

Job Aid



Reconciliation

Use this guide to complete a reconciliation using our new reconciliation system. If this is your first reconciliation, visit our website at vaccines.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 Box**”, 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  

Search Criteria

Info: When searching for reconciliations, the **Begin Date Range** applies only to legacy reconciliations. The **End/Physical Count Date Range** will return legacy reconciliations based on the legacy **End Date** and new reconciliations based on the new **Physical Count Date**.

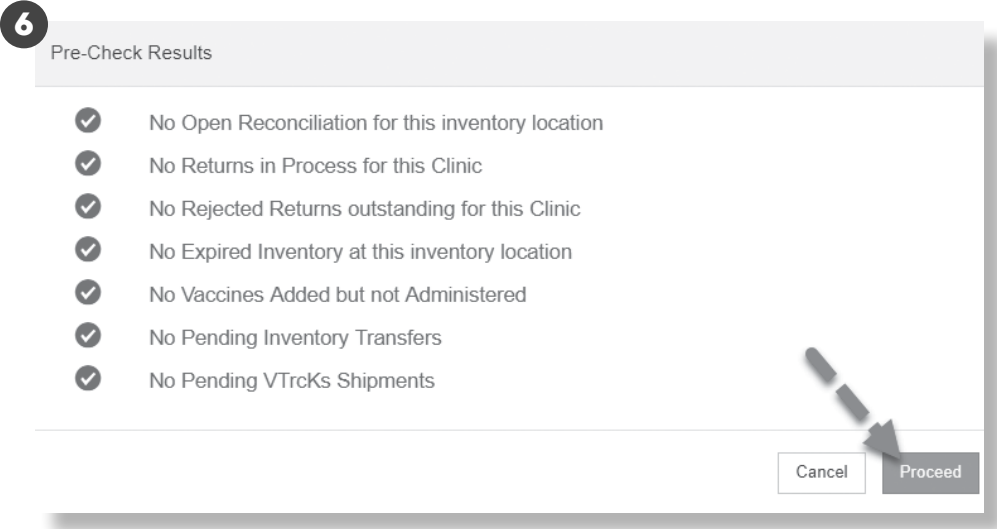
| | | |
|--|--|--|
| Inventory Location | Inventory Location Status | Reconciliation Status |
| (ALL) ▾ | (ALL) ▾ | (ALL) ▾ |
| Begin Date Range | End/Physical Count Date Range | |
| From: MM/DD/YYYY  Through: MM/DD/YYYY  | From: MM/DD/YYYY  | Through: MM/DD/YYYY  |
| Sort by | | |
| <input checked="" type="radio"/> Audit Date (descending) <input type="radio"/> Inventory Location, Begin Date (descending) | | |
| <input type="button" value="Previous Criteria"/> | <input type="button" value="Clear"/> | <input type="button" value="Search"/> |

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.

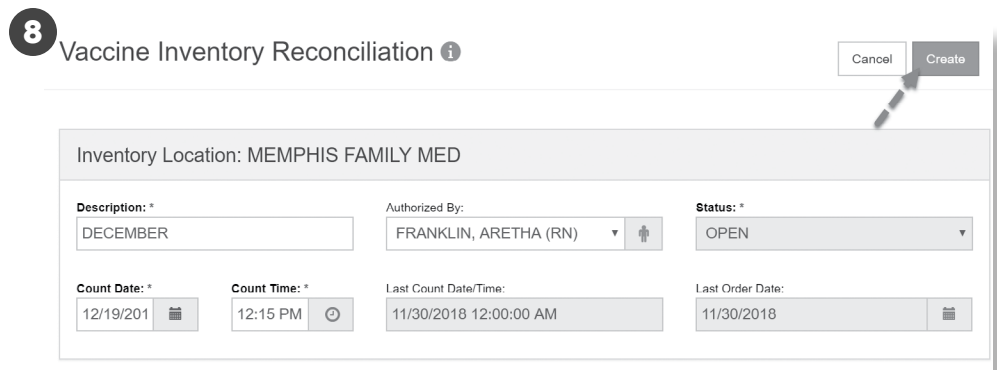
4 Vaccine Inventory Reconciliation 

Inventory Locations *

5. After selecting the **Inventory Location**, the **Pre-Check Results** box 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.



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”**



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 **Physical Count Box**.
 - The **Physical Count** *cannot* be a negative number; it must be a zero or a positive number.

2

| Summary | Aggregate Administered | Physical Count | Inventory Difference | Acceptable Inv. Difference |
|---------|------------------------|-----------------------------------|----------------------|----------------------------|
| Σ | <input type="text"/> | <input type="text" value="200"/> | 0 | |
| Σ | <input type="text"/> | <input type="text" value="356"/> | -3964 | |
| Σ | <input type="text"/> | <input type="text" value="1500"/> | -300 | |
| Σ | <input type="text"/> | <input type="text" value="370"/> | 0 | |
| Σ | <input type="text"/> | <input type="text" value="0"/> | -4000 | |
| Σ | <input type="text"/> | <input type="text"/> | -1450 | |

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.

3 Vaccine Inventory Reconciliation ? i

Cancel Links ▾

Count Sheet
Vaccine Inventory Reconciliation Worksheet

Inventory Location: MEMPHIS FAMILY MED

Description: *

Authorized By:

Status: *

Count Date: *

Count Time: *

Last Count Date/Time:

Last Order Date:

Inventory by Doses

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

Step 3: Verify the Inventory Difference

- 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 number or zero. If it's a positive number contact dphproviderhelp@phila.gov.
- Enter the **Inventory Difference** number in the aggregate administered box for each vaccine and then hit **Update** again.

2

| Summary | Aggregate Administered | Physical Count | Inventory Difference | Acceptable Inv. Difference |
|---------|------------------------|-----------------------------------|----------------------|----------------------------|
| Σ | <input type="text"/> | <input type="text" value="200"/> | 0 | |
| Σ | <input type="text"/> | <input type="text" value="356"/> | -3964 | |
| Σ | <input type="text"/> | <input type="text" value="1500"/> | -300 | |
| Σ | <input type="text"/> | <input type="text" value="370"/> | 0 | |
| Σ | <input type="text"/> | <input type="text" value="0"/> | -4000 | |
| Σ | <input type="text"/> | <input type="text"/> | -1450 | |

- The **Inventory Difference** should be zero now. If the **Inventory Difference** is over the allowable threshold set by the local jurisdiction, a red stop icon will appear meaning the Acceptable Inventory Difference has not been met. The Acceptable Inventory Difference has to be met prior to finalizing and closing the reconciliation.

3

| Summary | Aggregate Administered | Physical Count | Inventory Difference | Acceptable Inv. Difference |
|---------|------------------------------------|-----------------------------------|----------------------|----------------------------|
| Σ | <input type="text" value="0"/> | <input type="text" value="200"/> | 0 | ✓ |
| Σ | <input type="text" value="-3964"/> | <input type="text" value="356"/> | 0 | ✓ |
| Σ | <input type="text" value="-300"/> | <input type="text" value="1500"/> | 0 | ✓ |
| Σ | <input type="text" value="0"/> | <input type="text" value="370"/> | 0 | ✓ |
| Σ | <input type="text" value="-4000"/> | <input type="text" value="0"/> | 0 | ✓ |
| Σ | <input type="text" value="-1450"/> | <input type="text"/> | -50 | |

- If your reconciliation has any red stop icons, you need to take action to meet the Acceptable Inventory Difference before moving forward. 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

The screenshot shows the 'Vaccine Inventory Reconciliation' page. At the top right, there are buttons for 'Cancel', 'Links', and 'Update'. The 'Update' button has a dropdown menu open, showing 'Close Reconciliation' and 'Delete'. Below this, there are fields for 'Status: *' (set to 'OPEN') and 'Last Order Date: 03/01/2021'. A table below shows reconciliation data:

| Summary | Aggregate Administered | Physical Count | Inventory Difference | Acceptable Inv. Difference | Action |
|---------|------------------------|----------------|----------------------|----------------------------|--------|
| Σ | 0 | 200 | 0 | ✓ | Action |

3. The **Close Reconciliation** box 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

The screenshot shows the 'Vaccine Inventory Reconciliation' page with the status 'CLOSED'. The page title is 'Vaccine Inventory Reconciliation'. At the top right, there are buttons for 'Cancel' and 'Links'. Below this, there are fields for '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', and 'Last Order Date: 11/30/2018'.

5. Your reconciliation is now complete!