

Alberta Vaccine Inventory (AVI) Quick Reference Guide COVID INVENTORY RECONCILIATION

COVID INVENTORY RECONCILIATION

- Before reconciling your AVI inventory to the on hand quantities, count the on hand inventory and record the product, lot number and quantity of doses for vaccine or quantity of vials for diluent.
- In AVI, using the **Navigation Menu**, click on **Lot Numbers** and then click **Reconciliation** to show the **Reconcile Inventory** screen.

The screenshot shows the 'Reconcile Inventory' screen with a navigation menu on the left. The 'Lot Numbers' menu item is highlighted, and the 'Reconciliation' sub-item is circled in red. The main area displays a table of inventory items with columns for Lot Number, Exp Date, Quantity on Hand, Physical Inventory, Adjustment (+/-), Category, Reason, Funding Source, Inactive, and Add Row. Three rows are visible, each with a 'Quantity on Hand' of 80 and a 'Physical Inventory' of 20, resulting in an 'Adjustment' of -40.0. The 'Category' dropdown is set to '--No Category Require--' and the 'Reason' dropdown is set to '--No Reason Required--'.

- Navigate through each product and lot number and enter the on hand quantity in the **Physical Inventory** field. The **Adjustment** field will automatically update if there is a difference between the entry and the **Quantity on Hand** field. Follow the steps in either **Option A, B** or **C** to complete the reconciliation of each line.

Option A: No Adjustment

If the quantity entered in the **Physical Inventory** field matches the **Quantity on Hand** (no adjustment), no further action required for this line.

This screenshot shows a single row in the inventory table for 'COVID-19 mRNA 1273 - mRNA / COVID-19 mRNA 1273 - mRNA 10 dose/vial/pkg'. The 'Quantity on Hand' is 80 and the 'Physical Inventory' is also 80, resulting in an 'Adjustment' of 0.0. The 'Category' dropdown is set to '--No Category Require--' and the 'Reason' dropdown is set to '--No Reason Required--'. A red arrow points to the 'Physical Inventory' field.

Option B: Negative Adjustment

If the quantity entered in the **Physical Inventory** field is less than the **Quantity On Hand**, AVI will require a reason for the change. Determine if the change is due to administered, expired, spoiled, or wastage reasons (see table below). Report the reason by:

- Selecting the appropriate **Category** from the drop down menu.

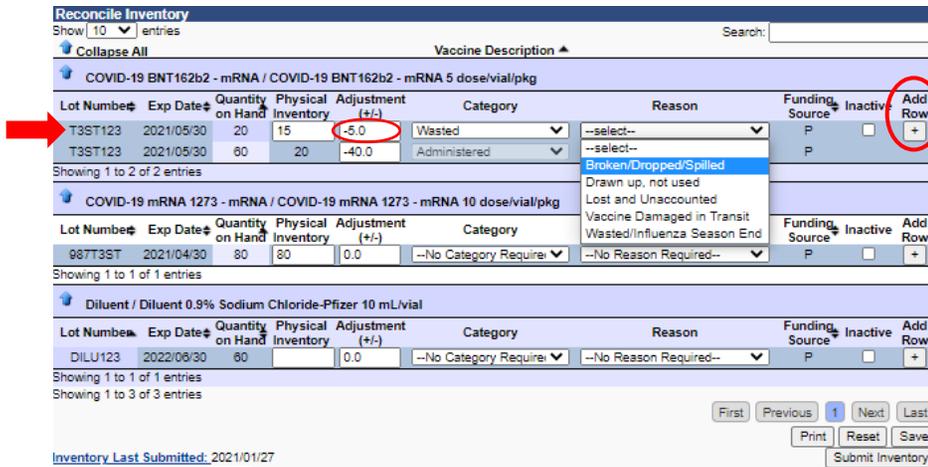
This screenshot shows the 'Reconcile Inventory' screen with a dropdown menu open for the 'Category' field. The menu options are: Administered, Expired, Recall, Reconciliation Error, Spoiled, Transfer, and Wasted. The 'Quantity on Hand' is 80 and the 'Physical Inventory' is 20, resulting in an 'Adjustment' of -40.0. The 'Reason' dropdown is set to '--select--'. A red arrow points to the 'Physical Inventory' field.

- Selecting the appropriate **Reason** from the drop down menu.

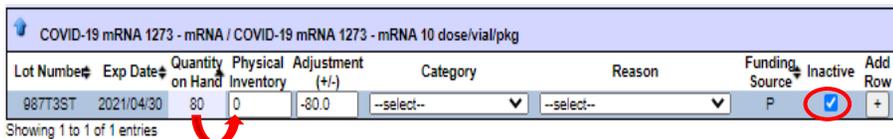
This screenshot shows the 'Reconcile Inventory' screen with a dropdown menu open for the 'Reason' field. The menu options are: Administered, Expired, Recall, Reconciliation Error, Spoiled, Transfer, and Wasted. The 'Quantity on Hand' is 80 and the 'Physical Inventory' is 20, resulting in an 'Adjustment' of -40.0. The 'Category' dropdown is set to 'Administered'. A red arrow points to the 'Reason' dropdown.

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- If there are multiple reconciliation reasons to be added to a vaccine, select the **Add Row** button. Enter the quantity to the **Physical Inventory** field, ensuring the **Adjustment** field shows the correct number for the respective reconciliation reason. Select the appropriate **Category** and **Reason**.



- If the **Physical Inventory** equals zero on any lot number, the "Inactive" box can be checked to remove the lot number line.



Use only the reconciliation categories and reasons for COVID vaccines. Use the category and reason which best describes what happened to the doses in your inventory.

Category	Rationalization	Reason
Administered	Used for clients	Administered
Expired	<ul style="list-style-type: none"> Expired as per manufacturer's expiration date Not used before the time frame allotted 	<ul style="list-style-type: none"> Expired Expired Opened Multi-dose Vials
Spoiled	<ul style="list-style-type: none"> Exposed to cold chain break and considered non-viable. Appropriate follow up must be completed before using this reason 	<ul style="list-style-type: none"> Cold Chain not maintained during transport Failure to Store Properly Natural Disaster/Power Outage Refrigerator/Freezer Mechanical Failure
Wasted	<ul style="list-style-type: none"> Non-viable due to reasons other than spoilage. <p><u>Note:</u> Direction from vendor or Alberta Health must be received before wasting product using Vaccine damaged in transit reason.</p>	<ul style="list-style-type: none"> Broken/Dropped/Spilled Drawn up, not used Lost and unaccounted Vaccine damaged in transit <p>Do NOT use Influenza end of season as a reason for COVID.</p>

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Option C: Positive Adjustment

If the quantity entered in the **Physical Inventory** field is more than the **Quantity On Hand**, there may be an outstanding transfer that you will need to receive before reconciling the on hand inventory. To receive a transfer, please see the *Receive or Reject a Transfer QRG*.

- Do not use the **Save** button to reconcile your inventory as this will not update the **Inventory Last Submitted** date and your facility will appear as non-compliant for the daily reporting requirement.

Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
987T3ST	2021/04/30	80	120	40.0	--select--	--select--	P	<input type="checkbox"/>	+

Showing 1 to 1 of 1 entries

Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
DILU123	2022/06/30	60	40	-20.0	Administered	Administered	P	<input type="checkbox"/>	+

Showing 1 to 1 of 1 entries
Showing 1 to 3 of 3 entries

Inventory Last Submitted: 2021/01/27

Legend

Note: If there is no outstanding transfer, contact the PVD (AHWPVD@gov.ab.ca) to have the inventory added into AVI. The reason for the discrepancy will be required before doses are added.

- Confirm the Inventory Last Submitted date has updated.

Changes were submitted successfully.

- To complete the reconciliation, click **Submit Inventory** button.

Reconcile Inventory

Show 10 entries

Collapse All Vaccine Description

Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
T3ST123	2021/05/30	20	15	-5.0	Wasted	Broken/Dropped/Spilled	P	<input type="checkbox"/>	+
T3ST123	2021/05/30	60	20	-40.0	Administered	Administered	P	<input type="checkbox"/>	+

Showing 1 to 2 of 2 entries

Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
987T3ST	2021/04/30	80	80	0.0	--No Category Required	--No Reason Required--	P	<input type="checkbox"/>	+

Showing 1 to 1 of 1 entries

Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
DILU123	2022/06/30	60	40	-20.0	Administered	Administered	P	<input type="checkbox"/>	+

Showing 1 to 1 of 1 entries
Showing 1 to 3 of 3 entries

Inventory Last Submitted: 2021/01/27

Legend

- Public Lots
- Non-Public Lots
- Expired Vaccines
- Expires in 30 days or less

Submit Inventory

Reconcile Inventory

Show 10 entries

Collapse All Vaccine Description

Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
T3ST123	2021/05/30	15		0.0	--No Category Require	--No Reason Required--	P	<input type="checkbox"/>	+

Showing 1 to 1 of 1 entries

Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
987T3ST	2021/04/30	80		0.0	--No Category Require	--No Reason Required--	P	<input type="checkbox"/>	+

Showing 1 to 1 of 1 entries

Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
DILU123	2022/06/30	40		0.0	--No Category Require	--No Reason Required--	P	<input type="checkbox"/>	+

Showing 1 to 1 of 1 entries
Showing 1 to 3 of 3 entries

Inventory Last Submitted: 2021/01/28

Legend

- Public Lots
- Non-Public Lots
- Expired Vaccines
- Expires in 30 days or less

Submit Inventory

Note: Pharmacies MUST receive transfers in AVI the day of physically receiving COVID vaccine or diluent in order to reconcile inventory properly.