

## INVENTORY ADJUSTMENTS: WASTAGE CORRECTION, RECONCILIATION ERROR

### INTRODUCTION

AVI facilities are not able to perform positive reconciliation error adjustments. If you require a positive reconciliation error adjustment and receive vaccine from an AHS depot, please reach out to your depot for assistance. If you are a community pharmacy or physician clinic that receives vaccine from a wholesale distributor, please reach out to [health.avi@gov.ab.ca](mailto:health.avi@gov.ab.ca) for assistance.

1. For all positive adjustments required for reconciliation errors and wastage corrections, the inquiry must contain:
  - Facility Name
  - Vaccine
  - Lot Number
  - Current On-Hand Quantity
  - 1.1. If the inquiry does not contain the necessary information, please respond to the email requesting the missing information.
  
2. Before adjusting the inventory in an AVI facility, confirm that there are no outstanding orders/transfers to receive for the specified vaccine and lot number.
  - 2.1. In the **Main** section in the AVI **Navigation Menu**, click on **Select Organization (IRMS)**. Assign the **Organization IRMS > Submit**.
  - 2.2. **Main > Select Facility**. Select the **Facility > Continue**.
  - 2.3. Under **Orders/Transfers > Create/View Orders** > Check for any outstanding orders or transfers in the **Inbound Orders** or the **Inbound Transfers** section.
  - 2.4. If an outstanding order or transfer exists, click on the **Selection Arrow** to open the order or transfer.
  - 2.5. Confirm that the order/transfer to be received does not include the affect vaccine and lot number in the reconciliation adjustment.

3. If the reconciliation adjustment request does not include the reconciliation reason used in the error, view the Lot Log to check:
  - 3.1. In the **Navigation Menu**, select **Lot Numbers > Search/Add**
  - 3.2. Enter the lot number in the **Lot Number** field. Click **Search**.
  - 3.3. Click on the entry for the lot number to be adjusted.
  - 3.4. Click **View Lot Log**. Determine the reconciliation reason used in the error.
  
4. See the **Wastage Correction** section if the reconciliation error used the following Wastage Reasons:

Correction	Wastage Category	Wastage Reason
<b>Wastage Correction - Disposed</b>	Expired	<ul style="list-style-type: none"> <li>• Expired Opened Multi-Dose Vials</li> </ul>
	Wasted	<ul style="list-style-type: none"> <li>• Broken/Dropped/Spilled</li> <li>• Drawn up, not used</li> <li>• Lost and Unaccounted</li> <li>• Vaccine Damaged in Transit</li> <li>• Wasted/Influenza Season End</li> </ul>
<b>Wastage Correction - Return</b>	Expired	<ul style="list-style-type: none"> <li>• Expired</li> </ul>
	Recall	<ul style="list-style-type: none"> <li>• Vaccine Recall</li> </ul>
	Spoiled	<ul style="list-style-type: none"> <li>• Cold Chain not maintained during transport</li> <li>• Failure to Store Properly</li> <li>• Natural Disaster / Power Outage</li> <li>• Refrigerator/Freezer Mechanical Failure</li> </ul>

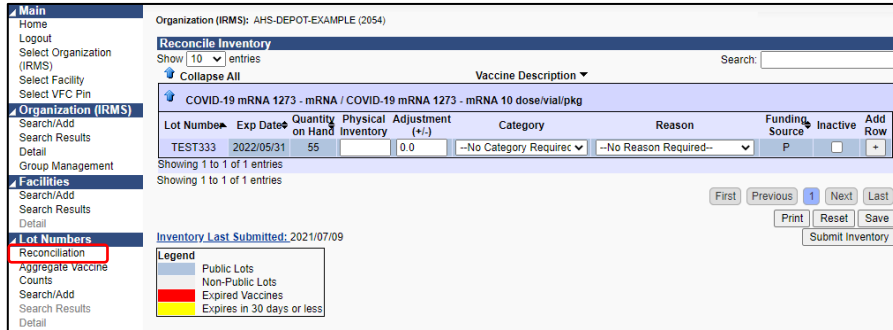
5. If the reconciliation error did not include the listed Wastage Reasons, proceed to the **Reconciliation Error** section.

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WASTAGE CORRECTION

Do not use the **Reconciliation Error** category for any wastage reconciliation error lot adjustments.

1. In AVI, using the **Navigation Menu**, click on **Lot Numbers** and then click **Reconciliation** to show the **Reconcile Inventory** screen.



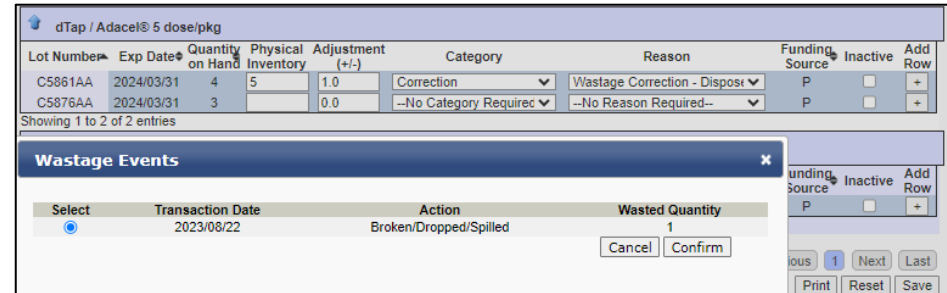
2. Navigate to the product and lot number. Enter the current on-hand quantity (in doses) in the **Physical Inventory** field. Confirm the **Adjustment** field matches the current on-hand quantity.
3. Select the **Correction** category.
4. Select the appropriate **Correction** reason:

**WASTAGE CORRECTION – DISPOSED:**

- 4.1. If the reconciliation error involves the following wastage reasons, select the **Reason** as **Wastage Correction – Disposed**.

Wastage Correction - Disposed
<ul style="list-style-type: none"> <li>Expired Opened Multi-Dose Vials</li> <li>Broken/Dropped/Spilled</li> <li>Drawn up, not used</li> <li>Lost and Unaccounted</li> <li>Vaccine Damaged in Transit</li> <li>Wasted/Influenza Season End</li> </ul>

- 4.1.1. A pop-up will appear. Select the appropriate wastage event. Click **Confirm**.



- 4.1.2. Click the **Save** button at the bottom of the **Reconciliation** screen.

**WASTAGE CORRECTION - RETURN:**

- 4.2. If the reconciliation error involves the following wastage reasons, select the **Reason** as **Wastage Correction – Return**.

Wastage Reason
<ul style="list-style-type: none"> <li>Expired</li> <li>Vaccine Recall</li> </ul>
<ul style="list-style-type: none"> <li>Cold Chain not maintained during transport</li> <li>Failure to Store Properly</li> <li>Natural Disaster / Power Outage</li> <li>Refrigerator/Freezer Mechanical Failure</li> </ul>

- 4.2.1. A pop-up will appear. Select the appropriate wastage event. Click **Confirm**.
- 4.2.2. Click the **Save** button at the bottom of the **Reconciliation** screen.

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### RECONCILIATION ERROR CATEGORY

The **Reconciliation Error** category is to be used for all non-wastage reconciliation errors.

Non-Wastage Reason
<ul style="list-style-type: none"> <li>• Administered</li> </ul>
<ul style="list-style-type: none"> <li>• Reconciliation Error</li> </ul>
<ul style="list-style-type: none"> <li>• Restock Private Inventory from Public</li> <li>• Restock Private Inventory from Private</li> <li>• Returned to PVD program</li> <li>• Returned to zone depot</li> <li>• Returned to vendor</li> <li>• Transferred to another provider</li> </ul>

1. In AVI, using the **Navigation Menu**, click on **Lot Numbers** and then click **Reconciliation** to show the **Reconcile Inventory** screen.
2. Navigate to the product and lot number. Enter the current on-hand quantity (in doses) in the **Physical Inventory** field. Confirm the **Adjustment** field matches the current on-hand quantity.
3. Select the **Category** as **Reconciliation Error** and the **Reason** as **Reconciliation Error**.
4. Click the **Save** button.