

Complete a Reconciliation Quick Guide

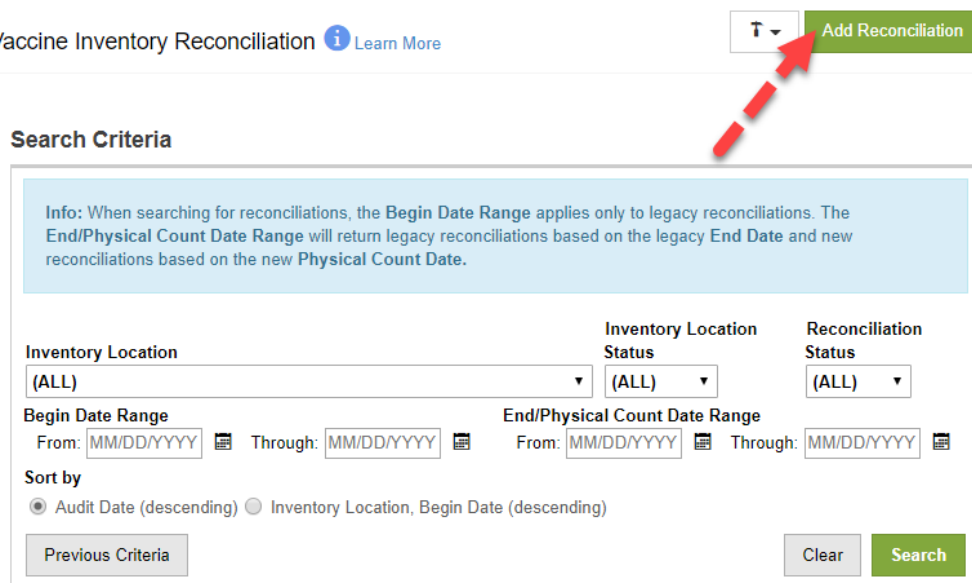
Use this guide to complete a reconciliation using our new reconciliation system. If this is your first reconciliation, visit our website at <https://vax.phila.gov/index.php/events> to sign up for our **Vaccine Online Ordering Training**.

Before creating a new reconciliation, all vaccine shipments, returns, and adjustments (wasted vaccines) must be accepted and completed. Email dphproviderhelp@phila.gov for assistance.

Step 1: Create a New Reconciliation

1. Navigate to the “**Inventory Module**”, select “**Vaccines**” and then select “**Reconciliation**” (you can also search for past reconciliations on this page).
2. Click on the green “**Add Reconciliation**” button

2 Vaccine Inventory Reconciliation [Learn More](#)



The screenshot shows the 'Vaccine Inventory Reconciliation' page. At the top right, there is a dropdown menu with a downward arrow and a green 'Add Reconciliation' button. A red dashed arrow points from the 'Add Reconciliation' button to the search criteria section below. The search criteria section includes an info box, several dropdown menus for 'Inventory Location', 'Inventory Location Status', and 'Reconciliation Status', and date range fields for 'Begin Date Range' and 'End/Physical Count Date Range'. There are also radio buttons for 'Sort by' and 'Clear' and 'Search' buttons at the bottom.

3. You will be taken to the “**Vaccine Inventory Reconciliation**” page to select an **Inventory Location**.
4. From the drop-down list, select the **Inventory Location** that will be reconciled.

4 Vaccine Inventory Reconciliation [i](#)

Inventory Locations *



The screenshot shows a dropdown menu for 'Inventory Locations'. A red dashed arrow points to the dropdown arrow on the right side of the menu.

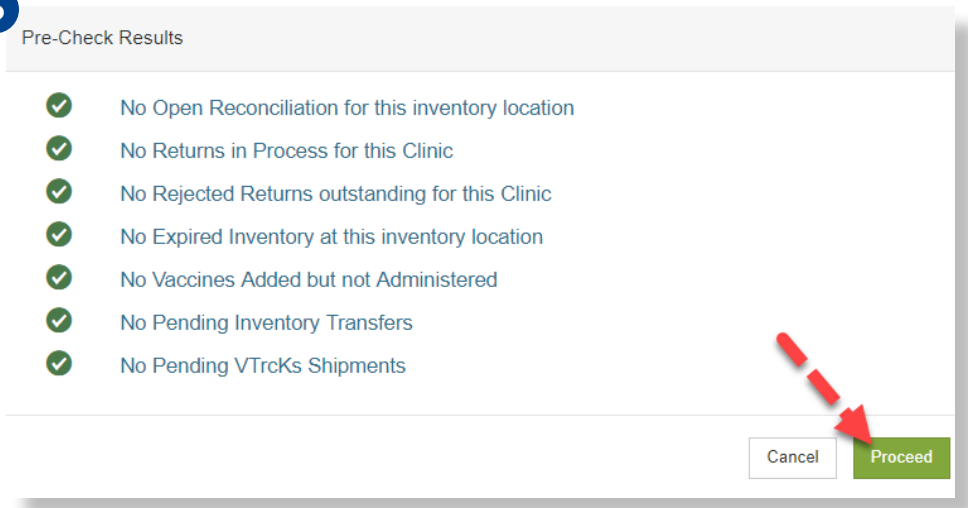
5. After selecting the **Inventory Location**, the **Pre-Check Results** modal will appear and display the results from the seven pre-check conditions:

- Open Reconciliations
- Returns in Process
- Outstanding Rejected Returns
- Expired Inventory
- Vaccines Added but not Administered
- Pending Inventory Transfers
- Pending VTrckS Shipments

6. Once all pre-checks pass (denoted by the green check mark icon), select “**Proceed**”.

- Note: The option to select Proceed will not appear until all pre-checks have passed.

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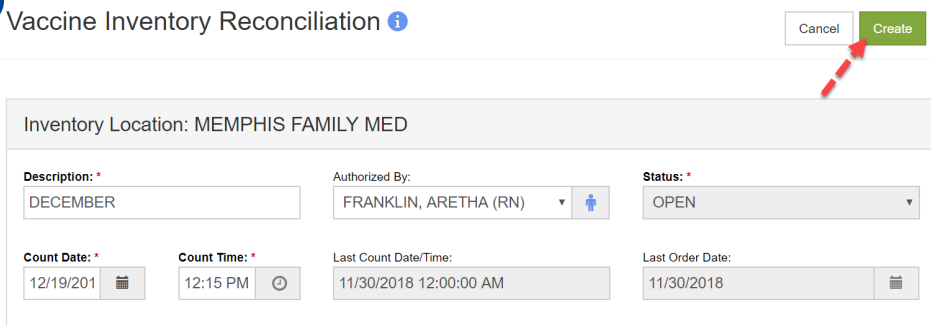
7. After selecting “**Proceed**”, the next page will require you to complete the following fields:

- **Description**
 - Enter a description that best describes the reconciliation.
- **Authorized By**
 - From the drop down list, Select the name of the user that is completing the reconciliation.
 - Selecting the user icon next to the field will insert the currently logged in user’s name.
- **Count Date**
 - Enter the date that the count occurred.
 - The date cannot be a future date.
 - The date must be after the previous reconciliation count date.
- **Count Time**
 - Input the time that the count occurred.

8. After the required data has been entered, select “**Create**”

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Vaccine Inventory Reconciliation ⓘ



Step 2: Enter the Physical Dose Count

1. Now that the inventory reconciliation has been created, the system will display the **Inventory by Doses** section.
2. Find your recently created reconciliation and input the number of physical doses counted for each inventory item listed in the open **Vaccine Inventory Location**.
 - The **Physical Count** *cannot* be a negative number; it must be a zero or a positive number.

2

Inventory by Doses

Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
VFC					
11. DTaP (Infanrix (0.5 mL x 10 vials)) SKB • 58160-0810-11 • DTAP2585 • 05/31/2020	Σ	18	0	✓	Action
12. Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 vials)) SKB • 58160-0825-11 • HEPA4682 • 05/31/2021	Σ	20	2	✓	Action
13. Hep B, ped/adol (Engerix B (0.5 mL x 10 syr)) SKB • 58160-0820-52 • HEPB2585 • 04/30/2019	Σ	8	0	✓	Action

3. To assist with the **Physical Count**, you can use the **Count Sheet** report.
 - Select the Links button located in the upper right corner of the Vaccine Inventory Reconciliation page.
 - From the drop down menu, select **Count Sheet**.
 - The **Count Sheet** report will open in a pop up window as a PDF.
 - Print the **Count Sheet** and take it to the storage unit to document the physical counts.
 - Input the documented physical counts in the **Physical Count** column of the reconciliation.

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Vaccine Inventory Reconciliation ? ⓘ

Cancel Links

Count Sheet
Vaccine Inventory Reconciliation Worksheet

Inventory Location: MEMPHIS FAMILY MED

Description: * DECEMBER
Authorized By: FRANKLIN, ARETHA (RN)
Status: * CLOSED

Count Date: * 12/19/2018
Count Time: * 12:15 PM
Last Count Date/Time: 11/30/2018 12:00:00 AM
Last Order Date: 11/30/2018

Inventory by Doses

Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
317					
1. Hep B, adult (Engerix B (1 mL x 10 syr)) SKB • 58160-0821-52 • HPBAD4094 • 06/30/2021	Σ	30	0	✓	Action

4. Once the **Physical Count** for your new reconciliation is complete, click the **“Update”** button.

Step 3: Verify the Inventory Difference

1. With the **Physical Count** updated, the **Inventory Difference** (a read-only field) will calculate the difference between the number of starting on-hand doses, all transactions from the **Summary**, and the currently entered **Physical Count**.
 - The **Inventory Difference** can be a negative or positive number.
2. If the **Inventory Difference** is under the allowable threshold set by the Immunization program, a green check mark icon will appear, meaning the **Acceptable Inventory Difference** has been met. *You can move onto Step 4.*

2

Inventory by Doses

Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
VFC					
11. DTaP (Infanrix (0.5 mL x 10 vials)) SKB • 58160-0810-11 • DTAP2585 • 05/31/2020	Σ	10	-8	⊘	Action
12. Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 vials)) SKB • 58160-0825-11 • HEPA4682 • 05/31/2021	Σ	16	-2	✓	Action
13. Hep B, ped/adol (Engerix B (0.5 mL x 10 syr)) SKB • 58160-0820-52 • HEPB2585 • 04/30/2019	Σ	8	0	✓	Action

3. If the **Inventory Difference** is over the allowable threshold set by the Immunization program, a red stop icon will appear (see diagram 2), meaning the **Acceptable Inventory Difference** has not been met. *The Acceptable Inventory Difference has to be met prior to finalizing and closing the reconciliation.*
4. If your reconciliation has any red stop icons, you need to take action to meet the Acceptable Inventory Difference before moving to Step 4. **Email dphproviderhelp@phila.gov for assistance.**

Step 4: Close the Reconciliation

1. Once all of the inventory items have been counted and there is no additional work to be done with the reconciliation, the reconciliation is ready to be closed.
2. To close the reconciliation, click the down arrow of the split action **“Update”** button in the upper right corner of the screen and select **“Close Reconciliation”**.

2

Vaccine Inventory Reconciliation ? i

Inventory Location: MEMPHIS FAMILY MED

Cancel Links Update

Close Reconciliation

Description: * DECEMBER Authorized By: FRANKLIN, ARETHA (RN) Status: * OPEN

Count Date: * 12/19/2018 Count Time: * 12:15 PM Last Count Date/Time: 11/30/2018 12:00:00 AM Last Order Date: 11/30/2018

Inventory by Doses

Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
317					
1. Hep B, adult (Engerix B (1 mL x 10 syr)) SKB • 58160-0821-52 • HPBAD4094 • 06/30/2021	Σ	30	0	✓	Action

3. The **Close Reconciliation** modal will appear with a confirmation message, select **“OK”**.
4. After selecting **“OK”**, the system will return to the **Vaccine Inventory Reconciliation** page and it will be noted that the status of the reconciliation is **Closed**.

4

Vaccine Inventory Reconciliation ? i

Inventory Location: MEMPHIS FAMILY MED

Cancel Links

Description: * DECEMBER Authorized By: FRANKLIN, ARETHA (RN) Status: * **CLOSED**

Count Date: * 12/19/2018 Count Time: * 12:15 PM Last Count Date/Time: 11/30/2018 12:00:00 AM Last Order Date: 11/30/2018

5. Your reconciliation is now complete!