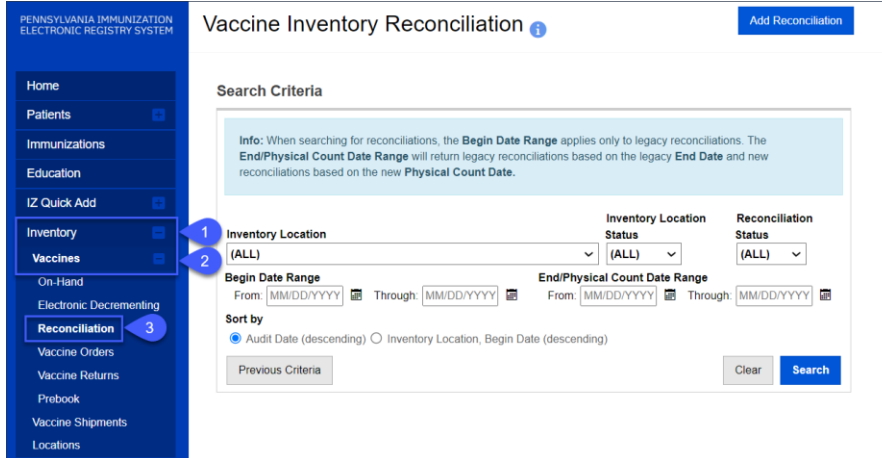


Perform a Vaccine Inventory Reconciliation (non HL7 clinic)



Vaccine Inventory Reconciliation + Add 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**.

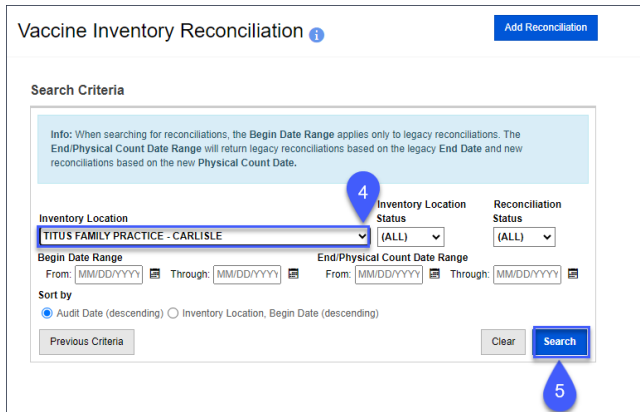
Inventory Location (ALL) **Inventory Location Status** (ALL) **Reconciliation Status** (ALL)

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

1. Click **Inventory**.
2. Click **Vaccines**.
3. Click **Reconciliation**.



Vaccine Inventory Reconciliation + Add 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 TITUS FAMILY PRACTICE - CARLISLE **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

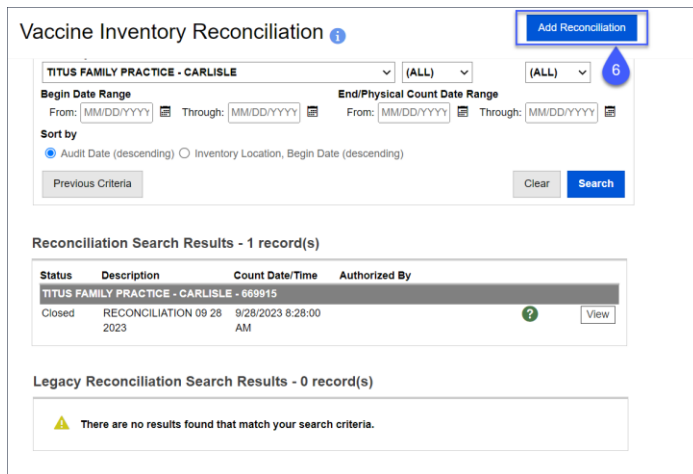
Sort by
 Audit Date (descending) Inventory Location, Begin Date (descending)

Previous Criteria Clear Search

The **Search Criteria** screen displays.

NOTE: Always perform a search prior to adding a reconciliation. You cannot add a reconciliation if there is an open reconciliation.

4. Select the appropriate **Inventory Location**.
Inventory Location Status, Reconciliation Status, Begin Date Range, and End/Physical Count Date Range can be used to narrow search results, if needed.
5. Click **Search**.



Vaccine Inventory Reconciliation Add Reconciliation

TITUS FAMILY PRACTICE - CARLISLE (ALL) (ALL) 6

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

Reconciliation Search Results - 1 record(s)

Status	Description	Count Date/Time	Authorized By
Closed	RECONCILIATION 09 28 2023	9/28/2023 8:28:00 AM	

Legacy Reconciliation Search Results - 0 record(s)

⚠️ There are no results found that match your search criteria.

The Search results display.

Ensure there aren't any open reconciliations. If there are open reconciliations, click **View** to continue using the reconciliation that was already started.

6. Click **Add Reconciliation**.



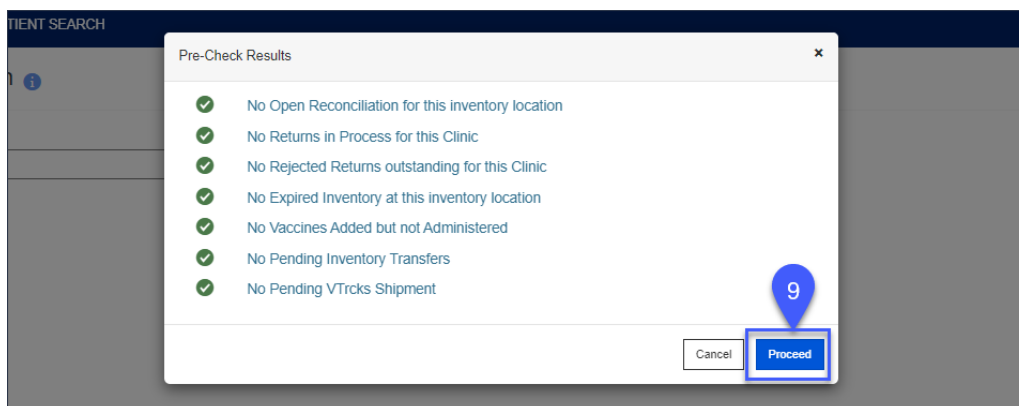
Vaccine Inventory Reconciliation Cancel Next

Inventory Locations * 8

TITUS FAMILY PRACTICE - CARLISLE 7

7. Select the **Inventory Location**.

8. Click **Next**.



Pre-Check Results

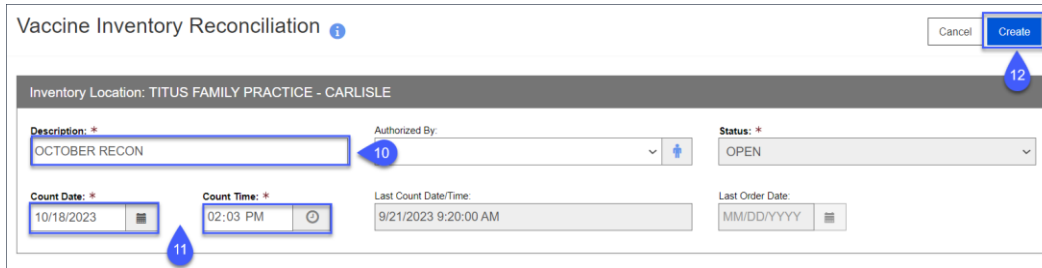
- ✓ No Open Reconciliation for this inventory location
- ✓ No Returns in Process for this Clinic
- ✓ No Rejected Returns outstanding for this Clinic
- ✓ No Expired Inventory at this inventory location
- ✓ No Vaccines Added but not Administered
- ✓ No Pending Inventory Transfers
- ✓ No Pending VTrcks Shipment

Cancel Proceed 9

The **Pre-Check Results** pop-up displays.

The reconciliation precheck will occur before you can proceed with the reconciliation. Any unmet requirements will be marked with a red stop icon (⊘) and a View or Resolve button. If all precheck requirements have been met, the Proceed button will be available.

9. Click **Procced**.



The **Inventory Reconciliation Create** screen displays.

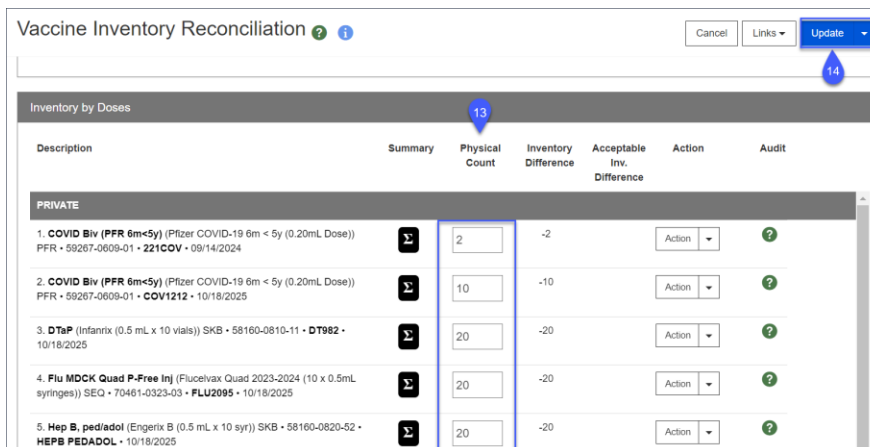
10. Enter a reconciliation **Description** (e.g., timeframe for the reconciliation).

Approved By can be entered, if needed.

11. Enter the **Date/Time**.

NOTE: It is best practice to count the physical vaccine inventory on a date and time when vaccinations are not being given in the clinic, such as the end of the clinic day. The date must be after the previous reconciliation count date and may not be a future date. When a reconciliation is opened for an inventory location and the count date is entered, any vaccinations that have an administration time or a transaction time after the count date and time will not be reflected in that reconciliation.

12. Click **Create**.



Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action	Audit
PRIVATE						
1. COVID Biv (PFR 6m<5y) (Pfizer COVID-19 6m < 5y (0.20mL Dose)) PFR • 59267-0609-01 • 221COV • 09/14/2024		2	-2		Action	?
2. COVID Biv (PFR 6m<5y) (Pfizer COVID-19 6m < 5y (0.20mL Dose)) PFR • 59267-0609-01 • COV1212 • 10/18/2025		10	-10		Action	?
3. DTaP (Infanrix (0.5 mL x 10 vials)) SKB • 58160-0810-11 • DT982 • 10/18/2025		20	-20		Action	?
4. Flu MDCK Quad P-Free Inj (Flucevax Quad 2023-2024 (10 x 0.5mL syringes)) SEQ • 70461-0323-03 • FLU2095 • 10/18/2025		20	-20		Action	?
5. Hep B. ped/adol (Engerix B (0.5 mL x 10 syr)) SKB • 58160-0820-52 • HEPB PEDADOL • 10/18/2025		20	-20		Action	?

The **Vaccine Inventory Reconciliation Edit** screen displays.

13. Enter the **Physical Count** for each line item.

14. Click **Update**.

✓ **Success** The Record Has Been Saved ✕

The Success message displays.

Vaccine Inventory Reconciliation ? ⓘ

Cancel Links Update

Close Reconciliation 15

Inventory by Doses 16

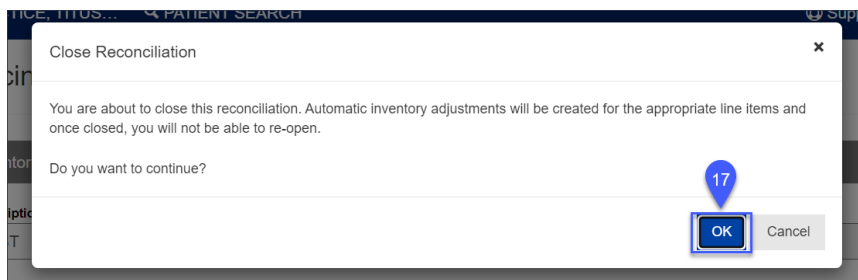
Description	Summary	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action	Audit
PRIVATE						
1. COVID Biv (PFR 6m<5y) (Pfizer COVID-19 6m < 5y (0.20mL Dose)) PFR - 59267-0609-01 • Z21COV - 09/14/2024	Σ	2	0	✓	Action ▾	?
2. COVID Biv (PFR 6m<5y) (Pfizer COVID-19 6m < 5y (0.20mL Dose)) PFR - 59267-0609-01 • COV1212 - 10/18/2025	Σ	10	0	✓	Action ▾	?
3. DTaP (Infanrix (0.5 mL x 10 vials)) SKB - 58160-0810-11 • DT982 - 10/18/2025	Σ	20	0	✓	Action ▾	?
4. Flu MDCK Quad P-Free Inj (Flucelvax Quad 2023-2024 (10 x 0.5mL syringes)) SEQ - 70461-0323-03 • FLU2095 - 10/18/2025	Σ	20	0	✓	Action ▾	?
5. Hep B, ped/adol (Engerix B (0.5 mL x 10 syr)) SKB - 58160-0820-52 • HEPB PEDADOL - 10/18/2025	Σ	20	0	✓	Action ▾	?

Verify all inventory items have green circle with a white check mark in the **Acceptable Inv. Difference** column. Being within the Acceptable Inv. Difference is required to close/complete the reconciliation.

NOTE: Line items with unacceptable inventory differences will have a red stop icon (⊘), which will stop the reconciliation from being closed/completed. To account for the doses causing the discrepancy, click the down arrow beside **Action** and click **Create Inventory Adjustment**.

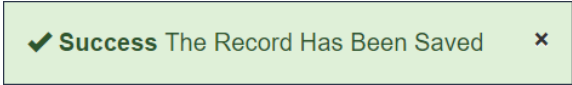
15. When all line items are within the Acceptable Inv. Difference click the drop-down arrow beside **Update**.

16. Click **Close Reconciliation**.



A **Close Reconciliation** confirmation pop-up displays.

17. Click **Ok**.



The Success message displays.