Adjust Inventory

Functions:
[Search](#)
[View](#)
[Add New Product](#)
[New Adjustments](#)

Business context
Allows authorized users to modify the inventory quantity on hand (QOH) for a catalogue item in a selected Holding Point Location (HPL) at the Bio Depot or a Public Health Office. The functionality allows for the addition of new inventory and product lots, as well as changing the amount documented.

Triggers
- Inventory amounts must be added to Panorama following Go Live.
- The amount of inventory documented in Panorama is not correct and must be adjusted.

Business Roles
Adjust Inventory is a Panorama maintenance function. The Adjust Inventory functionality will be performed by the Zone Biological Coordinators, the Bio Depot Biological Coordinator, and the Admin support staff.
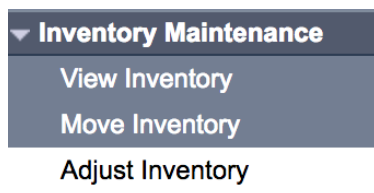
Panorama Roles
The Adjust Inventory functionality can be performed by both the Inventory Zone and the Inventory Provincial roles.

Steps: Search

Overview Steps: Inventory Maintenance>Adjust Inventory>Reconciliation Type plus other search criteria>Search

1. Select Inventory Maintenance>Adjust Inventory on the Left Menu.

2. The **Inventory Adjustments and Reconciliation – Inventory Item Search** screen displays.
3. Enter search criteria and click **Search** button. Search criteria includes:
   - Holding Point Code – use the Holding Point search functionality
   - Reconciliation Type - Quantity on hand Adjustment" from drop-down list

- Catalogue Item Code

4. A Reconciliation Type must be selected to enable the **Search** button.

Inventory Adjustments and Reconciliation

Inventory Item Search   ⌃ Hide Inventory Item Search

* Required field

* **Reconciliation Type:**   [Quantity on hand adjustment ⇕]

* **Holding Point:**   [Bio Depot-HP - Bio Depot]   Search   **HPL:** [   ]

Product Alternate ID: [   ]   **Catalogue Item Name:** [   ]

* **Catalogue Item Code:** [   ]   **Adjustment Reason:** [Count discrepancy ⇕]
Search Catalogue

From: [   ] / [   ] / [   ] ▦   **To:** [   ] / [   ] / [   ] ▦
    yyyy mm dd   yyyy mm dd

Override Holding Point Security ☐

                                        [Search] [Retrieve] [Clear]

5. If search results are available, they will display in the **Search Results** section of the screen.

Search Results   ⌃ Hide Search Results

Your search criteria returned 13 result(s).

                                                [New Adjust]

Transaction ID:	Transaction Date:	Holding Point Code:	Catalogue Item Code:	Initial Qty:	Adjusted Qty:	Reason for Adjustment:
19	2017 Aug 2	Bio Depot-HP	2	2000	3001	Count discrepancy
20	2017 Aug 2	Bio Depot-HP	5	2000	3001	Count discrepancy

Steps: View

Overview Steps: Search> Click on Transaction ID> View> Cancel

1. Complete a search, following the search process.
2. Click the Transaction ID to view the adjustment.

Search Results   ⌃ Hide Search Results

Your search criteria returned 1 result(s).

                                                [New Adjust] [Cancel]

Transaction ID:	Transaction Date:	Holding Point Code:	Catalogue Item Code:	Initial Qty:	Adjusted Qty:	Reason for Adjustment:
50	2017 Aug 18	Antigonish PHO-HP	37	7	6	Count discrepancy

3. The adjustment displays in the **Adjustment** screen.

Inventory Adjustments and Reconciliation

Adjustment

Transaction ID:	**Holding Point Location**	
50	Antig-HPL1-Op	
Product Lot:	**Original Expiry Date:**	**Current Expiry Date:**
15D301A	2017 Oct 31	2017 Oct 31
Product Alternate ID:	**Catalogue Item Name:**	**Catalogue Item Code:**
Men-B(1)	Bexsero¨(1 x 0.5mL)GSK	37
Total Qty Before Adjustment at HPL:	**Total Qty After Adjustment at HPL:**	**Net Adjustment To Qty:**
7.0	6.0	-1.0
Total Value Before Adjustment at HPL:	**Total Value After Adjustment at HPL:**	**Net Adjustment to Value:**
-	-	-
Adjustment Reason:	**Comment:**	**Unit of Measure:**
Count discrepancy	New count was completed.	SKU

Print   Cancel

4. View the results.
   - Product Lot
   - The total quantity before and after the adjustment
   - The Catalogue Item Name
   - The expiry date
   - The net adjustment to the quantity
   - Comments
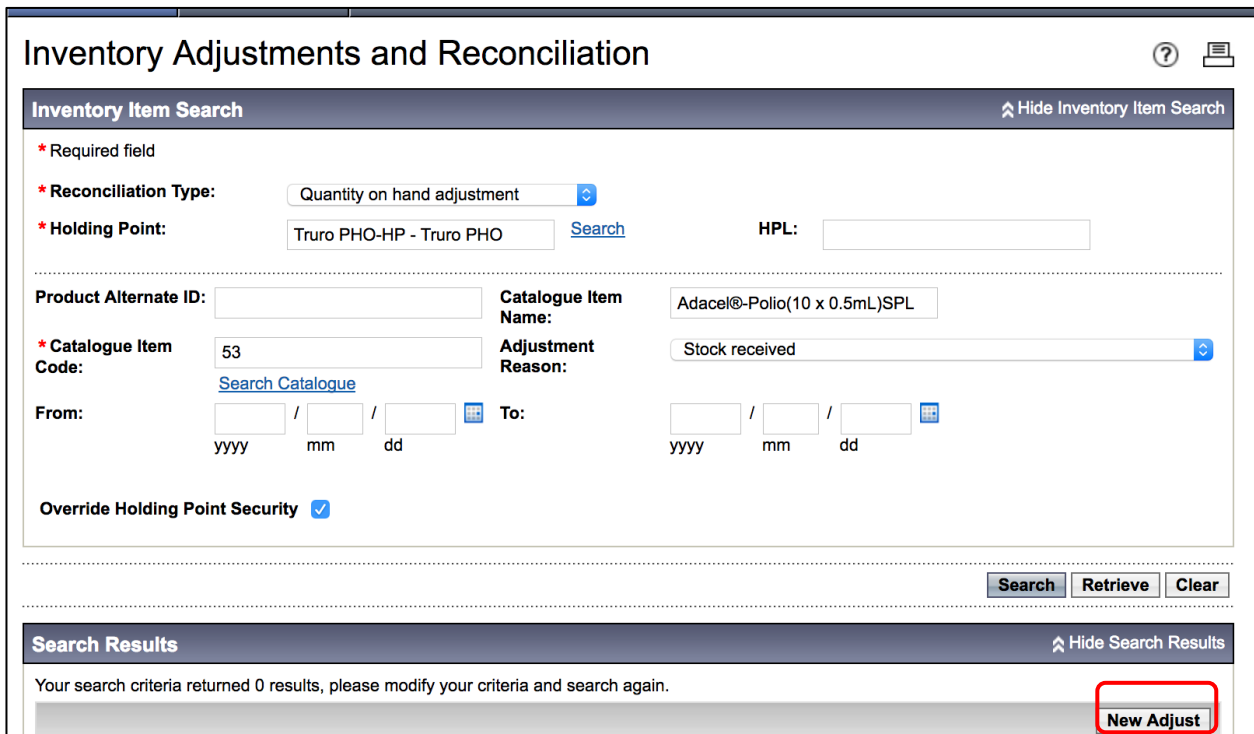5. When viewing is completed, click the **Cancel** button.

Steps: Add New Product

⭐
- Follow this process to add a new product or product with a new lot number to a HPL, i.e., product or lot numbers not currently listed in the inventory.
- This process will be followed at Go Live when adding stock to Panorama.
- Do not follow this process when adding more product with a lot number that is already located in a HPL. To change the amount of a product and lot number already in a HPL, follow the New Adjustment process.

Overview Steps: Search> Click New Adjust>Click **Add Product**>Complete fields> Click Confirm

1. Select **Adjust Inventory** from the Left Menu.
2. The **Inventory Adjustments and Reconciliation – Inventory Item Search** screen displays.
3. Select Reconciliation Type **Quantity on Hand Adjustment**.
4. Select the Holding Point to receive the inventory.

- Click the **Search** hyperlink.
- Use the **Holding Point Profile** screen search functionality to add the Holding Point.
- The Holding Point will populate the **Inventory Adjustments and Reconciliation – Inventory Item Search** screen.

5. Add a Catalogue Item in the **Catalogue Item Name** field. The field contains type-ahead functionality. When the item displays, click on it. Adding a Catalogue Item will populate the **Catalogue Item Code** field.
6. For adjustment reason, select **Stock Received**.
7. Click **New Adjust.**

Inventory Adjustments and Reconciliation

Inventory Item Search   ⌃ Hide Inventory Item Search

* Required field

* Reconciliation Type: Quantity on hand adjustment

* Holding Point: Truro PHO-HP - Truro PHO   Search   HPL:

Product Alternate ID: Catalogue Item Name: Adacel®-Polio(10 x 0.5mL)SPL

* Catalogue Item Code: 53   Adjustment Reason: Stock received

Search Catalogue

From: ____ / ____ / ____   yyyy mm dd   **To:**   ____ / ____ / ____   yyyy mm dd

Override Holding Point Security ☑

                                                    Search   Retrieve   Clear

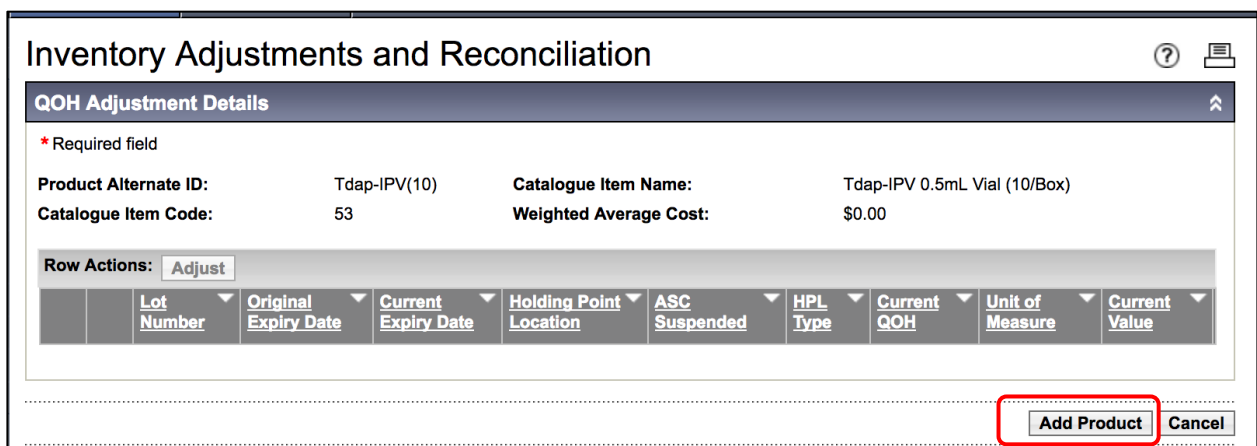### Search Results   ⌃ Hide Search Results

Your search criteria returned 0 results, please modify your criteria and search again.

                                                                    New Adjust

8. The **QOH Adjustment Details** screen displays.
9. Click the **Add Product** Button.

Inventory Adjustments and Reconciliation

QOH Adjustment Details

* Required field

Product Alternate ID: Tdap-IPV(10)   **Catalogue Item Name:**   Tdap-IPV 0.5mL Vial (10/Box)
Catalogue Item Code: 53   **Weighted Average Cost:** $0.00

Row Actions: Adjust

		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value

                                                        Add Product   Cancel

10. The **Inventory Adjustments and Reconciliation – Add Product** screen displays.

Inventory Adjustments and Reconciliation

Add Product

Product Alternate Id	Tdap-IPV(10)	Catalogue Item Name	Tdap-IPV 0.5mL Vial (10/Box)
Holding Point Code:	Truro PHO-HP - Truro PHO	Catalogue Item Code:	53

Catalogue Item(s)   ⌃ Hide Catalogue Item(s)

Add Product

	Product Alternate Id	Catalogue Item Name	Catalogue Item Code	Lot Number	Holding Point Location	Current Expiry Date	Original Expiry Date	Qty to HPL	Cold Chain Quarantine
☑	Tdap-IPV(10)	Adacel®-Polio(10 x 0.5mL)SPL	64	M03231V	Truro-HPL1-O	2018 Jun 30	2018 Jun 30	100.00	☐

Confirm Cancel

11. Check the checkbox next to the **Product Alternate ID**, select **Lot Number, Holding Point Location,** and enter **Qty to HPL.** Click **Confirm** button.
12. Product is added. Confirmation message received.

Inventory Adjustments and Reconciliation
Product Added Succcssfully.

Steps: New Adjustments

★	• To make an adjustment to stock that is already in Panorama in a Holding Point Location, e.g., a count discrepancy or wastage, follow the New Adjustment process.

Overview Steps: Search> Click **New Adjust**> Select product and complete fields>Click **Adjus**t>Confirm>Cancel

1. Select **Adjust Inventory** from the Left-Hand Navigation Menu.
2. The **Inventory Adjustments and Reconciliation – Inventory Item Search** screen displays.
3. Select Reconciliation Type **Quantity on Hand Adjustment**.
4. Choose a Holding Point.
5. Add a Catalogue Item in the **Catalogue Item Name** field. The field contains type-ahead functionality. When the item displays, click on it. Adding a Catalogue Item will populate the **Catalogue Item Code** field.
6. For adjustment reason, select **Stock Received**.

7. Click **New Adjust.**

8. The **QOH Adjustment Details** screen display.
9. Select the checkbox of the item for adjustment, then click the **+** icon to expand the selection details.
10. Enter **Adjusted QOH**, select an **Adjustment Reason.** It is optional to enter comments in the **Comment field**. Note that the Adjusted QOH is the new amount that included the addition of new inventory.
11. DO NOT click the **Add Product** button.

Inventory Adjustments and Reconciliation

QOH Adjustment Details

Required field

Product Alternate ID:	Pneu-P-23(10)	**Catalogue Item Name:**	Pneu-P-23 0.5mL Vial (10/Box)
Catalogue Item Code:	44	**Weighted Average Cost:**	$0.00

Row Actions: [Adjust]

		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value	
☑	⊖	M035579	2018 May 16	2018 May 16	Sydney-HPL2-Clinic	No	Operational	10.0	Doses	$0.00	Add Attachment

* Adjusted QOH: `15.0`	**Adjusted Value:** $0.00
Deviation Quantity: 5.0	**Deviation Value:** $0.00
* Adjustment Reason: Stock received	**Comment:**

		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value	
☐	⊕	M034698	2018 Apr 1	2018 Apr 1	Sydney-HPL1-Op	No	Operational	2.0	Doses	$0.00	Add Attachment
☐	⊕	M035579	2018 May 16	2018 May 16	Sydney-HPL1-Op	No	Operational	970.0	Doses	$0.00	Add Attachment

[Add Product] [Cancel]

★
- **Adjusted Value, Deviation Quantity** and **Deviation Value** will all be auto-populated, based on the **Adjusted QOH** input.
- The **Deviation Quantity** will be derived by Panorama and represents the quantity of the adjustment.

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12. Click the **Adjust** button.
13. The Post-Adjustment screen displays.

Inventory Adjustments and Reconciliation

Post-Adjustment

Transaction ID:	**Holding Point Location**	
0	Sydney-HPL2-Clinic	
Product Lot:	**Original Expiry Date:**	**Current Expiry Date:**
M035579	2018 May 16	2018 May 16
Product Alternate ID:	**Catalogue Item Name:**	**Catalogue Item Code:**
Pneu-P-23(10)	Pneumovax®23(10 x 0.5mL)MF	44
Total Qty Before Adjustment at HPL:	**Total Qty After Adjustment at HPL:**	**Net Adjustment To Qty:**
10.0	15.0	5.0
Total Value Before Adjustment at HPL:	**Total Value After Adjustment at HPL:**	**Net Adjustment to Value:**
-	-	-
Adjustment Reason:	**Comment:**	**Unit of Measure:**
Stock received	-	Doses

[Print] [Confirm] [Cancel]

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14. Review the information listed on the screen.
15. Click the **Confirm** button.
16. A confirmation message displays.

Inventory Adjustments and Reconciliation

Transaction successfully confirmed.

17. To adjust for another type of reason, e.g., a Count Discrepancy, follow the same process.
18. Add the Holding Point, the Reconciliation Type, and the Catalogue item to the search screen.
19. Click **New Adjust**.

20. The **QOH Adjustment Details** screen displays.
21. Select the checkbox of the item for adjustment, then click the **+** icon to expand the selection details.
22. Enter **Adjusted QOH**, select an **Adjustment Reason.** It is optional to enter comments in the **Comment field**. Note that the Adjusted QOH is the amount of inventory following the adjustment.
    - The screenshot below illustrates a **Count Discrepancy**.

Inventory Adjustments and Reconciliation

QOH Adjustment Details

* Required field

Product Alternate ID:	Pneu-P-23(10)	Catalogue Item Name:	Pneu-P-23 0.5mL Vial (10/Box)
Catalogue Item Code:	44	Weighted Average Cost:	$0.00

Row Actions: **Adjust**

		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value	
☑	⊖	M035579	2018 May 16	2018 May 16	Sydney-HPL2-Clinic	No	Operational	15.0	Doses	$0.00	Add Attachment

* Adjusted QOH:	14.0	Adjusted Value: $0.00
Deviation Quantity:	-1.0	Deviation Value: $0.00
* Adjustment Reason:	Count discrepancy	Comment:

		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value	
☐	⊕	M034698	2018 Apr 1	2018 Apr 1	Sydney-HPL1-Op	No	Operational	2.0	Doses	$0.00	Add Attachment
☐	⊕	M035579	2018 May 16	2018 May 16	Sydney-HPL1-Op	No	Operational	970.0	Doses	$0.00	Add Attachment

Add Product **Cancel**

23. Click **Adjust**.
24. The **Post-Adjustment** screen displays.

Inventory Adjustments and Reconciliation

Post-Adjustment

Transaction ID:	**Holding Point Location**	
0	Sydney-HPL2-Clinic	
Product Lot:	**Original Expiry Date:**	**Current Expiry Date:**
M035579	2018 May 16	2018 May 16
Product Alternate ID:	**Catalogue Item Name:**	**Catalogue Item Code:**
Pneu-P-23(10)	Pneumovax®23(10 x 0.5mL)MF	44
Total Qty Before Adjustment at HPL:	**Total Qty After Adjustment at HPL:**	**Net Adjustment To Qty:**
15.0	14.0	-1.0
Total Value Before Adjustment at HPL:	**Total Value After Adjustment at HPL:**	**Net Adjustment to Value:**
-	-	-
Adjustment Reason:	**Comment:**	**Unit of Measure:**
Count discrepancy	-	Doses

Print **Confirm** **Cancel**

25. Review the information.
26. Click **Confirm**.
27. Confirmation message displays.

Inventory Adjustments and Reconciliation

Transaction successfully confirmed.

28. Click the **Cancel** button to return to the previous screen.
29. Click OK.

Steps: Adjust Inventory for School/Clinic Usage

⭐
- When product is taken out of a school or clinic holding point location to a clinic, inventory adjustments must be made after the clinic.
- This is an interim process until the immunization functionality is rolled out.
- Two adjustments are required.

Sample Usage Report: Afternoon Clinic Oct 22: Took:10 Administered:7 Wasted:1 Returned:2

Adjustment #1 – Administered Product

1. Follow the **New Adjustment** process.
2. Select **Adjust Inventory** from the Left-Hand Navigation Menu.
3. The **Inventory Adjustments and Reconciliation – Inventory Item Search** screen displays.
4. Select Reconciliation Type **Quantity on Hand Adjustment**.
5. Choose a Holding Point.
6. Add a Catalogue Item in the **Catalogue Item Name** field. The field contains type-ahead functionality. When the item displays, click on it. Adding a Catalogue Item will populate the **Catalogue Item Code** field.
7. For adjustment reason, select **Administered**
8. Click **New Adjust.**
9. The **QOH Adjustment Details** screen displays.
10. Select the checkbox of the item for adjustment, then click the **+** icon to expand the selection details.
11. Enter **Adjusted QOH**, select an **Adjustment Reason.** Note that the Adjusted QOH is the amount of inventory following the adjustment.
    - Example: 15 – 7 = 8 QOH
12. **Comment:** Enter school name and date

Inventory Adjustments and Reconciliation

QOH Adjustment Details

* Required field

Product Alternate ID:	Pneu-P-23(10)	Catalogue Item Name:	Pneu-P-23 0.5mL Vial (10/Box)
Catalogue Item Code:	44	Weighted Average Cost:	$0.00

Row Actions: Adjust

		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value	
☑	⊖	M035579	2018 May 16	2018 May 16	Sydney-HPL2-Clinic	No	Operational	15.0	Doses	$0.00	Add Attachment

* Adjusted QOH:	8.0	Adjusted Value:	$0.00
Deviation Quantity:	-7.0	Deviation Value:	$0.00
* Adjustment Reason:	Administered	Comment:	oon Clinic on October 11, 2017

		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value	
☐	⊕	M034698	2018 Apr 1	2018 Apr 1	Sydney-HPL1-Op	No	Operational	2.0	Doses	$0.00	Add Attachment
☐	⊕	M035579	2018 May 16	2018 May 16	Sydney-HPL1-Op	No	Operational	970.0	Doses	$0.00	Add Attachment

Add Product   Cancel

13. Click **Adjust**.
14. The **Post-Adjustment** screen displays.

Inventory Adjustments and Reconciliation

Post-Adjustment

Transaction ID:	**Holding Point Location**	
0	Sydney-HPL2-Clinic	
Product Lot:	**Original Expiry Date:**	**Current Expiry Date:**
M035579	2018 May 16	2018 May 16
Product Alternate ID:	**Catalogue Item Name:**	**Catalogue Item Code:**
Pneu-P-23(10)	Pneumovax®23(10 x 0.5mL)MF	44
Total Qty Before Adjustment at HPL:	**Total Qty After Adjustment at HPL:**	**Net Adjustment To Qty:**
15.0	8.0	-7.0
Total Value Before Adjustment at HPL:	**Total Value After Adjustment at HPL:**	**Net Adjustment to Value:**
-	-	-
Adjustment Reason:	**Comment:**	**Unit of Measure:**
Administered	Afternoon Clinic on October 11, 2017	Doses

Print   Confirm   Cancel

15. Review and click **Confirm.**
16. Click Cancel

Adjustment #2 – Wasted Product

17. The **QOH Adjustment Details** screen displays.
   - Follow the same process as above.

18. Select the checkbox of the item for adjustment, then click the **+** icon to expand the line item.
19. Enter **Adjusted QOH**: Note that the Adjusted QOH is the amount of inventory following the adjustment.
    - QOH – Wasted Product = QOH
        - 8 – 1 = 7
20. Select **Wastage** as the **Adjustment Reason**
21. **Comments:** Enter clinic name and date
22. Click **Adjust.**
23. The **Post-Adjustment** screen displays.
24. Review and click **Confirm.**
25. Click **Cancel**