



# Warehouse and Bin to Bin Transfers

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## 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"/>

### ***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 – Transfers icon

Press the Warehouse Transfers icon to perform Warehouse to Warehouse and Bin to Bin transfers.

### Buttons



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



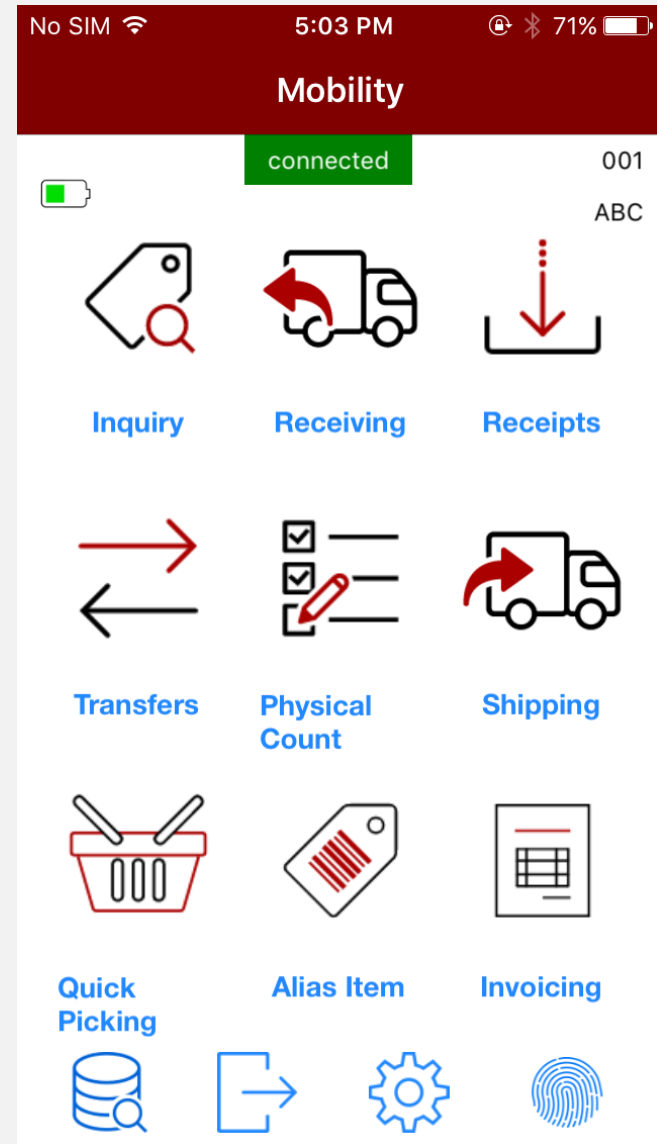
**Send:** to send all data collected in all applications.



**Setting:** to adjust settings.



**Logout:** to change users or companies.





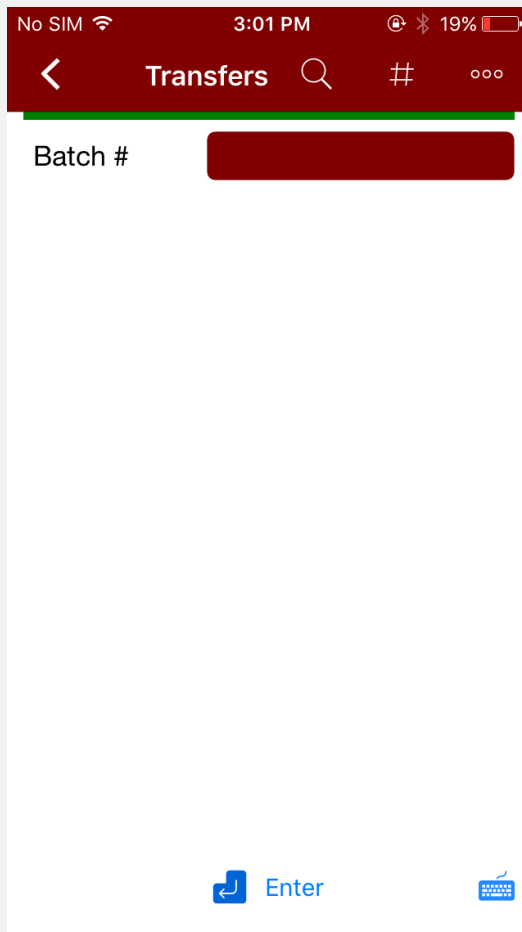
## Batch number prompt - Optional

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

Examples: A12, 12345

Batch lookup, shown at right,

Shows all available Receiving Batches within Sage Purchase Order module.



### Buttons:

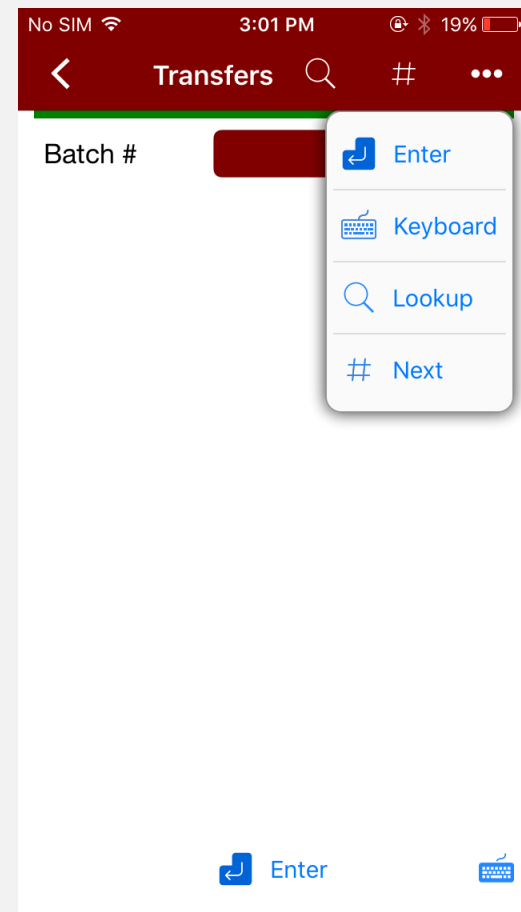
**Back:** at top left, to move back to Main Applications screen.

**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:** for next batch number.





## 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 ▾

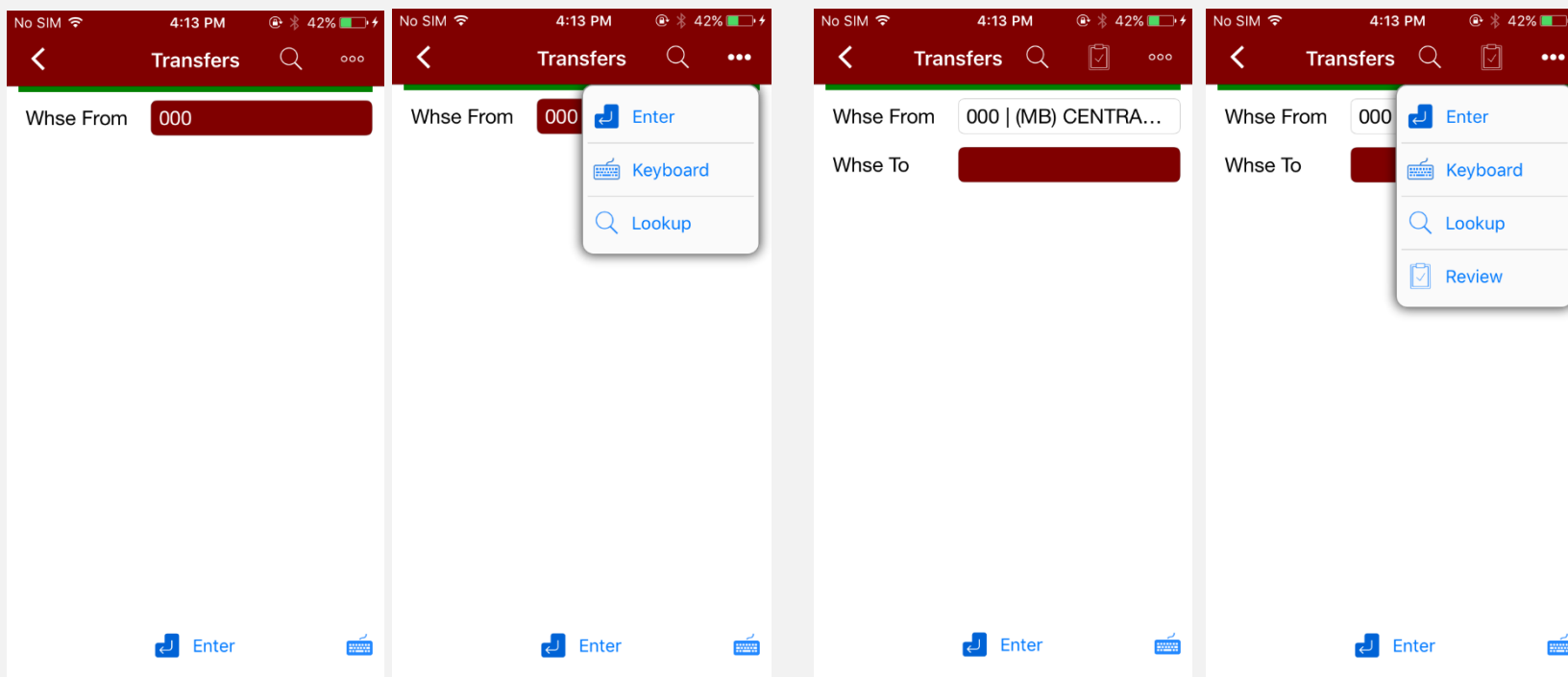
## Buttons:

**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.

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.

Item 665

No SIM 4:13 PM 43%

Whse From 000 | (MB) CENTRA...

Whse To 000 | (MB) CENTRA...

Item

Enter

## 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 transfer items off of a pallet as long as the from and to warehouse codes are the same.

**Send:** to send all data collected.

**Review:** to enter review mode.

No SIM 4:13 PM 43%

Whse From 000

Whse To 000

Item

Enter

Keyboard

Lookup

Scan Each

Print

Pallet

Send

Review

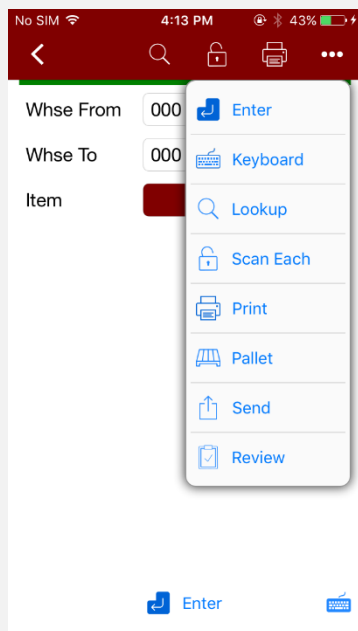
Enter



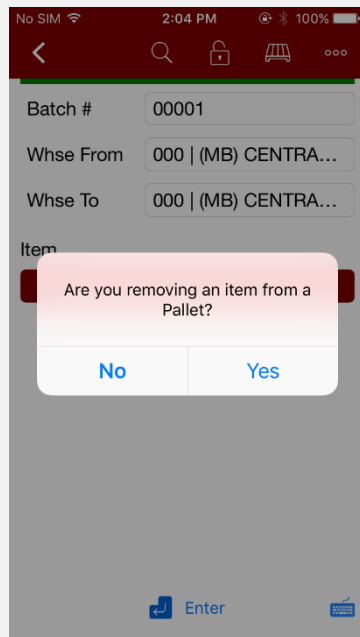
## Pallet Prompt

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.

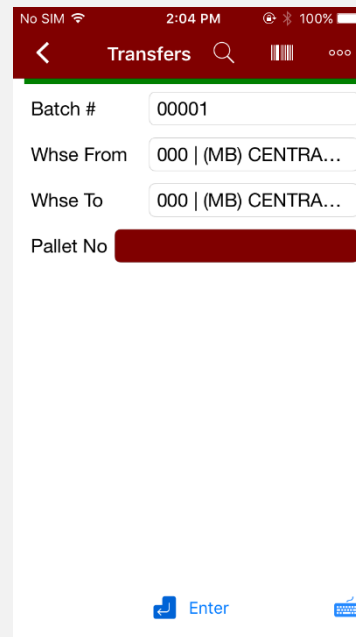
At the item prompt, press the Pallet button.



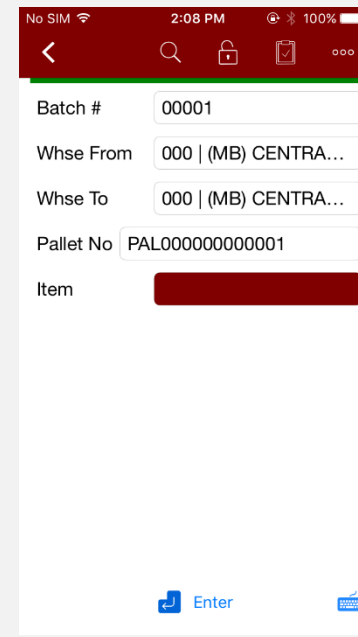
Confirm you are transferring items from a pallet by pressing Yes.



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



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





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

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

Enter the quantity for your transfer and press enter button.

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



## 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.

## Buttons:

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

**Keyboard:** for on-screen keyboard.

**Enter:** press after keying in data at Bin prompt.

**Lookup:** for seeing all available Bin.

**Print:** Requires SkyPrint

Transfers

Whse From 000 | (MB) CENTRA...

Whse To 000 | (MB) CENTRA...

Item 1001-HON-H252

HON 2 DRAWER LETTER FLE W/

UOM EACH

Primary A10L

Bin From A20M

Bin To

Enter Keyboard

Transfers

Whse From 000

Whse To 000

Item 100

HON 2 DRAW

UOM EACH

Primary A10L

Bin From

Enter Keyboard Lookup Print

Enter Keyboard

Transfers

Whse From 000 | (MB) CENTRA...

Whse To 000 | (MB) CENTRA...

Item 1001-HON-H252

HON 2 DRAWER LETTER FLE W/

UOM EACH

Primary A10L

Bin From

Enter Keyboard

Transfers

Whse From 000

Whse To 000

Item 100

HON 2 DRAW

UOM EACH

Primary A10L

Bin From A20M

Bin To

Enter Keyboard Lookup Print

Enter Keyboard



## Quantity Prompt

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

Two screenshots of the 'Transfers' app interface. The left screenshot shows a transfer form for item 'HON 2 DRAWER LETTER FILE W/...' with a quantity prompt of 1. The right screenshot shows a transfer form for item 'UNIVERSAL 5 1/4" SSDD FLEX...' with a quantity prompt of 165. A pop-up menu is overlaid on the right screenshot, showing 'Enter' and 'Keyboard' options.

## 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.

**NOTE:** Transferring pass quantity on hand is not allowed in our Standard product.

Screenshot of the 'Transfers' app interface showing an 'Over Transfer' error message. The message states: "You are trying to transfer 3 items, but there are only 1 items available in A20M. You may not transfer more items than are available." The 'Quantity' field is highlighted in red and contains the value 3.



## Lot Prompt

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

No SIM 4:15 PM 43%

Transfers

Whse From 000 | (MB) CENTRA...

Whse To 000 | (MB) CENTRA...

Item 8971

UNIVERSAL 5 1/4" SSDD FLEX |

UOM EACH

Primary A40L

Bin From A40L

Bin To C20M

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 4:15 PM 43%

Transfers

Whse From 000

Whse To 000

Item 8971

UNIVERSAL

UOM EACH

Primary A40L

Bin From A40L

Bin To C20M

Lot

Enter

Keyboard

Lookup

Print



## 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.

No SIM 4:16 PM 44%

Whse From 000 | (MB) CENTRA...

Whse To 000 | (MB) CENTRA...

Item GB-MD788

MODEM 300 (AUTO-ANSWEP

UOM EACH

Bin From RECEIVING

Bin To A10L

Qty Scanned 0

Serial

Enter

### 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 Bin.

**Send:** to send all data collected.

### Send Completed

Press 'Ok' on the confirmation message to continue.

No SIM 2:27 PM 98%

Transfers

Batch # 00001

Whse From 000 | (M

Whse To 000 | (M

Item GB-MD7

MODEM 9600 FAST POLL

UOM EACH

Bin From A10L

Bin To A10M

Qty Scanned 0

Serial

Enter

Keyboard

Lookup

Send