

Barcode scanning and pick list checking

Added: Version 4.01

Another way barcode scanning can be useful is in checking that goods picked off the shelf for distribution to a customer match what was on the pick list.

This is done when distributing goods to a customer on a customer invoice. When the preference to use barcode scanners is turned on (see [Barcode scanning preferences](#)), the customer invoice window for new or suggested status customer invoices has a new *Pick list check* button:

Customer invoice

Name: Test Customer 01
 Their ref: Order:1234
 Comment:
 Confirm date: 30/09/00
 Category: None
 Colour: Black
 Invoice: 2
 Entry date: 29/01/2019
 Goods received ID: 0
 Status: new
 Entered by: user 1 (pass= user1)
 Store: General

New line Delete line(s) Backorders History Confirm **Picklist Check**

General Summary by Item Summary by Batch Transport details Log

N...	Li...	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten
1			test item 01	20	5	ds1g167		0.20	4.00
2	b1		Test item 02	15	1	uicp0675	31/01/2020	0.00	0.00
3	a2		Test item 02	40	2	zxc'v67	30/04/2023	0.00	0.00

Other charges Item:
 Amount: 0.00
 Subtotal: 4.00
 0 % tax: 0.00
 Total: 4.00

☐ Hold
☐ Finalise
 Export batch: 0
 OK & Next Delete OK

When you have finished adding lines to the customer invoice, you print the pick list in the normal way (see [Issuing goods to a customer](#)), pass the pick list to the warehouse staff and they pick the goods of the shelf.

You can then check the right goods have been taken off the shelves as they are picked or when the pick is complete. To do this, click on the *Pick list check* button and the following window will open:

The customer name and invoice number are for reference and are read only. The table contains all the lines on the customer invoice.

From:

Permanent link:

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