



Invoicing

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Scanco Support Phone number - 330-645-9959 Opt. 3



Sales.Scanco.com Portal Settings

Invoicing tab options:

Allow Invoicing Activities: Enabling this option would allow access to the Invoicing application.

Prompt for Outstanding Lines: warns user they have not completed invoicing all items.

Allow Batches: enables the batch 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.
- “Scan Each Always Enabled” will enable the button and the user cannot turn it off.

Allow Invoicing Activities Prompt for Outstanding Lines
 Allow Batches
Scan Each ▾
 Allow Multiple Users per Order

Scan Each ▾
No Scan Each
Allow Scan Each
Scan Each Always Enabled

Allow Multiple Users per Order: for Invoicing large orders on more than one scanner.

For more information about the various lookups, please refer to [Lookups screens](#) - Explains the various lookups within Warehouse 100 for iOS and Android.

For more information about:

- [Lookups screens](#) - Explains the various lookups within Warehouse 100 for iOS and Android.
- [Send Button in all applications](#) – Explains the Send data to Sage process.
- [Review User Manual](#) – Covers ‘Review’ mode which is accessible in all Applications.



Main Applications – Shipping icon

Press the Receiving icon to move into the next screen.

Buttons



Status: to check if you have sent all data collected to Sage.



Send: to send all data collected in all applications.



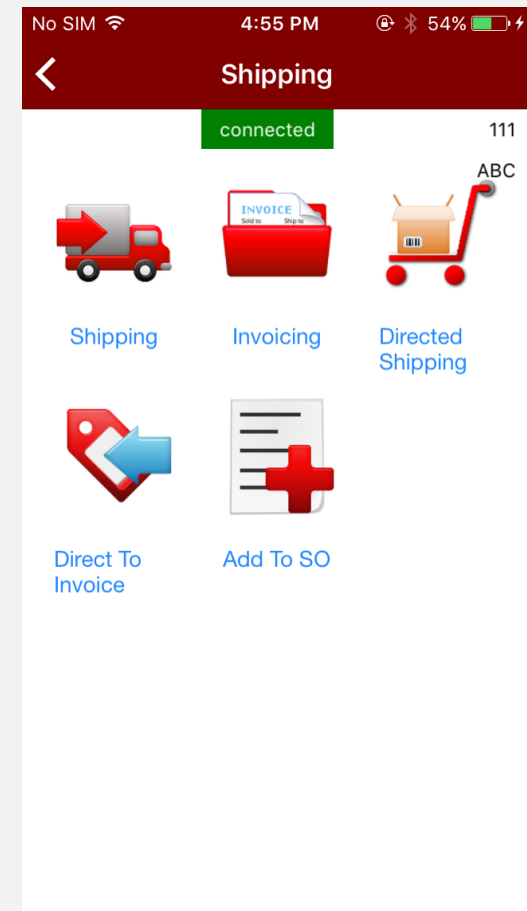
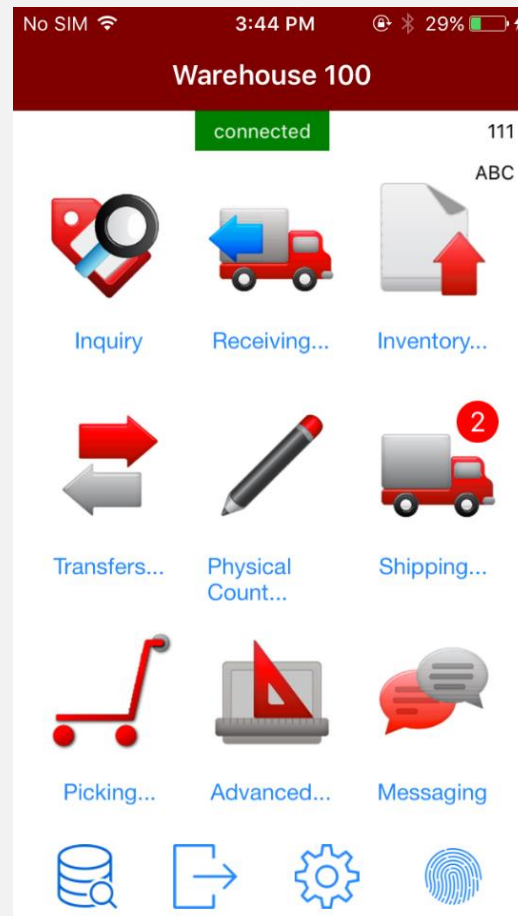
Setting: to adjust settings.



Logout: to change users or companies.

Invoicing icon

Press the invoicing icon to start.

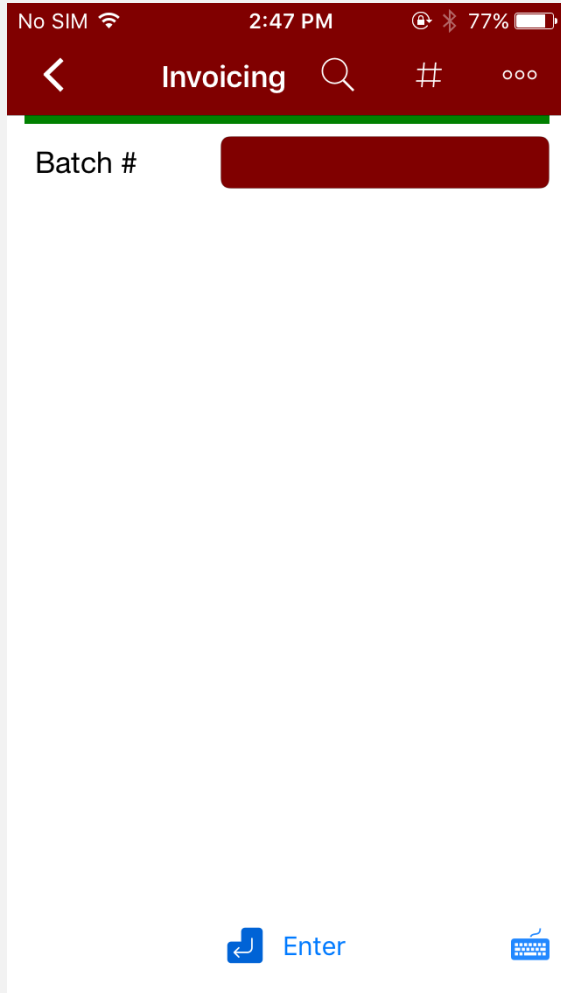




Batch number prompt - Optional

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

Examples: A12, 12345



Buttons

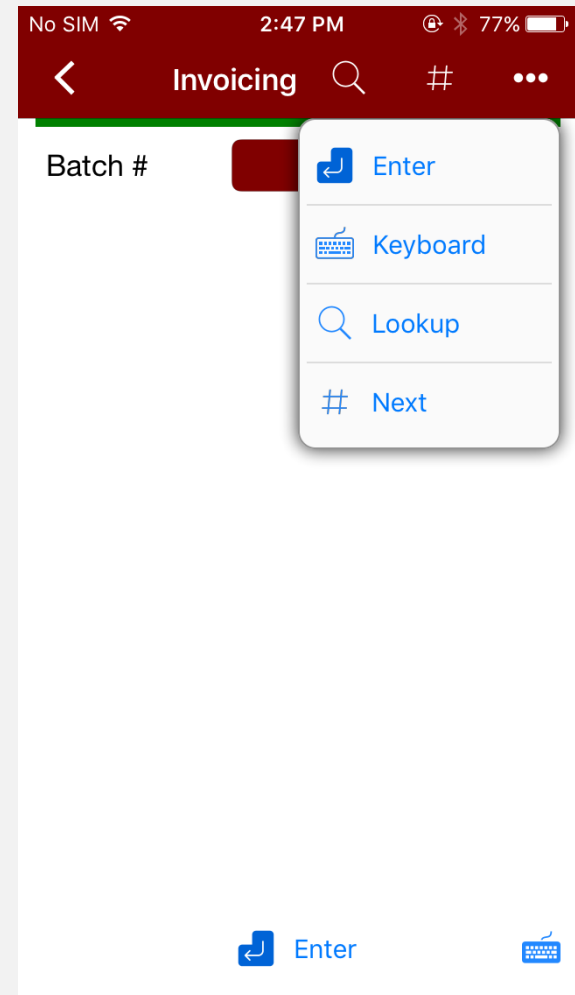
Back: at top left, to move back to Main Applications screen.

Enter: press after keying in data at Batch prompt.

Keyboard: for on-screen keyboard.

Lookup: for seeing all available Batch number in use in Sage.

Next: to use the batch number.





Sales Order Prompt

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

No SIM 2:48 PM 77%

< Invoicing 🔍 ☰

Batch # 00030

SO # [REDACTED]

Enter Keyboard

Buttons

Back: at top left, to move back to Main Applications screen.

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

Keyboard: for on-screen keyboard.

Lookup: for seeing all available Sales Orders.

No SIM 2:48 PM 77%

< Invoicing 🔍 ☰

Batch # 00030

SO # [REDACTED]

Enter Keyboard Lookup

Enter Keyboard



Item Entry Prompt

Scan, key in or lookup Items codes.

Buttons

Back: at top left, to move back to Main Applications screen.

Enter: press after keying in data at Item

prompt.

Keyboard: for on-screen keyboard.

Lookup: for seeing all available Item for use.

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

Print: Requires SkyPrint.

Pallet: to Ship pallets.

Send: to send all data collected.

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

Review: to enter review mode.



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.

No SIM 2:49 PM 76%

Invoicing

Batch # 00031

SO # 0000212

Item 6655

PRINTER STAND W/ BASKET

Warehouse 000 | (MB) CENTRAL WARE

UOM CASE

Bin

Enter

Buttons

Back: at top left, to move back to Main Applications screen.

Enter: press after keying in data at Bin prompt.

Keyboard: for on-screen keyboard.

Lookup: for seeing all available Bin.

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

No SIM 2:50 PM 76%

Invoicing

Batch # 00031

SO # 0000212

Item 6655

PRINTER STAND W/ BASKET

Warehouse 000 | (MB) CENTRAL WARE

UOM CASE

Bin

Enter

Keyboard

Lookup

Print

Enter



Quantity Prompt

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

The screenshot shows the 'Invoicing' screen with the following fields: Batch # (00031), SO # (0000212), Item (6655), PRINTER STAND W/ BASKET, Warehouse (000 | (MB) CENTRAL WARE), UOM (CASE), Bin (C10M), Qty Shp/Ord (0/250), and a red 'Quantity' prompt bar. At the bottom, there are 'Enter' and 'Keyboard' icons.

Buttons

Back: at top left, to move back to Main Applications screen.

Enter: press after keying in data at Quantity prompt.

Keyboard: for on-screen keyboard.

This screenshot is identical to the previous one, but a context menu is open over the red 'Quantity' prompt bar. The menu contains two options: 'Enter' (with a blue arrow icon) and 'Keyboard' (with a blue keyboard icon).



Lot Prompt

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

No SIM 2:50 PM 76%

Invoicing

Batch # 00031

SO # 0000212

Item 8971

UNIVERSAL 5 1/4" SSDD FLEX

Warehouse 000 | (MB) CENTRAL WARE

UOM EACH

Bin A40L

Lot

Enter

Buttons

Back: at top left, to move back to Main Applications screen.

Enter: press after keying in data at Lot prompt.

Keyboard: for on-screen keyboard.

Lookup: for seeing all available Bin.

Print: Requires SkyPrint.

No SIM 2:50 PM 76%

Invoicing

Batch # 000

SO # 000

Item 897

UNIVERSAL

Warehouse 000 | (MB) CENTRAL WARE

UOM EACH

Bin A40L

Lot

Enter

Keyboard

Lookup

Print



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.

Batch # 00031
SO # 0000212
Item GB-MD750
MODEM 9600 (SYNCHRONOUS)
Warehouse 000 | (MB) CENTRAL WARE
UOM EACH
Bin C30L
Qty Shp/Ord 0/1
Serial [Redacted]
Qty Scanned 0

Batch # 00031
SO # 0000212
Item GB-MD750
MODEM 9600 (SYNCHRONOUS)
Warehouse 000 | (MB) CENTRAL WARE
UOM EACH
Bin C30L
Qty Shp/Ord 0/1
Serial [Redacted]
Qty Scanned 0

Enter
Keyboard
Lookup
Print
Send

Buttons

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 Prompt “Qty Scanned” Display

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

Batch # 00031
SO # 0000212
Item GB-MD750
MODEM 9600 (SYNCHRONOUS)
Warehouse 000 | (MB) CENTRAL WARE
UOM EACH
Bin C30L
Qty Shp/Ord 1/5
Serial [Redacted]
Qty Scanned 1

Enter



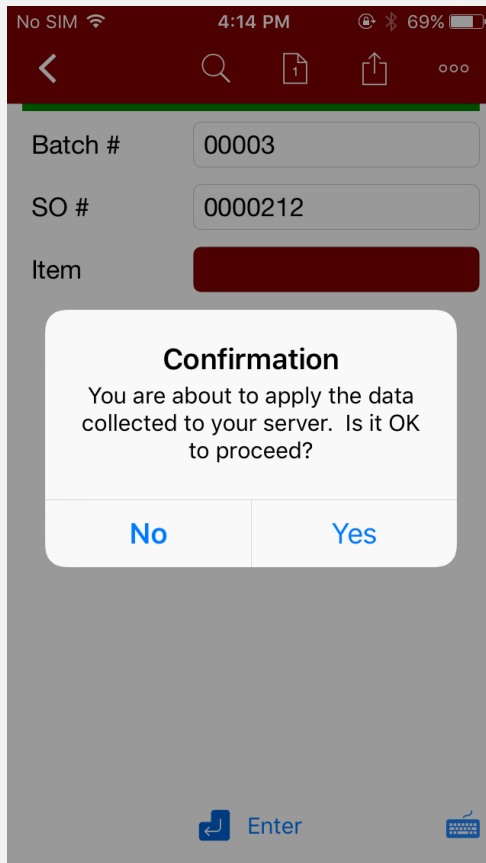
Send data collected

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.



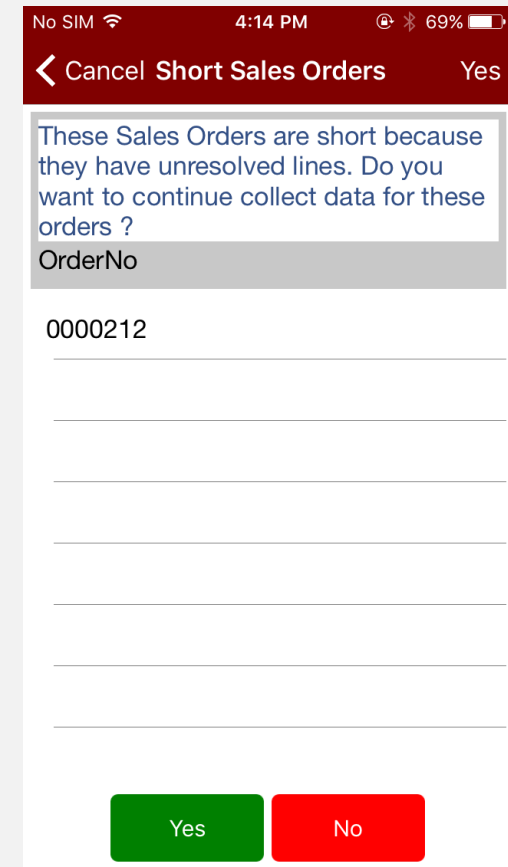
Unresolved Lines Warning – optional

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.

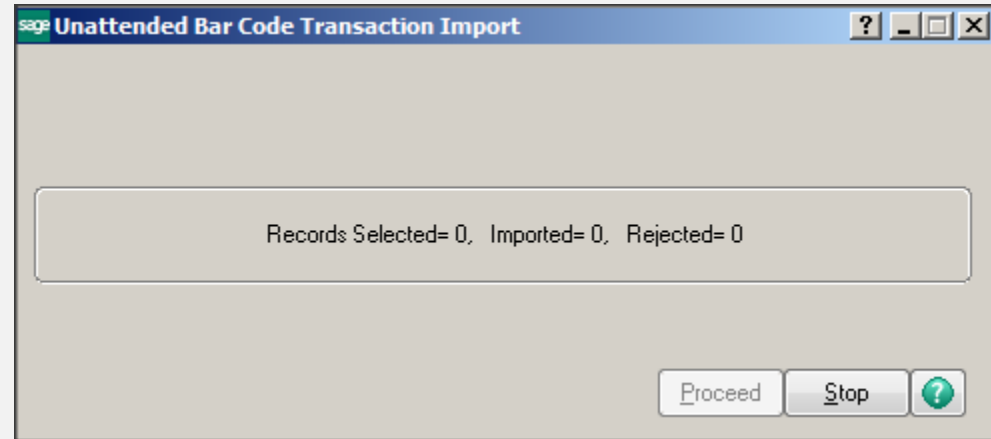
No: to send data to Sage without finishing all item on the order.





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

Invoice No. 0100175 Batch 00001

1. Header 2. Address 3. Lines 4. Totals 5. Credit Card

Quick Row 1

	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