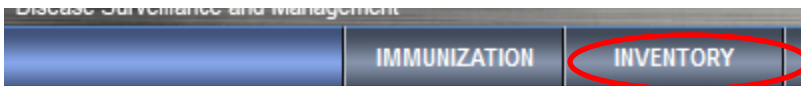




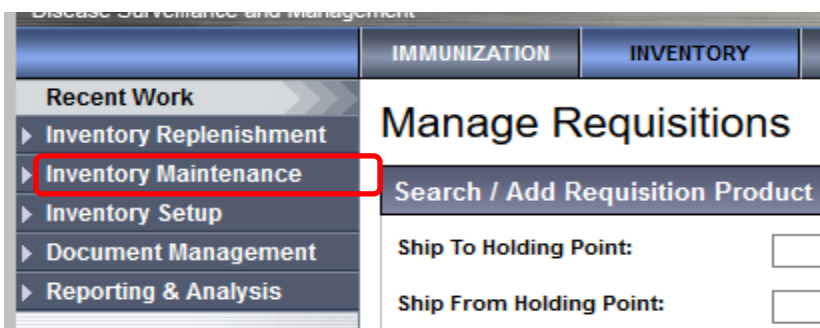
# Inventory: *Adjusting Inventory Items*

Existing Inventory needs adjusting - **Adjust Inventory**

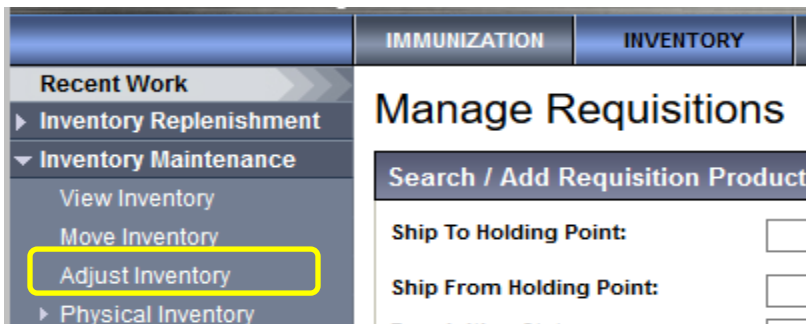
Select **INVENTORY**



The **Manage Requisitions** page displays. Expand the **Inventory Maintenance** folder



Select **Adjust Inventory**



The **Inventory Adjustments and Reconciliation** page displays

Select **Reconciliation Type**: *'Quantity on hand adjustment'*

Enter the correct **Holding Point** in the type ahead field

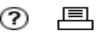
Add \* **Catalogue Item Code** (found on the MDA requisition, yellow paper)

**NOTE:** If the **Catalogue Item Code** is unknown continue to page 5



# Inventory: Adjusting Inventory Items

## Inventory Adjustments and Reconciliation



**Inventory Item Search** Hide Inventory Item Search

\* Required field

\* Reconciliation Type:

\* Holding Point:  [Search](#) HPL:

---

Product Alternate ID:

\* Catalogue Item Code:  [Search Catalogue](#)

From:  /  /   To:  /  /

yyyy mm dd yyyy mm dd

---

**Search Results** Hide Search Results

Click **New Adjust**

The **Inventory Adjustments and Reconciliation** page displays

## Inventory Adjustments and Reconciliation



**QOH Adjustment Details** Hide QOH Adjustment Details

\* Required field

Product Alternate ID: 1715131 Catalogue Item Name: COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (Covishield)

Catalogue Item Code: 1715131 Weighted Average Cost:

Row Actions:

		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value	
<input type="checkbox"/>	<input type="button" value="⊕"/>	CVS1234	2025 May 4	2025 May 4	91280- OP	No	Operational	4.0	sku		<a href="#">Add Attachment</a>

Click on the  the row will expand



# Inventory: Adjusting Inventory Items

The **QOH Adjustment Details** panel expands

## Inventory Adjustments and Reconciliation

**QOH Adjustment Details**

\* Required field

Product Alternate ID: 1715131 Catalogue Item Name: COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (Covishield)  
 Catalogue Item Code: 1715131 Weighted Average Cost:

Row Actions: **Adjust**

		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value	
<input type="checkbox"/>		CVS1234	2025 May 4	2025 May 4	91280- OP	No	Operational	4.0	sku		<a href="#">Add Attachment</a>

\* Adjusted QOH:

Adjusted Value:  /  /

Deviations Quantity:  /  /

\* Adjustment Reason:  Comment:

**Add Product** **Cancel**

- Select the checkbox for the row associated to the inventory
- Enter **Adjusted QOH** = amount of inventory you need plus the amount of current inventory (scenario: need 0.2 skus plus current amount 4.0 skus = 4.2 skus = adjusted QOH)
- Select **Adjustment Reason** from the drop-down list
- Enter **Comment** if applicable

Click **Adjust**

## Inventory Adjustments and Reconciliation

**QOH Adjustment Details**

\* Required field

Product Alternate ID: 1715131 Catalogue Item Name: COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (Covishield)  
 Catalogue Item Code: 1715131 Weighted Average Cost:

Row Actions: **Adjust**

		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value	
<input checked="" type="checkbox"/>		CVS1234	2025 May 4	2025 May 4	91280- OP	No	Operational	4.0	sku		<a href="#">Add Attachment</a>

\* Adjusted QOH:

Adjusted Value:  /  /

Deviations Quantity:  /  /

\* Adjustment Reason:  Comment:

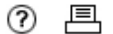
**Add Product** **Cancel**



# Inventory: Adjusting Inventory Items

The Inventory Adjustments and Reconciliation – **Post-Adjustment** panel displays

## Inventory Adjustments and Reconciliation



Post-Adjustment		
<b>Transaction ID:</b> 0	<b>Holding Point Location</b> 91280- OP	<b>Actual Adjustment Date:</b> -
<b>Product Lot:</b> CVD19AZ02172021	<b>Original Expiry Date:</b> 2022 Dec 30	<b>Current Expiry Date:</b> 2022 Dec 30
<b>Product Alternate ID:</b> 1715130	<b>Catalogue Item Name:</b> AstraZeneca COVID-19 Vaccine - 1/box	<b>Catalogue Item Code:</b> 1715130
<b>Total Qty Before Adjustment at HPL:</b> 4.0	<b>Total Qty After Adjustment at HPL:</b> 4.2	<b>Net Adjustment To Qty:</b> 0.2
<b>Total Value Before Adjustment at HPL:</b> \$100.00	<b>Total Value After Adjustment at HPL:</b> \$105.00	<b>Net Adjustment to Value:</b> \$5.00
<b>Adjustment Reason:</b> Count Discrepancy	<b>Comment:</b> -	<b>Unit of Measure:</b> sku

Print **Confirm** Cancel

Click **Confirm**

## Inventory Adjustments and Reconciliation

Transaction successfully confirmed.

Post-Adjustment



# Inventory: Adjusting Inventory Items

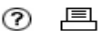
The **Inventory Adjustments and Reconciliation** page displays

Select **Reconciliation Type**: 'Quantity on hand adjustment and Holding Point'

Enter the correct **Holding Point** in the type ahead field

Click [Search Catalogue](#) hyperlink

## Inventory Adjustments and Reconciliation



**Inventory Item Search** Hide Inventory Item Search

\* Required field

\* **Reconciliation Type:**

\* **Holding Point:**   **HPL:**

---

Product Alternate ID:  Catalogue Item Name:

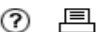
\* Catalogue Item Code:   Adjustment Reason:

From:  To:

The **Catalogue Item Information** page displays.

- Select **Level 1 – Category**
- Select **Level 2 – Product Group**
- Select **Level 3 Generic Product Strength**
- Click **Search**

## Catalogue Item Information



**Catalogue Item Search**

Search/Add Catalogue Item - Search Required Before Adding

Catalogue Item Code:  Product Alternate ID:

Catalogue Item Status:    
 Discontinued  
 Inactive

Find Search String:

Level 1 - Category:

Level 2 - Product Group:

Level 3 - Generic Product Strength:

Level 4 - Generic Product Presentation:

Level 5 - Generic Product Package Size:



# Inventory: Adjusting Inventory Items

The **Search Results Returned** factory table displays

## Search Results Returned

Your search criteria returned 1 result(s).

Select All Deselect All

	Catalogue Item Code	Product Alternate ID	Catalogue Item Name	Catalogue Item Description	Catalogue Level	Current Catalogue Item Status
<input checked="" type="checkbox"/>	1715130	1715130	COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (AstraZeneca)	COVID-19 Vaccine	5	Active

Add Catalogue Item(s) Return

Select the **checkbox** beside the *Catalogue Item Code* and click **Add Catalogue Item(s)**

The **Inventory Adjustments and Reconciliation** page displays

## Inventory Adjustments and Reconciliation



### Inventory Item Search

Hide Inventory Item Search

\* Required field

\* Reconciliation Type: Quantity on hand adjustment

\* Holding Point: 91280 - Benefits Rx Search HPL: [dropdown]

---

Product Alternate ID: 1715130 Catalogue Item Name: [input]

\* Catalogue Item Code: 1715130 Adjustment Reason: [dropdown]

From: [input] / [input] / [input] To: [input] / [input] / [input]

yyyy mm dd yyyy mm dd

Search Retrieve Clear

---

### Search Results

Hide Search Results

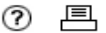
New Adjust



# Inventory: Adjusting Inventory Items

The **Inventory Adjustments and Reconciliation** displays

## Inventory Adjustments and Reconciliation



**QOH Adjustment Details**

\* Required field

Product Alternate ID: 1715130 Catalogue Item Name: COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (AstraZeneca)  
 Catalogue Item Code: 1715130 Weighted Average Cost: \$25.00

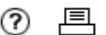
Row Actions: **Adjust**

		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CVD19AZ02172021	2022 Dec 30	2022 Dec 30	91280- OP	No	Operational	6.1	sku	\$152.50	<a href="#">Add</a> <a href="#">Attachme</a>

**Add Product** **Cancel**

Click on the  the row will expand

## Inventory Adjustments and Reconciliation



**QOH Adjustment Details**

\* Required field

Product Alternate ID: 1715130 Catalogue Item Name: COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (AstraZeneca)  
 Catalogue Item Code: 1715130 Weighted Average Cost:

Row Actions: **Adjust**

		Lot number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CVD19AZ02172021	2022 Dec 30	2022 Dec 30	91280- OP	No	Operational	6.1	sku		<a href="#">Add</a> <a href="#">Attachme</a>

\* Adjusted QOH:  Adjusted Value:  Actual Adjustment Date:  /  /

Deviation Quantity: 0.9 Deviation Value:  /  /

\* Adjustment Reason:  Comment:

➤ Enter the **Adjusted QOH** = the quantity of vials in **Stock Keeping Units (SKU)**

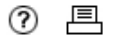


## Inventory: Adjusting Inventory Items

e.g. AZ/COVISHIELD (1 **SKU** = 1 vial = 10 doses)

- Select **Adjustment Reason** from the drop-down list
- Enter **Comment** as necessary
- Click **Adjust**

### Inventory Adjustments and Reconciliation



Post-Adjustment		
<b>Transaction ID:</b> 0	<b>Holding Point Location</b> 91280- OP	<b>Actual Adjustment Date:</b> -
<b>Product Lot:</b> CVD19AZ02172021	<b>Original Expiry Date:</b> 2022 Dec 30	<b>Current Expiry Date:</b> 2022 Dec 30
<b>Product Alternate ID:</b> 1715130	<b>Catalogue Item Name:</b> AstraZeneca COVID-19 Vaccine - 1/box	<b>Catalogue Item Code:</b> 1715130
<b>Total Qty Before Adjustment at HPL:</b> 6.1	<b>Total Qty After Adjustment at HPL:</b> 7.0	<b>Net Adjustment To Qty:</b> 0.9
<b>Total Value Before Adjustment at HPL:</b> -	<b>Total Value After Adjustment at HPL:</b> -	<b>Net Adjustment to Value:</b> -
<b>Adjustment Reason:</b> Count Discrepancy	<b>Comment:</b> -	<b>Unit of Measure:</b> sku

Print Confirm Cancel

The **Inventory Adjustments and Reconciliation** page displays

Click **Confirm**

### Inventory Adjustments and Reconciliation

Transaction successfully confirmed.

Post-Adjustment