



## 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](mailto: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 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.



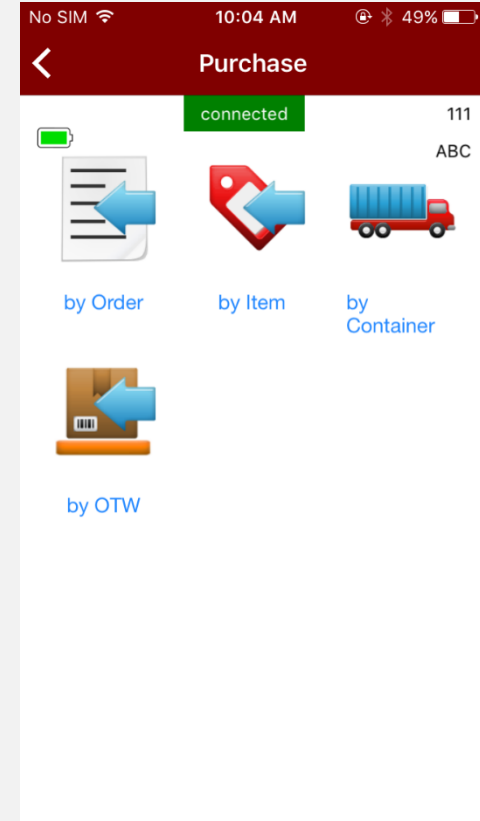
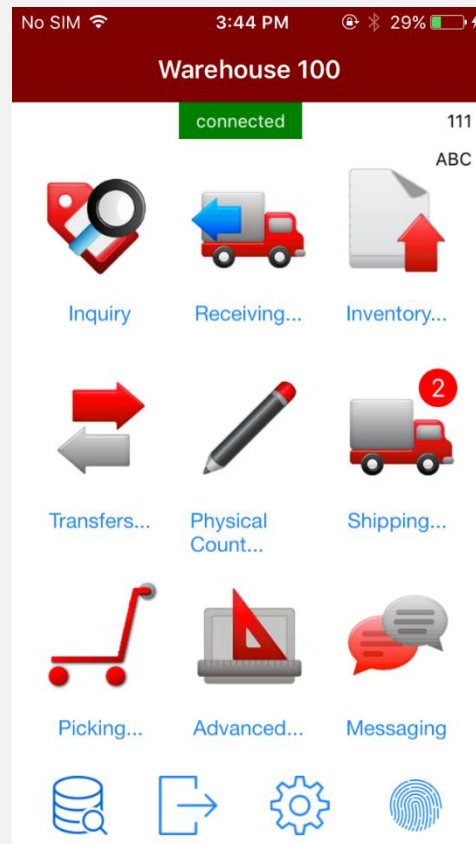
**Status:** to check if you have sent all data collected to Sage.

## Receiving by Order icon

Press Receiving by Order 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

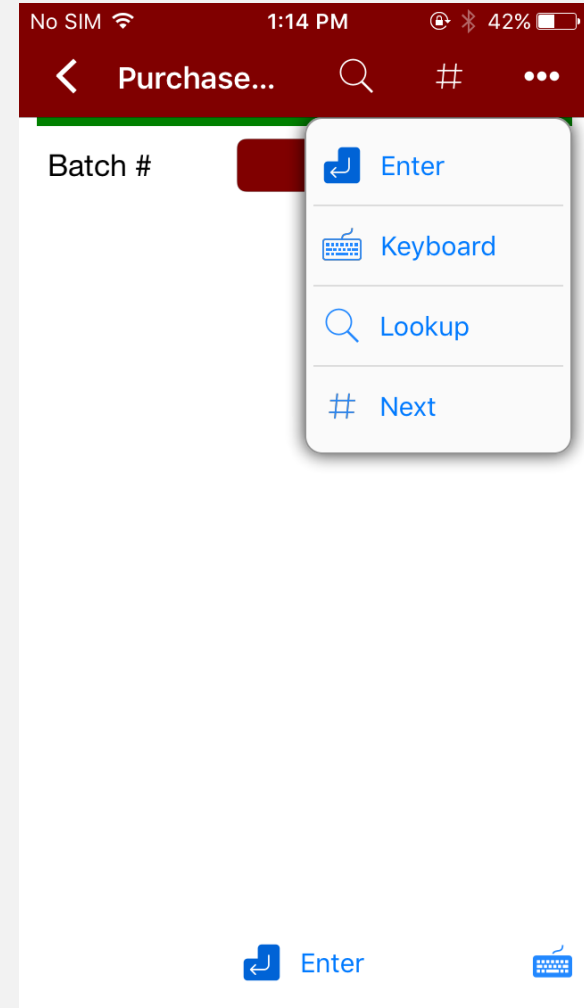
**Back:** at top left, to move back to Main Applications screen.

**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 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'. To the right, a floating menu is visible with options: 'Enter', 'Keyboard', 'Lookup', 'Scan Each', 'Pallet', 'Send', and 'Review'. At the bottom, there 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 #

Order #

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 #

Order #

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

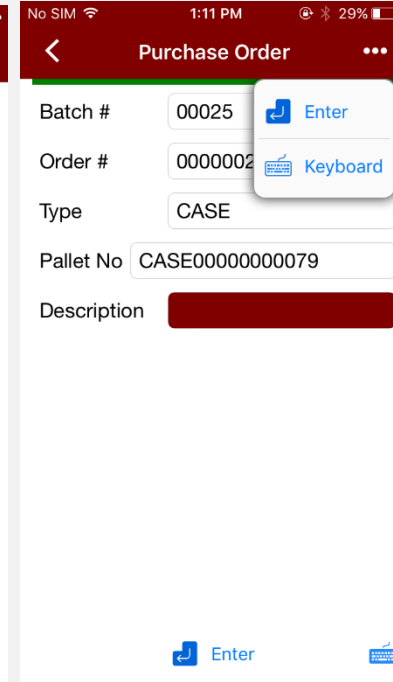
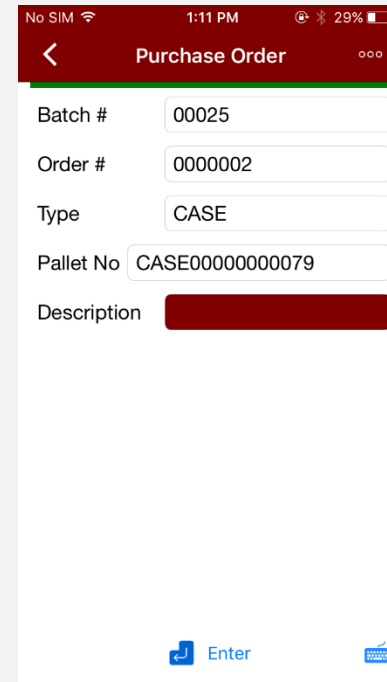
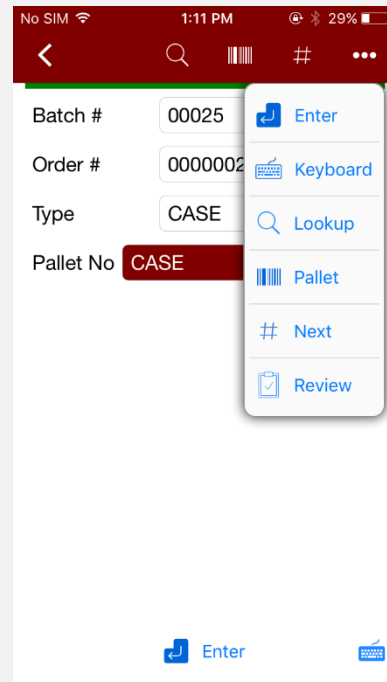
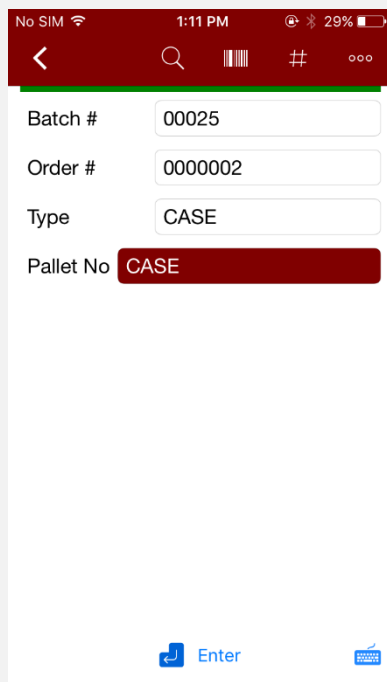
Scan or key in a description for your pallet or press enter to skip this prompt.

#### 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

Keyboard

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



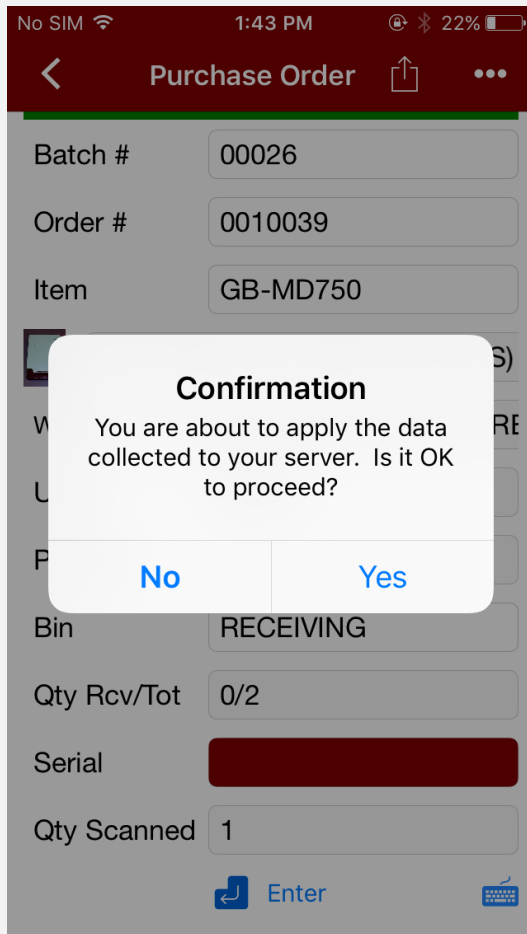
### Send data collected

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.



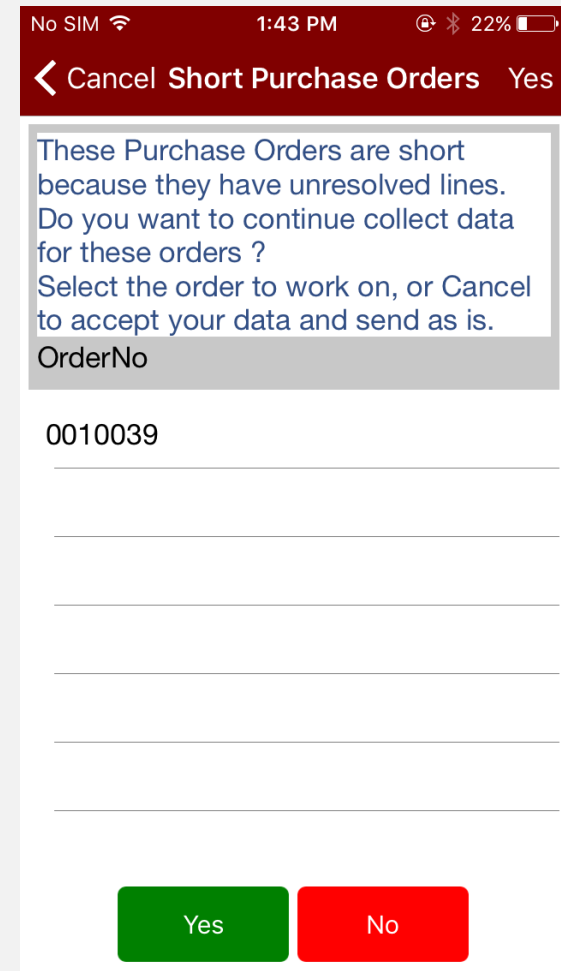
### Unresolved Lines Warning – optional

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.

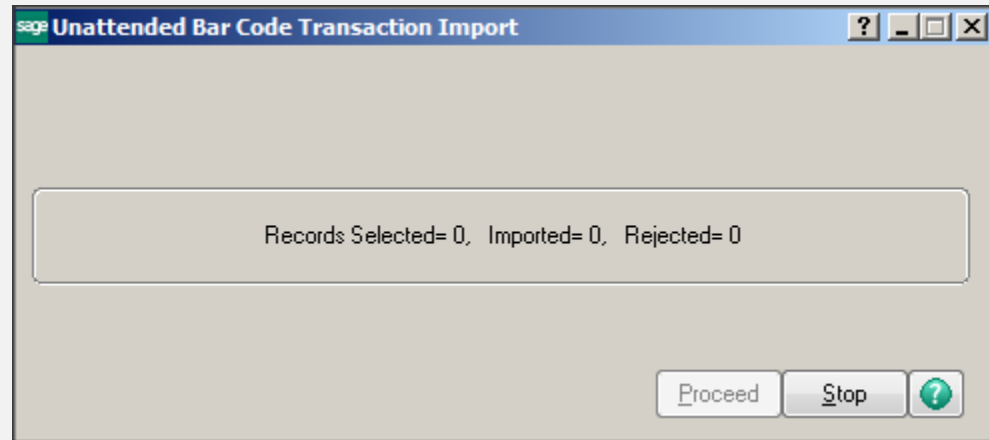
**No:** to send data to Sage without finishing all item on the order.





### 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.

	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