

PO Receiving

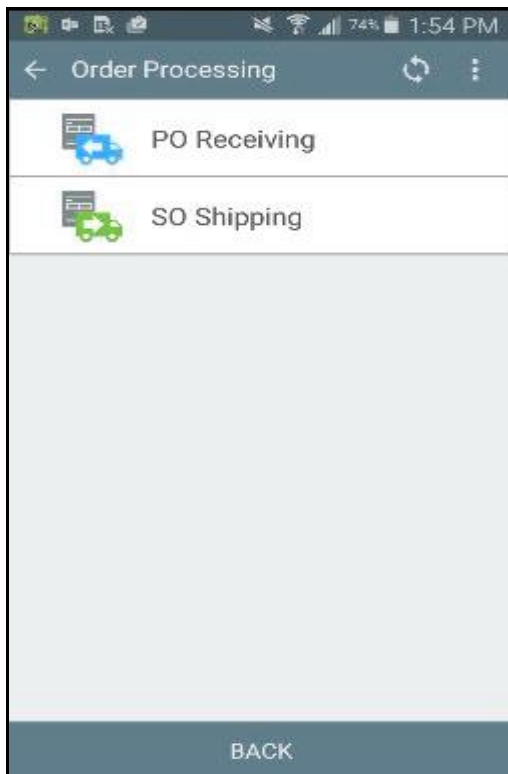
The flow of the receiving process is described below:

1. Purchase Order is entered into SAGE 100.
2. Purchase Order is printed.

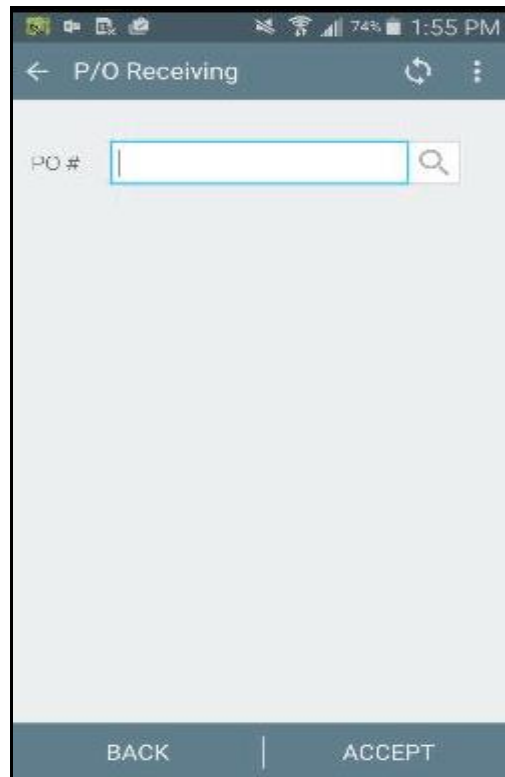
Note: This is when the order is released for the handhelds. If a change is made to an order, it needs to be re-printed. Previewing the order will also release it.

3. The warehouse optionally receives the purchase order printout.
4. The receiver logs in on the handheld and navigates to *Order Processing > PO Receiving*. At this point, the receiver scans or enters the PO number.

Note: At this time, the PO is loaded onto the handheld; therefore, Wi-Fi is required.



Example 1 – Order Processing



Example 2 – PO Receiving

5. The receiver proceeds to collect data either by scanning an item or alias bar code, scanning a bar coded PO, or using the lookup button (magnifying glass).



Example 3 – PO item lookup screen



Example 4 – Order 10003 loaded

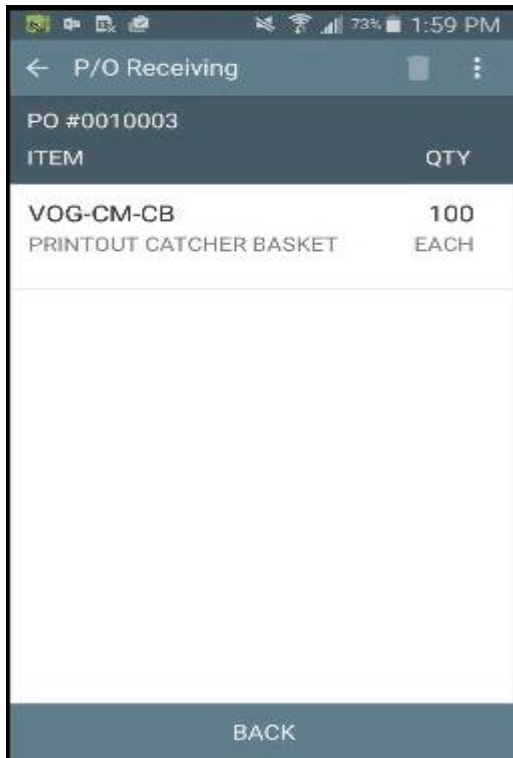


Example 5 – Items to be received



Example 6 – Qty for item VOG-CM-CB

- To review collected data, press the Collected Data (clip-board) button. From here, the delete button (trash can) can be used to correct errors.



Example 7 – Collected Data screen

- Once the data has been collected, the receiver presses the “send” button and sends the data to the SAGE 100 server. Before sending, the user can review the Collected Data again to make any corrections, and also view an Order Summary that offers a quick view of the received order.
Note: At this time, collected data is being transmitted to the server, therefore, Wi-Fi is required.



Example 8 – Preparing to send data

- The *Automatic ScanForce Import* will detect the collected data file and generate a *Receipt of Goods* transaction. The receipt will be created in the last non-private batch in the system. If there are no batches, a new one will be created.

Note: When a batch is being reviewed for posting, it is recommended that the batch be flagged as private so that no other receipts are added to it.

SO Shipping

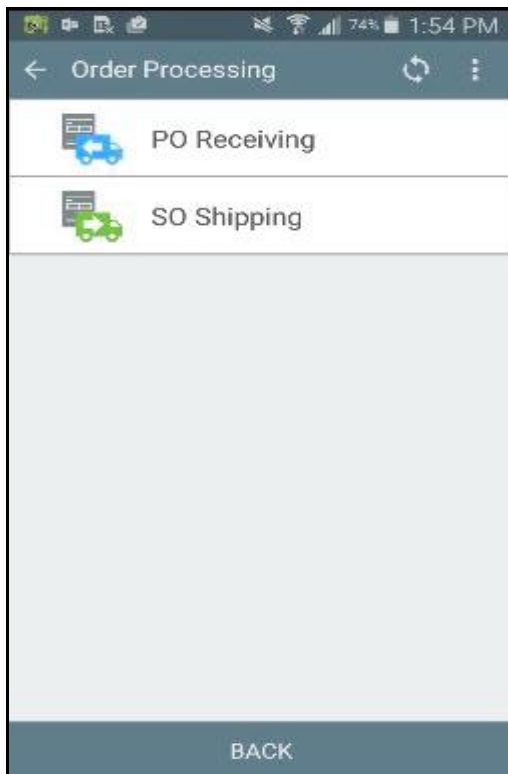
The flow of the shipping process is described below:

- Sales Order is entered into SAGE 100.
- Sales Order is printed.

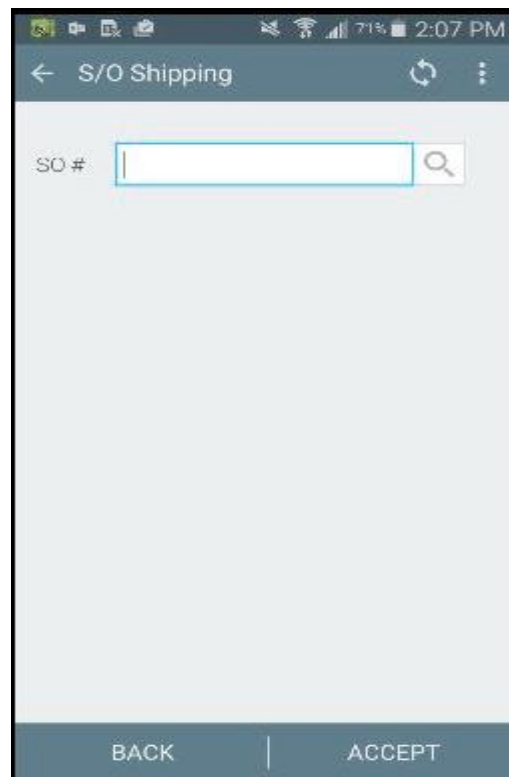
Note: This is when the order is released for the handhelds. If a change is made to an order, it needs to be re-printed. Previewing the order will also release it.

- The warehouse receives the sales order printout.
- The shipper logs in on the handheld and navigates to *Order Processing > SO Shipping*. At this point, the picker scans or enters the SO number.

Note: At this time, the SO is loaded onto the handheld, therefore, Wi-Fi is required.

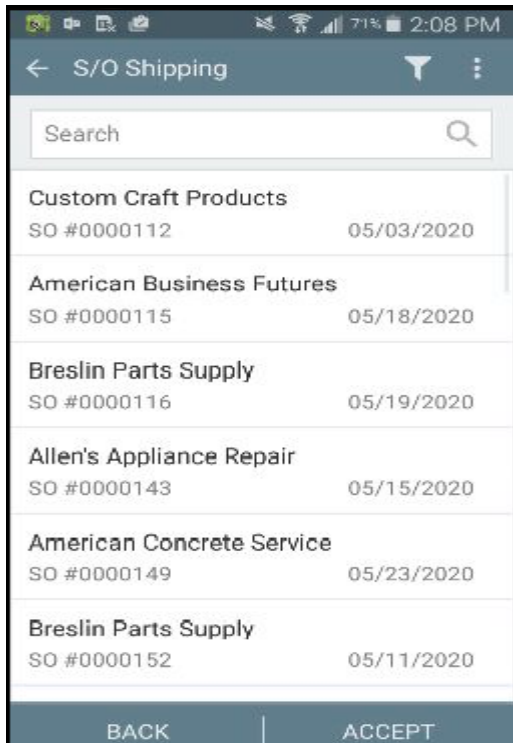


Example 1 – Order Processing

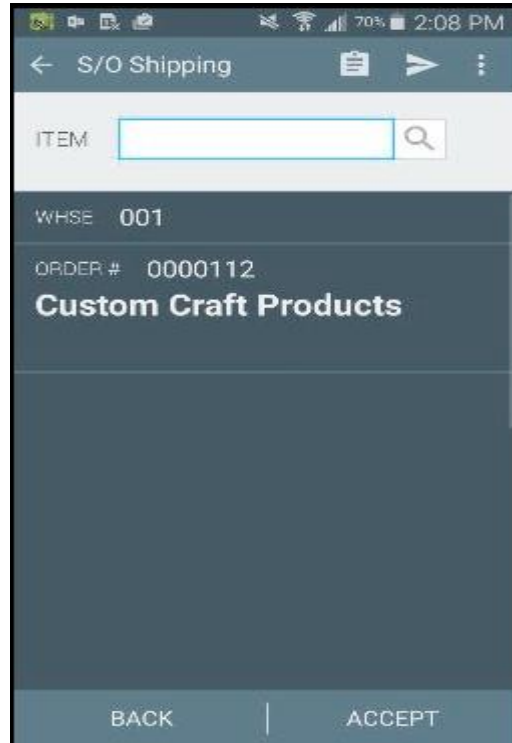


Example 2 – SO Shipping

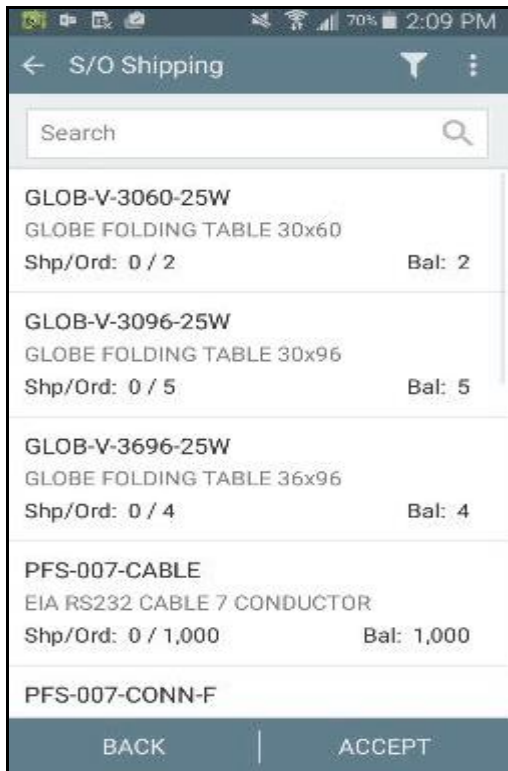
- The shipper proceeds to collect data either by scanning an item or alias bar code, scanning a bar coded SO, or using the lookup button.



Example 3 – SO item lookup screen



Example 4 – SO 00112 loaded



Example 5 – Items to be shipped



Example 6 – Qty for item GLOB-V-3060

- To review collected data, press the Collected Data button (clip board). From here, the delete button (trash can) can be used to correct errors.



Example 7 – Collected Data screen

7. Once the data has been collected, the shipper presses the “send” button and sends the data to the SAGE 100 server. Before sending, the user can review the Collected Data again to make any corrections, and also view an Order Summary that offers a quick view of the shipped order.
Note: At this time, the collected data is being transmitted to the server, therefore, Wi-Fi is required.



Example 8 – Preparing to send data

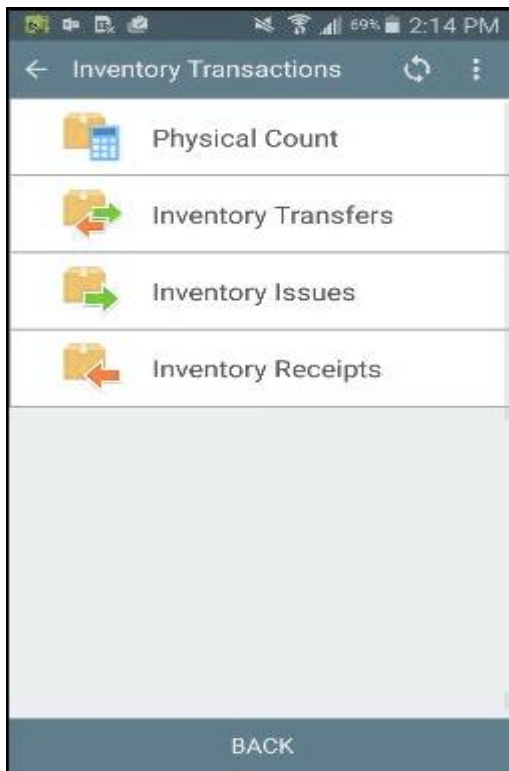
8. The *Automatic ScanForce Import* will detect the collected data file and generate a *Shipping Data Entry* transaction. The shipment will be created in the last non-private batch in the system. If there aren't any, a new batch will be created.

Note: When a batch is being reviewed for posting, it is recommended that the batch be flagged as private so that no other shipments sneak in.

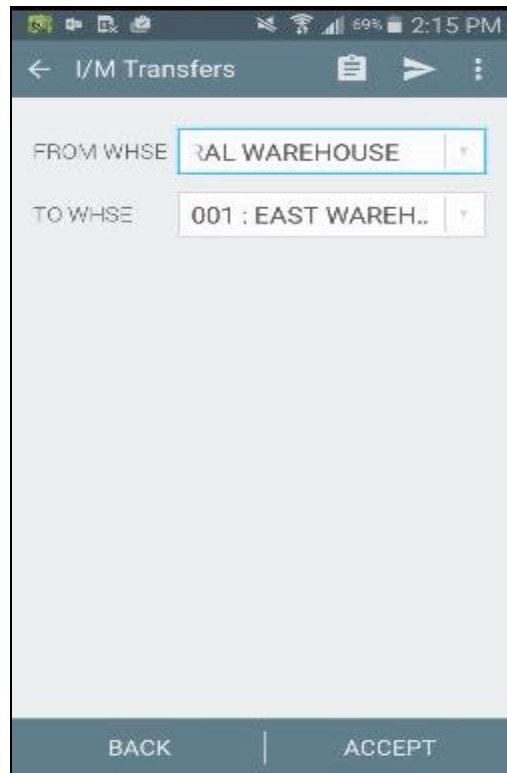
Inventory Transfers

The flow of the inventory transfer process is described below:

1. The user logs in on the handheld, navigates to Inventory Transactions > Inventory Transfers, and then selects the From Whse and To Whse.

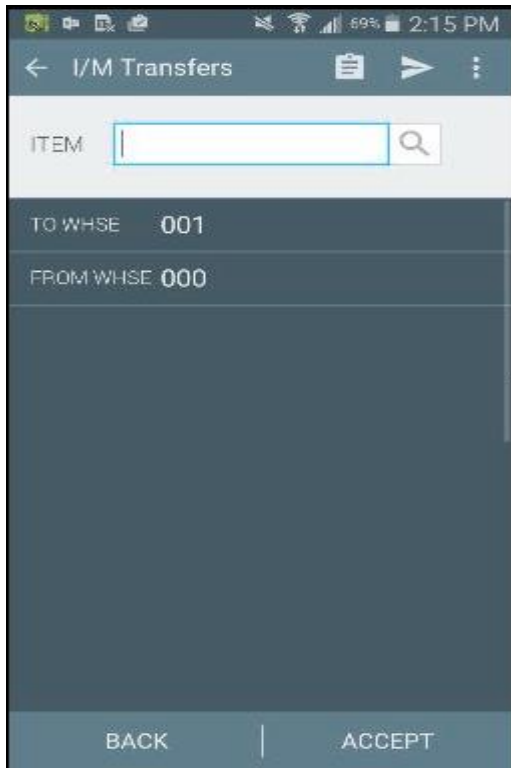


Example 1 – Inventory Transactions

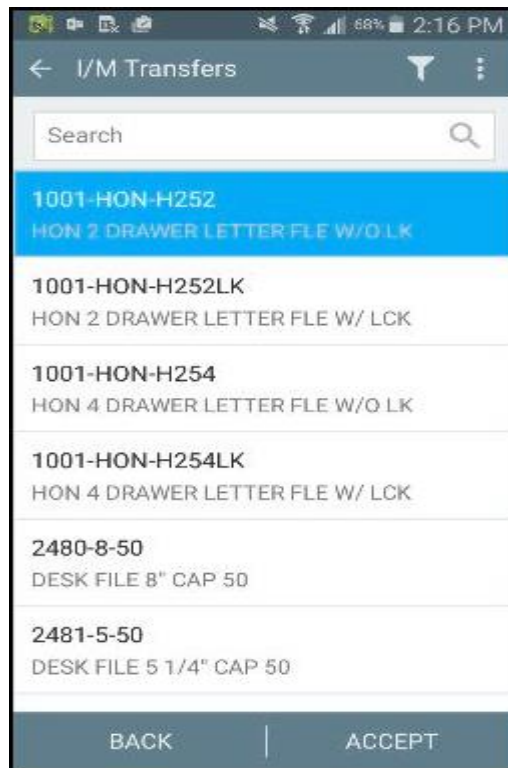


Example 2 – I/M Transfers

2. The user proceeds to collect data by scanning item or alias bar codes and specifying the quantities to be transferred.



Example 3 – Item input



Example 4 – Item lookup



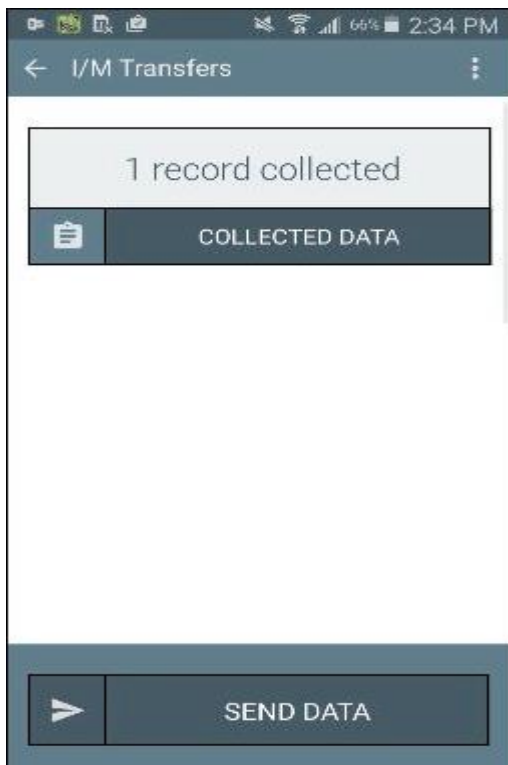
Example 5 – Enter item Qty

- To review collected data, press the Collected Data button (clip board). From here, the delete button (trash can) can be used to correct errors.



Example 6 – *Collected Data* screen

- Once the data has been collected, the user presses the “send” button and sends the data to the SAGE 100 server. Before sending, the user can review the Collected Data again to make any corrections.
Note: At this time, the collected data is being transmitted to the server, therefore, Wi-Fi is required.



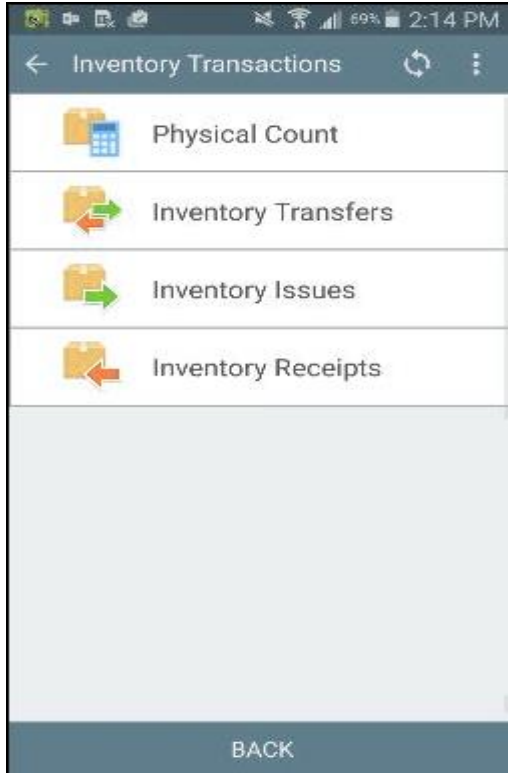
Example 7 – Preparing to send data

5. The *Automatic ScanForce Import* will detect the collected data file and generate a *Transfer* transaction in *Inventory Transaction Entry*.

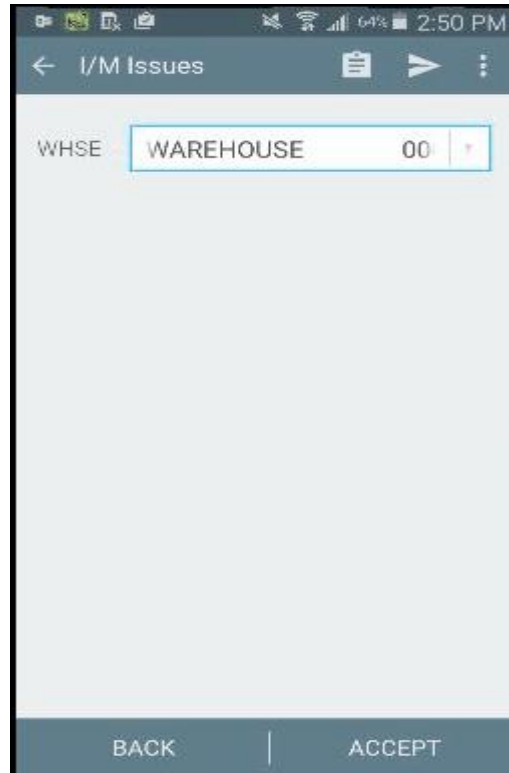
Inventory Issues

The flow of the inventory issue process is described below:

1. The user logs in on the handheld, navigates to *Inventory Transactions > Inventory Issues*, and selects the warehouse.

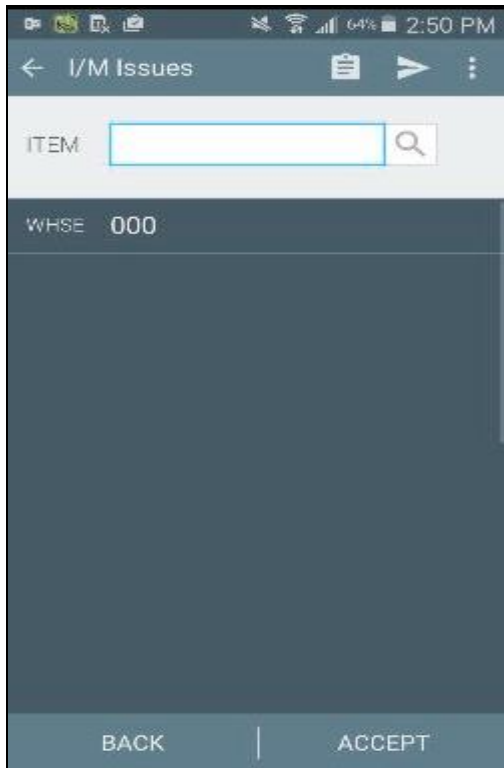


Example 1 – Inventory Transactions

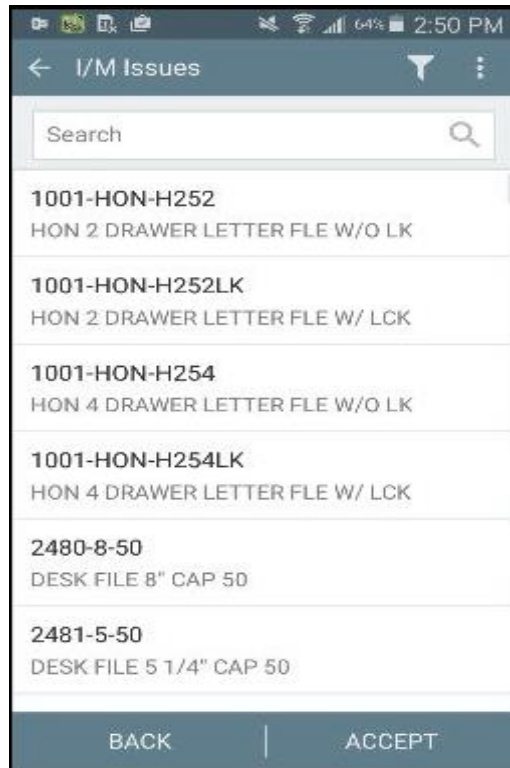


Example 2 – I/M Issues

2. The user proceeds to collect data by scanning item or alias bar codes and specifying the quantities to be issued.



Example 3 – Item input

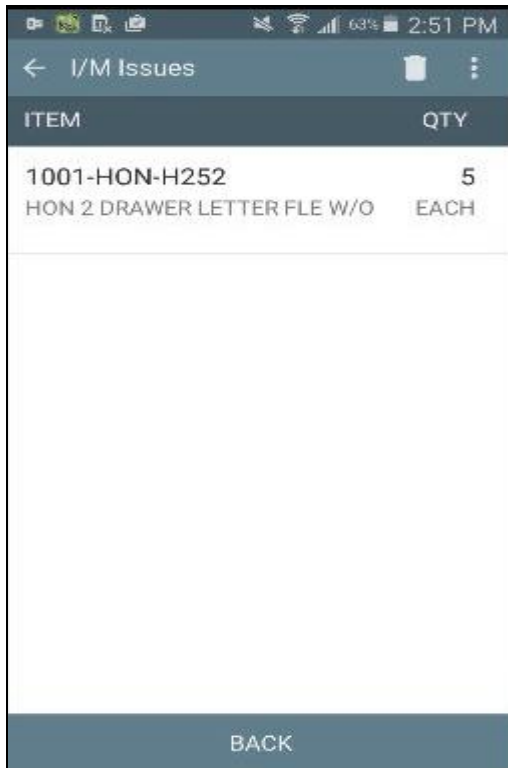


Example 4 – Item lookup screen



Example 5 – Enter item Qty

- To review collected data, press the Collected Data button (clip board). From here, the delete button (trash can) can be used to correct errors.



Example 6 – Collected Data screen

- Once the data has been collected, the user presses the “send” button and sends the data to the SAGE 100 server. Before sending, the user can review the Collected Data again to make any corrections.
Note: At this time, the collected data is being transmitted to the server, therefore, Wi-Fi is required.



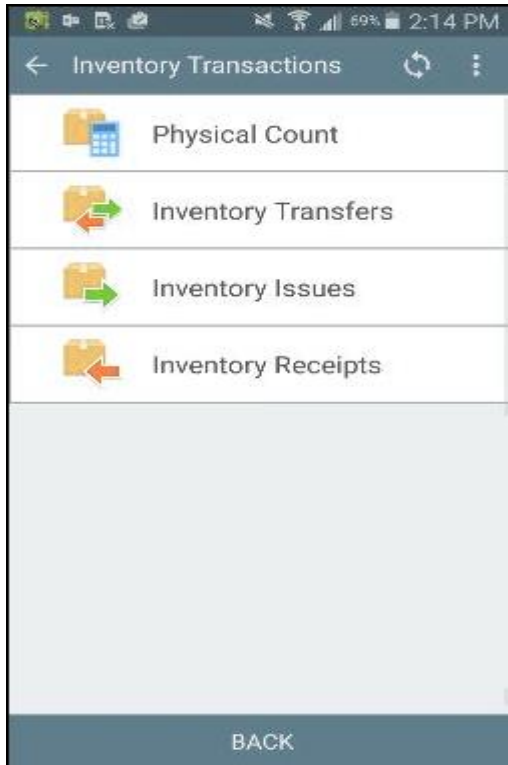
Example 7 – Preparing to send data

5. The *Automatic ScanForce Import* will detect the collected data file and generate an *Issue* transaction in *Inventory Transaction Entry*.

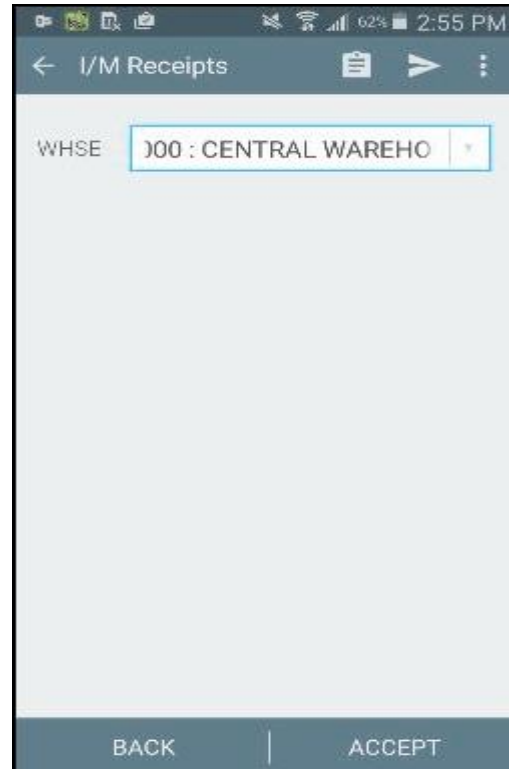
Inventory Receipts

The flow of the inventory receipt process is described below:

1. The user logs in on the handheld and navigates to *Inventory Transactions > I/M Receipts* and selects the warehouse.

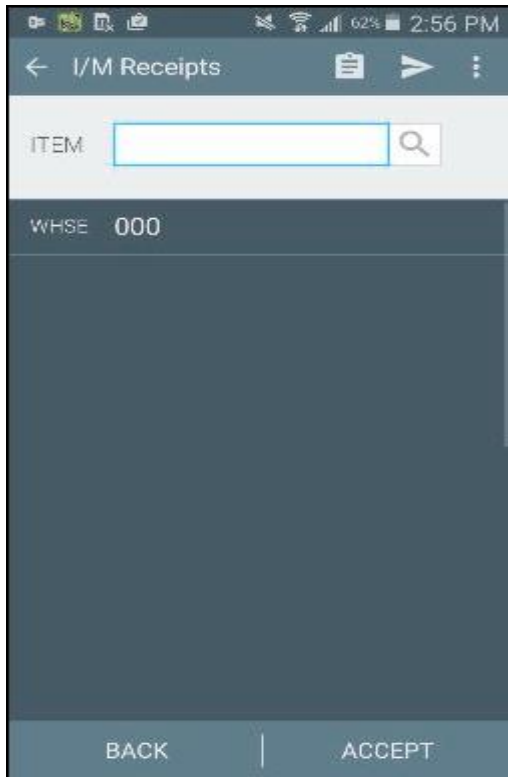


Example 1 – Inventory Transactions

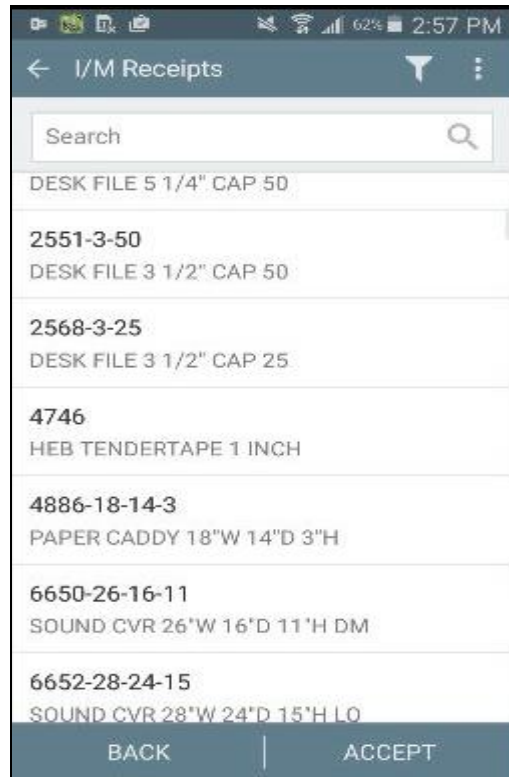


Example 2 – I/M Receipts

2. The user proceeds to collect data by scanning item or alias bar codes and specifying the quantities to be received.



Example 3 – Item input

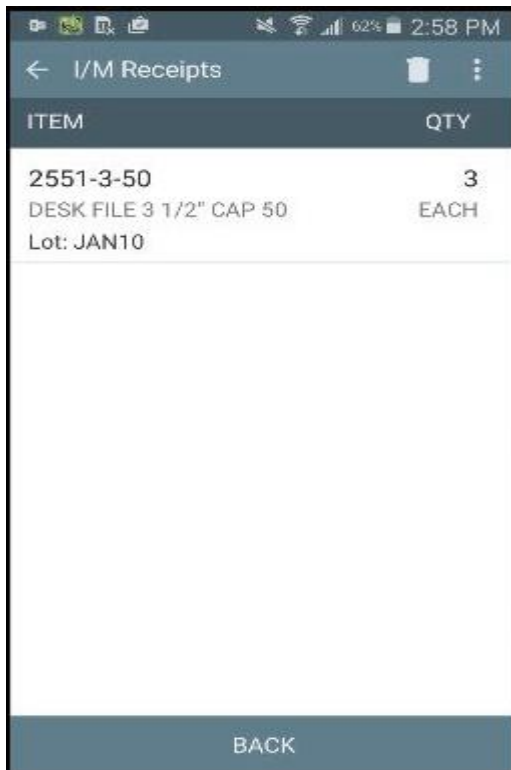


Example 4 – Item lookup screen



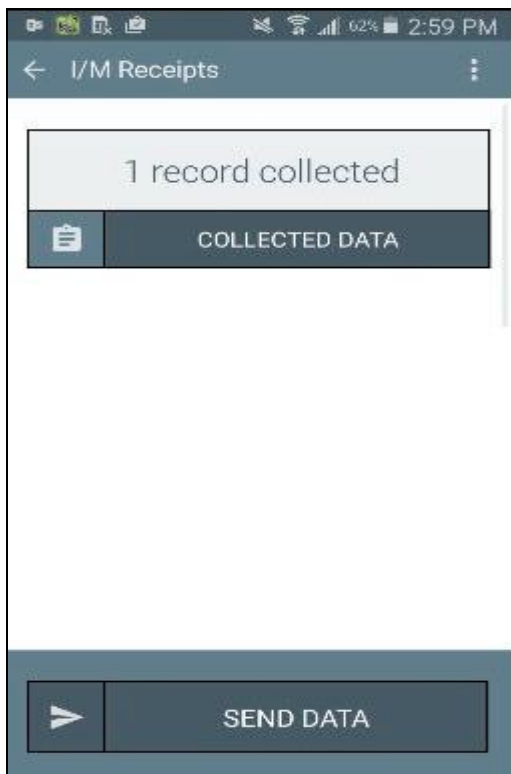
Example 5 – Enter item Qty

- To review collected data, press the Collected Data button (clip board). From here, the delete button (trash can) can be used to correct errors.



Example 6 – Collected Data screen

- Once the data has been collected, the user presses the “send” button and sends the data to the SAGE 100 server. Before sending, the user can review the Collected Data again to make any corrections.
Note: At this time, the collected data is being transmitted to the server, therefore, Wi-Fi is required.



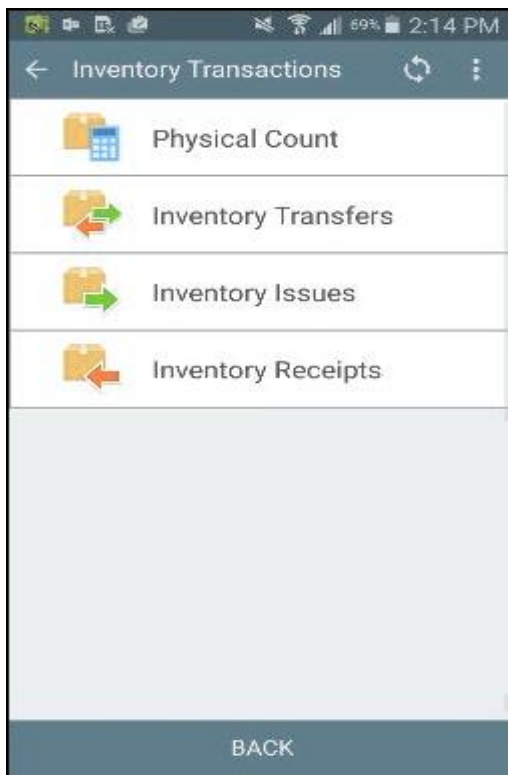
Example 7 – Preparing to send data

5. The *Automatic ScanForce Import* will detect the collected data file and generate a *Receipt* transaction in *Inventory Transaction Entry*.

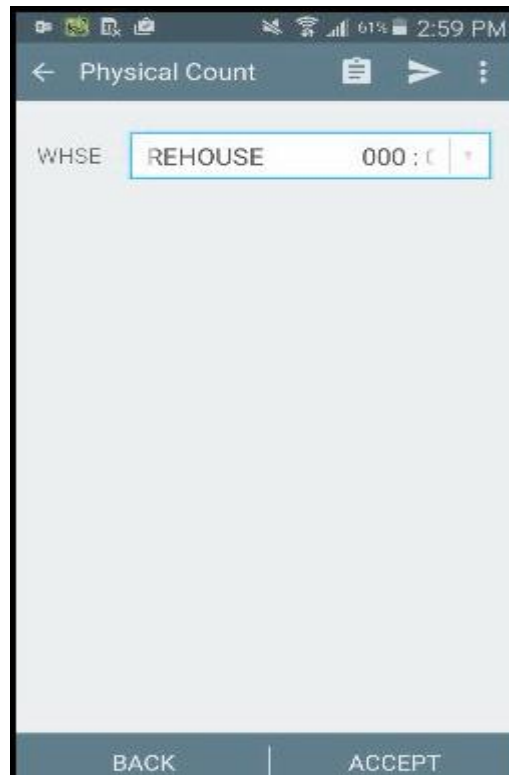
Inventory Physical Count

The flow of the physical count process is described below:

1. Ensure that there are no frozen items by performing a *Clear Frozen Items* in *Inventory Maintenance > Physical > Physical Count Worksheet*.
2. Freeze desired items using *Inventory Maintenance > Physical > Physical Count Worksheet*.
3. The user logs in on the handheld, navigates to *Inventory Transactions > Physical Count* and selects the warehouse.

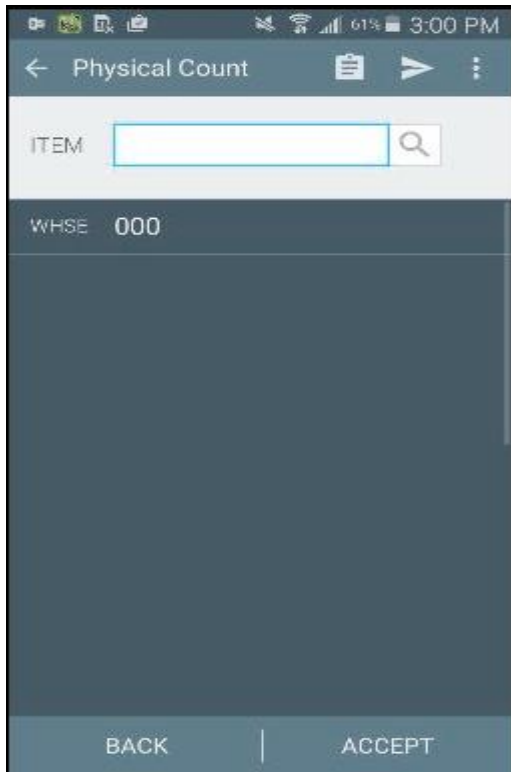


Example 1 – Inventory Transactions

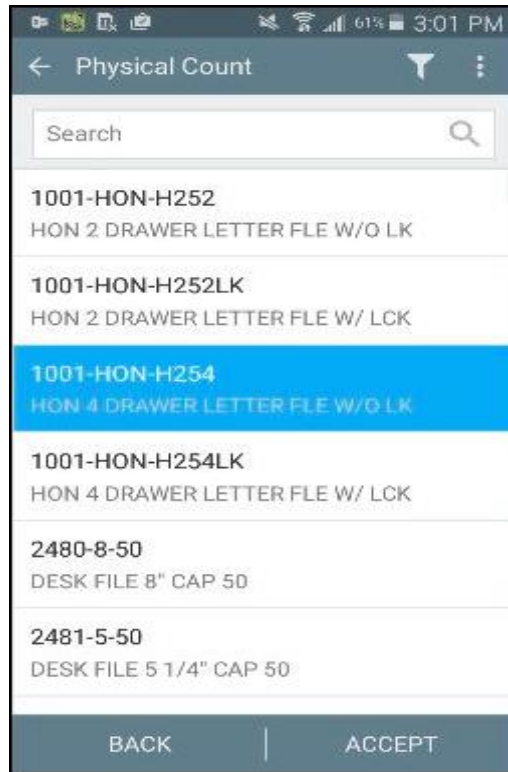


Example 2 – Physical Count

4. The user proceeds to collect data by scanning item or alias bar codes and specifying the quantities.



Example 3 – Item input

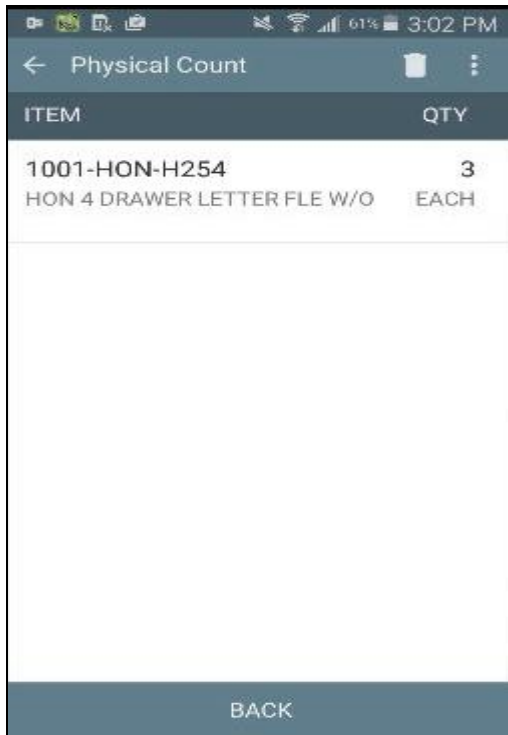


Example 4 – Item lookup screen



Example 5 – Enter item Qty

5. To review collected data, press the Collected Data button (clip board). From here, the delete button (trash can) can be used to correct errors.



Example 6 – Collected Data screen

- Once the data has been collected, the user presses the “send” button and sends the data to the SAGE 100 server. Before sending, the user can review the Collected Data again to make any corrections. **Note:** At this time, the collected data is being transmitted to the server, therefore, Wi-Fi is required.



Example 7 – Preparing to send data

- The *Automatic ScanForce Import* will detect the collected data file and add the quantities to *Physical Count Entry*.