

Bin Cycle Counts

04/09/2025 12:48 pm CDT

Overview

Accurate inventory count is crucial for any warehouse operations, and one key aspect of this is conducting regular cycle counts. Skustack's **Bin Cycle Count** can simplify this process by allowing you to scan bins and generate audit reports that highlight count discrepancies.

By comparing the quantities stored in warehouse bins with the records in your Skustack Admin portal, you can easily identify discrepancies and take action to correct them. This not only helps to ensure inventory accuracy, but also promotes efficiency and reduces the risk of errors in your processes. Once the report is generated, it can be reviewed and committed within either the Skustack app or the Admin portal.

If the report is committed, the bin inventory will be automatically adjusted to what was scanned.

Bin Cycle Count Module

In this module, you can scan the contents of a specific bin and generate an audit report of the scanned quantity. You can either create a new bin cycle count or search for existing audits.

Allow start bin cycle count must be enabled for this workflow! To enable this setting, navigate to Skustack's [Warehouse Management settings](#) > Manage Bins.

The warehouse you have selected must be **bin-enabled** to view this module.

To access the Bin Cycle Count module:

1. Navigate to the **Bin** tab and scroll to the **Bin Cycle Count** module.
2. Tap the + icon to start a new bin cycle count, or;
3. Tap the **Search** icon to access one of the three available search modes. Refer to the below list for a definition of each mode.

- a. **Search audits** – Searches for all audits. You can filter by:

Date

Defaults to all. Enter a specific date to only view audits for that day.

Status

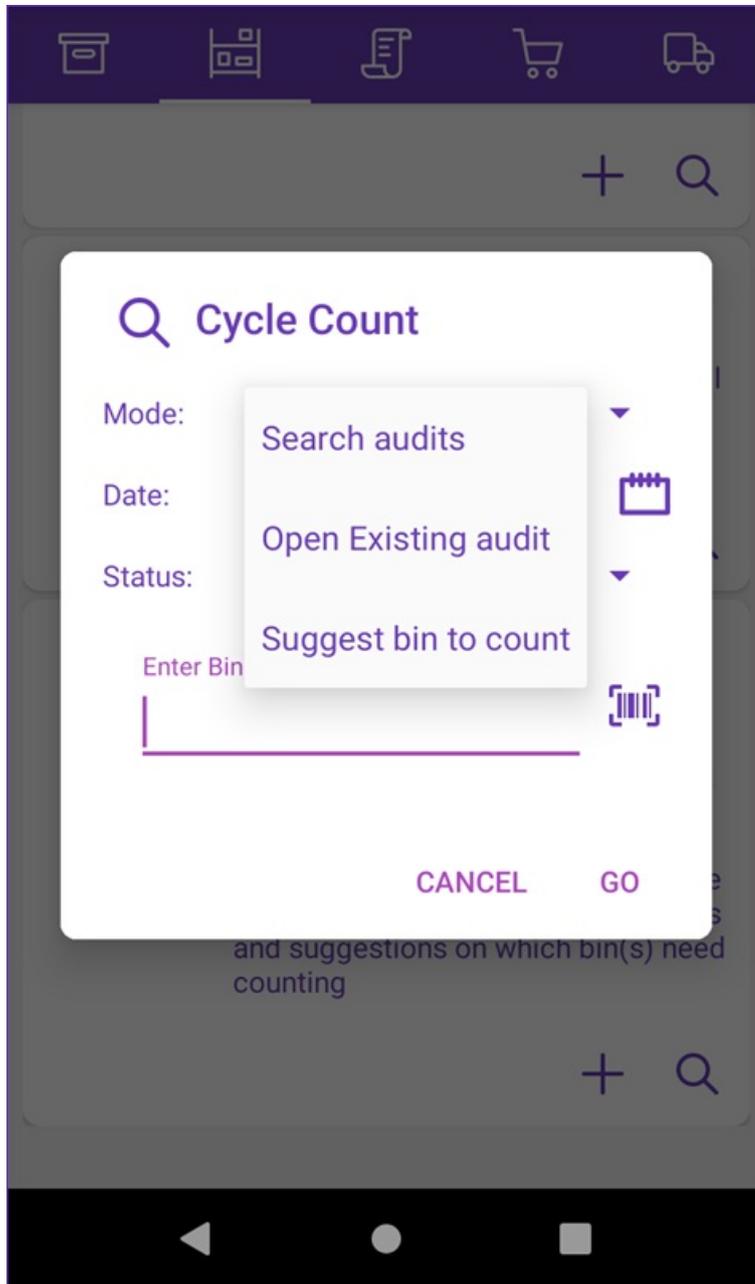
Defaults to all. You can choose from one of the available statuses:

- All
- Pending
- Completed

Bin Name

Filters by a specific bin.

- b. **Open Existing audit** – Opens a single audit using the Sellercloud audit number.
- c. **Suggest bin to count** – Opens a list of suggested bins to count. You can filter by:
Region
Defaults to all. Enter a specific region to only view bins in that area.



Cycle Count Modes

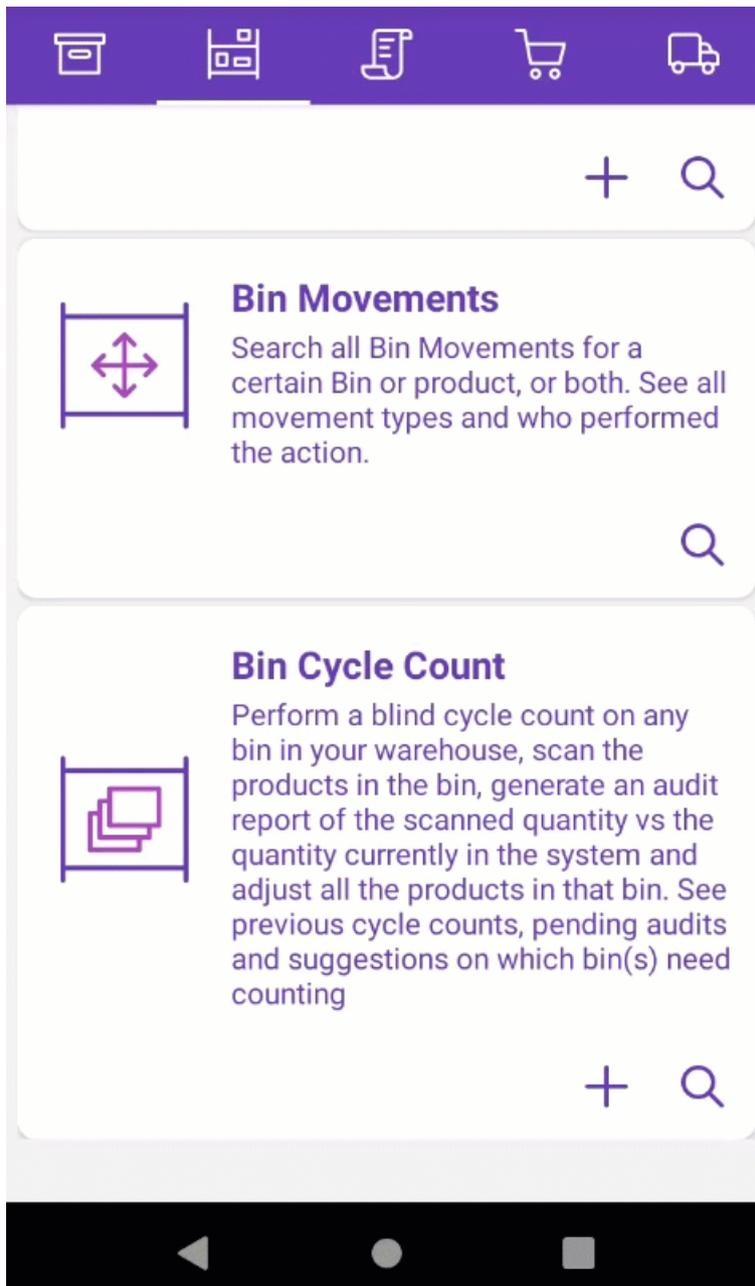
Start new bin count

Easily scan all items currently in the bin, generate a report, and reconcile the difference. To do that:

1. Tap the + icon to start a new bin cycle count.

2. Enter a **BinName** > **Go**.
3. Tap the **Search** icon to add products to count.
4. Scan the products in the bin or adjust the number manually.
5. If a product is *serialized* and the **Require Serial Scan For Cycle Count** *Warehouse Management setting* is enabled, you will be *prompted to scan the serial number* of the item to increment the quantity.
6. If the *Lot Number* workflow is enabled for your company and the product is set as expirable you must select a Lot Number.
7. After scanning a product, if the audit reveals no discrepancies, the number will be decremented to zero, which will then remove the SKU from the list.
8. Once all the items in the bin are scanned you can tap the **Checkmark icon** ✓ to generate the report.
9. Tap **OK** on the Generate Audit Report pop-up.
10. Once the Audit report is opened it can be either cancelled or committed. Review the scanned quantity against the quantity currently in the system and assess the difference (Delta).
 1. To commit the changes, drag down the header and tap the **Save** icon.
 2. To cancel the current audit, tap the **Trash Can** icon.
 3. To go back and edit the audit, tap the **Pen** icon.

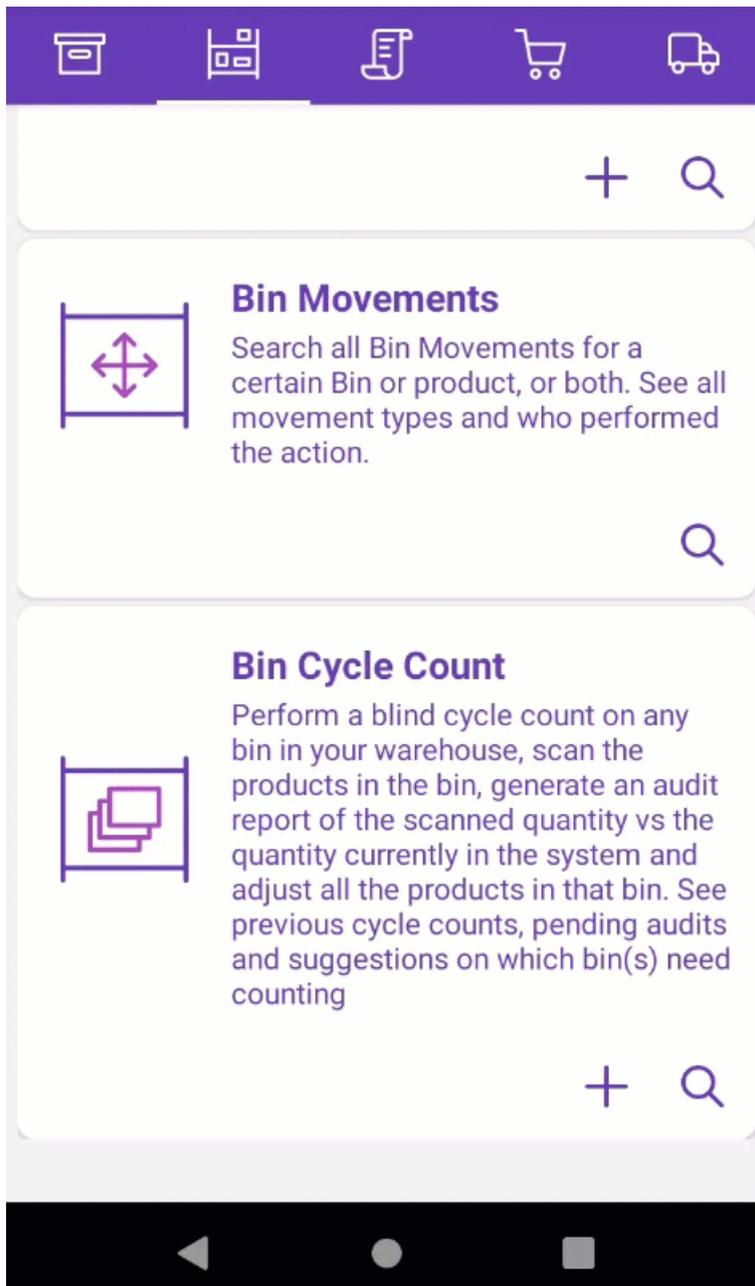
This action will close the current audit and bring you back to the scanning activity dialog where you can continue scanning additional products. A new audit # will be generated, however, all previously scanned items will be retained and carried over.



Search audits

In this mode, you can search all existing audits or use filters on the dialog. A list of audits will load and you can select your desired audit. To do that:

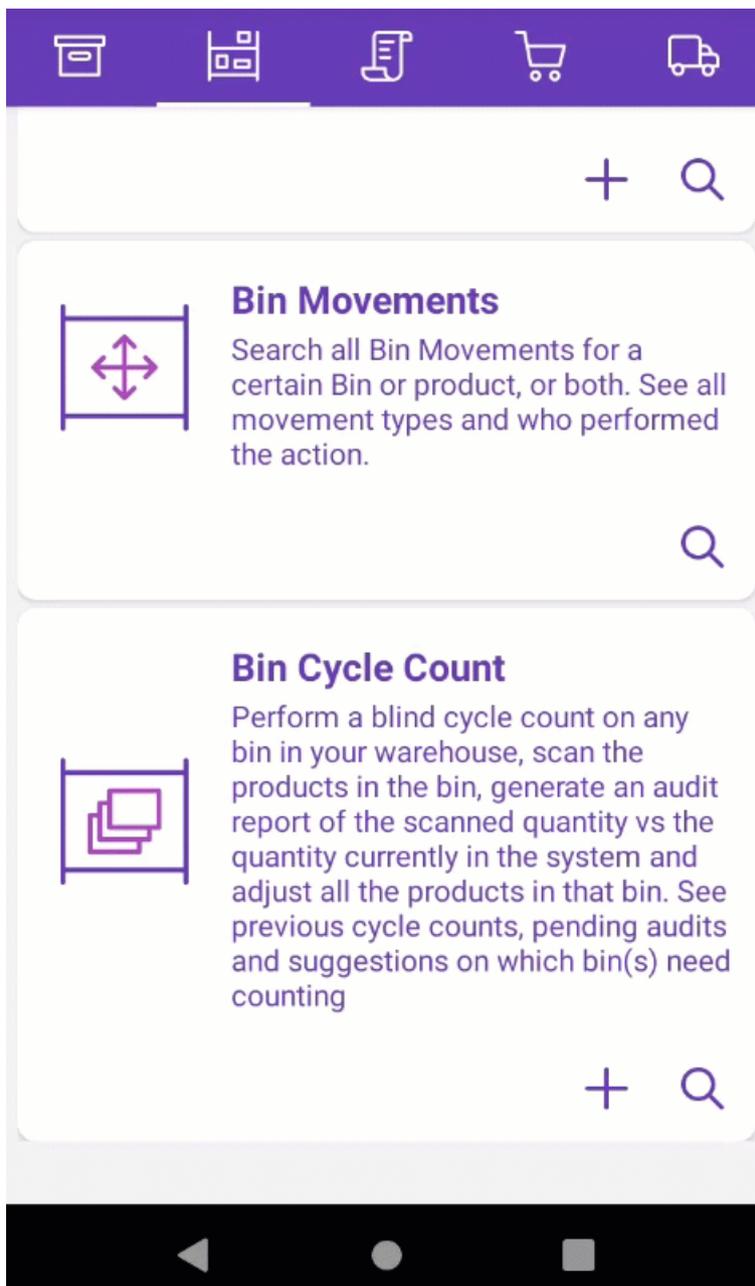
1. Tap the **Search** icon and select **Search audits** in the **Mode** dropdown.
2. Apply your preferred filters:
 - a. Date.
 - b. Status (All (Default), Pending, Completed).
3. (Optional) Enter BinName > **Go**.



Open Existing Audit

In this mode, you can enter an existing audit ID to open the report. To do that:

1. Tap the **Search** icon and select **Open existing audit** in the **Mode** dropdown.
2. Enter an **Audit Number** > **Go**.

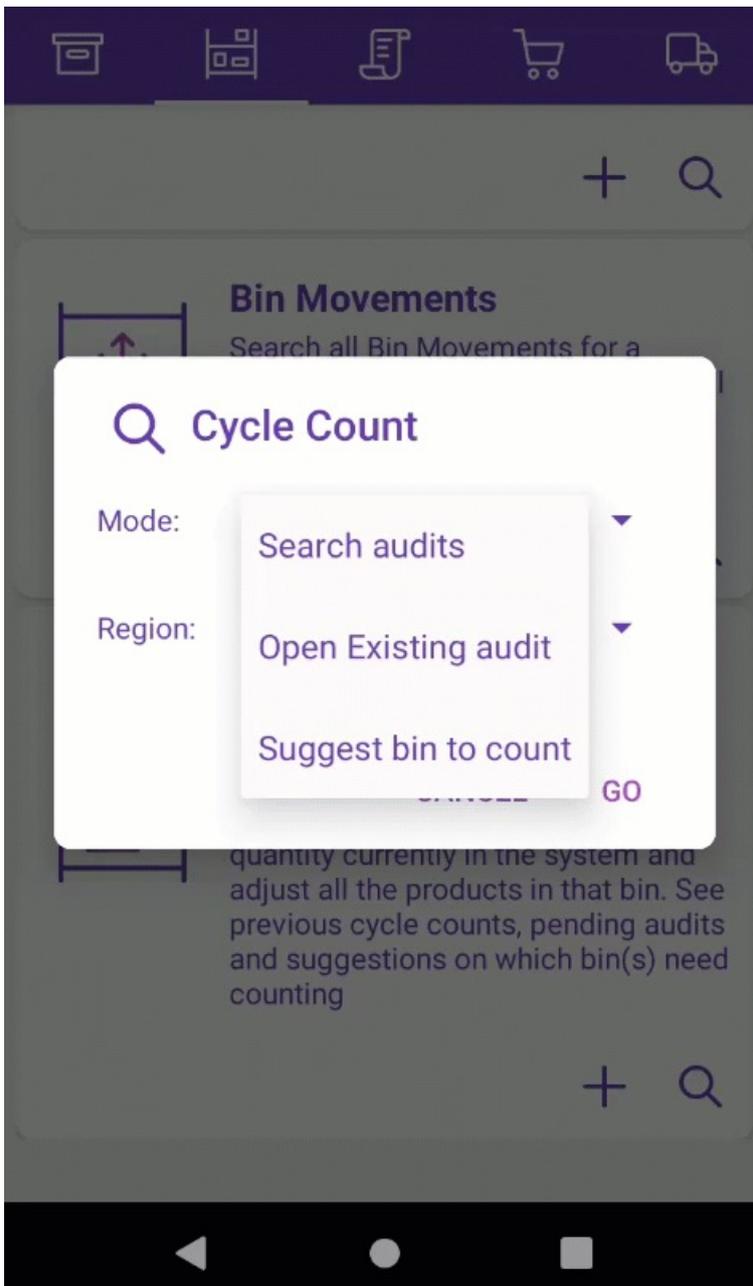


Suggest bin to count

In this mode, the system will display a list of suggested bins to count. The order of suggested bins is first by bins with an item count higher than 1000 and then by the last counted date. For example, bins counted 6 months ago would be displayed before bins counted 3 months ago, etc.

To do that:

1. Tap the **Search** icon and select **Suggest bin to count** in the **Mode** dropdown.
2. (Optional) Enter **Region** – All (Default).
3. Tap **Go**.



Manage Cycle Counts

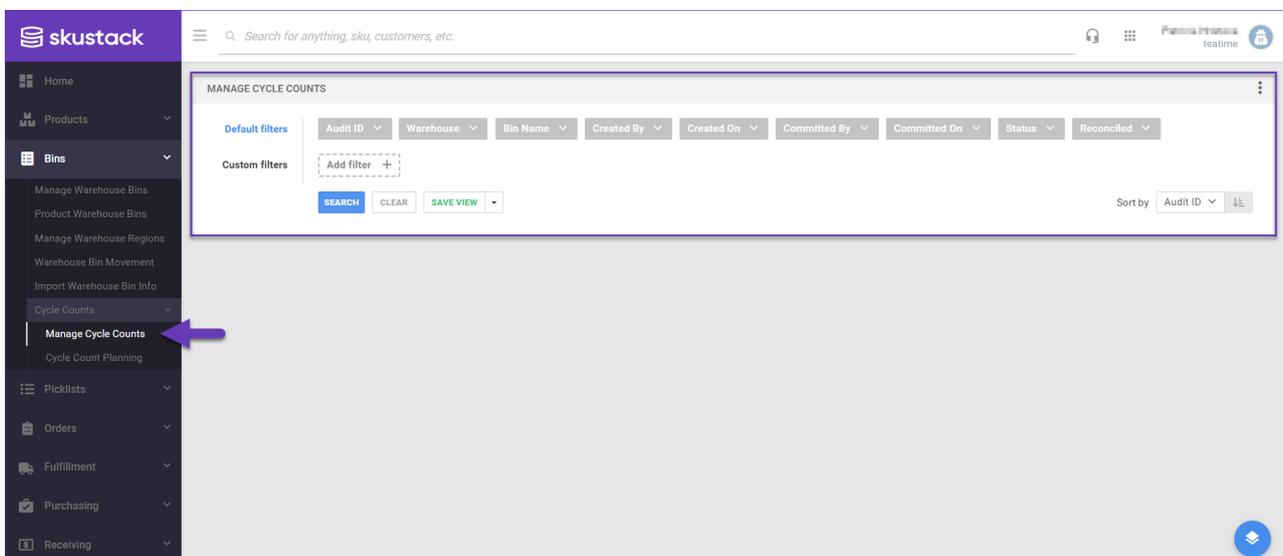
The Skustack Admin portal lets you easily search for and reconcile your audit reports.

Search Cycle Counts

To search existing audit reports, follow these steps:

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 **Cycle Counts > Manage Cycle Counts**.

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**.



Commit/Cancel Cycle Counts

If the status of an audit is Accepted, this means that the cycle count changes were already committed. If the status is Pending, this means that the changes have not yet been applied. To commit or cancel a Pending audit:

1. Open your desired audit.
2. In the **Items panel**, review the scanned quantity against the quantity currently in the system and assess the difference (Delta).
3. Click **Actions**.
4. Select one of the available options, **Commit Cycle Count** or **Cancel Cycle Count**.

Search for anything, sku, customers, etc.

Cycle Count #518 Accepted

binny Bin: 604 Created On: 03/13/2023 09:12 PM 7 Scanned Items: 1

DETAILS

Bin Name: 604
Warehouse: binny
Created By: leah@sellercloud.com
Created On: 03/13/2023 09:12 PM
Committed By: hristova.p@sellercloud.com
Committed On: 05/15/2023 03:51 PM
Total Items: 7
Total Scanned Items: 1
Status: Pending

ITEMS

ID	PRODUCT ID	SYSTEM QTY	SCANNED QTY	DELTA	AVERAGE COST
7478	123	0	2	2	15.5518
7479	001296F-Prime	469	0	-469	26.7417
7480	2309SBCF0CBV00069464	505	0	-505	110

Actions

Search

FAVORITES
Try starring some items from the list below.

ACTIONS

- ☆ Commit Cycle Count
- ☆ Cancel Cycle Count

Once committed, cycle counts cannot be cancelled.

Cycle Count Planning

Implementing an effective cycle count planning process helps you proactively address inventory inaccuracies. The Cycle Count Planning functionality allows you to view bin activity, last cycle count dates, as well as monitor any pending audits.

1. Navigate to **Cycle Counts > Cycle Count Planning**.
2. Apply your desired filters > **Search**. A warehouse must be selected from the list.
3. To arrange the data in a different order, use the **Sort by** menu. By default, bins are sorted by their last cycle count date.
4. Generate a **Cycle Count Planning** document that includes the Bin ID and details to simplify the process of distributing the task to Skustack users within your warehouse.
 - a. Select your desired bins from the grid.
 - b. Access the **Actions** menu.
 - c. Click **Export to Excel**.

skustack Search for anything, sku, customers, etc. 70 results

CYCLE COUNT PLANNING

Default filters: Warehouse binny, Region, Last Activity Date, Last Cycle Count Date, Days From Last Cycle Count, Total Bin Movements Range, Is Pending

ID	BIN	LOCATION REGION	BIN MOVEMENTS	LAST PHYSICAL QTY	LOCATION TYPE	BIN TYPE	UNIT CAPACITY	IS PRIMARY	LAST ACTIVITY DATE	LAST CYCLE COUNT	IS PENDING
<input checked="" type="checkbox"/>	7306 KylesBin		24	0	Known	Normal	0	No	02/15/2023		No
<input checked="" type="checkbox"/>	1266 1-1-02-1		26	0	Known	Normal	0	No	04/21/2023		No
<input type="checkbox"/>	1252 ttr		4	0	Known	Normal	0	No	01/02/2020		No
<input type="checkbox"/>	873 testbin1	test1	38	0	Known	Normal	0	Yes	11/19/2020		No
<input type="checkbox"/>	7415 BinBin		7	0	Known	Normal	0	No	04/28/2023		No
<input type="checkbox"/>	1772 testbin2		30	0	Known	Normal	0	Yes	11/18/2020		No
<input type="checkbox"/>	1895 SvetBin		4	0	Known	Normal	10000	Yes	05/28/2021		No
<input type="checkbox"/>	7303 kyletest	adsdadasd	3	0	Known	Normal	10000	Yes	12/19/2022		No
<input type="checkbox"/>	1233 nonsell		1	0	Known	Normal	0	No	11/13/2019		No
<input type="checkbox"/>	1964 Steve-TEst-Bin1		32	0	Known	Normal	0	Yes	12/14/2022		No
<input type="checkbox"/>	1145 jdmc		1	0	Known	Normal	10000	Yes	10/14/2019		No
<input type="checkbox"/>	1055 Regionbin1	test region	3	0	Known	Normal	0	No	10/04/2019		No
<input type="checkbox"/>	7312 Krasi-Test1234	Region1	3	0	Known	Normal	0	No	12/29/2022		No
<input type="checkbox"/>	762 b		5	0	Known	Normal	10000	No	11/28/2022		No
<input type="checkbox"/>	985 A067		43	0	Known	Normal	10000	Yes	12/16/2022		No
<input type="checkbox"/>	1268 1-2-2-1		38	0	Known	Normal	0	No	04/03/2023		No

70 results

Related Settings

SETTING

Validate serial globally

Require Serial Scan For Cycle Count

Allow Start Bin Cycle Count

Allow Commit Bin Cycle Count Changes

DESCRIPTION

Client setting. Enables serial number validation in Skustack. Learn more about serial number validation and relevant client settings [here](#).

Skustack's Warehouse Management setting. When enabled, will force the user to scan serials for products that are set to require serial scan.

Skustack's Warehouse Management setting. Allows cycle counts to be started from the device.

Skustack's Warehouse Management setting. Allows cycle counts changes to be committed from the device. Note that committing cycle count changes will automatically adjust the quantities in the system based on the count.