

User Guide for Barcode Scan Functionality in Microsoft Dynamics 365 Business Central

CONTENTS

1.	NEW PERMISSION SET – CREATED BY IMPORT	3
2.	USER PERMISSIONS SETUP	3
3.	SET UP BARCODES4	
4.	ADD ITEMS IN NTG BARCODE SCAN PAGE	5
4.1.	Scan Item Barcodes	7
4.2.	Import file with Item Barcodes	8
4.3.	Import file with Item Barcodes and Quantities	10
4.4.	Manually type Item Barcodes	13
5.	IMPORT ITEM BARCODES FROM NTG BARCODE SCAN PAGE IN SALES ORDER LINES	13

The following procedure describes how to add items in Sales Order using the corresponding barcodes – by scanning with Barcode scanner, importing file with barcodes or manually typing barcodes.

1. New Permission Set – created by import

By installation of application the system will create a new Permission Set - NTG Barcode Scan with following permissions:

← PERMISSIONS | WORK DATE: 3/1/2020 ✓ SAVED ↗

✕ Permission sets of type System and Extension cannot be changed. Only permission sets of type User-Defined can be changed. Don't show again ▾

🔍 Search + New Edit List Delete ▶ Start ■ Stop 📄 Open in Excel More options 🔍 ☰

General

Permission Set **BARCODE**

OBJECT TYPE ↑	OBJECT ID ↑	OBJECT NAME	READ PERMISSION	INSERT PERMISSION	MODIFY PERMISSION	DELETE PERMISSION	EXECUTE PERMISSION	SECURITY FILTER
Table Data	50101	NTG Scanned Barcode	Yes	Yes	Yes	Yes		–
Table	50101	NTG Scanned Barcode					Yes	–
Codeunit	50102	NtgBarcodeScanBusiness					Yes	–
Page	50101	NTG Barcode Scan					Yes	–


2. User permissions setup

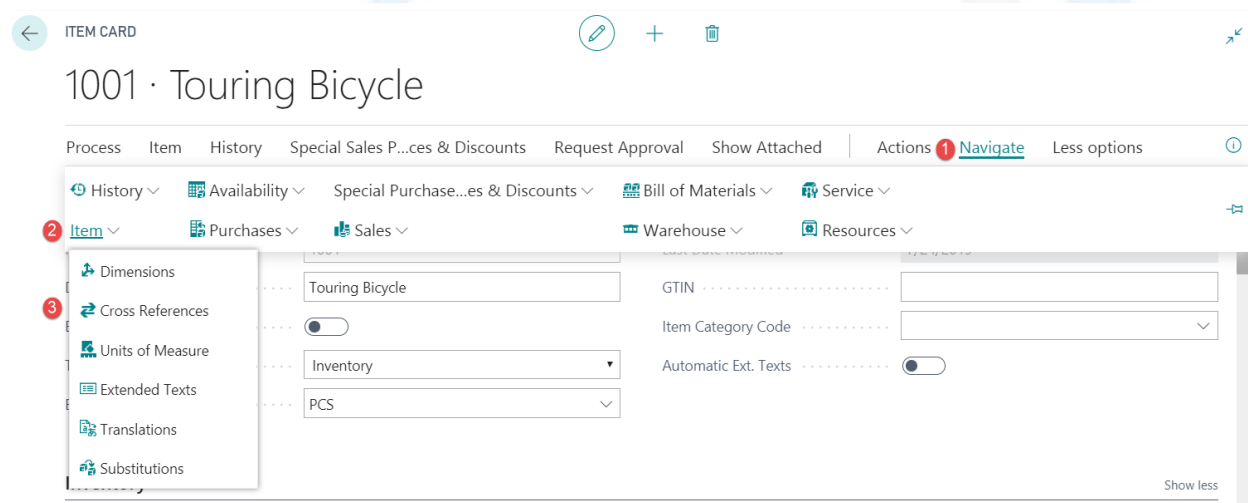
Setup User with following Permission Sets:

- NTG Barcode Scan
- D365 ASSEMBLY, VIEW
- D365 BASIC
- D365 SALES DOC, EDIT
- D365 SALES DOC, POST

3. Set up Barcodes

Before using this functionality you should create Barcodes for the items in **Item Cross-Reference Page**.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card for an item for which you want to create a barcode cross reference
3. From the ribbon choose **Navigate -> Item -> Cross References**



ITEM CARD

1001 · Touring Bicycle

Process Item History Special Sales P...ces & Discounts Request Approval Show Attached Actions **1** Navigate Less options

History Availability Special Purchase...ces & Discounts Bill of Materials Service

2 Item Purchases Sales Warehouse Resources

3 Cross References

Dimensions

Touring Bicycle

GTIN

Item Category Code

Inventory

PCS


Automatic Ext. Texts

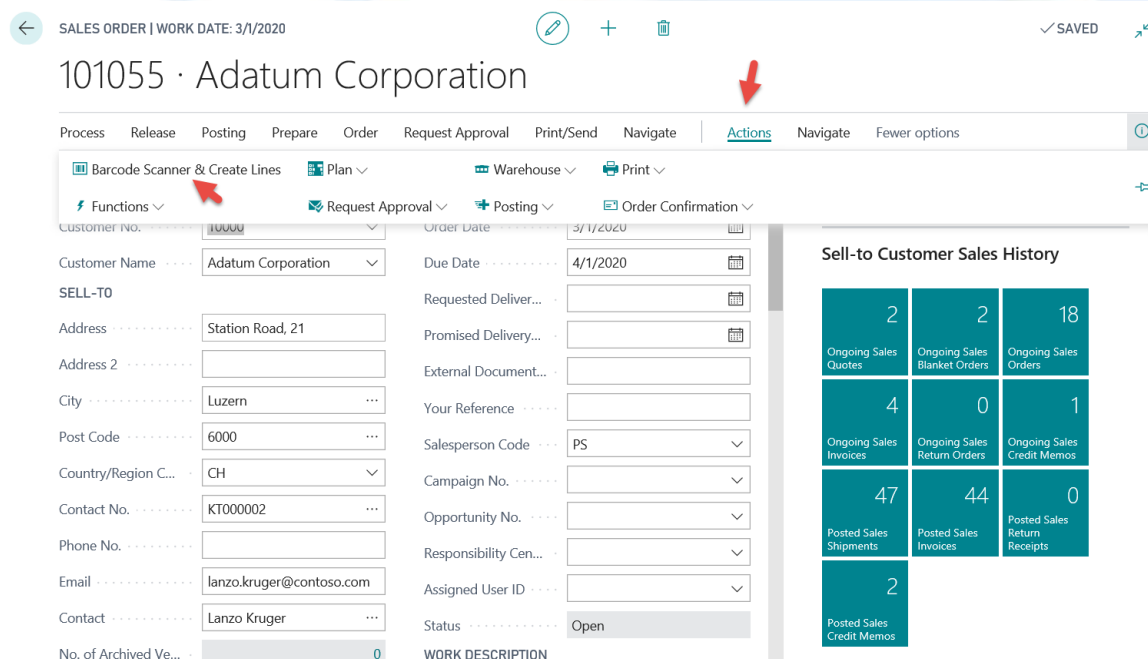
Show less

4. In the related page **Item Cross Reference Entries** on a new line fill in the fields as necessary:
 - a. choose **Bar Code Cross-Reference** type
 - b. in **Cross-Reference No** enter the Barcode of the Item
 - c. in **Variant code** fill in the Variant code, if any
 - d. Choose **Unit of measure**
 - e. **Description** – specifies a description of the item linked to this barcode cross reference that overrides the standard description of the item when entered on a order
 - f. **Discontinue Bar code** – this option disallows the related barcode cross reference

4. Add Items in NTG Barcode Scan Page

Now you could add items in sales order lines by using the registered barcodes.

1. Choose the  icon, enter **Sales orders**, and then choose the related link.
2. Create a new sales order with **New action**
3. On **Sales order header** choose Customer
4. Fill in the remaining fields on the **Sales order** page as necessary
5. Choose **Barcode Scanner & Create lines** action



SALES ORDER | WORK DATE: 3/1/2020

101055 · Adatum Corporation

Process Release Posting Prepare Order Request Approval Print/Send Navigate **Actions** Navigate Fewer options

Barcode Scanner & Create Lines Plan Warehouse Print

Functions Request Approval Posting Order Confirmation

Customer NO.: 10000 Order Date: 3/1/2020

Customer Name: Adatum Corporation Due Date: 4/1/2020

SELL-TO

Address: Station Road, 21 Requested Deliver...

Address 2: Promised Delivery...

City: Luzern External Document...

Post Code: 6000 Your Reference

Country/Region C...: CH Salesperson Code: PS

Contact No.: KT000002 Campaign No.

Phone No.: Opportunity No.

Email: lanzo.kruger@contoso.com Responsibility Cen...

Contact: Lanzo Kruger Assigned User ID

No. of Archived Ve...: 0 Status: Open

WORK DESCRIPTION

Sell-to Customer Sales History

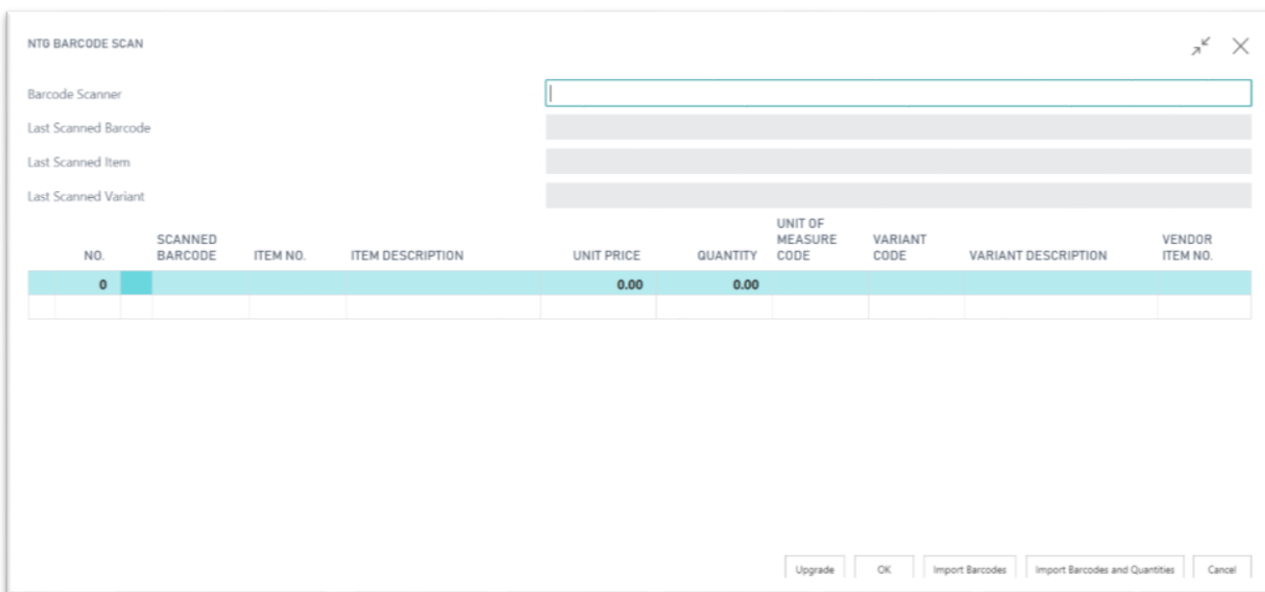
2	2	18
Ongoing Sales Quotes	Ongoing Sales Blanket Orders	Ongoing Sales Orders
4	0	1
Ongoing Sales Invoices	Ongoing Sales Return Orders	Ongoing Sales Credit Memos
47	44	0
Posted Sales Shipments	Posted Sales Invoices	Posted Sales Return Receipts
2		
Posted Sales Credit Memos		

6. The related **NTG Barcode Scan** page opens. There are 4 options for filling in the information (as described below).

The page consists of the following fields:

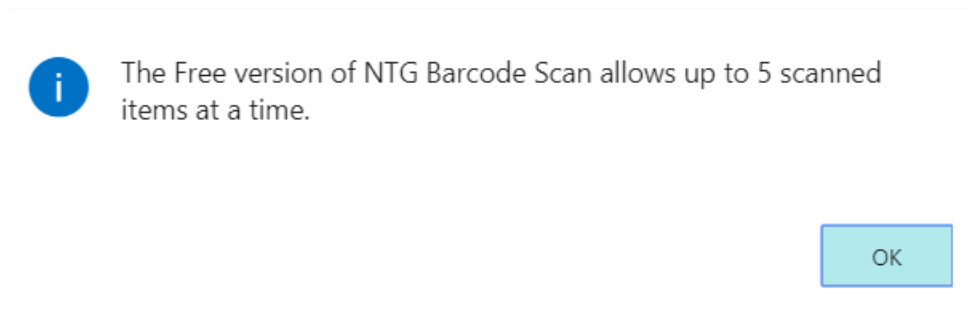
- a. **Barcode scanner** – choose this field and then scan the barcode or type it manually
- b. **Last Scanned Barcode** – the last scanned barcode is shown here
- c. **Last Scanned Item** – the last scanned item is shown here
- d. **Last Scanned Variant** – the last scanned variant of the item is shown here (if any)

- e. **Lines with scanned barcodes** – the scanned barcodes are displayed here, sorted descending; there is information about the number of the scanned item, its description, unit price, unit of measure code, quantity, variant code and variant description, vendor item number:



NO.	SCANNED BARCODE	ITEM NO.	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	UNIT OF MEASURE CODE	VARIANT CODE	VARIANT DESCRIPTION	VENDOR ITEM NO.
0				0.00	0.00				

NOTE: it is not possible to add/scan/import more than 5 lines with barcodes. If you add/scan more than 5 barcodes, a message is displayed:



The Free version of NTG Barcode Scan allows up to 5 scanned items at a time.

OK

To delete a line with scanned barcode you could choose **Delete line** (1).

If you press **X** (2) or **Cancel** (3), **NTG BARCODE Barcode scan** page will be closed and no information in the page will be saved.

NTG BARCODE SCAN

Barcode Scanner

Last Scanned Barcode

Last Scanned Item

Last Scanned Variant

NO. ↓	SCANNED BARCODE	ITEM NO.	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	VARIANT CODE	VARIANT DESCRIPTION	VENDOR ITEM NO.
1	5656565659789	1001	Touring Bicycle	4,000.00	1.00			33

New Line
Delete Line
Select More

Upgrade OK Import Barcodes Import Barcodes and Quantities Cancel

As described above, there are 4 ways to add items in **NTG Barcode scan** page:

- Scan Item Barcodes
- Import file with Item Barcodes
- Import file with Item Barcodes and Quantities
- Manually enter Barcodes

4.1. Scan Item Barcodes

1. Choose **Barcode Scanner** field
2. Scan item's barcode with the Barcode scanner
3. The scanned barcodes are displayed on the lines

NTB BARCODE SCAN

Barcode Scanner:

Last Scanned Barcode: 842384322211

Last Scanned Item: 1120

Last Scanned Variant: 001

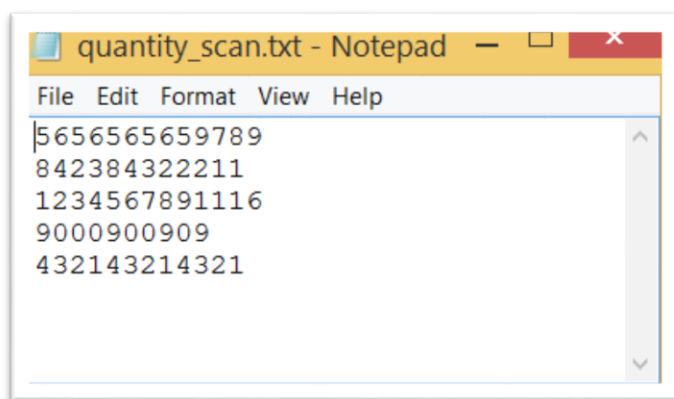
NO. ↓	SCANNED BARCODE	ITEM NO.	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	UNIT OF MEASURE CODE	VARIANT CODE	VARIANT DESCRIPTION	VENDOR ITEM NO.
1	842384322211	1120	Spokes	0.00	1.00	PACK	001	variant XSX	45455

Upgrade OK Import Barcodes Import Barcodes and Quantities Cancel



- Choose **OK** to import in sales order lines or **Cancel** to close the page without saving

4.2.Import file with Item Barcodes

- Prepare "TXT" file containing the barcodes, as displayed below – every barcode is on a new line:




- Press **Import Barcodes**


NTG BARCODE SCAN



Barcode Scanner
Last Scanned Barcode
Last Scanned Item
Last Scanned Variant

NO.	SCANNED BARCODE	ITEM NO.	ITEM DESCRIPTION	UNIT PF
0				



3. Upload the file

UPLOAD BARCODES


4. Lines with scanned barcodes are created in the page, sorted descending:

NTG BARCODE SCAN

Barcode Scanner

Last Scanned Barcode

Last Scanned Item

Last Scanned Variant

NO. ↓	SCANNED BARCODE	ITEM NO.	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	UNIT OF MEASURE CODE	VARIANT CODE	VARIANT DESCRIPTION	VENDOR ITEM NO.
5	432143214321	1120	Spokes	0.00	1.00	PACK			45455
4	9000900909	1001	Touring Bicycle	4,000.00	1.00	PACK	VAR1	variant 1	33
3	1234567891116	1001	Touring Bicycle	4,000.00	1.00	PCS			33
2	842384322211	1120	Spokes	0.00	1.00	PACK	001	variant XSX	45455
1	5656565659789	1001	Touring Bicycle	4,000.00	1.00	PACK			33

Upgrade OK Import Barcodes Import Barcodes and Quantities Cancel

- Choose **OK** to import items in sales order lines or **Cancel** to close the page without saving

4.3.Import file with Item Barcodes and Quantities

- Prepare "TXT" file containing the barcodes and the quantities, as displayed below – every barcode and quantity are on a new line, the separator is ";" :

quantity_scan.txt - Notepad

File Edit Format View Help

```
5656565659789;2|
842384322211;3
1234567891116;4
9000900909;5
432143214321;7
```

- Press **Import Barcodes and Quantities**

NTG BARCODE SCAN

↗

✕

Barcode Scanner

Last Scanned Barcode

Last Scanned Item

Last Scanned Variant

NO. ↓	SCANNED BARCODE	ITEM NO.	ITEM DESCRIPTION	UNIT PF
0				

◀

▶

Upgrade

OK

Import Barcodes

Import Barcodes and Quantities

Cancel

3. Upload the file

UPLOAD BARCODES WITH QUANTITY

↗

Choose...

Cancel

4. Lines with scanned barcodes are created in the page, sorted descending:

NTG BARCODE SCAN



Barcode Scanner

Last Scanned Barcode

Last Scanned Item

Last Scanned Variant

NO. ↓	SCANNED BARCODE	ITEM NO.	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	UNIT OF MEASURE CODE	VARIANT CODE	VARIANT DESCRIPTION	VENDOR ITEM NO.
5	432143214321	1120	Spokes	0.00	7.00	PACK			45455
4	9000900909	1001	Touring Bicycle	4,000.00	5.00	PACK	VAR1	variant 1	33
3	1234567891116	1001	Touring Bicycle	4,000.00	4.00	PCS			33
2	842384322211	1120	Spokes	0.00	3.00	PACK	001	variant XSX	45455
1	5656565659789	1001	Touring Bicycle	4,000.00	2.00	PACK			33

Upgrade OK Import Barcodes Import Barcodes and Quantities Cancel

5. If you import barcode, which is missing in Item Cross-reference table, the line in Barcode Scanner will be colored in red.

NTG BARCODE SCAN



Barcode Scanner

Last Scanned Barcode

Last Scanned Item

Last Scanned Variant

NO. ↓	SCANNED BARCODE	ITEM NO.	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	UNIT OF MEASURE CODE	VARIANT CODE	VARIANT DESCRIPTION	VENDOR ITEM NO.
4	666555123			0.00	0.00				
3	222333444	1906-S	ATHEN Rollwagen	520.00	6.00	STK			
2	333444555	1908-S	LONDON Bürostuhl, blau	230.00	5.00	STK	1	Variant 1	
1	111222333	1900-S	PARIS Beistellstuhl, schwarz	230.00	4.00	STK			

Upgrade OK Import Barcodes Import Barcodes and Quantities Cancel

6. Choose **OK** to import items on sales order lines or **Cancel** to close the page without saving.

4.4. Manually type Item Barcodes

1. Choose **Barcode Scanner** field
2. Type manually the item barcode in the field
3. The scanned items are displayed below in the lines
4. Choose **OK** to import items in sales order lines or **Cancel** to close the page without saving




5. Import Item Barcodes from NTG Barcode Scan Page in Sales Order Lines

After you have scanned, imported or manually typed the barcodes, you could import items in Sales Order Lines.

When you press **OK** button in **NTG Barcode Scan** page, the related items are imported in sales order lines. A new line for every combination of item-variant-unit of measure is created, corresponding to the combinations in Item Cross Reference.

For example – there are lines with items that have different units of measure – one for PSC and one for PCK; another combination includes item variant:

SALES ORDER

1026 · Spotsmeyer's Furnishings

Release
Prepare
Order
Documents
Order Confirmation
Posting
Request Approval
Show Attached
Actions

General >

1/24/20201/24/20201/31/2020

Lines

Manage

More options

TYPE	NO. ↓	DESCRIPTION	LOCATION CODE	QUANTITY	QTY. TO ASSEMBLE TO ORDER	RESERVED QUANTITY	UNIT OF MEASURE CODE	UNIT PRICE EXCL. VAT
Item	1120	Spokes	YELLOW	1		—	PACK	66.00
Item	1120	variant XSX	YELLOW	1		—	PACK	6.00
Item	1001	variant 1	YELLOW	1		—	PACK	61,650.001
Item	1001	Touring Bicycle	YELLOW	1		—	PCS	6,165.00
Item	1001	Touring Bicycle	YELLOW	1		—	PACK	61,650.001

Now you could post your order with **Post** action.