

Daily Reports

The screenshot shows the ScanIt Parts dashboard. On the left is a blue navigation sidebar with the following items: Dashboard, Enterprise, End of Day, Browse Data, Reports (highlighted with a red arrow), Manual, Parts List, Lookup, Manufacturer Data, Bin Printing, Physical Inventory, DMS Cleanup, Settings, Downloads, Pickit, and Emulator. The main content area includes a top bar with 'Inventory Value' and 'Open Orders' widgets. Below are sections for 'Pickit Activity' (Order fulfillment metrics by time period) and 'Posting Errors'. A 'Pull Orders' button is visible at the bottom right.

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The screenshot shows the 'Perpetual Inventory' report. The sidebar on the left lists various report categories, with 'Perpetual Inventory' selected. The main area contains a table with columns: Make, Part #, Scanned Date, DMS Qty, and S. A yellow callout bubble with the text 'All ScanIt Parts reports' points to the table. The table data is as follows:

Make	Part #	Scanned Date	DMS Qty	S
GH	42899834 COVER	01-15-2026 10:37:54 AM	2	
GH	42899834 MOLDING	01-15-2026 10:38:04 AM	1	
GH	42899869 MOLDING		1	
GH	84656656 SUPPORT		1	
NI	55188-6JU1A LINK COMPL-REAR SUSP	01-15-2026 10:45:47 AM	0	
NI	21496-1LABA SEAL-RADIATOR UPPER	01-15-2026 10:47:39 AM	0	
NI	65138-6SAMA CLOSING PLATE-FRONT	01-15-2026 10:48:01 AM	0	

1 Posting Error Report

- a. This report will list all parts that were scanned but **DID NOT** post to your DMS.
- b. This report will also provide the reason why it did not post.

2 Over/Short Report

- a. This report will list any parts that show shipped but a different quantity was received.
- b. This report will also list any parts that show shipped but not received.

3 Invoice Reconciliation Report

- a. This report shows parts you were invoiced for, received or not.
- b. This report will also give cost variances.

4 Parts Per Day Report

- a. This report shows daily scanning activity broken down by scan type.
- b. **Part Inquiry** — Shows how many part lookups were performed each day.
- c. **Not Found** — Shows parts that were scanned but not found in the system.
- d. **Total Scans Per User** — Breaks down the total number of scans by each user per day.
- e. Useful for measuring team productivity and identifying scanning trends.

Route & Employee Fields: All reports now include **Route** and **Employee** fields for better filtering and accountability. Use these fields to narrow results to a specific delivery route or team member.