



Warehouse and Bin to Bin Transfers

Contents

Sales.Scanco.com Portal Settings.....	2
Accessing the Application	3
Batch number prompt - Optional.....	4
Warehouse Prompts.....	5
Item Entry Prompt.....	6
Item Lookup	6
Pallet Prompt.....	7
Bin Prompts.....	9
Quantity Prompt.....	9
Lot Prompt.....	11
Serial Prompt.....	12
Send data collected	13
Send Completed	14
Send Completed – warning about Barcode Import	14

Scanco Support Email - support@scanco.com
Scanco Support Phone number - 330-645-9959 Opt. 3



Sales.Scanco.com Portal Settings

The 'Transfers' tab options:

Allow Transfers Activities must be enabled.

Allow Batches to collect Batch number.

<input checked="" type="checkbox"/> Allow Transfers Activities
<input checked="" type="checkbox"/> Allow Directed Put-away activities
<input checked="" type="checkbox"/> Allow Batches
Scan Each <input type="text" value="Allow Scan Each"/>
UOM Prompt <input type="text" value="Use Default - No Prompt"/>

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 on the scanner.
- “Scan Each Always Enabled” will enable the button and the user cannot turn it off on the scanner.

Scan Each <input type="text" value="No Scan Each"/>
<input type="text" value="No Scan Each"/>
<input type="text" value="Allow Scan Each"/>
<input type="text" value="Scan Each Always Enabled"/>

UOM Prompt

- No prompt: program will use Standard UOM, field will be display only.
- Use Default: This prompt will pre-fill with the item’s Standard UOM.
- Prompt with no default: the program will stop at the UOM prompt and be empty.

UOM Prompt <input type="text" value="Use Default - No Prompt"/>
<input type="text" value="Use Default - No Prompt"/>
<input type="text" value="Use Default - Prompt For Changes"/>
<input type="text" value="Prompt With No Default"/>

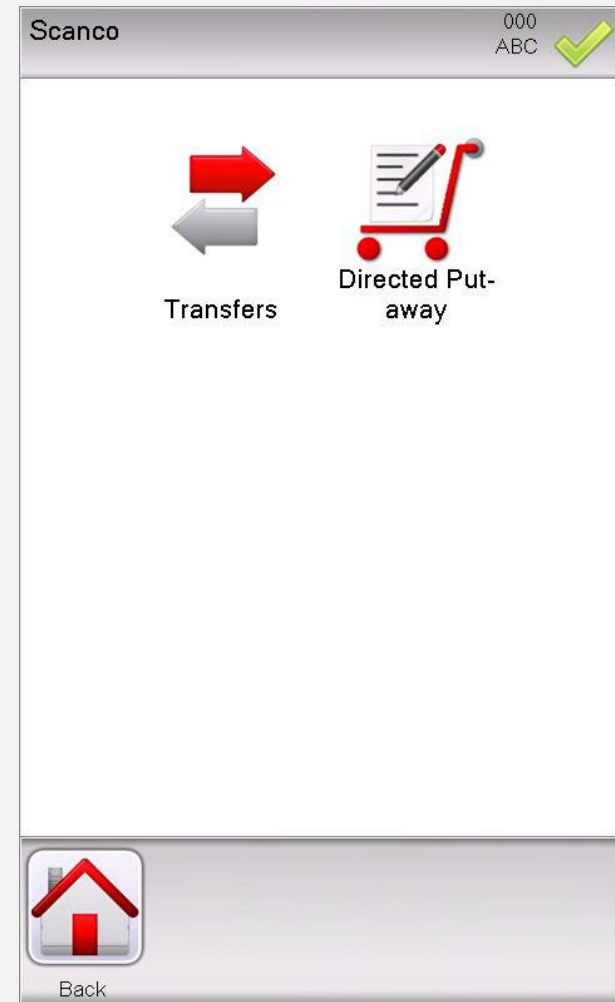


Accessing the Application

For Companies that do not have Multibin, the Transfer icon will take you into the Transfer program.



For Companies that have Multibin, the Transfer icon will take you to the screen on the right.



Buttons at bottom:

Exit: to exit Scanco Warehouse.

Send: to send all data collected in all applications.

Setting: to adjust settings.

Logout: to change users or companies.



Batch number prompt - Optional

The batch prompt allows entry of up to 5 alphanumeric characters.

Examples: A12, 12345

The screenshot shows a mobile application interface titled "Transfers". At the top right, there are indicators for "000" and "ABC" with a green checkmark. Below this is a red input field labeled "Batch #". At the bottom, there is a navigation bar with four icons: a house for "Back", a keyboard for "Keys", a magnifying glass for "Lookup", and a red arrow for "Enter".

Batch lookup, shown at right, Shows all available Receiving Batches within Sage Purchase Order module.

Batch	Description
00001	
00004	

Buttons at bottom:
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.

OK Cancel



Warehouse Prompts

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

The 'Warehouse from' prompt will pre-fill with your default warehouse that is setup in the Scanco portal.

You may key in another Warehouse if necessary.

Default Warehouse

000 - ABC CENTRAL WAREHOUSE ▾

Buttons at bottom:

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Lookup: for seeing all available Warehouses accessible for use.

Enter: press after keying in data at Warehouse prompt.

Transfers000
ABC ✓

Batch # 00007

Whse From 000

Back Keys Lookup Enter

Transfers000
ABC ✓

Batch # 00001

Whse From 000 | (MB) CENTRAL W/

Whse To

Review

Back Keys Lookup Enter

Warehouse	Details
000	CENTRAL WAREHOUSE
001	EAST WAREHOUSE
002	WEST WAREHOUSE
002	WEST WAREHOUSE
003	003
003	003
004	004
005	005
006	006
007	007
008	008
009	009
010	010
011	011
012	012
097	RETURNS WAREHOUSE
098	SCRAP WAREHOUSE
099	REPAIR WAREHOUSE
RTL	RTL MP2

OKCancel



Item Entry Prompt

Scan, key in or lookup Items codes.

Transfers 000
ABC

Batch # 00007

Whse From 000 | (MB) CENTRAL W/

Whse To 001 | (MB) EAST WAREH

Item

Review

Back Each Keys Print Send Lookup Enter

Item	Details
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK
1001-HON-H252LK	HON 2 DRAWER LETTER FLE W/ LCK
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
2568-3-25	DESK FILE 3 1/2" CAP 25
4886-18-14-3	PAPER CADDY 18"W 14"D 3"H
6650-26-16-11	SOUND CVR 26"W 16"D 11"H DM
6652-28-24-15	SOUND CVR 28"W 24"D 15"H LQ
6655	PRINTER STAND W/ BASKET
6657-24-20-12	SOUND CVR 24.5"W 20"D 12"H LQ
8953	UNIVERSAL 3 1/2" SSDD FLEX DSK
8971	UNIVERSAL 5 1/4" SSDD FLEX DSK
8972	UNIVERSAL 5 1/4" DSDD FLEX DSK
8973	UNIVERSAL 5 1/4" DSHD FLEX

OK **Cancel**

Item Lookup

The Item lookup button will display all Items in your warehouse.

NOTE: The Item prompt + Item Lookup will filter Items to be displayed.

If you enter a few characters of the Item you wish to lookup, Example: entering 665 and pressing the Lookup button,



only Items that contain the characters '665' would display.



Pallet Prompt

If your company has ACS License Plating, you can transfer items off of a pallet as long as the from and to warehouse codes are the same.

At the item prompt, press the Pallet button.

Transfers 111 ABC ✓

Batch # 00004

Whse From 000 | (MB) CENTRAL W.

Whse To 000 | (MB) CENTRAL W.

Item [Redacted]

Review

Back Each Keys Print Send Pallet Lookup Enter

Confirm you are transferring items from a pallet by pressing Yes.

Transfers 111 ABC ✓

Batch # 00004

Whse From 000 | (MB) CENTRAL W.

Whse To 000 | (MB) CENTRAL W.

Item [Redacted]

Transfers
Are you removing an item from a Pallet?

Yes No

Review

Back Each Keys Print Send Pallet Lookup Enter

Enter the Pallet ID. Lookup is provided. You can go back to Item collection by pressing the Item button.

Transfers 111 ABC ✓

Batch # 00004

Whse From 000 | (MB) CENTRAL W.

Whse To 000 | (MB) CENTRAL W.

Pallet No [Redacted]

Review

Back Keys Item Lookup Enter

Enter the item to be removed from the pallet. Lookup provided.

Transfers 111 ABC ✓

Batch # 00004

Whse From 000 | (MB) CENTRAL W.

Whse To 000 | (MB) CENTRAL W.

Pallet No PAL000000000000000025

Item [Redacted]

Review

Back Each Keys Print Lookup Enter



Enter the bin location for where the item will be placed. Lookup provided.

Transfers		111 ABC ✓
Batch #	00004	
Whse From	000 (MB) CENTRAL W.	
Whse To	000 (MB) CENTRAL W.	
Pallet No	PAL000000000000000035	
Item	2568-3-25	
	<i>DESK FILE 3 1/2" CAP 25</i>	
UOM	EACH	
Primary	A20U	
Bin From	A30L	
Bin To	<input type="text"/>	
<div style="display: flex; justify-content: space-around;"> Back Keys Print Lookup Enter </div>		

Collection for Lots and/or Serials may be required. Lookup provided.

Transfers		111 ABC ✓
Batch #	00004	
Whse From	000 (MB) CENTRAL W.	
Whse To	000 (MB) CENTRAL W.	
Pallet No	PAL000000000000000035	
Item	2568-3-25	
	<i>DESK FILE 3 1/2" CAP 25</i>	
UOM	EACH	
Primary	A20U	
Bin From	A30L	
Bin To	A40L	
Lot	<input type="text"/>	
<div style="display: flex; justify-content: space-around;"> Back Keys Print Lookup Enter </div>		

Enter the quantity for your transfer and press enter button.

Transfers		111 ABC ✓
Whse To	000 (MB) CENTRAL W.	
Pallet No	PAL000000000000000035	
Item	2568-3-25	
	<i>DESK FILE 3 1/2" CAP 25</i>	
UOM	EACH	
Primary	A20U	
Bin From	A30L	
Bin To	A40L	
Lot	160100001	
Qty Avail	100	
Quantity	<input type="text"/>	
<div style="display: flex; justify-content: space-around;"> Back Keys Enter </div>		

Confirm that the data collected is correct by pressing Yes button and the transfer for you item will be processed.

Transfers		111 ABC ✓
Whse To	000 (MB) CENTRAL W.	
Pallet No	PAL000000000000000035	
Item	2568-3-25	
	<i>DESK FILE 3 1/2" CAP 25</i>	
UOM	EACH	
Primary	A20U	
Bin From	A30L	
Bin To	A40L	
Lot	160100001	
Qty Avail	100	
Quantity	10	
<div style="border: 1px solid gray; padding: 10px; text-align: center;"> <p>Transfers</p> <p>This item will be removed from the pallet as soon as you press Yes. Press No to cancel the transfer.</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </div> </div>		
<div style="display: flex; justify-content: space-around;"> Back Keys Enter </div>		



Bin Prompts

If your company has Multi-bin, then the bin collection prompts are required.

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

Bin Lookup

If the item you are scanning has a Primary bin assigned, it will be displayed in the lookup.

Buttons at bottom:

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.

Transfers 000
ABC ✓

Batch # 00007

Whse From 000 | (MB) CENTRAL W/

Whse To 001 | (MB) EAST WAREH

Item 6655

PRINTER STAND W/ BASKET

UOM EACH

Bin From

Back Keys Print Lookup Enter

Warehouse: 000
Primary Bin: A10L

Bin	Details
A10L	QtyOnHand: 4482
A20L	QtyOnHand: 409
B10U	QtyOnHand: 88
CAGE	QtyOnHand: 100
O1	QtyOnHand: 3020
QUALITY	QtyOnHand: 880
RECEIVING	QtyOnHand: 400
STAGE-AVNET	QtyOnHand: 200
STG	QtyOnHand: 16

OK Cancel

Transfers 000
ABC ✓

Batch # 00007

Whse From 000 | (MB) CENTRAL W/

Whse To 001 | (MB) EAST WAREH

Item 6655

PRINTER STAND W/ BASKET

UOM EACH

Bin From A10L

Bin To

Back Keys Print Lookup Enter

Primary Bin: A10L

Bin	Details
A10L	QtyOnHand: 4482
A10M	QtyOnHand: 9
A20L	QtyOnHand: 490
A20M	QtyOnHand: 1
A30L	QtyOnHand: 4
A30M	QtyOnHand: 5
B10U	QtyOnHand: 88
C20M	QtyOnHand: 6
CAGE	QtyOnHand: 100
O1	QtyOnHand: 3020
QUALITY	QtyOnHand: 880
RECEIVING	QtyOnHand: 400
SHIPPING	QtyOnHand: 26
STAGE-AVNET	QtyOnHand: 200
STG	QtyOnHand: -8
A20U	QtyOnHand: 0
A30U	QtyOnHand: 0


OK Cancel ▼





Quantity Prompt

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

Transfers		000 ABC
Batch #	00007	
Whse From	000 (MB) CENTRAL W/	
Whse To	001 (MB) EAST WAREH	
Item	6655	
<i>PRINTER STAND W/ BASKET</i>		
UOM	EACH	
Bin From	A10L	
Bin To	D-100-10	
Quantity	<input type="text"/>	


Back


Keys


Enter

Buttons at bottom:

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Enter: press after keying in data at Quantity prompt.



Lot Prompt

Scan or key in lot numbers for lot controlled valuation product.

Transfers		000 ABC	✓
Batch #	00007		
Whse From	000 (MB) CENTRAL W/		
Whse To	001 (MB) EAST WAREH		
Item	8971		
<i>UNIVERSAL 5 1/4" SSDD FLEX DS</i>			
UOM	EACH		
Bin From	A40L		
Bin To	C-200-20		
Lot			

Back Keys Print Lookup Enter

Buttons at bottom:

Back: to move back to Main Applications screen.

Keys: for on-screen keyboard.

Enter: press after keying in data at Lot prompt.

Lot	Details
001	QtyOnHand: 449985
JAN10	QtyOnHand: 185

OK Cancel

Transfers		000 ABC	✓
Batch #	00007		
Whse From	000 (MB) CENTRAL W/		
Whse To	001 (MB) EAST WAREH		
Item			
<i>UNIVERSAL 5 1/4" SSDD FLEX DS</i>			
UOM			
Bin From			
Bin To			
Lot			

Invalid Lot number.

OK

Back Keys Print Lookup 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.

Transfers		000 ABC
Batch #	00007	
Whse From	000 (MB) CENTRAL WA	
Whse To	001 (MB) EAST WAREH	
Item	GB-MD750	
<i>MODEM 9600 (SYNCHRONOUS)</i>		
UOM	EACH	
Bin From	C30L	
Bin To	A-100-10	
Qty Scanned	0	
Serial	<input type="text"/>	

Back Keys Print Send Lookup Enter

Buttons at bottom:
Back: to move back to Main Applications screen.
Keys: for on-screen keyboard.
Send: to send all data collected.
Enter: press after keying in data at Item prompt.

Serial	Details
14-482	QtyOnHand: 1
14-483	QtyOnHand: 1
B4351-0	QtyOnHand: 1
B5522-0	QtyOnHand: 1



Send data collected

The 'Send' button at the item prompt should be pressed periodically.

Buttons on Send confirmation pop-up:

Yes: will send data collected to Sage to be imported.

No: to cancel send.

The screenshot shows a mobile application interface for 'Transfers'. At the top right, there is a status bar with '000 ABC' and a green checkmark. Below this, the 'Transfers' screen displays the following information:

Batch #	00001
Whse From	000 (MB) CENTRAL W/
Whse To	000 (MB) CENTRAL W/
Item	

A confirmation pop-up dialog is displayed in the center, asking: "Do you want to submit the items you have transferred to the server?". At the bottom of the pop-up are two buttons: "Yes" and "No". Below the pop-up is a "Review" button.

At the bottom of the screen is a navigation bar with the following icons and labels:

Back	Each	Keys	Print	Send	Lookup	Enter



Send Completed

Press 'Ok' on the confirmation message to continue.

Transfers 000
ABC

Batch # 00001

Whse From 000 | (MB) CENTRAL W/

Whse To 000 | (MB) CENTRAL W/

Item

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

BackEachKeysPrintSendLookupEnter

Send Completed - warning about Barcode Import

After confirming "Yes" to sending collected data you may receive a warning message that the Sage Unattended Barcode Transaction Import is not running. Check with your warehouse manager to see if this has accidently been stopped or not started for a valid reason.

Transfers 000
ABC

Batch # 00001

Whse From 000 | (MB) CENTRAL W/

Whse To 000 | (MB) CENTRAL W/

Item

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.

BackEachKeysPrintSendLookupEnter