

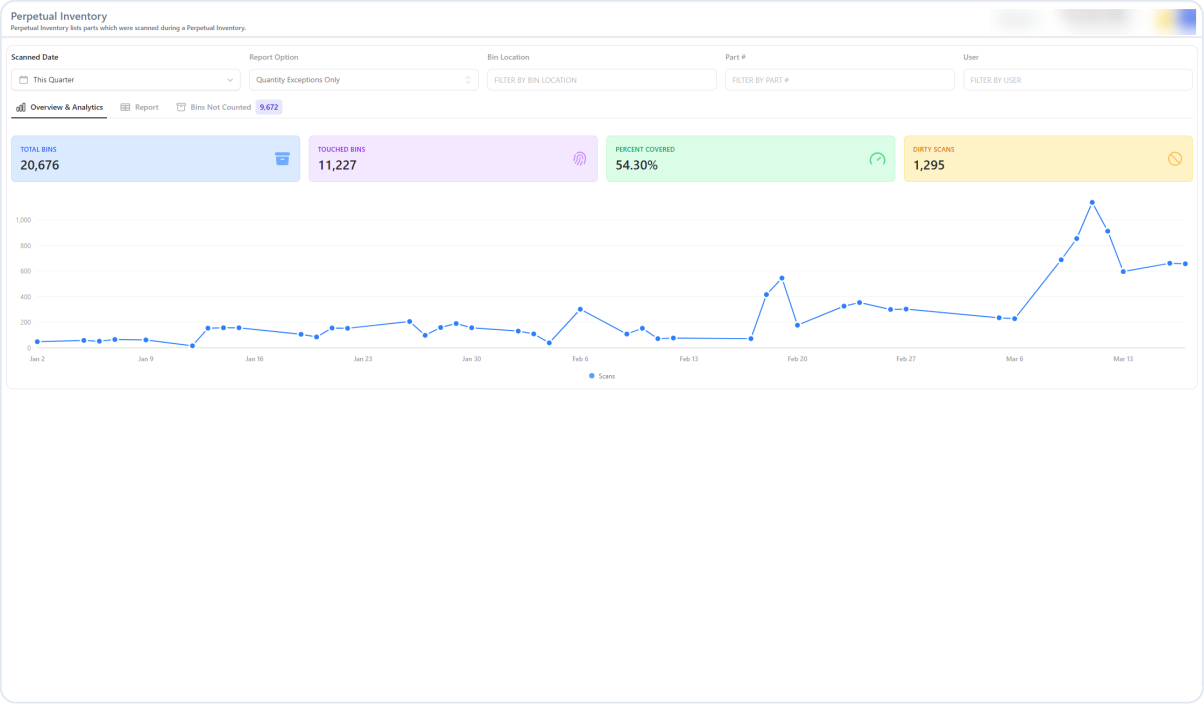
Perpetual Inventory



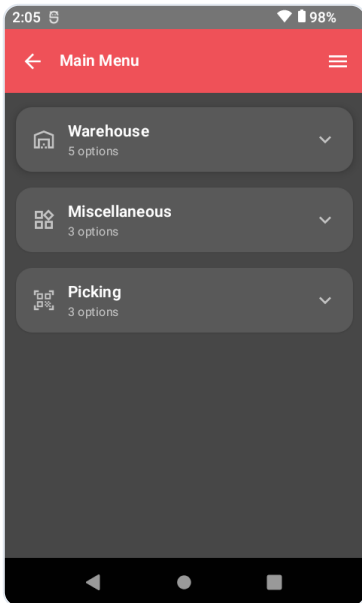
Print History — Tap the clock icon in the top bar to see recent print jobs (part#, label type, time, qty). Available on every screen.

Daily counts build accuracy over time. ScanIt Parts tracks your team's counting activity every day — not just during annual events. See accuracy trends, lost sales, and bins not counted from the dashboard. All data kept for 5 years so you can compare across periods. See the **Advanced Reports Guide** for details.

1. Pull inventory on the ScanIt Parts Dashboard.



2. Select Perpetual Inventory on the scanner.



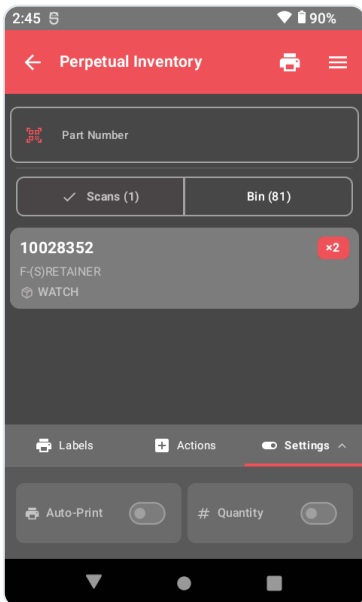
3. Choose how the scanner will count and if you want labels to print.

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

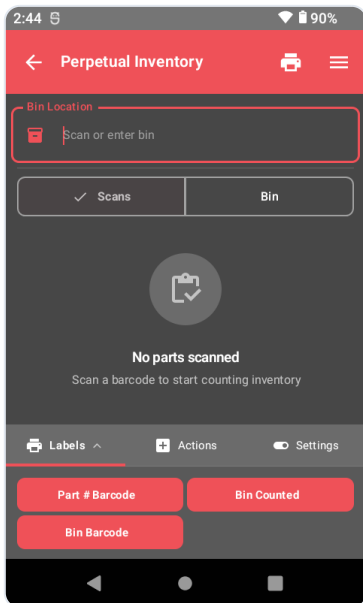
- i. Button to the left = no labels print.
- ii. Button to the right = a label prints for each item scanned.



Perpetual Inventory

4. Scan or type the bin location.

5. Scan all parts in the bin.



How do I move to the next bin?

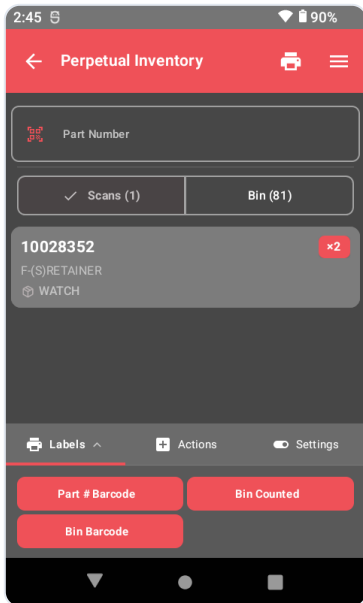
There are only two ways to change the active bin:

1. **Type** a new bin location at the bin entry field, or
2. **Scan** a bin barcode label — the scanner will automatically change to that location.

The scanner will not advance on its own, no matter how long you wait or how many parts you scan. The *Ask for Quantity* and *Always Print* toggles do not control bin switching. They only control how items are counted and whether labels auto-print.

Perpetual Inventory vs. Physical Inventory (PI): This guide covers **Perpetual Inventory** — also called **Cycle Counting**. That is the rotating day-to-day counting feature. **Physical Inventory (PI)** is a different feature in the same sip-scan app — the annual / semi-annual full-warehouse count. When someone says "PI" they always mean Physical Inventory, never Perpetual Inventory.

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).

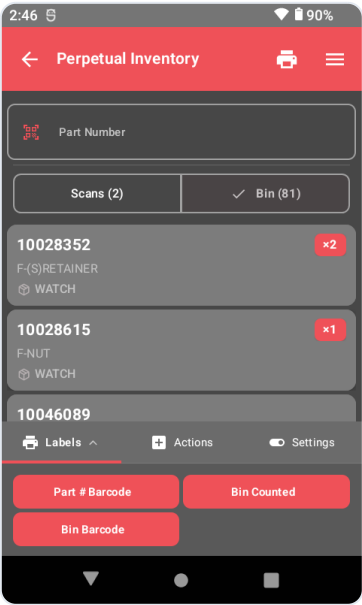
Part # Barcode

Bin Counted

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

Bin Counted

Scanned bin contents:



Perpetual Inventory

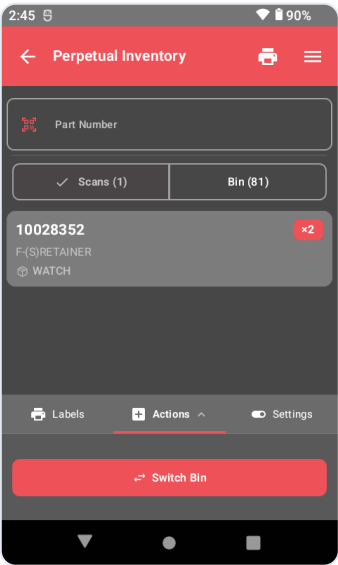


7. Two options appear if you select +.

c. **Switch Bin** = Start scanning a different bin.

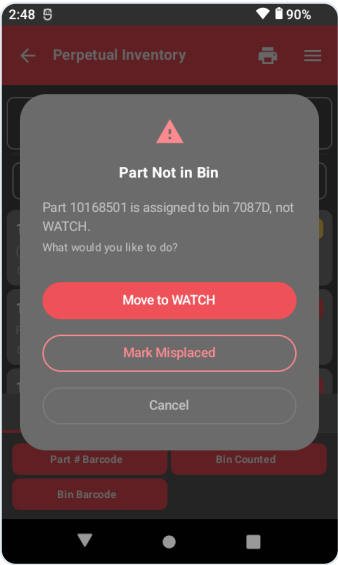
d. **Enter Quantity** = Type in a counted quantity.

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



Example

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

Unattached Shipments

Bin Changes

Perpetual Inventory

Perpetual Inventory

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

Scanned Date

Report Option

Bin Location

Part #

User

Quantity Exceptions Only

BIN LOCATION

PART #

USER

Page Break on Bin

All Makes

Show Archived

Scanned 0% (73 of 20,880) bins

Make	Part #	Bin	Scanned Bins	User	Scanned At	DMS Qty	Scanned Total	Variance	Cost	Difference	
GP	42821987 COVER	38801B	38801B (2), 38801A (1)	DANTE CIANCIGULLI	01-15-2026 10:17:54 AM	2	3	1	12.26	12.26	✓
GP	42880914 WHEELS	38801B	38801B (2)	DANTE CIANCIGULLI	01-15-2026 10:18:04 AM	1	2	1	9.12	9.12	✓
GP	42880909 WHEELS	38802A				1	0	-1	28.87	-28.87	✓
GP	84056555 SUPPORT	38802A				1	0	-1	53.66	-53.66	✓
NI	55288-4701A LINK COUPL-REAR SUSP	38804D	38804D (1), 38804C (*)	DANTE CIANCIGULLI	01-15-2026 10:45:47 AM	0	1	1	115.59	115.59	✓
NI	23496-11A0A SHA-ROCKERS UPPER	38805B	38805B (1)	DANTE CIANCIGULLI	01-15-2026 10:47:39 AM	0	1	1	27.06	27.06	✓
NI	45138-4504E CLOSING PLATE-FRONT	38805C	38805C (1)	DANTE CIANCIGULLI	01-15-2026 10:48:01 AM	0	1	1	328.58	328.58	✓

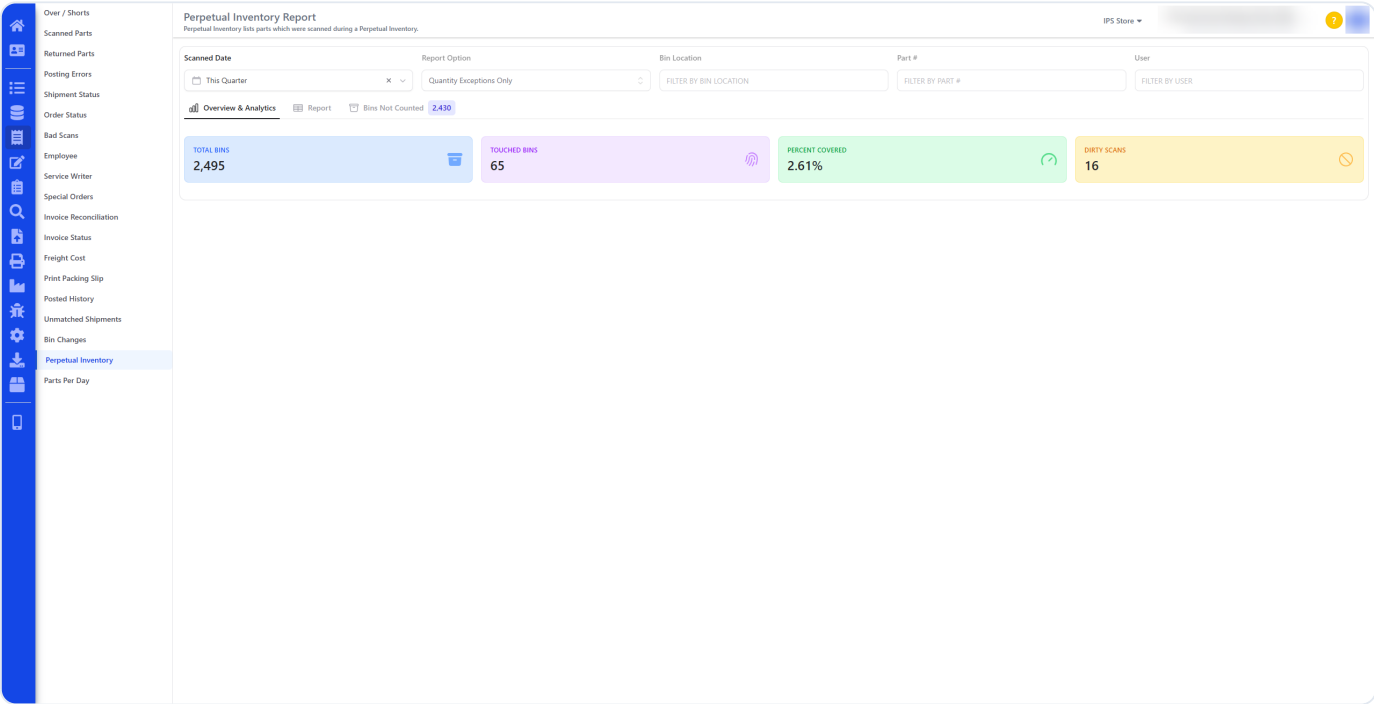
Perpetual Inventory



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.

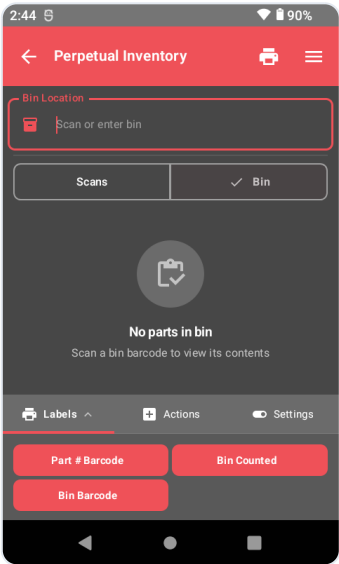
Analytics Feature	What It Shows
Accuracy Trends	See how your inventory accuracy changes over time. View trend lines that show if things are getting better or worse.
Count Completion Rates	See what percent of bins and parts were counted each cycle. Find out if your team is finishing full counts or falling 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.



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.



Perpetual Inventory				
Perpetual Inventory lists parts which were scanned during a Perpetual Inventory.				
Scanned Date	Report Option	Bin Location	Part #	User
▼ This Quarter	Quantity Exceptions Only	FILTER BY BIN LOCATION	FILTER BY PART #	FILTER BY USER
Overview & Analytics Report Bins Not Counted 11/4				
Bin				
Bin	Part Count	Piece Count	Cost	
-L754938A	1	1	\$442.18	
-P1	1	1	\$88.08	
1A00108	1	2	\$1,094.68	
1A00221	1	2	\$50.02	
1A00554	1	1	\$124.69	
1A00948	1	1	\$182.01	
1A00988	1	1	\$1,177.72	
1A02014	1	3	\$1,113.77	
1A01118	1	1	\$317.58	
1A01148	1	4	\$1,893.12	
1A01384	1	1	\$58.42	
1A01770	1	7	\$2,963.76	
1A02018	1	1	\$81.58	
1A02038	1	3	\$488.78	
1A03001	1	1	\$185.08	
1A03001	2	2	\$217.08	
1A03001	1	1	\$558.08	
1A03001	2	4	\$759.08	
1A03001	1	1	\$99.38	
1A03001	1	2	\$1,879.58	

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.