Produmex Scan Functional Guide

This document describes the functionality of Produmex Scan. Produmex Scan is a mobile application for SAP Business One 9 to manage stock transactions.
The architecture of the solution supports even dozens of warehouse workers to perform tens of thousands of inventory transactions in conjunction with the company warehouse database. All major SAP Business One 9 inventory transactions are supported including pick-lists, stock counting, bin locations, serial/batch numbers as well as deliveries and goods receipts.
The client component is a native Windows CE/Mobile application for ultimate speed, while the server component is a scalable, robust, high performing business logic transaction engine.

It is worthwhile to understand the structure of the system first, so the workflow of each function can be seen in context.
The mobile devices require a constant connection to the system. This communication is facilitated by the Service Broker. Each mobile device's data is saved to a temporal database. This makes it possible to use multiple devices at the same time on a task (for example two employees unloading the same shipment). Each employee can see the changes made by his co-worker in real time, so they can work parallel. This also makes sure, that if the mobile device's connection is lost (network error, low battery, etc.) the work done so far is not lost.
The user can review all the changes before committing to the SAP Company Database. We call the procedure when changes are made to the company database Posting. This step suits the typical workflow of company's well, the employee in charge of the operation can verify the results at the end.

When you use the Produmex Scan application and you prepare your inventory data to create SBO documents from it, this data will be sent to the Service Broker each time you tap the Done button (so practically for each material line). The Service Broker will save this data in a so called mobile transaction. This mobile transaction data will contain all necessary information to create the appropriate booking, and when you tap the trigger button to create the document (usually the Post button), this mobile transaction will be processed and the relevant SBO document will be created with DI API based on the data.
This logic ensures that if you already created a long list of transactions and you have a failure for example in the network connection to the mobile device, you won't have to start the whole process again. In the Produmex Scan Add-on there are functions to handle those mobile transaction data. You will find more information on that at the end of the document.

Note, that while no posting is made, the changes can not be seen from the SAP BO Client.

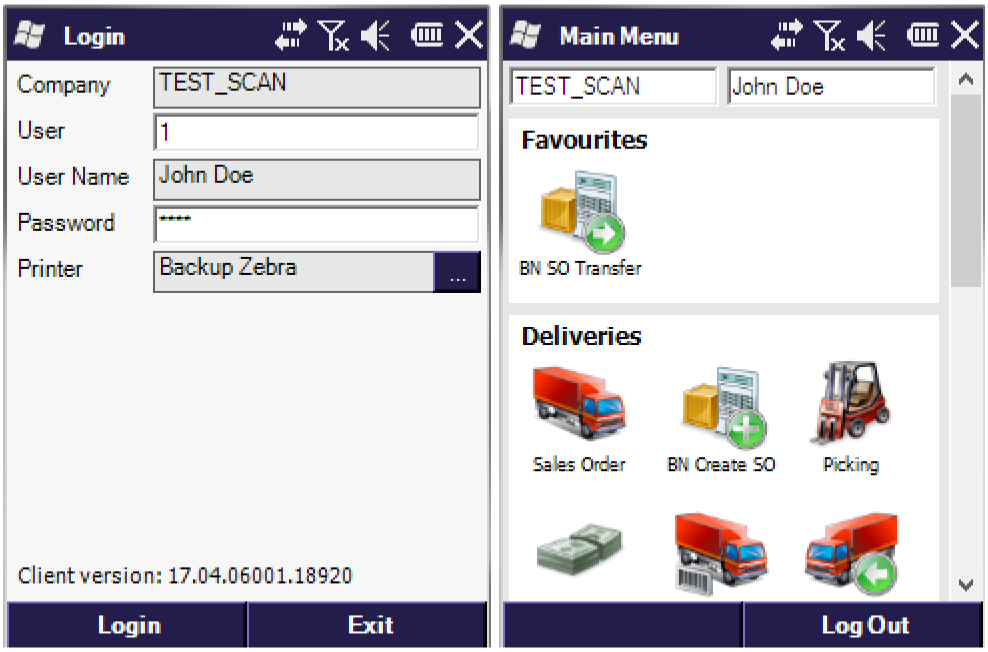
Prerequisites
Before using the Produmex Scan application, you should have set up correctly the necessary master data (employees, printers, authorizations, settings, etc.) Please refer to the Produmex Scan Installation and Configuration Guide for instructions regarding setup and configuration.

1. Logging in

After the set up if you start the mobile application, the login screen will appear.

If the Pin code is set in the employee master data (Employee Master Data form > User-defined fields > Mobile password), then you can either enter it at the User field or you can use the SAP BO employee code. After leaving the user field, the application will automatically fill the User Name field.

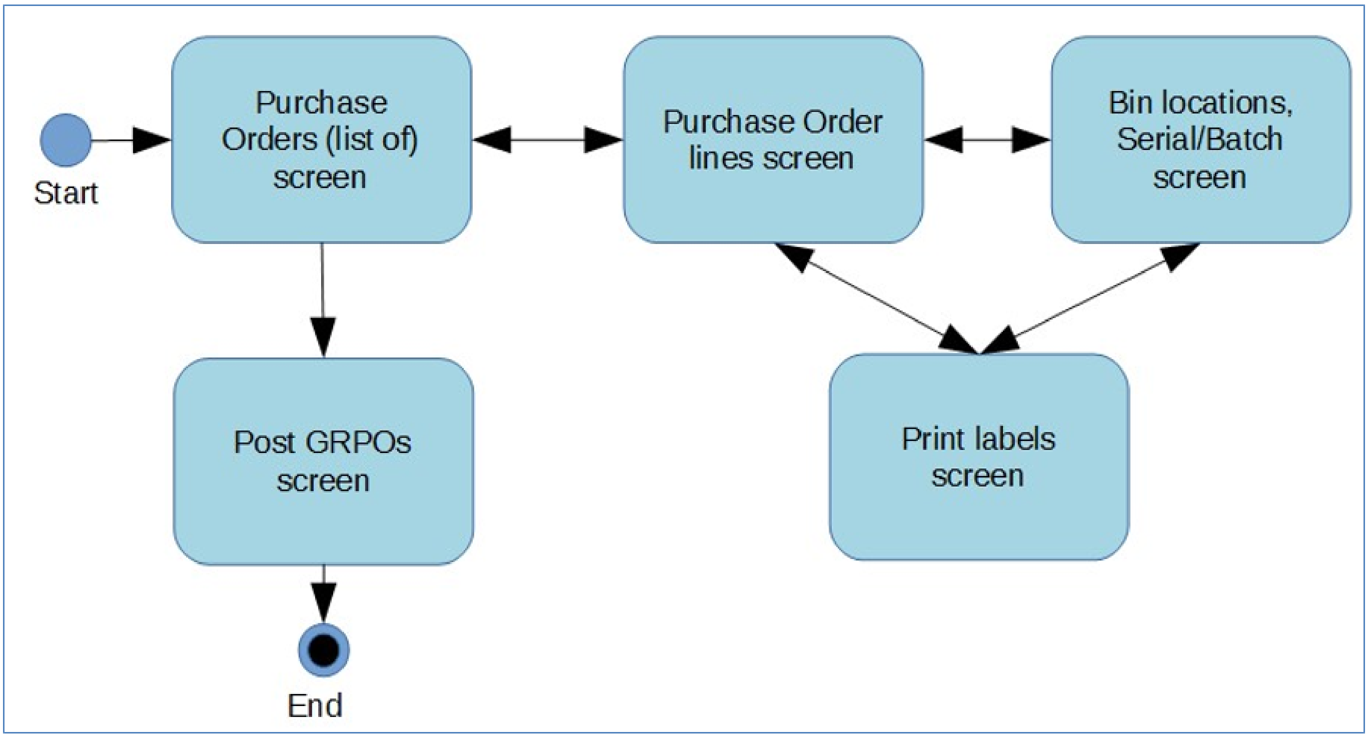
The user can also select a printer to work with by clicking on the … button beside the Printer field. Tapping Exit will close the mobile application. Tapping Login the user will be navigated to the main menu or his last active screen.



The user will see all the menu entries for which he has rights (the rights can be set in the employee master data). Note, that the user will always see the Query Stocks and Print Labels menu. By tapping the entries in the Main Menu the user can begin the indicated processes. Each process will be explained in the following sections.

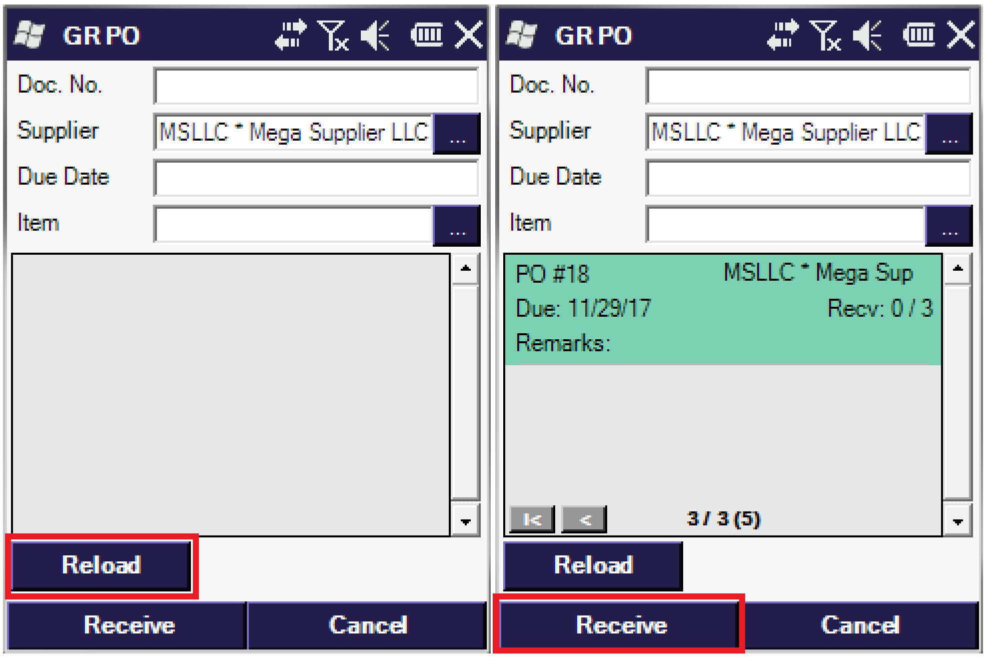
2. Goods Receipt PO

2.1. GRPO



2.1.1. Selecting Purchase Orders

From the Main Menu the GR PO entry leads to the form that can create a goods receipt PO in SAP BO. First the user will be prompted a list of the existing purchase orders in the SAP BO database. Filters can be used to find relevant purchase orders quickly. The user can set the filters and then tap the Reload button to load the relevant data from the database. The grid below the filter fields will be filled with the available purchase order entries.

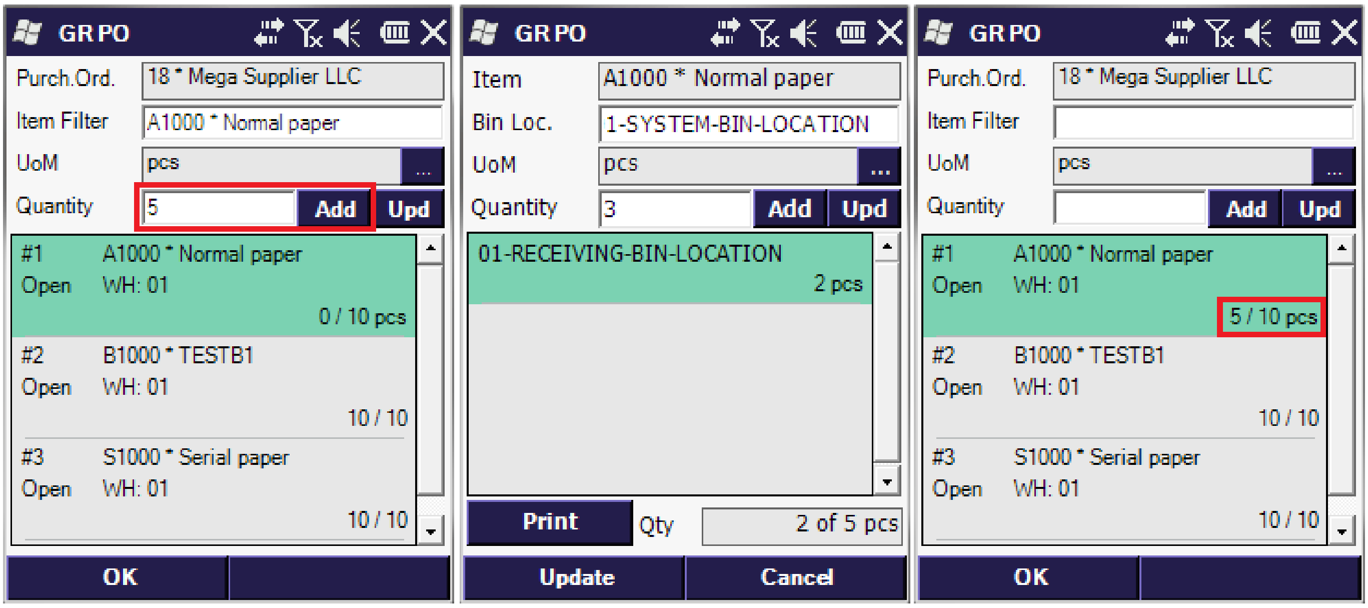


In one entry the user can see the document number of the purchase order, the name and description of the supplier, the due date and the already received full purchase order lines/all lines. In this example two orders were filtered, both have zero lines already filled out.
If the user taps Cancel, he will be navigated back to the Main Menu.
The user can select an entry and then tap Receive to enter the items and quantities for the Goods

receipt PO.

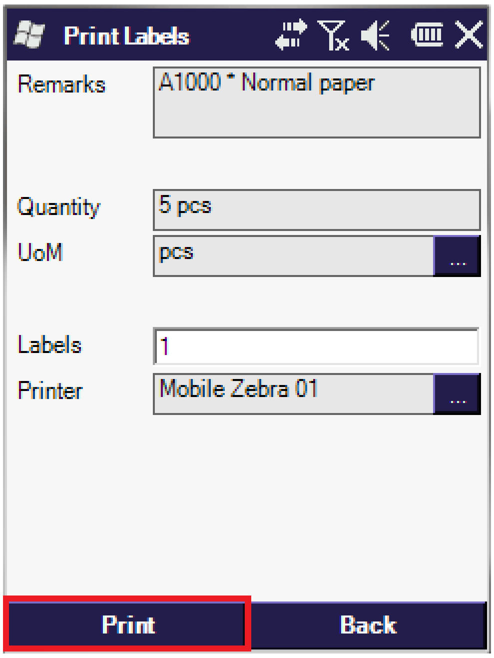
2.1.2. Receiving Items

At the beginning of the entry the user can also see the purchase order line status. Only open purchase order lines are listed here. If the user enters the item number in the Item field and leave the field, the line containing the item will be automatically selected. Alternatively the user can select a line manually in the grid. The user cannot add items that are not in the purchase order.
Once the item line is selected, the user can enter the quantity he wants to receive in the Quantity field and then click on Add or Upd. If the user clicks on Add, the quantity entered will be added to the already set quantity. If the user clicks on Upd, the already set quantity will be overwritten with the new quantity. To cancel an entry, the user can update a quantity to zero.



2.1.3. Printing Lables

Tapping Print will navigate the user to the Goods receipt PO print label making form. Here the user can review the contents of the label, can change the unit of measure (UoM) of the products, can change the number of labels printed and can specify the printer device to be used.
Tapping the Print button will start the printing process. In the following example a printed label can be seen. Typically this label is printed on a sticker paper, ready to be attached to the product. These labels contain for example barcode to be scanned later. Each company can have its own, specific layout. For now, press Back to return to the GR PO screen.



After setting the quantities in the GR PO screen the user can tap Done to progress.

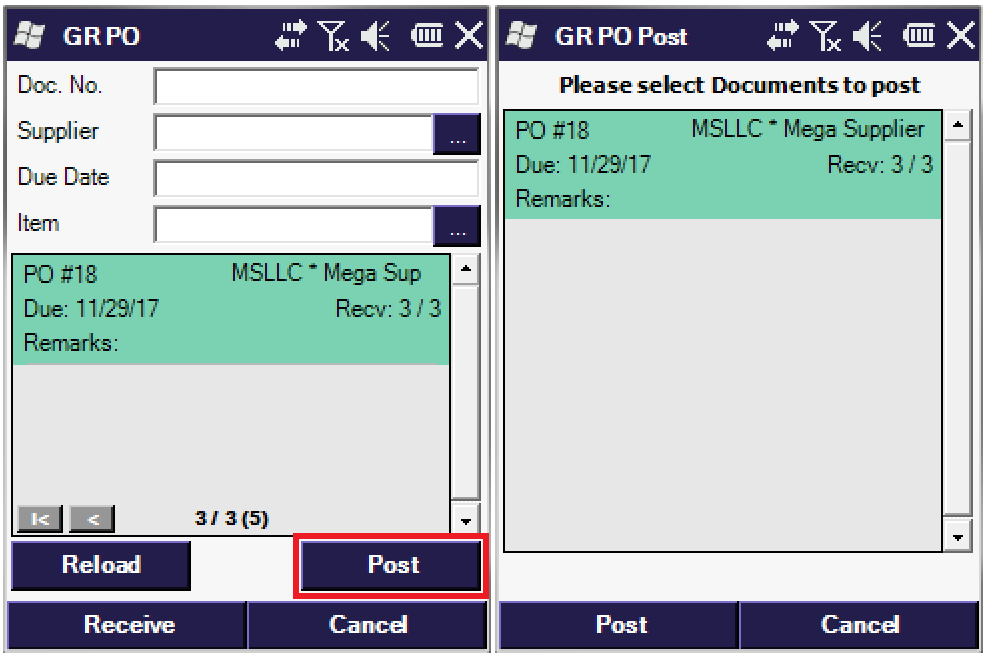
2.1.4. Posting the Goods Receipt PO

If the warehouse uses bin locations the user will be prompted the bin location selection form to enter the bin location(s) to which the item will be received. If the warehouse has no bins or the items are normal (not a batched or serialized items) the window will not be prompted.

In most of the scenarios the bin location and batch/serial selection form will be presented as a professional company relies heavily on these features. This is explained in the next section.

In this example the bin location selection form is not prompted as the 'A1000 Normal Paper' is a normal item and the warehouse '02' does not use bin locations.
In this simple example the user will be taken back to the main GR PO screen. It can be seen below, that an order has been already received and a new option is available, to post some or all received orders. The user can tap Post to go to the GRPO Post screen, where he can specify which orders to post. Posted orders will become bookings in the SAP BO system.

After selecting the entries in the GRPO Post screen the user can tap Cancel to abandon the posting or Post to book the orders. A message will be prompted to confirm a successful posting. Tap Ok to return to the main GR PO screen.



2.1.5. Dealing with Batched or Serialized Items and Bin Locations

As mentioned before, after for example adding the quantity of an item in the goods receipt PO there may be extra steps involved. If the warehouse uses bin locations or the item is a batched or serialized item the user will be prompted the bin location and batch / serial selection form.

Bin Location
First the Bin Location can be specified. If set, the bin location must exist in SAP BO or else, the user will receive an error message. The user cannot enter bin locations that are in a different warehouse than the warehouse in the related SAP BO document line. The Bin Location can be left empty, indicating that no bin location is used. If the 'Receiving Bin Locations' setting is enabled in SAP BO, the system will automatically choose a bin location.

Batch
If the item is managed by batches, the user can enter the batch numbers. It is possible to create an user query for generating the batch automatically. Press the New button to generate the batch number. For more information please see: Batch number generation

Then specify the unit of measure (UoM). For more information please see: Managing UoM Groups

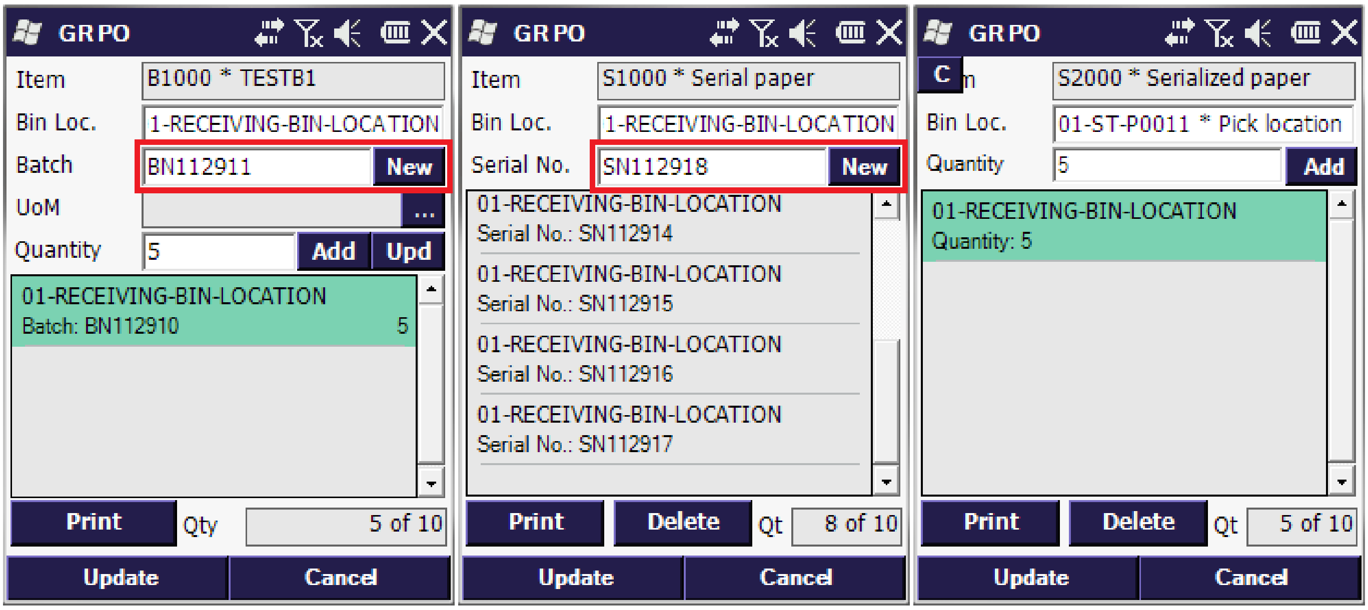
It is possible to divide the stock among the bin locations. The functionality of the Add and Upd buttons are the same as before.

Serial
If the item is managed by 'On every transaction' serial numbers, then the user has to add the quantity by scanning the serial numbers. To remove a serial number, select its line and press the 'Delete' button. It is possible to create an user query for generating serial numbers automatically. Press the New button to generate the serial numbers automatically. For more information please see: Serial number generation

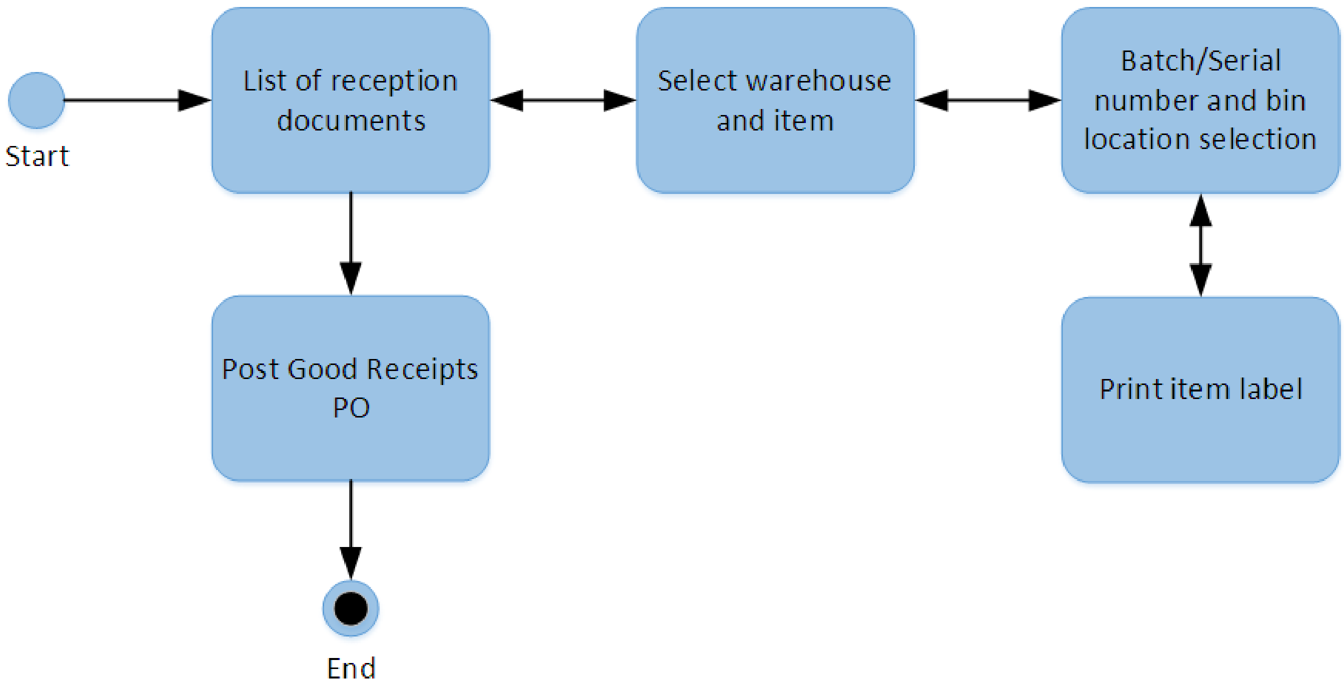
If the item is managed by 'On release only' serial numbers, then simply enter the quantity. The system automatically creates empty (placeholder) serial number records.

Press the Done button to proceed. The system goes back to the previous screen and saves the entered data. The received quantity in the line of the purchase order is updated with the newly created quantity. The total quantity of batch/serials must be equal to the quantity entered on the GRPO screen.

To go back without saving the changes, press the Cancel button.



2.2. Free GRPO



To receive stock without a purchase order, press the 'Free GR PO' button.

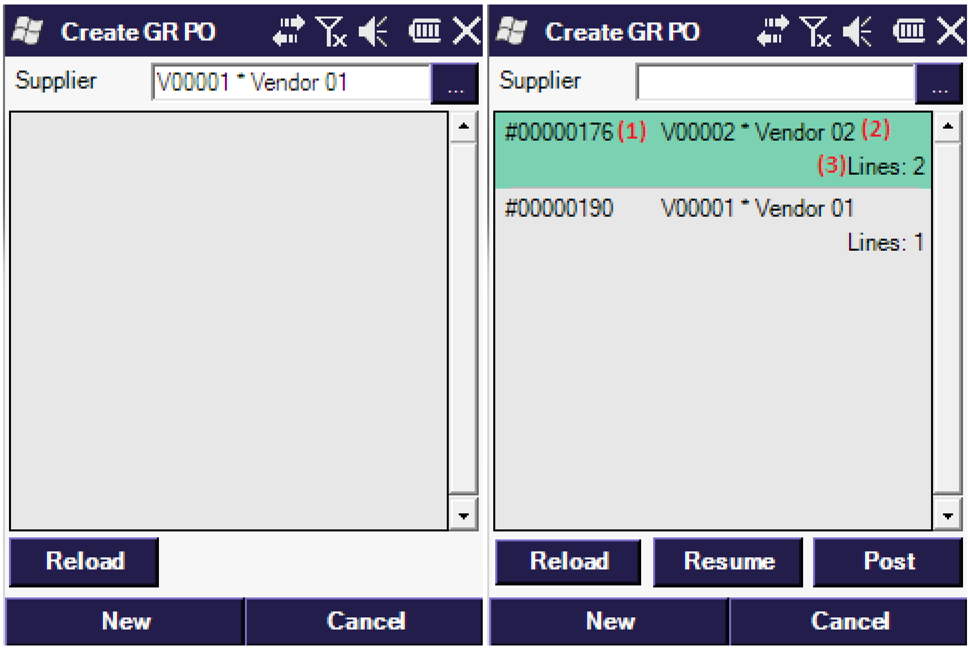
Press the 'Reload' button to see the list of the preliminary goods receipt documents. It is possible to filter the preliminary documents based on the supplier. Enter the supplier code to the *Supplier* field or select it after pressing the '…' button.

To create a new *Goods Receipt PO* document, select the supplier then press the ‘New’ button. If there are preliminary Goods receipt documents, two additional buttons are displayed:

- Resume
- Post

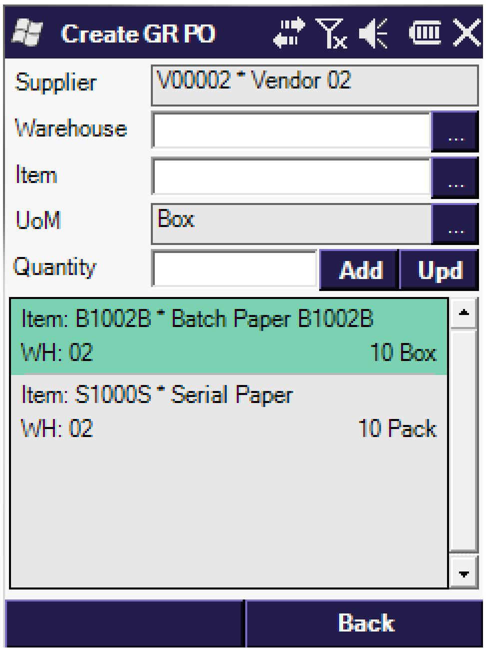
To modify the list of items to receive, select the documents then press the ‘Resume’ button. To create the *Goods Receipt PO* document in SAP Business One, press the ‘Post’ button.
Displayed information:

1. Code of the preliminary document
2. Supplier code * Supplier name
3. Number of document lines



On the next screen add the warehouse. To select the warehouse from a list, press the ‘…’ button. Then add the item code to the *Item* field and specify the UoM code.

To select the item from a list, press the ‘…’ button. Enter the quantity to the *Quantity* field. To increase the current value with the entered value, press the ‘Add’ button. To replace the current value with the entered value, press the ‘Upd.’ button.



If the destination warehouse has bin locations and/or the product is managed by batches or serial numbers, the system will prompt the user to a screen where the batch/serial number(s) and the bin location can be added.

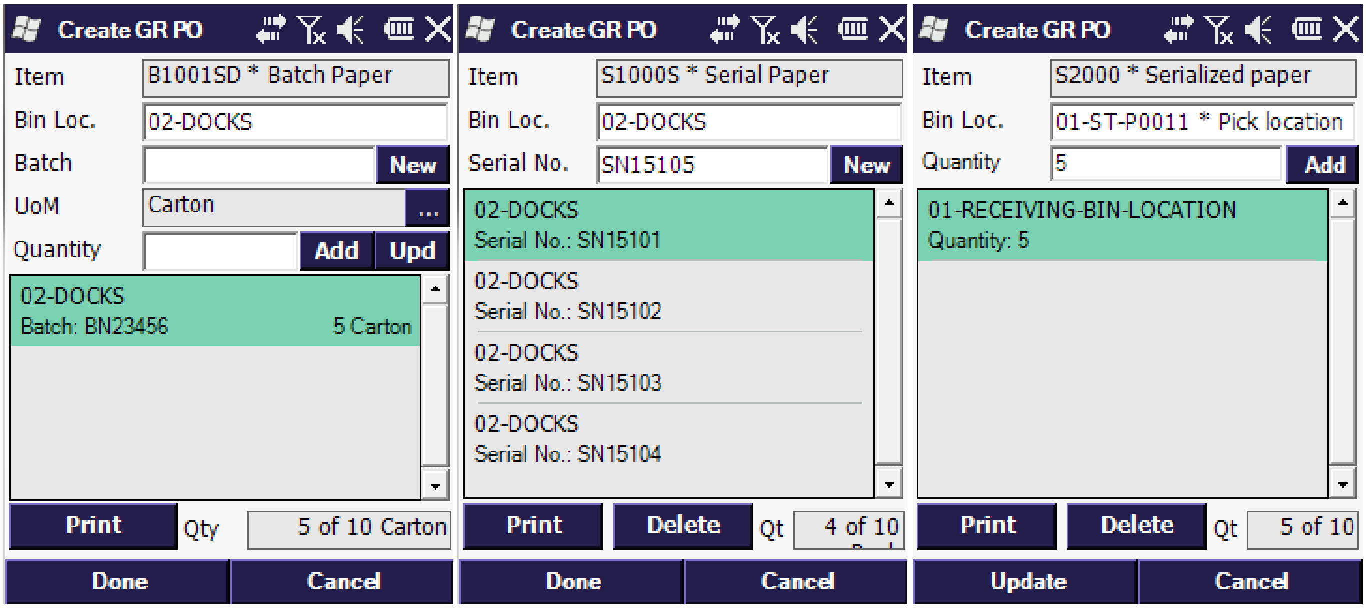
Products can be received into different bin locations from the same warehouse.

It is also possible to adjust the UoM of the product. For more information please see: Managing Unit of Measure Groups.

Products with different batch numbers can be received. It is possible to create an user query for generating the batch automatically. Press the New button to generate the batch number. For more information please see: Batch number generation

If the item is managed by ‘On every transaction’ serial numbers, add the quantity by scanning the serial numbers. To remove a serial number, select its line and press the ‘Delete’ button. It is possible to create an user query for generating serial numbers automatically. Press the New button to generate the serial numbers automatically. For more information please see: Serial number generation

If the item is managed by ’On release only’ serial numbers, add the number of the received items instead of the serial numbers. Enter the quantity to the Quantity field then press the Add button. The system automatically creates empty (placeholder) serial number records.

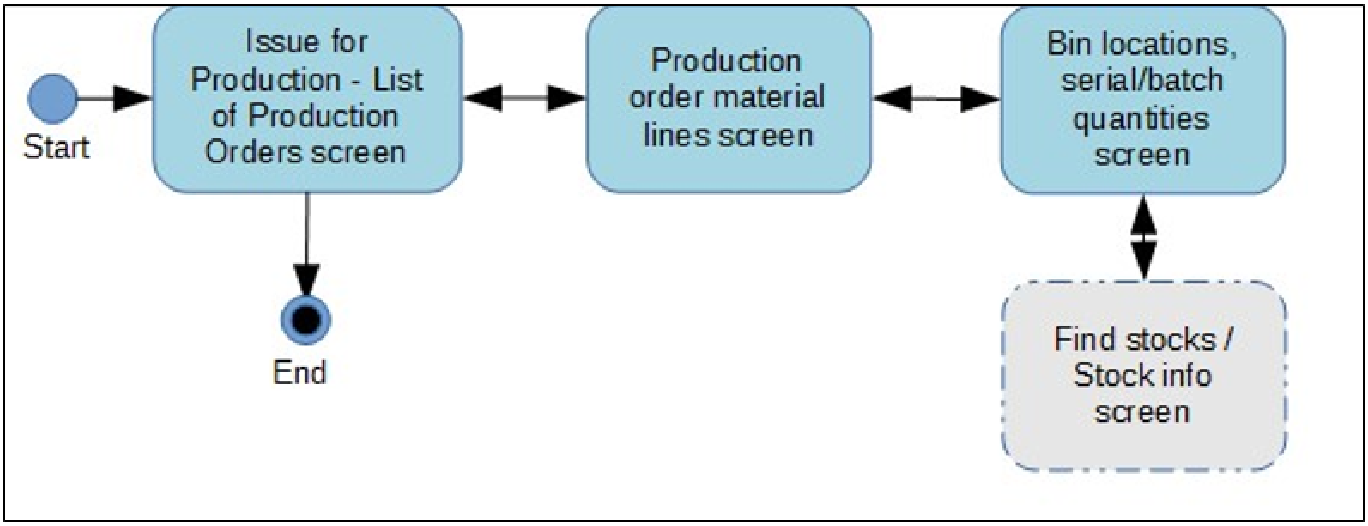


Press the ‘Print’ button to print the item label of the selected item.

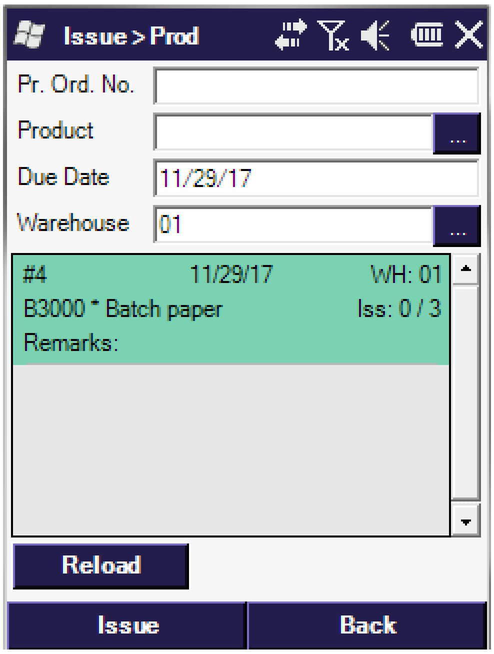
Press the ‘Done’ button to add the identified products to the list of items to receive or press the ‘Cancel’ button to go back without adding the products to the list.

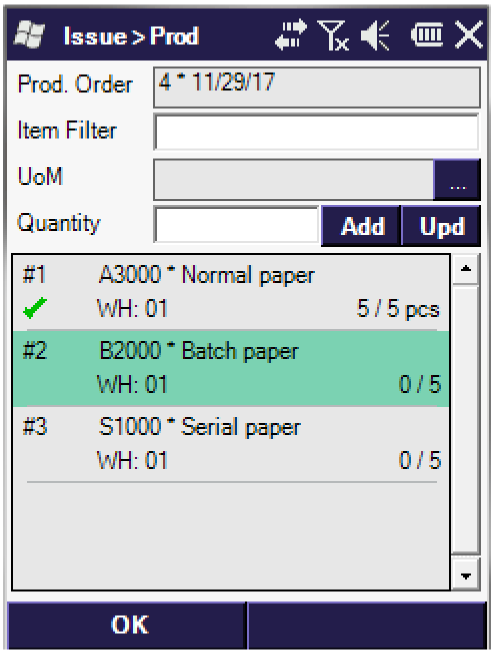
3. Production

3.1. Issue for Production



Select the Issue option in the Main Menu under the Production section.





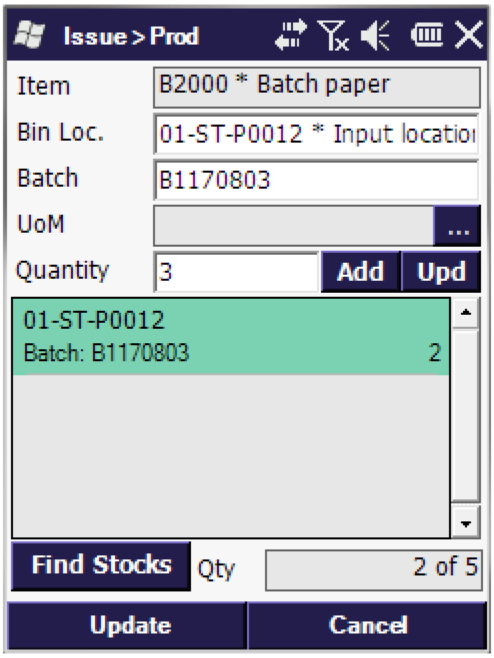
Select a Production Order using the filters available then tap 'Issue'. Possible filters:

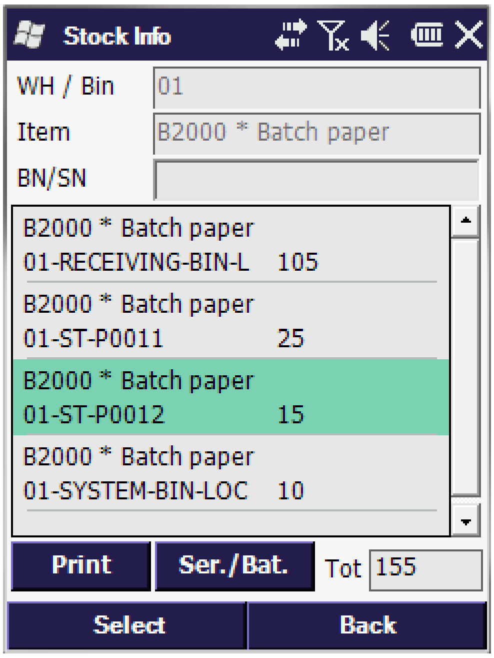
- Production order number
- Product code
- Due date
- Warehouse

Only 'Released' production orders will be listed.

On the next screen every component from the selected production order with ‘Manual’ issue method are listed.

Select the item you would like to issue. Enter the quantity then tap ‘Add’.





If the source warehouse has bin locations, and/or the item is managed by batches/serial numbers, the system proceeds to a screen where the bin location, batch or serial numbers can be added.

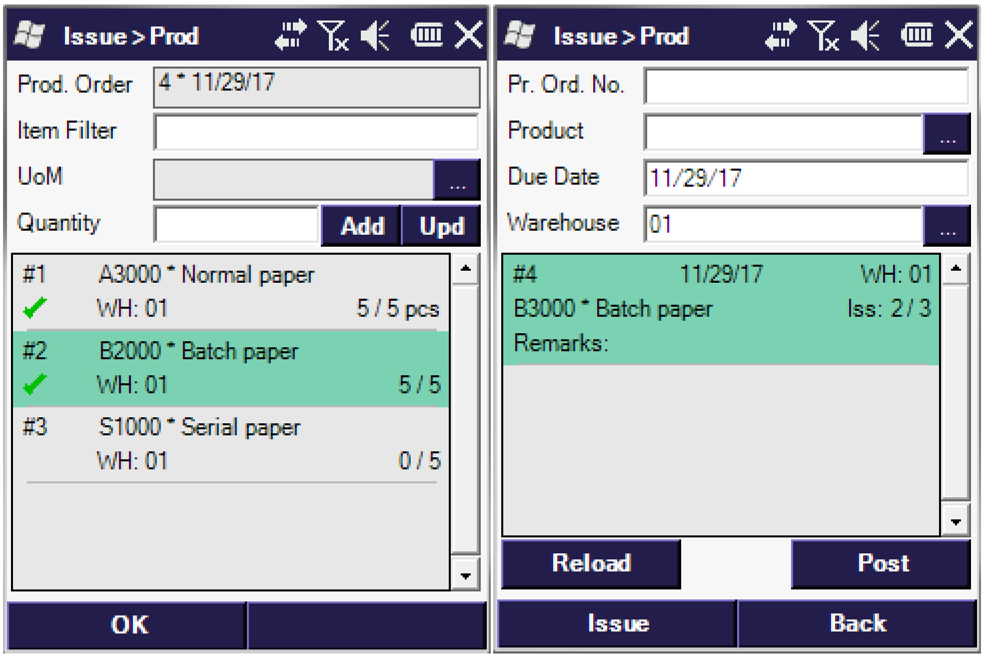
- If the warehouse is managed by bin locations, specify the source bin location. It is possible to issue materials from multiple bin locations. Only bin locations from the warehouse that was defined for the material on the production order can be entered.
- If the material is managed by batches, specify the batch number. It is possible to issue stock from multiple batches.
- If the material is managed by serial numbers, scan the serial numbers to issue.

To select the stock from a list, tap the Find Stocks button. On the following screen you can see all the items on stock. Select the stock on the list then press the 'Select' button.

After you are finished, tap the 'Update' button.

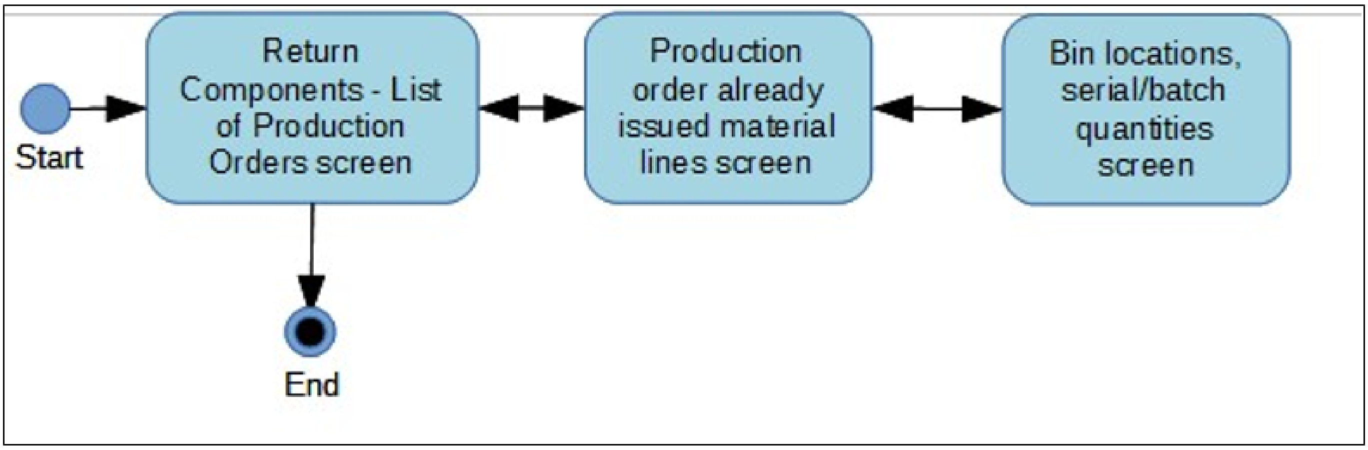
The system will automatically select the next line with open quantity to issue. If the *'Keep focus on prepared line (all processes)'* option is set to true on the Produmex Scan General tab of Produmex Scan settings, then the last issued line will be selected.

Issue the next material or press the 'OK' button to finish the process.

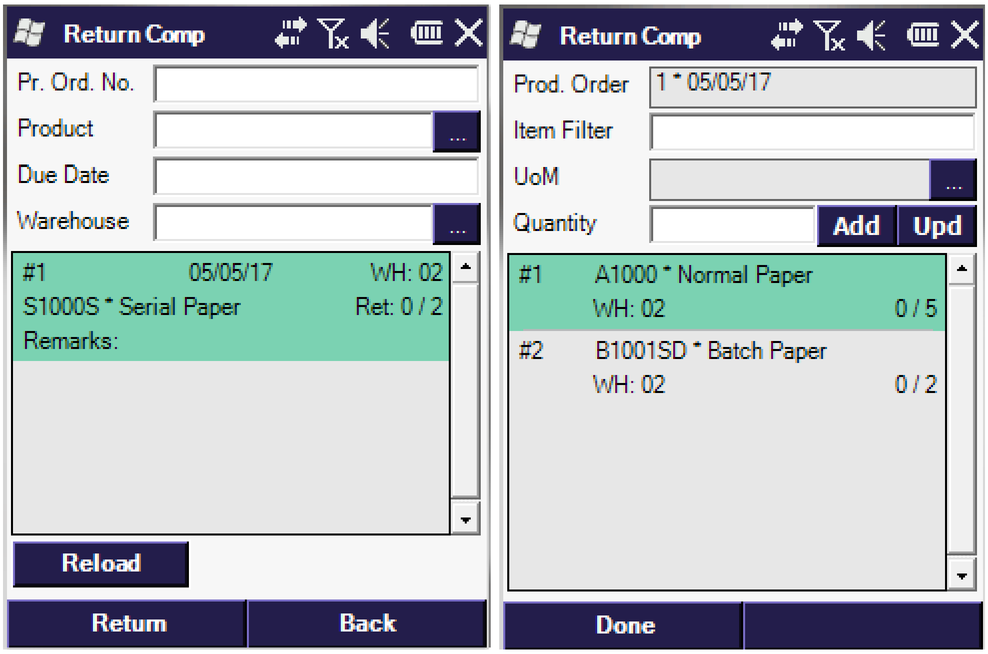


Back to the issue screen, you can select your constructed issue for production transaction. Press the 'Post' button to generate the *Issue For Production* document in SAP Business One.

3.2. Return Components



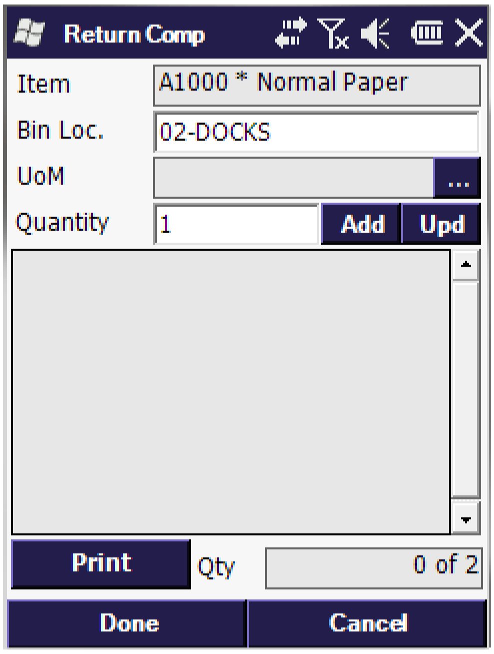
Select the Return option in the Main Menu under the Production section.

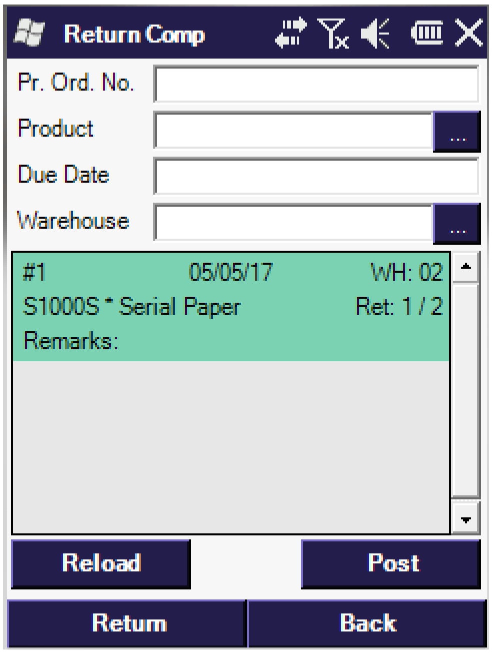


Select a Production Order using the filters available then tap Return.

In the following screen you can see all the items associated with the Production Orders, for which some quantity has already been issued and can therefore be returned. Select an item, type in a quantity, then tap Add.

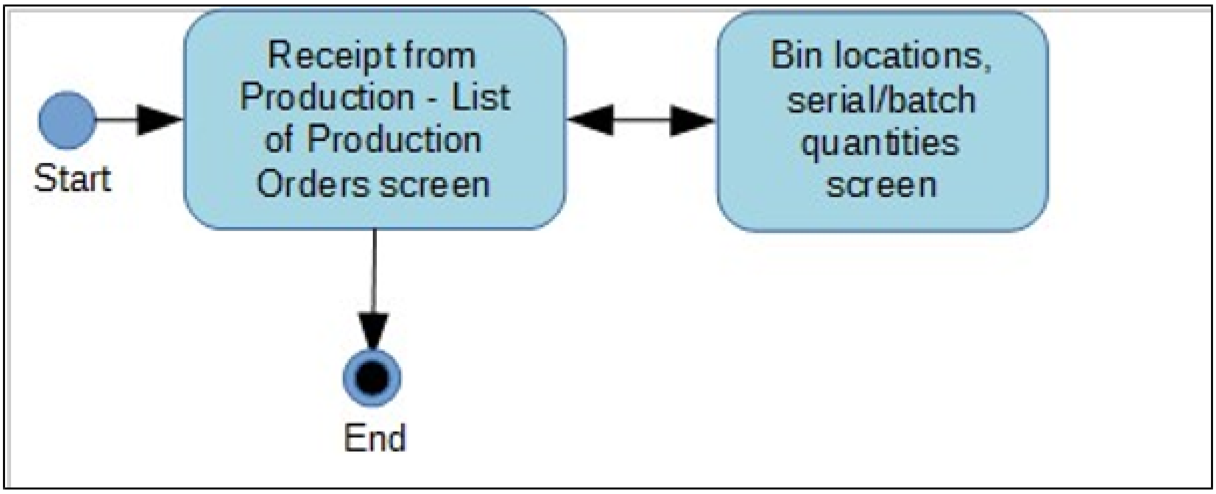
You can plan that which items to which bin should be selected to return. You can add items with the Add button. If the material is managed by batches, enter the batches as well. If the material is managed by serial numbers, scan the serial numbers to return.



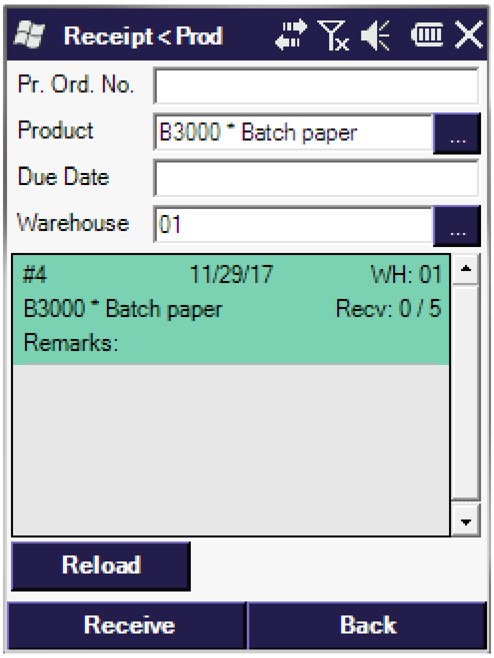


Continue constructing the return from production in the manner explained. When you are finished, tap Done.
Back to the return components screen, you can select your constructed return from production and tap Post, to generate the Return From Production document in SAP BO.

3.3. Receipt for Production



Select a Production Order using the filters available then tap Receive.



On the next screen specify the received quantity. If you have a flawed product, check the Rejected checkbox while adding the product.

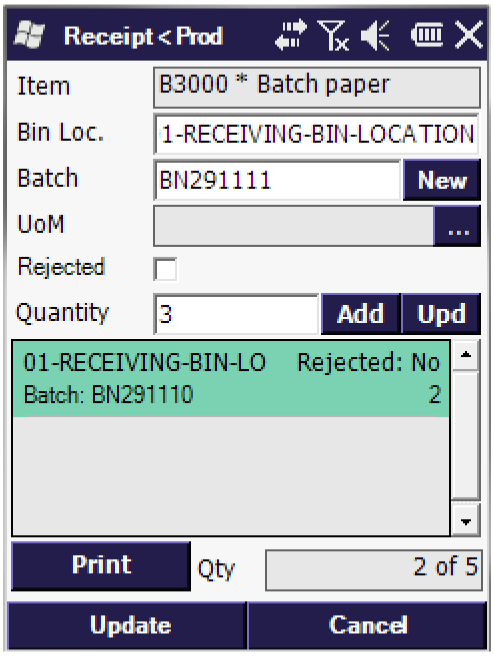
If the warehouse has bin locations, add the destination bin location to the Bin Loc. field. The set bin location must exist in SAP BO.

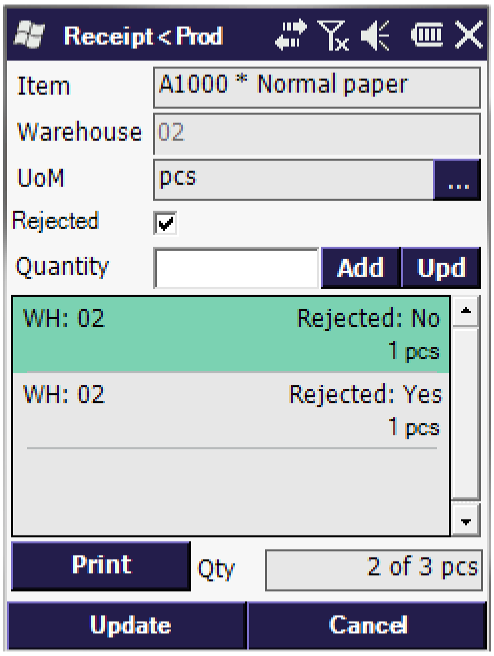
If the product is managed by batches, enter the batch number to the Batch field. The received products can be split into multiple batches. The total entered quantity must be equal to the received quantity. It is possible to create an user query for generating the batch automatically. Press the New button to generate the batch number. For more information please see: Batch number generation

If the product is managed by 'On every transaction' serial numbers, scan the received serial numbers. The number of the serial numbers must be equal to the received quantity. It is possible to create an user query for generating the serial numbers automatically. Press the New button to generate the batch number. For more information please see: Serial number generation

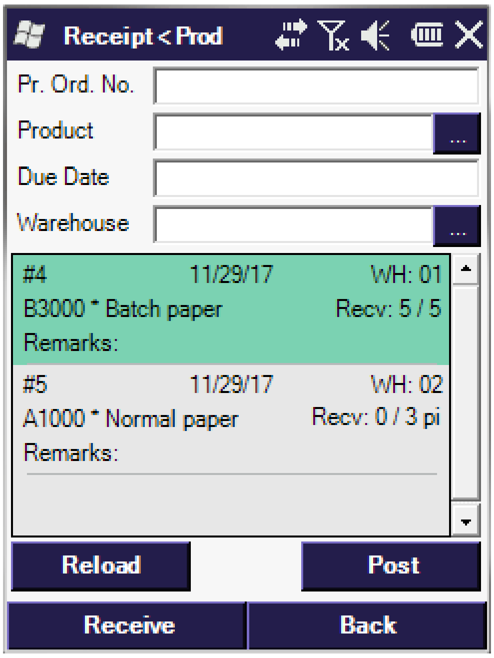
If the product is managed by 'On release only' serial numbers, simply enter the received quantity. The system automatically creates empty (placeholder) serial number records.

In the Receipt from Production screen select the order and tap Post to generate the Receipt From Production document in SAP BO.

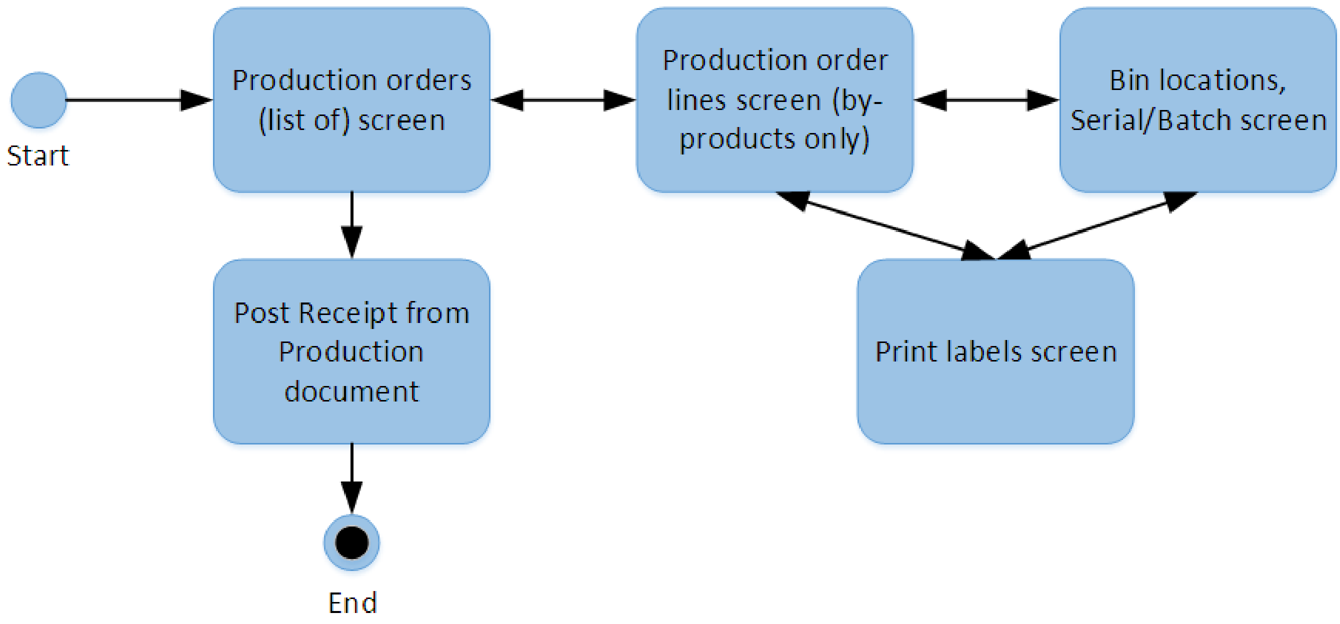




In the Receipt from Production screen select the order and tap Post to generate the Receipt From Production document in SAP BO.



3.4. By-product



To receive by-products from a production, press the ‘By-Products’ button.

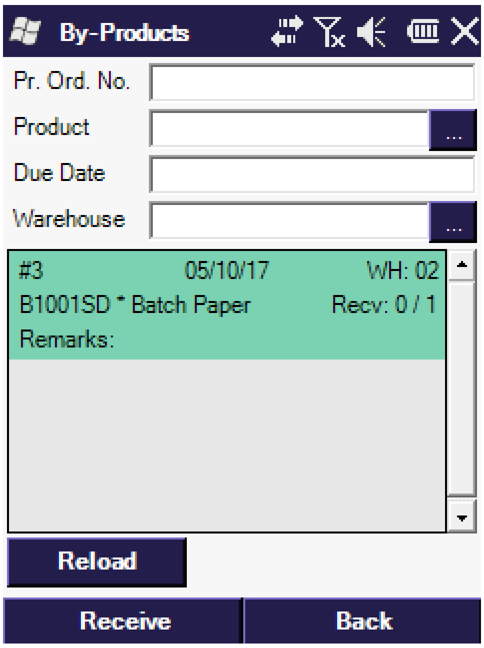
On the next screen press the ‘Reload’ button to load the production orders. Every released production order that contains a by-product will be listed on the screen.

The production orders can be filtered with the following fields:

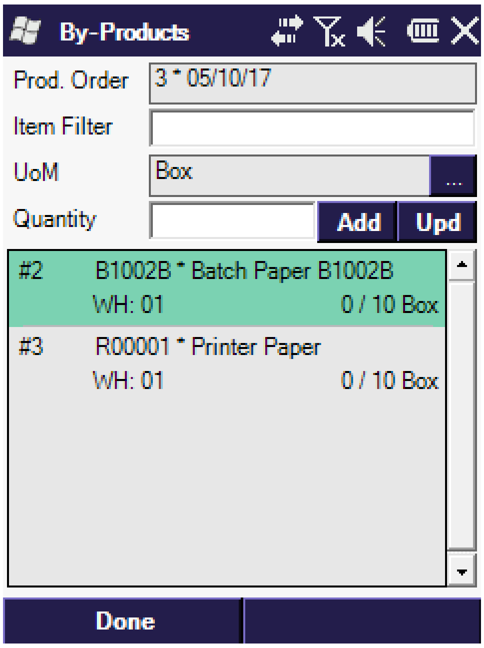
- Pr.Ord.No.: Filter down the list to the production order with the added production order number.
- Product: Filter the list based on the main product.
- Due date: Filter down the list to production orders with the selected due date.
- Warehouse: Filter the list based on the warehouse.

Press the ‘Reload’ button to apply the filters.

Select a production order and press the ‘Receive’ button to receive the by-product(s). Press the ‘Back’ button to go back to the Main Menu.



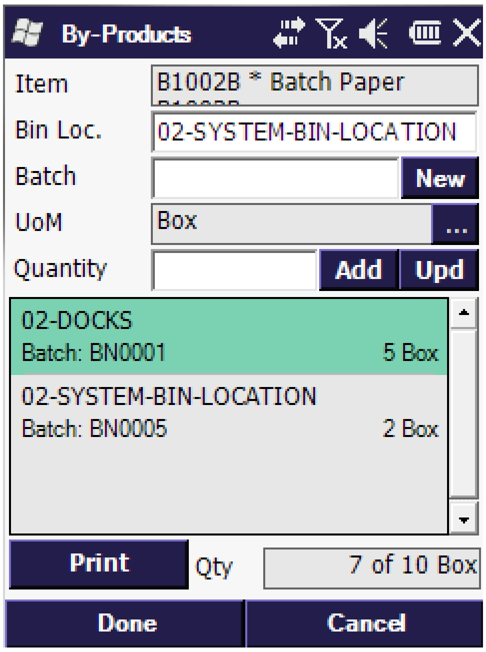
The system will proceed to the next screen where the by-products from the production order are listed. Scan or select the item then enter the quantity. To increase the current value with the entered value, press the ‘Add’ button. To replace the current value with the entered value, press the ‘Upd.’ button.



It is also possible to adjust the UoM of the by-product. For more information please see: Managing Unit of Measure Groups.

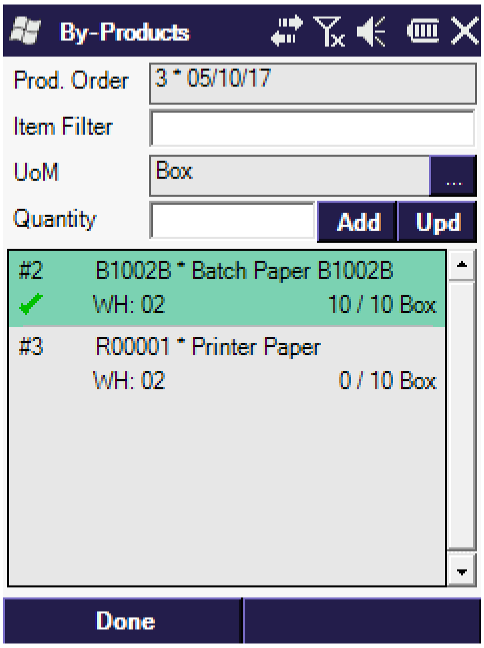
If the destination warehouse for the main product has bin locations and/or the by-product is managed by batches or serial numbers, the system will prompt the user to a screen where the batch/serial number(s) and the bin location can be added.

- It is possible to receive by-products with different batch numbers. By-products can be received into different bin locations.
- If the item is managed by ‘On every transaction’ serial numbers, add the quantity by scanning the serial numbers. To remove a serial number, select its line and press the ‘Delete’ button.
- If the item is managed by ‘On release only’ serial numbers, simply enter the received quantity. The system automatically creates empty (placeholder) serial number records.



To go back to the list of by-products press the 'Done' button. To print the product label, select the line then press the 'Print' button. On the next screen select the printer and add the number of labels to print. Press the 'Print' button to print the label or press the 'Back' button to go back without printing.

After the total quantity has been added the system will automatically go back to the list of by-products. Press the 'Done' button to go back to the list of production orders.



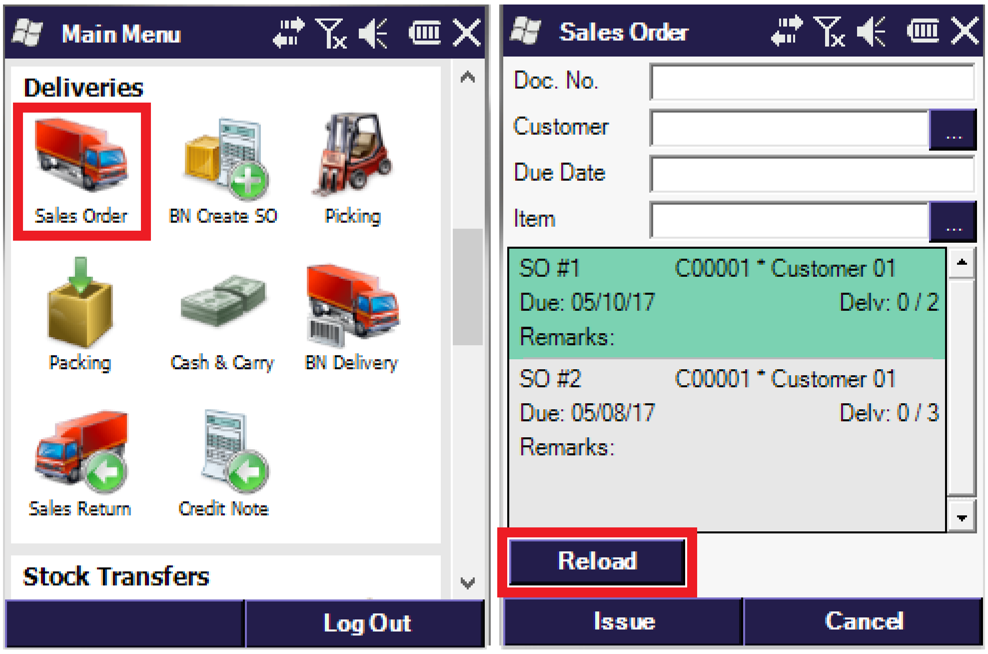
After the total quantity has been added, the system goes back to the previous screen. Select the next by-product or press the 'Done' button to finish the reception.

To create the *Receipt from production* document, select the line of the production order then press the 'Post' button. The 'Post' button is only active if there are already identified by-products for the production order.

4. Deliveries

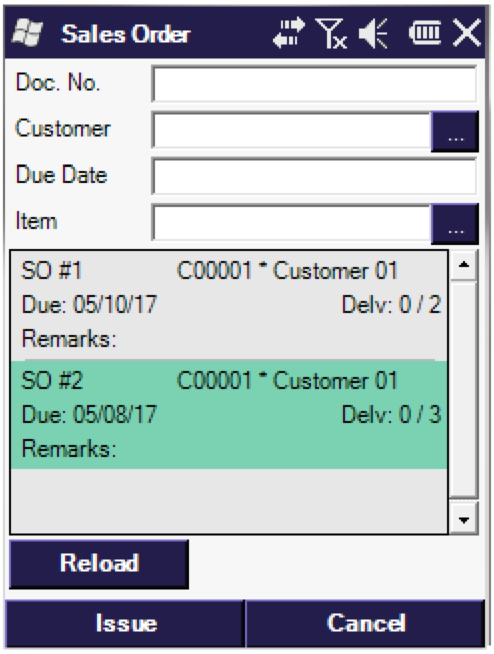
4.1. Sales Orders

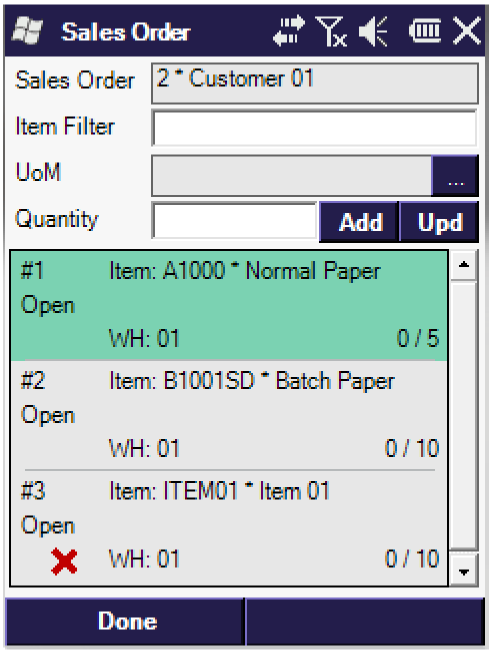
From the Main Menu the Sales Order entry leads to the form that can create a sales order in SAP BO. First the user will be prompted a list of the existing sales orders in the SAP BO database. Filters can be used to find relevant sales orders quickly. The user can set the filters and then tap the Reload button to load the relevant data from the database. The grid below the filter fields will be filled with the available sales order entries.



The entry contains the document number of the sales order, the customer's code and its name, the due date and the already delivered full sales order lines/all lines. As you can see in this example no deliveries have done yet for the filtered sales orders. If the user taps Cancel, he will be navigated back to the Main Menu.

The user can select an entry and then tap Issue to display the lines of the order. In this example you can see the status for the lines of sales order 2 is open.





There are two possibilities to select a line, you can use the read the barcode, or you can add it manually from the list. Once you have added a line, the bin location and the quantity is required.

Please note: Assembly BoM's are not supported in this function.

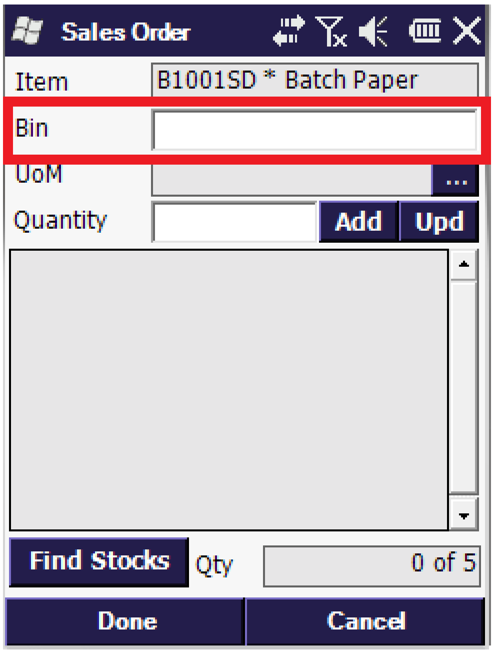
If the sales order contains a Sales BoM item, the Sales BoM item and its components are listed on the screen. Issue only the components.

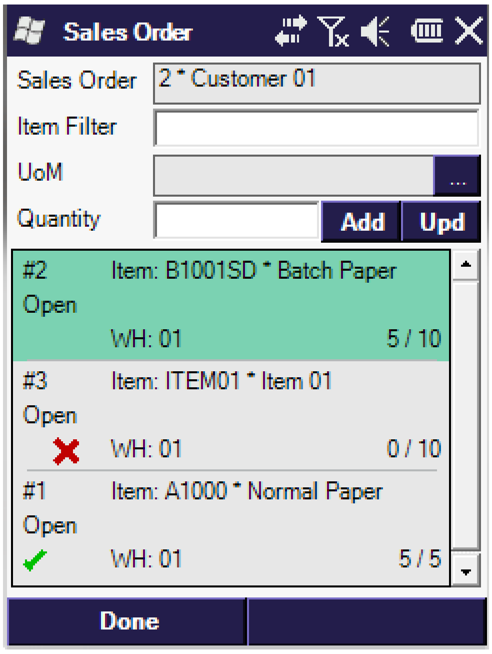
Batch
If the item is managed by batches, scan/enter the batch number and the quantity to deliver from that batch.

Serial number
If the item is managed by serial numbers, scan the serial numbers to deliver.

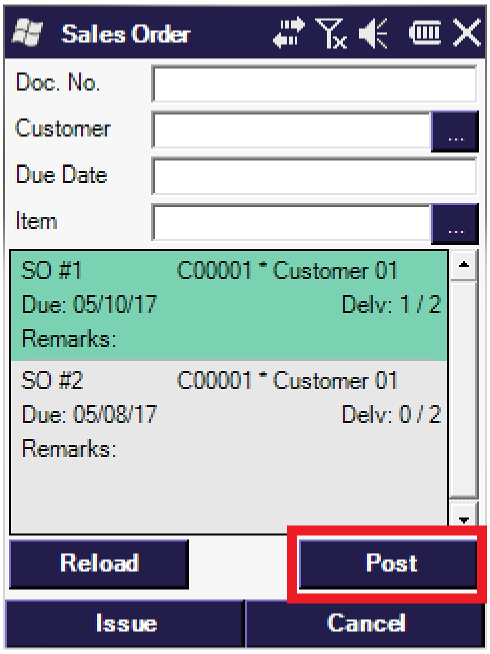
The total quantity must be equal to the quantity entered on the previous screen in order to proceed.

With the Find Stock function, the user has the opportunity to look for further information about the related item in the warehouse.





After to press the Done button, you can see that 5 cartons from the 10 ordered will be delivered. Repeat this step as much as it is necessary. After that you have selected and add the item to be delivered, you can proceed to post it. If the transaction was successfully posted, you will receive a confirmation.



4.2. BN Create SO

With the 'BN Create SO' function a sales order can be created based on the batch from the mobile device.

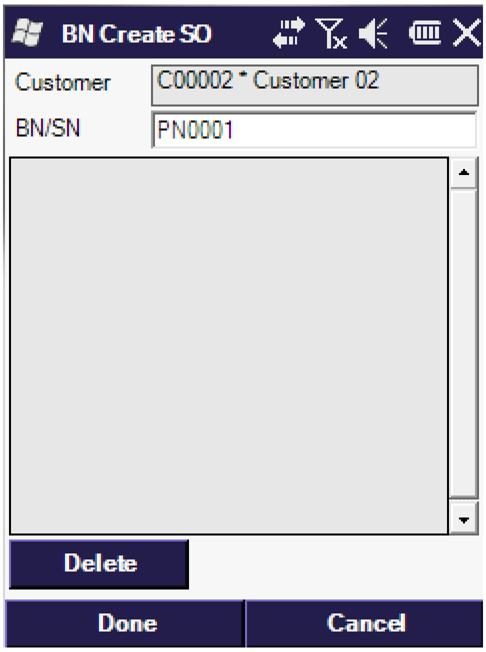
First add the customer to the 'Customer' field. To select the customer from a list, press the '…' button. To create a new sales order press the 'New' button

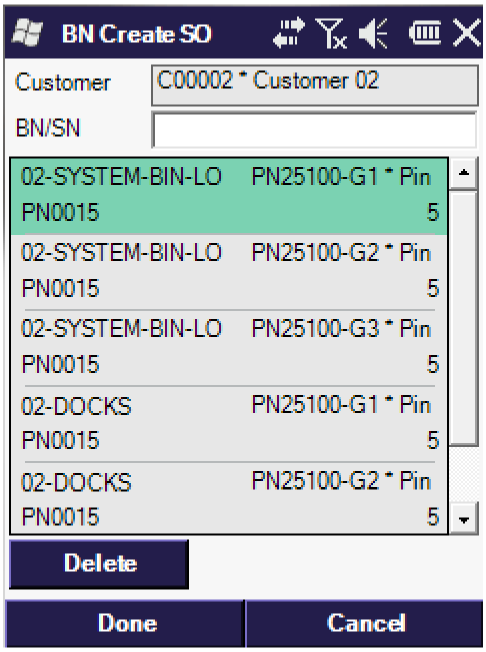
To see the list of the preliminary sales orders, press the 'Reload' button. Please note: *The preliminary sales orders do not exist in SAP Business One.*

On the next screen scan the batch/serial number. Stock with the scanned batch number will be listed on the screen. Different items and stocks stored in different bin locations are listed on separate lines.

To remove a product from the list, select its line then press the ‘Delete’ button.

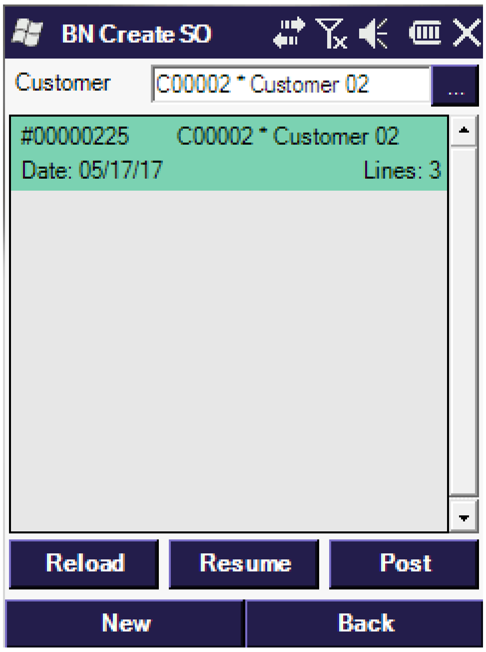
Scan the next batch number or press the ‘Done’ button to create the preliminary sales order.



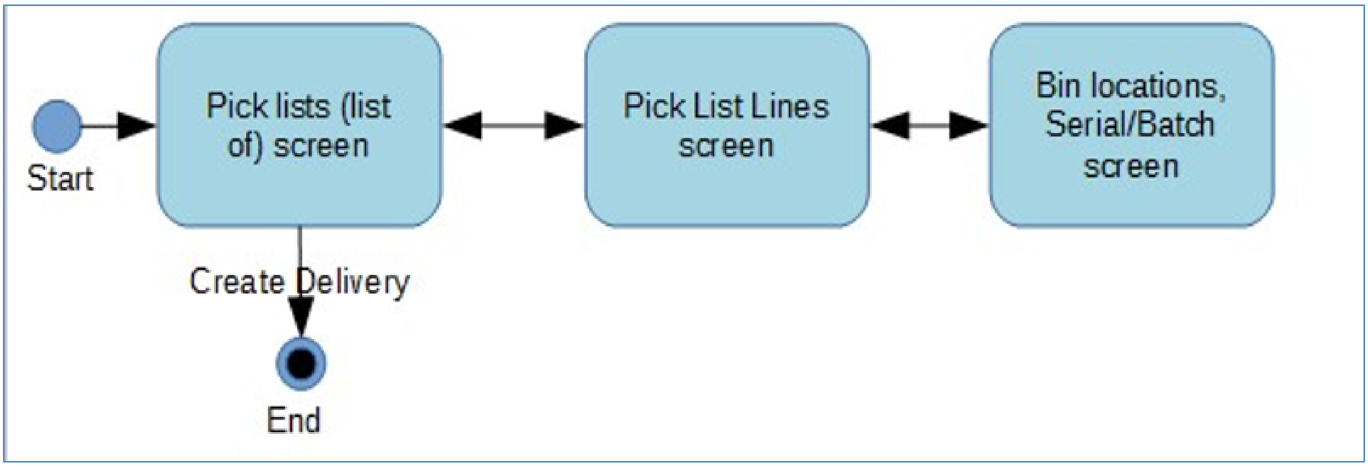


The system will return to the list of the preliminary sales orders.

- Press the ‘Reload’ button to reload the screen.
- Press the ‘Resume’ button to adjust the selected preliminary order.
- Press the ‘Post’ button to create the sales order from the selected preliminary order. The sales order will be created in SAP Business One.



4.3. Picking

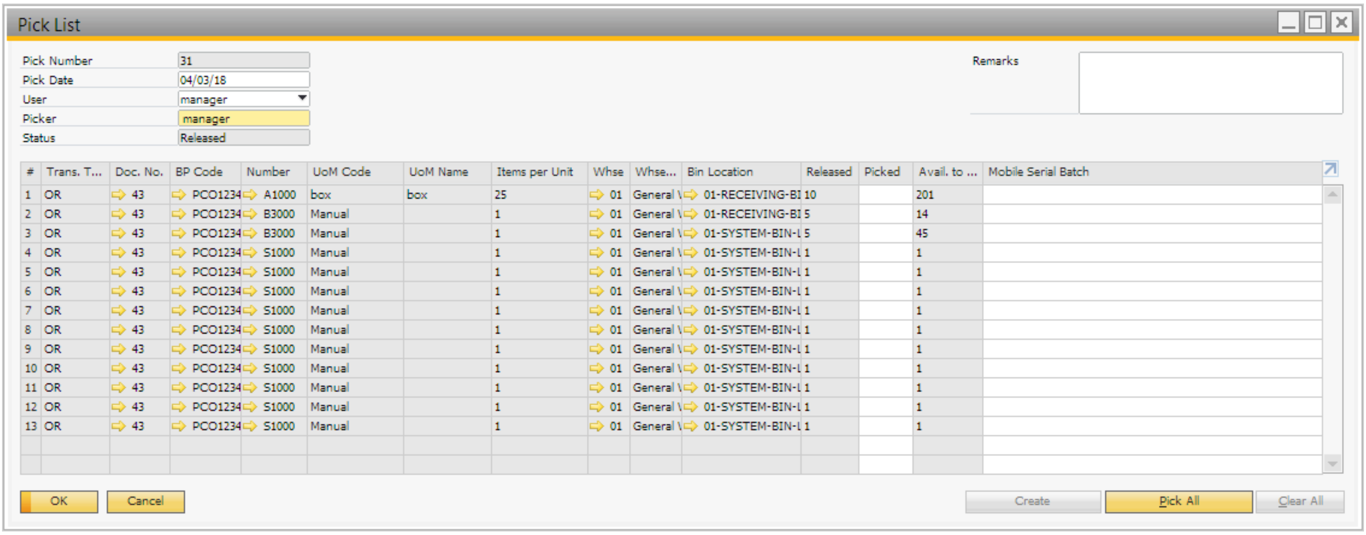


After a pick list is created in SAP Business One, it can be picked on the shopfloor with the Picking function.

Produmex Scan supports the following base documents for pick lists:

- Sales order
- Production order
- Inventory Transfer Requests
- A/R Reserve Invoice

Please note: Pick list with mixed base document type are not supported.



On the first screen select the pick lists to pick. Press the 'Reload' button to list the open pick list. It is possible to filter the list with the following criteria:

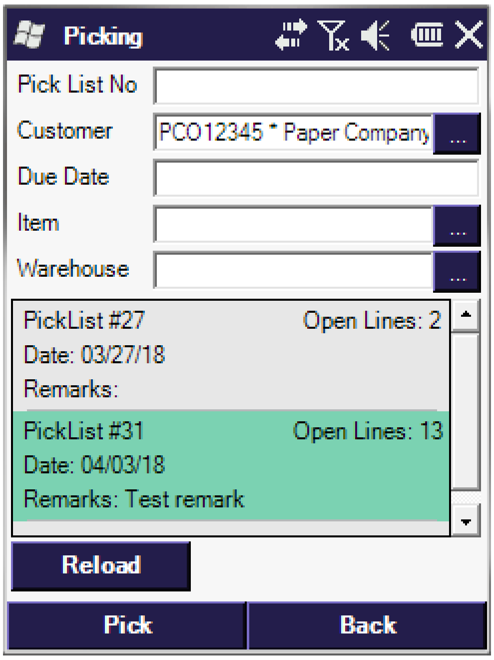
- Pick List No: The Pick Number of the pick list.
- Customer: The customer card code.
- Due Date: The Pick Date of the pick list.
- Item: The item code. Only pick lists that contain the given item will be listed.
- Warehouse: The warehouse code. Only pick lists from the given warehouse will be listed.

Press the 'Reload' button to apply the filters.

If the *'Allow working on already taken Pick Lists'* setting is disabled on the Produmex Scan Picking tab of Produmex Scan Settings, then pick lists started by another user are not listed. The user who started a pick list is stored in the OPKL.U_BXPEmpID field. You can empty this value to unassign a pick list from the user.

Displayed information:

1. Pick Number of the pick list
2. Pick Date of the pick list
3. Remarks of the pick list
4. Number of open lines on the pick list



Select a pick list then press the 'Pick' button to start the picking.

On the next screen the open pick list lines are listed. Pick list lines for serial managed items are consolidated if the item code, the base document and the source bin location is identical.

The stock list can be filtered based on the bin location. Add the bin location code to the Bin/Item field. If the bin location appear only once on the list, the given stock line will be automatically selected.

Please note: Assembly BoM's are not supported in Produmex Scan.

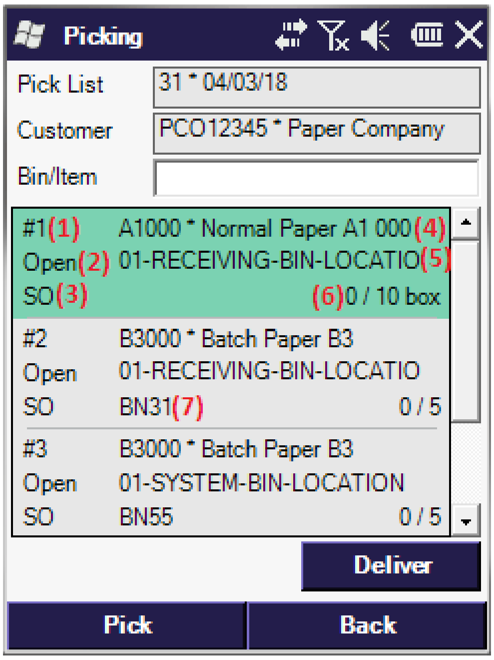
The lines are sorted by:

1. Line Status
2. Alternative Sort Code of the Bin Location
3. Bin Location code
4. Item code

Displayed information:

1. Pick List Line Number
2. Line Status. Possible values:
   - Open
   - Picked
   - Closed
3. Base document type. Possible values:
   - SO: Sales order
   - TR: Inventory Transfer Request
   - PW: Production order
   - IN: A/R Reserve Invoice
4. Item code and description
5. Bin Location
6. Picked quantity/Quantity to pick
7. Batch number

Scan the item or select the stock line and press the Pick button to start the picking.



On the next screen add the quantity to pick. The quantity to pick cannot exceed to open quantity on the pick list line.

- If the warehouse has bin locations, an additional ‘Bin Loc.’ field is displayed and instead of the Warehouse field, the ‘Rec.Bin’ field is displayed. Add the source bin location to the ‘Bin Loc.’ field.
- If the item is managed by batches, additional ’Rec.Batch’ and ’Batch No.’ fields are displayed. Add the batch number to the ‘Batch No.’ field.
- If the item is managed by serial numbers, an additional ‘Serial No.’ field is displayed. Add the picked quantity by scanning the serial numbers one-by-one.
- If the item has UoM groups, select the UoM before entering the quantity by pressing the ‘…’ button next to the UoM field. For more information please see: Managing UoM Groups

If the *‘Allow changing bin/batch/serial allocations for Picking’* setting is not enabled on the Produmex Scan Picking tab of Produmex Scan Settings, only the stock allocated on the pick list can be picked, otherwise it is possible to pick from a different bin location or to pick a different batch/serial number.

Press the ‘Find Stocks’ button to select the stock to pick from a list.

On the next screen the available stock is listed. Select the stock from the list and press the ’Select’ button.

- If the item is managed by batches, press the ‘Ser./Bat.’ button to select the batch number. If the Bin Location field was filled on the Picking screen, the list is filtered by the bin location. If the Batch field was filled on the Picking screen, the list id filtered by the selected batch.
- If the item is managed by serials, press the ’Ser./Bat.’ button to see the list of available serial numbers.

After the stock is selected, the Bin Location and the Batch/Serial field will be automatically filled.

Press the Post button to save the entered data. When the total quantity is picked, the status of the

pick list line is changed to 'Picked'.
If the ‘Real-Time Picking’ option is enabled on the Produmex Scan Picking tab of Produmex Scan Settings, the picked quantity is automatically added to the SBO Pick List after the ‘Post’ button is pressed.

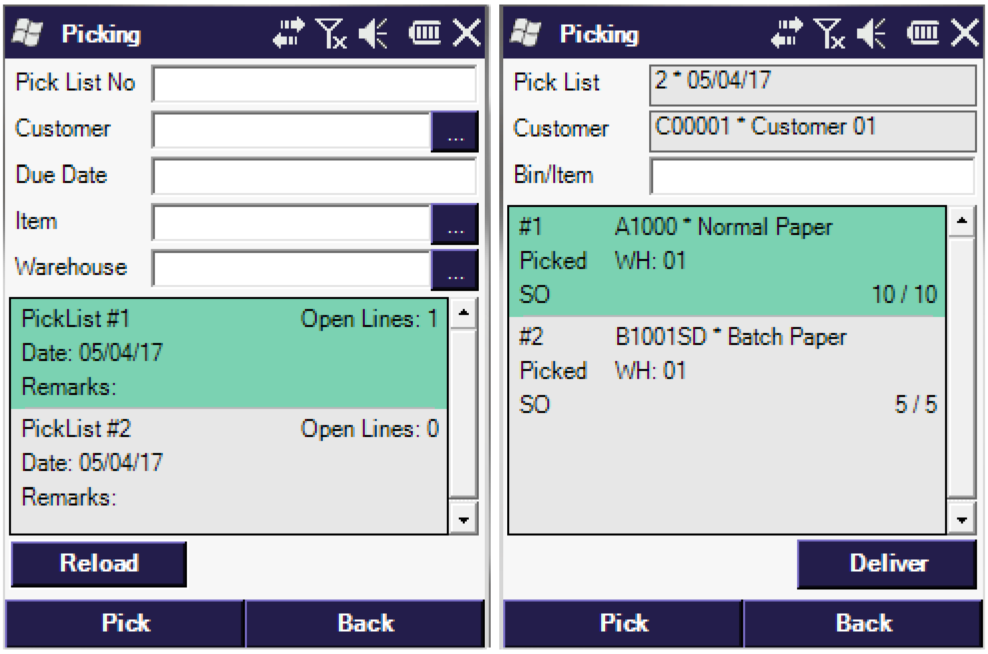
Then you can continue the picking of the item on the same location or go back to the pick list lines screen by pressing the ‘Back’/’Cancel’ button.

It is possible to speed up the picking by enabling various settings on the Produmex Scan Picking tab of Produmex Scan Settings.

- If the *Speed Picking* option is enabled, the system automatically jumps back to the Pick List lines screen after the ‘Post’ button is pressed. The next open pick list line is automatically selected on the Pick List Lines screen.
- If the *Sequential Picking* option is also enabled, the next open pick list line is opened on the Picking Line Details screen after the ‘Post’ button is pressed. The control only jumps back to the Pick List Lines screen when the last line has been picked.

Produmex Scan also offers a mode designed especially for *Point of Sale* terminals. Enable the ‘Streamlined Picking’ option. If this option is enabled, then scanning the item code automatically adds one to the picked quantity.

Please note: Streamlined picking works only if the item is not managed by batches or serial numbers and the warehouse has no bin locations. If the item is managed by batches/serials, the batch/serial number must be added during picking. If the warehouse has bin locations, the source bin must be entered during the picking.



Back on the picking screen you can finish the picking or clear the entered data.

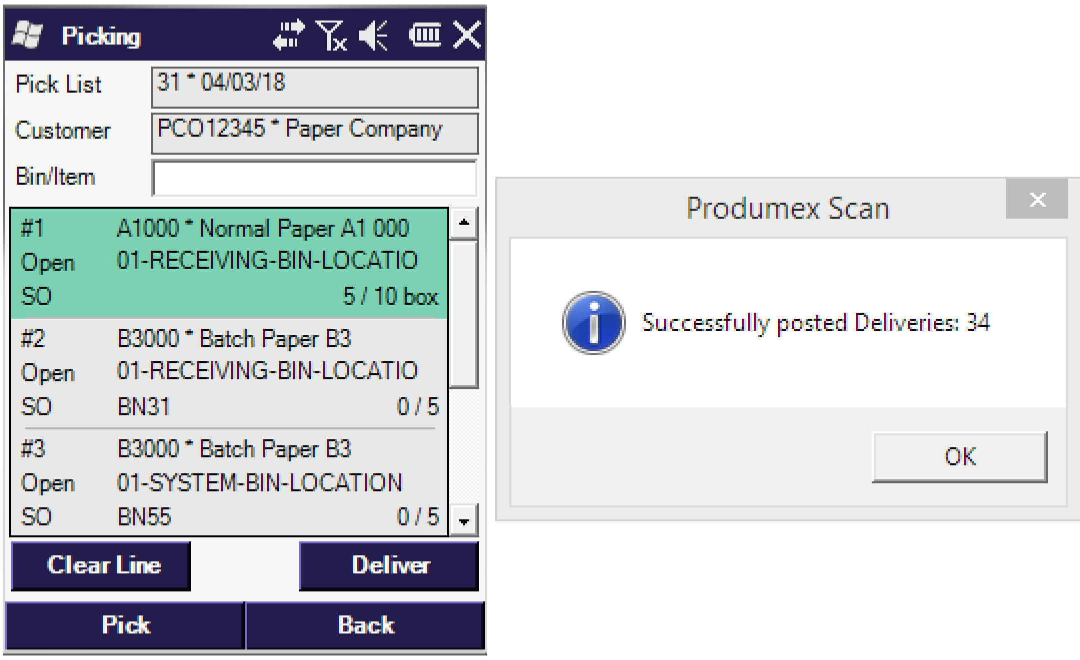
If there is already picked stock for the selected line, an additional ‘Clear Line’ button is displayed.

Press this button to delete the prepared quantities for the selected line. The picked quantity is set to zero.

Base document: Sales order and A/R Reserve Invoice

Press the 'Deliver' button to deliver the picked stocks. Produmex Scan closes the pick list line and creates the delivery document with the picked quantities. If the delivery can be created, you will get a message with the delivery number.

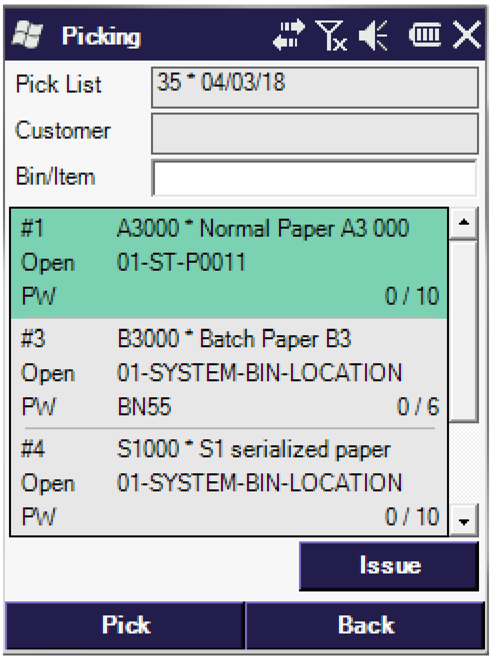
The system automatically closes the pick list line(s) of the delivered items, even if the total ordered quantity was not picked for the item.

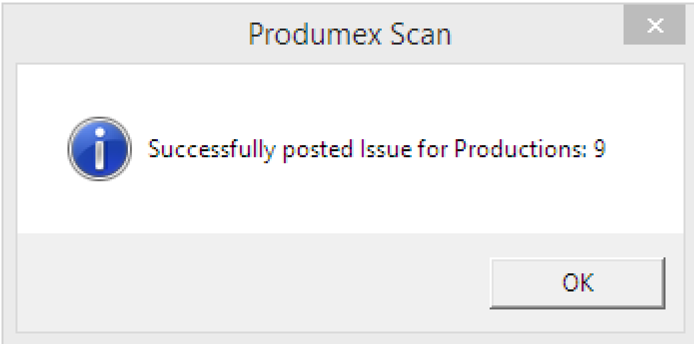


Base document: Production order

If the base document of the pick list is a production order, an 'Issue' button is displayed instead of the 'Deliver' button. Press the 'Issue' button to create the Issue for production document for the already picked stock. If the document can be created, a message containing the Issue for production document number is displayed.

The system automatically closes the pick list line(s) of the issued items, even if the total ordered quantity was not picked for the item.



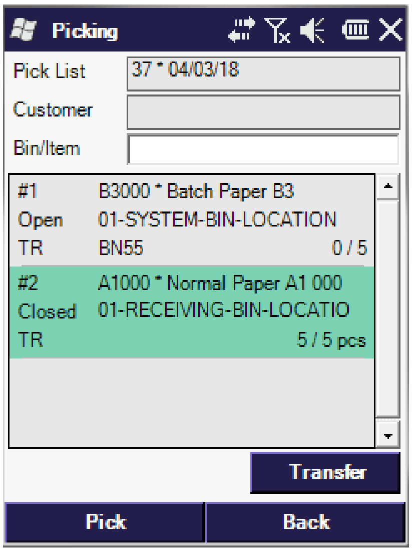


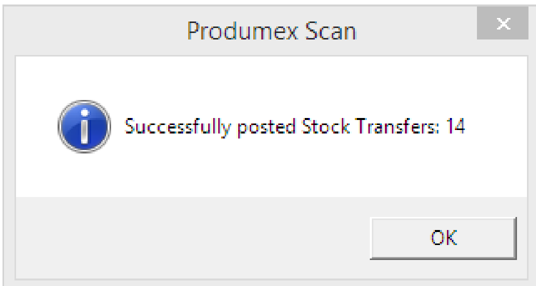
Base document: Inventory Transfer Request

If the base document of the pick list is an Inventory Transfer Request, a 'Transfer' button is displayed instead of the 'Deliver' button. Press the 'Transfer' button to create the Inventory Transfer document for the already picked stock. On the next screen enter the destination bin location or the warehouse. The warehouse can also be selected from a list after pressing the '…' button.

If the document can be created, a message containing the Inventory Transfer document number is displayed.

The system automatically closes the pick list line(s) of the transfered items, even if the total ordered quantity was not picked for the item.



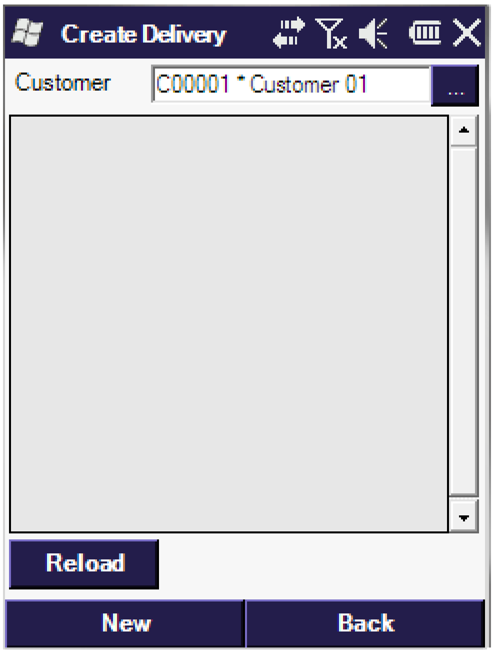


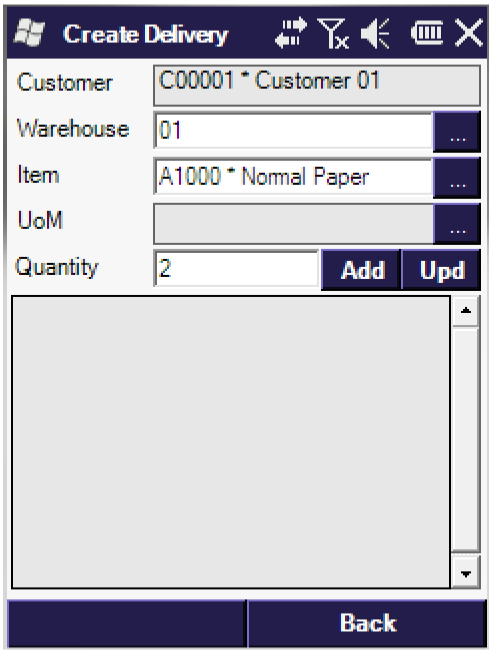
4.4. Cash & Carry

With this function you can create "cash & carry" delivery for a customer and pick the items you want to deliver.

You can create a new delivery or proceed with an already started one.

- To create a new delivery, add the customer code to the Customer field and press the 'New' button.
- To proceed with a started delivery, press the 'Refresh' button and select the delivery from the list. The list can be filtered based on the customer.
- To post a delivery, select it from the list and press the 'Post' button.





On the next screen scan or select the following:

- Warehouse
- Item code. Please note: *Only 'Inventory' items can be scanned or selected.*
- UoM

Then add the quantity you would like to deliver and press the 'Add' or 'Upd.' button.

If the warehouse has bin locations, and/or the item is managed by batches/serial numbers, a new screen opens.

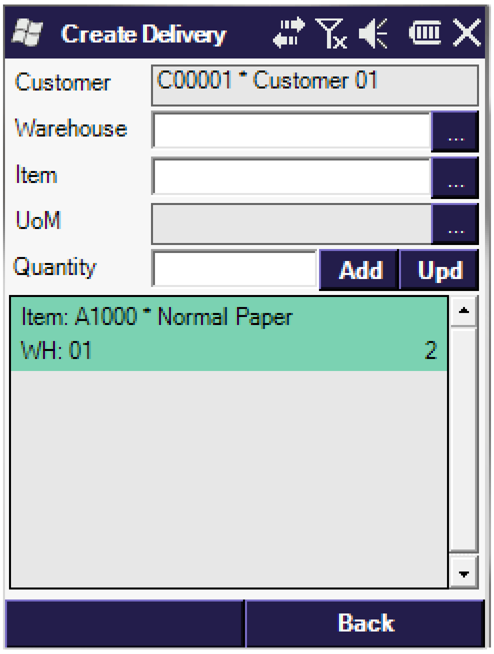
If the warehouse has bin locations, add the bin location. It is possible to deliver stock from multiple bin locations. The total quantity must equal to the quantity added on the previous screen.

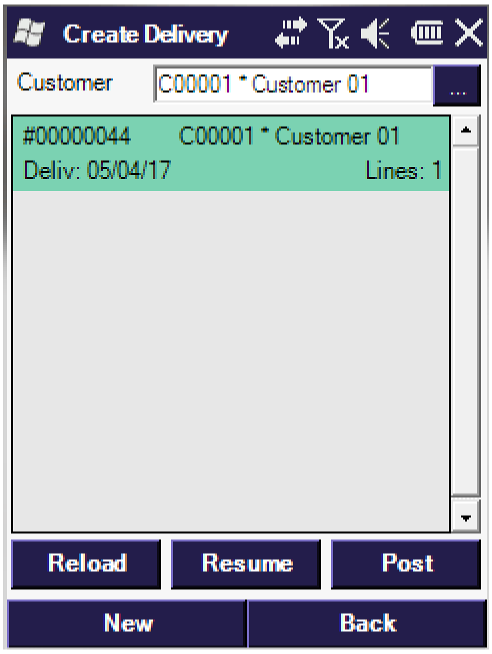
If the item is managed by batches, enter the batch number. It is possible to deliver stock from multiple batches. The total quantity must equal to the quantity added on the previous screen.

If the item is managed by serials, scan the serial numbers. Even if the item is managed by 'On release only' serial numbers, the serial number have to be defined. The number of the scanned serial numbers must equal to the quantity added on the previous screen.

You can check the actual stock with button Find Stocks, then enter the bin location and tap Add or Upd.
The stocks you entered will be listed in the grid. Tap Done if you are finished adding the stock to deliver. You will return to the item selection screen, where you can tap Post to create the delivery in

SAP BO.



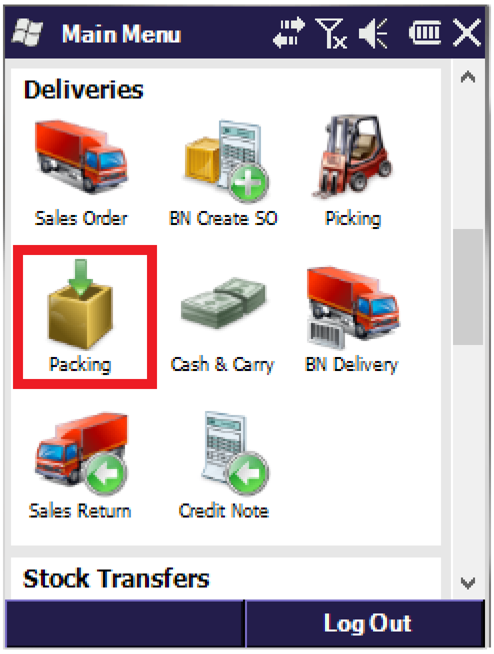


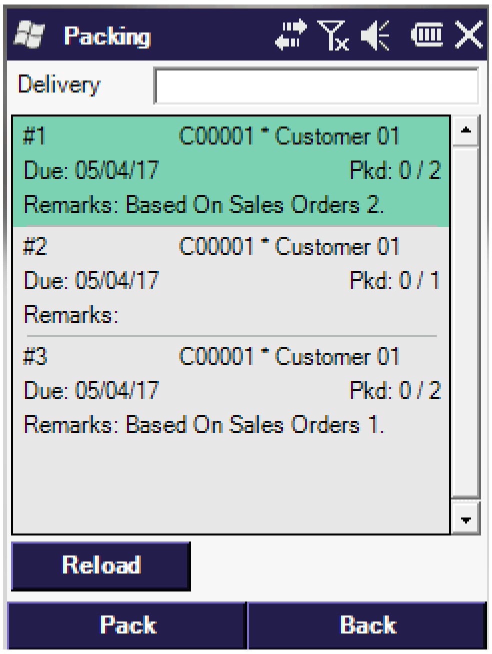
If the delivery can be created, you will get a message with the document number of the new delivery.

If you tap Back instead of Post, the delivery lines will be added to the mobile transaction data, but the delivery will not be created. You can come back later on, and enter the customer code tap Reload then select your delivery and tap Resume. This way you can continue working on the same delivery without posting it.

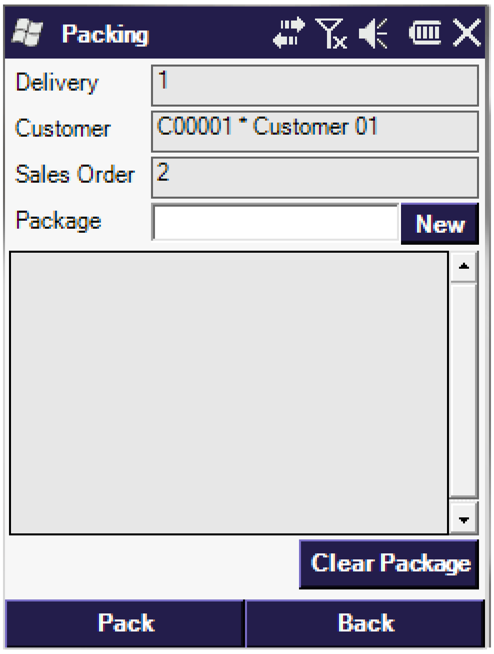
4.5. Packing (Delivery)

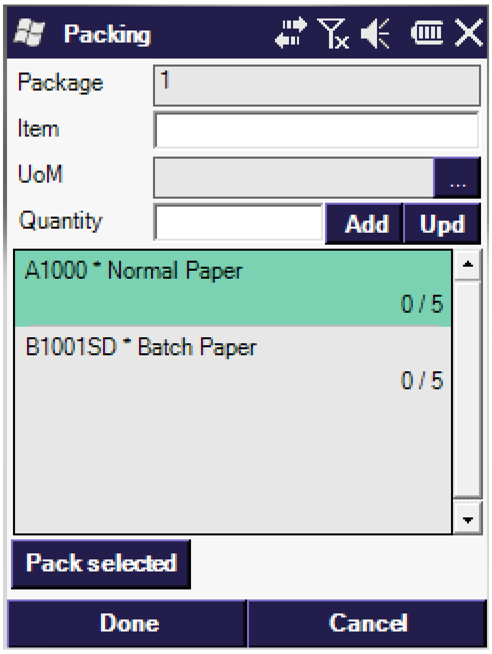
The Packing function can be started from the Warehouse main menu.
On the Packing (list of deliveries) screen, you can select from a list or it is possible to input a Delivery number and press Reload to filter to only that delivery document number. After selecting the Delivery document, press the Pack button to start Packing that order.



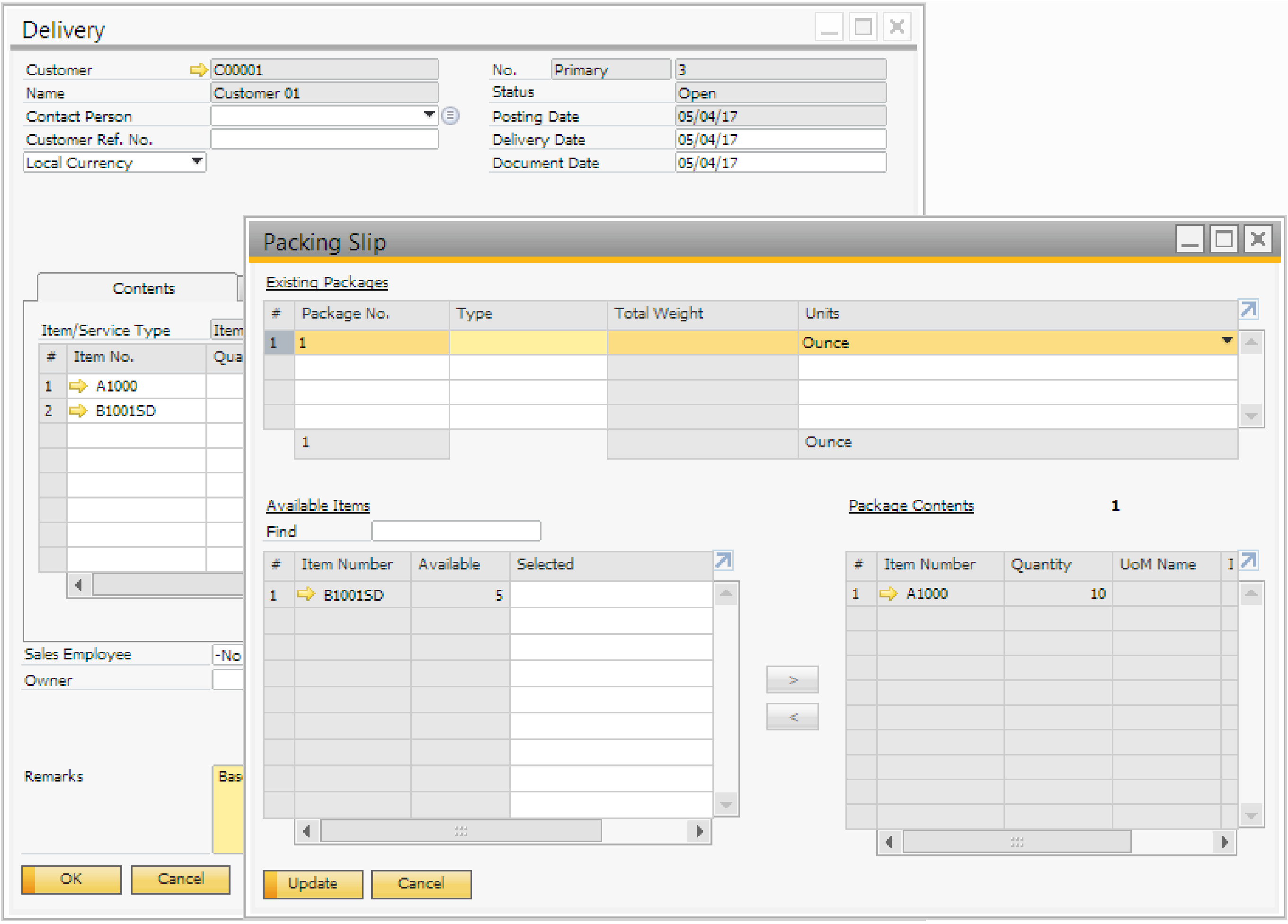


On the next screen, you can see the Packing data for the Delivery. First the list of packages will be empty (unless it has been already defined in SAP).





You have to enter a package number (eg. 1) then press Pack to start packing into that package. Optionally, the New button can be used to automatically generate a package number with a customizable user query ***bx_mobile_warehouse_get_new_delivery_packagenumber***.
The Pack button will take you to the Packing - Package contents screen where the list of not-yetpacked items is displayed. You can select a line from the list or you can scan an Item code in the appropriate field. After a line is selected, you can enter a quantity and press Add / Upd button to set that quantity packed.



It is also possible to select one or multiple lines from the list and press 'Pack selected'. This will set all of the line item quantity to be packaged into the package. When you press the Done button, packing data is recorded into SAP.

4.6. BN Delivery

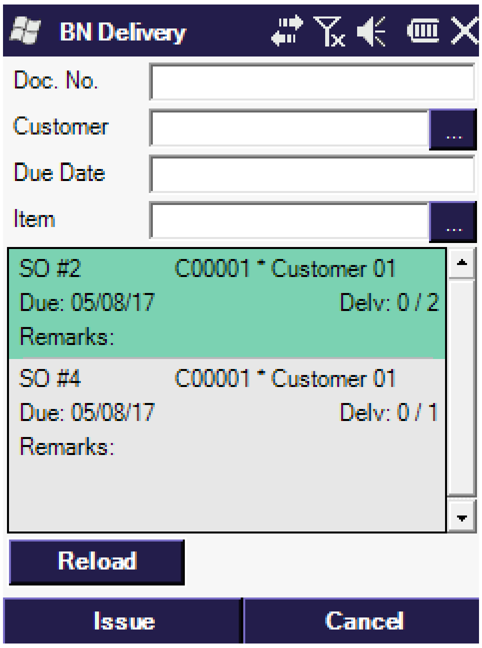
With the ‘BN Delivery’ function items can be picked and delivered based on their batch and a sales order created from the ‘BN Create SO’ function.

Press the ‘Reload’ button to see the list of sales orders. Every sales order that contains at least one open line with an allocated batch will be listed. It is possible to filter the list with the following values:

- Doc. No.
- Customer
- Due Date
- Item

Press again the ‘Reload’ button to apply the filter(s).

Please note: This function is only meaningful for sales order created with the ‘BN Create SO’ function. It is not recommended to create the delivery for sales orders not created with the ‘BN Create SO’ function.

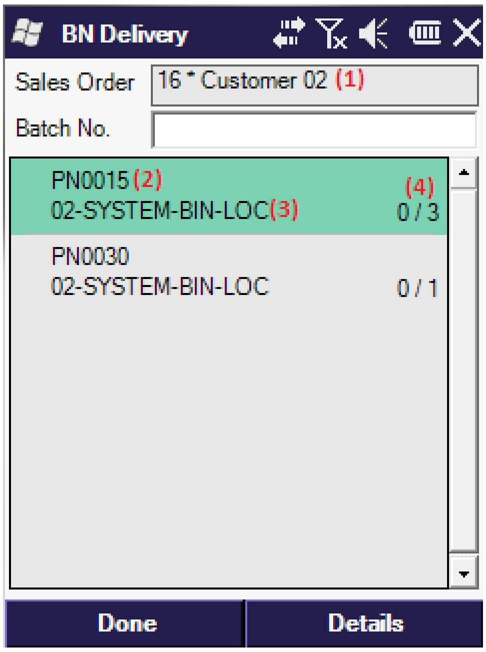


Select the sales order then press the 'Issue' button.

On the next screen batches allocated for the sales order are listed. Scan the batch number to pick the items. Already scanned batch numbers are marked with a green tick icon.

Displayed information:

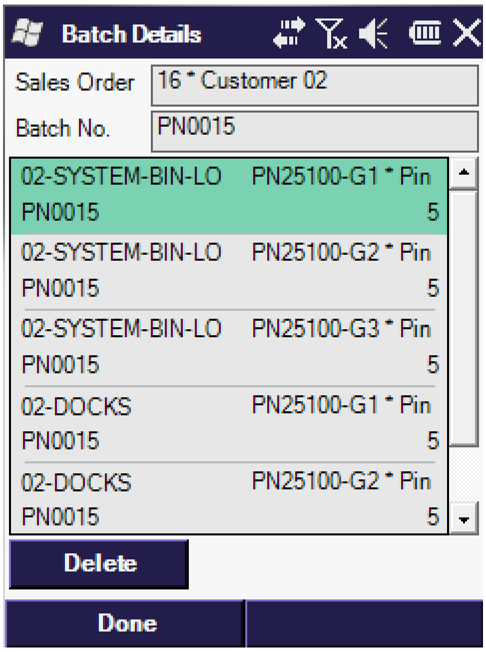
1. Sales order number*Customer name
2. Batch number
3. First bin location
4. Number of picked sales order lines/Number of sales order lines with the batch allocated



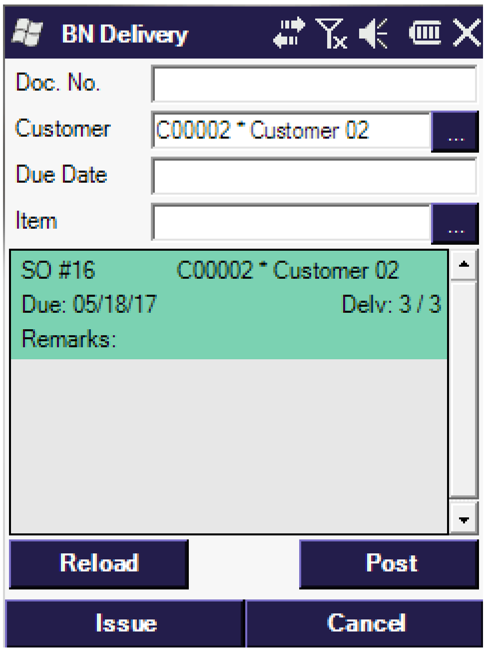
Press the 'Details' button to see the details of the picked stock on the selected line. On the next screen the stock to pick is listed. Different items and stocks stored on different locations are displayed on separate lines.

Press the ‘Delete’ button to remove an entry from the list. Press the ‘Done’ button to go back to the previous screen.

Scan the next batch number or press the ‘Done’ button to finish the picking. The system will return to the list of sales orders.



Select the sales order and press the ‘Post’ button to create the delivery document. The *Delivery* document will be created in SAP Business One.



4.7. Sales Return

The Sales Return process uses a Delivery document as an input. The result is a Sales Return document.

To receive returned items, select the Sales Return option from the Main Menu.

Please note that deliveries that are already invoiced are closed, and therefore cannot be selected in the Sales Return process. Invoiced deliveries can be returned with the Credit Note function.

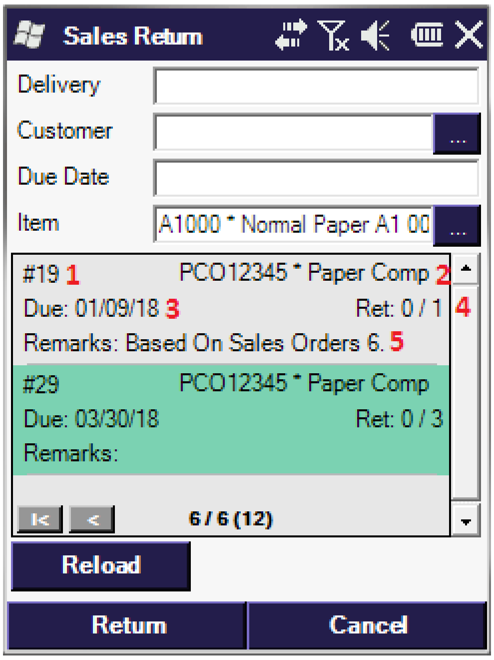
On the next screen enter the filters and press the ‘Reload’ button to list the Delivery documents.

The following filters can be added:

- Delivery: The delivery document number
- Customer: The customer code
- Due date: The due date of the delivery
- Item: The item code of the item to return

Displayed information:

1. Delivery document number
2. Customer code and description
3. Due date
4. Returned document lines/Open delivery document lines
5. Remarks

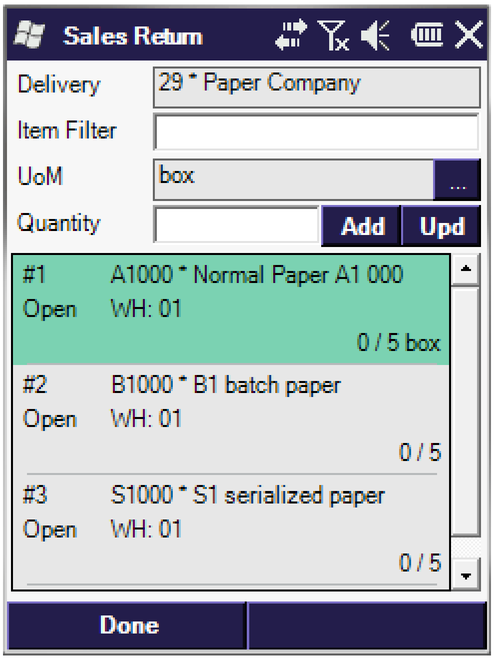


Select the delivery from the list and press the ‘Return’ button to start the return.

On the next screen every open line from the Delivery document is listed.

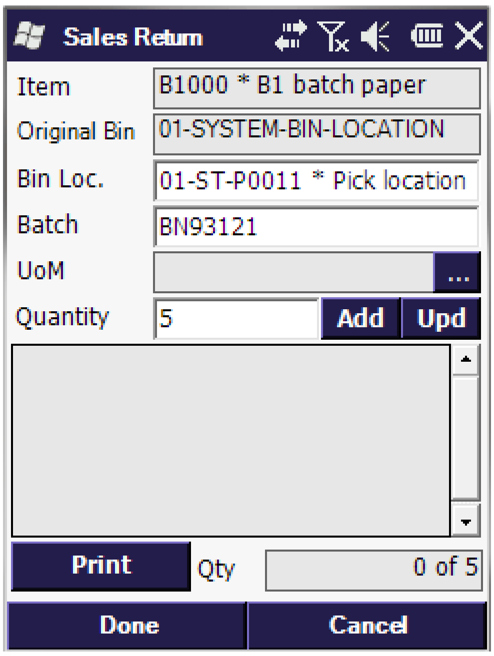
Scan or select the item to receive then add the quantity and press the ‘Add’ or ‘Upd.’ button. The maximum amount is limited by the Delivery document line quantities. If the item has UoM groups, specify the UoM group as well.

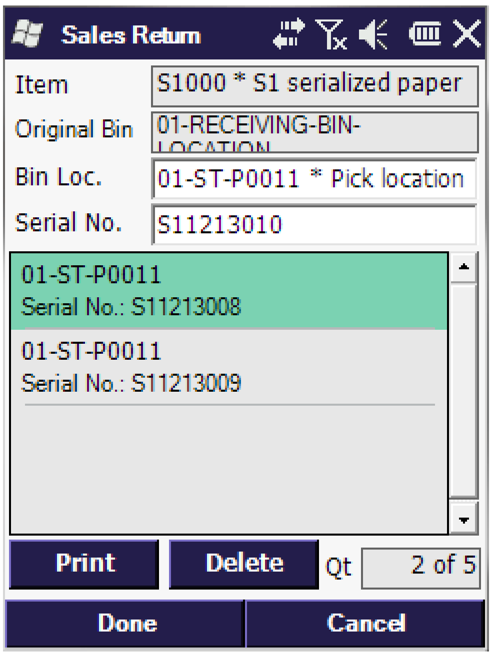
Please note: Assembly BoM’s are not supported.

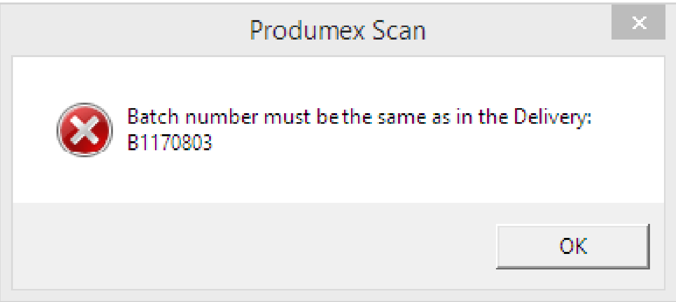


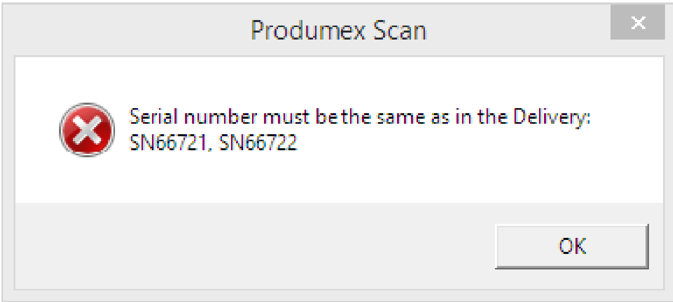
If the warehouse has bin locations and/or the items is managed by batch or serial numbers, an additional screen is prompted.

- Specify the bin location on this screen. It is possible to receive the item into multiple bin locations, but the total quantity received into the bin locations must be equal to the quantity added on the previous screen.
- If the item is managed by batches, add the batch number, enter the quantity then press ‘Add’ or ‘Upd.’. Only items with the same batch number as the in the Delivery document can be received as a return.
- If the item is managed by serial numbers, add the quantity by scanning the serial numbers. Only items with the same serial numbers as in the Delivery document can be received as a return.









Press the ‘Print’ button to print the item label.

Press the ‘Done’ button to save the entered data and to go back to the previous screen.

Press the ‘Cancel’ button to go back without saving.

Continue with the next item or press the ‘Done’ button to finish the receipt and to go back to the previous screen.

To create the Return document, select the line of the delivery and press ‘Post’.

4.8. Credit Note

The Credit Note process is similar to the Sales Return process on the mobile. The input is an A/R Invoice document and the result is an A/R Credit Memo document.

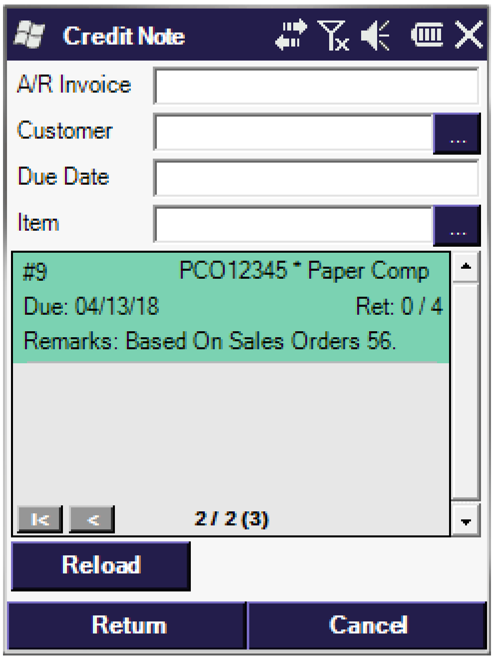
Press the ‘Credit Note’ icon from the Main Menu.

On the next screen enter the filters and press the ‘Reload’ button to list the A/R Invoice documents. The following filters can be added:

- A/R Invoice: The A/R Invoice document number
- Customer: The customer code
- Due date: The due date of the delivery
- Item: The item code of the item to return

Displayed information:

1. A/R Invoice document number
2. Customer code and description
3. Due date
4. Returned document lines/Open delivery document lines
5. Remarks

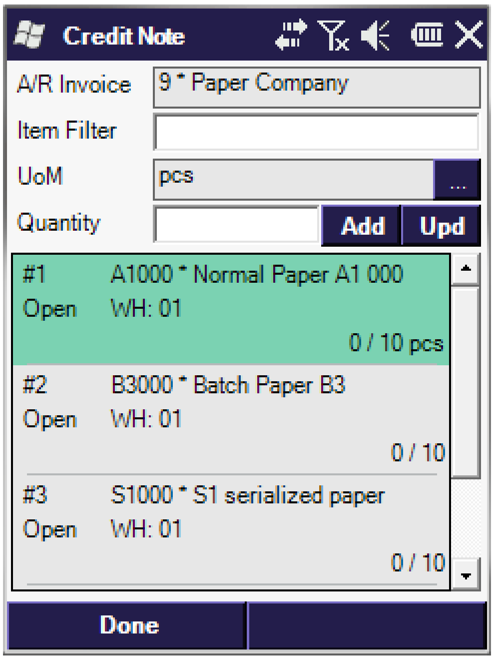


Select the invoice from the list and press the ‘Return’ button to start the return.

On the next screen every open line from the invoice is listed.

Scan or select the item to receive then add the quantity and press the ‘Add’ or ‘Upd.’ button. The maximum amount is limited by the invoice line quantities. If the item has UoM groups, specify the UoM group as well.

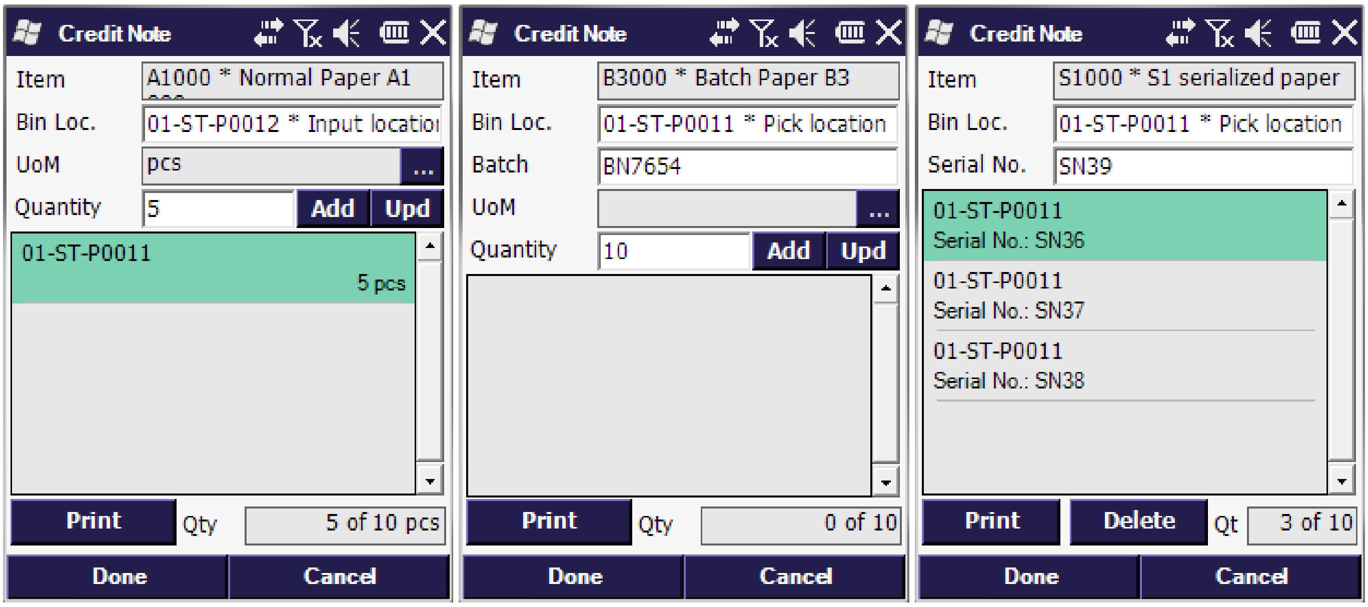
Please note: Assembly BoM’s are not supported.

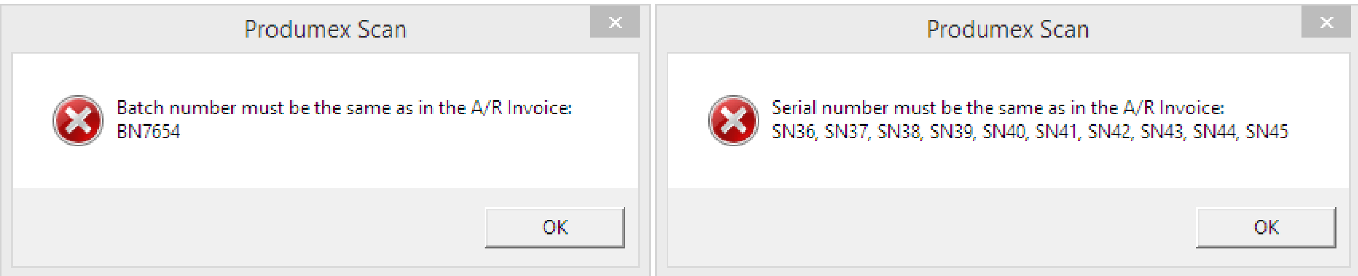


If the warehouse has bin locations and/or the items is managed by batch or serial numbers, an additional screen is prompted.

- Specify the bin location on this screen. It is possible to receive the item into multiple bin locations, but the total quantity received into the bin locations must be equal to the quantity added on the previous screen.

- If the item is managed by batches, add the batch number, enter the quantity then press ‘Add’ or ‘Upd.’. Only items with the same batch number as the in the Delivery document can be received as a return.
- If the item is managed by serial numbers, add the quantity by scanning the serial numbers. Only items with the same serial numbers as in the Delivery document can be received as a return.





Press the ‘Print’ button to print the item label.

Press the ‘Done’ button to save the entered data and to go back to the previous screen.

Press the ‘Cancel’ button to go back without saving.

Continue with the next item or press the ‘Done’ button to finish the receipt and to go back to the previous screen.

To create the A/R Credit Memo document, select the line of the invoice and press ‘Post’.

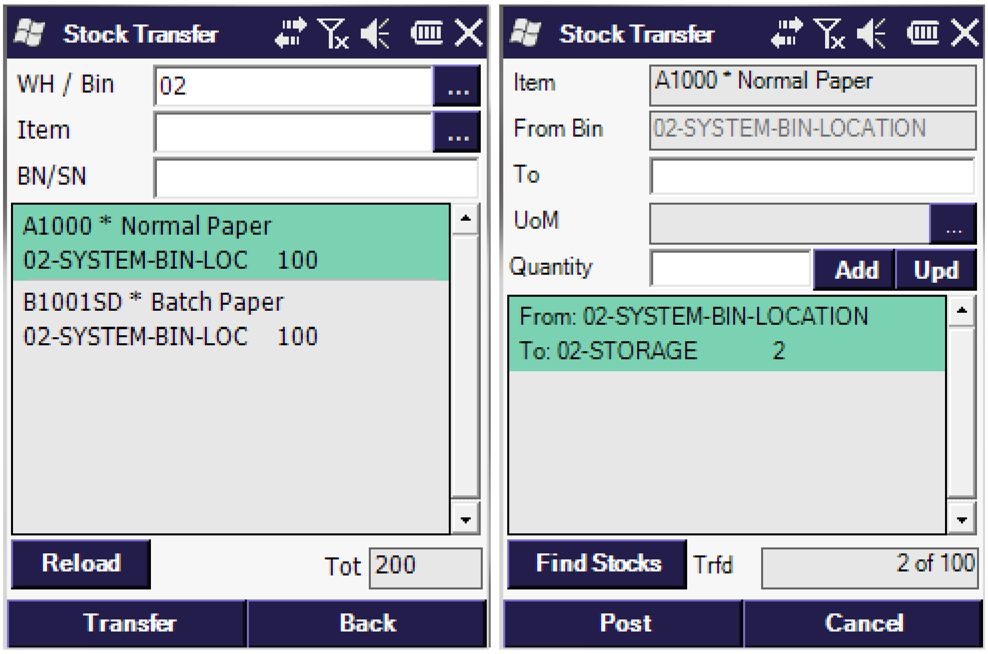
5. Stock Transfers

5.1. Stock Transfer

With the stock transfer function stock can be reallocated from one warehouse/bin location to another. It is possible to move stock between bin locations in different warehouses.

First you can filter the stock to transfer according to the Warehouse/Bin Location, Item Code, Batch/Serial number. Tap the Reload button to load the filtered stock.

Select the stock to move then press the Transfer button.

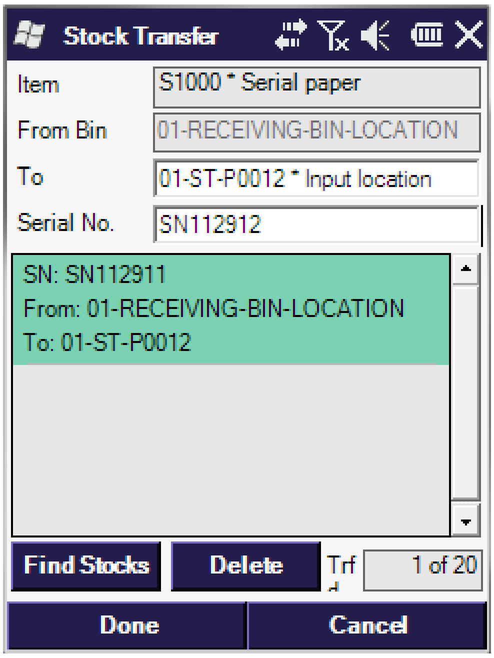


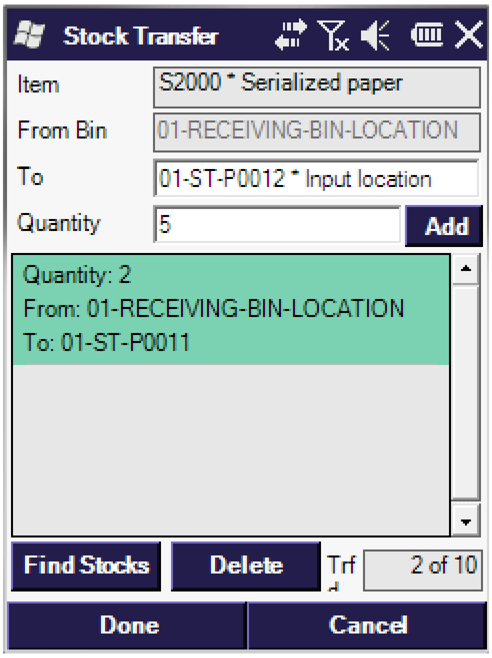
On the next screen enter the target warehouse/bin location and the quantity to transfer. It is possible to transfer stock into multiple warehouses/bin locations.

If the item is a batch item, enter the batch number and batch quantity as well. It is possible to move stock from different batches.

If the item is managed by 'On every transaction' serial numbers, scan the serial numbers to transfer.

If the item is managed by 'On release only' serial numbers, add the quantity to transfer. The system will automatically allocate the serial numbers to move.





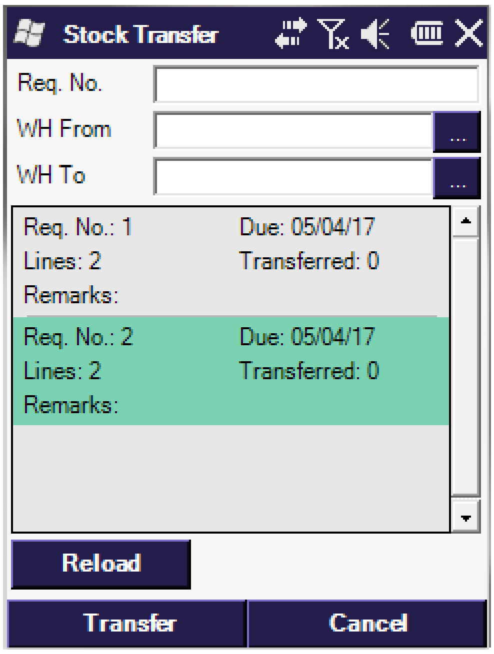
To delete a line, select the line and press the 'Delete' button.

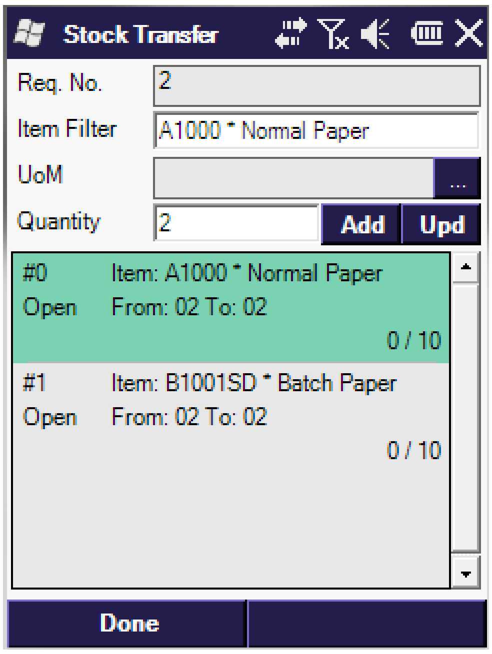
Press the Find Stocks button to see the list of available stocks for the item. For more information please see: Query Stocks

Press the Done button to finish. On the next screen add the next item to move or press the Post button to transfer the stock and to create the stock transfer document in SAP BO.

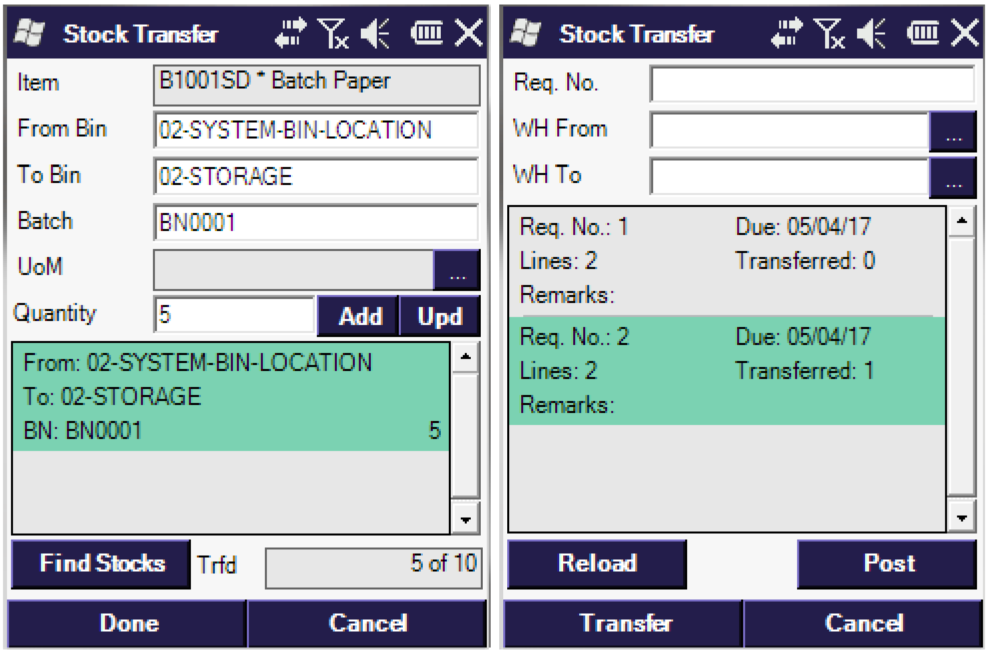
5.2. Stock Transfer Request

With this function you can handle inventory transfer request documents. First you have to create the documents in SAP BO and then you can load them on the mobile device. You can filter them according to Request Number, Warehouse from and Warehouse to. If you tap Reload, the existing requests will be loaded into the grid.





Here you can select the inventory transfer request that you want to process and tap Transfer. On the next screen you can see a list of the items that are on the request.

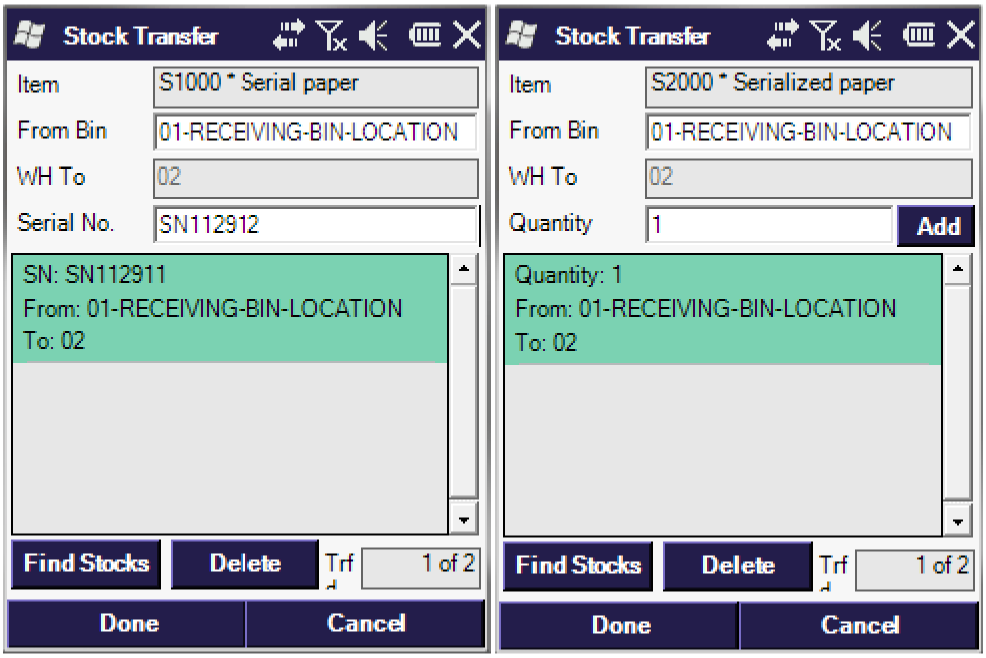


Scan or select an item to transfer, then enter the quantity and tap Add or Upd.

If the source and/or destination warehouse has bin locations or the item is managed by batches or serial numbers, add the bin location/batch/serial numbers on the next screen. It is possible to transfer stocks from different bin locations.

- If the source warehouse has bin locations, add the source bin location to the 'From Bin' field. If the target warehouse has bin locations, add the target bin location to the 'To Bin' field. It is possible to transfer stocks into different bin locations.
- If the item is managed by batches, enter the batch number as well. It is possible to transfer stock with different batches.
- If the item is managed by 'On every transaction' serial numbers, add the quantity by scanning the serial numbers.
- If the item is managed by 'On release only' serial numbers, add the quantity to transfer. The system will automatically allocate the serial numbers to move.

The total quantity must be equal to the quantity entered on the previous screen. Press the Find Stocks button to check the existing stocks.

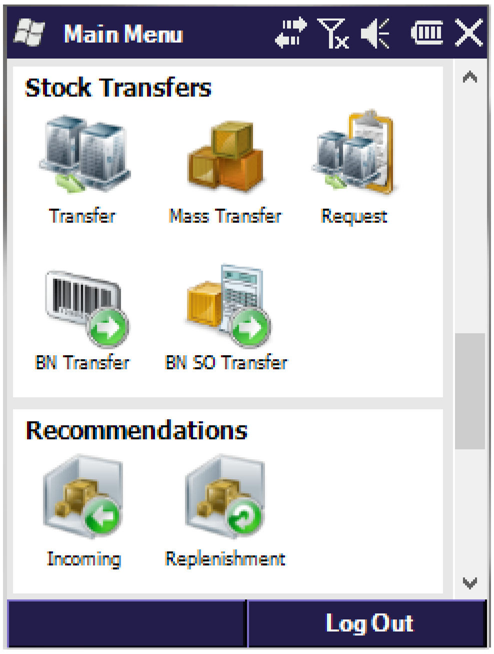


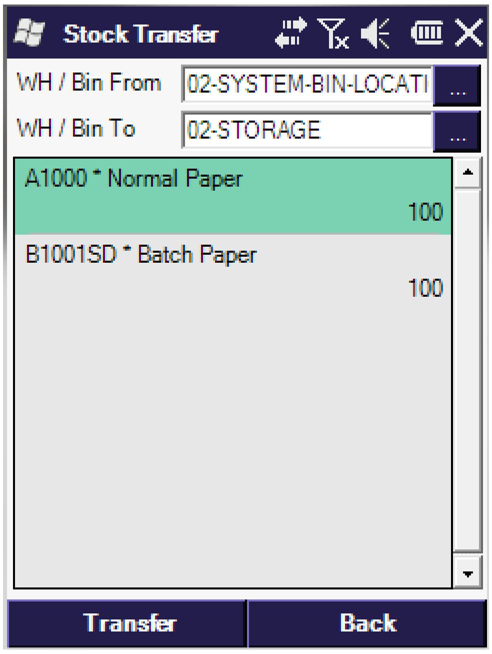
If you tap Done, you will get back to the previous screen and your entered data will be taken over to there. If you tap Cancel, your changes will be lost, and you get back to the previous screen.

Here if you tap Post, the stock transfer document will be created in SAP BO based on the inventory transfer request document. If you tap Cancel, you will get back to the main menu without creating the stock transfer. You can come back any time, load your request and continue working on it.

5.3. Mass Transfer

This function allows you to move all stocks from one bin location to another (or one warehouse to another, if the warehouse is non-bin location warehouse).
First you must input the WH / Bin From, after leaving this field you will see all the current stocks on that location in the list. There is no option to select only partial quantities. Next the WH / Bin To field must be entered, and after pressing Transfer, a Stock Transfer document is created in SAP Business One.

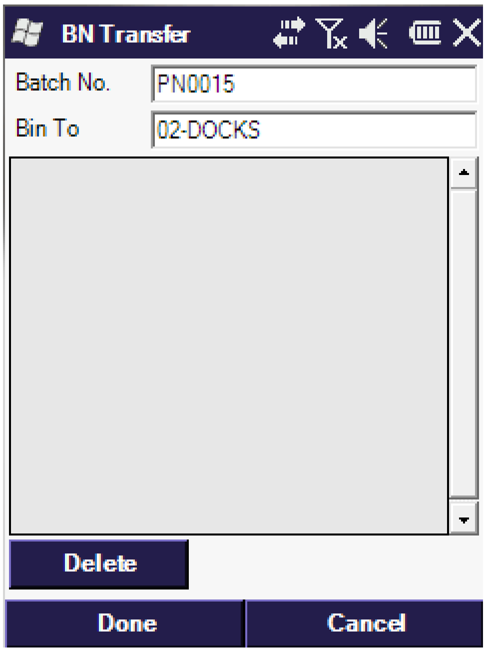




5.4. BN Transfer

With the ‘BN Transfer’ function stock can be moved based on a batch number. *Please note: Only sales items can be moved with the BN Transfer function.*

Scan the destination bin location and the first batch to move.



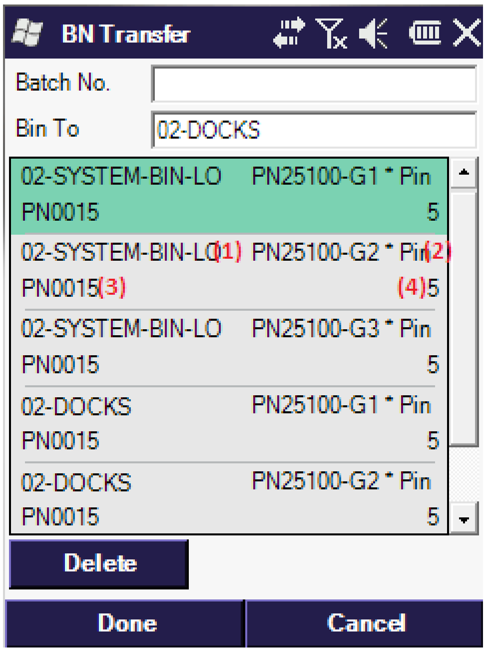
Stock with the scanned batch number will be listed on the screen. Different items and stocks stored in different bin locations are listed on separate lines.

To remove a product from the list, select its line then press the ‘Delete’ button.

Displayed information:

1. Bin location

2. Item code*Item name
3. Batch number
4. Quantity on stock



Press the ‘Done’ button to transfer the stock. An *Inventory Transfer* document will be created in SAP Business One.

5.5. BN SO Transfer

With the ‘BN SO Transfer’ function stock can be moved based on the sales order and the batch number. During the process the base sales order can be modified.

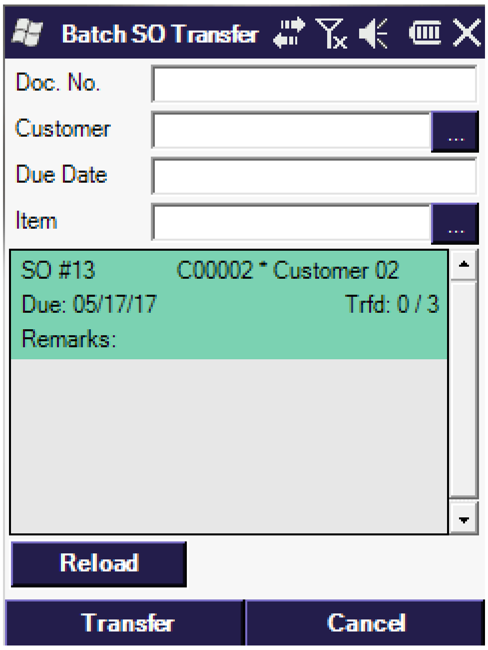
Select the sales order from the list. Every sales order that contains at least one open line with an allocated batch will be listed. Please note: *The BN SO Transfer function is only meaningful for sales orders created from the BN Create SO function. It is not advised to move stock with this function based on a sales order not created with the BN Create SO function.*

It is possible to filter the sales orders with the following:

- Doc. No.
- Customer
- Due Date
- Item

Press the ‘Reload’ button to apply the filter.

Select the sales order then press the ‘Transfer’ button to transfer the items.



Scan the destination bin location then scan the first batch.

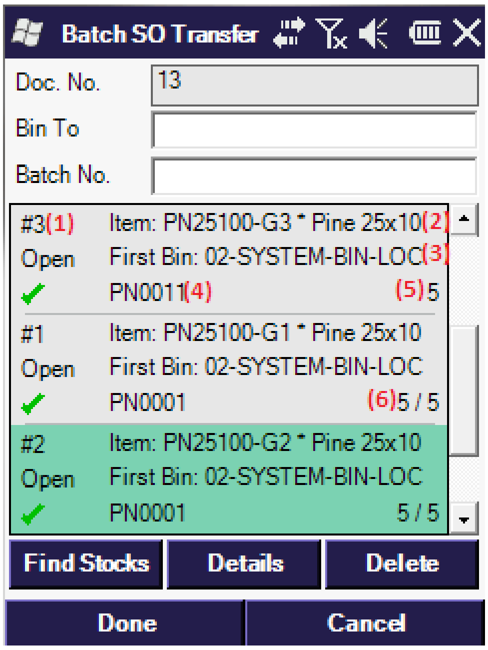
Stock with the scanned batch number will be listed on the screen. Different items and stocks stored in different bin locations are listed on separate lines.

Scan the batch number to pick the items.

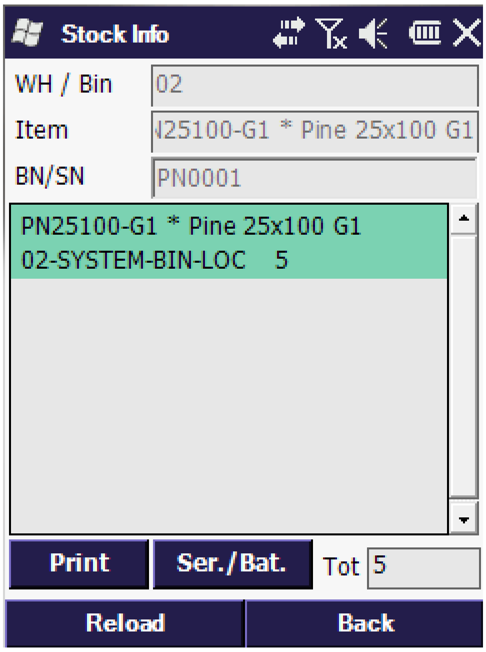
It is possible to scan a batch number not allocated for the sales order. In this case the stock with the scanned batch number will be added to the sales order.

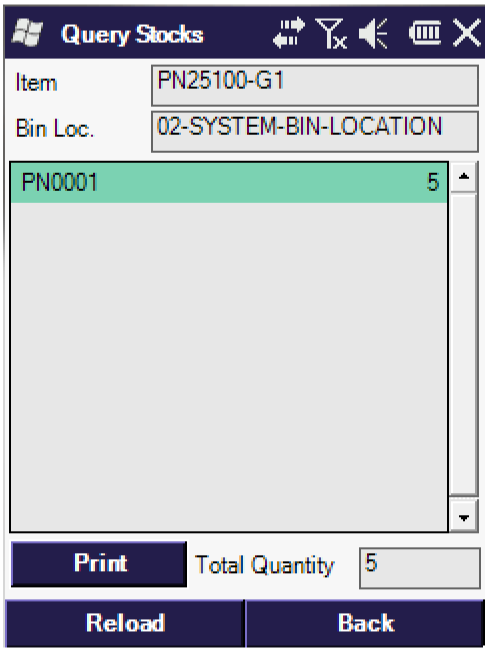
Information displayed on the screen:

1. Document line number
2. Item code*Item name
3. Bin location
4. Batch number
5. Picked quantity
6. Picked quantity/Ordered quantity

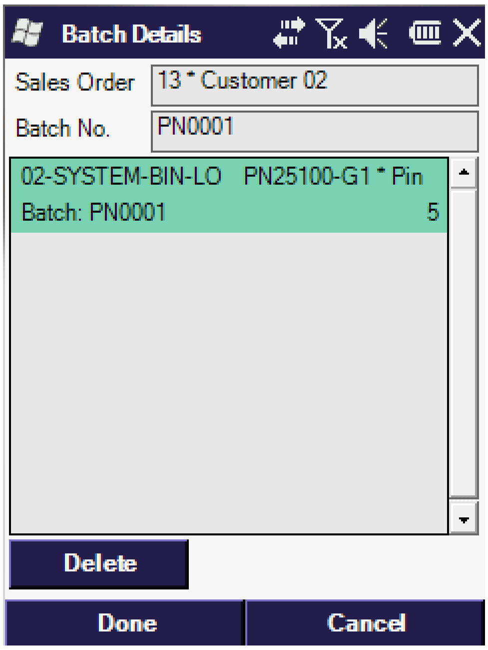


Press the ‘Find Stocks’ button to open the ‘Stock Info’ screen. On this screen the warehouse, the item code and the batch number is displayed. Press the ‘Ser./Bat.’ button to see the batch number. Press the ‘Print’ button to print the item label. For more information about printing please see: Print labels



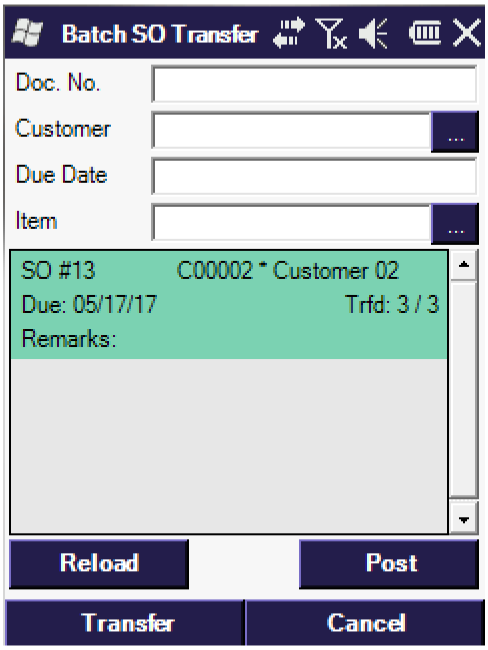


Press the ‘Details’ button to see the details of the selected stock. The ‘Batch Details’ screen will open.



Press the ‘Delete’ button to unpick the selected stock.

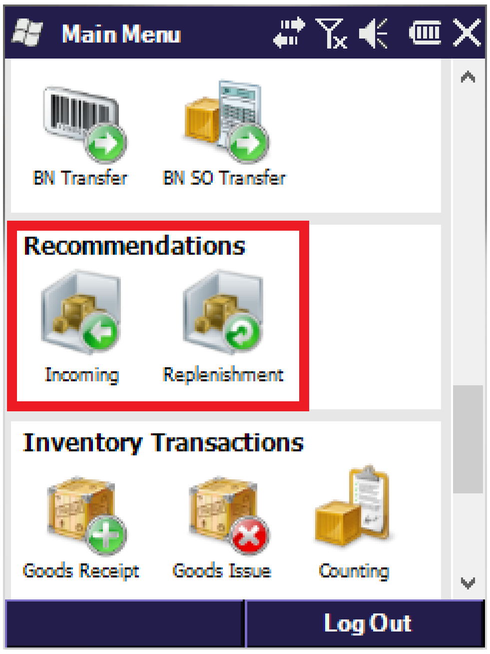
- If the stock line is from the original sales order, the stock line will remain on the screen and the picked quantity will be set to zero.
- If the stock line is added by scanning a batch, it will be removed from the screen and will not be added to the sales order.



Scan the next batch number or press the ‘Done’ button to finish the picking. The system will return to the list of sales orders. In order to transfer the picked stock, select the sales order then press the ‘Post’ button. An *Inventory Transfer* document will be created in SAP Business One.

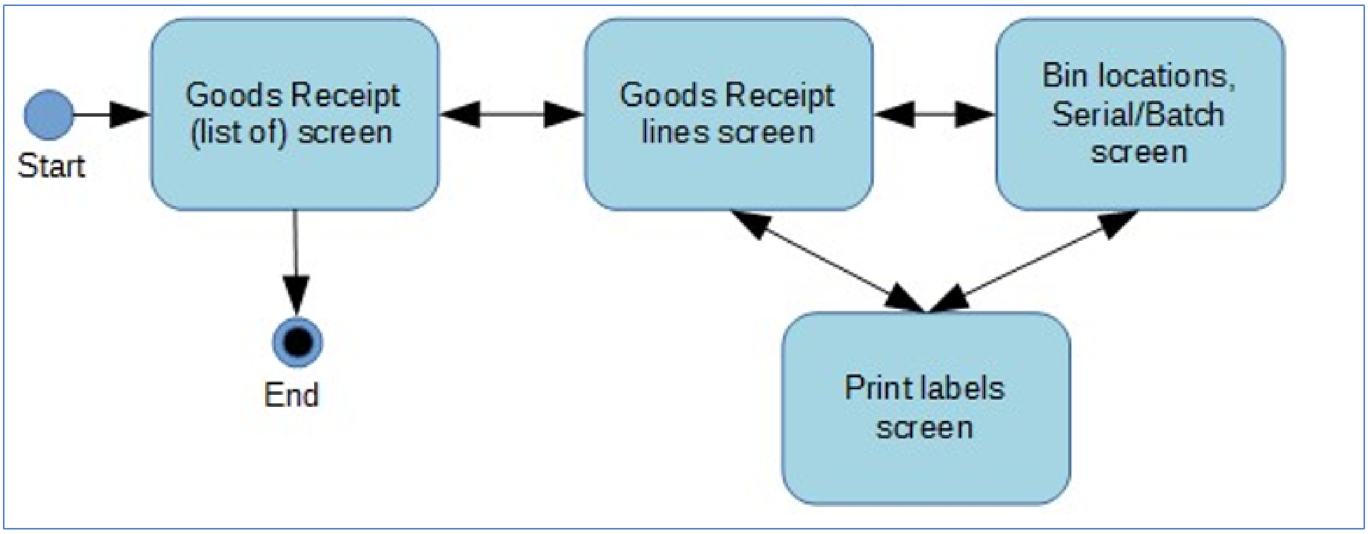
6. Recommendations

For further information about this topic, please see the documentation: Strategies in Produmex Scan.



7. Inventory Transactions

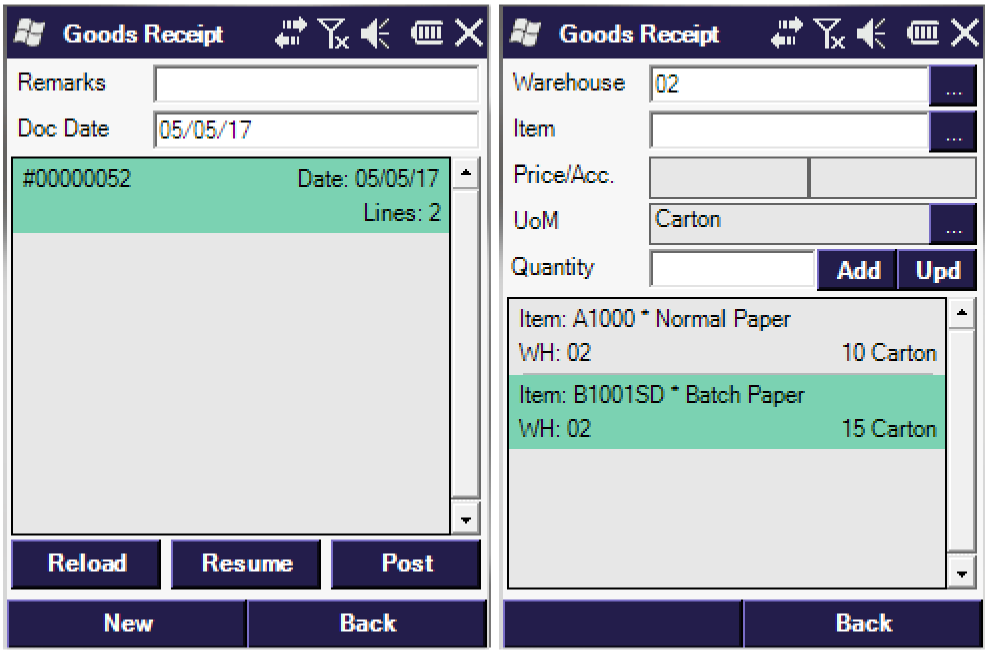
7.1. Goods Receipt



Select the Goods Receipt option on the Main Menu under the Inventory Transactions section. On the next screen create a new Goods Receipt document or proceed with an already started one.

- To start a new Goods Receipt, add the Doc. Date and tap the New button. To add a remark, enter the text to the Remarks field.
- To proceed with a started preliminary document, press the Reload button to load the already started

orders. Select the document and tap on the Resume button.
- To create the Goods Receipt, select the preliminary order and press the Post button.



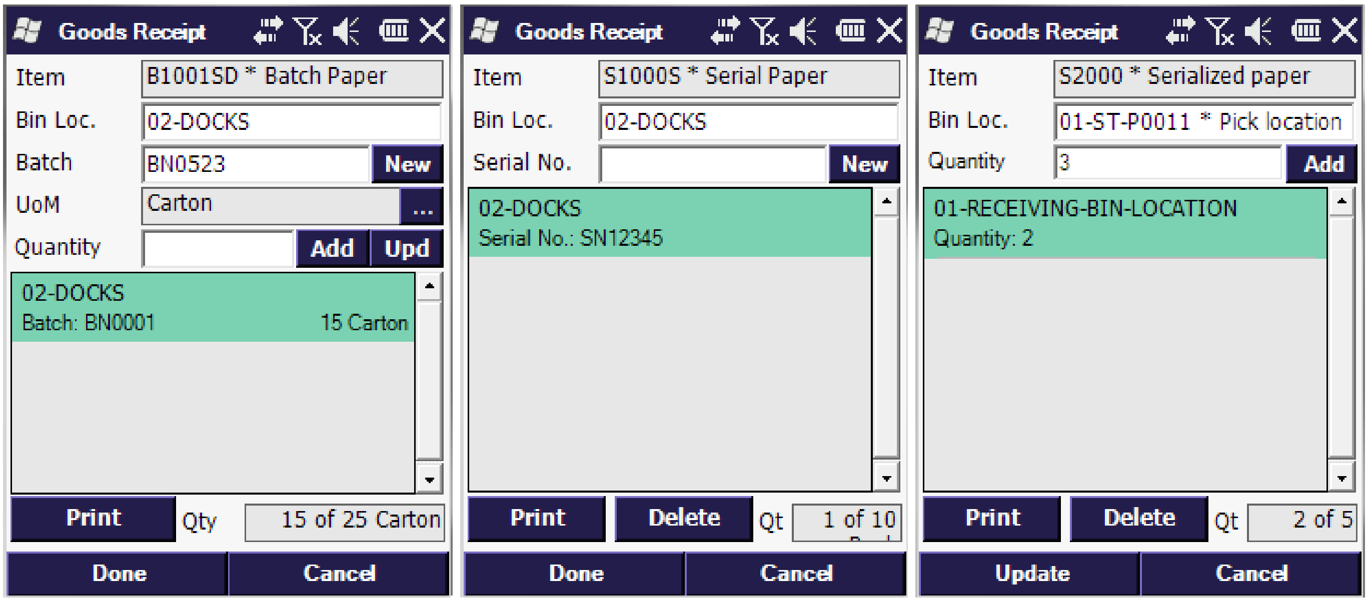
On the Goods Receipt (list) screen add the warehouse to the Warehouse field. By default the warehouse is empty or it is the last warehouse in the same document. Scan the item or enter the item code to the Item field. Enter the quantity and press the Add or Upd. button to add the item.

If there are multiple UoMs for the item, you can select a different UoM than the default. Default: inventory/base UoM.

On the grid already added items are listed.

If the warehouse has bin locations, and/or the item is managed by batches/serial numbers, the system proceeds to a screen where the bin location, batch and serial numbers can be added.

- If the warehouse has bin locations, add the bin location. It is possible to receive the stock into multiple bin locations.
- If the item is a batch item, add the batch number. It is possible to receive multiple batches.
- If the item is managed by 'On every transaction' serial numbers, scan the serial numbers. To remove a serial number, select the serial number and tap on the Delete button.
- If the item is managed by 'On release only' serial numbers, enter the quantity. The system automatically creates empty (placeholder) serial number records.



The total quantity must be equal to the quantity entered on the previous screen in order to proceed.

Press the Print button to print the item label.

Press the Done button to proceed. The system goes back to the previous screen and saves the entered data.

Press the Cancel button to go back without saving the data.

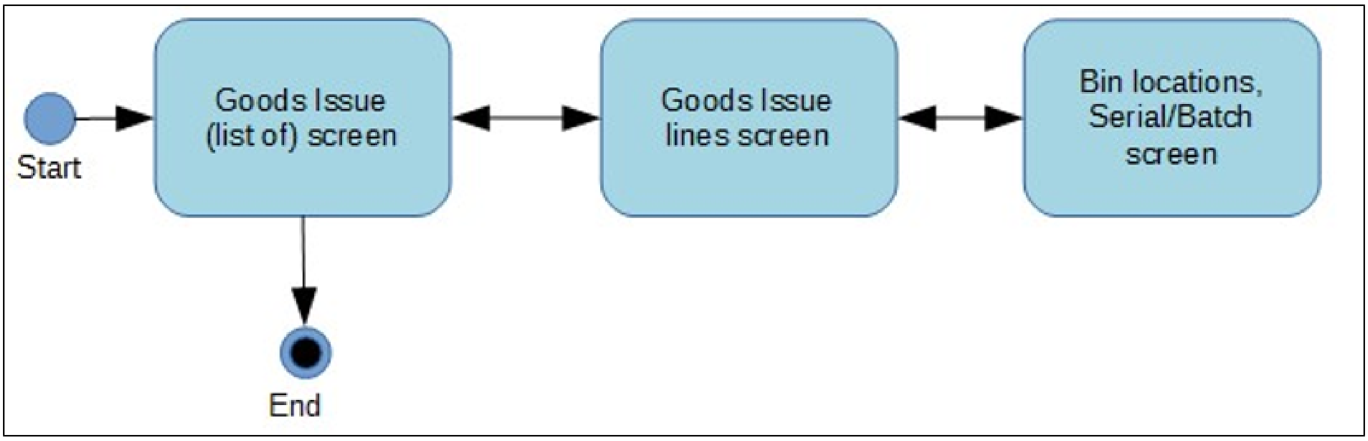
*Price/Account: a user query has to be defined with the name *bxmobilewh9_goodsreceipt_pricing*.

Parameters	Result
[%1] Employee ID [%2] Warehouse [%3] ItemCode	Price (BXITPRC) Currency (BXITCURR) Account number (BXITACCN) Distribution Rule (BXITDSTR)

Example query:

```
 SELECT OITM.AVGPrice as BXITPRC. '$' as BXITCURR FROM OITM WHERE
ItemCode=[%3]
```

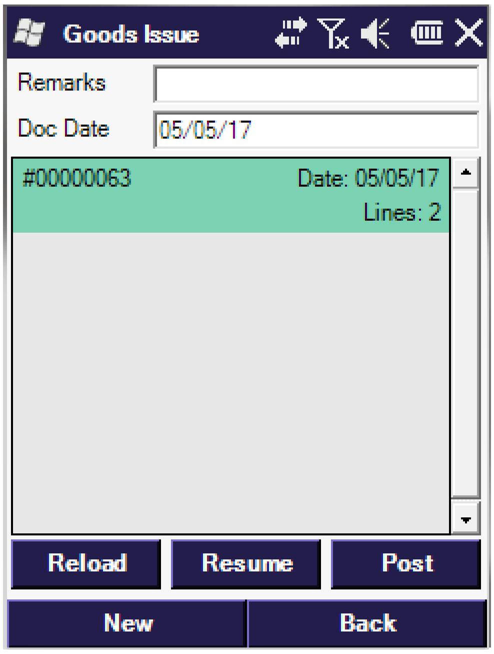
7.2. Goods Issue

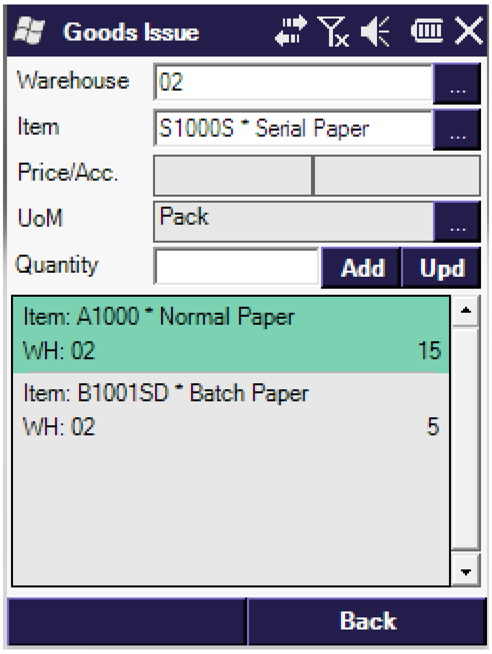


Select the Goods Issue option on the Main Menu under the Inventory Transactions section.

On the next screen create a new Goods Issue document or proceed with a started one.

- To start a new Goods Issue, add the Doc. Date and tap the New button. To add a remark, enter the text to the Remarks field.
- To proceed with a started preliminary document, press the Reload button to load the already started orders. Select the document and tap on the Resume button.
- To create the Goods Receipt, select the preliminary order and press the Post button.





On the Goods Issue (list) screen add the warehouse to the Warehouse field. By default the warehouse is empty or it is the last warehouse in the same document. Scan the item or enter the item code to the Item field. Only inventory items can be scanned or selected. Enter the quantity and press the Add or Upd. button to add the item.

If there are multiple UoMs for the item, you can select a different UoM than the default. Default: inventory/base UoM.

On the grid already added items are listed.

If the warehouse has bin locations, and/or the item is managed by batches/serial numbers, the system proceeds to a screen where the bin location, batch and serial numbers can be added.

- If the warehouse has bin locations, add the bin location. It is possible to receive the stock into multiple bin locations.
- If the item is a batch item, add the batch number. It is possible to receive multiple batches.
- If the item is managed by 'On every transaction' or 'On release only' serial numbers, scan the serial numbers. To remove a serial number, select the serial number and tap on the Delete button.

The total quantity must be equal to the quantity entered on the previous screen in order to proceed.

Press the Print button to print the item label.

Press the Done button to proceed. The system goes back to the previous screen and saves the entered data.

Press the Cancel button to go back without saving the data.

Price/Account: a user query has to be defined with the name *bxmobilewh9_goodsissue_pricing*.

Parameters	Result
[%1] Employee ID [%2] Warehouse [%3] ItemCode	Price (BXITPRC) Currency (BXITCURR) Account number (BXITACCN) Distribution Rule (BXITDSTR)

Example query:

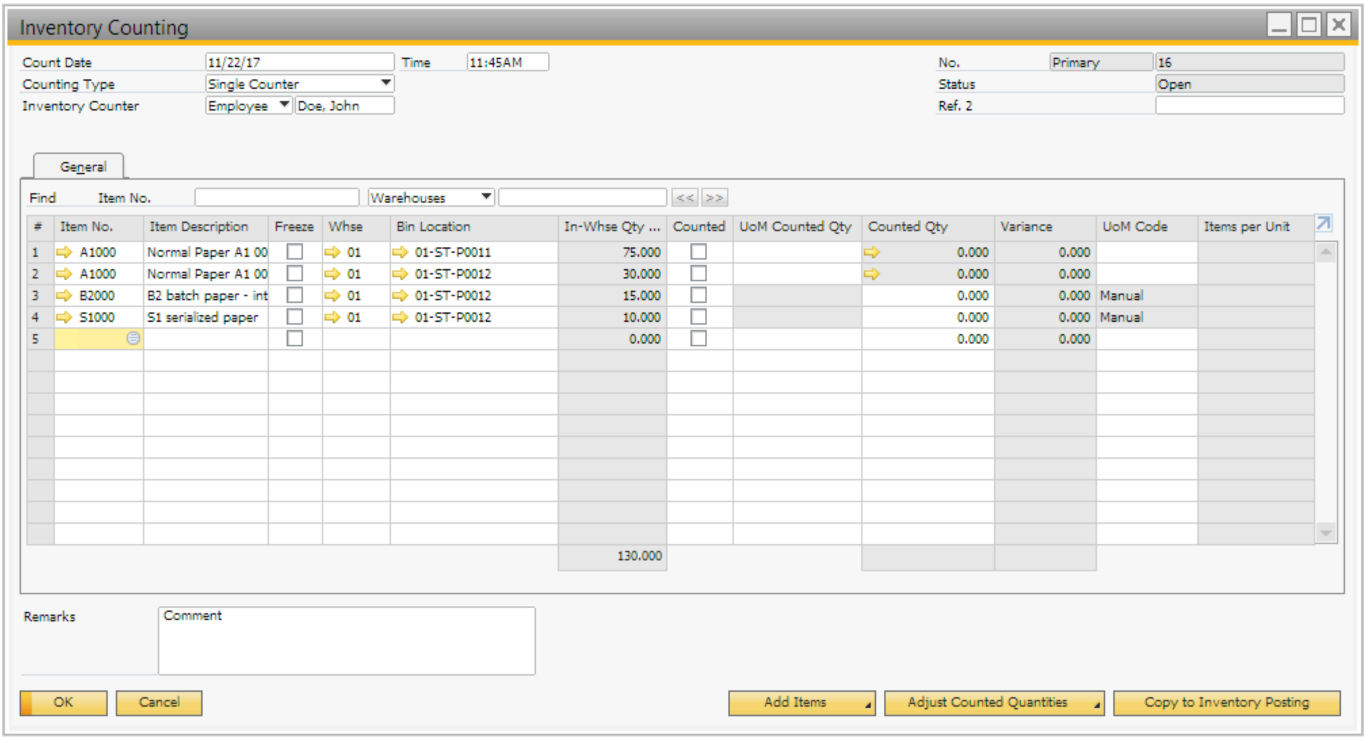
```
 SELECT OITM.AVGPrice as BXITPRC. '$' as BXITCURR FROM OITM WHERE
ItemCode=[%3]
```

7.3. Inventory Counting

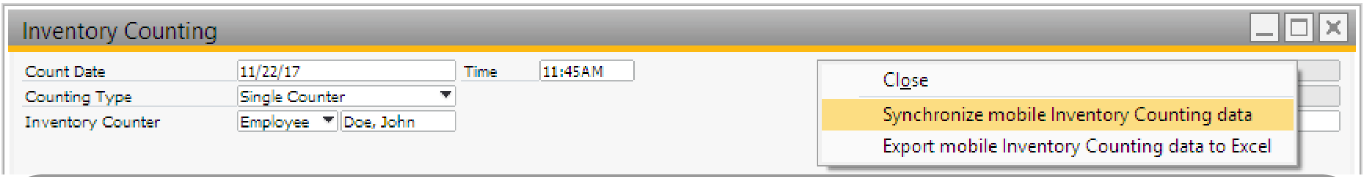
Produmex Scan offers the following processes to perform an inventory counting:

- Counting: No inventory information is displayed during the counting.
- Quick Counting: During the counting, the inventory of the bin location/warehouse is displayed.
- Guided Counting: During the counting, the bin locations and the items from the inventory counting document are listed on the screen as a task list. Only the items that are listed on the document can be counted.

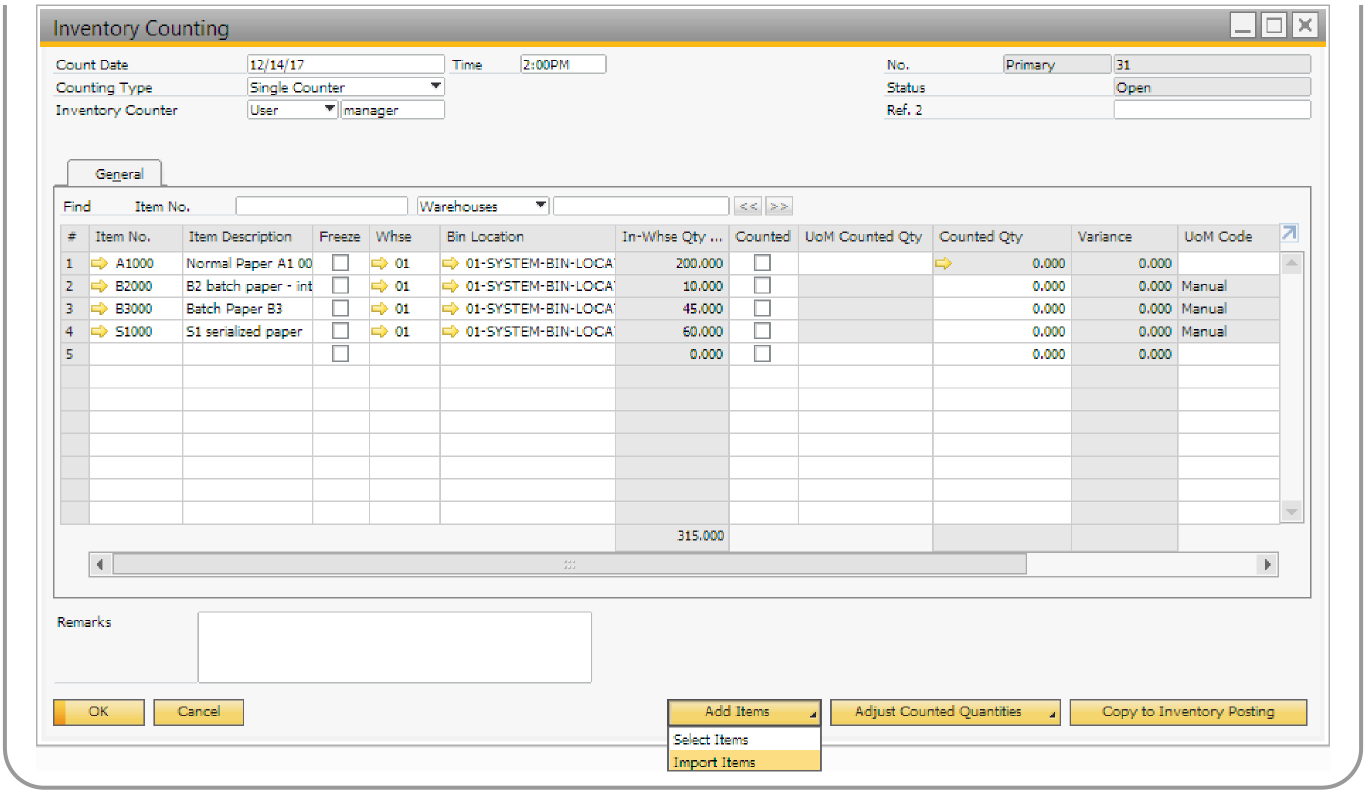
The counting is performed based on an SBO Inventory Counting document.



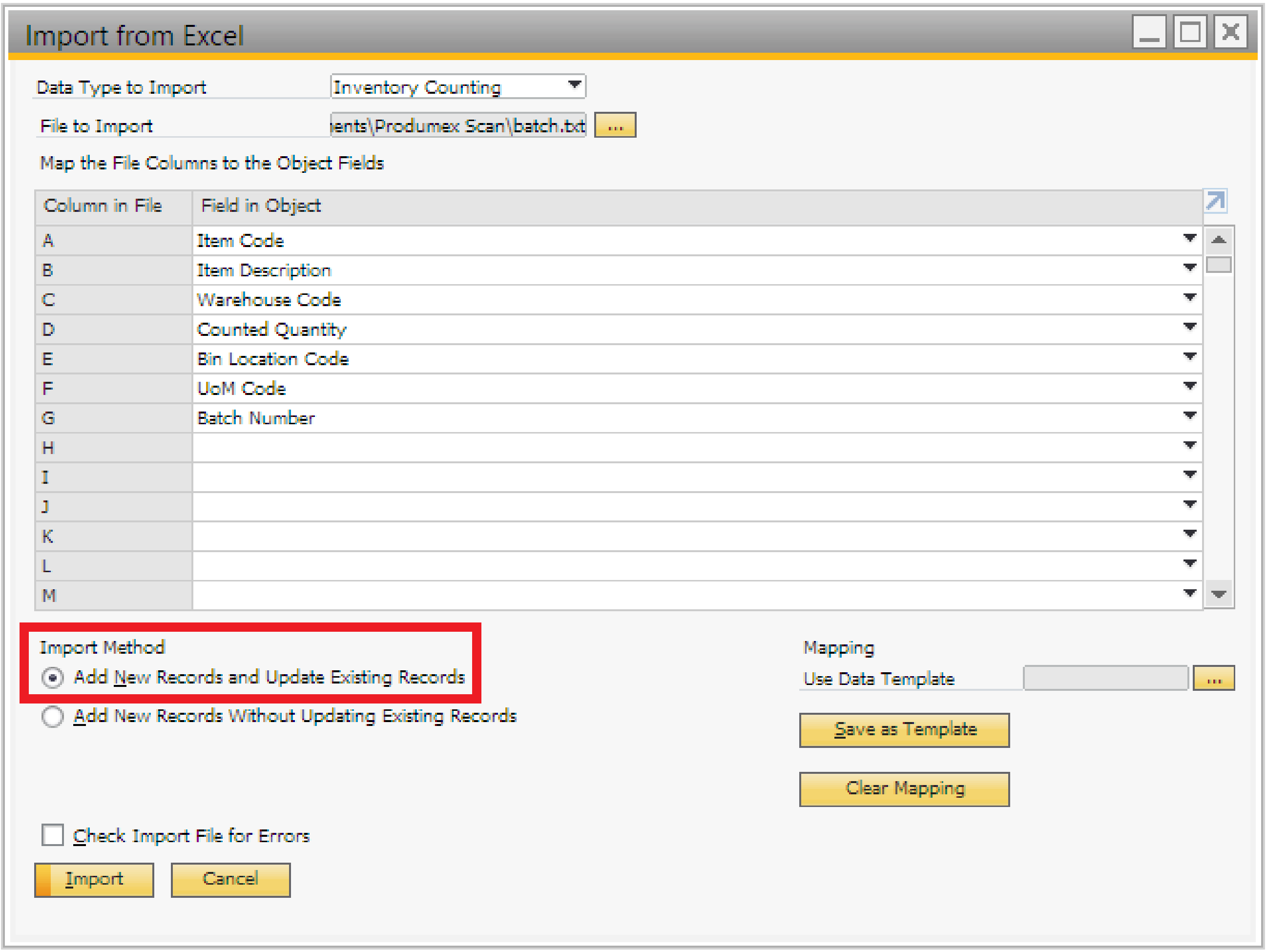
If the '*Real-time Stock Counting*' option is disabled on Produmex Scan General tab, the counting result will be stored in a user table. Synchronize the Inventory counting document in order to update it with the counting results. Synchronization can be initiated from right click menu on the SBO Inventory Counting document.



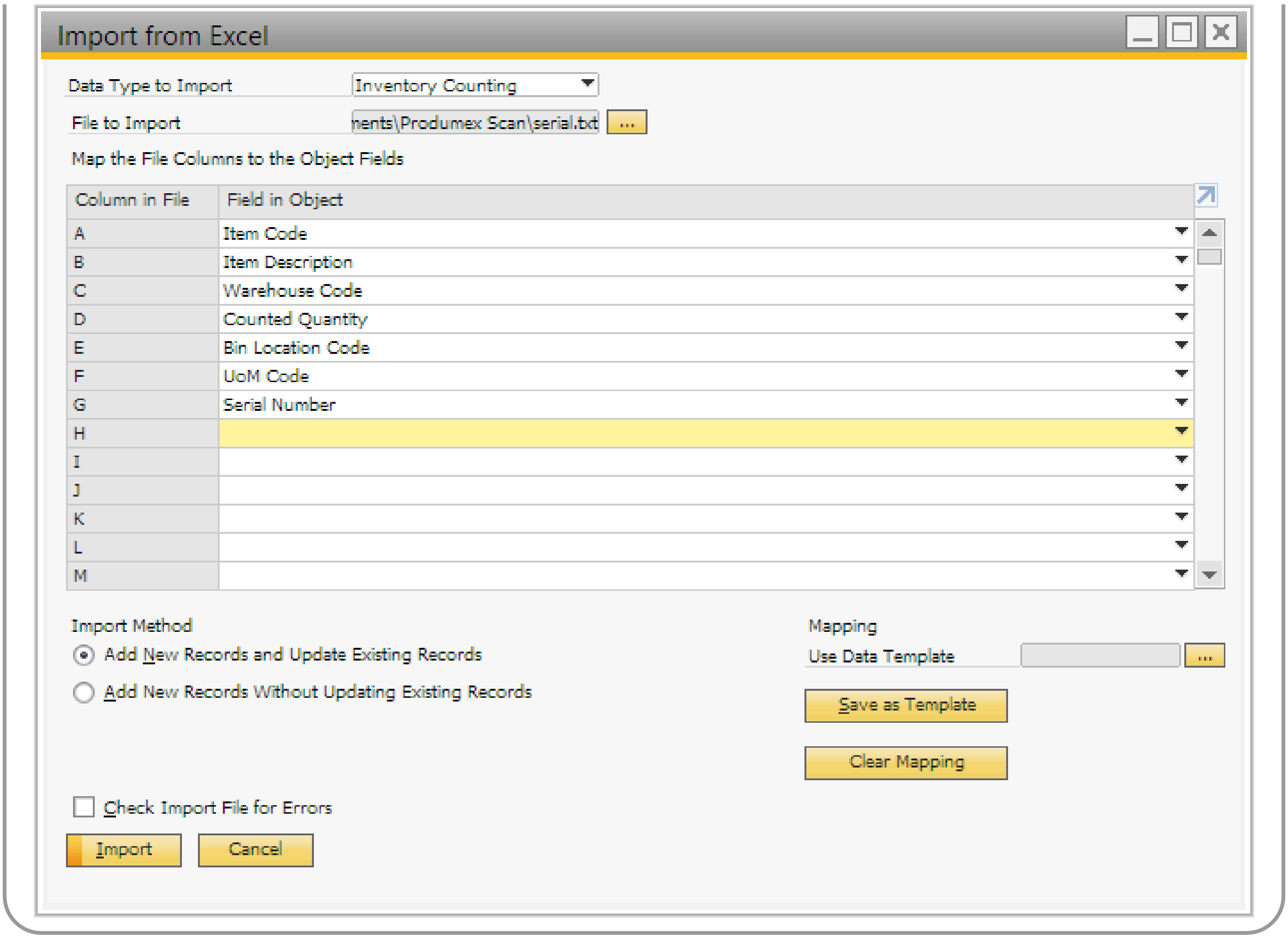
If you work with SAP BO 9.1 the inventory counting will be updated in a real-time. By the other hand, if you work with SAP BO 9.0, the stock data you entered will be saved in a user table of the Produmex Scan add-on that you can export to an excel file. To do that you have to open the Inventory Counting document, right click on an empty area and select '*Export mobile inventory counting data to Excel*'. It will create two separate files: one for normal and batch items and one for serial numbered items (it means you have to specify two files). Then you have to start Add Items>Import Items:



After that you have to define the structure of the file from which you import. It should be like this for the batch and normal file:



and for the serial numbers file:



We recommend that you save the template with *Save As* for later use. You have to specify the file that was created by the add-on for SAP BO, and then it will be imported.

Note:
You have to update the inventory counting document. You cannot have the same item on the same bin location twice in the inventory posting document. So if you reimport your inventory counting, it is advisable to delete the existing lines. You have to import both files generated by the add-on.

7.3.1. Stock Counting

Press the 'Reload' button to load the Inventory Counting documents. Every open Inventory counting document is listed. It is possible to filter the documents with the following fields:

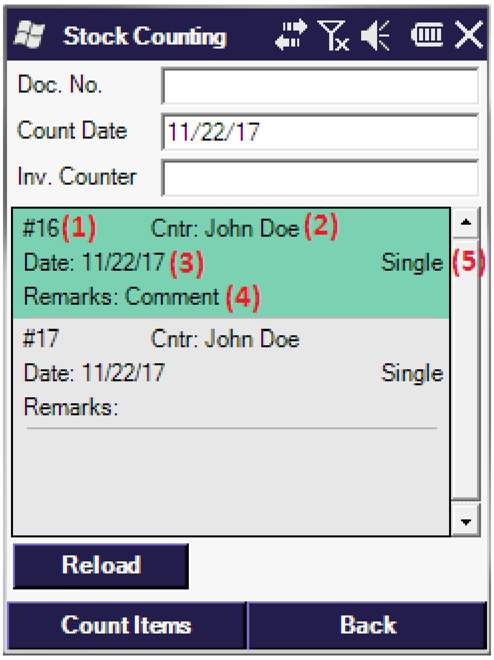
- Inventory counting document number
- Count Date
- Counter user/employee

Press the 'Reload' button to apply the filter(s).

Displayed information:

1. Document Number
2. Counter
3. Count Date
4. Remarks from the Inventory Counting document
5. Counting type

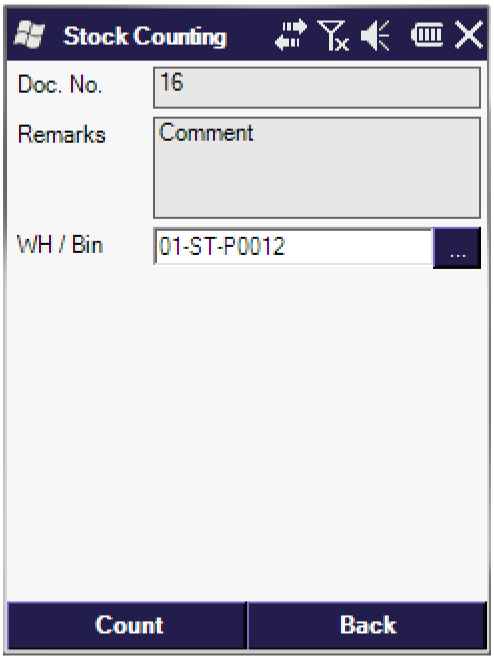
Select the inventory counting document then press the ‘Count Items’ button to start the counting.



On the next screen scan/enter the bin location code you would like to count.

If the warehouse to count does not have bin locations, add the warehouse to the field. The warehouse can also be selected from a list. Press the ‘…’ button. Please note: Only non bin managed warehouses can be selected from the list.

Press the ‘Count’ button to proceed.

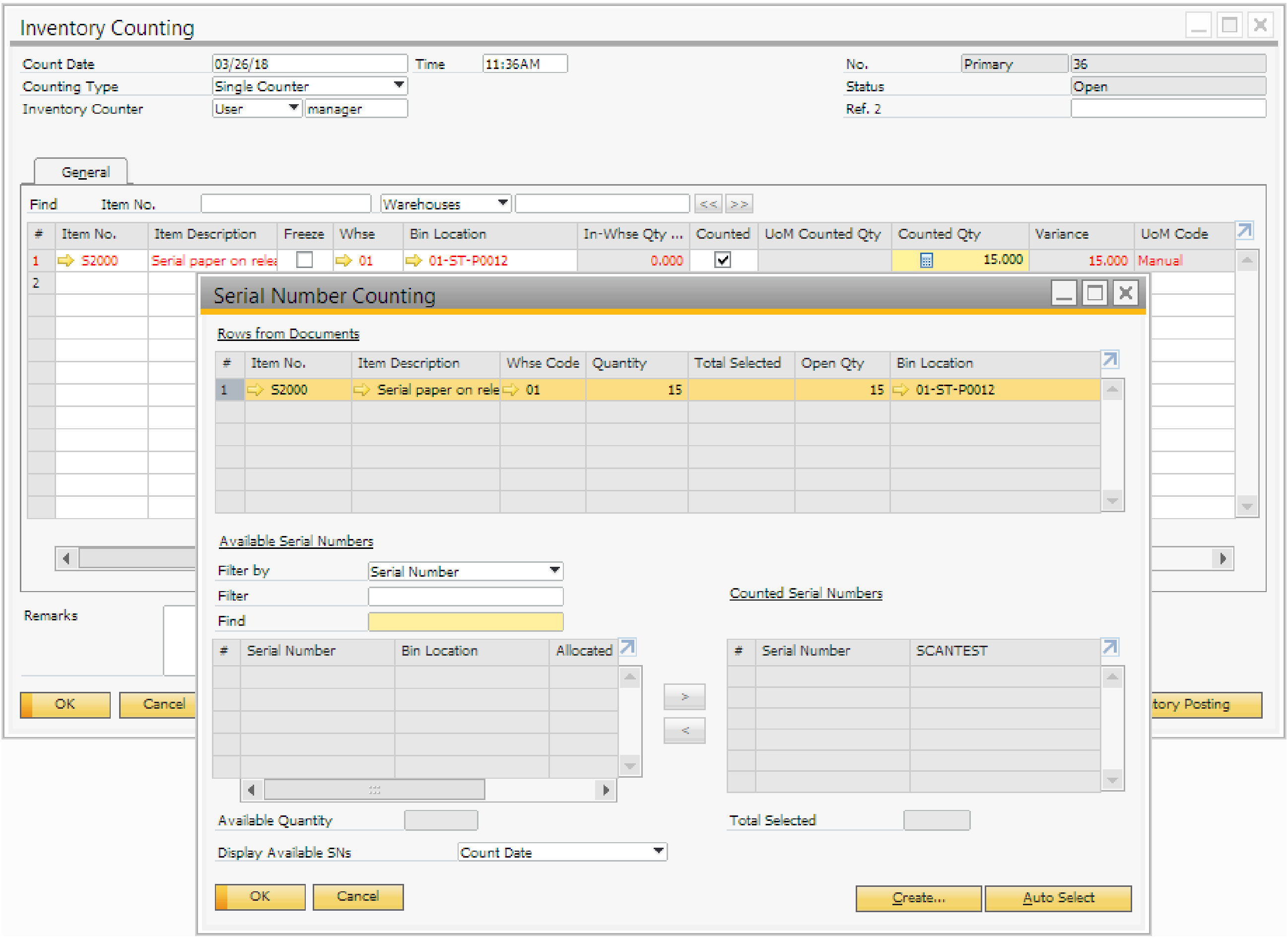


On the next screen scan the item then specify the UoM and the batch number. Enter the quantity to the Quantity field. To increase the current value with the entered value, press the 'Add' button. To replace the current value with the entered value, press the 'Upd.' button. To remove the added quantity, press the 'Delete' button.

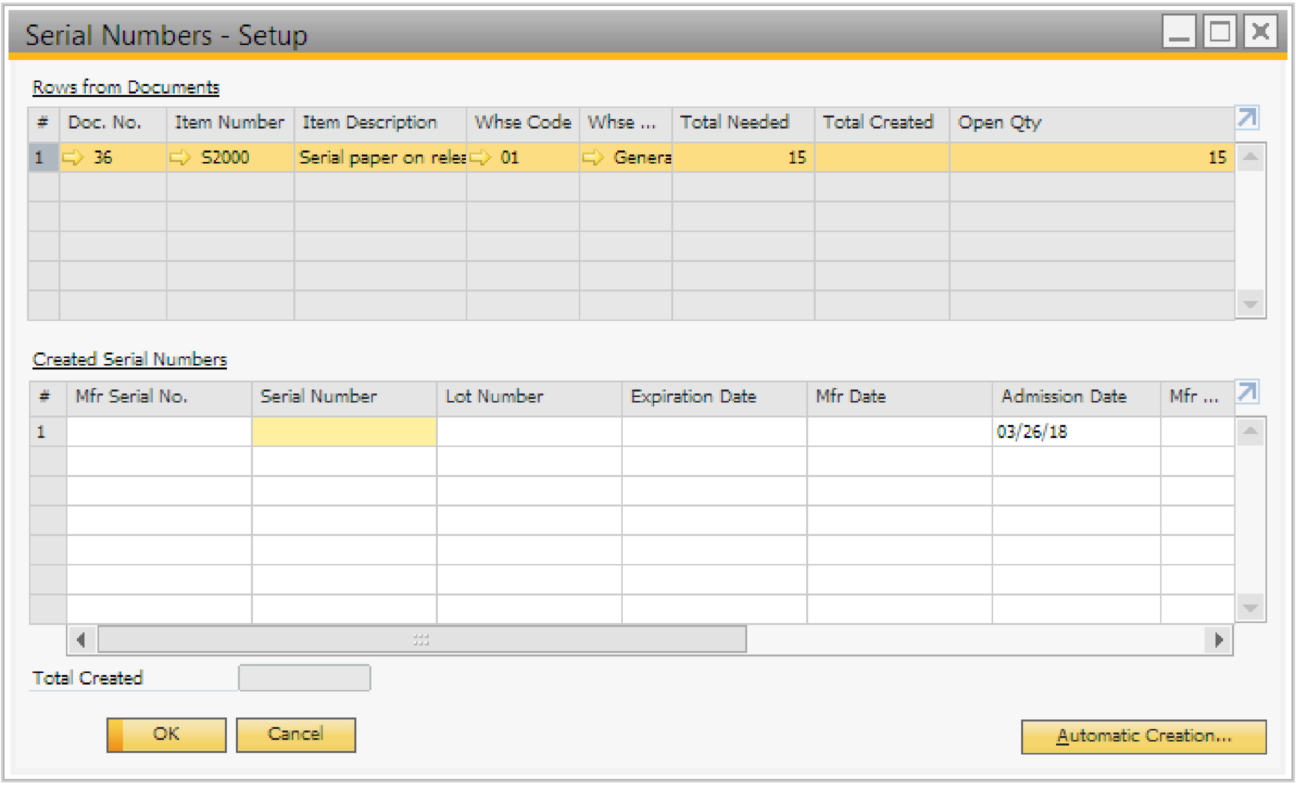
Items managed by 'On every transaction' serial numbers must be counted by scanning the serial numbers.

Items managed by 'On release only' serial numbers can be counted by adding the counted quantity.

When a positive difference is counted for on release only items, the serial numbers have to be created manually in SAP Business One after the counting process on the mobile devices is completed. Open the 'Serial Number Counting' form from the Inventory Counting document: go to the 'Counted Qty' field on the line of the serial numbers and press CRTL + TAB.

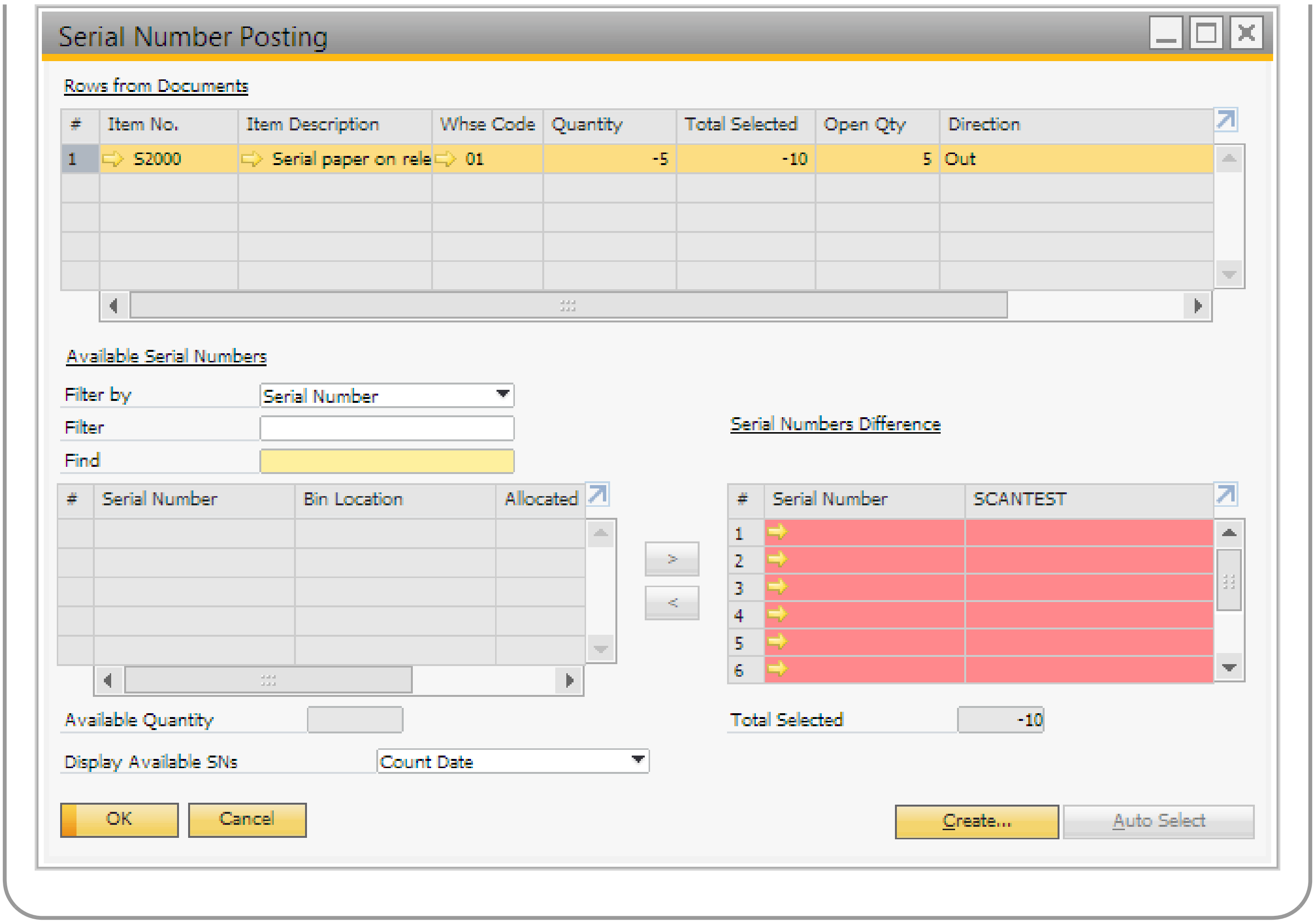


On the 'Serial Number Counting' form click on the 'Create…' button.



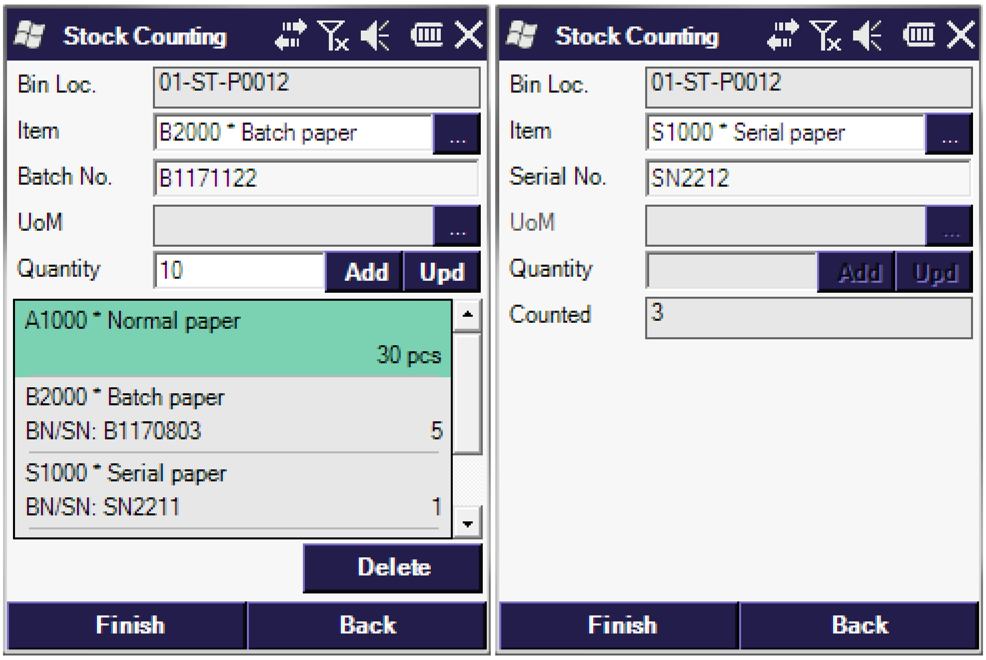
Enter the serial numbers to the ‘Serial number’ field or create them automatically after pressing the ‘Automatic Creation…’ button. *Please note: It is not possible to create empty serial numbers.*

When a negative difference is counted, select the serial numbers to issue manually in SAP Business One after the counting process on the mobile devices is completed. On the ‘Serial Number Posting’ posting screen every serial number on the counted location is selected. Move the serial numbers you would like to keep to the ‘Available Serial Numbers’ grid. Create the serial numbers you would like to issue as described above or issue the empty serial numbers. If there are already registered serial numbers on the counted location, you can allocate those serial numbers as well.



Already counted goods are listed on the screen.

If the '*Show all Stock Counting data on scanners*' option is disabled on Produmex Scan General tab, only the number of the counting records is displayed on the screen.



Press the 'Back' button to go back to the previous screen. The system will keep the counting results, but the results will not be synchronized with SBO.

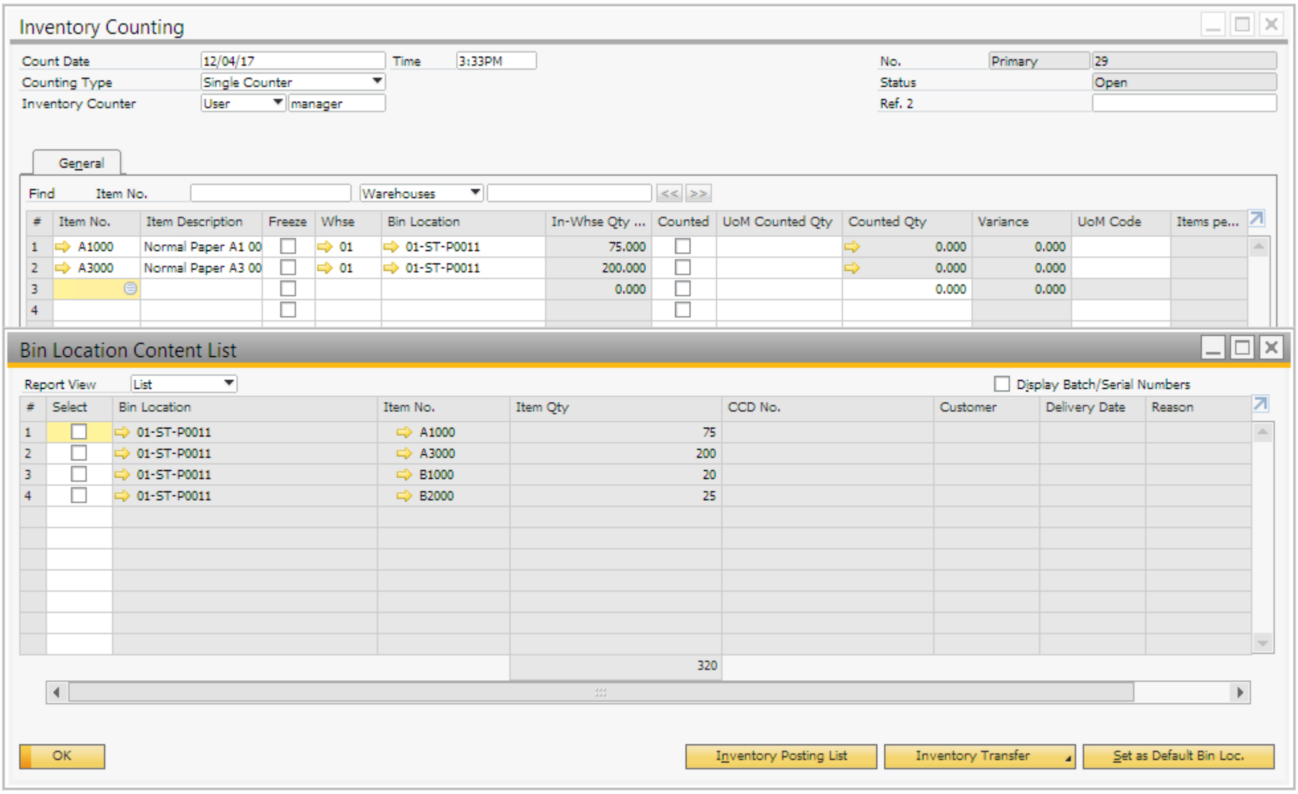
Press the ‘Finish’ button to finish the counting of the given bin location. The Inventory Counting document will be updated with the counting result.

- Items that are stored on the given location but are not listed on the Inventory Counting document will be automatically added to the document.
- If there is an item on stock on the location that was not counted, the quantity of the item will be set to zero on the location.
- If there is an item that is not on stock on the location, but was counted during the counting, the quantity of the item will be set to the counted quantity on the location.

Example:
Bin Location content:

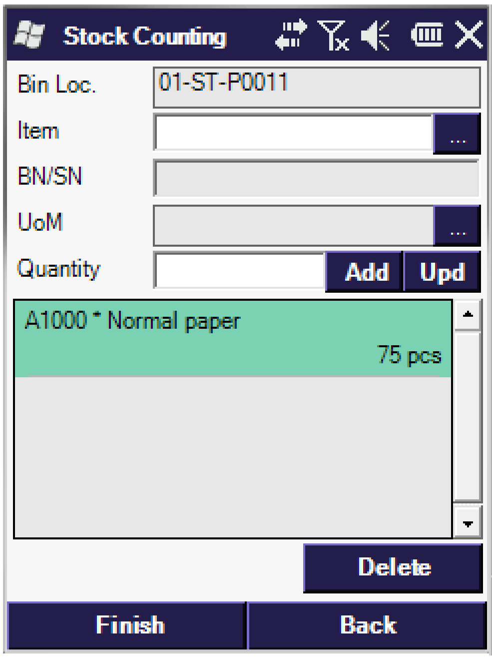
- A1000 – 75pcs
- A3000 – 200pcs
- B1000 – 20pcs
- B2000 – 25pcs

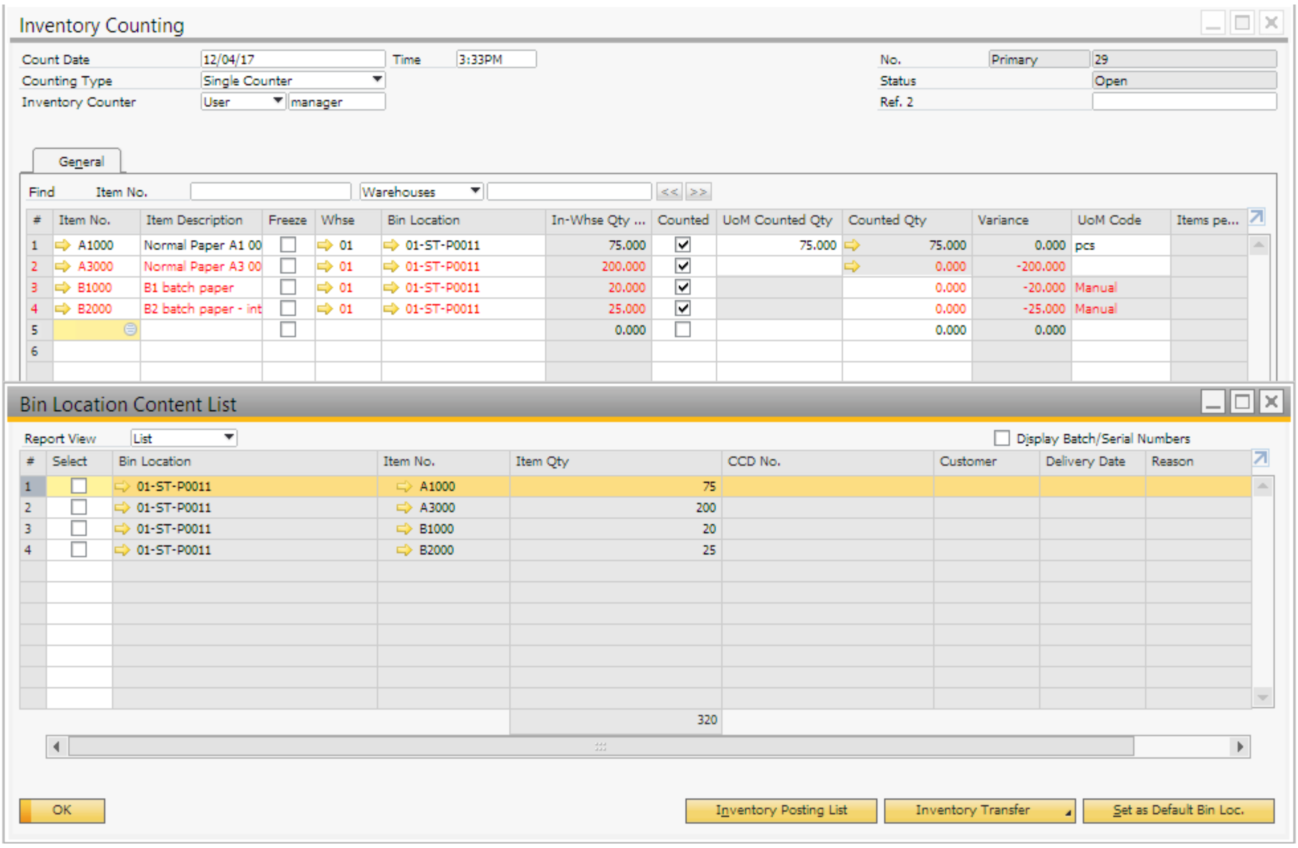
Inventory Counting document: Count A1000 and A3000 on the location.



The user counts 75pcs for A1000 and presses the Finish button.

In SAP Business One, the counted quantity is set to zero for A3000. B1000 and B2000 are added to the Inventory Couning document with zero counted quantity.





7.3.2. Quick Counting

If the Guided Quick Counting option is disabled on the Produmex Scan General tabof Produmex Scan Settings, the Quick Counting option is available in the Inventory section of the Main Menu.

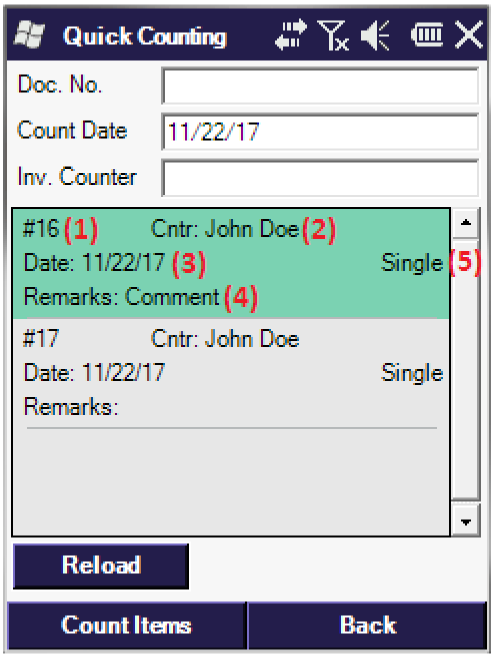
Press the ‘Reload’ button to load the Inventory Counting documents. Every open Inventory Counting document is listed. It is possible to filter the documents with the following fields:

- Inventory counting document number
- Count Date
- Counter user/employee

Displayed information:

1. Document Number
2. Counter
3. Count Date
4. Remarks from the Inventory Counting document
5. Counting type

Select the Inventory counting document and press the ‘Count Items’ button.

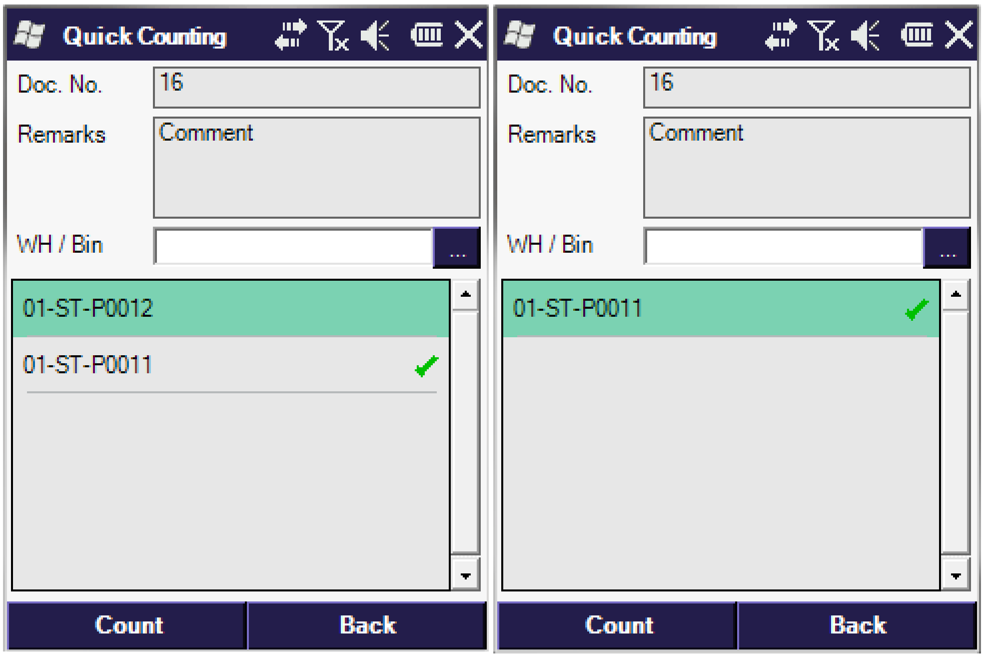


On the next screen scan or enter the bin location.

If the warehouse to count does not have bin locations, enter the warehouse code into the WH/Bin field. The warehouse can also be selected from a list. Press the ‘…’ button. Please note: Only non bin managed warehouses can be selected from the list.

Already counted bin locations and warehouses are listed on the grid and are marked with a green check mark.

If the *‘Display all sheet bin locations for Quick Counting’* option is enabled on the Produmex Scan General tab, every bin location from the Inventory counting document is listed on this screen. The already counted locations are marked with a green check mark.



On the next screen every item from the location/warehouse is listed with the on stock quantity. Items with different batch or serial number are listed on separate lines. Displayed information:

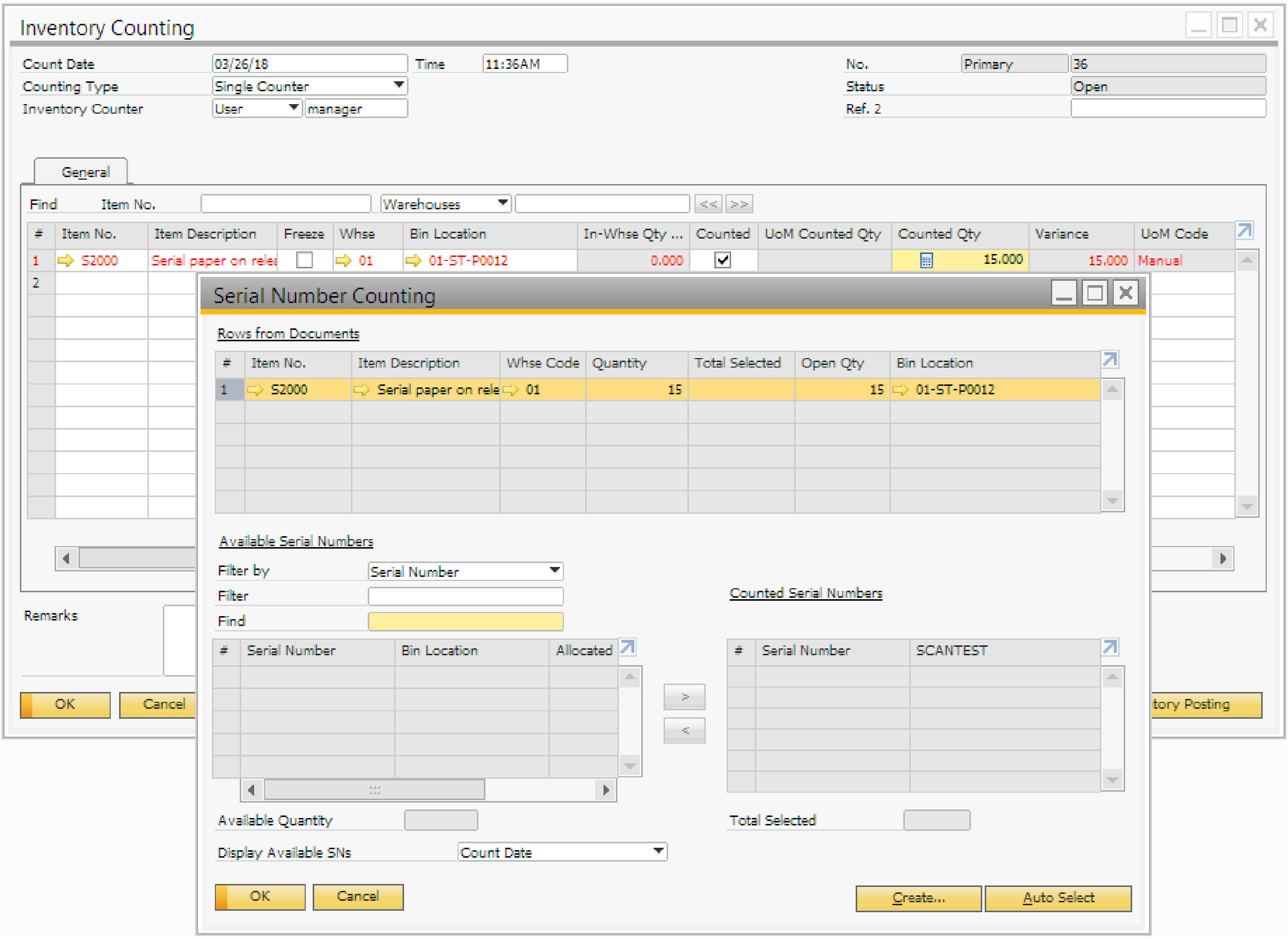
1. Item Code * Item Description
2. BN: Batch number
3. Status:
   - Green check mark: completely packed
   - Orange check mark: not packed/partially packed
4. Counted quantity/Quantity on stock UoM
5. SN: Serial number

Scan the item, then specify the UoM and the batch number. Enter the quantity to the Quantity field. To increase the current value with the entered value, press the ‘Add’ button. To replace the current value with the entered value, press the ‘Upd.’ button. To remove the added quantity, press the ‘Delete’ button.

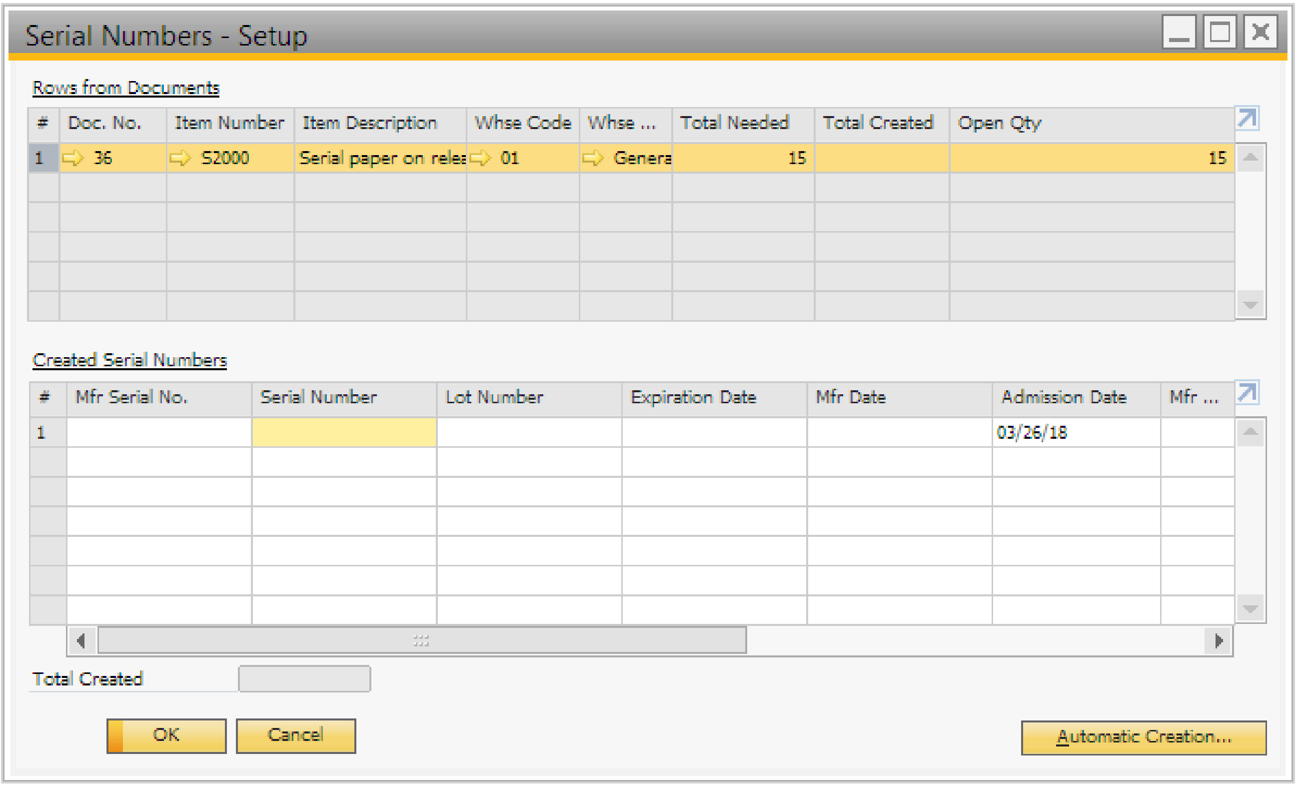
Items managed by 'On every transaction' serial numbers can be counted by scanning the serial numbers.

Items managed by ‘On release only’ serial numbers can be counted by adding the counted quantity.

When a positive difference is counted for on release only items, the serial numbers have to be created manually in SAP Business One after the counting process on the mobile devices is completed. Open the ‘Serial Number Counting’ form from the Inventory Counting document: go to the ‘Counted Qty’ field on the line of the serial numbers and press CRTL + TAB.

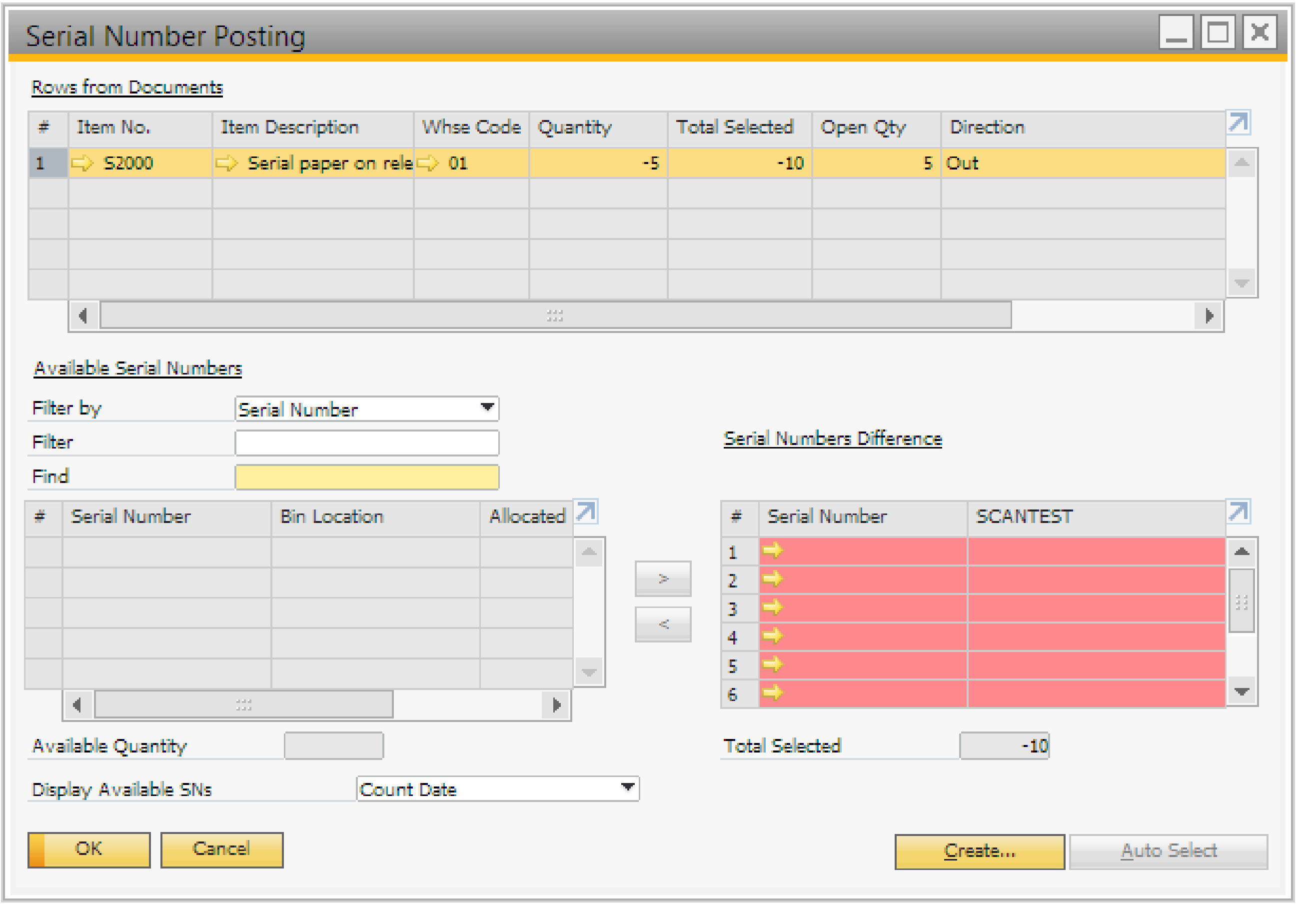


On the ‘Serial Number Counting’ form click on the ‘Create…’ button.



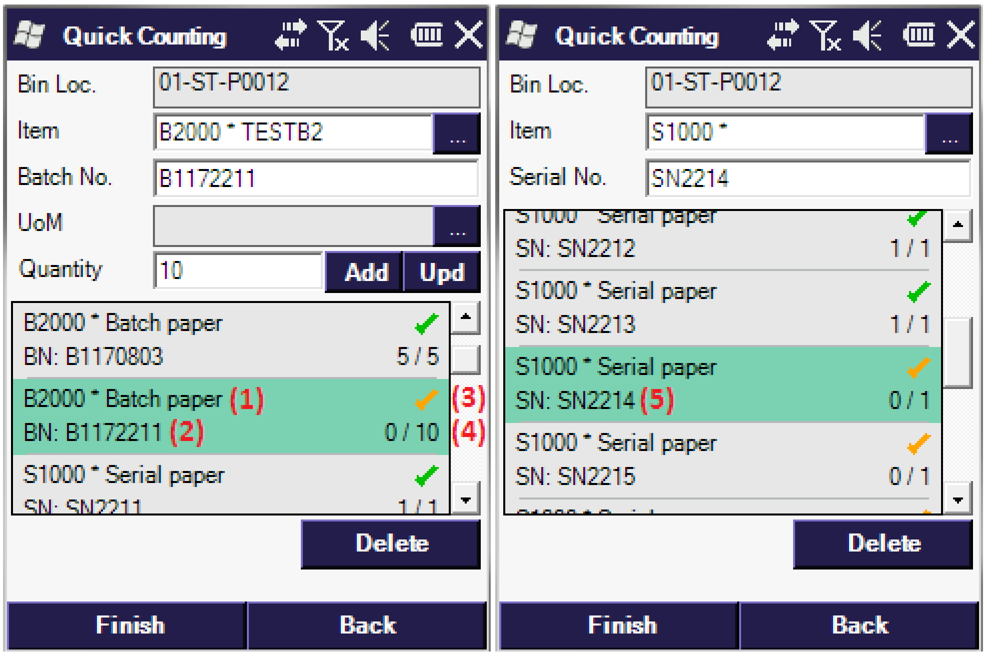
Enter the serial numbers to the ‘Serial number’ field or create them automatically after pressing the ‘Automatic Creation…’ button. *Please note: It is not possible to create empty serial numbers.*

When a negative difference is counted, select the serial numbers to issue manually in SAP Business One after the counting process on the mobile devices is completed. On the 'Serial Number Posting' posting screen every serial number on the counted location is selected. Move the serial numbers you would like to keep to the 'Available Serial Numbers' grid. Create the serial numbers you would like to issue as described above or issue the empty serial numbers. If there are already registered serial numbers on the counted location, you can allocate those serial numbers as well.



Add the next item or press the 'Finish' button to finish the counting and send the result of the counting to SBO.
Press the 'Back' button to go back.

For more information please see: Stock Counting



7.3.3. Guided Counting

If the Guided Quick Counting option is enabled on the Produmex Scan General tab of Produmex Scan Settings, the Guided Counting option is available on the Inventory section of the Main Menu.

Make sure that the 'Display all sheet bin locations for Quick Counting' option on the Produmex Scan General tab of Produmex Scan settings is enabled.

Press the Reload button to load the Inventory Counting documents. Every open Inventory Counting document is listed. It is possible to filter the documents with the following:

- Inventory counting document number
- Count Date
- Counter user/employee

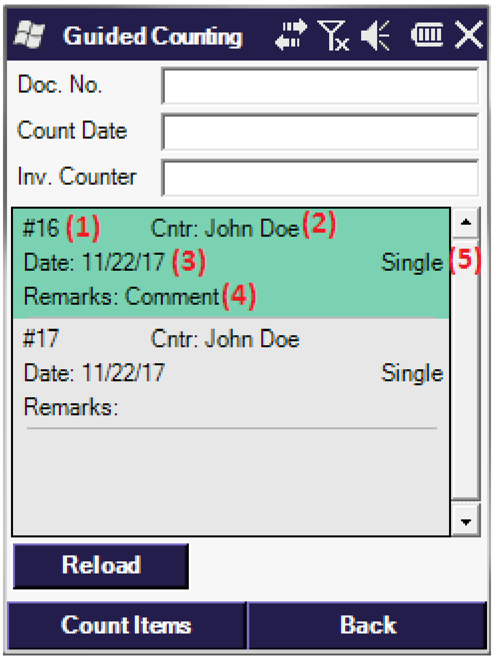
Press the 'Reload' button to apply the filter(s).

Select the inventory counting document then press the 'Count Items' button to start the counting.

Displayed information:

1. Document Number
2. Counter
3. Count Date
4. Remarks from the Inventory Counting document
5. Counting type

Select the inventory counting document then press the 'Count Items' button to start the counting.

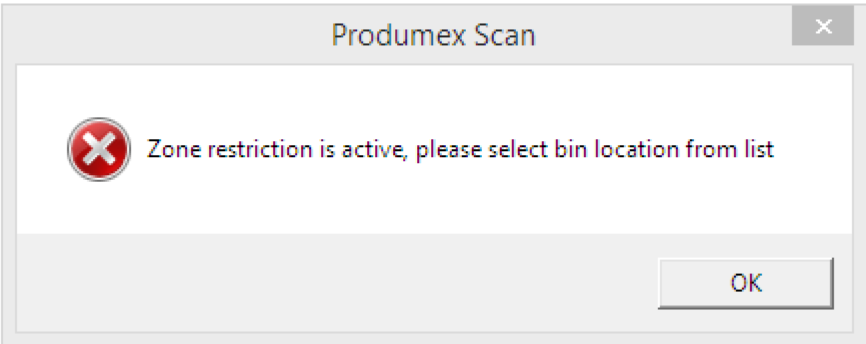


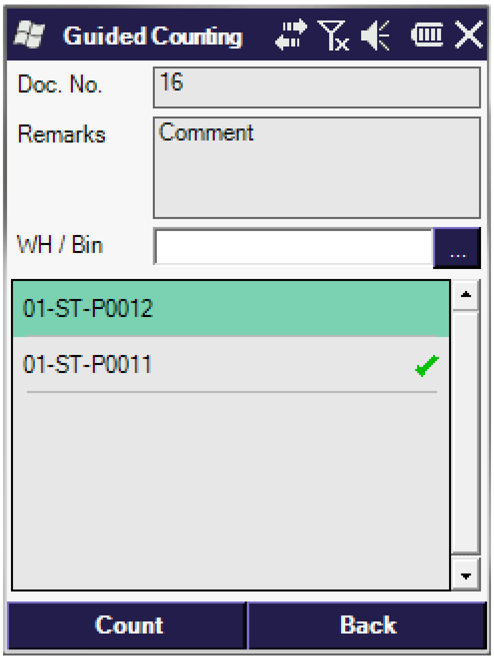
On the next screen every bin location from the Inventory Counting document is listed in alphabetical order.

Already counted locations are marked with a green checkmark.

Scan the bin location/warehouse and press the ‘Count’ button.

If the ‘Restricted zone handling in Quick Counting’ option is enabled on the Produmex Scan General tab of Produmex Scan settings, only bin locations that are listed on the screen can be scanned or selected, otherwise the following error message is displayed:





On the next screen every item that was selected on the inventory counting document are listed with the current quantity on stock in alphabetical order. Even items from the list that are not available on stock can be scanned for counting, but only strictly the items from the inventory counting document.

Items with different batch or serial number are listed on separate lines.

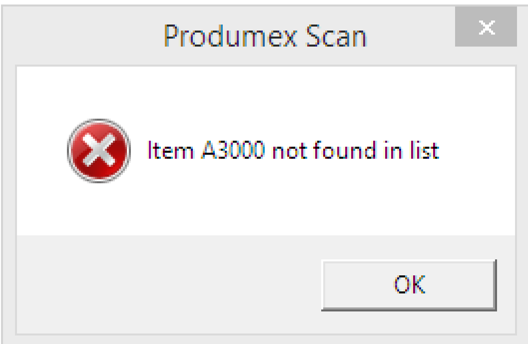
Displayed information:

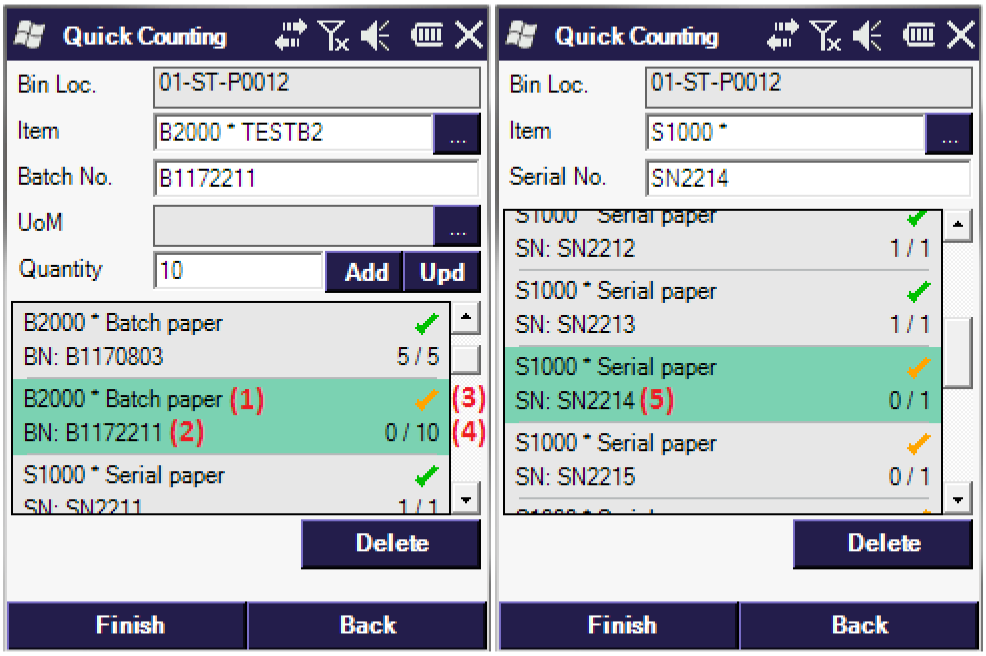
1. Item Code * Item Description
2. BN: Batch number
3. Status:
   - Green check mark: completely packed
   - Orange check mark: not packed/partially packed
4. Counted quantity/Quantity on stock UoM
5. SN: Serial number

Scan the item then specify the UoM and batch number if needed.

Items managed by 'On every transaction' serial numbers can be counted by scanning the serial numbers.

Only items listed on the screen can be scanned otherwise the following error message is displayed:





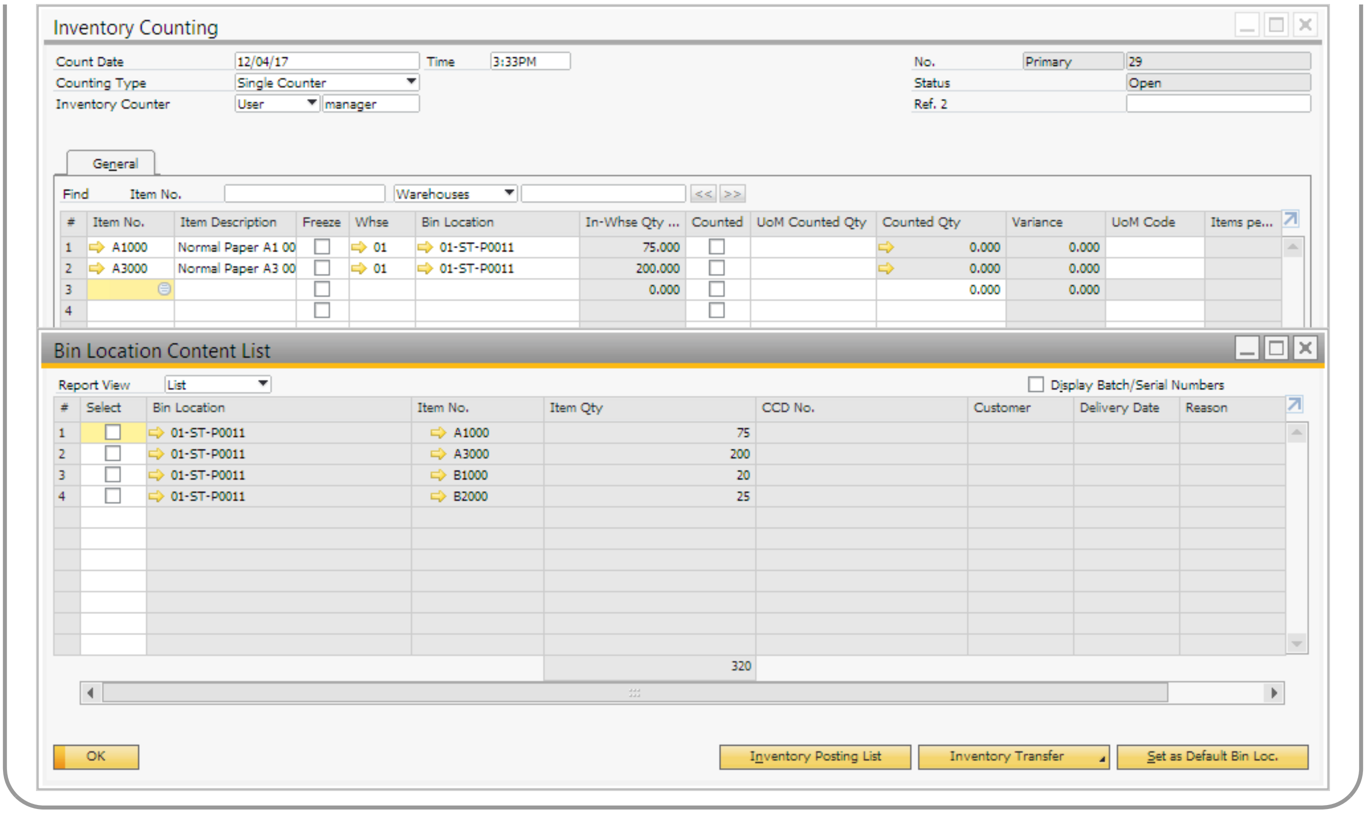
Add the next item or press the 'Finish' button to finish the counting and send the counting results to SBO. Only the stock of the items that are listed on the Inventory Counting document is updated.

If there is an item on stock on the given location that is not listed on the Inventory Counting document, the user cannot register counting data for that item. When the Inventory Counting document is updated with the counting data, the item will not be added to it with zero quantity.

Example:
Bin Location content:

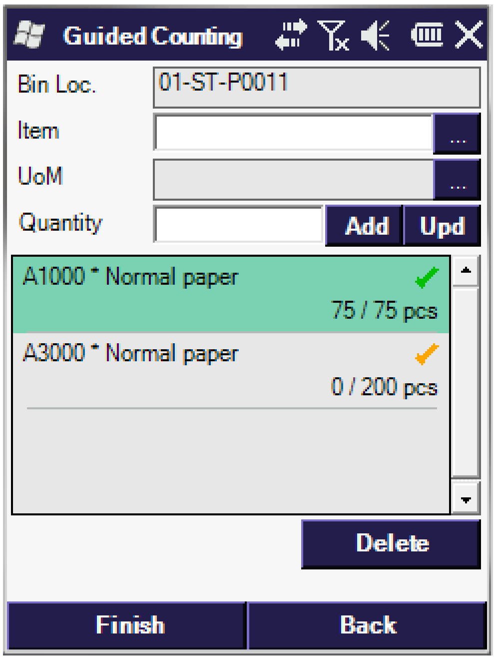
- A1000 – 75pcs
- A3000 – 200pcs
- B1000 – 20pcs
- B2000 – 25pcs

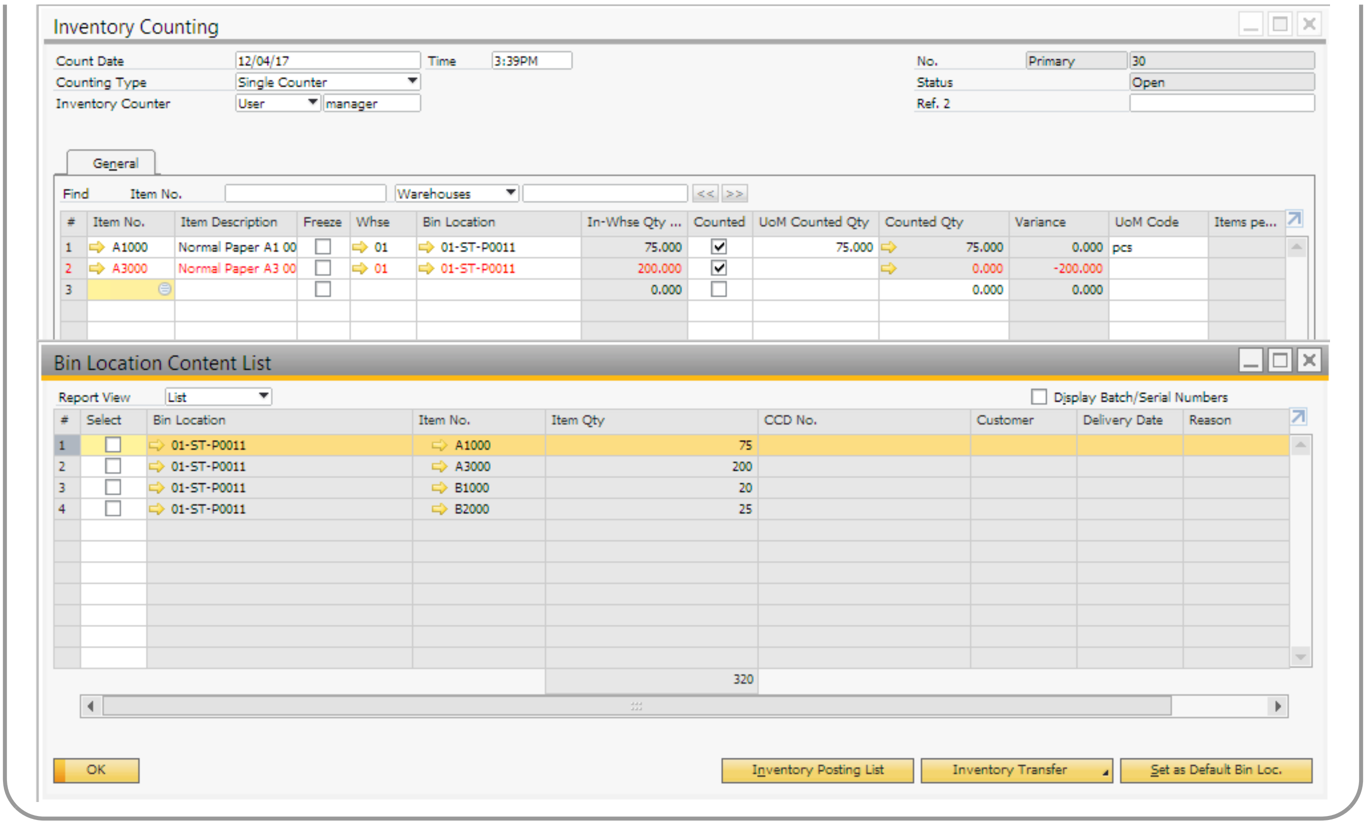
Inventory Counting document: Count A1000 and A3000 on the location.



The user counts 75pcs for A1000 and presses the Finish button.

In SAP Business One, the counted quantity is set to zero for A3000. Because B1000 and B2000 are not included in the Inventory Counting document, the system does not take them into account when it updates the Inventory Counting document.





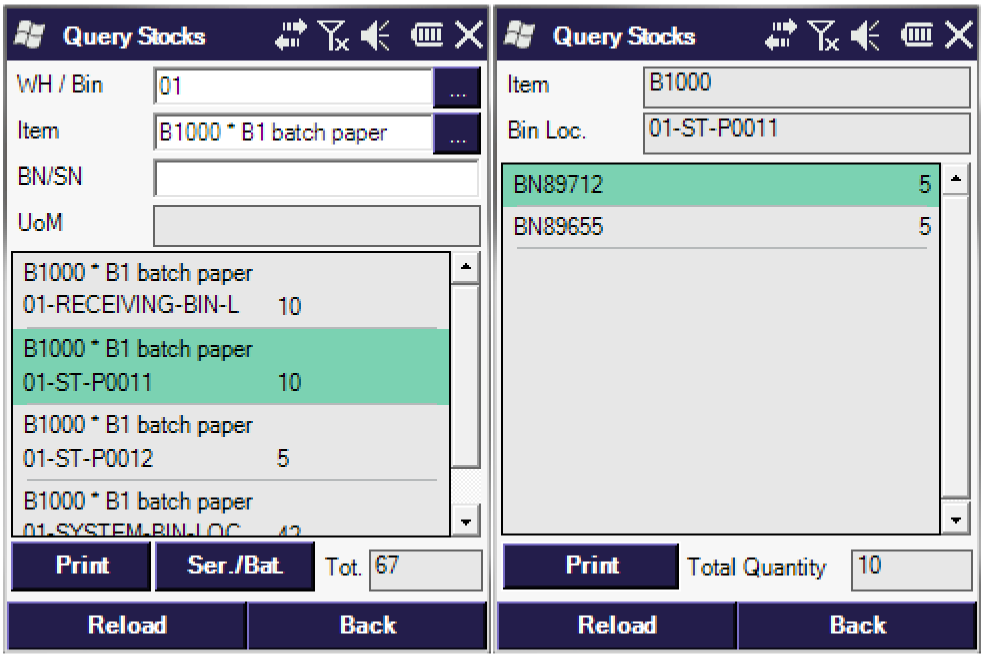
8. Other

8.1. Query Stocks

You can get stock information with the function Query Stocks. You can filter according to the following:

- Warehouse or Bin location
- Item code *Please note: No result will be returned for non-inventory items.*
- Batch/Serial Number

After setting the filters tap ‘Reload’ and the grid will be populated with the stock data found based on the criteria. The Tot. field shows the total quantity of the queried stock data. With ‘Print’ you can print the stock labels for the selected items.

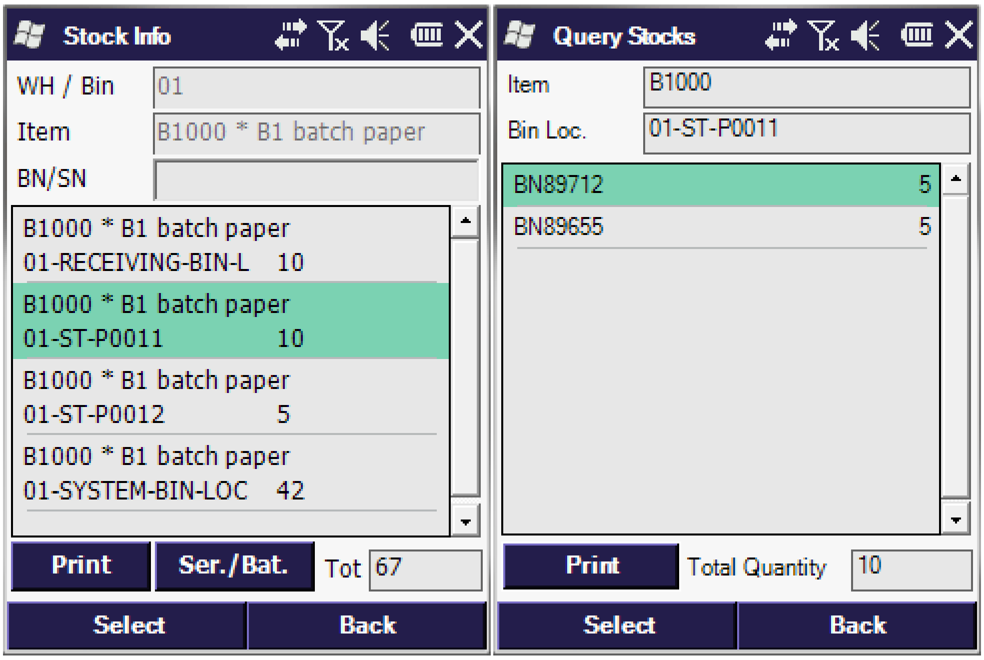


If the item on the selected line is managed by serials or batches, an additional ‘Ser./Bat.’ button is displayed. Tap this button to see the list of the serial/batch numbers belonging to the selected line. To print the label for a serial/batch, select its line and press the ‘Print’ button.

Tap ‘Reload’ to refresh the data.

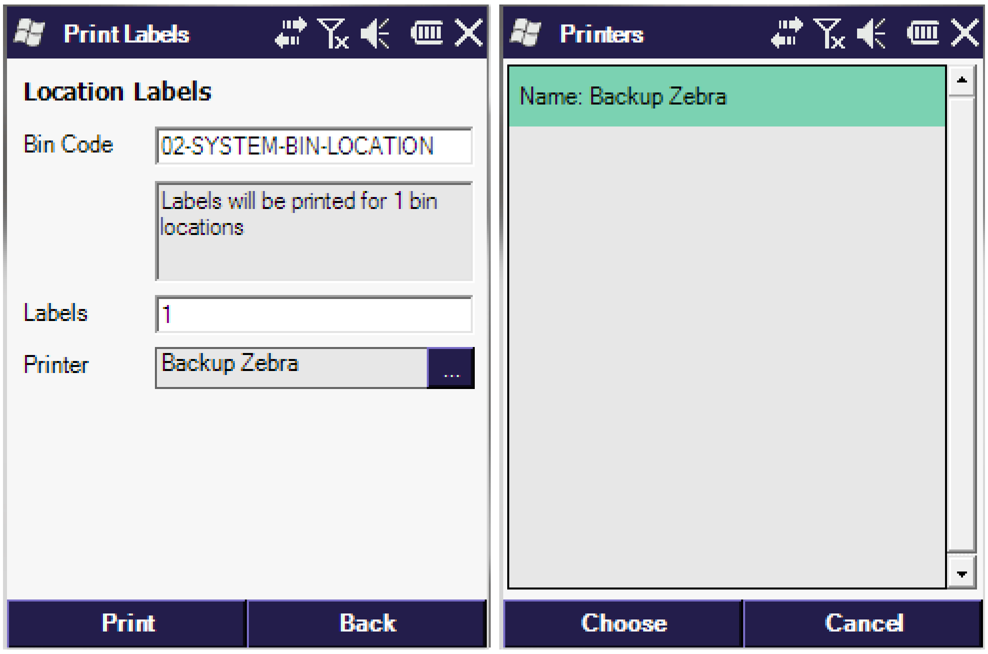
Press ‘Back’ to go back to the query stock filter form.

The query stocks function can be reached from other functions by pressing the ‘Find stocks’ button. When reaching Stock Info from another function, the filter fields are prefilled and non-editable. Instead of the ‘Reload’ button, a ‘Select’ button is displayed. Press this button to add the stock on the selected line and to go back to the previous screen.



8.2. Print labels

With this function you can print labels for the bin locations. You can enter the bin code for which you want to print the labels, the number of labels you want to print in the Labels field, and select the printer (the default printer will be prefilled):



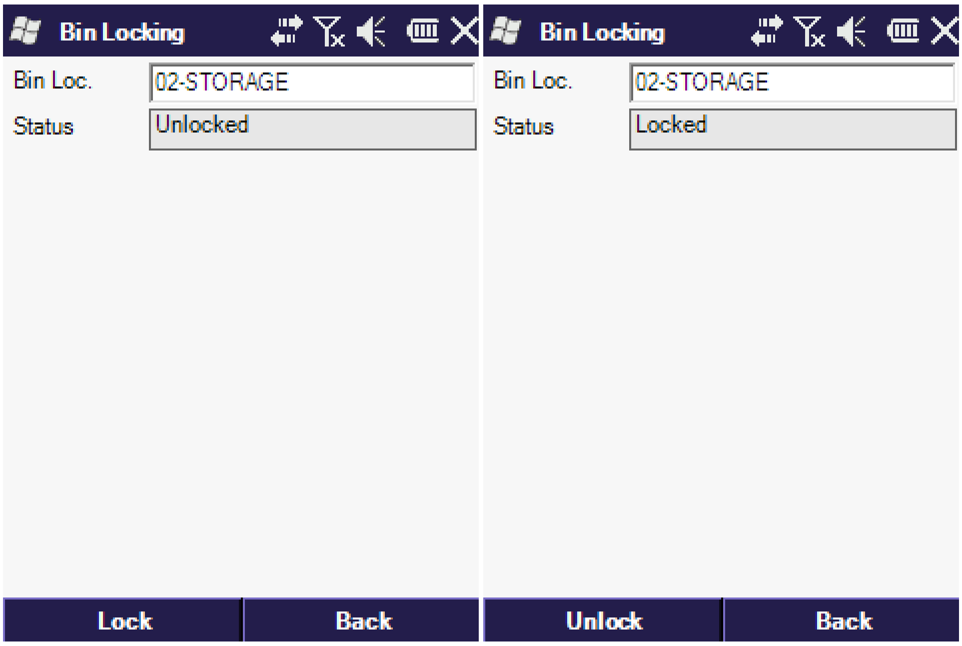
Tap Print to print the labels, tap Back to go back to the main menu. You can choose the printer to print by tapping … beside the Printer field.

Select the printer you want to use and tap Choose to use it or tap Cancel to close the printer selection screen without changing the assigned printer.

8.3. Bin Locking

To lock a storage location, press the ‘Bin Locking’ button.

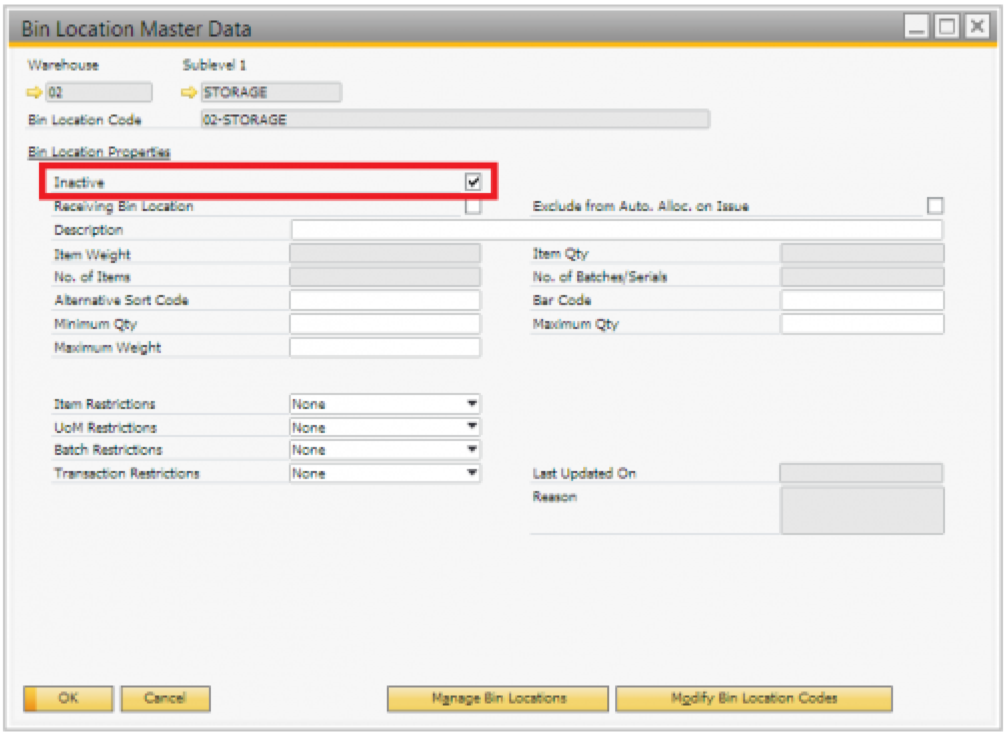
On the next screen add the bin location code. The *Status* of the location will be automatically populated.



Press the ‘Unlock’ button to unlock the bin location.

Press the ‘Lock’ button to lock the bin location. A bin location cannot be locked if there are open inventory counting documents or the bin location contains positive/negative inventory.

The locked bin locations will be marked as ‘Inactive’ on the Bin Location Master Data.



8.4. Bin Attributes

Use this function to check and modify the attributes of a bin. *Please note: Customization is required in order to use this function.*

8.4.1. Customization

Add custom fields

By default only the Bin Loc. field is displayed on the screen. In order to display bin attributes, add definition lines for them in the Customization Fields user table.

- To add a Bin Location Master Data standard field, add the DI API field name with the "BO_" prefix. Use the SAP B1 SDK help file to find out the possible fields.
- To add a Bin Location Master Data user defined field, add the field title with the 'BO_U_' prefix.

Example:
In the example we will add the standard Description field and a Customer user field.
We add the following entries to the Customization Fields user table:

Field Name	Field Type	Label	Module	Screen	Read Only
BO_Description	String	Description	BXMobileWH9	BinAttributesScreen	No
BO_U_PMXCUS	String	Customer	BXMobileWH9	BinAttributesScreen	No

Add a custom query

Add the following query to automatically populate the custom fields with the current values after the bin location is scanned.
Query name: '*BXMobileWH9_BinAttributesScreen_TextBinLocation_validate_after*'

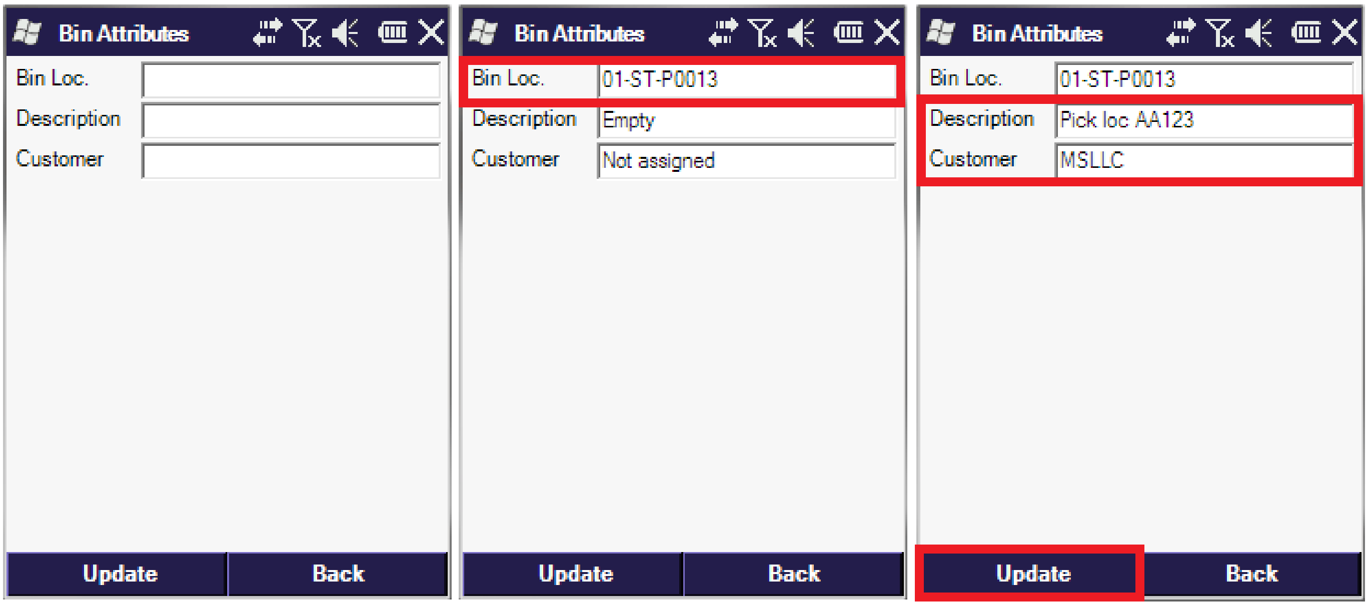
Example:

```
IF(LEN($[BO_Description]) < 1 AND LEN($[BO_U_PMXCUS]) < 1)
SELECT Descr AS BO_Description, U_PMXCUS AS BO_U_PMXCUS
FROM OBIN WHERE BinCode = $[TextBinLocation]
```

8.4.2. Using the Bin Attributes function

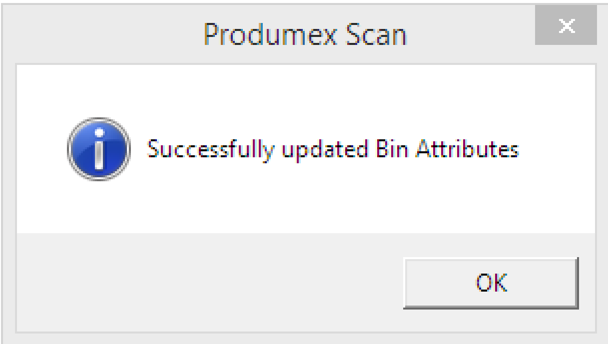
Scan the bin location. The custom fields will be automatically populated with their current value.

Enter a new value.

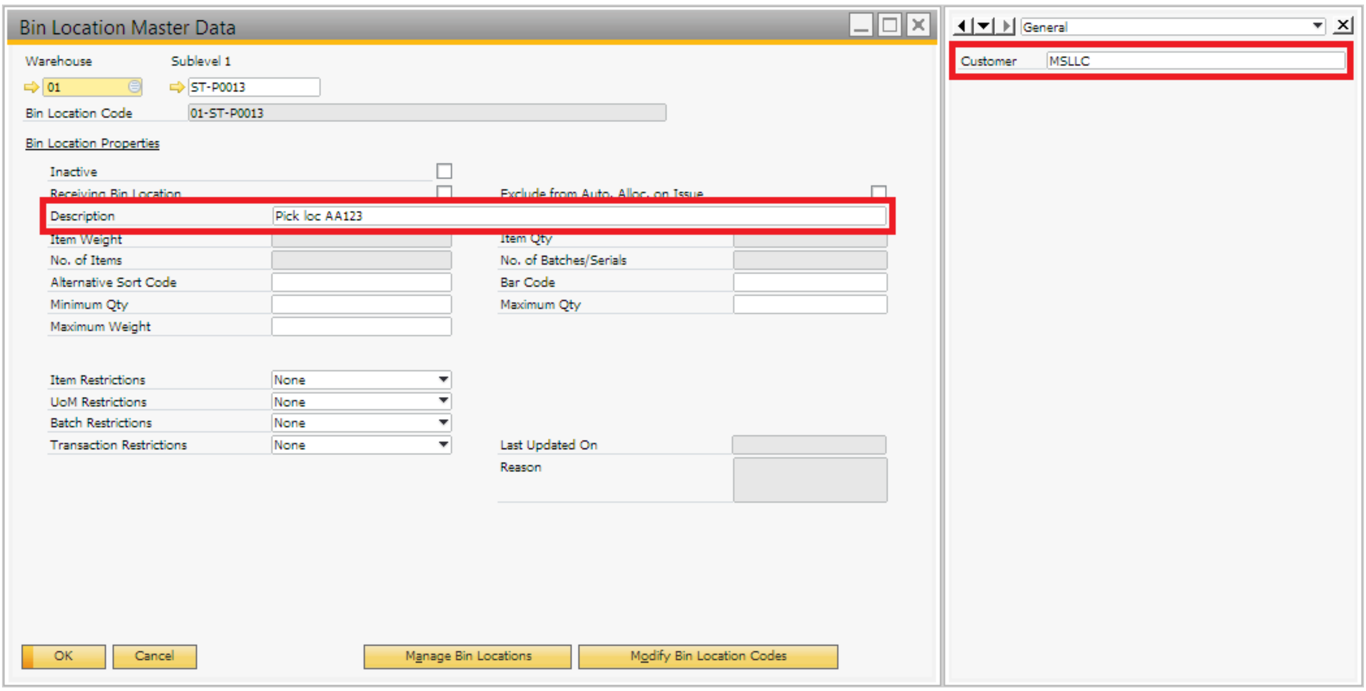


Press the 'Update' button.

The following message is displayed:

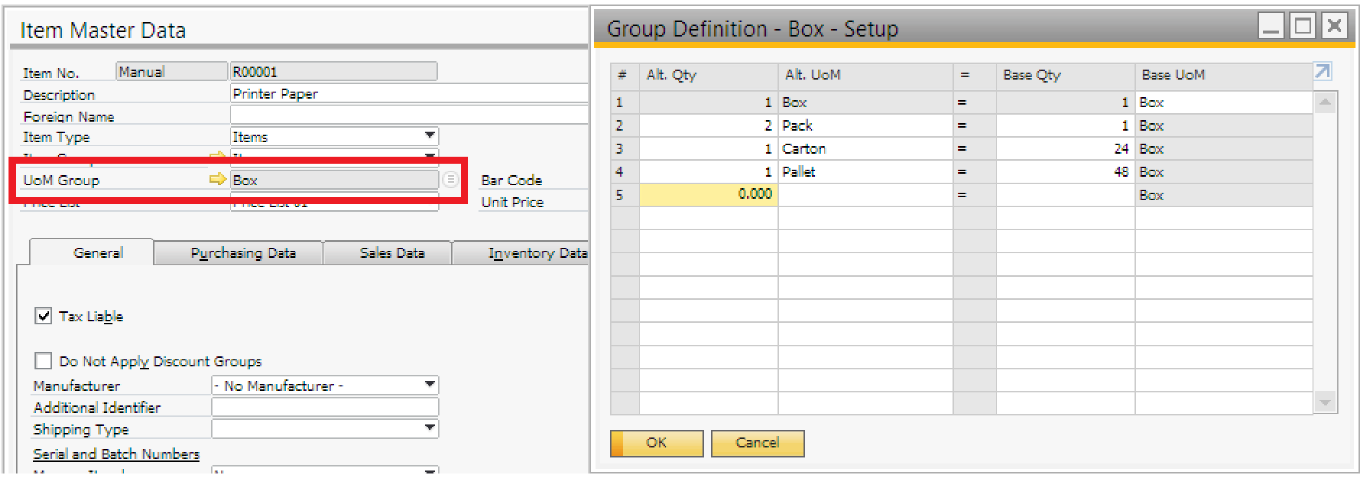


In SAP Business One, the master data of the given bin location is updated with the entered values.



9. Managing UoM Groups

UoM – Unit of Measure is the quantitation (or pack size) in which an item can be counted. Some items can be counted in different UoMs, for example it can be counted separately or in a bundle of six. For this mechanism, SAP BO Business One has UoM Groups, where these pack sizes can be pre-defined. For example how many ‘pieces’ are in a ‘box’. This can be set in the Item Master Data form.



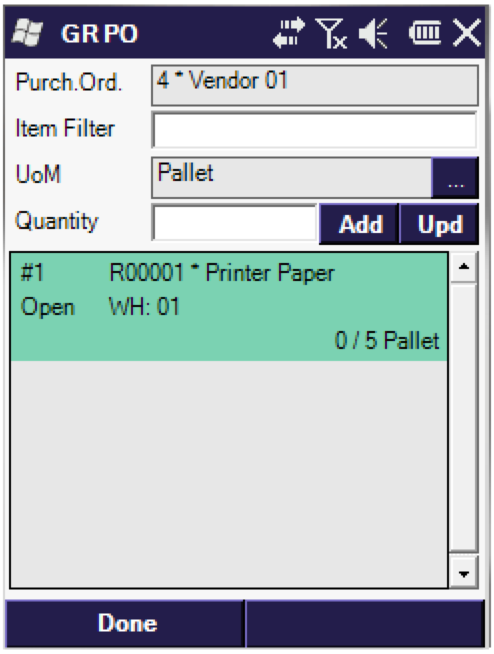
When dealing with an item with a pre-defined UoM group, the user will be able to select any applicable UoM in the Warehouse system. All quantities in the Warehouse system will be handled in the UoM specified and will be booked to SAP BO in the UoM defined in the Item Master Data’s relevant setting.

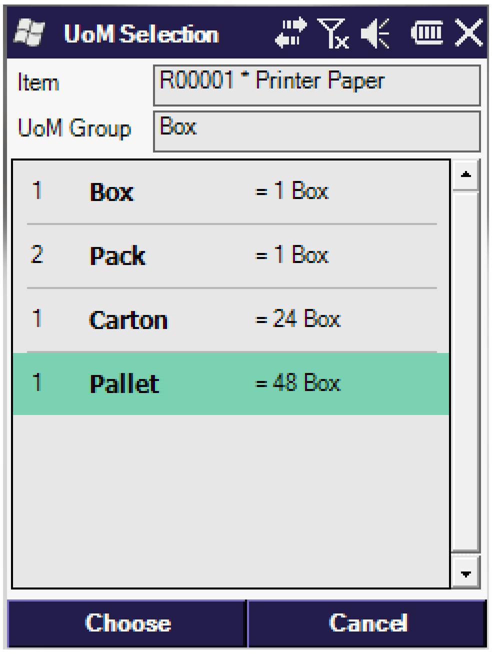
9.1. Example: Goods Receipt

To present the business logic through an example, several goods receipt will be shown in different UoM-s. The logic of handling UoMs is the same in other tasks.

In this simple example 5 ‘pallet’ of white printer paper was ordered. It is being delivered in different quantities for example a man can reasonable carry a few ‘boxes’ or a ‘pallet’ that is the default payload of a trolley.

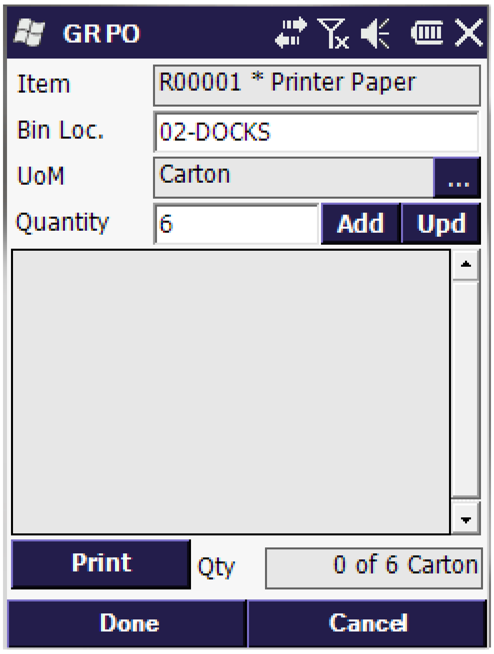
Tapping the options button in line with the UoM field opens up the options for UoMs. These were defined in SAP BO, with the UoM Group. In this example ‘box’ is the base quantity. A ‘box’ can be divided into two ‘packs’ or 24 ‘boxes’ can be combined into one ‘carton’, etc.

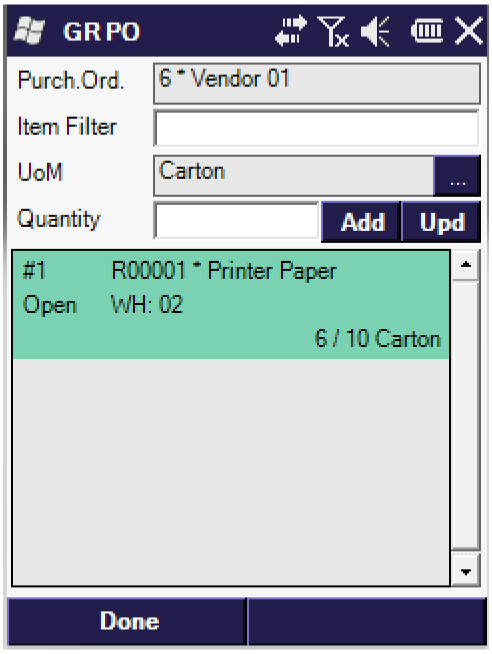




In this example the ‘carton’ was chosen. Next 6 ‘cartons’ will be added to the goods receipt. The bin location will be specified.

As it can be seen, 6 ‘cartons’ have been received for the first order. At first there were 5 ‘pallets’ in the order, it was converted to 10 ‘cartons’. Hence 6 / 10 cartons can be read in the first order.

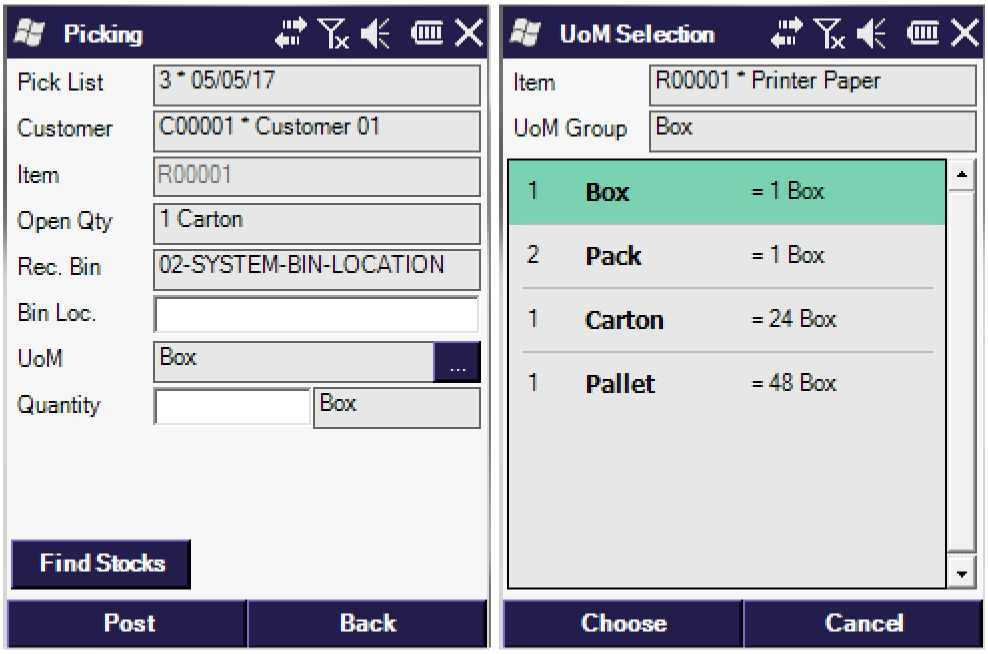




Further in this example, if 10 ’boxes’ are added to the first order, the system will correctly calculate: The already reported quantity 6 ’cartons’ = 6*24 ’boxes’ = 144 ’boxes’. Adding 10 will give 154 ’boxes’.
The full order is 5 ’pallets’ = 5*48 ’boxes’ = 240 ’boxes’.
So 144/240 ’boxes’ can be read in the goods receipt form.

9.2. Example: Deliveries picking

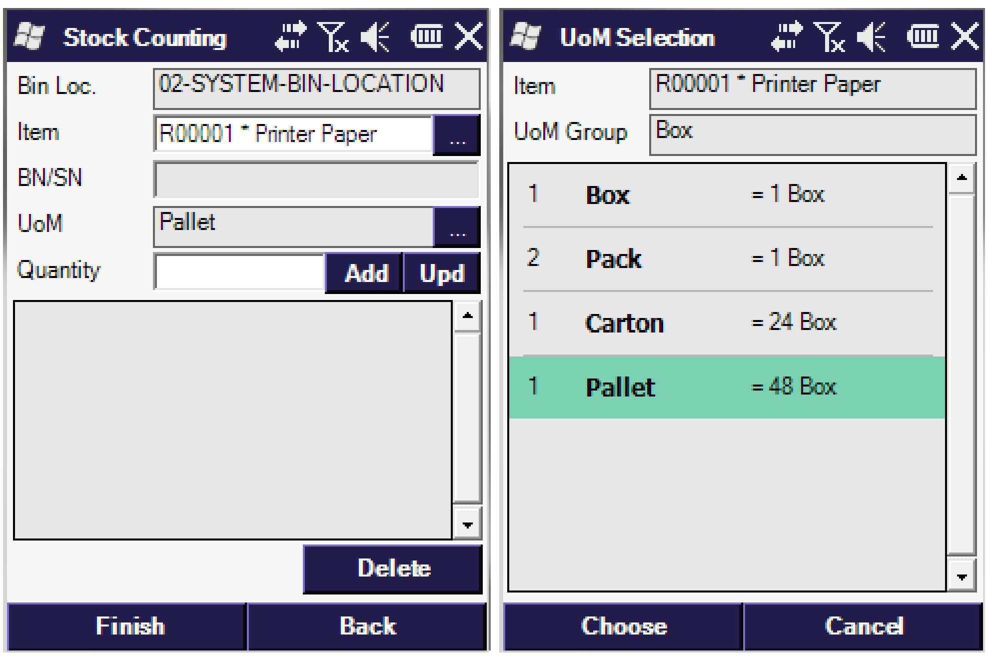
When picking for deliveries, the user can specify the quantities in the UoM of his choice. Tapping the options button in line with the UoM field opens up the options for UoMs.



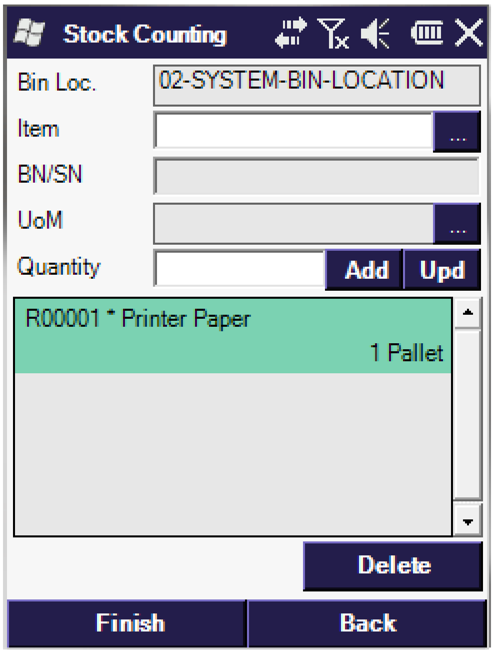
These were defined in SAP BO, with the UoM Group. In this example ‘box’ is the base quantity. For example one ‘box’ is worth 2 ‘packs’. In this example ‘box’ was chosen.
The logic is the same as before. Next to the quantity field the current UoM can be viewed.

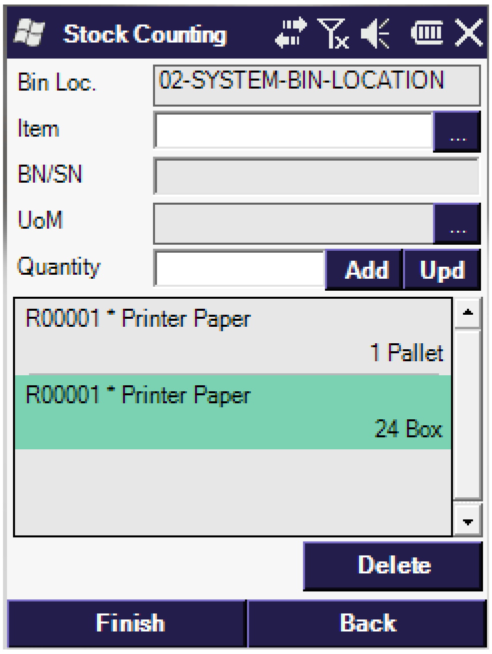
9.3. Example: Stock counting

When counting stocks, the user can specify the quantities in the UoM of his choice. Tapping the options button in line with the UoM field opens up the options for UoMs. These were defined in SAP BO, with the UoM Group. In this example ‘box’ is the base quantity. For example one ‘pallet' is worth 48 ‘boxes’. In this example ‘pallet’ was chosen.



Continuing the example one ’pallet’ has been counted and now can be seen in the list. Further 24 ’boxes’ were added to the counting. It can be seen, the system handles both UoMs in one list.





10. Multiple Branches

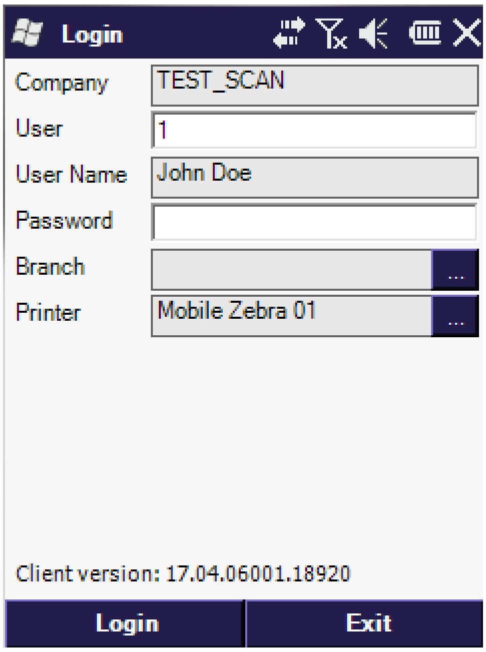
10.1. Setup

During the setup of a multiple branch managed company on the Service Manager, make sure that the defined SBO user is enabled for all company branches. This way the Service Broker will be able to perform transactions for each branch.

10.2. On the mobile device

If the company has branches enabled, an additional ‘branch’ field is displayed on the Login screen.

- If the employee is not assigned to a branch, specify the branch on this field. Press the ‘…’ button to select the branch from a list.
- If the employee is assigned to a branch this field is automatically populated.



On the main menu header, the branch is also displayed next to the company name and the employee.

After the branch has been selected, all transactions are applied with that branch.

A warehouse/bin location can only be selected if the warehouse is assigned to the branch or the warehouse is not assigned to any branch. Only stock stored in warehouses assigned to the branch/assigned to no branch are listed.

The employee will only be able to see documents assigned to the branch. In the case of inventory transfer documents, the employee will only be able to see the documents where the source warehouse is assigned to the branch.

Transactions can only be created for the business partner assigned to the selected branch.

Documents created from the mobile device will be assigned to the selected branch.

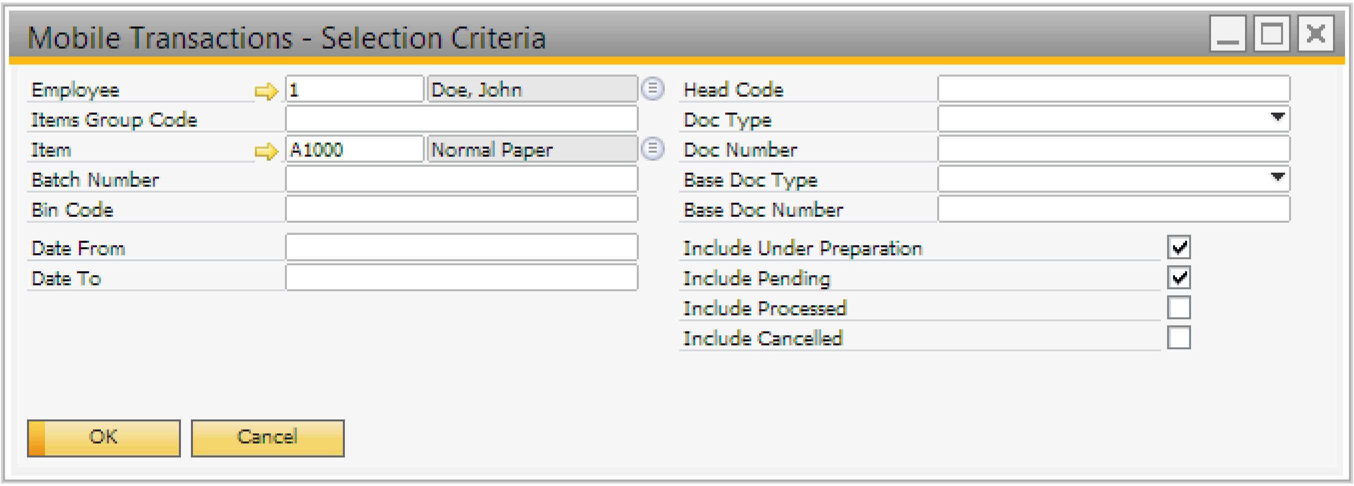
11. Administrative Functions

As described above when you create bookings in the mobile devices a so called mobile transaction data will be generated in the SAP BO company database to store your data before you tap Post. It is also possible to check these mobile transactions in the Produmex Scan add-on. You can even cancel or book them from SAP BO.

You can find the mobile transaction administration at Inventory>Inventory Transactions>Mobile Transactions. You have two menus here: Search Mobile Transactions and Mobile Transactions. With Search Mobile Transactions you can filter for them, with Mobile Transactions you can simply browse the existing transactions.

11.1. Search Mobile Transactions

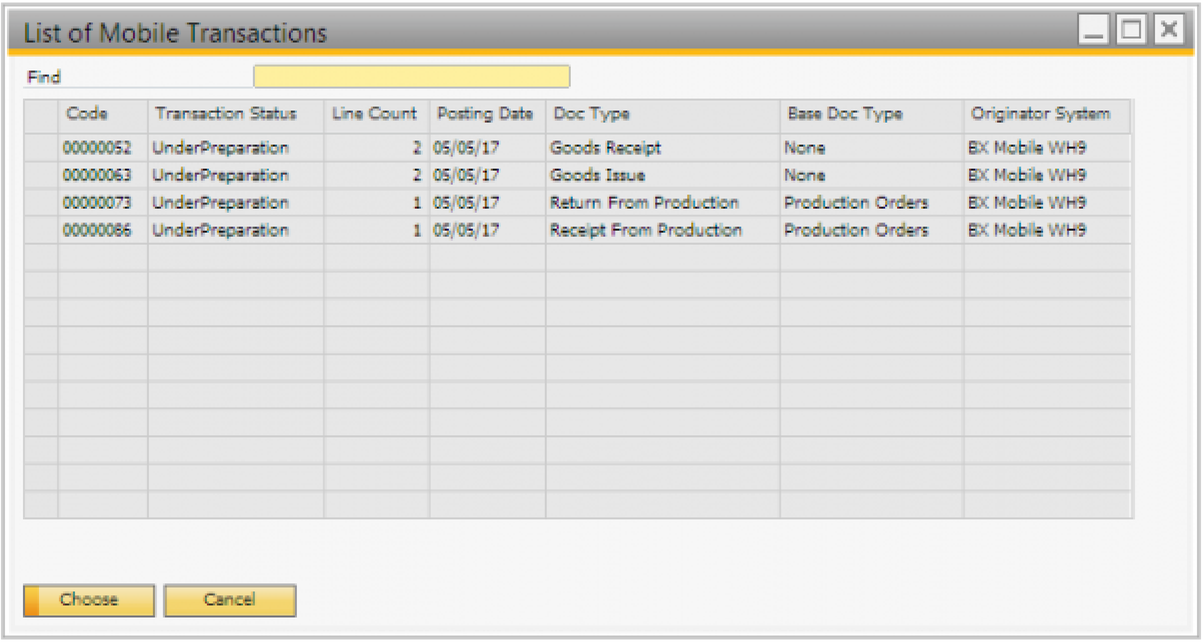
When you start the menu you will get a filter window which you can fill in according to your needs:



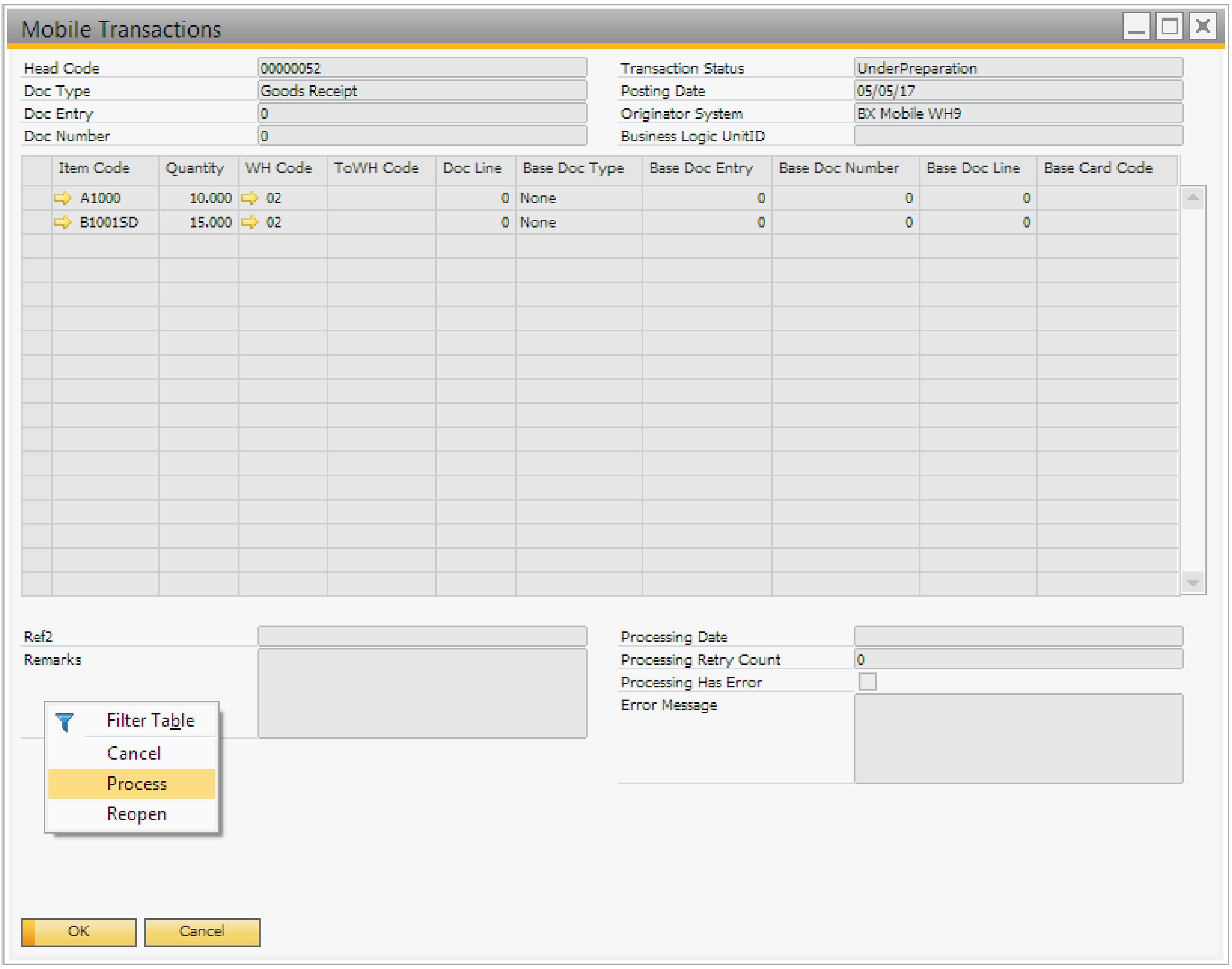
You can filter according to every master data that you can enter at a mobile transaction in the mobile device, and you can select among four statuses: Include Under Preparation, Include Pending, Include Processed and Include Cancelled.

- Include Under Preparation means that you want to see the mobile transaction data whose creation has been already started but no post booking happened (the SAP BO document has not been generated yet).
- Include Pending is for the mobile transaction data where the post already happened but because of a problem the SAP BO document could not be created. In this case you can check the cause and solve it, then process the mobile transaction data again, or you can cancel the mobile transaction data and book the transaction manually in SAP BO.
- Include Processed will list all the mobile transaction data that are already processed (the SAP BO document has already been created).
- Include Cancelled will show you the mobile transaction data that have been cancelled.

After you filled out the form with the relevant data, click on button Update and the relevant mobile transaction data will be listed.



In the list of Mobile Transactions window you can choose the mobile transaction data which you want to open, double click the line and the mobile transaction will be opened:



Here if you right click an empty area you can choose Process or Cancel from the context menu. If you choose Process, the add-on will try to create the relevant SBO documents again, if you click Cancel, the mobile transaction data will be cancelled and you have to create the SBO documents manually based on the mobile transaction data (or you can make the document again from the mobile device).

11.2. Mobile Transactions

The window Mobile Transactions is exactly the same as the last window from above. Here you can browse the mobile transaction data with the arrow keys and if you found the one you were looking for you can cancel or process from the right click context menu.

12. How to work with serial managed items

12.1. On every transaction management method

If an item is managed by ‘On every transaction’ serial numbers, after the item quantity is added, the system proceeds to a screen where the serial numbers can be scanned.
Scan the serial numbers.

If the warehouse is managed by bin locations, enter the bin location first. It is possible to add the serial numbers into different bin locations.

The total number of the scanned serial numbers must equal to the quantity added on the previous screen.

12.2. On release only management method

Produmex only supports serial numbered items with ’on release only’ management method when the ’Automatic Serial Number Creation on Receipt’ option is enabled.

When this option is enabled, SAP B1 creates ‘blank’ serial numbers when receiving stocks without entering serial numbers. When creating outbound transactions, Produmex first checks if there are already existing ‘real’ serial numbers. If not, the system updates the “blank” serial numbers in SAP B1 with the serial numbers that will be issued and the transaction will be booked with these updated serial numbers.

Depending on the process, the quantity can be added by entering the quantity or by scanning the serial numbers.

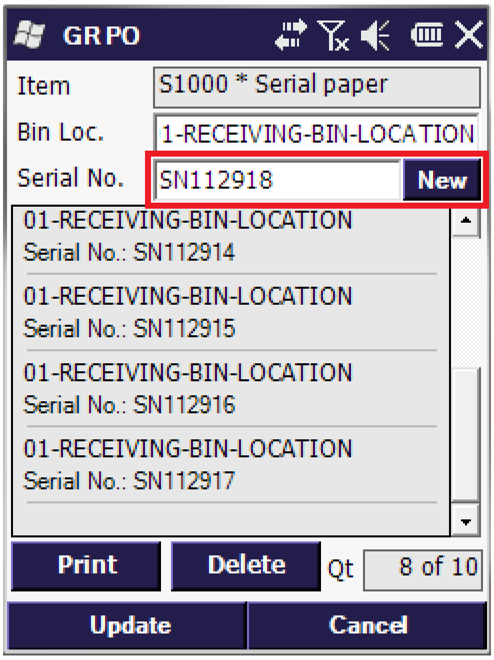
12.3. Examples

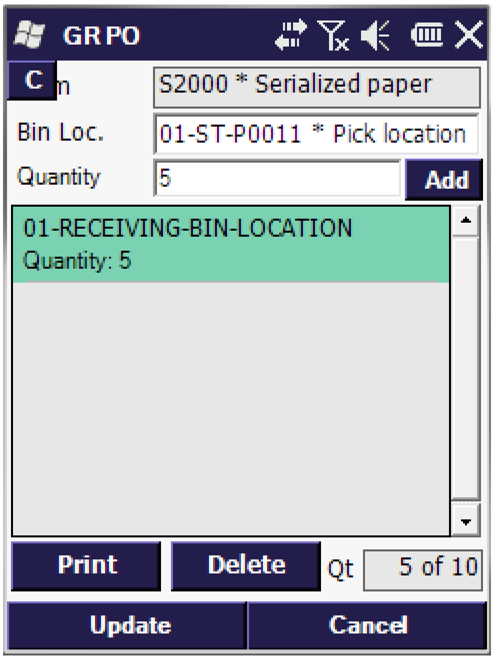
Goods Receipt

When receiving items managed by serial numbers, after the quantity to receive was added or updated on the Good Receipt PO lines screen, the system automatically prompts the user to the Goods Receipt Serial Quantities screen.

- If the item is managed by 'On every transaction' serial numbers, scan the received serial numbers. To delete a serial number, select its line and press the Delete button.
  It is possible to configure automatic serial number creation. For more information please see: Serial number generation. To automatically create the serial number, press the New button.
- If the item is managed by 'On release only' serial numbers, simply add the received quantity to the Quantity field and press the Add button. The system automatically creates empty (placeholder) serial number records.

Press the Update button to save the changes and to go back the previous screen. The quantity of the scanned/added serial numbers must be equal to the quantity added on the Good Receipt PO lines screen.



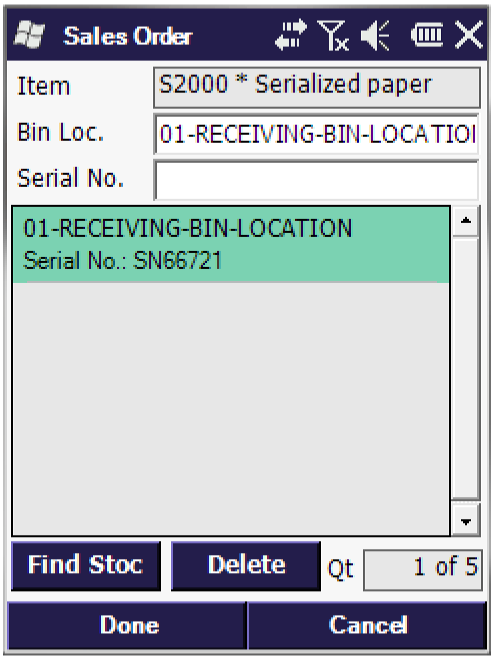


Sales orders

When delivering items managed by serial numbers with the Sales orders function, after the quantity to issue was added on the Sales Issue Lines screen, the system automatically prompts the user to the Sales Issue Quantities Serial screen. Scan the serial numbers you would like to issue. The total number of the scanned serial numbers must be equal to the quantity to issue that was added on the Sales Issue Lines screen.

- If the item is managed by 'On every transaction' serial numbers, only serial numbers that are in stock in the warehouse/bin location can be scanned.
- If the item is managed by 'On release only' serial numbers, the number of the scanned new serial numbers cannot exceed the blank serial numbers on stock in the warehouse/bin location. After a new serial number is scanned, the blank serial number is updated with the scanned new serial number. If the user scans a serial number that exists on the bin location, no blank serial number will be updated.

Press the Done button to save the changes and to go back the previous screen. The quantity of the scanned serial numbers must be equal to the quantity added on the Sales Issue Lines screen.



Stock transfer

When transferring items managed by serial numbers, after the item was selected on the Transfer Stocks Screen, the system automatically prompts the user to the Transfer Stocks Quantities Serial screen.

- If the item is managed by ‘On every transaction’ serial numbers, scan the serial numbers to transfer. Only serial numbers are on stock in the warehouse/bin location can be scanned.
- If the item is managed by ‘On release only’ serial numbers, enter the quantity to transfer to the Quantity field and press the Add button. The system automatically allocates the blank serial numbers that will be transferred. The system automatically allocates the serial numbers to be transferred based on the serial number sequence.