

SYSTEM OVERVIEW

Data Pro Accounting Software's **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. It also runs on **Windows Servers (2019, 2016, 2012, & 2008)** and **Windows PC desktops (Windows 11, 10, & 8)**, making it more convenient for warehouse shipping locations!

There are several "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. However, the device you choose **MUST** support "wireless networking" and have access to your accounting server where the **Infinity POWER** programs are installed. Desktop PCs and/or laptops must simply be connected to the company's internal network.

The benefits of using **DP/SCAN** are significant in time savings and for allowing significant ease of use in "cycle counts" and insuring 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 grip on a moving target. The result can be a high loss of inventory and write-downs that could easily be avoided.

This program operates in "Real Time" and 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.

This product is specifically designed to function as if it is another user connected directly to your accounting system. When the software reads from any data files, it is looking at the latest version of the data files as they may exist at any moment in time. Currently, there are "warehouse" functions from five different accounting modules and one in the **DP/DashBoard/CRM** module when purchased.

- * Record Shipments (Sales Order Entry)
- * Record Receipts (Purchase Order Entry)
- * Enter New Physical Counts (Inventory)
- * Inventory Transfers (Between Items/Locations)
- * Inventory Transfers to Jobs
- * Inventory Count Reset to Zero (DP/DashBoard)

The initial **DP/SCAN** product (Part #460) includes a single (1) User license. Additional user licenses may be purchased for each additional device (handheld) or PC to be added to your network as needed (Part #461).

SETUP & CONFIGURATION

Every installation of the **Infinity POWER** accounting software allows for multiple companies to be installed and run from a single instance of the software.

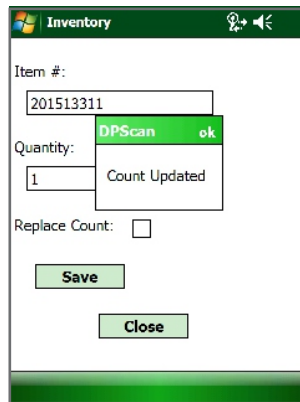
As such, when you are ready to run **DP/SCAN**, you need to configure the **DP/SCAN** software so it knows which "company" to communicate with and where to find its data files. Every office or warehouse can be configured differently using open or closed networks, with or without, security involved.

Depending on how your IT managers have configured your local area network, if you are using a handheld scanner, you will need to first connect the bar code scanner to the wireless network before you can proceed. The vehicle that **DP/SCAN** uses to communicate is the Data Pro module called "POWERServer," which is included in the **Infinity POWER Advanced Accounting Software** products (Version 7.3 and higher).

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.

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 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 **Inventory Management** software.



This feature does not replace the ability to "Print Count Sheets," then manually go count items and enter them directly into the system through the **Inventory Management** software. However, with **DP/SCAN**, you can count one item at a time by selecting an item and 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. For example, you may be scanning a "bin label" in a warehouse or store 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 the **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 your warehouse looking at bins of various inventory items to be counted. Better yet, the **DP/SCAN** software allows you to perform physical counts in "real time" at the workstation you use for shipping in the warehouse, or with a handheld device, as you walk through a warehouse, through a truck or through a range of bins while performing a "Cycle" count as often as you desire.

Speaking of trucks, the "IM Count Reset to Zero Option" that is included for use with the **DP/DashBoard/CRM** module with the purchase of this product, allows users to go in by a selected range of inventory items (i.e. Bin, Aisle, Truck) and reset the counts of all items to "zero" as if they have already been physically counted!

Overview continued on next page



DP/SCAN is compatible with various devices including Motorola's MC9200-G shown above.

The impact of this is that the user that is performing the count must now physically scan the inventory item for it to show up as "counted" in this count or it will be "written off." This prevents people from getting lazy and just entering items they "believe" to be there and they are not. If it's not scanned, it's not there and people can now be held accountable!

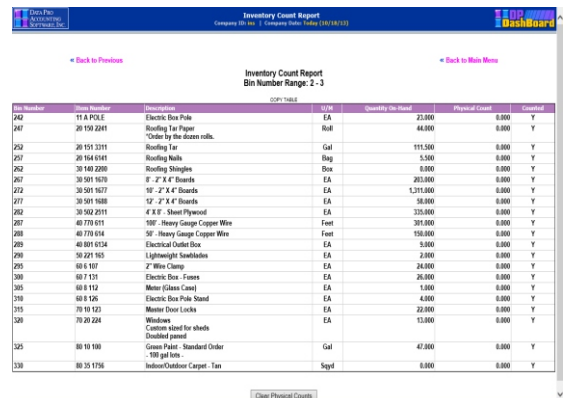
SHIPPING

The "SHIPPING" option located on the main menu of **DP/SCAN** is designed to "Record Shipments" against a specific **Sales Order** remotely. This allows warehouse staff to inform the accounting department of which items on an outstanding "Sales Order" have actually been boxed up/packaged and "shipped" out the door on a very timely basis. Once the Sales Order Number and the specific inventory items on a Sales Order have been "recorded" as "shipped," this means that they are now ready for immediate "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.

Inventory Count Reset to Zero Option for **DP/DashBoard/CRM** insists that all items in a range (i.e. Truck, office or warehouse) **MUST** be scanned during physical counts!



Bin Number	Item Number	Description	UOM	Quantity On Hand	Physical Count	Counted
242	11 A 1502	Electric Disc File	EA	22,000	0.000	Y
247	20 150 2041	Rolling Pin Paper	Roll	44,000	0.000	Y
253	20 151 2111	Rolling Pin	Gal	115,000	0.000	Y
252	20 164 0141	Rolling Nails	Bag	5,500	0.000	Y
252	30 140 2200	Rolling Dringles	Box	8,000	0.000	Y
267	30 501 1020	2" 2' X 4" Boards	EA	202,000	0.000	Y
272	30 501 1027	10" 2' X 4" Boards	EA	5,015,000	0.000	Y
272	30 501 1028	12" 2' X 4" Boards	EA	58,000	0.000	Y
292	30 502 2111	4" X 8" Sheet Plywood	EA	225,000	0.000	Y
287	40 770 011	100' Heavy Gauge Copper Wire	Foot	301,000	0.000	Y
288	40 770 014	50' Heavy Gauge Copper Wire	Foot	150,000	0.000	Y
299	40 801 0124	Electrical Outlet Box	EA	9,000	0.000	Y
299	50 251 102	Lightweight Lumber	EA	2,000	0.000	Y
295	60 6 107	2" Wire Clamp	EA	24,000	0.000	Y
300	60 7 130	Electric Disc - Green	EA	26,000	0.000	Y
300	60 8 112	Wire (Green Coat)	EA	1,500	0.000	Y
306	60 8 126	Electric Disc File Stand	EA	4,000	0.000	Y
310	70 10 123	Master Door Locks	EA	23,000	0.000	Y
300	70 200 204	Workshop Custom sized for sheds Dissolved panel	EA	13,000	0.000	Y
325	80 10 100	Green Pallet - Standard Order 120 gals	Gal	47,000	0.000	Y
320	80 25 1716	Indoor/Outdoor Carpet - Tan	Sqyd	8,000	0.000	Y

Product Overview

Continued

MODULE OVERVIEW

When inventory items are “recorded” as “shipped,” the software immediately reduces the system’s “Quantity On-Hand” amounts. The “Quantity Reserved” amounts are also lowered because when they are shipped, they are also no longer considered “on-order.”

BAR CODES

When you purchase DP/SCAN, you also receive white paper versions of the “Sales Order” and “Packing List” forms that include the printing of “bar codes” on the actual processing forms. Bar Code symbology printing featuring 3 of 9, 2 of 7 and UPC Codes (among many others) are all supported!

This feature requires a “LaserJet” type of printer. This is also true for the Purchase Order form to be used with the “Receiving” option to be described next. When you print a copy of the Sales Order or Purchase Order forms, you will see that it includes Bar Codes where you have the Sales Order or Purchase Order Number and for all Inventory Item Numbers on each form.

By using the modified form, it significantly enhances the ability to streamline the data entry process for the warehouse user utilizing the DP/SCAN software.

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 is 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 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 physically in stock, it may get sold and be gone before the “actual” invoice from the vendor ever arrives.

Getting the item received more timely can be one of the **most important** functions DP/SCAN users can perform!

TRANSFER

The “Item Transfer” option allows warehouse staff to “move” inventory stocks from warehouse location to location, bin to bin or just item to item.

This function allows for the immediate “increasing” of the “on-hand” quantities of existing items by scanning the original item as the “source” item and then entering the destination item number.

Once these two item numbers have been entered, the default quantity of one may be used by the scanner, or you may manually enter a much larger quantity using the keyboard on the scanner or the PC’s keyboard. This function becomes very powerful in the company’s warehouse or in the field, particularly where a company may use their own item number structuring system, have trucks in the field and where they use a prefix or suffix to designate where an item goes once it is transferred.

TO PROJECT

The DP/SCAN function “Item to Project” allows warehouse staff, and other employees that may be in the field, to “move” inventory stocks from warehouse location, or truck, to an actual “Project or Job” that has already been defined in the Infinity POWER Job Cost Main Module.

This is an extremely powerful capability where the transfer of materials can be automatically removed from a company’s inventory, either out of their warehouse or one of their moving trucks carrying its own inventory, and allow the transfer of inventory costs to be posted directly to a “cost code” on a specific project/job.

This, of course, assumes the user has done their homework and insured that each of the inventory items have all of the proper configuration work done, in advance. Although the Windows Graphical versions of the integrated modules that work with the Job Cost Main Module allow users to override and change both the Projects/Jobs, as well as the Cost Codes to be charged, when allocating inventory items to a given job, users with a handheld scanner don’t have the same level of flexibility.

The setup of all inventory items must insure that they have all of the General Ledger accounts, Sales Codes and Job Cost codes all predefined properly before being scanned to a specific project/job. If they do, then the quantities on hand will be lowered and their costs will automatically be transferred to the job as Work in Process (WIP) or directly as Cost of Sales, depending on the nature of the company’s business.

Both methods can be tracked easily within the Infinity POWER accounting system. It is simply a matter of configuration within the software!

The system will prompt for the item number to scan and then for the destination Project/Job. Once scanned or entered, the system will default to a quantity of one. This quantity can be overridden by the user and allowed to enter more quantities directly to the job as needed.

Once they click on the “Transfer” button, all costs are moved and item quantities are lowered immediately! This is why DP/SCAN is a powerful, “real time” tool for the warehouse, or trucks in the field.

Infinity POWER Sample Company, Inc.
--- PACKING LIST ---

Number: 10471 - Normal Date: 05/04/2021
Account: JCN11 Page: 1
Bill To: Ship To:

Santa Jones Interior Design Santa Jones Interior Design
5011 Cleveland Avenue 5011 Cleveland Avenue
Unit 605 Unit 605
Clearwater, FL 33612 Clearwater, FL 33612

Description	Order Date	Cust PO #	Sales Order	Shipping Instructions
Purchase for Job	04/12/2021	Verbal	10471	Company Truck
Qty Ordered	Remaining	Qty Shipped	UM	Description
40.00	40.00		EA	Corner Blocks 10 601 70511
20.00	20.00		EA	Concrete Blocks 10 601 95461
4.00	4.00		EA	8" - 2" x 4" Boards 30 501 1670
4.00	4.00		EA	10" - 2" x 4" Boards 30 501 1677
2.00	2.00		EA	12" - 2" x 4" Boards 30 501 1688
1.00	1.00		EA	4' X 8' - Sheet 30 502 2511

Infinity POWER Sample Company, Inc.
111 2nd Avenue NE Total # of Pkgs.: _____
Suite 1200 Total Weight: _____
St. Petersburg, FL 33701
USA Packed By: _____

Sales Orders, Purchase Orders and Packing Lists include additional Bar Codes for the Sales/Purchase Order Number and all Item Numbers to make processing simpler!

As long as the customer has a valid and stable wireless network connection, processing becomes more efficient and streamlined than ever! This can lead to better data and better abilities to get invoicing done quicker, more seamlessly and insure that inventory levels are managed tighter and produce better profits!

Receiving

Purchase Order #:

Vendor:

Item #:

Quantity:

The Receiving window confirms that the inventory item has been received. Either click “OK” to continue to receive more inventory items or click on the “Close” button to exit.