

REPUBLIC OF GHANA
MINISTRY OF HEALTH



GHILMIS SYSTEM END-USER
AID

Inventory Management
Functionality

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Acronyms

| | |
|-----|-----------------------------|
| DHD | District Health Directorate |
| RMS | Regional Medical Stores |
| SOP | Standard Operating Manual |
| SDP | Service delivery point |

Introduction

The procedures described in this manual is for officers who manage inventory at the various facilities.

Purpose of the Manual

This SOP Manual is intended to simplify and standardize inventory management at the SDP.

Why should you use this manual?

This manual will enable you to carry out inventory transactions and conduct cycle count (stocktaking).

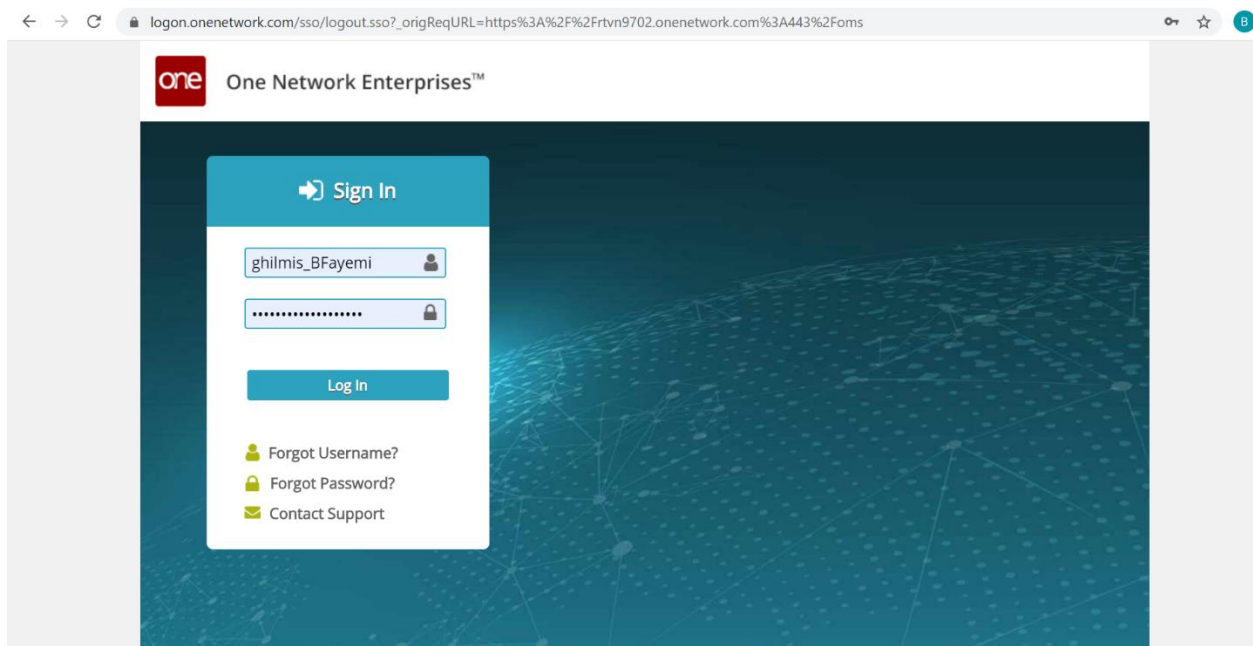
Whom to perform this Activity

Warehouse / Inventory Manager

How to perform this Activity

Log in to the url: www.rtvn9702.onenetwork.com

[Type in your username and password to log in](#)



Cycle Count (Stock taking)

Stock taking can be done in two (2) ways: ***cycle count plan*** and ***cycle count***. Cycle counts are performed in facility stores to ensure that virtual/system stock and physical stock are the same. If there are discrepancies, inventory adjustments must be made to balance the stock. The processes involved will now be explained below which shows the System Process Steps for the generation of a Cycle Count

Lesson Context

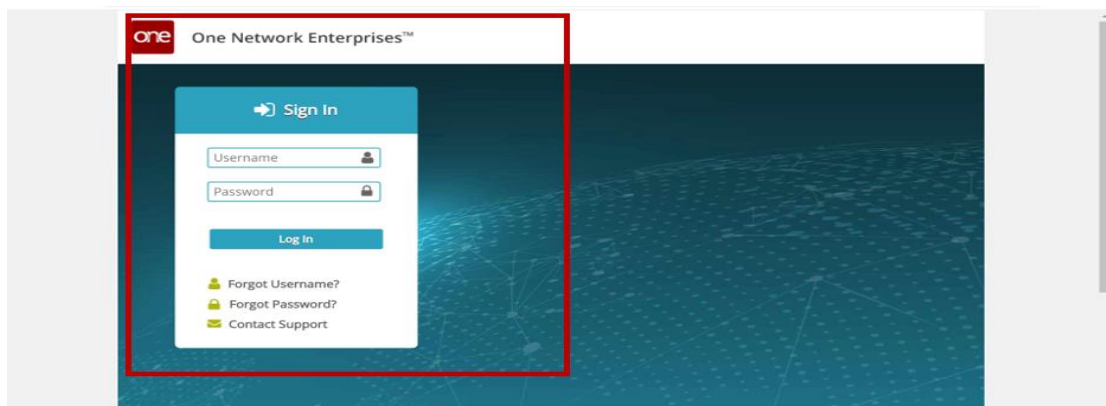
| | |
|---------------------------|---|
| Purpose of this Activity | This Training / User Guide will guide users through the process of planning and generating a Cycle Count. |
| When Task Begins | When users need to perform stock taking on regular intervals or on an ad-hoc basis. |
| Person(s) performing Task | The officer in charge of stores or designated person |
| Task is Completed when | Cycle Count is closed |

Cycle Count Plan

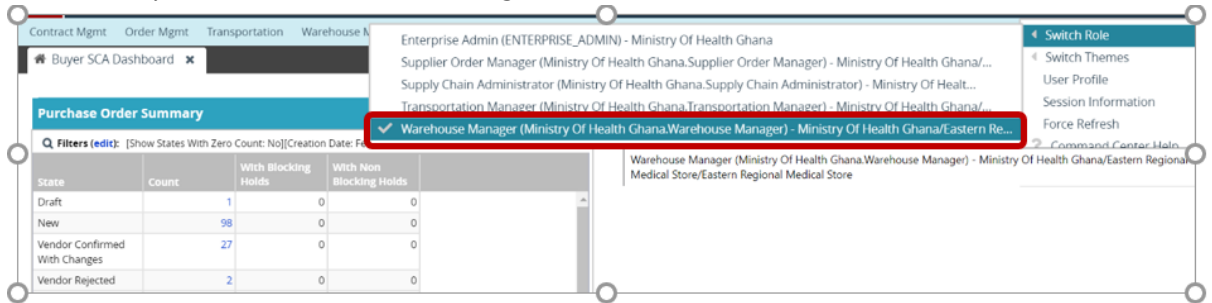
Cycle count plan is used when carrying out periodic (monthly, quarterly and yearly) stock taking.

System Process Steps

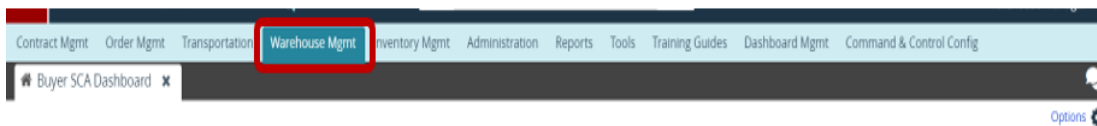
- Log into the system using the URL www.rtvn9702.onenetwork.com



- Ensure that you are in the “Warehouse Manager” role



- Navigate to Warehouse Management tab

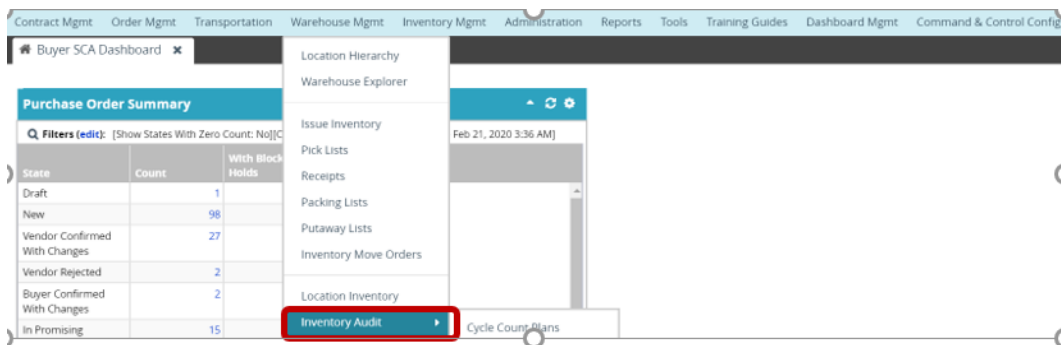


Purchase Order Summary

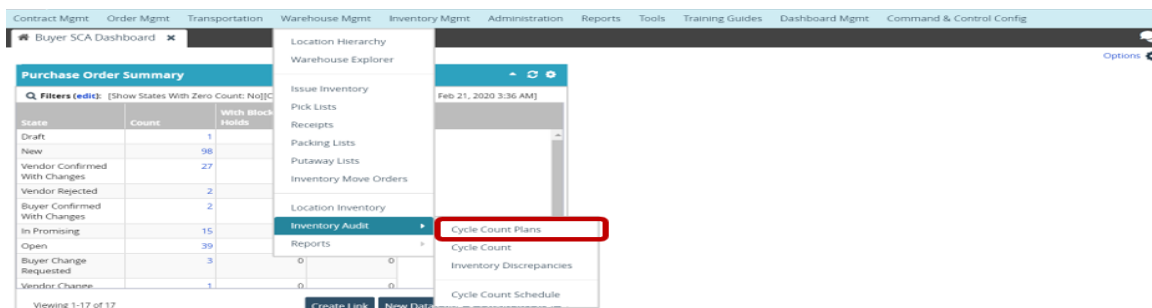
Filters (edit): [Show States With Zero Count: No][Creation Date: Feb 21, 2019 3:36 AM - Feb 21, 2020 3:36 AM]

| State | Count | With Blocking Holds | With Non Blocking Holds |
|-------------------------------|-------|---------------------|-------------------------|
| Draft | 1 | 0 | 0 |
| New | 98 | 0 | 0 |
| Vendor Confirmed With Changes | 27 | 0 | 0 |
| Vendor Rejected | 2 | 0 | 0 |

- Scroll down to Inventory Audit



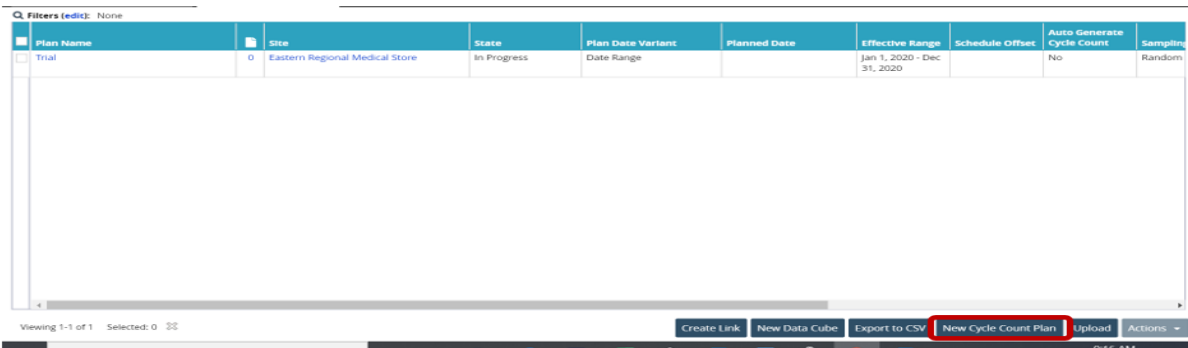
- Select Cycle Count Plans



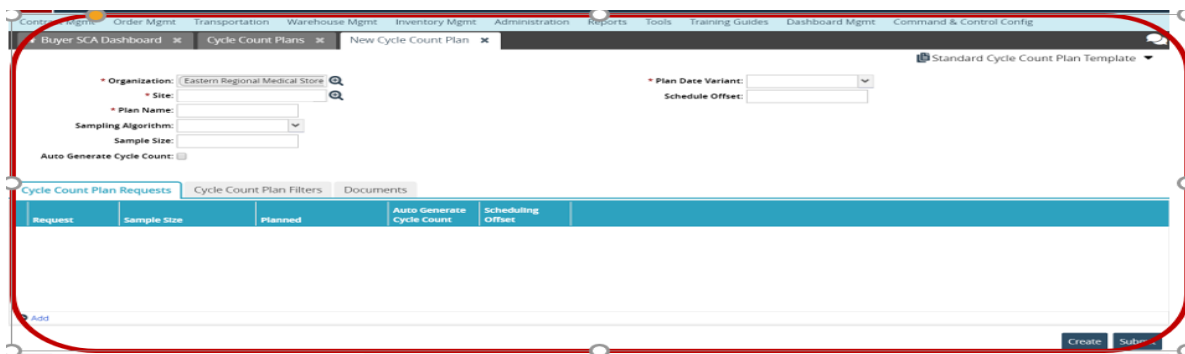
- A cycle count plan screen opens



- Navigate to the bottom right of the screen and click on *New Cycle Count Plan*



- A *New Cycle Count Plan* interface will be open with mandatory fields to populate.



- These mandatory fields are:
 - ✓ *Organization*: This is the name of your facility. Prepopulated by the system



- ✓ *Site*: Name of the facility

A screenshot of a web form. The 'Organization' field is set to 'Eastern Regional Medical Store'. The 'Site' field is highlighted with a red rectangle. Other fields include 'Plan Name', 'Sampling Algorithm', 'Sample Size', 'Auto Generate Cycle Count', 'Plan Date Variant', and 'Schedule Offset'.

- ✓ *Plan Name*: Any name related to the cycle count (e.g. 2020 Quarterly stock taking)

A screenshot of a web form. The 'Organization' field is set to 'Eastern Regional Medical Store'. The 'Plan Name' field is highlighted with a red rectangle. Other fields include 'Site', 'Sampling Algorithm', 'Sample Size', 'Auto Generate Cycle Count', 'Plan Date Variant', and 'Schedule Offset'.

- ✓ *Sampling Algorithm*: This field gives the opportunity to select either **Full** or **Random Sample**.

A screenshot of a web form. The 'Sampling Algorithm' dropdown menu is open, showing two options: 'Full' and 'Random Sample'. The 'Full' option is highlighted with a red rectangle. Other fields include 'Organization', 'Site', 'Plan Name', 'Sample Size', 'Auto Generate Cycle Count', 'Plan Date Variant', and 'Schedule Offset'.

- *Full*: Selecting this means counting all commodities at a selected location

A screenshot of a web form. The 'Sampling Algorithm' dropdown menu is open, and the 'Full' option is selected and highlighted with a red rectangle. Other fields include 'Organization', 'Site', 'Plan Name', 'Sample Size', 'Auto Generate Cycle Count', 'Plan Date Variant', and 'Schedule Offset'.

- *Random Sample*: This allows the system to randomly choose commodities from the selected locations based on the *sample size**

A screenshot of a web form. The 'Sampling Algorithm' dropdown menu is open, and the 'Random Sample' option is selected and highlighted with a red rectangle. Other fields include 'Organization', 'Site', 'Plan Name', 'Sample Size', 'Auto Generate Cycle Count', 'Plan Date Variant', and 'Schedule Offset'.

- ✓ ***Sample Size:** This is the number of commodities you want the system to randomly select for you to do stock taking. This field is only populated when **“Random Sample”** is selected for **Sampling Algorithm**.

- ✓ **Plan Date Variant:** There are two plan date variants, **Date Range** and **Fixed Date**.

- **Date Range:** This means that a cycle count can be generated for a specified period within the specified date range. When **Date Range** is selected an **Effective Range**, **Plan Period Type**, **Schedule Base Day** will have to be populated.

- ❖ **Effective Range:** This specifies the beginning and end dates of the plan.

- ❖ **Plan Period Type:** This captures how often the cycle count should be carried out e.g. monthly, quarterly.

* Organization: Eastern Regional Medical Store
 * Site:
 * Plan Name:
 Sampling Algorithm:
 Sample Size:
 Auto Generate Cycle Count:

* Plan Date Variant: Date Range
 Effective Range: to
 Plan Period Type:
 Schedule Base Day:
 Schedule Offset:

❖ **Schedule Base Day:** Input the specific day within the selected period (month, quarter etc.) that the cycle count will be carried out.

* Organization: Eastern Regional Medical Store
 * Site:
 * Plan Name:
 Sampling Algorithm:
 Sample Size:
 Auto Generate Cycle Count:

* Plan Date Variant: Date Range
 Effective Range: to
 Plan Period Type:
 Schedule Base Day:
 Schedule Offset:

▪ **Fixed date:** This means that a cycle count will be generated for a specific date. When **Fixed Date** is selected a **Planned Date** should be populated.

* Organization: Eastern Regional Medical Store
 * Site:
 * Plan Name:
 Sampling Algorithm:
 Sample Size:
 Auto Generate Cycle Count:

* Plan Date Variant: Fixed Date
 Planned Date:
 Schedule Offset:

❖ **Planned Date:** This is the specific date the cycle count will be carried out.

* Organization: Eastern Regional Medical Store
 * Site:
 * Plan Name:
 Sampling Algorithm:
 Sample Size:
 Auto Generate Cycle Count:

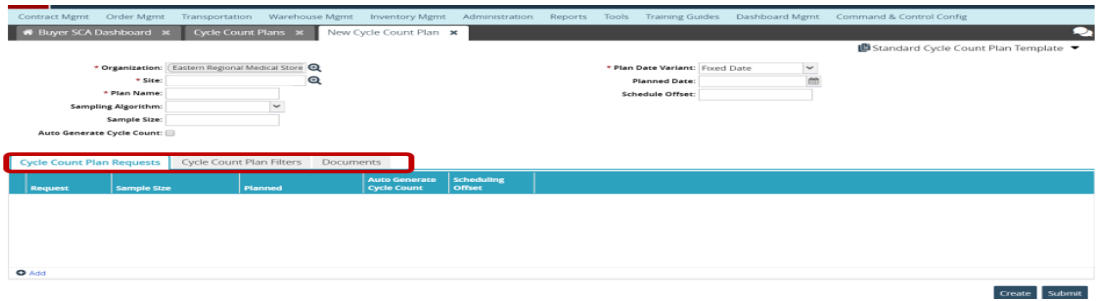
* Plan Date Variant: Fixed Date
 Planned Date:
 Schedule Offset:

✓ **Auto Generate Cycle Count:** When this is ticked, the system automatically generates the cycle count when the period is due.

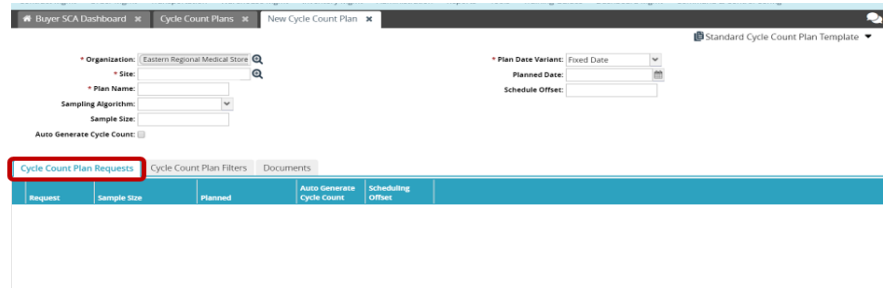
* Organization: Eastern Regional Medical Store
 * Site:
 * Plan Name:
 Sampling Algorithm:
 Sample Size:
 Auto Generate Cycle Count:

* Plan Date Variant: Fixed Date
 Planned Date:
 Schedule Offset:

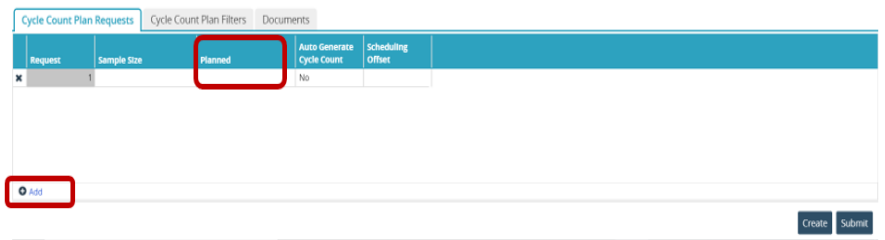
✓ Below the mandatory fields are three tabs: *Cycle Count Plan Requests*, *Cycle Count Plan Filters* and *Documents*.



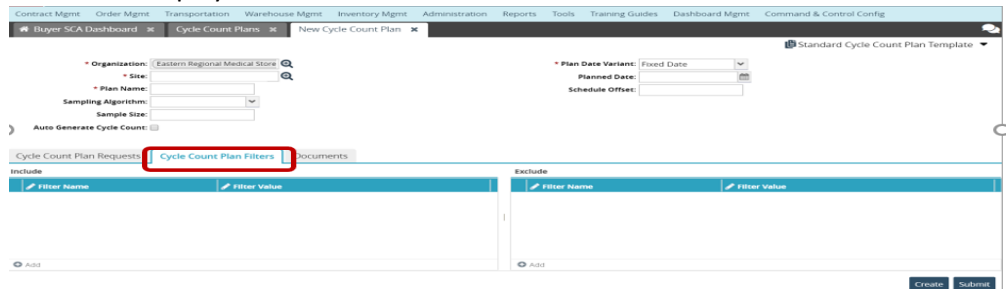
❖ *Cycle Count Plan Requests*: Click on the cycle count request tab.




✚ At the bottom left click on *Add* and populate the *Planned*.



❖ *Cycle Count Plan Filters*: Move to the *Cycle Count Plan Filters* tab. The screen will display as shown below



 **Include:** This allows the user to select the various locations stock taking will be carried out.

The screenshot shows the 'New Cycle Count Plan' interface. At the top, there are navigation tabs: 'Buyer SCA Dashboard', 'Cycle Count Plans', and 'New Cycle Count Plan'. Below the tabs, there are several input fields:

- Organization: Eastern Regional Medical Store
- Site: (empty)
- Plan Name: (empty)
- Sampling Algorithm: (empty)
- Sample Size: (empty)
- Auto Generate Cycle Count:
- Plan Date Variant: Fixed Date
- Planned Date: (empty)
- Schedule Offset: (empty)

 Below these fields are three tabs: 'Cycle Count Plan Requests', 'Cycle Count Plan Filters', and 'Documents'. The 'Cycle Count Plan Filters' tab is active and contains two tables: 'Include' and 'Exclude'. The 'Include' table has columns for 'Filter Name' and 'Filter Value'. A red box highlights the 'Include' table. At the bottom left of the 'Include' table is an 'Add' button. At the bottom right of the 'Include' table are 'Create' and 'Submit' buttons.

To do this:

- Click on *Add* at the bottom left. Repeat this to add more locations.

This screenshot shows the 'Cycle Count Plan Filters' tab with the 'Include' table. The 'Add' button at the bottom left of the 'Include' table is highlighted with a red box. The 'Include' table has columns for 'Filter Name' and 'Filter Value'. The 'Exclude' table is also visible on the right. At the bottom right of the 'Include' table are 'Create' and 'Submit' buttons.

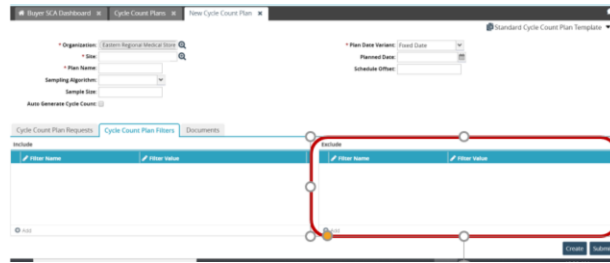
- Under *Filter Name* click on the drop down and select *Location*

This screenshot shows the 'Cycle Count Plan Filters' tab with the 'Include' table. The dropdown menu for 'Filter Name' is open, and 'Location' is selected. The 'Filter Value' column is empty. The 'Exclude' table is also visible on the right. At the bottom right of the 'Include' table are 'Create' and 'Submit' buttons.

- Under *Filter Value* select the name of the location the cycle count is to be carried out in by clicking on the *Search Icon*

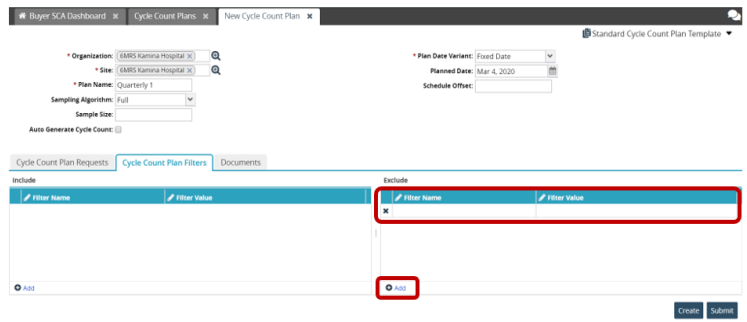
This screenshot shows the 'Cycle Count Plan Filters' tab with the 'Include' table. The 'Filter Value' field is highlighted with a red box. The search icon is visible in the 'Filter Value' field. The 'Filter Name' column shows 'Location'. The 'Exclude' table is also visible on the right. At the bottom right of the 'Include' table are 'Create' and 'Submit' buttons.

- Exclude: The tab allows the the user to exclude the locations cycle count will not be carried out in.

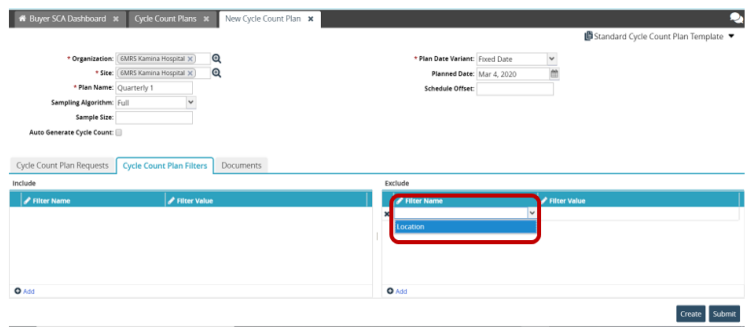


To do this:

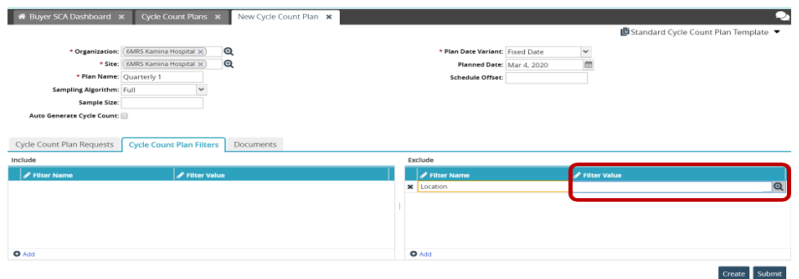
- Click on *Add* at the bottom left under *Exclude*. Repeat this to add more locations.



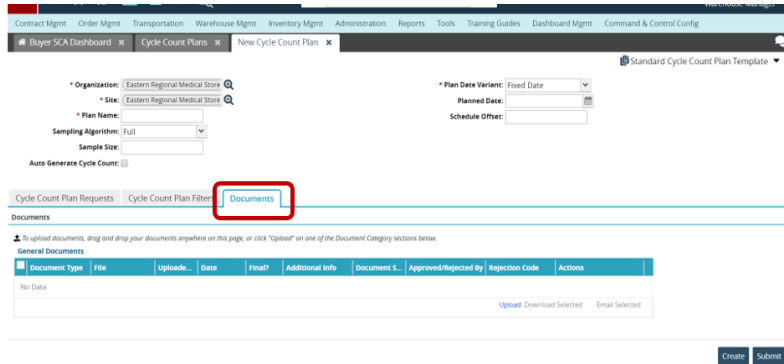
- Under *Filter Name* click on the drop down and select *Location*



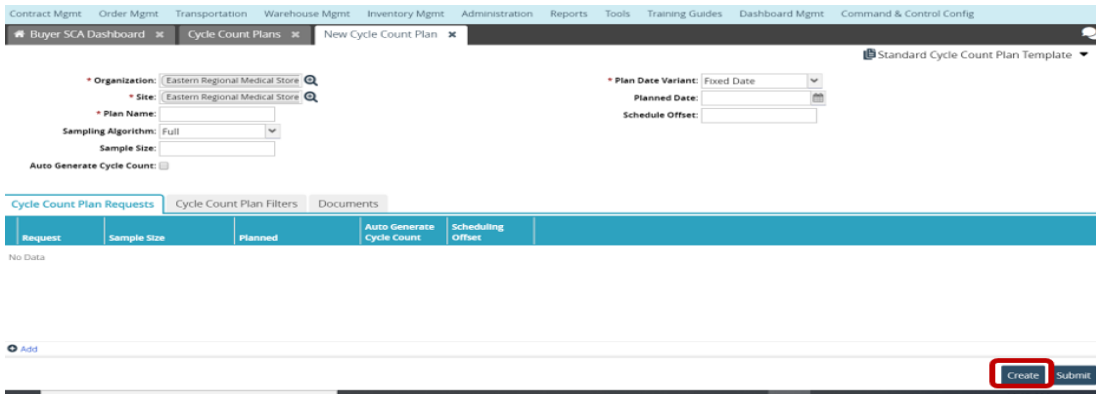
- Under *Filter Value* select the name of the location the cycle count is not to be carried out in by clicking on the *Search Icon*



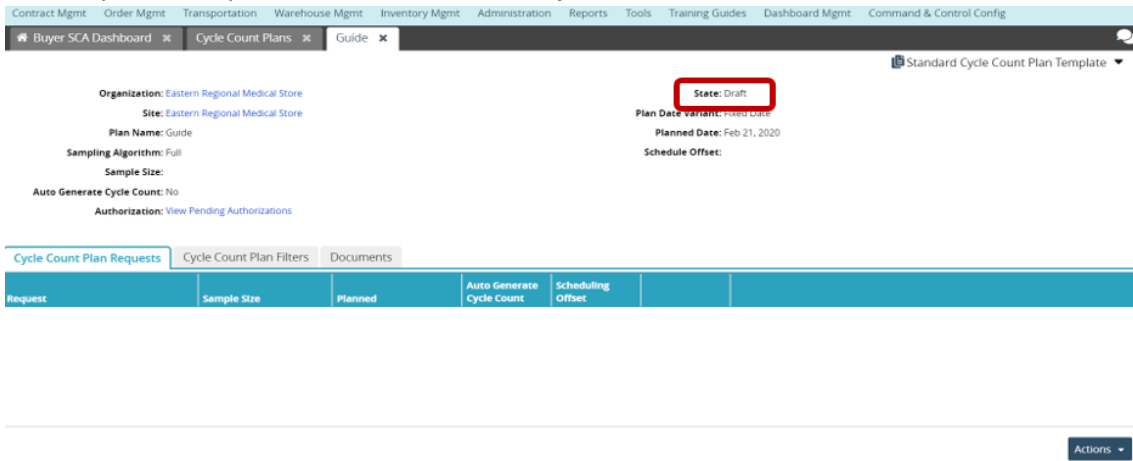
- ❖ **Documents:** This tab is used to upload documents relevant to the cycle count.



- Navigate to the bottom right of the screen and click *Create*



- A new cycle count plan will be created in a *Draft* state



➤ Click on *Actions* and *Submit*

The screenshot shows the 'Standard Cycle Count Plan Template' interface. The top navigation bar includes 'Contract Mgmt', 'Order Mgmt', 'Transportation', 'Warehouse Mgmt', 'Inventory Mgmt', 'Administration', 'Reports', 'Tools', 'Training Guides', 'Dashboard Mgmt', and 'Command & Control Config'. Below this, there are tabs for 'Buyer SCA Dashboard', 'Cycle Count Plans', and 'Guide'. The main content area displays details for the plan: Organization: Eastern Regional Medical Store, Site: Eastern Regional Medical Store, Plan Name: Guide, Sampling Algorithm: Full, Sample Size: (empty), Auto Generate Cycle Count: No, Authorization: View Pending Authorizations, State: Draft, Plan Date Variant: Fixed Date, Planned Date: Feb 21, 2020, and Schedule Offset: (empty). Below the details is a table with columns: Request, Sample Size, Planned, Auto Generate Cycle Count, and Scheduling Offset. The table is currently empty. On the right side, there is a 'Submit' button highlighted with a red box, and an 'Actions' dropdown menu also highlighted with a red box. A 'Cancel' button is also visible above the 'Submit' button.

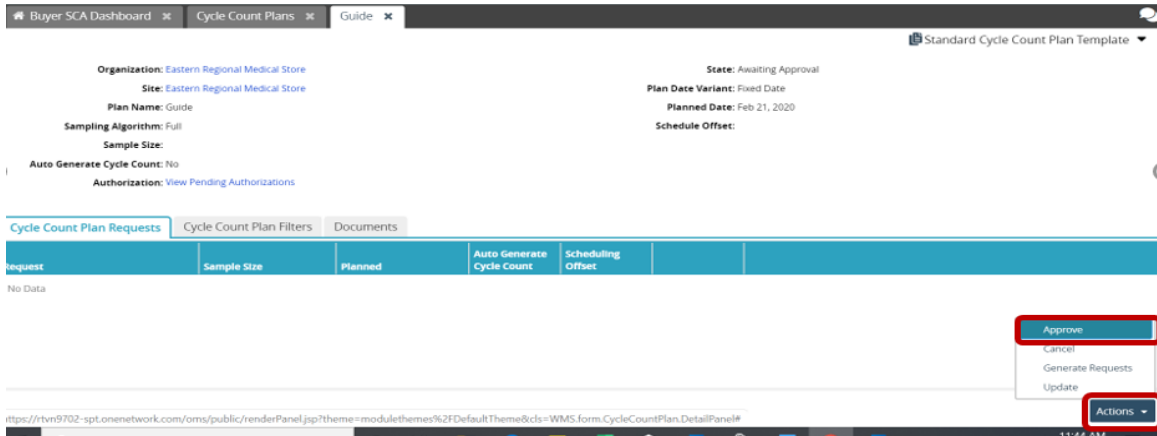
➤ A submit verification screen opens. Kindly *Submit* again.

This screenshot shows the same interface as the previous one, but with a submit verification screen. The 'Submit' button is now disabled, and a new 'Submit' button is visible at the bottom right, highlighted with a red box. The 'State' field is still 'Draft'. The table remains empty.

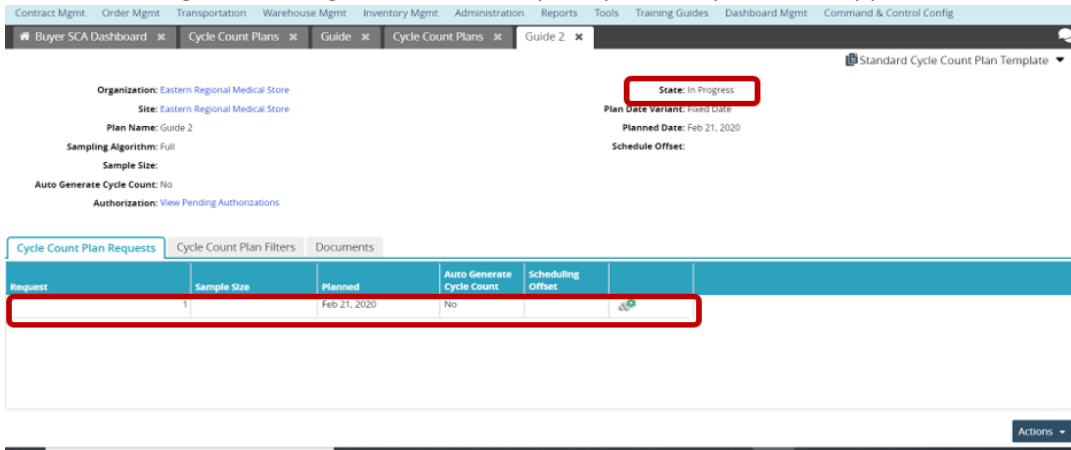
➤ Note that the state changes to *Awaiting Approval*

The screenshot shows the 'Standard Cycle Count Plan Template' interface with the state changed to 'Awaiting Approval', which is highlighted with a red box. The details and table are the same as in the previous screenshots. The 'Submit' button at the bottom right is now disabled, and a new 'Actions' dropdown menu is visible at the bottom right.

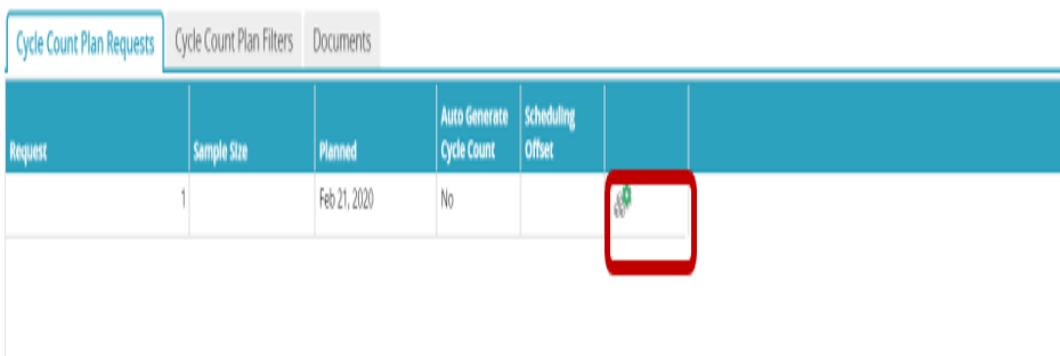
➤ Navigate to *Actions* and *Approve*.



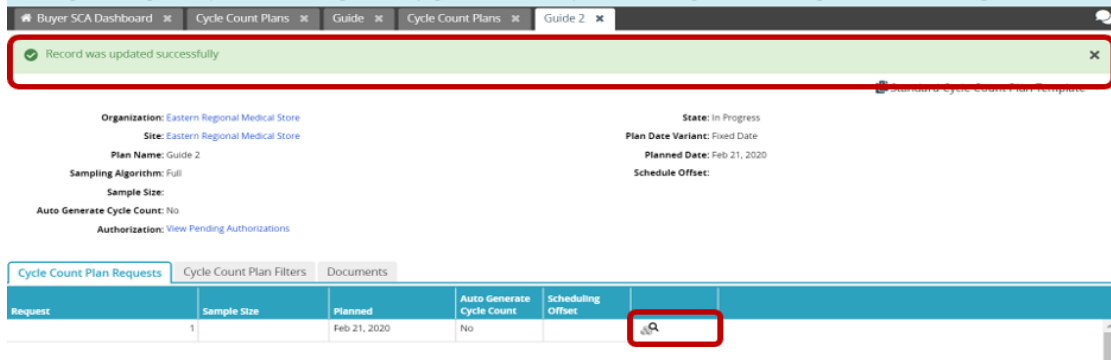
- The state changes to *In Progress* and the frequency of the cycle count appears.



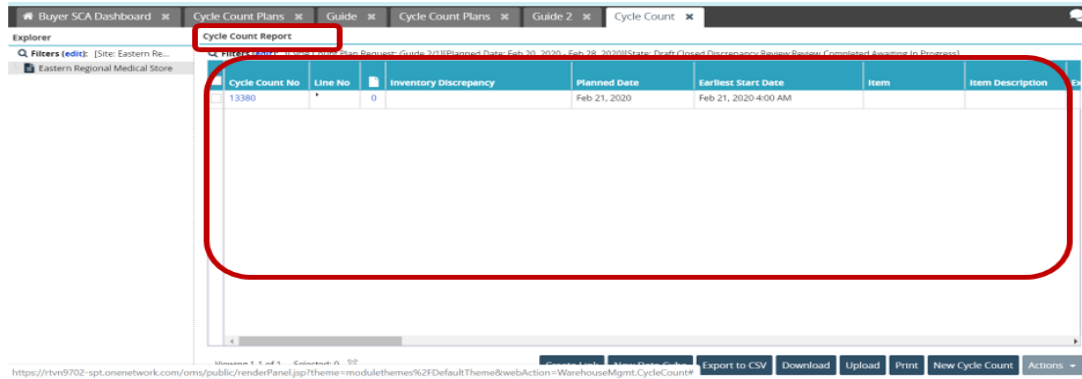
- Generate the cycle count by clicking on the *Blocks and Gear Icon*.



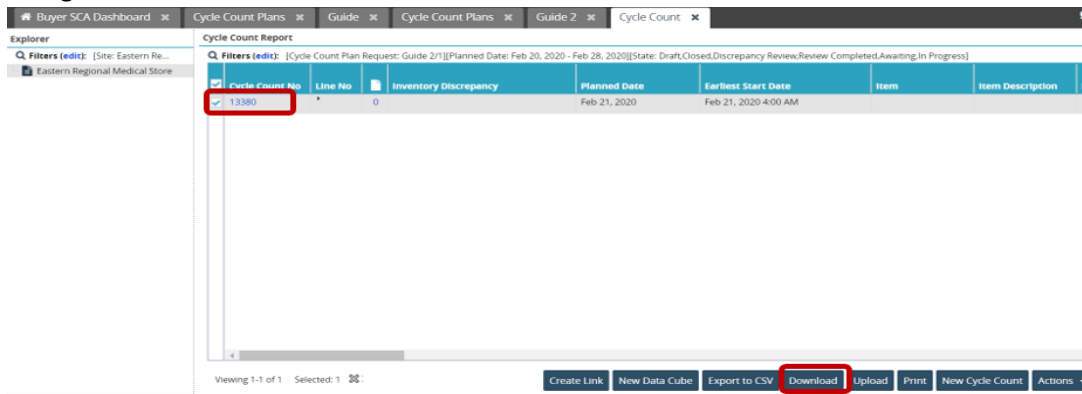
- A screen with a green band confirming that record was updated successfully will appear. To view generated cycle count, click on the *Blocks and Magnifying Glass Icon*.



- A *Cycle Count Report* will open. In the open screen, a list of generated cycle counts will show.



- To print the list of items in the cycle count generated, tick the box by the *Cycle Count No.* Navigate to the bottom and select *Download*.



- To start the cycle count, click on the *Cycle Count No* you want to execute.

The screenshot shows the 'Cycle Count Report' page. At the top, there are navigation tabs: 'Contract Mgmt', 'Order Mgmt', 'Transportation', 'Warehouse Mgmt', 'Inventory Mgmt', 'Administration', 'Reports', 'Tools', 'Training Guides', 'Dashboard Mgmt', and 'Command & Control Config'. Below these are sub-tabs: 'Buyer SCA Dashboard', 'Cycle Count Plans', 'Guide', 'Cycle Count Plans', 'Guide 2', and 'Cycle Count'. The main content area is titled 'Cycle Count Report' and includes a search filter: 'Filters (edit): [Cycle Count Plan Request: Guide 2/1][Planned Date: Feb 20, 2020 - Feb 28, 2020][State: Draft,Closed,Discrepancy Review,Review Completed,Awaiting,In Progress]'. A table below shows the cycle count details:

| Cycle Count No | Line No | Inventory Discrepancy | Planned Date | Earliest Start Date | Item | Item Description |
|----------------|---------|-----------------------|--------------|----------------------|------|------------------|
| 13380 | | 0 | Feb 21, 2020 | Feb 21, 2020 4:00 AM | | |

- A window with the list of items in the selected location will pop up. Note that the state will be in *Draft*.

The screenshot shows the 'Cycle Count Details' page. At the top, there are navigation tabs: 'Contract Mgmt', 'Order Mgmt', 'Transportation', 'Warehouse Mgmt', 'Inventory Mgmt', 'Administration', 'Reports', 'Tools', 'Training Guides', 'Dashboard Mgmt', and 'Command & Control Config'. Below these are sub-tabs: 'Buyer SCA Dashboard', 'Cycle Count Plans', 'Guide', 'Cycle Count Plans', 'Guide 2', 'Cycle Count', and '13380'. The main content area is titled 'Cycle Count No: 13380' and includes details: 'Site: Eastern Regional Medical Store', 'Location: INFUSION ZONE', 'Planned Date: Feb 21, 2020', 'Earliest Start Date: Feb 21, 2020 4:00 AM', and 'Posting Date:'. The 'State: Draft' field is highlighted with a red box. Below this is a table of items:

| Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial |
|---|--|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|--------|
| 101199-01- Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Yes | 1 | 1904697 | Each | 300 | | | | |
| 100727-01- Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | Yes | 2 | 47704 | Each | 20,323 | | | | |

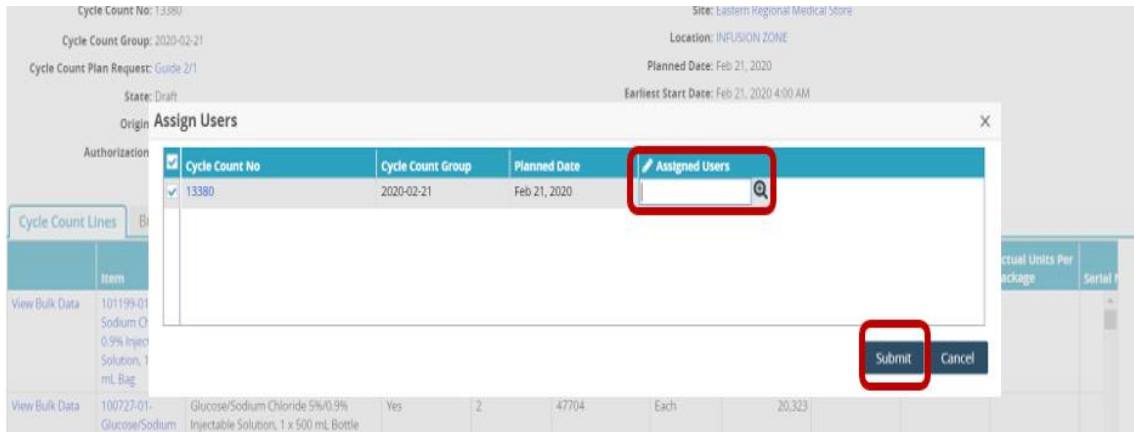
- Navigate to *Actions* and select *Assign Users*. This will enable you assign others who will assist in the cycle count.

The screenshot shows the 'Cycle Count Details' page. At the top, there are navigation tabs: 'Contract Mgmt', 'Order Mgmt', 'Transportation', 'Warehouse Mgmt', 'Inventory Mgmt', 'Administration', 'Reports', 'Tools', 'Training Guides', 'Dashboard Mgmt', and 'Command & Control Config'. Below these are sub-tabs: 'Buyer SCA Dashboard', 'Cycle Count Plans', 'Guide', 'Cycle Count Plans', 'Guide 2', 'Cycle Count', and '13380'. The main content area is titled 'Cycle Count No: 13380' and includes details: 'Site: Eastern Regional Medical Store', 'Location: INFUSION ZONE', 'Planned Date: Feb 21, 2020', 'Earliest Start Date: Feb 21, 2020 4:00 AM', and 'Posting Date:'. The 'State: Draft' field is highlighted with a red box. Below this is a table of items:

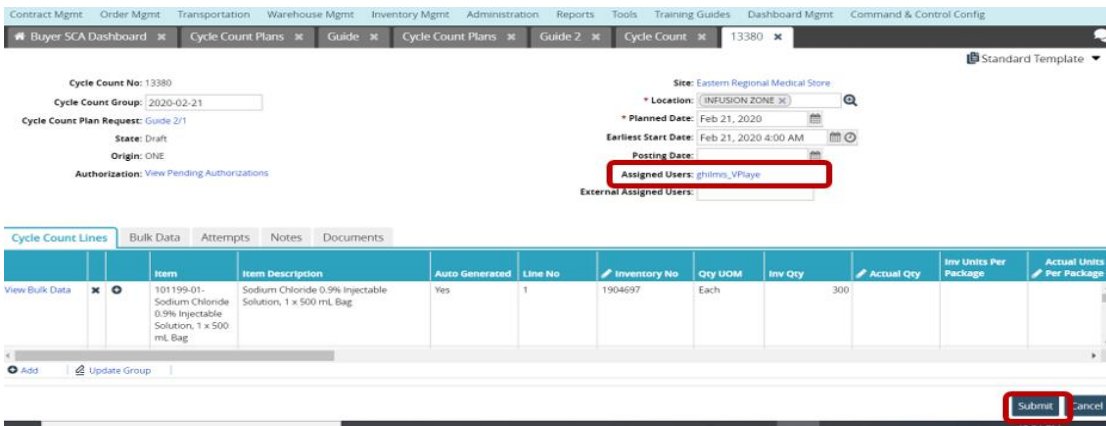
| Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial |
|---|--|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|--------|
| 101199-01- Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Yes | 1 | 1904697 | Each | 300 | | | | |
| 100727-01- Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | Yes | 2 | 47704 | Each | 20,323 | | | | |

At the bottom right, there is an 'Actions' dropdown menu with the following options: 'Assign Users', 'Lock', 'Submit', 'Update', 'Update Group'. The 'Assign Users' option is highlighted with a red box.

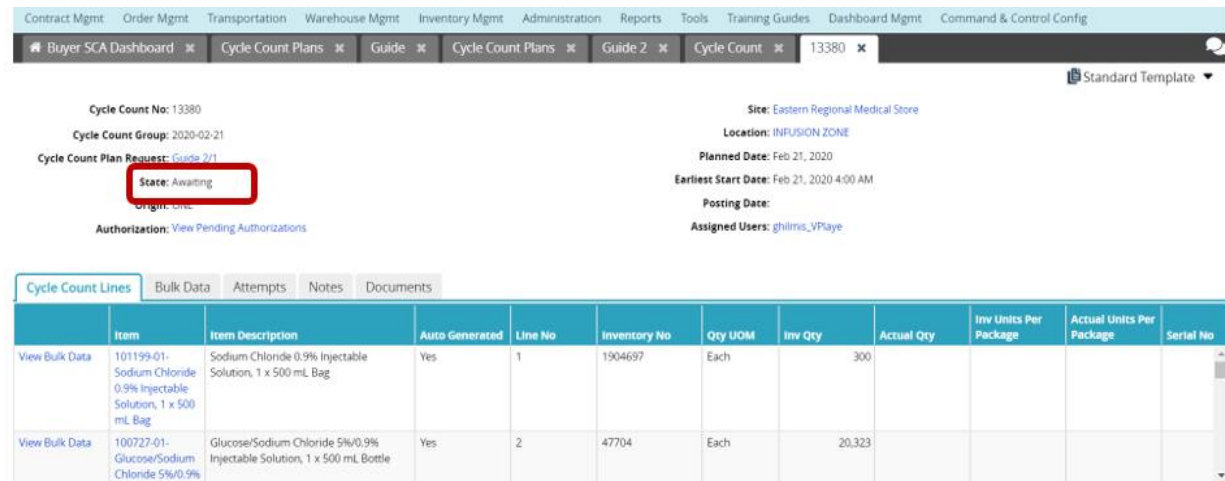
- After assigning users you submit.



➤ The *Assigned Users* will now appear. Then click on *Submit*.



➤ Note that the state of the cycle count changes to *Awaiting*.



➤ Navigate to *Actions* and click on *Start Counting*.

The screenshot shows the Cycle Count interface for Cycle Count No: 13380. The state is 'Awaiting'. The 'Actions' dropdown menu is open, and the 'Start Counting' option is highlighted with a red box. Other options in the menu include 'Assign Users', 'Cancel Awaiting', 'Update', and 'Update Group'. The 'Actions' dropdown itself is also highlighted with a red box.

| View Bulk Data | Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial No |
|----------------|--|--|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|-----------|
| View Bulk Data | 101199-01-Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Yes | 1 | 1904697 | Each | 300 | | | | |
| View Bulk Data | 100727-01-Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | Yes | 2 | 47704 | Each | 20,323 | | | | |

➤ Note that the state changes to *In Progress*

The screenshot shows the Cycle Count interface for Cycle Count No: 13380. The state has changed to 'In Progress', which is highlighted with a red box. The 'Actions' dropdown menu is no longer visible. The 'Update' button in the previous screenshot is now highlighted with a red box.

| View Bulk Data | Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial No |
|----------------|--|--|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|-----------|
| View Bulk Data | 101199-01-Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Yes | 1 | 1904697 | Each | 300 | | | | |

➤ Go to *Actions* and select *Update*. Please note before this action is carried out the physical count should have been completed

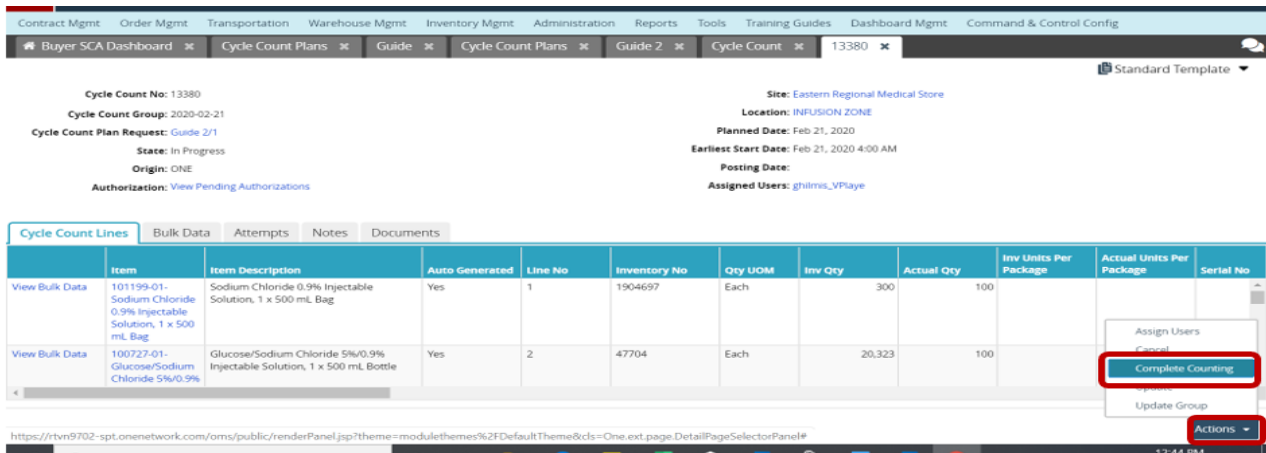
The screenshot shows the Cycle Count interface for Cycle Count No: 13380. The state is 'In Progress'. The 'Actions' dropdown menu is open, and the 'Update' option is highlighted with a red box. Other options in the menu include 'Assign Users', 'Cancel', 'Complete Counting', and 'Update Group'. The 'Actions' dropdown itself is also highlighted with a red box.

| View Bulk Data | Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial No |
|----------------|--|--|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|-----------|
| View Bulk Data | 101199-01-Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Yes | 1 | 1904697 | Each | 300 | | | | |
| View Bulk Data | 100727-01-Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | Yes | 2 | 47704 | Each | 20,323 | | | | |

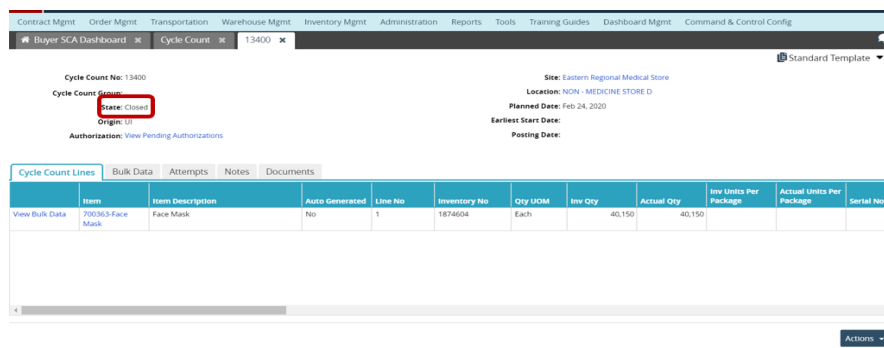
- Populate the quantities counted at the *Actual Qty* field. Please take note of the batch/lot numbers and expiry dates. After populating the actual quantities, click on *Submit* at the bottom of the screen



- Navigate to *Actions* and select *Complete Counting*.



- Note that the state changes to either *Closed* or *Review Completed*.
 - ✓ *Closed*: The state is *Closed* if there were no discrepancies hence no action is required.



- ✓ **Review Completed:** The state of the cycle counts changes to *Review Completed* if there were discrepancies between actual quantity and inventory quantity.

Cycle Count No: 13380
 Cycle Count Group: 2020-02-21
 Cycle Count Plan Request: Guide 2/1
 State: Review Completed
 Origin: ONE
 Inventory Discrepancy: Multiple...
 Authorization: View Pending Authorizations

Site: Eastern Regional Medical Store
 Location: INFUSION ZONE
 Planned Date: Feb 21, 2020
 Earliest Start Date: Feb 21, 2020 4:00 AM
 Posting Date:
 Assigned Users: ghilms_VPlaye

| Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial No |
|--|--|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|-----------|
| View Bulk Data 101199-01- Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Yes | 1 | 1904697 | Each | 300 | 100 | | | |
| View Bulk Data 100727-01- Glucose/Sodium Chloride 5%w/0.9% Injectable Solution, 1 x 500 mL Bag | Glucose/Sodium Chloride 5%w/0.9% Injectable Solution, 1 x 500 mL Bag | Yes | 2 | 47704 | Each | 20,323 | 100 | | | |

Actions

- ✓ The following actions should be carried out when the state is *Review Completed*:
 - Navigate to *Actions* and select *Apply Adjustments*.

Contract Mgmt Order Mgmt Transportation Warehouse Mgmt Inventory Mgmt Administration Reports Tools Training Guides Dashboard Mgmt Command & Control Config

Buyer SCA Dashboard x Cycle Count Plans x Guide x Cycle Count Plans x Guide 2 x Cycle Count x 13380 x Standard Template

Cycle Count No: 13380
 Cycle Count Group: 2020-02-21
 Cycle Count Plan Request: Guide 2/1
 State: Review Completed
 Origin: ONE
 Inventory Discrepancy: Multiple...
 Authorization: View Pending Authorizations

Site: Eastern Regional Medical Store
 Location: INFUSION ZONE
 Planned Date: Feb 21, 2020
 Earliest Start Date: Feb 21, 2020 4:00 AM
 Posting Date:
 Assigned Users: ghilms_VPlaye

| Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial No |
|--|--|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|-----------|
| View Bulk Data 101199-01- Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Yes | 1 | 1904697 | Each | 300 | 100 | | | |
| View Bulk Data 100727-01- Glucose/Sodium Chloride 5%w/0.9% Injectable Solution, 1 x 500 mL Bag | Glucose/Sodium Chloride 5%w/0.9% Injectable Solution, 1 x 500 mL Bag | Yes | 2 | 47704 | Each | 20,323 | 100 | | | |

Apply Adjustments
 Cancel
 Update Counts
 Actions

https://hmv9702-spt.onenetwork.com/oms/public/renderPanel.jsp?theme=moduletheme%2FDefaultTheme&cls=One-ent.page.DetailPageSelectorPanel#

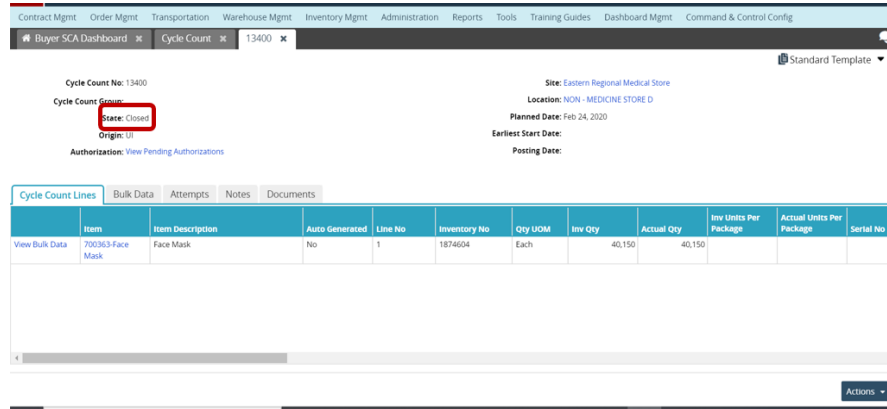
- If there were discrepancies click on *Inventory Discrepancy* to print the discrepancy report.

Origin: ONE
 Posting Date:
 Inventory Discrepancy: Multiple...
 Assigned Users: ghilms_VPlaye
 Authorization: View Pending Authorizations

| Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial No |
|--|--|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|-----------|
| View Bulk Data 101199-01- Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Yes | 1 | 1904697 | Each | 300 | 100 | | | |
| View Bulk Data 100727-01- Glucose/Sodium Chloride 5%w/0.9% Injectable Solution, 1 x 500 mL Bag | Glucose/Sodium Chloride 5%w/0.9% Injectable Solution, 1 x 500 mL Bag | Yes | 2 | 47704 | Each | 20,323 | 100 | | | |

Actions

- The state of the cycle count will change to *Closed*.

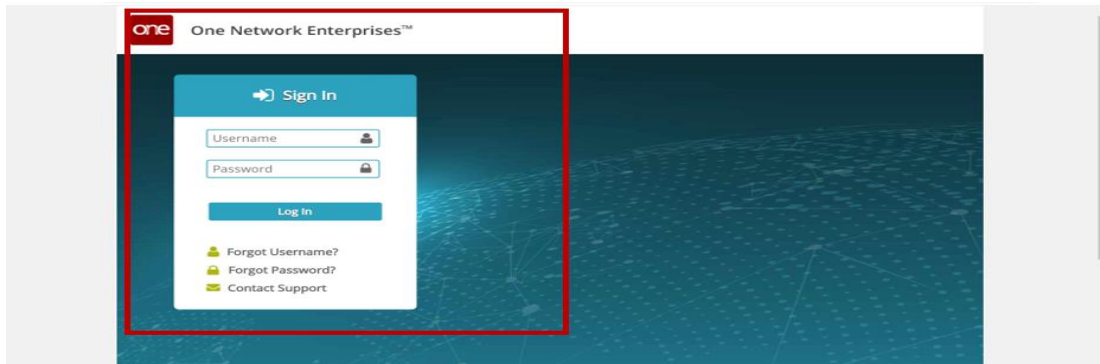


Cycle Count

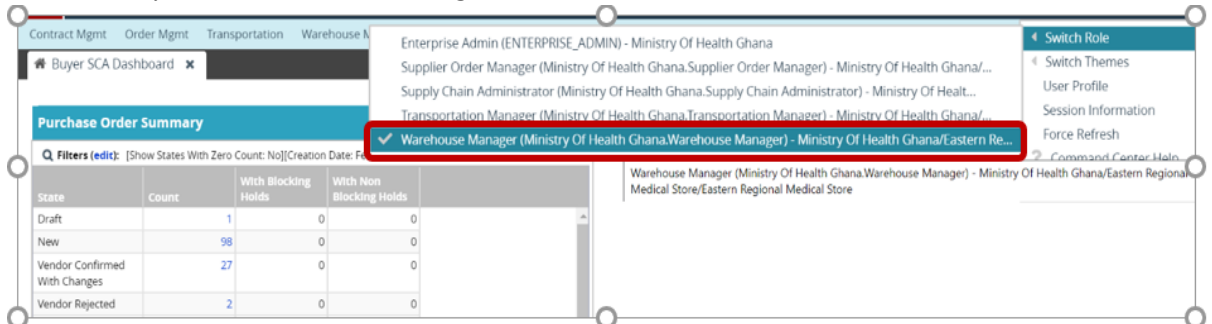
Cycle count is used when carrying out spot checks

System Process Steps

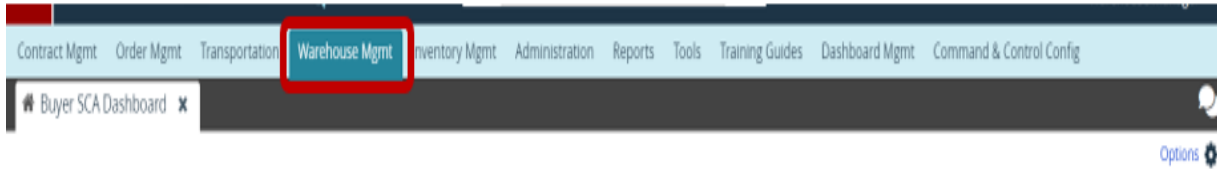
- Log into the system using the URL www.rtvn9702.onenetwork.com



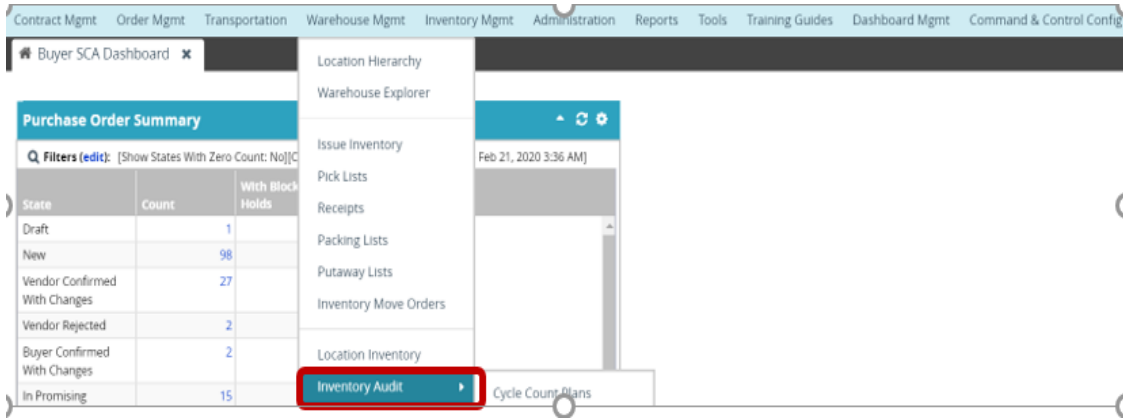
- Ensure that you in "Warehouse Manager" role



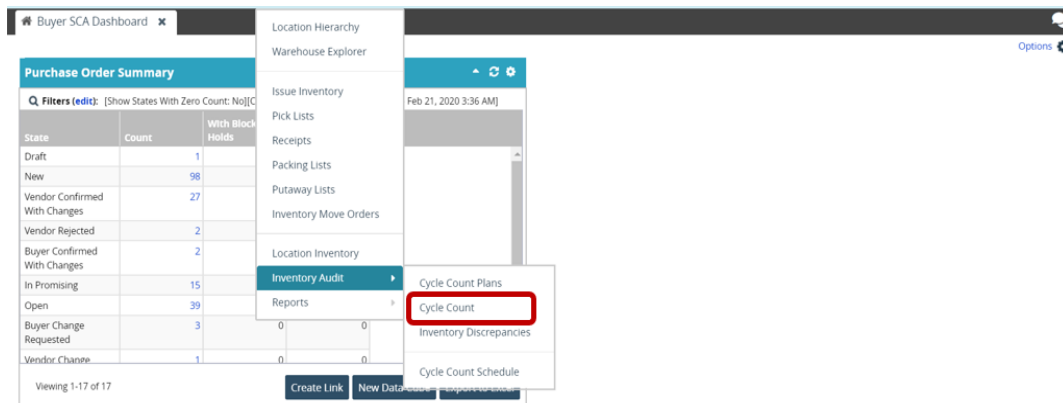
➤ Navigate to *Warehouse Mgmt* tab



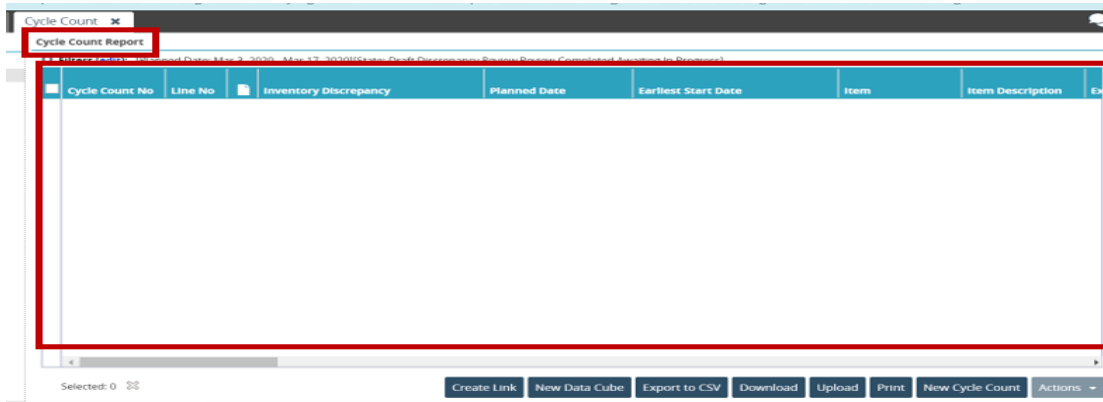
➤ Scroll down to *Inventory Audit*



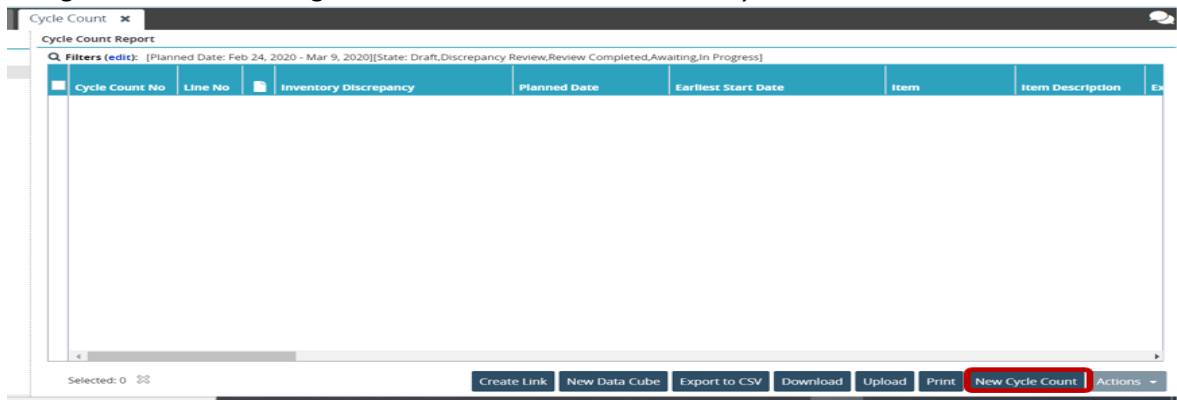
➤ Select *Cycle Count*



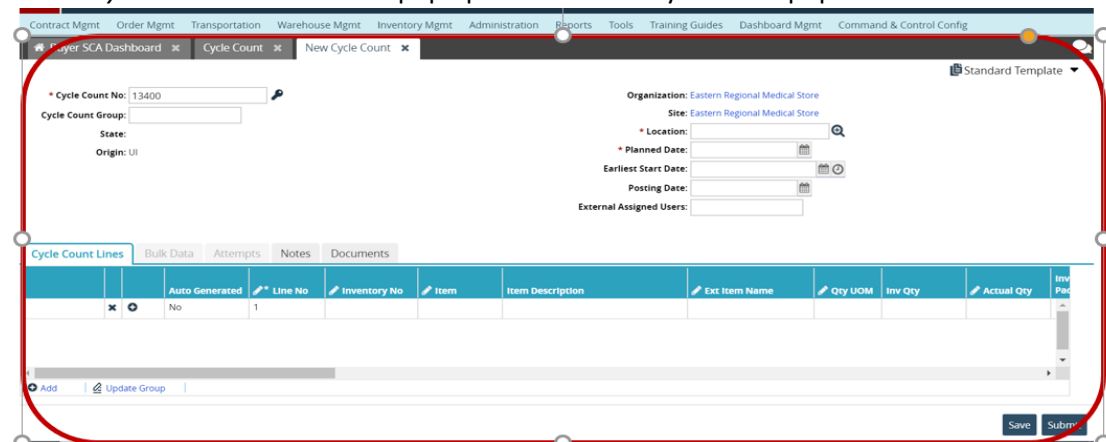
- A *Cycle Count Report* opens



- Navigate to the bottom right of the screen and click on *New Cycle Count*



- A *New Cycle Count* interface will pop up with mandatory fields to populate.



- These mandatory fields are:

- ✓ **Cycle Count No:** This is system generated

The screenshot shows the 'New Cycle Count' form in a browser. The breadcrumb trail at the top reads 'Buyer SCA Dashboard > Cycle Count > New Cycle Count'. The form contains several fields: 'Cycle Count No' (value: 13400), 'Cycle Count Group', 'State', 'Origin: UI', 'Organization: Eastern Regional Medical Store', 'Site: Eastern Regional Medical Store', '* Location', '* Planned Date', 'Earliest Start Date', 'Posting Date', and 'External Assigned Users'. The 'Cycle Count No' field is highlighted with a red box.

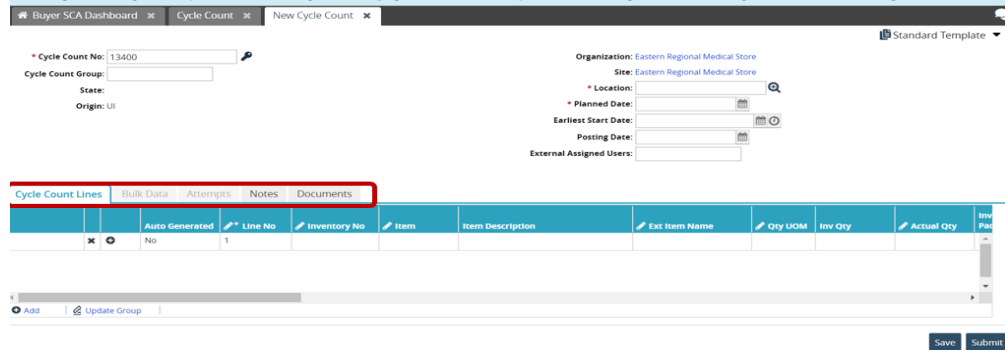
- ✓ **Location:** The store the cycle count is to be carried out

This screenshot is similar to the previous one, but the '* Location' field is highlighted with a red box. The 'Cycle Count No' field now contains the value '13400'.

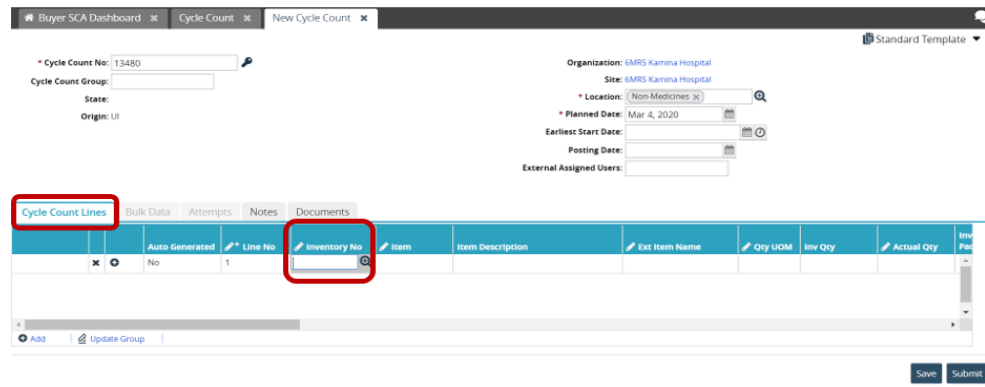
- ✓ **Planned Date:** The specific date the cycle count is to be carried out

This screenshot shows the 'New Cycle Count' form with the '* Planned Date' field highlighted by a red box. The 'Cycle Count No' field contains '13400'. At the bottom of the form, there are five tabs: 'Cycle Count Lines', 'Bulk Data', 'Attempts', 'Notes', and 'Documents'.

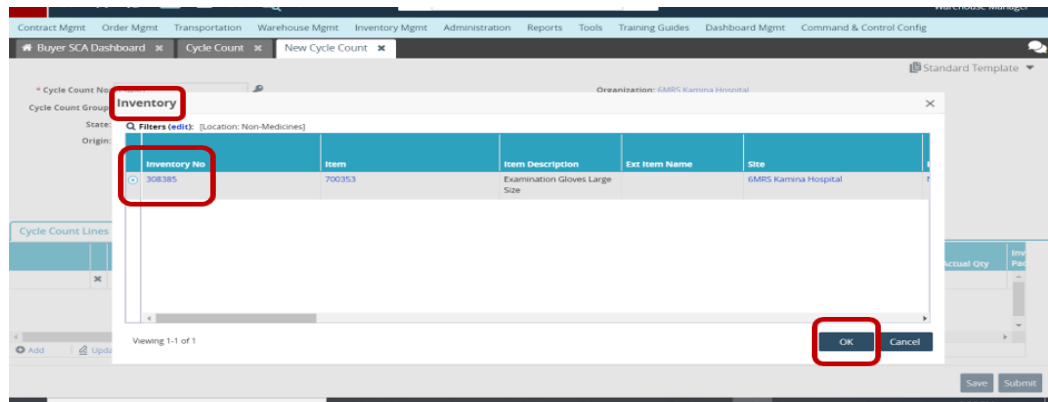
- Below the mandatory fields are five tabs: *Cycle Count Lines, Bulk Data, Attempts, Notes and Documents.*



- ✓ *Cycle Count Lines*: This allows the user to select specific items for spot checks. Kindly note that the items are selected individually by clicking on the radio button in the *Inventory No* field.



- ✓ An *Inventory* screen pops up with the list of items in the location the spot check is to be carried. Tick the circle by the *Inventory No* of the item to be spot checked and click on *OK*.



- ✓ To add more items, click on *Add* and follow the procedure above again.

Buyer SCA Dashboard | Cycle Count | New Cycle Count

Cycle Count No: 13400

Organization: Eastern Regional Medical Store

Site: Eastern Regional Medical Store

Location: [Search]

Planned Date: [Calendar]

Earliest Start Date: [Calendar]

Posting Date: [Calendar]

External Assigned Users: [List]

State: [Dropdown]

Origin: UI

| Auto Generated | Line No | Inventory No | Item | Item Description | Ext Item Name | Qty UOM | Inv Qty | Actual Qty | Inv Pac |
|----------------|---------|--------------|------|------------------|---------------|---------|---------|------------|---------|
| No | 1 | | | | | | | | |

Add | Update Group

➤ Navigate to the bottom of the screen and save.

Contract Mgmt | Order Mgmt | Transportation | Warehouse Mgmt | Inventory Mgmt | Administration | Reports | Tools | Training Guides | Dashboard Mgmt | Command & Control Config

Buyer SCA Dashboard | Cycle Count | New Cycle Count

Cycle Count No: 13400

Organization: Eastern Regional Medical Store

Site: Eastern Regional Medical Store

Location: NON - MEDICINE STORE D

Planned Date: Feb 24, 2020

Earliest Start Date: [Calendar]

Posting Date: [Calendar]

External Assigned Users: [List]

State: [Dropdown]

Origin: UI

| Auto Generated | Line No | Inventory No | Item | Item Description | Ext Item Name | Qty UOM | Inv Qty | Actual Qty | Inv Pac |
|----------------|---------|--------------|------------------|------------------|---------------|---------|---------|------------|---------|
| No | 1 | 1874604 | 700363-Face Mask | Face Mask | | Each | 40,150 | | |

Add | Update Group

Save | Submit

➤ Please note the state is in *Draft*. Go to *Actions* and *Submit*.

Buyer SCA Dashboard | Cycle Count | 13400

Cycle Count No: 13400

Organization: Eastern Regional Medical Store

Site: Eastern Regional Medical Store

Location: NON - MEDICINE STORE D

Planned Date: Feb 24, 2020

Earliest Start Date: [Calendar]

Posting Date: [Calendar]

State: Draft

Origin: UI

Authorization: View Pending Authorizations

| Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial No |
|------------------|------------------|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|-----------|
| 700363-Face Mask | Face Mask | No | 1 | 1874604 | Each | 40,150 | | | | |

Assign Users | Delete | Submit | Update | Update Group

Actions

https://rhv9702-spt.onenetwork.com/oms/public/renderPanel.jsp?theme=moduletheme%2FDefaultTheme&cls=WMS.CycleCount.CycleCountPanel#

- A Submit verification screen opens. *Submit* again.

Buyer SCA Dashboard | Cycle Count | 13400

Standard Template

Cycle Count No: 13400
 Cycle Count Group:
 State: Draft
 Origin: UI
 Authorization: [View Pending Authorizations](#)

Site: Eastern Regional Medical Store
 Location: NON - MEDICINE STORE D
 Planned Date: Feb 24, 2020
 Earliest Start Date:
 Posting Date:
 External Assigned Users:

Cycle Count Lines | Bulk Data | Attempts | Notes | Documents

| | Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package |
|--------------------------------|------------------|------------------|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|
| View Bulk Data | 700363-Face Mask | Face Mask | No | 1 | 1874604 | Each | 40,150 | | | |

[Add](#) [Update Group](#)

Submit [Cancel](#)

- Please note that the state of the cycle count changes to *Awaiting*.

Warehouse Management

Contract Mgmt | Order Mgmt | Transportation | Warehouse Mgmt | Inventory Mgmt | Administration | Reports | Tools | Training Guides | Dashboard Mgmt | Command & Control Config

Buyer SCA Dashboard | Cycle Count | 13400

Standard Template

Cycle Count No: 13400
 Cycle Count Group:
 State: **Awaiting**
 Origin: UI
 Authorization: [View Pending Authorizations](#)

Site: Eastern Regional Medical Store
 Location: NON - MEDICINE STORE D
 Planned Date: Feb 24, 2020
 Earliest Start Date:
 Posting Date:

Cycle Count Lines | Bulk Data | Attempts | Notes | Documents

| | Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial No |
|--------------------------------|------------------|------------------|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|-----------|
| View Bulk Data | 700363-Face Mask | Face Mask | No | 1 | 1874604 | Each | 40,150 | | | | |

- Navigate to *Actions* and *Start Counting*.

Cycle Count Lines | Bulk Data | Attempts | Notes | Documents

| | Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial No |
|--------------------------------|------------------|------------------|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|-----------|
| View Bulk Data | 700363-Face Mask | Face Mask | No | 1 | 1874604 | Each | 40,150 | | | | |

Assign Users
 Cancel Awaiting
Start Counting
 Update
 Update Group

Actions

- Please note the state changes to *In Progress*.

Buyer SCA Dashboard | Cycle Count | 13400

Standard Template

Cycle Count No: 13400
 Cycle Count Group:
 State: In Progress
 Origin: UI
 Authorization: View Pending Authorizations

Site: Eastern Regional Medical Store
 Location: NON - MEDICINE STORE D
 Planned Date: Feb 24, 2020
 Earliest Start Date:
 Posting Date:

Cycle Count Lines | Bulk Data | Attempts | Notes | Documents

- Go to *Actions* and select *Update*. This will enable you to populate the actual quantities counted at the Actual quantity field.

Contract Mgmt | Order Mgmt | Transportation | Warehouse Mgmt | Inventory Mgmt | Administration | Reports | Tools | Training Guides | Dashboard Mgmt | Command & Control Config

Buyer SCA Dashboard | Cycle Count | 13400

Standard Template

Cycle Count No: 13400
 Cycle Count Group:
 State: In Progress
 Origin: UI
 Authorization: View Pending Authorizations

Site: Eastern Regional Medical Store
 Location: NON - MEDICINE STORE D
 Planned Date: Feb 24, 2020
 Earliest Start Date:
 Posting Date:

Cycle Count Lines | Bulk Data | Attempts | Notes | Documents

| Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial No |
|------------------|------------------|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|-----------|
| 700363-Face Mask | Face Mask | No | 1 | 1874604 | Each | 40,150 | | | | |

Assign Users
 Cancel
 Complete Counting
 Update
 Update Group

Actions

- Populate the *Actual Qty*. Please take note of the batch/lot numbers and expiry dates. Click on *Submit* at the bottom of the screen.

Contract Mgmt | Order Mgmt | Transportation | Warehouse Mgmt | Inventory Mgmt | Administration | Reports | Tools | Training Guides | Dashboard Mgmt | Command & Control Config

Buyer SCA Dashboard | Cycle Count | 13400

Standard Template

Cycle Count No: 13400
 Cycle Count Group:
 State: In Progress
 Origin: UI
 Authorization: View Pending Authorizations

Organization: Eastern Regional Medical Store
 Site: Eastern Regional Medical Store
 Location: NON - MEDICINE STORE D
 Planned Date: Feb 24, 2020
 Earliest Start Date:
 Posting Date:

Cycle Count Lines | Bulk Data | Attempts | Notes | Documents

| Line No | Inventory No | Item | Item Description | Ext Item Name | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial No |
|---------|--------------|------------------|------------------|---------------|---------|---------|------------|-----------------------|--------------------------|-----------|
| 1 | 1874604 | 700363-Face Mask | Face Mask | | Each | 40,150 | | | | |

Add | Update Group

Submit | Cancel

➤ Navigate to *Actions* and *Complete Counting*.

The screenshot shows the Cycle Count interface for Cycle Count No: 13380. The state is 'In Progress'. The 'Complete Counting' button is highlighted in a red box. Below the table, the 'Actions' dropdown menu is also highlighted in a red box.

| Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial No |
|---|--|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|-----------|
| 101199-01- Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Yes | 1 | 1904697 | Each | 300 | | 100 | | |
| 100727-01- Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | Yes | 2 | 47704 | Each | 20,323 | | 100 | | |

➤ The state changes to either *Closed* or *Review Completed*.

- ✓ *Closed*: The state is *Closed* if there were no discrepancies hence no action is required.

The screenshot shows the Cycle Count interface for Cycle Count No: 13400. The state is 'Closed', which is highlighted in a red box. The table below shows a single item with 'Actual Qty' and 'Inv Qty' both at 40,150.

| Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial No |
|------------------|------------------|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|-----------|
| 700363-Face Mask | Face Mask | No | 1 | 1874604 | Each | 40,150 | 40,150 | | | |

- ✓ *Review Completed*: The state of the cycle counts changes to *Review Completed* if there were discrepancies between actual quantity and inventory quantity.

The screenshot shows the Cycle Count interface for Cycle Count No: 13380. The state is 'Review Completed', which is highlighted in a red box. The table below shows two items with discrepancies between 'Actual Qty' and 'Inv Qty'.

| Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial No |
|---|--|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|-----------|
| 101199-01- Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Yes | 1 | 1904697 | Each | 300 | | 100 | | |
| 100727-01- Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | Yes | 2 | 47704 | Each | 20,323 | | 100 | | |

- ✓ The following actions should be carried out when the state is *Review Completed*:
 - Navigate to *Actions* and select *Apply Adjustments*.

Contract Mgmt Order Mgmt Transportation Warehouse Mgmt Inventory Mgmt Administration Reports Tools Training Guides Dashboard Mgmt Command & Control Config

Buyer SCA Dashboard Cycle Count Plans Guide Cycle Count Plans Guide 2 Cycle Count 13380 Standard Template

Cycle Count No: 13380 Site: Eastern Regional Medical Store
 Cycle Count Group: 2020-02-21 Location: INFUSION ZONE
 Cycle Count Plan Request: Guide 2/1 Planned Date: Feb 21, 2020
 State: Review Completed Earliest Start Date: Feb 21, 2020 4:00 AM
 Origin: CNF Posting Date:
 Inventory Discrepancy: Multiple... Assigned Users: ghilms_VPlay
 Authorization: View Pending Authorizations

Cycle Count Lines Bulk Data Attempts Notes Documents

| View Bulk Data | Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial No |
|----------------|--|---|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|-----------|
| View Bulk Data | 101199-01- Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Yes | 1 | 1904697 | Each | 300 | 100 | | | |
| View Bulk Data | 100727-01- Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bag | Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bag | Yes | 2 | 47704 | Each | 20,323 | 100 | | | |

Apply Adjustments
 Cancel
 Update Group
 Actions

https://rvn0702-spt.onenetwork.com/oms/public/renderPanel.jsp?theme=moduletheme%2FDefaultTheme&col=One.ost.page.DetailPageSelectorPanel#

- If there were discrepancies click on *Inventory Discrepancy* to print the discrepancy report.

Origin: CNF Posting Date:
 Inventory Discrepancy: Multiple... Assigned Users: ghilms_VPlay
 Authorization: View Pending Authorizations

Cycle Count Lines Bulk Data Attempts Notes Documents

| View Bulk Data | Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial No |
|----------------|--|---|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|-----------|
| View Bulk Data | 101199-01- Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | Yes | 1 | 1904697 | Each | 300 | 100 | | | |
| View Bulk Data | 100727-01- Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bag | Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bag | Yes | 2 | 47704 | Each | 20,323 | 100 | | | |

Actions

- The state of the cycle count will change to *Closed*.

Contract Mgmt Order Mgmt Transportation Warehouse Mgmt Inventory Mgmt Administration Reports Tools Training Guides Dashboard Mgmt Command & Control Config

Buyer SCA Dashboard Cycle Count 13400 Standard Template

Cycle Count No: 13400 Site: Eastern Regional Medical Store
 Cycle Count Group: Location: NON - MEDICINE STORE D
 State: Closed Planned Date: Feb 24, 2020
 Origin: U Earliest Start Date:
 Authorization: View Pending Authorizations Posting Date:

Cycle Count Lines Bulk Data Attempts Notes Documents

| View Bulk Data | Item | Item Description | Auto Generated | Line No | Inventory No | Qty UOM | Inv Qty | Actual Qty | Inv Units Per Package | Actual Units Per Package | Serial No |
|----------------|------------------|------------------|----------------|---------|--------------|---------|---------|------------|-----------------------|--------------------------|-----------|
| View Bulk Data | 700363-Face Mask | Face Mask | No | 1 | 1874604 | Each | 40,150 | 40,150 | | | |

Actions

Inventory Transactions

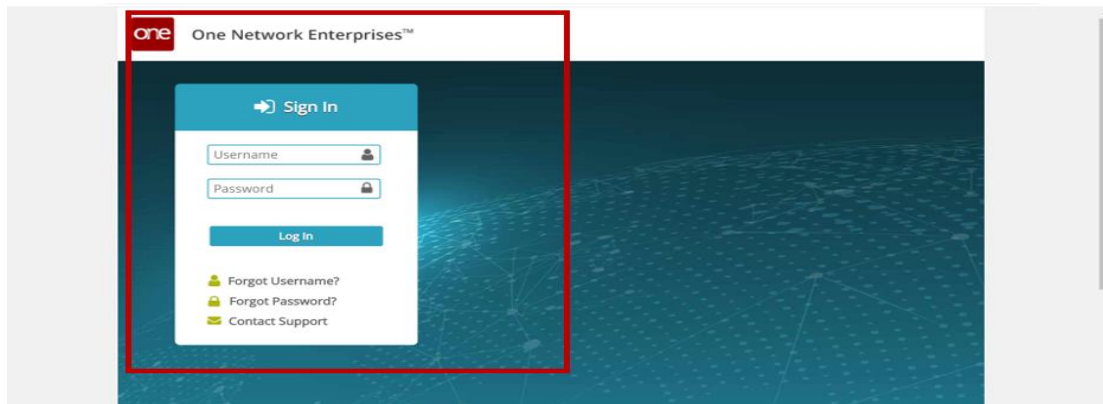
Inventory Move (Relocation)

Lesson Context

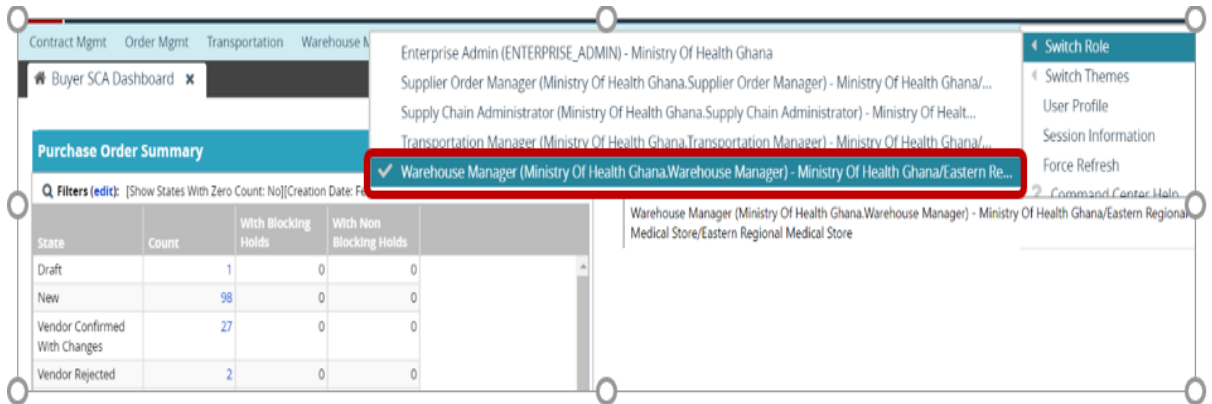
| | |
|---------------------------|---|
| Purpose of this Activity | To relocate commodities to their respective locations from main storage |
| When Task Begins | When facilities are onboarded with main storage as their only location |
| Person(s) performing Task | The officer in charge of stores or designated person |
| Task is Completed when | Inventory is received in the new location |

System Process Steps

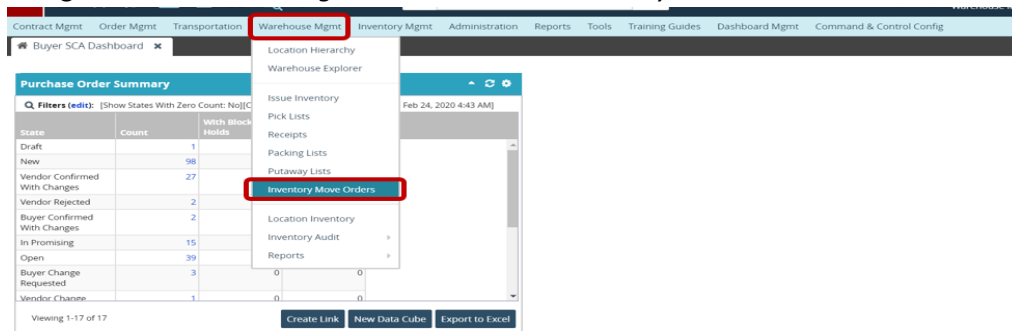
- Log into the system using the URL www.rtvn9702.onenetwork.com



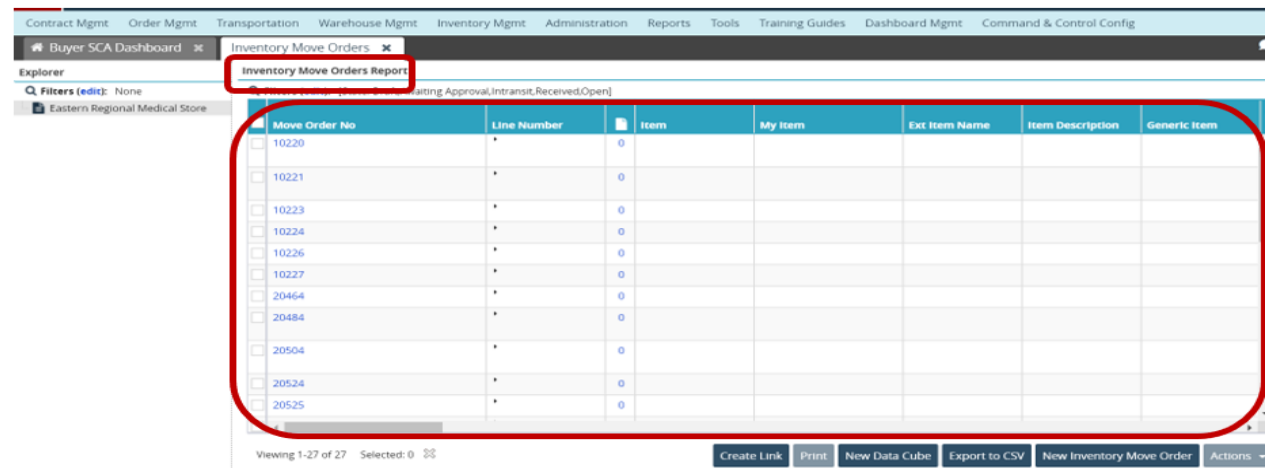
- Ensure that you are in the "Warehouse Manager" role



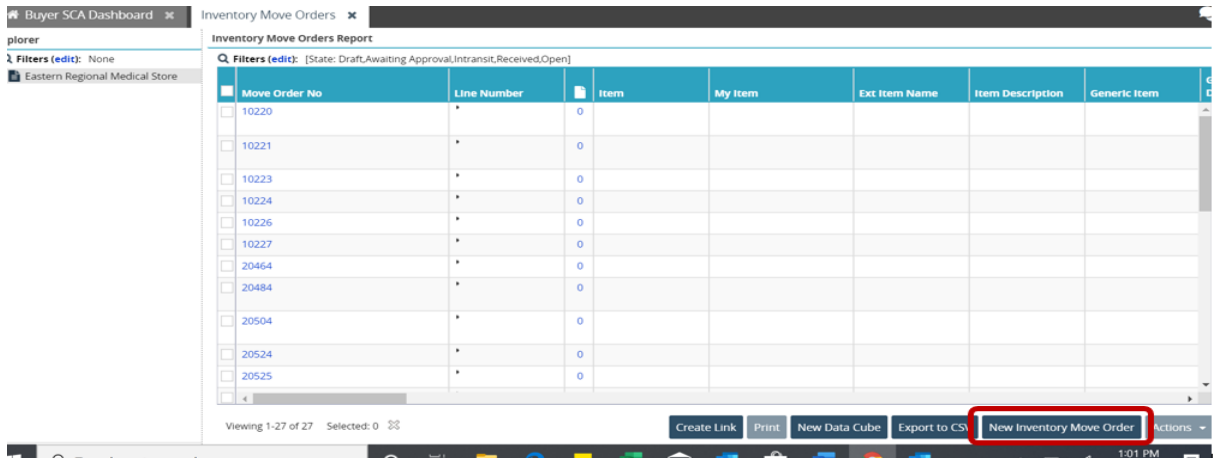
➤ Navigate to *Warehouse Mgmt* tab then select *Inventory Move Orders*



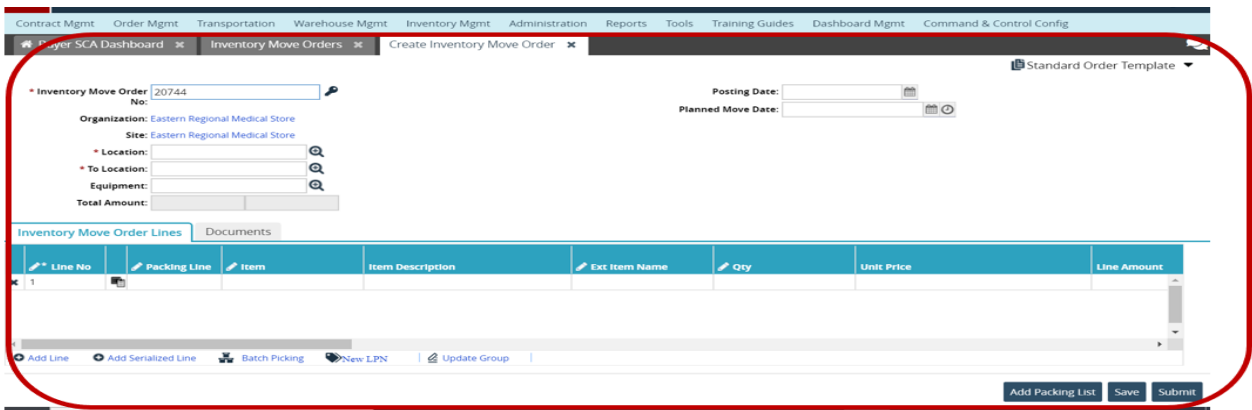
➤ An *Inventory Move Orders Report* screen will open.



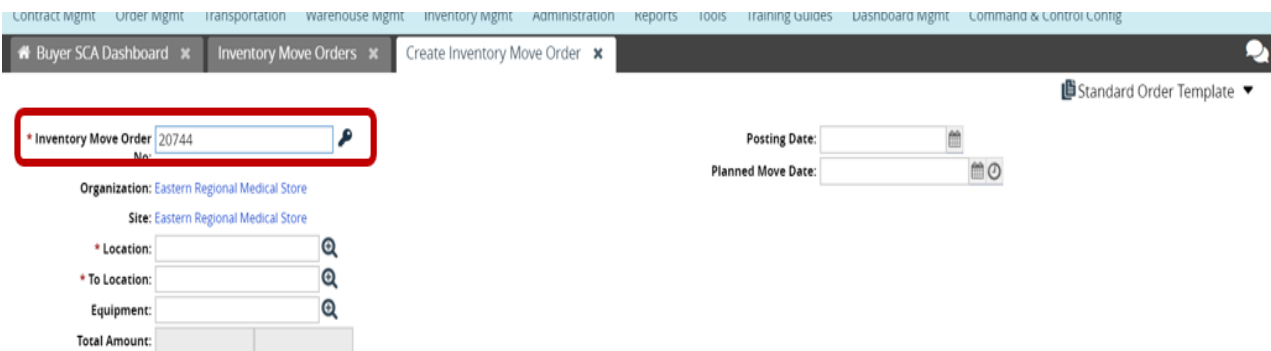
- To create a new inventory move order, click on the *New Inventory Move Order* at the bottom of the screen.



- A screen will pop up with mandatory fields to be populated.



✓ *Inventory Move Order No*: This is always prepopulated by the system



✓ *Location*: Refers to the current location of the items (main storage)

Contract Mgmt | Order Mgmt | Transportation | Warehouse Mgmt | Inventory Mgmt | Administration | Reports | Tools | Training Guides | Dashboard Mgmt | Command & Control Config

Buyer SCA Dashboard | Inventory Move Orders | Create Inventory Move Order | Standard Order Template

* Inventory Move Order No: 20744

Organization: Eastern Regional Medical Store
Site: Eastern Regional Medical Store

* Location:

To Location:

Equipment:

Total Amount:

Posting Date:

Planned Move Date:

Inventory Move Order Lines | Documents

✓ To Location: New location for the items being moved.

Contract Mgmt | Order Mgmt | Transportation | Warehouse Mgmt | Inventory Mgmt | Administration | Reports | Tools | Training Guides | Dashboard Mgmt | Command & Control Config

Buyer SCA Dashboard | Inventory Move Orders | Create Inventory Move Order | Standard Order Template

* Inventory Move Order No: 20744

Organization: Eastern Regional Medical Store
Site: Eastern Regional Medical Store

* Location:

* To Location:

Equipment:

Total Amount:

Posting Date:

Planned Move Date:

Inventory Move Order Lines | Documents

➤ To add line items, click on *Add Line* and populate the required fields on the line.

Contract Mgmt | Order Mgmt | Transportation | Warehouse Mgmt | Inventory Mgmt | Administration | Reports | Tools | Training Guides | Dashboard Mgmt | Command & Control Config

Buyer SCA Dashboard | Inventory Move Orders | Create Inventory Move Order | Standard Order Template

* Inventory Move Order No: 20744

Organization: Eastern Regional Medical Store
Site: Eastern Regional Medical Store

* Location:

* To Location:

Equipment:

Total Amount:

Posting Date:

Planned Move Date:

Inventory Move Order Lines | Documents

| * Line No | Packing Line | Item | Item Description | Ext Item Name | Qty | Unit Price | Line Amount |
|-----------|--------------|------|------------------|---------------|-----|------------|-------------|
| x 1 | | | | | | | |

Add Line | Add Serialized Line | Batch Picking | New LPN | Update Group

Add Packing List | Save | Submit

➤ Click on the notebook icon (as shown below). All items in the current location will pop up.

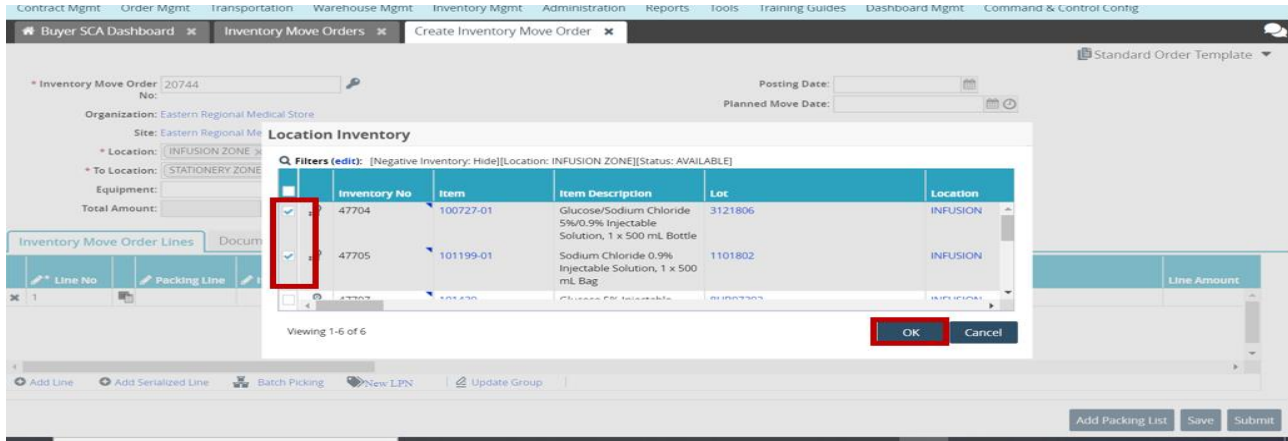
Inventory Move Order Lines | Documents

| * Line No | Packing Line | Item | Item Description | Ext Item Name | Qty | Unit Price | Line Amount |
|-----------|--------------|------|------------------|---------------|-----|------------|-------------|
| x 1 | | | | | | | |

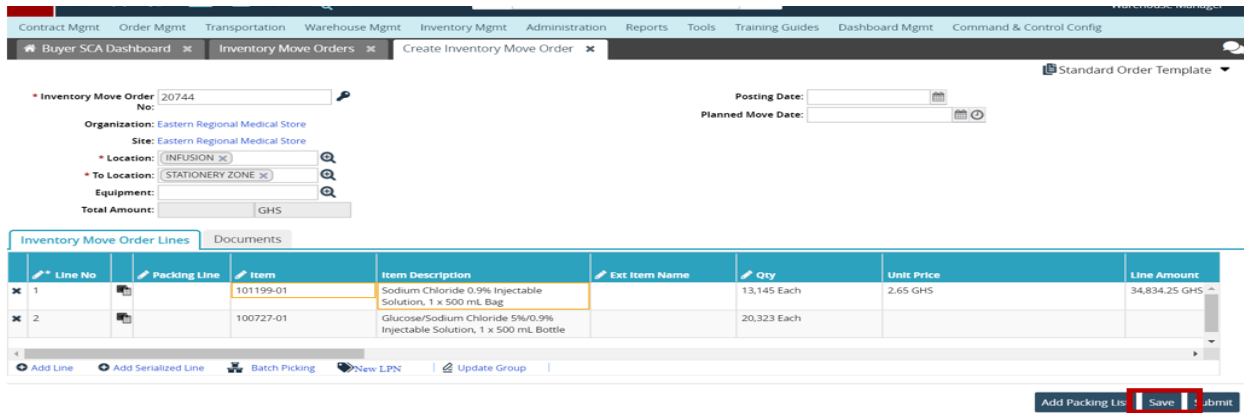
Add Line | Add Serialized Line | Batch Picking | New LPN | Update Group

Add Packing List | Save | Submit

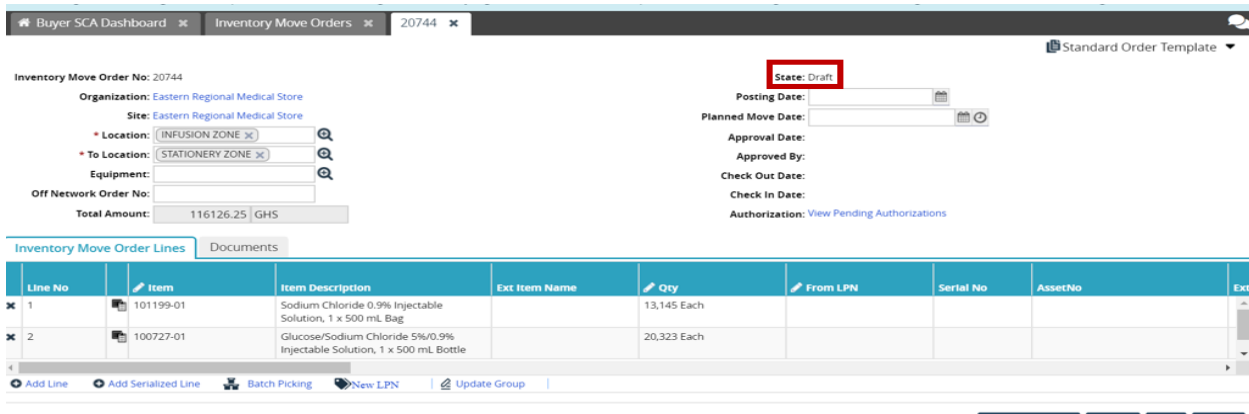
- Select all the items to be moved and click *OK*. Take note that there might be other pages of items.



- Click on *Save* as indicated below



- Please note the inventory move will be in a *Draft* state.



➤ Click on *Submit*.

Equipment:

Off Network Order No:

Total Amount: 116126.25 | GHS

Check Out Date:

Check In Date:

Authorization: [View Pending Authorizations](#)

Inventory Move Order Lines | Documents

| Line No | Item | Item Description | Ext Item Name | Qty | From LPN | Serial No | AssetNo | Ext |
|---------|-----------|--|---------------|-------------|----------|-----------|---------|-----|
| 1 | 101199-01 | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | | 13,145 Each | | | | |
| 2 | 100727-01 | Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | | 20,323 Each | | | | |

[Add Line](#) [Add Serialized Line](#) [Batch Picking](#) [New LPN](#) [Update Group](#)

[Add Packing List](#) [Update](#) [Print](#) [Submit](#)

➤ The state changes from *Draft* to *Awaiting Approval*.

Inventory Move Order No: 20744

Organization: Eastern Regional Medical Store

Site: Eastern Regional Medical Store

* Location:

* To Location:

Equipment:

Off Network Order No:

Total Amount: 116126.25 | GHS

Standard Order Template

State: **Awaiting Approval**

Posting Date:

Planned Move Date:

Approval Date:

Approved By:

Check Out Date:

Check In Date:

Authorization: [View Pending Authorizations](#)

Inventory Move Order Lines | Documents

| Line No | Item | Item Description | Ext Item Name | Qty | From LPN | Serial No | AssetNo | Ext |
|---------|-----------|--|---------------|-------------|----------|-----------|---------|-----|
| 1 | 101199-01 | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | | 13,145 Each | | | | |

➤ Navigate to *Action* then click on *Approve*.

Contract Mgmt | Order Mgmt | Transportation | Warehouse Mgmt | Inventory Mgmt | Administration | Reports | Tools | Training Guides | Dashboard Mgmt | Command & Control Config

Buyer SCA Dashboard | Inventory Move Orders | 20744 | Standard Order Template

Inventory Move Order No: 20744
 Organization: Eastern Regional Medical Store
 Site: Eastern Regional Medical Store
 * Location: INFUSION ZONE
 * To Location: STATIONERY ZONE
 Equipment:
 Off Network Order No:
 Total Amount: 116126.25 GHS

State: Awaiting Approval
 Posting Date:
 Planned Move Date:
 Approval Date:
 Approved By:
 Check Out Date:
 Check In Date:
 Authorization: View Pending Authorizations

Inventory Move Order Lines | Documents

| Line No | Item | Item Description | Ext Item Name | Qty | From LPN | Serial No | AssetNo | Ext |
|---------|-----------|--|---------------|-------------|----------|-----------|---------|-----|
| 1 | 101199-01 | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | | 13,145 Each | | | | |
| 2 | 100727-01 | Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | | 20,323 Each | | | | |

[Add Line](#) | [Add Serialized Line](#) | [Batch Picking](#) | [New LPN](#) | [Update Group](#) | [Approve](#) | [Cancel](#)

[Add Packing List](#) | [Update](#) | [Print](#) | [Actions](#)

https://rtvn9702-spt.onenetwork.com/oms/public/renderPanel.jsp?theme=modulethemes%2FDefaultTheme&csl=WMS.InventoryMoveOrder.InventoryMoveOrderPanel#

➤ Note that the state changes from *Awaiting Approval* to *Open*.

Buyer SCA Dashboard | Inventory Move Orders | 20744 | Standard Order Template

Inventory Move Order No: 20744
 Organization: Eastern Regional Medical Store
 Site: Eastern Regional Medical Store
 * Location: INFUSION ZONE
 * To Location: STATIONERY ZONE
 Equipment:
 Off Network Order No:
 Total Amount: 116126.25 GHS

State: Open
 Posting Date:
 Planned Move Date:
 Approval Date: Feb 24, 2020 8:39 AM
 Approved By: Azumah, Linda
 Check Out Date:
 Check In Date:
 Authorization: View Pending Authorizations

Inventory Move Order Lines | Documents

| Line No | Item | Item Description | Ext Item Name | Qty | From LPN | Serial No | AssetNo | Ext |
|---------|-----------|--|---------------|-------------|----------|-----------|---------|-----|
| 1 | 101199-01 | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | | 13,145 Each | | | | |
| 2 | 100727-01 | Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | | 20,323 Each | | | | |

➤ Navigate to *Action* and click on *Check Out* to relocate the inventory from its current location.

Contract Mgmt | Order Mgmt | Transportation | Warehouse Mgmt | Inventory Mgmt | Administration | Reports | Tools | Training Guides | Dashboard Mgmt | Command & Control Config

Buyer SCA Dashboard | Inventory Move Orders | 20744 | Standard Order Template

Inventory Move Order No: 20744
 Organization: Eastern Regional Medical Store
 Site: Eastern Regional Medical Store
 * Location: INFUSION ZONE
 * To Location: STATIONERY ZONE
 Equipment:
 Off Network Order No:
 Total Amount: 116126.25 GHS

State: Open
 Posting Date:
 Planned Move Date:
 Approval Date: Feb 24, 2020 8:39 AM
 Approved By: Azumah, Linda
 Check Out Date:
 Check In Date:
 Authorization: View Pending Authorizations

Inventory Move Order Lines | Documents

| Line No | Item | Item Description | Ext Item Name | Qty | From LPN | Serial No | AssetNo | Ext |
|---------|-----------|--|---------------|-------------|----------|-----------|---------|-----|
| 1 | 101199-01 | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | | 13,145 Each | | | | |
| 2 | 100727-01 | Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | | 20,323 Each | | | | |

[Add Line](#) | [Add Serialized Line](#) | [Batch Picking](#) | [New LPN](#) | [Back To Awaiting](#) | [Cancel](#) | [Check Out](#) | [Update Equipment](#)

[Update](#) | [Print](#) | [Actions](#)

https://rtvn9702-spt.onenetwork.com/oms/public/renderPanel.jsp?theme=modulethemes%2FDefaultTheme&csl=WMS.InventoryMoveOrder.InventoryMoveOrderPanel#

➤ Click on Submit.

Contract Mgmt Order Mgmt Transportation Warehouse Mgmt Inventory Mgmt Administration Reports Tools Training Guides Dashboard Mgmt Command & Control Config

Buyer SCA Dashboard x Inventory Move Orders x 20744 x Standard Order Template

Inventory Move Order No: 20744
 Organization: Eastern Regional Medical Store
 Site: Eastern Regional Medical Store
 * Location: INFUSION ZONE
 * To Location: STATIONERY ZONE
 Equipment:
 Off Network Order No:
 Total Amount: 116,126.25 GHS

State: Open
 Posting Date:
 Planned Move Date:
 Approval Date: Feb 24, 2020 8:39 AM
 Approved By: Azumah, Linda
 Check Out Date:
 Check In Date:
 Authorization: View Pending Authorizations

Inventory Move Order Lines Documents

| Line No | Item | Item Description | Ext Item Name | Qty | From LPN | Serial No | AssetNo |
|---------|-----------|--|---------------|-------------|----------|-----------|---------|
| 1 | 101199-01 | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | | 13,145 Each | | | |
| 2 | 100727-01 | Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | | 20,323 Each | | | |

Update Group

Submit Cancel Print

➤ The inventory move order state changes from *Open* to *"In Transit"*.

Contract Mgmt Order Mgmt Transportation Warehouse Mgmt Inventory Mgmt Administration Reports Tools Training Guides Dashboard Mgmt Command & Control Config

Buyer SCA Dashboard x Inventory Move Orders x 20744 x Cycle Count Plans x Guide 2 x Cycle Count x 13380 x Standard Order Template

Inventory Move Order No: 20744
 Organization: Eastern Regional Medical Store
 Site: Eastern Regional Medical Store
 * Location: INFUSION ZONE
 * To Location: STATIONERY ZONE
 Equipment:
 Off Network Order No:
 Total Amount: 116,126.25 GHS

State: Intransit
 Posting Date:
 Planned Move Date:
 Approval Date: Feb 24, 2020 8:39 AM
 Approved By: Azumah, Linda
 Check Out Date: Feb 24, 2020 10:12 AM
 Check In Date:
 Authorization: View Pending Authorizations

Inventory Move Order Lines Documents

| Line No | Item | Item Description | Ext Item Name | Qty | From LPN | Serial No | AssetNo | Ext Se |
|---------|-----------|--|---------------|-------------|----------|-----------|---------|--------|
| 1 | 101199-01 | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | | 13,145 Each | | | | |

➤ Navigate to *Actions* and click on *"Check In"* to receive the inventory into the new location.

ment:

Check Out Date: Feb 24, 2020 10:12 AM

er No:

Check In Date:

ount: 116,126.25 GHS

Authorization: [View Pending Authorizations](#)

Order Lines Documents

| | Item Description | Ext Item Name | Qty | From LPN | Serial No | AssetNo | Ext Ser |
|-------|--|---------------|-------------|----------|-----------|---------|---------|
| 99-01 | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | | 13,145 Each | | | | |
| 27-01 | Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | | 20,323 Each | | | | |

Check In
Reverse

Update Print Actions

nenetwork.com/oms/public/renderPanel.jsp?theme=modulethemes%2FDefaultTheme&cls=WMS.InventoryMoveOrder.InventoryMoveOrderPanel#

➤ Click on *Submit*.

Contract Mgmt Order Mgmt Transportation Warehouse Mgmt Inventory Mgmt Administration Reports Tools Training Guides Dashboard Mgmt Command & Control Config

Buyer SCA Dashboard Inventory Move Orders 20744 Cycle Count Plans Guide 2 Cycle Count 13380

Standard Order Template

Inventory Move Order No: 20744

Organization: Eastern Regional Medical Store
 Site: Eastern Regional Medical Store
 * Location: INFUSION ZONE
 * To Location: STATIONERY ZONE
 Equipment:
 Off Network Order No:
 Total Amount: 116,126.25 GHS

State: Intransit
 Posting Date:
 Planned Move Date:
 Approval Date: Feb 24, 2020 8:39 AM
 Approved By: Azumah, Linda
 Check Out Date: Feb 24, 2020 10:12 AM
 Check In Date:
 Authorization: [View Pending Authorizations](#)

Inventory Move Order Lines Documents

| Line No | Item | Item Description | Ext Item Name | Qty | From LPN | Serial No | AssetNo |
|---------|-----------|--|---------------|-------------|----------|-----------|---------|
| 1 | 101199-01 | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | | 13,145 Each | | | |
| 2 | 100727-01 | Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | | 20,323 Each | | | |

Update Group

Submit Cancel Print

➤ The state will change from "In Transit" to *Received*. This means that the inventory is now available in the new location.

Buyer SCA Dashboard Inventory Move Orders 20744 Cycle Count Plans Guide 2 Cycle Count 13380

Standard Order Template

Inventory Move Order No: 20744

Organization: Eastern Regional Medical Store
 Site: Eastern Regional Medical Store
 * Location: INFUSION ZONE
 * To Location: STATIONERY ZONE
 Equipment:
 Off Network Order No:
 Total Amount: 116,126.25 GHS

State: **Received**
 Posting Date:
 Planned Move Date:
 Approval Date: Feb 24, 2020 8:39 AM
 Approved By: Azumah, Linda
 Check Out Date: Feb 24, 2020 10:12 AM
 Check In Date: Feb 24, 2020 10:19 AM
 Authorization: [View Pending Authorizations](#)

Inventory Move Order Lines Documents

| Line No | Item | Item Description | Ext Item Name | Qty | From LPN | Serial No | AssetNo | Ext Se |
|---------|-----------|--|---------------|-------------|----------|-----------|---------|--------|
| 1 | 101199-01 | Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag | | 13,145 Each | | | | |
| 2 | 100727-01 | Glucose/Sodium Chloride 5%/0.9% Injectable Solution, 1 x 500 mL Bottle | | 20,323 Each | | | | |

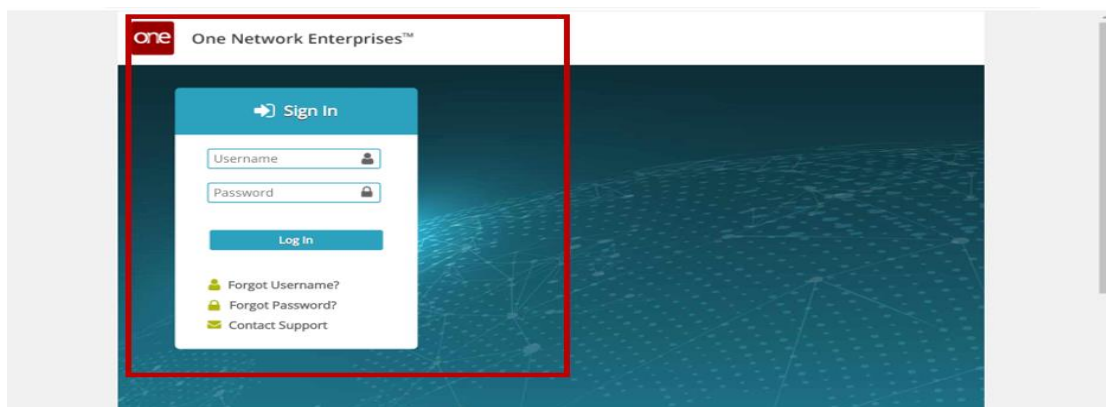
Consumption

Lesson Context

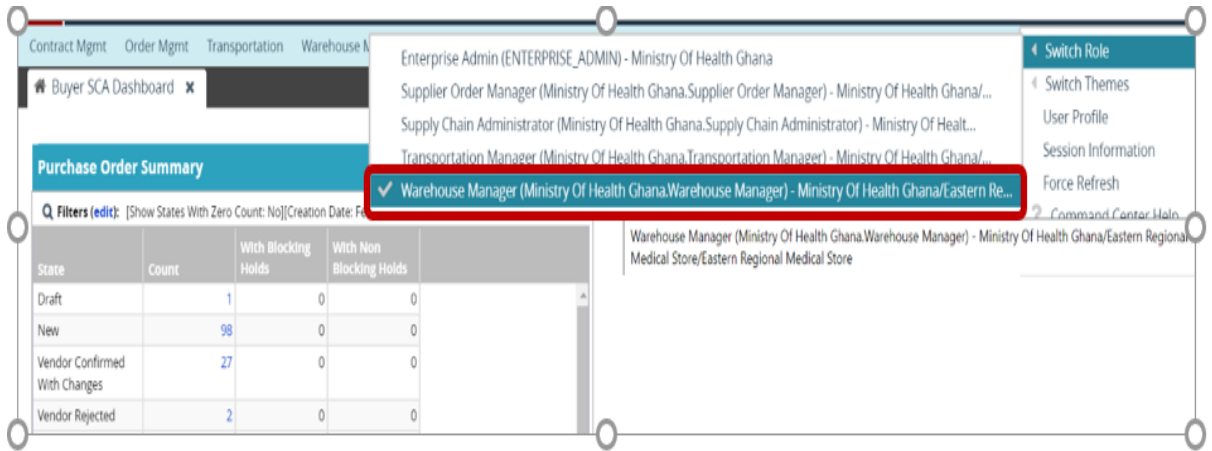
| | |
|---------------------------|---|
| Purpose of this Activity | This Training / User Guide will guide you through the process of consuming inventory. When inventory is consumed it means that the stock will be decreased with the number of consumed inventory. |
| When Task Begins | Stock is consumed (or used) when stock is issued to end users / clients. |
| Person(s) performing Task | The officer in charge of stores / consumption points / designated person |
| Task is Completed when | Consumption is correctly recorded in the system |

System Process Steps

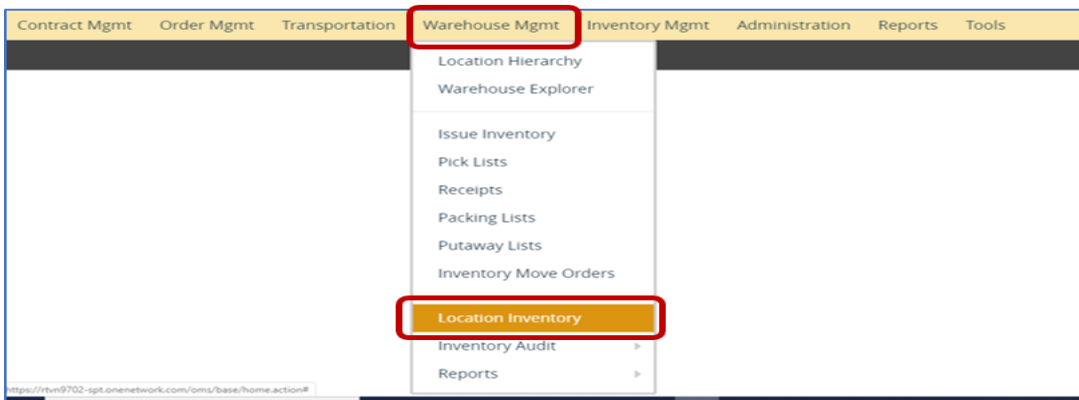
- Log into the system using the URL www.rtvn9702.onenetwork.com



- Ensure that you are in the "Warehouse Manager" role

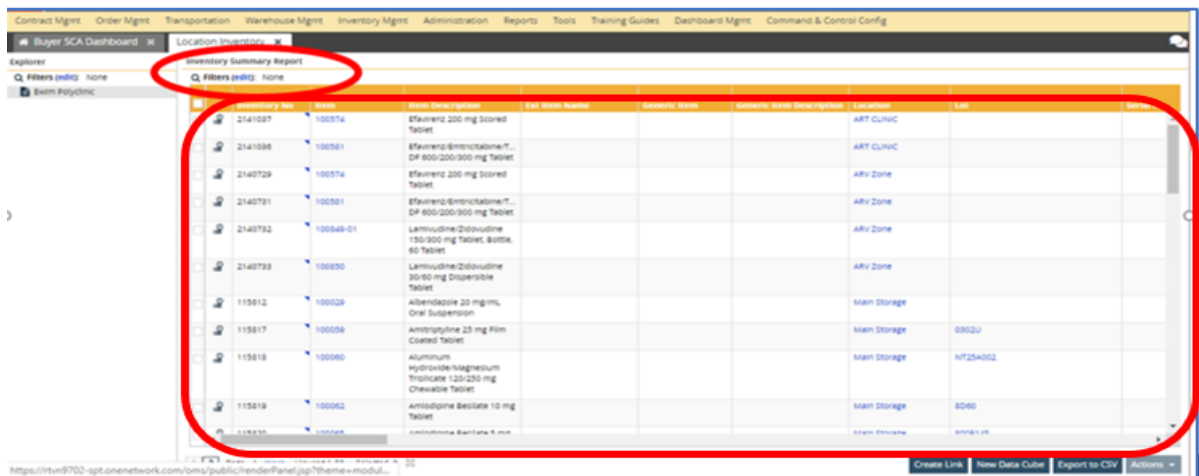


➤ Navigate to *Warehouse Mgmt* tab and click on *Location Inventory**



* *Location Inventory*: Refers to the specific locations of the commodities in the system

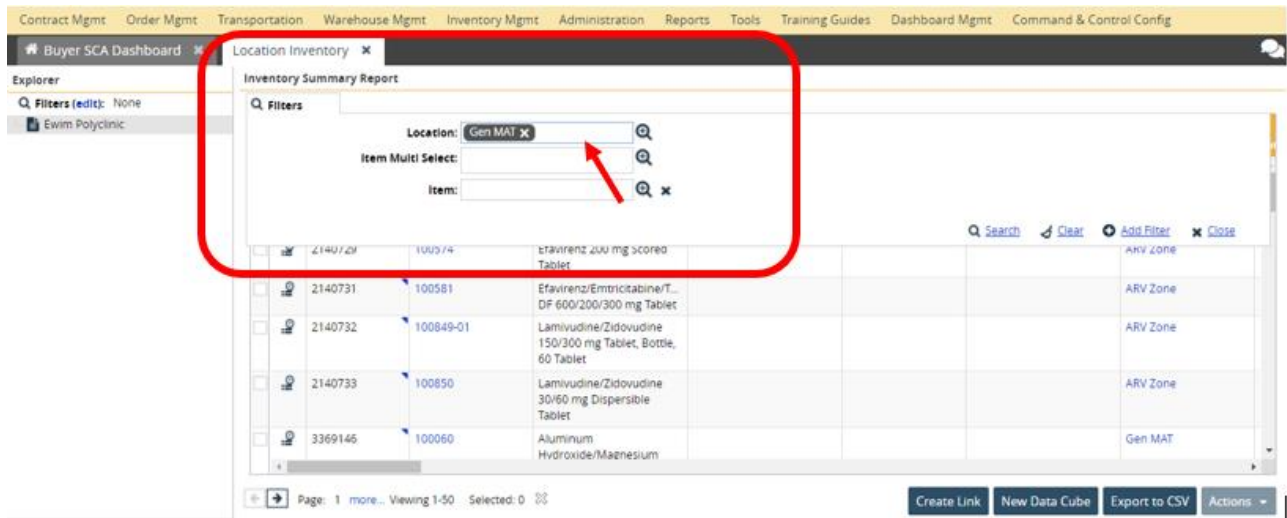
➤ An inventory summary report will be opened.



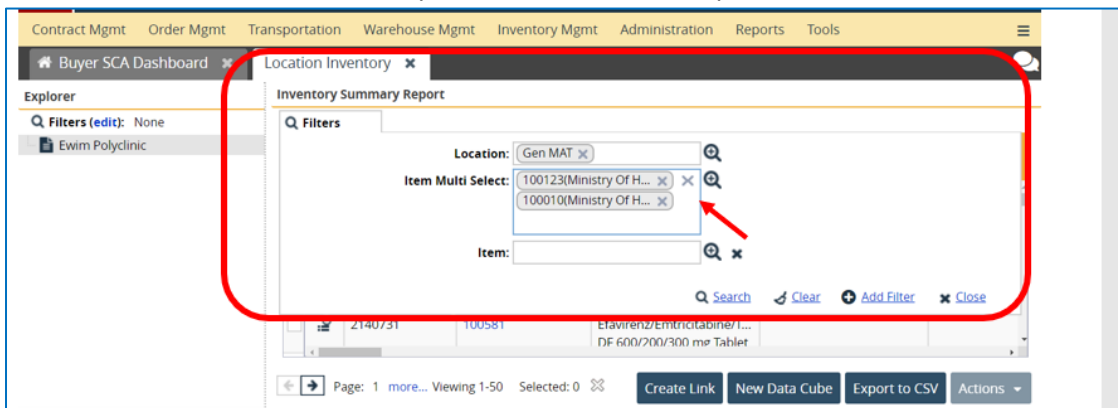
- To select the specific location to consume from click on *edit* under *Inventory Summary Report*



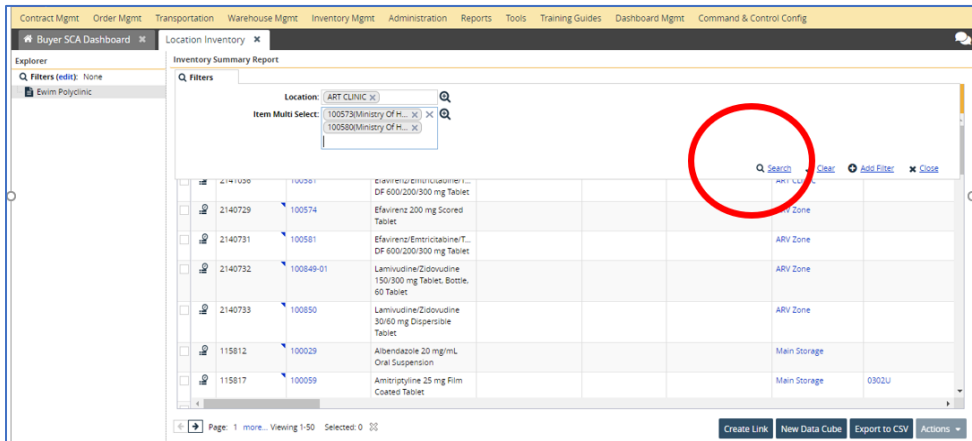
- Input your required location in the *Location* field.



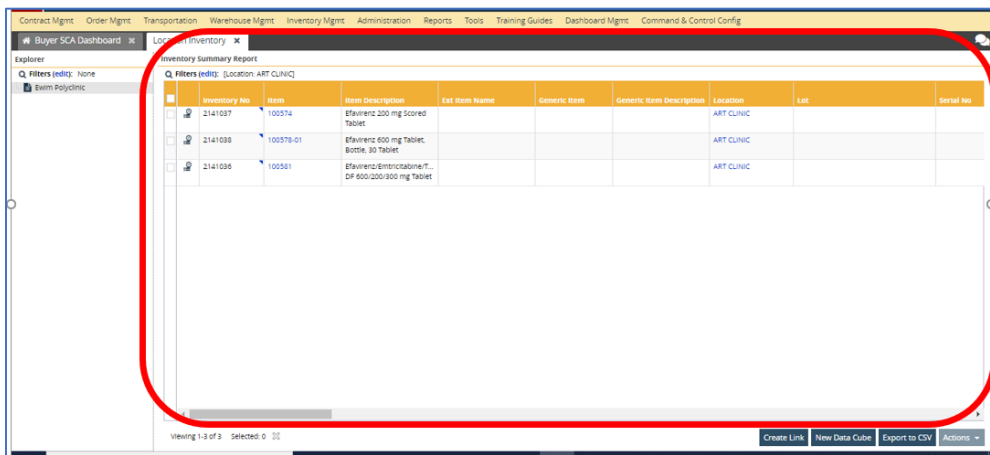
- Add an *Item* filter for the system to narrow down to search for a specific commodity or use the *Item Multi Select* function for the system to search for multiple items.



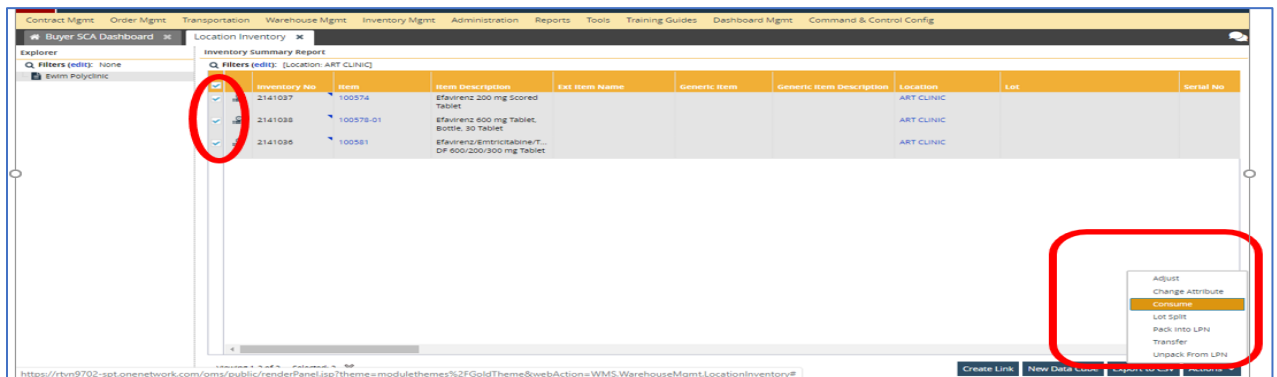
- Navigate to the *Search* button and click on it.



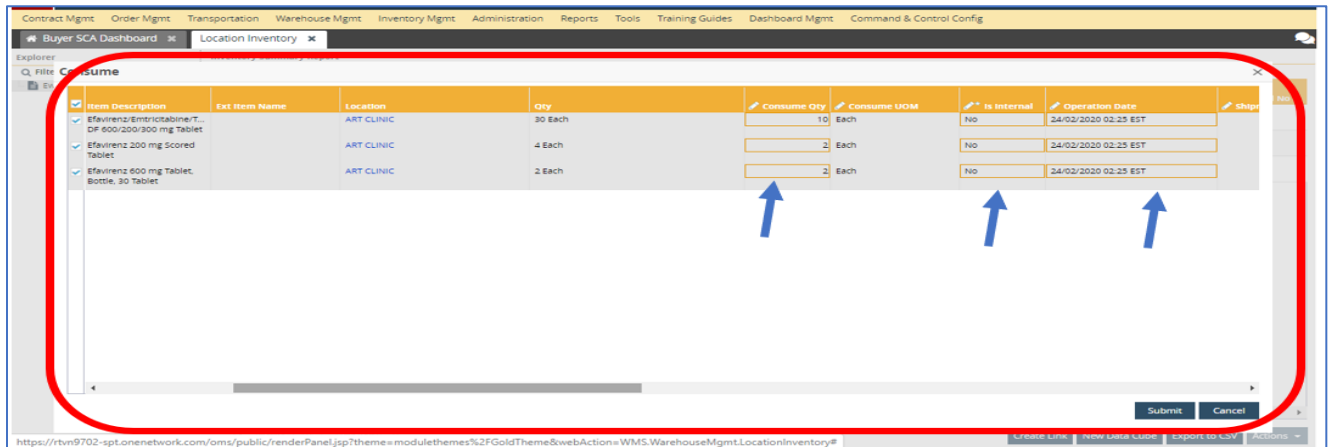
- The items searched will be populated in a form of *Inventory Summary Report*



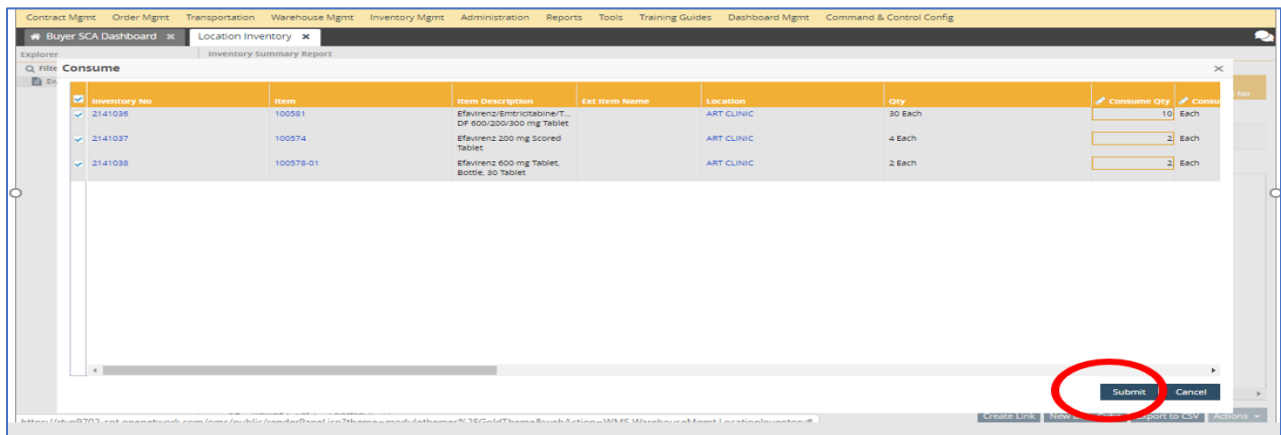
- Tick the box by the item(s) you want to consume inventory for, then navigate to *Actions* and click on *Consume*.



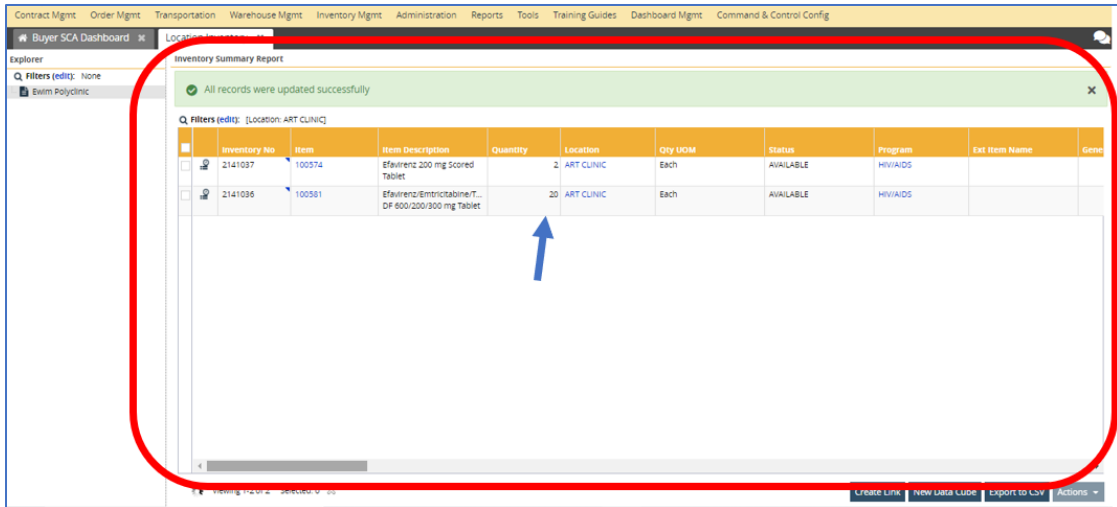
- A *Consume* window will pop up. In the *Consume Qty* field, enter the quantities consumed. For commodities used by the facility indicate as “is internal” by checking the box under the “is internal” field.



- Click on *Submit*.



- A screen with a green bar indicating records were updated successfully will appear. This means the inventory was consumed successfully. Note that the quantity of the item in that location will now be reduced.



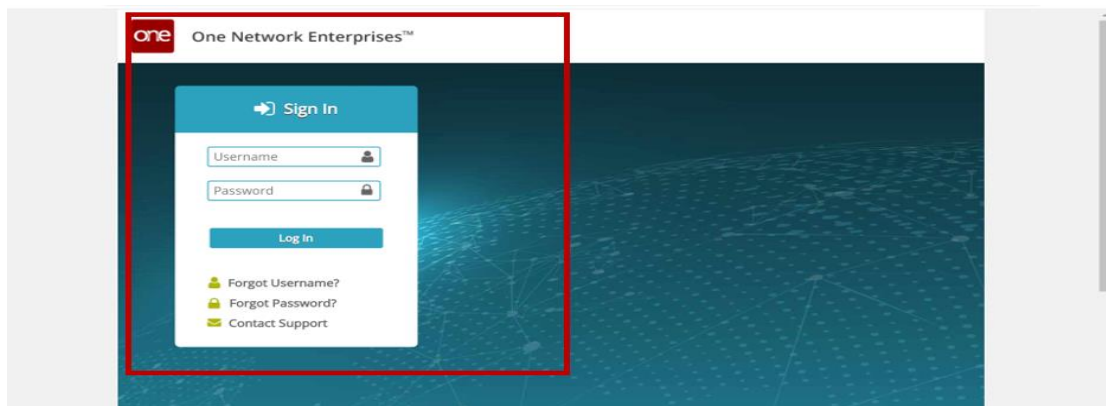
Adjust

Lesson Context

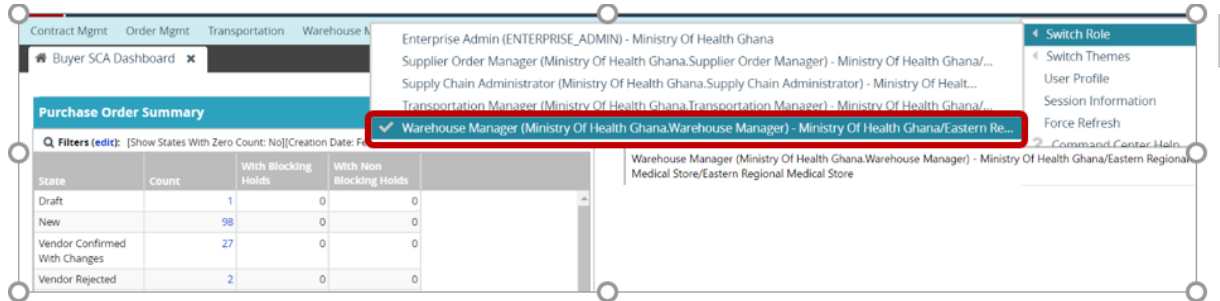
| | |
|---------------------------|---|
| Purpose of this Activity | This Training / User Guide will guide you through the process of adjusting inventory quantities. |
| When Task Begins | Stock is adjusted by End User when there is a discrepancy between inventory quantities in the system versus physical quantities |
| Person(s) performing Task | The officer in charge of stores / designated person |
| Task is Completed when | Inventory is adjusted |

System Process Steps

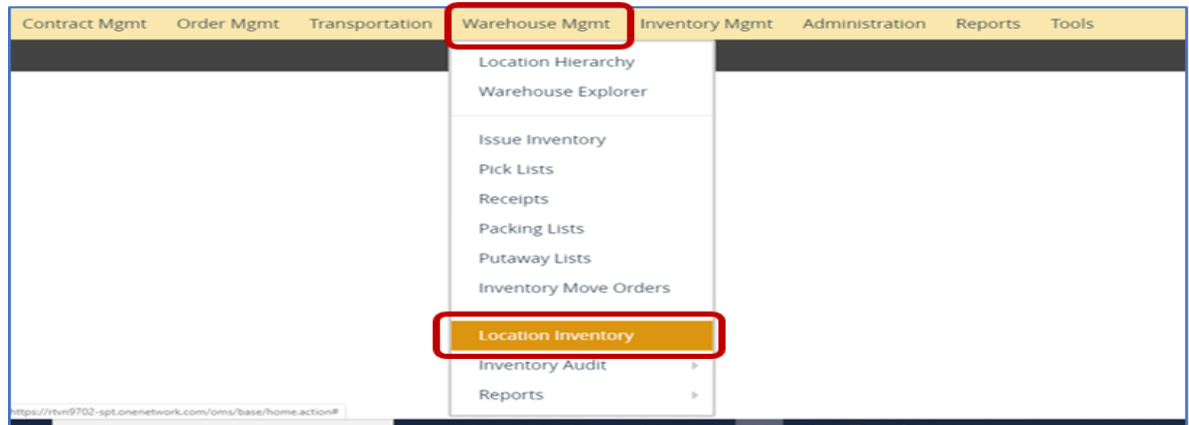
- Log into the system using the URL www.rtvn9702.onenetwork.com



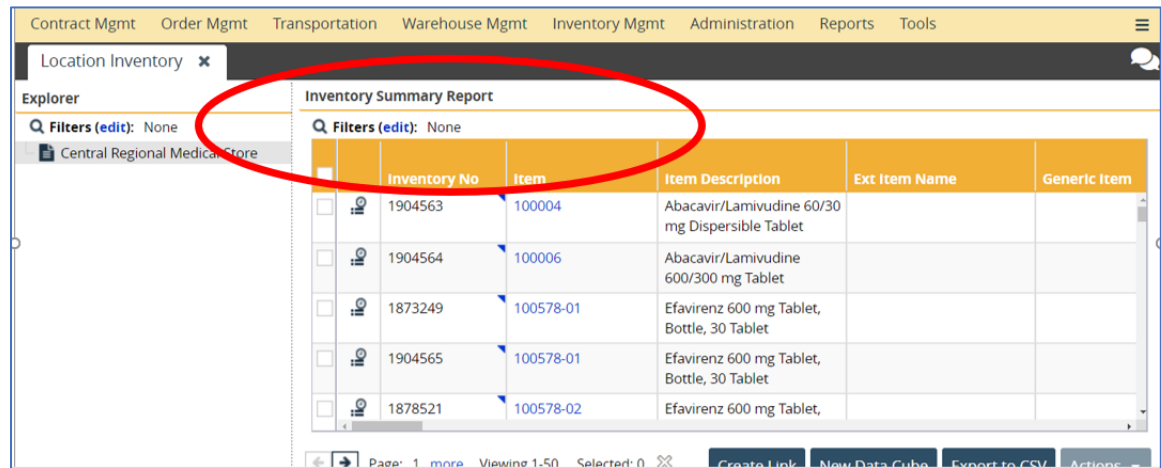
- Ensure that you are in the “Warehouse Manager” role



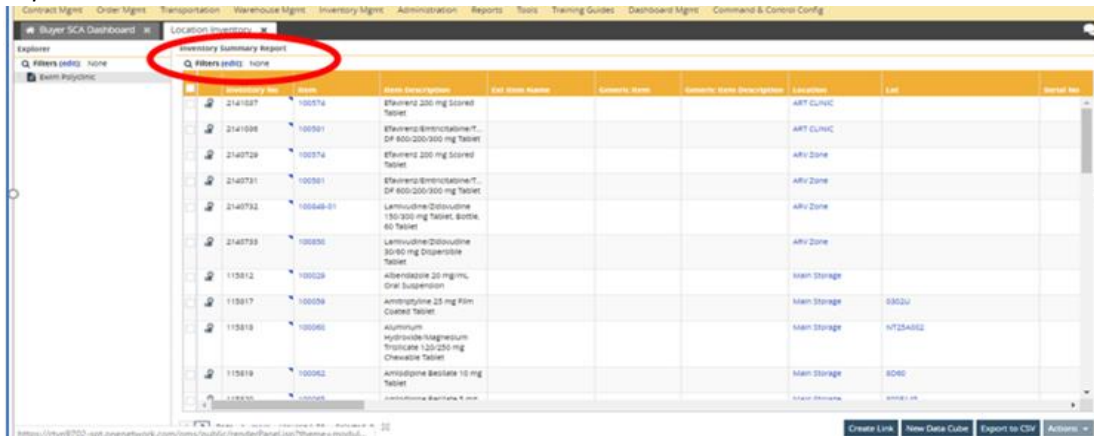
- Navigate to Warehouse Mgmt tab and click on location inventory



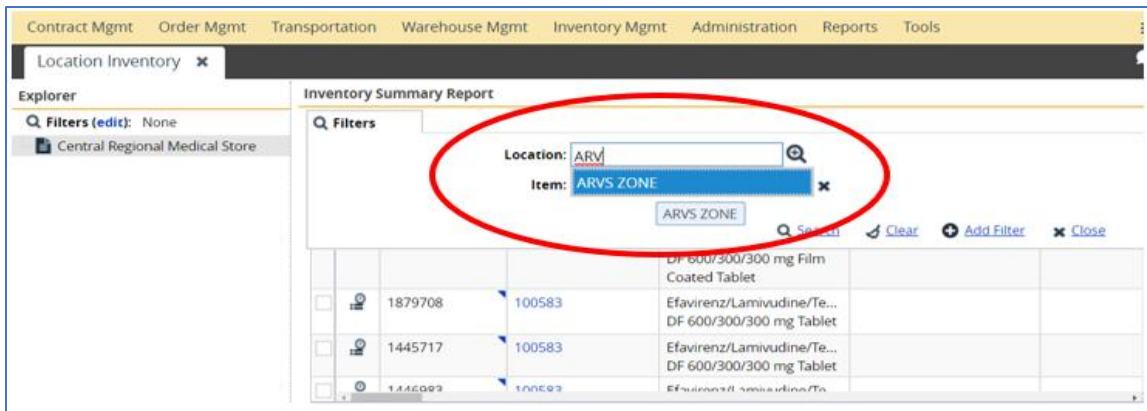
- An Inventory Summary Report will be opened.



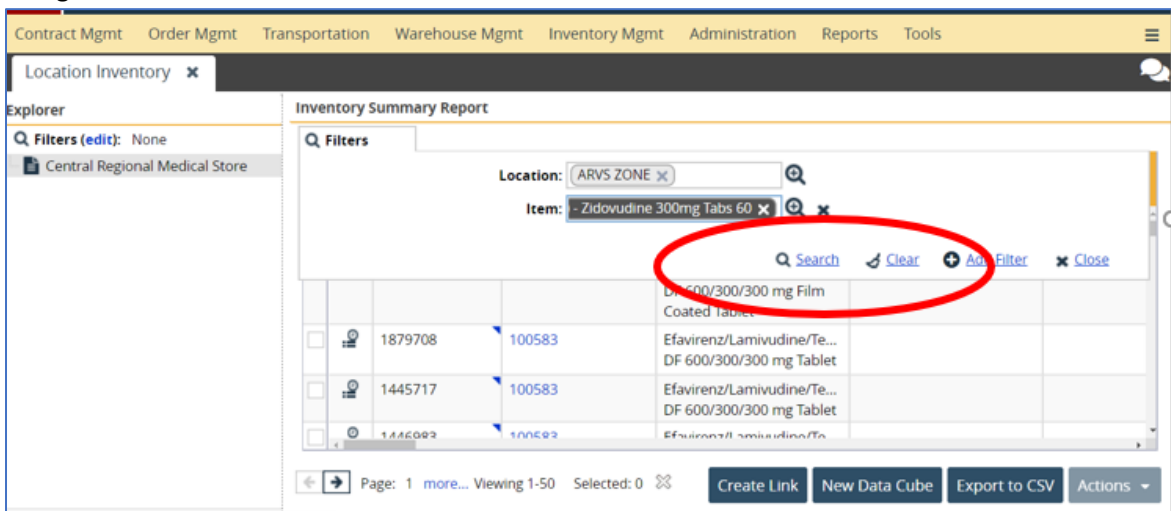
- To select the location where you want to adjust from, click on *edit* under *Inventory Summary Report*.



- Input your required location in the *Location* field. You can also add an *Item* filter for the system to narrow down to search for that particular item.



- Navigate to the *Search* button and click on it.



- The items searched will be populated in a form of *Inventory Summary Report*

Inventory Summary Report

Filters (edit): [Location: ARVS ZONE]

| | Inventory No | Item | Item Description | Ext Item Name |
|--------------------------|--------------|-----------|--|---------------|
| <input type="checkbox"/> | 1904565 | 100578-01 | Efavirenz 600 mg Tablet, Bottle, 30 Tablet | |
| <input type="checkbox"/> | 1799520 | 100582 | Efavirenz/Lamivudine/Ten... DF 600/300/300 mg Film Coated Tablet | |
| <input type="checkbox"/> | 1879708 | 100583 | Efavirenz/Lamivudine/Ten... | |

Viewing 1-17 of 17 Selected: 0

Create Link New Data Cube Export to CSV Actions

- Tick in the box by the item(s) you want to adjust quantities for, then navigate to *Actions* and click on *Adjust*.

Inventory Summary Report

Filters (edit): [Location: ARVS ZONE]

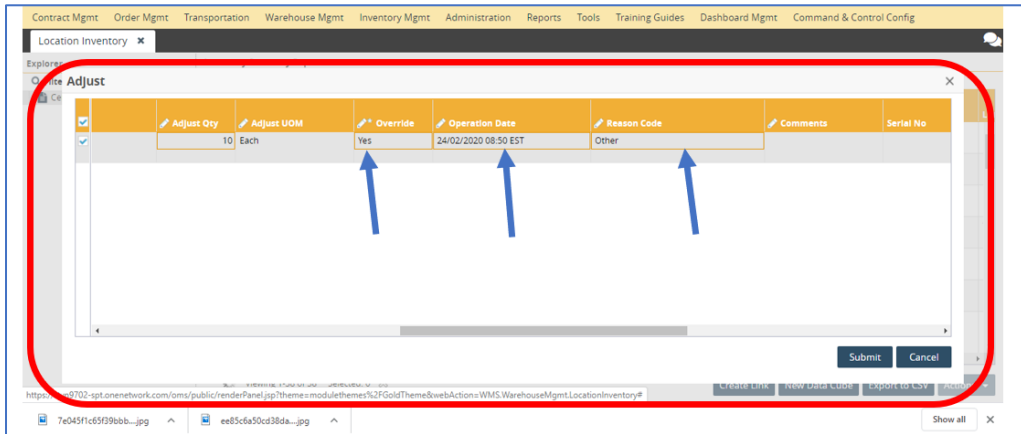
| | Inventory No | Item | Item Description | Ext Item Name | Generic Item | Generic Item Description | Location | Location |
|-------------------------------------|--------------|-----------|--|---------------|--------------|--------------------------|-----------|----------|
| <input checked="" type="checkbox"/> | 1904563 | 100004 | Abacavir/Lamivudine 60/30 mg Dispersible Tablet | | | | ARVS ZONE | |
| <input type="checkbox"/> | 1904564 | 100006 | Abacavir/Lamivudine 600/300 mg Tablet | | | | ARVS ZONE | |
| <input type="checkbox"/> | 2126017 | 100006 | Abacavir/Lamivudine 600/300 mg Tablet | | | | ARVS ZONE | |
| <input type="checkbox"/> | 1873249 | 100578-01 | Efavirenz 600 mg Tablet, Bottle, 30 Tablet | | | | | |
| <input type="checkbox"/> | 1904565 | 100578-01 | Efavirenz 600 mg Tablet, Bottle, 30 Tablet | | | | | |
| <input type="checkbox"/> | 1878521 | 100578-02 | Efavirenz 600 mg Tablet, Blister, 100 Tablet | | | | | |
| <input type="checkbox"/> | 1453100 | 100582 | Efavirenz/Lamivudine/Ten... DF 600/300/300 mg Film Coated Tablet | | | | | |

Viewing 1-38 of 38 Selected: 1

Create Link New Data Cube Export to CSV Actions

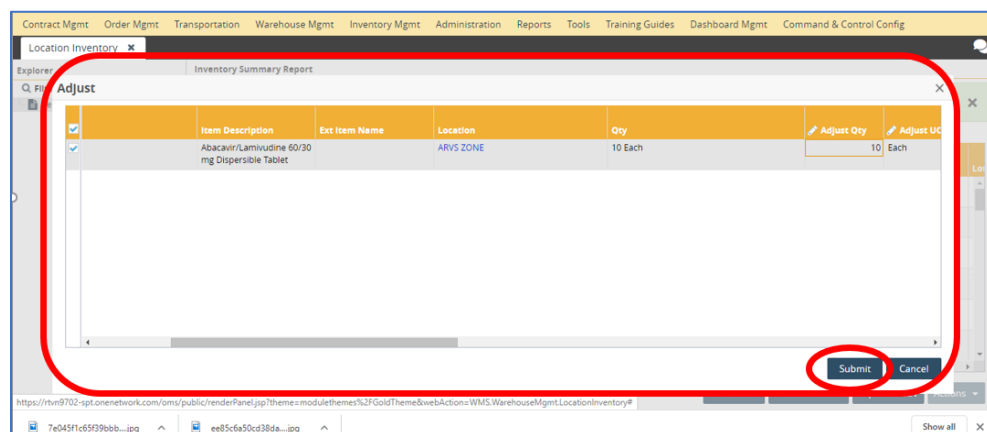
Adjust
Change Attribute
Consume
Lot Split
Pack Into LPN
Transfer
Unpack From LPN

- An *Adjust* window will pop up. In this window you need to populate the “*Adjust Qty*”, “*Override*”, “*Operation Date*” and “*Reason Code*” fields.

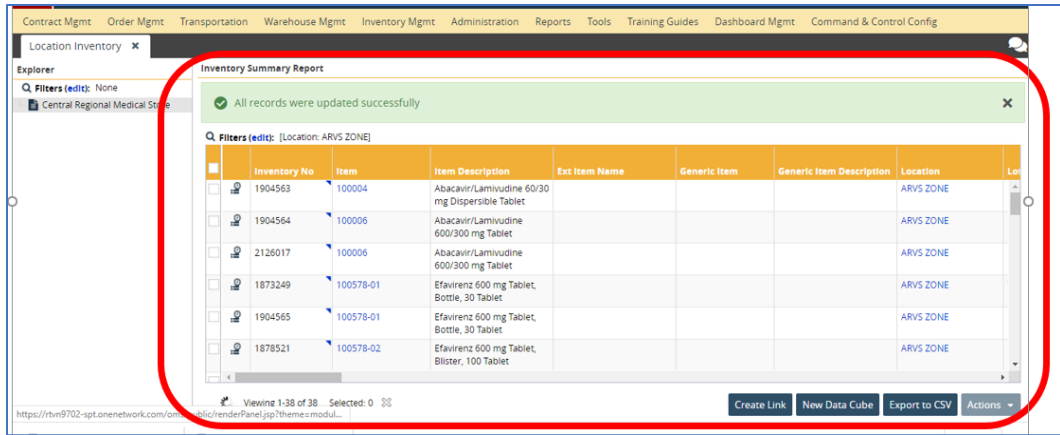


- However, take note of the following:

- ✓ When *Override* is ticked as “*Yes*” then what it means it that the quantity populated under the “*Adjust Qty*” will be registered as the new quantity in the system for that item
- ✓ If *Override* is selected as “*No*” then that means that whatever quantity is populated under the “*Adjust Qty*” will be added to the already existing quantity in the system.
- ✓ Click on submit when the “adjust quantity”, “Override” and “reason code” fields have been populated. The reason code field gives the user the opportunity to choose the reason for adjusting stock. If user choses other as “reason code”, kindly add comments in the comments field to explain further.



- ✓ A screen with a green bar indicating records were updated successfully will appear. This means the inventory was adjusted successfully. Note that the quantity of the item will now be adjusted.



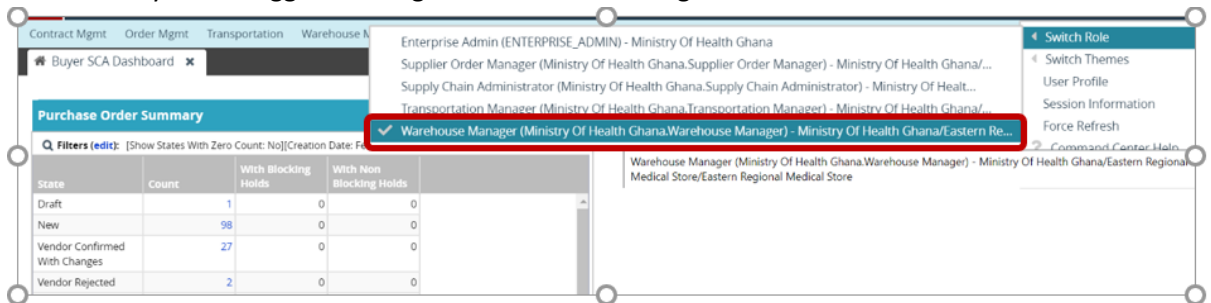
Change Attribute

1) Lesson Context

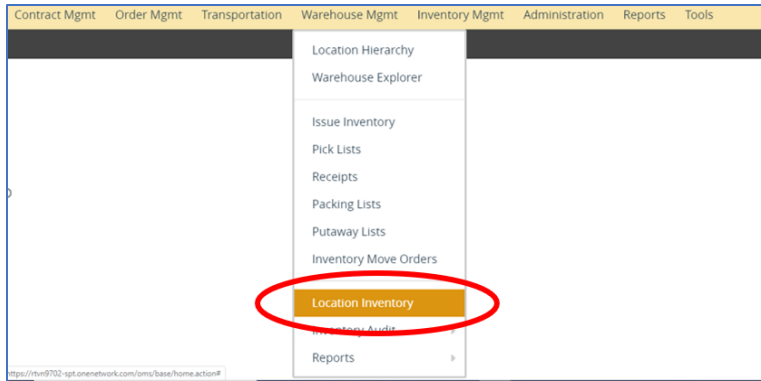
| | |
|---------------------------|--|
| Purpose of this Activity | This Training / User Guide will guide you through the process of changing the attributes of items. |
| When Task Begins | When the officer in charge wants to change the attribute of an item(s) |
| Person(s) performing Task | The officer in charge of stores / designated person |
| Task is Completed when | When the attribute of the item changes |
| | |

2) System Process Steps

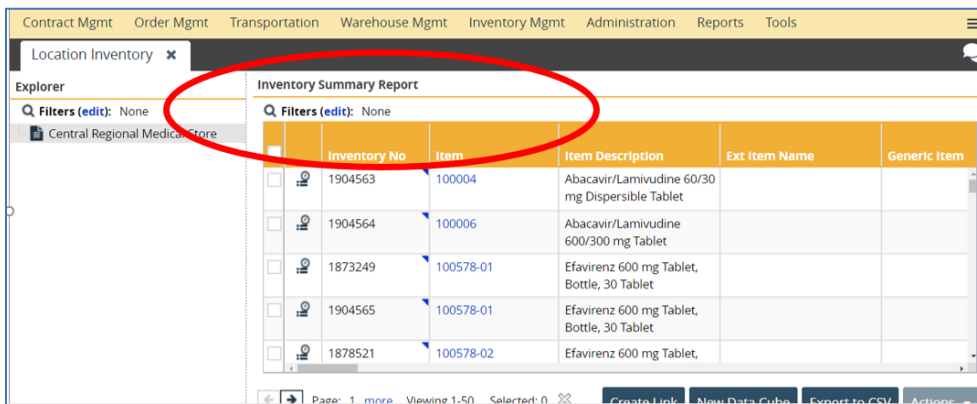
- Ensure that you are logged in using a “Warehouse Manager” role



- Navigate to Warehouse Management tab and click on location inventory, an inventory summary report will be opened.

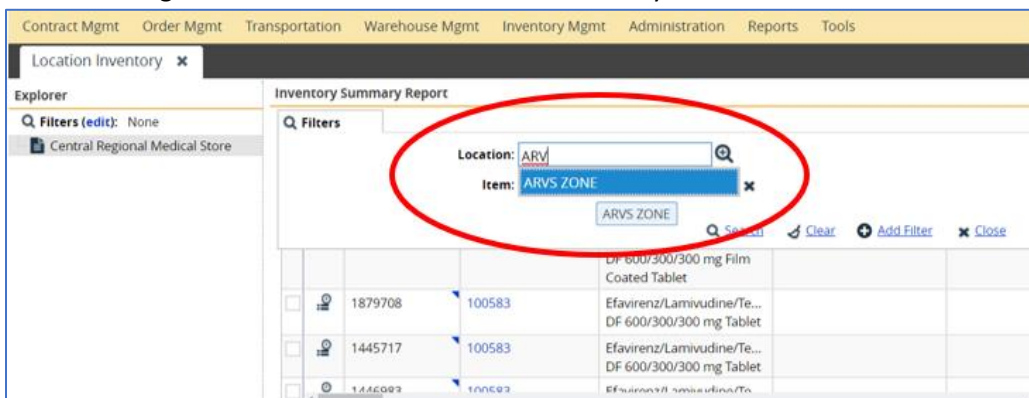


- To select the location of the items you want to change attributes for, click on edit under inventory summary report.

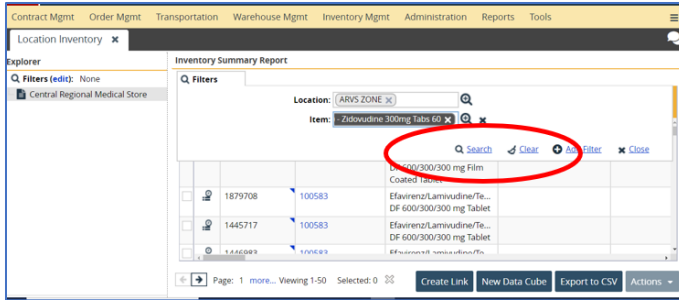


-

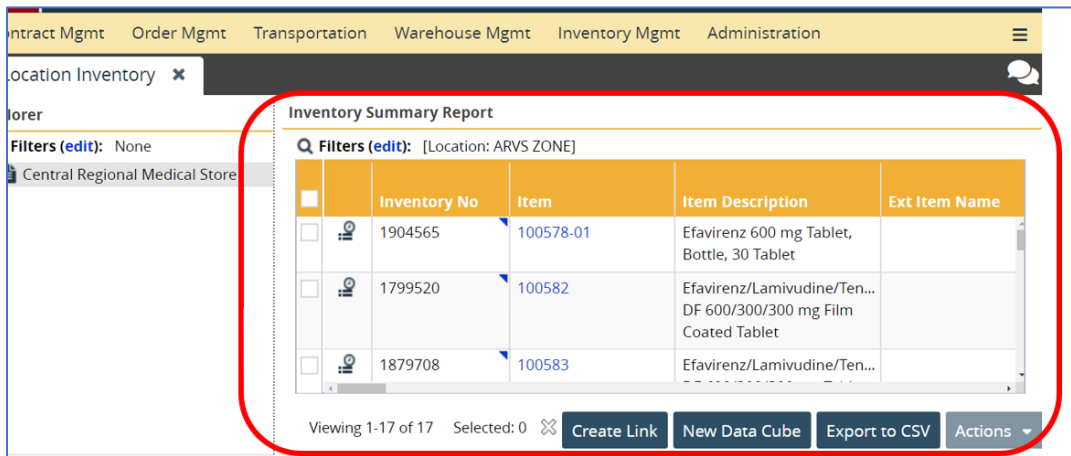
- Input your required location in the location field. You can also input the name of items you want to change attribute for on the item field for the system to narrow down the search.



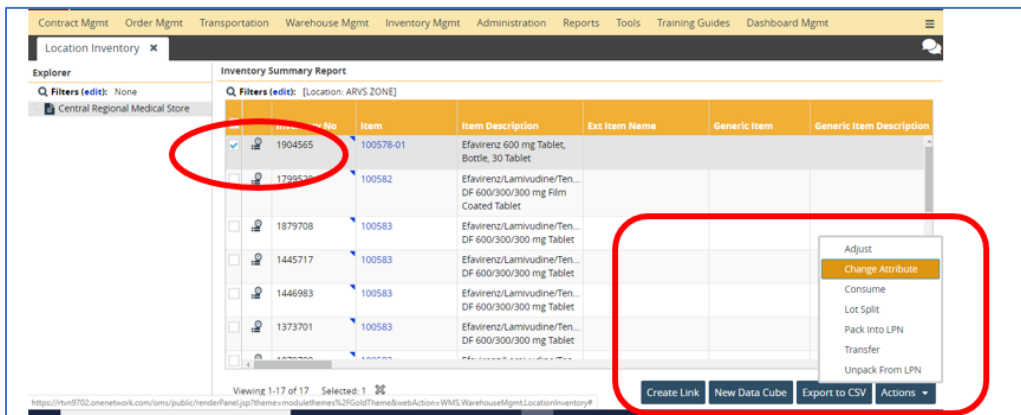
- Then navigate to the search button and click on it.



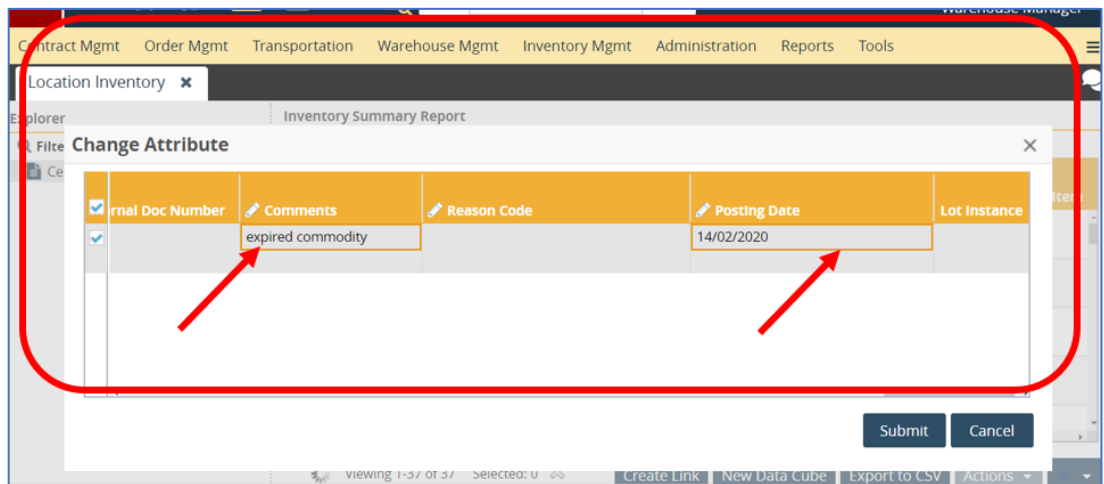
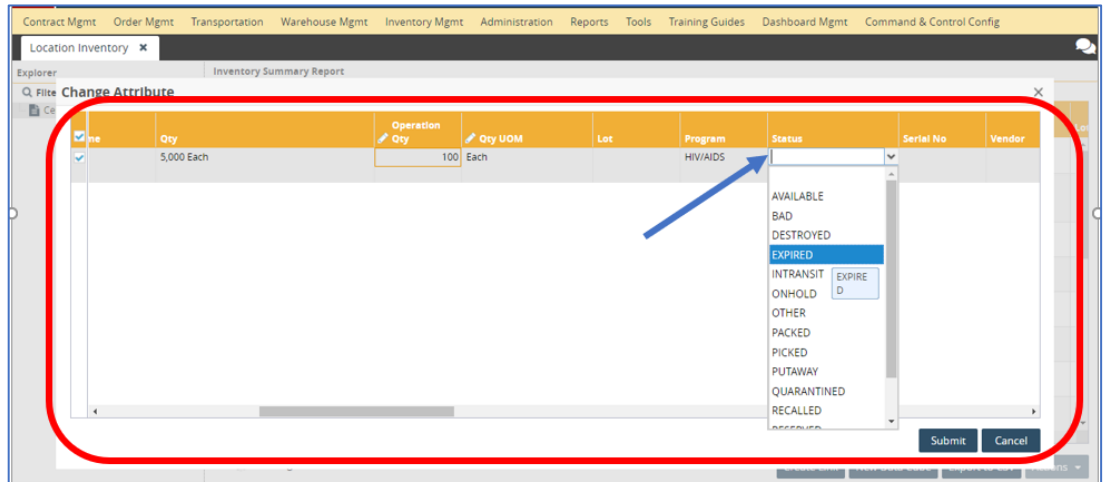
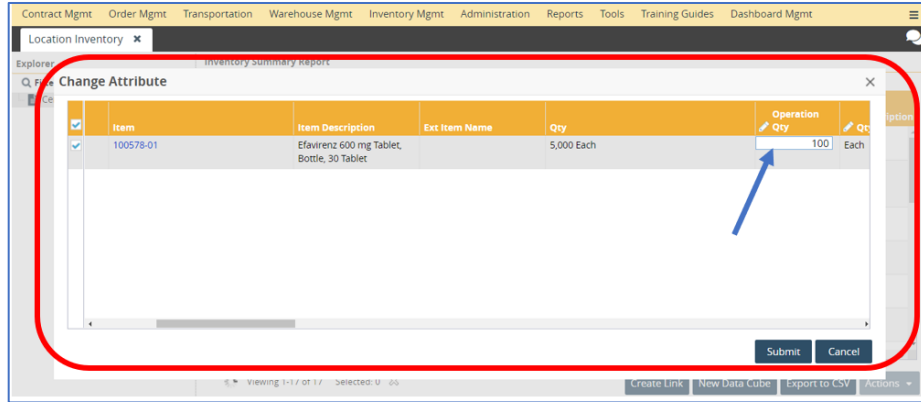
- The items searched will be populated in a form of inventory summary report



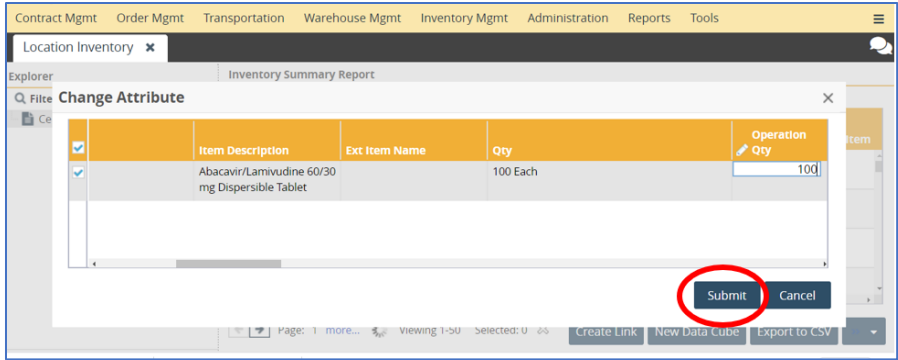
- Tick in the box by the item(s) you want to change attribute for, then navigate to Actions and click on change attribute.



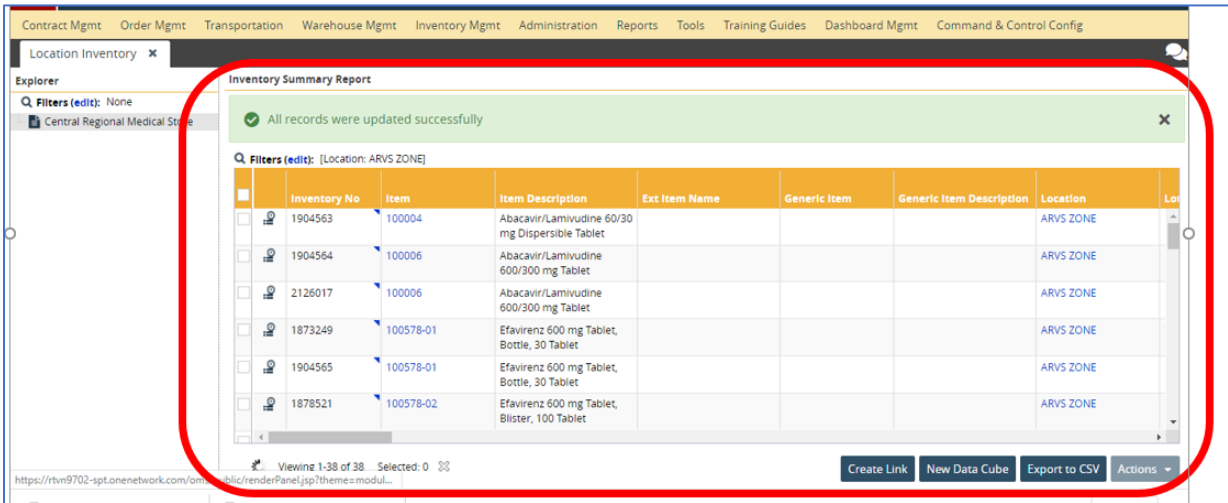
- A change attribute window will pop up. In this window you need to populate the;
 - ✓ Operation quantity: This is the quantity of the item you want to change attributes for
 - ✓ Status: This is the field you select attribute you want to assign. Example available, bad, expired etc.
 - ✓ Comments: The user is required to populate comments explaining the reason for the change in attribute of the commodity
 - ✓ Posting date: Date on which the transaction was performed



➤ Click on submit when the required fields have been populated.



- A screen with a green bar indicating records were updated successfully will appear. This means the change attribute for the inventory was successful.



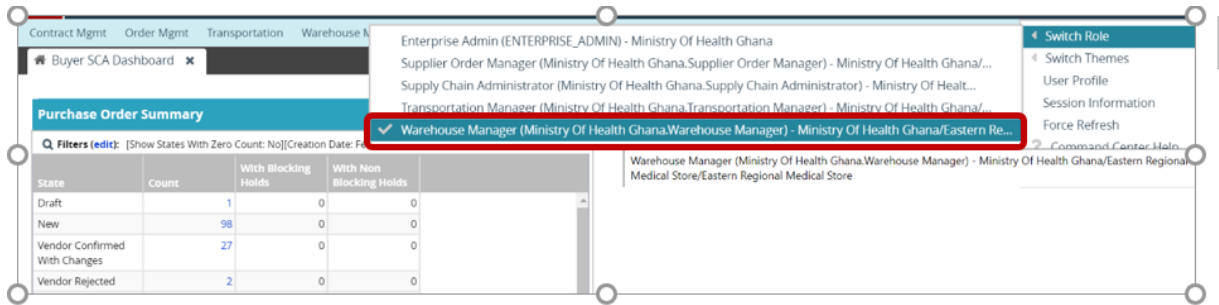
Transfer

3) Lesson Context

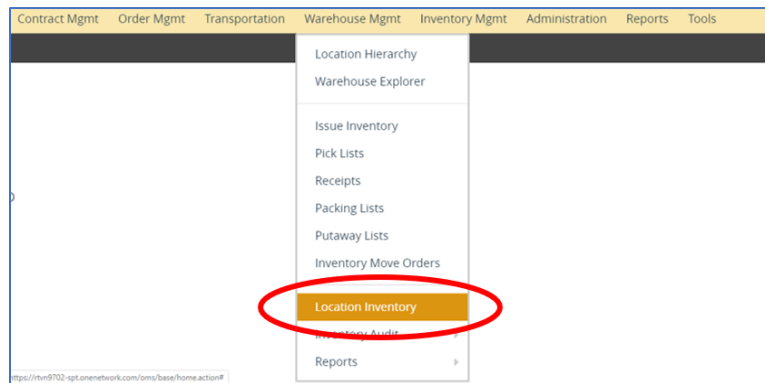
| | |
|---------------------------|---|
| Purpose of this Activity | This Training / User Guide will guide you through the process of transferring/ issuing items from stores to consumption points. |
| When Task Begins | User wants to issue items to a consumption point usually based on requisitions received |
| Person(s) performing Task | The officer in charge of stores / designated person |
| Task is Completed when | Transfer is completed |
| | |

4) System Process Steps

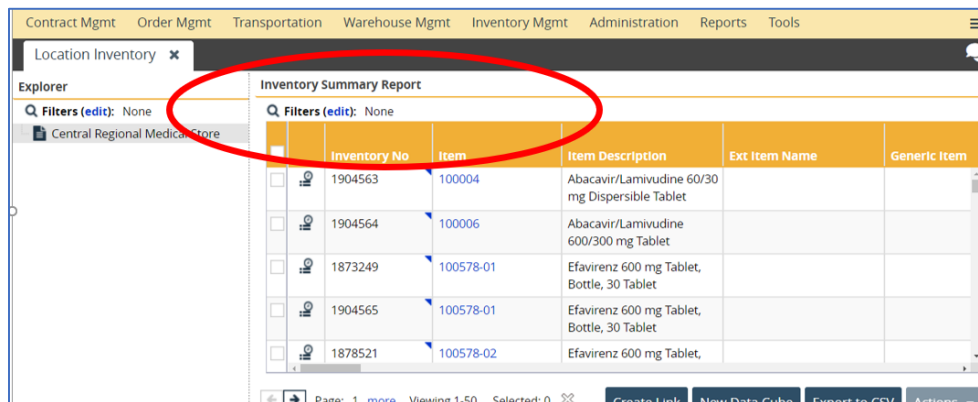
- Ensure that you are logged in using a “Warehouse Manager” role



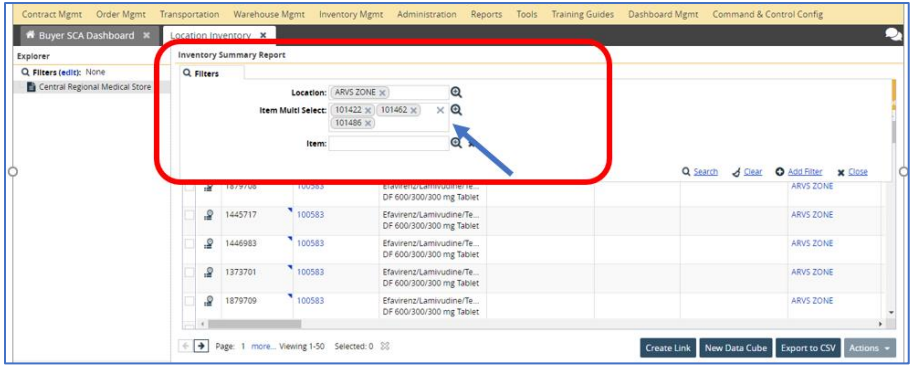
-
- Navigate to Warehouse Management tab and click on location inventory, an inventory summary report will be opened.



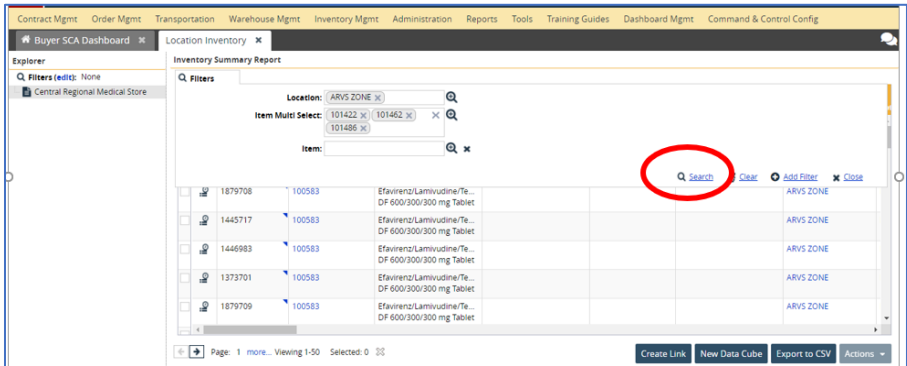
- To select the location of the items you want to transfer, click on edit under inventory summary report and



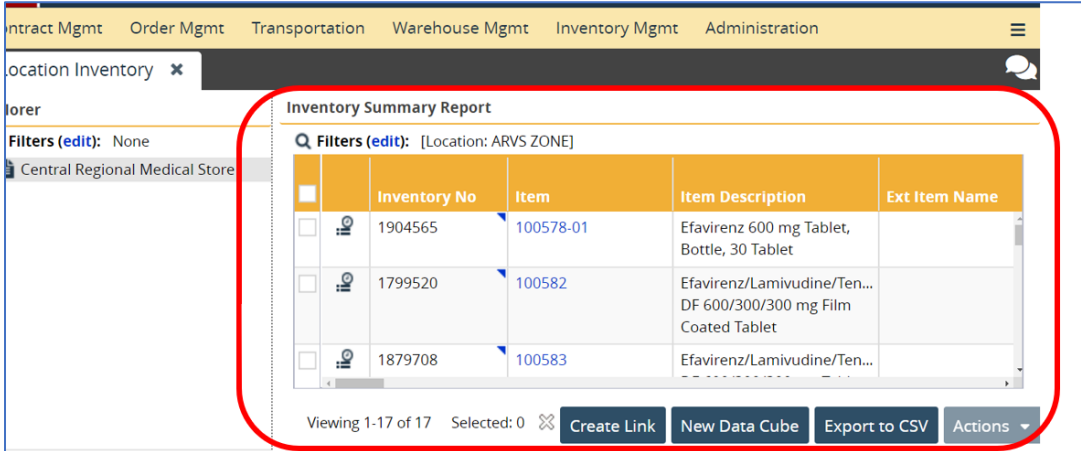
- input your required location in the location field. You can also input the name of the item you want to transfer on the item field for the system to narrow down the search. You can also use the multi select function if you want to transfer multiple items at a time.



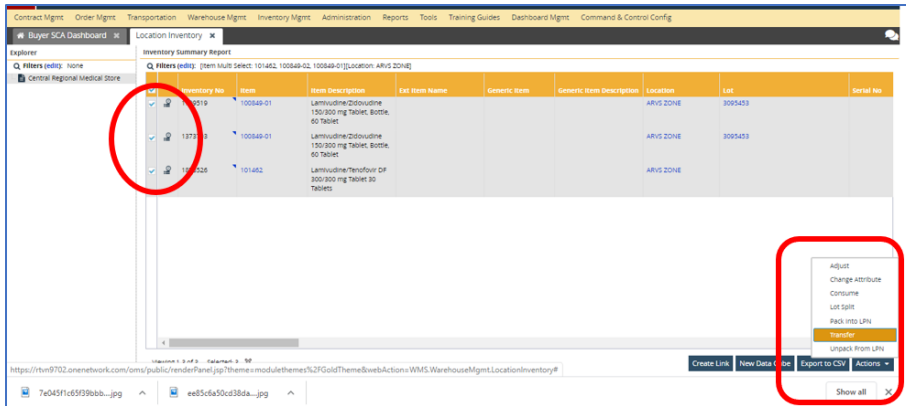
➤ Then navigate to the search button and click on it.



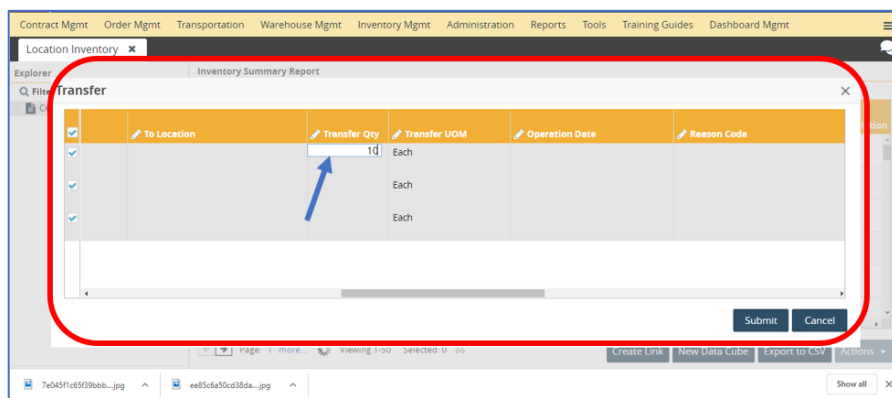
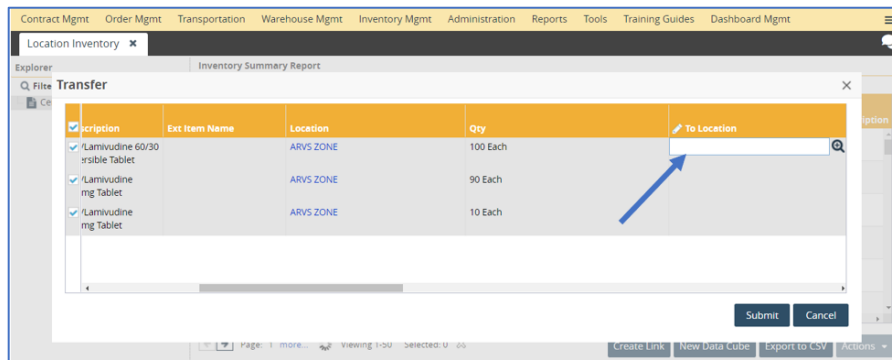
➤ The items searched will be populated in a form of inventory summary report

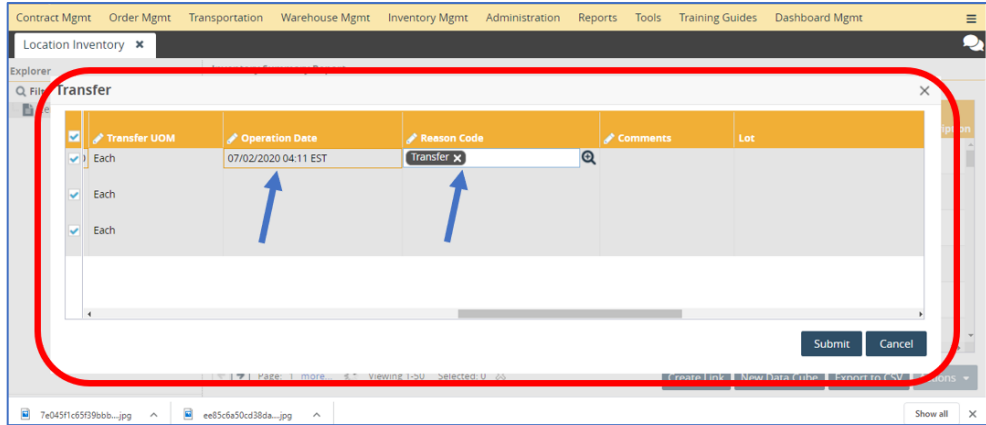


➤ Tick in the box by the item(s) you want to transfer, then navigate to Actions and click on transfer.



- A transfer window will pop up. In this window you need to populate;
 - ✓ To Location: Here you select the location you want to transfer the items to.
 - ✓ Transfer Quantity: This is the field you input the quantity you want to transfer
 - ✓ Reason code: The user is required to populate the reason for the transfer





- Click on submit when the required fields have been populated.
- A screen with a green bar indicating records were updated successfully will appear. This means the transfer for the inventory was successful.

