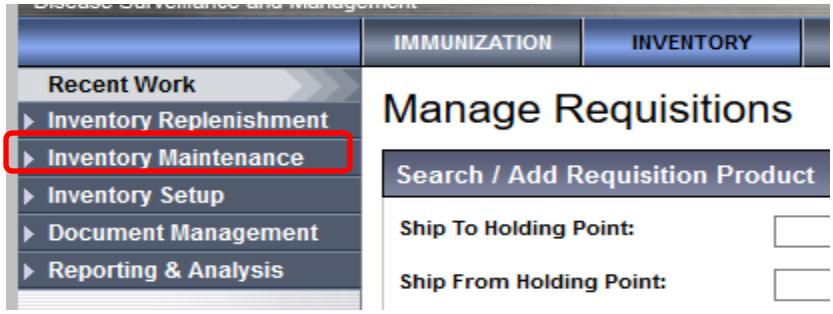
Inventory:
Re-Adjust Zero Count Inventory

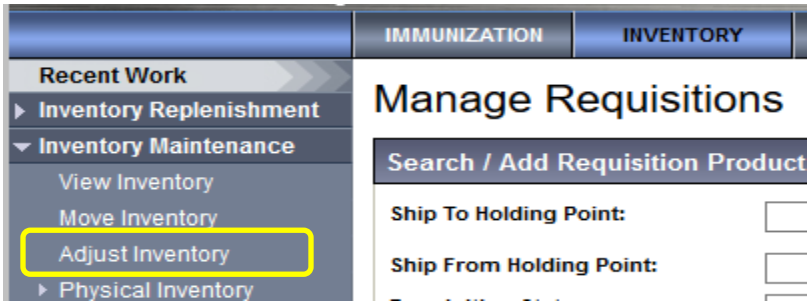
Quantity on hand = 0

Select **INVENTORY**

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



Select **Adjust Inventory**



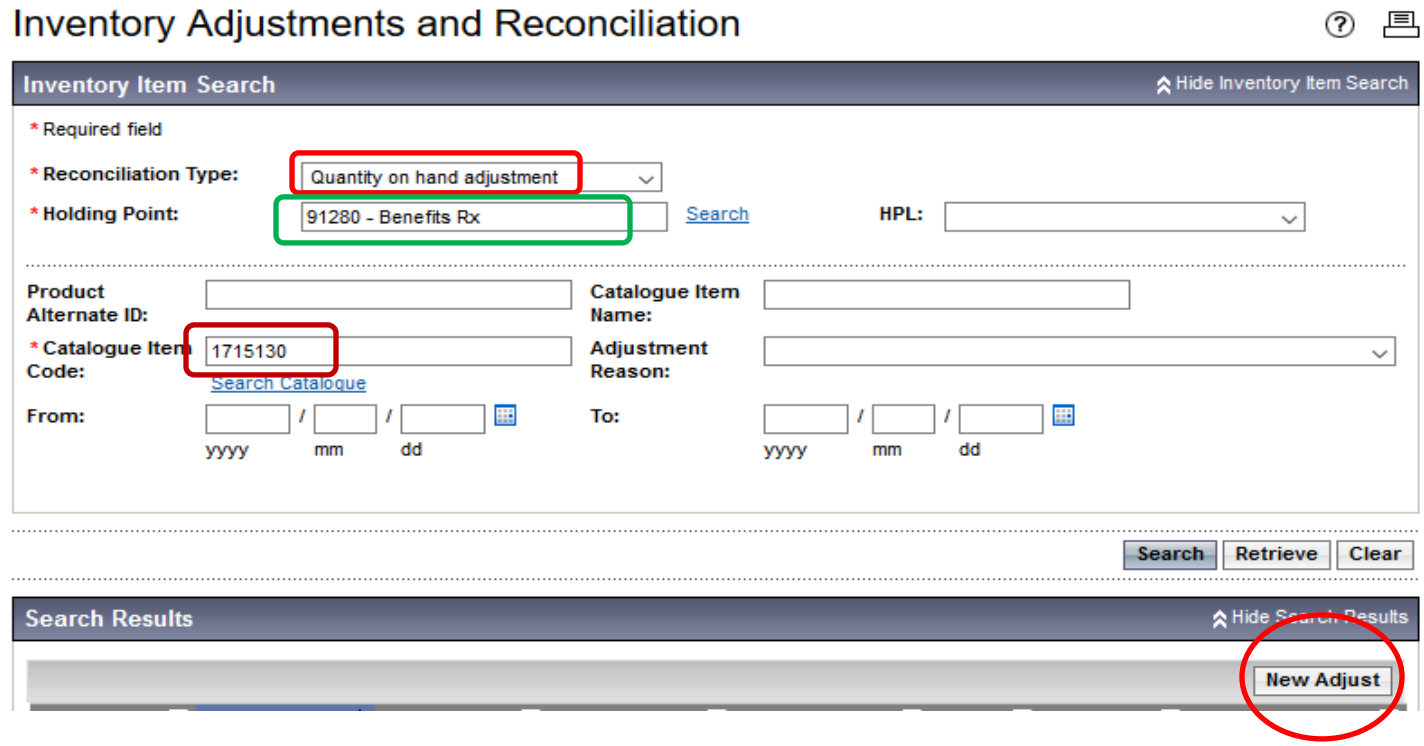
The ***Inventory Ajustments and Reconciliation*** page displays

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

Enter the correct **Holding Point** in the type ahead field (ex: 90024-Taché Pharmacy)

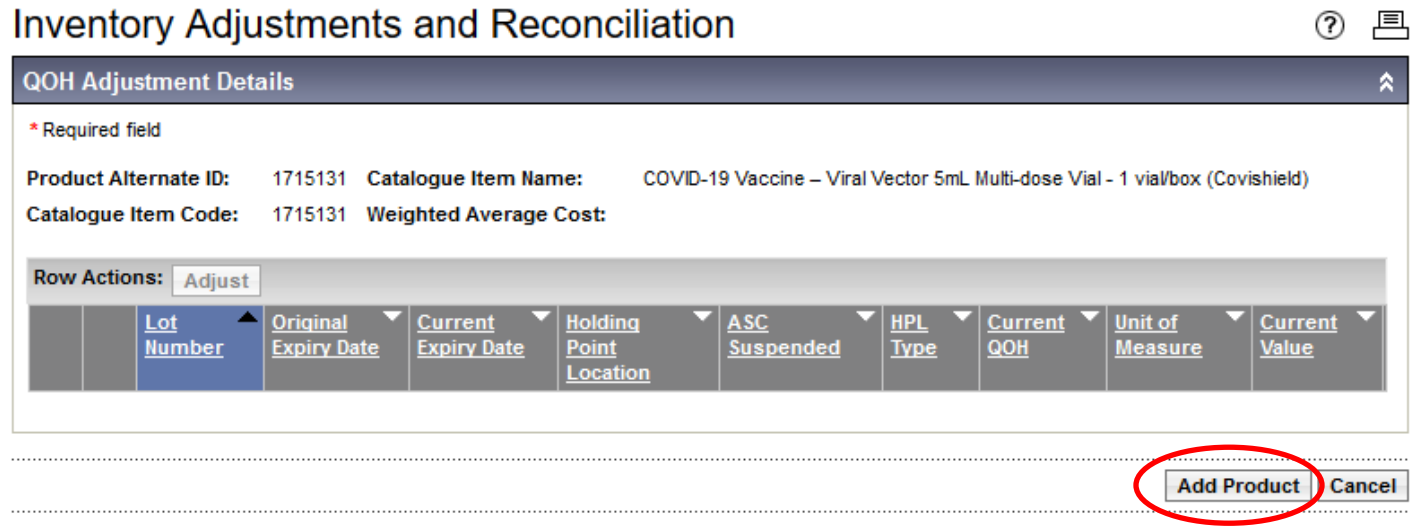
Add ***** **Catalogue Item Code** (found on the MDA requistion, yellow paper) (ex: 1715300)

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



Click **New Adjust**

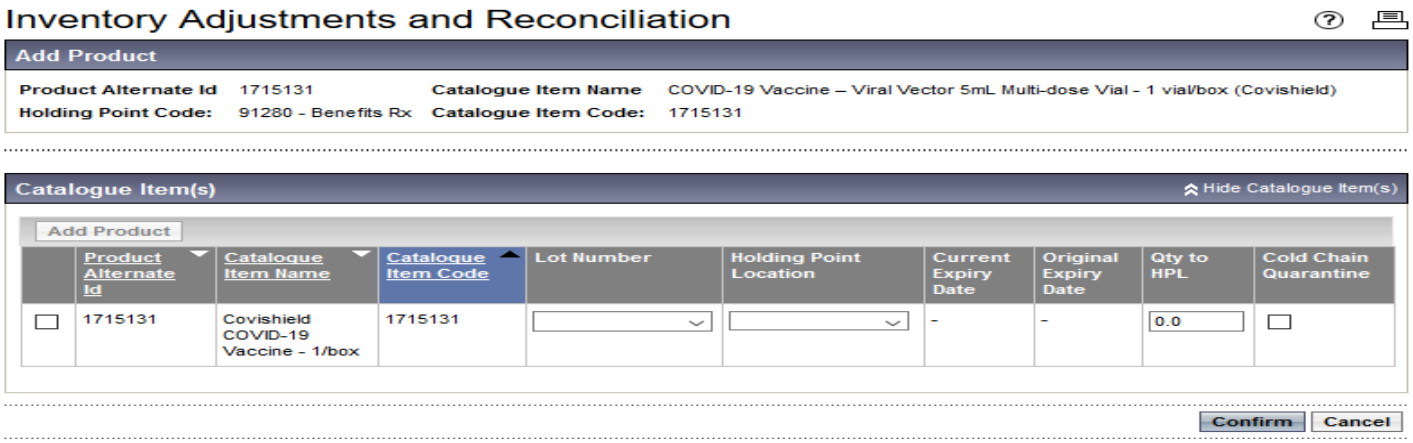
The **Inventory Adjustments and Reconciliation** page displays



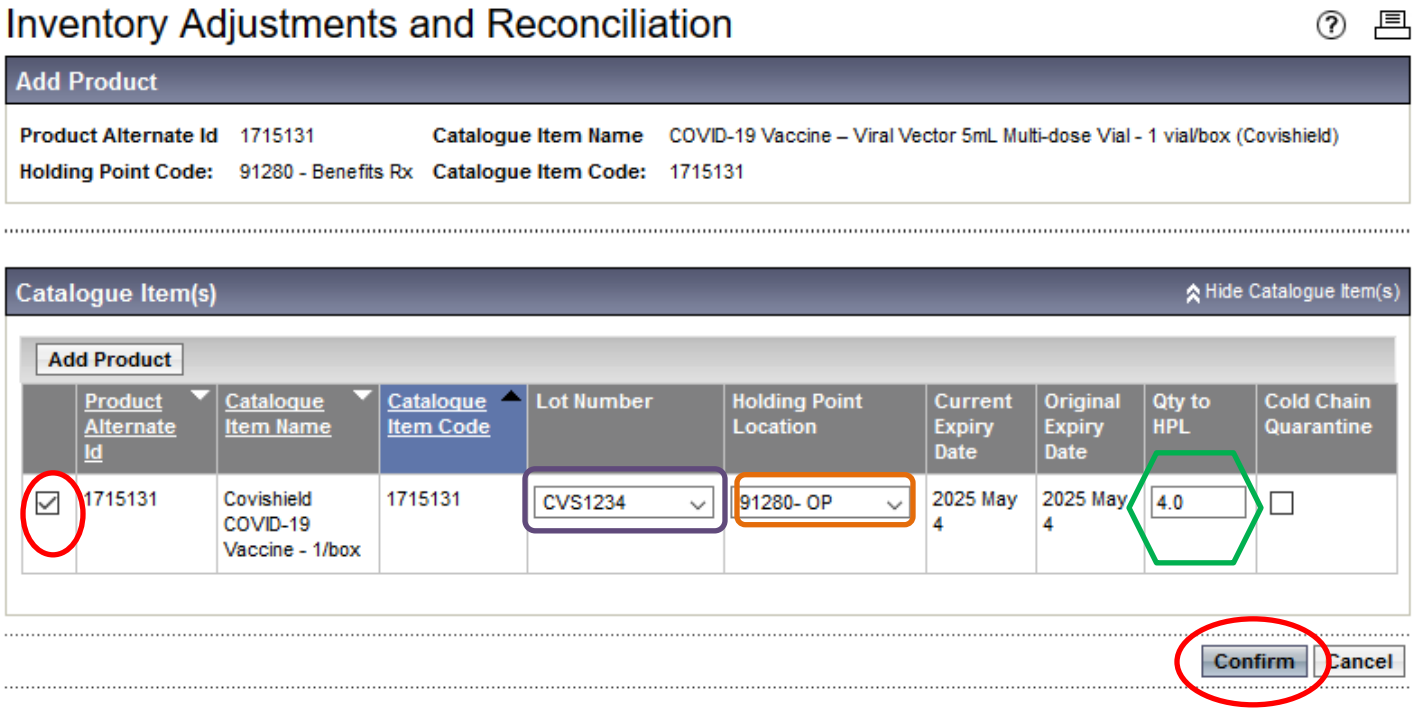
Click **Add Product**

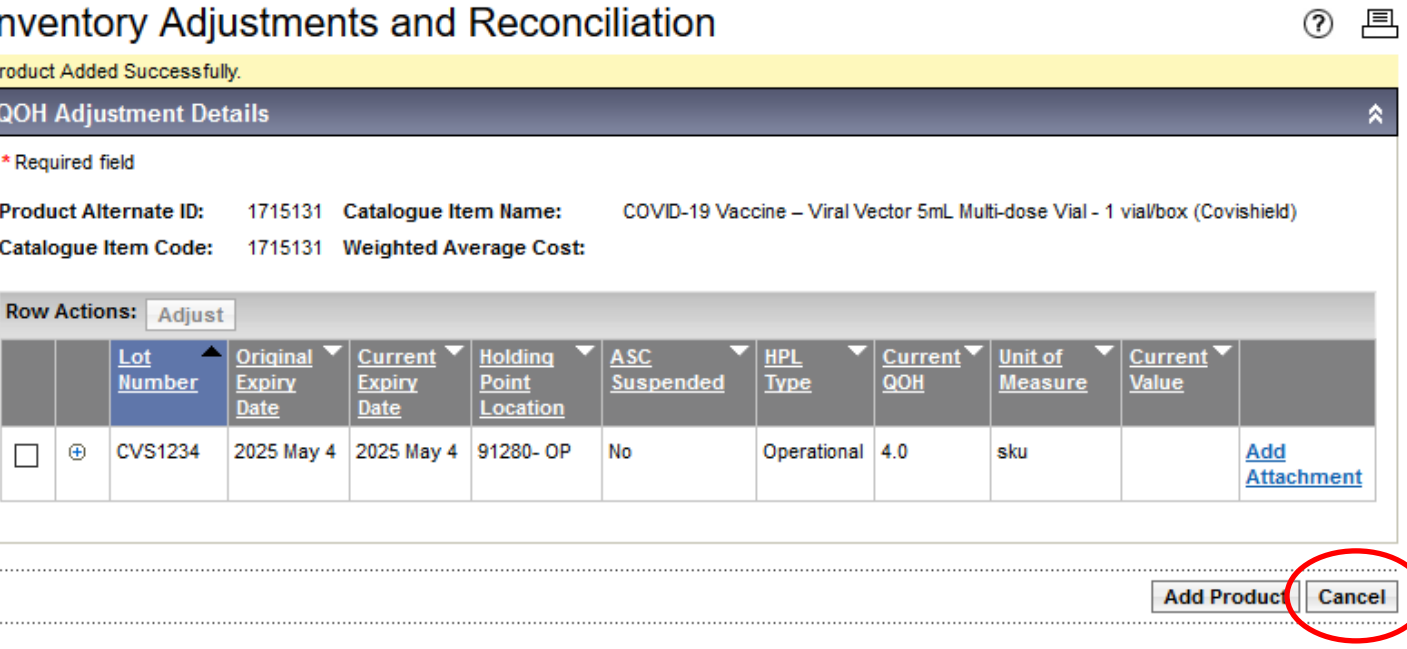
Inventory:
Re-Adjust Zero Count Inventory

The Inventory Adjustments and Reconciliation **Catalogue Item(s)** panel displays



- Select the check box beside the row associated to the adjusting quantity on hand
- Select **Lot Number** from the drop list
- Select the #####-OP **Holding Point Location** from the drop list
- Enter **QTY to HPL**
- Click **Confirm**





Click **Cancel**

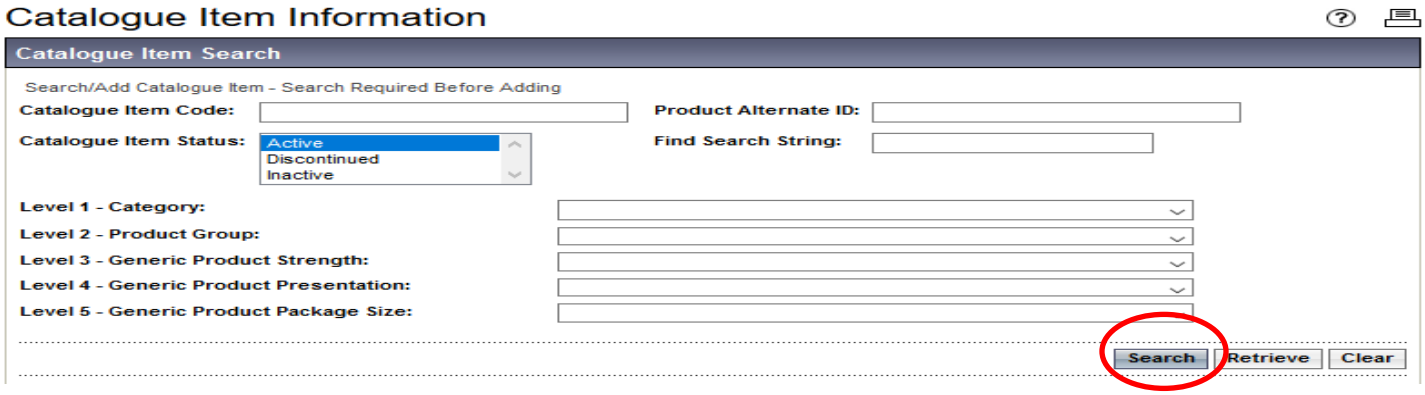
The ***Inventory Ajustments and Reconciliation*** page displays

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

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

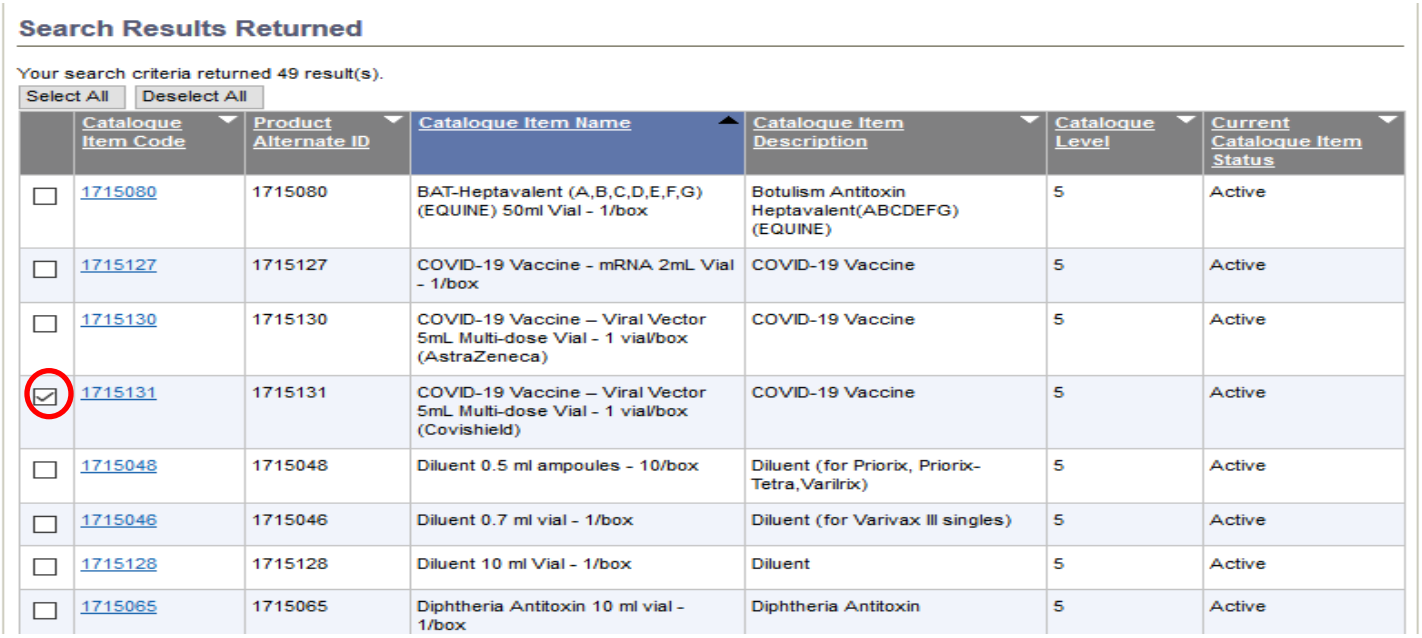
Click Search Catalogue hyperlink

The ***Catalogue Item Information*** page displays.



Click **Search**

The ***Search Results Returned*** factory table displays



Search Results Returned

Your search criteria returned 49 result(s).

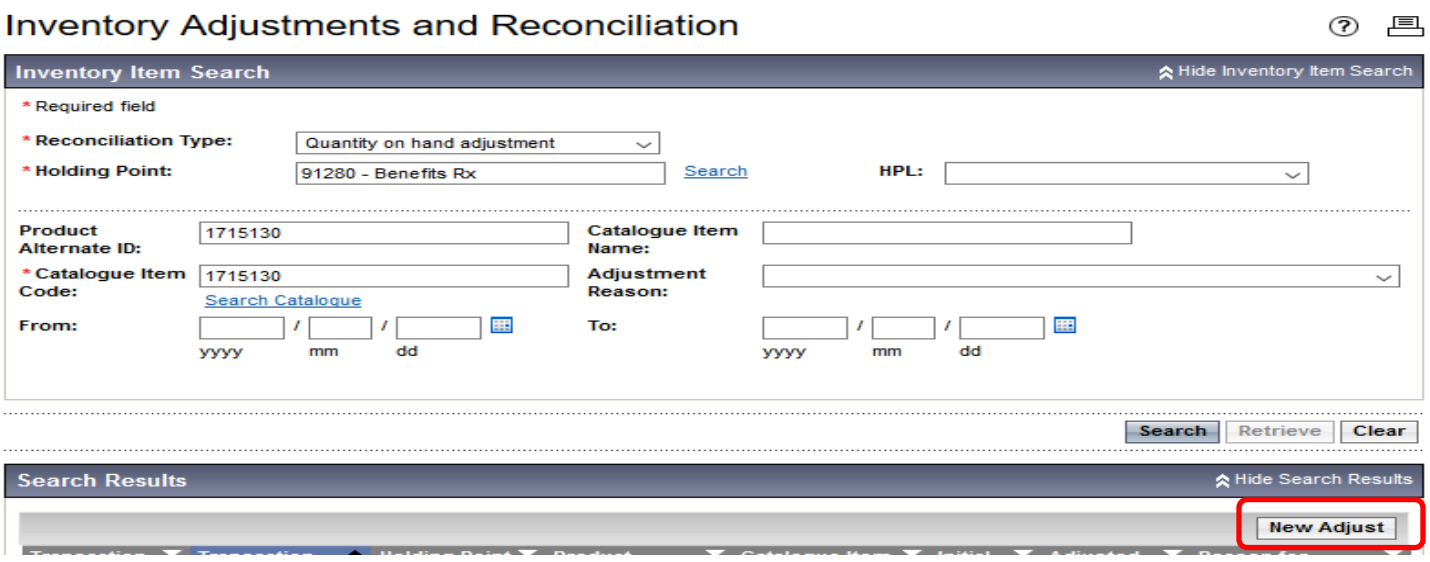
Select All | Deselect All

	Catalogue Item Code	Product Alternate ID	Catalogue Item Name	Catalogue Item Description	Catalogue Level	Current Catalogue Item Status
☐	1715080	1715080	BAT-Heptavalent (A,B,C,D,E,F,G) (EQUINE) 50ml Vial - 1/box	Botulism Antitoxin Heptavalent(ABCDEFG) (EQUINE)	5	Active
☐	1715127	1715127	COVID-19 Vaccine - mRNA 2mL Vial - 1/box	COVID-19 Vaccine	5	Active
☐	1715130	1715130	COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (AstraZeneca)	COVID-19 Vaccine	5	Active
☑	1715131	1715131	COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (Covishield)	COVID-19 Vaccine	5	Active
☐	1715048	1715048	Diluent 0.5 ml ampoules - 10/box	Diluent (for Priorix, Priorix-Tetra,Varilrix)	5	Active
☐	1715046	1715046	Diluent 0.7 ml vial - 1/box	Diluent (for Varivax III singles)	5	Active
☐	1715128	1715128	Diluent 10 ml Vial - 1/box	Diluent	5	Active
☐	1715065	1715065	Diphtheria Antitoxin 10 ml vial - 1/box	Diphtheria Antitoxin	5	Active

Select the check box beside the *Catalogue Item Code* and scroll to the bottom of the page, click **Add Catalogue Item(s)**

The **Inventory Adjustments and Reconciliation** page displays

Click **New Adjust**



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:

Product Alternate ID: 1715130 Catalogue Item Name:

* Catalogue Item Code: 1715130 Adjustment Reason:

Search Catalogue

From: / / To: / /

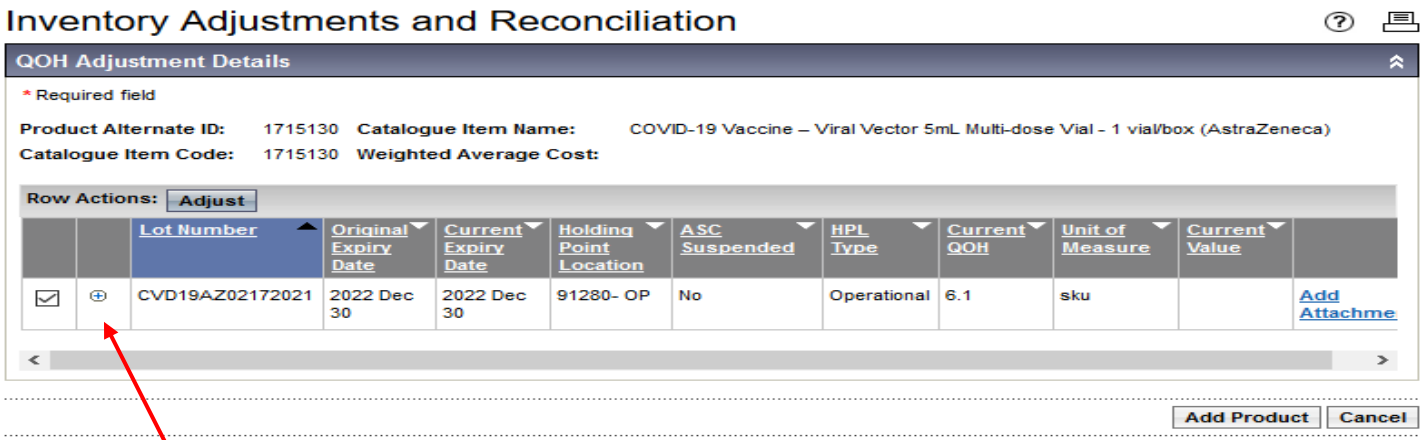
yyyy mm dd yyyy mm dd

Search | Retrieve | Clear

Search Results — Hide Search Results

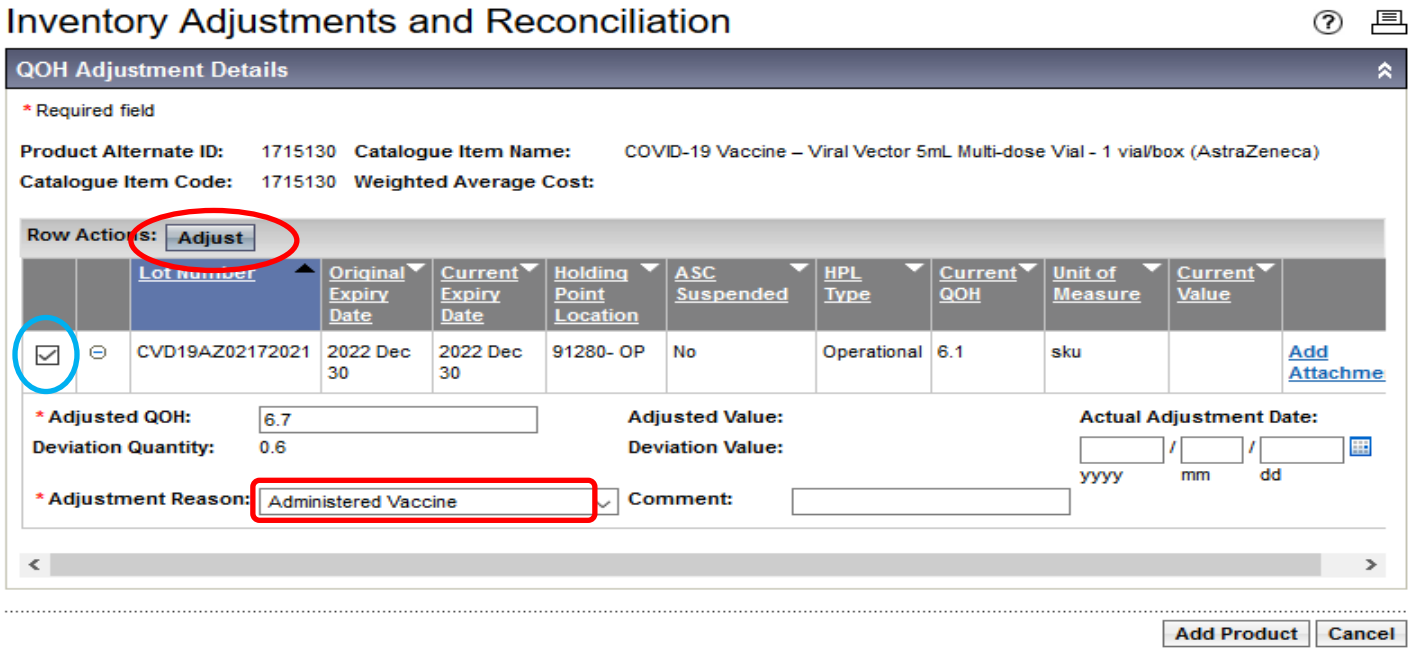
New Adjust

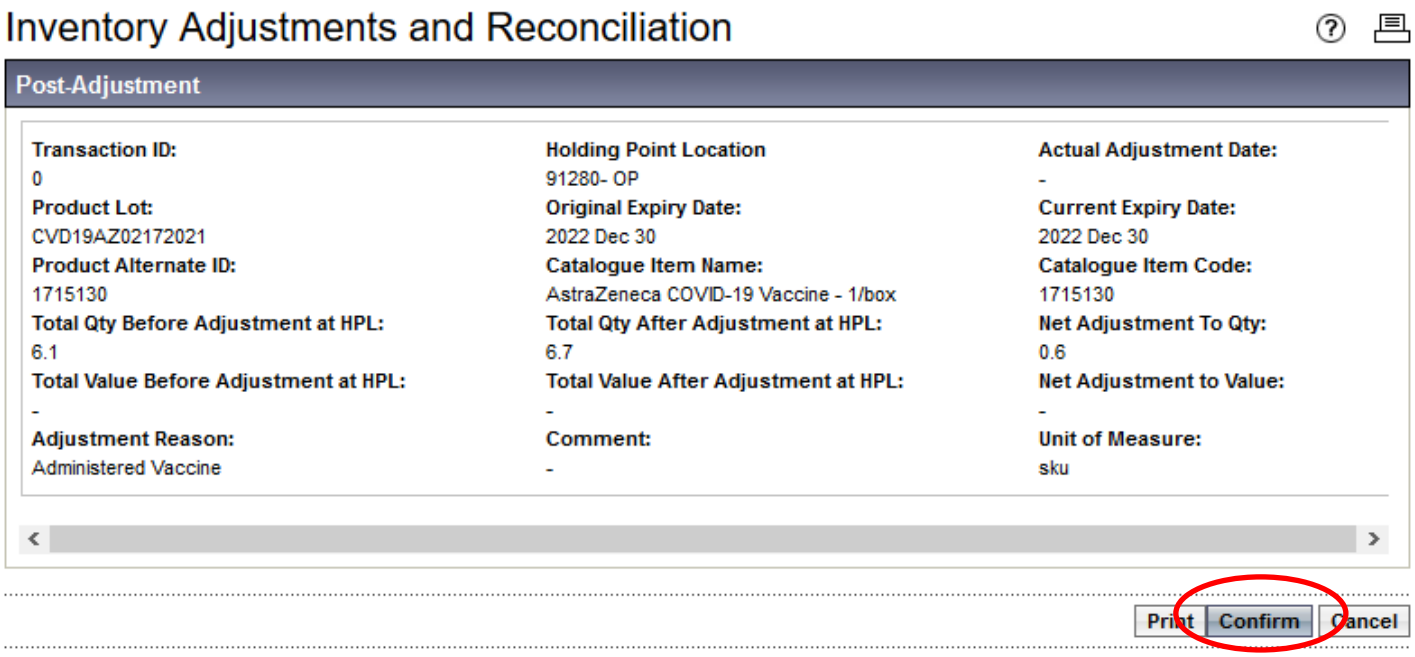
The **Inventory Adjustments and Reconciliation** displays

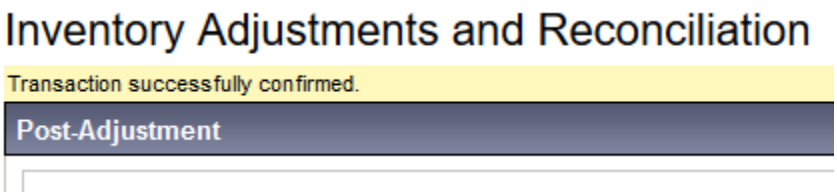


Click on the ⊕ the row will expand

- Select the check box beside the row associated to the adjusting quantity on hand
- Enter the ***Adjusted QOH* =** the quantity of vials in **Stock Keeping Units** (**SKU**)
  e.g. AZ/COVISHIELD (1 **SKU** = 1 vial = 10 doses)
- Select **Adjustment Reason** from the drop-down list
- Enter **Comment** as necessary
- Click **Adjust**





The **Inventory Adjustments and Reconciliation** page displays

Click **Confirm**