

**TEXAS-WIN INVENTORY  
REPORTS**

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- OBJECTIVES**
- ❖ Successfully run EBT Card Inventory On Hand and Last 30 days Usage Report
  - ❖ Successfully run EBT Card Usage Report
  - ❖ Interpret card inventory reports
  - ❖ Correctly balance site card inventory daily

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**EBT CARD INVENTORY ON HAND AND  
LAST 30 DAYS USAGE REPORT**  
*(BALANCE ON HAND REPORT)*

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**EBT CARD INVENTORY ON HAND AND LAST 30 DAYS USAGE REPORT**

- ❖ Is a summary report
- ❖ Run this report to reconcile your physical card inventory
- ❖ More commonly known as the Balance On Hand Report

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**EBT CARD BALANCE ON HAND REPORT**

- ❖ The Balance On Hand report identifies:
  - ◆ How many cards a site has used
  - ◆ How many cards are available to issue
  - ◆ When to reorder additional boxes of cards

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**EBT CARD BALANCE ON HAND REPORT**

- ❖ When to run this report?
  - ◆ Daily

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### EBT CARD BALANCE ON-HAND REPORT

- ❖ To access
  - ♦ Select Reports
    - ♦ Inventory/BOL
      - ♦ Balance On-Hand\Last 30




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### EBT CARD BALANCE ON HAND REPORT

- ❖ Start Date
  - ♦ Required field
  - ♦ Defaults to the date that provides a 30-day report
  - ♦ Can be any past date up to and including the current date




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### EBT CARD BALANCE ON HAND REPORT

- ❖ End Date
  - ♦ Required field
  - ♦ Defaults to the current date
  - ♦ Can be any past date up to and including the current date, but cannot be before the entered start date




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### EBT CARD BALANCE ON HAND REPORT

- ❖ Print To
  - ◆ Required field
  - ◆ Output can be displayed on the screen or sent to the printer




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### EBT CARD BALANCE ON HAND REPORT RESULTS

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STATE OF TEXAS WIC PROGRAM
EBT CARD INVENTORY ON HAND
AND
LAST 30 DAYS USAGE
FROM: 04/28/2008 TO: 05/27/2008
SITE ID: 033-34 GEORGE DIETER WIC

BALANCE   REORDER   CARDS
ON HAND   POINT     USED
391       321       82
  
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### EBT CARD BALANCE ON HAND - INTERPRET RESULTS

- ❖ Balance On Hand
  - ◆ Physical number of cards not currently used. (Each box contains 300 cards).

| BALANCE<br>ON HAND | REORDER<br>POINT | CARDS<br>USED |
|--------------------|------------------|---------------|
| 391                | 321              | 82            |

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**EBT CARD BALANCE ON HAND - INTERPRET RESULTS**

❖ Reorder Point

- ❖ This number is calculated based on the number of cards a site used in the last 90 days.
- ❖ When the Balance On Hand value reaches the reorder point, you should consider ordering more cards.

| <u>BALANCE ON HAND</u> | <u>REORDER POINT</u> | <u>CARDS USED</u> |
|------------------------|----------------------|-------------------|
| 391                    | 321                  | 82                |

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**EBT CARD BALANCE ON HAND - INTERPRET RESULTS**

❖ Cards Used

- ❖ Number of cards used within the specified date range. This includes cards that are:
  - ❖ Hotcarded due to damaged, lost, split-family transfer, etc.
  - ❖ Unlocked after a split-family transfer

| <u>BALANCE ON HAND</u> | <u>REORDER POINT</u> | <u>CARDS USED</u> |
|------------------------|----------------------|-------------------|
| 391                    | 321                  | 82                |

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**EBT CARD USAGE REPORT**

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### EBT CARD USAGE REPORT

- ❖ Run the EBT Card Usage Report to identify card status when a discrepancy is discovered during daily card reconciliation

| Activities               |
|--------------------------|
| DAMAGED AFTER ISSUE      |
| DAMAGED BEFORE ISSUE     |
| FAILED BEFORE ISSUE      |
| LOST                     |
| MISSING BEFORE ISSUE     |
| DUAL PARTICIPATION       |
| SPLIT FAMILY TRANSFER    |
| STOLEN                   |
| TRANSFER TO NON-EBT SITE |
| FAILED AFTER ISSUE       |
| NO ACTIVITY              |

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### EBT CARD USAGE REPORT

- ❖ To access
  - ♦ Select Reports
    - ♦ Inventory/BOL
      - ★ Card Usage




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### EBT CARD USAGE REPORT

- ❖ Start Date
  - ♦ Required field
  - ♦ Can be any past date up to and including the current date
    - ❖ Best results: Use the date the box was accepted as the start date




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### EBT CARD USAGE REPORT

- ❖ End Date
  - ◆ Required field
  - ◆ Can be any past date up to and including the current date, but cannot be before the entered start date




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### EBT CARD USAGE REPORT

- ❖ Print To
  - ◆ Required field
  - ◆ Output can be displayed on the screen or sent to the printer




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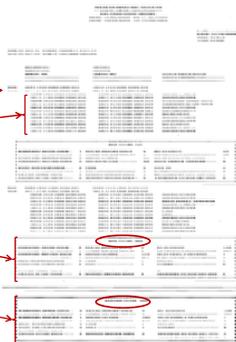
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### EBT CARD USAGE REPORT

- ❖ Contains four main sections
  - ◆ Box Identifier
  - ◆ Detail Section
  - ◆ Box Summary
  - ◆ Report Grand Total Summary




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### EBT CARD USAGE REPORT

❖ Box Identifier Section

STATE OF TEXAS WIC PROGRAM  
EBT CARD USAGE REPORT  
FROM: 10/01/2009 TO: 11/01/2009

DATE: 11/18/2009  
TIME: 03:06P

SITE ID: 007-24 NORTH CENTRAL DALLAS

| BEGINNING SERIAL NO.    | ENDING SERIAL NO.       | USAGE DESCRIPTION   |
|-------------------------|-------------------------|---------------------|
| 5077 1710 0900 5080 023 | 5077 1710 0900 5099 021 |                     |
| 5077 1710 0900 5090 023 | 5077 1710 0900 5024 020 | ISSUED/ACTIVE       |
| 5077 1710 0900 5025 020 | 5077 1710 0900 5023 020 | DAMAGED AFTER ISSUE |
| 5077 1710 0900 5026 021 | 5077 1710 0900 5024 024 | ISSUED/ACTIVE       |
| 5077 1710 0900 5026 026 | 5077 1710 0900 5027 026 | NO ACTIVITY         |
| 5077 1710 0900 5027 027 | 5077 1710 0900 5051 022 | ISSUED/ACTIVE       |
| 5077 1710 0900 5030 020 | 5077 1710 0900 5070 020 | NO ACTIVITY         |
| 5077 1710 0900 5077 020 | 5077 1710 0900 5079 020 | ISSUED/ACTIVE       |

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### EBT CARD USAGE REPORT

❖ Detail Section

STATE OF TEXAS WIC PROGRAM  
EBT CARD USAGE REPORT  
FROM: 10/01/2009 TO: 11/01/2009

DATE: 11/18/2009  
TIME: 03:06P

SITE ID: 007-24 NORTH CENTRAL DALLAS

| BEGINNING SERIAL NO.    | ENDING SERIAL NO.       | USAGE DESCRIPTION   |
|-------------------------|-------------------------|---------------------|
| 5077 1710 0900 5080 023 | 5077 1710 0900 5024 021 |                     |
| 5077 1710 0900 5090 023 | 5077 1710 0900 5024 033 | ISSUED/ACTIVE       |
| 5077 1710 0900 5025 020 | 5077 1710 0900 5023 020 | DAMAGED AFTER ISSUE |
| 5077 1710 0900 5026 021 | 5077 1710 0900 5024 024 | ISSUED/ACTIVE       |
| 5077 1710 0900 5026 026 | 5077 1710 0900 5027 026 | NO ACTIVITY         |
| 5077 1710 0900 5027 027 | 5077 1710 0900 5051 022 | ISSUED/ACTIVE       |
| 5077 1710 0900 5030 020 | 5077 1710 0900 5070 020 | NO ACTIVITY         |
| 5077 1710 0900 5077 020 | 5077 1710 0900 5079 020 | ISSUED/ACTIVE       |

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### EBT CARD USAGE REPORT

❖ Box Summary

| BOX TOTAL 141           |   |                         |    |                            |    |
|-------------------------|---|-------------------------|----|----------------------------|----|
| DAMAGED AFTER ISSUE...  | 1 | FAILED BEFORE ISSUE...  | 0  | NO ACTIVITY.....           | 50 |
| DAMAGED BEFORE ISSUE... | 0 | ISSUED/ACTIVE.....      | 90 | SPLIT FAMILY TRANSFER..... | 0  |
| DUAL PARTICIPATION..... | 0 | LOST.....               | 0  | STOLEN.....                | 0  |
| FAILED AFTER ISSUE..... | 0 | MISSING BEFORE ISSUE... | 0  | TRANSFER TO NON-EBT SITE.  | 0  |

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**EBT CARD USAGE REPORT**

❖ Grand Total Summary Section

|                         |   |                        |     |                           |     |
|-------------------------|---|------------------------|-----|---------------------------|-----|
| REPORT TOTAL 441        |   |                        |     |                           |     |
| DAMAGED AFTER ISSUE...  | 0 | FAILED BEFORE ISSUE... | 0   | NO ACTIVITY .....         | 189 |
| DAMAGED BEFORE ISSUE    | 1 | ISSUED/ACTIVE.....     | 249 | SPLIT FAMILY TRANSFER.... | 1   |
| DUAL PARTICIPATION....  | 0 | LOST.....              | 1   | STOLEN.....               | 0   |
| FAILED AFTER ISSUE..... | 0 | MISSING BEFORE ISSUE   | 0   | TRANSFER TO NON-EBT SITE  | 0   |

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**RECONCILIATION PROCEDURES FOR EBT CARD INVENTORY**

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**RECONCILIATION PROCEDURES FOR EBT CARD INVENTORY**

- ❖ Daily, each clinic site
  - ❖ Prints the EBT Card Inventory on-hand and Last 30 days Usage Report (Balance On Hand report)
  - ❖ Keeps copy of the printed Balance On Hand Report for audit purposes

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**RECONCILIATION PROCEDURES FOR EBT CARD INVENTORY**

- ❖ Daily, each clinic site
  - ❖ Counts the number of EBT cards in the clinic's physical inventory
    - ❖ Simplify count process by bundling cards into groups upon accepting a box of cards into inventory (groups of 25 are recommended)
    - ❖ Count by bundles (recommended)

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**RECONCILIATION PROCEDURES FOR EBT CARD INVENTORY**

- ❖ Daily, each site (continued)
  - ❖ Compares Balance On Hand value to the clinic's physical inventory count

STATE OF TEXAS WIC PROGRAM  
EBT CARD INVENTORY ON HAND  
AND  
LAST 30 DAYS USAGE  
FROM: 10/09/2009 TO: 11/08/2009

SITE ID: 007-24 NORTH CENTRAL DALLAS WIC

| BALANCE ON HAND | REORDER POINT | CARDS USED |
|-----------------|---------------|------------|
| 391             | 321           | 82         |

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**RECONCILIATION PROCEDURES FOR EBT CARD INVENTORY**

- ❖ To determine the total number of cards issued for the workday, subtract the current Balance On-Hand from the previous day's Balance On-Hand total

STATE OF TEXAS WIC PROGRAM  
EBT CARD INVENTORY ON HAND  
AND  
LAST 30 DAYS USAGE  
FROM: 10/08/2009 TO: 11/07/2009

SITE ID: 007-24 NORTH CENTRAL DALLAS WIC

| BALANCE ON HAND | REORDER POINT | CARDS USED |
|-----------------|---------------|------------|
| 416             | 321           | 87         |

MINUS

STATE OF TEXAS WIC PROGRAM  
EBT CARD INVENTORY ON HAND  
AND  
LAST 30 DAYS USAGE  
FROM: 10/09/2009 TO: 11/08/2009

SITE ID: 007-24 NORTH CENTRAL DALLAS WIC

| BALANCE ON HAND | REORDER POINT | CARDS USED |
|-----------------|---------------|------------|
| 391             | 321           | 82         |

416 - 391 = 25 CARDS ISSUED

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**RECONCILIATION PROCEDURES FOR EBT CARD INVENTORY**

- ❖ Discrepancies
  - ♦ Run an EBT Card Usage Report when discrepancies occur
  - ♦ Perform calculation for each box total
    - ❖ The Number of Cards Available for Issue =  $300 - (\text{Box Total}) + (\text{No Activity})$

| BOX TOTAL 60             |                          |                             |
|--------------------------|--------------------------|-----------------------------|
| DAMAGED AFTER ISSUE...0  | FAILED BEFORE ISSUE...0  | NO ACTIVITY.....2           |
| DAMAGED BEFORE ISSUE...0 | ISSUED/ACTIVE.....54     | SPLIT FAMILY TRANSFER...0   |
| DUAL PARTICIPATION...0   | LOST.....2               | STOLEN.....0                |
| FAILED AFTER ISSUE...0   | MISSING BEFORE ISSUE...0 | TRANSFER TO NON-EBT SITE..1 |

300 - (60) + (2) = 242 available for issue

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**RECONCILIATION PROCEDURES FOR EBT CARD INVENTORY**

- ❖ Discrepancies
  - ♦ To get the most benefit from the EBT Card Usage Report, issue the first card in a box, directly followed by the last card in the box.
    - ❖ The status of each card will show in the detail section of the report.
    - ❖ The box total will always be 300 and the “No Activity” amount will be the amount available for issue.

| BOX TOTAL 300            |                          |                              |
|--------------------------|--------------------------|------------------------------|
| DAMAGED AFTER ISSUE...0  | FAILED BEFORE ISSUE...0  | NO ACTIVITY.....139          |
| DAMAGED BEFORE ISSUE...0 | ISSUED/ACTIVE.....159    | SPLIT FAMILY TRANSFER...1    |
| DUAL PARTICIPATION...0   | LOST.....1               | STOLEN.....0                 |
| FAILED AFTER ISSUE...0   | MISSING BEFORE ISSUE...0 | TRANSFER TO NON-EBT SITE...0 |

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**RECONCILIATION PROCEDURES FOR EBT CARD INVENTORY**

- ❖ Discrepancies (continued)
  - ♦ For example, issue the first card in the box card: 5077 1710 0980 5800 023.
  - ♦ Then issue the last card in the box: 5077 1710 0980 6099 021.

| BEGINNING SERIAL NO.         | ENDING SERIAL NO.       |
|------------------------------|-------------------------|
| BOX: 5077 1710 0980 5800 023 | 5077 1710 0980 6099 021 |

The Card Usage Report will list the status of all 300 cards in the box.

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**RECONCILIATION PROCEDURES FOR EBT CARD INVENTORY**

❖ Note

- ❖ Any card or card sequence with a Usage Description of "No Activity" is considered available for issuance
- ❖ For example, card numbers 5952 through 5976 are available for issue (25 cards ready for issue)

5077 710 0900 5952 025    5077 710 0900 5976 026    NO ACTIVITY

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**TEXAS WIN INVENTORY REPORTS SUMMARY**

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**SUMMARY**

- ❖ Run a Balance On Hand report daily to reconcile the report value with physical card inventory
- ❖ Reconcile inventory by counting the site's physical number of cards and comparing it to the Balance On Hand value

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**SUMMARY**

- ❖ Print Balance On Hand Report and store on site
- ❖ Run an EBT Card Usage Report when there are discrepancies during daily card reconciliation
  - ❖ Use the date the box was accepted as the start date

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**SUMMARY**

- ❖ Identify the card(s) status in question to clear the discrepancy and complete the reconciliation process

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**SUMMARY**

*For the Card Usage report to be more beneficial, recommendation:*

- ❖ *Bundle cards into groups upon box acceptance*
- ❖ *Issue the first card in a new box immediately followed by the last card in a box*

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**REVIEW QUESTIONS**

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**REVIEW QUESTION #1**  
❖ How often should you run the Balance On-Hand Report?

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**REVIEW QUESTION #1**  
❖ How often should you run the Balance On-Hand Report?  
  
❖ **Daily**

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**REVIEW QUESTION #2**

- ❖ How often should you run the EBT Card Usage Report?

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**REVIEW QUESTION #2**

- ❖ How often should you run the EBT Card Usage Report?
  - ❖ **Only when a discrepancy is discovered during daily card reconciliation.**

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**REVIEW QUESTION #3**

- ❖ What start date should be used when running an EBT Card Usage Report?

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**REVIEW QUESTION #3**

❖ What start date should be used when running an EBT Card Usage Report?

❖ **Use the date the box was accepted into inventory for the start date**

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**REVIEW QUESTION #4**

❖ What end date should be used when running an EBT Card Usage Report?

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**REVIEW QUESTION #4**

❖ What end date should be used when running an EBT Card Usage Report?

❖ **Use the current date (the date that you are running the report)**

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**REVIEW QUESTION #5**

❖ Where do you go to run the Balance On Hand and Card Usage reports?

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**REVIEW QUESTION #5**

❖ Where do you go to run the Balance On Hand and Card Usage reports?

❖ **Reports**

❖ **Inventory/BOL**

❖ **Balance On-Hand\Last 30 Card Usage**

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**REVIEW QUESTION #6**

❖ What totals does the Balance On-Hand Report provide?

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**REVIEW QUESTION #6**

❖ What totals does the Balance On-Hand Report provide?

- ❖ **Balance On Hand**
- ❖ **Reorder Point**
- ❖ **Cards Used**

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**REVIEW QUESTION #7**

❖ How do you use the Balance On-Hand Report to determine the total number of cards issued in a workday?

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**REVIEW QUESTION #7**

❖ How do you use the Balance On-Hand Report to determine the total number of cards issued in a workday?

- ❖ **Subtract the current days Balance On Hand value from the previous business day's Balance On Hand value**

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**REVIEW QUESTION #8**

❖ What does “No Activity” mean when referring to a card?

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**REVIEW QUESTION #8**

❖ What does “No Activity” mean when referring to a card?

**❖ The card is available to issue.**

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**THANK YOU**

❖ Thank you for attending the EBT Card Inventory training.

- ❖ For technical questions, Please contact the Help Desk at (800) 650-1328.
- ❖ For questions or comments about this class, please contact us at [WicApplTraining@dshs.state.tx.us](mailto:WicApplTraining@dshs.state.tx.us) or fax us at: (512) 341-4479

**WIC Automation Support Team**

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