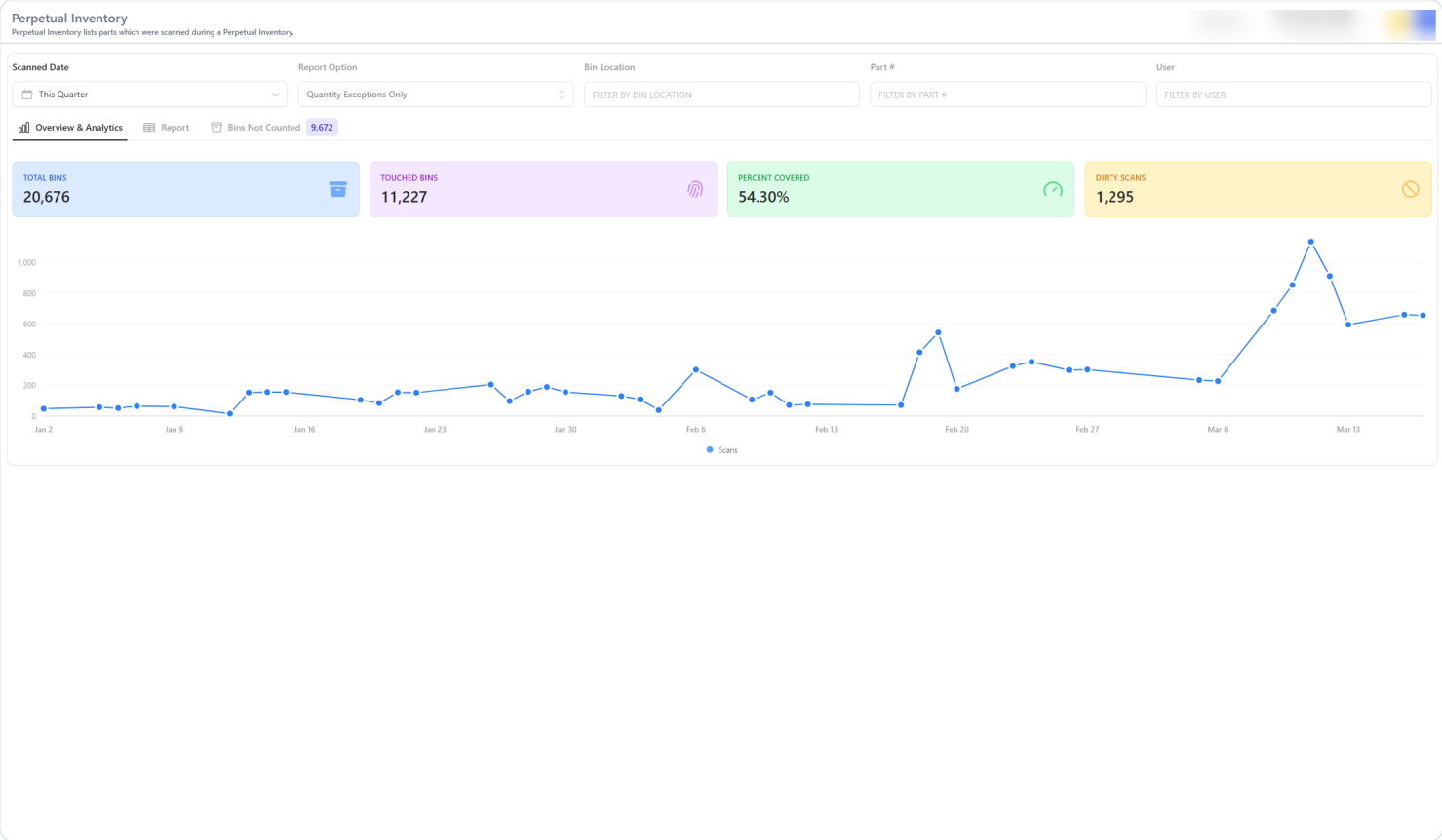
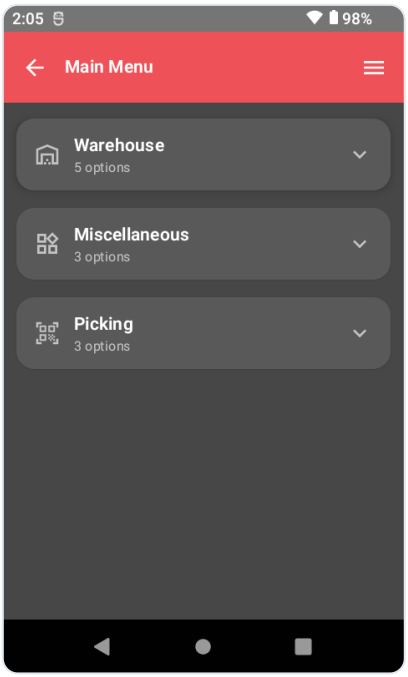
Perpetual Inventory

Print History — Tap the clock icon in the top bar to see recent print jobs (part#, label type, time, qty). Available on every screen.

1. Pull inventory on the ScanIt Parts Dashboard.



2. Select Perpetual Inventory on the scanner.



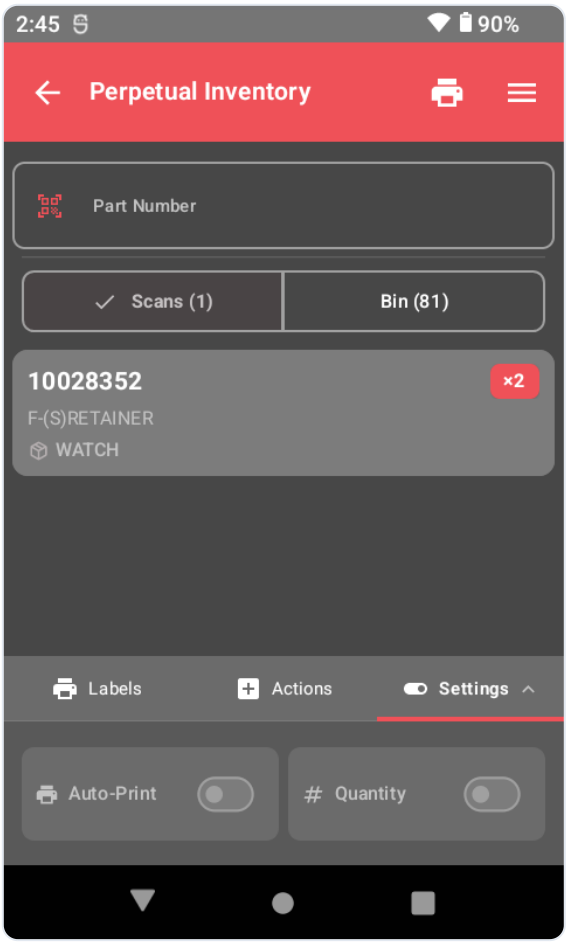
3. Choose how the scanner will count and if you want labels to print.

a. Ask for Quantity

i. Button to the left = scanner counts by 1.
ii. Button to the right = scanner asks you to type a quantity.

b. Always Print

i. Button to the left = no labels print.
ii. Button to the right = a label prints for each item scanned.


2:45
90%
Perpetual Inventory
Part Number
Scans (1)
Bin (81)
10028352
×2
F-(S)RETAINER
WATCH
Labels
Actions
Settings
Auto-Print
Quantity

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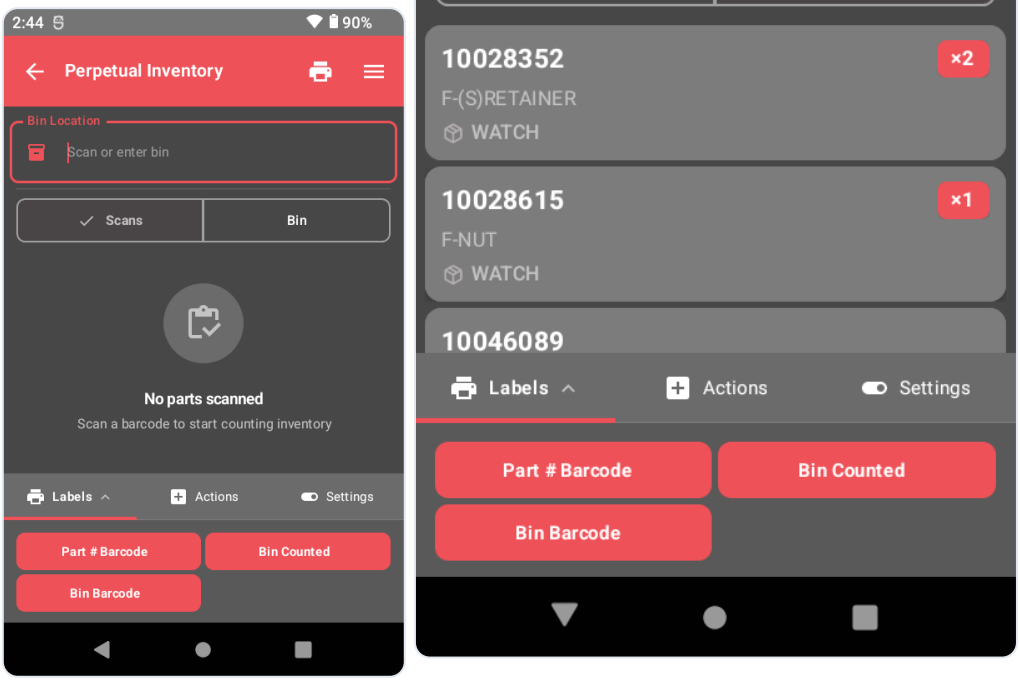
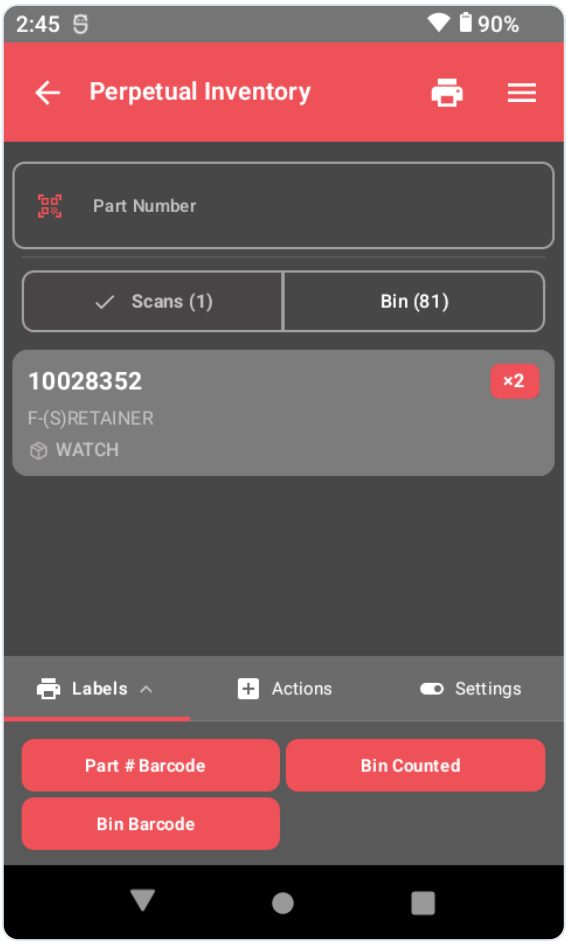
4. Scan or type the bin loca

5. Scan all parts in the bin.



6. Pick a label to print if needed.



Part # Barcode
Label with barcode, part number (06013), Bin (126A), PNC, Grp, and name (FINISHING DISC 3000).

Part # Barcode

Bin Counted
Label showing "THIS BIN WAS COUNTED" with date/time stamp (4/20/2023 02:04:25).

Bin Counted

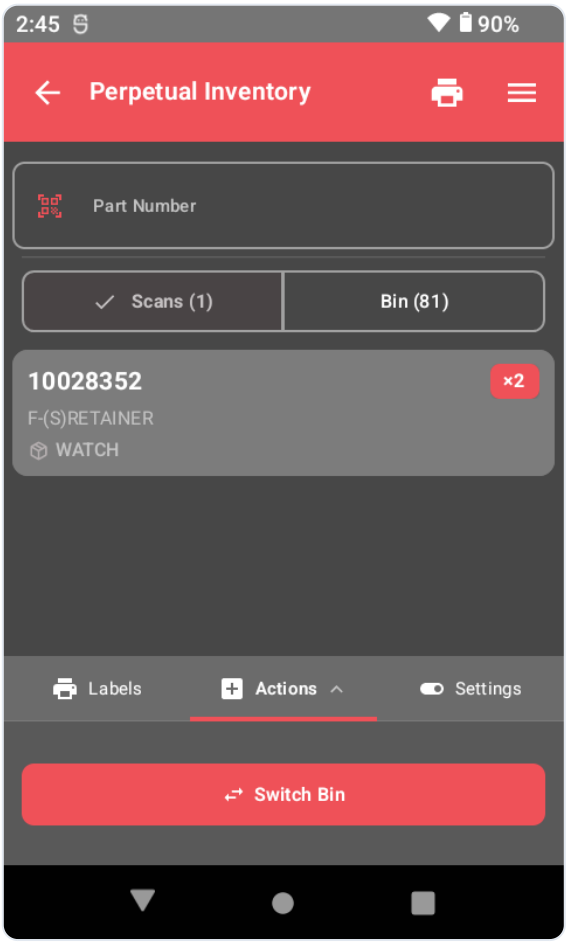
Perpetual Inventory

7. Two options appear if you select +.

c. Switch Bin = Start scanning a different bin.

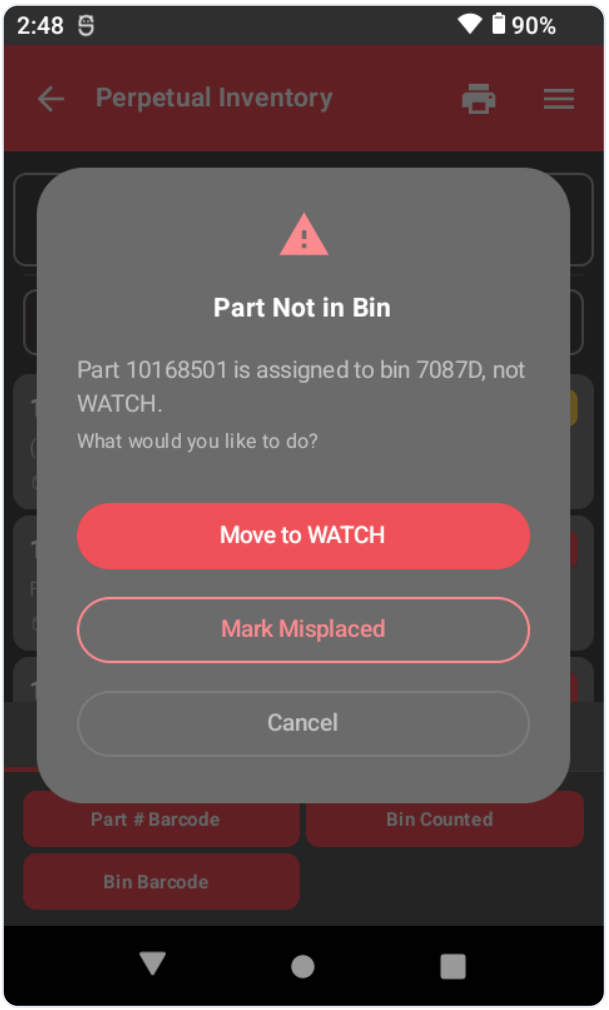
d. Enter Quantity = Type in a counted quantity.

i. For example, there are 15 of the same part in the bin. Scan 1, select +, select Enter Quantity, and type the total.

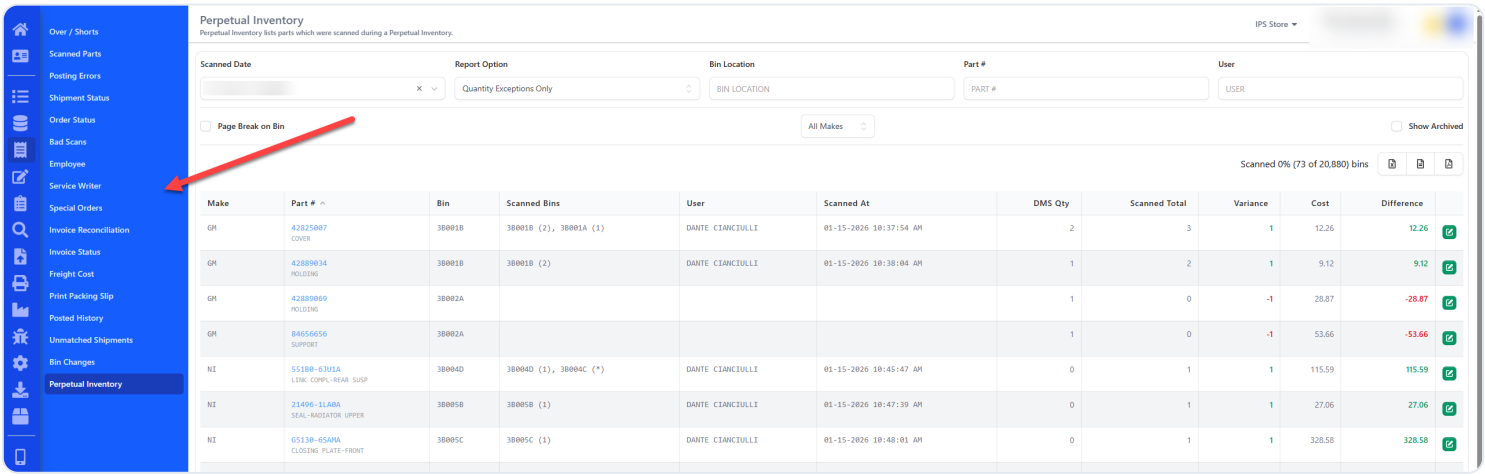


8. After all bins are scanned, run the Perpetual Inventory Report.

Run this report by:	Filter this report by:
• Quantity differences only • All parts • Parts in the wrong bin only	• Part number • Bin location • User


2:48
90%
Perpetual Inventory
Part Not in Bin
Part 10168501 is assigned to bin 7087D, not WATCH.
What would you like to do?
Move to WATCH
Mark Misplaced
Cancel
Part # Barcode
Bin Counted
Bin Barcode

Example


Perpetual Inventory
Perpetual Inventory lists parts which were scanned during a Perpetual Inventory.
Over / Shorts
Scanned Parts
Posting Errors
Shipment Status
Order Status
Bad Scans
Employee
Service Writer
Special Orders
Invoice Reconciliation
Invoice Status
Freight Cost
Print Packing Slip
Posted History
Unmatched Shipments
Bin Changes
Perpetual Inventory
Scanned Date
Report Option
Quantity Exceptions Only
Bin Location
Part #
User
Page Break on Bin
Show Archived
Scanned 0% (73 of 20,880) bins
Make
Part #
Bin
Scanned Bins
User
Scanned At
DMS Qty
Scanned Total
Variance
Cost
Difference

Perpetual Inventory

9. Analytics Tab

The perpetual inventory report has an Analytics tab. It gives you a deeper look at how well your counts are going and how accurate your inventory is.

Analytics Feature	What It Shows
Accuracy Trends	See how your inventory accuracy changes over time. View trend lines that show if things are getting better or worse.
Count Completion Rates	See what percent of bins and parts were counted each cycle. Find out if your team is finishing full counts or falling short.
Variance Analysis	Break down differences by: • Bin location • Category • User Find where mismatches happen most often.
Past Cycle Comparison	Compare accuracy across older counting cycles. See how process changes have helped over time.

Analytics Tab

Screenshot of the Analytics tab showing accuracy trends, count completion rates, variance analysis, and past cycle charts.

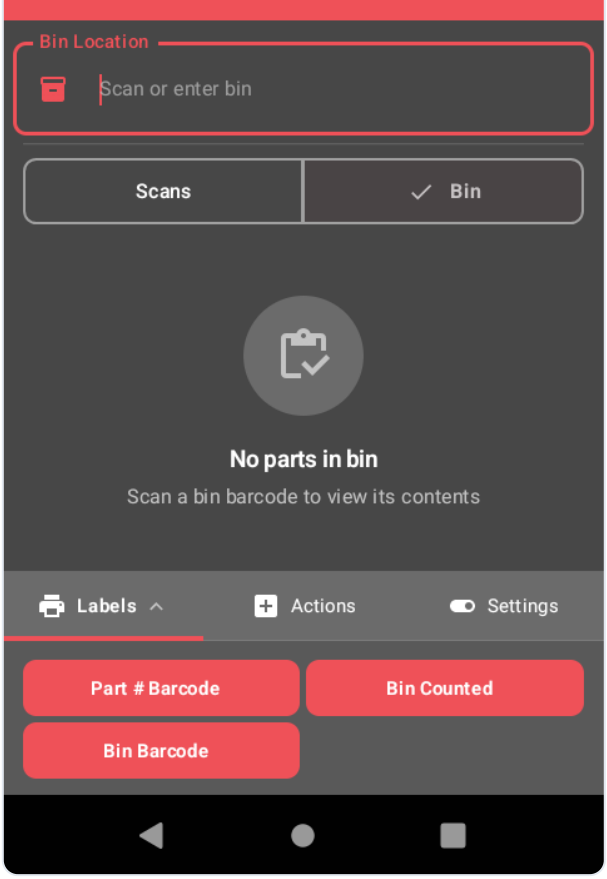
10. Bins Not Counted Report

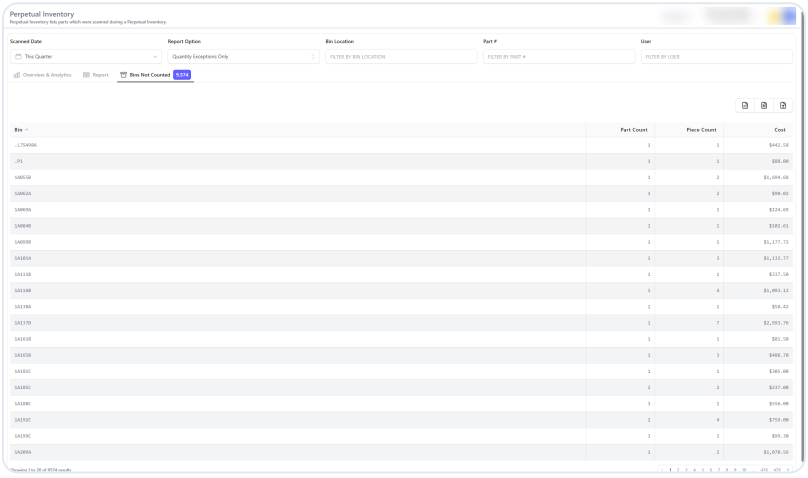
The Bins Not Counted tab shows which bins have **not** been counted in the current cycle. Use this to make sure every bin gets visited.

a. View a list of all bins not yet scanned in this cycle.

b. Helps managers confirm every bin has been checked before closing a cycle.

c. Filter by bin range or area to focus on certain parts of the department.


Bin Location
Scan or enter bin
Scans
Bin
No parts in bin
Scan a bin barcode to view its contents
Labels
Actions
Settings
Part # Barcode
Bin Counted
Bin Barcode


Perpetual Inventory

Perpetual Inventory

11. Lost Sales Report

The Lost Sales Report shows parts that were out of stock when a customer needed them. It helps you see the dollar impact of bad inventory counts.

a. Shows parts with zero on hand when a customer asked for them.

b. Displays the estimated revenue lost from missed sales.

c. Puts a dollar value on stock-outs to justify better counting.

d. Can be filtered by date range, part number, or category.

Lost Sales Report

Screenshot of the Lost Sales Report showing out-of-stock parts with estimated revenue impact.