Alberta Government

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



COVID INVENTORY RECONCILIATION

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

⊿ Main								
Home								
Logout	Reconcile Inventory							
▲ Lot Numbers	Show 10 V entries				Sei	arch:		
Reconciliation	Collapse All			Vaccine Description A				
Search/Add Search Results	COVID-19 BNT162b2 - 1	mRNA / COVID-19 BI	NT162b2 - m	RNA 5 dose/vial/pkg				
Detail Orders/Transfers	Lot Number Exp Date	Quantity Physical A on Hand Inventory	djustment (+/-)	Category	Reason		Funding Source	Add Row
Reports	T3ST123 2021/05/30	60	0.0	No Category Requirer 🗸	No Reason Required	~	P 🗌	+
Settings	Showing 1 to 1 of 1 entries							
 Scheduled Reports Change Password 	COVID-19 mRNA 1273	- mRNA / COVID-19 r	mRNA 1273 -	- mRNA 10 dose/vial/pkg				
Answers	Lot Number Exp Date	Quantity Physical A In Hand Inventory	djustment (+/-)	Category	Reason	1	Funding Source	Add Row
	987T3ST 2021/04/30	80	0.0	No Category Requirer 🗸	No Reason Required	~	P 🗌	+
Alberta Health	Showing 1 to 1 of 1 entries							
	Diluent / Diluent 0.9% \$	Sodium Chloride-Pfia	zer 10 mL/via	al				
	Lot Numbers Exp Date \$ 0	Quantity Physical A on Hand Inventory	djustment (+/-)	Category	Reason	1	Funding Source	Add Row
	DILU123 2022/06/30	60	0.0	No Category Requirer 🗸	No Reason Required	~	Р 🗌	+
	Showing 1 to 1 of 1 entries							
	Showing 1 to 3 of 3 entries							_
VIMS					Firs	t) Prev	vious 1 Next	Last
Version: 5 16 12 10							Print Reset	Save
101010110112110	Inventory Last Submitted: 20	021/01/27					Submit Inv	entory

 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.

COVID-1	COVID-19 mRNA 1273 - mRNA / COVID-19 mRNA 1273 - mRNA 10 dose/vial/pkg											
Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustmer (+/-)	t Category	Reason		Funding Source	Inactive	Add Row		
987T3ST	2021/04/30	80	80	0.0	No Category Requirer 🗸	No Reason Required	¥	P		+		
Showing 1 to 1	of 1 entries		1									

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:

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

Reconcile Inventory			
Show 10 🗙 entries		Search	:
Collapse All	Vaccine Description A		·
COVID-19 BNT162b2 - mRNA / COVID-19 BNT162b2 -	mRNA 5 dose/vial/pkg		
Lot Number Exp Date Quantity Physical Adjustmen on Hand Inventory (+/-)	t Category	Reason	Funding Inactive Add
T3ST123 2021/05/30 60 20 -40.0	select V	select 🗸) P 🗌 +
Showing 1 to 1 of 1 entries	select		
COVID-19 mRNA 1273 - mRNA / COVID-19 mRNA 127	Administered 3 Expired		
Lot Number Exp Date Quantity Physical Adjustmen on Hand Inventory (+/-)	Recall Reconciliation Error	Reason	Funding Inactive Add
987T3ST 2021/04/30 80 80 0.0	Spoiled	No Reason Required 🗸 🗸) P 🗌 (+)
Showing 1 to 1 of 1 entries	Transfer		
Diluent / Diluent 0.9% Sodium Chloride-Pfizer 10 mL/	Wasted vial		
Lot Number Exp Date Quantity Physical Adjustmen	t Category	Reason	Funding Source Inactive Row
DILU123 2022/06/30 60 0.0	No Category Require: 🗙	No Reason Required 🗸 🗸	P 🗌 +
Showing 1 to 1 of 1 entries			
Showing 1 to 3 of 3 entries		First	Previous 1 Next Last Print Reset Save
Inventory Last Submitted: 2021/01/27			Submit Inventory

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

Reconcile I	nventory								
Show 10 ¥	entries					Search:			
Collapse	All				Vaccine Description 🔺				
COVID-	19 BNT162b2	- mRNA /	COVID-19	BNT162b2 - i	mRNA 5 dose/vial/pkg				
Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	nactive	Add Row
T3ST123	2021/05/30	60	20	-40.0	Administered V	Administered V	P		[+]
Showing 1 to 1	1 of 1 entries					select			
						Administered			
COVID-	19 mRNA 127	3 - mRNA	/ COVID-19	mRNA 1273	- mRNA 10 dose/vial/pkg				
Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	nactive	Add Row
987T3ST	2021/04/30	80	80	0.0	No Category Requirer 🗸	No Reason Required 🗸 🗸	P		+
Showing 1 to 1	1 of 1 entries								
🕲 Diluent	/ Diluent 0.9%	Sodium	Chloride-P	fizer 10 mL/v	ial				
Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	nactive	Add Row
DILU123	2022/06/30	60		0.0	No Category Requirer 🗙	No Reason Required 🗸 🗸	P		+
Showing 1 to 1	1 of 1 entries								
Showing 1 to 3	3 of 3 entries								
-						First	Previous 1	Next	Last
							Print	Reset	Save
Inventory Las	st Submitted:	2021/01/2	7				Su	ibmit Inv	entory



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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.

Reconcile Inventory											
Show 10 👻	entries					Search:					
Collapse A	All				Vaccine Description 🔺						
COVID-1	9 BNT162b2	- mRNA /	COVID-19	BNT162b2 - i	mRNA 5 dose/vial/pkg						
Lot Number	Exp Date‡	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Add Row			
T3ST123	2021/05/30	20	15	-5.0	Wasted 🗸	select V	P 🗌	+			
T3ST123	2021/05/30	60	20	-40.0	Administered 🗸	select	P	\smile			
Showing 1 to 2	of 2 entries			·		Broken/Dropped/Spilled					
COVID-1	9 mRNA 127	3 - mRNA	/ COVID-19) mRNA 1273	- mRNA 10 dose/vial/pkg	Drawn up, not used Lost and Unaccounted					
Lot Number	Exp Date‡	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Vaccine Damaged in Transit Wasted/Influenza Season End	Funding Source	Add Row			
987T3ST	2021/04/30	80	80	0.0	No Category Requirer 🗸	No Reason Required 🗸 🗸	P 🗌	+			
Showing 1 to 1	of 1 entries										
Diluent /	Diluent 0.9%	Sodium (Chloride-P	fizer 10 mL/v	ial						
Lot Number	Exp Date¢	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Add Row			
DILU123	2022/06/30	60		0.0	No Category Requirer 🗙	No Reason Required 🗸	Р 🗌	+			
Showing 1 to 1 of 1 entries											
Showing 1 to 3 of 3 entries First Previous 1 Next Last Print Reset Save											
Inventory Last Submitted: 2021/01/27 Submit Inventory											

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

COVID-19	COVID-19 mRNA 1273 - mRNA / COVID-19 mRNA 1273 - mRNA 10 dose/vial/pkg											
Lot Number	Exp Date‡	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category		Reason		Funding Source	nactive	Add Row	
987T3ST	2021/04/30	80	0	-80.0	select	v	select	Y	P		+	
Showing 1 to 1	of 1 entries		1									

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	 Expired as per manufacturer's expiration date 	• Expired
	 Not used before the time frame allotted 	 Expired Opened Multi- dose Vials
Spoiled	• Exposed to cold chain break and considered non-viable. Appropriate follow up must be completed before using this reason	 Cold Chain not maintained during transport Failure to Store Properly Natural Disaster/Power Outage Refrigerator/Freezer Mechanical Failure
Wasted	 Non-viable due to reasons other than spoilage. <u>Note</u>: Direction from vendor or Alberta Health must be received before wasting product using Vaccine damaged in transit reason. 	 Broken/Dropped/Spilled Drawn up, not used Lost and unaccounted Vaccine damaged in transit Do NOT use Influenza end of season as a reason for COVID.

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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*.

	COVID-19 mRNA 1273 - mRNA / COVID-19 mRNA 1273 - mRNA 10 dose/vial/pkg											
	Lot Numbe¢	Exp Date¢	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category		Reason		Funding Source	Inactive	Add Row
	987T3ST	2021/04/30	80	120	40.0	select	۷	select	۷	P		+
0	Showing 1 to 1 (of 1 entries		1								

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.

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

Reconcil	le In	ventory										
Show 10	~	entries							Search:			
🕆 Collap	pse A	II				Vaccine Descrip	otion 🔺					
🕆 cov	/ID-19	9 BNT162b2	- mRNA /	COVID-19	BNT162b2 - I	mRNA 5 dose/vial/pl	¢g					
Lot Num	ibe⊯	Exp Date\$	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category		Reason		Funding Source	Inactive	Add Row
T3ST12	23	2021/05/30	20	15	-5.0	Wasted	~	Broken/Dropped/Spilled	~	P		+
T3ST12	23	2021/05/30	60	20	-40.0	Administered	~	Administered	~	P		
Showing 1	to 2	of 2 entries										
COVID-19 mRNA 1273 - mRNA / COVID-19 mRNA 1273 - mRNA 10 dose/vial/pkg												
Lot Num	ibe¢	Exp Date\$	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category		Reason		Funding Source	Inactive	Add Row
987T3S	ST	2021/04/30	80	80	0.0	No Category Req	uired 🗸	No Reason Required	~	P		+
Showing 1	Showing 1 to 1 of 1 entries											
🕆 Dilue	ent /	Diluent 0.9%	Sodium	Chloride-P	fizer 10 mL/v	rial						
Lot Num	iber	Exp Date\$	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category		Reason		Funding Source	Inactive	Add Row
DILU12	23	2022/06/30	60	40	-20.0	Administered	~	Administered	~	P		+
Showing 1	to 1	of 1 entries										
Showing 1	to 3	of 3 entries										-
								L.	First	revious 1	Next	Last
										Print	Prot	Cave
Inventory	Last	Submitted:	2021/01/2	7						5	ubmit Inv	entory
Legend P N E E	Public Non-P Expire Expire	Lots ublic Lots d Vaccines s in 30 days	or less									

• <u>Do not use the Save button</u> 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 Physical Adjustment Category Reason Funding, Source Interview DILU123 2022/06/30 60 40 -20.0 Administered V P Showing 1 to 1 of 1 entries Showing 1 to 3 of 3 entries First Previous 1 Next	ondone, ond	nt / Diluent 0	t 0.9% So	odium (Chloride-P	fizer 10 mL/v	ial				
DILU123 2022/06/30 60 40 -20.0 Administered V P Showing 1 to 1 of 1 entries Showing 1 to 3 of 3 entries First Previous 1 Next	lumber Ex	en Exp Dat	ate≑ Qu	uantit <u>v</u> n Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
Showing 1 to 1 of 1 entries Showing 1 to 3 of 3 entries First Previous 1 Next	.U123 202	2022/06/	6/30	60	40	-20.0	Administered	 Administered 	✓ P		+
Showing 1 to 3 of 3 entries	ng 1 to 1 of 1	o 1 of 1 entrie	ries								
	ng 1 to 3 of 3	o 3 of 3 entrie	ries						First Previous	1 Next	Last
Print Reset									Print	Reset 🕨	
Inventory Last Submitted: 2021/01/27 Submit Inv	ory Last Sub	ast Submitte	<u>tted:</u> 202	21/01/27	7					Submit Inve	entory
Legend	d								_		

5. Confirm the Inventory Last Submitted date has updated.

• Ch	ange	s were s	ubmitte	d succes	sfully.						
Reconci	le Inve	ntory									
Show 10	✓ er	itries					s	earch:			
Collap	se All					Vaccine Description A					
🔹 cov	'ID-19 E	NT162b2	- mRNA /	COVID-19	BNT162b2 -	mRNA 5 dose/vial/pkg					
Lot Num	ber¢ E	xp Date‡	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason		Funding Source	Inactive	Add Row
T3ST12	3 20	21/05/30	15		0.0	No Category Require 🗸	No Reason Required	~	P		+
Showing 1	to 1 of	1 entries									
🔹 cov	'ID-19 n	RNA 127	3 - mRNA	/ COVID-19	9 mRNA 127	3 - mRNA 10 dose/vial/pkg					
Lot Num	ber¢ E	xp Date‡	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason		Funding Source	Inactive	Add Row
987T3S	T 20	21/04/30	80		0.0	No Category Require 🗙	No Reason Required	~	P		+
Showing 1	to 1 of	1 entries									
🕲 Dilu	ent / Dil	luent 0.9%	Sodium (Chloride-P	fizer 10 mL/	vial					
Lot Num	ben. E	xp Date‡	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason		Funding Source	Inactive	Add Row
DILU12	3 20	22/08/30	40		0.0	No Category Require 🗙	No Reason Required	~	P		+
Showing 1	to 1 of	1 entries									
Showing 1	to 3 of	3 entries					Fi	rst Pr	revious 1 Print	Next Reset	Last Save
Inventory	Last Su	ubmitted:	2021/01/28						S	ubmit Inve	entory
F	ublic Lo	ots									
	xpired	Vaccines									
	xpires i	n 30 days	or less								

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