Inventory:
Physical Count – Points to Remember
Page 1

QRC

Points to Remember:

- **<u>Monthly is the minimum frequency</u>** for inventory Physical count recommended by Manitoba Health and Seniors Care
- Count will default to select all HPLs for the count. If you wish to select certain HPLs, click on a single HPL or use Ctrl-Click to select multiple HPLs
- **Expand All** on the Physical Inventory Count page is not required, but it allows the user to see the current Quantity on Hand
- When entering physical count data, include the '0' before decimal points, and **do not leave any physical count boxes blank**
- Reason for Adjustment and Comments are optional
- **Enter Recount Data** is required for each count for the vaccine Holding Point inventory to be adjusted. The recount data factory table shows only line items where 'Quantity on Hand' does not equal 'Physical Inventory Count' value. Recount data completes the count activity.
- When entering recount data, you can leave the Revised Count box empty if count is correct.
- **Count number** is displayed on your printed PHIMS Physical Count Sheet

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Physical Count Steps:

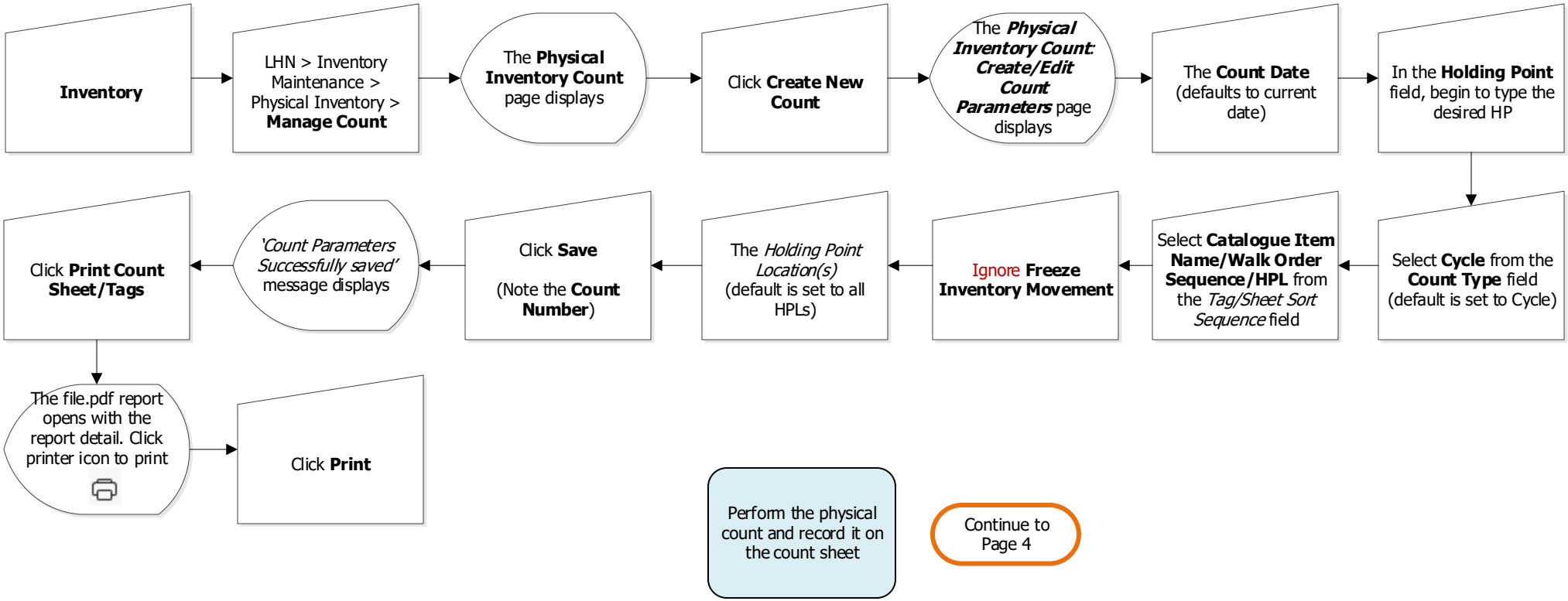
1. **Create Count & Print Count Sheet**
   - **Create** a new count
   - **Print** a count sheet

Activity outside of PHIMS- Perform the count and record it on the count sheet

2. **Entering & Submit Physical Count Data**
   - **Enter** physical count data
   - **Save** count
   - **Recount**
   - **Count Complete**

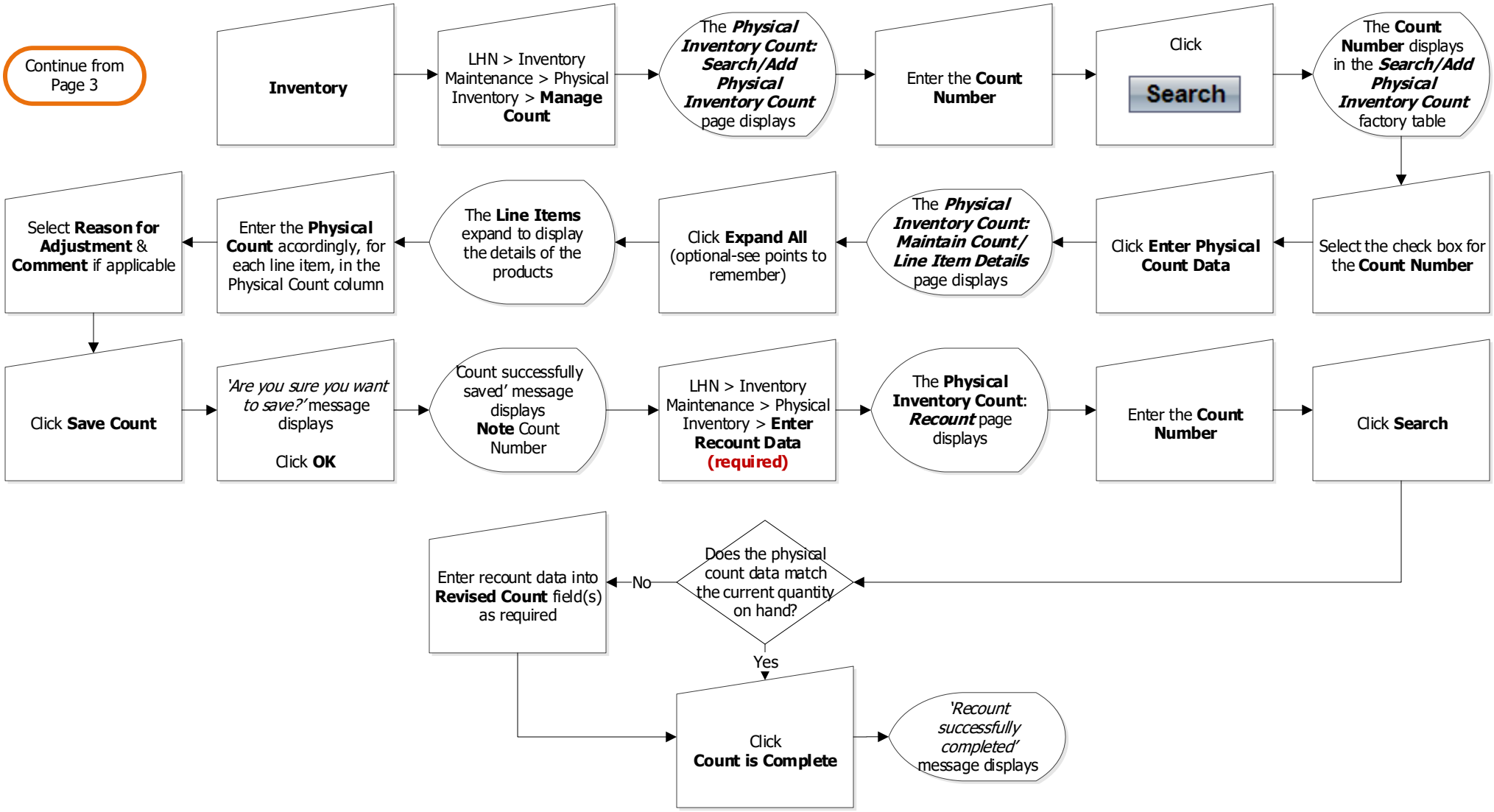
Inventory:
Physical Count – Enter/Complete
Page 3

QRC



Inventory:
Physical Count – Enter/Complete
Page 4

QRC



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