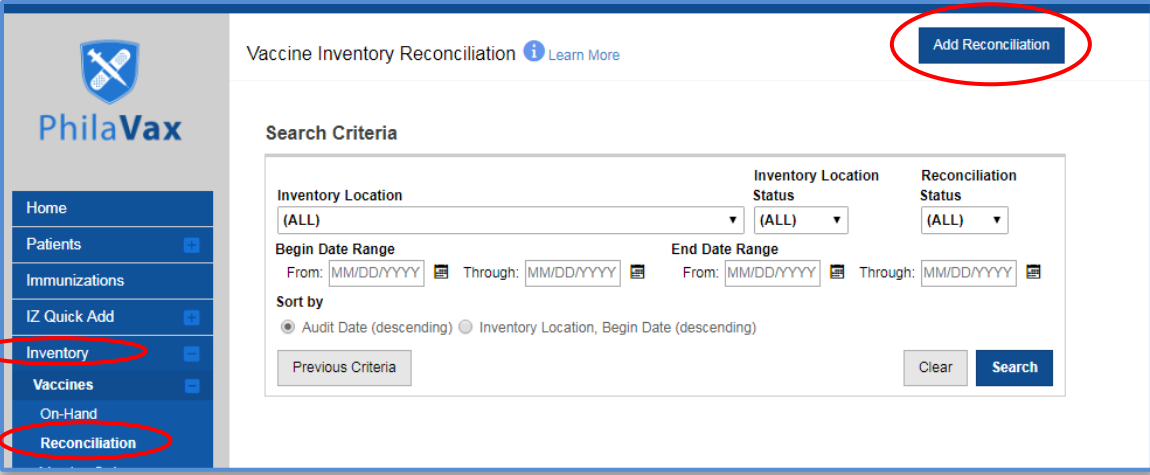


Online Ordering: Reconciliation

You must accept all shipments and complete any **vaccine returns** (expired, etc.) or **adjustments** (wasted vaccines) before creating your **Reconciliation** in order for those changes to show on the Reconciliation.

Questions? Contact Mohan Nagaraja (215-685-6872) or Joani Schmeling (215-685-6490) or email us at DPHProviderHelp@phila.gov

- 1) Select **Inventory** → **Vaccines** → **Reconciliations** on the dropdown menus on the left of the screen.
- 2) Click on **Add Reconciliation** in the upper right hand corner.



Vaccine Inventory Reconciliation [Learn More](#) **Add Reconciliation**


Search Criteria

Inventory Location: (ALL) Inventory Location Status: (ALL) Reconciliation Status: (ALL)

Begin Date Range: From: MM/DD/YYYY Through: MM/DD/YYYY End 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 YOUR clinic's **Inventory Location** (it begins with your clinic's PIN).
- 4) Type in a unique **Description** name for the reconciliation period (ex: May Reconciliation).
- 5) Click the "person in blue" icon  and your name will populate in the box.
- 6) **Status** should remain defaulted to **OPEN**.
- 7) The **Begin Date** will be automatically set to the day after your previous Reconciliation.
- 8) Enter today's date in the **End Date** box.
- 9) Click **Create**.
- 10) Click on the ^ arrow to the right to minimize the box.

Vaccine Inventory Reconciliation

Inventory Location *

Description *

Authorized By

Status: *
OPEN

Begin Date *
MM/DD/YYYY

End Date *
MM/DD/YYYY

Cancel Create

- 11) Enter the number of doses you physically have in your storage (refrigerator/freezer) unit today in the **Ending Inventory** column.
- 12) Click **Update** at the top of the page to save your changes as you work.

Vaccine Inventory Reconciliation

Inventory Location: PROJ01 ADULT REFRIGERATOR/FREEZER (COMBO)

Description: SEPT 2016 Begin Date: 09/15/2016
 Status: OPEN End Date: 09/19/2016
 Authorized By:

Beginning	Received	Aggregate Administered	Other Uses	Unaccounted	Difference (+/-)	Ending
VFAAR						
1 - Hep B, adult (Engerix B (1 mL x 10 vials)) SKB - 58160-0821-11 • 5G943 • 10/31/2016						
400	0	0	0	0	-400	0

Cancel Link Update

- 13) After the page has refreshed the numbers in the **Inventory Difference +/-** column will change.
- 14) Copy the numbers in the **Inventory Difference +/-** column to the **Aggregate Administered** column. This number should always be negative (-)
- 15) Once you've completed entering the **Aggregate Administered** count for each row of vaccines click **Update** again.
- 16) After the page has refreshed, your **Inventory Difference +/-** column should read 0.
- 17) Complete your inventory by clicking on the ^ arrow to the right to maximize the box (see above) and then changing the **Status** box to **CLOSED**.

Inventory By Doses						
Beginning	Received	Aggregate Administered	Other Uses	Unaccounted	Difference (+/-)	Ending
VFAAR						
1 – Hep B, adult (Engerix B (1 mL x 10 vials)) SKB • 58160-0821-11 • 5G943 • 10/31/2016 ?						
400	0	<input type="text"/>	0	0	-50	350
2 – Hep B, adult (Engerix B (1 mL x 10 syr)) SKB • 58160-0821-52 • 92M2J • 11/03/2017 ?						
45	0	<input type="text"/>	0	0	-25	20

18) Click **Update** again to officially close your **Reconciliation** report. You will not be able to proceed with your order unless the **Reconciliation** has been closed.

Inventory By Doses						
Beginning	Received	Aggregate Administered	Other Uses	Unaccounted	Difference (+/-)	Ending
VFAAR						
1 – Hep B, adult (Engerix B (1 mL x 10 vials)) SKB • 58160-0821-11 • 5G943 • 10/31/2016 ?						
400	0	-50	0	0	0	350
2 – Hep B, adult (Engerix B (1 mL x 10 syr)) SKB • 58160-0821-52 • 92M2J • 11/03/2017 ?						
45	0	-25	0	0	0	20