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1. Overview

Inventory Reconciliation will assist practices in verifying their physical inventory stock counts within RevolutionEHR and their actual ‘on-hand’ inventory are the same. This process is most efficient with the use of a scanner, however, for practices without this equipment, alternate entry of product information is available.

2. Access

2.1 Access

2.1.1 Inventory Module

- Access the Inventory Module through the header bar icon.
- In the upper right hand corner of the Inventory screen, click Reconciliation.
- The first time you access this area – your screen will look similar to the screen image below. Once you have created reports, upon entering ‘Reconciliation,’ there will be a list of reports on this screen.

- There are three functions available on this screen.
  1. Search for reports.
  2. Create report.
  3. Return to the Inventory Products and Services screen.
3. Report

3.1 Create Report

- For practices with multiple locations, ensure the location you will be reconciling is shown within the header bar.

- Click Create Report.

- Name the report and click 'Create Report.'

- Your inventory may take a few minutes to generate based upon how many items you have in inventory. The system will provide a popup window that indicates you may need to check back in a few minutes.
3.1.1 Report Summary

Your screen will look similar to the image below. Review the numbers and the associated explanations.

1. ‘Tabbing’ system is available across the top portion of your screen. Return to the ‘Search’ screen and/or as you create/open more reports the tabs will be available.

2. Function buttons (Summary, Details, Batches) will change the view and information of the current report. Notice we are currently on the ‘Summary’ of the report which is the default view immediately after creating a report.

3. Report summary – all information is auto-created by the system.
   a) Expected Inventory: Total count of all items according to the information within RevolutionEHR. (Physical Inventory Information slider → Stock column totals)
   b) Expected Value: Total RETAIL value of all items in inventory. (Physical Inventory Information slider → Retail x Stock)
   c) Counted Inventory: Total count of all items within ‘Batches’ (instructions following).
   d) Counted Value: Total RETAIL value of all counted items within ‘Batches.’

4. This area has multiple pieces of information. In the current view;
   a) #1 and the message beside it --- we are in the first step of the report process. The number and the message will update as we move further along in the steps.
   b) The blue ‘status bar’ provides a visual of how far we are in the process.
c) The message below the status bar provides instructions on your next steps in the inventory reconciliation process.

5. Notes can be added to this area – you must click the ‘save’ button. Notes will NOT be date/time stamped and can be completely deleted.

6. ‘Cancel Reconciliation’ and ‘Finalize Reconciliation’ will change the status of your report AND the report cannot be edited after either of these buttons are used. However, you CAN continue to add/change the notes section. (Screen image below.)

![Screen image of Reconciliation Report]

### 3.1.2 Report Details

Line-item details of all inventory items are available on this screen. Use any of the search boxes to find a specific item, or, click ‘Search’ without identifying search information and the list will include ALL items. Notice we have a checkbox for ‘Discrepancy only’ to assist you in reviewing only the items that have an ‘Expected Inventory’ and a ‘Counted Inventory’ that do not match. (This is related to Batches which is detailed in the next section, 3.2.) More information related to report ‘Details’ is in section 4.2.

![Screen image of Reconciliation Report: Fourth Quarter Inventory 2014 (Open)]
3.2 Batches

Batches are an organized way to count your inventory. As an example, your practice most likely has different areas (cabinets, storeroom, display cases, etc.) where inventory is stored. Counting inventory items from different areas can be very difficult and RevolutionEHR has made this much easier with batches. Instructions for creating and adding items to existing batches is included in this section. Additional batch information is in section 4.1.

3.2.1 Create Batch

A ‘Report’ must be created before creating a batch (section 3.1). Create or open an existing report and use the navigation buttons in the upper right hand corner to open the ‘Batches’ screen. Click ‘Create Batch.’

Name the batch and click ‘Create.’

Your screen will look similar to the image below. Notice an additional navigation button has been added to the upper right hand corner of your screen. We are within the ‘Frame Cabinet A’ batch (highlighted) and can navigate to other sections of the report as well as continue to create ‘Batches.’
3.2.2 Add Items to a Batch

Input product information to your batch through one of the following methods:

- **Scan a bar code**: The system will automatically add the item count to the batch. Scan all items and the system will continue to add the items to the existing batch. **This method is highly recommended.**

- **Type in a bar code number and click ‘Search’:** The system will automatically add the item count to the batch as you click ‘search.’ Type in additional bar codes and click ‘search’ -- the system will continue to add the items to the existing batch.

- **Click on ‘Advanced Search,’ type in item information, and click ‘search.’** The next steps in the process are for this method of entry and do not apply to scanning or typing in the bar code.

  - **Click ‘Select’ beside the inventory item you are counting.**
  - **The lower portion of your screen will have the item you selected along with a column for the item quantity. Input your quantity and continue the search, select, and count process. (Hint: Select all items and then input your counts – the process might move a bit faster.)**
The screen image below is an example of continuing to add a different searches to include items in the same batch. In our example we have created a batch for items included in “Frame Cabinet A” within our practice. Thus, our process would be to search for each item, ‘select’ the button beside the appropriate item, and input each count.

Regardless of your entry method -- After all items from “Frame Cabinet A” have been counted – this batch is complete. Return to ‘Batches’ to continue with the process of adding batches to your report. Access an existing batch with a single-click. (Our report now has two batches.)
4. Using the Reports

We have created an Inventory Reconciliation Report (Fourth Quarter Inventory 2014) that includes two batches (Frame Cabinet A and Frame Cabinet B). This section will provide more details on reconciliation using this existing example. We will “work backwards” – from batches, to details, to summary.

4.1 Batches

Batches are an organized way to count your inventory items. Your practice can choose to create batches based on what works best in your environment. We have provided just one example. General information to keep in mind:

- Batch names cannot be updated or edited once created.
- Spellcheck is not enabled for the batch name field.
- Batches cannot be canceled or deleted.
- Item quantity within a batch can be updated until the report has been finalized.
- Items cannot be deleted from a batch. (It might be necessary to change the quantity to zero and add/update on a separate batch.)

4.2 Details

The ‘Details’ screen compiles all batch counts and compares them to system counts. (System counts are within the Physical Inventory Information slider – ‘Stock’ column.) This screen might be most helpful by searching for ‘Discrepancy only’ items. All counts that do not match can be researched and recounted. If necessary, access the items that need their quantity updated through its associated batch. ‘Details’ is a good way to notice if you have completely missed counting some inventory. Notice in the screen image below; there are three items with ‘0’ counted inventory. This might suggest we have forgotten a storage area. For our example, we will add a batch for ‘Misc Storeroom.’
We now have five items that have a discrepancy between 'Expected Inventory' and 'Counted Inventory.'

### 4.3 Summary

The 'Summary' screen provides an overview of the report, helpful information on what to do next with your report, and function buttons for canceling or finalizing your report. Canceled and/or Finalized reports cannot be "reactivated." Report statuses are; open, finalized, and reconciled. Up to this point in the guide we have reviewed functions ONLY available to OPEN reports.

#### 4.3.1 Finalize Report

When ALL batch counts are complete, click 'Finalize Reconciliation.' After you finalize – the action cannot be 'undone' or 'reactivated.' The 'Summary' screen will have some notable changes:
1. Report status is (Finalized).
2. ‘Finalized On’ and ‘Finalized By’ fields have been automatically completed.
3. The message step (now at #2) and instructions have been updated to reflect the report is ready for the next phase of processing.
4. The ‘Finalize Reconciliation’ button has been changed to ‘Reconcile Inventory.’
   Print and cancel reconciliation are available function buttons.

4.3.2 Reconcile Report
The reconciliation step is the last step in completing the entire Inventory Reconciliation Report process (on each individual report). Click ‘Reconcile Inventory’ – (#4 noted on above image).
1. A ‘Reconcile’ navigation button has been added to the upper right-hand corner of the screen; notice it is highlighted indicating we are on the reconcile screen.
2. All items with a discrepancy between the ‘Expected Inventory’ and ‘Counted Inventory’ are on this list.
3. The ‘Reconciled Inventory’ column is to update the final count (if appropriate).
5. ‘Done’ – click only when COMPLETELY done with reconciling. You can leave this screen (by logoff, access another tab within reconciliation, or access any other area of the system) and any changes to the reconciliation items or notes will be saved automatically. Once you leave this screen and need to access this screen again, you will have to access the ‘Summary’ screen and click ‘Reconcile.’

The report is complete and cannot be edited in any way. However, the ‘Notes’ section is available for text entry.

1. System generated reconciliation data has been added to the report.
2. The message step (now at #3) has been updated to reflect the report has been reconciled and is complete.
3. ‘Details’ and ‘Batches’ are still available for viewing. These areas cannot be changed.

Changes to your inventory count within the reconciliation step will change the actual count within the items’ Physical Inventory Information slider. (Reviewed in detail in the next section.)
5. Inventory

5.1 Individual Items Updated
Reconciliation is designed to update your products’ physical inventory stock count. Working from our existing example, the screen image below is our reconciled report opened to the ‘Details’ screen and a search has been completed for ‘Discrepancy only’ items.

Any item that has a ‘Reconciled Inventory’ count that is different than the ‘Expected Inventory’ count will be updated to reflect the ‘Reconciled Inventory’ count within the Physical Inventory Information slider. (Our example, Kate Spade, KS 6789, SKU 1010.)

(From the current screen.) Access Products & Services ➔ (for practices with multiple locations, ensure you have the ‘Locations’ dropdown set to the correct location) ➔ search for and open the inventory item ➔ Physical Inventory Information slider.

The physical inventory ‘Stock’ count is updated immediately upon the action of ‘Done’ within the reconcile screen. (Section 4.3.2) To verify this, highlight the item and click...
‘Quantity History.’ The information from reconciliation is updated within the Physical Inventory Changes popup. (Hover your mouse over the ‘Comments’ to view the complete message.)

6. Print

Print is available for finalized or reconciled reports. A ‘Print Reconciliation’ button is added to the report screen after a report is finalized and when a reconciliation is ‘done.’
Screen image of reconciled report.

Screen image of sample report.

Inventory Reconciliation Report - Fourth Quarter Inventory 2014

<table>
<thead>
<tr>
<th>Created On</th>
<th>Finalized On</th>
<th>Created By</th>
<th>Finalized By</th>
<th>Counted Batches</th>
<th>Counted Value</th>
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<tbody>
<tr>
<td>December 1, 2014</td>
<td>December 2, 2014</td>
<td>pharma</td>
<td>pharma</td>
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<td>$1,000.00</td>
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<table>
<thead>
<tr>
<th>Expected Value</th>
<th>Counted Inventory</th>
<th>Reconciled Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,000.00</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
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</tbody>
</table>

Batches

- Frame Caledar A
- Frame Caledar B
- Max Stack

Reconciliation Details

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<thead>
<tr>
<th>Category</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Description</th>
<th>UPC</th>
<th>Expected Inventory</th>
<th>Counted Inventory</th>
<th>Reconciled Inventory</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Lens</td>
<td>CooperVision Inc</td>
<td>Ballitry</td>
<td>Ballitry</td>
<td>Ballitry</td>
<td>6</td>
<td>1</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Contact Lens</td>
<td>CooperVision Inc</td>
<td>Ballitry</td>
<td>Ballitry</td>
<td>Ballitry</td>
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</tbody>
</table>