



# Scanco Multi-Bin Version 2020.4

## Installation Guide

Scanco Multi-Bin Version 6.2041

Sage 100 Versions 6.20.4.0

October 2021

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# Introduction to Scanco Multi-Bin

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 for 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 2020.4 version 6.2041.

## Important Information

Read this guide completely before installing Scanco Multi-Bin 2020.4 version 6.2041.

Before installing Scanco Multi-Bin 2020.4 version 6.2041, install and register Sage 100 Standard, Sage 100 Advanced or Sage 100 Premium 2020 and Product Update 4.

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 Scanco Multi-Bin 2020.4 version 6.2041 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 2020.4 version 6.2041 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 Manufacturing Efficiency, WOScan, In-Transit, Scheduled Bill of Materials, and Advanced Landed Cost are not currently available for Sage 100 2020.4 version 6.20.4.0. If these enhancements are present in Sage 100, the upgrade cannot proceed. Scanco Manufacturing Efficiency 2020.4 version 6.20.4.0 will be available soon.

 **Note:** Please contact Scanco Support at [support@scanco.com](mailto: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 2020.4 version 6.2041 to ensure a successful installation.

- ❑ Do **not** install Scanco Multi-Bin when custom modifications exist in Sage or Scanco Multi-Bin programs. 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 2020.4 version 6.2041.
- ❑ 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.
- ❑ Confirm that the Sage 100 installed version is 6.20.4.0 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, Scanco In Transit, Scanco Scheduled Bill of Materials, Scanco Property Management 2000, and/or Scanco Advanced Landed Cost are uninstalled and a new registration file not containing a registration number for these Scanco enhancement modules is activated in Sage 100. If it is necessary to uninstall any of these modules, contact Scanco Support at [support@scanco.com](mailto:support@scanco.com).



**Note:** Scanco Manufacturing Efficiency 2020.4 version 6.20.4.0 will be available soon.


- ❑ 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 2020.4 version 6.2041.
- ❑ Download the Scanco Multi-Bin 2020.4 version 6.2041 installation file and request registration information from <http://info.scanco.com/scanco-multibin-downloads>



**Warning:** A new registration file must be requested and activated




1. For a new installation of Scanco Multi-Bin,
2. When a module or add on was recently purchased or previously not activated such as Sage Production Management or Sage Operations Management,
3. When the Sage 100 user count changes,
4. When migrating from a lower version, for example 2019 version 6.10.5.0 to 2020 version 6.20.4.0, or
5. When the subscription plan has expired or modified.

A new registration file is not required for service releases or product updates when a registration file was previously activated. For example, a new registration file is not required when upgrading from 2020.4 version 6.20.2.0.0 to 2020.4 version 6.20.4.0.0 and the purchased products, user count, and subscription plan have not changed.

 **Note:** Please allow 3-5 business days for processing Scanco Multi-Bin registration requests. If Custom modifications are found, the registration file may be delayed and a Scanco Account Rep contact the requester to evaluate the upgrade.

## Scanco Multi-Bin Installation Checklists

### New Installation of Sage 100 with Scanco Multi-Bin

- ❑ Complete the Scanco Multi-Bin pre-installation checklist.
- ❑ Install Sage 100 2020. Refer to the Sage 100 2020 Installation and System Administrator's Guide.
- ❑ Install Product Update 4 for Sage 100 2020. Refer to the Sage 100 2020 Customer Upgrade Guide, the Sage 100 2020 Upgrade Checklist, and Sage Support for information on installing Sage Product Updates.
- ❑ Run the Sage 100 workstation setup process on all applicable workstations. Refer to the Sage 100 2020 Installation and System Administrator's Guide.
- ❑ Install Scanco Multi-Bin 2020.4 version 6.2041. Refer to How to Install Scanco Multi-Bin on page 9.
- ❑ If hot fixes are available on the Scanco Multi-Bin Downloads page for Scanco Multi-Bin 2020.4 version 6.2041, download and install the hot fixes. Refer to How to Install Scanco Multi-Bin Hot Fixes on page 12.
- ❑ Define role security for Sage Production Management and Scanco Product Registration from Library Master Main menu > 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 2020.4 version 6.2041 from Library Master Setup menu > Scanco Product Registration. Refer to How to Activate Scanco Multi-Bin on page 13.
- ❑ Run the Sage data conversion process from Library Master Main menu > Company Maintenance. Refer to Scanco Multi-Bin Prepare Data Utility on page 15.
- ❑ Create Multi-Bin Data Files from Library Master Setup menu > Scanco Product Registration. Refer to Scanco Multi-Bin Prepare Data Utility on page 15.
  -  **Warning:** This step must be completed for all companies including companies where Scanco Multi-Bin is not being activated. The Prepare Data process ensure that data dictionaries are properly merged.
- ❑ Merge Scanco Multi-Bin screens with existing Sage Custom Office modifications from Custom Office Utilities menu > Update Custom Panels to Current Level. Refer to Update Custom Panels to Current Level on page 18.
  -  **Warning:** In some cases, customizations must be merged manually. Please contact your Sage partner or Scanco Support at [support@scanco.com](mailto:support@scanco.com) for assistance.
- ❑ Install any non-Scanco, 3<sup>rd</sup> party applications.
  -  **Warning:** 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 2020.4 from Sage 2013-2018

- ❑ Complete the Scanco Multi-Bin pre-installation checklist.
- ❑ Make a complete backup of the...\MAS90\ folder.
- ❑ Conduct a parallel installation of Sage 100 2020 when upgrading from a version lower than Sage 100 2020. Refer to the Sage 100 2020 Customer Upgrade Guide and the Sage 100 2020 Upgrade Checklist.
- ❑ Install Sage 100 2020 Product Update 4. Refer to the Sage 100 2020 Customer Upgrade Guide and the Sage 100 2020 Upgrade Checklist.
- ❑ Run the Sage 100 workstation setup process on all applicable workstations. Refer to the Sage 100 2020 Installation and System Administrator's Guide.
- ❑ Install Scanco Multi-Bin 2020.4 version 6.2041. Refer to How to Install Scanco Multi-Bin on page 9.
- ❑ Migrate Sage 100 data to Sage 100 2020.4 through the Sage Data Migration Utility. Refer to the Sage 100 2020 Installation and System Administrator's Guide.
- ❑ Reinstall Scanco Multi-Bin 2020.4 version 6.2041.
- ❑ If hot fixes are available on the Scanco Multi-Bin Downloads page for Scanco Multi-Bin 2020.4 version 6.2041, download and install the hot fixes. Refer to How to Install Scanco Multi-Bin Hot Fixes on page 12.
- ❑ Define role security for Sage Production Management and Scanco Product Registration from Library Master Main menu > 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 2020.4 version 6.2041 from Library Master Setup menu > Scanco Product Registration. Refer to How to Activate Scanco Multi-Bin on page 13.
- ❑ Run the Sage data conversion process from Library Master Main menu > Company Maintenance. Refer to Sage Data Conversion Utility on page 14.
- ❑ Convert Multi-Bin Data from Library Master Setup menu > Scanco Product Registration. Refer to Scanco Multi-Bin Prepare Data Utility on page 15.
- ❑ Review the Conversion Audit Report if necessary from Library Master Setup menu > Scanco Product Registration. Refer to Scanco Multi-Bin Prepare Data Utility on page 15.
- ❑ Purge Old Data from Library Master Setup menu > Scanco Product Registration. Refer to Scanco Multi-Bin Old Data Purge on page 17.
  - ⚠ **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.
- ❑ Merge Scanco Multi-Bin screens with existing Sage Custom Office modifications from Custom Office Utilities menu > Update Custom Panels to Current Level. Refer to Update Custom Panels to Current Level on page 18.
  - ⚠ **Warning:** In some cases, customizations must be merged manually. Please contact your Sage partner or Scanco Support at [support@scanco.com](mailto:support@scanco.com) for assistance.
- ❑ Install any non-Scanco, 3<sup>rd</sup> party applications.
  - ⚠ **Warning:** All non-Scanco 3<sup>rd</sup> part application and enhancements must be reviewed and approved for use with Scanco Multi-Bin prior to upgrading Sage 100 and Scanco Multi-Bin.

## Upgrading Scanco Multi-Bin to Version 2020.4 from Sage Version 2019

- ❑ Complete the Scanco Multi-Bin pre-installation checklist.
- ❑ Make a complete backup of the...\MAS90\ folder.
- ❑ Conduct a parallel installation of Sage 100 2020 when upgrading from a version lower than Sage 100 2020. Refer to the Sage 100 2020 Customer Upgrade Guide and the Sage 100 2020 Upgrade Checklist.
- ❑ Install Sage 100 2020 Product Update 4. Refer to the Sage 100 2020 Customer Upgrade Guide and the Sage 100 2020 Upgrade Checklist.
- ❑ Run the Sage 100 workstation setup process on all applicable workstations. Refer to the Sage 100 2020 Installation and System Administrator's Guide.
- ❑ Install Scanco Multi-Bin 2020.4 version 6.2041. Refer to How to Install Scanco Multi-Bin on page 9.
- ❑ Migrate Sage 100 data to Sage 100 2020.4 through the Sage Data Migration Utility. Refer to the Sage 100 2020 Installation and System Administrator's Guide.
- ❑ Reinstall Scanco Multi-Bin 2020.4 version 6.2041.
- ❑ If hot fixes are available on the Scanco Multi-Bin Downloads page for Scanco Multi-Bin 2020.4 version 6.2041, download and install the hot fixes. Refer to How to Install Scanco Multi-Bin Hot Fixes on page 12.
- ❑ Allow administrator access to new screen options by defining role security from Library Master Main menu > Role Maintenance.
- ❑ Define role security for Sage Production Management and Scanco Product Registration from Library Master Main menu > Role Maintenance. Refer to the Multi-Bin Training Guide > Sage Role Maintenance for information on Task and Security Events available for Scanco Multi-Bin.
- ❑ Run the Sage data conversion process from Library Master Main menu > Company Maintenance. Refer to Sage Data Conversion Utility on page 14.
- ❑ Convert Multi-Bin Data from Library Master Setup menu > Scanco Product Registration. Refer to Scanco Multi-Bin Prepare Data Utility on page 15.
- ❑ Merge Scanco Multi-Bin screens with existing Sage Custom Office modifications from Custom Office Utilities menu > Update Custom Panels to Current Level. Refer to Update Custom Panels to Current Level on page 18.
  - ⚠ **Warning:** In some cases, customizations must be merged manually. Please contact your Sage partner or Scanco Support at [support@scanco.com](mailto:support@scanco.com) for assistance.
- ❑ Install any non-Scanco, 3<sup>rd</sup> party applications.
  - ⚠ **Warning:** All non-Scanco 3<sup>rd</sup> part application and enhancements must be reviewed and approved for use with Scanco Multi-Bin prior to upgrading Sage 100 and Scanco Multi-Bin.

## Updating Scanco Multi-Bin Version 2020.0, 2020.1, 2020.2, or 2020.3 to 2020.4

- ❑ Complete the Scanco Multi-Bin pre-installation checklist.
- ❑ Make a complete backup of the...\MAS90\ folder.
- ❑ Install Sage 100 2020 Product Update 4. Refer to the Sage 100 2020 Customer Upgrade Guide and the Sage 100 2020 Upgrade Checklist.
- ❑ Install Scanco Multi-Bin 2020.4 version 6.2041. Refer to How to Install Scanco Multi-Bin on page 9.
- ❑ If hot fixes are available on the Scanco Multi-Bin Downloads page for Version 2020.4, download and install the hot fixes. Refer to How to Install Scanco Multi-Bin Hot Fixes on page 12.
- ❑ Run the Sage data conversion process from Library Master Main menu > Company Maintenance. Refer to Sage Data Conversion Utility on page 14.



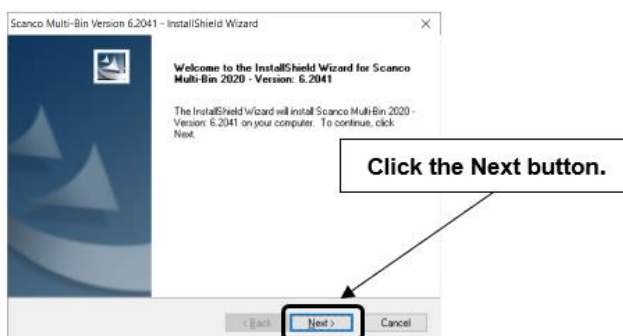
- ❑ Convert Multi-Bin Data from Library Master Setup menu > Scanco Product Registration. Refer to Scanco Multi-Bin Prepare Data Utility on page 15.
  - ❑ Merge Scanco Multi-Bin screens with existing Sage Custom Office modifications from Custom Office Utilities menu > Update Custom Panels to Current Level. Refer to Update Custom Panels to Current Level on page 18.
- Warning:** In some cases, customizations must be merged manually. Please contact your Sage partner or Scanco Support at [support@scanco.com](mailto:support@scanco.com) for assistance.
- ❑ Install any non-Scanco, 3<sup>rd</sup> party applications.
- Warning:** All non-Scanco 3<sup>rd</sup> party application and enhancements must be reviewed and approved for use with Scanco Multi-Bin prior to upgrading Sage 100 and Scanco Multi-Bin.

## Installing Scanco Multi-Bin for Sage 100 Version 2020.4

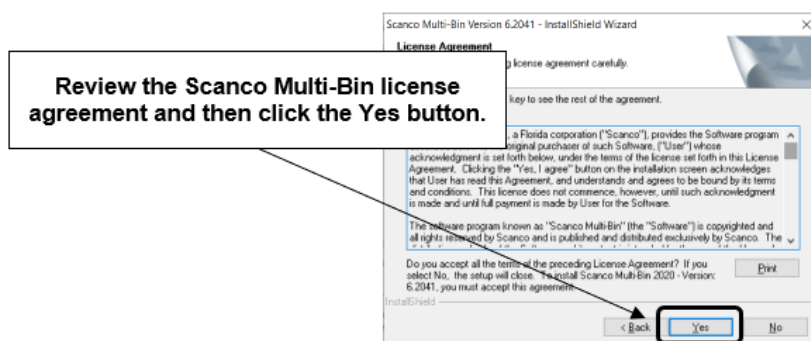
Conduct the following steps after Sage 100 2020.4 is installed successfully.

### How to Install Scanco Multi-Bin

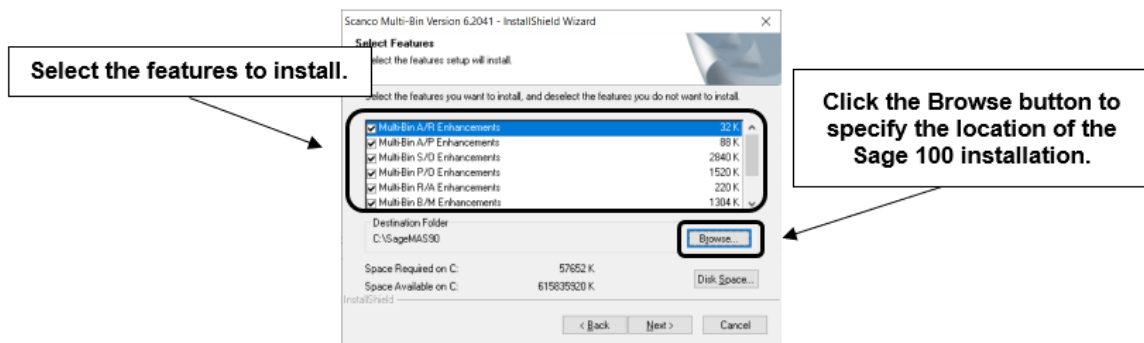
1. Download the MB62041.exe file from the Scanco Multi-Bin Downloads page at <http://info.scanco.com/scanco-multibin-downloads>
2. Right click on the Scanco Multi-Bin 6.2041 executable file.
3. Select Run as administrator.



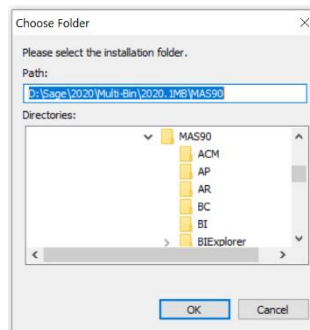
4. Select the Next button from the Scanco Multi-Bin Welcome window.
5. Review the Scanco Multi-Bin License Agreement.



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.



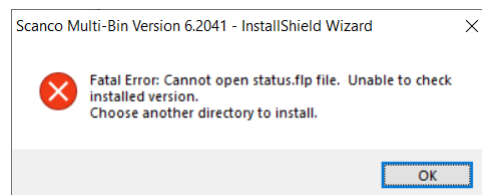
Accept the default location of Sage 100 or select the Browse button to specify the location of Sage 100. The Choose Folder window displays after the Browse button is selected.



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

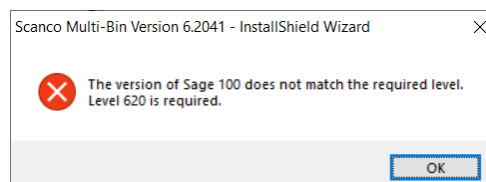
8. Select the Next button from the Select Features window. The installed version of Sage 100 Standard, Sage 100 Advanced or Sage 100 Premium is validated, including the Product Update.

**Warning:** Scanco Multi-Bin must be installed to the same location where Sage 100 Standard, Sage 100 Advanced or Sage 100 Premium is installed. When an invalid directory location is entered in the Destination Folder field found on the Select Features window, the following message displays.

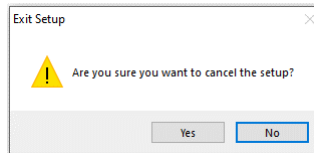


Select the OK button and modify the location where Sage 100 Standard, Sage 100 Advanced or Sage 100 Premium is installed.

**Warning:** When Sage 100 is installed but is not version 6.20.4.0, 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.

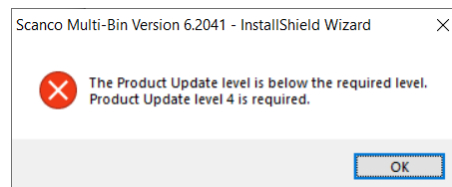


Select Yes in the Exit Setup message. Select the Finish button from the InstallShield Wizard Complete window to cancel the Scanco Multi-Bin installation process.



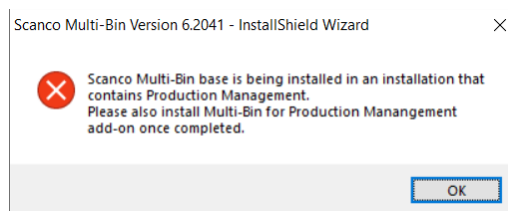
Install Sage 100 2020 Product Update 4 and then install Scanco Multi-Bin 2020.4 version 6.2041.

**Warning:** When Sage 100 version 6.20 is installed but Product Update 4 is not installed, the following message displays.



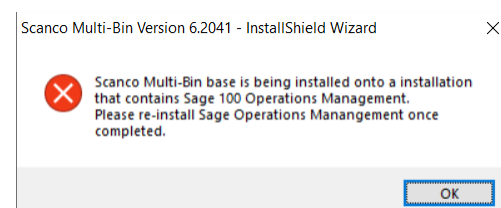
Select the OK button from the message. Cancel the Scanco Multi-Bin installation process. Install Product Update 4 and then install Scanco Multi-Bin by following the applicable checklist.

**Warning:** When Sage Production Management exists in Sage 100 the following message displays.



The Scanco Multi-Bin for Sage Production Management Enhancements must be installed to utilize Scanco Multi-Bin with Sage Production Management. Select OK to continue with the Scanco Multi-Bin installation process. Once completed, install the Scanco Multi-Bin for Sage Production Management Enhancements. Obtain the MB62020\_PM.exe from the Sage Production Management Downloads page at [www.scanco.com/prod-mgmt-downloads](http://www.scanco.com/prod-mgmt-downloads).

**Warning:** When Sage Operations Management exists in Sage 100 the following message displays.



Sage Operations Management must be reinstalled to utilize Scanco Multi-Bin with Sage Operations Management. Select OK to continue with the Scanco Multi-Bin installation. Once the installation process is complete, install Sage Operations Management 2020.4 version 6.20.4.0.0. Download Sage Operations Management from <http://portal.jobops.com>.

9. Select the Install button from the following window to install Scanco Multi-Bin.



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.

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

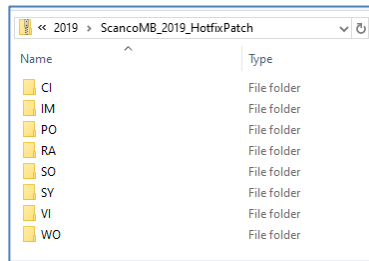


## Scanco Multi-Bin Hot Fixes

Occasionally hot fixes are required to be installed after installing Scanco Multi-Bin. Access Scanco Multi-Bin hot fixes from the Scanco Multi-Bin Downloads page <http://www.scanco.com/scanco-multibin-downloads>.

### How to Install Scanco Multi-Bin Hot Fixes

1. Navigate to the Scanco Multi-Bin downloads page at: <http://www.scanco.com/scanco-multibin-downloads>
2. Locate the section for Scanco Multi-Bin 2020.4 version 6.2041 Hot Fixes. Hot fixes may be available as singular IDs or in compilation zip files.  
**⚠ Warning:** Hot fixes are version and product update specific. Please verify that the Sage 100 and Scanco Multi-Bin versions matches the hot fix before downloading and installing.
3. Hot fixes will download in a .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).




5. Prior to installing Scanco Multi-Bin 2020.4 version 6.2041 hot fixes, backup all .../MAS90 directory programs.
6. Copy the contents of each directory of the zip file to the corresponding .../MAS90 directory.

## Registering Scanco Multi-Bin

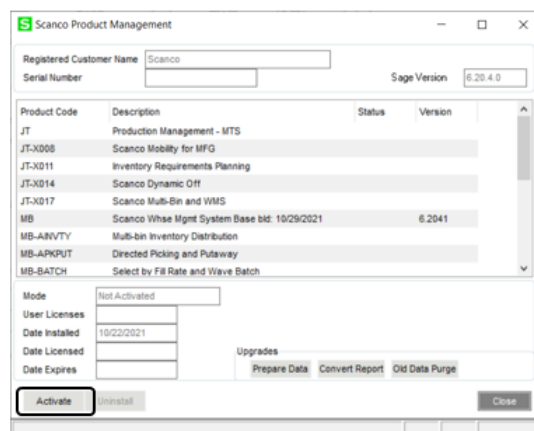
### How to Obtain Scanco Multi-Bin Registration

1. Navigate to the Scanco Multi-Bin downloads page at: <http://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. 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. If Custom Modifications are found, registration files may be delayed and a Scanco Account Rep will be in contact.

### How to Activate Scanco Multi-Bin

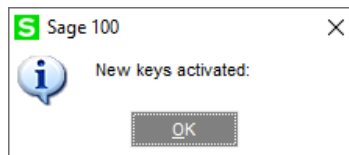
1. When requesting Scanco Multi-Bin keys, a text registration file with the format "SageSerialNumber-Version.txt" is provided.
2. Copy the text registration File to .../MAS90/\_Scanco.
3. Access Library Master Setup menu > Scanco Product Registration.



4. Select the Activate button.

Product Code	Description	Status	Version
JT	Production Management - MTS	Activated	
JT-X008	Scanco Mobility for MFG	Activated	
JT-X011	Inventory Requirements Planning	Activated	
JT-X014	Scanco Dynamic Off		
JT-X017	Scanco Multi-Bin and WMS	Activated	
MB	Scanco Whse Mgmt System Base bld: 10/29/2021	Activated	6.2041
MB-AINVTY	Multi-bin Inventory Distribution	Activated	
MB-APKPUT	Directed Picking and Putaway	Activated	
MB-BATCH	Select by Fill Rate and Wave Batch	Activated	

5. Select OK in the following message.



## Data Preparation and Conversion

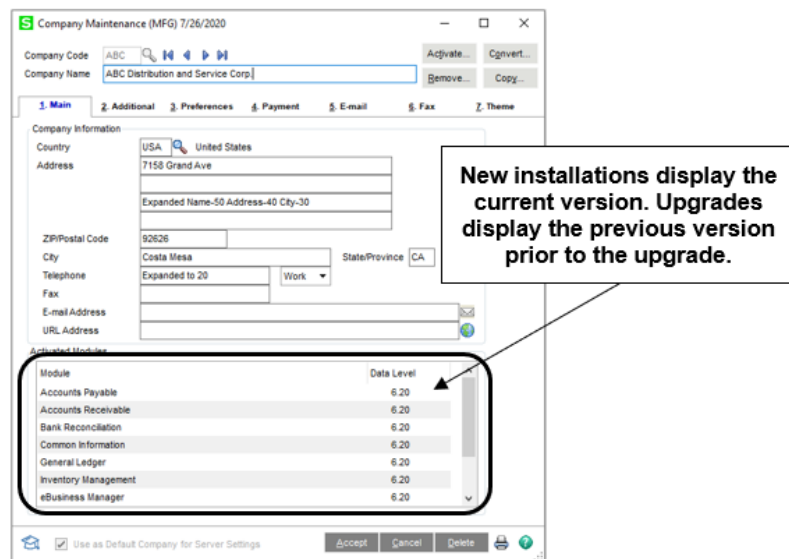
### Sage Data Conversion Utility

After installing Scanco Multi-Bin, the Sage Data Conversion Utility must be conducted.

- In Scanco Multi-Bin new installations, the Sage Data Conversion Utility ensures that all Sage required updates, conversion, or Product Update changes are fully integrated. Users are *required* to complete the Sage Data Conversion Utility prior to accessing any module activities.
- In Scanco Multi-Bin upgrades, the Sage Data Conversion Utility ensures that all Sage data conversion activities are successfully completed. Users are *required* to complete the Sage Data Conversion Utility prior to accessing any module activities.

### How To Run the Sage Data Conversion Utility

1. Users must log out of the Sage 100 system prior to running the Sage Data Conversion Utility.
2. Navigate to Library Master Main menu > Company Maintenance.
3. Select a Company Code.



4. Select the Convert button.
5. In the Convert Module Data Files Screen, review the warning and click Proceed.
6. Select OK when the conversion process is completed.

## Scanco Multi-Bin Prepare Data Utility

After the Scanco Multi-Bin installation process and the Sage Data Conversion Utility are completed, the Scanco Multi-Bin Prepare Data Utility must be conducted. The Scanco Multi-Bin Prepare Data Utility is a multi-function utility that completes data file preparation for new installations of Scanco Multi-Bin and a data conversion for existing installations of Scanco Multi-Bin.

**Warning:** All users except for the Sage 100 admin user conducting the Scanco Multi-Bin Prepare Data Utility must log out of Sage 100 for the Scanco Multi-Bin Prepare Data Utility to function properly.

### New Installations

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

The Scanco Multi-Bin Prepare Data Utility process merges Scanco Multi-Bin files and fields into the Sage 100 data dictionary. This process ensures that all Sage 100 features that rely on the data dictionary, such as custom reporting, continue to function properly.

**Warning:** Sage 100 data dictionary definitions are system-wide. Therefore, the Scanco Multi-Bin Prepare Data Utility must be processed for **ALL** companies in the Sage 100 system, including companies that are not utilizing Scanco Multi-Bin.

**Note:** Running the Scanco Multi-Bin Prepare Data Utility for a company **WILL NOT** enable Multi-Bin in that company.

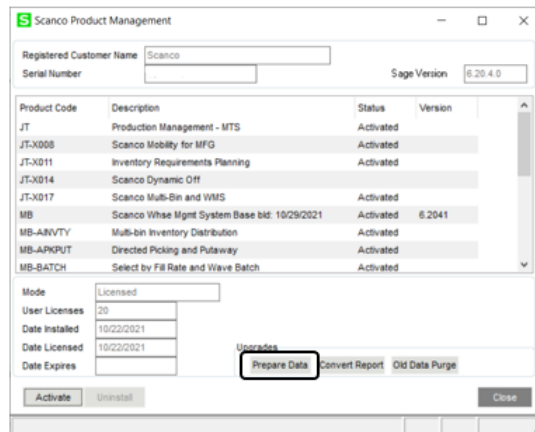
### Upgrading

When upgrading Sage 100 and Scanco Multi-Bin to a new version, the Scanco Multi-Bin Prepare Data Utility functions as a data conversion utility. The Scanco Multi-Bin Prepare Data Utility ensures that all new files and fields are properly set up and that data is converted from the prior version properly.

**Warning:** Upgrades from Sage 100 version 2018 or earlier are also converting to the Scanco Multi-Bin restructured file naming convention. The Scanco Multi-Bin Prepare Data Utility creates the new data files (with the new naming convention), and copies data from the old data file structure to the new. After conducting the Scanco Multi-Bin Prepare Data Utility after upgrading from 2018 or older, all data **must** be reviewed and confirmed by the Sage partner and/or end user.

## How To Run the Scanco Multi-Bin Prepare Data Utility

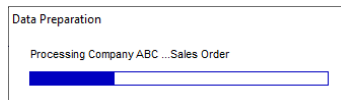
1. All users except for the Sage 100 admin user conducting the Scanco Multi-Bin Prepare Data Utility must log out of Sage 100 for the Scanco Multi-Bin Prepare Data Utility to function properly.
2. Navigate to Library Master Setup menu > Scanco Product Registration.
3. In the Upgrades section, select the Prepare Data Button.



4. Select One to run the Scanco Multi-Bin Prepare Data Utility for the current company. Select All to run the Scanco Multi-Bin Prepare Data Utility for all companies. Select No to cancel the Scanco Multi-Bin Prepare Data Utility process.



5. A processing dialog appears to track the progress of the Scanco Multi-Bin Prepare Data Utility through each module, in each company. Several other Scanco Multi-Bin utilities run at the end of the Scanco Multi-Bin Prepare Data Utility.



**Warning:** The amount of time required to run the Scanco Multi-Bin Prepare Data Utility depends on the size of the Sage 100 database and server performance. The Scanco Multi-Bin Prepare Data Utility may process as quickly as a few minutes to several hours. Prepare for downtime accordingly, as users must be out of the Sage 100 system for the duration of the Scanco Multi-Bin Prepare Data Utility.

6. When completed, the focus is returned to the Scanco Product Management window.
7. Select the Close button.

## Upgrading from Sage 100 Version 2018 or Older

When upgrading from Sage 100 Version 2018 or older Scanco Multi-Bin files and fields must be converted to the new Scanco Multi-Bin restructured file naming convention. The Scanco Multi-Bin Prepare Data Utility creates the new data files with the new naming convention and copies data from the old data file structure to the new data file structure. After upgrading from 2018 or older and conducting the Scanco Multi-Bin Prepare Data Utility, all data must be reviewed and confirmed by the Sage partner and/or end user.

For version Scanco Multi-Bin 2018 and older, all Scanco Multi-Bin fields, data files and programs were assigned the Developer Code 404 (ACS Group). For example, Scanco Multi-Bin quantity on hand was tracked in file IM404\_ItemLocationQuantity. In version 2019, the new format is named IM\_140MB\_ItemLocationQuantity.

The following steps must be conducted after running the Scanco Multi-Bin Prepare Data Utility when upgrading from version 2018 or older.



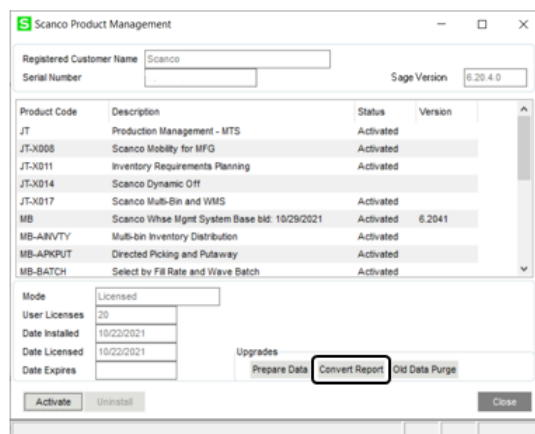
1. Run the Scanco Multi-Bin Prepare Data Utility.
2. The Sage partner and/or end user must review and confirmed all data.
3. Run and review the information on the Scanco Multi-Bin Conversion Report.
4. Run the Scanco Multi-Bin Old Data Purge process.
5. Update custom panels and reports to the current Sage version.

## Scanco Multi-Bin Conversion Report (Upgrading From 2018 and Older)

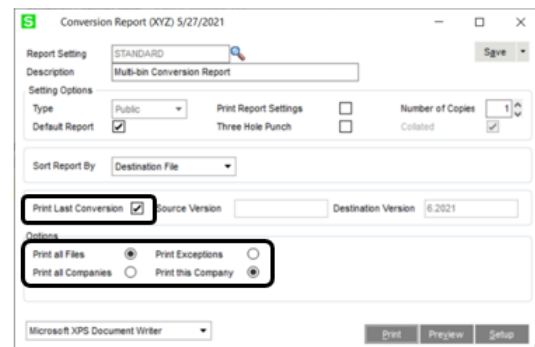
The Scanco Multi-Bin Conversion Report provides detail information on the data files created and converted to the new naming convention and format. The Scanco Multi-Bin Conversion Report is provided for informational purposes only and is not a required step in the upgrade process.


### How to Run the Scanco Multi-Bin Conversion Report

1. After running the Scanco Multi-Bin Prepare Data Utility, navigate to Library Master Setup menu > Scanco Product Registration.
2. In the Upgrades section, click the Convert Report button.



3. From the Scanco Multi-Bin Conversion Report task window, select the Print Last Conversion check box and the Print All Companies radio button.



 **Note:** Additional Report Options are available. Users may be instructed to run the report to troubleshoot conversion issues by Scanco Support.

4. Select the Print or Preview button.

## Scanco Multi-Bin Old Data Purge (Upgrading From 2018 and Older)

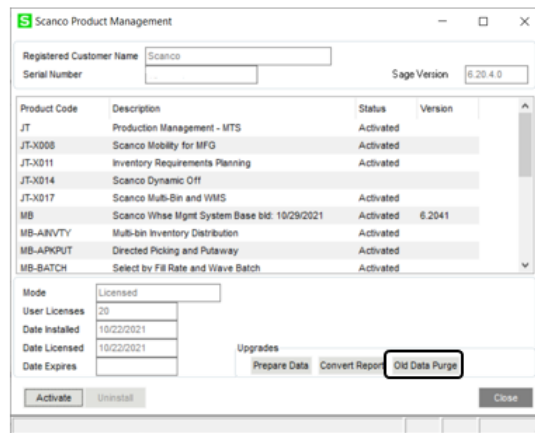
When upgrading from version 2018 or older, after running the Scanco Multi-Bin Prepare Data Utility and confirming all data and reviewing the information on the Scanco Multi-Bin Conversion Report, the Scanco Multi-Bin Old Data Purge process must be conducted. The Scanco Multi-Bin Old Data Purge removes

- 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 Prepare Data Utility creates and populates the new 140\_MB data files and fields. The Scanco Multi-Bin Old Data Purge removes the old 404 data files and fields. Any Custom Crystal Reports referencing 404 data files and fields must be manually updated by the Sage Partner or end user. A conversion utility to automate this process is not available.

## How to Run the Scanco Multi-Bin Old Data Purge

1. After running the Scanco Multi-Bin Prepare Data Utility, confirming all data, and reviewing the information on the Scanco Multi-Bin Conversion Report, navigate to Library Master Setup menu > Scanco Product Registration.
2. In the Upgrades section, select the Old Data Purge button.



3. When the purges process is completed, select the Close button.

## Update Custom Panels to Current Level

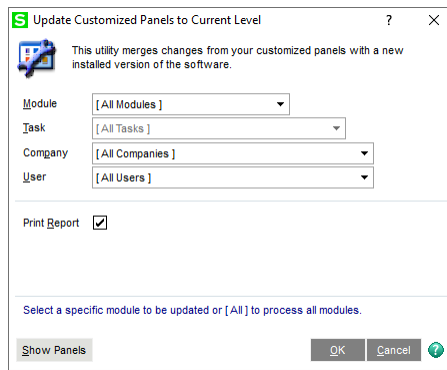
After Scanco Multi-Bin has been installed, panel customizations must be merged with Scanco Multi-Bin panel customizations. This process must be completed when upgrading from any version and panel customizations existed prior to the upgrade process. Use the Custom Office Update Custom Panels to Current Level Utility to merge customized panel.

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

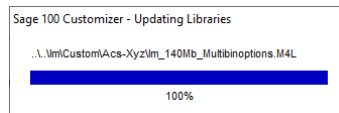
## How To Merge Customized Panels

1. Select Custom Office Utilities menu > Update Custom Panels to Current Level.
2. Select an option in the Module, Task, Company and User fields.

**Note:** It is advised to run this utility for all options.



3. Select the OK button.
4. A process bar displays the libraries being updated.



5. Select to print or preview the Custom Office Customizer Detail Report if the Print Report checkbox was selected from the Update Customized Panels to Current Level task window.