

Select **INVENTORY**



The Manage Requisitions page displays. Expand the Inventory Maintenance folder

Diacase Surveillance and Management									
	IMMUNIZATION	INVENTORY							
Recent Work	M								
Inventory Replenishment	Manage R	equisitions							
Inventory Maintenance	Soarch / Add D	Doguisition Product							
Inventory Setup	Search / Aug N								
Document Management	Ship To Holding F	Point:							
Reporting & Analysis	Ship From Holdin	ng Point:							

Select Adjust Inventory



The *Inventory Ajustments and Reconciliation* page displays

Select Reconciliation Type: 'Quantity on hand adjustment'

Enter the correct **Holding Point** in the type ahead field (ex: 90024-Taché Pharmacy)

Add * Catalogue Item Code (found on the MDA requisiton, yellow paper) (ex: 1715130)

NOTE: If the Catalogue Item Code is unknown continue to page 5



Inventory: <u>Adjust Existing Inventory</u>

Inventory Adjustments and Reco	onciliation	? E
Inventory Item Search		A Hide Inventory Item Search
Required field Reconciliation Type: A Reconciliation Type: Benefits Rx	Search HPL:	~
Product Alternate ID: * Catalogue Item 1715130 Code: Starsh Catalogue From: / / /	Catalogue Item Name: Adjustment Reason: To: / / / IIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	~
		Search Retrieve Clear
Search Results		New Adjust

Click New Adjust

The Inventory Adjustments and Reconciliation page displays

Inventory Adjustments and Reconciliation											?) 🔳
QOH	Adju	istment De	tails									\$
* Req	uired f	field										
Produ Catalo	Product Alternate ID: 1715131 Catalogue Item Name: COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (Covishield) Catalogue Item Code: 1715131 Weighted Average Cost:											
Row	Actio	ns: Adjust										
		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	<u>Current</u> ▼ <u>QOH</u>	Unit of Measure	<u>Current</u> ▼ <u>Value</u>		
	Ð	CVS1234	2025 May 4	2025 May 4	91280- OP	No	Operational	4.0	sku		<u>Add</u> Attachm	<u>ent</u>
										Add Pro	oduct	ancel
Click o	n th	e 🕂 th	e row wil	l expand								





The QOH Adjustment Details panel expands

Inventory Adjustments and Reconciliation (?) 匡
QOH	Adju	stment De	tails									*
* Requ Produ Catalo	uired f Ict Alf ogue I	ield ternate ID: Item Code:	1715131 1715131	Catalogue Ite Weighted Av	em Name: erage Cost:	COVID-19 Vac	cine – Viral V	ector 5mL Mul	ti-dose Vial - 1	vial/box (Cov	ishield)	
Row	Actio	ns: Adjust	t									
		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value		
	Θ	CVS1234	2025 May 4	2025 May 4	91280- OP	No	Operational	4.0	sku		Add Attachm	ent
* Adjusted QOH: Deviation Quantity:			Adjusted Value: Deviation Value: Comment:			Actual	Adjustment	t Date:				
Reas	son:				~	connent.						
										Add Pro	oduct	ance

- > Select the check box for the row associated to the inventory
- Enter Adjusted QOH = amount of inventory you need plus the amount of current inventory (scenario: need 0.2 skus plus current amount 4.0 skus = 4.2 skus = adjusted QOH)
- Select Adjustment Reason from the drop list
- > Enter **Comment** if applicable

Click Adjust

Inventory Adjustments and Reconciliation											
QOH Adjustment Details								*			
* Required field											
Product Alternate ID: 1715131 Catalogue It	em Name:	COVID-19 Vac	cine – Viral Ve	ector 5mL Mul	ti-dose Vial - 1	vial/box (Covi	ishield)				
Catalogue Item Code: 1715131 Weighted Average Cost:											
Row Actions: Adjust											
Lot Driginal Current Number Expiry Date Date	Holding Point Location	ASC Suspended	HPL Type	<u>Current</u> <u>QOH</u>	Unit of Measure	<u>Current</u> ▼ <u>Value</u>					
CVS1234 2025 May 4 2025 May 4	91280- OP	No	Operational	4.0	sku		Add Attachm	ent			
* Adjusted QOH: 4.2		Adjusted Actual Adjustment Date					t Date:				
Deviation Quantity: 0.2		Deviation				1					
* Adjustment Reason:	Count Discrepancy ~			Value: yyyyy comment:							
						Add Pro	oduct	ancel			





The Inventory Adjustments and Reconciliation - Post-Adjustment panel displays

Inventory Adjustments and Reconciliation Post-Adjustment Transaction ID: Holding Point Location Actual Adjustment Date: 0 91280- OP Product Lot: Original Expiry Date: CVD19AZ02172021 2022 Dec 30 2022 Dec 30 Product Alternate ID: Catalogue Item Name: AstraZeneca COVID-19 Vaccine - 1/box 1715130 1715130 Total Qty Before Adjustment at HPL: Total Qty After Adjustment at HPL: 6.1 7.0 0.9

Adjustment Reason:

Total Value Before Adjustment at HPL:

Count Discrepancy

Total Value After Adjustment at HPL: Comment:

Current Expiry Date: Catalogue Item Code: Net Adjustment To Qty: Net Adjustment to Value:

Print Confirm

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Cancel

Unit of Measure: sku

Click Confirm

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Inventory Adjustments and Reconciliation

Transaction successfully confirmed. Post-Adjustment





The *Inventory Ajustments and Reconciliation* page displays

Select Reconciliation Type: 'Quantity on hand ajustment and Holding Point'

Enter the correct Holding Point in the type aheah field

Click Search Catalogue hyperlink

Inventory Adjustments and Reconciliation

Inventory Item Search		A Hide Inventory Item Search
* Required field * Reconciliation Type: * Holding Point: 91280 - Benefits Rx	t Search HPL:	~
Product Alternate ID:	Catalogue Item Name:	
* Catalogue Item Code: Search Catalogue	Adjustment Reason:	~
From:	To: / / /	

The *Catalogue Item Information* page displays.

- Select Level 1 Category
- Select Level 2 Product Group
- > Select Level 3 Generic Product Strength
- > Click Search

Catalogue Item Information

Catalogue Item Search										
Search/Add Catalogue Item - Search Required Before Addin	g									
Catalogue Item Code:	Product Alternate ID:									
Catalogue Item Status: Active Discontinued Inactive	Find Search String:									
Level 1 - Category:	Vaccines 🗸									
Level 2 - Product Group:	COVID19-AZ/COVISHIELD V									
Level 3 - Generic Product Strength:	COVID-19 Vaccine - Viral Vector 5mL 🗸									
Level 4 - Generic Product Presentation:										
Level 5 - Generic Product Package Size:										
	Search Retrieve Clear									



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The Search Results Returned factory table displays

Search Results Returned

ataloque em Code	Product Alternate ID	Cataloque Item Name	Cataloque Item Description	Cataloque Level	Current Catalogue Item Status
715130	1715130	COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (AstraZeneca)	COVID-19 Vaccine	5	Active
			1		

Select the check box beside the Catalogue Item Code and click Add Catalogue Item(s)

The Inventory Adjustments and Reconciliation page displays

Inventory Adjustments and Reconciliation

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Inventory Item	Search								🛠 Hide	e Inventory Ite	m Search
* Required field											
* Reconciliation T	ype:	Quantity on hand adjustment	~								
* Holding Point: 91280 - Benefits Rx				Search		HPL:				\sim	
Product Alternate ID: *Catalogue Item Code: From:	1715130 1715130 Search Ca yyyy	ataloque / / IIII mm dd	Catalog Name: Adjustn Reason: To:	ue Item nent	ууууу ууууу	/ mm	/ dd				~
									Search	Retrieve	Clear
Search Results										A Hide Searc	h Results
	T		Desduct				luciti-1	T Addin	atad T D	New A	djust

Click New Adjust





The Inventory Adjustments and Reconciliation displays

Inventory Adjustments and Reconciliation (?)												Ē
QOH	Adju	stment Deta	ils									\$
* Requ	uired fi	ield										
Produ	ict Alt	ernate ID:	1715129	Catalogu	e Item Name	e: COV	ID-19 Vaccine	e - mRNA 5mL	Multi-dose Via	l - 1 vial/box		
Catalo	ogue l	tem Code:	1715129	Weighte	d Average C	ost:						
Row	Actio	ns: Adjust										
		Lot Number	Original Expiry Date	Current Expiry Date	Holding Point Location	ASC Suspended	HPL Type	Current QOH	Unit of Measure	Current Value		
	Θ	ModernaC-19	2030 Dec 31	2030 Dec 31	80077-OP	No	Operational	4.4	sku		Add Attachme	nt
* Ad Devi	* Adjusted QOH:					Adjusted Value: Deviation Value:				Adjustment	Date:	1
* Ad Reas	justm son:	ent [~	Comment:						
										Add Pro	oduct	ncel

Click on the \oplus the row will expand

Inventory Adjustments and Reconciliation

QOH Adjustment Details						*					
* Required field											
Product Alternate ID: 1715130 Catalogue Item Name: COVID-19 Vaccine – Viral Vector 5mL Multi-dose Vial - 1 vial/box (AstraZeneca) Catalogue Item Code: 1715130 Weighted Average Cost:											
Row Actions: Adjust											
Lot Number Original Current Expiry Date Date	Holding ASC Point Susp Location	ended <u>HPL</u> •	<u>Current</u> ▼ <u>QOH</u>	<u>Unit of</u> <u>Measure</u>	<u>Current</u> ▼ <u>Value</u>						
□ CVD19AZ02172021 2022 Dec 30 2022 Dec 30	91280- OP No	Operational	6.1	sku		Add Attachme					
*Adjusted QOH: 7.0 K	Adjusted	Value:		Actual Ad	ljustment D	ate:					
Deviation Quantity: 0.9	Deviation	Value:			/ /						
*Adjustment Reason: Count Discrepancy Comment:											
<						>					

> Enter the *Adjusted QOH* = the quantity of vials in **Stock Keeping Units** (**SKU**)



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e.g. AZ/COVISHIELD (1 SKU = 1 vial = 10 doses)

- > Select Adjustment Reason from the drop-down list
- Enter Comment as necessary
- Click Adjust

Inventory Adjustments and Reconciliation

Post-Adjustment		
Transaction ID:	Holding Point Location	Actual Adjustment Date:
0	91280- OP	-
Product Lot:	Original Expiry Date:	Current Expiry Date:
CVD19AZ02172021	2022 Dec 30	2022 Dec 30
Product Alternate ID:	Catalogue Item Name:	Catalogue Item Code:
1715130	AstraZeneca COVID-19 Vaccine - 1/box	1715130
Total Qty Before Adjustment at HPL:	Total Qty After Adjustment at HPL:	Net Adjustment To Qty:
5.1	7.0	0.9
otal Value Before Adjustment at HPL:	Total Value After Adjustment at HPL:	Net Adjustment to Value:
	-	-
Adjustment Reason:	Comment:	Unit of Measure:
Count Discrepancy	-	sku

The Inventory Adjustments and Reconciliation page displays

Click Confirm

Inventory Adjustments and Reconciliation

Transaction successfully confirmed.

Post-Adjustment



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