


Inventory Reconciliation

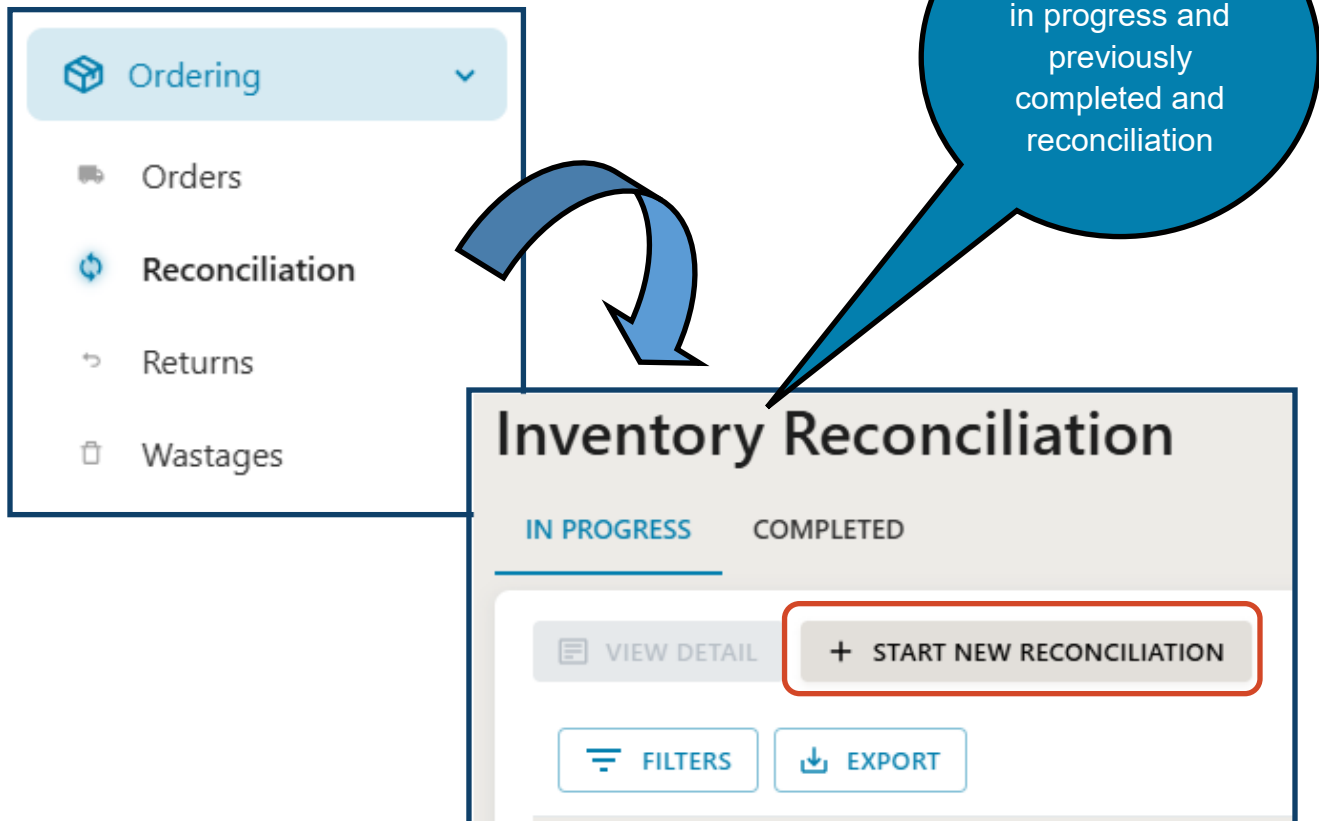
Getting Started

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**.



The screenshot shows the 'Ordering' dropdown menu on the left with options: Orders, Reconciliation, Returns, and Wastages. A blue arrow points from the 'Reconciliation' option to the 'Inventory Reconciliation' page. The page has tabs for 'IN PROGRESS' and 'COMPLETED'. Below the tabs are buttons for 'VIEW DETAIL', '+ START NEW RECONCILIATION' (highlighted with a red border), 'FILTERS', and 'EXPORT'. A blue callout bubble points to the '+ START NEW RECONCILIATION' button with the text: '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.



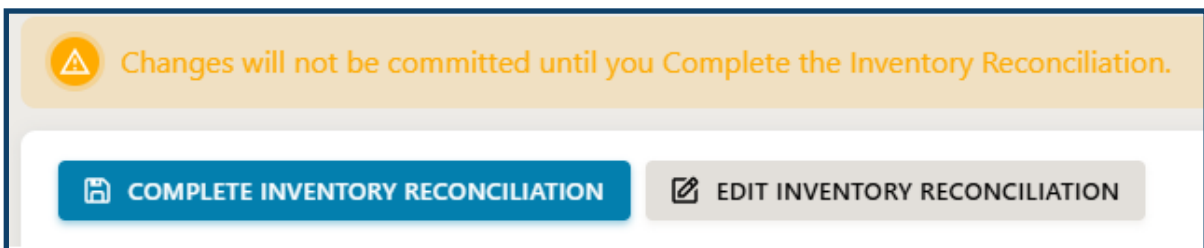
4.) Once the **Actual Quantity** has been entered for all lots, the **Review & Complete** button will be enabled.



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 NDIS Home screen will show that their provider site's inventory reconciliation is current.

The screenshot shows a user interface for reconciliation. At the top, there are two buttons: "PRINT SUMMARY" (with a printer icon) and "VIEW LEDGER ENTRIES" (with a list icon). Below these are three input fields: "Document Number" containing "REC-1620", "Created Date" containing "01/31/2025", and "Transaction Date" containing "01/31/2025". A large blue curved arrow points from the "Transaction Date" field down to a green success message box. The message box contains a green checkmark icon and the text "Inventory Reconciliation is up to date."