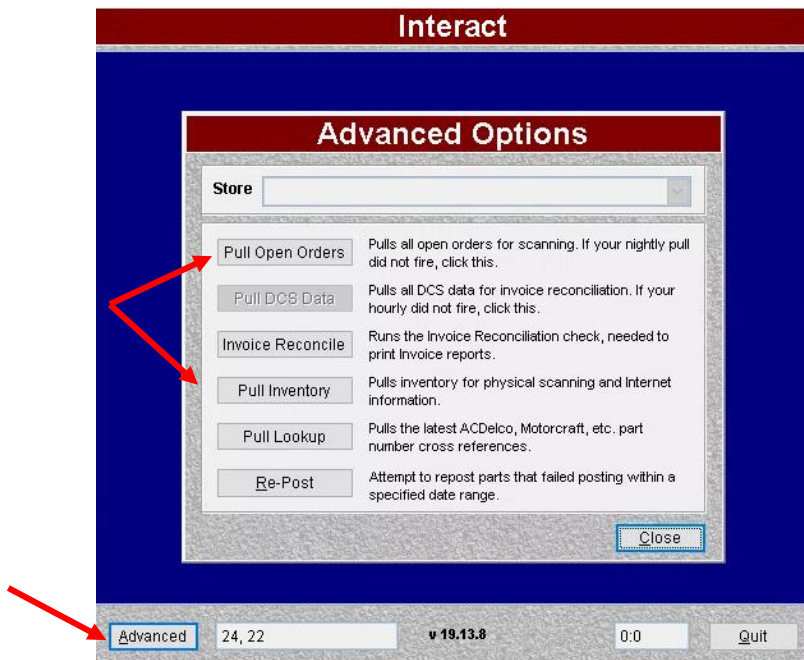
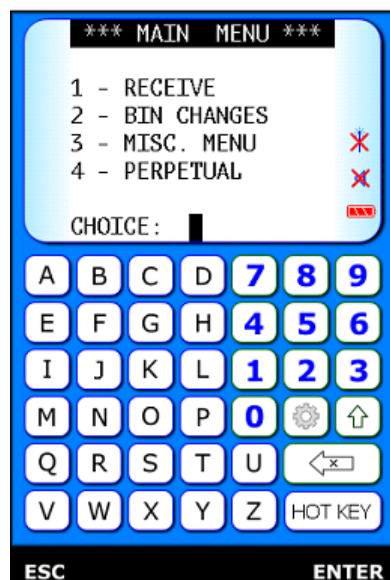


Perpetual Inventory

1. Pull Open Orders and Inventory.
 - a. Select Advanced.
 - b. Click Pull Open Orders and then Pull Inventory.



2. Select Option 4 on the scanner, Perpetual.

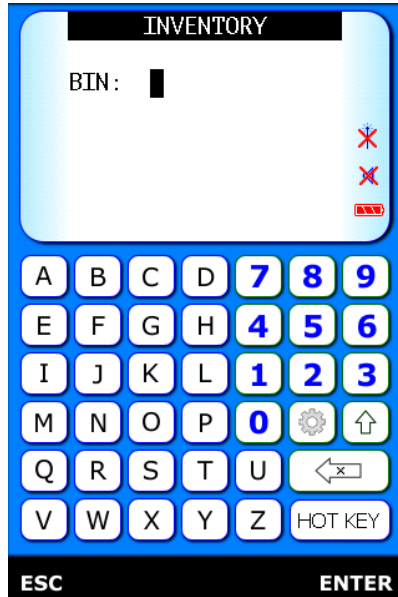


SCANIT

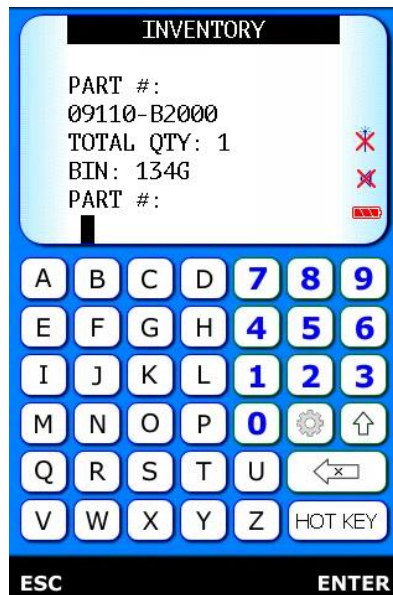


PARTS®

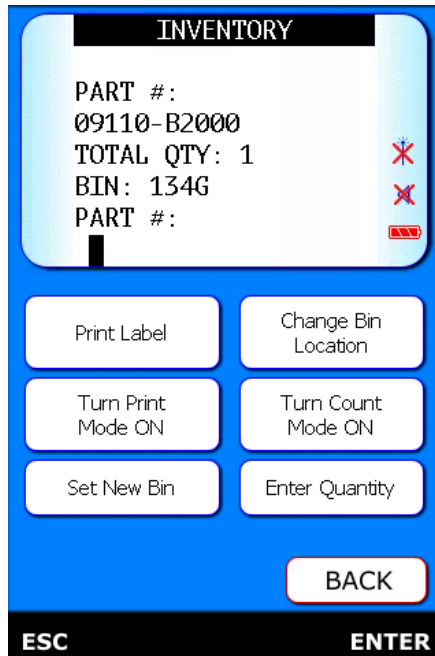
3. Scan/enter the bin location and select Enter.



4. Scan a part.



5. If there is more than quantity one, select Hot Key.
6. Select Enter Quantity and enter quantity of part, select Enter.



7. When done scanning, open the ScanIt Parts Main Menu on the computer and select Reports.



SCANIT



PARTS®

8. Select Perpetual Inventory and choose which version of the report you would like.
9. Select Preview, Print, or Export.

Reports

Report Name:

- Over / Shorts
- Shipment Status
- Posting Errors
- Posted History
- Scanned Parts
- Perpetual Inventory
- Scanned No Order
- Print Packing Slip
- Special Orders
- Invoice Reconciliation
- Employee
- Service Writer
- Bin Changes
- Freight Cost
- Order Claims
- Graph
- Order Status Information
- Open Shipments

Perpetual Inventory

Perpetual Inventory will list out parts that were scanned under Perpetual Inventory.

2 - Display Quantity Exceptions Only

1 - Display All Parts

2 - Display Quantity Exceptions Only

3 - Display Parts In Wrong Bin Locations Only

To: Bin Location

Condensed Report Exact Bin

10. Verify report is accurate and make necessary changes in the DMS.

Perpetual Inventory - Scanned Date										Printed Date:														
										11/05/21 03:06:19 PM														
Bin Location: 134G																								
Part #	DMS Qty	Scan Qty	Avail Qty	Scanned Date	User ID	Scanned Bin	Source	Cost	Difference															
KI09147-2W000	4	0	0	/ / : : AM			1	\$25.65	- 102.60															
KI62850-2K100	3	0	0	/ / : : AM			1	\$6.27	- 18.81															
OLD#: 62850-2K000																								
KI09131-3B010	1	0	0	/ / : : AM			2	\$8.54	- 8.54															
OLD#: 09131-3B000																								
KI09132-3B000	1	0	0	/ / : : AM			2	\$4.43	- 4.43															
OLD#: 09132-26000																								
KI62850-2T100	1	0	0	/ / : : AM			1	\$2.71	- 2.71															
KI09110-B2000	1	5	0	11/05/21 03:05:48 PM		134G	1	\$67.47	+ 269.88															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Total Parts</u></td> <td style="text-align: center;"><u>Total Pieces</u></td> <td style="text-align: center;"><u>Total Dollars</u></td> <td style="text-align: center;"><u>Qty Under</u></td> <td style="text-align: center;"><u>Qty Over</u></td> <td style="text-align: center;"><u>Dollars Under</u></td> <td style="text-align: center;"><u>Dollars Over</u></td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">5</td> <td style="text-align: center;">\$337.35</td> <td style="text-align: center;">10</td> <td style="text-align: center;">4</td> <td style="text-align: center;">\$137.09</td> <td style="text-align: center;">\$269.88</td> </tr> </table>										<u>Total Parts</u>	<u>Total Pieces</u>	<u>Total Dollars</u>	<u>Qty Under</u>	<u>Qty Over</u>	<u>Dollars Under</u>	<u>Dollars Over</u>	6	5	\$337.35	10	4	\$137.09	\$269.88	
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