for on-screen keyboard.

Enter: press after keying in data at Quantity prompt.

Shipping		000 ABC	✓
Shipper ID	1		
SO #	0000207		
Box	0001		
Item			
	<i>HON 4 DRAWER LETTER FLE W/</i>		
Warehouse			
UOM			
Bin			
Qty Sh			
Quantity			

Quantity entered exceeds quantity left to ship.

OK

Back Keys Enter



Send data collected

The 'Send' button at the item prompt should be pressed when all items have been collected.

The screenshot shows the 'Inventory Receipt' screen with a confirmation dialog box. The dialog box contains the text: "Do you want to submit the items you have received to the server?". Below the text are two buttons: "Yes" and "No". Below the dialog box is a "Review" button. The screen also displays "Batch # 00007" and "Warehouse 000 | (MB) CENTRAL W/". At the bottom, there is a navigation bar with icons for Back, Each, Keys, Print, Send, Pallet, Lookup, and Enter.

Buttons

Yes: will remove the data display.

No: to move to data collection mode.

The screenshot shows the 'Inventory Receipt' screen with a success message dialog box. The dialog box contains the text: "Collected data was successfully submitted for 2 record(s)". Below the text is an "OK" button. Below the dialog box is a "Review" button. The screen also displays "Batch # 00007" and "Warehouse 000 | (MB) CENTRAL W/". At the bottom, there is a navigation bar with icons for Back, Each, Keys, Print, Send, Pallet, Lookup, and Enter.

Send Completed

Press 'Ok' on this confirmation message to continue.



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



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

