



## BCE Barcode Scanning App - User Notes

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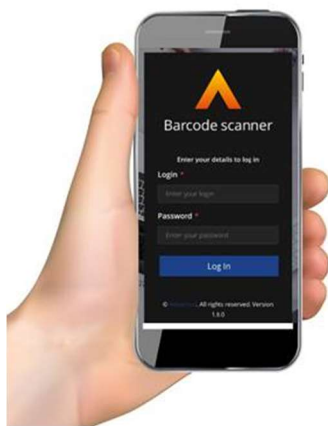
## Introduction

The BCE Scanning App is a web-based application that introduces Barcode scanning functionality.

It is important to keep stock inventory levels accurate and this can be achieved by using an efficient 'Goods In' operation.

The 'Scanning App', is designed for 'Goods In' where stock deliveries can be easily be scanned and have their quantities checked and compared to your purchase orders using real time data.

Scanning your supplier Barcodes should eliminate duplication and avoid mistakes ensuring the stock is correctly recorded as soon as it arrives at the warehouse.



### Key Features:

- Works with smartphones, tablets and Bluetooth scanners
- No limitations on number of users, scans or devices
- The Scanning App is a Web based application easily accessed from a link
- Does not require any storage on your device

### Business Benefits:

- Increased stock accuracy
- Simplifies the 'Goods In' operation
- Quickly and easily scan suppliers stock barcodes
- Reduces purchase order delivery processing mistakes and operational errors

### Barcode Compatibility:

The following barcode formats are supported:

- Code 39
- Code 128
- EAN 13
- EAN 8
- Interleaved 2 of 5

**Note:** 'GS1' is currently not supported

## Setup and Configuration

Before the scanning app can be used to scan the barcodes on your deliveries, your suppliers barcode numbers will need to be recorded in the 'Reference' field for each of your stock item's

The 'Reference' field can be edited and updated manually or for many stock items, the BCE import options can be used to perform a bulk update from a csv file.

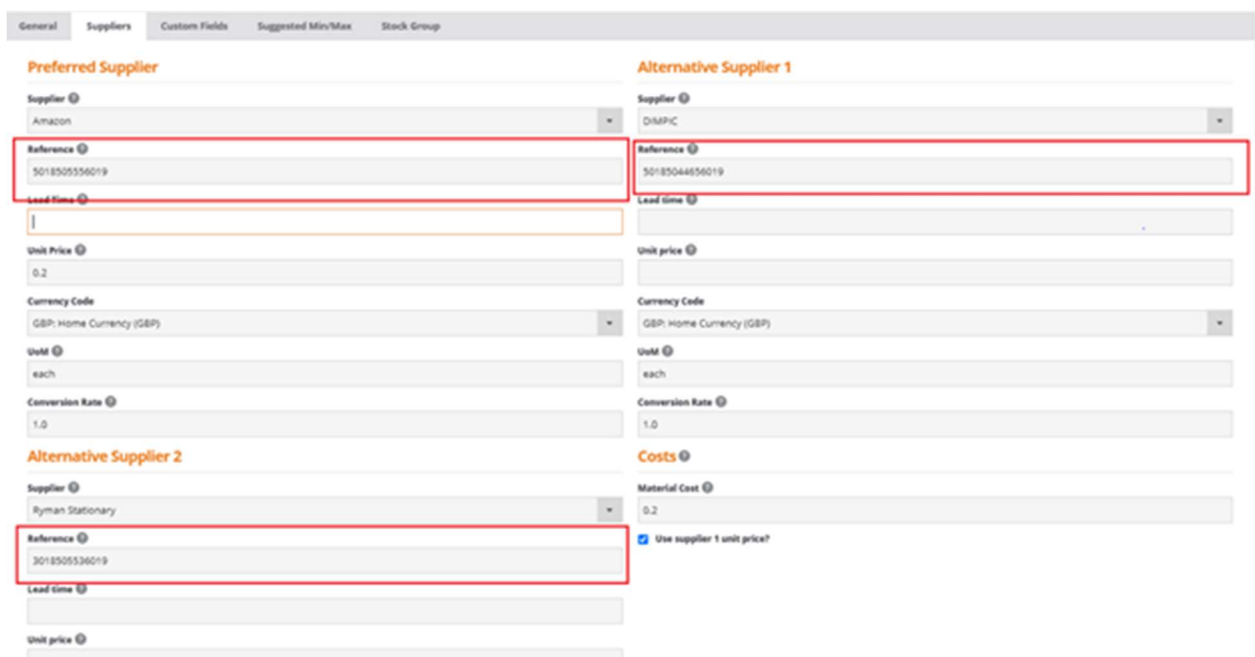
### BCE Stock Items – Barcode Setup

From 'Stock & Order Items', find the stock item to be updated.

Edit the stock and select the 'Suppliers' tab.

Each stock item can store three barcode numbers for:

- Preferred Supplier
- Alternative Supplier 1
- Alternative Supplier 2



General	Suppliers	Custom Fields	Suggested Min/Max	Stock Group
<b>Preferred Supplier</b>				
Supplier ⓘ				
Amazon				
Reference ⓘ				
5018505556019				
Lead Time ⓘ				
1				
Unit Price ⓘ				
0.2				
Currency Code				
GBP: Home Currency (GBP)				
Unit ⓘ				
each				
Conversion Rate ⓘ				
1.0				
<b>Alternative Supplier 1</b>				
Supplier ⓘ				
DMPIC				
Reference ⓘ				
50185044656019				
Lead Time ⓘ				
Unit price ⓘ				
Currency Code				
GBP: Home Currency (GBP)				
Unit ⓘ				
each				
Conversion Rate ⓘ				
1.0				
<b>Alternative Supplier 2</b>				
Supplier ⓘ				
Ryman Stationary				
Reference ⓘ				
3018505536019				
Lead Time ⓘ				
Unit price ⓘ				
<b>Costs ⓘ</b>				
Material Cost ⓘ				
0.2				
<input checked="" type="checkbox"/> Use supplier 1 unit price?				

## BCE Stock Items – Barcodes Setup - Bulk Update

Supplier barcode numbers can be imported into BCE from a csv format spreadsheet.

- Existing stock items can be updated using the 'Update Stock Item (Bulk)' option
- New stock items can be created manually or imported using the 'Import Items' option

### Updating Existing Stock Items - 'Update Stock Item (Bulk)'

For many stock items it will be more efficient to export a list of the exiting stock items, enter the reference field changes in a spreadsheet and import the updated changes back into BCE.

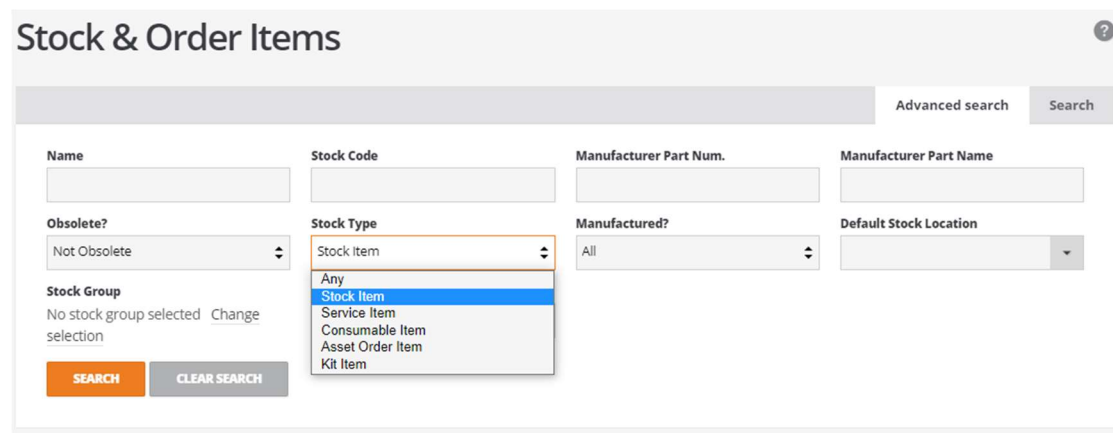
This is performed as follows:

#### Step 1: Export Items

The existing list of BCE stock items can be exported to a csv format file to allow for bulk field changes.

From the 'Stock & Items' menu, select 'Stock & Order Items' to open the list of all stock items.

Using the 'Advanced Search' filter by 'Stock Type' and select and search for all 'Stock Items':



**Note:** Barcode numbers can only be stored on stock records of 'Stock Item' type

From the filtered list of stock items, select the 'More' button, and choose the 'Export Stock & Order Items':

## Stock & Order Items

Name

▼

+ NEW ITEM
⚙️ ACTIONS ▼
⋮ MORE ▼

	Name	Free Stock
<input type="checkbox"/>	Journal Value	
<input type="checkbox"/>	Commission	
<input type="checkbox"/>	Bank Charges	
<input type="checkbox"/>	Sub-contract	SUBCONSYS

Import Items

Import Suggested Min./Max. Stock for Locations

Export Stock & Order Items

Revalue Manufactured Items Cost

Update Stock Item (Bulk)

Clicking on 'Export Stock & Order Items' will download a csv formatted file containing all the stock items. This file can be saved and opened in an Excel spreadsheet.

The stock items data exported contains all populated data field details for all of the stock item records.

### Step 2: Update Stock Items with their Barcode Numbers

Edit the csv file and enter all your supplier and alternative supplier barcode numbers for each stock item in the respective fields for:

- Main Supplier Reference
- Alternative Supplier 1 Ref.
- Alternative Supplier 2 Ref.

After entering the supplier barcode numbers, save the csv file.

Stock Cod	Stock Nam	Stock Groi	Descriptic	Main Supg	Alternativ	Alternativ	Main Supplier Reference	Alternative Supplier 1 Ref.	Alternative Supplier 2 Ref.	Main Supg	Alternativ	Alternativ	Main Supg	Alternativ	Alternativ	Main Supg	Alternativ	Alternativ	Main Supg	Alternativ	Alternativ	Stock Pack	Suggested
MAXTeck	MAXTeck	DEFSTKGRP	BENSUP				4306005271624						0.5	GBP			each	each	each	each		0	
E092-SSDF	Desktop v	DEFSTKGRP	BENSUP				894243271624						10	GBP			each	each	each	each		0	
5.02E+12	Staples 26	DEFSTKGRP	BENSUP				5018505556019						0.2	GBP			each	each	each	each		0	
Cataphil	Cataphil L	DEFSTKGRP	Amazon				8906005271624						50	GBP			each	each	each	each		0	
Celebro	Celebro B	DEFSTKGRP	RAM918	DIMPIC			9876512345108						15	GBP	GBP		each	each	each	each		0	

### Step 3: Update Stock Item (Bulk)

To update the stock items with the changes made in the csv file, from the 'Stock & Items' menu, select 'Stock & Order Items' to open the stock list.



From the 'More' button, select 'Update Stock Item (Bulk)':

<div> <span>NEW ITEM</span> <span>ACTIONS</span> <span>REPORTS</span> <span>MORE</span> </div>				
<input type="checkbox"/>	Name			forecast
<input type="checkbox"/>	Skirting Rail White 3.66m			160.5
<input type="checkbox"/>	Skirting Rail White 5m			.0
<input type="checkbox"/>	Skirting Rail Cream 3.66m			06.35
<input type="checkbox"/>	Skirting Rail Cream 5m			.0
<input type="checkbox"/>	Hampton Brownsea Brown Deck Board	HDBSB12	540.17	415.51

- Import Bill(s) of Materials
- Import Items
- Import Suggested Min./Max. Stock for Locations
- Export Stock & Order Items
- Revalue Manufactured Items Cost
- Update Stock Item (Bulk)

From the 'Bulk Update Items screen, select the 'BROWSE' button to locate the csv file and click on the 'IMPORT' button:

### Bulk Update Items

**Template Import Files**

STOCK ITEMS TEMPLATE

Importing information to: "Stock Items"

There are currently 12 Stock Items.

**Import**

The first row of your file must contain the column headings as given in sample file.

Please choose a CSV file to import:

**BROWSE...** BarcodeUpdates.csv

**IMPORT** **CANCEL**

BCE will present a preview of the csv file and summarise the data that is going to be imported:

The import can be cancelled to allow for any further changes to the csv file before attempting to run the import again.

### Notes:

For systems that use the 'Reference' field for other purposes, the existing content of the reference field will need to be relocated to an alternative field or custom field on the stock item.

Where the Supplier reference field already contains a barcode, exporting items to Excel may change the format, for example, 4005900294548 is displayed as 4.0059E+12. This can be corrected before importing by verifying that the correct format is displayed. Right-click on the column and click **'Format Cells'**. From the 'Number' tab, select the required format from the 'Category' list, this is likely to be 'General', 'Text' or 'Number'.

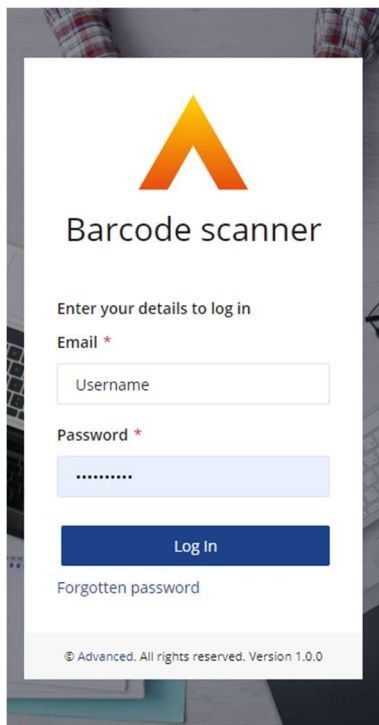
## Accessing the BCE Scanning App

The BCE Scanning App is a web-based application and there is no requirement for any installation on your device.

The Scanning App is used by entering the following URL into your mobile or tablet browser

- [https://scan.cloudessentials.oneadvanced.io/clients/\\*Customer name\\*/](https://scan.cloudessentials.oneadvanced.io/clients/*Customer name*/)

When setup, login with your normal BCE login id and password:

A screenshot of a mobile application interface for a 'Barcode scanner'. At the top is the Advanced logo. Below it, the title 'Barcode scanner' is displayed. The screen prompts the user to 'Enter your details to log in'. There are two input fields: 'Email \*' with a placeholder 'Username' and 'Password \*' with a masked password '.....'. A blue 'Log In' button is positioned below the password field. A link for 'Forgotten password' is located at the bottom left of the login area. The footer contains the copyright notice '© Advanced. All rights reserved. Version 1.0.0'.

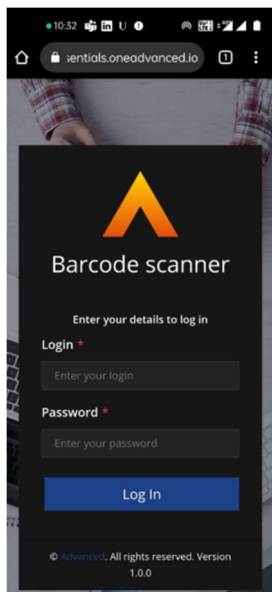
## Mobile Device - Shortcut

The BCE Scanning app can easily be added to the home screen of your smartphone or tablet using a shortcut as follows:

For both Android and Safari iOS devices

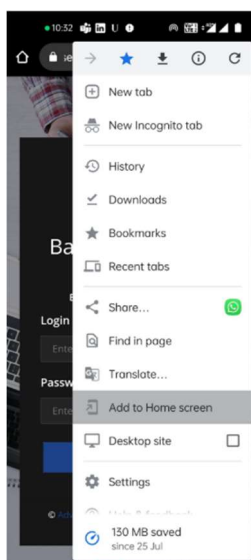
- Open Chrome from Android devices or Safari from Apple devices
- Navigate to the 'Scanning App' that was opened from:

[https://scan.cloudessentials.oneadvanced.io/clients/\\*Customer name\\*/](https://scan.cloudessentials.oneadvanced.io/clients/*Customer name*/)

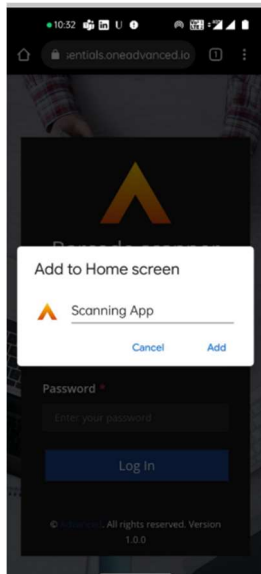


### Android Devices

Tap the menu icon (3 dots in top right-hand corner) and tap **'Add to Home Screen'** from the menu:



Enter a name for the shortcut and tap on Add to create the shortcut on your home screen:



The shortcut is ready for use.



### Apple/iOS devices

Tap the 'Share' icon at the foot of the screen and tap '**Add to Home Screen**' from the menu.

The shortcut is now ready for use.

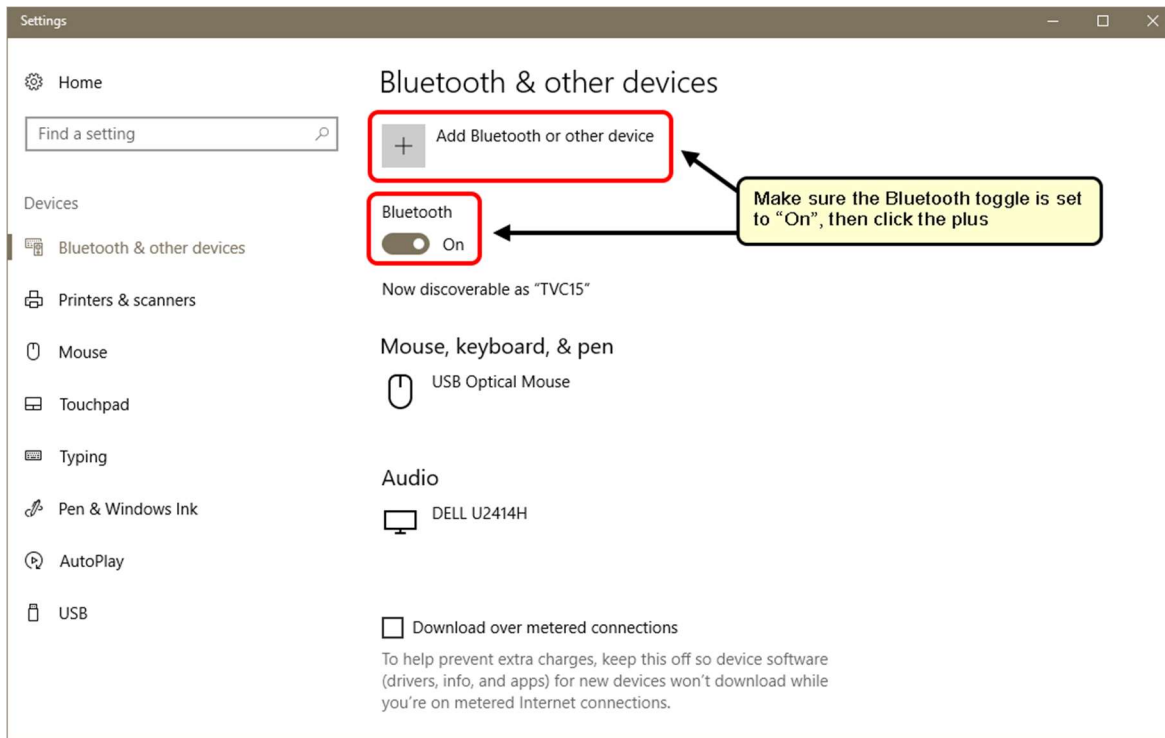


## Bluetooth

BCE supports external devices where Bluetooth scanners can be connected for scanning stock items.

### Step 1

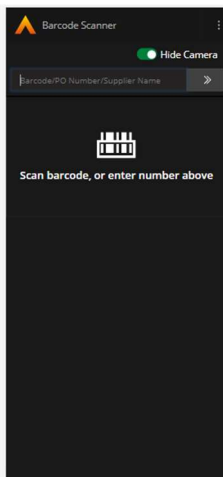
To connect a Bluetooth scanner, you will need to access your system settings and follow the instructions to enable 'Bluetooth':



### Step 2

Once Bluetooth is enabled, open the scanning app on your device.

The camera can be disabled using the 'Hide Camera' button:

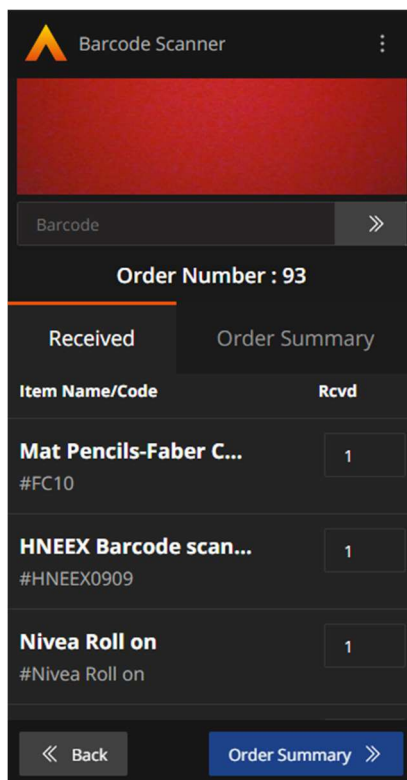


### Step 3

The Bluetooth scanner can now be used to scan stock items:



As stock item barcodes are scanned they will be displayed on the connected device.



Stock items can be repeatedly scanned to increment the received quantity or after scanning the first item the received quantity can be changed by typing in the actual quantity received.

Once all stock items have been scanned use the 'Submit GRN' button to generate the GRN for the order.

## Using the Scanning App

The BCE scanning app allows you to scan the barcodes on your stock deliveries from your suppliers.

Scanning the barcode updates the received quantity on purchase orders which can be submitted to generate the goods received notes.

**Note:** Your supplier barcodes must first be setup on each of your suppliers' stock items in BCE to allow BCE to scan their barcodes.

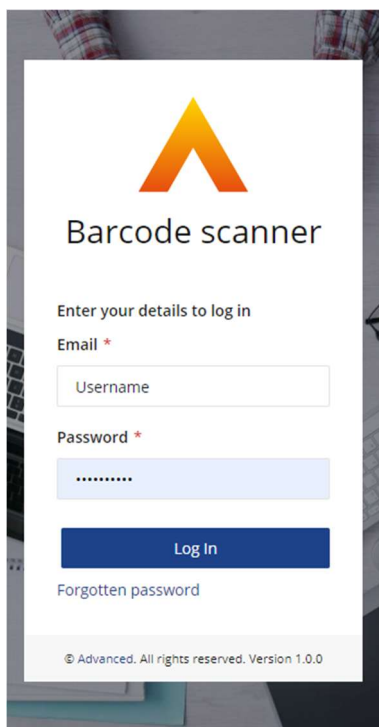
### The Scanning App

The BCE scanning app is a web-based application and there is no requirement for any installation on your device.

The scanning app is used by entering the following URL into your mobile or tablet browser

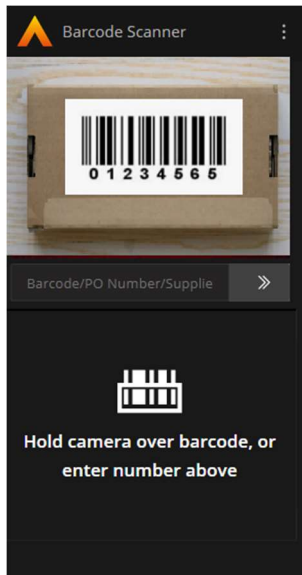
- [https://scan.cloudessentials.oneadvanced.io/clients/\\*Customer name\\*/](https://scan.cloudessentials.oneadvanced.io/clients/*Customer name*/)

When setup, login with your normal BCE login id and password:

A screenshot of the 'Barcode scanner' login interface. At the top is the Advanced logo. Below it, the title 'Barcode scanner' is centered. Underneath is the instruction 'Enter your details to log in'. There are two input fields: 'Email \*' with a sub-label 'Username' and 'Password \*' with masked characters. A blue 'Log In' button is below the password field. A link for 'Forgotten password' is at the bottom left. The footer contains the copyright notice '© Advanced. All rights reserved. Version 1.0.0'.

## How to Scan Stock Items

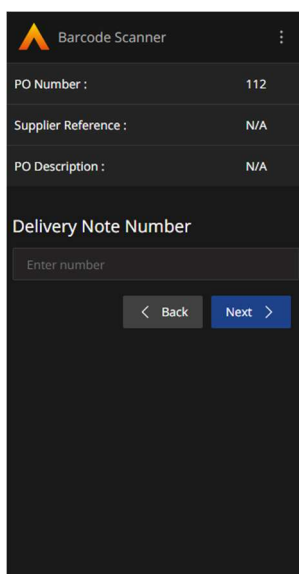
Use your device's camera to scan the barcode on the stock item received.



A list of outstanding purchase orders will be displayed containing document lines that match the stock the scanned supplier barcode.

Alternatively, a purchase order can be found by entering either the supplier name, purchase order number or manually entering the stock items barcode.

A delivery note number can be entered for the purchase order:



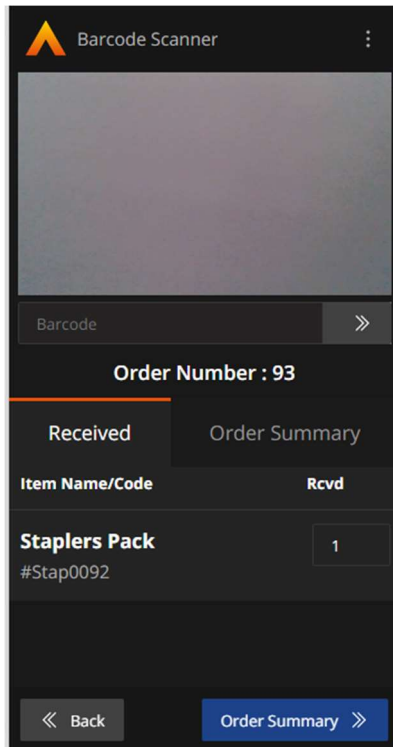
The 'Back' button returns the user to the previous page to scan another stock item or to select another purchase order.

The 'Next' button opens the Received/Order Summary page displaying the purchase order line items



## Received tab

The received screen shows a list of each scanned stock item:



Item Name/Code: Displays the scanned stock items name and code

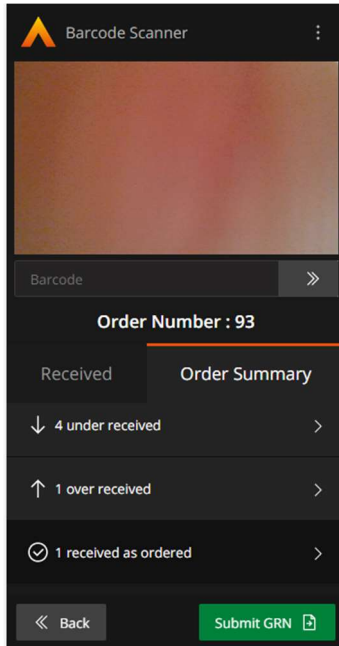
Rcvd: Shows the received quantity of scanned items

Stock items can be repeatedly scanned to increment the received quantity or after scanning the first item, the received quantity can be manually changed by typing in the actual quantity received.

## Order Summary

Provides a summary of the purchase order quantity.

This indicates the number of stock items received and whether they are under or over the expected purchase order quantity:



Barcode Scanner

Barcode

Order Number : 93

Received Order Summary

↓ 4 under received

↑ 1 over received

✓ 1 received as ordered

Back Submit GRN

**Under received** - Lists the stock items that are yet to be received:

↓ 4 under received

Item Name/Code	Rcvd	Ord
Mat Pencil... #FC10	5	10
Staplers P... #Stap0092	1	10
Honeywel... #Honey189	0	10
Cataphil L... #cataphil	0	10

Back Submit GRN

**Over received** - Lists the stock items received if their quantity is more than ordered:

↑ 1 over received		
Item Name/Code	Rcvd	Ord
HNEEX Ba... #HNEEX0909	15	10


**Received as ordered**- Lists the stock line items that are received that match the expected ordered quantity:

✓ 1 received as ordered		
Item Name/Code	Rcvd	Ord
Nivea Roll... #Nivea Roll on	10	10

**Note:** Additional information can be seen by clicking on "Order Summary Screen"

## Submit GRN

Once all the stock items have been scanned use the 'Submit GRN' button to generate the GRN for the purchase order.

 Barcode Scanner

Enter a barcode... >>

Order Number: 175

Received Order Summary

↓ 0 under received >

↑ 0 over received >

✓ 2 received as ordered >

Item Name/Code	Rcvd	Ord
NewWire #ABC-12345	10	10
NewWire #ABC-12345	20	20

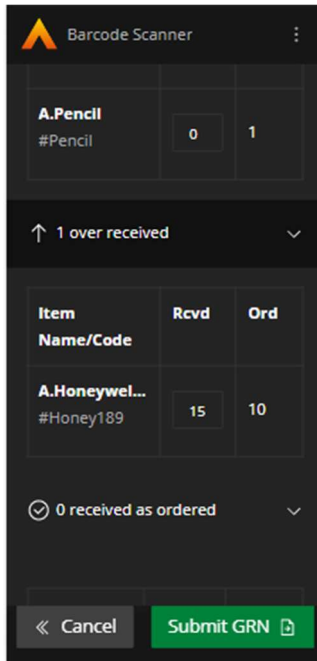
<< Cancel
 Submit GRN

## Under/Over Deliveries

BCE accommodates over and deliveries and this is easily managed using the scanning app.

### Over delivery

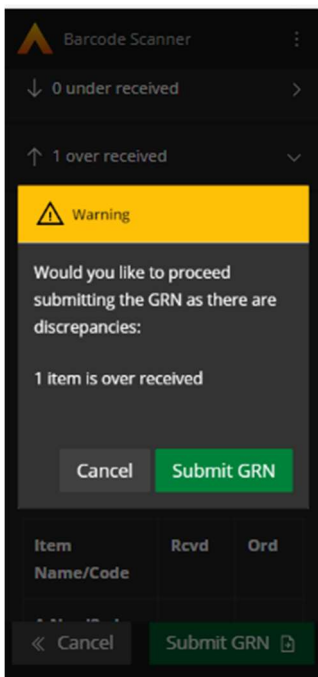
Scanned or enter the quantity received in the 'Rcvd' field and submit GRN:



The screenshot shows the Barcode Scanner app interface. At the top, it displays 'A.Pencil' with a '#Pencil' code and a quantity of 1. Below this, it shows '1 over received'. A table lists items with columns 'Item Name/Code', 'Rcvd', and 'Ord'. The first row shows 'A.Honeywel...' with a '#Honey189' code, a received quantity of 15, and an ordered quantity of 10. Below the table, it shows '0 received as ordered'. At the bottom, there are 'Cancel' and 'Submit GRN' buttons.

Item Name/Code	Rcvd	Ord
A.Honeywel... #Honey189	15	10

The Scanning app will prompt with a warning that the delivered quantity does not match the ordered quantity:



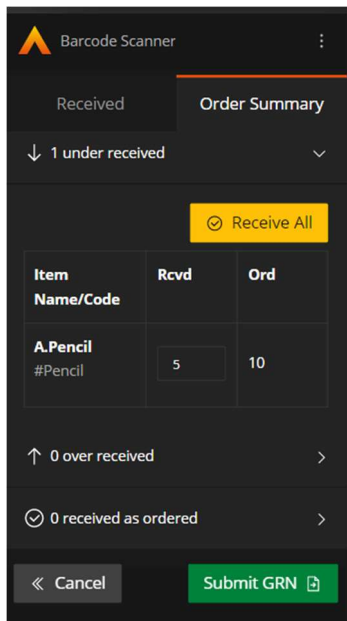
The screenshot shows the Barcode Scanner app interface with a warning dialog. The dialog has a yellow header with a warning icon and the text 'Warning'. The main text asks 'Would you like to proceed submitting the GRN as there are discrepancies:'. Below this, it lists '1 item is over received'. At the bottom of the dialog, there are 'Cancel' and 'Submit GRN' buttons. The background shows the same item details as the previous screenshot.

The GRN is created using the over delivered quantity.

### Under delivery

Scanned or enter the quantity received in the 'Rcvd' field and submit GRN.

The purchase order is updated as 'Partially received'.

The image shows a mobile application interface for a 'Barcode Scanner'. At the top, there's a header with the app name and a menu icon. Below the header, there are two tabs: 'Received' and 'Order Summary'. Under the 'Received' tab, it shows '1 under received' with a dropdown arrow. A yellow button labeled 'Receive All' with a checkmark icon is positioned above a table. The table has three columns: 'Item Name/Code', 'Rcvd', and 'Ord'. The first row contains 'A.Pencil' and '#Pencil' in the first column, '5' in the 'Rcvd' column, and '10' in the 'Ord' column. Below the table, there are two status indicators: '0 over received' and '0 received as ordered', each with an upward arrow icon and a right-pointing chevron. At the bottom, there are two buttons: a grey 'Cancel' button and a green 'Submit GRN' button with a right-pointing chevron icon.

Item Name/Code	Rcvd	Ord
A.Pencil #Pencil	5	10

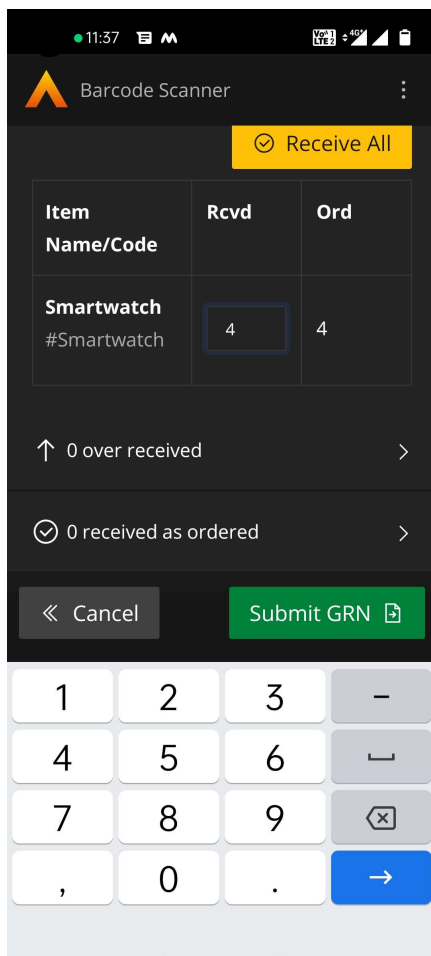
## Barcode Scanning - Troubleshooting

There may be several reasons why a barcode might fail to scan or is not recognised:

- The barcode format is not supported by the BCE scanning app
- The scanning is not being performed at the optimal angle or distance
- The barcode has been changed by the supplier or no barcode is supplied with the stock item

To proceed with receiving the stock items and to submit your goods received note:

- Find the purchase order by entering PO number or by searching by the supplier
- If any of the stock items do not have a barcode number
- Open the purchase order summary and manually update the received quantity



Barcode Scanner

Receive All

Item Name/Code	Rcvd	Ord
Smartwatch #Smartwatch	4	4

↑ 0 over received >

✓ 0 received as ordered >

Cancel Submit GRN

1 2 3 -

4 5 6 ↵

7 8 9 ✕

, 0 . →