

## Inventory Reconciliation

### How to reconcile your inventory

Step #	Execution Procedure or Input	Expected Result or Output
1	Click on the <b>Inventory</b> tab and select C-33 ( <b>Inventory Reconciliation</b> )	System should direct you to the C-33 Inventory Reconciliation screen to reconcile your inventory.
2	System will display the Inventory Reconciliation page. The system will update columns for data based on the dates displayed in the top left of the screen. <b>'Beginning QTY'</b> - Initial Inventory Count <b>'Received'</b> - adds inventory received from Pharmacy Branch or transfer <b>'Units Distributed'</b> – subtracts inventory updated in 'Doses Administered' screen <b>'Transferred Out'</b> – Subtracts items transferred to another site <b>'Expired or Wasted'</b> – Subtracts items updated in 'Expired or Wasted' screen <b>'Inner Quantity'</b> = ( <b>Beginning QTY + Received – Units Distributed – Transferred Out – Wasted Expired</b> )	System should show date of 'Last Ran' in the title: (date could be blank if first time inventory is reconciled; otherwise will show Month/Day/Year and Time). Inventory should appear configured for the program and site selected.
3	Update the physical inventory in stock and add the total for each item in the <b>'Physical Count'</b> column	System will compare the <b>'Physical Count'</b> Column to the <b>'Inner Quantity'</b> column' if the number is not the same the difference will show up in the <b>'Math Error'</b> and <b>'Adjustment'</b> column
4	Review the contents of the <b>Math Error</b> and <b>Adjustment</b> columns to see if there are any numbers greater or less than zero.	System is reporting the number counted in inventory does not match what is expected to be in inventory
5	For each item that is not zero in <b>Math Error</b> and <b>Adjustment</b> columns click drop down in <b>Reconciliation Reason</b> column and choose <b>Accounting Problem-Cause Unknown</b> .	System should allow you to choose <b>Accounting Problem-Cause Unknown</b> for each appropriate item.
6	Enter your first initial, last name, and date of the test in the <b>Entered By</b> text box.	System should allow you to enter information in the <b>'Entered By'</b> text box.

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7	Click <b>Save</b> .	System should refresh the screen. The Item with the '0' entry for Automated Total and Physical count (step 15) should no longer appear.
8	Review popup message box. Click <b>OK</b> .	System should show a popup message box stating: 'Inventory Saved Successfully.'
9	Hover over the <b>Reports tab</b> and select <b>Inventory Report</b> .	The report will display the item id, item description, lot, expiration, quantity and whether the inventory is within 90 days of expiring for the program and site selected.

Inventory Reconciliation Screen

Last Ran 03/20/2013 16:30:58														
Item Description	Item ID	Lot	Expiration	Expiration Alert	Automated Total Amount	Physical Count	Math Error	Adjustment	Reason for Adjustment	Beginning Quantity	Quantity Received	Units Distributed	Quantity Transferred Out	Expired or Wasted Quantities
HYPERRAB IMMUN SERUM GLOBULIN 2ML	13533061802Z00	aaa	05/30/2014		94		-94	94		94	0	0	0	0
IMOGAN IMMUNE SERUM GLOBULIN 300 IU 2ML	49281019020Z00	mmn	03/21/2014		24		24	-24	Accounting Problem-Cause Unknown I like to Reconcile	24	0	0	0	0
IMOVAX RABIES VACCINE 1ML	49281025051Z00	ccc	03/01/2014		49		49	-49	Inaccurate Count (failed to record units distributed) Inaccurate Count(failed to record units recieved)	49	0	0	0	0
RABAVERT RABIES VACCINE 1ML	63851050101Z00	rrr	04/05/2013	Expired	1		1	-1	Initial Inventory	1	0	0	0	0
<b>Group Zoonosis (Rabies) Total</b>					168	0				168	0	0	0	0