

EXTRA DOSE RECONCILIATION

The screenshot shows the 'Reconcile Inventory' interface in the WAIS system. A left-hand navigation menu is visible, with 'Lot Numbers' and 'Reconciliation' highlighted. The main table displays vaccine inventory data with columns for Vaccine, Lot Number, Exp Date, Quantity on Hand, Physical Inventory, Adjustment (+/-), Category, Reason, Funding Source, Inactive, and Add Row. Three callouts (2, 3, 4) point to the 'Physical Inventory', 'Category', and 'Reason' columns respectively. Callout 1 points to the 'Reconciliation' menu item. Callout 5 points to the 'Save' button. Below the table, there are status messages and a legend.

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 (MMRII)	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

Buttons: 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