Easy3PL

MOBILE WAREHOUSE HOW-TO

Cycle Audit

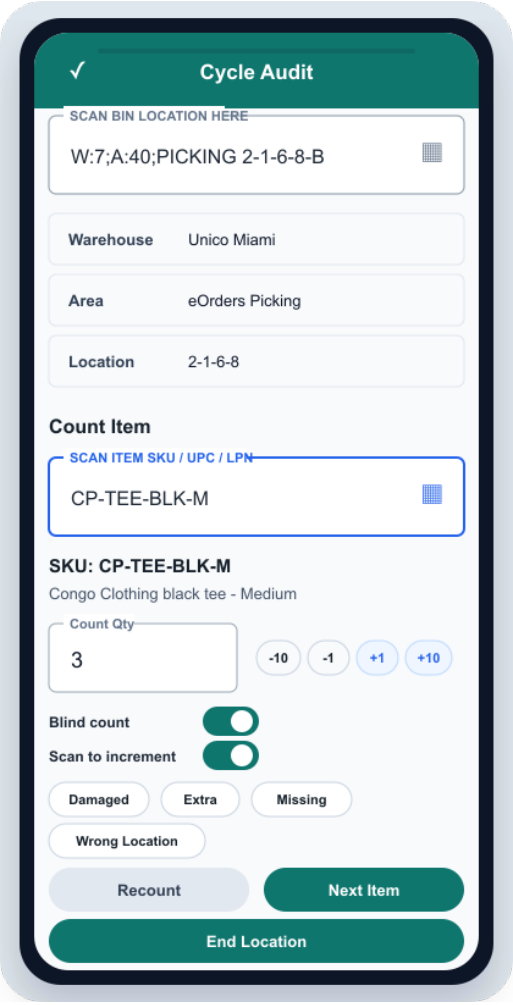
Use this handheld workflow to scan a bin, count one SKU at a time, compare against system quantity when needed, and move cleanly to the next item or location.

Current behavior

This screen guides the count. It does not save a formal cycle-count record, adjust inventory, or write history by itself.

Best use

Use it while checking picking bins and rack locations where a quick blind count or discrepancy check is needed.



Scan an item, type or increment the count, and keep Blind count on while the first count is being performed.

Updated July 30, 2026

What Cycle Audit Does Today

Cycle Audit is a lookup-and-count helper. It pulls the current contents of a scanned location, lets the warehouse user count a scanned SKU, and optionally compares the count against on-hand pieces for that SKU in that location.

Looks up the bin

Scans the location label and retrieves matching pallets, storage units, SKUs, and pieces on hand.

Counts one SKU

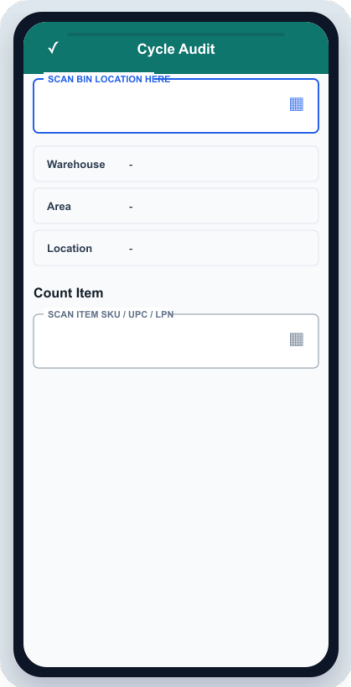
Scans UPC or SKU, then lets the user type quantity or increment by repeated scans.

Compares locally

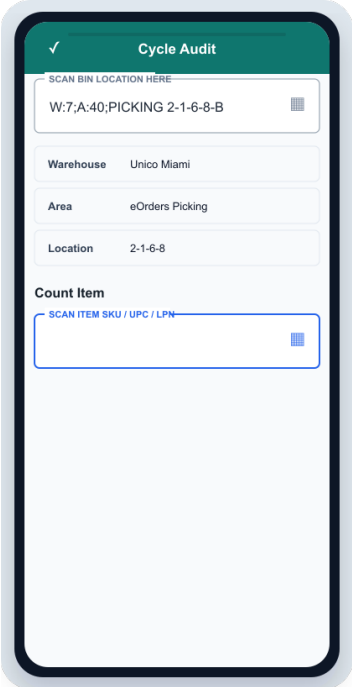
When Blind count is off, Expected and Diff are calculated from the lookup response on the device.

Important Limit

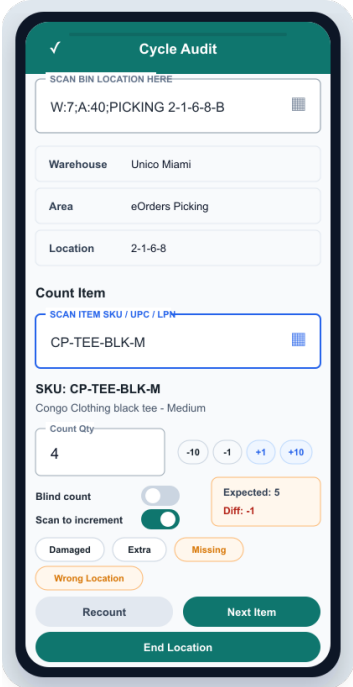
- No adjustment is posted from this screen.
- Exception chips are local visual markers only.
- End Location clears the screen. It does not submit a report.
- If counts differ, use the normal inventory adjustment or escalation process after verification.



Scan the bin first.



Verify the resolved location.



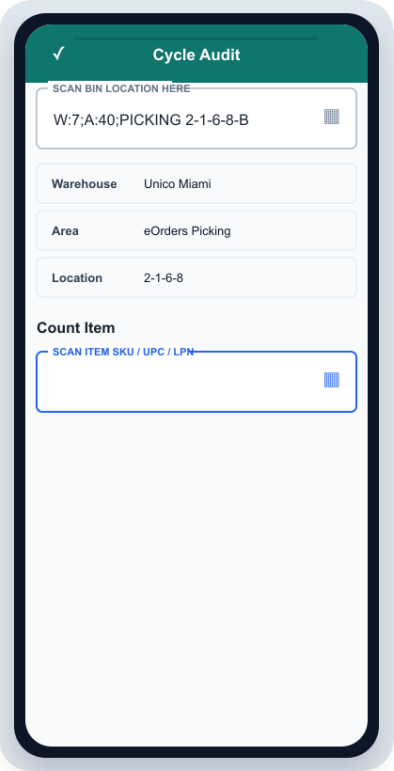
Compare only after counting.

1. Scan The Bin Location

From Warehouse, tap Cycle Audit. Scan or type the location barcode in SCAN BIN LOCATION HERE. After the lookup succeeds, verify the Warehouse, Area, and Location before counting any item.

Accepted location styles

- Warehouse and coordinate label: W:7;A:40;PICKING 2-1-6-8-B
- Rack or picking text labels with aisle-bay-shelf-slot coordinates.
- WR / area / pallet label: WR:10157;AID:40;PN:1
- If the label contains PICKING, the lookup prefers picking location types.
- If the label contains RACK, the lookup prefers rack location type.



The location resolves to warehouse, area, and location before item counting begins.

What to check before counting

- Warehouse and area match where you are standing.
- The displayed location matches the physical bin label.
- If the location does not resolve, do not count against the wrong bin.

2. Scan The Item And Enter Q

Scan the item in SCAN ITEM SKU / UPC / LPN. The current implementation resolves UPC first for numeric scans, then SKU. Once the item is selected, enter the counted quantity.

1 Scan once to choose the SKU

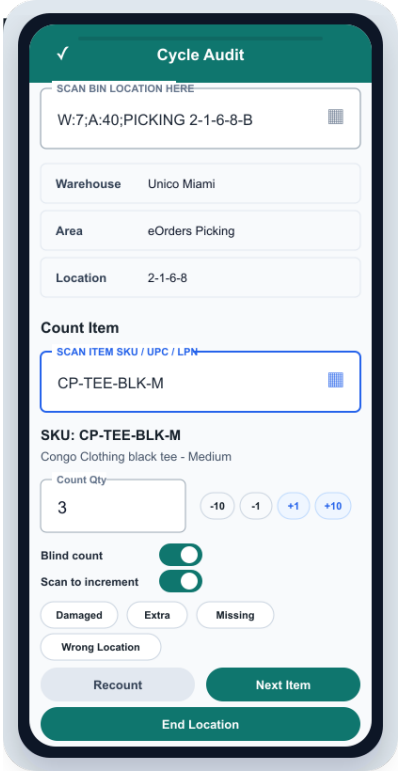
The first valid scan sets the SKU and item description on the screen.

2 Count manually or with controls

Type the count, or use -10, -1, +1, and +10 to adjust the count quickly.

3 Use Scan to increment carefully

When Scan to increment is on, each scan adds 1 after an item is selected. It currently does not verify each later scan is the same SKU.

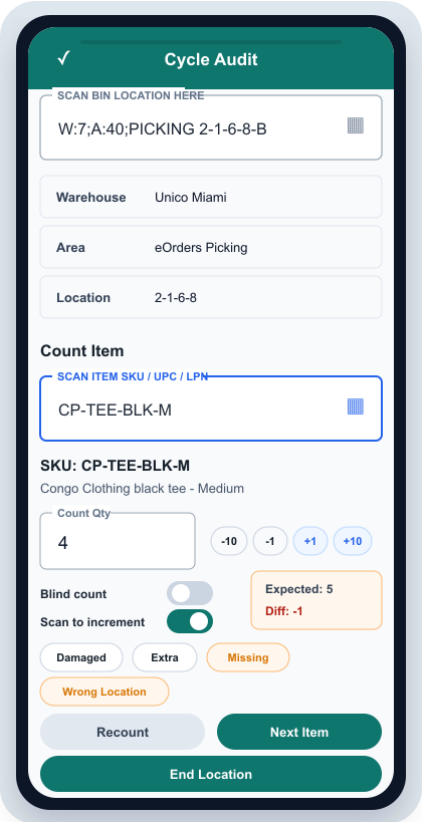


Scan an item, type or increment the count, and keep Blind count on while the first count is being performed.

Blind count workflow

- Leave Blind count on while the first count is being performed.
- Turn Blind count off only when the checker or lead wants to compare against system quantity.
- Expected is pieces on hand for matching SKU rows at the scanned location.

3. Compare, Mark Exceptions, Move On



Turn Blind count off when it is time to compare expected quantity and record visible exceptions.

When Blind count is off

- Expected shows system pieces on hand for that SKU in the scanned location.
- Diff shows counted quantity minus expected quantity.
- A zero diff means the count matches the lookup result.
- A positive diff means extra pieces were counted.
- A negative diff means pieces are missing from the count.

Exception chips

- Damaged: physical damage found during the count.
- Extra: more units are physically present than expected.
- Missing: fewer units are physically present than expected.
- Wrong Location: item is present but should not be in this bin.

Operational note

The exception chips do not currently save. If an exception matters, follow the warehouse discrepancy process before leaving the area.

4. Recount, Next Item, Or End

Recount

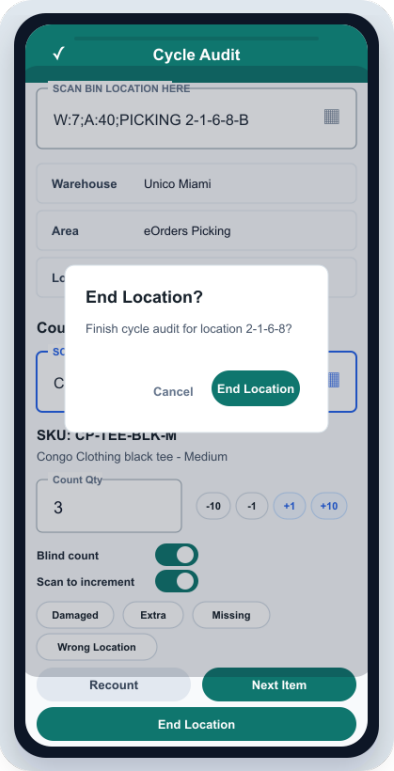
Resets the current count to zero so the same item can be counted again.

Next Item

Clears the item, description, count, and exception chips while keeping the same location loaded.

End Location

Confirms that the location count is complete, then clears the location and item fields for the next bin.



End Location clears the handheld screen for the next bin. It does not submit an inventory adjustment.

Recommended field habit

- Work one physical bin at a time.
- Finish all SKUs in the bin before tapping End Location.
- For discrepancies, recount before escalating.
- Keep screen focus on the item field during repeated scanning.
- Use Next Item between SKUs so old counts do not carry over.

Troubleshooting

Location lookup failed

Check that the barcode format includes warehouse/area/coordinates or WR/pallet data. Rescan the physical label if the scanner entered partial text.

No locations found

The coordinates may not exist, may be deleted, or may be pointing to the wrong area. Verify the label against Warehouse Config.

Item not found

The scan did not match UPC or exact SKU for the inferred client. Try the printed SKU or confirm the item master has UPC data.

Expected quantity looks wrong

The expected value comes from current location contents returned by the lookup. Refresh by rescanning the location, then recount.

Wrong SKU increments

With Scan to increment on, every scan adds 1 after the item is selected. Turn it off if operators may scan mixed SKUs.

Database writes

- Location lookup reads locations, pallets, receipts, inventory, clients, storage unit type, and packaging data.
- Item lookup reads the item master by UPC or SKU.
- Cycle Audit itself does not write inventoryhistory, receipthistory, inventory_adjustments, or a cycle-count table.