

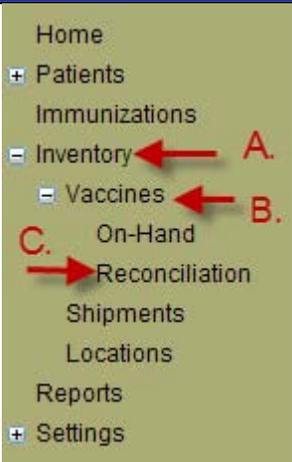
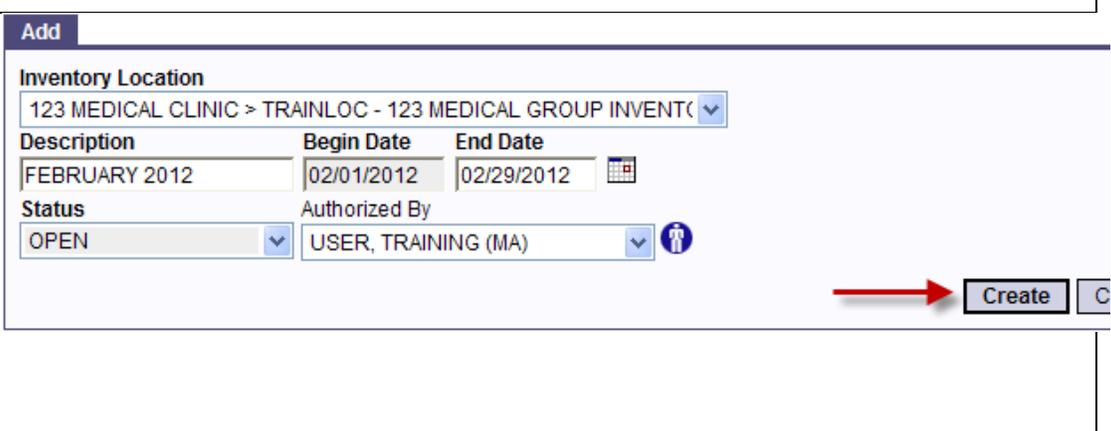
# Full Inventory- Reconciliation Process

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



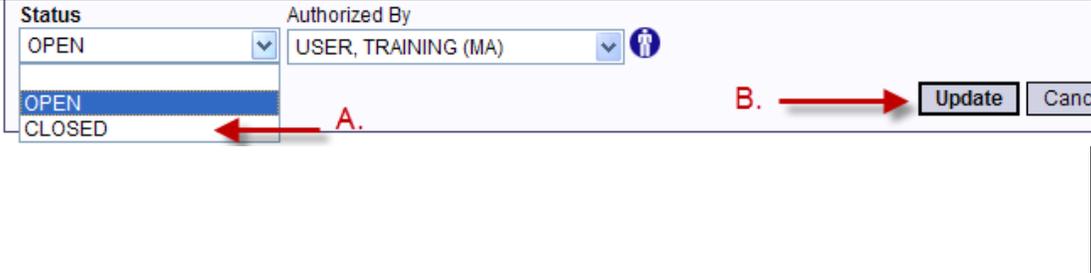
## Full Inventory- Reconciliation Process

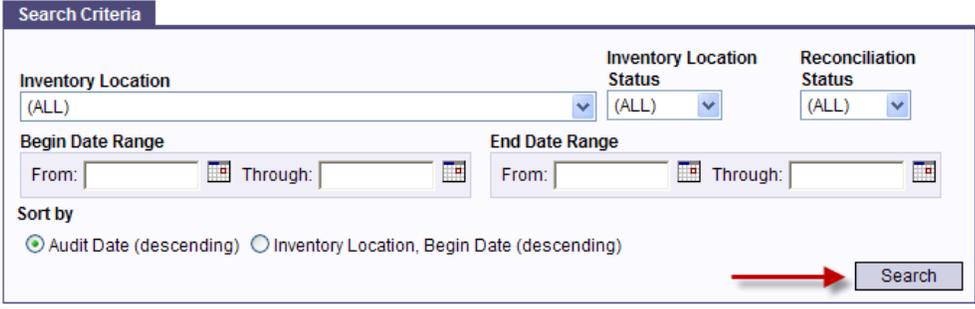
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<p>closed.)</p> <ul style="list-style-type: none"> <li>• End Date (actual day that you did your count.)</li> <li>• Status: OPEN</li> <li>• Authorized By: Your Name</li> </ul> <p><b>B.</b> Click <b>CREATE</b>.</p>	
<p><b>Step 4:</b> Click <b>PRINT</b> to print a list of your inventory.</p> <p>NOTE: 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><b>Step 5:</b> Perform an exact inventory count and write numbers on inventory list you just printed.</p>	

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<p><b>Step 6:</b></p> <p>A. Go back to SAIRS. B. Type counts from inventory list you just wrote on in <b>ENDING INVENTORY</b> column.</p> <p><b>NOTE:</b> You can <b>TAB</b> 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> <p>Status: OPEN Authorized By: USER, TRAINING (MA)</p> <p>Buttons: Delete, Update</p>	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><b>Step 7:</b></p> <p>Click <b>UPDATE</b>.</p> <p><i>Your reconciliation is now saved.</i></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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<p><b>Step 8:</b></p> <p>Review the <b>INVENTORY DELTA</b> column for any lines <math>\neq</math> 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 <b>Reconciliation Troubleshooting Guide</b></p>	This content is already covered in the previous table block for Step 8																																				

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STEPS	ILLUSTRATIONS
and click the printer icon to view all transactions.	
<p><b>Step 9:</b> After reconciling your inventory:</p> <p><b>A.</b> Click drop-down arrow under <b>STATUS</b> and select <b>CLOSED</b>.</p> <p><b>B.</b> Click <b>UPDATE</b>.</p>	
<p><b>Step 10:</b> A message will pop up. Click <b>OK</b>.</p>	

IF:	THEN:
<p><b>You need to get back into your open reconciliation.</b></p>	<p><b>A.</b> In the left menu, click <b>INVENTORY</b>.</p> <p><b>B.</b> Click <b>VACCINES</b>.</p> <p><b>C.</b> Click <b>RECONCILIATION</b>.</p> <p><b>D.</b> Click <b>SEARCH</b>.</p> 
<p><b>You are unable to close your reconciliation.</b></p>	<p>Use the <b>Reconciliation Troubleshooting Guide</b>.</p>
<p><b>You are STILL unable to close your reconciliation</b></p>	<p>Contact the SAIRS Team.</p>



## Full Inventory- Reconciliation Process

<p>after using the <b>RECONCILIATION TROUBLESHOOTING GUIDE.</b></p>	
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**<THE END>**