



Run an Inventory Accuracy Report

The Inventory Accuracy Report tracks the inventory accuracy of items counted at the inventory site. The report contains columns that display the following information:

- **Counts Without Variance:** The number of times that an item’s physical count matched the quantity within Workday.
- **Total Counts:** The number of times that an item has been counted.
- **Inventory Accuracy:** the percentage of time that the physical count has matched the quantity within Workday.

Inaccurate Inventory Counts can be corrected by running a physical count or an inventory adjustment for specific items. The Inventory Accuracy Report can be run following the steps below.

Run an Inventory Accuracy Report

1. Search **Inventory Accuracy**.
2. Select the appropriate **Inventory Site** and, if necessary, a specific **Purchase Item**.
3. Choose the **Date From** and **Date To**.
4. Select **OK**.
5. Select the number under **Total Counts** to see all counts for a specific item.
6. Select the **Inventory Count Sheet** number to see all items in that specific physical count.

1. Search for 'Inventory Accuracy' in the top navigation bar.

2. Select the 'Inventory Accuracy Report' option.

3. Configure search criteria: Inventory Site (CLINICAL LAB PATHOLOGY INV STE B358 (LOC10428)), Date From (04/26/2022), Date To (05/27/2022).

4. Click the 'OK' button to execute the search.

Inventory Site	Purchase Item	Counts Without Variance	Total Counts	Inventory Accuracy
CLINICAL LAB PATHOLOGY INV STE B358 (LOC10428)	10153 - TB TST SCR CAP 13X125MM GLS	1	1	100.0%
CLINICAL LAB PATHOLOGY INV STE B358 (LOC10428)	102357 - TB BLD / URIN COLL NO ADD 6ML	1	1	100.0%

Criteria View by: Select a Field... and then by: Select a Field... Refresh

1 item

Inventory Site	Purchase Item	Unit of Measure	Quantity Counted	Counted On	Quantity On Hand	Quantity On Hand As Of	Count Variance	Inventory Count Sheet
CLINICAL LAB PATHOLOGY INV STE B358 (LOC10428)	10153 - TB TST SCR CAP 13X125MM GLS	Pack	0	05/13/2022 09:21:23.029 AM	0	05/13/2022 09:21:23.029 AM	0	CS0000023

QUESTIONS?

Please email BusinessEducation@vumc.org.