Warehouse Qty Picked

04/09/2025 12:47 pm CDT

Overview

The **Warehouse Qty Picked** report helps ensure inventory accuracy by identifying discrepancies between the number of items picked from a specific warehouse and the quantity shipped to customers. This information allows warehouse managers to identify and resolve any issues that may arise during shipping operations, such as misplaced items, or order fulfillment inconsistencies.

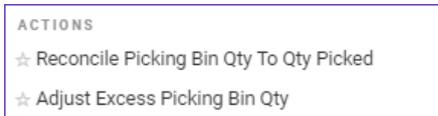## Manage Warehouse Qty Picked

To access the report:

1. Navigate to the Skustack Admin portal at **https://xx.skustack.com** (replace "**xx**" with your **server ID** or **team name**).

2. Enter your login credentials.

3. On the left, select **Reports** > **Warehouse Qty Picked**.

4. Configure your **Default filters** to make sure that the results display exactly what you need.

5. Click **Search**. Each filter you apply gets highlighted. If a filter is gray or not displayed at all, it's not active.

6. To manage the columns in the grid, click the three dots icon on the top right and select **Customize Columns**. You can:

   a. Reorder columns by dragging them up or down in the list;

   b. Hide columns by clicking the **Trash** icons;

   c. Add columns by clicking **Add column**.

7. To arrange the data in a different order, use the **Sort by** menu.

8. To save your filtering and sorting options, click **Save view**, enter a **Name,** and click **Save.**

9. Select a product from the grid and access the **Actions** menu at the lower right-hand corner to either:

    a. **Reconcile Picking Bin Qty to Qty Picked**

    b. **Adjust Excess Picking Bin Qty**

ACTIONS
☆ Reconcile Picking Bin Qty To Qty Picked
☆ Adjust Excess Picking Bin Qty

To prevent discrepancies in picking bins, it is recommended to verify and configure your Shipbridge settings accordingly. By ensuring the correct configuration of your Shipbridge settings, you can minimize the occurrence of such discrepancies in the future.

Filter and Column Definitions

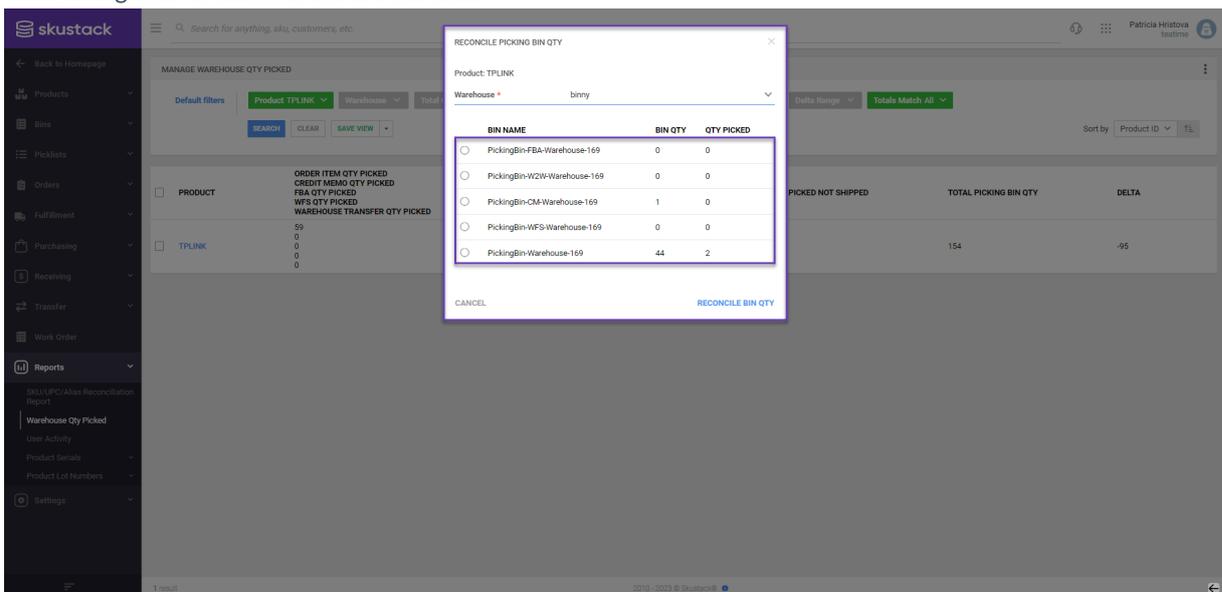Click the drop-downs below for filter and column definitions.
Default Filters
Report Data

Picking Bin Qty Reconciliation

To reconcile picking bin qty:

1. Navigate to **Reports** > **Warehouse Qty Picked**.

2. Select a product from the grid and access the **Actions** menu at the lower right-hand corner.

3. Click **Reconcile Picking Bin Qty to Qty Picked**.

4. Select the warehouse you want to reconcile bin qty for.

5. The Picking bins for that warehouse will load.

6. Choose the bin you want to reconcile qty for in the grid.

7. You will be prompted to enter a new bin where the inventory will be transferred. Populate the **Transfer To/From Bin** field.

8. Review the current and projected quantities and click **Reconcile Bin Qty**.

RECONCILE PICKING BIN QTY   ✕

Product: TPLINK

Warehouse *   binny   ⌄

	BIN NAME	BIN QTY	QTY PICKED
○	PickingBin-FBA-Warehouse-169	0	0
○	PickingBin-W2W-Warehouse-169	0	0
○	PickingBin-CM-Warehouse-169	1	0
○	PickingBin-WFS-Warehouse-169	0	0
◉	PickingBin-Warehouse-169	44	2

Transfer To/From Bin *   A01 - Current Qty: 0 / Projected Qty: 42   🔍

CANCEL   **RECONCILE BIN QTY**

9. A success message will display to indicate that the picking bin qty is now reconciled.