



## Ship Picked - Invoice Picked

This manual explains two applications.

The only difference in the programs is Ship Picked collects 'Shipper ID'.

### Contents

Accessing the Application .....	2
Ship Picked and Invoice Picked - Batch number prompt – Optional .....	3
Ship Picked - Shipper ID .....	4
Ship Picked and Invoice Picked - Sales Order Prompt.....	5
Send data collected .....	6
Sage Unattended Barcode Transaction Import .....	8
Sage Invoice Data Entry: .....	8

Scanco Support Email - [support@scanco.com](mailto:support@scanco.com)

Scanco Support Phone number - 330-645-9959 Opt. 3

### Sales.Scanco.com Portal Settings

#### The SO Picking tab options:

**Ship Picked** – must be enabled to allow access to Ship Picked.

**Invoice Picked** - must be enabled to allow access to invoice Picked.

**Recommendation:** only enable one of these programs.

- Ship Picked
- Invoice Picked



## Accessing the Application

Press 'Picking' icon at the main applications screen to move to the Picking applications screen.

Press 'Invoice Picked' or 'Ship Picked' icon in the application to begin.

### Buttons



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



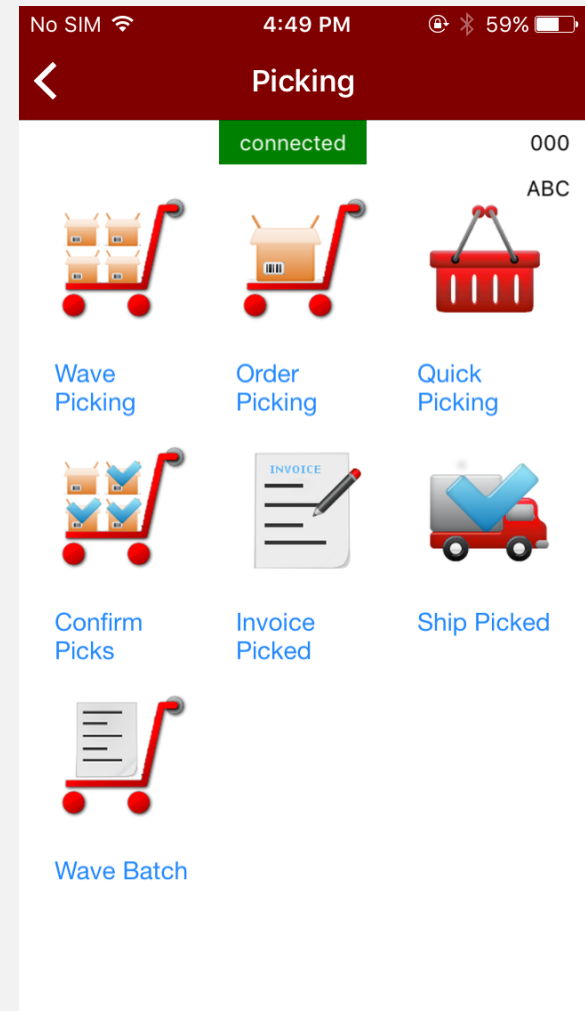
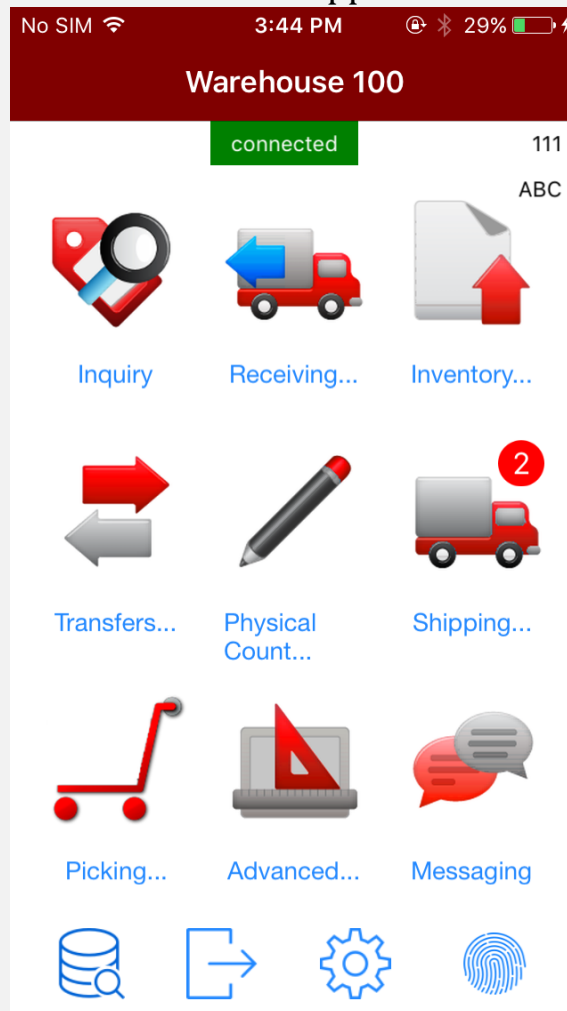
**Setting:** to adjust settings.



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



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

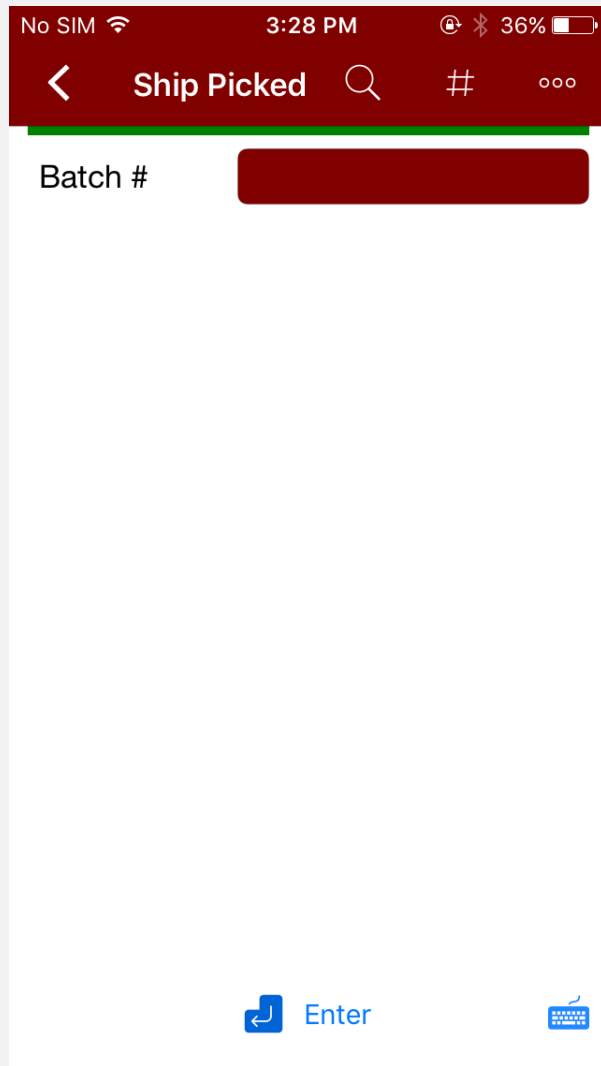




## Ship Picked and Invoice Picked - Batch number prompt - Optional

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

Examples: A12, 12345



### Buttons

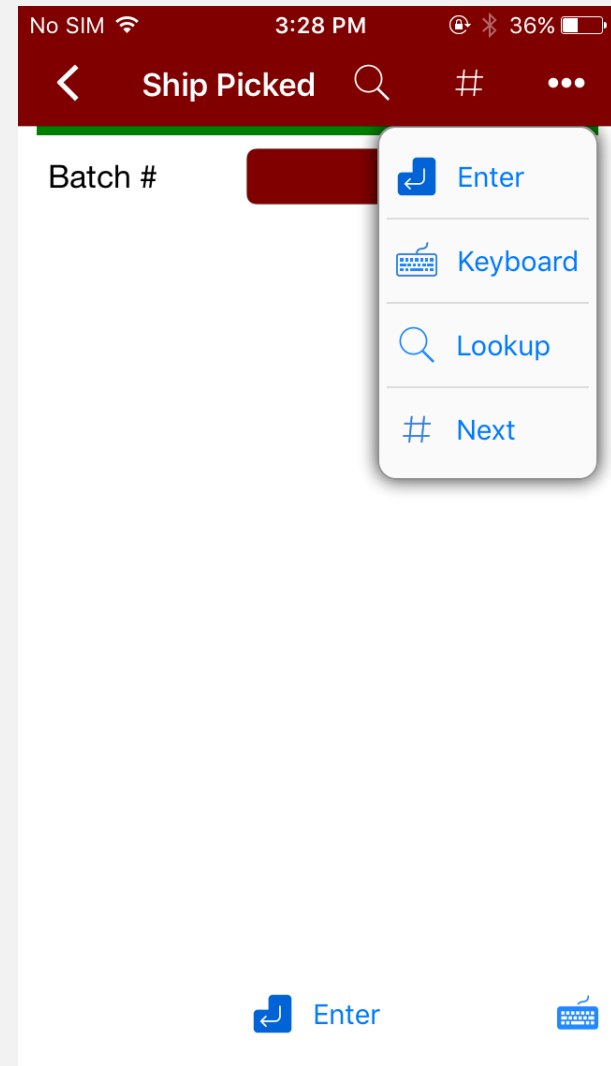
**Back:** at top left, to move back to Main Applications screen.

**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





## Ship Picked - Shipper ID

Enter any Valid Shipper ID

No SIM 3:28 PM 36%

Ship Picked

Batch # 00049

Shipper ID

Enter Keyboard

### Buttons

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

**Enter:** press after keying in data at Shipper ID prompt.

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

**Lookup:** for seeing all available Shipper ID's in Sage.

No SIM 3:28 PM 36%

Ship Picked

Batch # 00049

Shipper ID

Enter Keyboard Lookup

Enter Keyboard



## Ship Picked and Invoice Picked - Sales Order Prompt

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

No SIM 3:28 PM 36%

Ship Picked

Batch # 00049

Shipper ID 1

SO #

Enter Keyboard

### Buttons

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

**Enter:** press after keying in data at Sales Orders prompt.

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

**Lookup:** for seeing all available Sales Orders.

No SIM 3:28 PM 36%

Ship Picked

Batch # 00049

Shipper ID 1

SO #

Enter Keyboard Lookup

Enter Keyboard



## Send data collected

After entering a valid Sales Order number this message will appear.

No SIM 3:28 PM 36%

< Ship Picked

Batch # 00049

Shipper ID 1

SO # 0000228

Confirmation

Cancel

Submit to Shipping

Review

## Buttons

**Cancel:** to move back to Sales Order number prompt.

**Submit to Shipping \ Submit to Invoicing:** to send data to Sage Barcode import to create Shipping record and \or Invoice.

**Review:** to move to screen on next page.



## Review

Will display all items that have been picked \ all items that will be sent to Shipping and\or Invoicing.

No SIM 3:28 PM 36%

Cancel **Item Lookup**

ItemCode  
Details

8971  
UNIVERSAL 5 1/4" SSDD FLEX DSK  
UOM: EACH  
Whse: 001  
Bin: C-200-20  
Lot: JAN10  
Qty: 10

1001-HON-H252  
HON 2 DRAWER LETTER FLE W/O LK  
UOM: EACH  
Whse: 001  
Bin: E-300-10  
Qty: 5

6655  
PRINTER STAND W/ BASKET  
UOM: EACH  
Whse: 001  
Bin: A-100-10  
Qty: 10

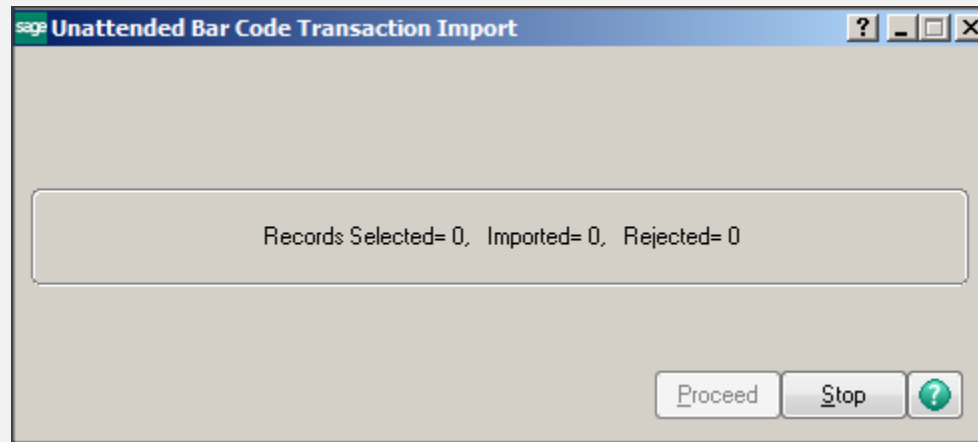
## Buttons

**Cancel** **Cancel:** in the upper left, to move back to Sales Order number prompt.

**Send:** in the upper right, to send data to Sage Barcode import to create Shipping record and \or Invoice.



**Sage Unattended Barcode Transaction Import:** must be running for real time entries to be created in Sage Sales Order module > Main > Invoice Data Entry.



**Sage Invoice Data Entry:** Results of scanner entries will be found in Sage Sales Order module > Main > Invoice Data Entry.

	Item Code	Warehouse	Ordered	Shipped	Unit Price	Extension
1	1001-HON-H252	000	1.00	1.00	84.000	84.00
2			.00	.00	.000	.00