

## Reconciliation Process – Direct Entry (Non-HL7) Clinics

- 1. From the main menu, navigate to 'Inventory > Vaccines > Reconciliation'.
- 2. Click 'Add Reconciliation'.

*	Vaccine Inventory Reconciliation 🛈 Learn More
	Search Criteria
Home Patients	Info: When searching for reconciliations, the <b>Begin Date Range</b> 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.
Immunizations Education IZ Quick Add	A There is 1 Pending Inventory Transfer.
Inventory	Inventory Location Reconciliation Status Status
Vaccines 🗧	(ALL) T (ALL) T
On-Hand	Begin Date Range End/Physical Count Date Range
Electronic Decrementing	From: MM/DD/YYYY B Through: MM/DD/YYYY B From: MM/DD/YYYY B Through: MM/DD/YYYY B
Reconciliation	Sort by  Audit Date (descending) Inventory Location, Begin Date (descending)
Vaccine Orders	
Vaccine Returns	Previous Criteria Clear Search
Flu Prebook	
Vaccine Shipments	
Locations	
Clinic Tools	

3. Select your Inventory Location from the drop-down.

accine Inventory	Reconciliation ()
,	
ventory Locations *	
	,
LUCIA CLINIC TYPE 3 PRIVA	
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LUCIA VTRCKS CLINIC PRIV	ATE INVENTORY
LUCIA VTRCKS CLINIC PUBL	LIC INVENTORY
	GATE LOCATION

- 4. The system will do a "Pre-Check" to make sure that all requirements to create a reconciliation have been met.
- 5. The Pre-Check Results pop-up will list any items that need to be resolved.





6. A Reconciliation cannot be created until all the pre-checks have been met. If a pre-check has not been met, click the 'Resolve' button for the item to complete the required action.

Pre-Che	ck Results	
0	No Open Reconciliation for this inventory location	
0	No Returns in Process for this Clinic	
0	No Rejected Returns outstanding for this Clinic	
0	No Expired Inventory at this inventory location	
0	No Vaccines Added but not Administered	
0	No Pending Inventory Transfers	
0	No Pending VTrcKs Shipments	
		Cancel Proceed

- 7. Once all pre-checks have been met, the 'Proceed' button is displayed. Click 'Proceed'.
- 8. Enter a description (typically the month and year of the count), the authorizing staff member, and the count date and time.

Vaccine Inventor	y Reconci	iliation 🚯					Cancel Create
Inventory Location: I	NV: LUCIA'S	TYPE 3 IZ CLINIC					
Description: *				Authorized By:	* +	Status: * OPEN	٧
Count Date: *	i	Count Time: * HH:MM AM/PM	Ø	Last Count Date/Time: 11/4/2019 1:49:00 PM		Last Order Date: 03/20/2019	Ĭ

- a. Clicking the blue man icon to the right of the 'Authorized By' field will auto-populate your name.
- 9. Click 'Create'.
- 10. Click the 'Links' button and select 'Count Sheet'. Print the Count Sheet.

	Cancel	Links 🗸	Update	•
Count Sheet				
Vaccine Inventory Rec	onciliation W	orksheet		-

11. Count all doses in your physical inventory and write the number of doses counted on the Count Sheet.





## 12. Enter the physical count written down on the Count Sheet into the Physical Count column and click Update.

Inventory by Doses						
Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action	
СНІР						
1. Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 syr)) SKB • 58160-0825-52 • 33333 • 01/01/2020	Σ		-10		Action 👻	8
2. MMR (M-M-R II (0.5 mL × 10 vials)) MSD • 00006-4681-00 • 12345 • 12/31/2020	Σ		-10		Action -	8
3. Polio-IPV (IPOL (5.0 mL vial - 10 doses)) PMC • 49281-0860-10 • 123456789 • 12/31/2020	Σ		-92		Action -	?
Private						
4. Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 syr)) SKB • 58160-0825-52 • 33333 • 01/01/2020	Σ		-10		Action -	?
5. MMR (M-M-R II (0.5 mL x 10 viais)) MSD • 00006-4681-00 • 12345 • 12/31/2020	Σ		-7		Action -	?
6. Polio-IPV (IFOL (5.0 mL vial - 10 doses)) PMC • 49281-0860-10 • <b>123456789</b> • 12/31/2020	Σ		-8		Action -	?
VFC						

- 13. The physical count should offset the inventory difference.
  - a. If the inventory difference is not within the acceptable range, a red circle is displayed.
  - b. If the inventory difference is within the acceptable range, a green checkmark is displayed.

Physical Count	Inventory Difference	Acceptable Inv. Difference
4	-6	0
10	0	0
	-92	

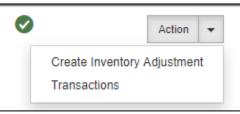




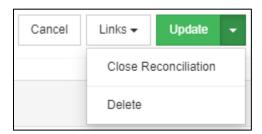
14. By hovering over the Sigma ( $\Sigma$ ) button, you will see a summary of the inventory line item's history to help with the inventory reconciliation process.

Inventory by Doses	Inventory Item Summary										X
		Last Count	Inventory Received	Inventory Administered	Inventory Transferred	Inventory Ret/Exp/Recalled	Inventory Wasted	Inventory Unaccounted	On-Hand Quantity	Auto Adjustments	
	Since Last Count	10							10		
СНІР	Since Item Created		10								
1. Hep A, ped/adol, 2D (Havrix	(0.5 mL x 10 syr)) SKB • 58160-082	5-52 • 33333 • 01/	01/2020		Σ	4		-6	0	4	Action

- 15. Every row must have a green checkmark in order to close the reconciliation.
- 16. For each inventory line item, you can click the 'Action' button to:
  - a. Create Inventory Adjustment add or subtract doses from on-hand
    - b. Transactions view all inventory transactions for the line item



- 17. Click 'Update' as you work through the reconciliation, so you don't lose any changes.
- 18. A green success message is displayed confirming your changes were saved.
- 19. When all rows have a green checkmark, click the 'Update' dropdown and select 'Close Reconciliation'.







20. A screen will pop up asking if you are sure you would like to close reconciliation.

21. Make sure you are completely done with the page before selecting 'OK'.

Close Reconciliation	×
You are about to close this reconciliation. Automatic inventory adjustments will be created for the appropriate line items once closed, you will not be able to re-open. Do you want to continue?	and
ОК Са	ncel

- 22. Once you select OK, the reconciliation page becomes read-only.
- 23. A green success message is displayed confirming your changes were saved.

accine Invento	ry Recond	iliation 🛛 🜖	15	ccess Reconciliation clo	nced					Ca	ancei Links
Inventory Location	: INV: LUCIA	S TYPE 3 IZ CLINIC		coess reconcluderon or	Joeu.						
Description: *				Authorized By				Status: *			
DOSE TEST				HIGHTOP, SHANNO	N (RN)		× +	CLOSED			
Count Date: *		Count Time: *		Last Count Date/Time:				Last Order Date:			
11/05/2019	Ħ	09.22 AM	Ø	11/4/2019 1:49:00 PM	6			03/20/2019			
Inventory by Doses	•				Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action		
CHIP											
1. Hep A, ped/adol, 2D (H	avrix (0.5 mL x 10 sy	vr)) SKB • 58160-0825-52 • 33	333 • 01/01/2020		Σ	10	0	0	Action •	0	
2. MMR (M-M-R II (0.5 mL	x 10 vials)) MSD • 0	0008-4681-00 • <b>12</b> 345 • 12/31	/2020		Σ	10	0	0	Action -	0	
3. Polio-IPV (IPOL (5.0 ml	, vial - 10 doses)) PM	AC + 49281-0860-10 + 123456	789 - 12/31/2020		Σ	92	0	0	Action +	0	
Private					2863						

