

# Performing Inventory Cycle Counts With The Percon PT 2000 Scanner

Business Plus Accounting software allows you to perform Inventory Cycle Counts using the Percon PT 2000 Scanner. Below are the instructions to use the Percon Scanner:

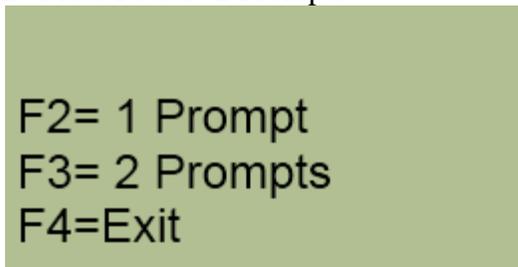
## Collecting Inventory

To enter inventory into the Percon scanner, perform the following steps:

1. On the Main Menu of the Percon scanner, press the F4 button to enter the Inventory Menu



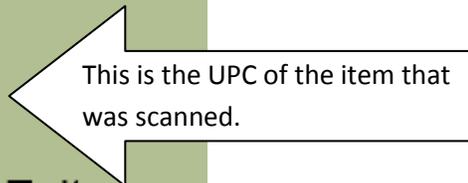
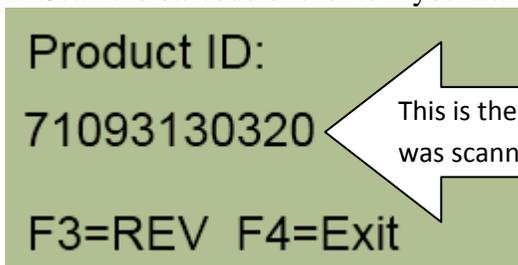
2. Press F3 for "2 Prompts"



3. Press F2 to "Collect"

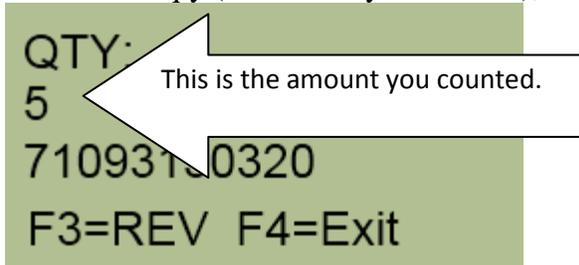


4. Scan the barcode of the item you want to add.



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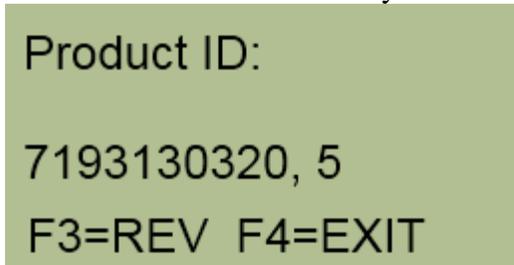
5. Enter the qty (how much you counted), then press the Enter key on the handheld



QTY:  
5  
71093130320  
F3=REV F4=Exit

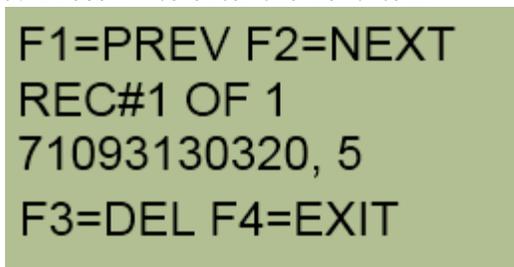
This is the amount you counted.

6. Press F3 to review the entry



Product ID:  
  
7193130320, 5  
F3=REV F4=EXIT

7. Press F4 to enter the next item



F1=PREV F2=NEXT  
REC#1 OF 1  
71093130320, 5  
F3=DEL F4=EXIT

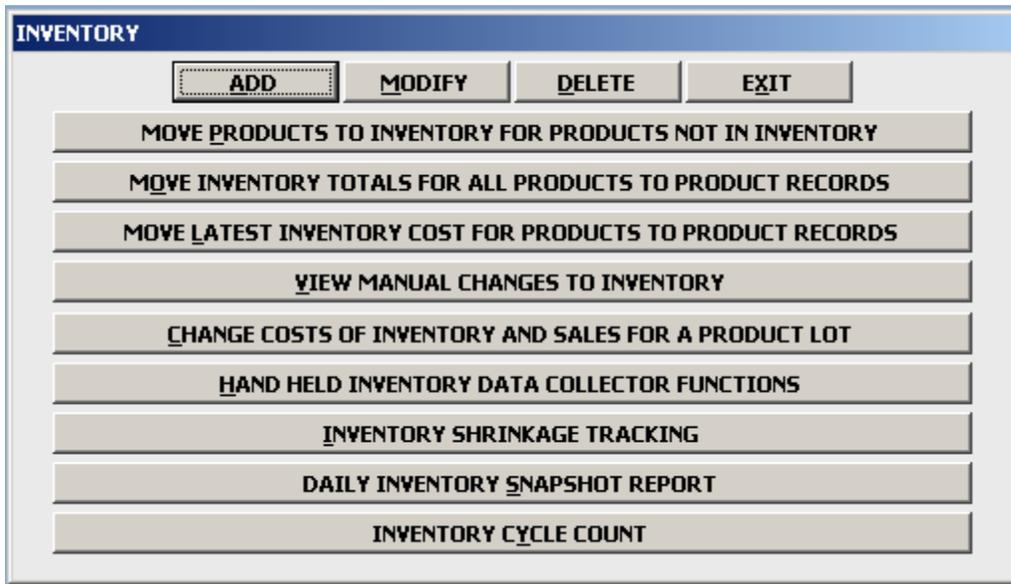
8. Repeat steps 4-8 until you have entered all items.

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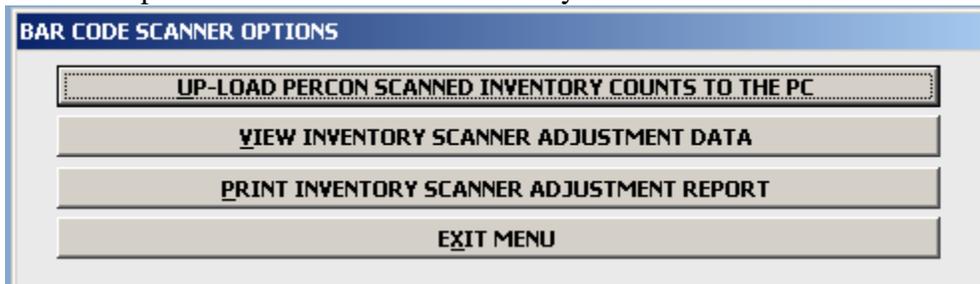
## Loading Inventory Data Into BPA

To load the Percon scanner data in the system, perform the following steps.

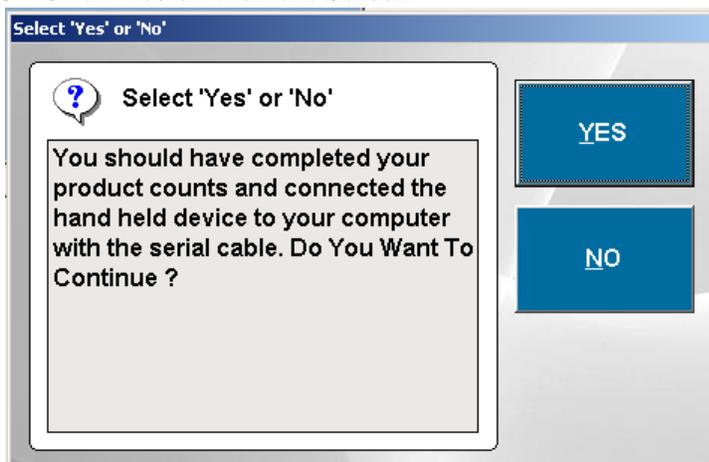
1. Connect the Percon Scanner to your computer. It needs to be connected to the Teal/Green port on the back of the computer (Com1). So, if there is something already plugged in it, you will have to remove it temporarily.
2. In the BPA Software, go to Inventory Management



3. Next, go to Hand Held Inventory Data Collector Functions
4. Click Up-Load Percon Scanned Inventory Counts To The PC



5. Click Yes on the next Screen



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6. Next will show Unscanned Items Options. This gives you the ability to view which items from your inventory were not scanned, and make adjustments to them. If you would like to see this after you upload your inventory, place a Y next to Show Products Not Scanned. Also, if you choose Yes for this option, you will have the ability to filter this by Department and Product Type. If you do not want to see unscanned items, place a N in this field and press Enter.

```
UNSCANNED ITEMS OPTIONS

Show Products Not Scanned  Y
Department: 999
Enter 999 For ALL Departments
Product Type: 999
Enter 999 For ALL Product Types
```

7. Press any key on the Next Screen.

```
UPLOAD CYCLE COUNT

Uploading Collected Data from the Hand Held Scanner!
Please Initiate the Transfer by Selecting *FILE OPTIONS*
and then 'SEND FILE' from the Hand Held Unit's Menu...

Press <Ctrl>+C to stop upload, or press <Esc> to Quit...

Press any key when ready to start...
```

8. On the Main Menu of the Percon Scanner, press the F4 button to enter the Inventory Menu

```
-- Main Menu --

F3- Invoicing
F4- Inventory
```

9. Press F3 for "2 Prompts"

```
F2= 1 Prompt
F3= 2 Prompts
F4=Exit
```

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10. Press the F3 button for "File Options"

F2=Collect  
F3=File Options  
F4=Exit

11. Press F2 to "Send File"

\*FILE OPTIONS\*  
F2=SEND FILE  
F3=ERASE FILE  
F4=EXIT

12. Press F2 for "Serial"

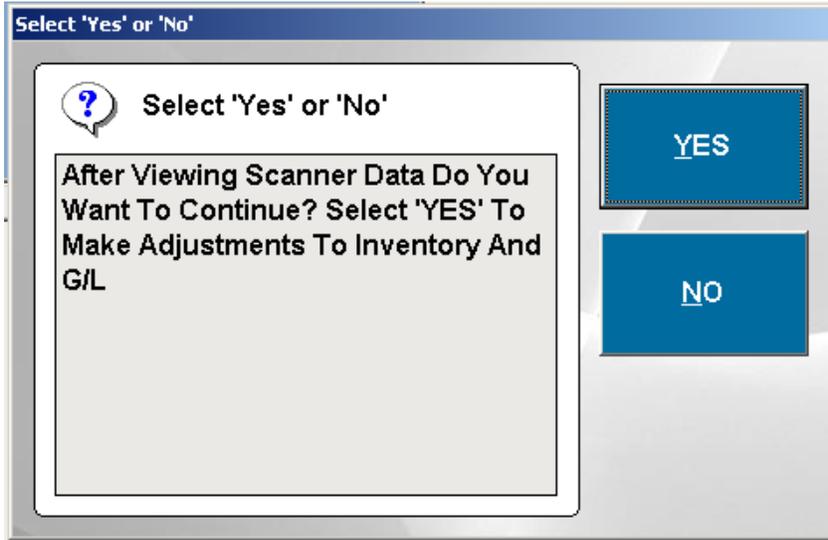
\*SEND FILE\*  
F2=SERIAL  
F3=WEDGE  
F4=EXIT

13. Data will now be sent to the computer.



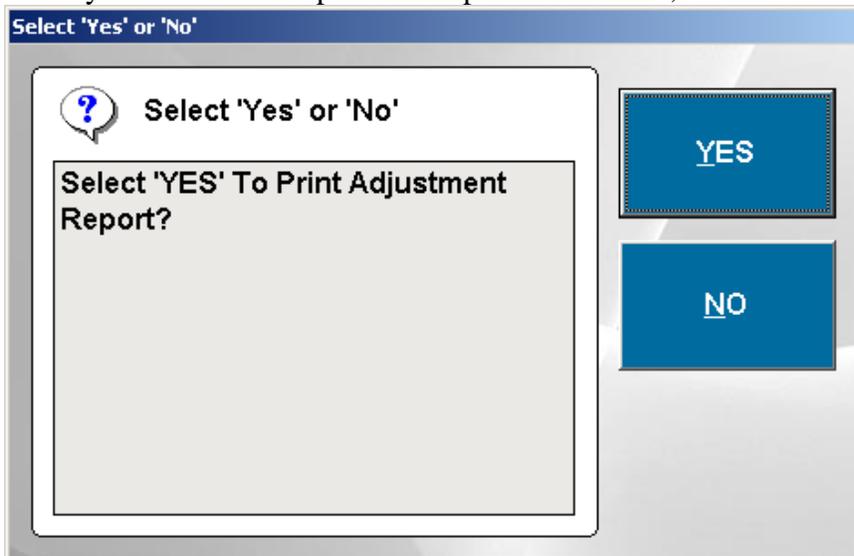
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16. You will be now prompted with the option "After viewing Scanner Data, Do You Want to Continue." Press Yes on this screen.



The screenshot shows a software dialog box with a blue title bar that reads "Select 'Yes' or 'No'". Inside the dialog, there is a question mark icon in a speech bubble followed by the text "Select 'Yes' or 'No'". Below this, a larger text box contains the question: "After Viewing Scanner Data Do You Want To Continue? Select 'YES' To Make Adjustments To Inventory And G/L". To the right of the text box are two blue buttons: the top one is labeled "YES" and the bottom one is labeled "NO".

17. Finally, you will be presented with an option to print an Inventory Adjustment Report. Press Yes if you would like to print this report. Otherwise, click No.



The screenshot shows a software dialog box with a blue title bar that reads "Select 'Yes' or 'No'". Inside the dialog, there is a question mark icon in a speech bubble followed by the text "Select 'Yes' or 'No'". Below this, a larger text box contains the question: "Select 'YES' To Print Adjustment Report?". To the right of the text box are two blue buttons: the top one is labeled "YES" and the bottom one is labeled "NO".

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## Erasing Data From Percon

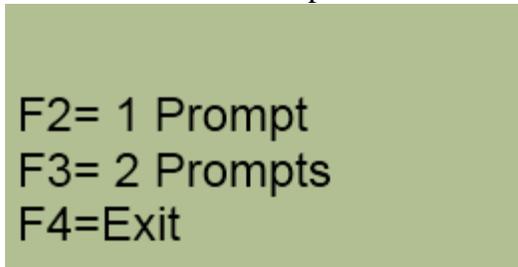
Once you have uploaded all your data, and, you have confirmed that inventory has been properly entered, you will want to clear that inventory data off of the Percon Scanner. To do this, perform the following steps.

1. On the Main Menu, press the F4 button to enter the Inventory Menu



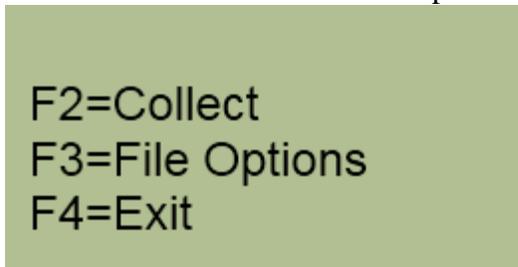
-- Main Menu --  
  
F3- Invoicing  
F4- Inventory

2. Press F3 for "2 Prompts"



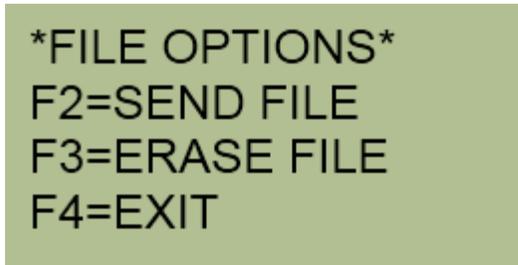
F2= 1 Prompt  
F3= 2 Prompts  
F4=Exit

3. Press the F3 button for "File Options"



F2=Collect  
F3=File Options  
F4=Exit

4. Press F3 to "Erase File"



\*FILE OPTIONS\*  
F2=SEND FILE  
F3=ERASE FILE  
F4=EXIT

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5. To confirm erasing the file, press F3 again to erase.

\*ERASE FILE\*

F3=ERASE

F4=EXIT

6. You should now see a message that says "File Erased."