



RF Warehouse Automation For Sage 100 2016

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Installation Instructions and Cautions

PLEASE NOTE: *SAGE 100 must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 installation and setup now; then allow any updating to be accomplished automatically. Once SAGE 100 installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.*

Wait! Before You Install – Do You Use CUSTOM OFFICE?

THIS IS AN IMPORTANT CAUTION: *If you have Custom Office installed, and if you have modified any SAGE 100 screens, you must run Customizer Update after you do an enhancement installation.*

But wait! BEFORE you run **Customizer Update**, it is very important that you **print all of your tab lists**. Running **Customizer Update** will clear all Tab settings; your printed tab list will help you to reset your Tabs in Customizer Update. **Custom Office** is installed on your system if there is an asterisk in the title bar of some of the screens. The asterisk indicates that the screen has been changed.

An **asterisk** in a window's title bar indicates that the screen has been modified. This means that **Custom Office** is installed.

Follow all the instructions on this page before you run **Customizer Update!**

The screenshot shows a software window titled "SAGE * Sales Order Entry (ABC) 12/2/2015". The asterisk in the title bar is highlighted by a line pointing to a text box on the right. The window interface includes a search bar for "Order Number", a tabbed menu with "1. Header" selected, and several data entry fields: "Order Date", "Order Type", "Customer No.", "Cust PO", "Ship Date", "Ship To Addr", "Terms Code", and "Ship Via". Navigation buttons (back, forward, home, end) and a "Copy" button are also visible.

Registering IIG products

IIG Enhancement should be registered to be able to use it. If registration is not performed, the enhancement will work in a demo mode for a limited time period. The registration can be still done during the demo period.

Select the **IIG Product Registration** program under the **Library Master Setup** menu of the SAGE 100.

If this option is not listed under the Library Master Setup menu, go to the main menu, and select **Run** from the **File** menu. Type in SVIIGR and click **OK**.

The screenshot shows the 'IIG Master Developer Enhancement Registration' window. The 'Registered Customer' is 'IIG - Glendale'. The 'Registration Information' section includes the following fields:

- Reseller Name: (empty)
- Serial Number: 1111111
- Customer Number: 222222222
- User Key: 33333333333333333333
- Product Key: 55555 55555 55555 55555 55555

Below the registration information is a table with the following data:

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement	5.30		AAAAAAAAAAAAAAAAAA	BBBBBB

Buttons for 'OK', 'Undo', 'Print Registration Form', and 'Close' are present. The status bar at the bottom indicates 'IIG ABX 12/2/2015'.

Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

If multiple IIG Enhancements are installed, Serial Numbers and Unlocking Keys should be entered for each enhancement.

Use the **Print Registration Form** button to print IIG Registration Form.

Introduction

The **RF Warehouse Automation enhancement** for Sage 100 is the tool you need to serve your customers more effectively. Your team will be able to enter shipping data and receipts of goods while on the road with their handheld device — saving time and ensuring accuracy.

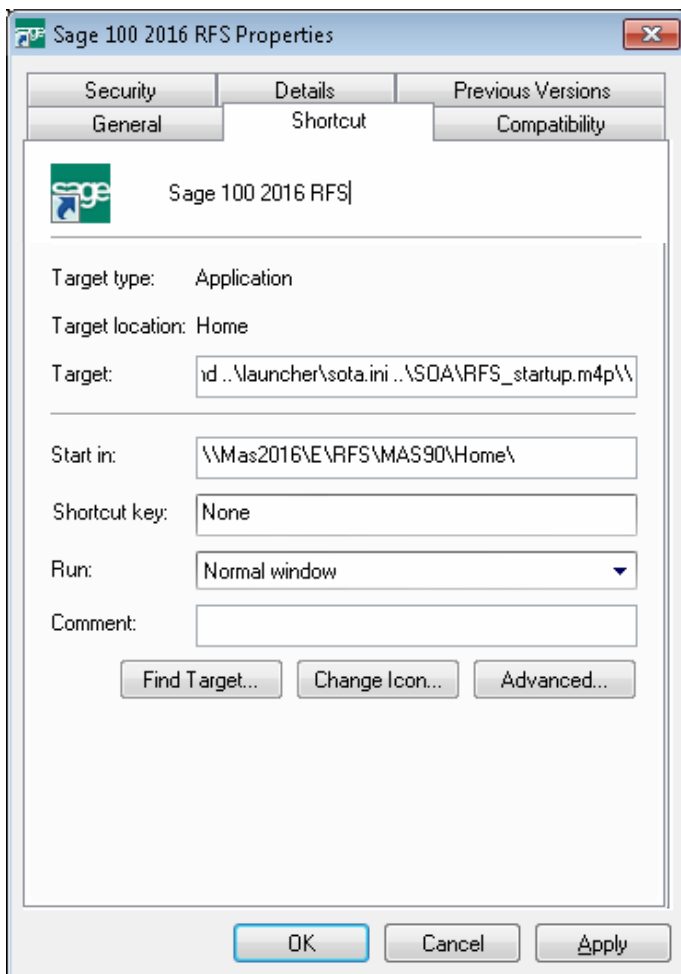
By connecting salespeople who are in remote locations to Sage 100 software, your company will be in a strategic position to serve your customers more quickly and more efficiently.

If you have salespeople who are traveling, RF solutions can be a valuable addition to your company.

Before you run RFS

Before you start using **RF Warehouse Automation**, you must modify its desktop shortcut to be able to run it. Map the Network drive where your Sage 100 Standard (MAS90) system is located.

Right-click your MAS90 icon on the desktop, and select the **Properties** in the pop-up menu. Go to the **Shortcut** tab. In the **Target** field, type your path\MAS90\Home\pvxwin32.exe -hd ..\launcher\sota.ini ..\soa\RFS_Startup.m4p.
(where *your path* stays for the path to your Sage 100 system).

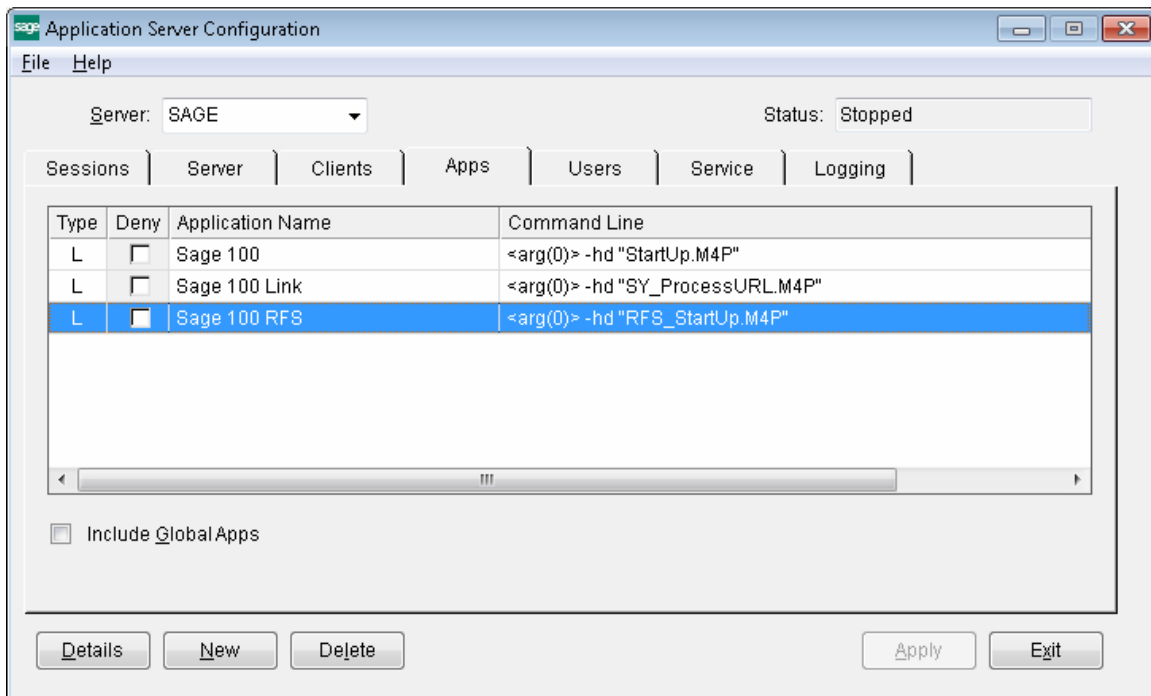


Type the path to the Sage 100 system using mapped drive.
Click Ok or Apply to save this change.

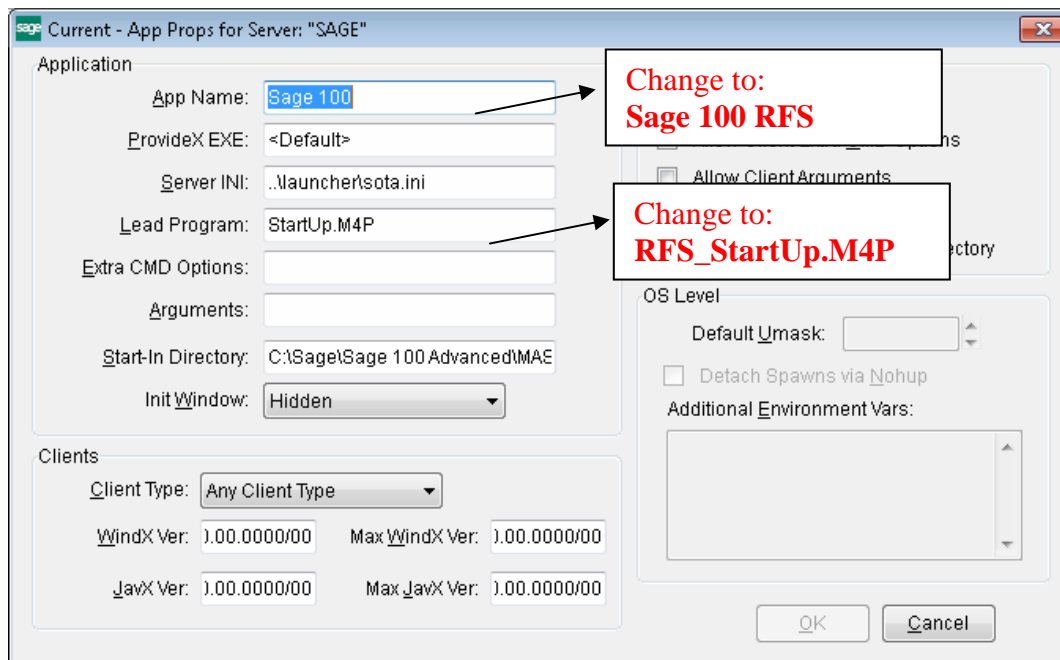
RF Client Configuration for Sage100 Advanced/Premium

To be able to run RF in the client server mode it is necessary to copy the files from **RFS2016_Workstation** folder to your **Sage100 Workstation-> MAS90** folder. New Application called **Sage 100 ERP RFS** should be added into the **Application Server Configuration**.

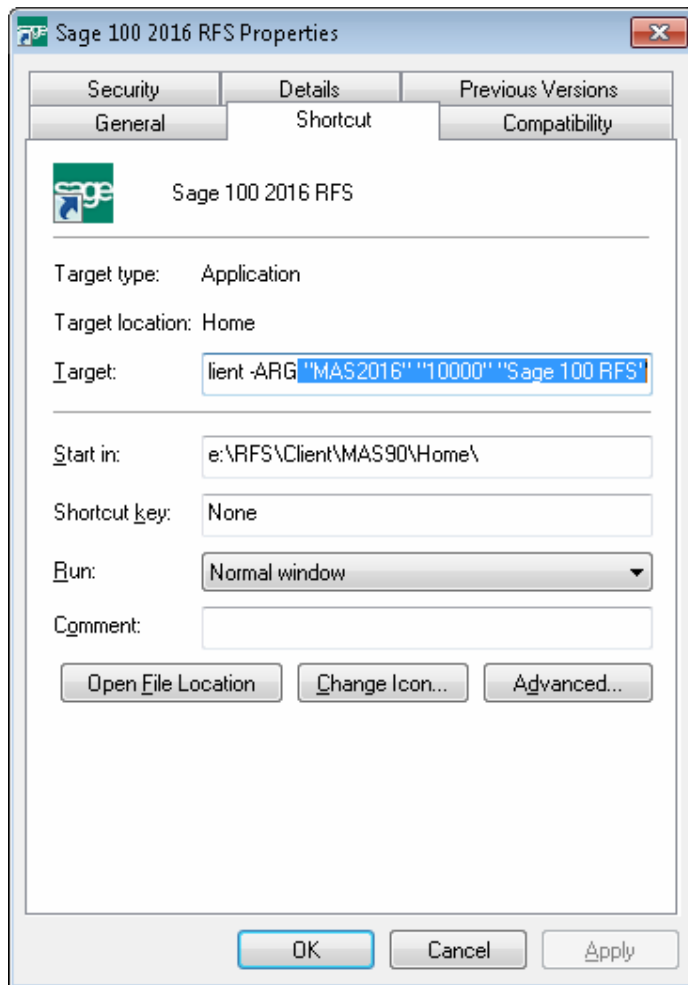
Application Name: Sage 100 ERP RFS
Lead Program: RFS_StartUp.M4P



It is a copy of **Sage 100 ERP** application with the following changes:



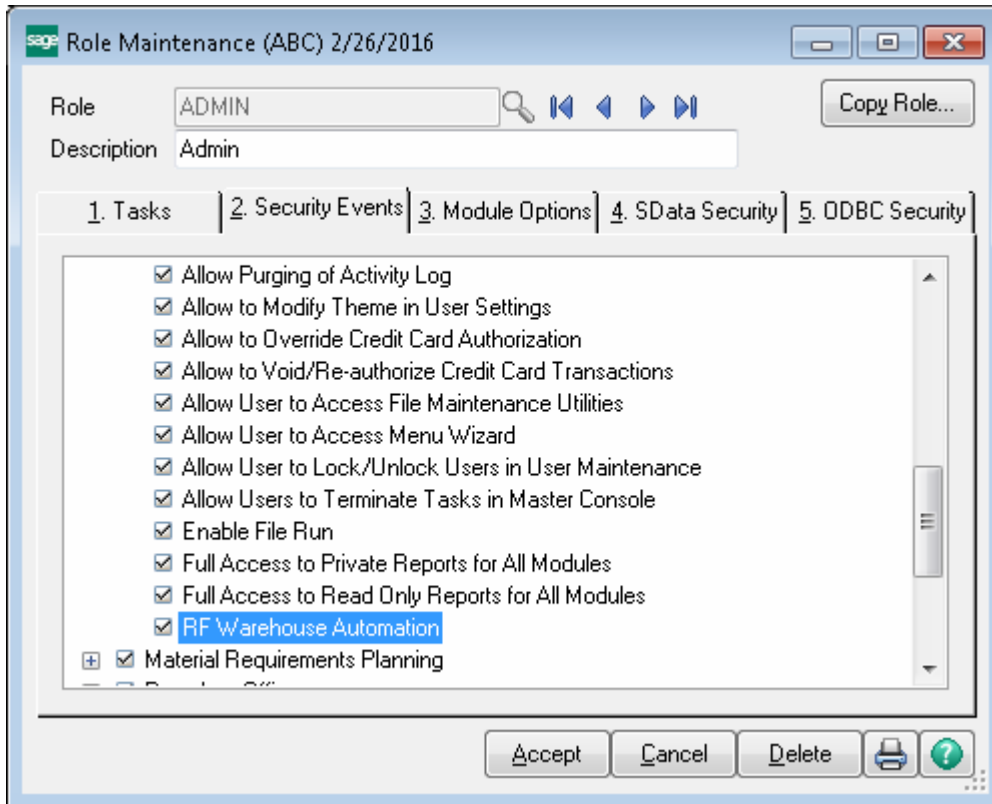
The **Sage 100 2016_RFS** shortcut is the copy of Sage 100 ERP 2016 shortcut with the application name **Sage 100 ERP** changed to **Sage 100 ERP RFS**:



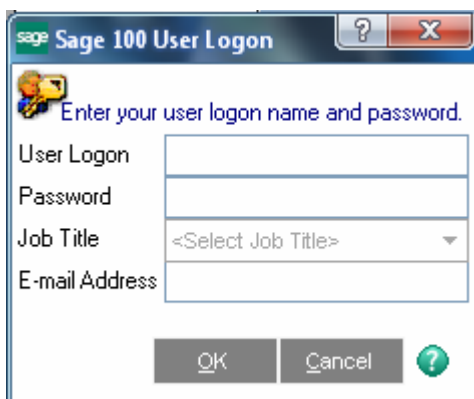
The path of your Workstation system is entered in the **Start in** field.

IIG WMS -RF Handheld

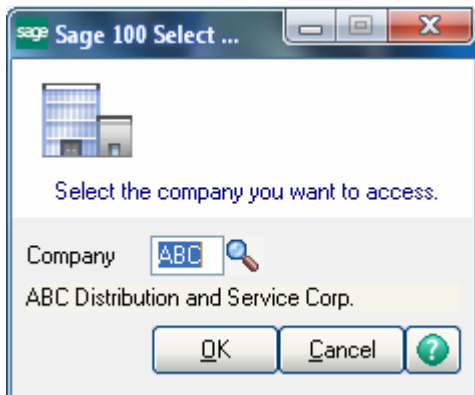
*Note: The **RF Warehouse Automation** security event must be enabled in the Role Maintenance->Security Events->Library Master for the user's Role to allow running IIG WMS -RF Handheld.*



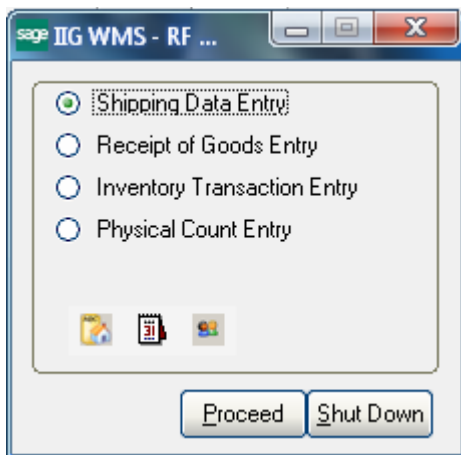
When running **Sage 100 ERP**, the first screen you see is the **User Logon** screen:



Enter your user logon and password.
Then select the Company:



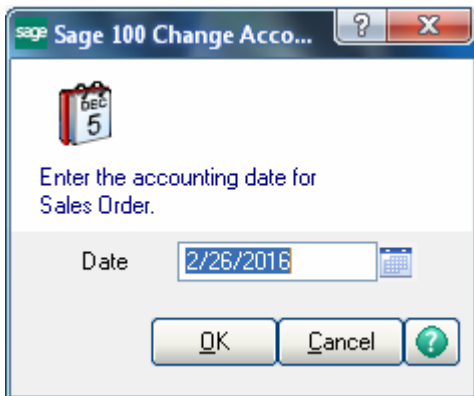
The launcher is opened:



You can work with Shipping Data, Receipts of Goods, Inventory Transaction (Transfer and Adjustment) and Physical Count.

To launch any of these options, select it and click the Proceed button, or simply double-click the option you want.

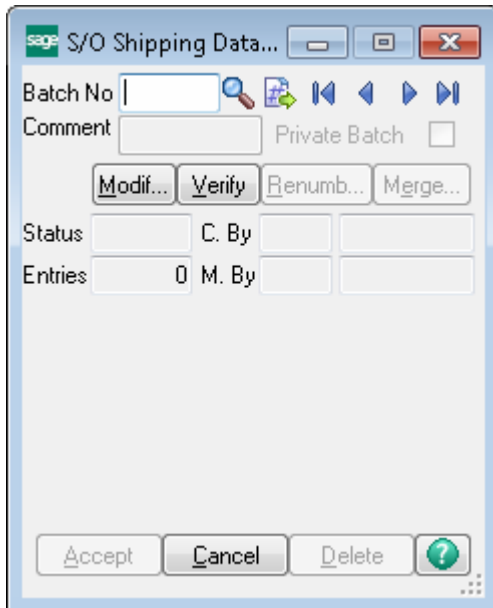
You can also change the active Company, Date, and User clicking the icons below.



The **Shut Down** button closes MAS 90.

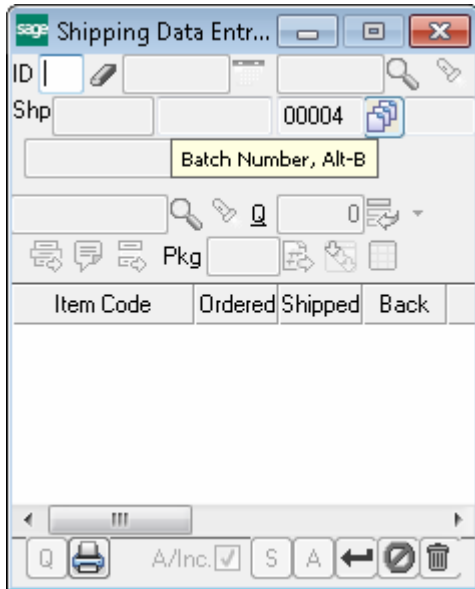
Shipping Data Entry

If **Batch Entry** is allowed in the **Sales Order Options**, the **S/O Shipping Batch** screen is displayed before opening the **Shipping Data Entry** screen.

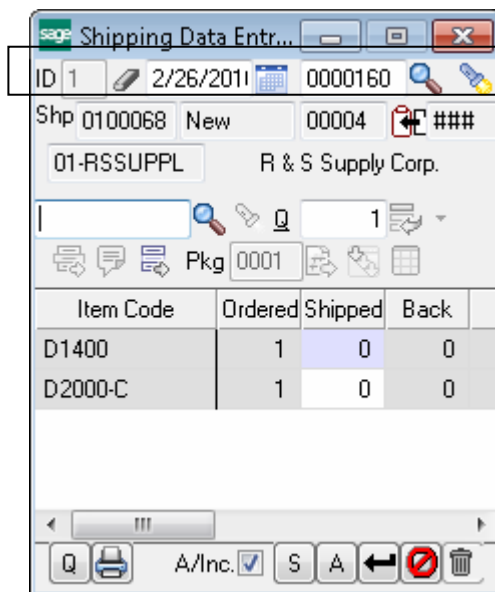


Click the **Next Batch Number** button to start a new batch, or enter an existing batch number.

In this case, the batch number is displayed on the **Shipping Data Entry**, and can be changed using the **Batch Number** button.



The **Shipping Data Entry** screen allows for entering shipping data.

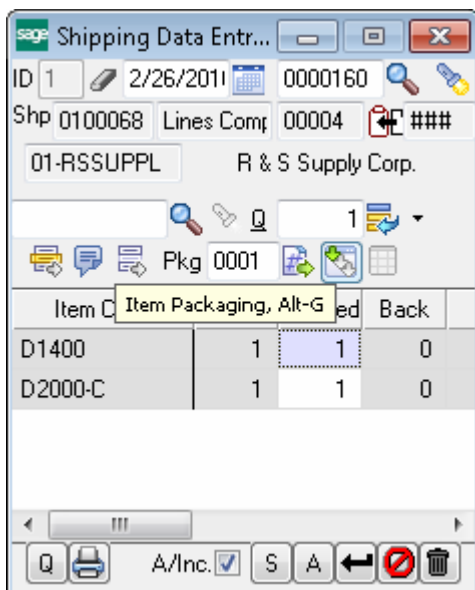


Shipper ID, Date, Order No, Lookups

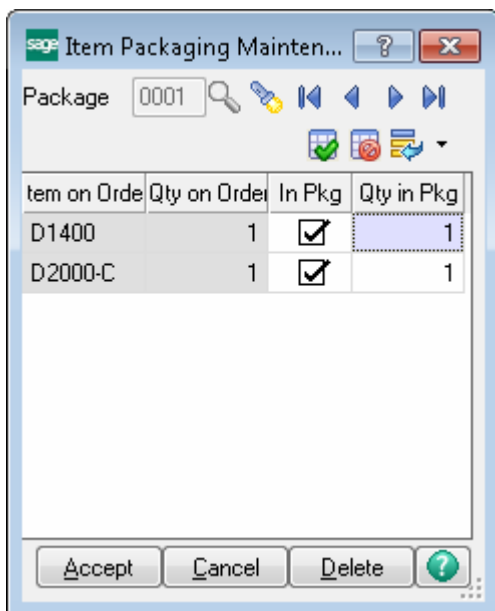
S/ID is Shipper ID.

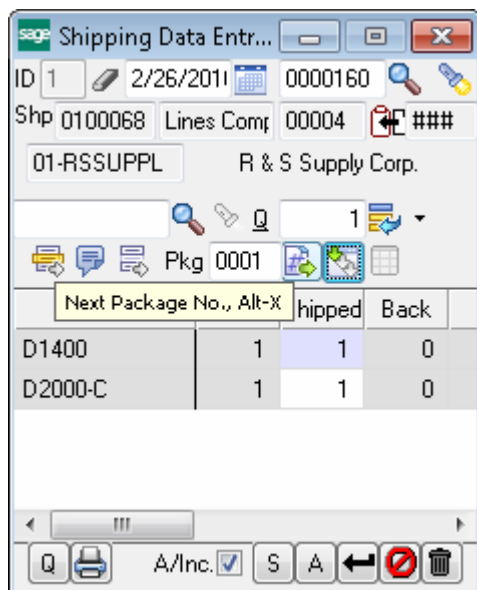
First **Lookup** displays the Sales Order List, to ship the selected Order. Second lists already entered Shipments.

Shp. is the Shipping Number and Status.

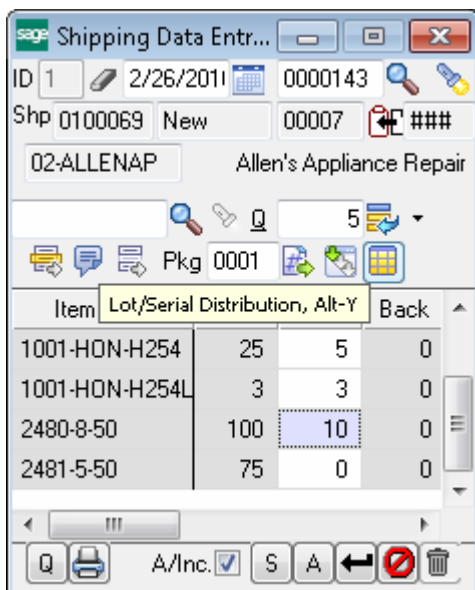


Click the **Item Packaging (Alt-G)** button to open the Item Packaging Maintenance.



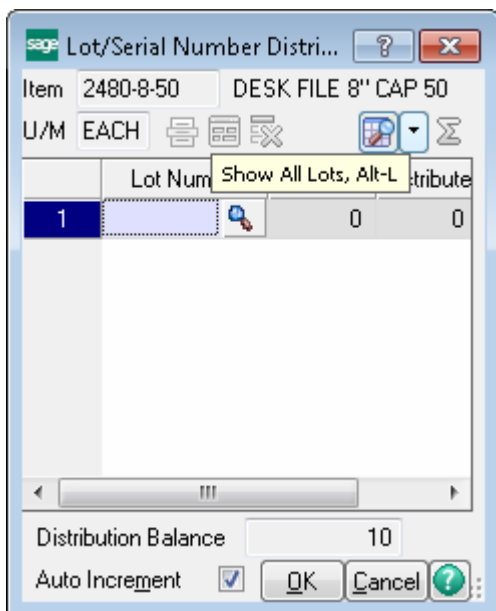


You can create the Next Package by the help of Next Package No. button.

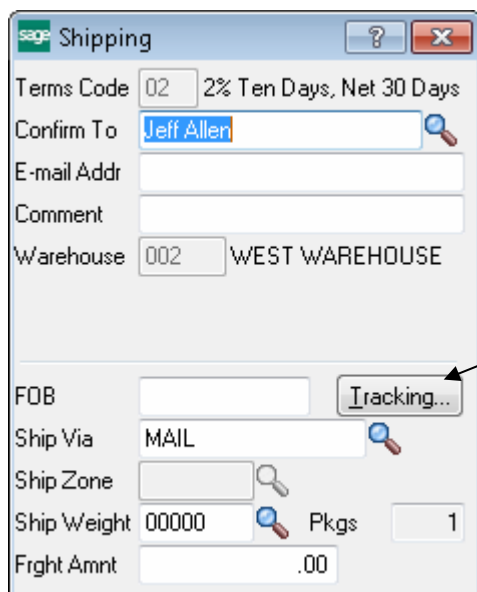


The **Lot/Serial Distribution** button is enabled for Lot/Serial lines.

The **Lot/Serial Distribution** screen is opened automatically upon entering the Shipped Qty.

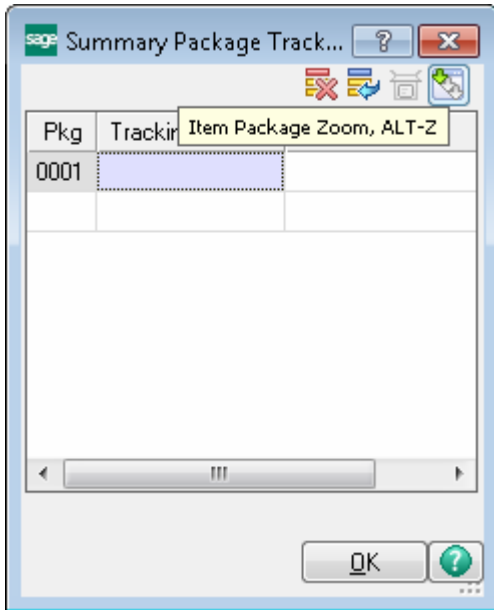


A/Inc. is auto increment.
S displays the **Shipping** screen.



Tracking

The **Tracking...** button opens the **Summary Package Tracking Maintenance** screen.



The **A** button on the Shipping Data Entry screen opens the **Ship To Address** screen.

Ship to Address

Ship To: [2] Residential Add

Name: American Business Futures

Address: Racine Warehouse
5411 Kendrick Place

ZIP Code: 53120 State: WI

City: Racine

Country: USA United States

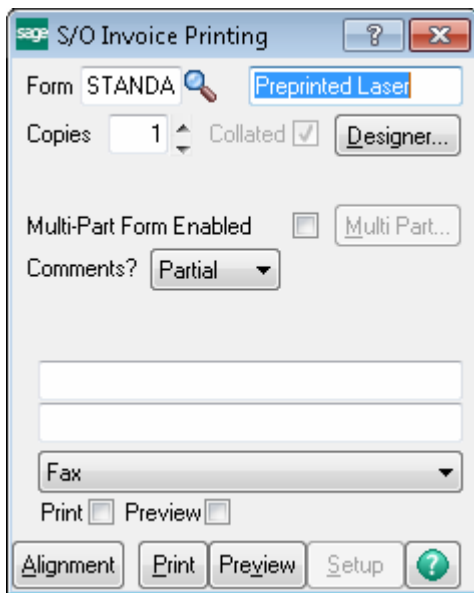
Packing List Printing

If the **Automatically Print Shipping Documents** box is checked on the **Main** tab of the **Shipping Setup Options** program under the **Sales Order Setup** menu, and the **Shipping Document to Print** is set to **Packing List** or **Both**, the **Packing List Printing** screen is opened when **Accepting Shipping Entry**.

Graphical Crystal printing is available.

If the **Addit. Packing Lists** box is checked; the **Additional Packing Lists** screen is displayed after printing (or previewing), allowing the user to print the additional lists.

If the **Automatically Print Shipping Documents** box is checked on the **Main** tab of the **Shipping Setup Options** program under the **Sales Order Setup** menu, and the **Shipping Document to Print** is set to **Invoice** or **Both**, the **S/O Invoice Printing** screen is opened when **Accepting Shipping Entry**, or after printing **Packing List**, correspondingly.



The screenshot shows the 'S/O Invoice Printing' dialog box. The window title is 'S/O Invoice Printing'. The 'Form' field is set to 'STANDA' and the printer is 'Preprinted Laser'. The 'Copies' field is set to '1', and the 'Collated' checkbox is checked. There is a 'Designer...' button. The 'Multi-Part Form Enabled' checkbox is unchecked, with a 'Multi Part...' button. The 'Comments?' dropdown is set to 'Partial'. There are two empty text input fields. A 'Fax' dropdown menu is visible. At the bottom, there are 'Print' and 'Preview' checkboxes, and a row of buttons: 'Alignment', 'Print', 'Preview', 'Setup', and a help icon.

Receipt of Goods Entry

If **Batch Entry** is allowed in the **Purchase Order Options**, the **P/O Batch Number** screen is displayed before opening the **Receipt of Goods Entry** screen.

Click the **Next Batch Number** button to start a new batch, or enter an existing batch number.

In this case, the batch number is displayed on the **Receipt of Goods Entry**, and can be changed using the **Batch Number** button.

The **Receipt of Goods Entry** screen enables you to enter and review receipts of goods.

Enter Receipt Number in the **Rcpt No.** field or click the # (Next Number) button to create new receipt.

Rcpt 001020 Batch 00001
 Date 2/26/2016
 PO 0010013 Inv. No 11222
 Vend.No. 01-IBM 2/26/2016
 Ibm Corporation PO St. Open
 Purch. Addr. Required 6/30/2016
 Ship To 0000 ABC DISTRIBUTIN
 T/Sch. DEFAULT Default Tax Sched.
 Terms 03 NET END OF MONTH
 H A L T Use Tax
 Accept Cancel Delete

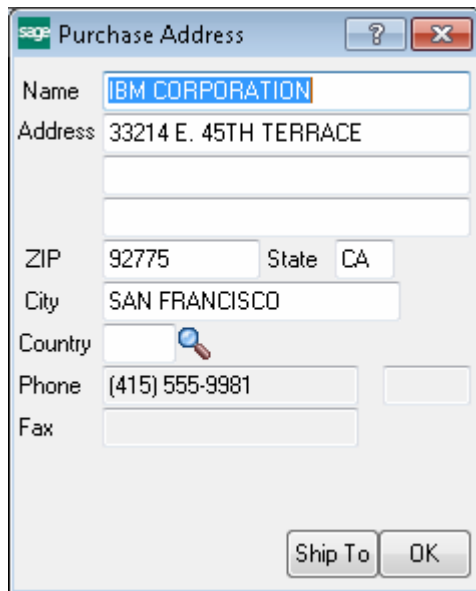
You can navigate through the orders using standard navigation arrow buttons at the bottom of the screen.

The **H**, **A**, **L**, **T** buttons open Header, Address, Lines, Totals screens respectively. These screens correspond to corresponding tabs of the Receipt of Goods Entry screen in the standard MAS 90.

Here is the **Header** screen opened with the **H** button:

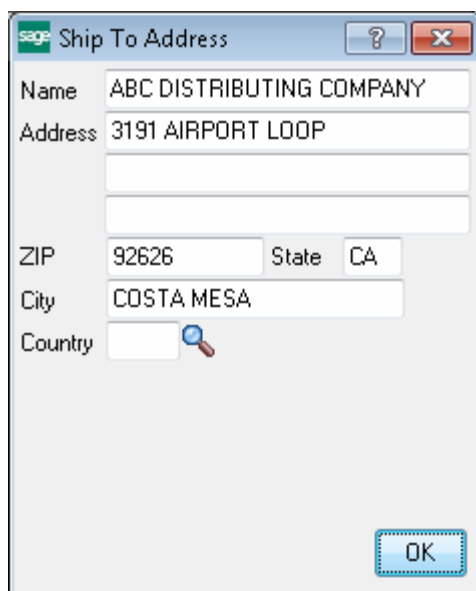
Whse 000
 Ship Via COMMON CARRIER
 FOB
 Comment
 Confirm JOHN STEVENSON
 E-mail
 Tel (415) 555-9981
 Ext
 OK

Click the **A** button to display the **Purchase Address** screen:



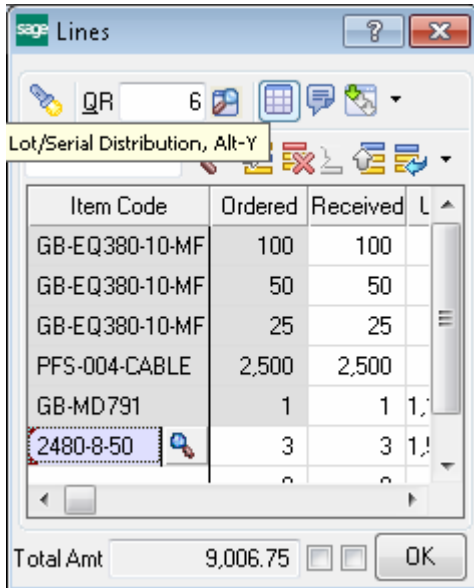
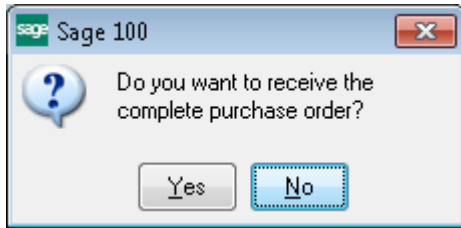
The screenshot shows a window titled "Purchase Address" with a Sage logo. The form contains the following fields: Name (IBM CORPORATION), Address (33214 E. 45TH TERRACE), ZIP (92775), State (CA), City (SAN FRANCISCO), Country (with a search icon), Phone ((415) 555-9981), and Fax. At the bottom right, there are two buttons: "Ship To" and "OK".

The **Ship To** button in this screen opens the **Ship To Address** screen:

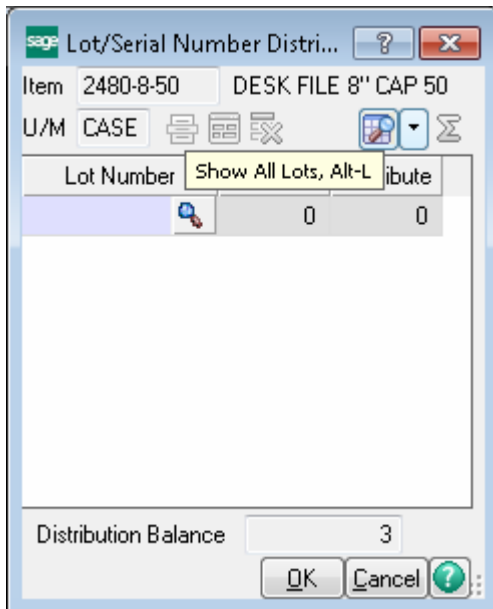


The screenshot shows a window titled "Ship To Address" with a Sage logo. The form contains the following fields: Name (ABC DISTRIBUTING COMPANY), Address (3191 AIRPORT LOOP), ZIP (92626), State (CA), City (COSTA MESA), and Country (with a search icon). At the bottom right, there is an "OK" button.

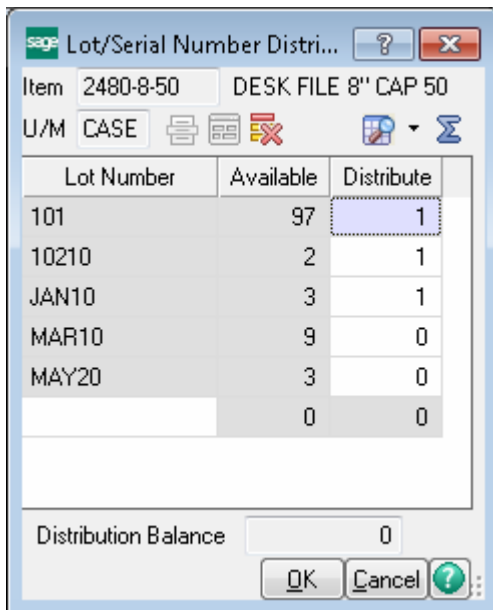
The **L** button on the **Receipt of Goods Entry** screen displays the **Lines** screen:



If an item is **Lot/Serial**, the **Lot/Serial Distribution** button allows opening the **Lot/Serial No. Distribution** screen:



Enter the lot or serial number for the distribution, or click the Lookup button to list all available lot numbers to be distributed.



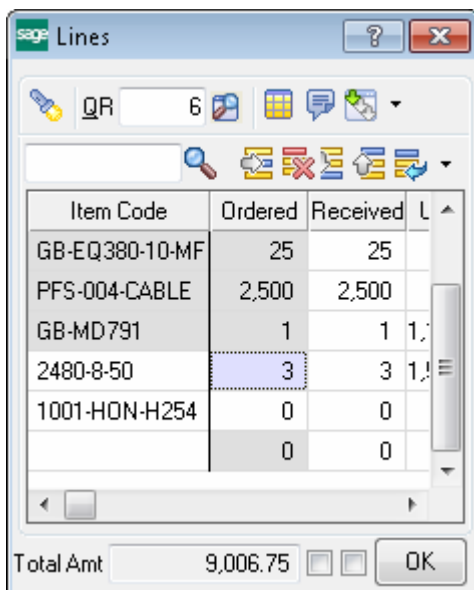
Item: 2480-8-50 DESK FILE 8" CAP 50
 U/M: CASE

Lot Number	Available	Distribute
101	97	1
10210	2	1
JAN10	3	1
MAR10	9	0
MAY20	3	0
	0	0

Distribution Balance: 0

Buttons: OK, Cancel, Help

At the Distribute field, enter the total lot or serial number amount to be distributed.

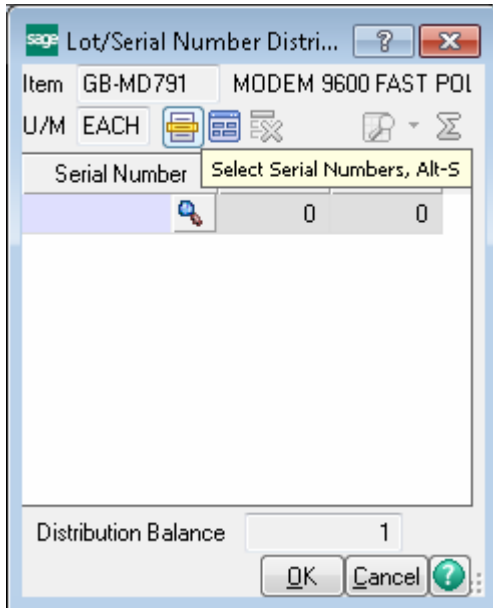


Item Code	Ordered	Received	L
GB-EQ380-10-MF	25	25	
PFS-004-CABLE	2,500	2,500	
GB-MD791	1	1	1
2480-8-50	3	3	1
1001-HON-H254	0	0	
	0	0	

Total Amt: 9,006.75

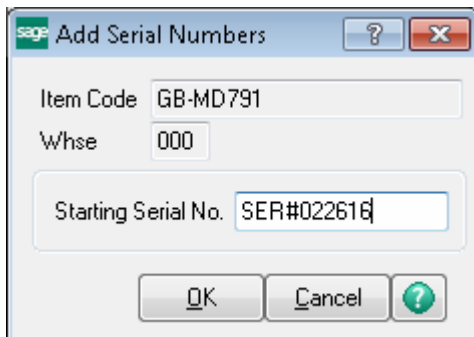
Buttons: OK

For Serial Items the Select Serial Items button is available:

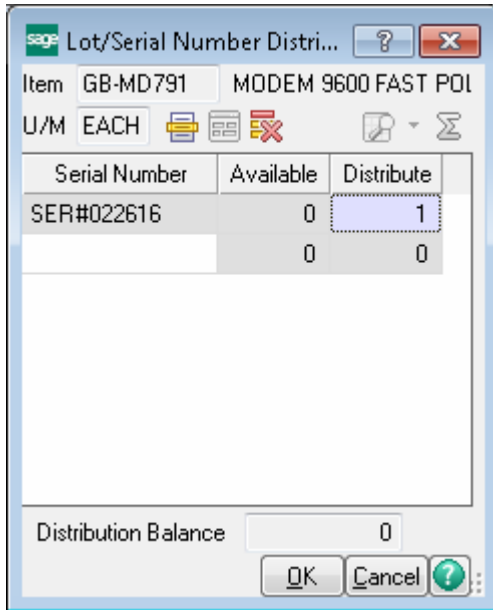


You can click the **Select Serial Numbers** button to select the available serial numbers for the item or warehouse to be distributed.

You can also click the **Add Serial Numbers** button to create new serial numbers for items that are being added back to stock. The **Add Serial Numbers** task is available only for serial items.

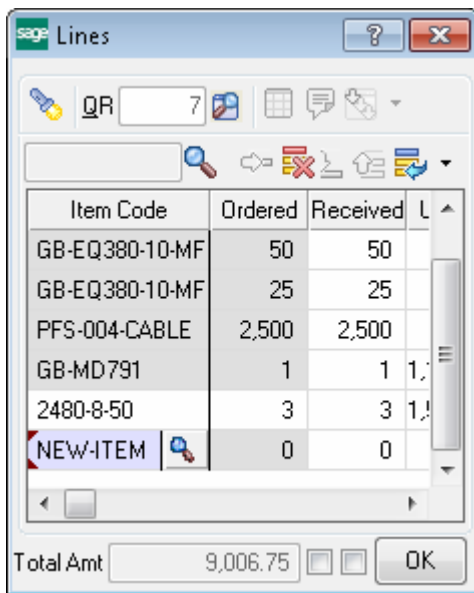


It is necessary to enter only the **Starting Serial No.** and sequential Serial numbers are automatically created based on the Serial Item total quantity received.

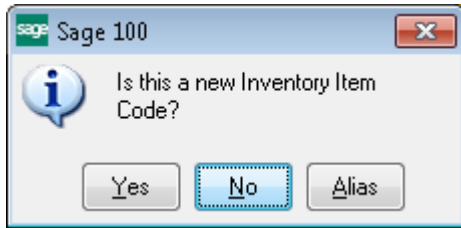


You can also add items on the fly.

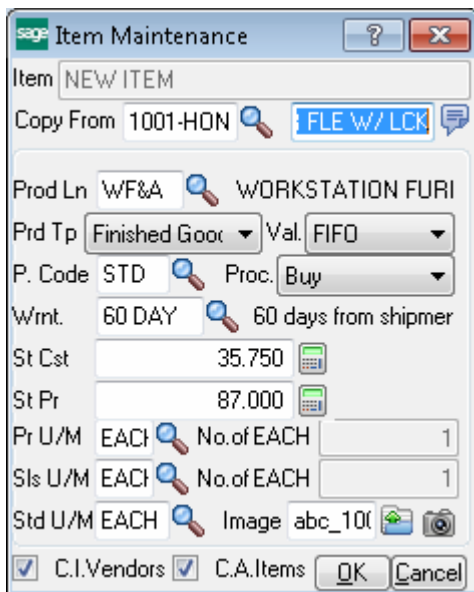
Enter an item number that doesn't exist in the **Inventory Management**.



When pressing *Enter*, the following message box will appear asking whether or not to accept the new or Alias Item.

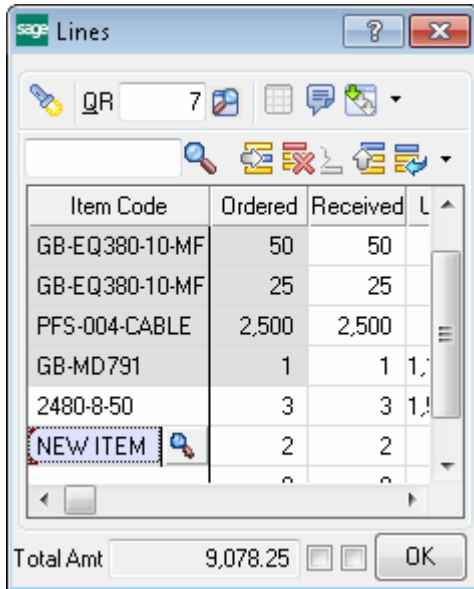


Upon clicking **Yes**, the **Item Maintenance** screen will appear for new item entry (**Item** number is the one entered on the **Lines** tab of the **Receipt of Goods Entry**).



You can use **Copy from** lookup button to copy the fields of already existing items for the new one.

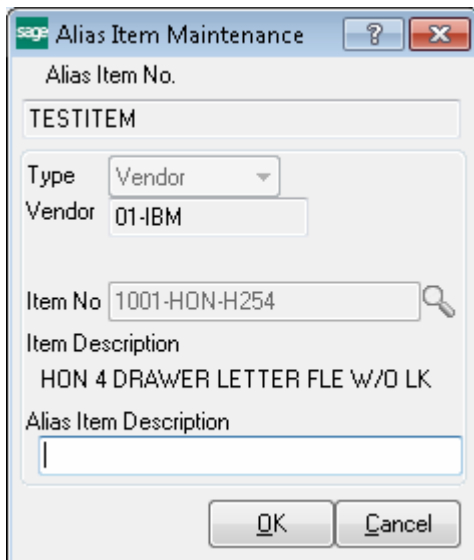
After filling in item related information in this screen and clicking **Ok**, you will be returned to the **Lines** tab of the **Receipt of Goods Entry**.



Item Code	Ordered	Received	L
GB-EQ380-10-MF	50	50	
GB-EQ380-10-MF	25	25	
PFS-004-CABLE	2,500	2,500	
GB-MD791	1	1	1
2480-8-50	3	3	1
NEW ITEM	2	2	

Total Amt 9,078.25 OK

For Alias Items (when you click **Alias** button on the message box asking whether or not the entered item is a new item), the newly added **Alias Item Number Maintenance** screen will be displayed.



Alias Item No. TESTITEM

Type Vendor

Vendor 01-IBM

Item No 1001-HON-H254

Item Description
HON 4 DRAWER LETTER FLE W/O LK

Alias Item Description

OK Cancel

Upon clicking **OK** you will be returned to the **Lines** tab with the selected Item No automatically loaded into the Item Code field in the data entry.

Item Code	Ordered	Received	L
GB-EQ380-10-MF	25	25	
PFS-004-CABLE	2,500	2,500	
GB-MD791	1	1	1
2480-8-50	3	3	1
NEW ITEM	2	2	
1001-HON-H254	0	0	

Total Amt 9,078.25 OK

If the Job Cost (or Work Order) module is integrated with Purchase Order, the fields related to Work Order become available in the lines grid:

Item Code	Work Order	Step	
*TESTING	0095015	0072	
BOARD-04230	0095019	0000	

Total Amt 350.00 OK

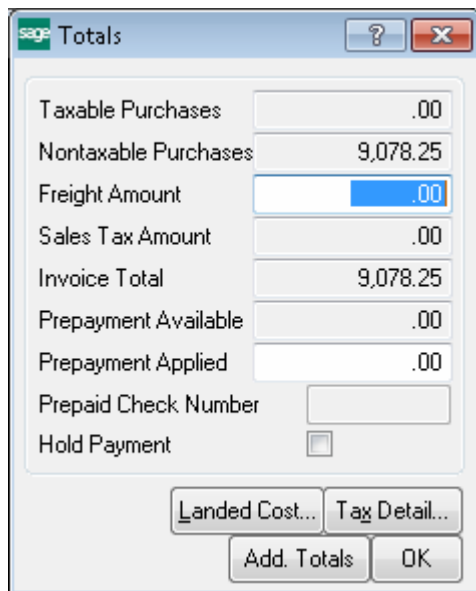
Enter the **Work Order** number representing the work order to which you want to distribute the cost associated with the line item. Click the Lookup button to list all work order numbers.

Enter the **Step** number for the selected work order against which you want to distribute the cost associated with the

line item. Click the Lookup button to list all step numbers for the current work order.

Select a **Transaction Type** to be used to record the cost of the line item. This field is available only if a work order number or step number was entered

Click the **T** button on the **Receipt of Goods Entry** screen to display the **Totals** screen:



Field	Value
Taxable Purchases	.00
Nontaxable Purchases	9,078.25
Freight Amount	.00
Sales Tax Amount	.00
Invoice Total	9,078.25
Prepayment Available	.00
Prepayment Applied	.00
Prepaid Check Number	
Hold Payment	<input type="checkbox"/>

The **Landed Cost** button opens the **Landed Cost Entry** screen:

	Cost Type	script/metho	Amount
1	DUTY	Dut Cost	10.0
2			.0

Total Landed Cost 10.00

OK Cancel

The **Add. Totals...** button in the Totals screen opens the **Totals Additional** screen:

COD Number

Less COD Amount

COD Check No

Invoice Balance

Invoice Due Date

Discount Date

Discount Amount

Prepaid Freight

Bank Code Security Pacific Checki

OK

Item Code	Ordered	Received	L
GB-EQ380-10-MF	25	25	
PFS-004-CABLE	2,500	2,500	
GB-MD791	1	1	1
2480-8-50	3	3	1
1001-HON-H	0	0	
	0	0	

Total Amt 9,006.75 OK

++NEW++ and ++AUTO++

RFS Receipt of Goods works with bar code scanners.

If the **New** box is checked, the program will add items in new lines irrespective of their presence in the existing lines.

If the **Auto Increment** box is cleared, the program will find line with this item and select that line. You can increase the quantity in the line manually.

If the **Auto Increment** box is checked, the program will automatically increase the quantity of the item in the line where the received quantity does not exceed the ordered. A new line will be added only if there is no such line.

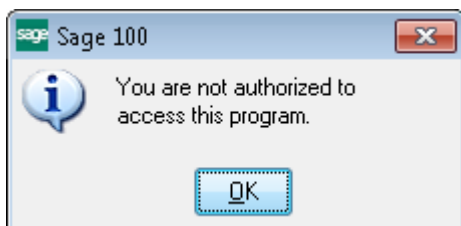
You can either check these boxes with the mouse or type in ++NEW++ or ++AUTO++ respectively in the Item Number field.

Inventory Transaction Entry

The **Inventory Transaction Entry** screen allows entering Transactions of the **Transfer** and **Adjustment** types.



If the **Allow Transaction Entry Adjustments** and **Allow Transaction Entry Transfers** options are not enabled for current user's role in the **Role Maintenance - > I/M Module Options**, the following message appears upon proceeding to **Inventory Transaction Entry**:



Select **Transfers** in the **Transaction Type** drop-down list and click the **Next Entry Number** button. Enter the **Transfer Date**, **Transfer From** and **To Warehouses**, and **Comment**.

You can navigate through the Transactions using standard navigation arrow buttons at the bottom of the screen. Click the **Lines** button to open the **Transaction Lines** screen.

	Item Code	To Whse	De
1	2480-8-50	002	DESK P
2			

Select an Item or its General Alias. The **To Warehouse** is defaulted from the header and may be changed for particular line. Enter the **Quantity** to be transferred, and click **OK**.

If the item is Lot/Serial, the **Lot/Serial Distribution** screen is popup.

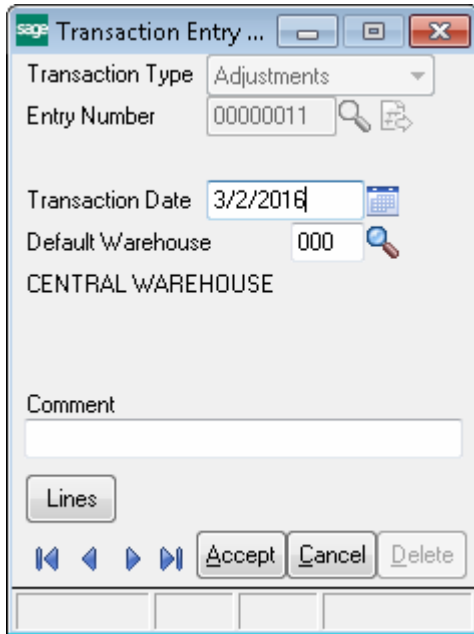
	Lot Number	aila	Distribute
1	101	32	1
2	10210	39	1
3	JAN10	25	0
4	MAR10	50	0
5	MAY20	30	0
6		0	0

Distribution Balance: 1

Buttons: OK, Cancel, ?

Enter **Lot (Serial) Number** and quantity to **Distribute**.
The **List** button opens the list of all the Lot (Serial) numbers. Use the **Σ** button to distribute all the quantity to a selected Lot Number.

Select **Adjustments** in the **Transaction Type** drop-down list and click the **Next Entry Number** button.
Enter the **Transaction Date**, **Default Warehouse**, and **Comment**.



Transaction Entry ...

Transaction Type: Adjustments

Entry Number: 00000011

Transaction Date: 3/2/2016

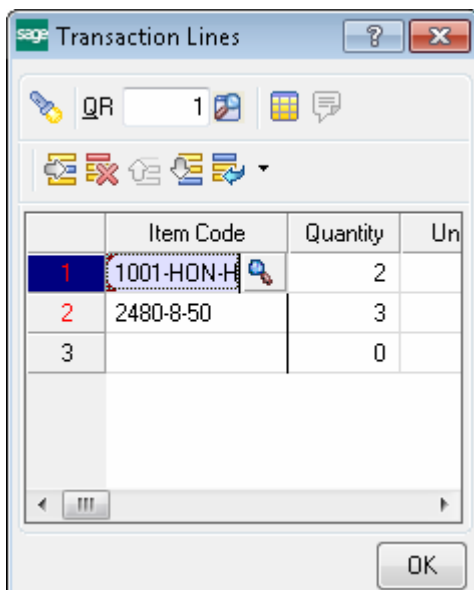
Default Warehouse: 000
CENTRAL WAREHOUSE

Comment

Lines

Accept Cancel Delete

Click the **Lines** button to open the **Transaction Lines** screen.



Transaction Lines

QR 1

	Item Code	Quantity	Un
1	1001-HON-H	2	
2	2480-8-50	3	
3		0	

OK

For items with LIFO/FIFO Valuation, the distribution screen is displayed on entering the quantity.

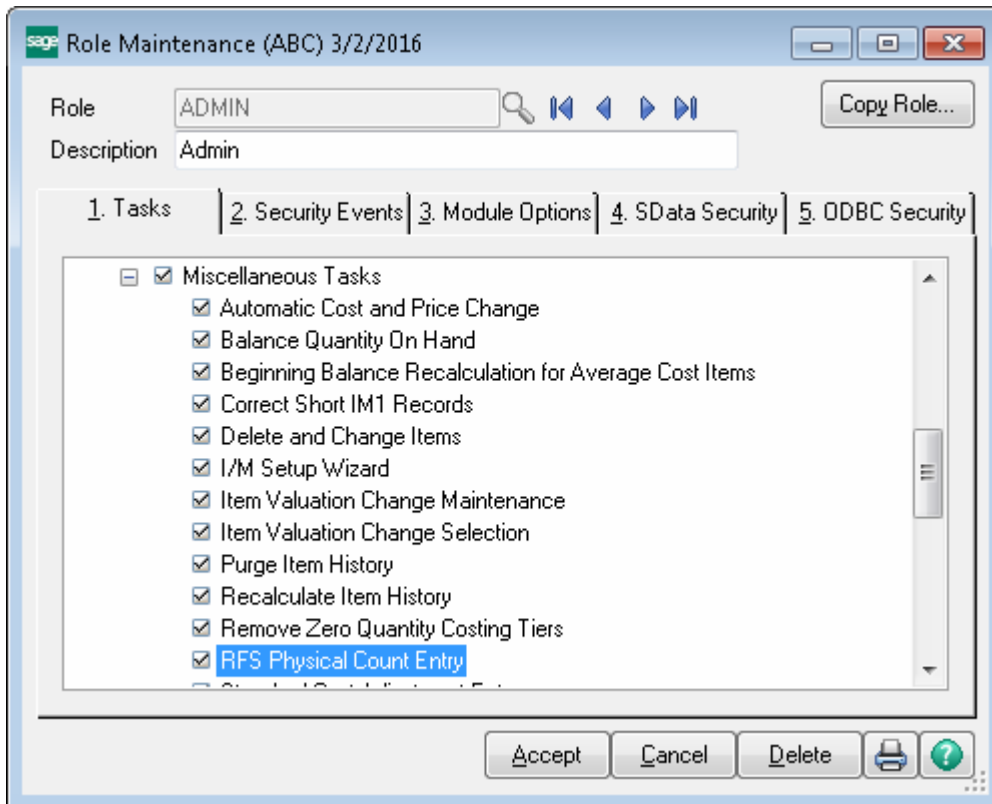
The screenshot shows the Sage Distribution Entry window for item 1001-HON-H252. The window title is "Distribution Entry". The item name is "1001-HON-H252" and the unit of measure is "EACH". The FIFO Date is set to "3/15/2020". The Receipt No. is "RC-0055". The Available quantity is "0" and the Distribute quantity is "2". The Distribution Balance is "0". There is an "Accept" button at the bottom right.

For items with Lot/Serial Valuation, the distribution screen is displayed on entering the quantity.

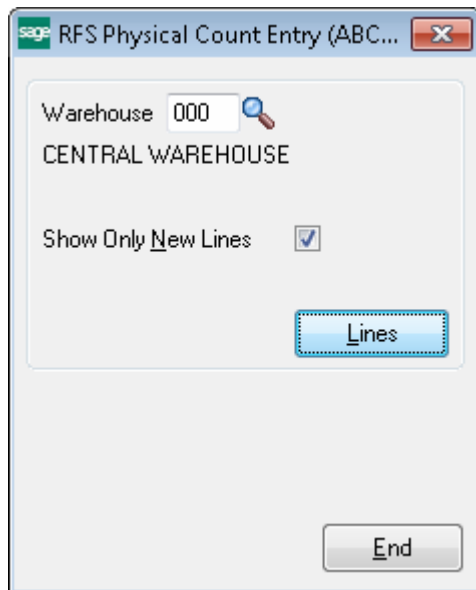
The screenshot shows the Sage Distribution Entry window for item 2480-8-50. The window title is "Distribution Entry". The item name is "2480-8-50" and the unit of measure is "EACH". The Lot Number is "MAY20". The Available quantity is "300" and the Distribute quantity is "3". The Distribution Balance is "0". There is an "Accept" button at the bottom right.

Physical Count Entry

In the **Role Maintenance** select the **RFS Physical Count Entry** task added to the Inventory Management Miscellaneous Tasks menu to enable access to **RFS Physical Count Entry** for the current role.



On the **Physical Count Entry** screen, enter the **Warehouse Code**, and select if you wish to see all lines frozen or just the lines you will enter.



Physical Count Entry requires that products be frozen using the Physical Count Worksheet program similar to how the standard Physical Count Entry program works. However you normally only see what you counted to speed counting and reduce errors in counting.

Click the **Lines** button to open the **Physical Count Lines** screen.

There are two modes of the line screens. The first screen is the standard screen if the MBN module is not installed or activated for the selected warehouse. This is **Item Code Only** screen. Counts are by Item only.

Physical Count Lines

Item Code

Bin Loc.

Count

Item Code	Lot/Ser ...	Counted
-----------	-------------	---------

Incl.

Item Code Only screen.

The **Lookup** button opens the **Item List** screen.

Item List

Item Code	Description
1001-HON-H252	HON 2 DRAWE
1001-HON-H252LK	HON 2 DRAWE
1001-HON-H254	HON 4 DRAWE
1001-HON-H254LK	HON 4 DRAWE
2480-8-50	DESK FILE 8" C
2481-5-50	DESK FILE 5 1/
2551-3-50	DESK FILE 3 1/
2568-3-25	DESK FILE 3 1/
4886-18-14-3	PAPER CADDY
6650-26-16-11	SOUND CVR 26
6652-28-24-15	SOUND CVR 28
6655	PRINTER STAN
6657-24-20-12	SOUND CVR 24

Search Views

Found 80 rec

Item Bin Location will be displayed for the selected item.

The screenshot shows a dialog box titled "Physical Count Lines" with the following fields and controls:

- Item Code: 1001-HON-H252
- Bin Loc.: E-300-10
- Count: 2.00
- Buttons: OK, Undo, Accept, Cancel
- Checkbox: Incr.

Item Code	Lot/Ser ...	Counted
1001-HON-H252		2.00

If the **Incr.** box is cleared, the program will find the item and select that line. You can increase the count manually. If the **Incr. (Auto Increment)** box is checked, the program will automatically count up the item just after entering/scanning the Item Number.

You can enter/select the Item number or it's General Alias.

If the **IIG UPC** module is installed scanning the item's UPC code or the ITF-14 case code will select the item. If the ITF-14 case code is scanned the program will increment by the standard UOM conversion factor. So if the ITF-14 is for example a case of 12 and the standard UOM is EACH, the program will count 12 instead of 1. This is best used with the **Incr.** field checked.

If the selected Item is Lot/Serial, all the Lots (Serials) of the item are listed.

Select a lot item from the Item List.

Physical Count Lines

Item Code: 2480-8-50

Bin Loc.: C-100-10

Lot/Ser: 101

Count: 1.00

Item Code	Lot/Ser ...	Counted
1001-HON-H252		2.00
2480-8-50	101	1.00

Incr.

Accept Cancel

Enter lot number in the **Lot Number** field and click **Ok**. If the entered Lot Number exists in the list it will be selected, otherwise new Lot Number will be added in the list. The lookup will show you the lots for the selected warehouse.

Physical Count Lines

Item Code: 2480-8-50

Bin Loc.: C-100-10

Lot/Ser: 101

Count: 1.00

Item Code	Lot/Ser ...	Counted
1001-HON-H252		2.00
2480-8-50	101	1.00

Incr.

Accept Cancel

If the **Incr.** box is cleared, the Lot number with a 0 count will be added. You must enter the count manually.

If the **Auto Increment** box is checked, the program will automatically increase the count of the lot.

Enter ++**Auto**++ in the **Item Code** field and press Enter to check/uncheck the Incr. box automatically.

Physical Count with MBN

The second version of the screen is available if **IIG MBN** enhancement is installed and is active for the selected warehouse. This is the **Bin/Item** screen. Counts are by Bin Location and Item.

Bin Loc	Item Code	Counted	L
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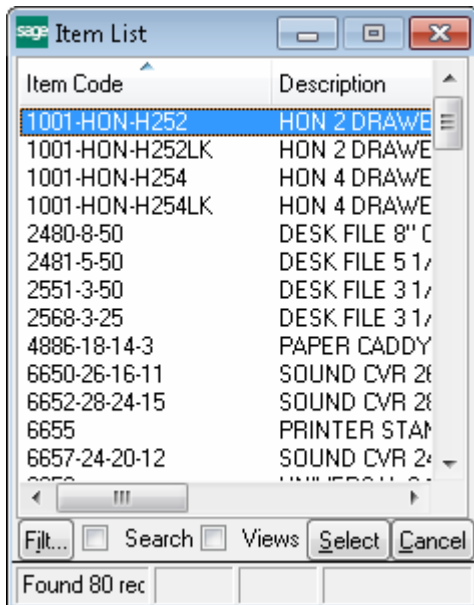
When **MBN** is installed and the warehouse is enabled for bin locations, the **Physical Count Lines** screen changes to the **Bin Location/Items** format.

You must select the bin you are counting. An additional check box (**Keep Bin**) will retain the **Bin Location** selected and flow the scanning back to the **Item Code** to speed scanning and counting of the products in the bin. When you finish counting the bin, click on the **Clear** button to reset the bin. You can select by lookup or by scanning the bin if the bin is bar coded.

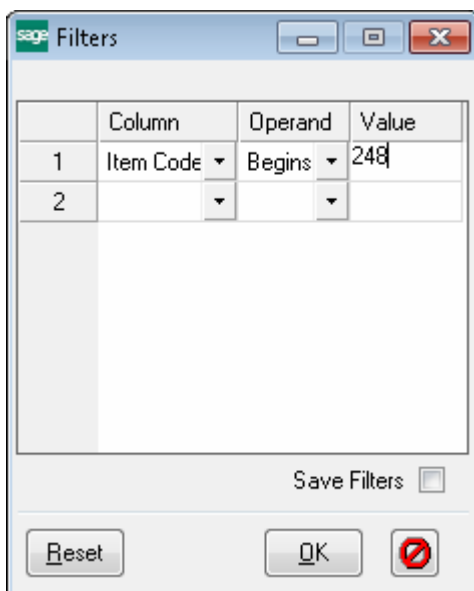
***Note:** We suggest that you click Accept at the end of each aisle to update the counts entered. Remember that nothing is posted to the MAS count files until Accept is clicked.*

Lookups in RFS

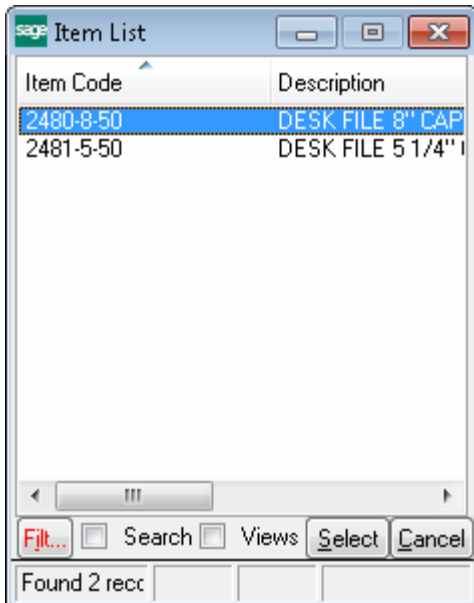
Lookups in the RFS enhancement enable all the functionality the standard MAS 90 lookups have (except for the Zoom button). The starting symbols can be entered before clicking the Lookup button to narrow the displayed items list.



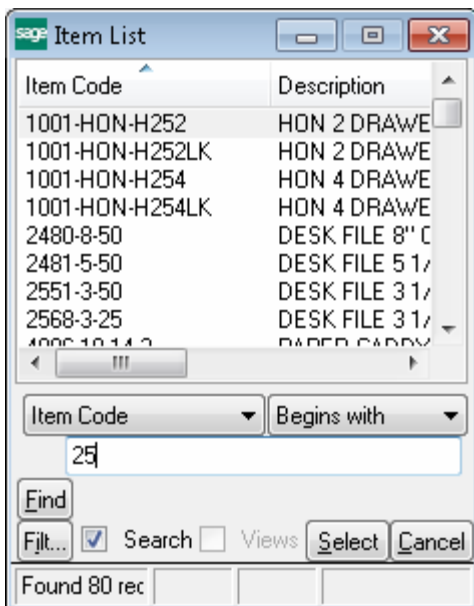
The **Filt...** button enables setting **Filters**.



After applying the filters, the **Filt...** button appears red.

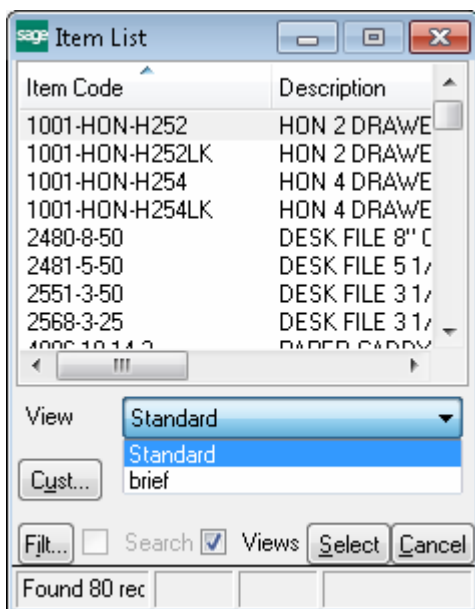


Check the **Search** box to specify search criteria in the displayed fields. Click **Find** to search with the entered criteria.

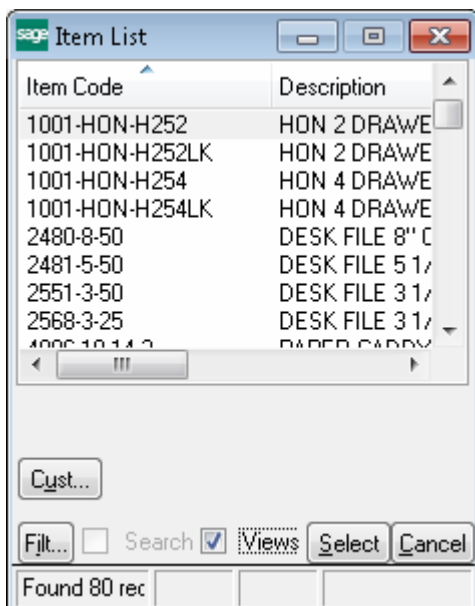


Check the **Views** box to work with lookup views.

Select a view from the **View** drop-down box to switch to that view.



If there is no custom view, the **View** drop-down box is not visible.



Click **Cust...** button to create a new or change an existing view.

