Scanco Multi-Bin Version 2019

Installation Guide

Version 6.1041

December 2020

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Introduction to Scanco Multi-Bin Version 2019.4

Scanco Multi-Bin includes the experience of 20 years integrated exclusively for Sage 100 ERP. It provides a seamless multi-bin and warehouse management system functionality. It is flexible to setup to get quick startup and simple design, and it can be setup or more advanced needs utilizing WMS features. The built-in Directed Picking and Directed Put-away features provide comprehensive options, so the system directs as you want to. It is compatible with most extended solutions, developer enhancements, and business object integration.

About this Guide

This guide provides the information necessary for installing Scanco Multi-Bin.

Important Information

Read this guide completely before installing Scanco Multi-Bin Version 2019.4.

Before installing Scanco Multi-Bin Version 2019.4, install and register Sage 100 Standard, Sage 100 Advanced or Sage 100 Premium 2019.

Refer to the Sage 100 Installation and System Administrator's Guide for information on installing Sage 100 Standard, Sage 100 Advanced or Sage 100 Premium.

Warning: Install Multi-Bin Version 2019.4 into a parallel test Sage 100 environment. Performing a test upgrade or a test new install allows you to resolve issues that may occur during the live upgrade or live new install, reducing downtime and allows you to get a rough estimate of how long the upgrade process will take. Refer to the Sage Knowledgebase article ID 101266 for more information. As noted in the Sage Knowledgebase article before step 20, third party products must be re-installed after a migration.

Warning: Scanco Multi-Bin Version 2019.4 may not be compatible with other Scanco or non-Scanco third party products. If you use third-party products that integrate with your Sage product, check with the vendor of your third-party product to ensure their product is fully compatible with this release. If you integrate with other Sage products, check with your business partner or Sage to ensure that these components are compatible.

Warning: Scanco Multi-Bin Version 2019.4 may not be installed when Sage Production Management exists in Sage 100. Scanco Multi-Bin for Sage Production Management 6.20.0.1.0 must be used.

Warning: Scanco Multi-Bin Version 2019.4 may not be installed when Sage Operations Management exists in Sage 100. Scanco Multi-Bin for Sage Operations Management is not available on this version.

Warning: Scanco Manufacturing Efficiency, WOScan, In-Transit, Scheduled Bill of Materials, and Advanced Landed Cost are not currently available for Version 2019.4. If these enhancements are present in Sage 100, upgrade cannot proceed.

Note: Please contact Scanco Support at support@scanco.com for assistance with Scanco Multi-Bin.

Sage 100 Required Modules

The following Sage 100 Modules are required to be installed and activated to use Scanco Multi-Bin

- Library Master
- Common Information
- General Ledger
- Inventory Management

Scanco Multi-Bin Pre-Installation Checklist

Complete the following pre-installation checklist prior to installing Scanco Multi-Bin Version 2019.4 to ensure a successful installation.

- ☐ Do ***not*** install Scanco Multi-Bin when custom modifications exist in Sage. Custom modifications must be retrofitted to the current Sage 100 version. Please contact your Sage partner or your Scanco Account Rep for information on how to obtain a quote for custom modifications to be retrofitted to Scanco Multi-Bin Version 2019.4.
- ☐ Do ***not*** install Scanco Multi-Bin when extended solutions or third-party products are installed on the Sage 100 system. Please contact your Sage partner or your Scanco Account Rep for information on evaluating extended solutions or third-party software.
- ☐ Do ***not*** install Scanco Multi-Bin when Sage Production Management 6.10.4.0.0 is installed in Sage 100 Version 2019.4. The Scanco Multi-Bin for Production Management 6.10.4.0.0 specific installer must be used.
- ☐ Do ***not*** install Scanco Multi-Bin when Sage Operations Management 6.10.4.0.0 is installed in Sage 100 Version 2019.4. Scanco Multi-Bin for Sage Operations Management is not available on this version.
- ☐ Confirm that the Sage 100 installed version is 6.10.4.0 for the Sage 100 Standard, Sage 100 Advanced or Sage 100 Premium system.
  Access the Help menu > About Sage to review the currently installed Sage 100 version.
  To review additional information on the currently installed Sage 100 system in the Sage 100 System Information window, select File menu > Run. Type *info in the Program field. Select the OK button.
- ☐ Confirm that Scanco Manufacturing Efficiency, WOScan, In-Transit, Scheduled Bill of Materials, and/or Advanced Landed Cost are not present. If it is necessary to uninstall any of these modules, contact Scanco Support at support@scanco.com.
- ☐ Prior to installation or upgrade, ensure that the following transactions have been updated
  - Inventory Transactions
  - Sales Order Invoices
  - Sales Order Shipping Data Entries
  - Purchase Order Receipt of Goods
  - Purchase Order Return of Goods
  - RMA Returns
  - Bill of Materials Production Entries
- ☐ Backup the entire Sage 100 Standard, Sage 100 Advanced or Sage 100 Premium system, including programs and data files, after all data entry files are updated, and before installing Scanco Multi-Bin Version 2019.
- ☐ Download the Scanco Multi-Bin Version 2019.4 installation file and request registration information from http://scanco.com/scanco-multibin-downloads
  Please note that it can take 3-5 business days to receive Registration Keys. If Custom Modifications are found, registration files will be delayed and a Scanco Account Rep will be in contact to evaluate an upgrade.

Scanco Multi-Bin Installation Checklists

New Installation of Scanco Multi-Bin

- ☐ Complete the Scanco Multi-Bin pre-installation checklist.
- ☐ Install Sage 100 2019 and Product Update 4.
  Refer to the Sage 100 2019 Installation and System Administrator's Guide.
- ☐ Run the Sage 100 workstation setup process on all applicable workstations.
  Refer to the Sage 100 2019 Installation and System Administrator's Guide.
- ☐ Install Scanco Multi-Bin Version 2019.4.
  Refer to Page 09 for information on how to install Scanco Multi-Bin
- ☐ If hot fixes are available on the Scanco Multi-Bin Downloads page for Version 2019.4, download and install the hot fixes.
  Refer to Page 13 for information on how to install Hot Fixes.
- ☐ Allow administrator access to new screen options by defining role security from Library Master > Main > Role Maintenance.
  Refer to the Multi-Bin Training Guide > Sage Role Maintenance for information on Task and Security Events available for Scanco Multi-Bin.
- ☐ Activate Scanco Multi-Bin Version 2019.4 from Library Master > Setup > Scanco Product Registration.
  Refer to Page 14 for information on Activating Scanco Multi-Bin.
- ☐ Run the Sage data conversion process from Library Master > Main > Company Maintenance.
  Refer to Page 16 for information on running the Sage Conversion Utility.
- ☐ Create Multi-Bin Data Files from Library Master > Setup > Scanco Product Registration.
  Refer to Page 17 for information on the Prepare Data Utility.
  ⚠ **Warning** : This step must be completed even in Scanco Multi-Bin is not being activated immediate. It will ensure that data dictionaries are properly merged.
- ☐ Merge Scanco Multi-Bin screens with existing Sage Custom Office modifications from Custom Office > Utilities > Update Custom Panels to Current Level.
  Refer to Page 21 for information on the Custom Office Update Panels Utility.
  ⚠ **Warning** : In some cases, customizations must be merged manually. Please contact your Sage partner or Scanco Support at support@scanco.com for assistance.
- ☐ Install any non-Scanco, 3rd party applications.
  ⚠ **Warning** : Be sure all non-Scanco 3rd part application and enhancements have been reviewed and approved for use with Scanco Multi-Bin.

Upgrading Scanco Multi-Bin to Version 2019 from Sage Version 2013-2018

- ☐ Complete the Scanco Multi-Bin pre-installation checklist.
- ☐ Install Sage 100 2019 and Product Update 4.
  Refer to the Sage 100 2019 Customer Upgrade Guide and the Sage 100 2019 Upgrade Checklist.
- ☐ Run the Sage 100 workstation setup process on all applicable workstations.
  Refer to the Sage 100 2019 Installation and System Administrator's Guide.
- ☐ Install Scanco Multi-Bin Version 2019.4.
  Refer to Page 09 for information on how to install Scanco Multi-Bin
- ☐ Migrate Sage 100 data to Sage 100 2019 through the Sage Data Migration Utility.
  Refer to the Sage 100 2019 Installation and System Administrator's Guide.
- ☐ Reinstall Scanco Multi-Bin Version 2019.4.
- ☐ If hot fixes are available on the Scanco Multi-Bin Downloads page for Version 2019.4, download and install the hot fixes.
  Refer to Page 13 for information on how to install Hot Fixes.
- ☐ Allow administrator access to new screen options by defining role security from Library Master > Main > Role Maintenance.
  Refer to the Multi-Bin Training Guide > Sage Role Maintenance for information on Task and Security Events available for Scanco Multi-Bin.
- ☐ Activate Scanco Multi-Bin Version 2019.4 from Library Master > Setup > Scanco Product Registration > Activate.
  Refer to Page 14 for information on Activating Scanco Multi-Bin.
- ☐ Run the Sage data conversion process from Library Master > Main > Company Maintenance > Convert.
  Refer to Page 16 for information on running the Sage Conversion Utility.
- ☐ Convert Multi-Bin Data from Library Master > Setup > Scanco Product Registration > Prepare Data.
  Refer to Page 17 for information on the Prepare Data Utility.
- ☐ Review the Conversion Audit Report if necessary from Library Master > Setup > Scanco Product Registration > Convert Report.
  Refer to Page 19 for information on the Prepare Data Utility.
- ☐ Purge Old Data from Library Master > Setup > Scanco Product Registration > Old Data Purge.
  ⚠ **Warning :** Beginning in Version 2019, a complete restructuring of the Scanco Multi-Bin background file structure was implemented. Data must be converted through the Prepare Data Utility and Purged through the Old Data Purge Utility to ensure a proper and clean transition to the new file and field naming convention as well as properly update data dictionaries and menus.
  Refer to Page 20 for a more detailed discussion of these changes.
- ☐ Merge Scanco Multi-Bin screens with existing Sage Custom Office modifications from Custom Office > Utilities > Update Custom Panels to Current Level.
  Refer to Page 21 for information on the Custom Office Update Panels Utility.
  ⚠ **Warning** : In some cases, customizations must be merged manually. Please contact your Sage partner or Scanco Support at support@scanco.com for assistance.
- ☐ Install any non-Scanco, 3rd party applications.
  ⚠ **Warning** : Be sure all non-Scanco 3rd part application and enhancements have been reviewed and approved for use with Scanco Multi-Bin.

Upgrading Scanco Multi-Bin to Version 2019.4 from previous Product Update

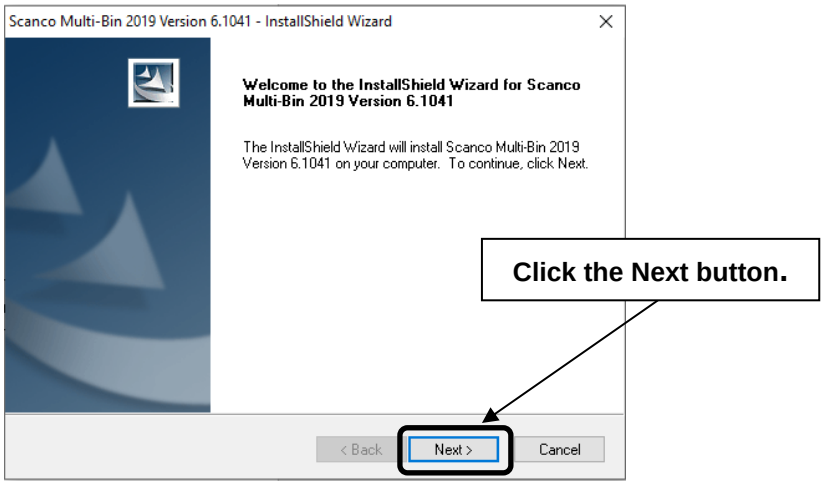
- ☐ Complete the Scanco Multi-Bin pre-installation checklist.
- ☐ Install Sage 100 2019.4 Product Update.
  Refer to the Sage 100 2019 Customer Upgrade Guide and the Sage 100 2019 Upgrade Checklist.
- ☐ Install Scanco Multi-Bin Version 2019.4.
  Refer to Page 09 for information on how to install Scanco Multi-Bin
- ☐ If hot fixes are available on the Scanco Multi-Bin Downloads page for Version 2019.4, download and install the hot fixes.
  Refer to Page 13 for information on how to install Hot Fixes.
- ☐ Allow administrator access to new screen options by defining role security from Library Master > Main > Role Maintenance.
- ☐ Activate Scanco Multi-Bin Version 2019.4 from Library Master > Setup > Scanco Product Registration > Activate.
  Refer to Page 14 for information on Activating Scanco Multi-Bin.
- ☐ Run the Sage data conversion process from Library Master > Main > Company Maintenance > Convert.
  Refer to Page 16 for information on running the Sage Conversion Utility.
- ☐ Convert Multi-Bin Data from Library Master > Setup > Scanco Product Registration > Prepare Data.
  Refer to Page 17 for information on the Prepare Data Utility.
- ☐ Merge Scanco Multi-Bin screens with existing Sage Custom Office modifications from Custom Office > Utilities > Update Custom Panels to Current Level.
  Refer to Page 21 for information on the Custom Office Update Panels Utility.
  ⚠ **Warning** : In some cases, customizations must be merged manually. Please contact your Sage partner or Scanco Support at support@scanco.com for assistance.
- ☐ Install any non-Scanco, 3rd party applications.
  ⚠ **Warning** : Be sure all non-Scanco 3rd part application and enhancements have been reviewed and approved for use with Scanco Multi-Bin.

Installing Scanco Multi-Bin for Sage 100 Version 2019.4

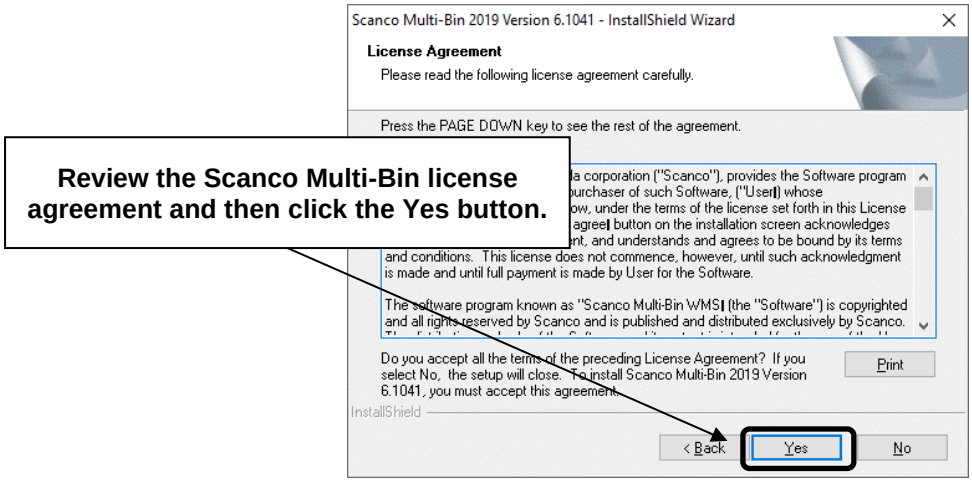
Conduct the following steps after Sage 100 2019 is installed successfully.

How to Install Scanco Multi-Bin

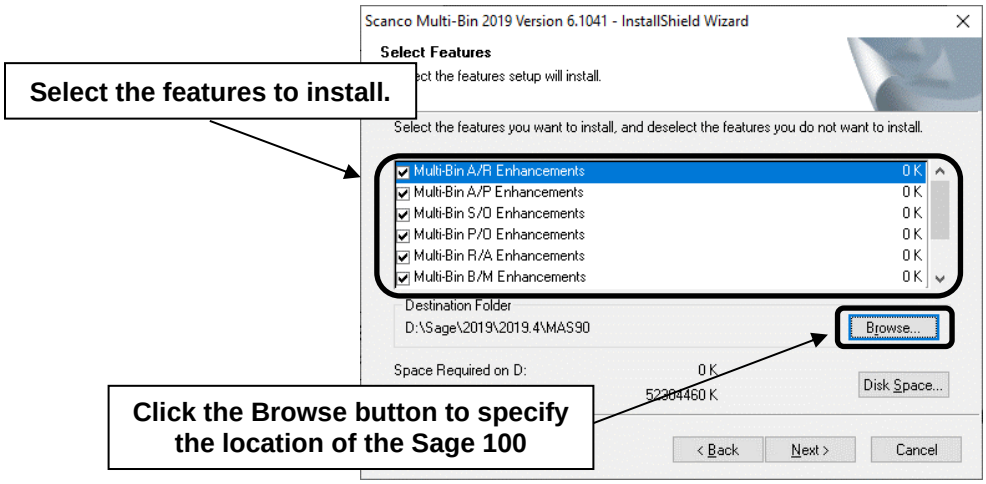
1. Download the MB61041.exe file from the Scanco Multi-Bin Downloads page at http://info.scanco.com/scanco-multibin-downloads
2. Right click on the Scanco Multi-Bin 2019.4 (61041) executable file.
3. Select Run as administrator.



4. Select the Next button from the Scanco Multi-Bin 2019 61041 Welcome window.
5. Review the Scanco Multi-Bin 2019 61041 License Agreement.

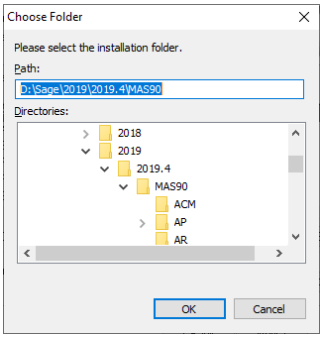


6. Select the Yes button to agree to the Scanco Multi-Bin License Agreement and to continue with the installation process.
7. Accept the default check box field settings for Scanco Multi-Bin 2019 61041.



8. Accept the default location of Sage 100 or select the Browse button to specify the location of Sage 100.

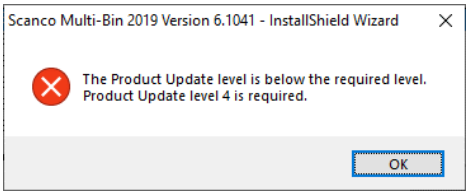
   The Choose Folder window displays after the Browse button is selected.



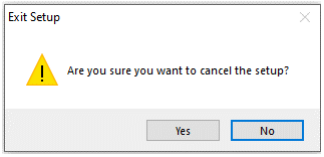
   Specify the location of Sage 100 in the Path field. Select the OK button to return to the Select Features window.

9. Select the Next button from the Select Features window. The installed version of Sage 100 Standard, Sage 100 Advanced or Sage 100 Premium is validated.

   When Sage 100 2019 version 6.10.4.0 has not been installed at the specified Sage 100 location, the following message displays.

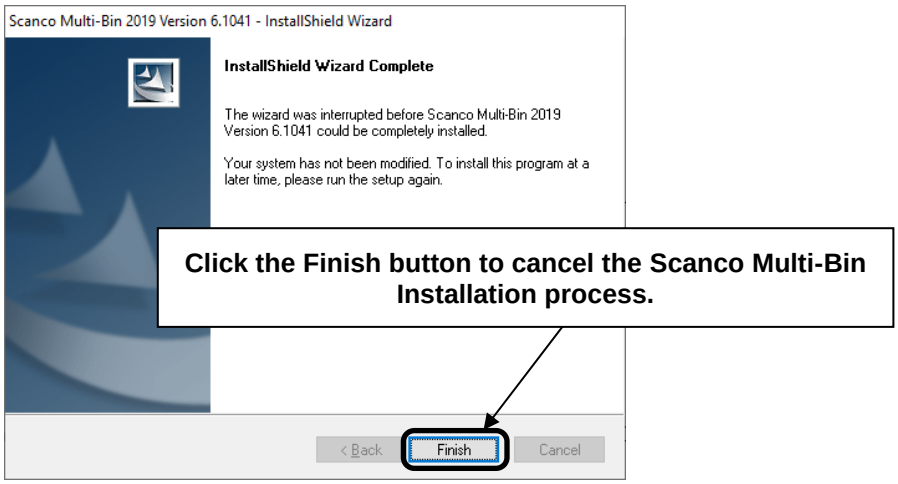


   Select the OK button from the message.
   Select the Cancel button from the Select Features window. The following Exit Setup message displays.



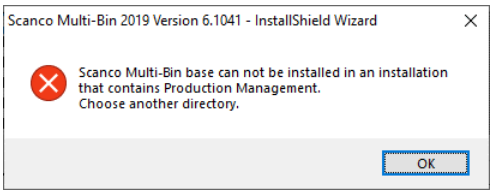
   Select Yes in the Exit Setup message.

   Select the Finish button from the InstallShield Wizard Complete window to cancel the Mobility for Sage Production Management 6.20.0.1.0 installation process.



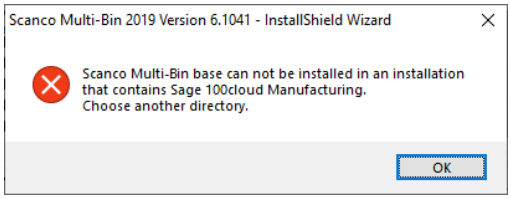
To resolve, install Sage 100 2019 Product Update 4 and then install Scanco Multi-Bin 2019.4 61041.

Warning: Scanco Multi-Bin Version 2019.4 may not be installed when Sage Production Management exists in Sage 100.



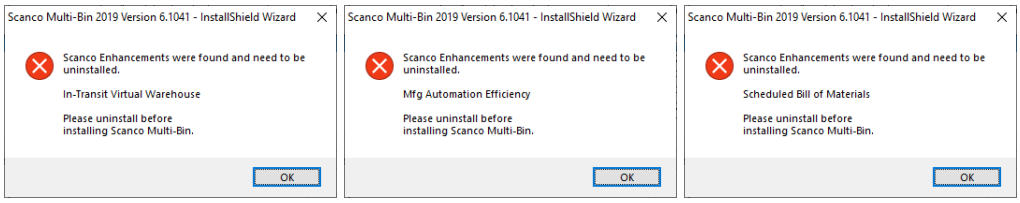
Select the OK button and modify the destination folder to where Sage Production Management 6.10.4.0.0 is not installed. The Scanco Multi-Bin for Production Management 6.10.4.0.0 specific installer must be used. Download the MB61041_PM.exe file from https://www.scanco.com/prod-mgmt-downloads.

Warning: Scanco Multi-Bin Version 2019.4 may not be installed when Sage Operations Management exists in Sage 100. Scanco Multi-Bin for Sage Operations Management is not available on this version.



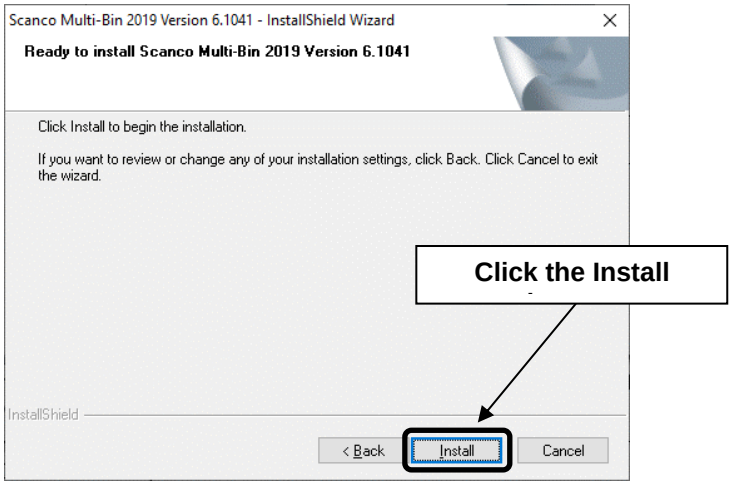
Select OK and cancel the Multi-Bin 2019 61040 installation process.

Warning: Scanco Manufacturing Efficiency, WOScan, In-Transit, Scheduled Bill of Materials, and Advanced Landed Cost are not currently available for Version 2019.4. If these enhancements are present in Sage 100, upgrade cannot proceed.



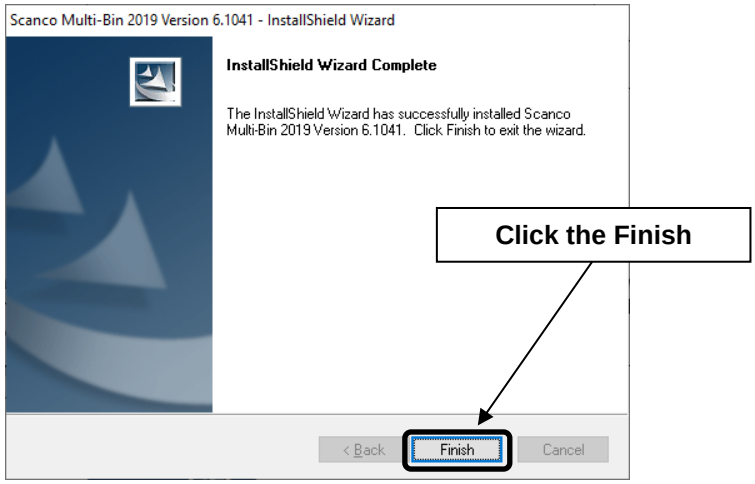
Select OK and cancel the Multi-Bin 2019 61041 installation process.

10. Select the Install button from the following window to install Multi-Bin 2019 61041.



Select the Back button to return to the Select Features window.
Select the Cancel button, then select Yes in the message *Are you sure you want to cancel the setup?* and the Finish button from the InstallShield Wizard Complete window to cancel the Scanco Multi-Bin installation process.

11. Select the Finish button from the InstallShield Wizard Complete window to complete the Scanco Multi-Bin 2019 61041 installation process.

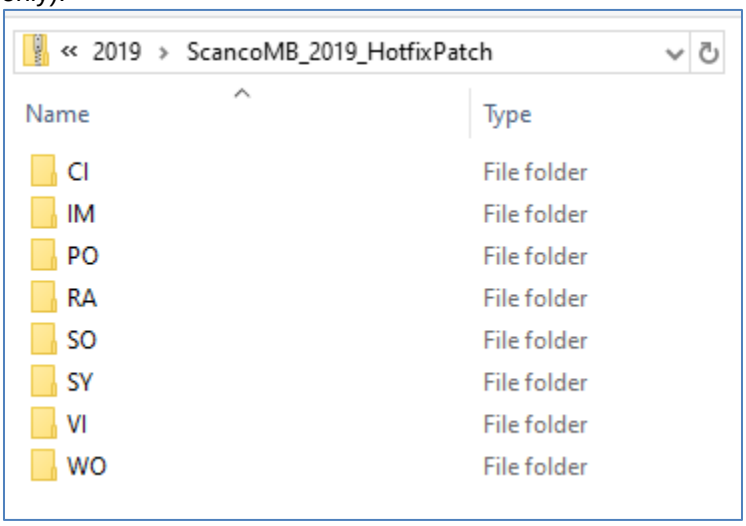


How to Install Scanco Multi-Bin Hot Fixes

If hot fixes are available on the Scanco Multi-Bin Downloads Page for 2019.4, download and install them.

1. Navigate to the Scanco Multi-Bin 2019 downloads page at : http://info.scanco.com/scanco-multibin-downloads
2. Locate the section for Scanco Multi-Bin 2019.4 Hot fixes. Hot fixes maybe available as singular IDs or in compilation zip files.

   ⚠ **Warning** : Hot fixes are Version and Product Update Specific. Please verify that the Sage 100 2019 and Scanco Multi-Bin 2019 61041 version matches the hot fix you are attempting to download and install
3. Hot fixes will download in .zip format. Extract the zipped directories into a working area.
4. Within the zip will be program directories that directly correspond to directories found within the Sage 100 /MAS90 directory. (The example below is a 2019 Hot Fix Patch File for demonstration purposes only).



5. Prior to installing Scanco Multi-Bin 2019 Hotfixes, retain a backup of all /MAS90 directory programs.
6. Copy the contents of each directory of the zip file to the corresponding directory of /MAS90

Registering Scanco Multi-Bin

How to Obtain Scanco Multi-Bin Registration

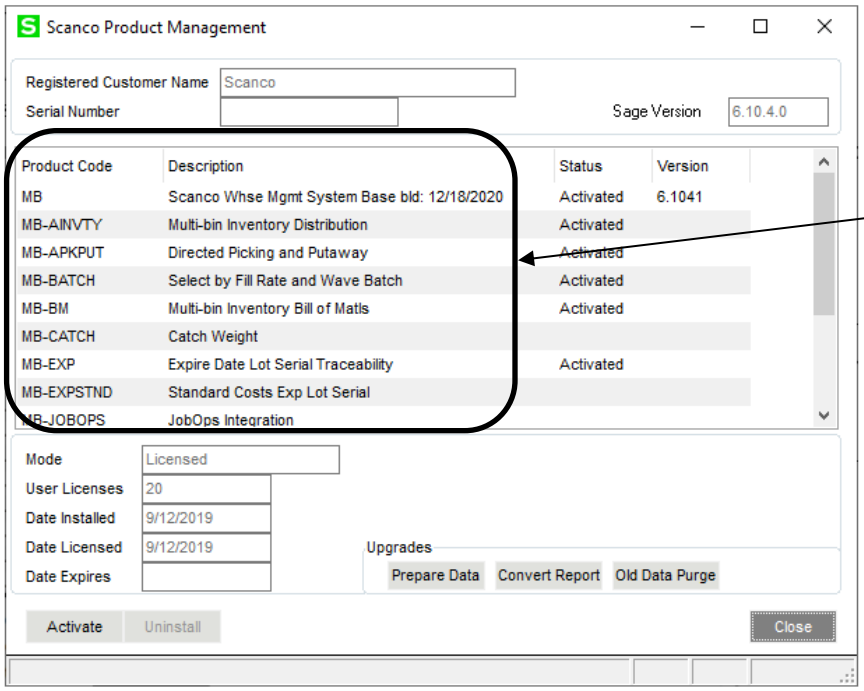
1. Navigate to the Scanco Multi-Bin 2019 downloads page at : https://www.scanco.com/scanco-multibin-downloads
2. Scroll down and click on Registration File Request.
3. Enter the required information in the Scanco Multi-Bin Registration form. Fields noted with an asterisk (*) are required.
4. Select the Submit button.

Note: Please allow 3-5 business days for processing Scanco Multi-Bin registration requests. If Custom Modifications are found, registration files will be delayed and a Scanco Account Rep will be in contact. The Scanco Multi-Bin registration file is sent to the email specified in the Primary Contact Email field on the Scanco Multi-Bin Registration form.

Internet Activation

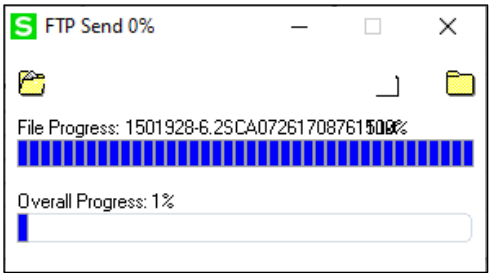
1. Access Library Master > Setup > Scanco Product Registration.

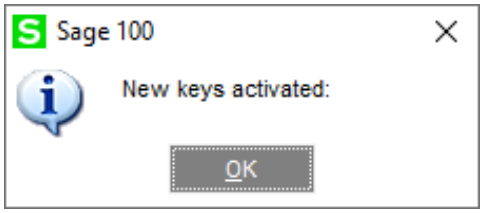
This screen will list the Sage System's Registered Custom Name, Sage issue Serial Number, and the Current Sage Version installed.



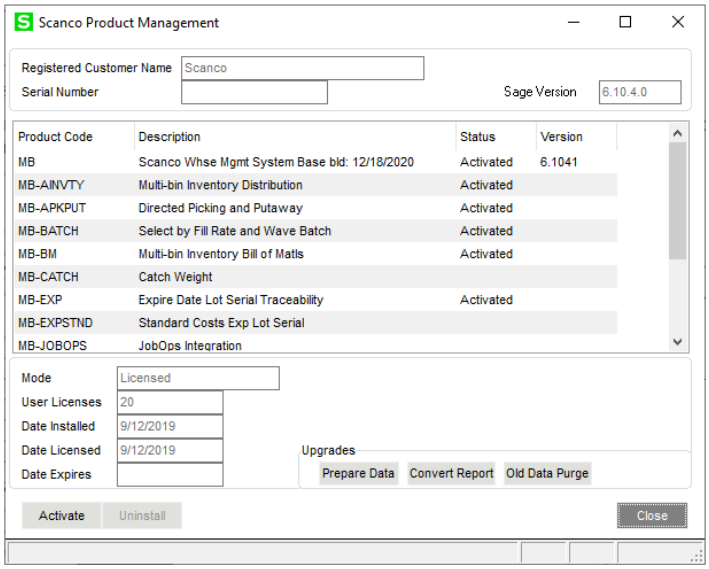
A listing of enhancements installed (not activated) is shown here.

2. Select the Activate button.
3. The system will attempt to locate your Activation Key file from the Scanco FTP.
4. If found, the program will automatically install the key and activate modules.





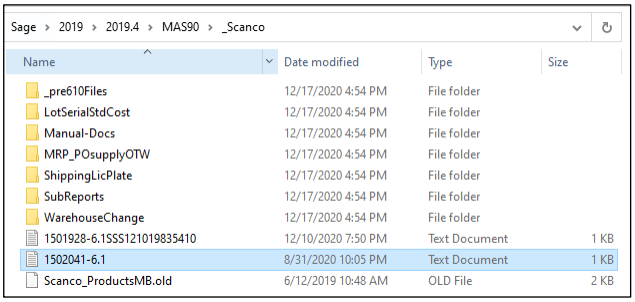
5. After keys are installed, Mode will show Licensed and individual enhancements will show Activated based on purchase.



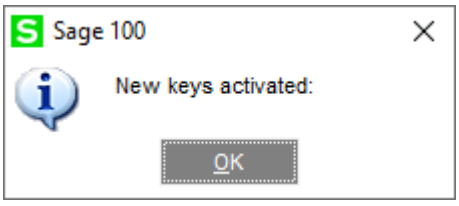
⚠ **Warning** : Some Firewalls will automatically prevent the Scanco Product Management program from accessing, downloading, and installing the Activation Key file. If key retrieval is unsuccessful, the system will generate the message below. Please see Manual Activation below.

Manual Activation

1. When requesting Scanco Multi-Bin keys, a text Activation Key File with the format “SageSerialNumber-Version.txt” is provided.
2. If Internet Activation is not successful, copy the text Activation Key File to /MAS90/_Scanco.



3. Access Library Master > Setup > Scanco Product Registration.
4. Select the Activate button.
5. The system will activate keys.



Data Preparation and Conversion

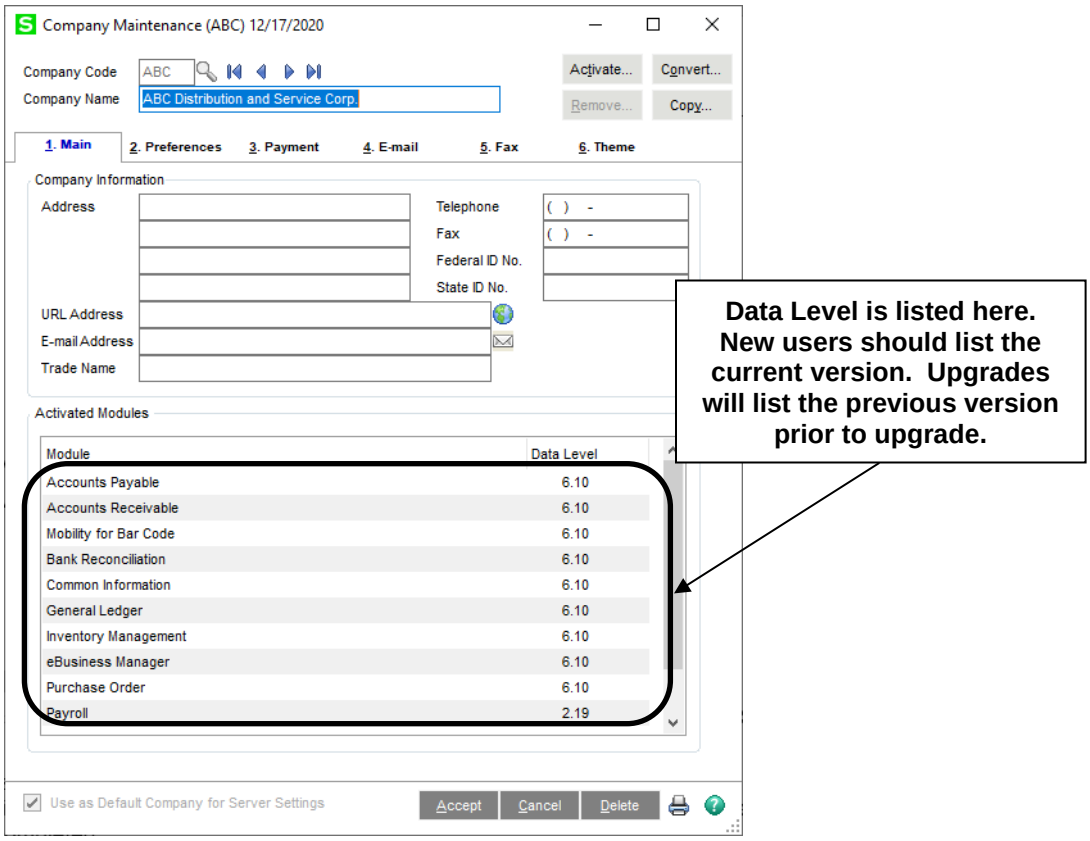
Sage Data Conversion Utility

After Scanco Multi-Bin Installation, the Sage Data Conversion Utility must be completed.

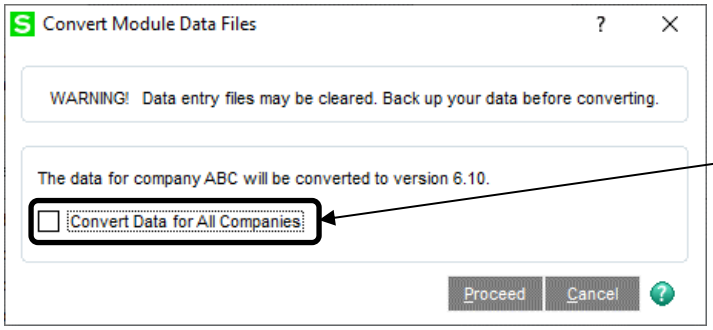
- In new Scanco Multi-Bin Installations, this will ensure that all Sage required updates, conversion, or Product Update Changes are fully integrated. Users will be *required* to complete the Sage Data Conversion Utility prior to accessing any module activities.
- In Scanco Multi-Bin Upgrades, this will ensure that all Sage data conversion activities are successfully completed. Users will be *required* to complete the Sage Data Conversion Utility prior to accessing any module activities.

To Run the Sage Data Conversion Utility:

1. Users should be out of the system prior to running the Sage Data Conversion Utility.
2. Navigate to Library Master > Main > Company Maintenance.
3. Select a Company Code to Convert.



4. Select the Convert Button.
5. In the Convert Module Data Files Screen, review the warning and click Proceed when ready.



To save time, Sage provides a checkbox that allow all Company Data to be converted at once. Users should be out of the system for this process.

6. The utility will convert data in each company as needed.
7. If no conversions are necessary, a prompt will appear. Click OK to finish.

Scanco Multi-Bin Prepare Data Utility

After Installation is complete and the Sage Data Conversion Utility has been completed, the Scanco Multi-Bin Prepare Data Utility must be completed.

The Prepare Data Utility is a multi-function utility that completes data file preparation for new users and data conversion for existing users. Whenever an installation of Scanco Multi-Bin is completed, the prepare data utility should be completed.

⚠ **Warning** : Users must exit Sage 100 in order for the Prepare Data Utility to function properly

New Users

Prior to enabling Scanco Multi-Bin for any company, the Prepare Data Utility must be run in order to prepare existing data files with new Scanco Multi-Bin Fields and new create Scanco Multi-Bin Files where needed.

Part of the Scanco Multi-Bin Prepare Data Utility process is the merge of Scanco's new files and fields into Sage's system wide Data Dictionary. Because data dictionary definition is system-wise – the prepare Data utility must be run for ALL companies in the Sage 100 system, even if it will not use Scanco Multi-Bin. This will ensure that all Sage 100 features which rely on the data dictionary – like custom reporting – will continue to function properly. Running the prepare data utility for a given company WILL NOT enable Multi-Bin in that company.

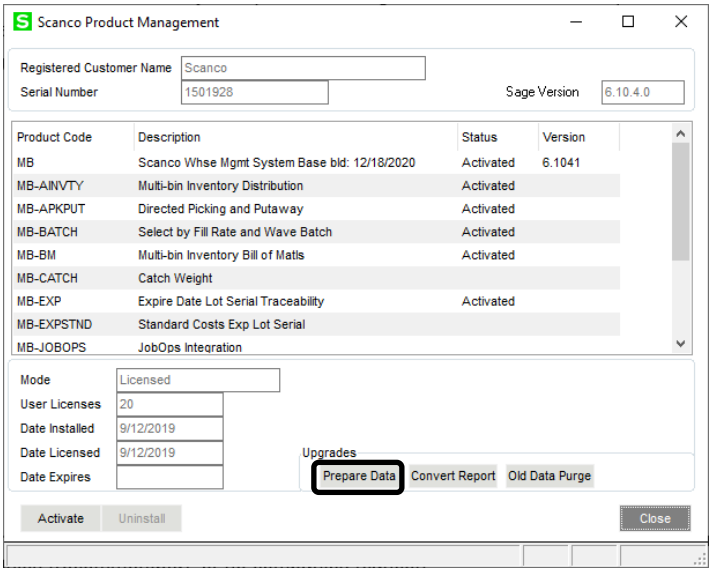
Conversion

When Converting Sage 100 and Scanco Multi-Bin to a new Version, the Prepare Data Utility also functions as a data conversion utility. The utility will ensure that all new files and fields are properly setup and that data is converted from the prior version properly.

⚠ **Warning** : Conversions from Sage 100 Version 2018 or earlier are also converting to Scanco Multi-Bin's restructured file naming convention. In these conversions, the Prepare Data Utility will not only create the new data files (with the new naming convention), it will also copy data from the old data file structure to the new. In these instances, a thorough review of all data is advisable.

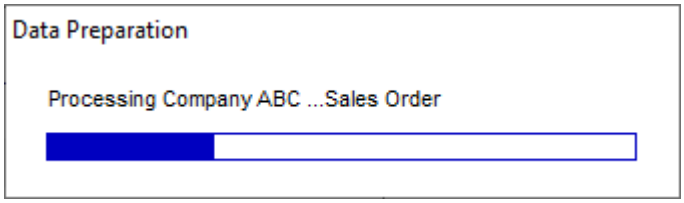
To Run the Scanco Multi-Bin Prepare Data Utility:

1. Users should be out of the system prior to running the Scanco Multi-Bin Prepare Data Utility.
2. Navigate to Library Master > Setup > Scanco Product Registration
3. In the Upgrades Section, click the Prepare Data Button.



4. A prompt allows users to select to run the Prepare Data Utility for one company (current company), all companies (recommended), or no companies (cancel).

5. A Processing Screen will appear to track the progress of the Prepare Data Utility through each module, in each company. There are several Multi-Bin utilities that will also run at the end of the utility.



⚠ **Warning** : The time necessary to run the Prepare Data Utility is dependent on Sage 100 database size and server performance. Please know that the Prepare Data Utility can run anywhere as quickly as a few minutes to several hours. Prepare for downtime accordingly, as users must be out of the system for the duration of the utility.

6. On completion, the Processing Screen will clear and the user is returned to the Scanco Product Management Screen.

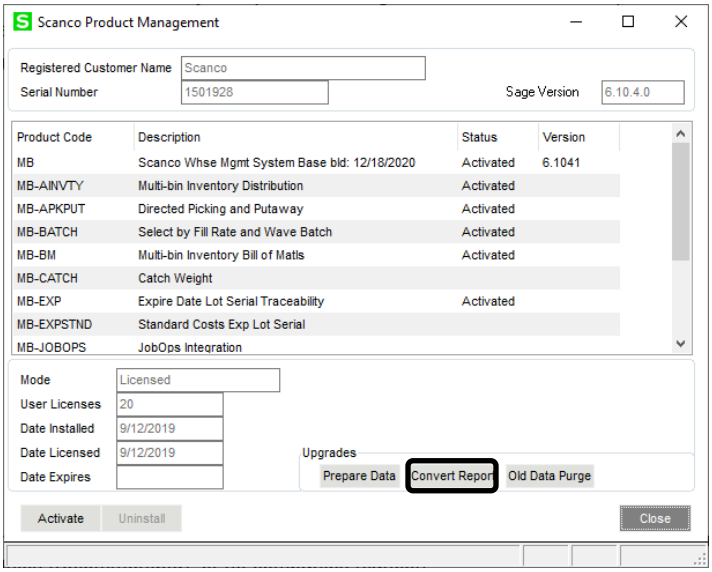
Scanco Multi-Bin Conversion Report (Converting 2018 and earlier only)

Conversions from Sage 100 Version 2018 or earlier are also converting to Scanco Multi-Bin's restructured file naming convention. In these conversions, the Prepare Data Utility will not only create the new data files (with the new naming convention), it will also copy data from the old data file structure to the new. In these instances, a thorough review of all data is advisable.

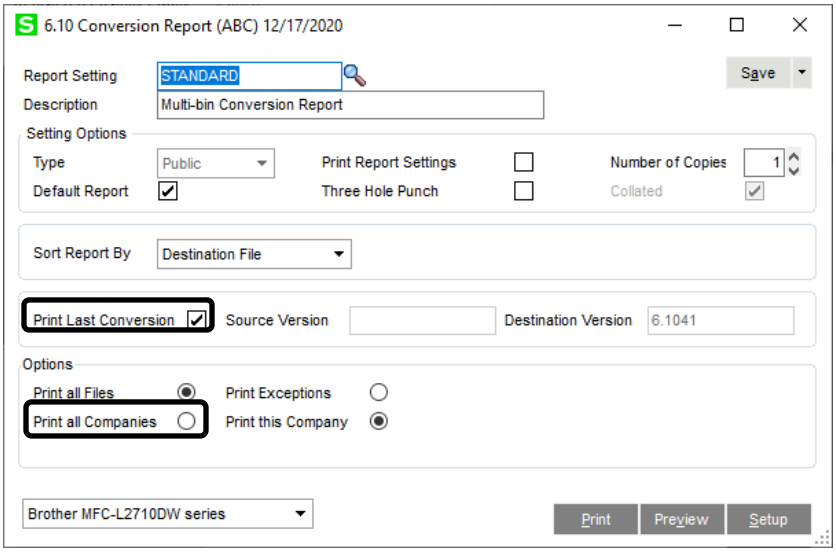
For version 2018 and earlier, all Scanco Multi-Bin fields, data files and programs were encoded with Developer Code 404 (ACS Group). For example, Multi-Bin quantity on hand was tracked in file IM404_ItemLocationQuantity. In Version 2019, the new format reads IM_140MB_ItemLocationQuantity. A Conversion Report is provided to detail the Data Files created and converted to the new naming convention and format.

After the Prepare Data Utility had been Run :

1. If not still on the screen, navigate to Library Master > Setup > Scanco Product Registration.
2. In the Upgrades Section, click the Convert Report Button.



3. From the Report Selection Screen, select the Print Last Conversion Button and the Print All Companies Radio Button.



4. Additional Report Options are available, and users may be instructed to run the report to troubleshoot conversion issues by Scanco Support.

5. A small sample of the report is shown below.

6.10 Conversion Report
Sorted by Destination File

MFG Computer Systems, Inc (MFG)

Destination File	Source File	Completed	Essential with Data	Required to do - Completed		
				Rename	Prepare	MoveFields
Company: ABC Distribution and Service C						
Source Version: 6.2001	**Destination Version: 6.2001**	**Company Complete: Yes**				
AP_Vendor		Yes	No	No	Yes	N/A
CI_140MB_ChangeWhseValidate		Yes	No	No	Yes	N/A
CI_140MB_ConvertReportWrk		Yes	No	No	Yes	N/A
CI_BackOrderFillWrk		Yes	No	No	Yes	N/A
CI_UnitOfMeasure		Yes	No	No	Yes	N/A
IM_140AllocationTransfersWrk		Yes	No	No	Yes	N/A
IM_140ItemLocationQuantityWrk		Yes	No	No	Yes	N/A
IM_140MBin_DashBd		Yes	No	No	Yes	N/A
IM_140MBPalletLocationQuantity		Yes	No	No	Yes	N/A
IM_140MB_AllocationManagerWrk		Yes	No	No	Yes	N/A
IM_140MB_AllocationOverrides		Yes	No	No	Yes	N/A
IM_140MB_AllocationReportWrk		Yes	No	No	Yes	N/A
IM_140MB_BinLocation		Yes	No	No	Yes	N/A
IM_140MB_BinLocationHistory		Yes	No	No	Yes	N/A
IM_140MB_ContainerSort		Yes	No	No	Yes	N/A
IM_140MB_HistoryArchive		Yes	No	No	Yes	N/A
IM_140MB_HistorySort		Yes	No	No	Yes	N/A
IM_140MB_ItemLocation		Yes	No	No	Yes	N/A
IM_140MB_ItemLocationQtyFIFO		Yes	No	No	Yes	N/A
IM_140MB_ItemLocationQuantity		Yes	No	No	Yes	N/A

Warning : The Conversion Report is provided for informational purposes only and is not required.

Scanco Multi-Bin Old Data Purge (Converting 2018 and earlier only)

Conversions from Sage 100 Version 2018 or earlier are also converting to Scanco Multi-Bin's restructured file naming convention. In these conversions, the Prepare Data Utility will not only create the new data files (with the new naming convention), it will also copy data from the old data file structure to the new. In these instances, a thorough review of all data is advisable.

Once data has been converted from the old file structure to the new, the old data files and menu items must be purged to ensure a proper and clean transition. The Old Data Purge removes:

- All Developer Code 404 (ACS Group) data files and fields.
- All Developer Code 404 (ACS Group) Programs
- All Menu References to 404 Programs.

Warning : The Scanco Multi-Bin Conversion will create and populate the new 140_MB data files and fields. The Old Data Purge will complete remove the old 404 data files and fields. Any Custom Crystal Reports referencing 404 data files and fields will have to be manually updated by your Sage Partner or internal Crystal specialist. There is no conversion utility to automate this process.

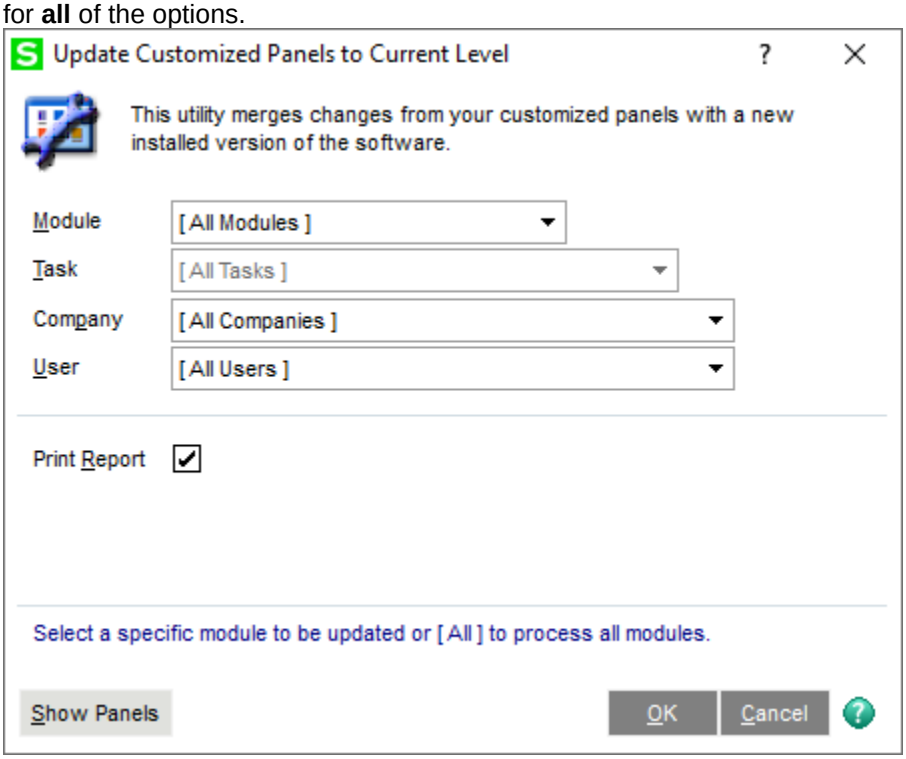
Update Custom Panels to Current Level

Once Scanco Multi-Bin has been installed, it is prudent to merge existing screen customizations with the screen modifications that Scanco Multi-Bin provides. Sage provides the Custom Office Update Custom Panels to Current Level utility to accomplish this.

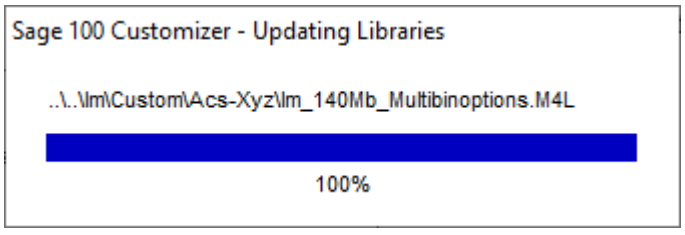
> ⚠ **Warning** : In some cases, customizations must be merged manually. Please contact your Sage partner or Scanco Support at support@scanco.com for assistance.

To merge custom panels:

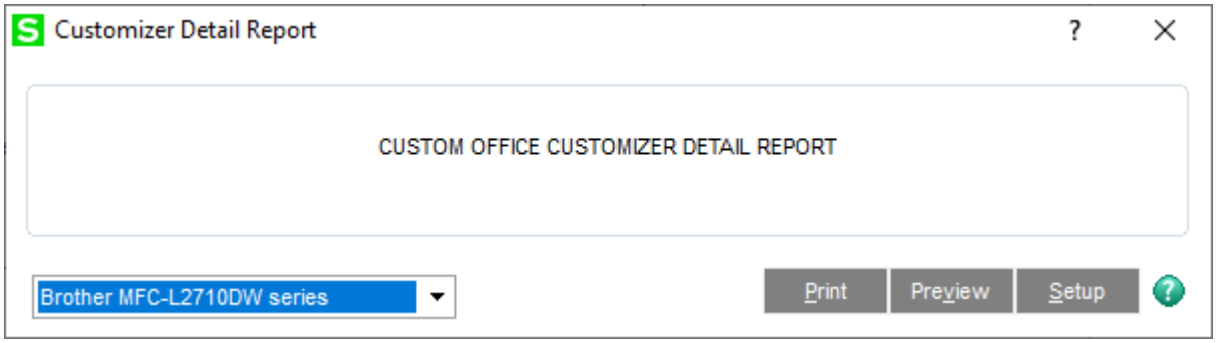
1. Navigate to Custom Office > Utilities > Update Custom Panels to Current Level
2. While specific Module, Task, Company, and User selections can be made, it is advised to run this utility for **all** of the options.



3. Select the OK button.
4. The system will display a process bar displaying the screen libraries being updated.



5. After update, if the “Print Report” option was selected, the user will be prompted to Print or Preview the Custom Office Customizer Detail Report. This is not required and can be skipped.


Customizer Detail Report
CUSTOM OFFICE CUSTOMIZER DETAIL REPORT
Brother MFC-L2710DW series
Print
Preview
Setup