

How to Perform a Full Inventory Count in 1place

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How to Perform a Full Inventory Count in 1place (WITHOUT using a Scanner).

- Run a stock report. Go to **Reports**, click **Items**, click **Items Stock**, then click **Run Report**.
- **Hand count the items.**
- Enter the items manually item by item, by doing a stock adjustment on the Item detail screen.
 - Go to **Item List**, search for the Item you want to update, click the **Stock** tab, click **Adjust Quantities in Stock** button.
 - You can select **Add to Inventory** or **Remove from Inventory**. Enter the **Qty** and the **cost**, and other details that you might need (or just leave the other details blank) then click **Save**.
 - If you need to edit a receipt, click **Adjust Quantities in Stock** button and select **Edit Receipt**, select which warehouse, select the receipt ID, enter the changes, then click **Save**.

How to Perform a Full Inventory Count in 1place (WITH the 1place scanning system).

- Log into the 1place scanning app. (Please contact OneSource Software if you have not purchased the 1place Scanning app yet).
 - Click **Inventory > Count by Bin**
 - **SCAN** (or **Hand Type**) the first **BIN Location #**.
 - Scan the **ITEM #** barcode label (or the barcode for any other related Item # in 1place--directly related to that item--such as the Vendor Item # for that item, or the OEM # entered in the OEM field for that item #).
 - Repeat this process for every single item in the Bin.
 - Then click **Review and Finish**.
 - Then repeat this process for each Bin.
 - **PLEASE NOTE** that if certain items have been moved to bins close by, those items may or may not appear in 1place until you scan those bins as well. For this reason, we recommend scanning all BINS with like type items on the same day if possible. This will help to keep your inventory levels displaying in 1place as accurate as possible.
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