



Sales Picking is the process whereby items are scanned from stock for a specific customer order. FenyaSA provides two ways to do this;

Control document: This is a Sage Pastel Sales Order that has already been captured and it is used to ensure that the items picked match the sales order, hence the term 'Control Document'

- Sage Pastel sales orders (along with all possible serial numbers per item) are downloaded to the scanner via a docking station (or WIFI).
- FenyaSA prints scan sheets for each sales order(optional). These are basically picking slips with barcodes on them.
- To start the process, the customer is scanned then the sales order (or alternatively, the invoice is selected from the pull down list), the scanner now knows what is allowed to be scanned for this order.
- The stock is picked against the sales order, the scanner will not allow more than the sales order quantity to be scanned nor will it allow the incorrect items to be scanned.
- When the process is completed, the scanned sales order is extracted. Any variances are highlighted.
- The sales order can be discarded or posted to Sage Pastel where it will create an Invoice or confirm the quantities depending on the Sage Pastel version.

On-the-fly Sales Picking: In this instance there are no documents created in Sage Pastel prior to the scanning process.

- The scanner maintains a list of all the customers, stores/warehouses and inventory and has the capability to 'refresh' at any time.
- The customer and store/warehouse is selected on the scanner.
- The scanner is now primed and the items can be scanned for this sales order. The scanner will allow any item and/or quantity to be scanned.
- When completed the scanned items are sent to FenyaSA and a document is then posted to Sage Pastel, it is as simple as that.
- The scanned document can be posted as a Quote, Sales Order or Invoice (depending on Sage Pastel version)

Using a control document for sales picking provides accuracy and efficiency for improved stock control and worker productivity

