

12.05. Barcode scanning and pick list checking

Added: Version 4.02

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:

The screenshot shows the 'Customer invoice' window. At the top, there are fields for Name (Test Customer 01), Their ref (Order:1234), Comment, Confirm date (00/00/00), Category (None), Colour (Black), Invoice (2), Entry date (29/01/2019), Goods received ID (0), Status (nw), Entered by (user 1 (pass-user1)), and Store (General). Below these fields are several icons: New line, Delete line(s), Backorders, History, Confirm, and Picklist Check (highlighted with a red box). The main area contains a table with columns: N..., Li., Location, Item Name, Quan, Pack Size, Batch, Exp date, Sell Price, and Price exten. The table has three rows of data:

N...	Li.	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten
1			test item 01	20	5	dsjg167		0.20	4.00
2	b1		Test item 02	15	1	uicpc675	31/01/2020	0.00	0.00
3	a2		Test item 02	40	2	zxcv67	30/04/2023	0.00	0.00

At the bottom, there are fields for Other charges, Item, Amount (0.00), Subtotal (4.00), 0% tax (0.00), and Total (4.00). There are also checkboxes for Hold and Finalise, and buttons for OK & Next, Delete, and 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 off 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:

if the pick matches the pick list. If every row has a ✓ then all is well. If any row doesn't have this status then something needs to be changed:

1. either put the wrong item back on the shelf and pick the correct one or
2. return to the customer invoice and edit it to match the items picked (this might involve inventory adjustments so that you can put the correct stock on the customer invoice)

When you have finished checking the pick, click on the OK button. Nothing is saved, the pick list check is for reference only.

You can run the pick list check as many times as you like after correcting the picked items or the customer invoice.

But, once you have finished picking the items and have confirmed the customer invoice, the picking process is counted as complete and the *Picklist check* button is removed.

Previous: [Barcode scanning and stocktaking](#) Next: [Barcode label printing](#)

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