SmartScan
By Baus Systems

Sales Order Verification

An instructional and reference overview of using SmartScan Sales Order Verification with QuickBooks
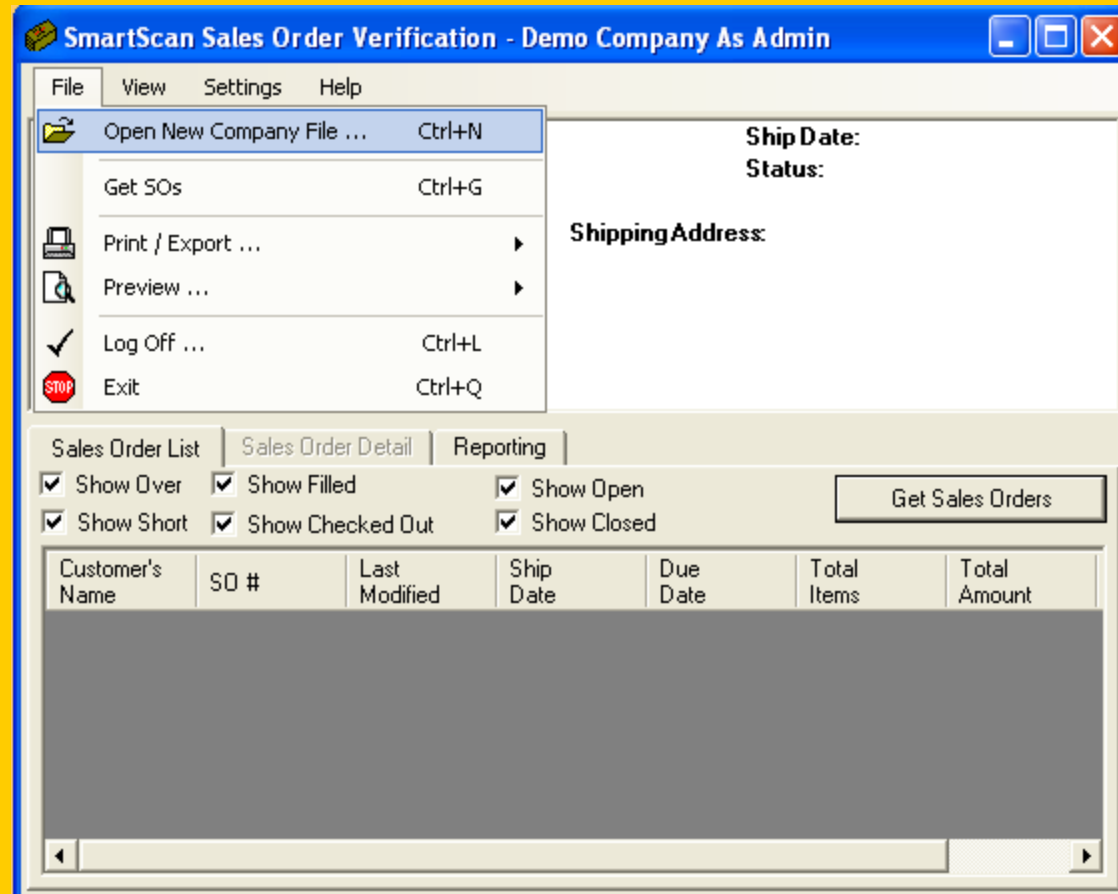
designed for **QB**
QuickBooks®
See system requirements for version information

1234567 890128

Baus Systems   www.baus-systems.com/smartscan.html   John Palios John.Palios@baus-systems.com   (206) 932-9986

SmartScan
Sales Order Verification

Start by selecting the QuickBooks company file.

SmartScan
Sales Order Verification
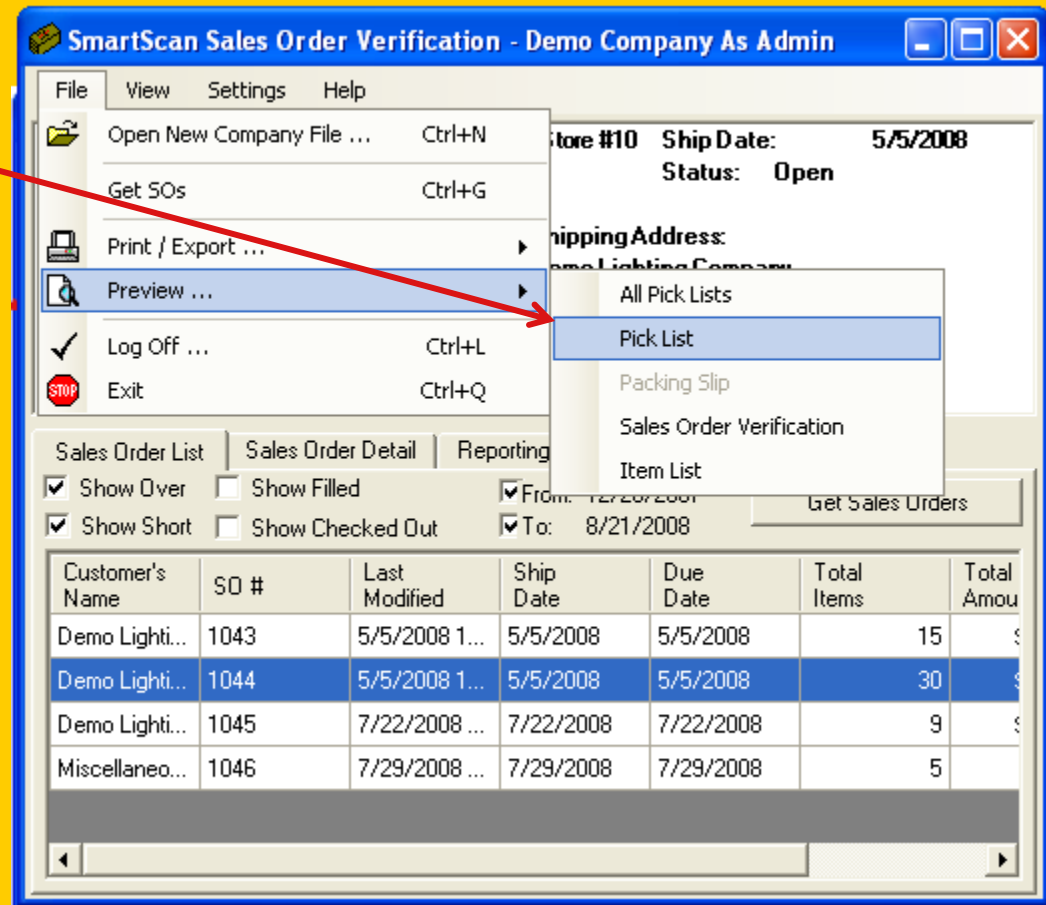

*Click on "**Get Sales Orders**."*

*Select the **date range** or **sales order number** to receive.*

SmartScan
Sales Order Verification

When the Sales Order list appears you can choose to print *one pick list* for the selected invoice or *all the pick lists* for the Sales Orders shown.

Mobile Invoice Verification will give you an *electronic pick list* that can be sorted by item name, description or location. *(This will be shown later.)*

SmartScan
Sales Order Verification

The Pick List is sorted by the location you assign in a QuickBooks custom field.

*The **mobile** Pick List is displayed on the handheld screen and is sortable by Item name, description or location.*
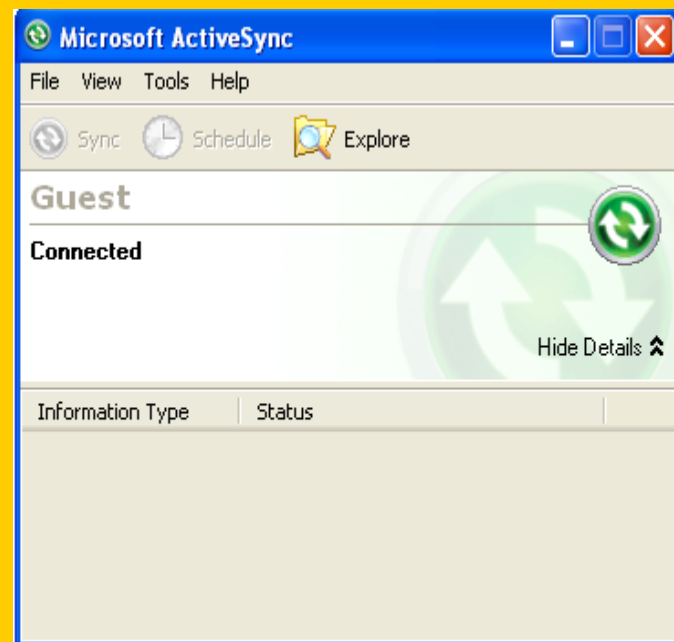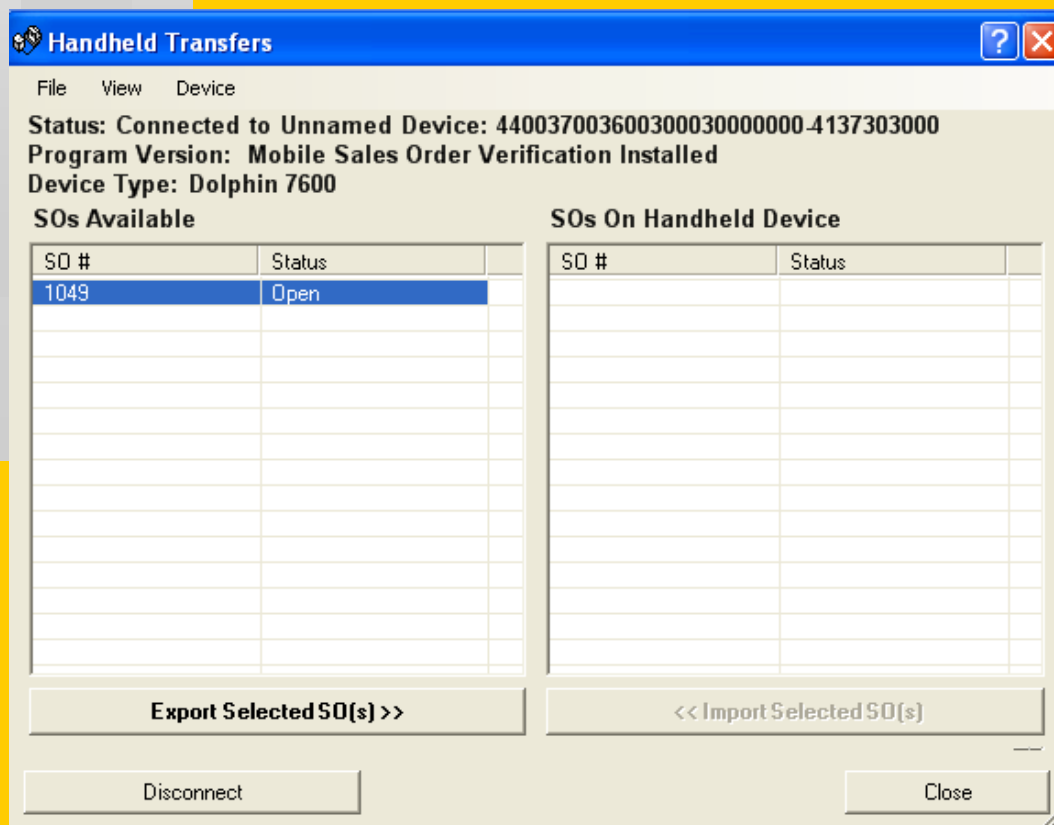
SmartScan
Sales Order Verification

Transfer *your Sales Orders to a Mobile PC Scanner*

Desk top computer is linked to mobile device via **Microsoft ActiveSync**

Baus Systems

SmartScan
Sales Order Verification

To fulfill the order click on the Sales Order **Detail tab** and start scanning items in any order.

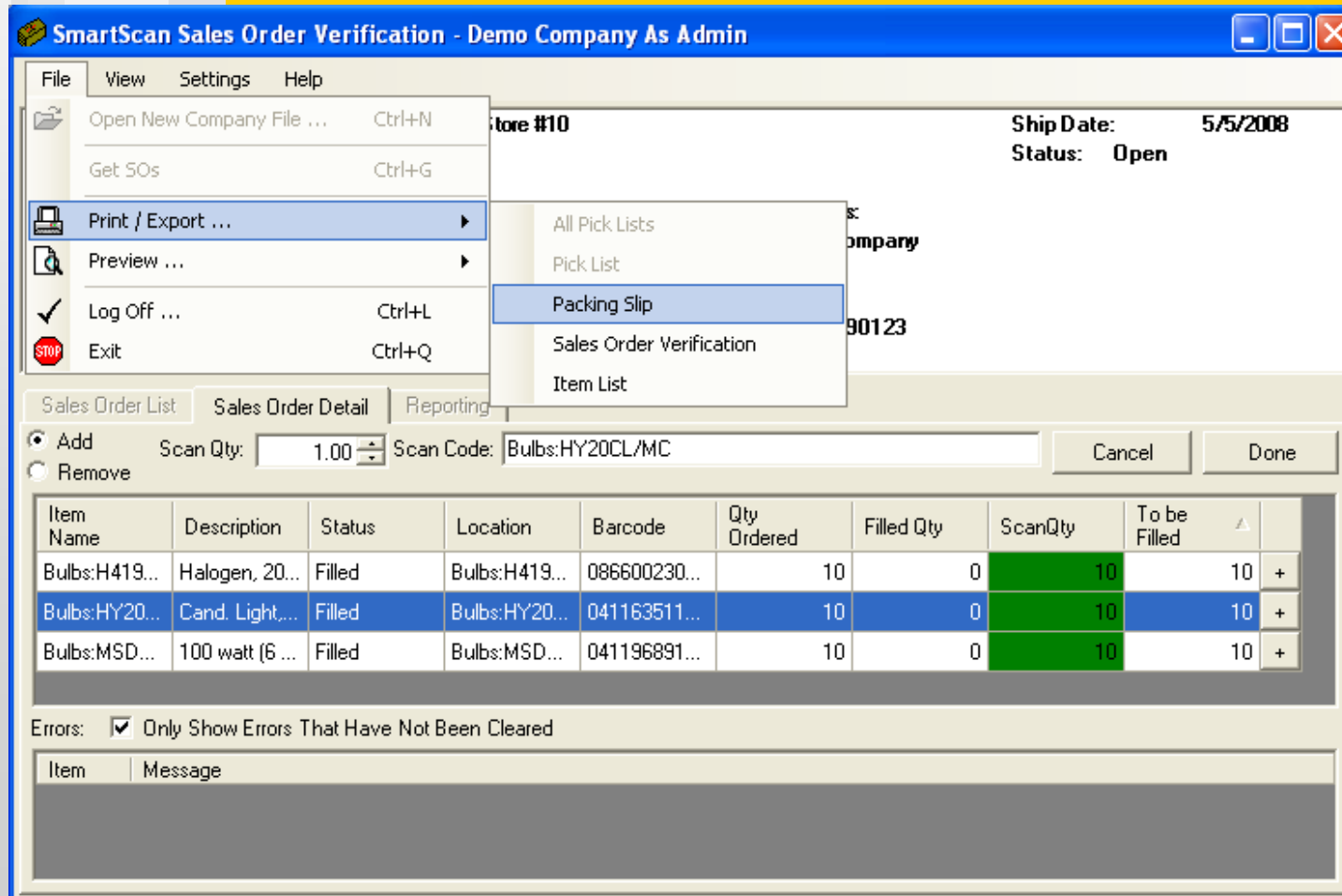**If too many or the wrong item is scanned a notification will appear.**

SmartScan
Sales Order Verification

To assign serial numbers, either scan all items or one at a time then click the Serial Numbers tab. Scan or type in the serial number then press enter.

SmartScan
Sales Order Verification

When the order is fulfilled and ready to pack, print a Packing Slip before clicking "Done."

Settings can be changed to print a Packing Slip Automatically.

SmartScan
Sales Order Verification

When "Done" is clicked a you may select from three reporting options: **Print Them**, **Send a ToDo Item to QuickBooks** or **Create Invoices**

SmartScan
Sales Order Verification

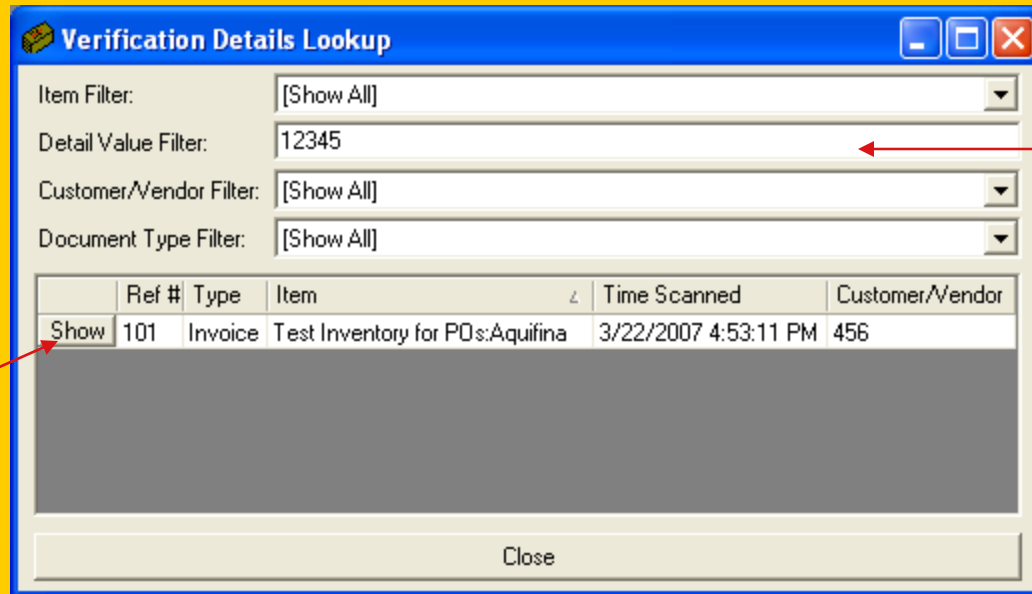*To view serial numbers, Search the **Verification Details Lookup** Database.*

SmartScan
Sales Order Verification

If QuickBooks is open, click "Show" to see the corresponding transaction in QuickBooks.

Scan or type in the serial number to search.

This Verification Details Lookup searchable database logs and combines all serial numbers from Purchase Order Verification, Invoice and Sales Order Verification so you can track incoming and outgoing serial numbers, where they came from and who they went to. It's helpful for returns, warranty issues and recalls.

SmartScan

By Baus Systems

John Palios

SmartScan Sales

John.palios@baus-systems.com

(206) 932-9986

www.baus-Systems.com/smartscan.html