



Inventory: *Completing a Covid-19 Vaccine Inventory Count*

NOTE: To adjust inventory items, **you must be logged in at the same Organization that the Holding Point is associated with.** If you are unable to 'Find' your holding point (typeahead does not populate), you are logged in at the incorrect organization. Holding points are associated with either the Public Health Unit organization, or the Regional Health Authority Organization. Please click 'Change role', select the correct organization, and log in again.

1. Inventory module > Left hand navigation (LHN) > Inventory Maintenance > Physical Inventory > Manage Count > **Create New Count**

IMMUNIZATION INVENTORY

Recent Work

- Inventory Replenishment
- Inventory Maintenance
 - Physical Inventory
- Inventory Setup

Manage Requisitions

Search / Add Requisition Product

Ship To Holding Point:

IMMUNIZATION INVENTORY

Physical Inventory Count

Search/Add Physical Inventory Count Hide Search/Add Physical Inventory Count

Count Number:

Count Status:

Count Type:

Holding Point Code: [Search](#)

From Date: / /

To Date: / /

Search Retrieve Clear

Search/Add Physical Inventory Count Hide Search/Add Physical Inventory Count

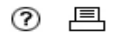
Row Actions: [Edit Count Parameters](#) [Copy Count](#) [Cancel Count](#) [Delete Count](#) [Enter Physical Count Data](#) **Create New Count**



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2. On **Physical Inventory Count** page, in Holding Point (HP) field, type in the **HP number**, click on the blue holding point name to select HP > click **Save**

Physical Inventory Count



Create/Edit Count Parameters

* Required field

Count Number: *** Count Date:** / /
yyyy mm dd

*** Holding Point:**
91038 - Tache Pharmacy

*** Count Type:** **Tag/Sheet Sort Sequence:**
Cycle Walk Order Sequence / HPL / Catalogue Item Name

Freeze Inventory Movement:

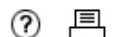
Holding Point Location(s):

Inventory Group(s):

Order Set Name(s):

3. Count parameters successfully saved > **note the count number.**

Physical Inventory Count



Count Parameters Successfully saved.

Create/Edit Count Parameters

* Required field

Count Number: *** Count Date:** / /
2749 yyyy mm dd

*** Holding Point:**
91038 - Tache Pharmacy

*** Count Type:** **Tag/Sheet Sort Sequence:**
Cycle Walk Order Sequence / HPL / Catalogue Item Name

Freeze Inventory Movement:

Holding Point Location(s):
91038-CCQ
91038-DIS
91038-OP
91038-OPN
91038-QR

Inventory Group(s):
B

Order Set Name(s):



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4. If desired, select **Print Count Sheet/Tags** to record the physical count of vaccine.

Selected or Entered Parameters

Row Actions:

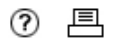
5. Select **Enter Physical Count Data**

Selected or Entered Parameters

Row Actions:

6. Click **Expand all**, which allows the user to see the current Quantity on Hand

Physical Inventory Count



Maintain Count/Line Item Details

* Required Field when saving the count as complete

Count Number: 2779

	Line Item	Holding Point Location	Product Alternate ID	Catalogue Item Name	Lot Number	Expiry Date	* Physical Count	Unit of Measure	Partial Count	Partial Unit of Measure
⊕	1	91038-OP	1715143	Moderna CO...	MdrnaCOVID19	2021 Dec 18	<input type="text"/>	SKU Units	-	-



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7. Enter **physical count** in the Physical Count field, enter comment, select reason > **Save Count**

IMMUNIZATION INVENTORY

Physical Inventory Count

Maintain Count/Line Item Details

* Required Field when saving the count as complete

Count Number: 2779

Expand All Collapse All Show Variance

Line Item	Holding Point Location	Product Alternate ID	Catalogue Item Name	Lot Number	Expiry Date	* Physical Count	Unit of Measure
1	91038-OP	1715143	Moderna CO...	MdrnaCOVID19	2021 Dec 18	4	SKU

Catalogue Item Code: 1715143 Catalogue Item Description:

Quantity on Hand: 5.0 Unit of Measure:

Adjustment Quantity (+/-): -5.0 Reason for Adjustment:

Comment: Accept Variance:

Reason for Adjustment dropdown menu:

- Ad hoc stock issued
- Ad hoc stock received
- Administered Vaccine
- Cancelled Return
- Count Discrepancy**
- Disposal due to lot expiry
- Previous data entry error
- Shrinkage / breakage
- Spoiled by Adverse Storage Condition
- Transfer From HP
- Transfer To HP

Buttons: Save As Draft **Save Count** Count Tag/Control List

Buttons: Add Catalogue Item Process Variance Report Cancel

8. Count successfully saved > **note Count Number**

Physical Inventory Count

Count successfully saved.

Maintain Count/Line Item Details

* Required Field when saving the count as complete

Count Number: 2779

Expand All Collapse All Show Variance

Line Item	Holding Point Location	Product Alternate ID	Catalogue Item Name	Lot Number	Expiry Date	* Physical Count	Unit of Measure	Partial Count	Partial Unit of Measure
1	91038-OP	1715143	Moderna CO...	MdrnaCOVID19	2021 Dec 18	4.0	SKU Units	-	-



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9. LHN > Inventory Maintenance > Physical Inventory > **Enter Recount* Data** > **Enter Count Number** > **click Search**

IMMUNIZATION INVENTORY

Recent Work

- Inventory Replenishment
- Inventory Maintenance
 - Physical Inventory
 - Manage Count
 - Enter Recount Data**
 - Process Variance Report
 - Inventory Setup
 - Document Management
 - Reporting & Analysis

Physical Inventory Count

Recount

Count Number

2021 Jan 29 05:14 CST

Count Number	Line Item	Holding Point Location	Product Alternate ID	Catalogue Item Name	Lot Number	Expiry Date	Previous Counted Quantity	Number of Revised Count	Revised Count	Unit of Measure
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***NOTE:** the recount must be performed to complete the count process.

10. The factory table displays line items where the quantity on hand does not equal the physical inventory count value. **If the previous counted quantity is correct, you do not have to enter a revised count.** > Click **Count is Complete**

IMMUNIZATION INVENTORY

Physical Inventory Count

Recount

Count Number

2021 Jan 29 05:15 CST

Count Number	Line Item	Holding Point Location	Product Alternate ID	Catalogue Item Name	Lot Number	Expiry Date	Previous Counted Quantity	Number of Revised Count	Revised Count	Unit of Measure
⊕ 2779	1	91038-OP	1715143	Moderna COVID-19 Vaccine - 1/box	MdrnaCOVID19	2021 Dec 18	4.0 ✓	0	<input type="text"/>	SKU Units

Save Create Variance Report

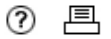


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IMMUNIZATION

INVENTORY

Physical Inventory Count



Recount successfully completed.

Recount

Count Number

2021 Jan 29 05:17 CST

	Count Number	Line Item	Holding Point Location	Product Alternate ID	Catalogue Item Name	Lot Number	Expiry Date	Previous Counted Quantity	Number of Revised Count	Revised Count	Unit of Measure
⊕	2779	1	91038-OP	1715143	Moderna COVID-19 Vaccine - 1/box	MdrnaCOVID19	2021 Dec 18	4.0	0	<input type="text"/>	SKU Units