

Inventory & Ordering Reconciliation Guide

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.
2. Select **Inventory**, then **Vaccines** then **Reconciliation** from the left-hand navigation plane.
3. Click **Add Reconciliation** in the upper right-hand corner.

Patients +

Immunizations

IZ Quick Add +

Inventory -

Vaccines -

On-Hand

Reconciliation

Vaccine Orders

Vaccine Returns

Vaccine Shipments

Locations

Vaccine Inventory Reconciliation ⓘ

Links - Add Reconciliation

Required fields are marked with an asterisk (*).

Search Criteria

Inventory Location (ALL) ▾

Inventory Location Status (ALL) ▾

Physical Count Date Range

From MM/DD/YYYY Through MM/DD/YYYY

Reconciliation Status (ALL) ▾

Sort by *

Count Date (Descending)

Inventory Location, Count Date (Descending)

Search -

4. Select the correct site pin and the correct location from the **Inventory Location** drop down.
5. 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 ⓘ

Cancel Next

Required fields are marked with an asterisk (*).

Inventory Location *
CHOOSE INVENTORY LOCATION ▾

6. 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 dphtablehelp@phila.gov if you have any questions.

Pre-Check

- ✓ No Open Reconciliation for this inventory location
- ✓ No Returns in Process for this Clinic
- ✓ No Rejected Returns outstanding for this Clinic
- ✓ No Expired Inventory prior to previous Count Date/Time.
- ✓ No Vaccines Added but not Administered
- ✓ No Pending Inventory Transfers
- ✓ No Pending VTrcks Shipment

Cancel Proceed

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7. Complete the reconciliation details page.
 - a. In the **Description box**, type the **inventory location RECON [today's date]**.
 - b. Next, click the **blue person icon** to autofill your name.
 - c. Next, double click in the **Count Date/Time box**.
 - **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.
 - d. Click **Create**.

Vaccine Inventory Reconciliation

Required fields are marked with an asterisk (*).

Inventory Location: PROJ01 ADULT REFRIGERATOR/FREEZER (COMBO)

7a: Description *
RECON 4/30/2026

7b: Authorized By
CHOOSE AUTHORIZED BY

7c: Count Date/Time *
04/30/2026 10:50 AM

Status *
OPEN

Last Count Date/Time
10/20/2025 10:22 AM

Last Order Date *
04/16/2026

Cancel Create

7d

8. In the **Physical Count box**, type in the number of doses you have on hand.
 - a. Click **Update** to save your progress.
 - o Click Update after each entry.

8a

Vaccine Inventory Reconciliation Cancel Links Update

Required fields are marked with an asterisk (*).

Inventory Location: PROJ01 ADULT REFRIGERATOR/FREEZER (COMBO)

Description: * RECON 4/30/2026 Authorized By: CHOOSE AUTHORIZED BY: Status: * OPEN

Count Date: * 04/30/2026 Count Time: * 10:50 AM Last Count Date/Time: 10/20/2025 10:22 AM Last Order Date: 04/16/2026

Inventory by Doses

Description	Summary	Aggregate Administered	Physical Count	Inventory Difference	Acceptable Inv. Difference	Expiring Soon	Audit	Action
VFAAR			8	-10				Action
1. Tdap, Adsorbed (Adacel (0.5 mL x 5 syri)) PMC • 49281-0400-20 • AK3244 • 08/20/2026	Σ							

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9. Next, the system will automatically calculate the total number of doses for the **Aggregate Administered box** in the **Inventory Difference** column.
 - **Note:** Aggregate Administered means doses administered since the last reconciliation.

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Inventory by Doses

Description	Summary	Aggregate Administered	Physical Count	Inventory Difference
VFAAR			8	-2
1. Tdap, Adsorbed (Adacel (0.5 mL x 5 syri)) PMC • 49281-0400-20 • AK3244 • 08/20/2026	Σ			

10. Type the number that's in the **Inventory Difference** column into the **Aggregate Administered** box.
 - a. Click **Update** to save your progress.

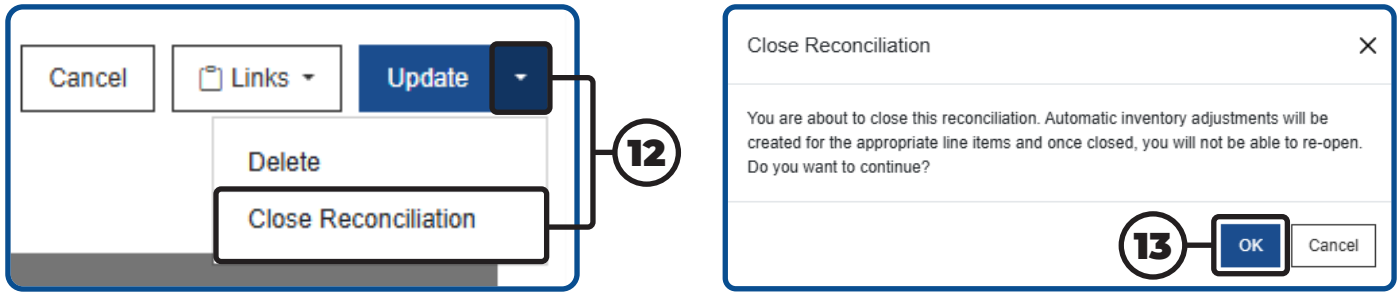
10

Inventory by Doses

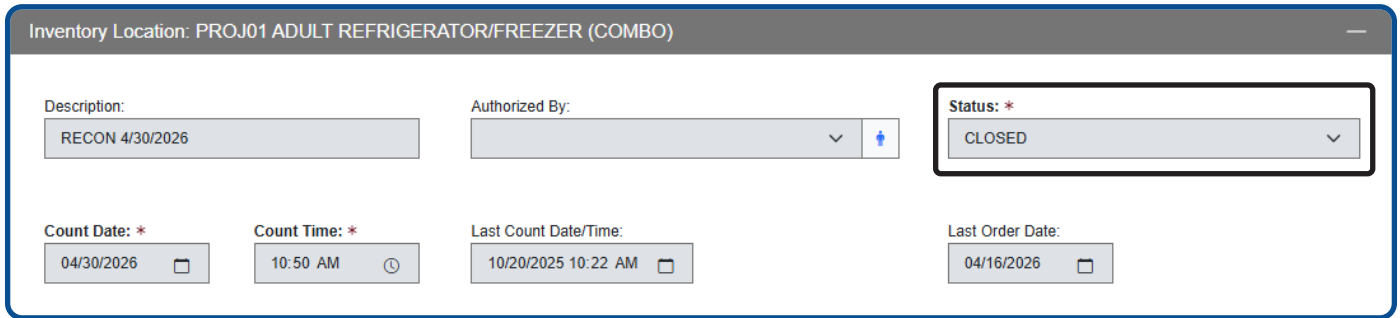
Description	Summary	Aggregate Administered	Physical Count	Inventory Difference
VFAAR		-2	8	0
1. Tdap, Adsorbed (Adacel (0.5 mL x 5 syri)) PMC • 49281-0400-20 • AK3244 • 08/20/2026	Σ			

11. Repeat **steps 6–8** for each vaccine on the reconciliation. Once completed, move on to 12.

- Click the **drop-down button** next to Update, then click **Close Reconciliation**.
- Click **OK** to close and submit the recon.



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



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!