

HOW TO ENABLE BAR CODING PRINTING CUSTOMER AND VENDOR ORDERS

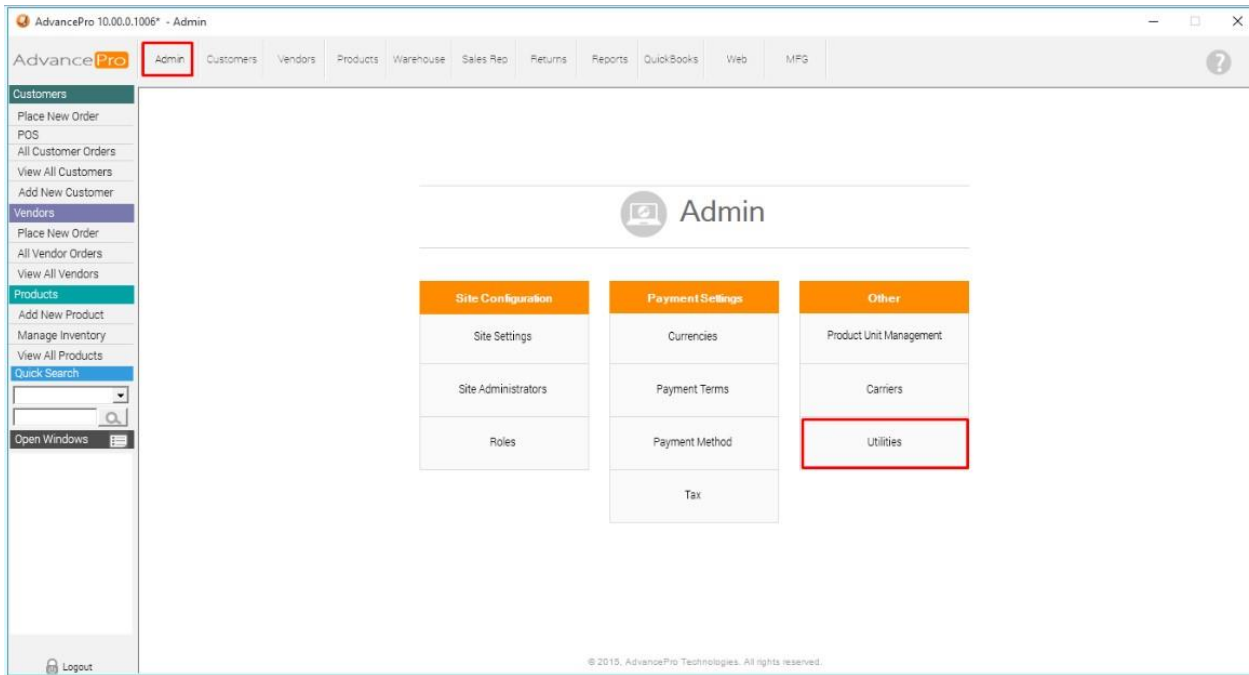
Bar Codes on Customer and Vendor Orders

Bar Codes

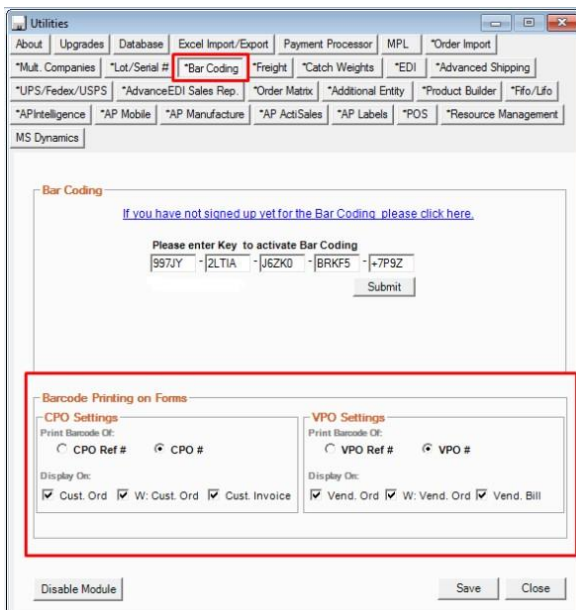
A new feature has been created as part of the Bar Code module, enabling the printing of barcodes on customer and vendor order documents, so that the correct order can quickly and easily be identified.

How It Works

1. Access the "Utilities" from the AdvancePro Admin panel.




2. Select the Bar Coding module
 - a. Choose the documents that you want bar codes displayed on.
 - b. Specify whether you would like the Purchase Order number or the Reference Number to be represented by the bar code on your documentation.
 - c. Once you have selected your options, click update.




3. Examples of printed documents:

a. Vendor Purchase Order


Bill To AdvancePro Technologies		Vendor Purchase Order					
1661 Flint Road Toronto, ON, M3J 2W8 Canada Tel: 1 800-970-9071		Date 2/26/2015	P.O. # 0721728				
							
Vendor World of Fruit Association 1st Fruit World Street Fruit City, FT, FFF991 Canada 999-5555551		Ship To Warehouse 1 1661 Flint Road Toronto, ON, M3J 2W8 Canada 1 800-970-9071					
Acc #	Payment Terms	Ship Date	Exp. Date	Carrier	Carrier Acc #		
5999 9999 5555 5551	N/A	2/26/2015	2/26/2015	N/A			
No	V. SKU #	SKU #	Product	Qty	Received	Price \$	Total \$
1	F00004	F00004	Banana	20	0	3.00	60.00
2	F00010	F00010	Grapefruit	30	0	3.00	90.00
3	F00005	F00005	Grapes	50	0	3.00	150.00
4	F00007	F00007	Lemon	20	0	3.00	60.00
5	F00009	F00009	Melon	30	0	3.00	90.00
6	F00006	F00006	Tomato	30	0	3.00	90.00
7	F00008	F00008	Watermelon	60	0	3.00	180.00
Sub Total \$							720.00
Shipping \$							0.00
Adjustment \$							0.00
Tax \$							0.00
GRAND TOTAL \$							720.00

b. Warehouse Vendor Order


World of Fruit Association		Receive Vendor Order						
		Date 2/26/2015	Vendor Bill/Ref # 2907					
		P.O. # 0721728	Ref # 7					
								
Billing Address AdvancePro Technologies 1661 Flint Road Toronto, ON, M3J 2W8 Canada 1 800-970-9071		Shipping Address Warehouse 1 1661 Flint Road Toronto, ON, M3J 2W8 Canada 1 800-970-9071						
Acc #	Payment Terms	Ship Date	Exp. Date	Carrier	Carrier Acc #			
5999 9999 5555 5551		2/26/2015	2/26/2015					
No	VSKU #	SKU #	Product	Ordered	Received	Remaining	Receive	Picking #
1	F00004	F00004	Banana	20	0	20	0	Default Picking Location
2	F00010	F00010	Grapefruit	30	0	30	0	Default Picking Location
3	F00005	F00005	Grapes	50	0	50	0	Default Picking Location
4	F00007	F00007	Lemon	20	0	20	0	Default Picking Location
5	F00009	F00009	Melon	30	0	30	0	Default Picking Location
6	F00006	F00006	Tomato	30	0	30	0	Default Picking Location
7	F00008	F00008	Watermelon	60	0	60	0	Default Picking Location

Received By _____

c. Vendor Bill

World of Fruit Association 1st Fruit World Street Fruit City, FT, FFF991 Canada 999-5555551		Vendor Bill						
		Date	Vendor Bill #					
		3/11/2015	2907					
		P.O. #	Ref #					
		0721728	7					
								
Billing Address		Shipping Address						
AdvancePro Technologies 1661 Flint Road Toronto, ON, M3J 2W8 Canada 1 800-970-9071		Warehouse 1 1661 Flint Road Toronto, ON, M3J 2W8 Canada 1 800-970-9071						
Acc #	Payment Terms	Ship Date	Exp. Date	Carrier	Carrier Acc #			
5999 9999 5555 5551		2/26/2015	2/26/2015					
No	V. SKU #	SKU #	Product	DUTY	Ordered	Received	Price \$	Total \$
1	F00004	F00004	Banana	0.00	20	20	3.00	60.00
2	F00010	F00010	Grapefruit	0.00	30	30	3.00	90.00
3	F00005	F00005	Grapes	0.00	50	50	3.00	150.00
4	F00007	F00007	Lemon	0.00	20	20	3.00	60.00
5	F00009	F00009	Melon	0.00	30	30	3.00	90.00
6	F00006	F00006	Tomato	0.00	30	30	3.00	90.00
7	F00008	F00008	Watermelon	0.00	60	60	3.00	180.00
Sub Total \$								720.00
Shipping \$								0.00
Adjustment \$								0.00
Tax \$								0.00
GRAND TOTAL \$								720.00

d. Customer Purchase Order

AdvancePro Technologies		Customer Sales Order/Pro-forma Invoice				
1661 Flint Road Toronto, ON, M3J 2W8 Canada Tel: 1 800-970-9071		Date	Customer P.O. #			
		3/9/2015	34			
			Internal Ref #			
			36			
						
Billing Address			Shipping Address			
All Fresh Vegetables 5th Vegetable Street Vegetable City, VG, WV115 Canada 444-1111115			All Fresh Vegetables 444-1111115			
Sales Rep	Payment Terms	Ship Date	Exp. Date	Carrier	Carrier Acc #	
Smith, John	N/A	3/10/2015	3/14/2015	N/A		
No	SKU #	Product	Qty	Orig. Price \$	Price \$	Total \$
1	v00007	Carrots	55	4.00	4.00	220.00
2	v00010	Cucumber	24	4.00	4.00	96.00
3	v00003	Lettuce	75	4.00	4.00	300.00
Sub Total						616.00
Shipping						0.00
Adjustment						0.00
Tax						0.00
GRAND TOTAL						616.00


e. Warehouse Customer Order (Pick, Pack and Ship documents)

Picking Slip

Warehouse 1

Date	Customer P.O. #
3/9/2015	34
Internal Ref #	
36	

AdvancePro Technologies
 1661 Flint Road
 Toronto, ON, M3J 2W8
 Canada
 Tel: 1 800-970-9071



Shipping Address
 All Fresh Vegetables
 444-1111115

Acc #	Ship Date	Carrier	Carrier Account #
4000 0000 4444 4445	3/10/2015	N/A	

No	SKU #	Product	Warehouse	Unit	Picking Loc.	Qty Req.	Picked
1	V00007	Carrots	Warehouse 1		Default Picking Location	55	0
2	V00010	Cucumber	Warehouse 1		Default Picking Location	24	0
3	V00003	Lettuce	Warehouse 1		Default Picking Location	75	0
Total Weight							308 lbs
Tracking Number							

Picked By: _____ Packed By: _____ Received By: _____


e. Customer Invoice

AdvancePro Technologies

1661 Flint Road
 Toronto, ON, M3J 2W8
 Canada
 Tel: 1 800-970-9071

Invoice

Date	Invoice #
3/11/2015	27
P.O. #	Ref #
34	36



Billing Address
 All Fresh Vegetables
 5th Vegetable Street
 Vegetable City, VG, VV115
 Canada
 444-1111115

Shipping Address
 All Fresh Vegetables
 444-1111115

Acc #	Sales Rep	Payment Terms	Ship Date	Exp. Date	Carrier	Carrier Acc #
4000 0000 4444 4445	John Smith		3/11/2015	3/14/2015		

No	SKU #	Product	Qty	Price \$	Total \$
1	V00007	Carrots	55	4.00	220.00
2	V00010	Cucumber	24	4.00	96.00
3	V00003	Lettuce	75	4.00	300.00
Sub Total \$					616.00
Shipping \$					0.00
Adjustment \$					0.00
Total Tax \$					0.00
GRAND TOTAL \$					616.00

4. The barcode on the documentation can be scanned at multiple places throughout AdvancePro to quickly call up the correct order. Below is an example from the "View All Vendor Order" screen at the Warehouse.

No	Ref #	PO #	Vendor	Ordered	Expected Date	Carrier	Status
1	1	0721728	World of Fruit Association	10/29/2015	10/29/2015		Received

5. For additional guides, please visit the [AdvancePro Knowledgebase](#).

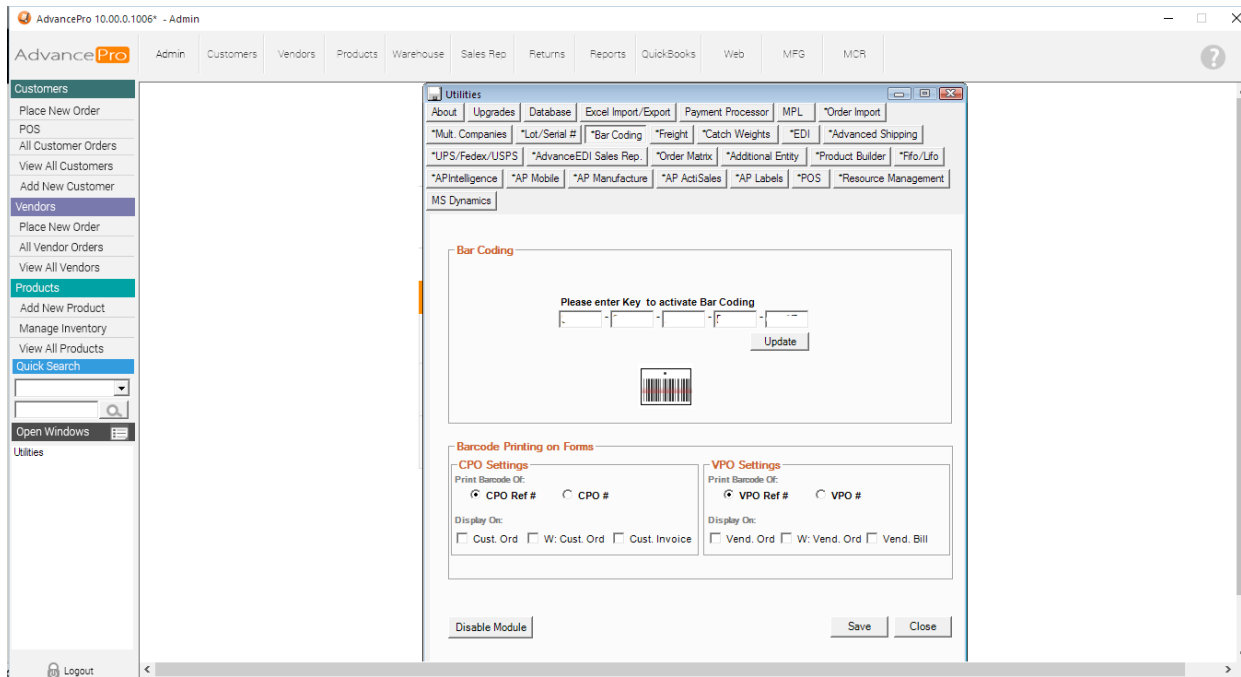
HOW TO: ACTIVATE AND USE BARCODE SCANNER MODULE

To Activate Barcode Scanner module, go to Admin >> Utilities

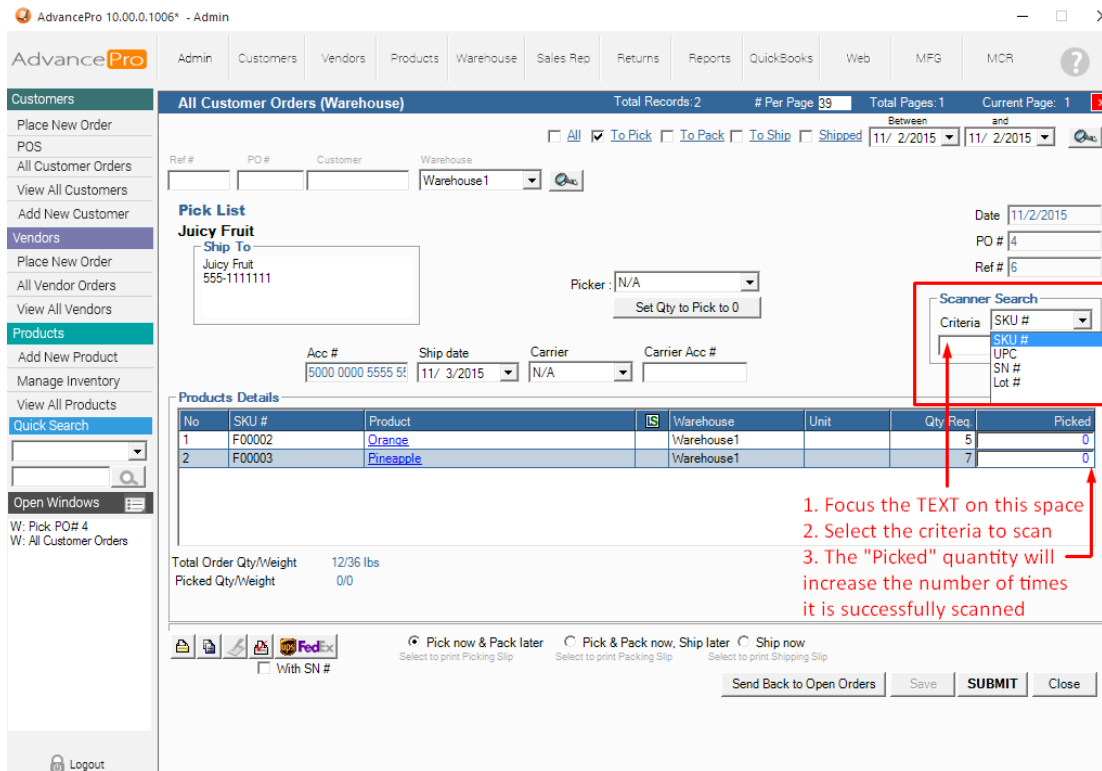
Admin

Site Configuration	Payment Settings	Other
Site Settings	Currencies	Product Unit Management
Site Administrators	Payment Terms	Carriers
Roles	Payment Method	Utilities
	Tax	

Click "Bar Coding" Tab and enter you module key.



Once the barcode scanning module is enabled, your PICK, PACK, and SHIP stages will not automatically have the required quantities on the "Picked" column for all line items.



See the attached VIDEO for an actual representation of the BARCODE SCANNER and the PICK LIST screen