

# Receiving a Purchase Order by Scanning Barcodes



## Introduction

One of the biggest challenges in Inventory Control is accuracy. Mistakes can be made when purchasing, receiving, selling or counting inventory. For this reason, barcodes should be used whenever possible to minimize the opportunity for mistakes.

Universal Product Codes (UPCs) are becoming more and more prevalent in the distribution industry. It's a good practice to try and use (scan) UPC codes, but, if a supplier does not put any kind of barcode on the product, one can be printed and attached to the item. This FAQ assumes barcodes are already on the product. For more information on how to print barcodes please contact your Support Representative.

## Scanning Barcodes in Purchase Order Receipts

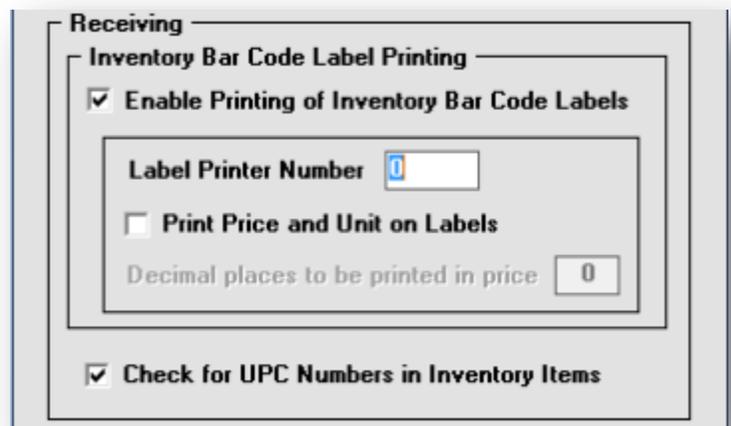
The Purchase Order Receiving function allows for someone to scan DataWeld generated barcode labels or UPC barcodes already printed on the product. There are two major advantages in migrating to the use of UPC barcodes.

1. UPC barcode numbers are designed to be unique. Each manufacturer has their own unique set of numbers to avoid duplicates.
2. The UPC barcode is typically already on the item when it's received. This saves time and money.

The challenge is making sure that the inventory file has a UPC barcode number to use when receiving or selling an item. To make it easier to add UPC barcode numbers to the inventory file, a feature was added that will check for UPC numbers. If a UPC number is not found in the inventory record for an item, an alert, in the program, will be triggered and give the operator an opportunity to capture the UPC number. This feature will help to add UPC numbers to the inventory file and will do so in a quick and easy manner.

## Purchase Order User Tools

A new field was added to the Purchase Order User Tools screen. The **Check for UPC Numbers in the Inventory Items** box should be selected to have the program alert the operator that there are items to be received that do not have a UPC code in the system.



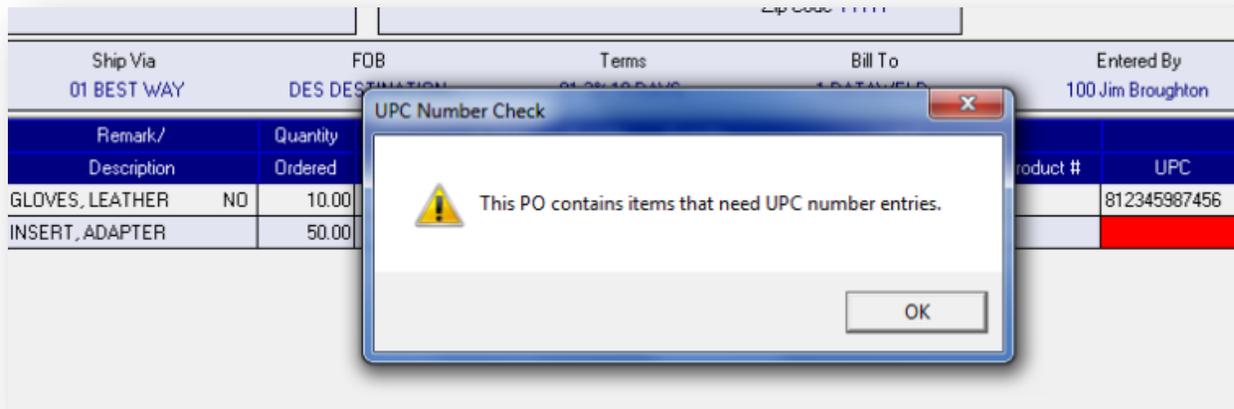
The screenshot shows a dialog box titled "Receiving" with a sub-section "Inventory Bar Code Label Printing". Inside this sub-section, there are several options and input fields:

- Enable Printing of Inventory Bar Code Labels
- Label Printer Number
- Print Price and Unit on Labels
- Decimal places to be printed in price

Below the sub-section, there is another option:

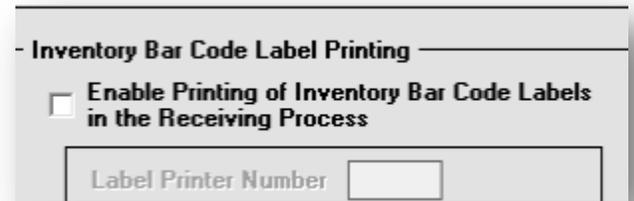
- Check for UPC Numbers in Inventory Items

If the box is checked, the message below will appear when the purchase order has missing UPC codes. The program gives an alert that there is no UPC number in the inventory record for the inventory item highlighted in red. In this example, the first item has a UPC number assigned to it, so



it does not turn red. The second item does not have a UPC number, so it is highlighted in red to alert the operator.

A second option in the Tools screen gives an operator the ability to print barcode labels as discussed above. If the operator chooses to print barcode labels, then they would select a printer number and then indicate whether or not to print the price on the labels.



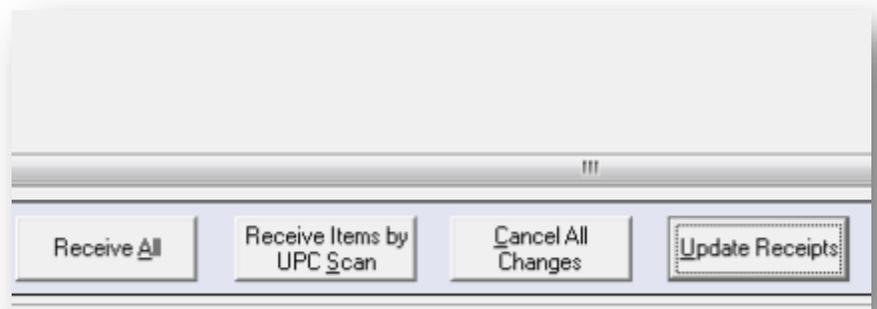
### Assigning the UPC Number

When the operator sees a red highlighted field, they simply click in the UPC number field and scan the UPC code on the item. The program will take the scanned UPC number and automatically update it to the inventory record for the item being scanned. The item can then be scanned to be received or it can be received by checking the box.

**Note:** It is important to understand that some manufacturers put UPC numbers on the outside of the box. That number may be different than the UPC number printed on the item itself. Always scan the UPC number on the item not the outside of the box.

### Receiving Inventory

To start the Receiving process, the operator will click on the Receive Items by UPC Scan as shown in this image.



This screen appears when the **Receive Items by UPC Scan** button is selected. The items can then be scanned using the UPC numbers. The received amount will default to the amount ordered, but it can be changed for partial shipments.

The items can still be received without using the UPC feature by checking the box in the first column and entering the correct amount that was received.

Once all items have been received, it is updated by pressing the **Update Receipts** button. This will update the Inventory on Hand amount immediately. It will also update the Inventory Transaction History with a transaction showing the amount that was received.

Loc	Stock#	Description	Qty Ordered	Balance	Received
<input type="checkbox"/>	UPC				<input type="text"/>

**Have questions?** Feel free to [Send us an Email](#), we welcome the questions!

## Dataweld Software

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