

ADJUSTING ON HAND COUNTS

Inventory locations have specific On Hand counts for each inventory item. Users may adjust these counts as needed based on roles assigned. Complete the following steps to adjust On Hand counts.

In the navigation bar, select **Inventory** > **Inventory** Locations from the drop-down menu.



Select the Inventory Location to search for stock record to adjust.

2 Active Inventory Locations

All Inventory Locations	¥
Displaying all 2 inventory locations	
CSA Orthopedics (Main) Ing 1430 Decision ST, Vista, CA 92081 Real-time / Ship to	CSA Orthopedics (South) 2900 Lake Vista Onve, Lewisville, TX 75067 Real-time / Ship to
Incomplete Restocks (3)	Incomplete Restocks (5)
Restock 4 Items	Restock 1 Items

Under the **Stock by Item** tab use the search field. Uncheck the **Needs Restock** option and type in SKU or Product name to search all inventory. Locate the SKU and select **Actions > Update Stock Record**.

Clinics / CSA Ortho (South) / Inventory Locations / CSA Ortho (So	uth)					
Active CSA Ortho (South)	Edit Location					
Manual Restock	Stock by Item Incomplete Restocks Satellite Restocks Search Vendor • •					
View/Add Usage	Displaying stock records 1 - 10 of 89 in total 1 2 3 > >					
Download Stock	Lastic Lumbar Support Two-Pull Hely & Weber/151-5 UoM PAR On Hand Outstanding Qty Needed small EA 0 4 0 0 4 0					
Inventory Settings	McKesson Contransfer Actions -					
Delivery Address 1430 Decision St, Vista. CA 92081 808-808-8088	Lastic Lumbar Support Two-Pull Hely & Weber/151.XS UoM PAR On H View Product xsmall EA @ 3 0 0 View Product View Stock Record Adjustments					
View More Settings	McKeson					



Adjusting On hand Counts

The system opens the Update Stock Record box. Select the Adjust Stock Count button. A second box will open up where the user can **Increase** and/or **Decrease** On Hand counts by selecting the up or down arrow. The reason for the adjustment is a required field to complete prior to Save Changes.

Update Stock Record ×			Update Stock Record	×
Inventory Item	01EF-S - AirSelect Standard		Inventory Item 01EF-S - AirSelect Standard	
* Dar level	4		* Par level 4]
r ar lever	4		Stock count 3	
Current Stock Count:		З а	Reasur	J
Current Stock Count + Ope	n Restocks:	3	Current Stock Count:	3
			Current Stock Count + Open Restocks:	3
	Adjust Stock Count Cancel	Save Changes	Adjust Stock Count Cancel	Save Changes