



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.

Find Inventory Balance

1. Search **Find Inventory Balance**.
2. Submit any necessary parameters to the search.
3. Select **Show Inventory Zero and Negative Balance** if items with zero and negative balances need to be visible in the search.
4. Select **OK**.
5. View **Item** details and balances.

Item	Total Base Quantity On Hand	Inventory Site	Average Cost	Currency	Location	Location Base Quantity On Hand	Quantity Action	Quantity On Hand	Quantity Allocated	In Picking	Quantity Available	Unit of Measure	Base Quantity On Hand	Base Unit of Measure
10747 - WIPE KIMWIPE SM 4.5X8.5IN	36400 Each	CLINICAL LAB PATHOLOGY INV STE B358 (LOC10428)	0.00	USD	WR252A	36400 Each	QL	130	0	0	130	Box	36400	Each
115726 - KIT BLOOD GENEDEX STANDARD	0 Each	CLINICAL LAB PATHOLOGY INV STE B358 (LOC10428)	0.00	USD	F152A	0 Each	QL	0	0	0	0	Each	0	Each

Adjust Inventory Balance

1. Search **Adjust Inventory**.
2. Submit the appropriate **Location, Item, and Unit of Measure**.
Note: You will need the location number to search an item.
3. Adjust inventory by either changing **Quantity to Adjust** (adds/subtracts value) or **New Quantity on Hand** (replaces value).
4. Add **Adjustment Reason** by clicking the field and selecting a reason.
5. Select **Submit**.

QUESTIONS?

Please email BusinessEducation@vumc.org.