

Guide to Reconciliation

Follow these steps to account for your vaccines; this process is called a reconciliation. You must complete a reconciliation before placing a vaccine order. For Routine COVID orders, you will only need to reconcile your COVID inventory, not your full vaccine inventory. If you have any questions reach out to dphproviderhelp@phila.gov.

1. Log in to PhilaVax with your personal username and password. Select the **Inventory**, then **Vaccines** then **Reconciliation** from the left-hand navigation plane.
2. Click **Add Reconciliation** in the upper right-hand corner.

Vaccine Inventory Reconciliation i Links **Add Reconciliation** **2**

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 (ALL) **Inventory Location Status** (ALL) **Reconciliation Status** (ALL)

Begin Date Range From: MM/DD/YYYY Through: MM/DD/YYYY **End/Physical Count Date Range** From: MM/DD/YYYY Through: MM/DD/YYYY

Sort by Audit Date (descending) Inventory Location, Begin Date (descending)

Previous Criteria Clear Search

3. Select the correct site pin and the correct location from the **Inventory Location** drop down. Then click **Next**. *To place a COVID order, you only need to reconcile your COVID inventory location, not your site's full vaccine inventory.*

Vaccine Inventory Reconciliation i Cancel Next

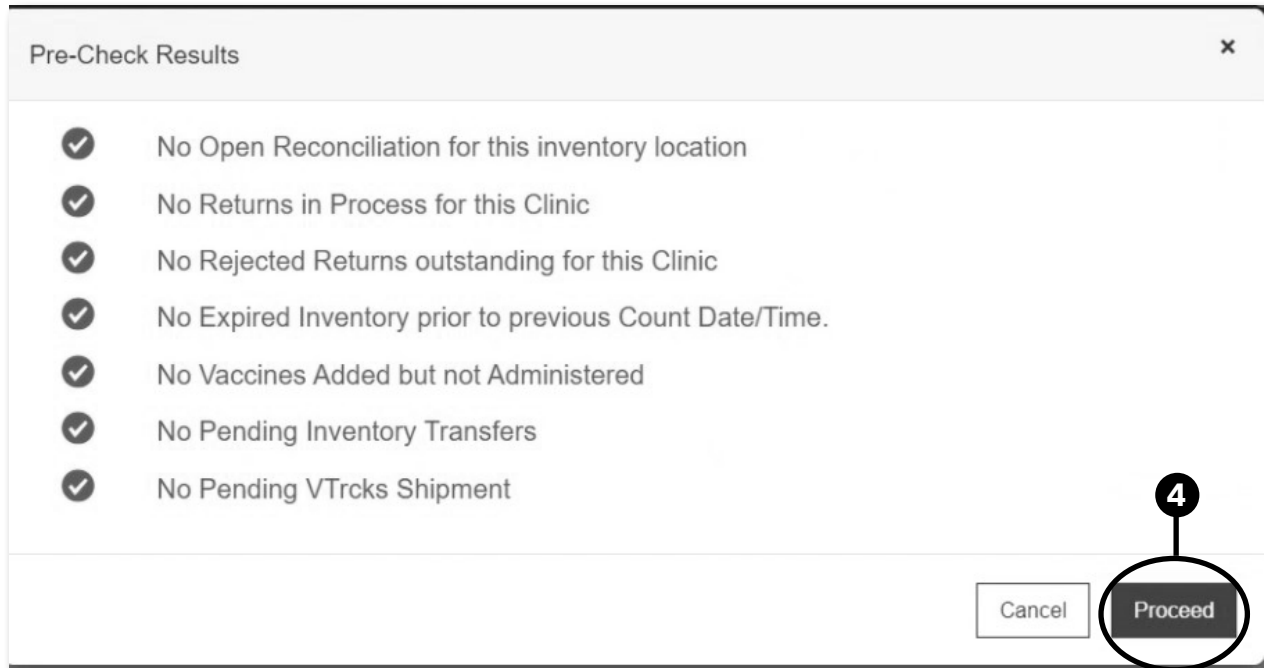
Inventory Locations *

COVID REFRIGERATOR/FREEZER COMBO **3**

Guide to Reconciliation

4. Once you have all green pre-check results, click **Proceed**.

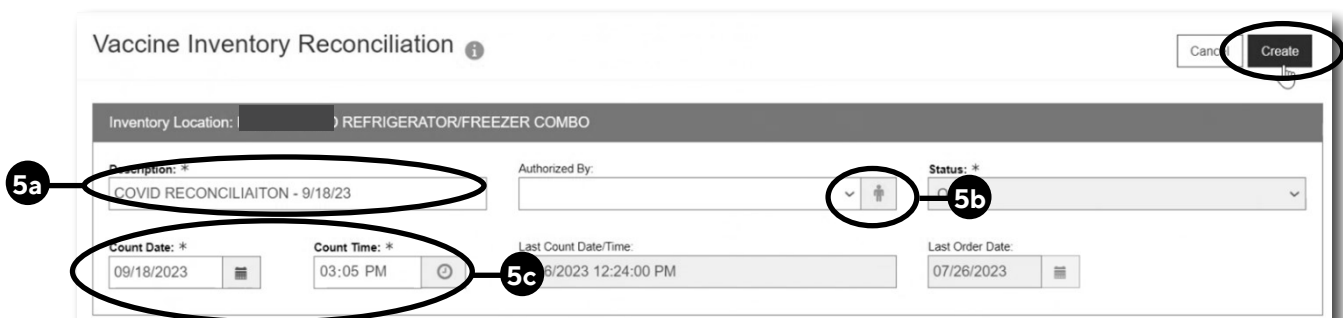
***NOTE: Proceed** will not appear unless all pre-check results are green. If you have any red stop icons, click **Resolve** or **View** to address the issue preventing you from proceeding. Reach out to dphproviderhelp@phila.gov if you have any questions.



5. Complete the reconciliation details page.

- In the **Description box**, type the **inventory location RECON [today's date]**.
- Next, click the blue person icon to autofill your name.
- Next, double click in the **Count Date box** and then double click in the **Count Time box**.
- Click **Create**.

****IMPORTANT NOTE: Never enter a date in the past, aka backdating. Backdating is prohibited in PhilaVax because it leads to errors and can delay your vaccine order.**



Guide to Reconciliation

6. In the **Physical Count** box, type in the number of doses you have on hand, then click **Update** to save your progress. *Click Update after each entry.*

Vaccine Inventory Reconciliation ? i

Cancel Link **Update**

Inventory Location: COVID REFRIGERATOR/FREEZER COMBO

Description: * COVID RECONCILIATION - 9/18/23 Authorized By: Status: * OPEN

Count Date: * 09/18/2023 Count Time: * 04:46 PM Last Count Date/Time: 7/26/2023 12:24:00 PM Last Order Date: 07/26/2023

Inventory by Doses

Description	Summary	Aggregate Administ...	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action	Audit
PANDEMIC							
1. COVID Bivalent (PFR 12+) (Pfizer COVID-19 12+ yrs (10 x 2.0mL MDV)) PFR • 59267-0304-02 • GK0928 • 02/29/2024	Σ		166	-180		Action	?

7. Next, the system will automatically calculate the total number of doses for the **Aggregate Administered** box in the **Inventory Difference** column. Then, click **Update** to save your progress.

***NOTE: Aggregate Administered** means doses administered since the last reconciliation.

Vaccine Inventory Reconciliation ? i

Cancel Link **Update**

Inventory Location: COVID REFRIGERATOR/FREEZER COMBO

Description: * COVID RECONCILIATION - 9/18/23 Authorized By: Status: * OPEN

Count Date: * 09/18/2023 Count Time: * 04:46 PM Last Count Date/Time: 7/26/2023 12:24:00 PM Last Order Date: 07/26/2023

Inventory by Doses

Description	Summary	Aggregate Administ...	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action	Audit
PANDEMIC							
1. COVID Bivalent (PFR 12+) (Pfizer COVID-19 12+ yrs (10 x 2.0mL MDV)) PFR • 59267-0304-02 • GK0928 • 02/29/2024	Σ		166	-14		Action	?

Guide to Reconciliation

8. Type the number that's in the **Inventory Difference** column into the **Aggregate Administered** box.

The screenshot shows the 'Vaccine Inventory Reconciliation' interface. At the top, there is a success message: 'Success Records updated.' and buttons for 'Cancel', 'Links', and 'Update'. The 'Inventory Location' is 'COVID REFRIGERATOR/FREEZER COMBO'. The 'Description' is 'COVID RECONCILIATION - 9/18/23'. The 'Status' is 'OPEN'. The 'Count Date' is '09/18/2023', 'Count Time' is '03:05 PM', 'Last Count Date/Time' is '7/26/2023 12:24:00 PM', and 'Last Order Date' is '07/26/2023'. Below this is a table titled 'Inventory by Doses' with columns: Description, Summary, Aggregate Administered, Physical Count, Inventory Difference, Acceptable Inv. Difference, Action, and Audit. The table contains one row for '1 COVID Bivalent (PFR 12+) (Pfizer COVID-19 12+ yrs (10 x 2.0mL MDV)) PFR • 59267-0304-02 • GK0928 • 02/29/2024'. The 'Aggregate Administered' field contains '-14', which is circled with a black circle and labeled with the number '8'. The 'Physical Count' is '166' and 'Inventory Difference' is '0'. The 'Update' button at the top right is also circled with a black circle.

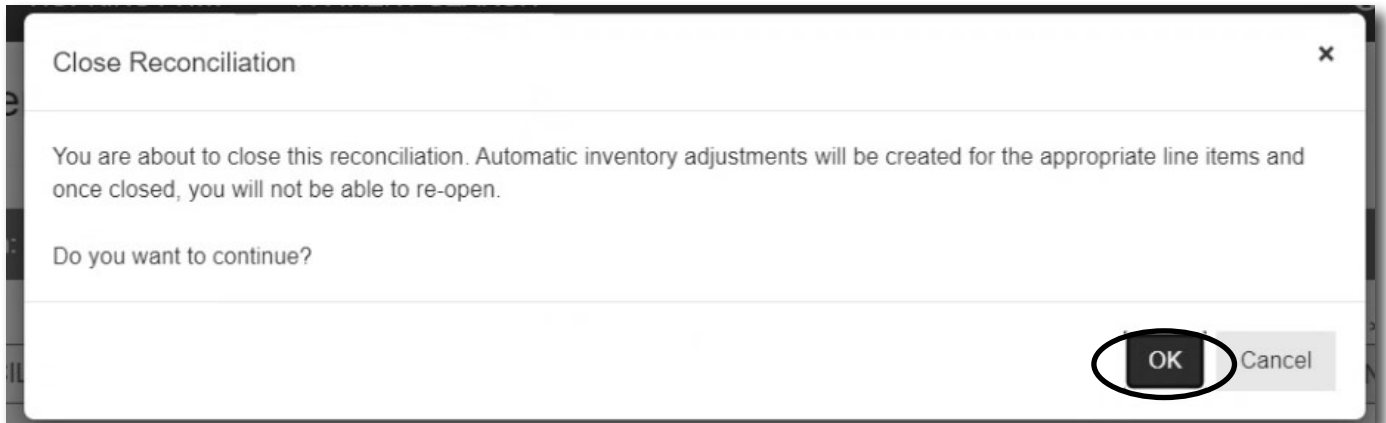
Repeat steps 6 -8 for each vaccine on the reconciliation. Once completed, move on to 9.

9. Click the drop-down button next to **Update**, then click **Close Reconciliation**.

The screenshot shows the 'Vaccine Inventory Reconciliation' interface. At the top, there are buttons for 'Cancel', 'Links', and 'Update'. The 'Update' button has a dropdown arrow, and its menu is open, showing 'Close Reconciliation' selected. A black circle with the number '9' is around the 'Close Reconciliation' option. The rest of the form is identical to the previous screenshot, showing the 'Inventory Location', 'Description', 'Status', 'Count Date', 'Count Time', 'Last Count Date/Time', 'Last Order Date', and the 'Inventory by Doses' table with the 'Aggregate Administered' field containing '-14'.

Guide to Reconciliation

10. Click **OK** to close and submit the recon.



11. After clicking **OK**, notice the status has changed to **Closed**. This indicates that you have successfully submitted your reconciliation.

IMPORTANT NOTE: *Once the recon is closed, it cannot be reopened or deleted. If the recon isn't accurate, a new one must be created. If you need assistance, reach out to dphproviderhelp@phila.gov.*



12. Proceed to place your vaccine order. Refer to the [Guide to Online Ordering](#) for more information. If you need additional assistance, reach out to dphproviderhelp@phila.gov!