

On-hand Inventory: Initiate and Receive Transfers

Initiate Transfer

- 1. From the main menu, go to Inventory > Vaccines > On-Hand.
- 2. Search for the vaccine you would like to transfer.

*	Vaccine Inventory On-Hand 🕄 Learn More	T - D Links - Add New Inventory				
	On-Hand Inventory					
Home						
Patients 😁	Inventory Location	Status				
Immunizations	(ALL)	V ON-HAND V				
Education	Vaccine	Funding Source				
IZ Quick Add 🛛 📑	(ALL)	• (ALL) •				
Inventory 📃	Vaccine (Brand)	Funding Doses On- Expiring				
Vaccines 🗧	Q Q 0	Q Q Q Q Clear Filters				
On-Hand	LUCIA CLINIC TYPE 3 PRIVATE INVENTORY					
Electronic Decrementing	Hep A, ped/adol, 2D (Havrix (0.5 mL x SKB 58160-0825-11 10 via/s))	54654679 12/31/2020 Private 14 🕜 Action -				
Reconciliation	Varicella (Varivax (0.5 mL x 1 vial)) MSD 00006-4826-00	2222222 10/31/2020 Private 10 🕜 Action 🗸				
Vaccine Orders	Zoster Live (Zostavax (0.63 mL x 1 MSD 00006-4963-00	33333333 07/31/2020 Private 9 Edit				
Flu Prehook		Adjustment				
Vaccine Shinments	DTaP (Daptacel) (Daptacel (0.5 mL x 10 PMC 49281-0286-10	123123123 12/31/2019 CHIP 10 Transfer				
	vials))	Inquiry				
Clinic Tools	DTaP (Daptacel) (Daptacel (0.5 mL x 10 PMC 49281-0286-10 vials))	08990FF 12/31/2020 VFC 5 Transactions				
Program Tools	DTaP-HepB-IPV (Pedia (Pediarix (0.5 SKB 58160-0811-52 mL x 10 syr)	DTAPHBIPV 01/01/2022 VFC 5 3 Action -				
Reports						

3. Click the "Action" button next to the vaccine and select "Transfer".





- 4. Enter the transfer date and time.
- 5. Select the Destination Inventory Location (Provider name > inventory location name).

Vaccine Inventory Trans	Sfer 🕄 Learn More
Add	
4 Date/Time Source Inventory Location	10/24/2019 HH:MM AM/PM (HH:MM A/P)
Inventory Location	LUCIA CLINIC TYPE 3 PRIVATE INVENTORY
Vaccine Mfg NDC	HEP A, PED/ADOL, 2D SKB 58160-0825-11
Lot Number	54654679
Expiration Date	12/31/2020
Funding Source	PRIVATE
Doses On-Hand	14
Container Id	
Destination Inventory Lo	cation 🔻
Doses Transferred	(The quantity will be immediately decremented from the Source Inventory Location and added to the Destination Inventory Location when marked as 'Received'.)
Equivalent Cases	
Authorized By	▼
Inventory Picked By	•
Inventory Picked Date	MM/DD/YYYY 🖪
QA Approved By	•
QA Approved Date	MM/DD/YYYY I
Shipped Date	MM/DD/YYYY 🖪
Comments	
	Clear





6. Once a transfer has been created, it will remain in a pending state until received by the recipient.

accine Inve	ntory T	ransfer	i Lea	arn More							T -
Pending Ir	ncomi	ng Inve	ntory	Trans	fers						
🛕 The	re are n	o Pending	Incom	ing Tran	sfer(s) ava	ailable.					
Pending C)utgoi Doses	ng Inve	ntory T	Trans ransfer ate	fers	Fundin t Source	g e Mfa	Receiving Location			
Vaccine	Doses Doses	ng Inve NDC	ntory דו סוג דיו	Trans ransfer ate PE 3 PR	fers	Fundin t Source ENTORY	g e Mfg	Receiving Location			
Vaccine Vaccine Source Loc Hep A, ped/adol, 2D	Doses ation: L	NDC UCIA CLI 58160-08	ntory דו אוכ דיו 25-11 1	Trans ransfer ate PE 3 PRI 0/24/201	fers Lot VATE INV 9 546546	Fundin t Sourc ENTORY 79 Private	g e Mfg SKB	Receiving Location	?	Delete	Update
Vaccine Source Loc Hep A, ped/adol, 2D Reports	Doses ation: L	ng Inve NDC UCIA CLI 58160-08	ntory Ti NIC TYI 25-11 1	Trans ransfer ate PE 3 PRI 0/24/201	fers Lot VATE INV 9 546546	Fundin Source ENTORY 79 Private	g e Mfg SKB	Receiving Location	•	Delete	Update

- 7. Creating an outgoing transfer will decrement the doses from your clinic's on-hand inventory.
- 8. Once the destination receives the transfer, the pending transfer link is no longer displayed.





Receive Transfer

- 1. From the main menu, go to Inventory > Vaccines > On-Hand.
- 2. Click the blue link "There is # Pending Inventory Transfer" displayed at the top of the page.

A There is 1 Pending Inventory Transfer		
There is in ending inventory mansier.		٥
Inventory Location		Status
(ALL)	•	ON-HAND
Vaccine		Funding Source
(ALL)	•	(ALL)

3. Click the "Received" button.

ending Inco	oming	g Inventory 1	Transfers		Funding		
Vaccine	Doses	S NDC	Date 🍦	Lot	Source Mf	g Source Location	
Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 vials))	1	58160-0825-11	10/24/2019	54654679	Private SKB	LUCIA CLINIC TYPE 3 PRIVATE INVENTORY	Received
ending Out	goinç ire no F	g Inventory 7 Pending Outgoin	Transfers g Transfer(s)) available.			





4. Enter the date and time the transfer was received and click OK. The doses received are automatically added to your clinic's on-hand inventory.

Pending Inventory						
Enter the actual date/	time the inventory	was received.				
Received Date *	Time * HH:MM AM/PM	(HH:MM A/P)				
OK Cancel						

