



## Physical Count by Item 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 Cloud version of Warehouse.

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

The icons or Buttons: in Scanco Native 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

For Companies that do not have Multibin, the Physical count icon will take you into the Physical count program.

For Companies that have Multibin, the Physical count icon will take you to the screen on the next page.

### Buttons



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



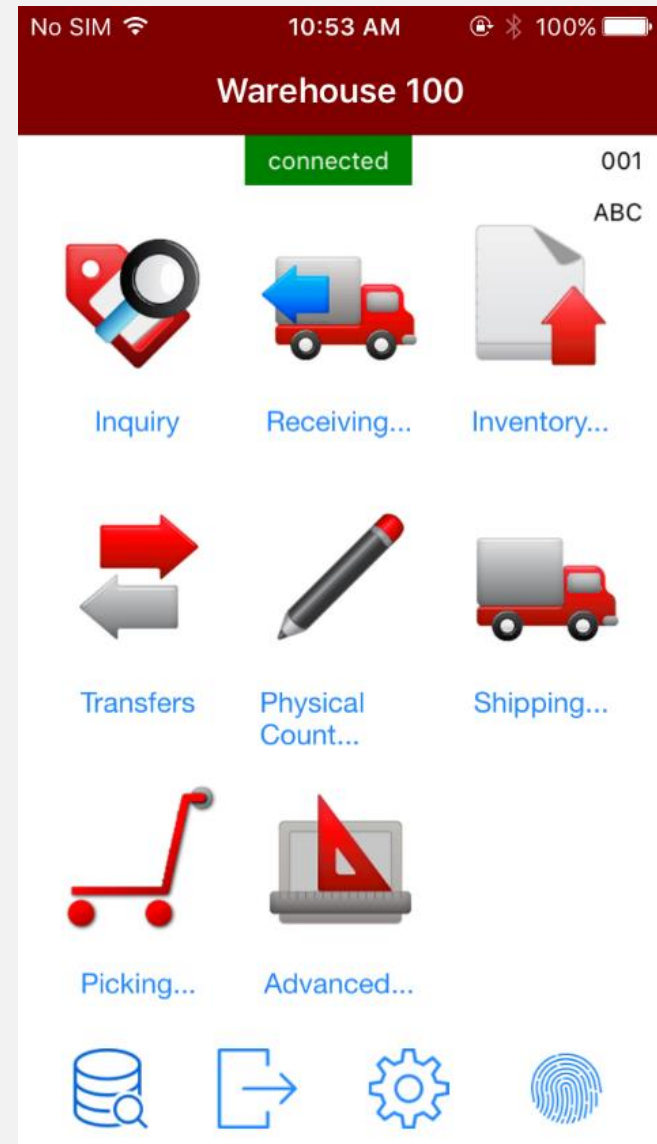
**Setting:** to adjust settings.



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



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





## Count by Item

This document will explain Scanco Count by Item.

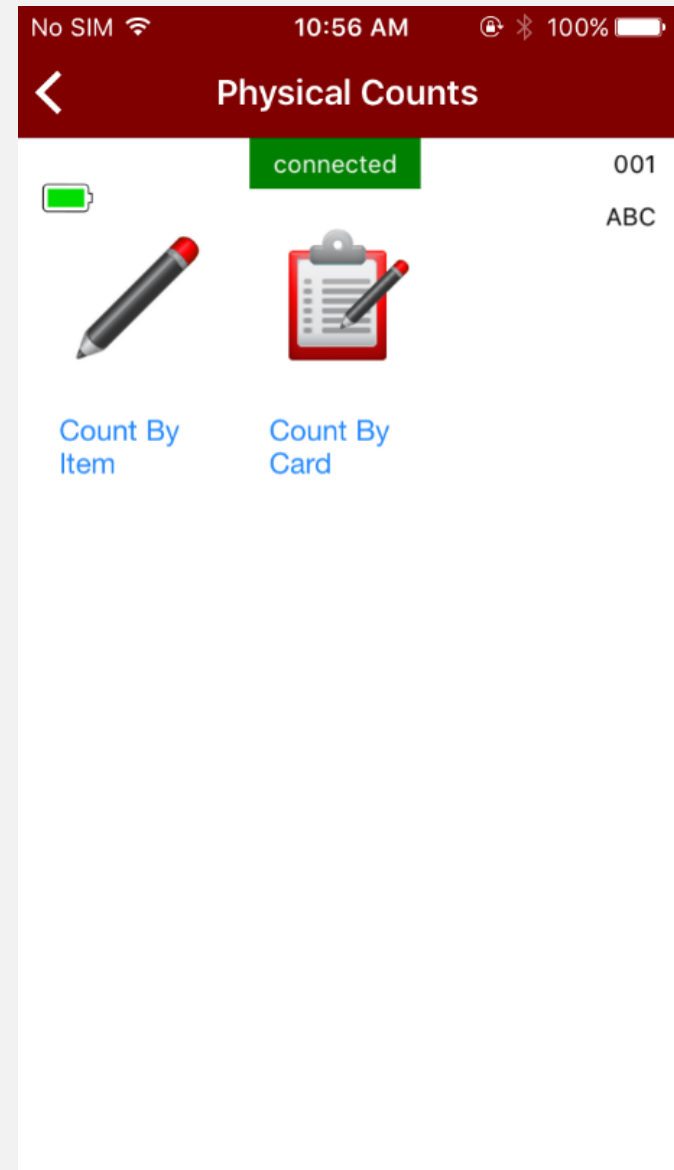
Choosing the Count by Item icon will move into the screen on the next page.

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

Allow Physical Count Activities

## Button

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

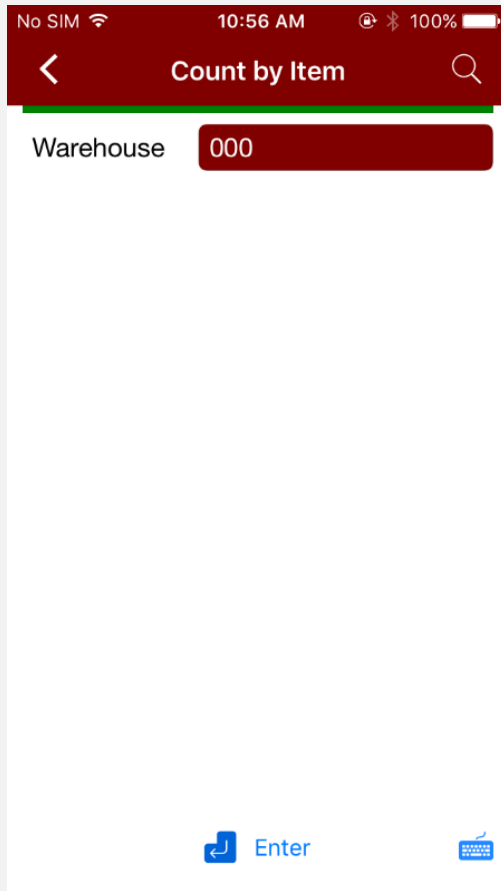




## Warehouse Prompt

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 ▾



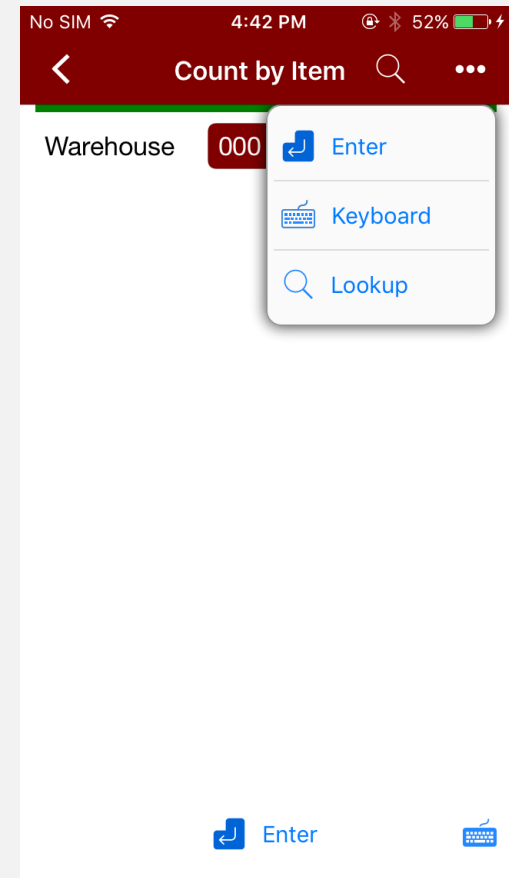
### Buttons

**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.





## Warehouse Lookup

This screen will display all warehouse that are enabled in the Scanco portal.

Warehouses

22 selected

Check all  Uncheck all

000 ABC CENTRAL WAREHOUSE(ABC)

001 001(ABC)

002 002(ABC)

## Buttons

**OK:** to move forward with the highlighted warehouse code.

**Cancel:** to move back to the warehouse code prompt.

No SIM 10:58 AM 100%

[Cancel Warehouse Lookup](#)

Warehouse  
Details

000  
CENTRAL WAREHOUSE

001  
EAST WAREHOUSE

002  
WEST WAREHOUSE

097  
RETURNS WAREHOUSE

098  
SCRAP WAREHOUSE

099  
REPAIR WAREHOUSE

IPI  
IPI



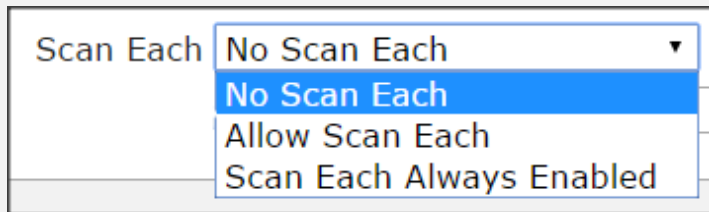
## Item Entry Prompt



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.

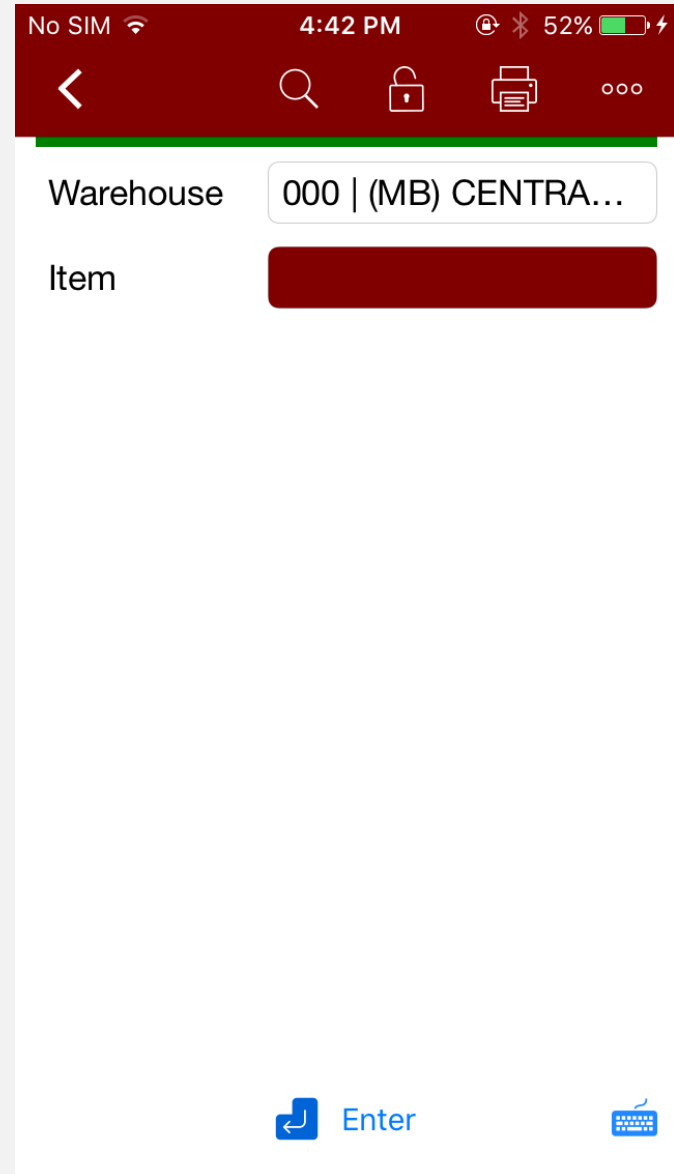
The Scan Each button is controlled by the option in the Scanco portal shown below.

- “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.



### Buttons

Explained on next page





## 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.

<input checked="" type="checkbox"/> Freeze File not Required
<input type="checkbox"/> Allow Add Item to Freeze

## Buttons

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

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

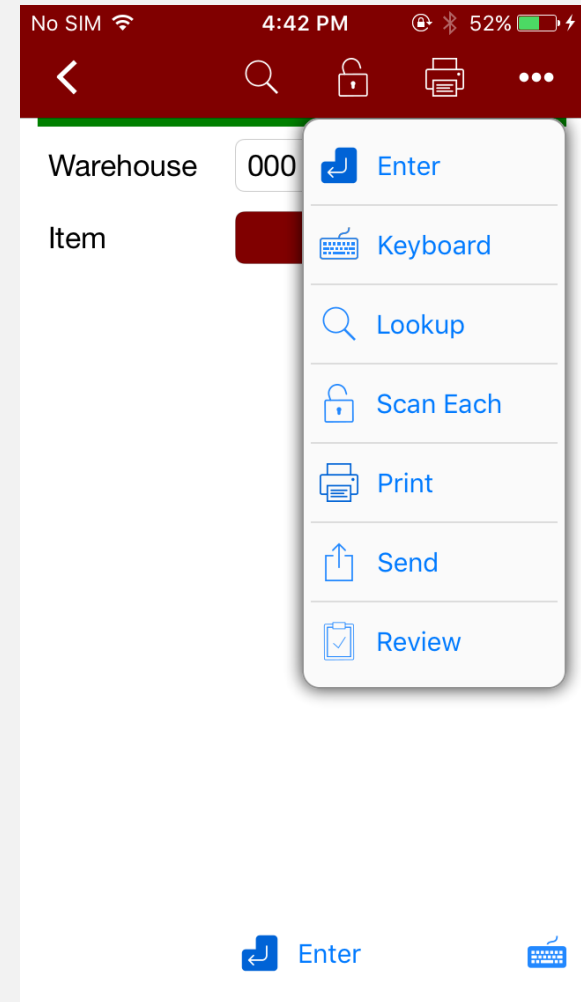
**Keyboard:** for on-screen keyboard.

**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.

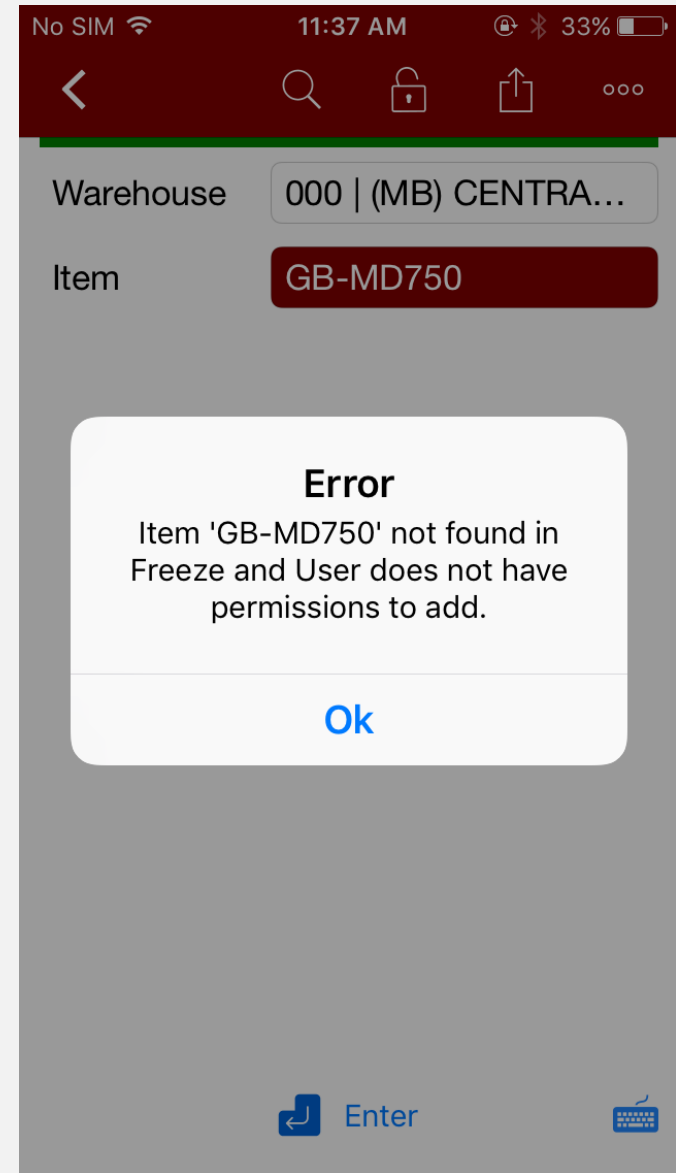




## Freeze File Required

Unchecking both option below will display the message shown on the right. To resolve, Items must be frozen in Sage before you can start scanning.

- Freeze File not Required
- Allow Add Item to Freeze

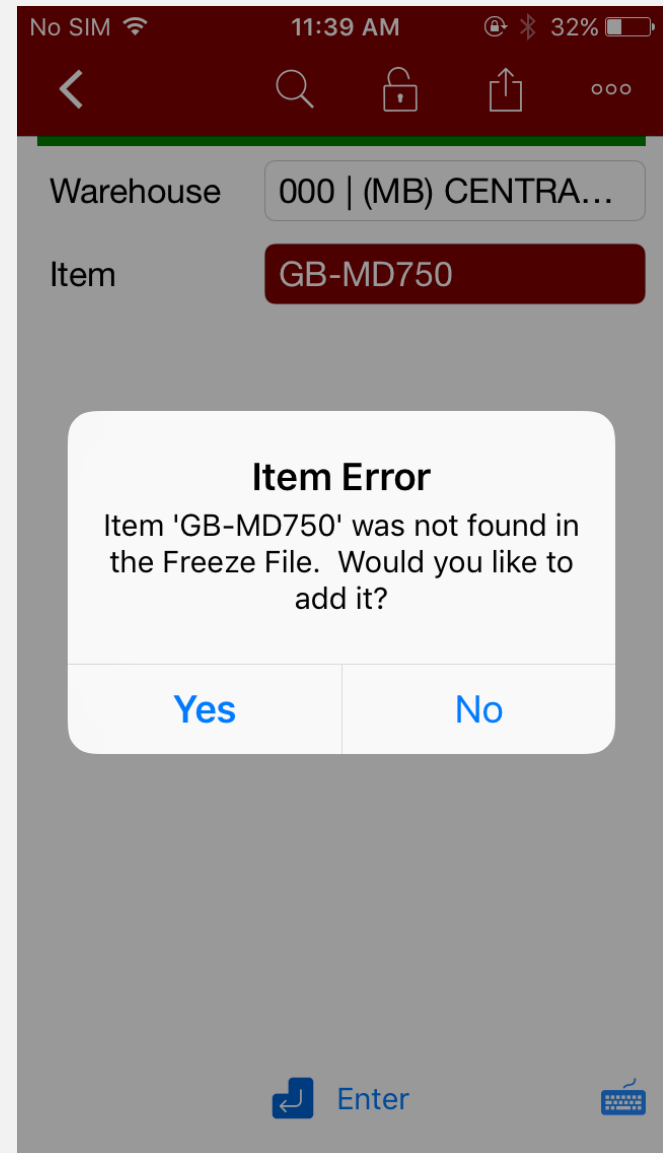




### Allow Add Item to Freeze File

Checking Allow Add to freeze file will display the message shown on the right. 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





### Item Lookup without freezing first

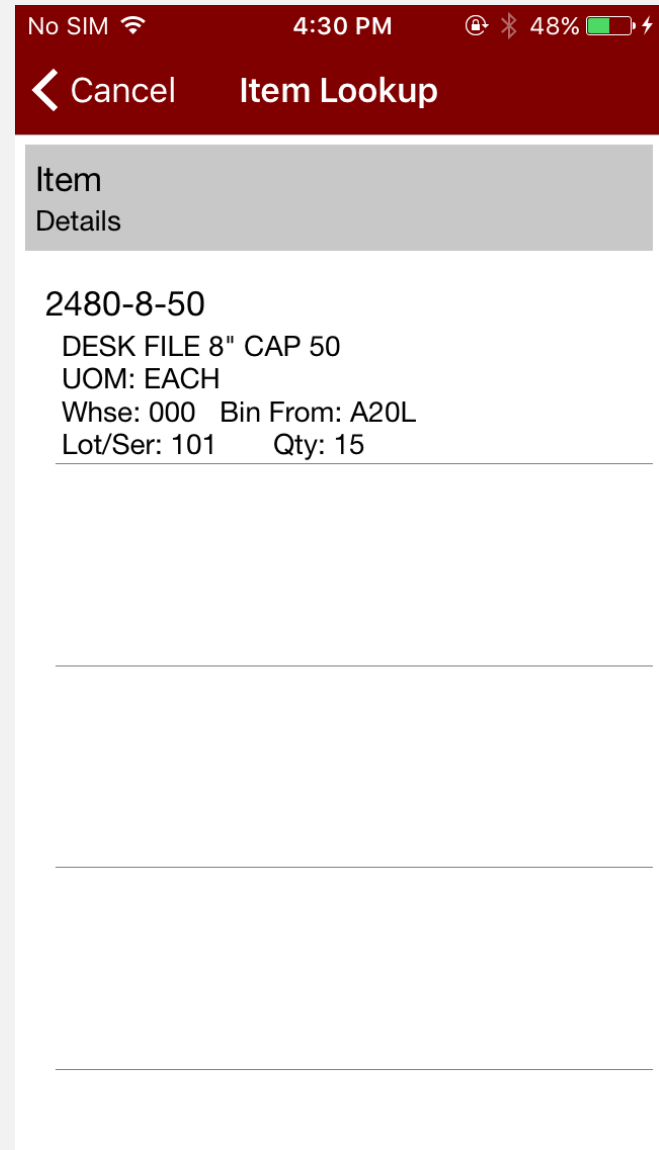
The item lookup will show all items in the freeze file. If you do not freeze items in Sage, the list will grow as you collect and send items into Sage.

NOTE: The Item prompt + Item Lookup will filter possible items to be display if you enter a few characters of the item you wish to lookup, Example: entering 665 and pressing the Lookup button would display only 6655 on the list shown on the right.

### Buttons

**OK:** to move forward with the highlighted Item code.

**Cancel:** to move back to the Item code prompt.





## Item Lookup when freezing first

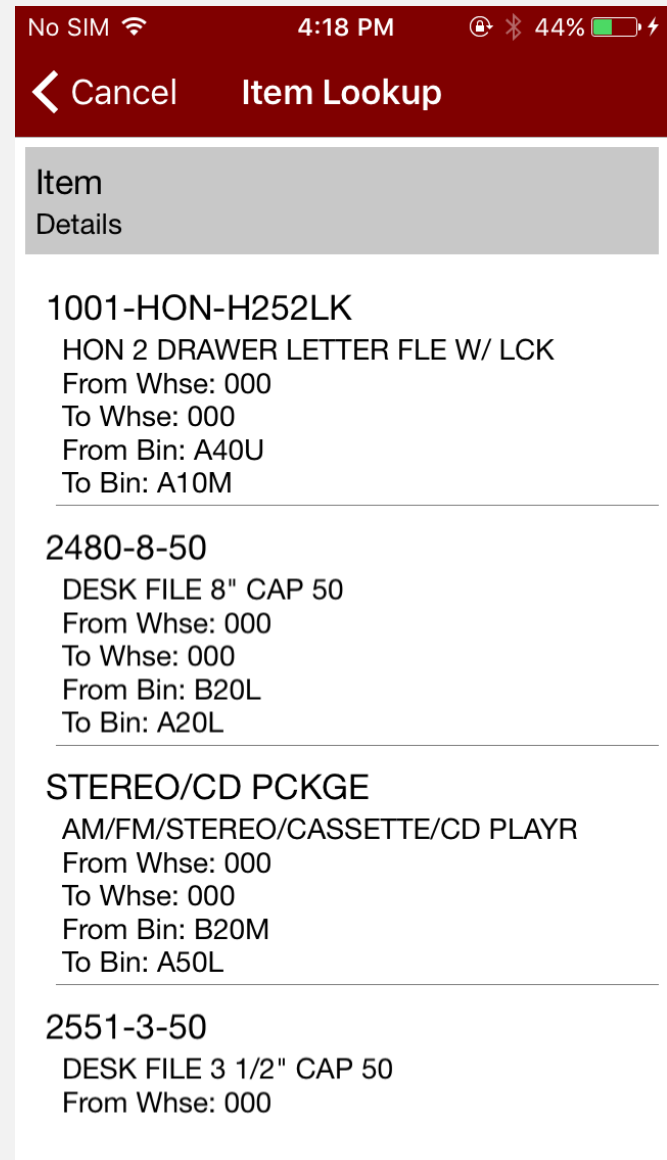
The item lookup will show all items in the freeze file. If you freeze items in Sage, the list will most likely be large.

NOTE: The Item prompt + Item Lookup will filter possible items to be display if you enter a few characters of the item you wish to lookup, Example: entering 665 and pressing the Lookup button would display all items that contain '665' as shown on the list below.



Will display:

6650-26-16-11	SOUND CVR 26"W 16"D 11"H DM
6652-28-24-15	SOUND CVR 28"W 24"D 15"H LQ
6655	PRINTER STAND W/ BASKET
6657-24-20-12	SOUND CVR 24.5"W 20"D 12"H LQ





## Unit of Measure Prompt – optional

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

### Scanco portal options:

- 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 Use Default - No Prompt  
Use Default - No Prompt  
Use Default - Prompt For Changes  
Prompt With No Default

No SIM 4:42 PM 52%

Count by Item

Warehouse 000 | (MB) CENTRA...

Item 1001-HON-H252

HON 2 DRAWER LETTER FLE W/

UOM EACH

Enter Keyboard

### 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 UOM.

No SIM 4:42 PM 52%

Count by Item

Warehouse 000

Item 100

HON 2 DRAW

UOM EACH

Enter Keyboard Lookup



## 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 4:42 PM 52%

Count by Item

Warehouse 000 | (MB) CENTRA...

Item 1001-HON-H252

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.

No SIM 4:43 PM 52%

Count by Item

Warehouse 000

Item 1001-HON-H252

HON 2 DRAWER LETTER FLE W/

UOM EACH

Bin

Enter

Enter

Keyboard

Lookup



## Bin Lookup

If your company has Multi-bin, then the bin lookup is available.

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

No SIM 3:54 PM 34%

< Cancel Bin Lookup

Bin

A10L

A10M

A10U

A20L

A20M

A20U

A30L

A30M

A30U

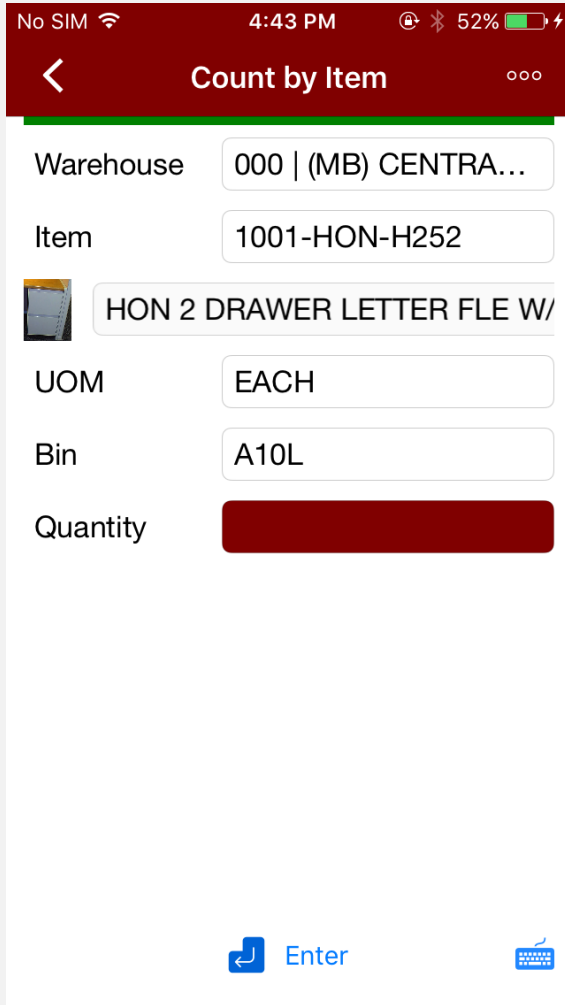
A40L

A40M



## Quantity Prompt

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

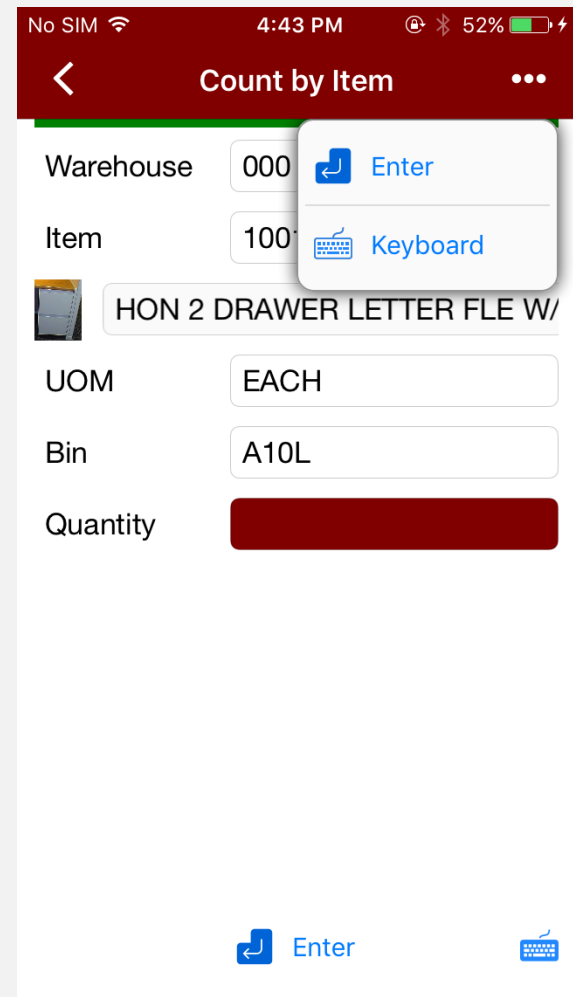


### Buttons

**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.





## 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 4:43 PM 52%

Count by Item

Warehouse 000 | (MB) CENTRA...

Item 8972

UNIVERSAL 5 1/4" DSDD FLEX

UOM EACH

Bin C10L

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 4:43 PM 52%

Count by Item

Warehouse 000

Item 8972

UNIVERSAL 5 1/4" DSDD FLEX

UOM EACH

Bin C10L

Lot

Enter Keyboard

Enter Keyboard



## Lot Quantity Prompt

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

No SIM 4:43 PM 52%

< Count by Item

Warehouse 000 | (MB) CENTRA...

Item 8972

UNIVERSAL 5 1/4" DSDD FLEX

UOM EACH

Bin C10L

Lot A-100-10

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 4:43 PM 52%

< Count by Item

Warehouse 000

Item 8972

UNIVERSAL 5 1/4" DSDD FLEX

UOM EACH

Bin C10L

Lot A-100-10

Quantity

Enter

Enter

Keyboard



## 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 4:44 PM 52%

< Count by Item

Warehouse 000 | (MB) CENTRA...

Item GB-MD789

MODEM 300

UOM EACH

Bin B10L

Qty Scanned

Serial

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.

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

No SIM 4:44 PM 52%

< Count by Item

Warehouse 000

Item GB-

MODEM 3

UOM EACH

Bin B10L

Qty Scanned

Serial

Enter Keyboard Send

Enter Keyboard



### 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', '4:44 PM', and '52%' battery. The header contains a back arrow, the title 'Count by Item', an upload icon, and a menu icon. The main content area has several input fields: 'Warehouse' (000 | (MB) CENTRA...), 'Item' (GB-MD789), a field with a modem icon and 'MODEM 300', 'UOM' (EACH), 'Bin' (B10L), 'Qty Scanned' (1), and 'Serial' (a redacted field). At the bottom, there are 'Enter' and keyboard icons.

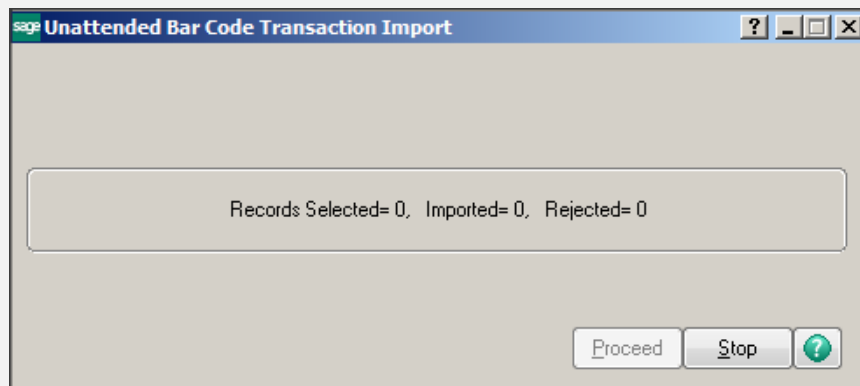


## [Process for “Send” button is explained in this link.](#)

**The Sage Physical Count Variance Register** will show inventory count discrepancies which can be addressed in several ways.

1. If the item count is low, you can recount the item and add any missing quantity which will accumulate into the existing count.
2. If the item count is low, you can reset the quantity counted in Sage’s Physical Count Entry screen and recount the item.
3. If the item count is high, you can reset the quantity counted in Sage’s Physical Count Entry screen and recount the item.
4. If the item count is low, you can adjust the quantity counted in Sage’s Physical Count Entry screen.

**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

The screenshot displays the Sage Physical Count Entry (ABC) 5/27/2016 window. On the left is a tree view of the software's menu structure. The main window shows the 'Physical Count Entry' form with fields for Warehouse (000) and Description (CENTRAL WAREHOUSE). Below these are tabs for '1. Header' and '2. Lines'. A 'Quick Row' field is set to 1, and the 'Dflt IDType' is set to 4S. The main data table is as follows:

	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