

Daily Reports



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Perpetual Inventory

Perpetual Inventory lists parts which were scanned during a Perpetual Inventory.

Scanned Date

Report Option

Bin Location

Part #

Quantity Exceptions Only

BIN LOCATION

PART #

Page Break on Bin

All Makes

Make	Scanned At	DMS Qty
GH	01-15-2026 10:37:54 AM	2
GH	01-15-2026 10:38:04 AM	1
GH		1
GH		1
NI	01-15-2026 10:45:47 AM	0
NI	01-15-2026 10:47:39 AM	0
NI	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.