



Full Inventory- Reconciliation Process

When to use:

- ◆ For Full Inventory Clinics ONLY.
- ◆ Done at a regular time interval. Ex: Last day of the month, last Friday of the month, etc.
- ◆ Done at the end of the business day, after ALL vaccines have been administered and entered into SAIRS.
- ◆ Done after all necessary adjustments have been made, i.e. wasted doses, broken vials, expired vaccine.

Who should use: Users who track vaccine inventory.

Notes: Reconciling is like balancing your checkbook. The goal is to match the amount of inventory on-hand with the amount in the system.

STEPS	ILLUSTRATIONS
<p>Step 1:</p> <p>A. In the left menu, click INVENTORY.</p> <p>B. Click VACCINES.</p> <p>C. Click RECONCILIATION.</p>	
<p>Step 2:</p> <p>At the top of the page, click ADD RECONCILIATION.</p>	
<p>Step 3:</p> <p>A. Type/ select information in all fields.</p> <ul style="list-style-type: none"> • Inventory Location • Description • Begin Date (must be actual date inventory was entered or day after previous reconciliation was 	



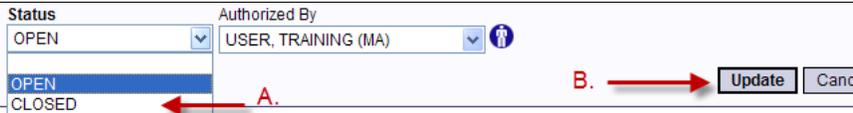
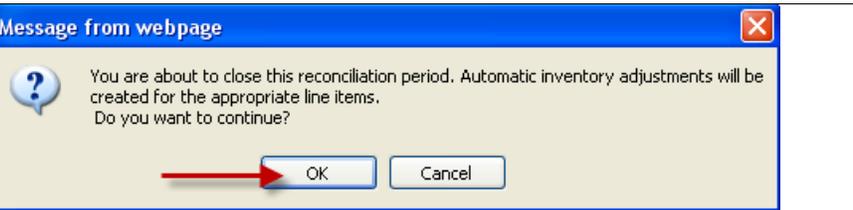
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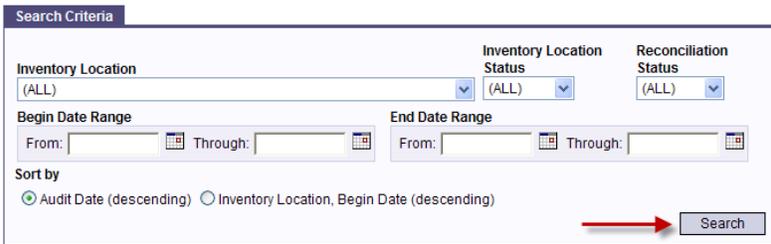
STEPS	ILLUSTRATIONS
<p>closed.)</p> <ul style="list-style-type: none"> • End Date (actual day that you <u>did your count.</u>) • Status: OPEN • Authorized By: Your Name <p>B. Click CREATE.</p>	
<p>Step 4: Click PRINT to print a list of your inventory.</p> <p><u>NOTE:</u> By using the printout, your count will be in the same order as SAIRS and you will be able to enter your counts into SAIRS much more quickly.</p> <p><i>Report will pop up in a new window.</i></p>	<p>Inventory Location</p> <p>123 MEDICAL GROUP INVENTORY </p> <p>Print</p>
<p>Step 5: Perform an exact inventory count and write numbers on inventory list you just printed.</p>	

Deleted: are creating reconciliation

STEPS	ILLUSTRATIONS																																				
<p>Step 6: A. Go back to SAIRS. B. Type counts from inventory list you just wrote on in ENDING INVENTORY column.</p> <p>NOTE: You can TAB to get from one line to the next.</p>	<table border="1"> <thead> <tr> <th>Inventory Delta +/-</th> <th>Ending Inventory</th> <th>Inventory Delta +/-</th> <th>Ending Inventory</th> </tr> </thead> <tbody> <tr> <td>-23</td> <td>0</td> <td>-23</td> <td>23</td> </tr> <tr> <td>-48</td> <td>0</td> <td>-48</td> <td>48</td> </tr> <tr> <td>-50</td> <td>0</td> <td>-50</td> <td>50</td> </tr> <tr> <td>-200</td> <td>0</td> <td>-200</td> <td>200</td> </tr> <tr> <td>-68</td> <td>0</td> <td>-68</td> <td>68</td> </tr> </tbody> </table>	Inventory Delta +/-	Ending Inventory	Inventory Delta +/-	Ending Inventory	-23	0	-23	23	-48	0	-48	48	-50	0	-50	50	-200	0	-200	200	-68	0	-68	68												
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<p>Step 6: Click UPDATE.</p> <p><i>Your reconciliation is now saved.</i></p>	<p>Status: OPEN Authorized By: USER, TRAINING (MA)</p> <p><input type="button" value="Delete"/> <input type="button" value="Update"/></p>																																				
<p>Step 7: Review the INVENTORY DELTA column for any lines \neq 0.</p> <p><i>This number indicates how many doses your count is off.</i></p> <p>(-) = Count is short. (+) = Count is over.</p> <p>EX: In this case, you counted 105 but the system has 106. You are short one dose.</p> <p>To investigate this number, see the Reconciliation Troubleshooting Guide</p>	<table border="1"> <thead> <tr> <th>Inventory Delta +/-</th> <th>Ending Inventory</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>0</td> <td>23</td> <td></td> <td></td> </tr> <tr> <td>0</td> <td>48</td> <td></td> <td></td> </tr> <tr> <td>0</td> <td>50</td> <td></td> <td></td> </tr> <tr> <td>0</td> <td>200</td> <td></td> <td></td> </tr> <tr> <td>0</td> <td>68</td> <td></td> <td></td> </tr> <tr> <td>-1</td> <td>105</td> <td></td> <td></td> </tr> <tr> <td>0</td> <td>10</td> <td></td> <td></td> </tr> <tr> <td>-5</td> <td>40</td> <td></td> <td></td> </tr> </tbody> </table>	Inventory Delta +/-	Ending Inventory			0	23			0	48			0	50			0	200			0	68			-1	105			0	10			-5	40		
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Comment [e1]: Add IF THEN tab or a NOTE about vaccines that expire on the reconciliation date. - EB

STEPS	ILLUSTRATIONS
and click the printer icon to view all transactions.	
<p>Step 8: After reconciling your inventory:</p> <p>A. Click drop-down arrow under STATUS and select CLOSED.</p> <p>B. Click UPDATE.</p>	 <p>The screenshot shows a 'Status' dropdown menu with 'OPEN' selected. A red arrow labeled 'A.' points to the dropdown arrow. Another red arrow labeled 'B.' points to the 'Update' button.</p>
<p>Step 9: A message will pop up. Click OK.</p>	 <p>The screenshot shows a dialog box titled 'Message from webpage' with a question mark icon. The text reads: 'You are about to close this reconciliation period. Automatic inventory adjustments will be created for the appropriate line items. Do you want to continue?'. The 'OK' button is highlighted with a red arrow.</p>

IF:	THEN:
<p>You need to get back into your open reconciliation.</p>	<p>A. In the left menu, click INVENTORY.</p> <p>B. Click VACCINES.</p> <p>C. Click RECONCILIATION.</p> <p>D. Click SEARCH.</p>  <p>The screenshot shows the 'Search Criteria' form with fields for 'Inventory Location', 'Inventory Location Status', and 'Reconciliation Status', all set to '(ALL)'. There are also 'Begin Date Range' and 'End Date Range' fields with 'From' and 'Through' sub-fields. The 'Sort by' section has radio buttons for 'Audit Date (descending)' (selected) and 'Inventory Location, Begin Date (descending)'. A red arrow points to the 'Search' button.</p>
<p>You are unable to close your reconciliation.</p>	<p>Use the Reconciliation Troubleshooting Guide.</p>



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You are STILL unable to close your reconciliation after using the RECONCILIATION TROUBLESHOOTING GUIDE.

Contact the SAIRS Team.

<THE END>