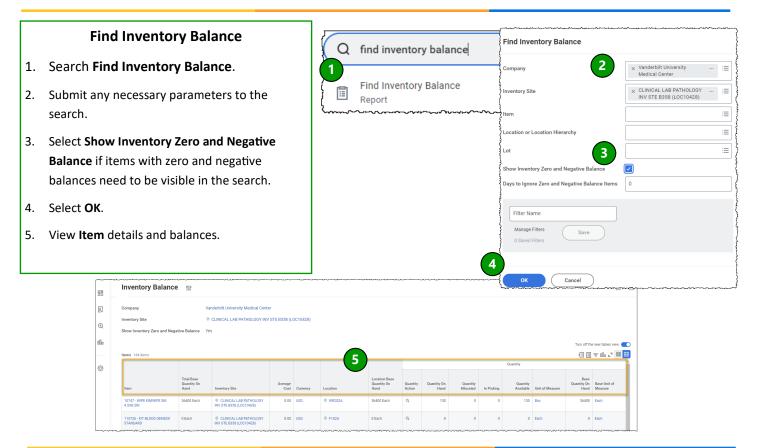
workday.

VUMC BUSINESS EDUCATION



Find and Adjust Inventory Balance

The Find Inventory Balance report displays all items within a specific inventory site. Those quantities can then be adjusted to more accurately reflect the physical inventory within the location by using the Adjust Inventory task. Follow the steps below to view and accurately adjust inventory.



	1				_			/	
Adjust Inventory Balance					ב	Adjust In	ventory		
1. Search Adjust Inventory.			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		1	Adjust Inv Task	ventory		······································
2. Submit the appropriate Location, Item,		Items 1 iter	n	<u> </u>	~~~	Task			
and Unit of Measure.		(+)	*Location			*ltem		Item Description	*Unit of Measure
Note: You will need the location number to search an item.		2	× G2S3C	•••	∷≡		7-GLOVES :=	GLOVES NITRILE LARGE	× Box :=
3. Adjust inventory by either changing			·····	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Quantity to Adjust (adds/subtracts value)	1	Quantity On	Adjustable On			v Quantity On	Serial Number		*Adjustment Reason
or New Quantity on Hand (replaces value).	247-16	Hand	Hand	Adjust	Han	nd			
4. Add Adjustment Reason by clicking the	ł	1	1	3 -1		0			× Error Correction ··· i≡
field and selecting a reason.	5	Jun	~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~					
5. Select Submit .		Subm	it	Cancel	,	^	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~v~~vvvvvt2v~_~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

QUESTIONS?

Please email BusinessEducation@vumc.org.