Inventory Reconciliation

1. Login into system
   a. Make sure you are logged into the correct provider/clinic
2. Click Inventory
3. Click Vaccines
4. Click Reconciliation
5. Click Search
6. Click Add Reconciliation
7. Select Inventory Location
8. Pre-check results will display
   a. If there is an issue with one of the pre-check steps a Resolve button will display
   b. Once all of the issues have been resolved click Proceed
9. Enter a Description (September 2020)
10. Select the Authorized by name from the dropdown list
11. Enter the Count Date. Double click to enter the current date.
12. Enter the Count Time. Double click to enter the current time.
13. Click Create
14. Hover over the Summary Icon to see the Inventory Item Summary
15. Click the Action button to see available options
16. Select Create Inventory Adjustment (Inventory adjustments may be made from this screen)
17. Click Cancel to close the screen
18. Click the Action button
19. Select Transactions
20. Transactions are listed
21. Click the Comments Icon to view comments about the transaction. Click OK to close the pop-up.
22. Close the transactions
23. Click Links to see available options
24. Select Count Sheet (This report lists all of the vaccine at the inventory location and has space to write the physical count.)
25. Enter the physical count in the column marked "Physical Count" for each inventory item.
26. Click update to save the data
27. The green checkmark indicates that the inventory is within the acceptable inventory difference
28. Click the arrow next to Update
29. Once all the inventory items have green checkmarks, select Close Reconciliation
30. Once the inventory reconciliation is closed automatic inventory adjustments will be created for the appropriate line items and once closed, you will not be able to reopen.
31. Click OK to close the reconciliation
32. A Success message will display
33. Click Cancel to return to the Vaccine Inventory Reconciliation Search screen

34. Click Search
35. Reconciliation can be seen in the reconciliation search results with a closed status.