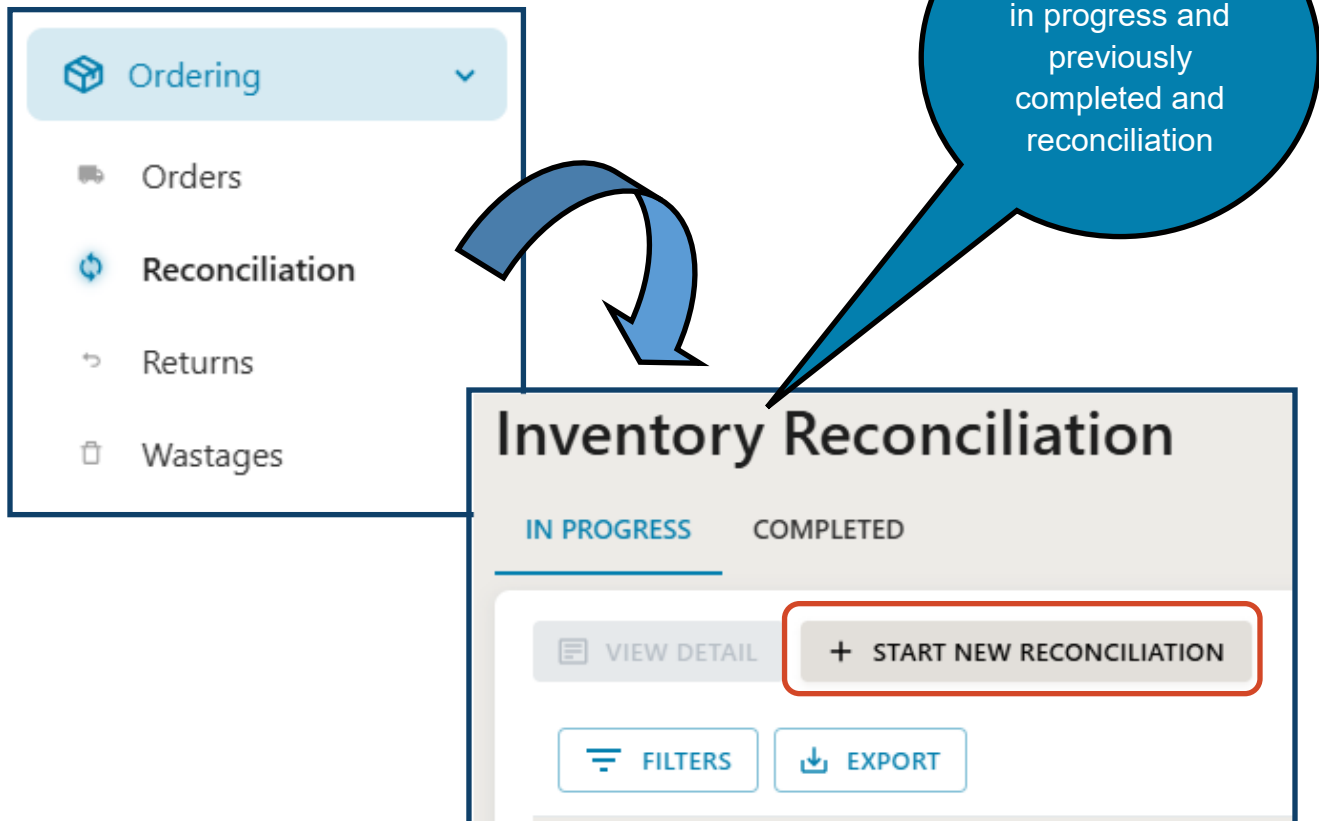# Inventory Reconciliation

Getting Started

Before a user can place a public vaccine order in the NDIIS, the provider site must have completed a reconciliation of their public vaccine inventory within the last 7 days. Users will see a reminder on their NDIIS **Home** screen if reconciliation needs to be completed.

> ✅ Inventory Reconciliation must be done before ordering.

Reconciling Public Vaccine Inventory

1.) To start a new vaccine reconciliation, click **Reconciliation** from the **Ordering** drop down in the Main Menu.

2.) Click **Start New Reconciliation**.

Users can view in progress and previously completed and reconciliation

3.) Users will enter the **Actual Quantity** on hand for all lots listed.

⇒ By default, the list of lots displayed excludes private vaccine inventory and expired lots. Users can choose to reconcile both their public and private inventory in one transaction but clicking the **Include Private Lots** toggle.

⇒ Lots are listed in alphabetical order by vaccine type and then by lot number.

⇒ Lots with a zero balance of doses on hand in the NDIIS will have the **Actual Quantity** field pre-populated with zero doses. This can be changed if the provider does still have doses on hand for that lot.

⇒ Users have the option to print a count sheet to assist with their inventory reconciliation. The count sheet lists all non-expired public and private lots in the provider's NDIIS inventory.


4.) Once the **Actual Quantity** has been entered for all lots, the **Review & Complete** button will be enabled.

5.) If all entered information is correct, click **Complete Inventory Reconciliation**.

⇒ Changes to inventory balances on hand will not be committed until the reconciliation has been completed.

⇒ Once complete, the provider's inventory will be updated based on what was entered in the reconciliation. Changes can be viewed through the inventory ledger.
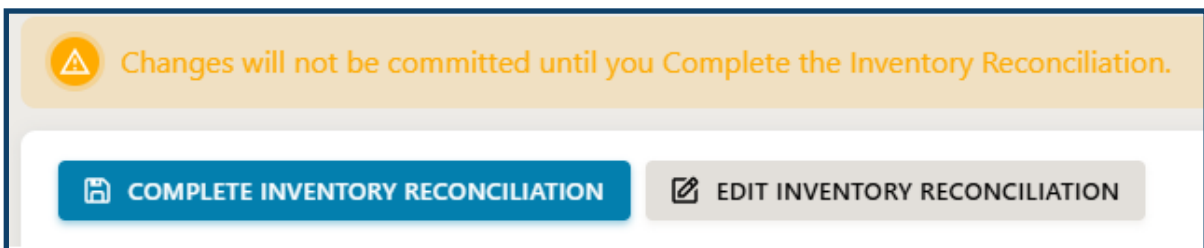
⇒ Saved reconciliations will be listed on the *In progress* page.

⇒ Completed reconciliations will show on the *Completed* page and are valid for 7 days from the **Transaction Date**.

⇒ Once complete, the user's NDIIS Home screen will show that their provider site's inventory reconciliation is current.