



Receive by Item User Manual

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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 Item

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

Allow Batches: enables the batch prompt.

Scan Each: has 3 options that are explained on page 7.

Allow 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 the Receiving icon to move into the next screen.

Buttons



Send: to send all data collected in all applications.



Setting: to adjust settings.



Logout: to change users or companies.



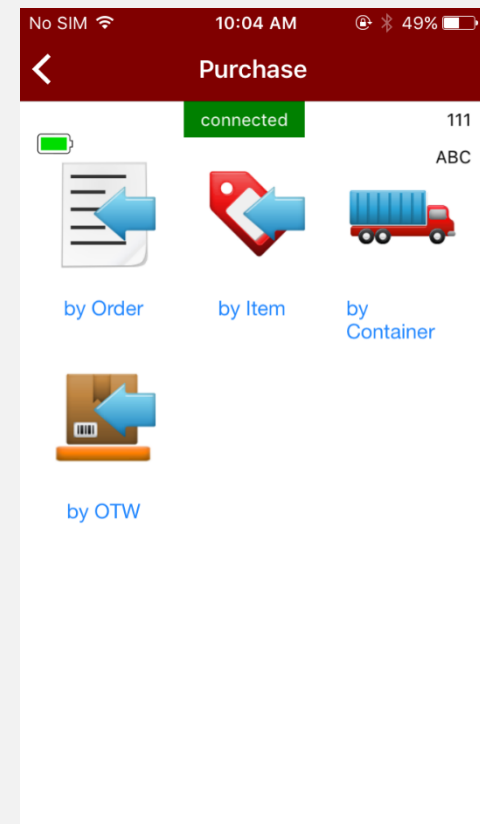
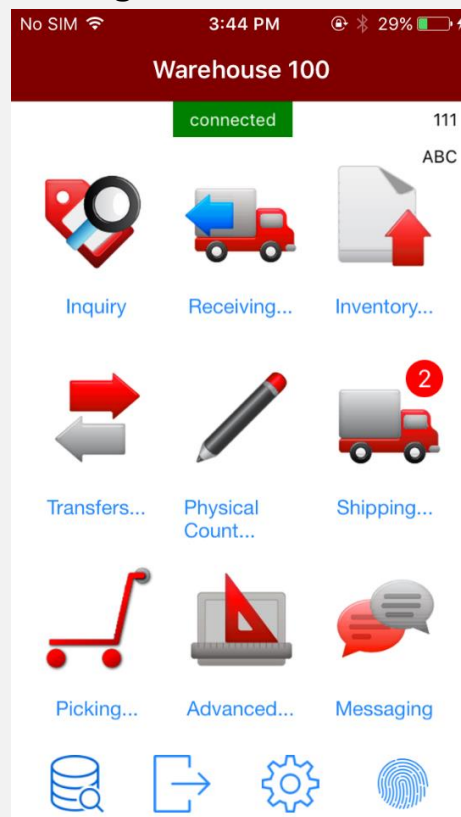
Status: to check if you have sent all data collected to Sage.

Receiving by Item icon

Press Receiving by Item icon to enter the application.

Button

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





Batch number prompt - Optional

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

Examples: A12, 12345



Buttons

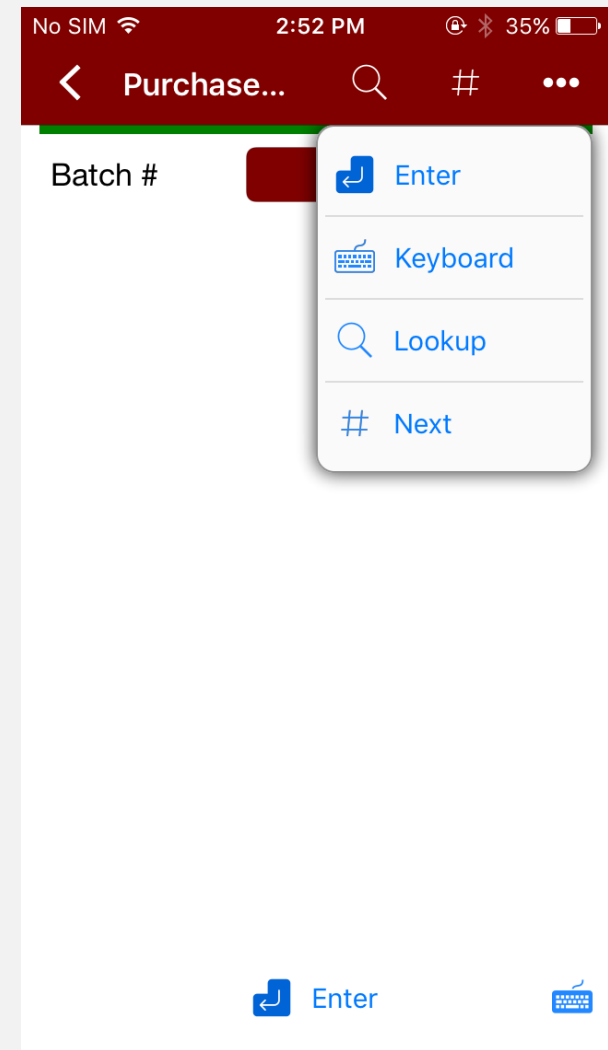
Back: at top left, to move back to Main Applications screen.

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.



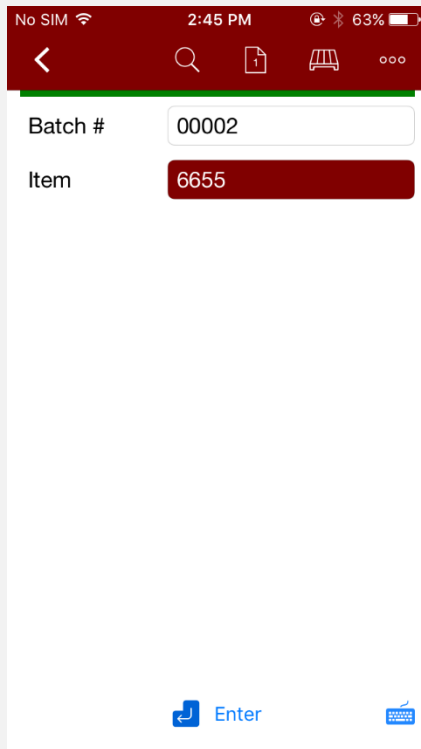
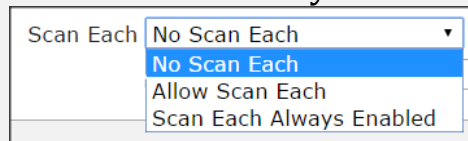


Item Entry Prompt

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 ‘**Scan 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

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.

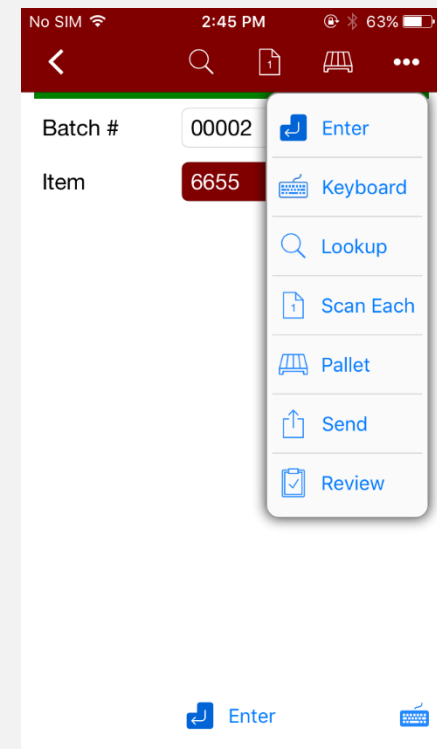
Scan Each: available if ‘Scan Each’ is enabled in the Scanco Portal.

Print: for printing labels if you have Scanco SkyPrint.

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

Send: to send all data collected.

Review: to enter review mode.

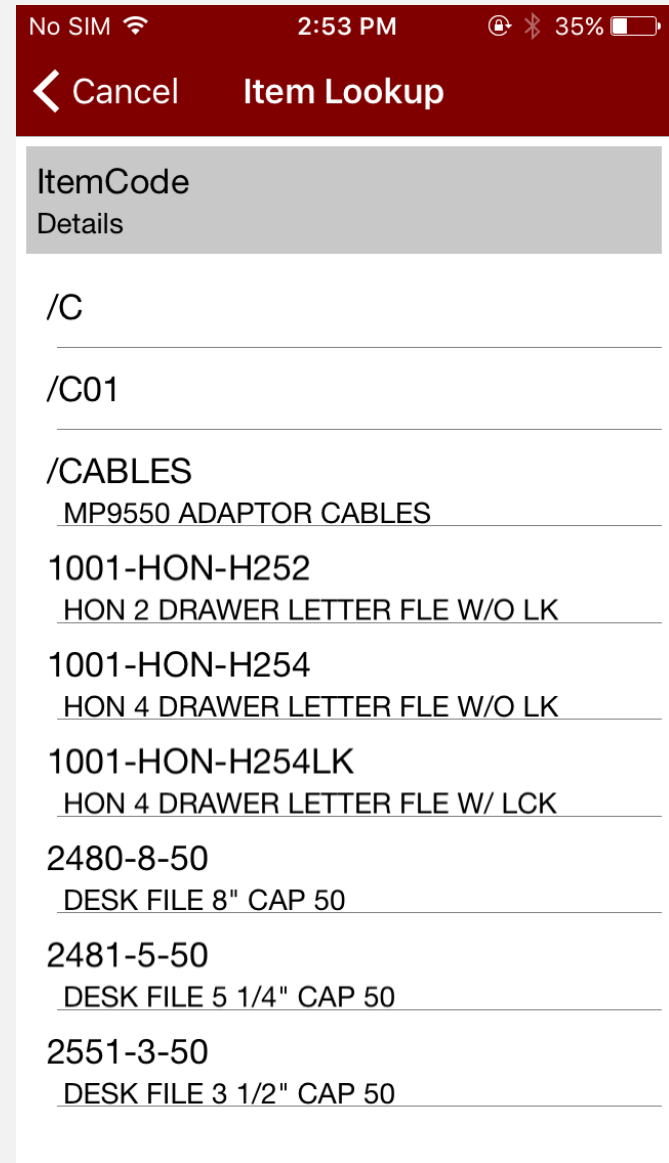




Item Lookup

The item lookup will show all items on the current Purchase Order. Touch the item you wish to receive to move forward.

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

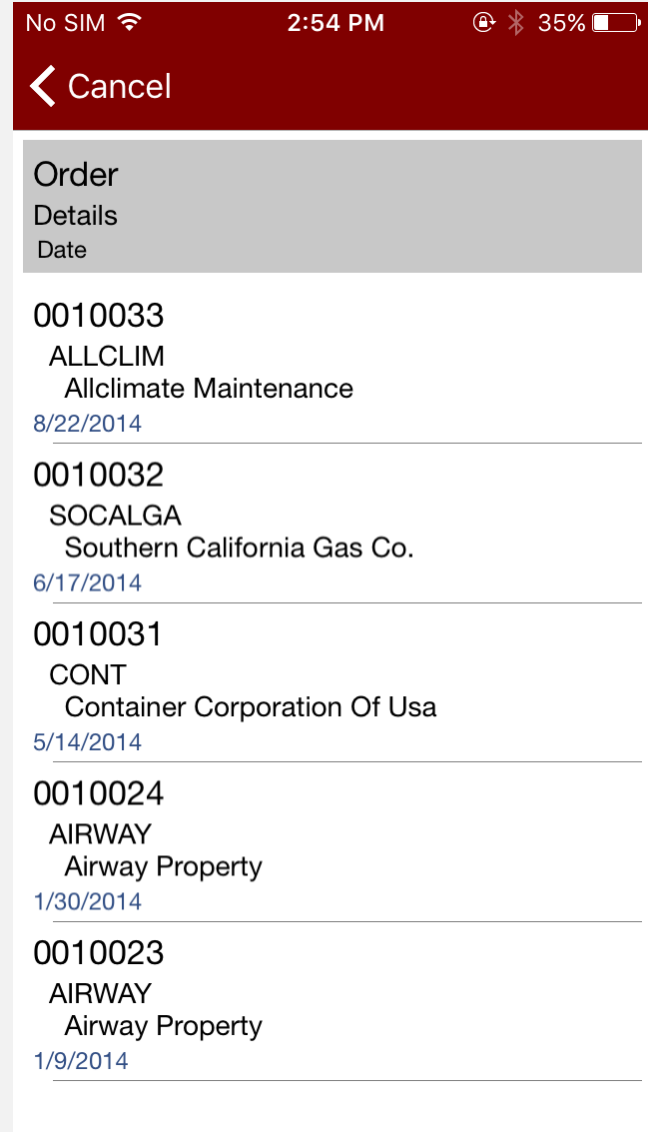




Purchase order Display List

Shows all valid Purchase Order number for the item collected.
Touch the item you wish to receive to move forward.

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





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 2:54 PM 35%

Purchase...

Batch # 00007

Item 1001-HON-H252

HON 2 DRAWER LETTER FLE W/

Order # 0010033

Warehouse 000 | (MB) CENTRAL WARE

UOM EACH

Primary A10L

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 2:54 PM 35%

Purchase...

Batch # 00007

Item 1001-HON-H252

HON 2 DRAWER LETTER FLE W/

Order # 0010033

Warehouse 000 | (MB) CENTRAL WARE

UOM EACH

Primary A10L

Bin RECEIVING

Enter

Enter

Keyboard

Lookup

Print



Quantity Prompt


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

No SIM 2:54 PM 35%

< Purchase Order by Item

Batch # 00007

Item 1001-HON-H252

 HON 2 DRAWER LETTER FLE W/

Order # 0010033

Warehouse 000 | (MB) CENTRAL WARE



UOM EACH

Primary A10L

Bin RECEIVING

Qty Rcv/Tot 0/100

Quantity

 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 Quantity prompt.

No SIM 2:54 PM 35%

< Purchase Order by Item

Batch # 00007

Item 1001-HON-H252

 HON 2 DRAWER LETTER FLE W/

Order # 0010033

Warehouse 000 | (MB) CENTRAL WARE



UOM EACH


Primary A10L


Bin RECEIVING

Qty Rcv/Tot 0/100

Quantity

 Enter 

 Enter

 Keyboard



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 2:26 PM 21%

Purchase...

Batch # 00027

Type

Enter

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.

No SIM 2:26 PM 21%

Purchase...

Batch # 00027

Type

Enter

Keyboard

Lookup

Pallet

Enter



Pallet Number Entry

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

No SIM 2:26 PM 21%

< 🔍 📊 # ☰

Batch # 00027

Type CONT

Pallet No CONT

↵ Enter 📎

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.

Pallet: to switch between Pallet and Item collection.

Next: to use the next available pallet number.

Review: to enter review mode.

No SIM 2:26 PM 21%

< 🔍 📊 # ☰

Batch # 00027

Type CONT

Pallet No CONT

↵ Enter 📎

- ↵ Enter
- 📎 Keyboard
- 🔍 Lookup
- 📊 Pallet
- # Next
- 📄 Review



Pallet Description Entry

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

No SIM 2:26 PM 21%

< Purchase Order by Item

Batch # 00027

Type CONT

Pallet No CONT00000000002

Description

Enter

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 2:26 PM 21%

< Purchase Order by Item

Batch # 00027

Type CONT

Pallet No CONT00000000002

Description

Enter

Keyboard



Lot Prompt

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

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.

Print: for printing labels if you have Scanco SkyPrint.

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.

Buttons

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

Enter: press after keying in data at Item prompt.

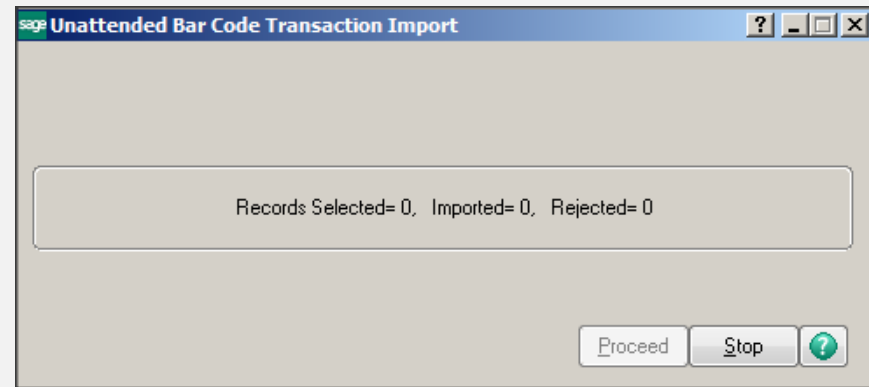
Keyboard: for on-screen keyboard.

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



[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 Purchase Order module > Main > Receipt of
Goods



Where the goes in Sage

Sage Purchase Order module > Main > Receipt of Goods

