

## Recommended Order Quantity (ROQ) Summary

The information below describes the Recommended Order Quantity (ROQ) Summary process.

### Set Up Recommended Order Quantity (ROQ) Functionality

- Make sure the **Administration > Properties > Vaccine Management > Hide Recommended Quantity** option is not selected (unchecked)
- Make sure that **Administration > Vaccine Settings > Min Order Qty** is defined for the vaccine
- On the Facility Maintenance page, make sure that:
  - **Allow Online Orders** is selected (checked)
  - **Order Frequency** is set (drop-down)
  - **Order Timing** is set to either the *first ½* or *second ½ of the month* (optional)
  - Set the **Default Physical Inventory on Order** to *Y*
  - Set the **Recommended Order Quantity Calculation** to *Based on Order History or Administered Doses*

### Calculation Variables

- *Organization/Facility:*
  - ROQ for organizations includes all of the subordinate facilities
  - Facilities only see ROQ based on their facility
- *Vaccine:* Only looks at the vaccine indicated within the order
- *Public/Private:* Only looks at Publicly Supplied
- *Order Frequency:* Adjusted based on order frequency set for the facility or organization
- *Order Date:* Adjusted based on the time of the year the order is placed (it looks ahead and analyzes data for the upcoming period)
- *Current Inventory:* Accounts for current inventory (subtracts from recommendation)
- *Safety Stock:* Adds in the estimated need for a month of safety stock
- *Min Order Qty:* Rounds the ROQ up to the nearest number divisible by the packaging quantity
- *(Doses Administered):* Excludes historically administered doses and doses entered on the reconciliation page
- *(Order History):* Excludes orders that were denied, back-ordered, or are in manual review.

### "Vaccines Administered" Example Calculation

The example below has the order frequency set at *Every 6 Months* and uses the *Current Order Date* (for example, June 16, 2011 – this system looks at the first day of the next month to evaluate).

Vaccine	Doses Admin. Jul 1 - Dec 31 2008	Doses Admin. Jul 1 - Dec 31 2009	Doses Admin. Jul 1 - Dec 31 2010	Sum of Doses Administered	Average (total/# of years with data)	Safety Stock (Average/6 months)	Current Physical Inventory	Calculated ROQ (Avg + Safety) - Cur. Inv.	ROQ Rounded Up to Min Order Qty (pkg Size)
MMR	118	162	183	463	154	26	50	130	130
DTAP	309	266	0	575	288	48	22	313	320
VAR	10	20	15	45	15	3	2	16	20

### "Order History" Example Calculation

The example below has the order frequency set to *Every 3 Months* and uses the *Current Order Date* (for example, December 20, 2013 – the system looks at the first day of the current month to evaluate). The system goes back to the previous year to the first day of the month and forward three months.

Vaccine	Order Qty Dec 1 - Feb 28 2010	Order Qty Dec 1 - Feb 28 2011	Order Qty Dec 1 - Feb 28 2012	Sum of Order History	Average (total/# of years with data)	Safety Stock (Average/3 months)	Current Physical Inventory	Calculated ROQ (Avg + Safety) - Cur. Inv.	ROQ Rounded Up to Min Order Qty (pkg Size)
MMR	150	120	170	440	147	49	30	166	170
DTAP	0	260	210	470	235	78	25	288	290
VAR	100	150	125	375	125	42	15	152	160