

BALANCE INVENTORY PROCESS

BE SURE ALL MCIR DATA IS ENTERED (both VFC and Private)

Every week:

- Print Physical Inventory Report
 - Record counts
 - If differences, find out why
 - Make appropriate adjustments to MCIR
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Monthly (be sure to do the weekly first):

- With Inventory open click Balance Inventory
 - Enter date of count and hit Get Inventory
 - Enter counts
 - Click Save/Update
 - Click Completed
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Ordering (after completing monthly):

- Health Department needs
 - Ending Inventory Report
 - Doses Admin Report
 - Temperature Logs
 - Generate Return and Waste Report