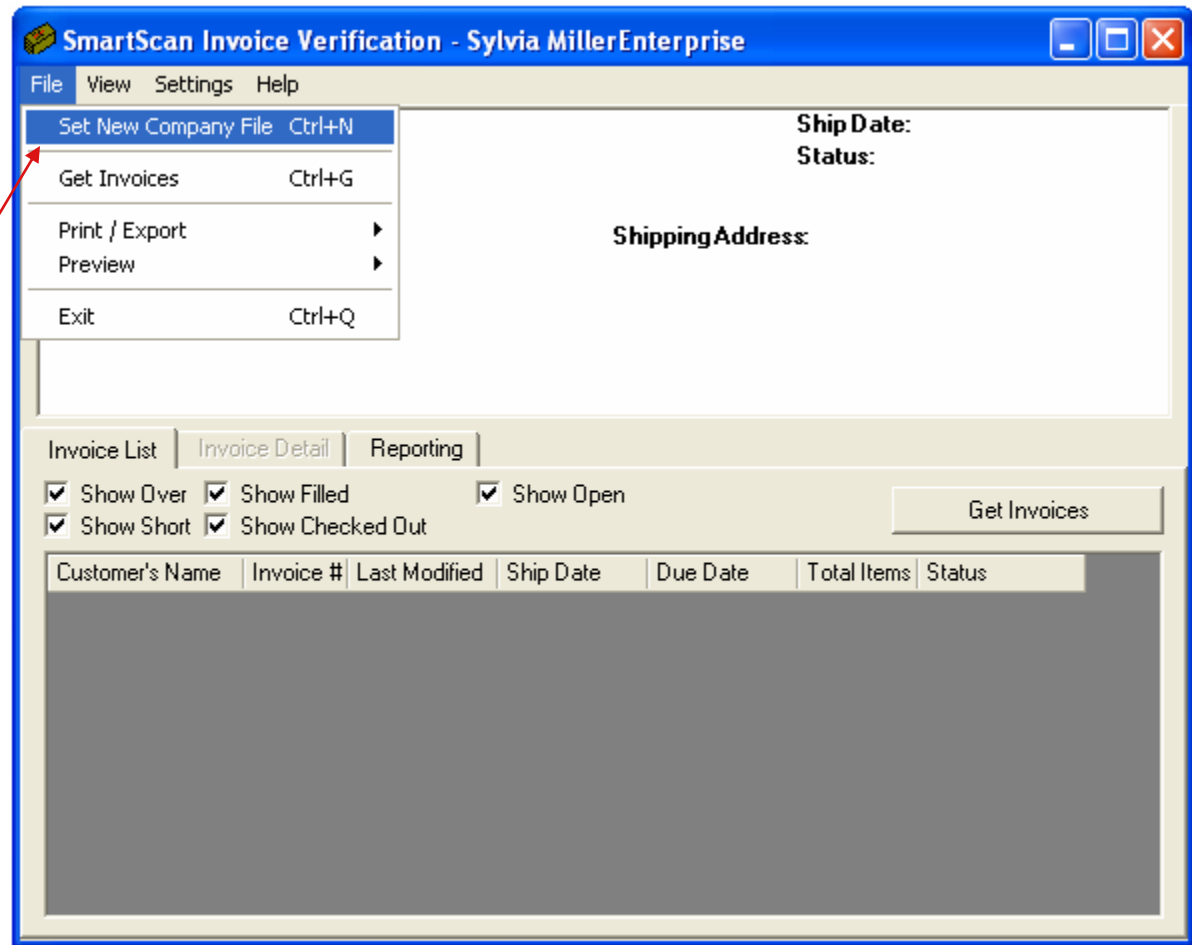# SmartScan
## By Baus Systems

## *Bar Coding for QuickBooks!*

## *SmartScan Invoice Verification Demo*

An instructional and reference overview of using SmartScan Invoice Verification with QuickBooks

**GOLD DEVELOPER** QuickBooks®

designed for **QB** QuickBooks®
See system requirements for version information

# SmartScan
# Invoice Verification

*Start by selecting the QuickBooks company file.*
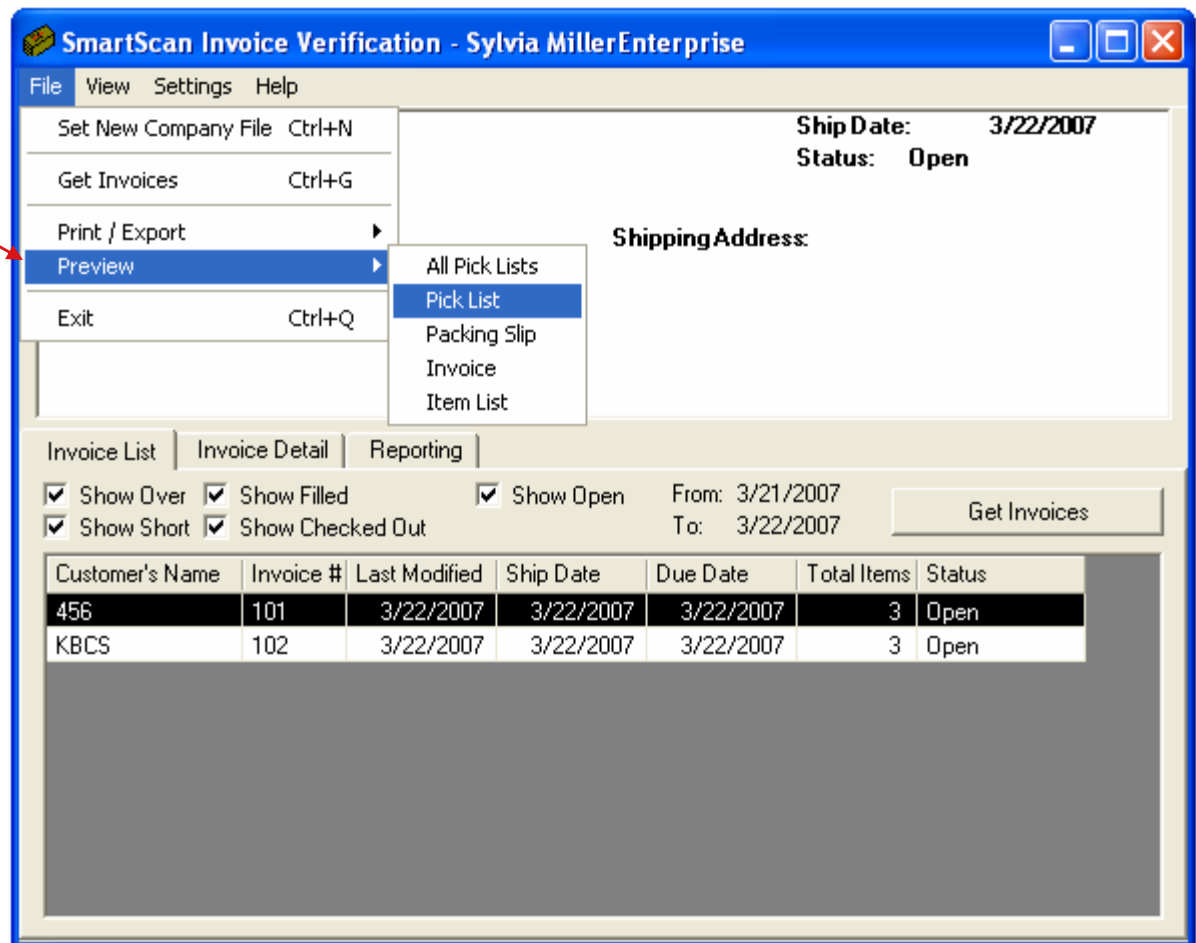
# SmartScan
# Invoice Verification



*Click on "Get Invoices."*

*Select the date range or transaction number to receive.*

# SmartScan
# Invoice Verification

*When the Invoice list appears you can choose to print one pick list for the selected invoice or one pick list for all invoices shown.*

*Mobile Invoice Verification will show an electronic pick list that can be sorted by item name, description or location.* *(This will be shown later.)*
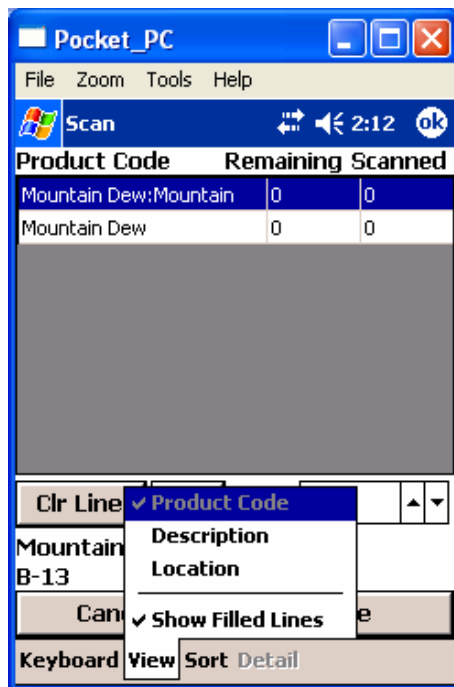
SmartScan Invoice Verification - Sylvia MillerEnterprise

**File** View Settings Help

| | |
|---|---|
| Set New Company File | Ctrl+N |
| Get Invoices | Ctrl+G |
| Print / Export | ▶ |
| Preview | ▶ |
| Exit | Ctrl+Q |

All Pick Lists
Pick List
Packing Slip
Invoice
Item List

Ship Date:  3/22/2007
Status:  Open

**Shipping Address:**

Invoice List | Invoice Detail | Reporting

☑ Show Over  ☑ Show Filled  ☑ Show Open  From: 3/21/2007
☑ Show Short  ☑ Show Checked Out  To:  3/22/2007

Get Invoices

| Customer's Name | Invoice # | Last Modified | Ship Date | Due Date | Total Items | Status |
|---|---|---|---|---|---|---|
| 456 | 101 | 3/22/2007 | 3/22/2007 | 3/22/2007 | 3 | Open |
| KBCS | 102 | 3/22/2007 | 3/22/2007 | 3/22/2007 | 3 | Open |

# SmartScan
# Invoice Verification



The Pick List is sorted by the location you assign in a QuickBooks custom field.

The mobile Pick List is displayed on the handheld screen and is sortable by Item name, description or location.

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# SmartScan
# Invoice Verification



*To fulfill the order click on the Invoice Detail tab and start scanning items in any order. If too many or the wrong item is scanned a notification will appear.*

# SmartScan
# Invoice Verification



*To assign serial numbers, either scan all items or one at a time then click the Line Item Detail tab. Scan or type in the serial number then press enter.*

# SmartScan
# Invoice Verification
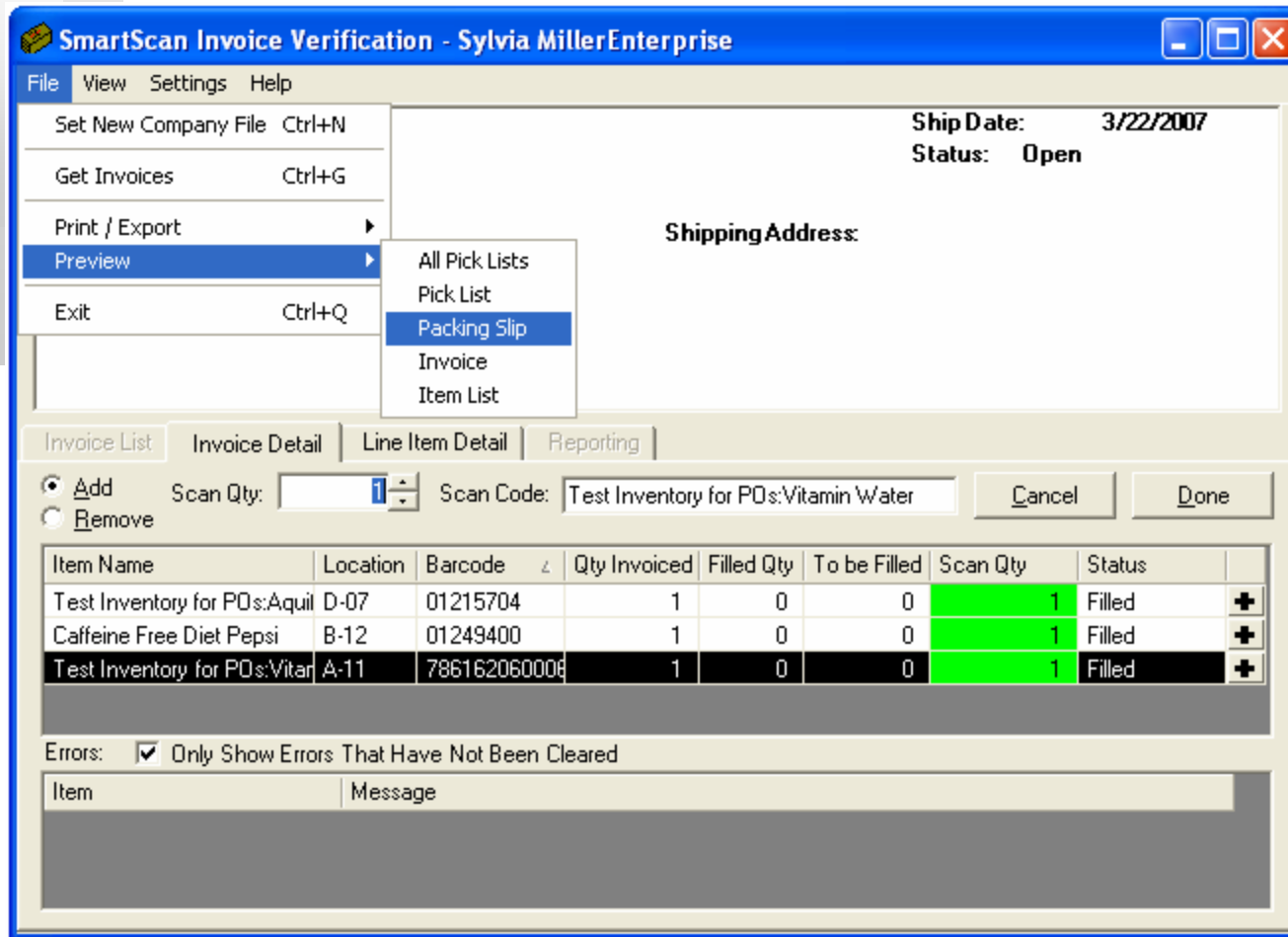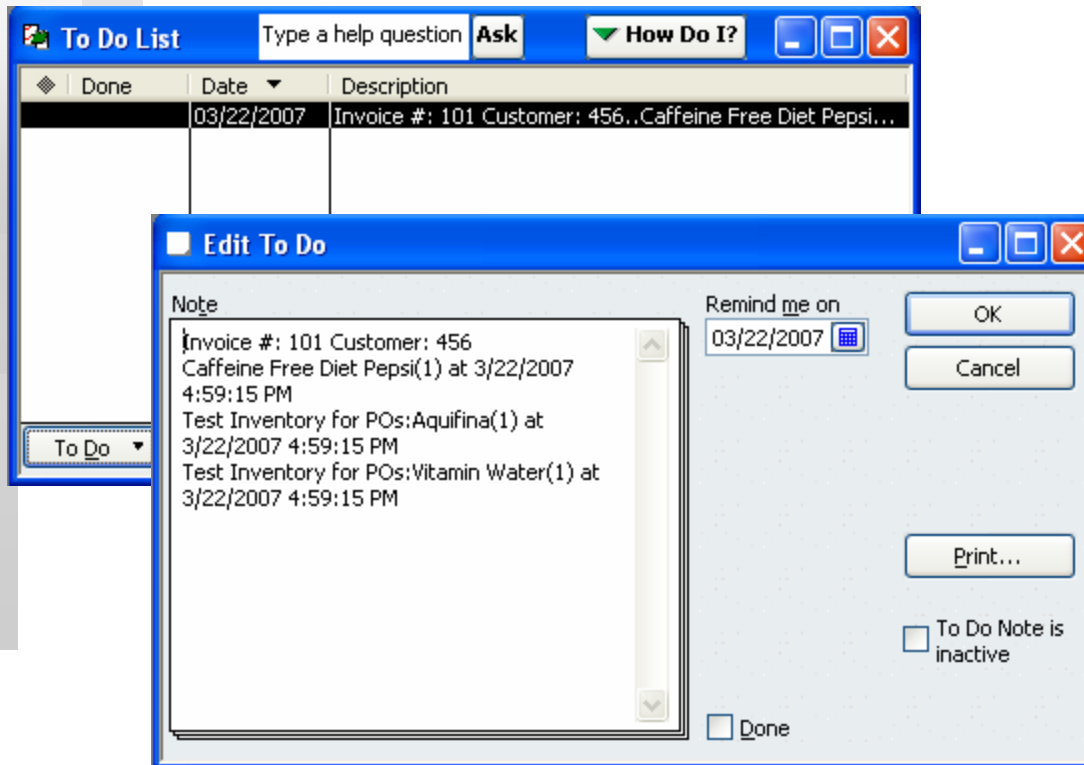


*When the order is fulfilled and ready to pack, print a Packing Slip before clicking "Done."*

*Settings can be changed to print a Packing Slip Automatically.*

# SmartScan
# Invoice Verification



*When "Done" is clicked a ToDo note is sent to QuickBooks to log who fulfilled which order when and what was included.*

*This is helpful for employee accountability and record keeping if order inquiry arises.*

# SmartScan
# Invoice Verification



*To view serial numbers, Search the Line Item Details Lookup Database.*

# SmartScan
# Invoice Verification

*If QuickBooks is open, click "Show" to see the corresponding transaction in QuickBooks.*

**Verification Details Lookup**

Item Filter: [Show All]

Detail Value Filter: 12345

Customer/Vendor Filter: [Show All]

Document Type Filter: [Show All]

| | Ref # | Type | Item | ⌄ | Time Scanned | Customer/Vendor |
|---|---|---|---|---|---|---|
| Show | 101 | Invoice | Test Inventory for POs:Aquifina | | 3/22/2007 4:53:11 PM | 456 |

Close

*Scan or type in the serial number to search.*

*This Verification Details Lookup searchable database logs and combines all serial numbers from Purchase Order Verification, Invoice and Sales Order Verification so you can track incoming and outgoing serial numbers, where they came from and who they went to.  It's helpful for returns, warranty issues and recalls.*

*Baus Systems*

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