# Vaccine Inventory Reconciliation

These instructions detail how to reconcile vaccine inventory which is a complete list of the vaccine inventory you have in the organization/facility. The reconciliation **must** be performed **monthly**.

1. Log into the system using your username and password. Using the navigation menu, click on the **Lot Numbers** menu heading and click **Reconciliation** to show the **Reconciliation Inventory Screen**.



2. The Reconciliation List contains pre-populated data to include:
   - The Vaccine inventory list.
   - The Lot number of each vaccine.
   - The Expiration date of each vaccine.
   - The Quantity on hand of each vaccine.



3. Print the **Reconciliation Worksheet** to take to your cold storage area to count the physical count of vaccines you have available. To print, scroll to the bottom of the Reconciliation sheet and click **Print**.
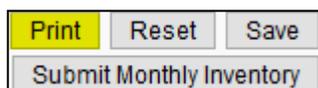


4. After you enter your inventory numbers for each vaccine in the worksheet, return to the IWeb program and enter the exact number for each vaccine in the **Physical Inventory** column.

| Reconcile Inventory الجرد التوفيقي | | | | | |
|---|---|---|---|---|---|
| Vaccine | Lot Number | Exp Date | Quantity on Hand | Physical Inventory | Adjustment (+/-) |
| DTaP,IPV,Hib,HepB (Hexa) | AA93829 | 12/08/2021 | 10 | 8 | -2.0 |
| IPV | AA4738 | 18/11/2021 | 10 | 20 | 10.0 |

5. If the "Physical Inventory" in your storage unit matches the "Quantity on Hand" for all the vaccines, select **Submit Inventory**.



6. If the **Physical Inventory** does not "match" the **Quantity on Hand** value, the system will automatically adjust. At this point you must enter a reason for the adjustment by selecting a choice from the **Category** and **Reason** dropdown.

| Adjustment (+/-) | Category | Reason |
|---|---|---|
| -2.0 | Spoiled | Not properly stored |

   - There are various other Category and Reasons you may select depending on the cause of the adjustment. Categories include: Administered, Expired, Recall, Spoiled, Transfer, and Wasted.
   - Each Category has a corresponding Reason for the adjustment in the dropdown selection.
   - IWeb also allows users to adjust inventory by adding vaccines. For example: a nurse used a different lot number than the system deducted from when utilizing the Manual Entry or the EHR/EMR lot number selection.

| Reconcile Inventory | | | | | | | |
|---|---|---|---|---|---|---|---|
| Vaccine▲ | Lot Number | Exp Date◆ | Quantity on Hand | Physical Inventory | Adjustment (+/-) | Category | Reason |
| DTaP (Infanrix®) | HBH344 | 09/22/2016 | 20 | 30 | 10.0 | Order Received | Received from VFC program |

7. If the "Physical Inventory" equals 0 on any lot number, the "Inactive" box can be checked to take the lot number off the **Reconciliation** screen.

| Quantity on Hand | Physical Inventory | Adjustment (+/-) | Category | Reason | Funding Source | Inactive |
|---|---|---|---|---|---|---|
| 9 | 0 | -9.0 | Transfer | Transferred to another provider | PUB | ☑ |

8. When all the "Quantity on Hand" matches your "Physical Inventory" in your storage unit, click **Submit Monthly Inventory**.



9. At the end of the inventory list, on the left side of the page, the "Inventory Last Submitted" date will be listed.

Inventory Last Submitted: 14/08/2019