

# Using the Systems

- Getting Started
- SAGE
  - Changing your SAGE Password
  - Receiving Inventory in Sage
  - Using Visual Integrator
  - Add UPC numbers to the File that Bartender Uses for Printing
- ScanForce
  - Logging into a Scanner
  - Refreshing the Data
  - Sending Data
  - Removing Task Data from a Scanner
  - Picking a Sales Order
  - Capturing an Image While not Picking
  - Receiving with Scanners
  - Item Inquiries
  - Transferring Parts
  - Printing Part Labels
- StarShip

# Getting Started

## Logging into the Remote Desktop

[Logging into Sage.pdf](#)

<https://www.youtube.com/embed/DoqyuOuS3RI>

SAGE

# Changing your SAGE Password

## 📄 Purpose

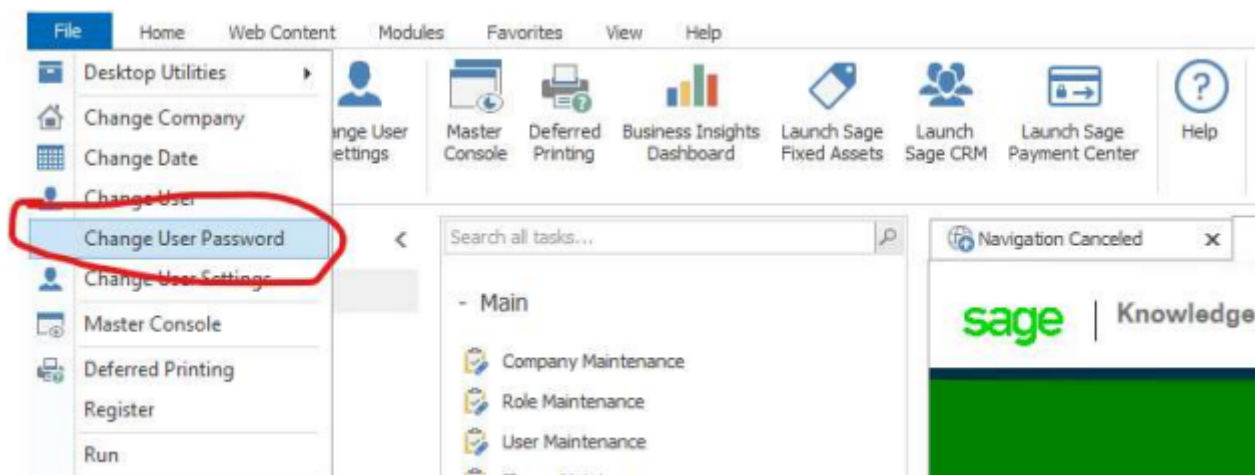
This guide walks through the process of changing your password in Sage.

## 📄 Step-by-Step Instructions

1. Login to Sage
2. Click on "File" located in the top left corner



3. Click on "Change User Password"



4. Enter the current password and then your new password. Then click on "OK".



The screenshot shows a Windows-style dialog box titled "Sage 100 Change User Password". The title bar includes a green "S" icon, a question mark, and a close button. The dialog contains an icon of a person with keys and the following text: "Enter your old user password followed by a new password. Confirm the new password in the final field." Below this text are three input fields labeled "Old Password", "New Password", and "Confirm Password". At the bottom right, there are "OK" and "Cancel" buttons, along with a help icon.

You have successfully changed your password

“ □ Last reviewed: 2025-09-24

Author: Tanner Bench

Related Tags: How-To:

# Receiving Inventory in Sage

## 📄 Purpose

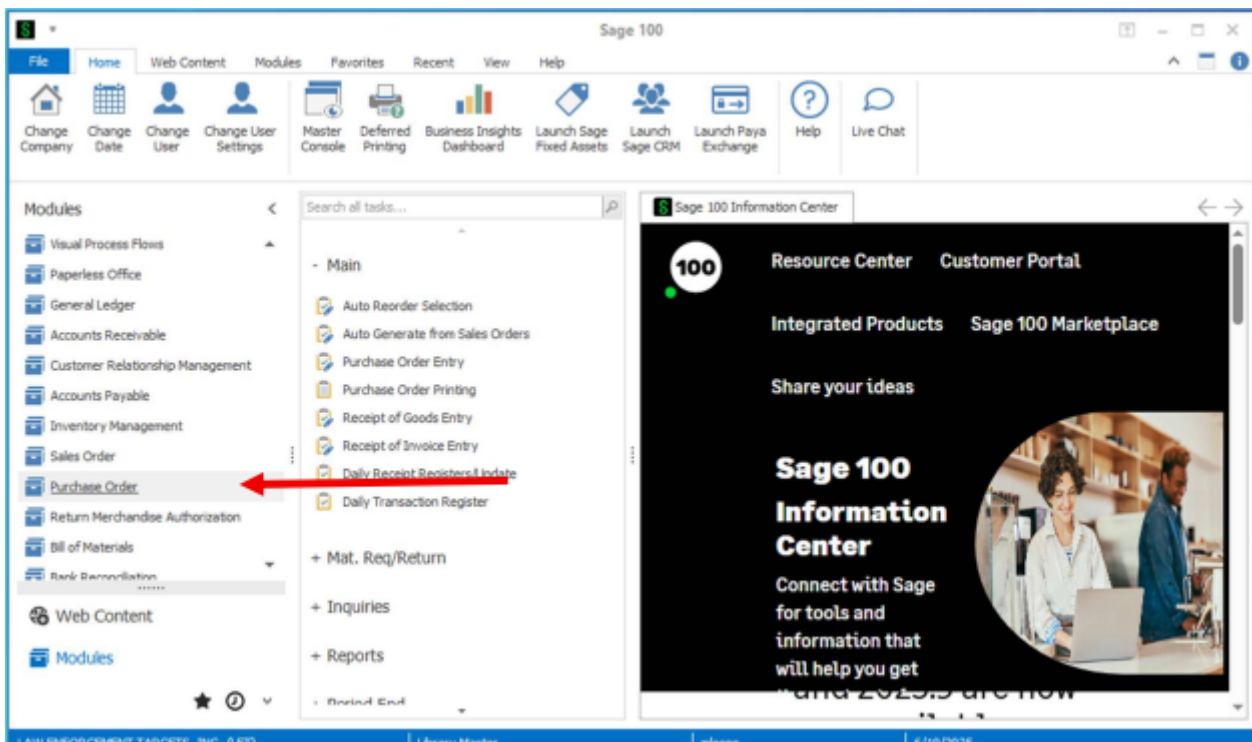
This guide walks through the process of receiving inventory in Sage.

## 📄 Prerequisites

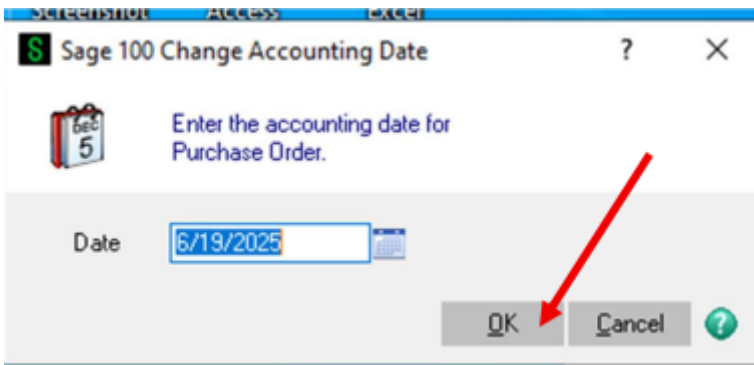
- Have Sage opened on the Home page

## 📄 Step-by-Step Instructions

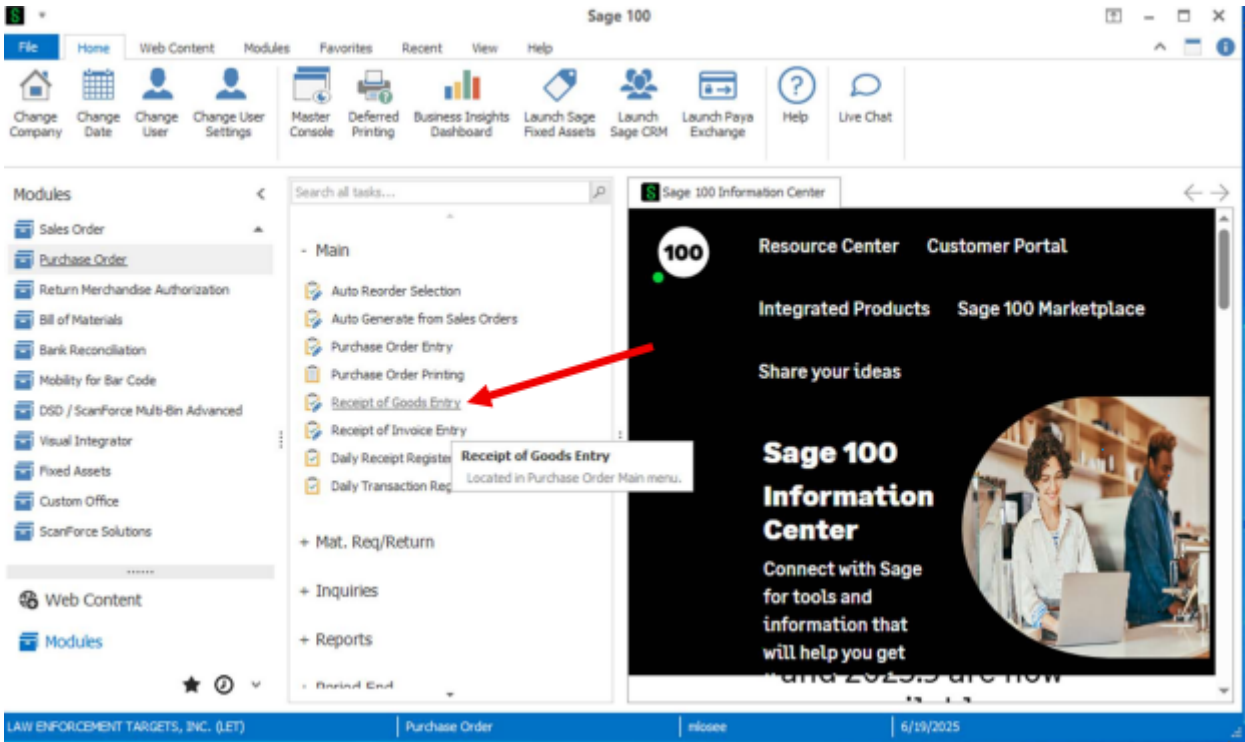
1. Click on the "Purchase Order" Module in the Left Column



2. Ensure the date is correct and click "OK" in the pop-up window.




































3. Click on "Receipt of Goods Entry" tool from the Main Menu.



4. Search for an existing receiving batch or make a new batch.

**P/O Receipt Entry Batch**

Batch Number                                  


Comment

Private Batch

Status  Created By


































Entries  Modified By


	Total	Amount
1	Balance Total	.00
2	Taxable	.00
3	Nontaxable	.00
4	Prepayment Applied	.00
5	Discounts	.00
6	Freight	.00
7	Sales Tax	.00


Accept Cancel Delete 

5. Search for an existing receipt in the batch or create a new receipt.



**\* Receipt of Goods Entry (LET) 6/19/2025**


Receipt Number                                  


Batch 03156  Defaults... Vendor...


1. Header 2. Address 3. Lines 4. Totals 5. InstaDocs 


Receipt Date


Purchase Order Number    Invoice Number  Invoice Date


Vendor No.  


Order Type  Purchase Address  



Order Status 1 Step Ship-To Address  

Required Date  Terms Code  

1099 Form  Ship Via   FOB



1099 Box  Warehouse  

Sales Tax Confirm To  

Schedule   E-mail  

Use Tax  Telephone  Ext

Comment

Recalc Tax Accept Cancel Delete  

6. Put the PO number in the "Purchase Order Number" box.

Receipt of Goods Entry (LET) 6/19/2025

Receipt Number 065480 Batch 03156

1. Header 2. Address 3. Lines 4. Totals 5. InstaDocs

Receipt Date 6/19/2025

Purchase Order Number 48949 Invoice Number Invoice Date

Vendor No.

Order Type Order Status 1 Step Required Date 6/19/2025

1099 Form None 1099 Box

Sales Tax Schedule Use Tax

Purchase Address Ship-To Address 0000 ACTION TARGET Terms Code Ship Via Warehouse 000 MINNESOTA

Confirm To E-mail Telephone Ext Comment

Accept Cancel Delete

7. Click on the "3. Lines" option near the top of the tool.

Receipt of Goods Entry (LET) 6/19/2025

Receipt Number 065480 Batch 03156

1. Header 2. Address 3. Lines 4. Totals 5. InstaDocs

Receipt Date 6/19/2025

Purchase Order Number 0048949 Invoice Number Invoice Date

Vendor No. 0000801 ACTION TARGET

Order Type Standard Order Order Status Back Order Required Date 5/7/2025

Purchase Address Ship-To Address 0001 ACTION TARGET Terms Code 01 NET 30 Ship Via FDB

8. Find the line of parts you are receiving and input the quantity you are receiving.

Quick Row 2

	Item Code	Ordered	Received	Unit Cost	Extension	Comment
1	801-29190	10	0	81.4167	.00	ATI order 151370
2	801-7573	20	20	15.4028	308.06	ATI order 151370
3	801-1557	5	0	33.3767	.00	ATI order 151370
4		0	0	.0000	.00	

Description: PT STD Dueling Tree Target Pad

Print Label

9. Click the "Accept" button

Receipt Number 065480 Batch 03156

1. Header 2. Address 3. Lines 4. Totals 5. InstaDocs

Quick Row 2

	Item Code	Ordered	Received	Unit Cost	Extension	Comment
1	801-29190	10	0	81.4167	.00	ATI order 151370
2	801-7573	20	20	15.4028	308.06	ATI order 151370
3	801-1557	5	0	33.3767	.00	ATI order 151370
4		0	0	.0000	.00	

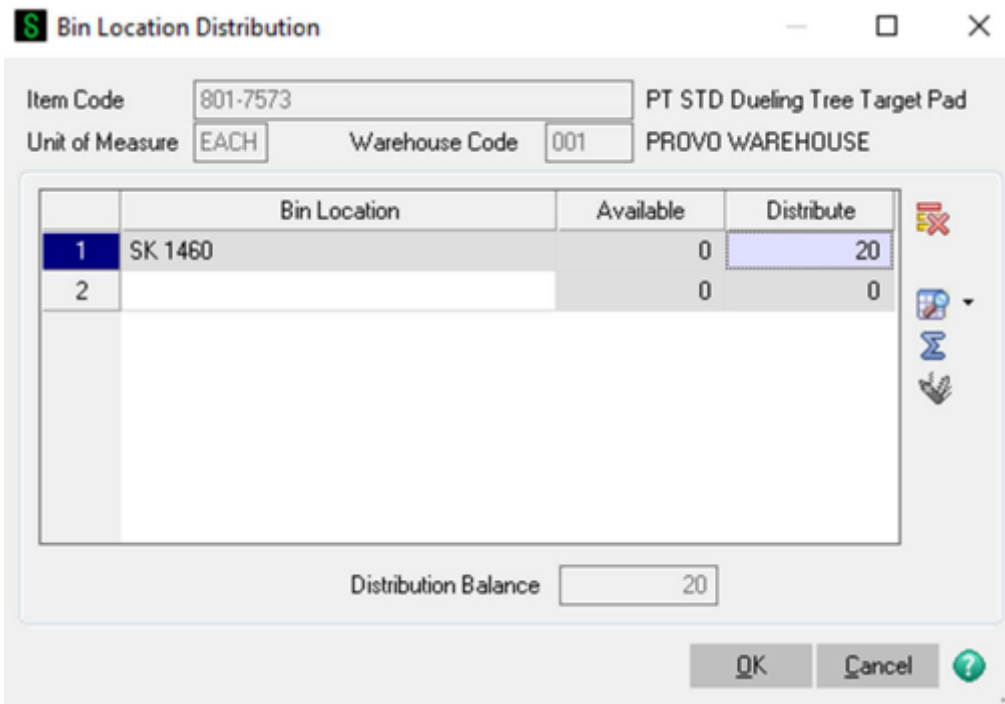
Description: PT STD Dueling Tree Target Pad  
Warehouse: 001  
Unit of Measure: EACH  
Back Ordered: 0  
Required Date: 5/7/2025

Print Label Single Item

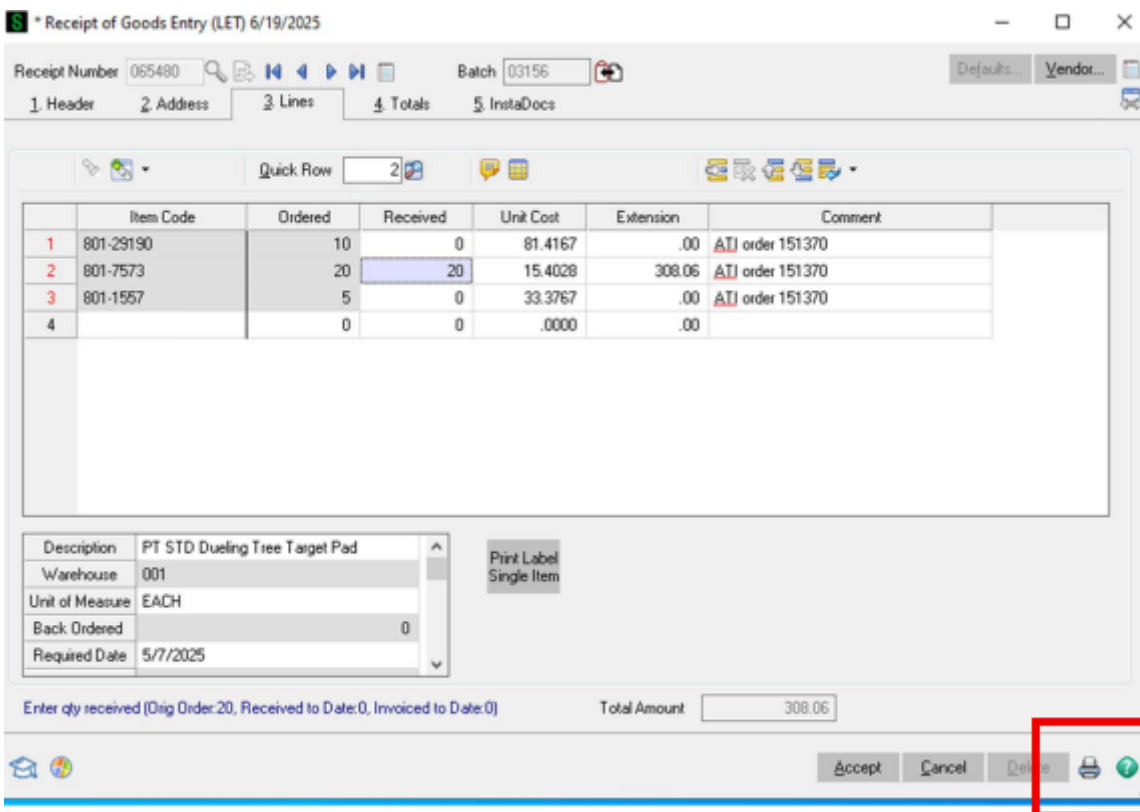
Enter qty received (Orig Order:20, Received to Date:0, Invoiced to Date:0) Total Amount 308.06

Accept Cancel Delete

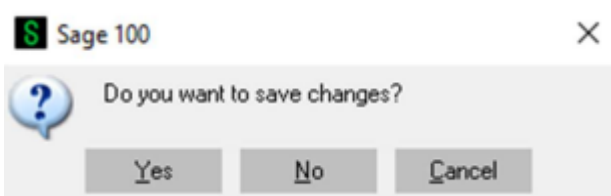
10. Type in or search for the skid that you are receiving the part to. Then click "OK".



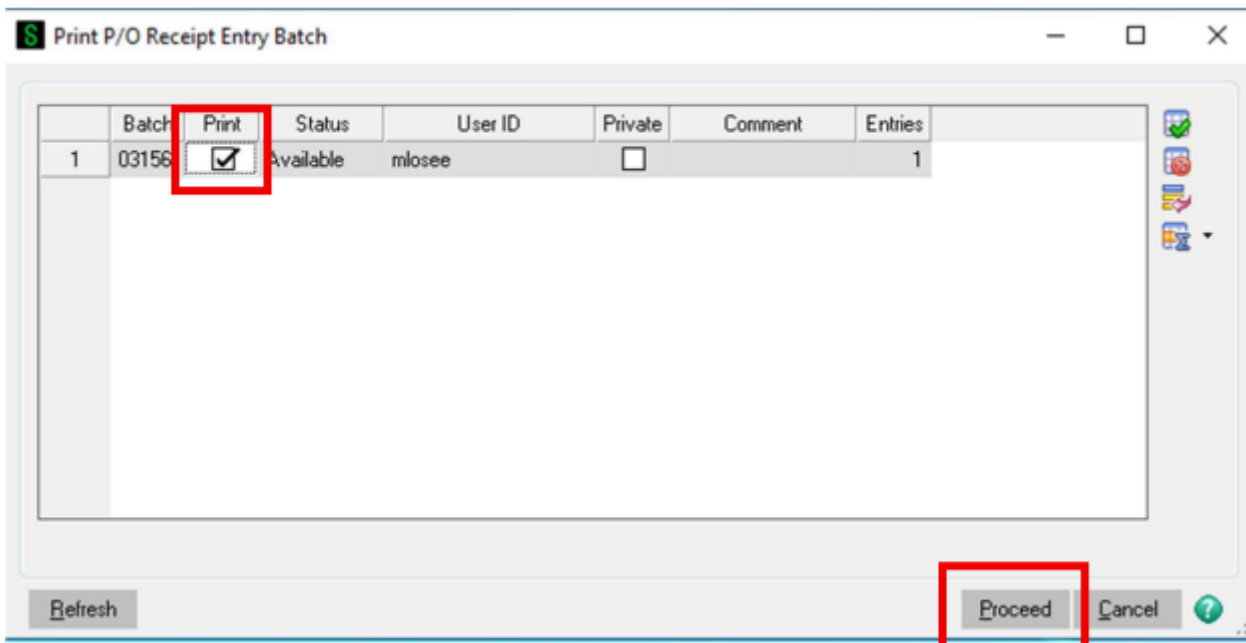
11. When all the lines on the PO are complete, click on the print icon in the lower right corner.



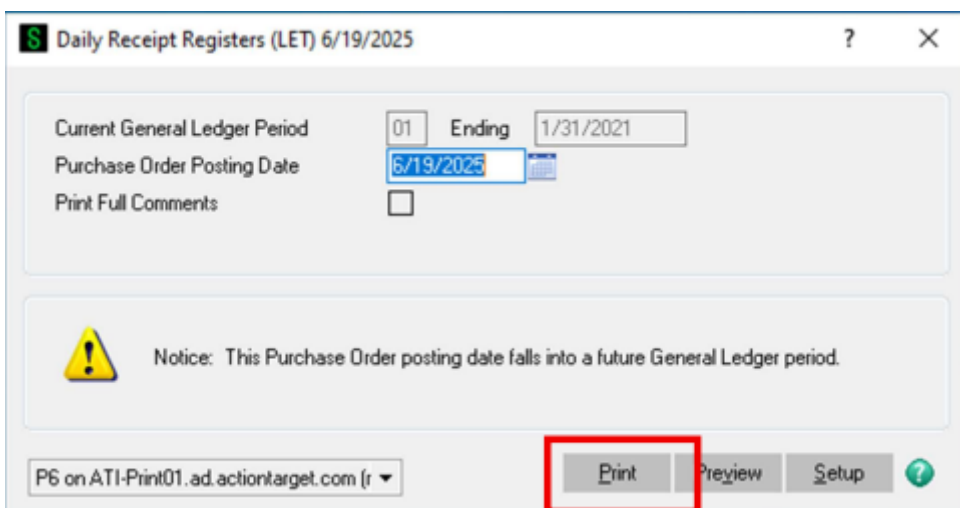
12. Click "Yes".



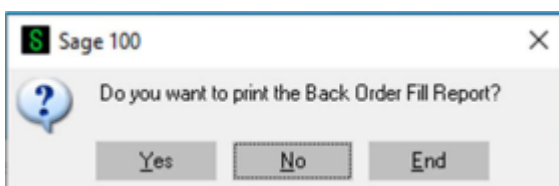
13. Check the "Print" box and then click "Proceed".



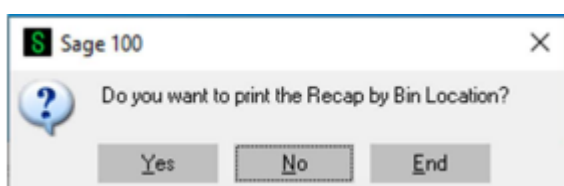
14. Click "Print".



15. Click "No" to printing the "Back Order Fill Report".



16. Click "Yes" to printing the "Recap by Bin Location".



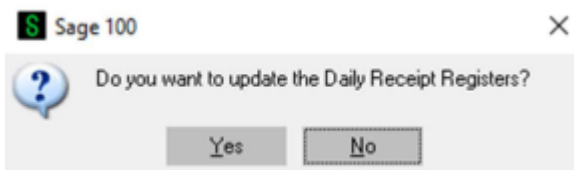
17. Your web browser will open the printed document which you can review. After reviewing, close the web browser.

Receipt Of Goods Register  
Journal Posting Date: 6/19/2025  
Register Number: PO-013347  
Batch Number: 03156

LAW ENFORCEMENT TARGETS, INC. (LET)

Receipt		Use Tax	Unit of		Quantity		Unit Cost	Extension			
Number	Date	Class	Measure	Whse	Ordered	Received	Backordered				
065480	6/19/2025	PO: 0048949	Vendor: 000801 ACTION TARGET								
801-7573 PT STD Dueling Tree Target Pad				Schedule: EX							
ATI order 151370				No TX	EACH	001	20	20	0	15.4028	308.06
Receipt Total: 308.06											
Report Total: 308.06											

18. Click "No" to updating the "Daily Receipt Registers".



Inventory has been successfully input into Sage

## ☐☐ Additional Notes & FAQ

☐☐ Last reviewed: 2025-09-24

Author: Tanner Bench

Related Tags: How-To:

SAGE

# Using Visual Integrator

<https://www.youtube.com/embed/tmgW2JmX--k?si=2wWUoiyOPt6tN79B>

# Add UPC numbers to the File that Bartender Uses for Printing

## Adding UPC Numbers to the File That Bartender Uses for Printing

1. If the product is not assigned a UPC code, obtain one from GS1.
2. Enter the UPC code in Sage 100 under **Item Maintenance** → **Action tab**.
3. Add the item code, UPC number, and pack description to the CSV file located at: `L:\User Shared Folders\AcuSport\Bartender Labels\UPC BT Master List.csv`
4. **⚠ CRITICAL — Read this before opening the CSV in Excel.** Excel will silently corrupt the UPC column if you open the file by double-clicking it. It converts long numbers like `816506000123` into scientific notation (`8.16506E+11`) and **permanently deletes all digits beyond the 15th significant digit** when you save. The trailing digits get replaced with zeros, and the original UPCs cannot be recovered from that file. **Use one of these safe methods instead:**
  - **Best: Edit in Notepad.** Right-click the file → Open with → Notepad. The UPCs stay as text. Add your new rows in the format `SKU,UPC,Qty` and save.
  - **If you must use Excel: Import via Power Query.** Open a blank Excel workbook → **Data** → **Get Data** → **From File** → **From Text/CSV** → select the file. In the preview window, click the UPC column header and change the data type to **Text** before clicking **Load**. When saving, use **Save As** → **CSV UTF-8** and overwrite the file.
  - **Never double-click the CSV to open it in Excel. Even if you don't edit the UPC column, saving the file will corrupt every UPC in it.**
5. Save the file in CSV format (not .xlsx).
6. Open `Label Template.btw`. The new item will appear in the record selection window when **Print** is selected within Bartender.

---

## If You Suspect a UPC Has Already Been Corrupted

Open the CSV in Notepad (not Excel) and check whether the UPC column shows full numeric strings or scientific notation. If you see entries like `8.16506E+11` or UPCs ending in multiple zeros where they shouldn't, those records need to be re-entered from Sage 100 or the original source.

# ScanForce

ScanForce

# Logging into a Scanner

[Logging into the Scanners.pdf](#)

<https://www.youtube.com/embed/LJ9zA7FRgKg>

ScanForce

# Refreshing the Data

[Refreshing your Scanners Data.pdf](#)

<https://www.youtube.com/embed/D39k9TCIHK4>

ScanForce

# Sending Data

[Sending Data on Scanners.pdf](#)

<https://www.youtube.com/embed/IFfgLxw1hsU>

ScanForce

# Removing Task Data from a Scanner

[Removing Task Data from a Scanner.pdf](#)

[https://www.youtube.com/embed/i5T\\_xU64FC4](https://www.youtube.com/embed/i5T_xU64FC4)

ScanForce

# Picking a Sales Order

[Picking Sales Orders on the Scanners.pdf](#)

ScanForce

# Capturing an Image While not Picking

[Image Capture of Sales Orders.pdf](#)

ScanForce

# Receiving with Scanners

[Receiving with Scanners.pdf](#)

ScanForce

# Item Inquiries

[Item Inquiries with the Scanners.pdf](#)

<https://www.youtube.com/embed/HtIINTtOybl>

ScanForce

# Transferring Parts

[Transferring Parts With Scanners.pdf](#)

<https://www.youtube.com/embed/QSYZv6-OY9U>

ScanForce

# Printing Part Labels

[Printing Part Labels.pdf](#)

[https://www.youtube.com/embed/yG\\_HXjz60mk](https://www.youtube.com/embed/yG_HXjz60mk)

# StarShip