

Perpetual Inventory Supply Counts

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.

A search bar with the text "Location TEH.CATH.ST131.PER" and a magnifying glass icon.

3. Select **Continue**.

4. Scan the Item to be counted.

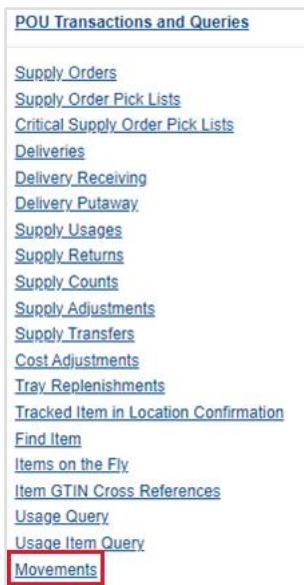
5. Perform the count and enter the quantity physically counted in the **Input Quantity** field.

A mobile screen showing the Supply Counts application. The location is set to "TEH.CATH.ST131.PER". The item is listed as "104272 GUIDEWIRE VASCULAR L260CM DIA0.035IN L4C". The input quantity is set to "5". The UOM is "EA". Two fields, "4" and "5", are circled in red.

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**.

The image shows the 'General' tab of a 'View Record Details' screen. The screen displays the following information:
Location: PAV.OR.P3110.PER
Delivery Source Location
Inventory Type: 1 - Expense
Item: 169887 BALL COTTON SOFT LARGE HIGHLY ABSORBENT
Lot
Movement Quantity: 120.000 PK PK (highlighted with a red box)
Movement Quantity in Base UOM: 120
Movement Type: 6 - Inventory Adjustment
Old On-Hand Quantity: 0
New On-Hand Quantity: 120 (highlighted with a red box)
Old In-Transit Quantity: 0
New In-Transit Quantity: 0
Item Cost: 0.00000
Old Inventory Average Cost: 0.00000
New Inventory Average Cost: 0.00000
Cost Center: 5200-10313 Pavilion OR (highlighted with a red box)
Hospital
Inventory Adjustment Reason Code: CYC Cycle Count
Delivery
Delivery Line Number
Usage
Supply Order
Expiry Date