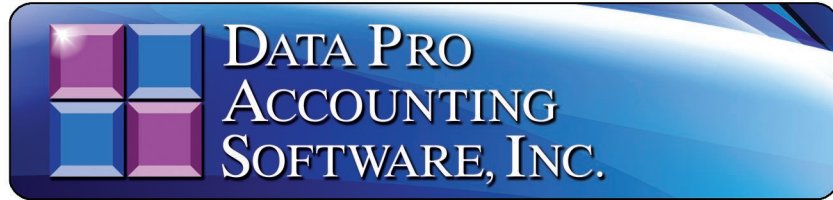




DP/SCAN

*Data Pro Bar Code Scanner
Windows Mobile Technology*

User Manual



DP/SCAN USER MANUAL

(Part #460)

DP/SCAN is a special software application written specifically by **Data Pro Accounting Software** to run on a wide range of handheld bar code scanning devices that support the “**Windows Mobile**” operating system. This includes devices such as the **Motorola MC 9200** as shown below:



This is just one line of the many “**types**” of devices that support the “**Windows Mobile**” operating system. You may choose from many other brands and models in which to use the **DP/SCAN** software products. In this case, this specific product has been specifically tested and is known to work well with the **DP/SCAN** software.

DP/SCAN is also written to run on Windows-based PCs. This includes desktops PCs and Laptops such as the one shown in the following picture. Typically, users will connect their inexpensive handheld Bar Code scanners via a USB port.



The advantage of this is that the laptop device is portable and can be moved around, or even placed on a **“rolling cart”** for convenience, without the larger upfront capital expenditure of a wireless handheld device, such as the **Motorola 9200**. However, this configuration is also more awkward and not nearly as durable. Should you drop the laptop, it is not designed to take the **“shock effects”** that a commercial grade scanner such as the **Motorola 9200** is designed to take. There are trade-offs. Therefore, as a business owner, you must evaluate what your real needs are when it comes to your hardware purchases.

As for the **DP/SCAN** software, the functionality is identical whether you run it on the handheld wireless device or on a Windows PC or Laptop. Convenience and durability are the main differences. Each device that you add in your office or warehouse simply requires one additional **User Count License (Part #461)**.

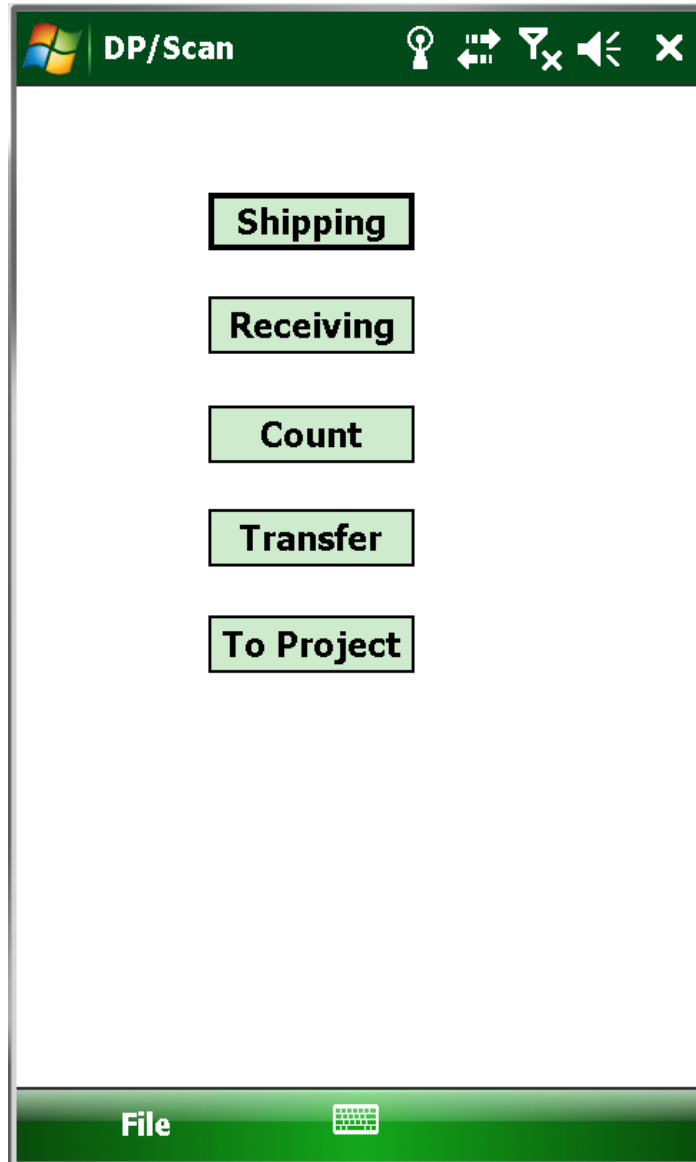
It is mandatory that whatever device you use, it **MUST** support **“wireless networking”** and have access to your accounting server where the **Infinity POWER** programs are installed. This program specifically **DOES NOT** support **“batch processing”** of physical counts. Therefore, if your intention is to send a user out into a warehouse or on to a truck remotely where there is no access to an integrated wireless network, you **WILL NOT** be able to use the **DP/SCAN** software application.

This product is specifically designed to function as if it is another user connected directly to your accounting system operating in **“REAL TIME.”** When the software reads from any **Infinity POWER** data files, it is looking at the latest version of the data files as they may exist at any moment in time. The benefits of using **DP/SCAN** are significant in time savings and for allowing significant ease of use in **“cycle counts”** and ensuring that your inventory valuations are more accurate than ever! Without a timely process of counting inventory and processing receipts of inventory, many companies quickly lose their handle on a moving target. The result can be a high loss of inventory and write-downs that could easily be avoided.

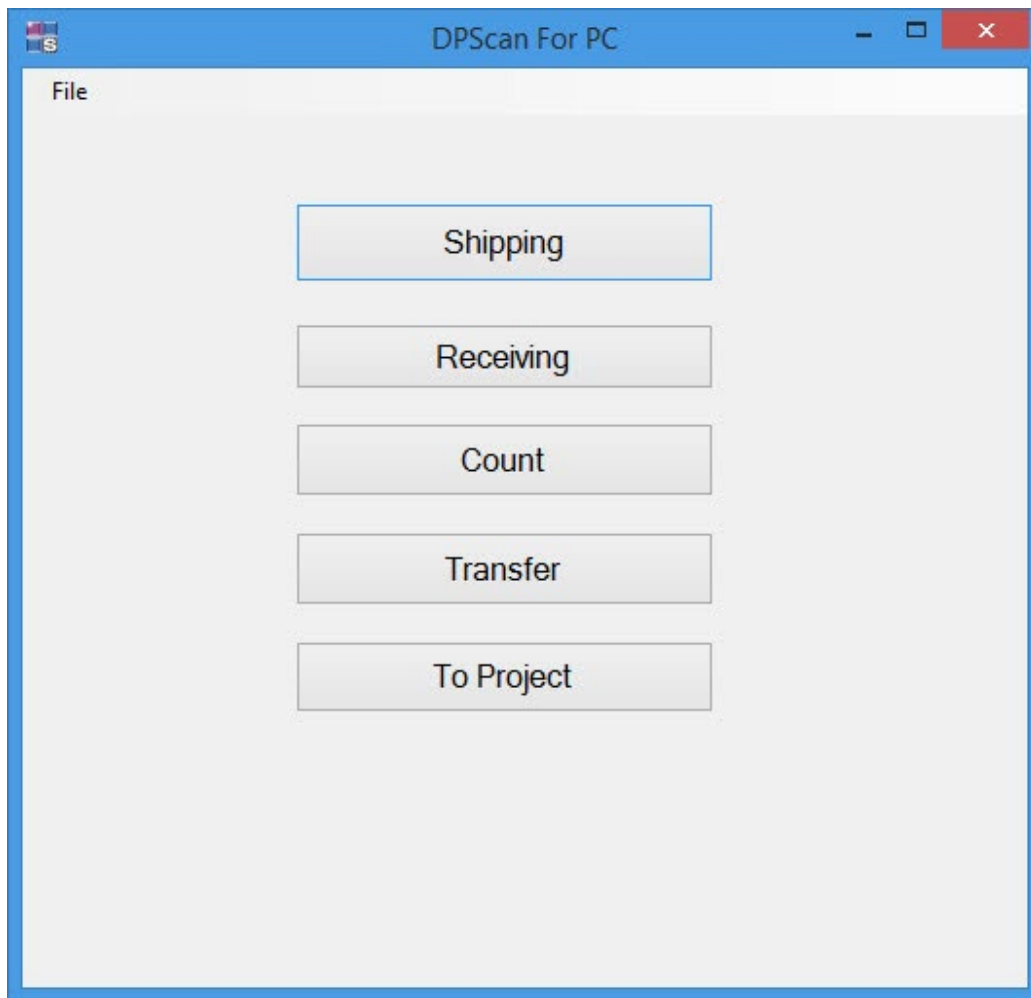
OVERVIEW

First, let's review the primary objective of this software utility. In all cases, the functionality of what it is being done through **DP/SCAN** can be performed directly in the various **Infinity POWER** software products.

Currently, there are five main functions within **DP/SCAN**. They are shown on the following screens. The first is the screen you would see on a Windows Mobile device.



The second is the interface you would see on a Windows PC.



These five options include five key “warehouse” functions from five different and important transaction processing accounting modules.

- **[SHIPPING]** Record Shipments (*Sales Order Entry*)
- **[RECEIVING]** Record Receipts (*Purchase Order Entry*)
- **[COUNT]** Enter New Physical Quantities (*Inventory Management*)
- **[TRANSFER]** Transfer Inventory between Item Numbers (*Inventory Management*)
- **[TO PROJECT]** Transfer Inventory to a Project (*Inventory Management*)

Prior to exploring each of these options, it is necessary to configure the **DP/SCANService** software and configure it on your installation of the **DP/DashBoard/CRM** software program (**Part #440**). If you do not have **DP/DashBoard/CRM** previously installed, you need to stop here and make sure it is installed first before you go any further regardless of which variation of the **DP/SCAN** software you intend to use.

Installing DP/ScanService

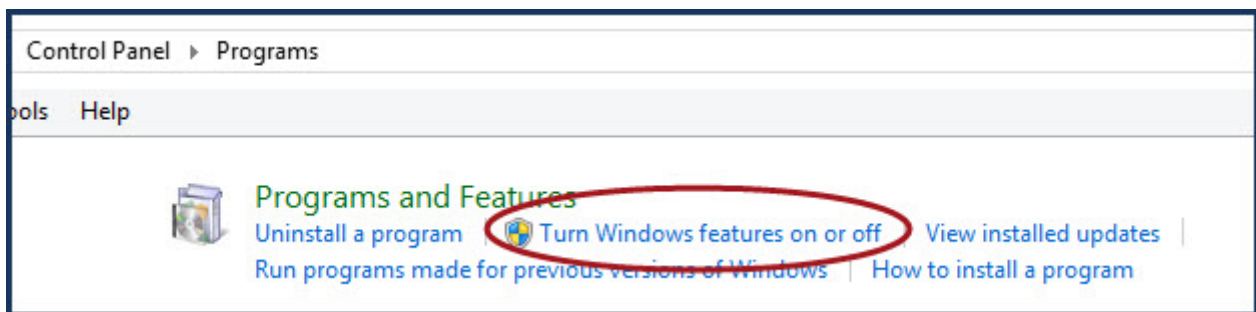
The **DP/SCANService** is a function that is an add-on feature to the **DP/DashBoard/CRM** system that runs on your **Microsoft IIS Server**. This can be your existing accounting server which hosts your **Infinity POWER** accounting software or it can be a separate **Windows PC** or **Windows Server** altogether. All Windows PCs and Servers have the **Microsoft IIS Server** software on them, it just doesn't come automatically activated.

Therefore, you may have to turn these features on first to install the **DP/DashBoard/CRM** product. That is covered separately in other documentation. This assumes at this point that **IIS** has been installed as well as the **DP/DashBoard/CRM** product.

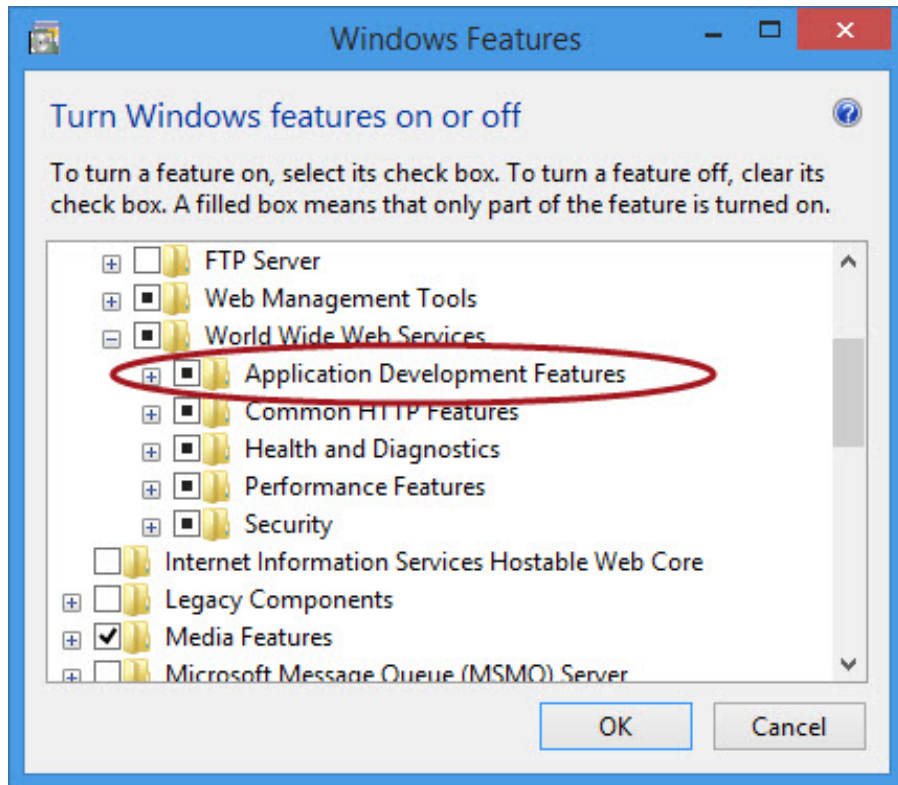
As part of installing **DP/DashBoard/CRM** though, it only requires certain features of the **IIS Server** to be turned on to operate the “**ASP**” functions of the **DP/DashBoard/CRM** web pages. The **DP/ScanService** actually goes further and requires more features to be turned on. Therefore, even if you have **DP/DashBoard/CRM** installed already, you may not have all of the **IIS Server** components active that you will need to utilize the **DP/ScanService**.

As such, before you proceed any further, let's ensure that the correct “**ASP.Net**” features are enabled first. Based on the specific version of **Microsoft Windows** or **Server** that you are utilizing; the following screens can vary. The net results need to be the same, regardless of which version of the operating system you are using though.

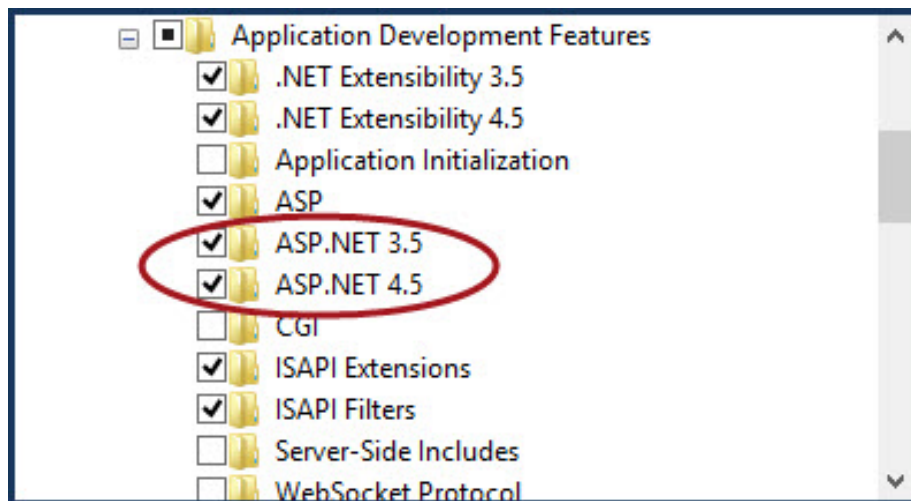
From the Windows “**Control Panel**,” select the “**Programs and Features**” option as shown and then choose the option “**Turn Windows feature on or off**” as illustrated on the following screen:



Next, scroll down the list of available options until you located “**World Wide Web Services.**” Click the “ + “ box to open up the list of available options further. Next choose the box for “**Application Development Features**” as shown on the following screen:



Click the “ + “ box to open up the list of available options further. There will be a long listing of options available. If your **DP/DashBoard/CRM** has already been installed, there should be a checkmark next to the box for “**ASP.**” Under “**ASP,**” make sure to check on “**ASP.NET 3.5**” and “**ASP.NET 4.5.**” as shown on the following screen:

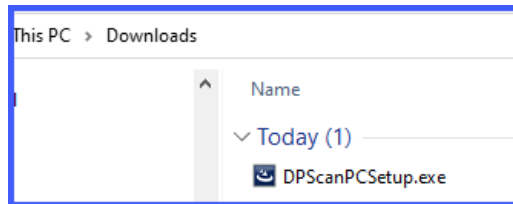


These two options are necessary for the **DP/ScanService** to function. Click “**OK**” to save your changes and you are done. You can now proceed with the remainder of the installation.

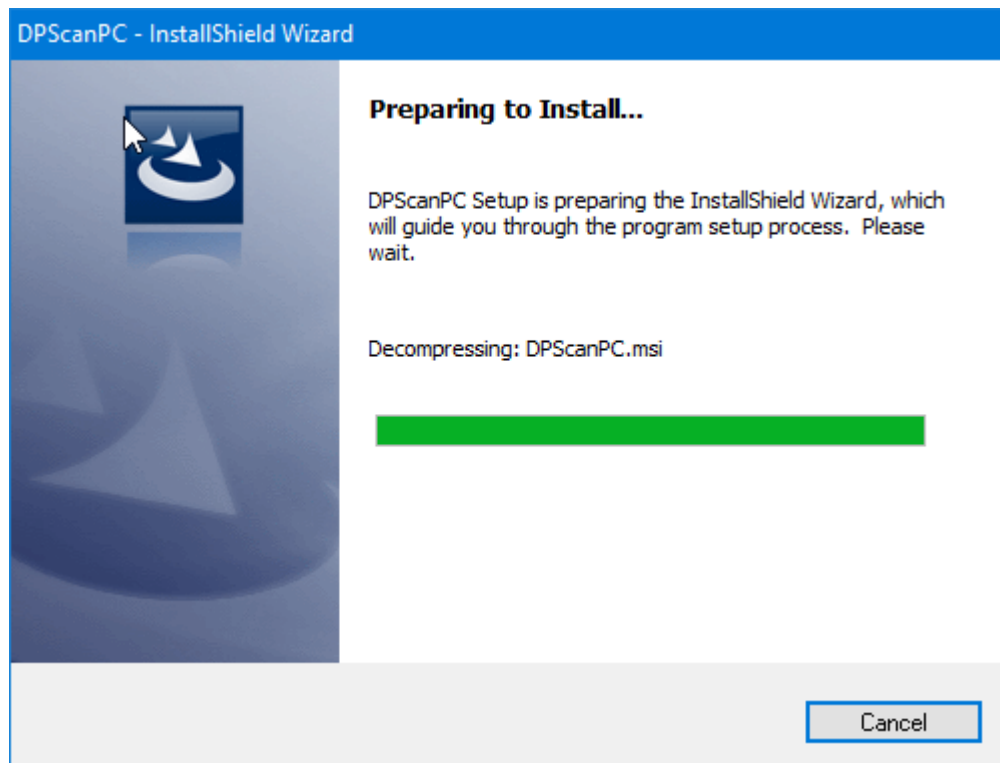
From the www.dataproaccounting.com/download web site, you may download the two files you will need to install the software. They are: **DPScanPCSetup.exe** and **DP/ScanService.exe**.



Choose the first file, which is the **DP/ScanPCSetup.exe** file to download. Go to your downloads folder and double click on the **DPScanPCSetup.exe** file to begin the installation.

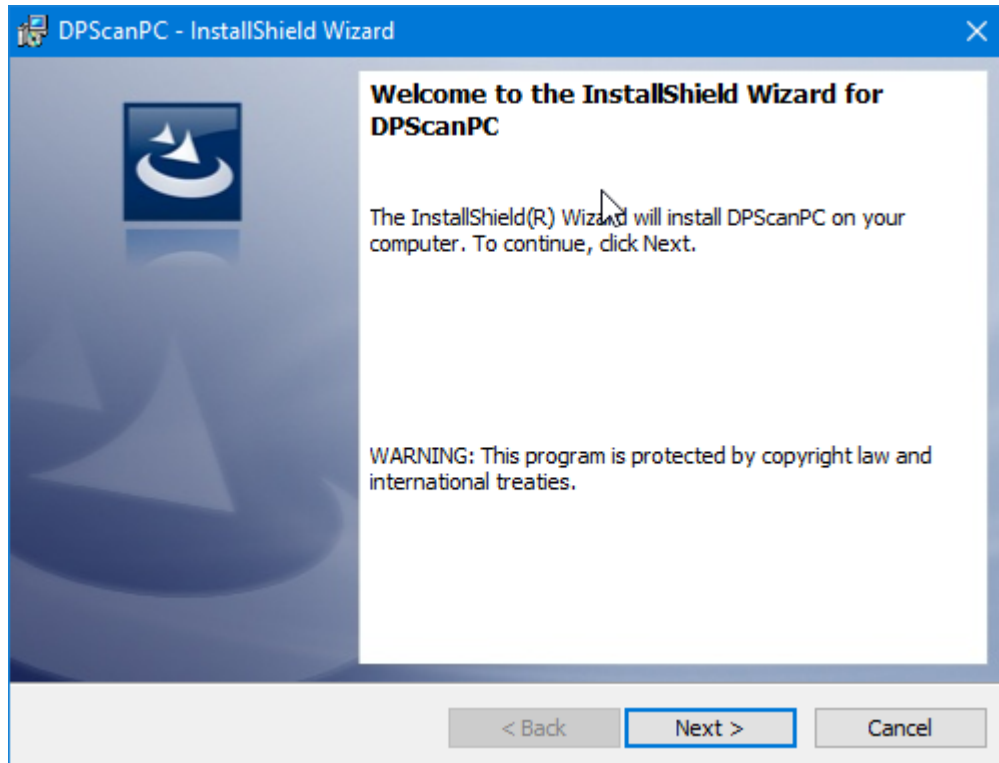


The following screen will appear to start the installation. Remember, you will be installing the software on your **Windows PC** or **Server** where your **DP/DashBoard/CRM** and **IIS Server** are installed and operating.

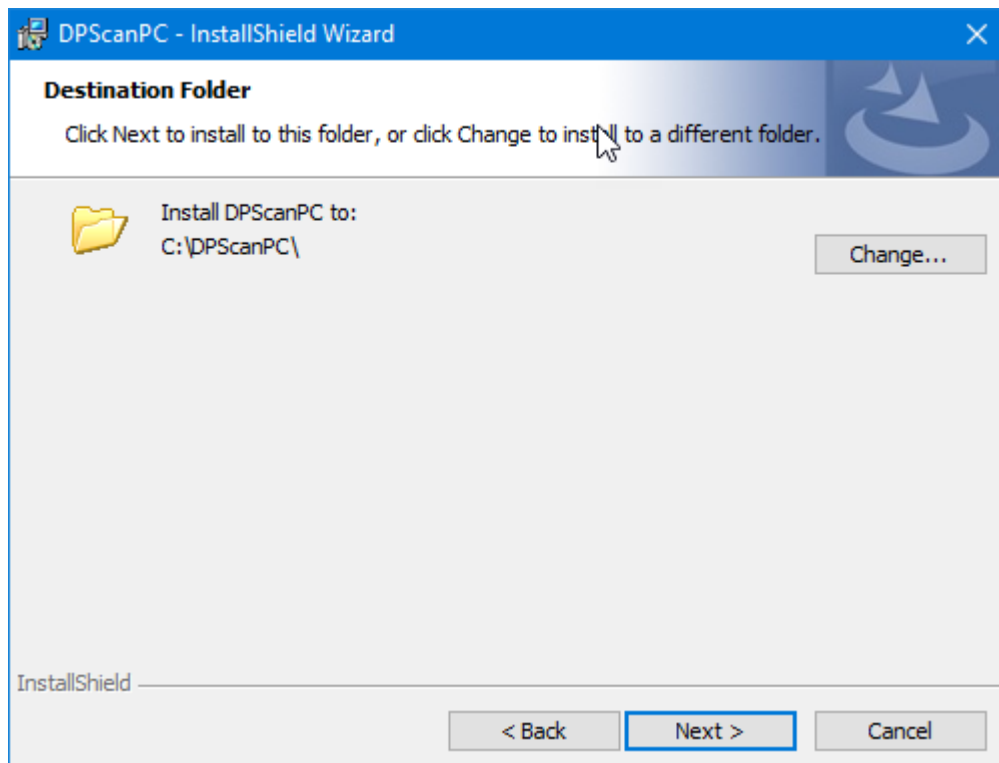


(8)

Once the files are extracted, the system will be ready to start the installation.

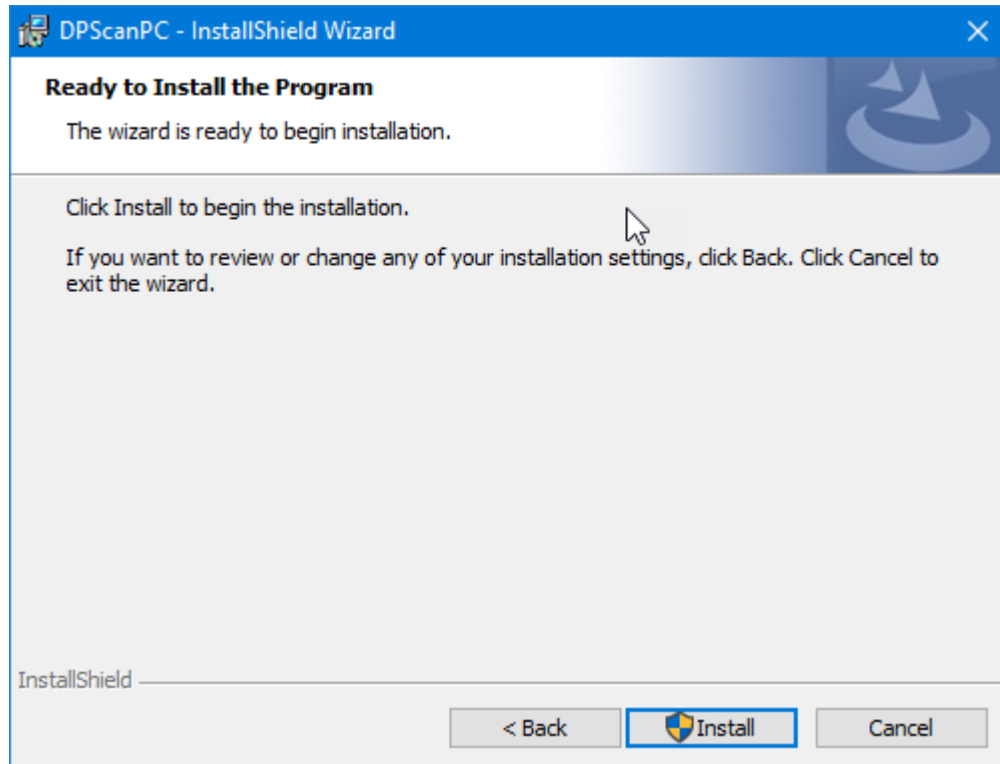


Click “Next” to continue.

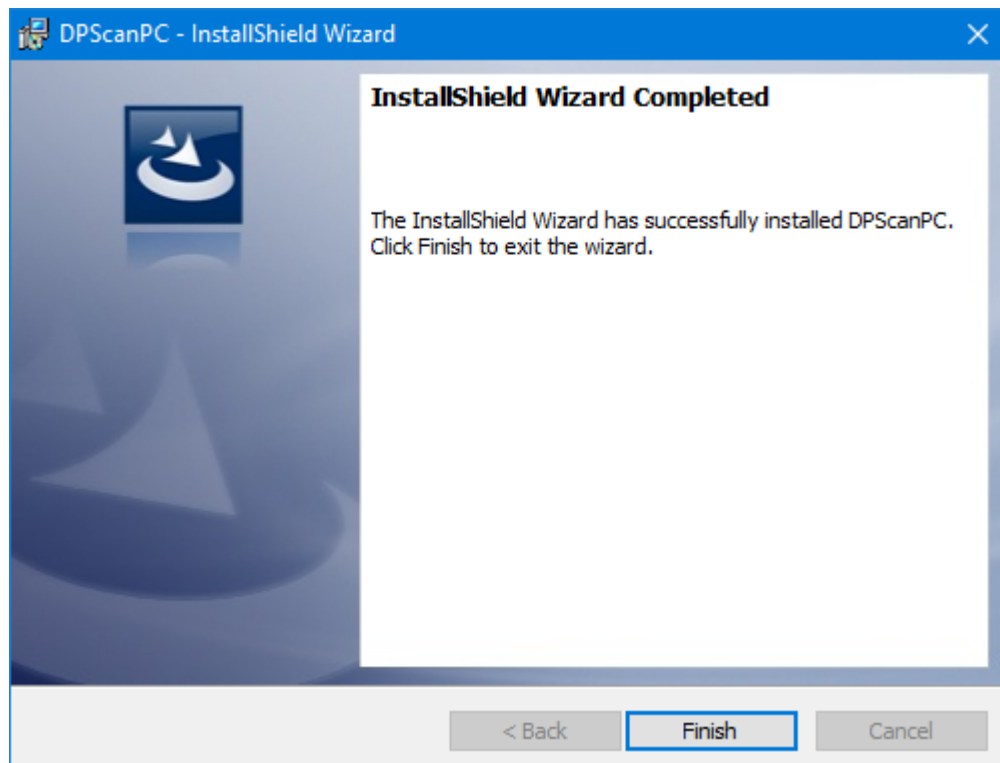


(9)

The installation is now ready to continue. Click **“Install”** to begin or **“Back”** to return to the prior screen.



It is very fast and will be finished quickly.



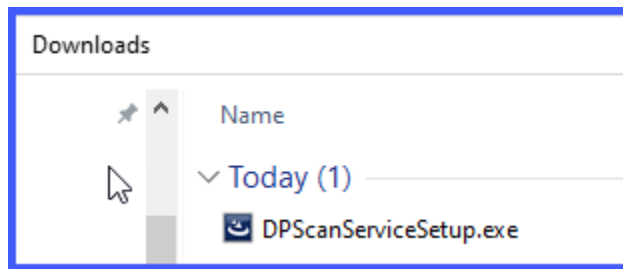
(10)

Next, you must download the **DPScanServiceSetup.exe** from the web site.

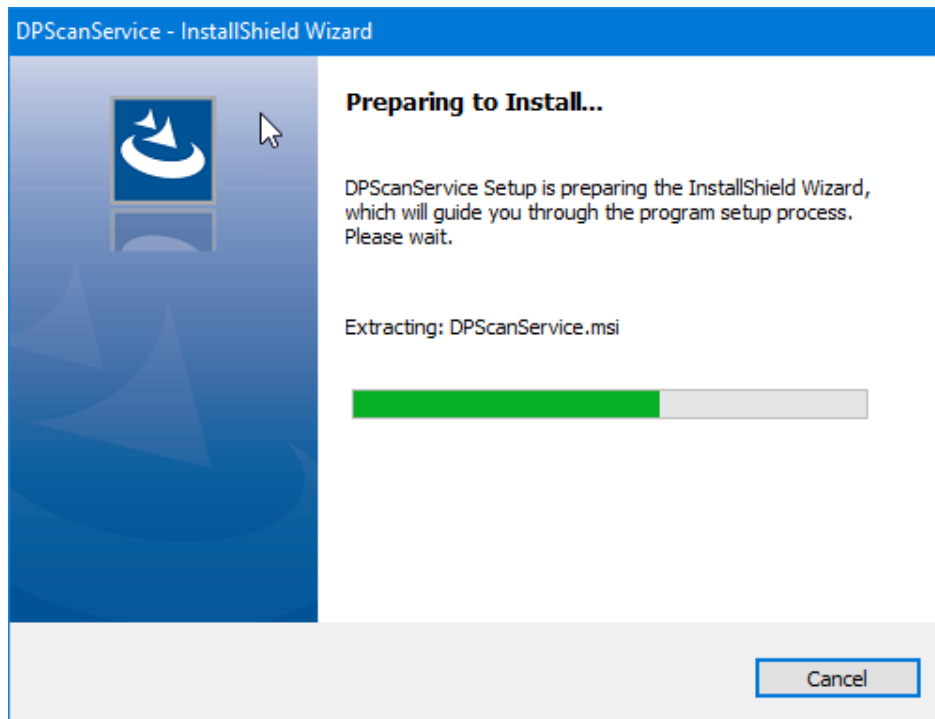
From the www.dataproaccounting.com/download web site, you may download the **DP/ScanService.exe**.



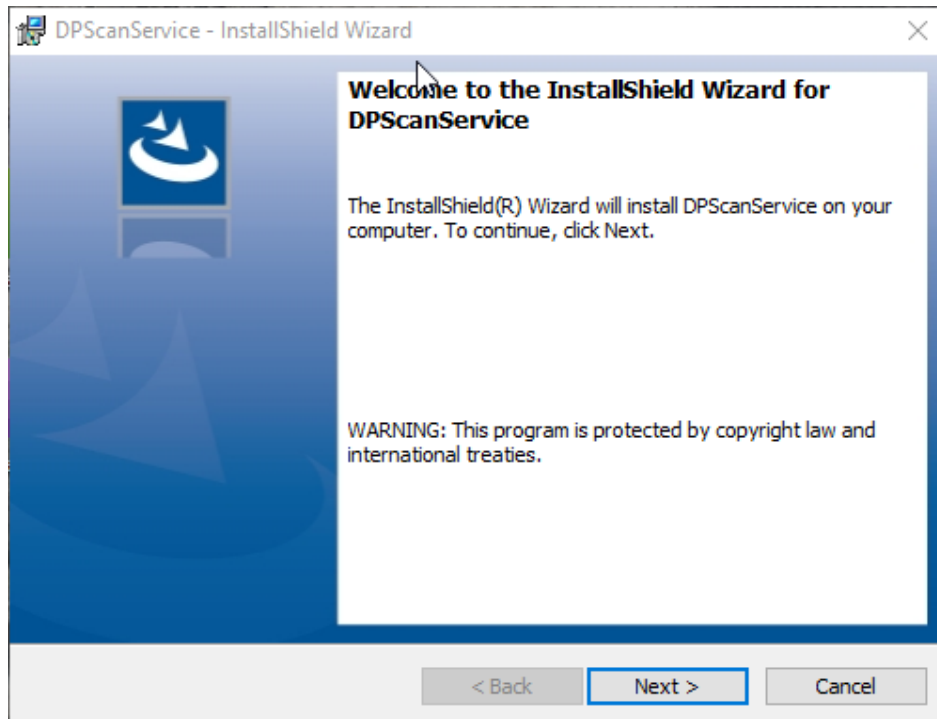
Go to your downloads folder and double click on the **DPScanServiceSetup.exe** file to begin the installation.



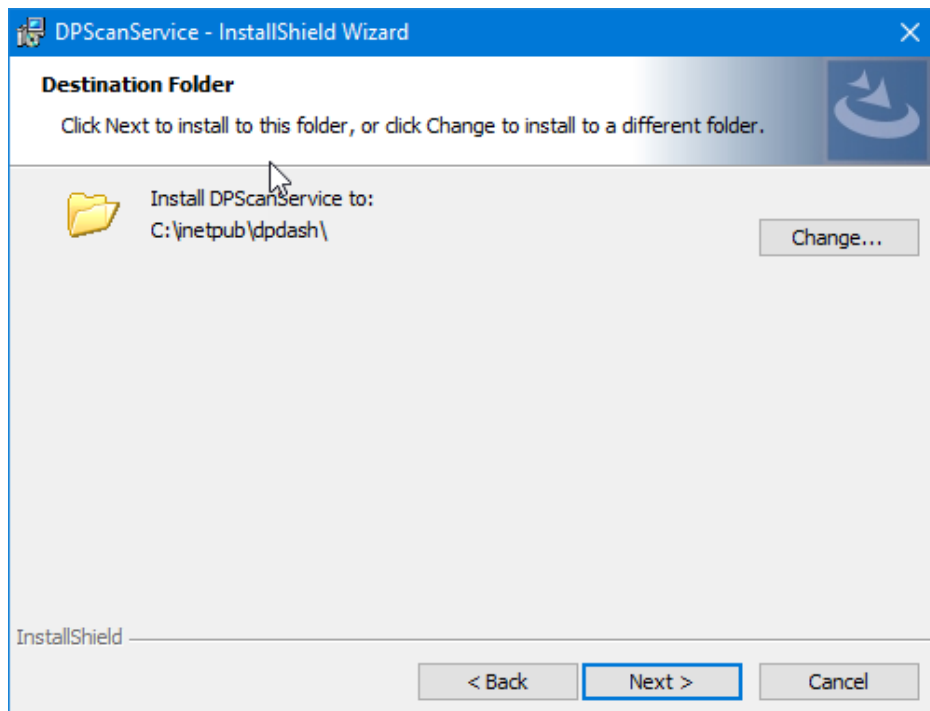
The following screen will appear:



Once the files are extracted, the system will be ready to start the installation.

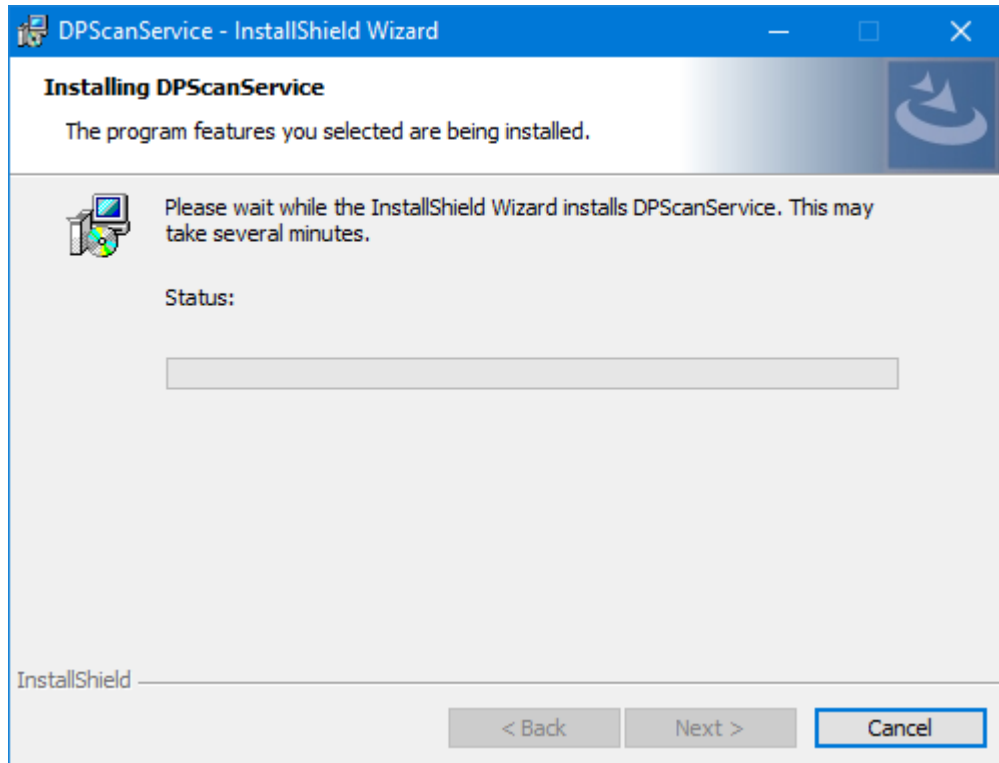
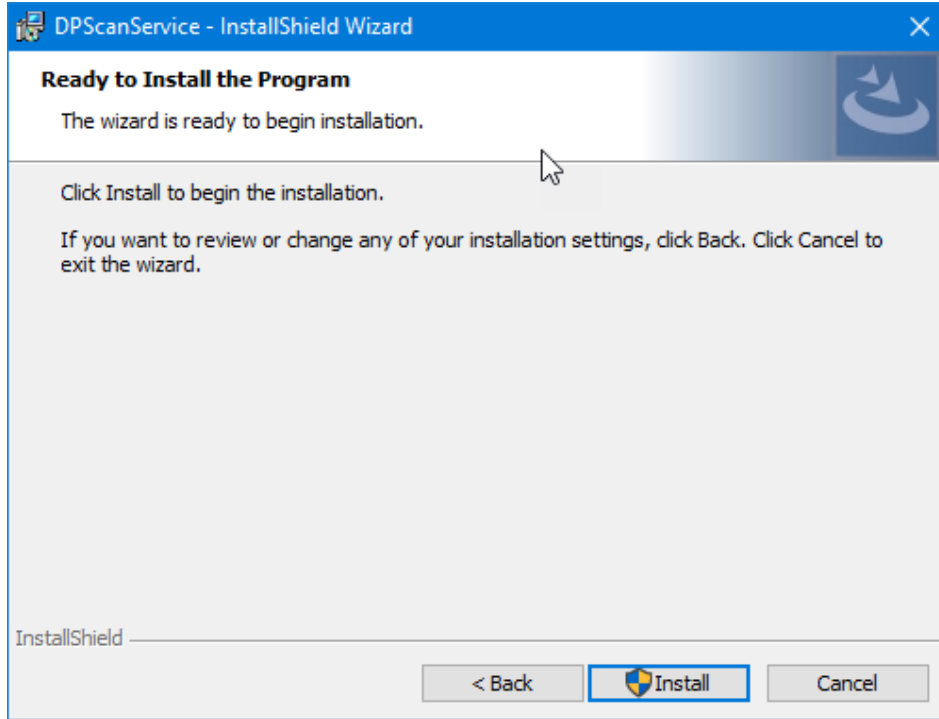


Click “Next” to continue.

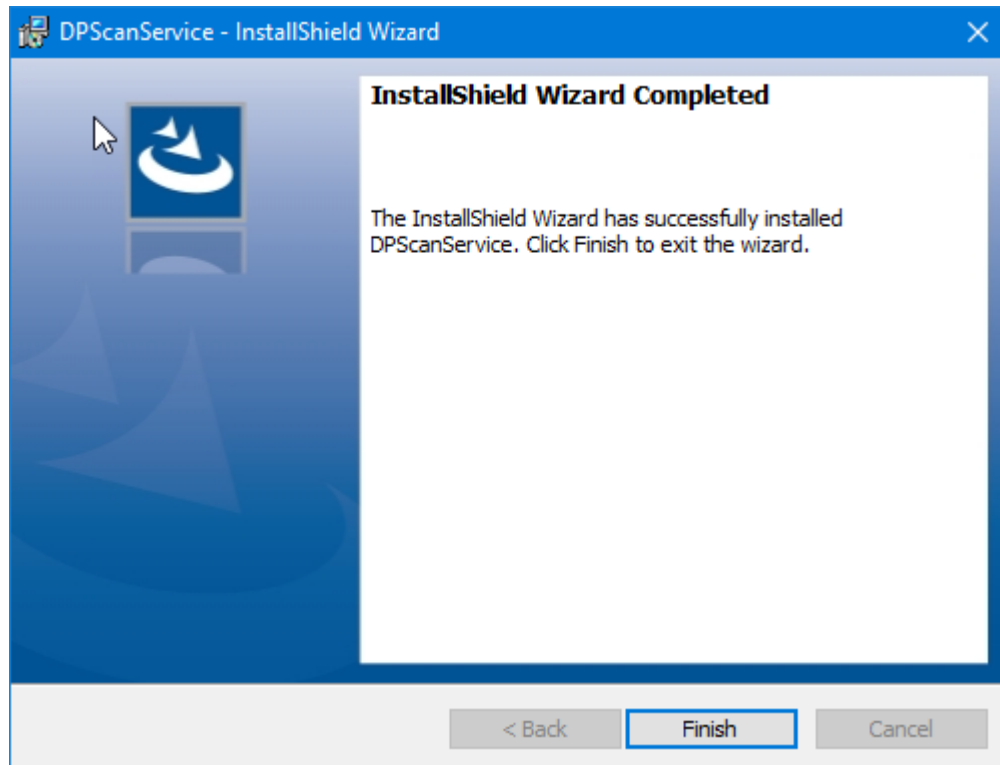


The installation is now ready to continue.

Click **“Install”** to begin or **“Back”** to return to the prior screen.



It is very fast and will be finished quickly.

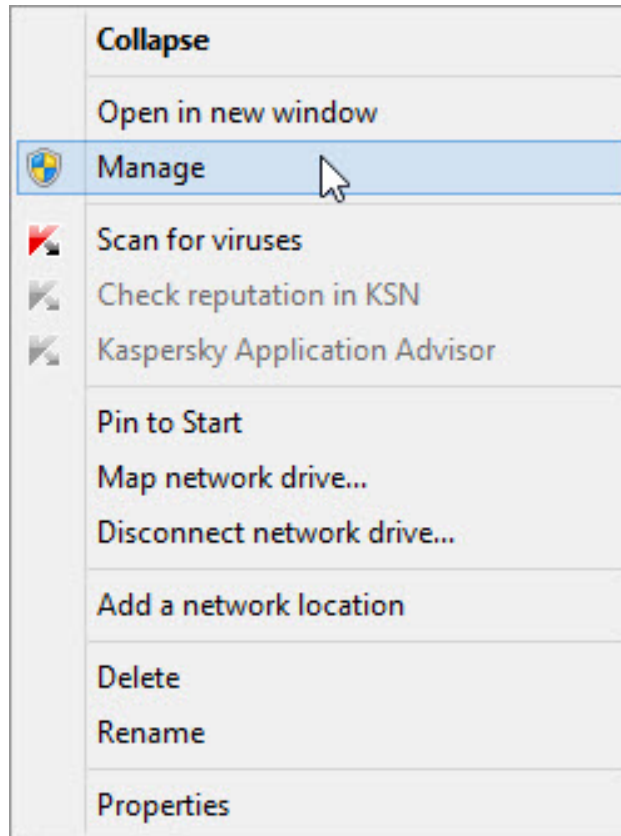


Click on “**Finish**” to complete the installation.

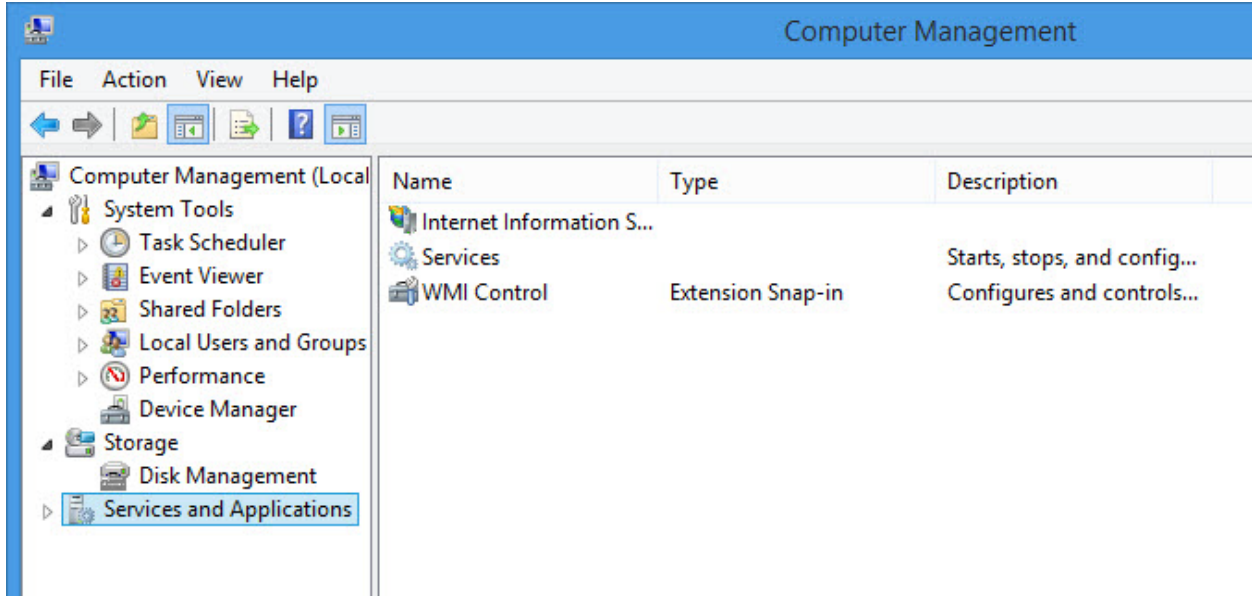
The next portion of the installation involves adjusting the **Microsoft IIS Server** on the **Windows PC** or **Server** where you installed the **DPScanService**. Because **DP/DashBoard/CRM** is required, much of the configuration of the **IIS Server** should already be completed.

Keep in mind that depending on the version of Microsoft Windows that you are using (**Windows 11, 10, 8 or 7**) or whether it is **Windows Server 2022, 2019, 2016, or 2012**, the following screens may appear slightly different as Microsoft tends to change things across versions of their operating system. The same functions of the **IIS Server** are the same regardless of the specific version of the operating system that you have in use.

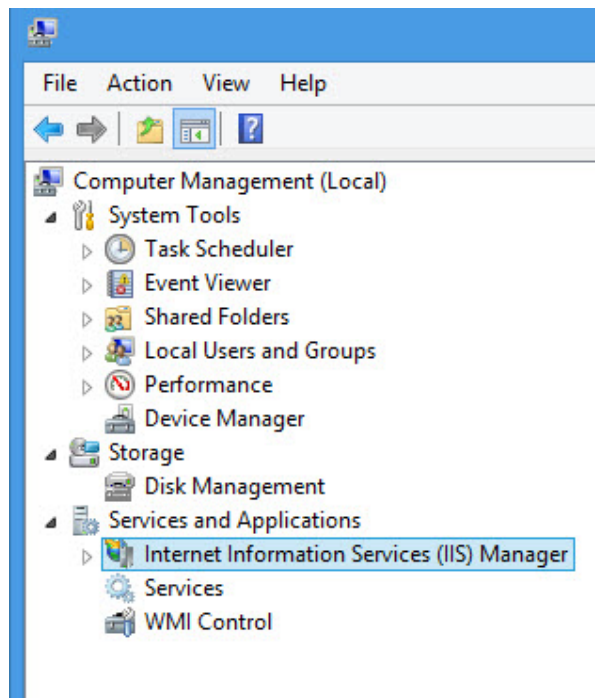
From your Windows Explorer, right click on “**This PC**” and choose the option “**Manage.**”



By choosing this option, the following screen for “**Computer Management**” will appear.

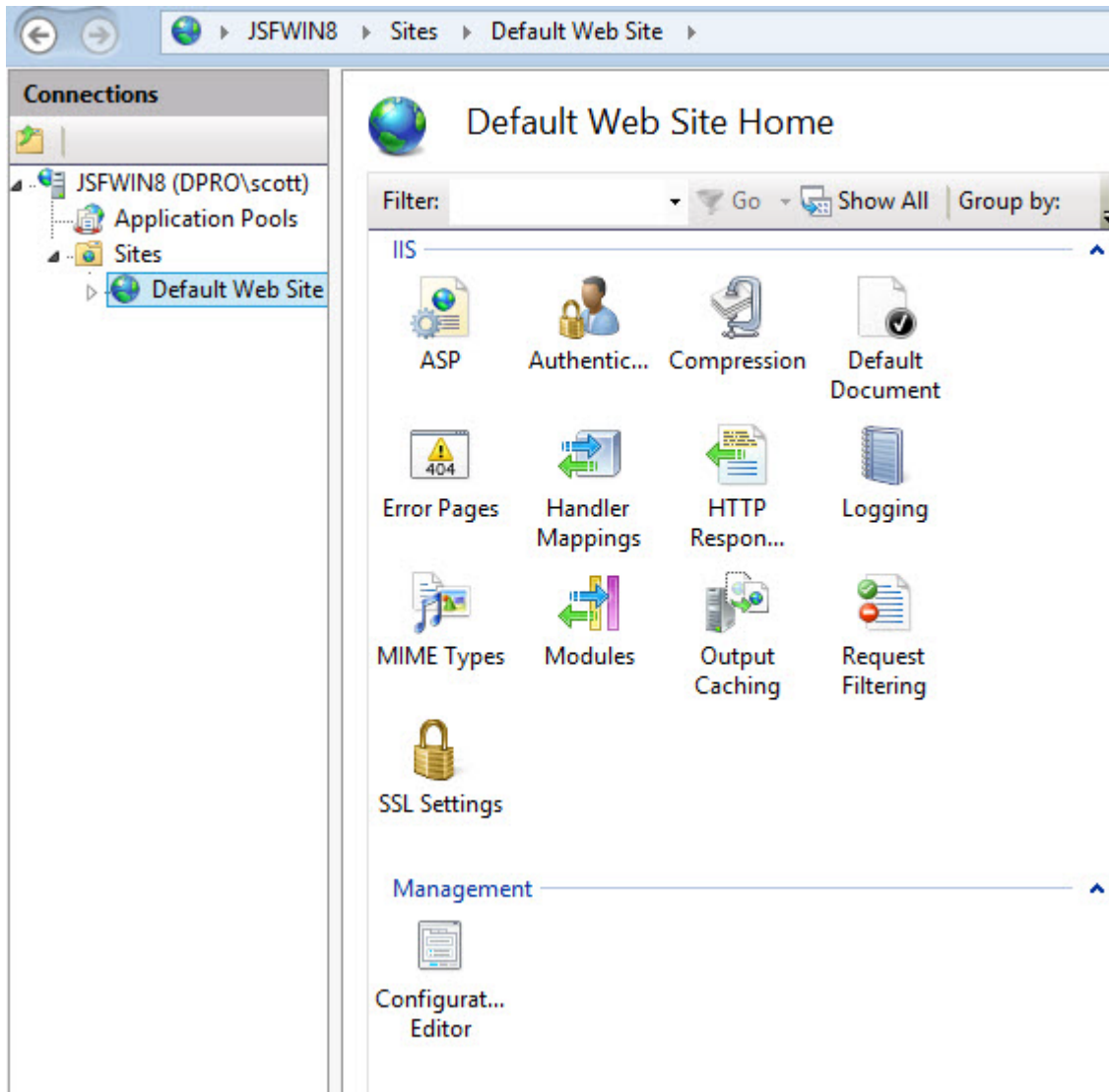


Under the menu option “**Services and Applications**” on the left side of the screen, click on the arrow to open up the list of available options and choose “**Internet Information Services (IIS) Manager**” as shown on the following screen.

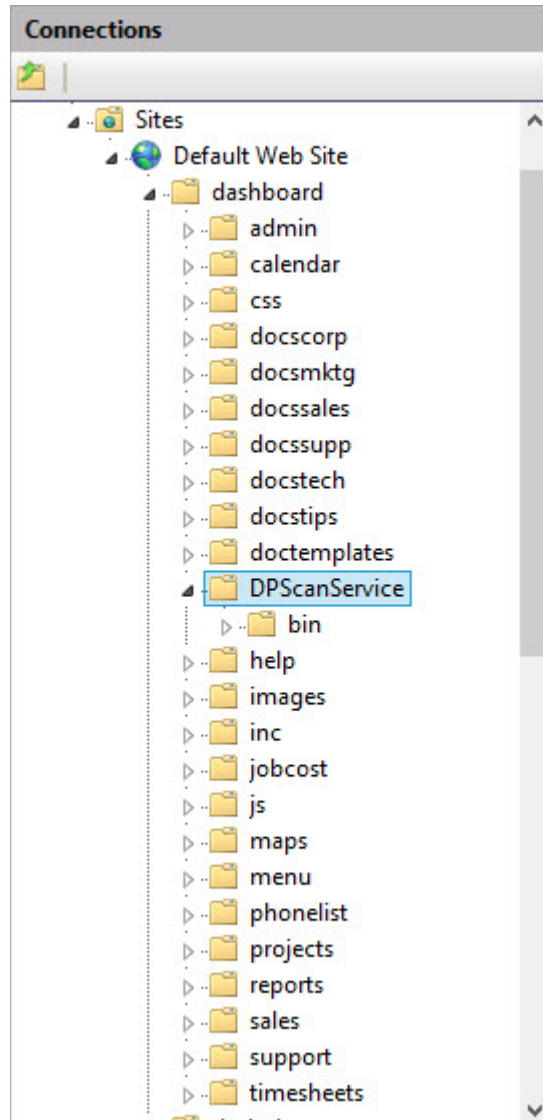


The screen to the right will show a list of connections to the **IIS Server**. There may be only one connection or you may have a long list of connections. It will identify each by the Computer Name of each connection and the user who is connected. Continue to open the arrows under the specific computer where you have installed your **DPScanService** software.

In the example below, it would be the computer **JSFWIN8**. Click under “**Sites**” and then choose the option “**Default Web Site**.”

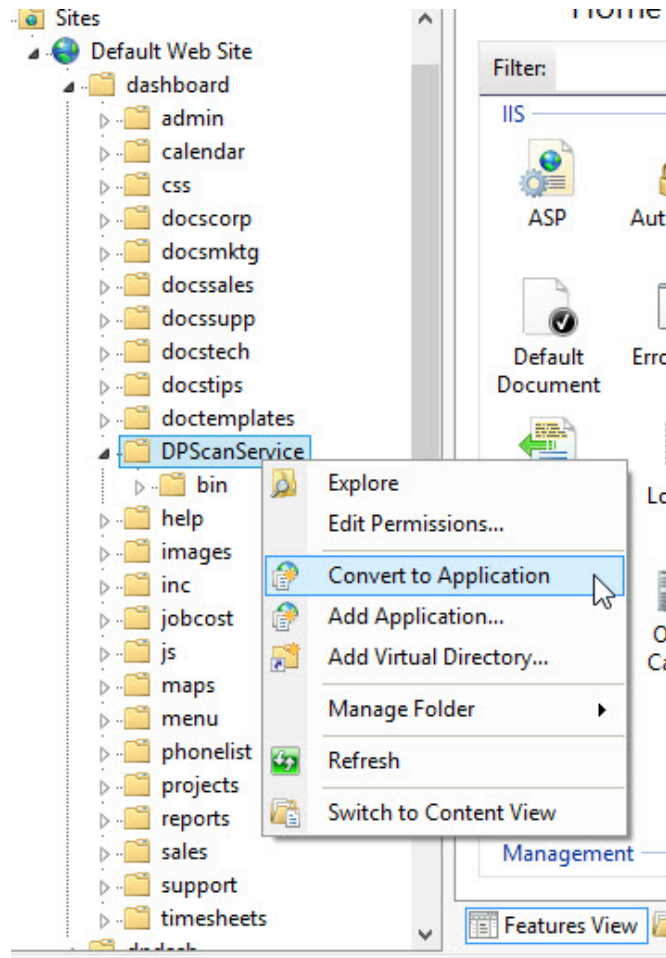


Keep opening the arrows under the “**Default Web Site**” choice and the following list of options will appear as shown on the next screen.

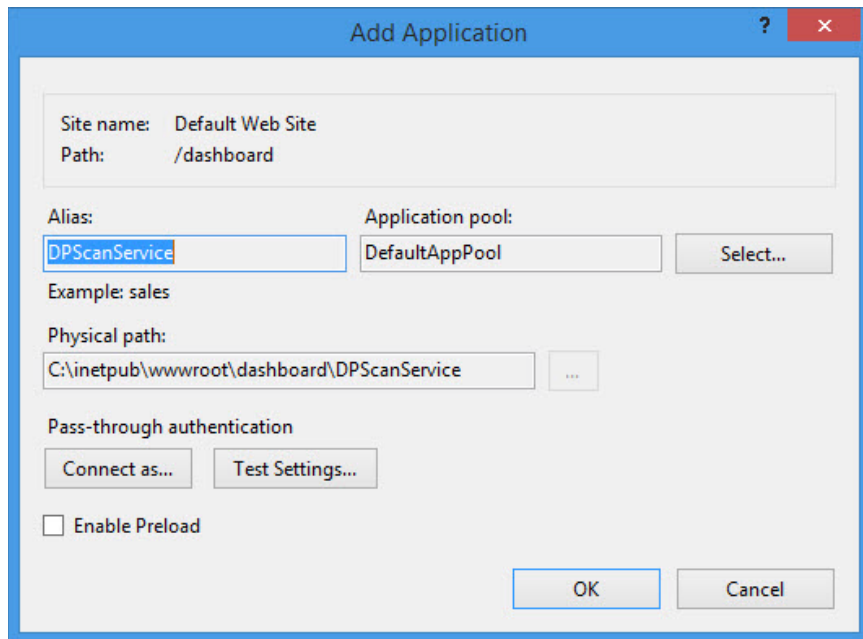


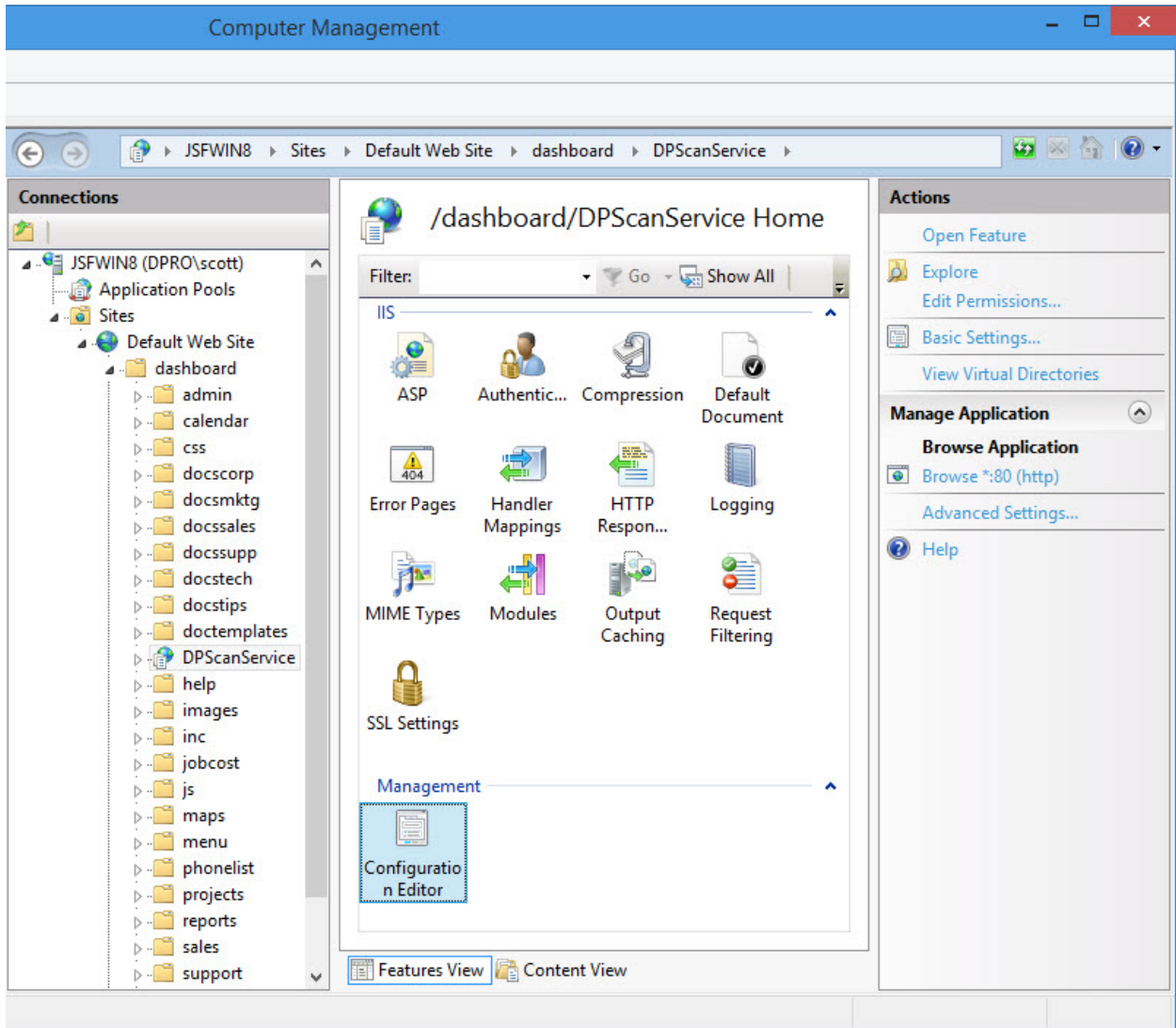
Under the “**dashboard**” option, you will now find the folder for **DPScanService**. Keep in mind that during the installation of the software, the path we entered was **c:\inetpub\dashboard**. This is how it translates when you open up the **IIS Server**. The “**dashboard**” folder is located under the “**Default Web Site**” path.

Next, right click on the folder name of **DPScanService** and choose the option “**Convert to Application.**” The following screen illustrates this choice.

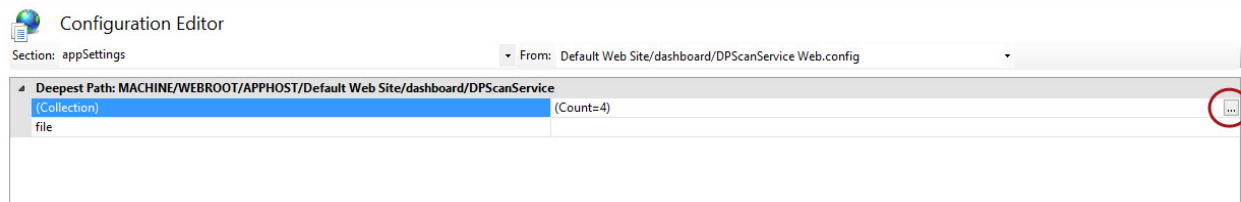


The following screen shows the “Add Application” menu that will appear. Notice the “physical path” that is shown in the window. Click “OK” to continue.





Next, click on the **“Configuration Editor”** option once the **DPScanService** option has been highlighted. With the **“Configuration Editor”** option, highlight the line titled **“Collection.”** Notice that a small box will appear all the way to the right with some small dots which is circled in red. Click on this option to continue.



This is where all of the Master Configuration is located for your pending use of **DP/SCAN!** This controls your scanner whether it be a handheld wireless device or a Windows Desktop or Laptop. These four items direct everything to your installation of your **Infinity POWER** accounting software.

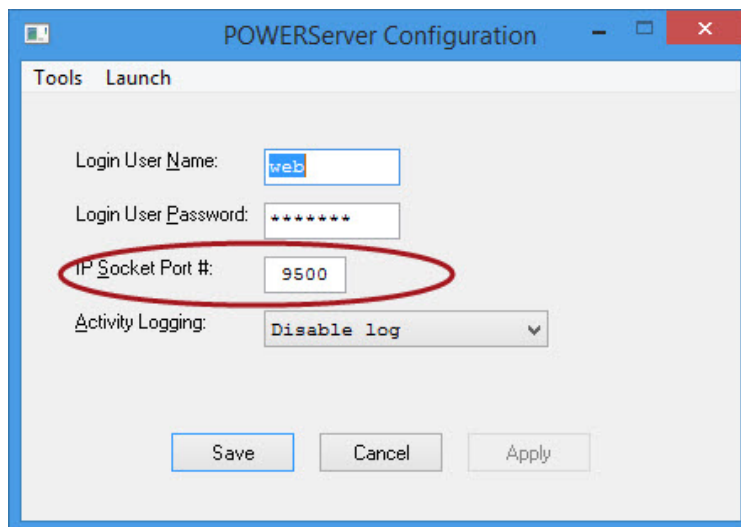
Collection Editor - appSettings/		
Items:		
key	value	Entry Path
DPHostName	localhost	MACHINE/WEBROOT/APPHOST/Default Web Site/dashboard/DPScanService
DPPortNumber	9500	MACHINE/WEBROOT/APPHOST/Default Web Site/dashboard/DPScanService
DPCompanyID	ins	MACHINE/WEBROOT/APPHOST/Default Web Site/dashboard/DPScanService
DPAccountingDate	clock	MACHINE/WEBROOT/APPHOST/Default Web Site/dashboard/DPScanService

The first item is the **DPHostName**. In the above example, the value equals the phrase “**localhost.**” What this is telling you is that the **DPScanService** is installed on the same computer as the **Infinity POWER** accounting software and that the **Data Pro POWERServer** is running on this PC. The **POWERServer** is the background communication engine that must be turned on for everything to communicate with the accounting software.

If you are installing the **DPScanService** on the same **Windows PC** or **Server** as where the **Infinity POWER** software is installed, then you don’t need to specifically name the server, you can just use “**localhost.**”

Otherwise, if you have the accounting software on another server, this is where you would name the accounting server (**i.e. data5.dpro.com**). Make sure to include the domain name of where the server is located unless the two machines are currently within the same network and domain.

The next item is to establish the listening “**Port**” number for the system to use to communicate with. This is the **DPPortNumber**. This must be the same “**port number**” that is defined in the configuration of the **POWERServer** within the **Infinity POWER Accounting Software**.



(21)

Typically, this number is a default of “9500,” but can be any other valid number. This tells the **POWERServer** which “channel” in essence to be listening to for communication of information between **DP/SCAN** and the accounting software.

Every installation of the **Infinity POWER** accounting software allows for the installation of multiple companies and to allow them to be run from a single instance of the software. As such, when you are ready to run **DP/SCAN**, you need to configure the **DP/SCAN** software so it knows which “company” to communicate with and where to find its data files. The company’s data files are represented by the three (3) character alpha/numeric code used when the data files are created.

The next option to configure is the “**DPCompanyID.**” Since the **Infinity POWER** software allows support for literally thousands of sets of company data files, you must specify which three (3) digit code represents the specific company you want your **DP/SCAN** device to communicate with. This would be the same **Company ID** you would select inside the accounting software by pressing the **F4** key to change companies.

The screenshot shows a 'Company' configuration window. At the top, there's a 'Number' dropdown menu set to 'dpa'. Below it is a 'Name' text field containing 'Data Pro Accounting Software, Inc.'. The 'Phone' field has '727-803-1500', 'Last Month' is a spinner set to '12', and 'Country Code' is 'US'. There are two address sections: 'Mailing Address' and 'Shipping Address'. Each has an 'Address' field with three lines of text: '111 Second Ave NE', 'Suite 360', and a blank line. Below each address section are fields for 'City' (St Petersburg), 'State/Province' (FL), 'Zip' (33701), and 'Country' (US). At the bottom, there are three buttons: 'New Company', 'OK', and 'Cancel'.

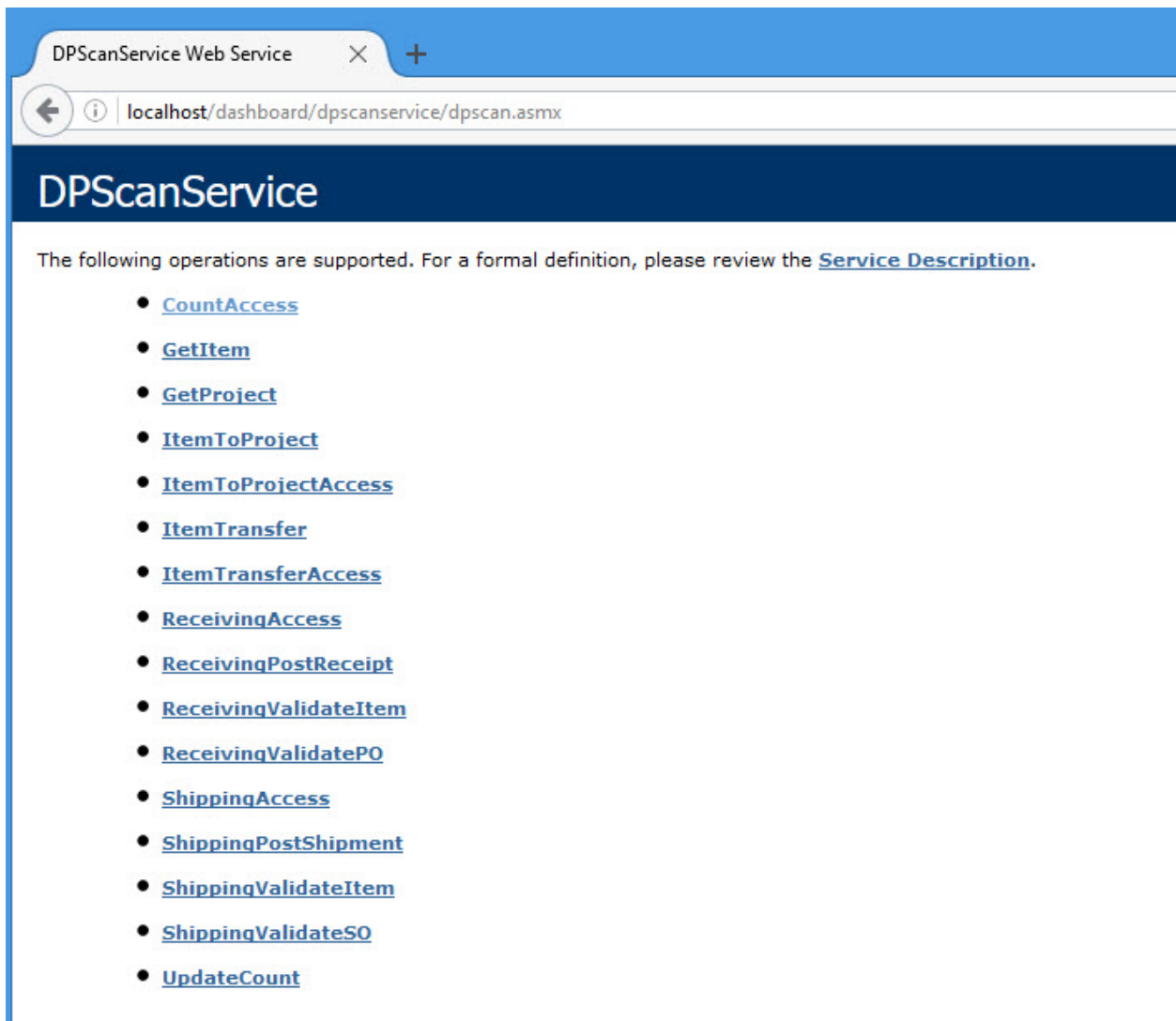
Finally, you would define the “**DPAccountingDate.**” The value to enter here to use the computer calendar or current date would be “clock.” Otherwise, you would enter “123123” to define the specific date that you want the scanner to use to specifically post the transactions to the accounting system. For instance, you may not actually be done performing your physical counts by **December 31st**. It may actually be **January 2nd**. But, you want your accounting system to be updated as of **December 31st**.

Therefore, you can override the “**clock**” setting here and allow all of the posting activity to be posted to a specific date setting before you start the “**New Year’s Data Files.**” Once completed, you would then return this setting to “**clock**” in the new fiscal year.

When these options are all done, you can save your work and exit the **IIS Server** settings. To test whether or not you have succeeded in your efforts, you can open any browser and enter the name of the serve you entered into your configuration above. If it was “**localhost,**” because the accounting software is on the same machine as the **POWERServer** and the **DP/DashBoard,** then all you need to enter is the following:

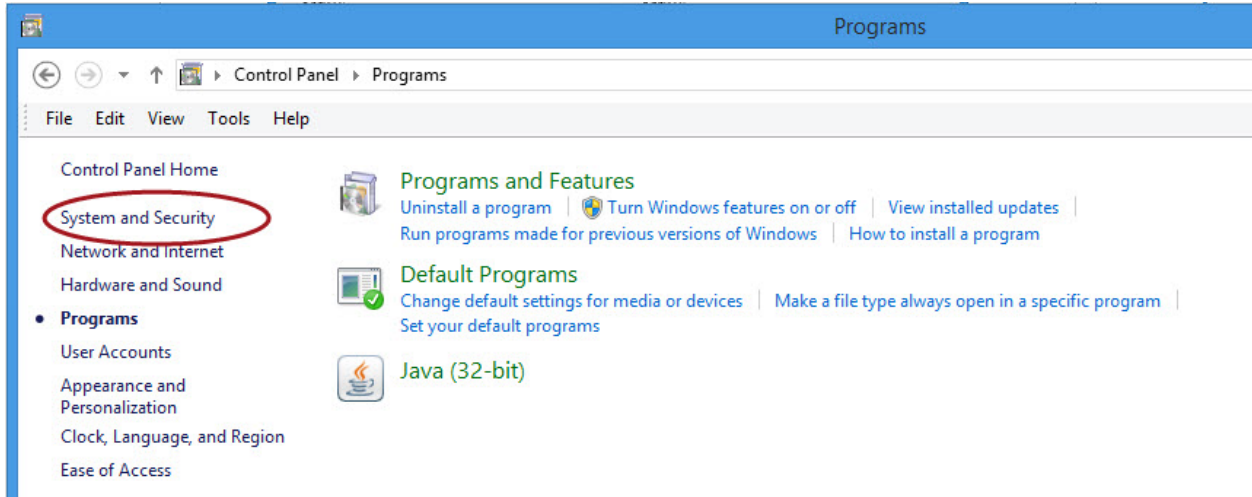
<http://localhost/dashboard/dpscanservice/dpscan.asmx>

If you get the following screen, you have successfully configured your software. If not, you have some more checking to do. Otherwise, your scanners won’t be able to communicate with your accounting software.

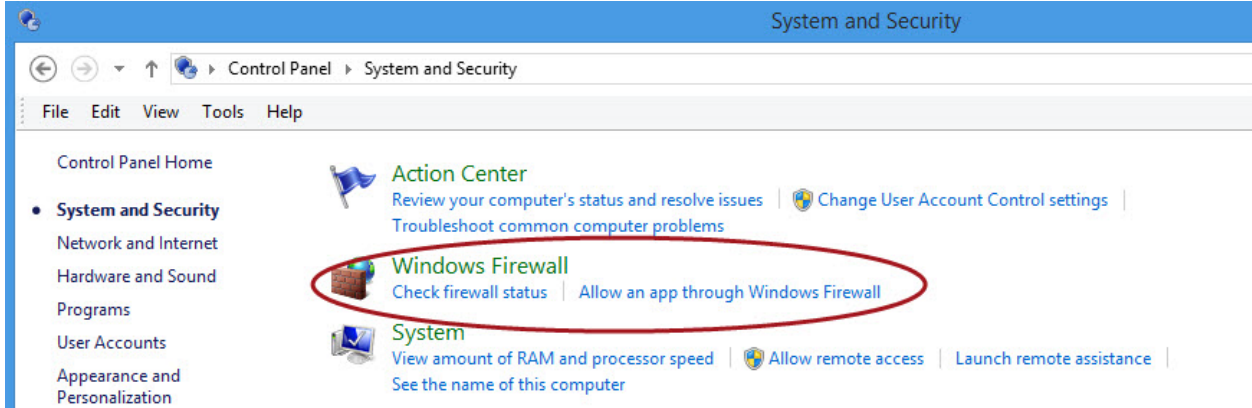


If the previous screen does not appear, or you can not access it from one of your laptop or mobile handheld devices, the first item that you need to check, is the Windows Firewall on the host Windows PC or Windows Server.

Under the “**Windows Control Panel**” option, select the “**System and Security**” menu as shown on the following screen:

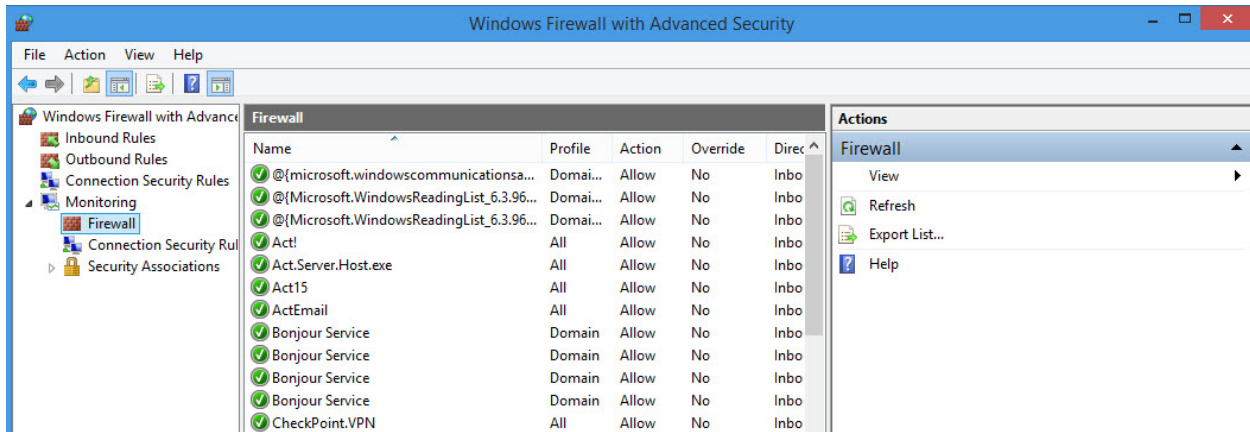


At this point, choose the “**Windows Firewall**” menu option.

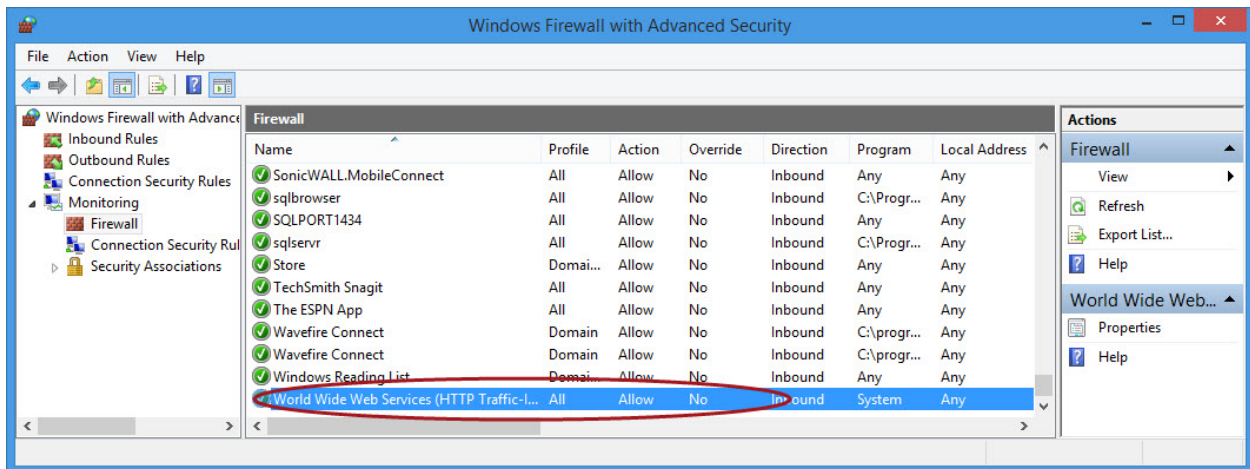


Next, select the “**Check firewall status**” option as shown in the previous screen.

The following screen will appear where you want to choose the bottom option at the top left for “**Monitoring.**”



Scroll all the way to the bottom of the Firewall listing of options and you will find a listing for the **“World Wide Web Services (HTTP Traffic)”** as shown on the following screen:



In the second column, you must insure that the **“Action”** says **“Allow.”** If not, you must click on this and say **Yes**, which will change the default action to **“Allow”** as shown above.

SETUP & CONFIGURATION FOR DP/SCAN

Every office or warehouse can be configured differently using open or closed networks, with or without, security involved. Depending on how your IT managers have configured your local area network, you need to first connect the bar code scanner to the wireless network before you can proceed with the following steps.

If you're using **DP/SCAN for PC**, make sure to connect your laptop to the company's wireless network just like any other wireless network connection within Windows. For Handheld Users, turn on your bar code scanner and let it boot up from the operating system level to its main menu. First and foremost, the bar code scanner has to be connected to a **"Wireless Network."** Tap on the **"Wireless Manager"** option and click on **"Enable"** if the WIFI setting is currently **"Disabled."** Choose the **"Settings"** button and select from the list of available WIFI Network options that appear on your list. This will vary by location. Click on the name of the WIFI connection you want to use and select the **"Connect"** button to the right of the name.

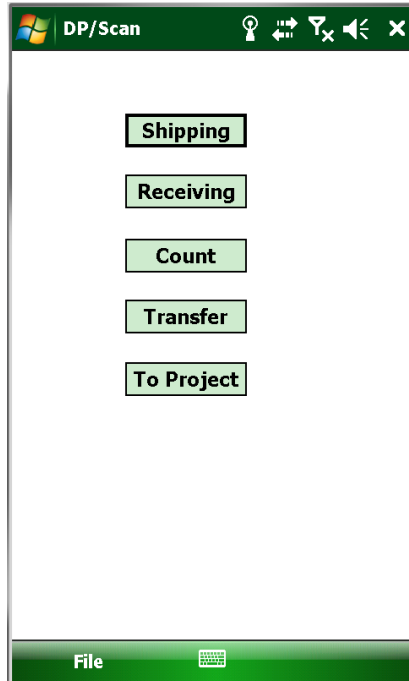
The **"Configure Wireless Network"** screen will appear next. Assume the defaults and click on **"Next"** on the bottom right of the screen. The next screen is the **"Configure Network Authentication"** option. If your WIFI network has been configured with security types such as **"WPA,"** you will need to select the specific option and the **"Data Encryption"** method on this screen.

You may also then be prompted to enter your **"Network Key"** to access the WIFI network, if necessary. Click on the **"Next"** button at the bottom right of the screen when completed. The next screen will prompt whether to **"Use IEEE 802.1x network access control"** and the **"EAP Type."** Make your selection and click on the **"Finish"** button at the bottom right of the screen. You will return to the main screen for configuring wireless networks.

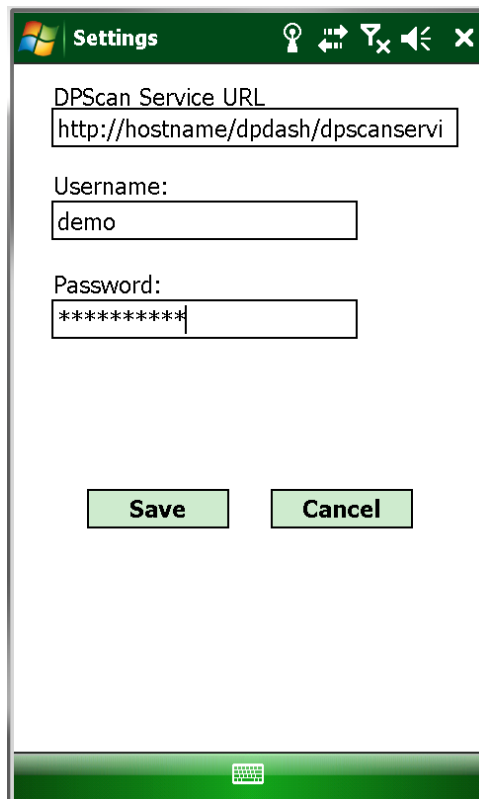
Some of these options may vary depending on the specific model of Bar Code Scanner you are using. If you are using the **Motorola MC 9200**, these options are specific. The key point is that whether you are using a Laptop or Desktop PC or a Handheld Scanner, you must first connect to a **"wireless network"** before you can proceed to configure the **DP/SCAN** software for use.

On the Handheld Scanner, click on the **"START"** option at the top left of the screen assuming you are now connected to a **"Wireless Network."** Select the option from the menu list titled **"DPSCAN."**

The following screen will appear:



At the bottom left of the screen, click on the option “File.” Choose “Settings” and the following screen will appear:



(27)

This is the menu option whereby you may configure the **DP/SCAN** software to communicate with your **Infinity POWER** accounting software and more specifically, the web service as it was installed for the company the scanner is to be used with. The vehicle that **DP/SCAN** uses to communicate by is the Data Pro module called **POWERServer** which is included in the **Infinity POWER Advanced Accounting Software** products (*Version 7.3 and higher*).

If you have a version of the software that is earlier than this version release, it will be necessary to upgrade your software first before proceeding with this installation. As part of installing the **DP/DashBoard/CRM**, the **POWERServer** and the **Advanced Security Administrator** module both would have been installed and operational prior to configuring **DP/SCAN**. You cannot use the “**Standard**” security feature found within the **Infinity POWER** software and integrate with the **DP/SCAN** software. You **MUST** have the “**Advanced**” version of the **Security Administrator** implemented, which incorporates specific users and groups with passwords.

Both of these applications are required for the communication between **DP/SCAN** and the accounting data files to occur. Whatever user name and password that is used to configure the **POWERServer** module is what will be used in the configuration of **DP/SCAN**.

To make any entries on this or other screens, notice at the bottom of the screen is an image of a keyboard as shown on the following screen:



Click on this “**keyboard image**” and a small keyboard will appear across the bottom of the screen that will allow you to type in data for each field requiring input. Once this is completed, click on the “**Save**” button to complete the configuration.

As shown on the following screen, the “**POWERServer Hostname:**” needs to be defined as the name of the computer where the **POWERServer** module is “**installed and running.**” This can be a specific IP address as well. This is where **DP/SCAN** is going to look to communicate with the accounting data files. For instance, in the prior section, we configured the **DPScanService** on the same computer where the accounting programs and data were located. As such, the path we could use to communicate to the server would be:

<http://localhost/dashboard/dpscanservice/dpscan.aspx>

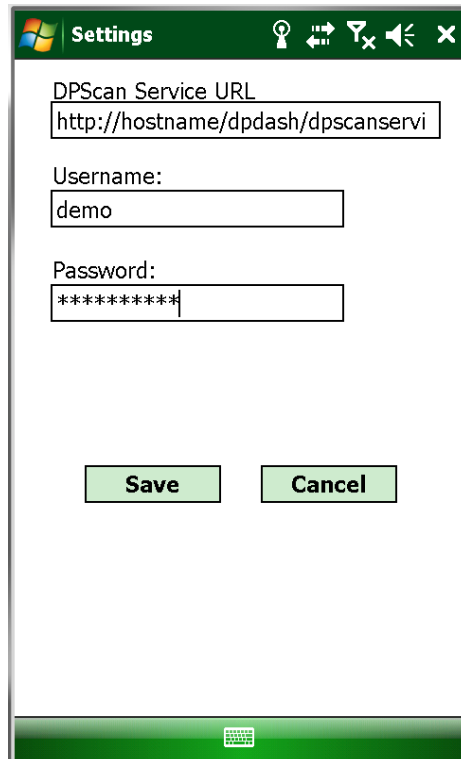
Or, it can be the name of your actual server such as:

<http://data5.dpro.com/dashboard/dpscanservice/dpscan.asmx>

Likewise, once **DP/SCAN** finds where the **POWERServer** is located, the application will need to know which “**POWERServer Port #:**” to communicate on. The default answer for this prompt is “**9500.**”

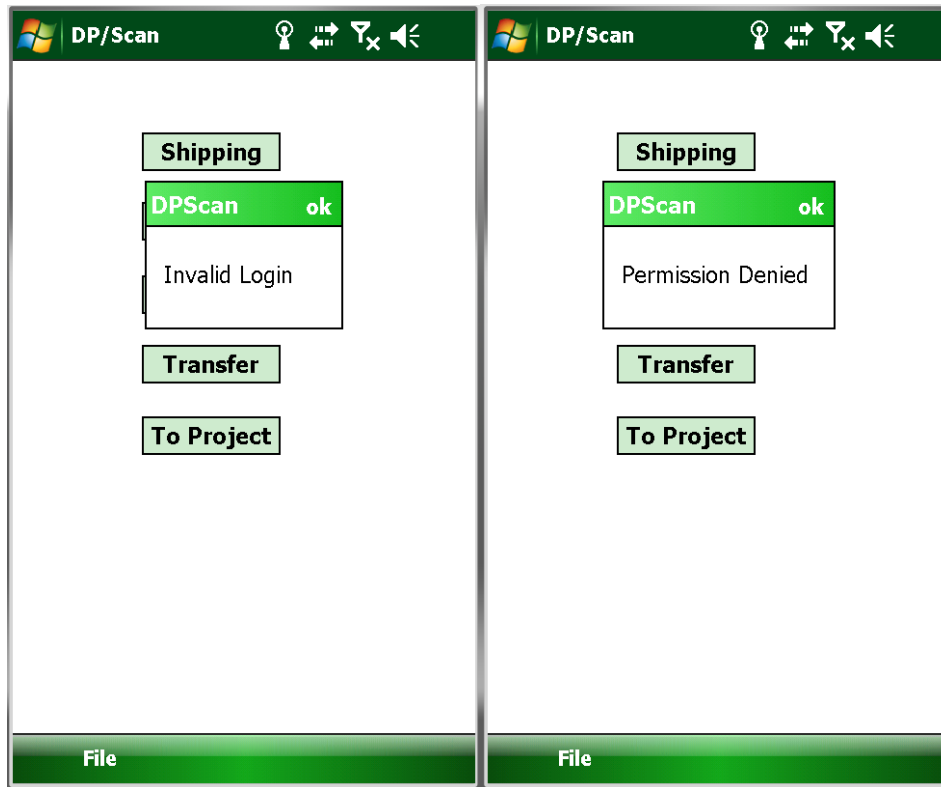
The “**Username**” and “**Password**” have to be identical to what has been defined in the **POWERServer** master configuration. This will allow the device to communicate in “**real-time**” with the accounting software data files for the specific three (3) character **Company ID** you have entered in the **IIS Server Master Configuration** for **DPScanService**. Keep in mind, that if you want to use the scanner for multiple companies, you will have to go the **IIS Server Master Configuration** to change the **Company ID** and the **Username** and **Password**, if they are different on a company-by-company basis.

Normally, multiple companies would be hosted on the same server and as a result you wouldn't need to change the **POWERServer Hostname** or **Port #**. If the data files are located, though, on a different server, then that would be required.

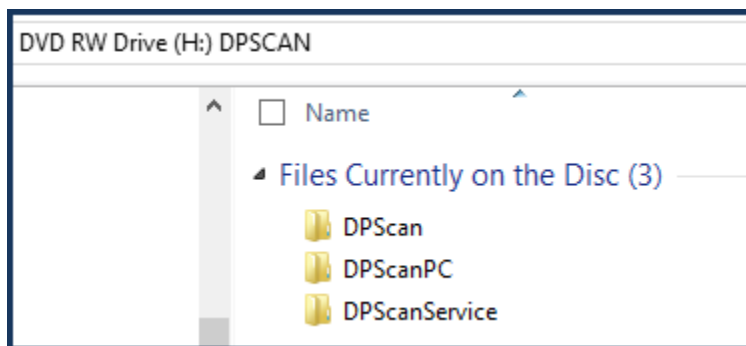


The image shows a Windows-style dialog box titled "Settings". It contains three input fields: "DPScan Service URL" with the text "http://hostname/dpdash/dpscanservi", "Username:" with the text "demo", and "Password:" with the text "*****". At the bottom of the dialog are two buttons: "Save" and "Cancel". The dialog box has a green title bar and a green footer bar.

Click on “**Save**” once this information has been entered. You will be returned to the Main Menu as shown on the following screen: If the information entered in **Settings** is incorrect, selecting any of the options on the Main Screen will result in one of the following errors.

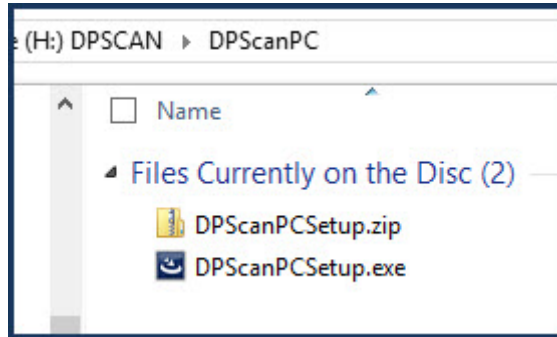


If you are configuring **DP/SCAN for PC**, make sure you have copied it to your accounting server after downloading it from the Data Pro web site or after copying it from the **DP/SCAN PC CD-ROM**. If you received the **DP/SCAN CD-ROM**, if you insert it into your CD Drive, you will find a series of folders:



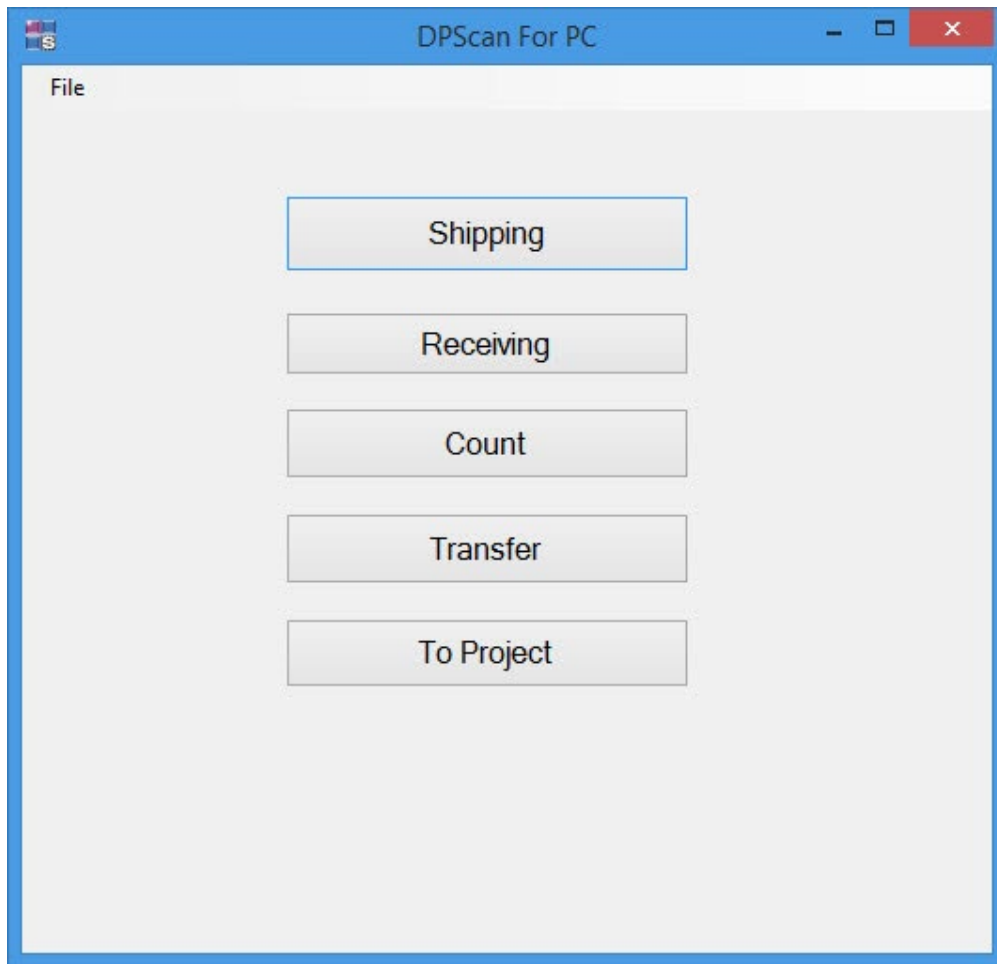
The download includes the application for installation on a Handheld Wireless device (**DPScan**), installation on a Windows PC – Desktop or Laptop (**DPScanPC**) and the (**DPScanService**) which is designed to communicate directly to the either version of **DP/SCAN** and an add-on function to the **DP/DashBoard/CRM** module. **DP/DashBoard/CRM** must have been installed previously.

If you double click into the folder for **DPScanPC**, you will see two files as shown on the following screen:

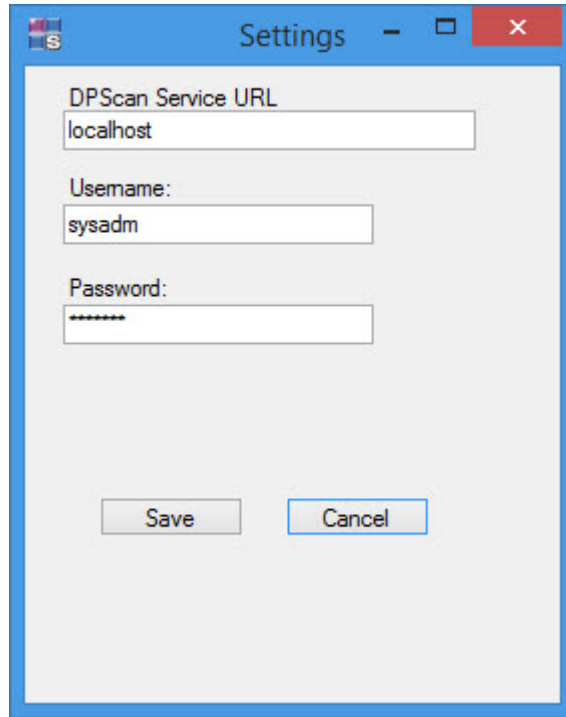


The “**zip**” version of the **DPScanPCSetup.exe** file is included in the “**zip**” file in case your network is locked down in a manner where the “**exe**” file could not be copied across the network to where you need it installed.

Otherwise, you may double click on the **DPScanPCSetup.exe** file to launch the **DP/SCAN** utility. When you do, the following screen will appear:



As with the handheld version of the software, you must first configure the software to define how it is to communicate with your accounting data files. Click at the top left of the screen on “File.” Choose the “Settings” option.



Enter the **URL** where the **DP/SCAN Service** can locate **POWERServer** that is communicating with your accounting data files. For instance, this was the path we entered previously when we installed the **DPScanService** on the same computer as the accounting software.

<http://localhost/dashboard/dpscanservice/dpscan.aspx>

Or, it can be the name of your actual server such as:

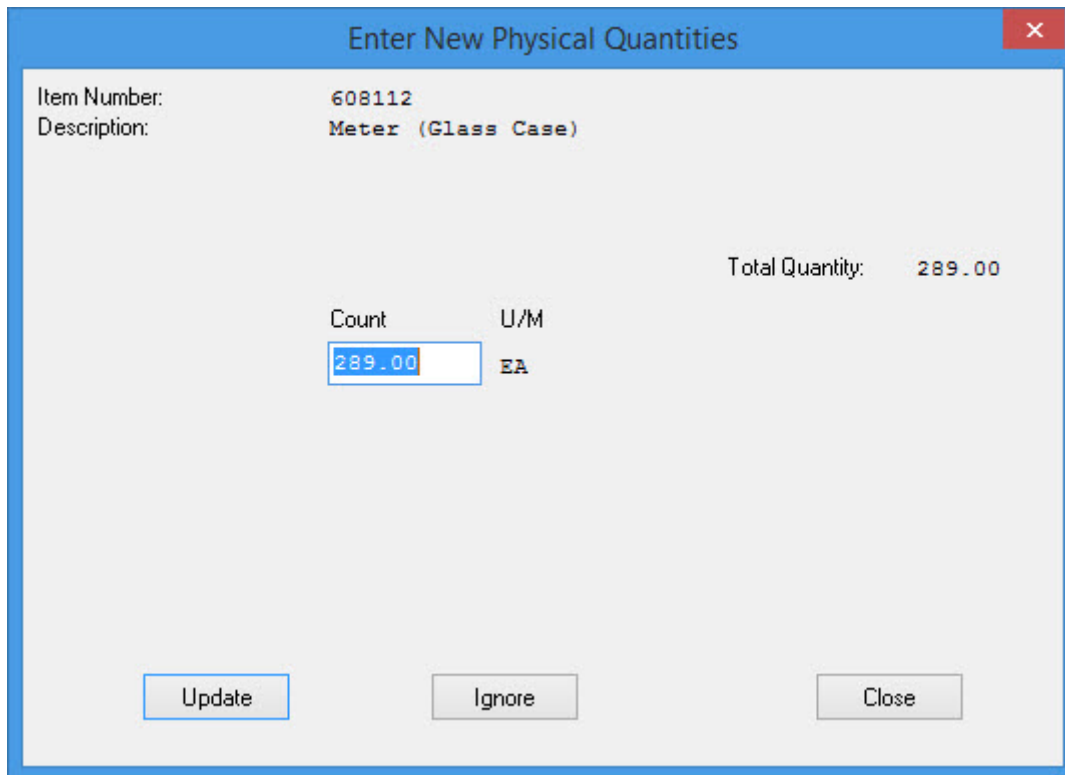
<http://data5.dpro.com/dashboard/dpscanservice/dpscan.aspx>

The following sections describe the functionality of the **DP/SCAN** software. It does not matter whether you are using a **Handheld Scanner** or a **Windows PC (Desktop or Laptop)** to run the software. From this point forward, all functionality is identical and will be described as such. The word “**Stylus**” will refer to **Handheld Scanners** while the word “**Mouse**” will refer to the **Windows PC** version of the software.

COUNT

For many users, the most important and primary reason for purchasing **DP/SCAN** is to use the **“COUNT”** function for scanning or **“counting”** the current physical quantities. Whether in a warehouse, or on a truck, this option will verify that the amounts **“on hand”** for inventory items are the same amounts currently reflected as the **“perpetual amount”** calculated by the **Infinity POWER Inventory Management** software.

For instance, you can go to the **Inventory Management** module, choose the **“Set Up and Maintenance”** menu option and then choose the option **“Enter Physical Counts”** as shown on the following screen:



The screenshot shows a window titled "Enter New Physical Quantities" with a red close button in the top right corner. The window contains the following information:

- Item Number: 608112
- Description: Meter (Glass Case)
- Total Quantity: 289.00
- Count: 289.00 (highlighted in a blue box)
- U/M: EA

At the bottom of the window, there are three buttons: "Update", "Ignore", and "Close".

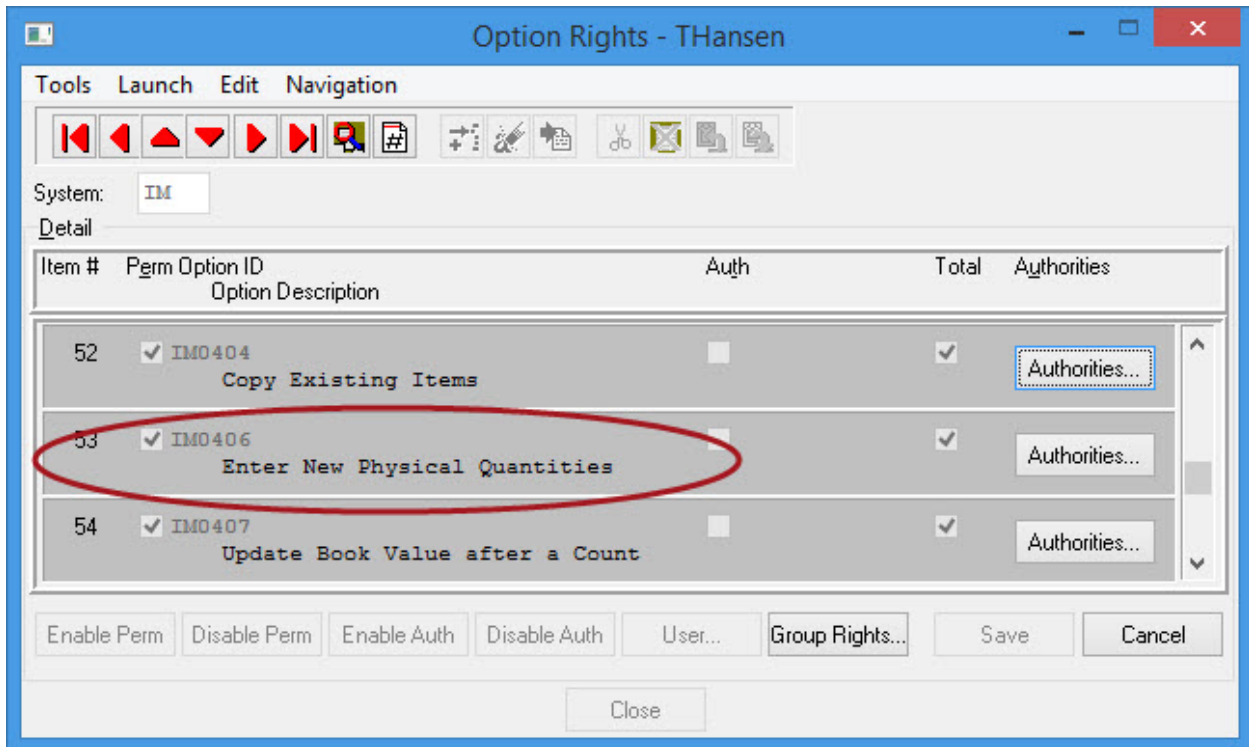
This will provide you with the equivalent functionality as the **“COUNT”** option within **DP/SCAN**. It does not replace the ability to **“Print Count Sheets,”** manually go and count items and enter them directly into the system through the **Infinity POWER Inventory Management** software. With **DP/SCAN**, you can count one item at a time by selecting an item scanning it with a default Quantity of **“1.”**

Or, you can scan one item and enter a **“total quantity”** for the item that has been scanned. In this case, for example, you may be scanning a **“bin label”** and manually counting the smaller quantity of items in a bin and simply entering the **“total quantity”** of the items in the bin for the scanned item.

This will update the option in **Infinity POWER Inventory Management** module in the same way as if you have manually entered the **“Count”** through the menu option **“Enter New Physical Quantities.”** This allows you to be **1500** yards away in the back end of some warehouse looking at bins and bins of various inventory items to be counted.

Better yet, the **DP/SCAN** software allows you to perform physical counts in “**real time**” as you manually walk through a warehouse, a section of a warehouse, through a truck or through a range of bins performing a “**Cycle**” count as often as you desire.

You must, however, have the **Advanced Security Administrator** rights as a user within the accounting software to perform this function or you will not be able to access this option within **DP/SCAN**. The security object you need is shown on the following screen:



You may be provided these security rights at a “**group**” or individual user level, but either way, you must have rights to this option within the **Infinity POWER** accounting software or you will not be able to use the “**COUNT**” option within **DP/SCAN**.

Once you select the “**COUNT**” button on the main menu, the following screen will appear:

Inventory

Item #:

Quantity:

Replace Count:

Save

Close

1. The first step is to identify the Inventory Item number. Confirm that the cursor is blinking in the box below the “**Item #**” field. Place the scanner’s red laser light over the barcodes that are located on the Inventory item or the label that may be printed on the “**bin label.**” The scanner will beep and the “**Item #**” will then be shown in the box below the “**Item #**” as shown in the following screen.

Inventory

Item #:

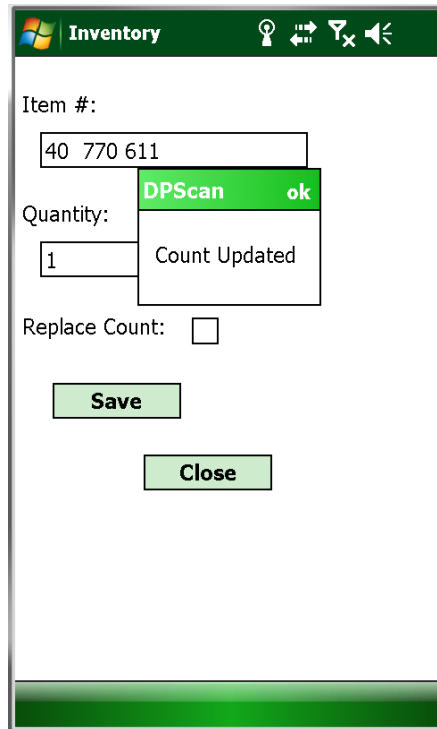
Quantity:

Replace Count:

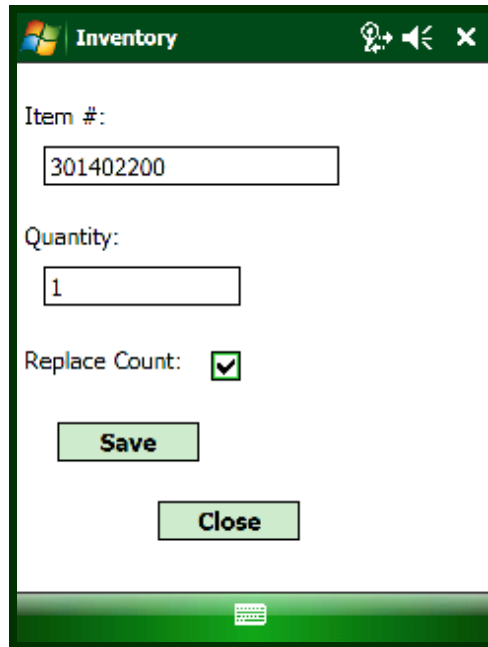
Save

Close

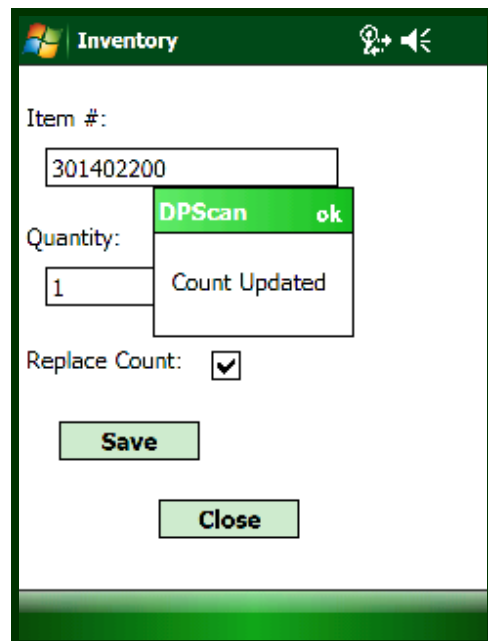
- Once the inventory number has been verified, enter the **“Quantity Counted”** in the **“Quantity”** field if the number is different than the default value of **“1.”** If the item has been counted previously, using your stylus or mouse, click on the **“Replace Count”** box. This will tell the system to override any previous quantities that have been entered during the physical counting process.
- Next, click on the **“Save”** button. After the **“Save”** has been clicked, a new pop-up window will appear with the words, **“Count Updated.”** This window confirms that the number of that particular inventory item has been counted and the system has been updated. Click **“Ok”** to close the window.



- There may be times when performing a physical count that the actual quantity in the system is inconsistent with the quantity counted and therefore the entire warehouse or truck may have to be **“recounted.”** Or, it may be necessary to just recount specific inventory items and replace the previous count for those items only.
- To accomplish this recount, make sure that the cursor is blinking in the box below the **“Item #”** box. Place the scanner’s red laser light over the barcodes that are located on the inventory item. Verify the inventory item number, and enter the **“adjusted”** quantity. Click on the **“Replace Count”** box. Then, click **“Save.”** The screen will be shown as follows:



6. After **“Save”** has been clicked, a new pop-up window will appear, with the words, **“Count Updated.”** This window confirms that the number of that particular inventory item has been counted and the system has been updated. Click **“Ok”** to close the window.



7. Continue to scan items throughout the warehouse section by section, or on a truck, until the range of items you have elected to count is completed.

8. The impact and benefit to an organization of this feature is that now you don't have to shut down the company to go **“Perform a Physical Count”** at the end of a quarter or month. Now, using **DP/SCAN** you can create a schedule for your staff to perform **“cycle counts”** whereby they select a section of a warehouse or a **“truck or range of trucks”** to count on a schedule of the month or quarter, that allows you to systematically keep your inventory **“counted”** and managed on-going without creating chaos in between.
9. Once counted, the function of running the **“Inventory Shrinkage Report”** in the **Inventory Management** module remains the same. You will still end up with results similar to these:

Infinity POWER Sample Company, Inc. Inventory Shrinkage Report						Page 1 (7) 07/07/2023	
Item Number	Description	U/M	On-Hand Quantity	Last Count Quantity	Shrinkage Quantity	Shrinkage Value	Adj.
1060178511	Corner Blocks *Up to 4 lines of Description *On an Inventory Item. Lines *with an asterisk don't print	EA	20,028.00	19,504.00	524.00	\$4,527.36	
1060185461	Concrete Blocks	EA	400.00	118.00	282.00	\$0.00	
1060216522	Cement - 100 lb. Bag	Bag	1,273.00	1,337.00	64.00-	\$0.00	X
11APOLE	Electric Box Pole	EA	0.00	3.00	3.00-	\$0.00	X
201502241	Roofing Tar Paper *Order by the dozen rolls.	Roll	1,717.00	1,900.00	183.00-	\$0.00	X
201513311	Roofing Tar	Gal	4.00	43.00	39.00-	\$0.00	X
201646141	Roofing Nails	Bag	936.50	975.00	38.50-	\$0.00	X
301402200	Roofing Shingles	Box	0.00	109.00	109.00-	\$0.00	X

10. Remember, the purpose of counting your inventory is to get an accurate balance with the monetary values in the **“Inventory Value Summary Report”** that will ultimately be used to **“balance”** to your **“Balance Sheet”** in the General Ledger module. This is your cross-check to ensure that the value stated on your financial statement accurately reflects the actual values in your physical inventory control system.
11. If these numbers do not match, your system is not in balance and you need to do one of the following steps:
 - Recount your inventory to insure that items haven't been **“over-counted”** or **“under-counted”** and re-run all of the same reports to verify their balances.
 - Make journal entries in the General Ledger to either increase or decrease the Inventory account balance(s) and adjust the offsetting amount to your **“Shrinkage”** account which is generally defined as a **“Cost of Sales”** account in the Chart of Accounts of most firms.

SHIPPING

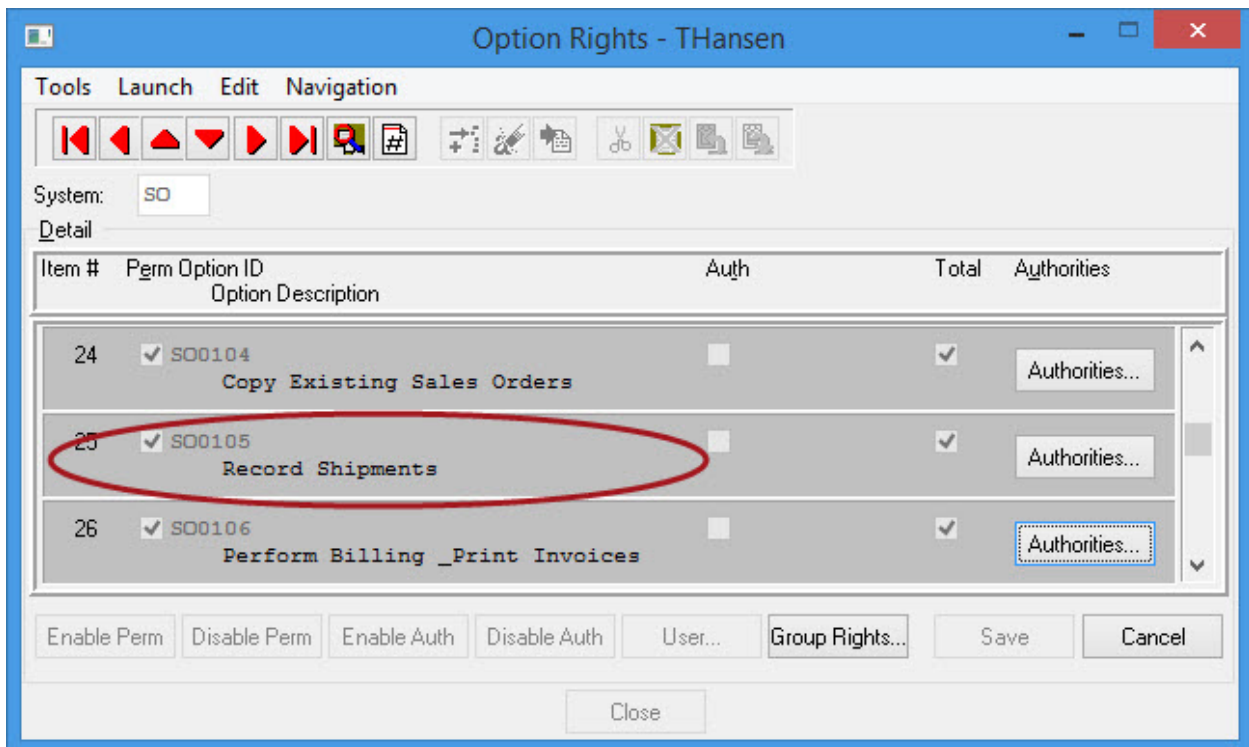
The **“SHIPPING”** option located on the main menu is designed to handle the daily transaction flow of actions that move through the warehouse and allow them to generate transactions immediately into the accounting system wirelessly from where they are located.

The **“Record Shipments”** option in the **Sales Order Entry** module allows warehouse staff to inform the accounting department which items on an outstanding **“Sales Order”** have actually been boxed up/packaged and **“shipped”** out the door. Therefore, this option allows the warehouse staff to choose the **Sales Order Number** and the specific inventory items on a Sales Order that have been shipped and **“record”** those items as **“shipped,”** which means that they are now ready for **“invoicing.”**

By performing this step remotely in the warehouse, no one has to wait on paper work to arrive before the **“invoicing”** function can take place. The **Sales Order Entry** module is designed to operate in **“batch”** mode for Invoicing and by **“range”** of Sales Orders. Therefore, if the items on a Sales Order have been recorded as **“shipped,”** then they are automatically eligible for **“invoicing.”**

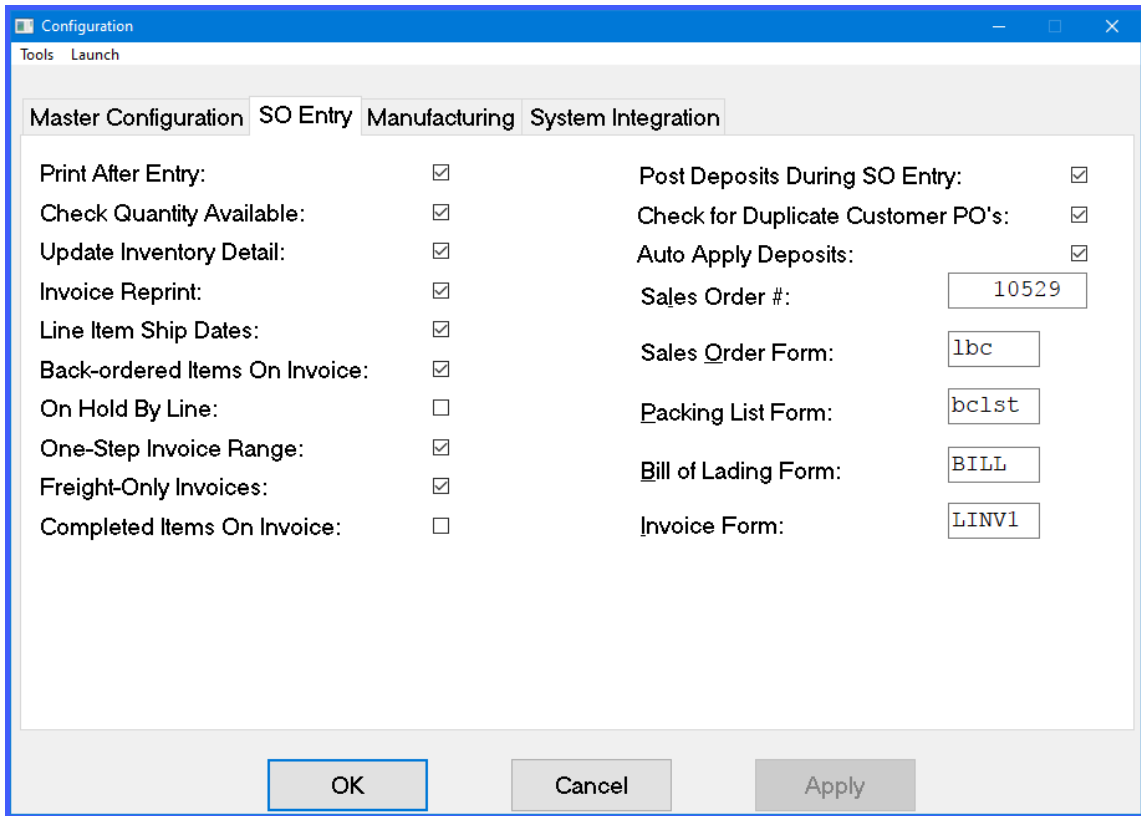
This option empowers the employees working in the warehouse, who are involved with the inventory items on a daily basis, to **“record”** these inventory items as **“shipped.”** In doing so, this option immediately reduces the system’s **“Quantity On-Hand”** amounts. The **“Quantity Reserved”** amounts are also lowered because when they are shipped, they are no longer **“on-order”** and they have been removed from their **“on-hand”** quantities.

You must, however, have the **Advanced Security Administrator** rights as a user within the **Infinity POWER** accounting software to perform this function or you will not be able to access this option within **DP/SCAN**. The security object you need is shown on the following screen:



You may be provided these security rights at a **“group”** or individual user level, but either way, you must have rights to this option within the accounting software or you will not be able to use the **“SHIPPING”** option within **DP/SCAN**. After you click on the **“SHIPPING”** button, the following screen will appear.


1. The first step is to identify the **“Sales Order Number.”** This can be entered manually from the keyboard of the scanner. Or, you may elect to change the standard forms that you print for **Sales Orders** or **Packing Lists** in your warehouse order to become more **“bar code friendly.”**
2. When you purchase **DP/SCAN**, Data Pro Accounting Software will provide your firm, at no additional charge, the additional white paper versions of the **“Sales Order”** and **“Packing List”** forms that will now include the printing of bar codes on the actual forms. This feature requires a **“LaserJet”** type of printer.
3. The standard version of the **Infinity POWER** software currently does not include these forms. You may request a CD-ROM or an e-mail with these forms to load on your accounting server.
4. The following screen illustrates how and where you would configure the different form names in the **Sales Order Entry** module that incorporate bar codes:



- In the “**Master Configuration**” option in the “**Sales Order Entry**” module, under the tab “**SO Entry**” you would change the code for either the new “**Sales Order Form**” or the “**Packing List Form**” below to include the name of the form you desire to use. This may include one or both modified forms. Make sure to save the new forms into your “**program**” directory (i.e. **c:\apps\power**) when you receive the modified form files. Although the actual name of the file is longer, you will ignore the initial module letters and the ending of the filename when entering it into the Form Field as shown on the previous screen.


6. For example, the complete filename of the modified white paper version of the Sales Order is “solbc.frm.” However, when you enter the name of the form into the Master Configuration, you will only enter “lbc.” The system automatically recognizes the rest (*i.e. what module you are in and that it is a form file*). The filename for the packing list would be “sobclst.frm”. Therefore, you would enter “bclst” in the field for “Packing List Form.”
7. When you print a copy of the Sales Order you will see that it now includes Bar Codes where you have the Sales Order Number and for all items numbers as shown on the following example:

Infinity POWER Sample Company, Inc.
 *** SALES ORDER ***

Number: 10527 - Normal		Date: 07/07/2023
Account: HOME1		Page: 1
Sim #: JF		Placed With: SCOTT

Bill To: Home Depot Inc. 3030 North Rocky Point Drive Suite 3002 Tampa, FL 33684	Ship To: Home Depot Inc. 3030 North Rocky Point Drive Suite 3002 Tampa, FL 33684
---	---

Description	Order Date	Customer PO Number	Shipping Instruction
Invoice	04/28/2023		

Code	Quantity	UM	Description	Price	Amount
10000	1.00	Each	SONY 50" LCD Color Television SONY TV-5011	\$849.00000	\$806.55
					

Terms: Net 30 (2% Disc) Remit Payment to: Infinity POWER Sample Company, Inc. 111 2nd Avenue NE Suite 1200 St Petersburg, FL 33701 USA	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Disc. (10.000):</td> <td style="text-align: right;">\$80.66</td> </tr> <tr> <td>Subtotal :</td> <td style="text-align: right;">\$725.89</td> </tr> <tr> <td>Tax (Hillsbor):</td> <td style="text-align: right;">\$61.70</td> </tr> <tr> <td>Freight :</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Less Deposit :</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="border-top: 1px solid black;">Amount Due :</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$787.59</td> </tr> </table>	Disc. (10.000):	\$80.66	Subtotal :	\$725.89	Tax (Hillsbor):	\$61.70	Freight :	\$0.00	Less Deposit :	\$0.00	Amount Due :	\$787.59
Disc. (10.000):	\$80.66												
Subtotal :	\$725.89												
Tax (Hillsbor):	\$61.70												
Freight :	\$0.00												
Less Deposit :	\$0.00												
Amount Due :	\$787.59												

- By using a modified form like this, it significantly enhances the ability to streamline the data entry process for the warehouse user utilizing the **DP/SCAN** software. By scanning the barcode below the words **“Sales Order”** with the red laser light, the software will automatically incorporate an **“Enter”** prompt after the scan and move to the next field for data entry. When the scanner has processed the number, the scanner will beep and the sales order number will appear in the box below **“Sales Order #”** prompt.
- If your scanner has not been configured to automatically incorporate an **“Enter”** after the scan, you would click on the **“Select”** button to continue.

The screenshot shows a software window titled "Shipping" with a green header bar. The window contains the following fields and buttons:

- Sales Order #:** A text input field containing "10702" and a green "Select" button to its right.
- Customer:** A text field containing "Allens Hardware Shops Inc."
- Item #:** An empty text input field.
- Quantity:** A text input field containing "1" and a green "Ship" button to its right.
- A green "Save" button located below the quantity field.
- A green "New SO" button located below the "Save" button.
- A green "Close" button centered at the bottom of the form area.

At the bottom of the window, there is a small barcode icon.

- The next step is to identify the inventory item to be recorded as **“shipped.”** Confirm that the cursor is blinking in the box below the **“Item #.”** Place the scanner’s red laser light over the barcodes that are located next to the **“Description/Item Number”** on the Sales Order, if using the modified form or on the actual item itself that has a printed barcode. The scanner will beep and the **Item #** will then be shown in the box below the **“Item #”** field. Once the **Item #** has been verified, enter the Quantity that is to be shipped. It will automatically default to a Quantity of **“1”** as shown on the following screen.

The screenshot shows a mobile application window titled "Shipping". At the top, there is a green header bar with the Windows logo and the title "Shipping". Below the header, the interface is organized into several sections. The first section contains a "Sales Order #:" label, a text input field containing "10702", and a "Select" button. The second section contains a "Customer:" label and the text "Allens Hardware Shops Inc.". A horizontal line separates this from the next section, which contains an "Item #:" label, a text input field containing "50 221 165", and a "Quantity:" label. Below the quantity label is a text input field containing "1" and a "Ship" button. Further down are "Save" and "New SO" buttons. A horizontal line separates this from the final section, which contains a "Close" button. At the very bottom of the window, there is a small logo for "INFINITY COMMERCIAL SYSTEMS".

11. Next, click on the **“Ship”** button.
12. After the **“Ship”** button has been clicked, the screen will then display the words, **“Item Shipped.”** This message confirms that the **Item #** has been **“recorded as shipped”** meaning that the backorder amount in the **Sales Order Entry** module has been reduced by the quantity entered and the Inventory quantity has been reduced immediately in the **Inventory Management** module.
13. To ship more inventory items, continue scanning items and entering quantities.

Shipping

Sales Order #:

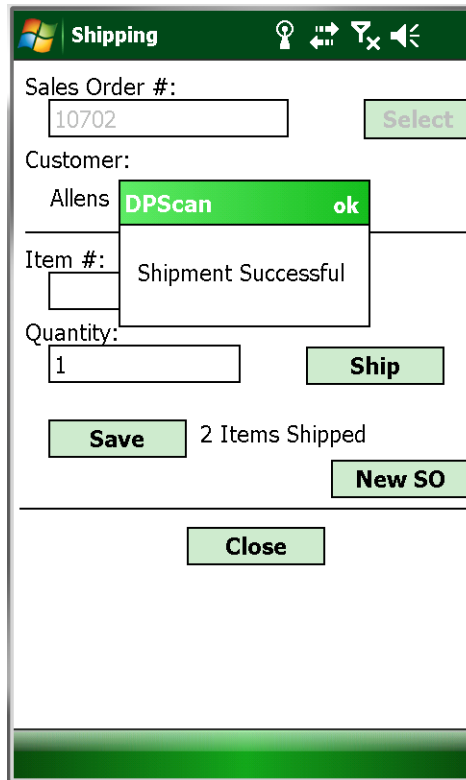
Customer:
 Allens Hardware Shops Inc.

Item #:

Quantity:

2 Items Shipped

14. If you scan an item that is not on the Sales Order, a warning message will appear notifying you that they item is not on the Sales Order and that you can scan it as **“shipped.”** You will simply click **“OK”** to continue.
15. Once all of the inventory items have been shipped, click the **“Save”** button. After **“Save”** has been clicked, a new pop-up window will appear with the words, **“Shipment Successful,”** as shown in the following screen. This window confirms that all items entered have been shipped. Click **“Ok”** to close the window.



16. Once you click **“OK”** the system is ready to record shipments for the next Sales Order. If you scan or enter a **Sale Order #** and decide that you want to record shipments for a different order, you may click the **“New SO”** button. This will immediately stop activity on the current Sales Order and prompt you for a new **Sales Order #**. If you are done, click on the **“Close”** button to return to the Main Menu.

RECEIVING

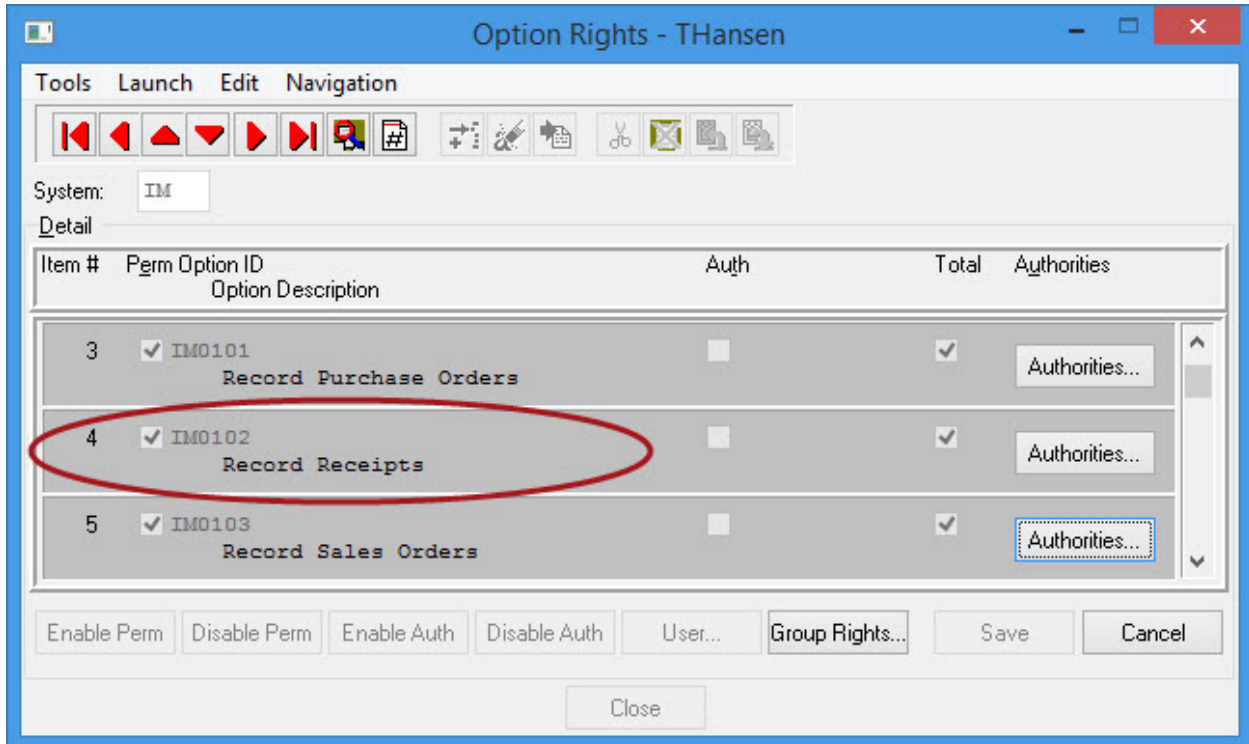
The **“Record Receipts”** option allows just the opposite to happen in that the warehouse staff is immediately allowed to **“receive”** inventory stocks into inventory from Purchase Orders. This function will allow for the immediate **“increasing”** of the **“on-hand”** quantities of items that have been ordered through the **Purchase Order Entry** module. Likewise, the **“Quantity On-Order”** amounts will automatically be reduced in the **Purchase Order Entry** module when an item is scanned and received into the system. The on-hand quantities in the **Inventory Management** module will be immediately increased as soon as they are scanned as **“received.”**

This can be very beneficial to firms to immediately know that they have received items into stock regardless of whether or not they have received the invoice from their vendor for payment. The accounting department can still go into the **Infinity POWER Purchase Order Entry** module when the actual invoice arrives and **“voucher”** the invoice for payment to match up to the items that have already been **“received”** by using the **DP/SCAN** utility.

If the company’s Sales or Accounting Department knows the item is in stock, it may get sold and be gone before the **“actual”** invoice from the vendor ever arrives.

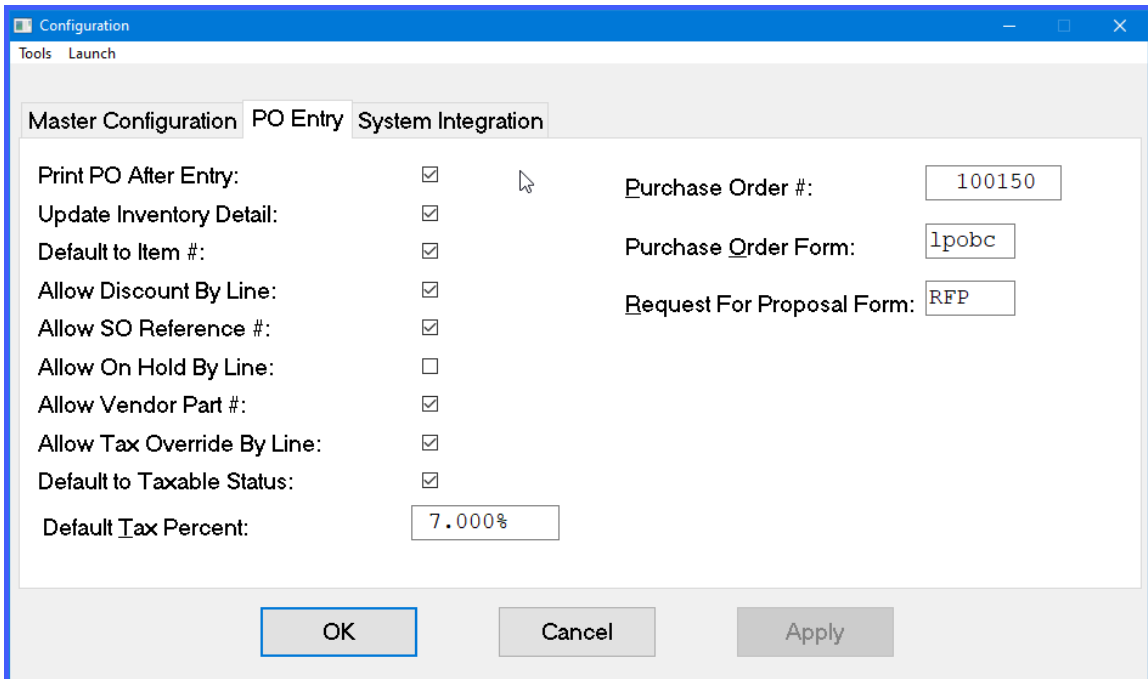
Getting the item received timely can be one of the most important functions **DP/SCAN** users can perform! This can ensure that inventory items have proper cost layers that get transferred as the correct “**Cost of Goods Sold**” amounts when items are invoiced. Therefore, when you run a **Sales Journal** in the **Account Receivable** module, your level of profit can be calculated by the system properly. This affects everything from Commission Reporting for Sales Personnel to proper Income Statement financial statements in the General Ledger.

You must, however, have the **Advanced Security Administrator** rights as a user within the accounting software to perform this function or you will not be able to access this option within **DP/SCAN**. The security object you need is shown on the following screen:



You may be provided these security rights at a “**group**” or individual user level, but either way, you must have rights to this option within the accounting software or you will not be able to use the “**RECEIVING**” option within **DP/SCAN**. After you click on the “**RECEIVING**” button, the following screen will appear.

1. The first step is to identify the **Purchase Order Number**. This can be entered manually from the keyboard of the scanner. Or, you may elect to change the standard forms that you print for **Purchase Orders** to become more “**bar code friendly**.”
2. When you purchase **DP/SCAN**, Data Pro Accounting Software will provide your firm, at no additional charge, the additional white paper versions of the “**Purchase Order**” forms that will now include the printing of bar codes on the actual forms. This feature requires a “**LaserJet**” type of printer.
3. The standard version of the **Infinity POWER** software currently does not include these forms. You may request a CD-ROM or an e-mail with these forms to load on your accounting server.
4. The following screen illustrates how and where you would configure the different form names in the **Purchase Order Entry** module that incorporate bar codes:



5. In the “**Master Configuration**” option in the “**Purchase Order Entry**” module, under the tab “**PO Entry**,” you would change the code for the new “**Purchase Order Form**” below to include the name of the form you desire to use. Make sure to save the new form(s) into your “**program**” directory (i.e. **c:\power**) when you receive the modified form files.
6. Although the actual name of the file is longer, you will ignore the initial module letters and the ending of the filename when entering it into the Purchase Order Form Field as shown on the previous screen.
7. For example, the complete filename of the modified white paper version of the Purchase Order is “**polpobc.frm.**” However, when you enter the name of the form into the Master Configuration, you will only enter “**lpobc.**” The system automatically recognizes the rest (i.e. *what module you are in and that it is a form file*).
8. When you print a copy of the Purchase Order you will see that it now includes Bar Codes where you have the **Purchase Order Number** and for all items numbers as shown on the following example:

Infinity POWER Sample Company, Inc.
***** PURCHASE ORDER *****

Number: 100149
Account: UNI1

Order Placed With:

Unified Supply Company
1011 N. Benjamin Road
Suite 302
Tampa, FL 33634

Date: 07/07/2023
Page: 1
Last Date: 07/31/2023

Ship To:

Infinity POWER Sample Company, In
111 2nd Avenue NE
Suite 1200
St Petersburg, FL 33701
USA

Description	Need By	Last Date	Vendor SO #	Shipping Instruction
PO # 100149	07/28/2023	07/31/2023	8498-112	UPS
Quantity	UM	Description/Item Number	Price	Amount
100.00	Feet	100' - Heavy Gauge Copper Wire 40770611	\$12.00	\$1,200.00
4.00	EA	Electrical Outlet Box 408016134	\$72.34	\$289.36
6.00	EA	Electric Box Pole Stand 608126	\$20.00	\$120.00
24.00	EA	Meter (Glass Case) 608112	\$17.43	\$418.32
144.00	EA	Electric Box - Fuses 607131	\$2.23	\$321.12
84.00	EA	2" Wire Clamp 606107	\$1.33	\$111.72

Terms: Net 30 Days	Tax Exempt Number: 39-0033-236211	Disc. (0.00%):	\$0.00
Bill To: Infinity POWER Sample Company, Inc. 111 2nd Avenue NE Suite 360 St. Petersburg, FL 33701 US		Subtotal :	\$2,460.52
		Tax (7.00 %):	\$172.24
		Less Deposit :	\$400.00
		Order Amount :	\$2,232.76

Requested By : John Thompson
 Authorization:

9. The following screen illustrates how and where you would configure the different form names in the **Purchase Order Entry** module that incorporate bar codes: You may enter this number manually from the scanner or if you are using one of the modified forms, you may just scan the number from the form. This can be accomplished by scanning the barcode below the Purchase Order with the red laser light. When the scanner has processed the number, the scanner will beep and the purchase order number will appear in the box below **"Purchase Order #"**. Once the Purchase Order Number has been verified, click on **"Select."**

Receiving

Purchase Order #: 100238 Select

Vendor: Bower's Roofina Supplies

Item #:

Quantity: 1

Receive New PO

Close

10. The next step is to identify the **“Item #.”** Confirm that the cursor is blinking in the box below the **“Item #”** field. Place the scanner’s red laser light over the barcodes that are located next to the **“Description/Item Number”** on the Purchase Order or on the items themselves. In many cases, you may in fact be using the Manufacturer’s **“UPC Code”** as your own Item #. If that is the case, you can scan the bar code right from the vendor’s items directly.

Receiving

Purchase Order #:

Vendor: Bower's Roofina Supplies

Item #:

Quantity:

11. The scanner will beep and the Item # will then be shown in the box below the “**Item #**” field with a default quantity of “**1.**” You may manually use the keypad on the scanner to override the quantity and enter a different value or click on the “**Receive**” button.
12. After the “**Receive**” button has been clicked, a new window will pop-up, saying “**Receipt Successful.**” This window confirms that the inventory item has been received. Click “**OK**” to continue to receive more inventory items.
13. Once all of the inventory items have been received, you may click on the “**New PO**” button to begin processing a different purchase order. Or, if you are done processing receipts, click on the “**Close**” button to exit this option.

Receiving

Purchase Order #: 100238 [Select]

Vendor: Bower's DPScan [ok]

Item #: 20 151 [Receipt Successful]

Quantity: 1

[Receive] [New PO]

[Close]

TRANSFER

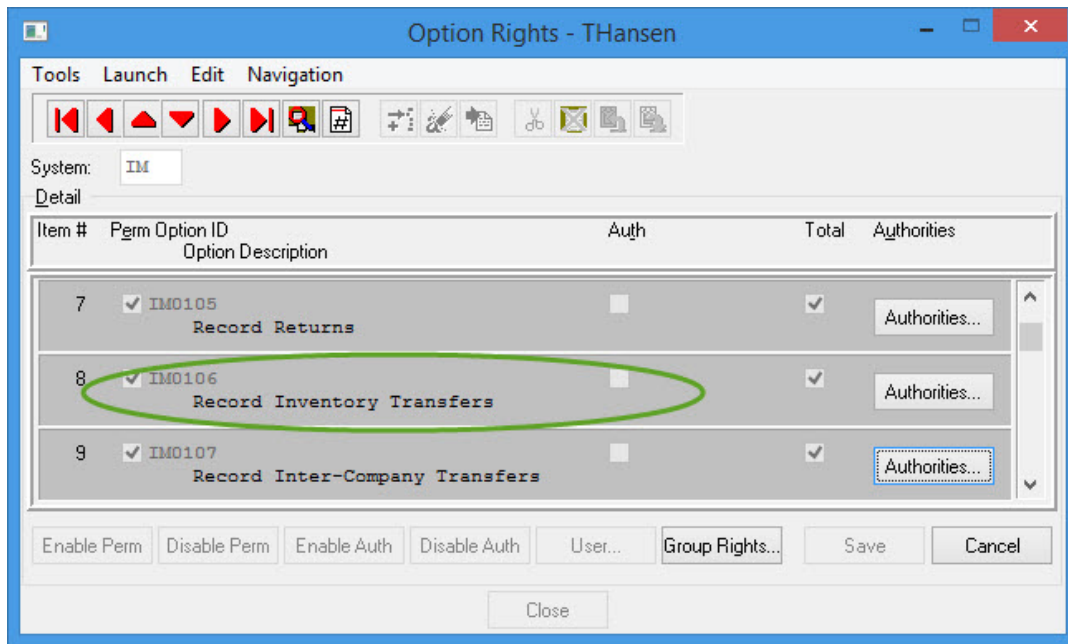
The “**Record Transfers**” option allows users to transfer **Inventory Item Quantities** from one item to another. Typically, this is because there are multiple locations or bins involved with the part number scheme. It is not unlikely that many firms will set up a Part Number with a portion of the item number that represents another warehouse location or a Truck Number.

This option is ideal for moving quantities from one location to another.

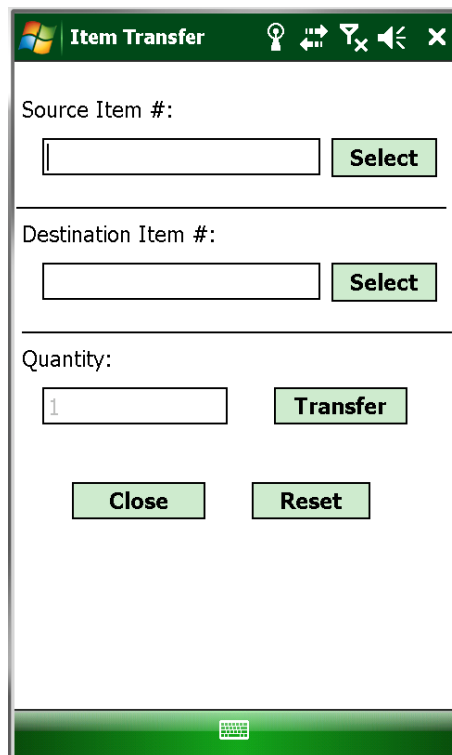
Moving items from the warehouse to a truck or another warehouse at the items cost is a very important function. It can be one of the most important functions **DP/SCAN** users can perform! This can ensure that inventory items have proper cost layers that get transferred as the correct “**Cost of Goods Sold**” amounts when items are invoiced. Therefore, when you run a Sales Journal in the **Account Receivable** module, your level of profit can be calculated by the system properly. This affects everything from Commission Reporting for Sales Personnel to proper Income Statement financial statements.

More importantly, most items when defined this way generally have a different Inventory Asset Account for the Balance Sheet. By moving and transferring items in this manner, it allows management to see where their inventory dollars are tied up by location on the Balance Sheet!

You must, however, have the **Advanced Security Administrator** rights as a user within the accounting software to perform this function or you will not be able to access this option within **DP/SCAN**. The security object you need is shown on the following screen:



You may be provided these security rights at a **“group”** or individual user level, but either way, you must have rights to this option within the accounting software or you will not be able to use the **“TRANSFER”** option within **DP/SCAN**. After you click on the **“TRANSFER”** button, the following screen will appear.



(54)

1. The first step is to select the **Source Item Number**. This can be entered manually from the keyboard or scan the item's bar code with your scanner and click on **"Select."** If the Item Number is valid, the system will move on to the next field. If not, you will get an error message stating **"Item Number Not Found."** Click **"OK"** to retry.
2. Next, enter the **Destination Item Number**. This can be entered manually from the keyboard or scan the item's bar code with your scanner and click on **"Select."** If the Item Number is valid, the system will move on to the next field. If not, you will get an error message stating **"Item Number Not Found."** Click **"OK"** to retry.
3. Now, you can enter the **"Quantity"** for this transfer. The default value is one **(1)**. If you're moving a larger quantity of items, such as a case or pallet of items, you can enter the larger quantity amount manually.

The screenshot shows a software window titled "Item Transfer". It features a green header bar with the title and standard window controls (minimize, maximize, close). The interface is divided into three main sections by horizontal lines. The first section is labeled "Source Item #:" and contains a text input field with the value "30 501 1688" and a green "Select" button. The second section is labeled "Destination Item #:" and contains a text input field with the value "30 501 1677" and a green "Select" button. The third section is labeled "Quantity:" and contains a text input field with the value "1" and a green "Transfer" button. Below these sections are two green buttons: "Close" and "Reset". At the bottom right of the window, there is a small logo for "INFINITY COMMERCIAL SYSTEMS".

4. Click on the **"TRANSFER"** button to initiate the movement of quantities between the two items. When the transfer is done, a small screen will appear with the message **"Transfer Complete."** Click **"OK"** to continue.

The screenshot shows a software window titled "Item Transfer". At the top, there is a header bar with a Windows logo, the title "Item Transfer", and several icons (a key, a double-headed arrow, a signal tower, and a speaker). Below the header, the interface is divided into sections:

- Source Item #:** A text input field containing "30 501 1688" and a "Select" button to its right.
- Destination:** A text input field containing "30 501" and a "Select" button to its right. A dialog box is overlaid on this field, titled "DPScan" in a green bar, with the text "Transfer Complete" and an "ok" button.
- Quantity:** A text input field containing "1" and a "Transfer" button to its right.

At the bottom of the main interface area, there are two buttons: "Close" and "Reset". The entire window has a green gradient bar at the very bottom.

Make sure the amount that you are transferring are amounts that you can “**physically**” transfer. Otherwise, you will create a “**Quantity to Adjust**” amount on the **Source Item** for the deficit amount transferred. Likewise, the **Destination Item** will appear as though it has enough of the new items when in fact it did not receive all of the items intended by the original transfer.

Therefore, you need to exercise high caution in using this specific menu option and insure that you can physically transfer the items selected. This means that if you don’t, your staff will need to make all kinds of adjusting entries once the items have been received for both the **Source and Destination Items**. It’s far better not to create an auditing challenge for the accounting department in the first place.

5. When you are done, you can click on the “**Close**” button to exit the option. Or, if you need to clear the **Source or Destination Inventory Items**, click on the “**Reset**” button to start the cycle over.

TO PROJECT

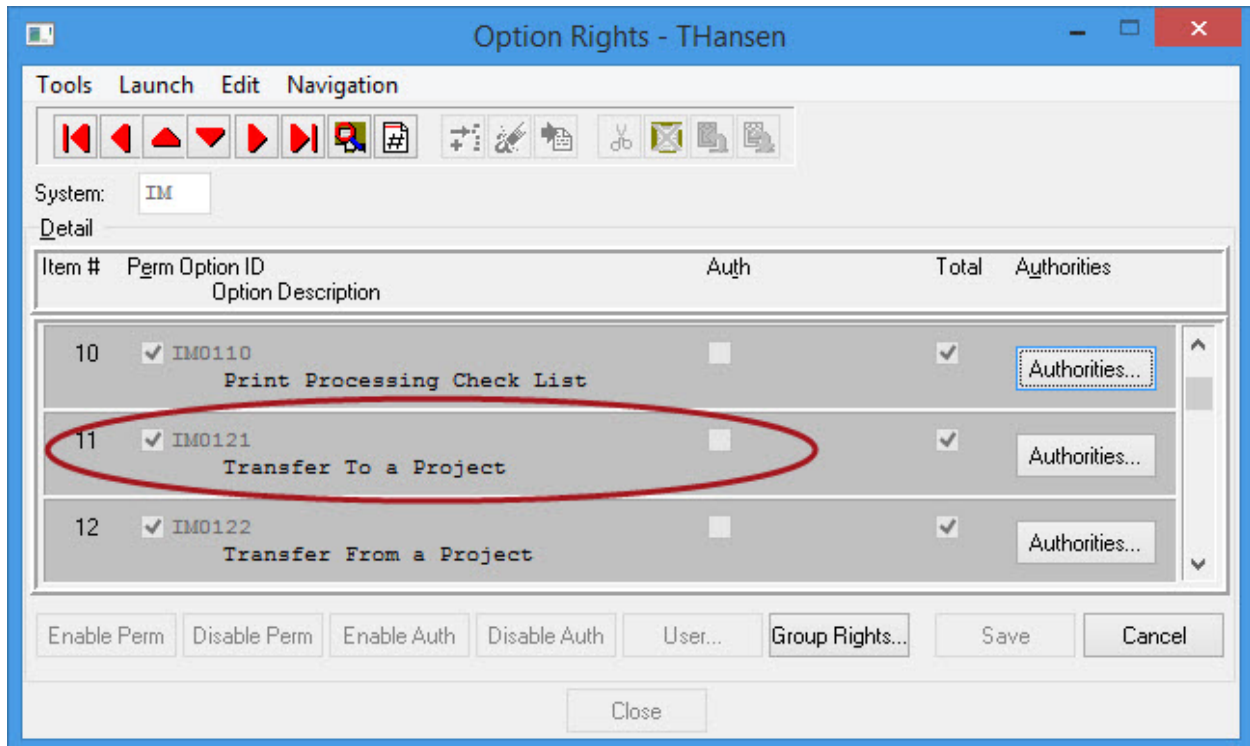
The option to “**Record Item Transfers to a Project**” allows users to directly transfer **Inventory Item Quantities** from one item number to a specific “**Job Number**” or “**Project.**” It is not uncommon for inventory to be received into a warehouse in bulk and then allocated directly to **Jobs** or **Projects** for use on those **Projects**.

Moving items from the warehouse to a **Job** or **Project** at the items cost is a very important function. It can be one of the most important functions **DP/SCAN** users can perform! This can ensure that inventory items have proper cost layers that get transferred as the correct “**Cost of Goods Sold**” amounts when items are allocated to the **Job**. This is where their dollar amounts lower the value on the **General Ledger Balance Sheet** from the **Inventory Asset** account to the **Work in Process** account.

Only when the **Job** is billed does the “**Work in Process**” amount then get transferred to **Cost of Goods Sold** to be applied against the dollar value invoiced to the customer for the specific **Job** or **Project**. Of course, the timing of this depends greatly on the specific method of billing you are using within the **Job Cost Main Module**.

Therefore, when you run a **Sales Journal** in the **Account Receivable** module, your level of profit can be calculated by the system properly. This affects everything from Commission Reporting for Sales Personnel to proper **Income Statement** financial statements.

You must, however, have the **Advanced Security Administrator** rights as a user within the accounting software to perform this function or you will not be able to access this option within **DP/SCAN**. The security object you need is shown on the following screen:



You may be provided these security rights at a “group” or individual user level, but either way, you must have rights to this option within the accounting software or you will not be able to use the “TO PROJECT” option within DP/SCAN. After you click on the “TO PROJECT” button, the following screen will appear.

The screenshot shows a dialog box titled "Item To Project". It has a green header bar with the title and standard window icons. The main area contains three sections: "Item #:" with an empty text box and a "Select" button; "Project #:" with an empty text box and a "Select" button; and "Quantity:" with a text box containing the number "1" and a "Transfer" button. At the bottom of the dialog are "Close" and "Reset" buttons. A small logo is visible in the bottom right corner of the dialog area.

1. The first step is to select the **Item Number**. This can be entered manually from the keyboard or scan the item’s bar code with your scanner and click on “**Select.**” If the Item Number is valid, the system will move on to the next field. If not, you will get an error message stating “**Item Number Not Found.**” Click “**OK**” to retry.
2. Next, enter the **Project Number**. This can be entered manually from the keyboard or scan the project’s bar code with your scanner and click on “**Select.**” If the Project Number is valid, the system will move on to the next field. If not, you will get an error message stating “**Project Number Not Found.**” Click “**OK**” to retry.
3. Now, you can enter the “**Quantity**” for this transfer. The default value is one (**1**). If you’re moving a larger quantity of items, such as a case or pallet of items, you can enter the larger quantity amount manually.

Item To Project

Item #:

10 601 85461 **Select**

Project #:

96-0005 **Select**

Quantity:

1 **Transfer**

Close **Reset**

4. Click on the “**Transfer**” button to initiate the movement of the item quantities to the Project. When the transfer is done, a small screen will appear with the message “**Transfer Complete.**” Click “**OK**” to continue.
5. If the Transfer is successful, the following screen will appear, showing the “**Transfer Complete.**”

Item To Project

Item #:

10 601 85461

Project #:

96-0005

Quantity:

1

DPScan ok

Transfer Complete

- Keep in mind that you must have the **Job Cost Code** field defined on the **Inventory Item Number** for this option to work. The following screen illustrates where the **Cost Code** must be defined on each **Inventory Item** that is to be transferred to any **Job** or **Project**.

Unit Type:		Quantities:	
Cost Method:		Count:	0.00
Type:	LIFO	On-Order:	506.00
Desc:		Reserved:	97.00
Asset:	11400	Adjust:	0.00
COS:	51200	On-Hand:	240.00
Sls Code:	31200	Req. Manf.:	0.00
	U/M: EA	Available:	649.00
Job Cost Code:	4 7002	Manuf. Type:	PUR

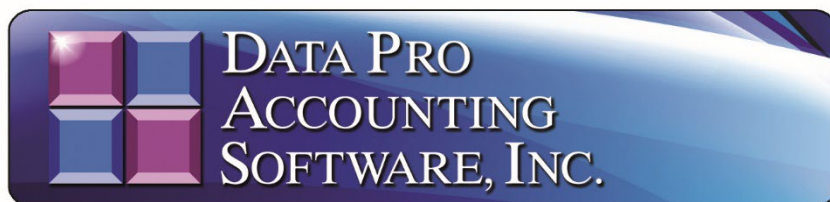
7. Otherwise, if you attempt to transfer an **Inventory Item** to a **Project** that does **NOT** have a **Job Cost Code** defined for it, when you click on the Transfer button, the following error message will appear:

The screenshot shows a dialog box titled "Item To Project" with a green header. It contains the following fields and buttons:

- Item #:** A text box containing "40 770 611" and a "Select" button.
- Project #:** A text box containing "100" and a "Select" button.
- Quantity:** A text box containing "1" and a "Transfer" button.
- At the bottom, there are "Close" and "Reset" buttons.

An error message box is overlaid on the "Project #" field, displaying "DPScan" in a green header, "ok" in a green button, and the text "Cost Code Not Defined" in the main body.

8. When you are done, you can click on the **“Close”** button to exit the option. Or, if you need to clear the **Inventory Item** or **Job / Project #**, click on the **“Reset”** button to start the cycle over.



111 Second Avenue Northeast • Suite 360 • St. Petersburg, FL • 33701 • US

727-803-1500 Sales • 727-803-1535 Fax • E-mail: dpasales@dpro.com

www.dataproaccounting.com

© 2023 Data Pro Accounting Software, Inc. All Rights Reserved.

(62)