



## Physical Count by Bin User Manual

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## Scanco Portal setting

Scanco Portal will be referenced many times in this guide. The 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.

## Scanco screens

The screens included in this document are Scanco's Native version of Warehouse.

If you have Scanco Cloud version, the prompts are the same.

The icons or Buttons: in Scanco Cloud version are similar but different.

### 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 – Physical Count Icon

Press the Physical Count Icon to move to the next screen on the next page.

### Buttons



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



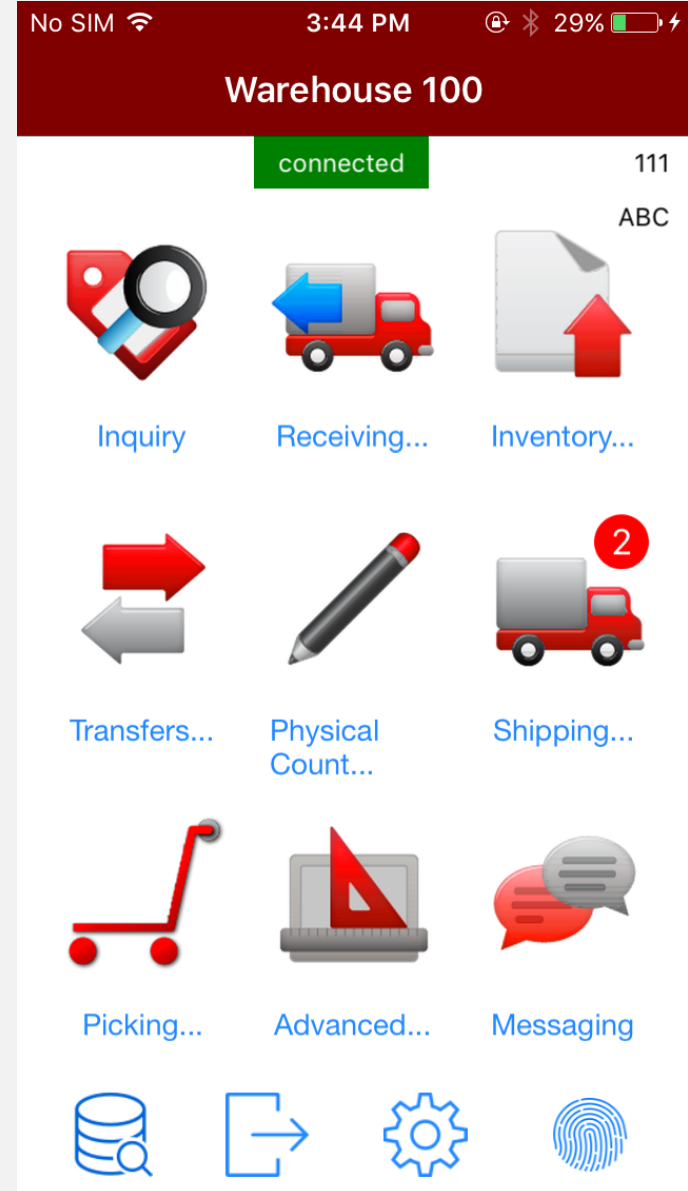
**Setting:** to adjust settings.



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



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





## Count by Bin

This document will explain Scanco Count by Bin.

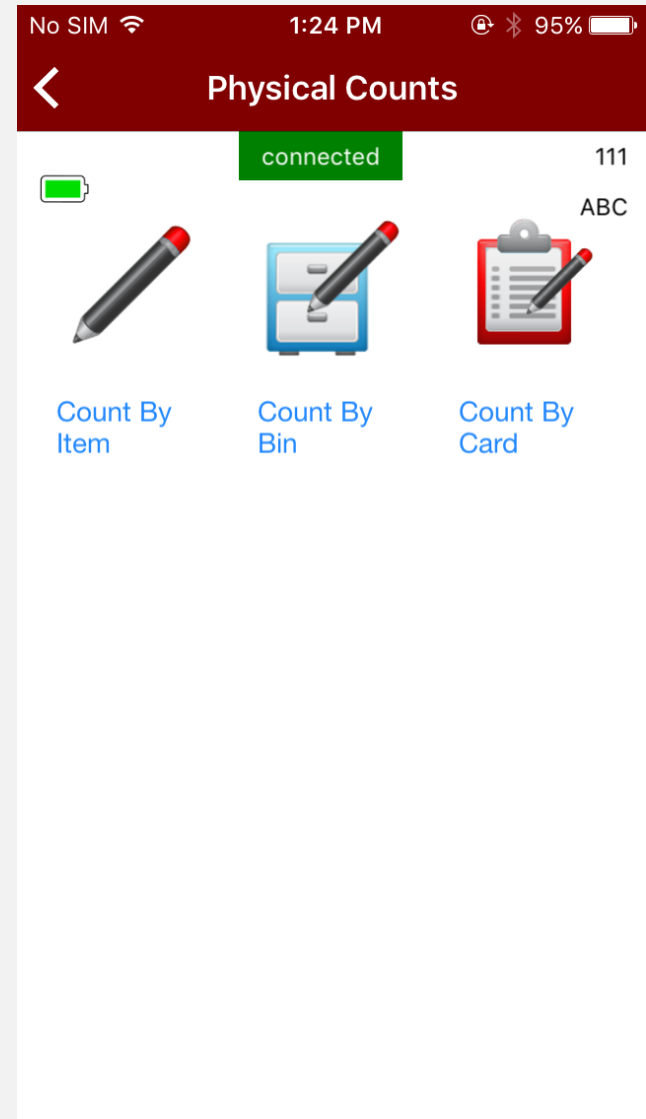
Choosing the Count by Bin icon will move into the screen on the next page.

**Count by Bin** is enable when the setting shown below is checked on the Physical Count tab in the Scanco Portal.

Allow Physical Count by Bin

## Button

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

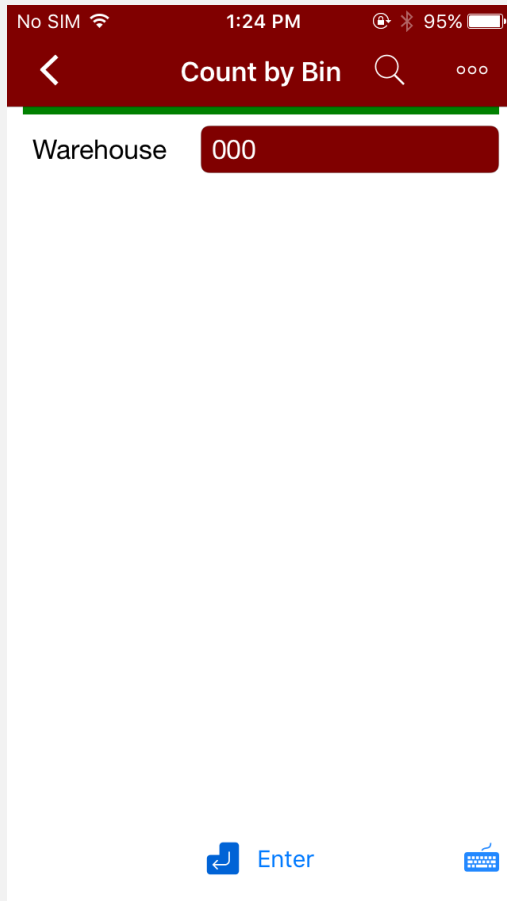




## Warehouse Prompt

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 ▾



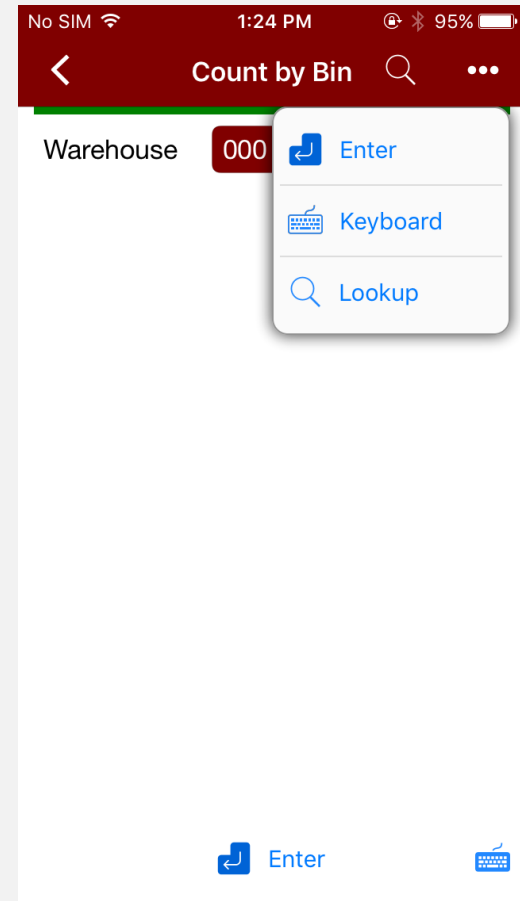
### Buttons

**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.

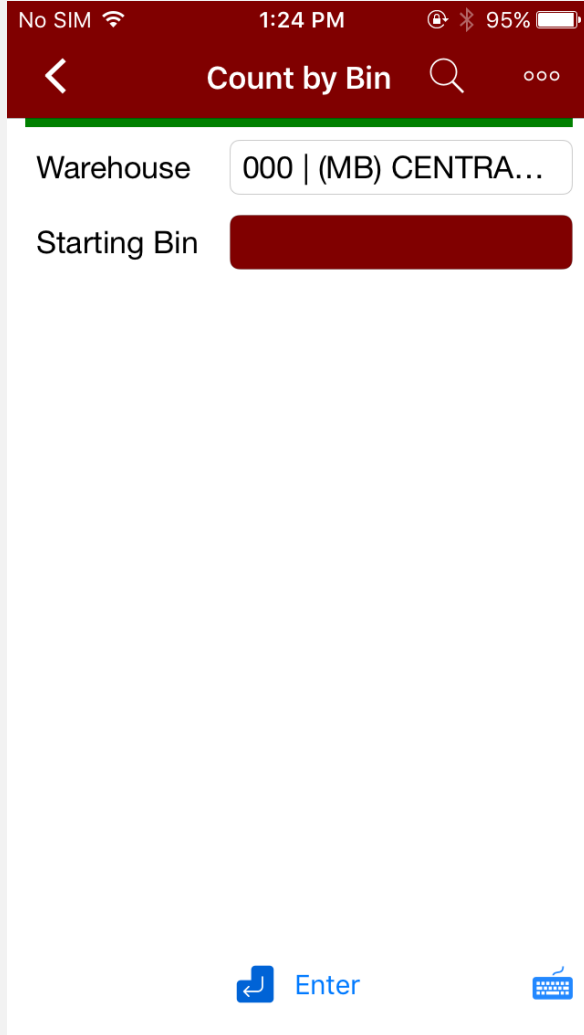
**Lookup:** for seeing all available Warehouses accessible for use.





### **Starting Bin Prompt**

Enter the first bin you intend to count and work your way through the warehouse from lowest to highest bin numbers.



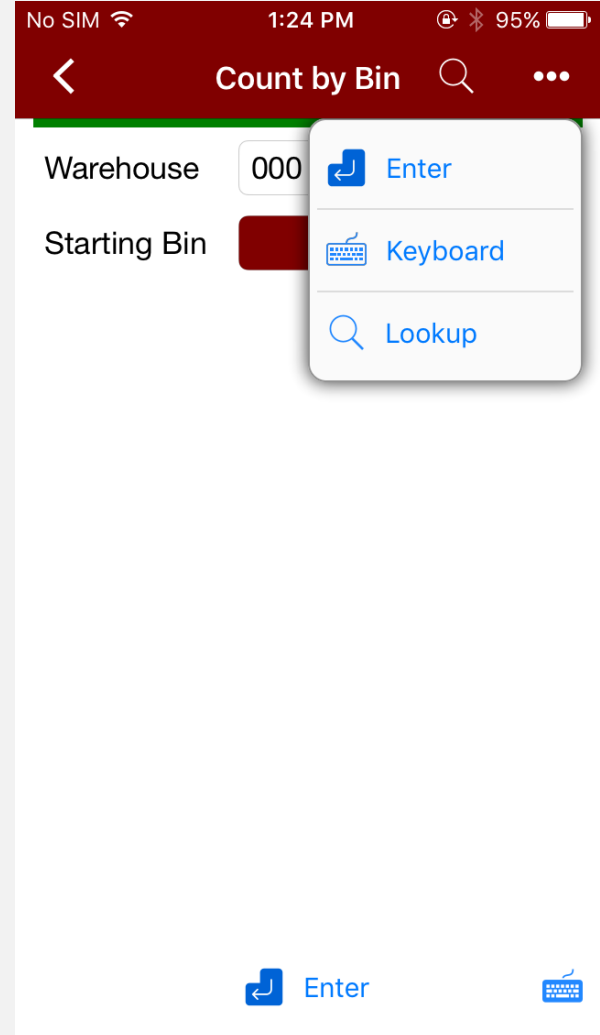
### Buttons

**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.





## Item Entry Prompt

Scan or key in any valid item at this prompt. Depending on setting in the Scanco portal you may or may not receive a message regarding items that are not frozen.

### 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:** to print labels if you have Scanco SkyPrint.

**Pallet:** to switch to\from counting Pallets\Items

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

**Review:** to enter review mode.

**Next Bin:** This will increment the bin to the next logical bin.



## More Scanco Portal setting

### Freeze File Not Required

Checking freeze file not required will allow the entry of any item even if items are not frozen in Sage. This is a nice option for cycle counts when you want to let the user decide what will be counted. Items will be frozen when they are imported into Sage through the barcode import program.

- Freeze File not Required
- Allow Add Item to Freeze

### Allow Add Item to Freeze File

Items will be frozen when they are imported into Sage through the barcode import program.

- Freeze File not Required
- Allow Add Item to Freeze

### Freeze File Required

Items must be frozen in Sage before you can start scanning.

- Freeze File not Required
- Allow Add Item to Freeze



## Pallet ID Entry Prompt

Scan or key in any valid Pallet ID at this prompt. Depending on setting in the Scanco portal you may or may not receive a message regarding counting items on Pallet. See next page for more information.

### 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:** to print labels if you have Scanco SkyPrint.

**Item:** to switch to\from counting Pallets\Items

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

**Review:** to enter review mode.

**Next Bin:** to change the bin number to the next logical bin.



## 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 1:26 PM 94%

< Count by Bin

Warehouse 000 | (MB) CENTRA...

Bin A10L

Item 8973

UNIVERSAL 5 1/4" DSHD FLEX

UOM EACH

Lot

Enter Keyboard

### 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.

No SIM 1:26 PM 94%

< Count by Bin

Warehouse 000

Bin A10

Item 8973

UNIVERSAL 5 1/4" DSHD FLEX

UOM EACH

Lot

Enter Keyboard



## Lot Quantity Prompt

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

No SIM 1:26 PM 94%

< Count by Bin ...

Warehouse 000 | (MB) CENTRA...

Bin A10L

Item 8973

UNIVERSAL 5 1/4" DSHD FLEX

UOM EACH

Lot A10L

Quantity

Enter

### 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 1:26 PM 94%

< Count by Bin ...

Warehouse 000

Bin A10

Item 8973

UNIVERSAL 5 1/4" DSHD FLEX

UOM EACH

Lot A10L

Quantity

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 Scan Each serials number collected.

## **Buttons**




No SIM 1:27 PM 94%

< Count by Bin ↑ ○○○

Warehouse 000 | (MB) CENTRA...

Bin A10L


Item GB-MD791

 MODEM 9600 FAST POLL

UOM EACH

Qty Scanned

Serial

Enter 

**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 1:27 PM 94%

< Count by Bin ↑ ○○○

Warehouse 000

Bin A10


Item GB-

 MODEM 9600 FAST POLL

UOM EACH

Qty Scanned 1

Serial

Enter 

Enter  
Keyboard  
Send



**Serial Prompt “Qty Scanned” Display**



As shown on the right after the first serial number is collected, the “Qty Scanned” field has accumulated +1.  
NOTE: This prompt is not validated against Serial number in Inventory, discrepancy scans would be discovered in Sage’s Physical Count Variance Register.

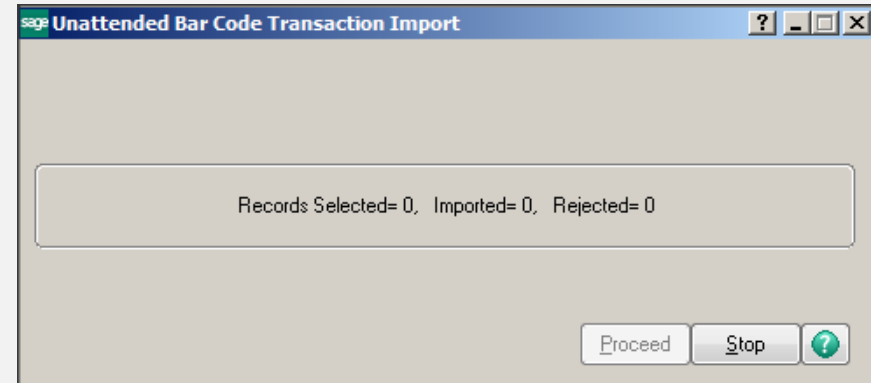
The screenshot shows a mobile application interface with a dark red header. The status bar at the top indicates 'No SIM', signal strength, time '1:27 PM', and battery level '94%'. The app title is 'Count by Bin'. Below the header, there are several input fields: 'Warehouse' (000 | (MB) CENTRA...), 'Bin' (A10L), 'Item' (GB-MD791), a small image icon followed by 'MODEM 9600 FAST POLL', 'UOM' (EACH), 'Qty Scanned' (1), and 'Serial' (redacted). At the bottom, there is a blue 'Enter' button with a back arrow icon and a keyboard icon.



## [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 > Physical Count Entry > Physical Count Entry



### Where the goes in Sage

Warehouse: 000  
Description: CENTRAL WAREHOUSE

1. Header | 2. Lines

Quick Row: 1 | Dflt IDType: 4S

	Item Code	ID Type	Pallet ID	Bin Location	Lot/Serial	Quantity On Hand	Quantity Counted
1	000					17,905,988.00	17,905,988.0
2	1001-HON-H252			000		4,984.00	4,984.0
3	1001-HON-H252	CASE	CASE00000000074	000		2.00	2.0
4	1001-HON-H252	CASE	CASE00000000115	000		2.00	2.0
5	1001-HON-H252	CASE	CASE00000000116	000		2.00	2.0