Perpetual Inventory Supply Counts

VANDERBILT ❖ UNIVERSITY
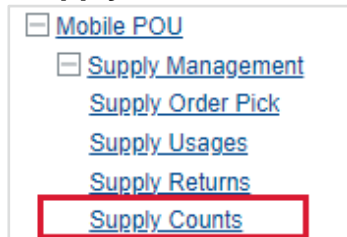MEDICAL CENTER

Learn how to complete a perpetual supply count and verify item adjustments.

SUPPLY COUNT

1. On your Mobile device, Launch **Supply Counts**.

2. Scan or enter the Perpetual location to be counted.

   | Location | TEH.CATH.ST131.PER |

3. Select **Continue**.
4. Scan the Item to be counted.
5. Perform the count and enter the quantity physically counted in the **Input Quantity** field.

6. If required, enter the **Lot information** and **Expiry Date** of the items being counted.
7. Repeat steps 4, 5, and 6 until all items have been counted.
8. Select **Submit Count**.

VERIFY ITEM ADJUSTMENTS

1. Navigate to POU Transactions and Queries and select **Movements**.
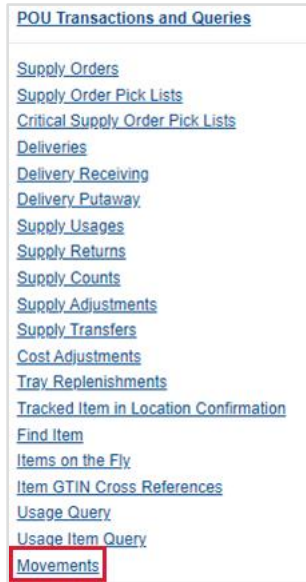
2. Enter the location and item being reviewed.
3. Select **Search**.
4. Select the appropriate item record and select **View Record Details,** which is shown as a right pointing arrow on the line.
5. Validate the information displayed such as **Movement Quantity**, **New On-Hand Quantity**, and **Cost Center**.