

EXTRA DOSE RECONCILIATION

The screenshot shows the 'Reconcile Inventory' interface. On the left is a navigation menu with items like 'Waitlist', 'Vaccinations', 'Exec. Dashboard', 'Organization', 'Facilities', 'Physicians & Vaccinators', 'Lot Numbers', 'Doses Administered', 'Reconciliation', 'Aggregate Vaccine Counts', 'Search/Add', 'Search Results', 'Detail', 'Correct Decrementing', 'Orders/Transfers', 'Registration Forms', 'Reports', 'Settings', 'Personal', 'Forecast', 'HL7 Uploads', 'Facility', and 'CASA Export'. The 'Reconcile Inventory' table has columns: Vaccine, Lot Number, Exp Date, Quantity on Hand, Physical Inventory (with a callout 2 pointing to the input field), Adjustment (+/-), Category (with a callout 3 pointing to the dropdown), Reason (with a callout 4 pointing to the dropdown), Funding Source, Inactive, and Add Row. The table contains three rows: COVID-19 mRNA (Lot 123ABC, Exp 11/30/2021, Qty 0, Phys 1, Adj 1.0, Category 'Order Received', Reason 'Dose Count Variance Multi-dose Vial'), COVID-19 mRNA (Lot 987XYZ, Exp 11/01/2023, Qty 199, Phys empty, Adj 0.0, Category '--No Category Required--', Reason '--No Reason Required--'), and MMR (Lot MMR123, Exp 12/31/2022, Qty 97, Phys empty, Adj 0.0, Category '--No Category Required--', Reason '--No Reason Required--'). At the bottom right are buttons for 'Print', 'Reset', 'Save', and 'Submit Monthly Inventory' (with a callout 5 pointing to the 'Save' button). Below the table, there are status messages: 'Inventory Last Submitted: N/A', 'Vaccine Administered Report Last Submitted: N/A', and a red warning: 'Please Submit your Monthly Vaccine Administered Report before reconciling your vaccines.' A legend box shows 'Public Lots' (grey), 'Private Lots' (white), 'Expired Vaccines' (red), and 'Expires in 30 days or less' (yellow).

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose (Moderna)	123ABC	11/30/2021	0	1	1.0	Order Received	Dose Count Variance Multi-dose Vial	PUB	<input type="checkbox"/>	+
COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose (Pfizer)	987XYZ	11/01/2023	199		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+
MMR (MMR1)	MMR123	12/31/2022	97		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+

Inventory Last Submitted: N/A
Vaccine Administered Report Last Submitted: N/A
Please Submit your Monthly Vaccine Administered Report before reconciling your vaccines.

Legend
Public Lots
Private Lots
Expired Vaccines
Expires in 30 days or less

Print Reset Save
Submit Monthly Inventory

Steps:

1. Log in into WAIS; select "Lot Numbers" and then click "Reconciliation"
2. Adjust "Physical Inventory" to account for extra doses
3. Under "Category," select "Order Received"
4. Under "Reason," select "Dose Count Variance Multi-dose Vial"
5. Click "Save" and then "Submit" once complete