

Warehouse SOP: SkuVault Audit

09/23/2024 7:45 am CDT

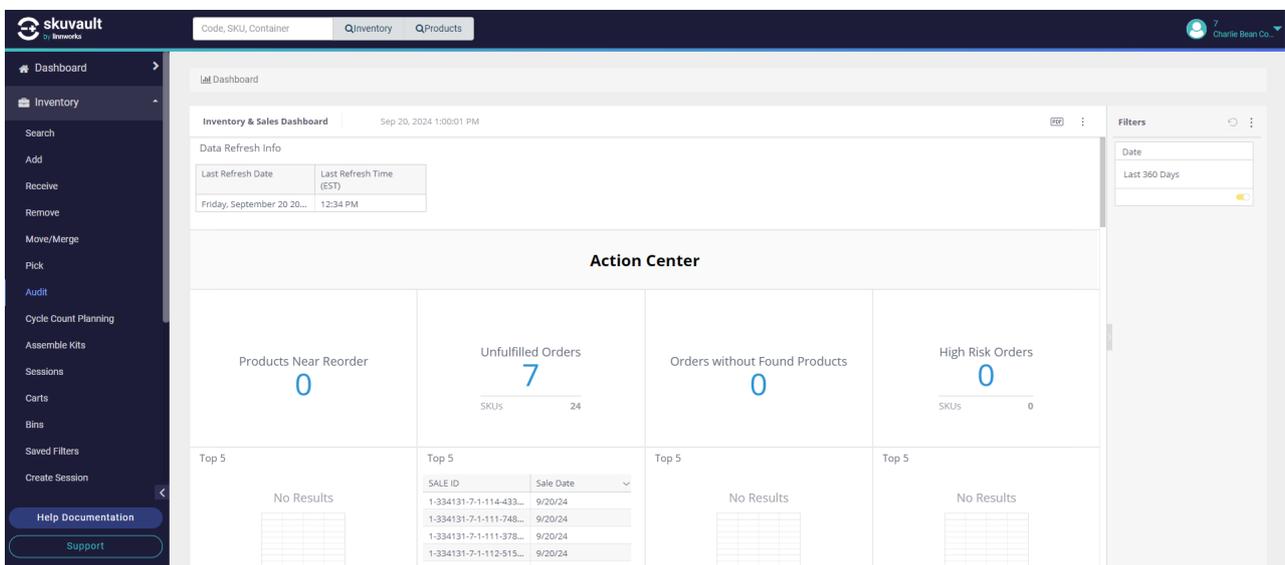


Who is this for: Inventory Personnel

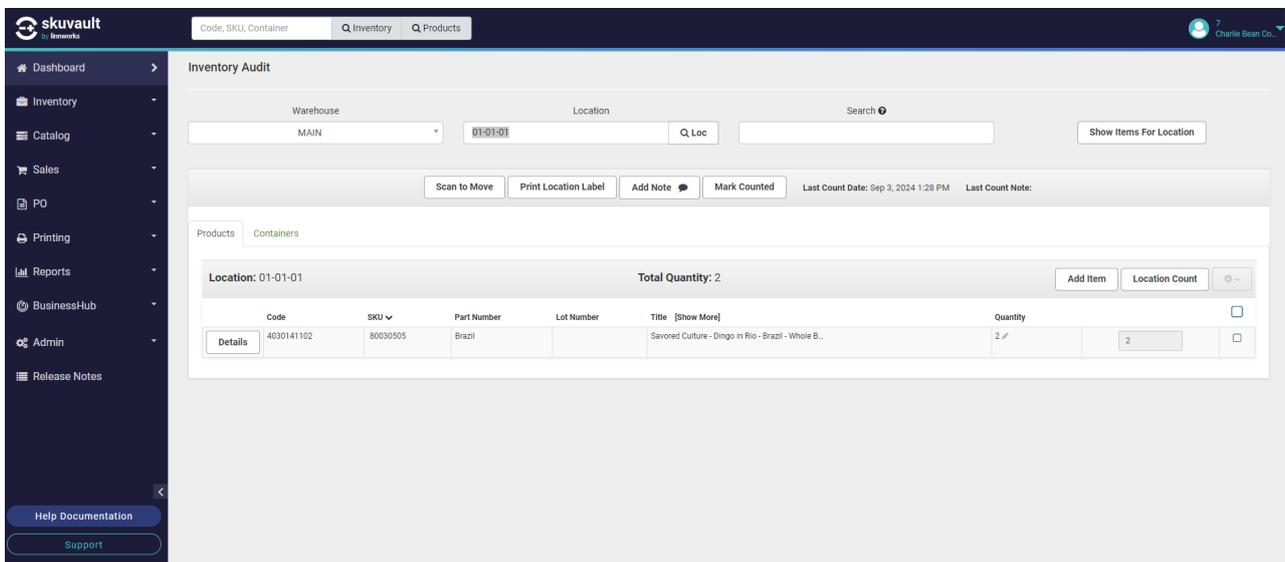


Objective: Location Audit

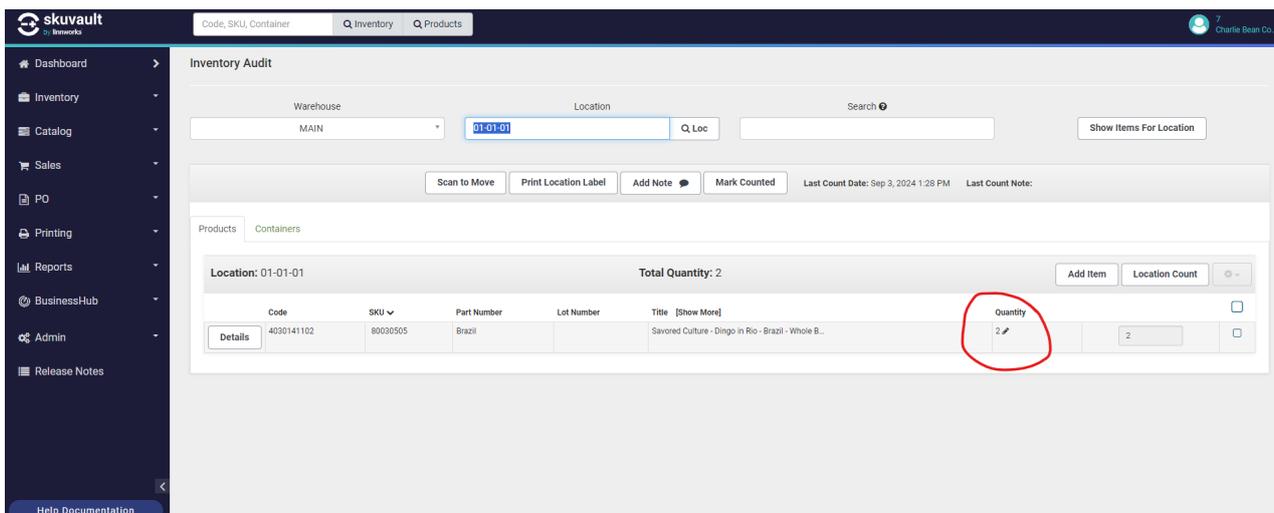
In SkuVault, Under the Inventory tab you will find the audit tab Highlighted in blue, Click it.



Once clicked you will see the screen we search the location, As you can see shaded in grey. This were you would type in or scan in your location.



If an audit needs to be made, You will find the pencil next to the qty the system states we have, you will click that pencil.



After you click the Pencil, a popup will appear and you can either choose to ADD/REMOVE or just change the total with New total, normally you would just ADD/REMOVE. Click the circle beside either one, ADD in this case and then input the qty you want to add to the location. Then you can hit the blue update button, and it then update the location.

