

EZ-Scan | po

User Guide



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Introduction

This chapter provides all the information you need to get EZ-Scan | po up and running on your system. After describing system requirements, the chapter provides step-by-step procedures for installing and activating the software. You will also find information for getting the scanner and the bar code databases ready to use.

About this Guide

Who should use this Guide

Whether you are an advanced user or a beginner, the EZ-Scan | po User Guide should provide answers to your questions.

The Guide was written for beginners and will help new users become familiar with the EZ-Scan | po as quickly as possible.

For users who are already familiar with the software, the Guide can serve as a basic source of reference.

How to use this Guide

Your needs and current knowledge of the EZ-Scan | po will determine the best way to use this Guide.

You will find procedures for installing in Chapter 1, Getting Started. Chapter 2, Understanding Key Scanning Receipts explains how to use EZ-Scan | po.

Chapter 1: Getting Started

This chapter provides all the information you need to get EZ-Scan | po up and running on your system. After describing system requirements, the chapter provides step-by-step procedures for installing and activating the software. You will also find information for getting the scanner and the bar code databases ready to use.

What is EZ-Scan | po?

EZ-Scan | po is a fast and efficient method for scanning received items and generating Sage ACCPAC receipts. It saves time and effort, while reducing errors, by allowing you to scan the bar codes of received items. The software then translates the bar code data into Sage ACCPAC I/C item numbers.

How does EZ-Scan | po work?

EZ-Scan | po operates from within the Sage ACCPAC Purchase Orders module and offers standard Sage ACCPAC features like the Finder button.

Bar codes and item numbers:

If your organization uses bar code labels that represent Sage ACCPAC I/C item numbers, you can scan these labels for the items received. Otherwise, before using the scanning interface, you must assign Sage ACCPAC I/C item numbers to the bar codes that you will be scanning. You can do this in either the I/C Manufacturer's Item table or in the bar code database of PBT for Windows, which is available from MJD Software Ltd.

Bar code scanner:

To take advantage of all features in EZ-Scan | po, the bar code scanner should be configured to fully interact with the system.

Processing:

When you scan received items, EZ-Scan | po automatically checks that the data is valid for the Sage ACCPAC vendor, purchase order, and I/C item. It also checks that what you are doing is acceptable based on the receiving options selected for your system. Finally, it provides messages to guide you through the processing.

During the receiving process, EZ-Scan | po tracks all data and shows the current status of the received items on the screen. At any time, you can reset the current item or clear the current receipt. When you post the received items, EZ-Scan | po generates a receipt and updates Sage ACCPAC.

System requirements

Before installing the EZ-Scan | po, check that your system is operational with the following minimal requirements:

Software:

- Microsoft® Windows 98 or Windows NT v.4
- Sage Accpac ERP, System Manager, version 5.3 or higher
- Sage Accpac ERP, Purchase Orders and Inventory Control, versions 5.3 or higher
- Optionally PBT for Windows version 4.1C or higher

Hardware:

For best functionality, you will need a bar code wedge type scanner. The connection from the scanner to the workstation can be USB, serial or wireless.

Procedures required prior to EZ-Scan use

In order to get the EZ-Scan | po ready to use, you must complete the following procedures:

1. Install EZ-Scan | po.
2. Activate EZ-Scan | po in Sage ACCPAC.
3. Prepare the scanner.
4. Associate bar codes to Sage ACCPAC I /C item numbers in the IC Manufacturer's Item table or the bar code databases of PBT for Windows.

These procedures, described in the sections that follow, must be complete before you can use the system.

Installing the software

After verifying that your system meets the requirements listed above, you can install EZ-Scan | po

To Install EZ-Scan | po:

Switch the computer on and insert the installation CD for EZ-Scan | po.

The CD menu should pop up automatically, from the menu select **Install EZ-Scan | po**

After preparing files, the Installation Wizard for EZ-Scan | po opens on the screen. Click **Next** to continue. The dialog box called Choose Destination Location opens on the screen. EZ-Scan | po should be installed where the other Accpac modules are installed. The default location for installing EZ-Scan | po appears at the bottom of the dialog box.

As shown in the example above, the default installation directory for EZ-Scan | po is:

C:\Program Files \Accpac

To install the files in the default destination directory, click **Next**.

Otherwise, click **Browse** to select the drive and directory where your Sage ACCPAC files are stored. Click **Next** to continue.

Note – It is recommended that you install the files under the Sage ACCPAC directory on your system. However, if you select a different location, make a note of it for future reference.

Click **Next** to start copying the installation files. At the prompt, click **Finish** to exit the Installation Wizard. After installing EZ-Scan | po, the next procedure is to activate it under Sage ACCPAC as described in the following section. Select Exit on the CD menu screen to exit the install menu.

Note – It is recommended that you install the files under the Sage ACCPAC directory on your system. However, if you select a different location, make a note of it for future reference.

Activating the software

Once EZ-Scan | po is installed, the next step is to activate it to run under Sage ACCPAC. The activation procedure ensures that the system adds the required database tables and creates a folder for EZ-Scan | po under Sage ACCPAC Purchase Orders Transactions.

Warning! – Make a backup copy of your Sage ACCPAC data before you start the activation procedure. For information on preparing a backup, refer to the Sage ACCPAC *System Manager User Guide*.

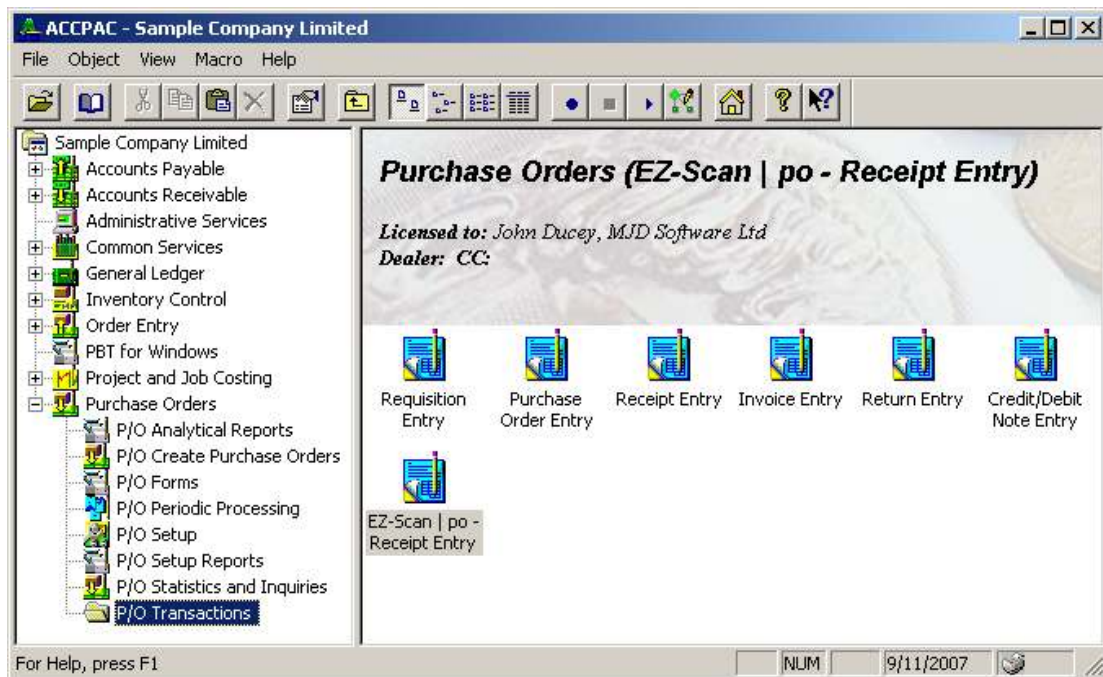
To activate the EZ-Scan | po:

1. Open Sage ACCPAC.
2. Click the folder **Administrative Services**.
3. Double-click **Data Activation**.
4. If you do not have a backup of your Sage ACCPAC data, click **No** to exit the activation procedure, then perform a backup.

Otherwise, click **Yes** to proceed with activation.

5. From the list of applications in the activation dialog box, click **EZ-Scan | po**, then click **Activate**.
6. At the prompt to activate the application for the current company, click **Proceed**.
7. At the message box, click **OK**, then click **Close** to exit the activation dialog box.

Once Activated you should find the EZ-Scan | po Receipt Entry icon in the P/O Transactions folder of the Purchase Order module in Sage Accpac.



If EZ-Scan | po does not appear under the Purchase Orders, P/O Transactions folder on the left-hand side of the Sage ACCPAC window, consult the Sage ACCPAC *System Manager User Guide*. If necessary, repeat the activation procedure.

Once you have installed and activated EZ-Scan | po, you can proceed to prepare the scanner and check the bar code databases as described in the sections that follow.

Preparing the scanner

EZ-Scan | po requires a wedge type bar code scanner for scanning bar codes. The scanner can be connected to a workstation either via a USB, serial, keyboard wedge or Bluetooth connection. It must also be configured to appended a carriage return to the end of every scan.

For information on configuring a Motorola® bar code scanner check the scanner's user guide or contact MJD Software. If you are using a different type of scanner, consult the manufacturer's documentation directly for configuration information.

Checking the bar code database

Before operating EZ-Scan | po, you must make sure that the bar codes are valid for scanning. Bar codes are valid if they:

- Represent an actual unformatted Sage ACCPAC I/C item numbers, or
- Have been assigned to the Sage Accpac I/C Manufacturers Item table, or
- Have been assigned to Sage Accpac I/C item numbers in the Internal or Vendor Bar Code database of PBT for Windows.

If your organization uses bar code labels that represent actual Sage ACCPAC I/C item numbers, there is no additional preparation required for the bar codes.

Otherwise, if bar codes have not yet been set up for your organization, turn to either the Sage Accpac Inventory Control manual for information on the Manufacturer's Item table or to the PBT for Windows User Guide for procedures.

This section describes how to check the current assignment of bar codes to Sage ACCPAC I/C item numbers in PBT for Windows. The easiest way to check the bar codes is to print a report of existing bar codes.

To check that the bar codes have been set up:

1. Open Sage ACCPAC then open **PBT for Windows**.
2. Double-click the icon **Print Bar Codes**.

3. On the screen called Print Bar Code Reports, select the profile **Internal Bar Codes on file** and make sure that you select the option **Show All bar codes**.

Depending on the number of items or bar codes the print out could be very large, therefore it may be prudent to either print to a pdf file or to print those items without bar codes.

The report shows the assignment of bar codes to Sage ACCPAC I/C item numbers. When you use EZ-Scan | po, the system will interpret these bar codes as Sage ACCPAC item numbers.

For information and procedures to enter new bar codes into the PBT for Windows databases, refer directly to the PBT for Windows User Guide.

Once the bar code database is populated, your system is ready to translate scanned bar codes into Sage ACCPAC I/C numbers.

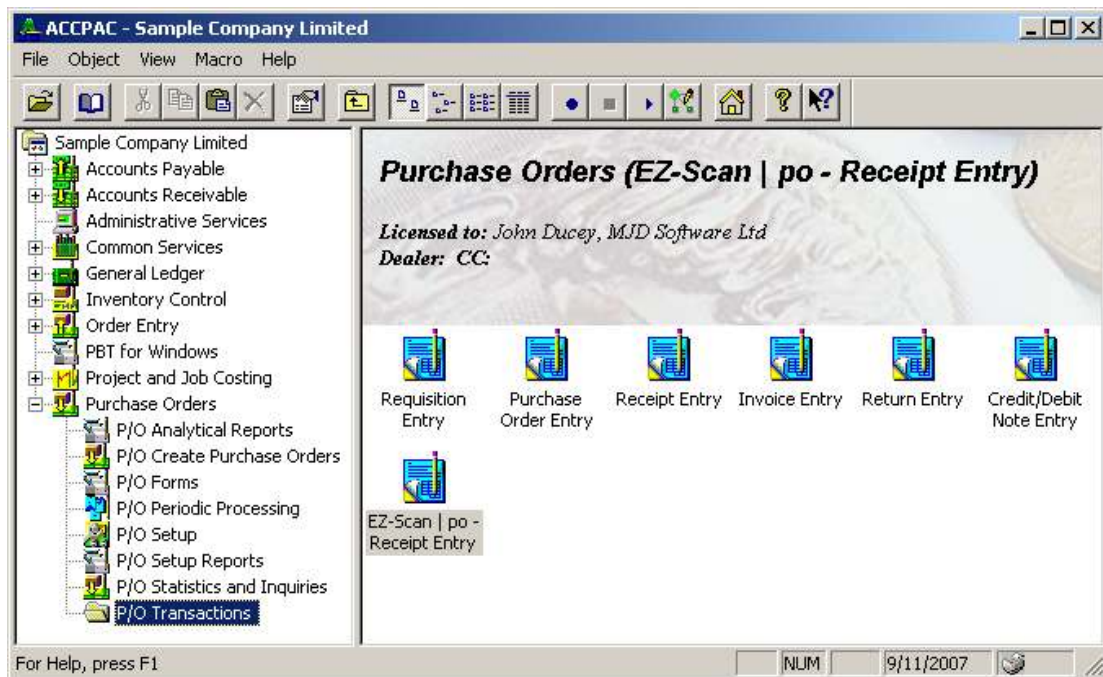
Chapter 2: Scanning Receipts

This chapter describes how to use the EZ-Scan | po to scan received items and create Sage Accpac receipts. In addition, you will find information on system messages and tips for using the Receipt Entry screen.

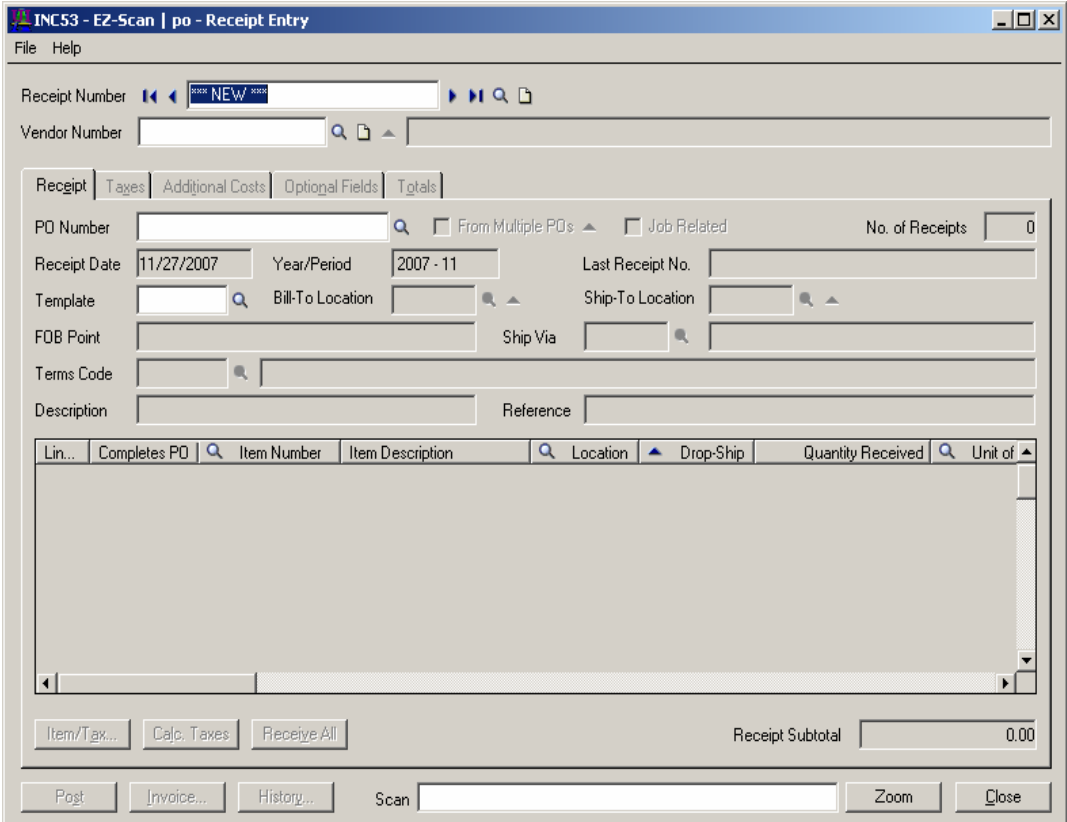
Working with the Scan Receipts screen

This section provides an overview of the Scan Receipts screen. It explains how to access the screen and describes its features.

To access the Scan Receipts screen, open Sage ACCPAC and click the folder **Purchase Orders**, then click the folder **P/O Transactions**:



Double-click **EZ-Scan Receipt Entry**, the Receipts Entry screen opens:



Select a PO to receive against from the PO Number field, either by using the finder, typing in a PO Number or even by scanning a PO Number into that field:



Place the cursor in the Scan field and scan a bar code. EZ-Scan | po will translate the bar code, find the item in the list of detail items and increment the quantity received by one:

The screenshot shows the SAH54 - EZ-Scan | po - Receipt Entry window. The Receipt Number is "NEW". The Vendor Number is 1200, Chloride Systems. The PO Number is PO00000028. The Receipt Date is 24/03/2008, Year/Period 2008-03. The Template is empty, B#T# Location is empty, and Ship-To Location is 1. The POB Point is 00123496781, Ship-Via is empty. The Terms Code is DUETBL, Due by Invoice Date. The Description is empty, Reference is empty. The table below shows 7 items with their quantities outstanding and received.

Lin.	Completes PO	Item Number	Item Description	Location	Quantity Outstanding	Quantity Received	
1	No	A1-103/0	Fluorescent Desk Lamp	1	4	0	Ea
2	No	A1-105/0	13w Mini Fluorescent Bulb	1	8	0	Ea
3	No	A1-320/0	50w/12v Halogen Bulb	1	2	0	Ea
4	No	A1-400/0	Desk Note Book	1	1	1	Ea
5	No	A1-401/0	Desk Calendar Pad	1	12	0	Ea
6	No	A1-450/0	Bulletin Board	1	14	0	Ea
7	No	A1-460/0	White Melamine Board	1	4	0	Ea

The Receipt Subtotal is 10.01. The Scan field is empty.

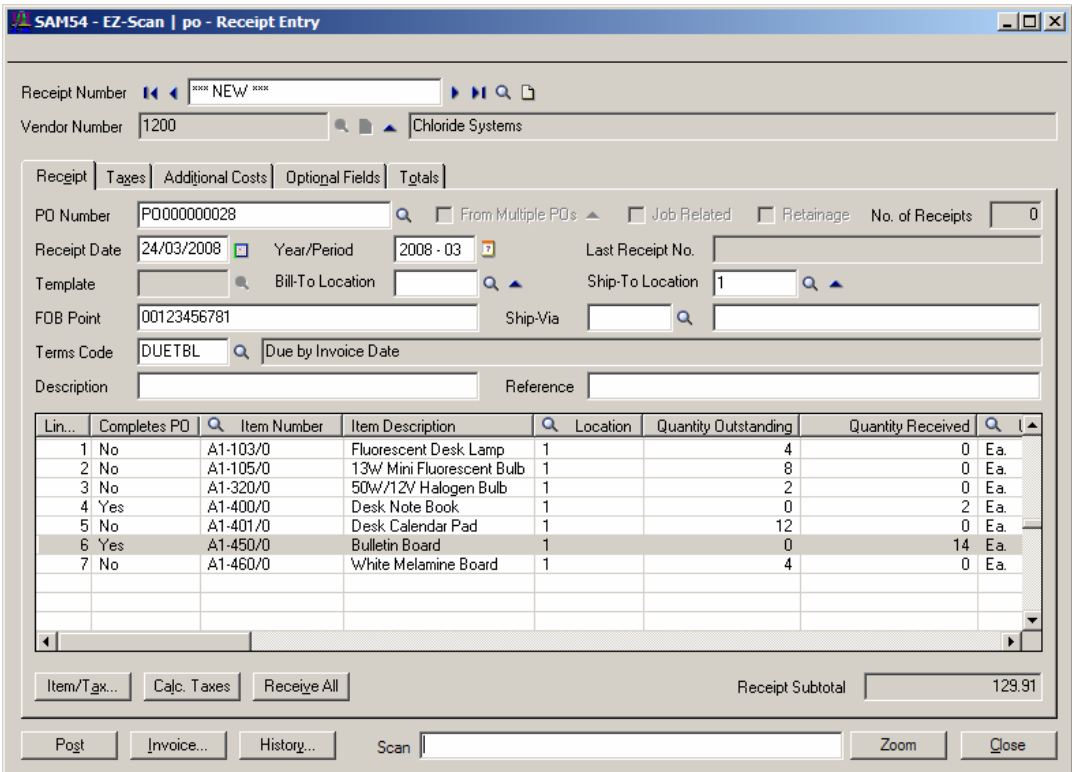
Scan the item again and it will increment the quantity received. Alternatively the user can scan the item once to go to a detail line and then manually type in the quantity received into the Scan field instead of repeatedly scanning over and over:

The screenshot shows the same SAH54 - EZ-Scan | po - Receipt Entry window. The Receipt Number is "NEW". The Vendor Number is 1200, Chloride Systems. The PO Number is PO00000028. The Receipt Date is 24/03/2008, Year/Period 2008-03. The Template is empty, B#T# Location is empty, and Ship-To Location is 1. The POB Point is 00123496781, Ship-Via is empty. The Terms Code is DUETBL, Due by Invoice Date. The Description is empty, Reference is empty. The table below shows 7 items with their quantities outstanding and received.

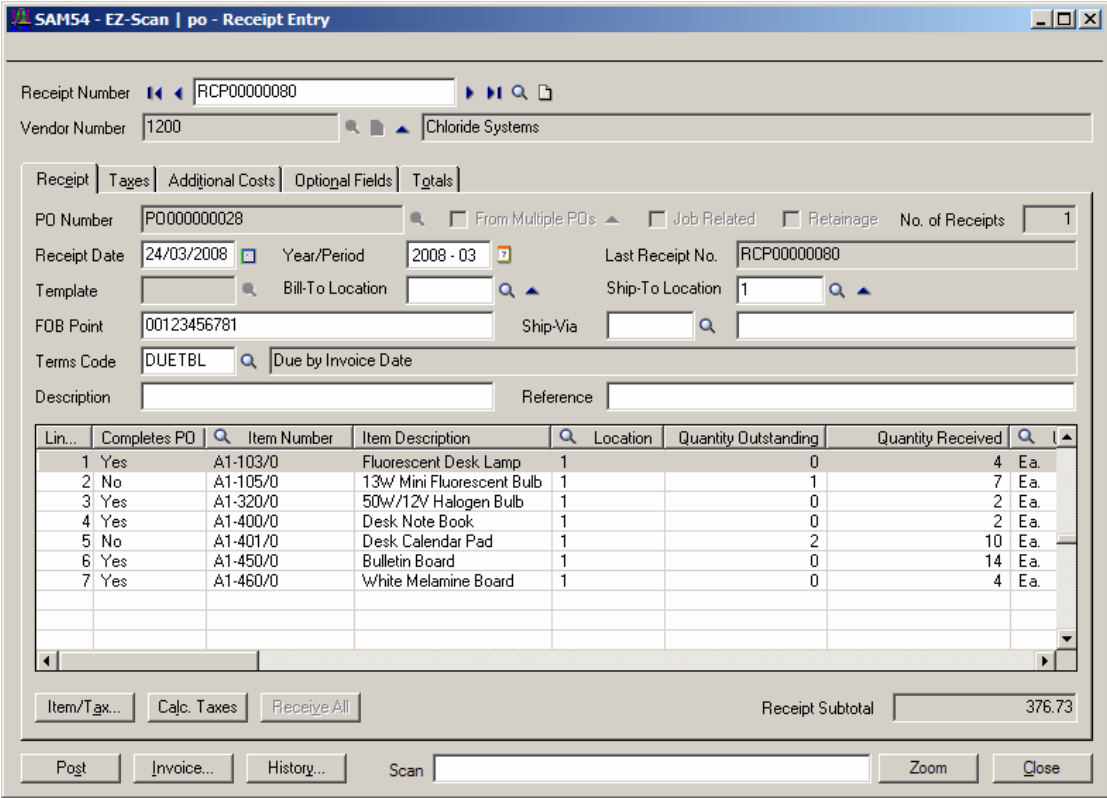
Lin.	Completes PO	Item Number	Item Description	Location	Quantity Outstanding	Quantity Received	
1	No	A1-103/0	Fluorescent Desk Lamp	1	4	0	Ea
2	No	A1-105/0	13w Mini Fluorescent Bulb	1	8	0	Ea
3	No	A1-320/0	50w/12v Halogen Bulb	1	2	0	Ea
4	Yes	A1-400/0	Desk Note Book	1	0	2	Ea
5	No	A1-401/0	Desk Calendar Pad	1	12	0	Ea
6	Yes	A1-450/0	Bulletin Board	1	0	1	Ea
7	No	A1-460/0	White Melamine Board	1	4	0	Ea

The Receipt Subtotal is 27.88. The Scan field contains "14".

After entering the received quantity press Enter to increment the received quantity by that amount:



Continue scanning and processing all the items that are to be received, once they have all been entered click the Post button to post the receipt as you would normally do:



Click the Close button to if receiving is complete or click the New button and select another PO to receive against.