

## **Aggregate Inventory Reconciliation:**

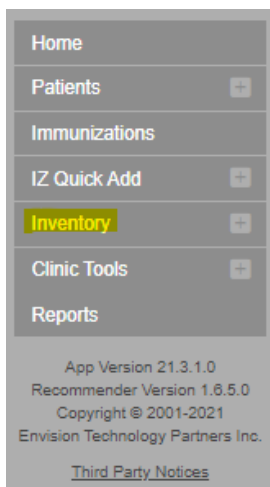
1. Make sure if you are tied to multiple locations you are in the correct location before you being the reconciliation process.

### **Default Provider/Clinic**

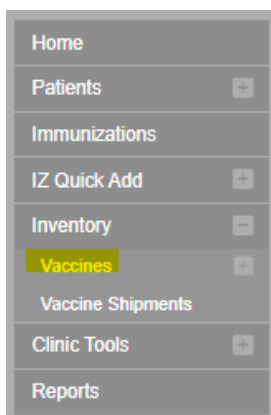
Provider/Clinic [REDACTED]

SELECT A CLINIC BY TYPING PROVIDER, CLINIC, VFC PIN, OR CLINIC CODE ✕

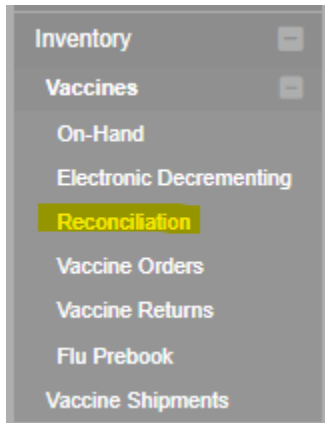
2. On the left side of the OSIS page click on the “Inventory” tab



3. Then, click on “Vaccines”



4. Then, click on “Reconciliation”



5. Once you have clicked on ‘Reconciliation, it will take you to the “Vaccine Inventory Reconciliation” screen

Vaccine Inventory Reconciliation i

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	Inventory Location Status	Reconciliation Status
(ALL) <input type="text"/>	(ALL) <input type="text"/>	(ALL) <input type="text"/>
Begin Date Range	End/Physical Count Date Range	
From: <input type="text"/> Through: <input type="text"/>	From: <input type="text"/> Through: <input type="text"/>	
Sort by		
<input checked="" type="radio"/> Audit Date (descending) <input type="radio"/> Inventory Location, Begin Date (descending)		
<input type="button" value="Previous Criteria"/>	<input type="button" value="Clear"/>	<input type="button" value="Search"/>

6. Click on “Add Reconciliation”

Vaccine Inventory Reconciliation i

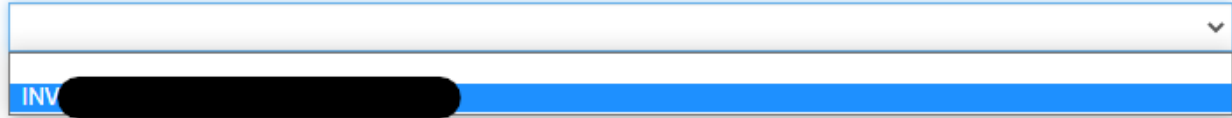
Add Reconciliation

7. Then you will need to select the drop down menu under “Inventory Locations”


Vaccine Inventory Reconciliation i

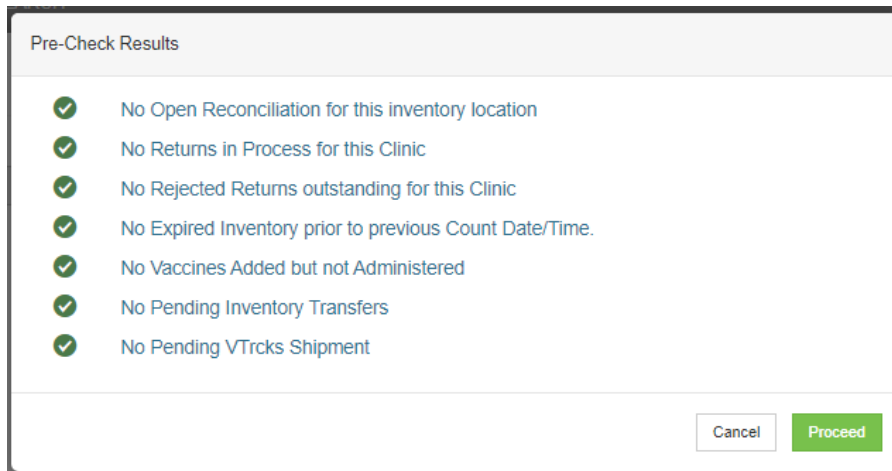
Inventory Locations \*

Inventory Locations \*



A dropdown menu titled "Inventory Locations \*" with a downward arrow on the right. The selected item is "INV", which is highlighted in blue. The rest of the menu is obscured by a black redaction box.

8. A box will then generate with 7 “Pre-Check Results” you will not be able to move on unless all 7 have green check marks. Anything with a red  will need to be corrected before you can move forward.



**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 prior to previous Count Date/Time.
- No Vaccines Added but not Administered
- No Pending Inventory Transfers
- No Pending VTrcks Shipment

Buttons: Cancel, Proceed

9. Once all boxes have green checks click “Proceed” which will then bring you to the beginning of the reconciliation. You will need to write a description (see example below) pick who is completing the reconciliation under “Authorized By”. You will need to double click in the “Count Date” field as well as the “Count Time” field. (Please note the “Status and “Last Count Date/Time” will be grayed out and will not allow you to make changes).

Vaccine Inventory Reconciliation  Cancel

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Inventory Location: INV: UTICA PARK CLINIC - HENRYETTA

Description: *	Authorized By:	Status: *
RECON 4/28/2021	HL7, UTICAJENKS (-)	OPEN
Count Date: *	Count Time: *	Last Count Date/Time:
04/28/2021 	09:32 AM 	4/27/2021 11:00:00 AM
		Last Order Date:
		04/27/2021 

10. You have now successfully opened a reconciliation if you are in this screen.

Vaccine Inventory Reconciliation Cancel Links Update

Inventory Location: INV [REDACTED]

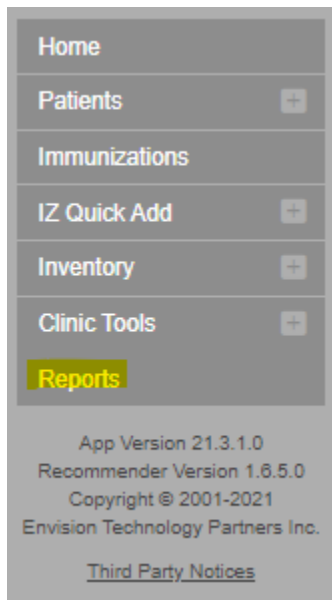
Description: RECON 4/28/2021 Authorized By: HLT, UTICAJENKS (-) Status: OPEN

Count Date: 04/28/2021 Count Time: 09:32 AM Last Count Date/Time: 4/27/2021 11:00:00 AM Last Order Date: 04/27/2021

Inventory by Doses

Description	Summary	Aggregate Administered	Physical Count	Inventory Difference	Acceptable Inv. Difference	Action
<b>VFC:</b>						
1. DTaP (Infanrix (0.5 mL x 10 syr)) SKB • 58160-0810-52 • XG942 • 08/22/2022	Σ			-7		Action
2. DTaP-HepB-IPV (Pediarix (0.5 mL x 10 syr) SKB • 58160-0811-52 • Z3YL4 • 04/04/2022	Σ			-6		Action
3. DTaP-Hib-IPV (Pentacel 5 pk - 1 dose vial) PMC • 49281-0511-05 • UJ414AAA • 03/12/2022	Σ			-8		Action
4. DTaP-IPV (Kinrix (0.5 mL x 10 syr)) SKB • 58160-0812-52 • Y297N • 08/26/2022	Σ			-8		Action
5. Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 syr)) SKB • 58160-0825-52 • CE74N • 06/19/2022	Σ			-1		Action
6. Hep A, ped/adol, 2D (Havrix (0.5 mL x 10 syr)) SKB • 58160-0825-52 • 7HJ74 • 08/21/2022	Σ			-10		Action
7. Hep B, ped/adol (Engerix B (0.5 mL x 10 syr)) SKB • 58160-0820-52 • MY3RA • 09/21/2022	Σ			-5		Action
8. Hep B, ped/adol (Engerix B (0.5 mL x 10 syr)) SKB • 58160-0820-52 • LM992 • 12/13/2022	Σ			-10		Action
9. Hib (PRP-T) (ActHib (5 pack - 1 dose vial)) PMC • 49281-0545-03 • UJ399AAB • 10/02/2021	Σ			-3		Action

11. You will now want to locate and print the ‘Aggregate Doses Administered’ report. On the left side of the screen click on “Reports”



12. Scroll down to the bottom of the screen until you see ‘Aggregate Inventory Reconciliation’. Click on it to open it.

**Inventory Management - Vaccine**

**Aggregate Inventory Reconciliation**

- Here you will double click in the 'From Vaccination Date Rang' (the date you open the reconciliation) as well as then double click in the 'To Vaccination Date Range (the same date as the previous date field).

### Aggregate Administered Doses

Enter the selection criteria and click "Run Report" or click "Cancel" to return to the previous page.

### Report Selection Criteria

Provider/Clinic [REDACTED]

SELECT A CLINIC BY TYPING PROVIDER, CLINIC, VFC PIN, OR CLINIC CODE

Vaccination Date Range \*

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

Funding Source (ALL)

Vaccine (ALL)

Output Type  PDF  EXTRACT - Delimiter: |

Run Report Cancel

- Once the report has been pulled, you will then need to click on 'Inventory → 'Vaccines' → 'Reconciliation' again.

- You will want to click on the drop down menu under "Inventory Location" and select the correct location you opened the reconciliation for. Once you have done that, click on the green 'Search' button.

### 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)

Physical Count Date Range

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

Previous Criteria Clear Search

- You will want to click on 'View' to go back into the reconciliation you have already created.

Status	Description	Count Date/Time	Authorized By
Open	INV: UTICA PARK CLINIC - HENRYETTA (Aggregate Reporter)	4/28/2021 9:32:00 AM	[REDACTED]

View

17. The 'Inventory Difference' will be a negative number which will reflect what OSIS says you should have on hand. The 'Physical Count' is where you will reflect what you currently have on hand at your facility and 'Aggregate Administered' is what has been actually administered since you opened the reconciliation and pulled the report. That report is where you will pull the numbers from the "Aggregate Doses Administered" report you pulled in the steps above. Ex: say you have 7 doses (Inventory Difference), you have administered 4 (Aggregate Administered) of those 7 doses which will leave you 3 doses (Physical Count).

Aggregate Administered	Physical Count	Summary	Inventory Difference
<input type="text"/>	<input type="text"/>	$\Sigma$	-7
<input type="text"/>	<input type="text"/>	$\Sigma$	-6
<input type="text"/>	<input type="text"/>	$\Sigma$	-8
<input type="text"/>	<input type="text"/>	$\Sigma$	-6
<input type="text"/>	<input type="text"/>	$\Sigma$	-1
<input type="text"/>	<input type="text"/>	$\Sigma$	-10
<input type="text"/>	<input type="text"/>	$\Sigma$	-5
<input type="text"/>	<input type="text"/>	$\Sigma$	-10
<input type="text"/>	<input type="text"/>	$\Sigma$	-3

18. Once you have completed all of the columns you will want to click on 'Update' at the top right of your screen. In order to close the reconciliation, you will want to click on the drop down arrow next to update again and click on 'Close Reconciliation'. **Please note unless you click on 'Close Reconciliation' it will not be considered closed and you will not be able to place orders until it's closed.**

