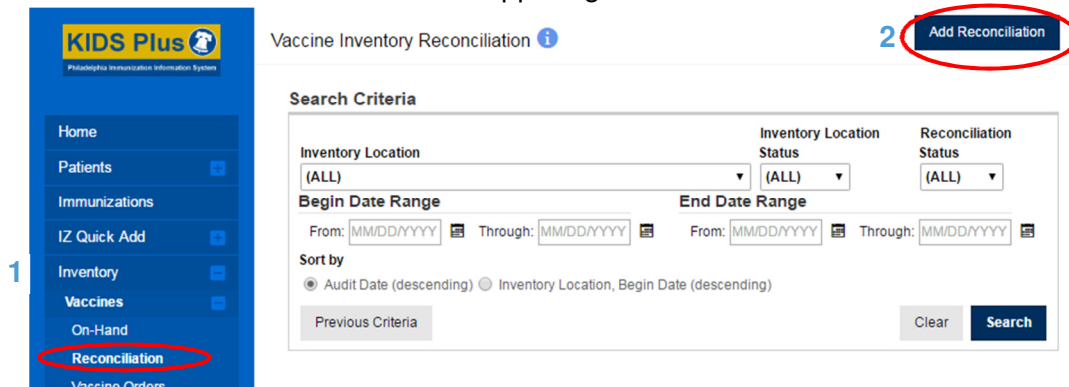


# VFC & VFAAR KIDS Plus IIS Reconciliation

<https://kids.phila.gov>

! 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.

- 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.



KIDS Plus Philadelphia Immunization Information System

Vaccine Inventory Reconciliation ? i 2 **Add Reconciliation**

**Search Criteria**

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


**Begin Date Range**      **End Date Range**

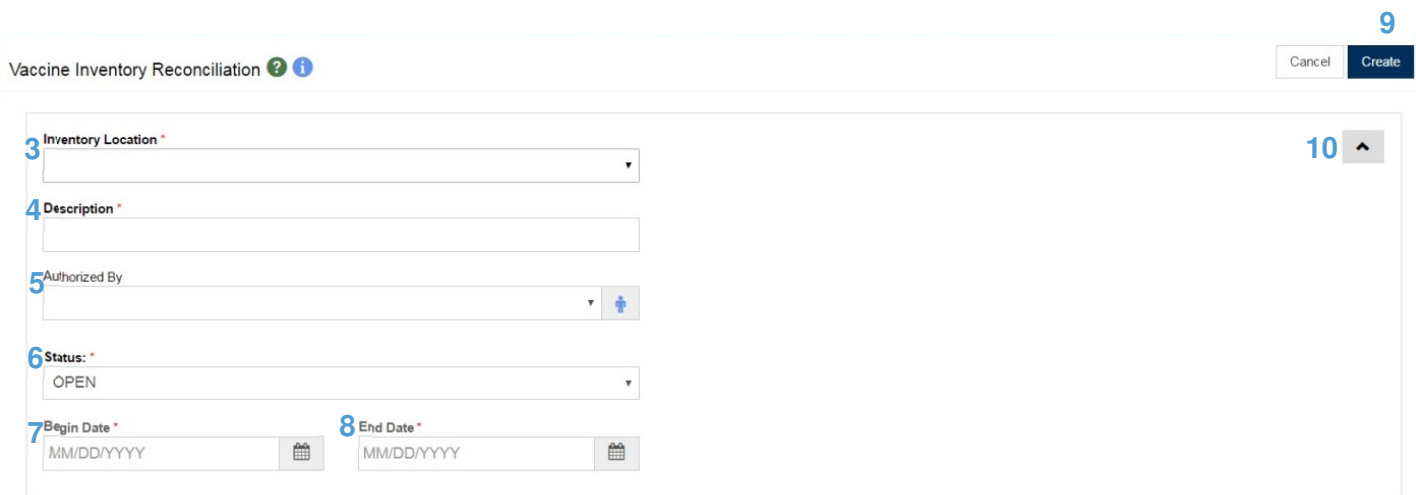
From: MM/DD/YYYY    Through: MM/DD/YYYY    From: MM/DD/YYYY    Through: MM/DD/YYYY

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 "man 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 ? i 9 Cancel Create

**3** Inventory Location \* 10 ^

**4** Description \*

**5** Authorized By

**6** Status: \*  
OPEN

**7** Begin Date \*      **8** End Date \*

MM/DD/YYYY    MM/DD/YYYY

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 📌 🔗 🔄 Update **12**

Inventory Location: PROJ01 ADULT REFRIGERATOR/FREEZER (COMBO) **17**

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

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" value="0"/>	0	0	-400	<input type="text" value="0"/>

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.

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" value="-50"/>	0	0	-50	<input type="text" value="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" value="0"/>	0	0	-25	<input type="text" value="20"/>

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**.

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	<input type="text" value="-50"/>	0	0	0	<input type="text" value="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" value="-25"/>	0	0	0	<input type="text" value="20"/>