

Inventory Count Worksheet

The inventory count worksheet is used to manually record your inventory on hand.

Step #	Execution Procedure or Input	Expected Result or Output
1	Hover over the Inventory tab and select 'Tally Sheet'.	A list of all active items in inventory for the program/site should appear including: Date, Program/Site#, Item ID, Description, Lot, Expiration, Unit Cost (if Zoonosis), and Comments. Physical count should not be populated.
2	Click on Printer button at the bottom of the work sheet.	System should open a Print dialog box.
3	Click on Print	System should direct the work sheet to your assigned printer and print.

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Date: ___/___/___ Site: ZOO / 00-303000000

Item ID	Description	Lot	Expiration	Unit Cost	Physical Count	Comment
13533061802ZOO	HYPERRAB IMMUN SERUM GLOBULIN 2ML	767812	5/2/2013	10.00		
13533061802ZOO	HYPERRAB IMMUN SERUM GLOBULIN 2ML	GGG	12/31/2015	988.00		
13533061802ZOO	HYPERRAB IMMUN SERUM GLOBULIN 2ML	H87654	3/15/2014	0.00		
13533061802ZOO	HYPERRAB IMMUN SERUM GLOBULIN 2ML	J8738	1/31/2014	3.20		
49281019020ZOO	IMOGAM IMMUNE SERUM GLOBULIN 300 IU 2ML	H1290-2	5/11/2014	450.99		
49281025051ZOO	IMOVAX RABIES VACCINE 1ML	KLL	12/30/2016	23.89		
49281025051ZOO	IMOVAX RABIES VACCINE 1ML	t90003	3/21/2013	4.50		
49281025051ZOO	IMOVAX RABIES VACCINE 1ML	UI90	12/31/2013	12.99		
63851050101ZOO	RABAERT RABIES VACCINE 1ML	01222013A	4/15/2013	145.75		
63851050101ZOO	RABAERT RABIES VACCINE 1ML	NNN	1/28/2015	786.99		

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