



## SmartScan Inventory Count Slideshow

- •Perform physical counts, cycle counts and inventory audits.
- •Assign bar codes to your existing QuickBooks items using a mobile scanner.
- •Save time and reduce counting errors.



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#### This is the main screen of SmartScan Inventory Count

This main menu shows the work flow order to follow for counting inventory or assigning bar codes.

🖞 Inventory Count	
Eile Lists Tools Help QuickBooks Company File Settings Lists	
₩Update <u>I</u> tem List Ŷ Update <u>U</u> ser List <i>Mobile Device</i> <u>U</u> iew Handheld	Open QuickBooks and click the <b>Company File Settings</b> .
Reco <i>rd è</i> s New <u>I</u> nventory New <u>B</u> arcode Update	

Current Company File: SmartScan Enterprise.QBW

#### Choose which item types will be counted.



Click to select the *Open Company File*.

Choose the *Custom Field* you created in the QuickBooks *Item List.* 

In this pull down menu you can select which account to post any differences between actual and book inventory. SmartScan Inventory Count needs the updated Item List from QuickBooks before the inventory count is started.

Users from QuickBooks may also need to be updated.

# Inventory Count File Lists Tools Help QuickBooks Company File Settings Lists Update Item List

👬 Update <u>U</u>ser List

Mobile Device

🛃 <u>V</u>iew Handheld

Record 🍖 New <u>I</u>nventory New <u>B</u>arcode Update Click to update items and/or users from QuickBooks to Inventory Count.

Current Company File: SmartScan Enterprise.QBW



## Load the information from QuickBooks and click **Save**.

🖞 Inventory Count - [Use	List*]	
🙀 Eile Lists Iools He	lp l	_ 8 ×
Image: Doc 2013 Loop of the construction of the constru	JAY WALKER JOE KING JOHNNY B GOOD JUSTIN CASE PENNY PINCHER ROBIN BANKS	User: JOHNNY B GOOD Delete Add Load from QuickBooks
Current Company File: Smart:	ican Enterprise.QBW	<u>C</u> lose

🖞 Inventory Count - [Item I	_ist*]				
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QuickBooks	Name 🔺	Barcode	Descript	^	Load from
Company File Settings	Aquifina	1420101221	Aquifina	N	QuickBooks
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<b>Ŷ₽</b> Update <u>U</u> ser List	Duster II	1420100312	Duster II		
Mobile Device	Rubber Baby Buggy Bumpers	1420102353	Rubber		
🛃 <u>V</u> iew Handheld	Toy Boat	1420102355	Toy	~	
Record 🗞	Alternate Item Barcodes			_	
New <u>I</u> nventory	Barcode Item Name				
New <u>B</u> arcode Update		~			
					<u>S</u> ave
					Close
Current Company File: SmartCr					

Now you're ready to transfer this info to the handheld.



Make sure the handheld is connected to the desktop computer via ActiveSync.

Click **Connect** and the handheld will be automatically recognized.

🗳 Inventory Count - [Mobile Device]								
🛃 Eile Lists Tools Help	5		_ & ×					
QuickBooks	Device Type:	[Select Device] 🔽	Connect					
Lists	Mobile Version: Status:	Unknown Disconnected	Install					
·Ⅲ Update <u>I</u> tem List		<u> </u>	Export <u>U</u> sers to Handheld					
₩₩ Update <u>U</u> ser List			Export Items to Handheld					
Mobile Device			Import from Handheld					
<u>Sa V</u> iew Handheld								
Record 🗞			Run Mobile Inventory Count					
New <u>I</u> nventory								
New <u>B</u> arcode Update								
			Done					
Current Company File: SmartSo	an Enterprise.QBW							



Click to export users and items.

They will show up in the Exported Files section.

Click to run Mobile Inventory Verification on the handheld and Click Done.





Pocket\_PC Click to Log File Zoom Tools Help **₩ 4**€ 2:46 **0** ह Log In In and User Name: choose JOHNNY B GOOD the user and 06/07/2007 02:46:45 PM function. Inventory Inventory Click Start Barcode Update JULIE to begin your inventory Keyboard count.

Perform each count and click **Add** to scan the next item.



Pocket_PC	
<u>File Z</u> oom <u>T</u> ools <u>H</u> elp	
赶 Enter Inventory Ite 🗱 🛛	🧲 2:51 🛛 🐽
Barcode: 142010235	з
Name: Rubber Baby Bug	jgy Bum 🔻
Description: Count: 10	01 • •
Rubber Baby Buggy Bi	umpers
+1 +10 +100	+1000
-1 -10 -100	-1000
Add D	one
Keyboard Clear Who	

When the count is complete, click **Done**.

Pocket_PC		×							
<u>File Z</u> oom <u>T</u> ools <u>H</u> elp									
🎥 View Data 🛛 👫 📢 2:59 🐠									
Inv: 06/07/2007 02:57:16 PM									
By: JOHNNY B GOOD									
Item	Barcode	#							
Rubber Baby Buggy Bumpers	1420102353	10							
Caffeine Free Diet Pepsi	1420102360	10							
Toy Boat	1420102355	1							
		Þ							
Back Next									
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Pocket_PC	Pocket_PC
<u>File Z</u> oom <u>T</u> ools <u>H</u> elp	<u>Eile Z</u> oom <u>T</u> ools <u>H</u> elp
🏂 End Inventory 💦 🗱 📢 3:01 🐽	🎢 Mobile Inventory Cr 📰 📢 3:02 🚳
06/07/2007 03:01:52 PM Notes: Total Count: 203	Log in
Count of front Warehouse, Ilse A-B	Transfer Data
Back Finish	
	Exit
Keyboard Who	Keyboard

When you click **Done**, Inventory Count will show you the View Data screen to show what was counted. The next screen will give a space to add notes about the count. Click **Finish** when you're ready to Transfer the Data.

Pocket_PC		X
<u>File Z</u> oom <u>T</u> ools	s <u>H</u> elp	
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Keyboard Creat	e Transfer Files	

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Type.txt	
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20070604151518#	-
20070604151434#	-
	· · · · · · · · · · · · · · · · · · ·
Done	
Keyboard Create Transfer File	5

The Transfer Data screen shows the files created on handheld. Click **Create Transfer Files** then **Done** to prepare files to transfer back to QuickBooks.

🖞 Inventory Count - [Mobile Device]									
🛃 Eile Lists Tools Help 🛛 🕹 🗛									
QuickBooks Ø Company File Settings	Device Type:	Symbol	~	Disconnect					
Lists	Mobile Version: Status:	1.0.2708.18324 Connected		Reinstall					
₩₩ Update <u>I</u> tem List	Exported Files:	Inventories To		Export Users to Handheld					
₩₩ Update <u>U</u> ser List Mahila Device	PROD.TXT	20070607150 642	-	Export Items to Handheld					
<u>₩obile Device</u> St <u>V</u> iew Handheld	USER.TXT		<	Import from Handheld					
Record 🍋 New <u>I</u> nventory				Run Mobile Inventory Count					
New <u>B</u> arcode Update	~		~						
	Connecting . Sending Count T Connected	ypesDone	~						
				Done					
Current Company File: SmartSo	an Enterprise.QBW			.::					

Click **Import** to bring in the new data. When transfer has completed, click **Done**.

Now you're ready to record these new counts to update QuickBooks.

🖉 Inver	🖞 Inventory Count - [New Inventory]										
è 🗞 Eile	🗞 Eile Lists Iools Help 🛛 🗕 🗗 🗙										
QuickB Ø Com	ooks pany File Settings	This w count:	This wizard will take you through the process of recording an inventory. Select the counts that will make up a full inventory from the list below.								
Liste		Selec	t   Entered B	ly	Started		Ended	Notes			
	ata Itam List		JOHNNY	B GOOD	6/7/2007	2:48:31 PN	4 2:55:43 PM				
₩₩ Upda	nte <u>U</u> ser List		JOHNNY	B GOOD	6/7/2007	2:57:16 PM	4 3:02:00 PM	Count of front Warehouse, Ilse A-B			
Mobile	Device / Handheld										
St Tick		Void	Count	ltem			Barcode	Scan Time			
Record	<u>A</u>	False	1	Rubber B	aby Buggy	Bumpers	1420102353	2:50:38 PM			
New <u>I</u> n	ventory	False	101	Rubber B	aby Buggy	Bumpers	1420102353	2:52:43 PM			
New <u>B</u> a	arcode Update	False	1					2:52:59 PM			
		<						>			
		🗹 Sh	Show Only Inventory Counts								
	Back Next Cancel Done										
Current	Company File: SmartSo	an Ente	rprise.QBW					.::			

Choose which counts will update QuickBooks and click Next.



Any scanned barcodes that are not assigned to an item will be shown on the next screen. Select an item to assign it to, and select the appropriate option from the dropdown menu to assign the barcode to an item.

**Note:** If a barcode remains unassigned when the Count is finished, the count for that barcode will be lost.

🖞 Inventory Count - [New Inventory]									
🗞 File Lists Tools Help								-	₽ ×
<i>QuickBooks</i> ∲Company File Settings	Review	the Chang	es. En	ter any notes. The	n press don	e to ap	oply these change	·S.	
l ists	Apply	Descriptio	n	Item Name	Current Qt	y	Qty Counted	Change	^
Indate Item List		Aquifina		Aquifina	100		1	-99	
Milludate Hear List		Caffeine F	ree	Caffeine Free	1000		101	-899	E
M# Opdate Oser List		Designer F	) on	Designer Pen	402		0	0	
Mobile Device		Duster II	1	Select All			0	0	
🛃 View Handheld		Rubber B.	0	Select None			203	-228	~
Record 🍖	Notes		₫	Select Counted					
New Inventory			Ø	Unselect Counter	1				
New Barcode Update			/	Select Changed					
			Ø	Unselect Change	d				
	🔲 Colla	apse		Inventory O	utput Type.	Upd Upd Arch	ate Company File ate Company File ive Onlu		×
					Dick	Print	ed Report		
Current Company File: SmartSc	an Enterp	orise.QBW				Hie			

The update option defaults to QuickBooks, but you can also choose to print the count, save it to a file, or archive it to view later. The Archive Option creates a "view only" file and cannot be used to update QuickBooks later. Click Done.

This screen shows all QB items. Right-click and choose "**Select Counted**" to update Quantity on Hand in QuickBooks. When the Collapse button is checked, only counted items will be shown.

🐣 Adjust Quantity/Val	<mark>ue on Han</mark> Type a help (	question Ask	▼ How Do I?	
🔁 Previous  🗭 Next				
Adjustment <u>D</u> ate 06/07,	2007 🔳		en fen fen fe	la Frank Frank La Frank Frank
Ref. No. 2		Customer: <u>J</u> ob		~
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Caffeine Free Diet Pepsi	Caffeine Free Diet Pepsi			-899
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Designer Pen	Designer Pen			
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	i de la companya de l	otal Value of Adju	istment -	12,007.10
	Sav	re & Close	Save & New	Cancel

SmartScan Inventory Count creates an adjustment transaction in QuickBooks to update the Quantity on Hand.

#### Mobile Inventory Count Handheld Screens

Pocket_PC				
<u>File Z</u> oom <u>T</u> ools <u>H</u> elp				
🎢 Log In 🛛 🗮 📢 5:46 🐠				
User Name:				
JOHNNY B GOOD 🔹				
06/08/2007 05:46:32 PM				
Barcode Update				
Cancel Start				

To assign bar codes to existing items, choose the Barcode Update option and click **Start**. Scan the bar code and use the drop down menu to choose the corresponding item from the list.

Click **Add** to continue to the next item or **Done** if you're finished.

	Pocket_PC				
ľ	<u>File Zoom Tools H</u> elp				
	🎢 Enter Barcode Upda 🗮 📢 5:51 🛛 🐽				
	Barcode: 718659425531				
1	Name: Toy Boat				
	Aquifina Descrif Caffeine Free Diet Pepsi Toy Bo Duster II Rubber Baby Buggy Bumper Toy Boat Vitamin Water				
	+1 +10 +100 +1000				
	Add Done				
	Keyboard Clear Who				

The process to update QuickBooks is the same as counting inventory.



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