

## **RECONCILIATION – Cheat Sheet**

For more detailed instructions on how to process the month-end reconciliation report and MIR, please refer to the Inventory Reconciliation User's Guide.

At Month End:

1. Open your reconciliation by clicking on inventory, vaccines and then reconciliation. Then Add Inventory Location Reconciliation.
2. Make sure the end date is the previous day if your count was done before the clinic opens. If the count was done after the clinic closes then the current date would be used as the end date. Counts cannot be done during business hours if shots are being given, it will skew the numbers.
3. Print off the reconciliation worksheet by clicking on the print button from the open reconciliation page.
4. Begin the count when vaccines are not being given. Such as before the clinic opens or after the clinic closes.
5. Count the vaccine and note the number of vaccines in the fridge on the report. If there are vaccines not showing in the on-hand inventory but are in the refrigerator; please note the applicable information such as lot number, manufacturer, expiration date and number of doses.
6. Update the ending monthly vaccine inventory by using the numbers from the count. Click update occasionally to make sure that the system doesn't time out while inputting the numbers.
7. Once end numbers are plugged in, click update and review the column that states Inventory Delta (+ or -).
8. If a negative number appears then a dose is missing, if a positive number appears then there is an extra dose.
9. To review unaccounted for vaccines to determine why doses are long or short, several reports can be utilized.
  - a. **On-Hand Inventory**: Click show all. If there are vaccines that may have expired they may need to be adjusted out.
  - b. **Inquiry**: from the on-hand inventory screen select the lot number in question to review the transaction history to see if vaccine may have been given to the wrong individual or out of the reconciliation period.
  - c. **User Vaccination Details**: To select date range and users, make sure to select only those that administer shots in your clinic as the person who has created or updated. This will determine:
    - i. Vaccines given historically, that should have been administered
    - ii. Who gave the vaccinations
  - d. **VFC Vaccination History**: This report shows VFC patients who have received private vaccinations and vice-versa. Select "eligible or "non-eligible" to run these reports
  - e. **Vaccines Added but not Administered**: this report will show if a vaccine was added to the system, but never administered in the system. If

a vaccine was added but not administered then inventory was never deducted.

10. Once adjustments have been made, and the reviewer is certain they have corrected the report as much as possible, then the Reconciliation Status should be changed from open to closed.
11. If the report is unable to close then there is a problem with one of the doses that are being adjusted in or out automatically. For instance, if the end number is zero, but a dose is missing (-1) long/short. This is causing the system is trying to adjust one dose off of none. This is not possible. Therefore a manual adjustment must be made, and dates reviewed because a vaccine was most likely given during a closed reconciliation period.
12. If the reconciliation is completed prior to any more shots given, then review the on-hand inventory from the inventory menu option. The numbers listed should match the numbers that were used on the reconciliation. If doses have been given, then those doses will need to be added back on to the on-hand to verify the numbers match.
13. If you are unable to make the adjustment to close the reconciliation, please contact the KSWebIZ helpdesk at 877-296-0464.