



Inventory Receipts User Manual

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Sales.Scanco.com Portal Settings

The 'Inv Receipts' tab has 3 options:

Allow Receipt Activities: Enabling this option would allow access to the Inventory Receipts application.

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.

A screenshot of a dropdown menu. The label 'Scan Each' is on the left. The dropdown list contains four options: 'No Scan Each' (selected and highlighted in blue), 'No Scan Each', 'Allow Scan Each', and 'Scan Each Always Enabled'. A small downward arrow is visible on the right side of the dropdown box.

A screenshot of a settings panel titled 'Inv Receipts'. It contains two checked checkboxes: 'Allow Receipts Activities' and 'Allow Batches'. Below these is a 'Scan Each' label followed by a dropdown menu currently set to 'Allow Scan Each'.

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 – Inventory icon

Press 'Receipts' icon to enter the application.

Buttons



Send: to send all data collected in all applications.



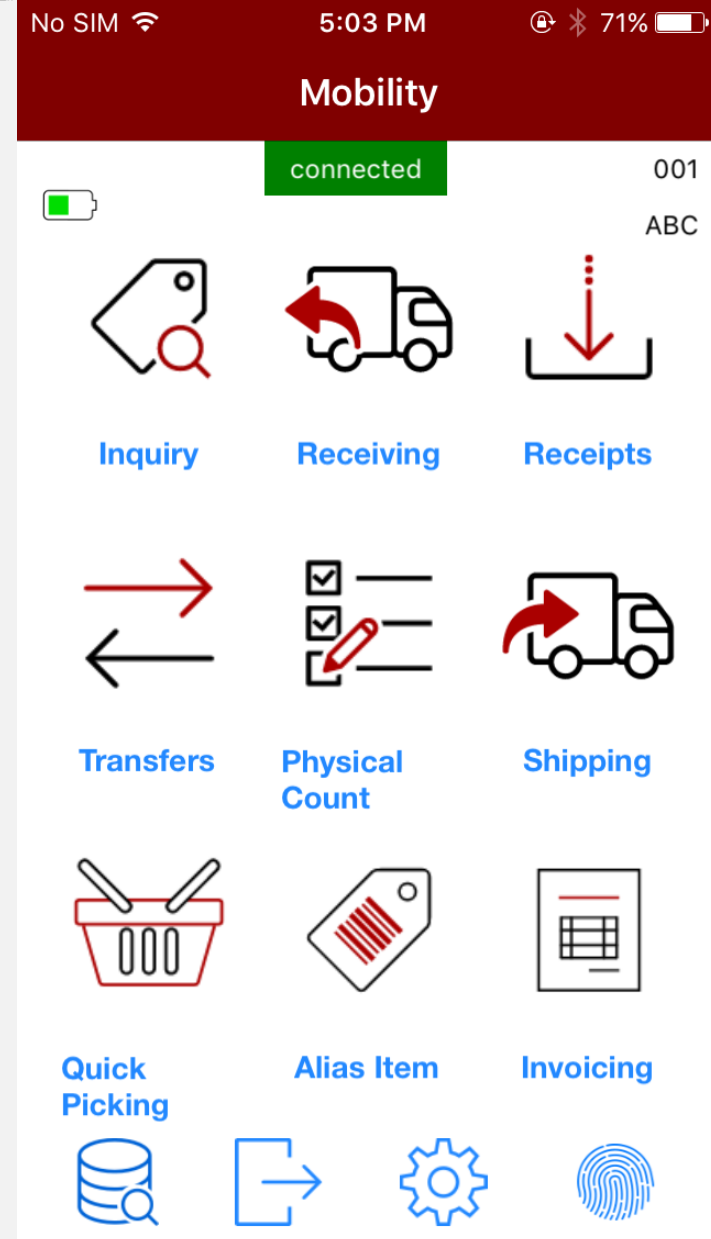
Setting: to adjust settings.



Logout: to change users or companies.



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

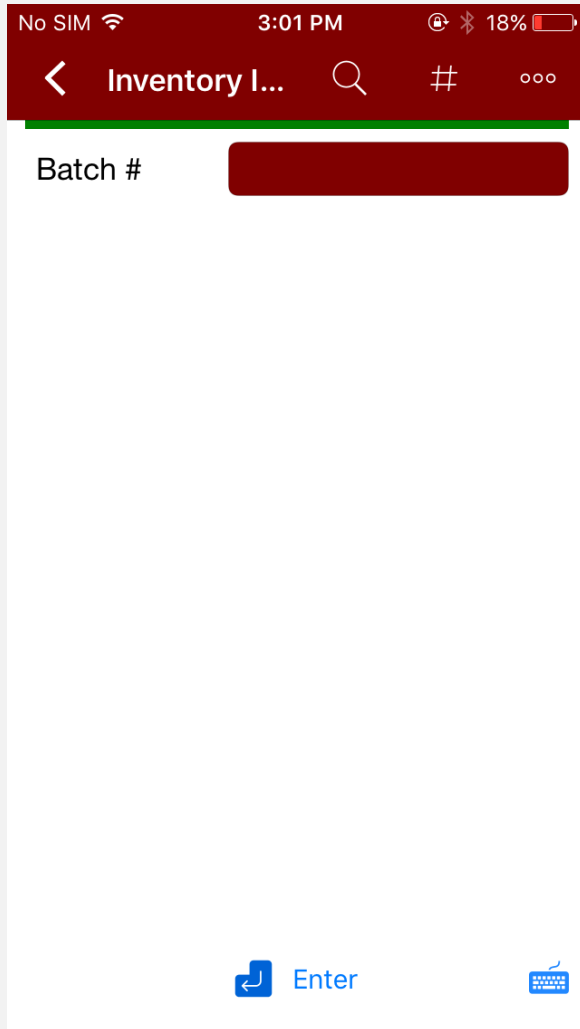




Batch number prompt - Optional

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

Examples: A12, 12345



Buttons

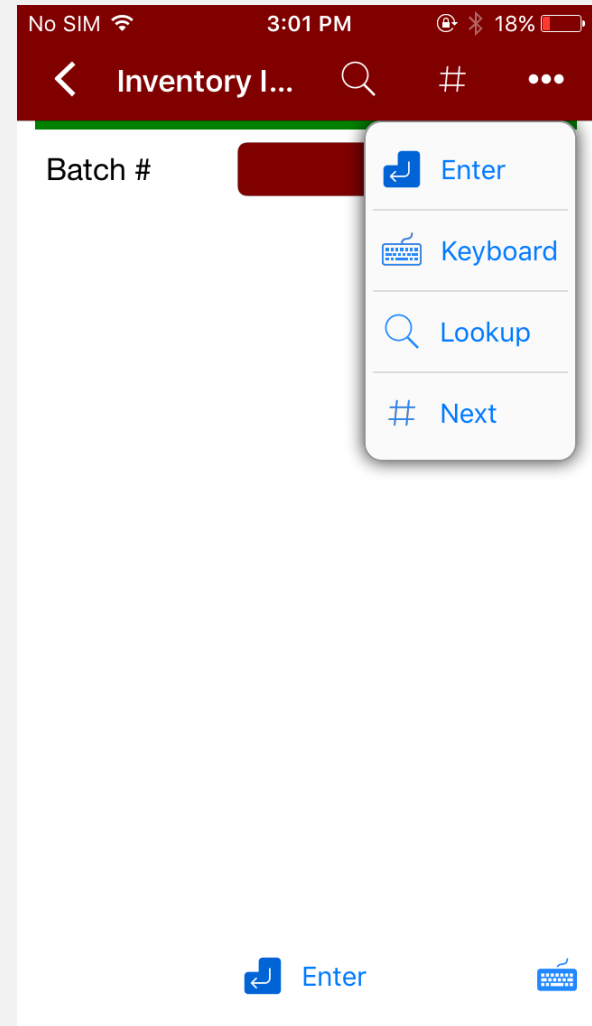
Back: at top left, to move back to Main Applications screen.

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.



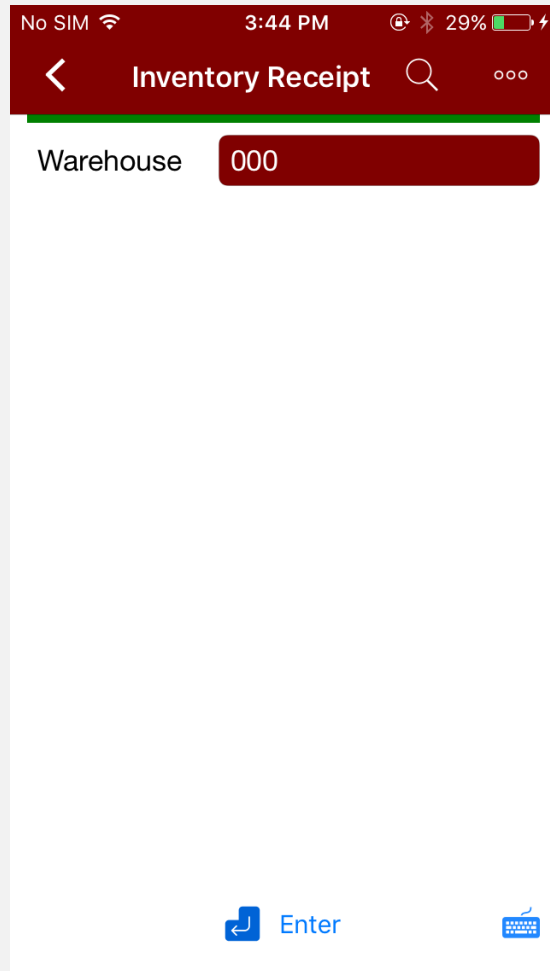


Warehouse Prompt

Scan or Key in any valid warehouse code, or use lookup button to select one from a list. This prompt will pre-fill with your default warehouse that is setup in the Scanco portal.

Default Warehouse

000 - ABC CENTRAL WAREHOUSE ▾



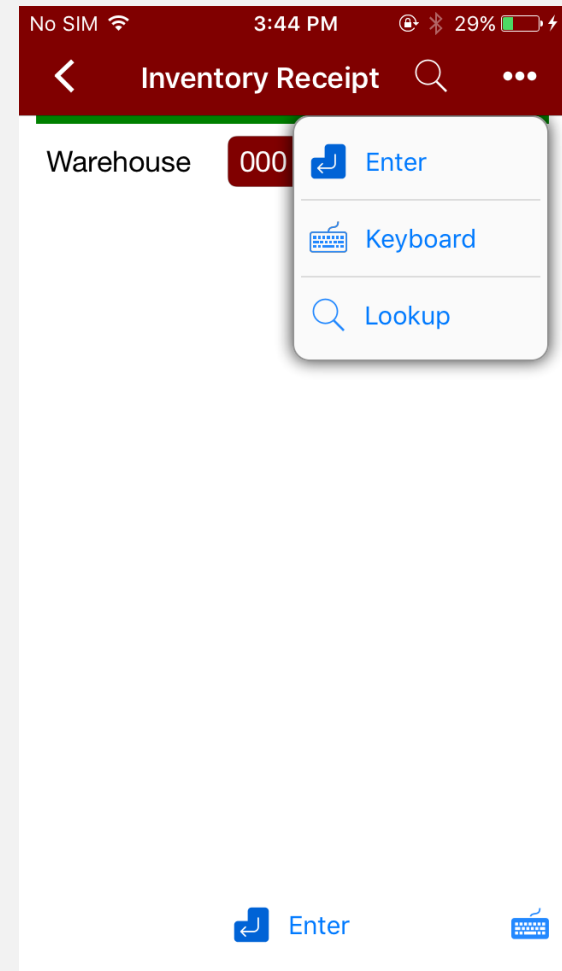
Buttons

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

Enter: press after keying in data at Warehouse prompt.

Keyboard: for on-screen keyboard.

Lookup: for seeing all available Warehouses accessible for use.





Item Entry Prompt

Scan, key in or lookup Items codes.

No SIM 3:08 PM 59%

Batch # 00021

Warehouse 000 | (MB) CENTRA...

Item

Enter Keyboard

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: for receiving items onto Pallet, requires ACSG License plating.

Send: to send all data collected.

Review: to enter review mode.

No SIM 3:08 PM 59%

Batch # 00021

Warehouse 000 | (M

Item

Enter Keyboard

Lookup Scan Each Pallet Send Review

Enter Keyboard



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 3:44 PM 30%

Inventory R...

Warehouse 000 | (MB) CENTRA...

Item 1001-HON-H252

Primary A10L

HON 2 DRAWER LETTER FLE W/

UOM EACH

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.

Print: Requires SkyPrint.

No SIM 3:45 PM 30%

Inventory R...

Warehouse 000

Item 100

Primary A10

HON 2 DRAW

UOM EACH

Bin

Enter

Enter
 Keyboard
 Lookup
 Print



Lot Prompt

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

NOTE: This prompt is not validated against Lot number in Inventory, discrepancy scans would be discovered in Sage's Physical Count Variance Register.

No SIM 3:45 PM 30%

Inventory Receipt

Warehouse 000 | (MB) CENTRA...

Item 8953

Primary

UNIVERSAL 3 1/2" SSDD FLEX

UOM EACH

Bin A10L

Lot

Enter

Buttons

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

Keyboard: for on-screen keyboard.

Enter: press after keying in data at Lot prompt.

No SIM 3:45 PM 30%

Inventory Receipt

Warehouse 000

Item 8953

Primary

UNIVERSAL 3 1/2" SSDD FLEX

UOM EACH

Bin A10L

Lot

Enter



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.

Inventory R...
Warehouse 000 | (MB) CENTRA...
Item GB-MD791
Primary
MODEM 9600 FAST POLL
UOM EACH
Qty Scanned 0
Bin A10L
Serial
Enter

Buttons

Inventory R...
Warehouse 000
Item GB-
Primary
MODEM 9600
UOM EACH
Qty Scanned 0
Bin A10L
Serial
Enter

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

Keyboard: 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.

Inventory R...
Warehouse 000 | (MB) CENTRA...
Item GB-MD791
Primary
MODEM 9600 FAST POLL
UOM EACH
Qty Scanned 1
Bin A10L
Serial
Enter



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

Enter: press after keying in data at Pallet Type prompt.

Keyboard: for on-screen keyboard.

Lookup: for seeing all available Pallet Types.

Pallet: to switch between Pallet and Item collection.



Pallet Number Entry

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

Batch # 00002

Warehouse 000 | (MB) CENTRA...

Type MAST

Pallet No MAST

Enter Keyboard

Buttons

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

Enter: press after keying in data at Pallet prompt.

Keyboard: for on-screen keyboard.

Lookup: to all available Pallets for use.

Send: to send all data collected

Item: to switch between Pallet and Item collection.

Next: to use the next available pallet number.

Review: to enter review mode.

Batch # 00002

Warehouse 000 | (M

Type MAST

Pallet No MAST

Enter Keyboard Lookup Send Item Next Review

Enter Keyboard



Pallet Description Entry

Scan or key in a description for your pallet or press enter to skip this prompt.

No SIM 4:10 PM 56%

< Inventory Receipt **...**

Batch # 00002

Warehouse 000 | (MB) CENTRA...

Type MAST

Pallet No MAST00000000007

Description [REDACTED]

Enter **Keyboard**

Buttons

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

Enter: press after keying in data at Pallet prompt.

Keyboard: for on-screen keyboard.

No SIM 4:10 PM 56%

< Inventory Receipt **...**

Batch # 00002

Warehouse 000 | (M

Type MAST

Pallet No MAST00000000007

Description [REDACTED]

Enter **Keyboard**

Enter **Keyboard**



Item on Pallet Entry

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.

Buttons

Back: 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.

Send: to send all data collected in Count by Item.

Review: to enter review mode.



Quantity Prompt

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

The screenshot shows the 'Inventory Receipt' screen with the following fields: Warehouse (000 | (MB) CENTRA...), Item (1001-HON-H252), Primary (A10L), a photo of a file cabinet with the text 'HON 2 DRAWER LETTER FLE W/', UOM (EACH), Bin (A10L), and a red 'Quantity' field. At the bottom, there are 'Enter' and 'Keyboard' icons.

Buttons

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

Keyboard: for on-screen keyboard.

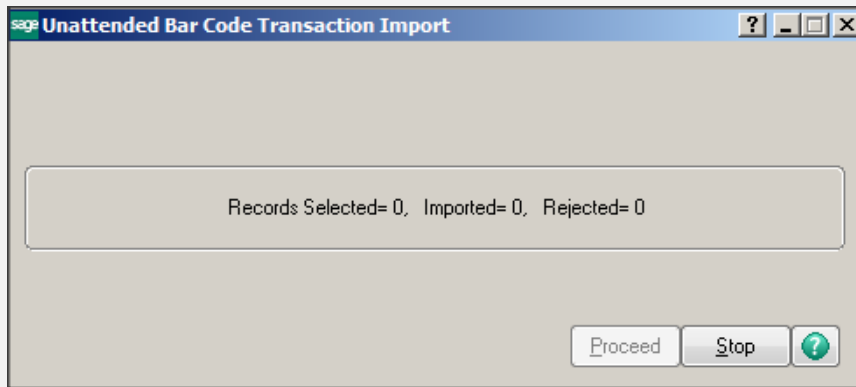
Enter: press after keying in data at Quantity prompt.

This screenshot is identical to the one on the left, but it features a context menu over the 'Quantity' field. The menu contains two options: 'Enter' with a blue arrow icon and 'Keyboard' with a blue keyboard icon. The 'Enter' and 'Keyboard' icons are also visible at the bottom of the screen.



[Process for “Send” button is explained in this link.](#)

Sage Unattended Barcode Transaction Import: must be running for real time entries to be created in Sage Inventory Management module > Main > Transaction Entry



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

