



Bar Code Overview Document

for Sage 100 ERP

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Introduction

This document includes overview information about each task in the Bar Code module that is accessible from the menus. You can print this document to use as an offline reference.

The information in this document is also available in the Help system in the overview Help topics.

For additional information about the software, refer to the Help system, which also includes the following:

- Overview information for windows that cannot be accessed directly from menus
- Procedures that guide you step-by-step through common activities
- Explanations of important concepts
- Field descriptions
- Flowcharts
- FAQs

Main Menu

Import Inventory Transactions

Navigation

Select Bar Code Main menu > Import Inventory Transactions.

Overview

Use Import Inventory Transactions to import inventory transaction data from the uploaded file using the handheld computer. Receipts, sales, issues, and transfers are imported directly into the Inventory Transaction files. This task can also be used to import physical count records into the Physical Inventory file.

WARNING Only items that are frozen can be imported into the Physical Count Entry task.

After the import process is run, the Rejected Import Maintenance window appears if there are files that were not imported and need to be repaired or deleted.

If you are performing a large number of imports throughout the day, use the Unattended Bar Code Transaction Import task.

NOTE ODB imports do not support the expanded item codes.

Import Purchase Order Transactions

Navigation

Select Bar Code Main menu > Import Purchase Order Transactions.

Overview

Use Import Purchase Order Transactions to import purchase order receipt of goods and receipt of invoice data from the uploaded file using the handheld computer. Receipt of goods and receipt of invoices data are imported directly into the Purchase Order Receipts files.

After the import process is run, the Rejected Import Maintenance window appears if there are files that were not imported and need to be repaired or deleted.

If you are performing a large number of imports throughout the day, use the Unattended Bar Code Transaction Import task.

NOTE ODB imports do not support the expanded item codes.

Import Sales Order Transactions

Navigation

Select Bar Code Main menu > Import Sales Order Transactions.

Overview

Use Import Sales Order Transactions to import sales order shipping data from the uploaded file using the handheld computer. Sales order shipping data is imported directly into the Sales Order Invoices files.

After the import process is run, the Rejected Import Maintenance window appears if there are files that were not imported and need to be repaired or deleted.

If you are performing a large number of imports throughout the day, use the Unattended Bar Code Transaction Import task.

NOTE ODB imports do not support the expanded item codes.

Import Bill of Materials Transactions

Navigation

Select Bar Code Main menu > Import Bill of Materials Transactions.

Overview

Use Import Bill of Materials Transactions to import production and disassembly entries from the uploaded file using the handheld computer. Production entries are imported directly into the Bill of Materials Production files, and disassembly entries are imported directly into the Bill of Materials Disassembly files.

After the import process is run, the Rejected Import Maintenance window appears if there are files that were not imported and need to be repaired or deleted.

If you are performing a large number of imports throughout the day, use the Unattended Bar Code Transaction Import task.

NOTE ODB imports do not support the expanded item codes.

Unattended Bar Code Transaction Import

Navigation

Select Bar Code Main menu > Unattended Bar Code Transaction Import.

Overview

Use Unattended Bar Code Transaction Import to process data stored in raw data files (BC_Header.M4T, BC_Detail.M4T, and BC_Distribution.M4T tables) of your Bar Code module. After each raw data record is validated, valid records are imported as transactions and invalid records are written as rejections. Use Rejected Import Maintenance to correct or delete rejected transaction records.

NOTE To import ODB files, use Import Inventory Transactions, Import Purchase Order Transactions, Import Sales Order Transactions, and Import Bill of Materials Transactions.

Rejected Import Maintenance

Navigation

Select Bar Code Main menu > Rejected Import Maintenance. In the Rejected Import Selection window, select the transaction, and then click Edit.

Overview

Use Rejected Import Maintenance to select the rejected record to modify. This task displays the rejected records based on the transaction type selected in the Rejected Import Selection window. The Rejected Import Maintenance task filters the error codes to the appropriate tables and the selected records can be deleted or modified.

If a transaction is not imported into the transaction tables, a record is sent to the rejection tables. The Bar Code Rejection tables consist of Header Rejection, Item Line Detail Rejection, and Item Line Lot and Serial Distribution Rejection tables. Various import errors can occur at each table, and these errors are sent to their corresponding rejection tables.

- If an error occurs at the lot and serial distribution level, the distribution import record, item detail import record, and transaction header import record are flagged with the line lot and serial distribution's rejection code.
- If an error occurs at the item detail import record level, the transaction header import record is flagged with the detail line rejection code.

You can import, delete, and edit a single transaction or all the transactions listed.

Reports Menu

Lot/Serial Label Printing

Navigation

Select Bar Code Reports menu > Lot/Serial Label Printing.

Overview

Use Lot/Serial Label Printing to print bar code inventory lot and serial labels on label stock for on-hand inventory items. Options are available for aligning the data to fit the size of your labels and the format of your label sheets. You can enter a selection of item codes, warehouses, and lot and serial numbers to print.

I/M Receipt Label Printing

Navigation

Access this task using one of the following methods:

- Select Bar Code Reports menu > I/M Receipt Label Printing.
- Select Bar Code Reports menu > P/O Receipt Label Printing.

Overview

Use I/M Receipt Label Printing or P/O Receipt Label Printing to produce bar code inventory or purchase order receipt labels that can be printed on label stock. Options are available for aligning the data to fit the size of your labels and the format of your label sheets. You can enter a selection of reference numbers to print.

After completing Inventory Management Transaction Entry, you can print bar coded receipt labels if the Prompt for Bar Code Inventory Receipt Labels check box is selected in the Bar Code Options window, and the Print Receipt Labels check box is selected in the Inventory Management Options window. If the Purchase Order module is integrated with the Inventory Management module, bar coded receipt labels can be printed following Purchase Order Receipt of Goods Entry.

NOTE Bar coded receipt labels print for items received if Yes or By Item is selected in the Print Receipt Labels field in Item Maintenance.

Period End Menu

Purge Bar Code History

Navigation

Select Bar Code Period End menu > Purge Bar Code History.

Overview

Use Purge Bar Code Import History to delete the imported bar code import files. Transaction history is stored in the BC_HeaderHistory, BC_DetailHistory, and BC_DistributionHistory tables until it is purged based on the days to retain history in Bar Codes Options. The handheld computer (HHC) files reside in the default folder set up in Bar Code Options and have the extension indicated in the Rename Import Files Using Extension field in the Bar Code Options window.

Setup Menu

Bar Code Options

Navigation

Select Bar Code Setup menu > Bar Code Options.

Overview

Use Bar Code Options to define a series of options allowing you to maintain features most appropriate for your business.