



Receive by Order User Manual

Scanco Receiving by Order allows you to Receive items listed on a Purchase Order. Sage Unattended Barcode Transaction Import must be running for real time entries to be created in Sage Purchase Order module > Main > Receipt of Goods Entry.

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



Scanco Portal setting

The Scanco Portal is where you make changes to the settings regarding how the programming functions.

The web address for the portal is: Sales.Scanco.com

Your portal settings were setup during the installation and would have been \ will be refined during training.

Additional adjustments to the portal can be made by your System Administrator.

Enabling Receiving by Order

“**Allow Receiving Activities**” must be enabled, as well as “**Allow Receiving by Order**”

Allow Batches: enables the batch prompt. If your company has batches enabled, Receipts can be created in Batches to allow selective PO module updating.

Scan Each: has 3 option that are explained on the “Item Prompt” page below.

Allow Over Receipts: enables receiving past quantity on order.

Prompt for Unresolved Lines: warns user when orders are not fully received.

Allow Misc. Item: enables receiving slash items.

Allow Multiple Users in an Order: enabled multi-device receiving. Important note, the receipt will not be created in Sage until last person to press ‘Send’ button.

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.

PO Receiving	
<input checked="" type="checkbox"/> Allow Receiving Activities	
<input checked="" type="checkbox"/> Allow Batches	<input checked="" type="checkbox"/> Allow Misc. Items
Scan Each <input type="text" value="Allow Scan Each"/>	<input checked="" type="checkbox"/> Allow Multiple Users in an Order
<input type="checkbox"/> Allow Over Receipts	<input checked="" type="checkbox"/> Allow Receiving By Item
<input checked="" type="checkbox"/> Prompt for Unresolved Lines	<input checked="" type="checkbox"/> Allow Receiving By Order



Main Applications – Receiving icon

Press Receiving by Order icon to enter the application.

Buttons



Send: to send all data collected in all applications.



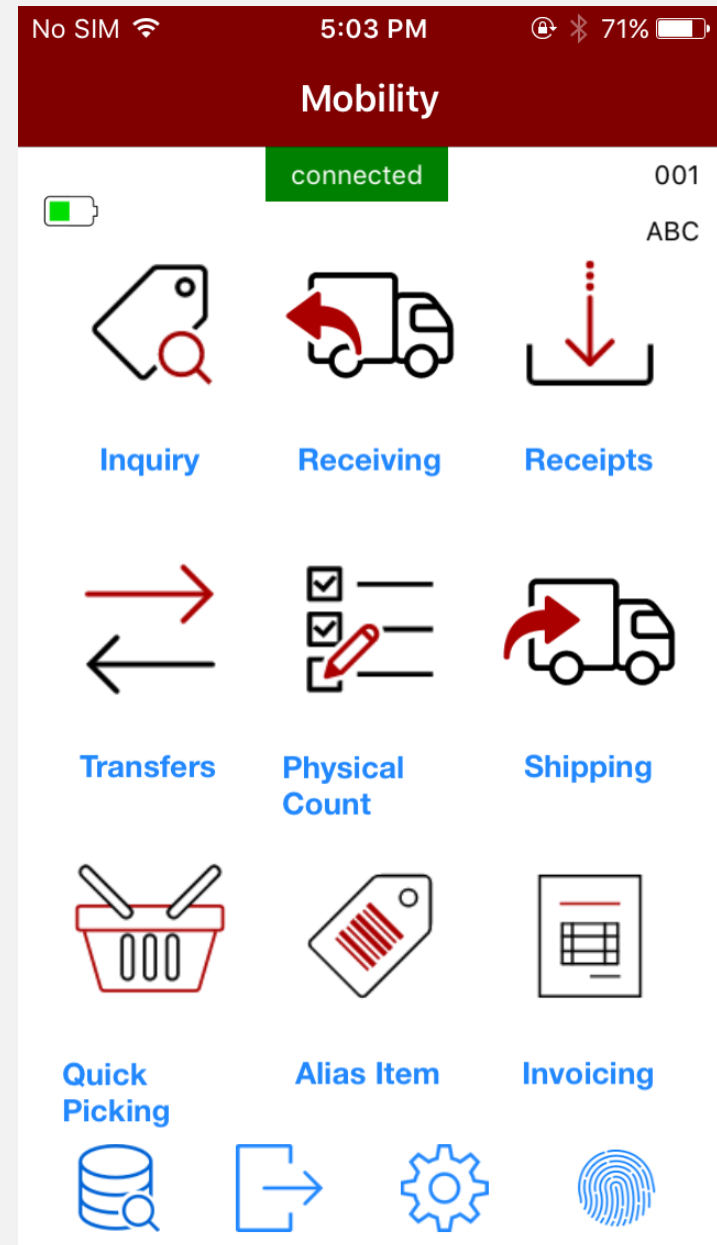
Setting: to adjust settings.



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

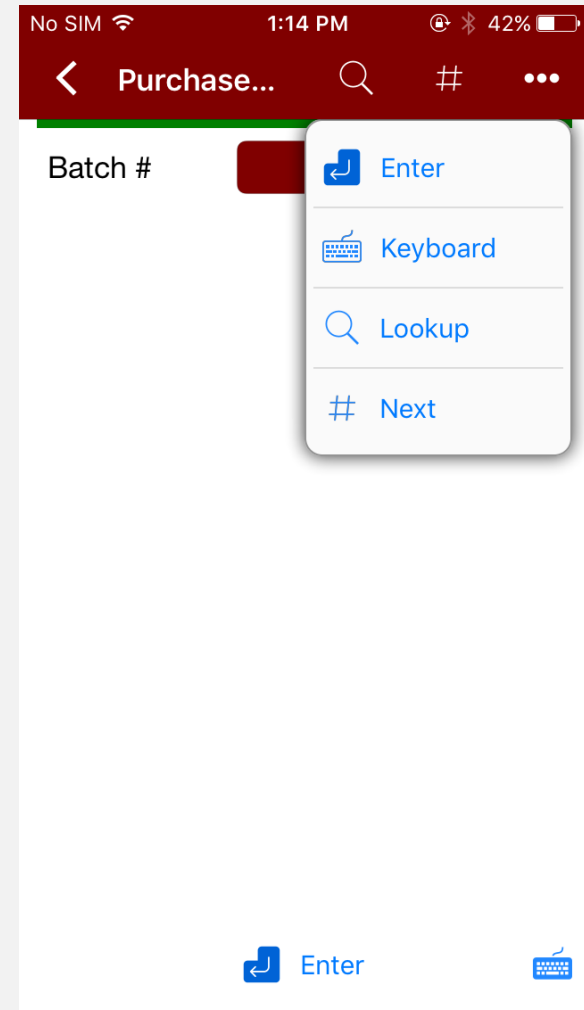
Back: at top left, to move back to Main Applications screen.

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.

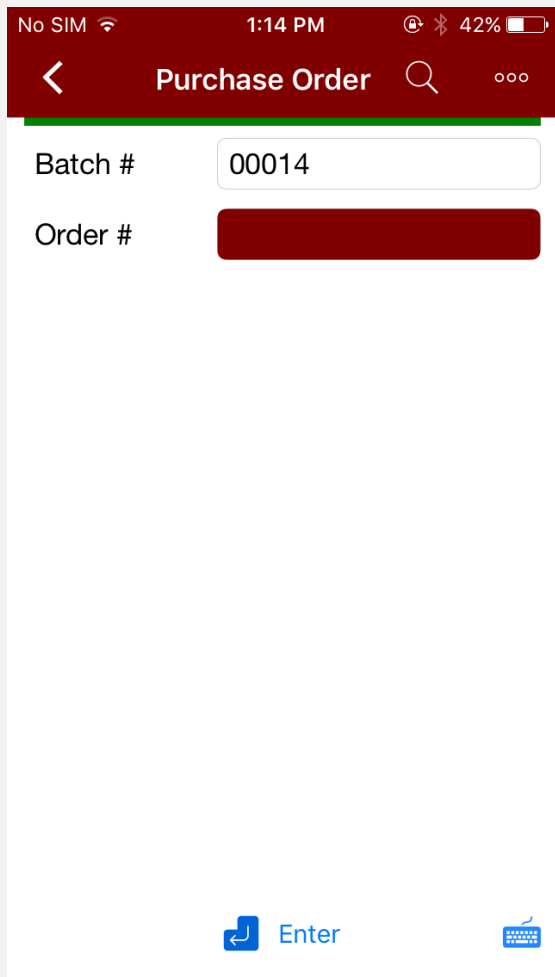
Next: to use the next batch number.





Purchase order Prompt

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



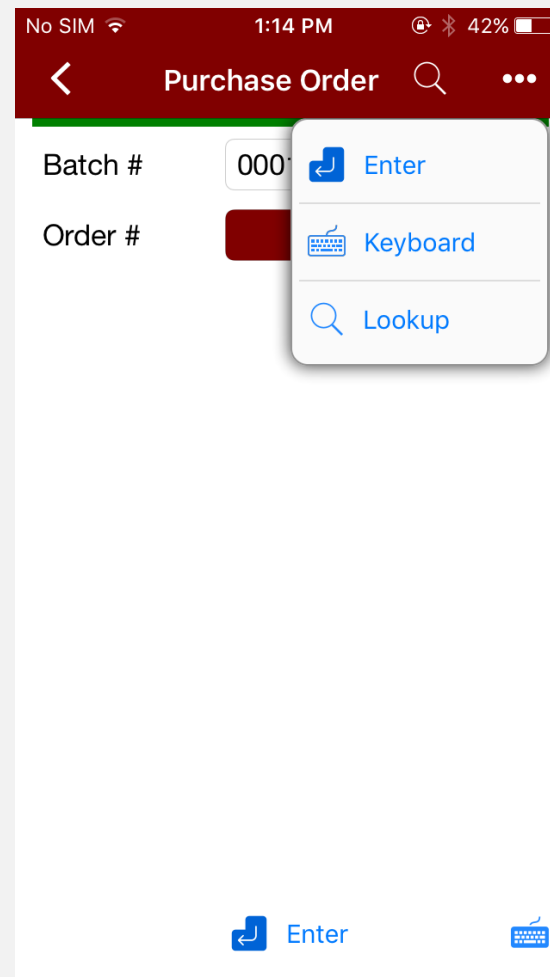
Buttons

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

Enter: press after keying in data at Purchase Order prompt.

Keyboard: for on-screen keyboard.

Lookup: for seeing all available Purchase Order numbers.





Item Entry Prompt

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.

- “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.

The image shows a mobile application interface for Scanco. At the top, there is a status bar with 'No SIM', signal strength, Wi-Fi, time '8:53 AM', and battery '38%'. Below the status bar is a navigation bar with a back arrow, search, document, pallet, and menu icons. The main screen displays 'Batch #' (00048), 'Order #' (0010050), and 'Item' (redacted). A dropdown menu is open over the 'Item' field, showing options: 'No Scan Each' (selected), 'Allow Scan Each', and 'Scan Each Always Enabled'. A second screenshot to the right shows the same screen with a menu overlay containing: 'Enter', 'Keyboard', 'Lookup', 'Scan Each', 'Pallet', 'Send', and 'Review'. At the bottom of both screenshots are 'Enter' and 'Keyboard' buttons.

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.

Print: for printing labels if you have Scanco SkyPrint.

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

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

Send: to send all data collected.

Review: to enter review mode.



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.

No SIM 1:10 PM 29%

< Purchase... 🔍 📊 ☰

Batch # 00025

Order # 0000002

Type

Enter Keyboard

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 go back to Item collection.

No SIM 1:10 PM 29%

< Purchase... 🔍 📊 ☰

Batch # 00025

Order # 0000002

Type

Enter Keyboard Lookup Pallet

Enter Keyboard



Pallet Number Entry

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

Buttons

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

Enter: press after keying in data at Pallet prompt.

Lookup: for seeing all available Pallet IDs.

Pallet: to go back to Item collection.

Keyboard: for on-screen keyboard.

Next: to use the next available pallet number.

Review: to enter review mode.

Pallet Description Entry

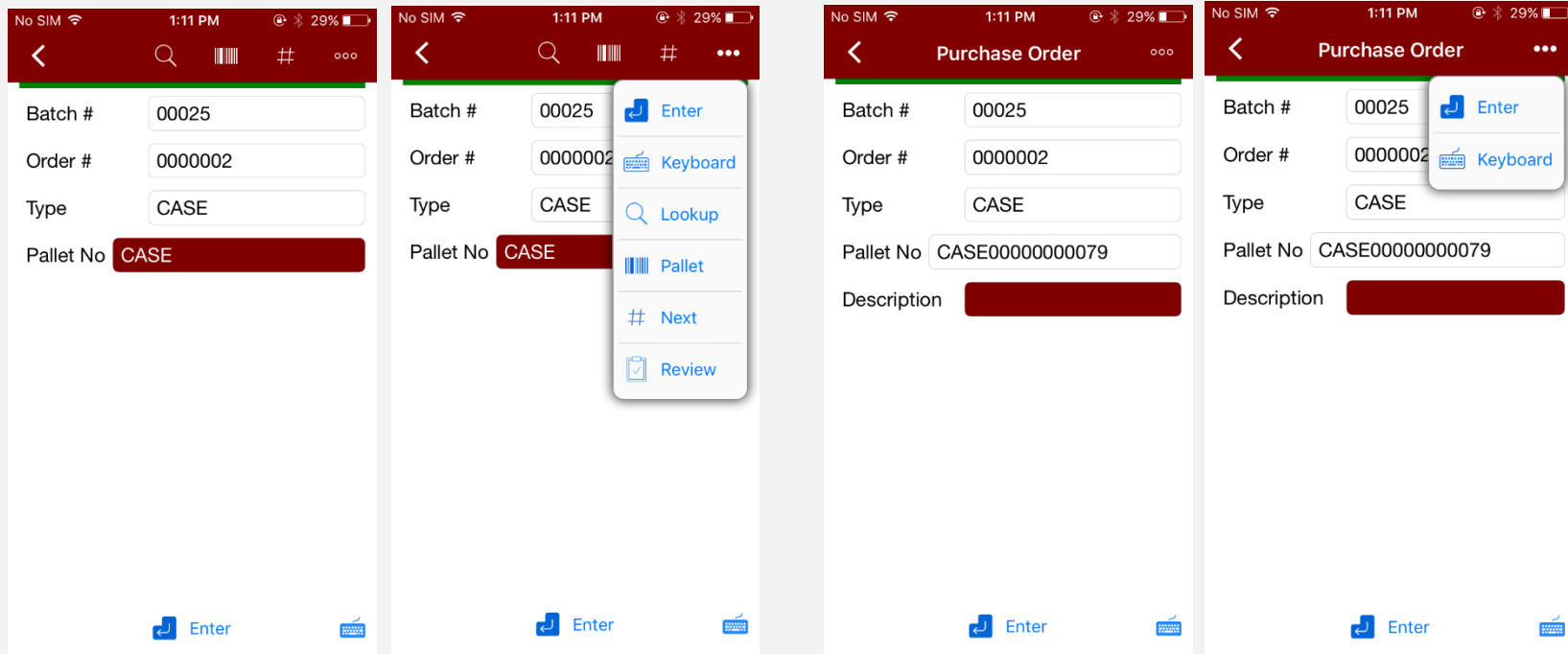
Scan or key in a description for your pallet or press enter to skip this prompt.

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.





Item on Pallet Entry

Scan or key in any valid item at this prompt.

No SIM 8:55 AM 37%

< 🔍 📄 📶 ☰

Batch # 00048

Order # 0010050

Type CASE

Pallet No CASE000000000084

Description

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.

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

Review: to enter review mode.

No SIM 8:55 AM 37%

< 🔍 📄 📶 ☰

Batch # 00048

Order # 0010050

Type CASE

Pallet No CASE000000000084

Description

Item

Enter Keyboard Lookup Scan Each Send Review

Enter Keyboard



Bin Prompt

For Multibin warehouses, the Bin field will be displayed after entering in an Item number.
Scan, key in or lookup Bin number.

No SIM 1:15 PM 42%

Purchase...

Batch # 00014

Order # 0000002

Item GB-MD750

MODEM 9600 (SYNCHRONOUS)

Warehouse 000 | (MB) CENTRAL WARE

UOM EACH

Primary

Bin RECEIVING

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 bins.

Print: for printing labels if you have Scanco SkyPrint.

No SIM 1:15 PM 42%

Purchase...

Batch # 000

Order # 000

Item GB-

MODEM 9600

Warehouse 000 | (MB) CENTRAL WARE

UOM EACH

Primary

Bin RECEIVING

Enter

- Enter
- Keyboard
- Lookup
- Print



Quantity Prompt

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

No SIM 1:16 PM 41%

Purchase Order

Batch # 00014

Order # 0000002

Item 6655

PRINTER STAND W/ BASKET

Warehouse 000 | (MB) CENTRAL WARE

UOM EACH

Primary

Bin RECEIVING

Qty Rcv/Tot 0/10000

Quantity

Enter Keyboard

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.

No SIM 1:33 PM 25%

Purchase Order

Batch # 00025

Order # 0000002

Item 6655

PRINTER STAND W/ BASKET

Warehouse 000 | (MB) CENTRAL WARE

UOM EACH

Primary

Bin RECEIVING

Qty Rcv/Tot 0/10000

Quantity

Enter Keyboard



Lot Prompt

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

No SIM 1:17 PM 41%

Purchase Order

Batch # 00014

Order # 0010040

Item 8971

UNIVERSAL 5 1/4" SSDD FLEX I

Warehouse 000 | (MB) CENTRAL WARE

UOM CASE

Primary A40L

Bin RECEIVING

Lot

Enter

Buttons

Enter: press after keying in data at Lot prompt.

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

Keyboard: for on-screen keyboard.

Print: for printing labels if you have Scanco SkyPrint.

No SIM 1:17 PM 41%

Purchase Order

Batch # 000

Order # 0010

Item 8971

UNIVERSAL 5 1/4" SSDD FLEX I

Warehouse 000 | (MB) CENTRAL WARE

UOM CASE

Primary A40L

Bin RECEIVING

Lot

Enter

Enter 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.

No SIM 1:15 PM 42%

Purchase...

Batch # 00014

Order # 0000002

Item GB-MD750

MODEM 9600 (SYNCHRONOUS)

Warehouse 000 | (MB) CENTRAL WARE

UOM EACH

Primary

Bin A10L

Qty Rcv/Tot 4/10

Serial

Qty Scanned 0

Enter

Buttons

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

Keyboard: for on-screen keyboard.

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

Enter: press after keying in data at Item prompt.

No SIM 1:41 PM 23%

Purchase Order

Batch # 00026

Order # 0010039

Item GB-MD750

MODEM 9600 (SYNCHRONOUS)

Warehouse 000 | (MB) CENTRAL WARE

UOM EACH

Primary

Bin RECEIVING

Qty Rcv/Tot 0/2

Serial

Qty Scanned 0

Enter

Enter

Keyboard

Send

Serial Prompt “Qty Scanned” Display

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

No SIM 1:22 PM 38%

Purchase...

Batch # 00014

Order # 0010040

Item GB-MD750

MODEM 9600 (SYNCHRONOUS)

Warehouse 000 | (MB) CENTRAL WARE

UOM EACH

Primary

Bin A10L

Qty Rcv/Tot 0/20

Serial

Qty Scanned 2

Enter



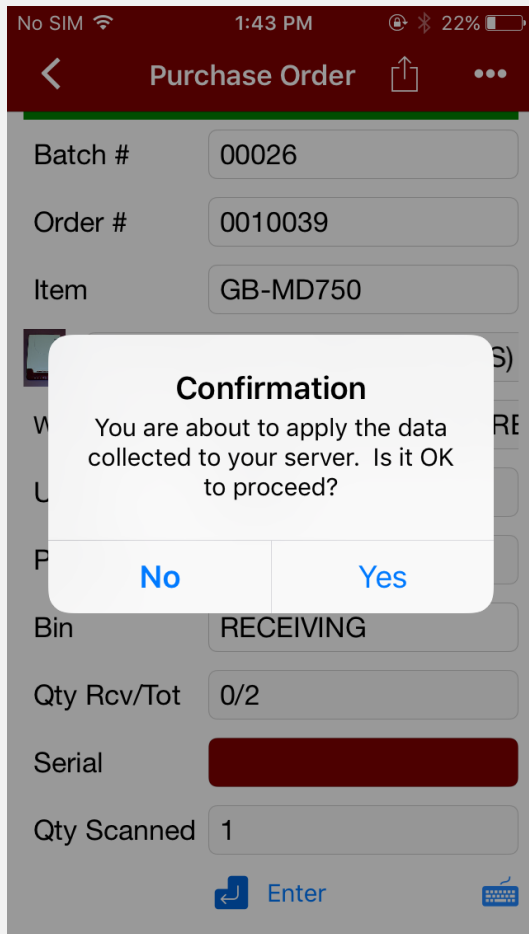
Send data collected

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.



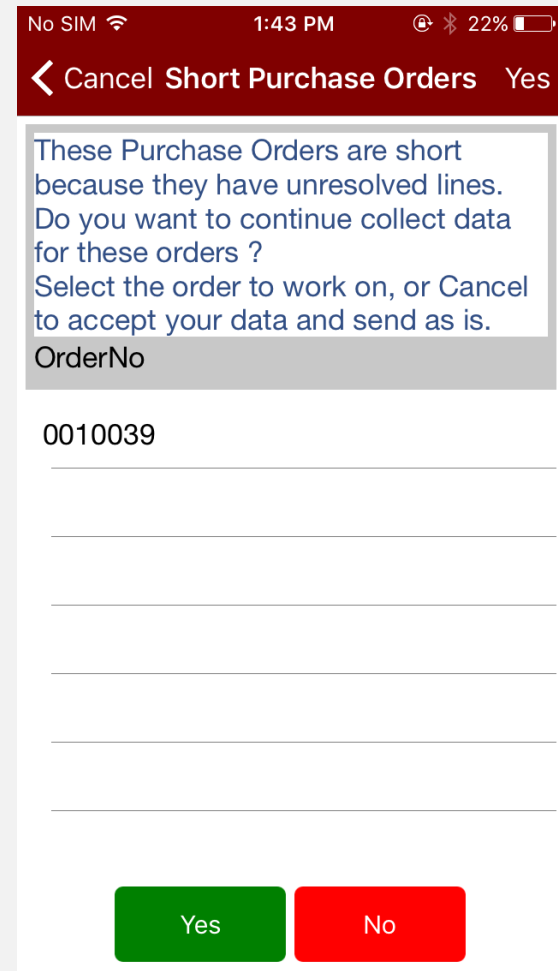
Unresolved Lines Warning – optional

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.

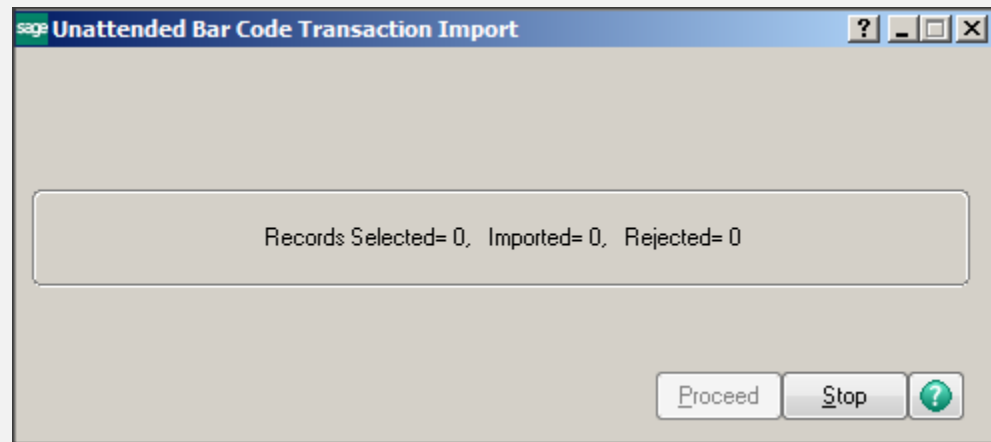
No: to send data to Sage without finishing all item on the order.





Sage Unattended Barcode Transaction

Import: must be running for real time entries to be created in Sage Purchase Order module > Main > Receipt of Goods Entry.



Sage Receipt of Goods: Results of scanner entries will be found in Purchase Order > Main > Receipt of Goods.

Purchase Order

- Main
 - Auto Reorder Selection
 - Auto Generate from Sales Orders
 - Purchase Order Entry
 - Purchase Order Printing
 - Receipt of Goods Entry
 - Receipt of Invoice Entry
 - Daily Receipt Registers/Update
 - Daily Transaction Register
- Mat. Req/Return
- Inquiries
- Reports
- Period End

sage Receipt of Goods Entry (ABC) 5/6/2016

Receipt Number 001073 Batch 00009

1. Header 2. Address 3. Lines 4. Totals

Quick Row 3

	Item Code	Ordered	Received	Unit Cost	Extension
1	6655	30.00	.00	81.250	.00
2	8971	52.00	10.00	78.300	783.00
3		.00	.00	.000	.00