

Physical Inventory

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Manage Count

Business context

Allows authorized users to perform a physical inventory count to ensure accuracy of the physical inventory level at a Holding Point where inventory is managed.

Triggers

- A physical count of Inventory on hand is performed to ensure accuracy of the inventory counts in Panorama.

Business Roles

Count Inventory is a Panorama maintenance function. The full spectrum of the Count functionality will be performed most frequently by the Zone Biological Coordinators and the admin support staff who provide back-up. The Bio Depot Biological Coordinators and the Admin Support staff will also use these functions.

Panorama Role

The Physical Inventory functionality can be performed by both the Inventory Zone and the Inventory Provincial roles.

Cycle Count

Cycle count is a process where a small subset of inventory is counted on any given day. Cycle counts are less disruptive to daily operations because the inventory is not 'frozen' and normal transactions can continue for the rest of the inventory not being counted. The cycle counts provide an ongoing measure of inventory accuracy and can be tailored to focus on items in the holding point locations selected.

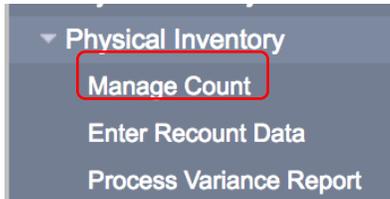
Fiscal Count

Fiscal Count is a process where a business physically counts its entire inventory. The fiscal count will automatically 'freeze' the inventory which stops transactions at the holding point while items are counted, audited, and recounted.

Steps: Search for Count

Overview Steps: Manage Count>Add search criteria>Search

1. Select **Inventory Maintenance** from the Left-Hand Navigation Menu, select **Physical Inventory**, then select the **Manage Inventory** link.



2. The **Search/Add Physical Inventory Count** screen displays.

Physical Inventory Count ? 🖨

Search/Add Physical Inventory Count ⤴ Hide Search/Add Physical Inventory Count

Count Number:

Count Status:

Count Type:

Holding Point Code: [Search](#)

From Date: / / 📅

To Date: / / 📅

Override Holding Point Security

Search Retrieve Clear

3. Enter search criteria, then click the **Search** button. Suggested search criteria are: **Count Status, Count Type, HP Code** and **From/To Dates**.
4. If search results are available, they will display in the **Search/Add Physical Inventory Count** section.

Search/Add Physical Inventory Count ⤴ Hide Search/Add Physical Inventory Count

Your search criteria returned (5) result(s).

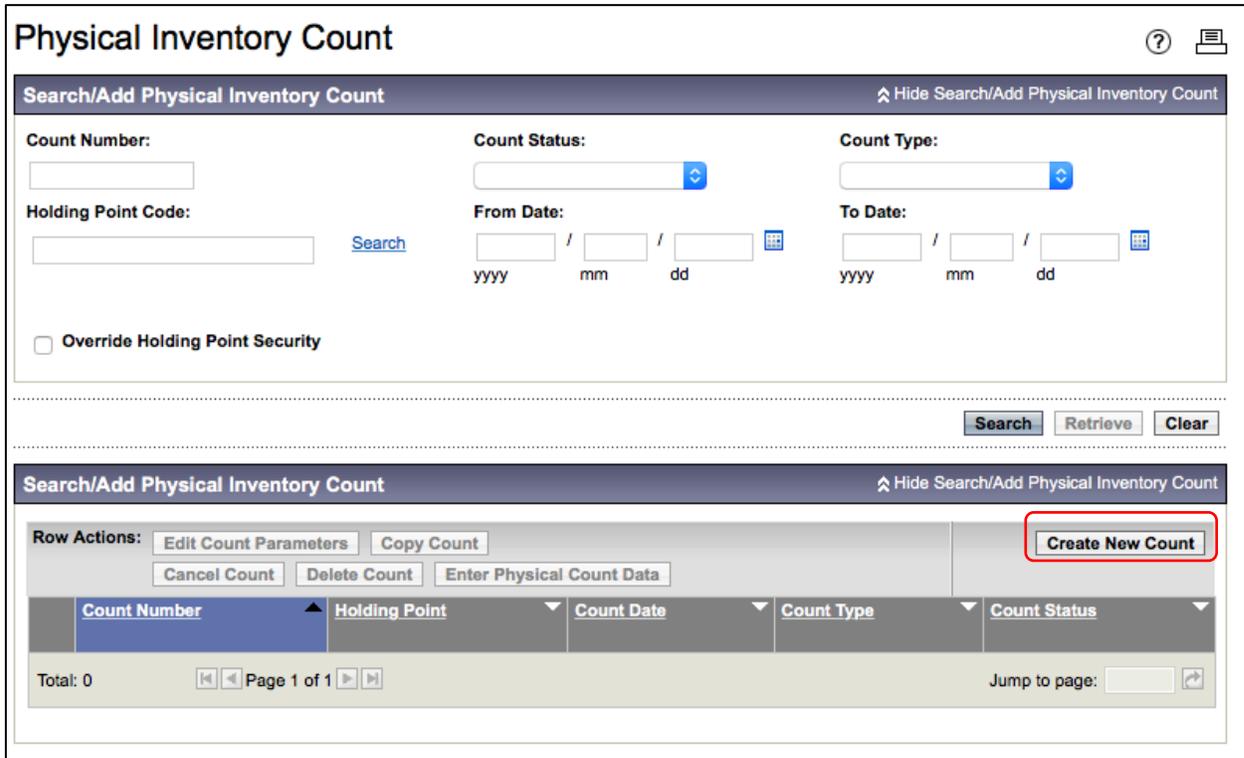
Row Actions: [Edit Count Parameters](#) [Copy Count](#) [Cancel Count](#) [Delete Count](#) [Enter Physical Count Data](#) [Create New Count](#)

	Count Number	Holding Point	Count Date	Count Type	Count Status
<input type="checkbox"/>	28	Antigonish PHO-HP - Antigonish PHO	2017 Aug 15	Cycle	Active
<input type="checkbox"/>	30	Antigonish PHO-HP - Antigonish PHO	2017 Aug 15	Cycle	Active
<input type="checkbox"/>	31	Antigonish PHO-HP - Antigonish PHO	2017 Aug 16	Cycle	Active
<input type="checkbox"/>	32	Antigonish PHO-HP - Antigonish PHO	2017 Aug 21	Cycle	Active
<input type="checkbox"/>	33	Antigonish PHO-HP - Antigonish PHO	2017 Aug 21	Cycle	Active

Steps: Set Count Parameters

Overview Steps: Search>Create New Count>Add Holding Point>Add count parameters>Save

1. To begin a new count, click the **Create New Count** button.



The screenshot shows the 'Physical Inventory Count' interface. The top section is titled 'Physical Inventory Count' and contains search and add parameters. The bottom section shows a table with a 'Create New Count' button highlighted in a red box.

Physical Inventory Count

Search/Add Physical Inventory Count Hide Search/Add Physical Inventory Count

Count Number:

Count Status:

Count Type:

Holding Point Code: [Search](#)

From Date: / /

To Date: / /

yyyy mm dd

Override Holding Point Security

[Search](#) [Retrieve](#) [Clear](#)

Search/Add Physical Inventory Count Hide Search/Add Physical Inventory Count

Row Actions: [Edit Count Parameters](#) [Copy Count](#) [Create New Count](#)

[Cancel Count](#) [Delete Count](#) [Enter Physical Count Data](#)

Count Number	Holding Point	Count Date	Count Type	Count Status
Total: 0				

Page 1 of 1 [Jump to page:](#)

2. The **Create/Edit Count Parameters** screen is now displayed. Select the **Count Date**. If performing a fiscal year count, change the **Count Type** to "Fiscal".
3. Using the Type Ahead feature, enter the Holding Point in the **Holding Point** field.
4. Enter other parameters as required.
 - Select Holding Point Locations for the count.
 - **Tagsheet/Sort Sequence** defaults to **Walk Order Sequence/HPL/Catalogue Item Name**
 - Orders the line items on the Count Sheet or Tags.

 **Tip:** The Count Date defaults to the current date and Count Type defaults to Cycle.

Physical Inventory Count

Create/Edit Count Parameters

* Required field

Count Number: _____

*** Count Date:** 2017 / 09 / 17 
yyyy mm dd

*** Holding Point:** Antigonish PHO-HP - Antigonish I [Search](#)

*** Count Type:** Cycle 

Tag/Sheet Sort Sequence: Walk Order Sequence / HPL / Catalogue Item Name 

Freeze Inventory Movement:

Holding Point Location(s):
 Antig-HPL4-Return
 Antig-HPL1-Op
 Antig-HPL2-Clinic
 Antig-HPL3-CCQuar
 Antig-HPL2-Op

Inventory Group(s): A

Order Set Name(s): Nova Scotia Order Set

Exclude Disposal HPLs

Comment: _____ (4000 characters remaining) **Add**

Date	Comments	Recorded By

Reason for Cancellation: _____

Selected or Entered Parameters

Row Actions: **Remove** **Add Catalogue Items** **Show Selected Parameters**

Save **Enter Physical Count Data** **Print Count Sheet/Tags**

5. Click the **Save** button to save the selected parameters. A success message is displayed.

Physical Inventory Count

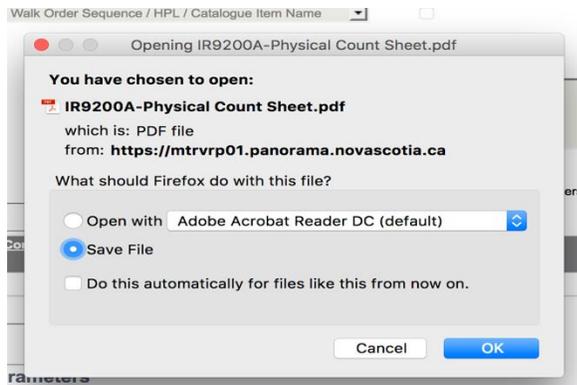
Count Parameters Successfully saved.

6. To print a **Count Sheet** to support your count, click the **Print Count Sheets/Tags** button. It will be enabled after the parameters are saved.

Save **Enter Physical Count Data** **Print Count Sheet/Tags**

Copy Count **Cancel Count** **Delete Count** **Cancel**

7. An Option to open IR9200A – Physical Count Sheet-pdf displays. The Count Sheet may be opened or Saved.



8. Click OK.

Steps: Update Count Parameters

Overview Steps: Search>Edit Count Parameters>Save

1. To change the parameters for a count, complete a search for the count.
2. Select the count and click **Edit Count Parameters**.
3. To cancel or delete a count, click the **Cancel Count** or **Delete Count** button.
4. Click **Save**.

Search/Add Physical Inventory Count ⤴ Hide Search/Add Physical Inventory Count					
Your search criteria returned (2) result(s).					
Row Actions:		Edit Count Parameters	Copy Count	Create New Count	
		Cancel Count	Delete Count	Enter Physical Count Data	
	Count Number	Holding Point	Count Date	Count Type	Count Status
<input type="checkbox"/>	15	Antigonish PHO-HP - Antigonish PHO	2017 Sep 13	Cycle	Active
<input checked="" type="checkbox"/>	39	Antigonish PHO-HP - Antigonish PHO	2017 Sep 17	Cycle	Active
Total: 2		Page 1 of 1		Jump to page: <input type="text"/>	



- Count parameters can only be edited for a Count when a **Count Date** is greater than current date.
- If attempting to edit the count parameters the same day the count was created, the fields will be greyed out.
- A partially added or complete count cannot be deleted.

Physical Inventory Count

Create/Edit Count Parameters

* Required field

Count Number: 39	* Count Date: 2017 / 09 / 17 <small>yyyy mm dd</small>	* Holding Point: Antigonish PHO-HP - Antigonish PHO
* Count Type: Cycle	Tag/Sheet Sort Sequence: Walk Order Sequence / HPL / Catalogue Item Name	Freeze Inventory Movement: <input type="checkbox"/>

Holding Point Location(s): Antig-HPL4-Return Antig-HPL1-Op Antig-HPL2-Clinic Antig-HPL3-CCQuar Antig-HPL2-Op	Inventory Group(s): A	Order Set Name(s): Nova Scotia Order Set
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Exclude Disposal HPLs

Comment: (4000 characters remaining)

Date	Comments	Recorded By

Reason for Cancellation:

Selected or Entered Parameters

Row Actions: <input type="button" value="Remove"/>	<input type="button" value="Add Catalogue Items"/>	<input type="button" value="Show Selected Parameters"/>
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Steps: Record Count

Overview Steps: Click the **Enter Physical Count Data** button>Enter counts>Save

1. Click the **Enter Physical Count Data** button. The **Maintain Count/Line Items Details** screen displays.
2. Enter count results in the **Physical Count** field for each item displayed on the screen. Expand the line by clicking the + symbol. If the number is different than listed, select the **Reason for Adjustment** from the drop-down menu.
3. A partial count is added to document less than a full unit of measure.

	<p>Checking the Accept Variance checkbox located at the end of each line indicates that the quantity counted and Panorama's quantity on hand is accepted, regardless of whether a count variance exists or not, and therefore no further recount is required. All line items that have been checked will not appear on a subsequent recount sheet.</p>
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Recommendation: Only check the **Accept Variance** checkbox for items that have no discrepancies and no recount is needed.

Maintain Count/Line Item Details

* Required Field when saving the count as complete

Count Number: 39

Expand All Collapse All Show Variance

Line Item	Holding Point Location	Product Alternate ID	Catalogue Item Name	Lot Number	Expiry Date	* Physical Count	Unit of Measure	Partial Count	Partial Unit of Measure
1	Antig-HPL1-Op	HPV-4(10)	Gardasil@(...	M006158	2018 Nov 3	902.0	Doses		
Catalogue Item Code:		27		Catalogue Item Description:		Human Papillomavirus quadrivalent			
Quantity on Hand:		900.0		Unit of Measure:		Doses			
Adjustment Quantity (+/-):		+2.0		Reason for Adjustment:		Count discrepancy			
Comment:				Accept Variance:		<input type="checkbox"/>			
2	Antig-HPL1-Op	Pneu-P-23(10)	Pneumovax@(...	M034698	2018 Apr 1	10.0	Doses		
Catalogue Item Code:		53		Catalogue Item Description:		Pneumococcal Polysaccharide 23-Valent			
Quantity on Hand:		10.0		Unit of Measure:		Doses			
Adjustment Quantity (+/-):		0.0		Reason for Adjustment:					
Comment:				Accept Variance:		<input checked="" type="checkbox"/>			
3	Antig-HPL1-Op	Pneu-P-23(10)	Pneumovax@(...	M035579	2018 May 16	922.0	Doses		
Catalogue Item Code:		53		Catalogue Item Description:		Pneumococcal Polysaccharide 23-Valent			
Quantity on Hand:		920.0		Unit of Measure:		Doses			
Adjustment Quantity (+/-):		+2.0		Reason for Adjustment:		Count discrepancy			
Comment:				Accept Variance:		<input type="checkbox"/>			
4	Antig-HPL1-Op	PPD(MDV)	Tubersol@(...	C5037AB	2018 Sep 30	1000.0	Doses		
Catalogue Item Code:		54		Catalogue Item Description:		PPD-Tuberculin			
Quantity on Hand:		1,000.0		Unit of Measure:		Doses			
Adjustment Quantity (+/-):		0.0		Reason for Adjustment:					
Comment:				Accept Variance:		<input checked="" type="checkbox"/>			

Save As Draft **Save Count** Count is Complete Count Tag/Control List

Add Catalogue Item Process Variance Report Cancel

4. Click the **Save Count** button. The user is prompted to confirm the save: choose **Cancel** or **OK**.
5. When saved, a success confirmation message is displayed.
6. After saving, the **Process Variance Report** button is enabled.

Physical Inventory Count



Count successfully saved.

Maintain Count/Line Item Details

* Required Field when saving the count as complete

Count Number: 39

Expand All		Collapse All		Show Variance						
Line Item	Holding Point Location	Product Alternate ID	Catalogue Item Name	Lot Number	Expiry Date	* Physical Count	Unit of Measure	Partial Count	Partial Unit of Measure	
+	1	Antig-HPL1-Op	HPV-4(10)	Gardasil@(...	M006158	2018 Nov 3	902.0	Doses	<input type="text"/>	<input type="text"/>
+	2	Antig-HPL1-Op	Pneu-P-23(10)	Pneumovax@...	M034698	2018 Apr 1	10.0	Doses	<input type="text"/>	<input type="text"/>
+	3	Antig-HPL1-Op	Pneu-P-23(10)	Pneumovax@...	M035579	2018 May 16	922.0	Doses	<input type="text"/>	<input type="text"/>
+	4	Antig-HPL1-Op	PPD(MDV)	Tubersol@(...	C5037AB	2018 Sep 30	1000.0	Doses	<input type="text"/>	<input type="text"/>



Important: Make a note of the **Count Number**. You will need to reference this number in the event of a Recount.

Enter Recount Data

Business context

Allows authorized users to complete an inventory recount where there is a variance at a Holding Point where inventory is managed.

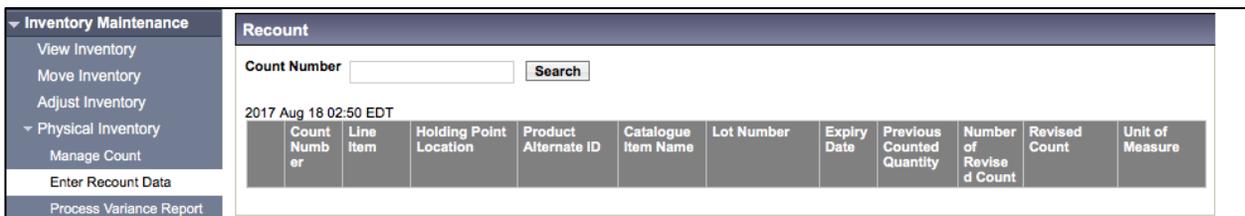
Triggers

- It has been determined that the inventory on hand does not match the count in Panorama.

Steps: Search

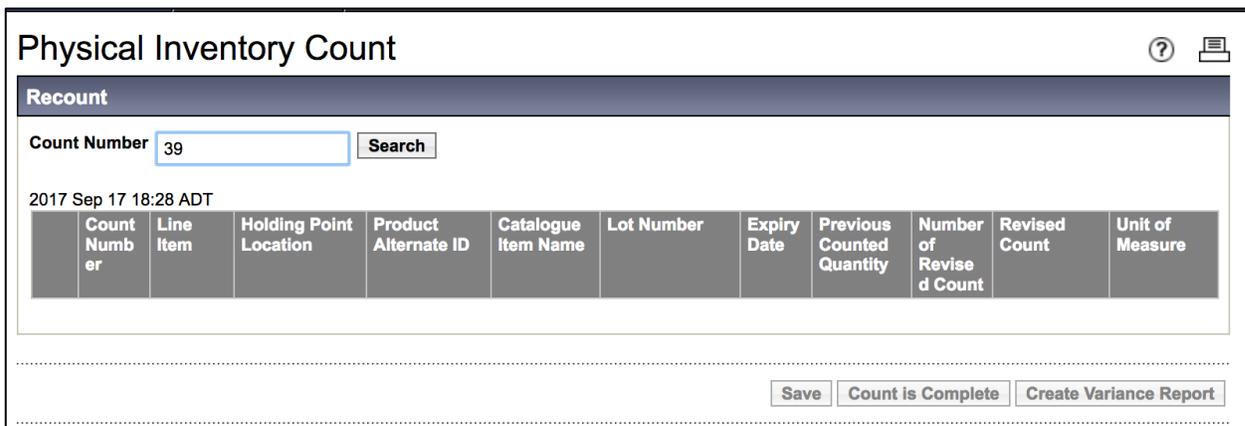
Enter Recount Data>Count Number>Search

- Select **Inventory Maintenance** from the Left-Hand Navigation Menu, select **Physical Inventory** and then the **Enter Recount Data** link.




Tip: Recount is not necessary if all products balance. Enter recount data only if there is a variance. Only counts with the Count Status = Active can be recounted.

- The **Recount** screen will be displayed. Enter **Count Number** and then click the **Search** Button.



- The search results will be displayed.

Physical Inventory Count

Count Number

2017 Sep 17 18:29 ADT

	Count Number	Line Item	Holding Point Location	Product Alternate ID	Catalogue Item Name	Lot Number	Expiry Date	Previous Counted Quantity	Number of Revised Count	Revised Count	Unit of Measure
<input type="checkbox"/>	39	1	Antig-HPL1-Op	HPV-4(10)	Gardasil®(10 x 0.5mL)MF	M006158	2018 Nov 3	902.0	0	<input type="text"/>	Doses
<input type="checkbox"/>	39	3	Antig-HPL1-Op	Pneu-P-23(10)	Pneumovax®23(10 x 0.5mL)MF	M035579	2018 May 16	922.0	0	<input type="text"/>	Doses

Steps: Recount

Overview Steps: Count Search>Enter revised count>Save

1. Enter the revised count and click the “+” icon next to the **Count Number** column. The expanded line item details will be displayed. Select a **Reason for Adjustment**.

	<p>Tip: For any non-zero +/- adjustment that does not have a Reason for Adjustment, the system will default Reason for Adjustment = “Count Discrepancy”.</p> <p>The user can indicate to accept variance by selecting the Accept Variance checkbox.</p>
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Physical Inventory Count

Count Number

2017 Sep 17 18:29 ADT

Count Number	Line Item	Holding Point Location	Product Alternate ID	Catalogue Item Name	Lot Number	Expiry Date	Previous Counted Quantity	Number of Revised Count	Revised Count	Unit of Measure
39	1	Antig-HPL1-Op	HPV-4(10)	Gardasil®(10 x 0.5mL)MF	M006158	2018 Nov 3	902.0	0	<input type="text" value="901"/>	Doses
Catalogue Item Code:		27		Catalogue Item Description:		Human Papillomavirus quadrivalent				
Reason For Adjustment:		<input type="text" value="Count discrepancy"/>		Comment:		<input type="text"/>				
Accept Variance:		<input type="checkbox"/>								
39	3	Antig-HPL1-Op	Pneu-P-23(10)	Pneumovax®23(10 x 0.5mL)MF	M035579	2018 May 16	922.0	0	<input type="text" value="921"/>	Doses
Catalogue Item Code:		53		Catalogue Item Description:		Pneumococcal Polysaccharide 23-Valent				
Reason For Adjustment:		<input type="text" value="Count discrepancy"/>		Comment:		<input type="text"/>				
Accept Variance:		<input type="checkbox"/>								

- Once the updates are complete, click the **Save** button. When saved, a success confirmation message is displayed.
- If planning to run a Variance Report, do not click **Count is Complete** before running the report.

Physical Inventory Count

Recount successfully saved.

Process Variance Report

Business context

A variance report is generated to allow a user to view the expected and actual quantities following a count.

Triggers

- A variance report is run after conducting a count.

Overview Steps: Click Recount Data Link>Add Count Number>Enter Criteria>Generate Report

1. Select **Inventory Maintenance** from the Left Menu, select **Physical Inventory** and then **Process Variance Report**.
2. The **Reconcile Variance Parameters** screen is displayed.
3. Enter **Count Number**.
4. Click **Retrieve Count**. The **Create Variance Report** button will enable.
5. **Sort Sequence:** Select either Dollar Variance or Quantity Variance from the drop-down menu.
 - The user is given an option to specify the type of variance displayed in the variance report.

	<ul style="list-style-type: none"> • Only the Bio Depot will run a Dollar Variance report. • The Zones can run a Quantity Variance report. <ul style="list-style-type: none"> ○ Qty Variance Threshold = (Qty in system) - (Qty counted) ○ % Qty Variance Threshold = ((Qty in system) - (Qty counted))/Qty in system
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Physical Inventory Count ? 🖨️

Count successfully retrieved.

Reconcile Variance Parameters

* Required field

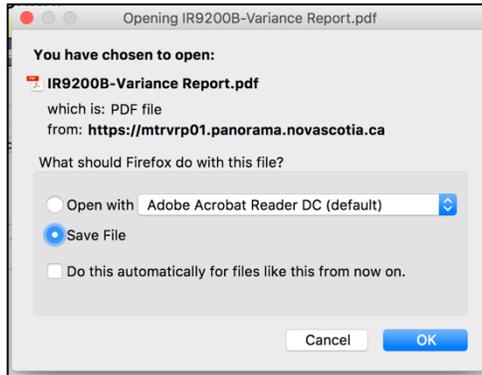
* **Count Number:**

* **Sort Sequence:** ▾

\$\$ Variance Threshold: **Qty Variance Threshold:** **%Qty Variance Threshold:**

6. Click the **Create Variance Report** button.

7. The option to open the report or Save File displays.



8. View the Variance Report.