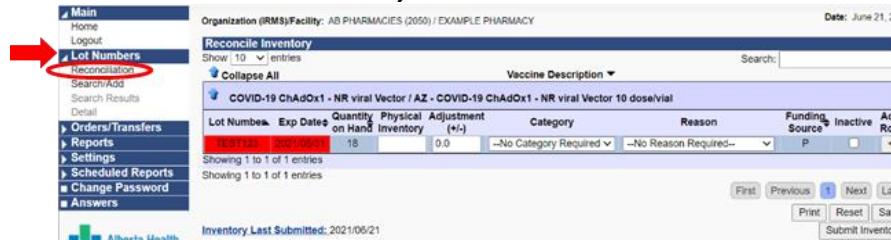


INVENTORY RECONCILIATION

Vaccine quantities in AVI are always by dose. Always reconcile your inventory before ordering.

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



Reconcile Inventory
Organization (IRMS) Facility: AB PHARMACIES (2050) / EXAMPLE PHARMACY Date: June 21, 2021

Lot Numbers Exp Date Quantity Physical Adjustment Category Reason Funding Source Inactive Add Row

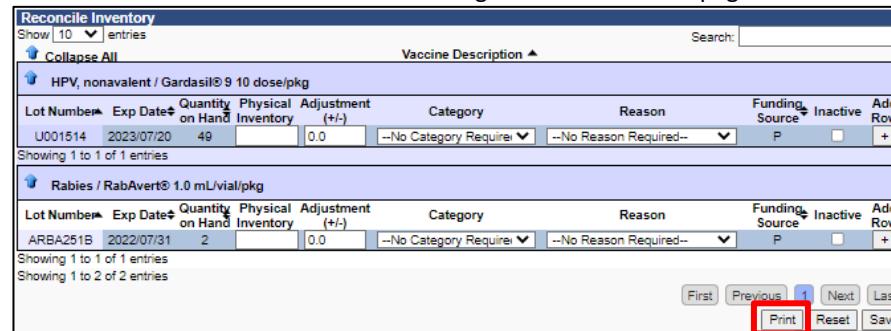
| | | | | | | | | |
|---------|------------|----|-----|-----------------------|---------------------|---|--------------------------|--|
| U001514 | 2023/07/20 | 49 | 0.0 | -No Category Required | -No Reason Required | P | <input type="checkbox"/> | <input type="button" value="Add Row"/> |
|---------|------------|----|-----|-----------------------|---------------------|---|--------------------------|--|

Showing 1 to 1 of 1 entries

Inventory Last Submitted: 2021/06/21

Print Reset Save Submit Inventory

2. Click the **Print** button on the bottom right-hand side of the page.



Reconcile Inventory
Show 10 entries Vaccine Description ▲

HPV, nonavalent / Gardasil® 9 10 dose/pkg

| | | | | | | | | |
|---------|------------|----|-----|-----------------------|---------------------|---|--------------------------|--|
| U001514 | 2023/07/20 | 49 | 0.0 | -No Category Required | -No Reason Required | P | <input type="checkbox"/> | <input type="button" value="Add Row"/> |
|---------|------------|----|-----|-----------------------|---------------------|---|--------------------------|--|

Rabies / RabAvert® 1.0 mL/vial/pkg

| | | | | | | | | |
|----------|------------|---|-----|-----------------------|---------------------|---|--------------------------|--|
| ARBA251B | 2022/07/31 | 2 | 0.0 | -No Category Required | -No Reason Required | P | <input type="checkbox"/> | <input type="button" value="Add Row"/> |
|----------|------------|---|-----|-----------------------|---------------------|---|--------------------------|--|

Showing 1 to 1 of 1 entries

Showing 1 to 2 of 2 entries

Print Reset Save

3. The **Reconciliation Worksheet** will open and can be printed and taken to your storage unit(s) in order to do your physical count.

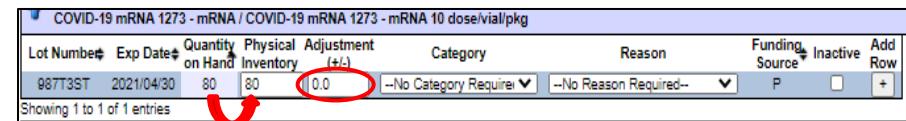
| Reconciliation Worksheet | | | | | | | | |
|--------------------------------|------------|---------------------------|------------|------------------|--------------------|------------|--------|----------------|
| Organization (IRMS): Facility: | | | | | | | | |
| Vaccine Description | Lot Number | Vaccine Name | Exp Date | Quantity on Hand | Physical Inventory | Adjustment | Reason | Funding Source |
| HPV, nonavalent | U001514 | Gardasil® 9 10 dose/pkg | 2023/07/20 | 49 | | | | P |
| Rabies | ARBA251B | RabAvert® 1.0 mL/vial/pkg | 2022/07/31 | 2 | | | | P |

4. Count and record the physical on hand quantities for the product, lot number and expiry in the **Physical Inventory** column.

5. Navigate back to the **Reconcile Inventory** screen in AVI and enter the on hand quantity in the **Physical Inventory** field for each line. 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 is required for this line.



COVID-19 mRNA 1273 - mRNA / COVID-19 mRNA 1273 - mRNA 10 dose/vial/pkg

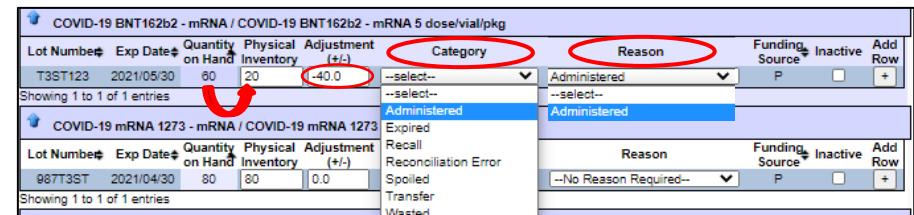
| | | | | | | | | | |
|------------|------------|------------------|--------------------|------------|-----------------------|---------------------|----------------|--------------------------|--|
| Lot Number | Exp Date | Quantity on Hand | Physical Inventory | Adjustment | Category | Reason | Funding Source | Inactive | Add Row |
| 98773ST | 2021/04/30 | 80 | 80 | 0.0 | -No Category Required | -No Reason Required | P | <input type="checkbox"/> | <input type="button" value="Add Row"/> |

Showing 1 to 1 of 1 entries

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:

- I. Selecting the appropriate **Category** and **Reason** from the drop down menus. Refer to the [Reconciliation Guidelines](#) section for guidance on which category or reason to use for recording what happened to the doses in your inventory.



COVID-19 BNT162b2 - mRNA / COVID-19 BNT162b2 - mRNA 5 dose/vial/pkg

| | | | | | | | | | |
|------------|------------|------------------|--------------------|------------|----------|----------|----------------|--------------------------|--|
| Lot Number | Exp Date | Quantity on Hand | Physical Inventory | Adjustment | Category | Reason | Funding Source | Inactive | Add Row |
| T3ST123 | 2021/05/30 | 60 | 20 | 40.0 | -select- | -select- | P | <input type="checkbox"/> | <input type="button" value="Add Row"/> |

Showing 1 to 1 of 1 entries

COVID-19 mRNA 1273 - mRNA / COVID-19 mRNA 1273

| | | | | | | | | | |
|------------|------------|------------------|--------------------|------------|----------|----------|----------------|--------------------------|--|
| Lot Number | Exp Date | Quantity on Hand | Physical Inventory | Adjustment | Category | Reason | Funding Source | Inactive | Add Row |
| 98773ST | 2021/04/30 | 80 | 80 | 0.0 | -select- | -select- | P | <input type="checkbox"/> | <input type="button" value="Add Row"/> |

Showing 1 to 1 of 1 entries

INVENTORY RECONCILIATION

II. 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**.

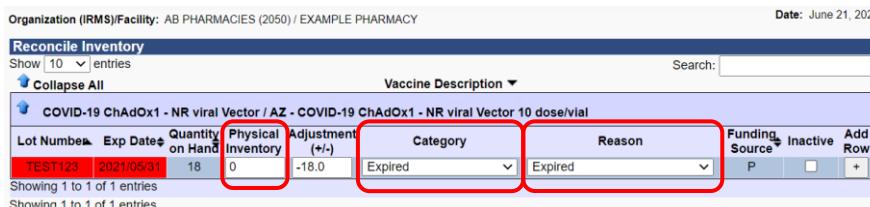


| Lot Number | Exp Date | Quantity on Hand | Physical Inventory | Adjustment (+/-) | Category | Reason | Funding Source | Inactive | Add Row |
|------------|------------|------------------|--------------------|------------------|--------------|--------|----------------|--------------------------|----------------------------------|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

Showing 1 to 2 of 2 entries

III. For **expired** vaccines, the Lot Number and Expiry Date of expired vaccine are highlighted in red. Remove expired inventory by reconciling out remaining vaccine:

- Physical Inventory:** 0
- Category:** Expired
- Reason:** Expired



| Lot Number | Exp Date | Quantity on Hand | Physical Inventory | Adjustment (+/-) | Category | Reason | Funding Source | Inactive | Add Row |
|------------|------------|------------------|--------------------|------------------|----------|---------|----------------|--------------------------|----------------------------------|
| TEST123 | 2021/05/31 | 18 | 0 | -18.0 | Expired | Expired | P | <input type="checkbox"/> | <input type="button" value="+"/> |

Showing 1 to 1 of 1 entries

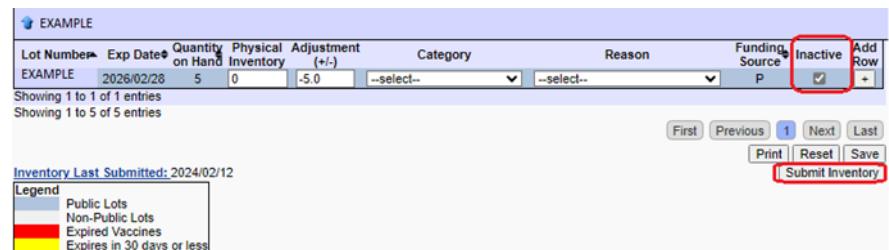
IV. For **withdrawn** vaccines (Vaccine or vaccine lot that facilities have been instructed to remove from inventory by Alberta Health). Remove withdrawn inventory by reconciling out remaining vaccine:

- Physical Inventory:** 0
- Category:** Use category indicated by Alberta Health
- Reason:** Use reason indicated by Alberta Health



| Lot Number | Exp Date | Quantity on Hand | Physical Inventory | Adjustment (+/-) | Category | Reason | Funding Source | Inactive | Add Row |
|------------|------------|------------------|--------------------|------------------|----------|----------|----------------|--------------------------|----------------------------------|
| EXAMPLE | 2024/10/31 | 45 | 0 | -45.0 | -select- | -select- | P | <input type="checkbox"/> | <input type="button" value="+"/> |

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



| Lot Number | Exp Date | Quantity on Hand | Physical Inventory | Adjustment (+/-) | Category | Reason | Funding Source | Inactive | Add Row |
|------------|------------|------------------|--------------------|------------------|----------|----------|----------------|-------------------------------------|----------------------------------|
| EXAMPLE | 2026/02/28 | 5 | 0 | -5.0 | -select- | -select- | P | <input checked="" type="checkbox"/> | <input type="button" value="+"/> |

Showing 1 to 1 of 1 entries

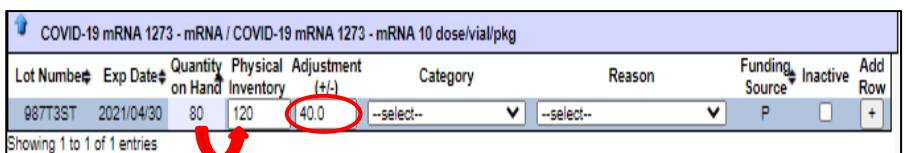
Showing 1 to 5 of 5 entries

Inventory Last Submitted: 2024/02/12

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

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 or order that you will need to receive before reconciling the on hand inventory.



| 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"/> | <input type="button" value="+"/> |

Showing 1 to 1 of 1 entries

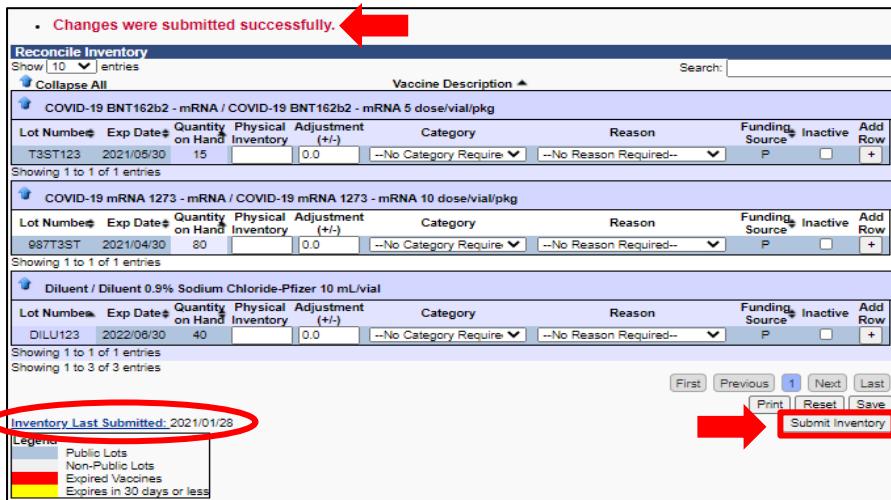
To receive a transfer, please see the [Receive or Reject an Order or Transfer](#) quick reference guide that is available on the AVI home page.

Please contact your vaccine distributor if there are no outstanding transfer or order to receive in AVI.

Notes:

- Please keep all publicly funded vaccine under cold chain until it expires. Expired and withdrawn vaccine are discarded on site. **Do not return expired or withdrawn vaccines to the wholesaler distributor.**
- Please ensure to verify the expiry date of thawed vaccines and reconcile out vaccine past the thawed date.

6. To complete the reconciliation, click the **Submit Inventory** button.
 - **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 reporting requirements.
7. Confirm the **Inventory Last Submitted** date has updated.



Reconcile Inventory

Showing 1 to 1 of 1 entries

Vaccine Description ▲

Search:

Collapse All

COVID-19 BNT162b2 - mRNA / COVID-19 BNT162b2 - mRNA 5 dose/vial/pkg

| 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 Required | -No Reason Required- | P | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Showing 1 to 1 of 1 entries

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 | Inactive | Add Row |
|------------|------------|------------------|--------------------|-----------------------|----------------------|--------|--------------------------|--------------------------|--------------------------|
| 9877T3ST | 2021/04/30 | 80 | 0.0 | -No Category Required | -No Reason Required- | P | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Showing 1 to 1 of 1 entries

Diluent / Diluent 0.9% Sodium Chloride-Pfizer 10 mL/vial

| 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 Required | -No Reason Required- | P | <input type="checkbox"/> | <input type="checkbox"/> | <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

First Previous **1** Next Last

Print Reset Save **Submit Inventory**

RECONCILIATION GUIDELINES

Below are general guidelines on which categories and reasons to use during reconciliation to best describe what happened to the doses in your inventory. Reconciliation transactions are audited and used for wastage reports.

For withdrawn vaccines, Alberta Health will supply the category and reason for reconciling withdrawn vaccines.

| Category | Reason | Rationalization |
|--------------|--|---|
| Administered | Administered | Used for clients |
| Expired | <ul style="list-style-type: none"> Expired Expired Opened Multi-dose Vials | <ul style="list-style-type: none"> Expired as per manufacturer's expiration date Vaccine past allotted vaccine storage period (expired prior to printed expiration date due to thawing or vial puncture). Please refer to the below documents for timeframes: <ul style="list-style-type: none"> Alberta COVID Vaccine Storage and Handling guidelines Alberta Vaccine Storage and Handling Policy for Provincially-Funded Vaccine |
| Spoiled | <ul style="list-style-type: none"> Cold Chain not maintained during transport Failure to Store Properly Natural Disaster/Power Outage Refrigerator/Freezer Mechanical Failure | <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 |
| Transfer | <ul style="list-style-type: none"> Restock from Private Inventory from Public Restock from Public Inventory from Private Returned to PVD program Returned to the Zone Depot Returned to vendor Transferred to another provider | <ul style="list-style-type: none"> Refrain from using these reasons if possible. <ul style="list-style-type: none"> ALWAYS document the movement of inventory using the Create Transfer function under Orders/Transfers → Create/View Orders. Using the Create Transfer function automatically removes the doses from your inventory and sends it to the receiving facility. <p><i>Note: If you do not have access to this function, please contact your AVI depot/organization for assistance. If you do not have the contact information for your AVI depot/organization, please contact the AVI Help Desk.</i></p> |
| Wasted | <ul style="list-style-type: none"> Broken/Dropped/Spilled Drawn up, not used Lost and unaccounted Product Problem Vaccine damaged in transit Wasted/Influenza Season End | <ul style="list-style-type: none"> Non-viable due to reasons other than spoilage. <ul style="list-style-type: none"> <i>Note: Direction from vendor or Alberta Health must be received before wasting product using Vaccine damaged in transit reason.</i> Syringes that are pre-filled and not administered within the appropriate timeframe. (i.e. insufficient clients or canceled appointments) Non-viable due to a product problem which can include: less than recommended doses drawn, particulate matter or manufacturing defects. Product problems should always be reported using the Publicly Funded Vaccine Product Problem form found on the Alberta Immunization Policy Site. Wasted/Influenza Season End is ONLY used for influenza vaccine. |