**Aggregate Inventory Reconciliation:**

1. Make sure if you are tied to multiple locations you are in the correct location before you being the reconciliation process.

2. On the left side of the OSIIS page click on the “Inventory” tab

3. Then, click on “Vaccines”
4. Then, click on “Reconciliation”

5. Once you have clicked on ‘Reconciliation, it will take you to the “Vaccine Inventory Reconciliation” screen

6. Click on “Add Reconciliation”

7. Then you will need to select the drop down menu under “Inventory Locations”
8. A box will then generate with 7 “Pre-Check Results” you will not be able to move on unless all 7 have green check marks. Anything with a red ✗ will need to be corrected before you can move forward.

9. Once all boxes have green checks click “Proceed” which will then bring you to the beginning of the reconciliation. You will need to write a description (see example below) pick who is completing the reconciliation under “Authorized By”. You will need to double click in the “Count Date” field as well as the “Count Time” field. (Please note the “Status and “Last Count Date/Time” will be grayed out and will not allow you to make changes).
10. You have now successfully opened a reconciliation if you are in this screen.

11. You will now want to locate and print the ‘Aggregate Doses Administered’ report. On the left side of the screen click on “Reports”

12. Scroll down to the bottom of the screen until you see ‘ Aggregate Inventory Reconciliation’. Click on it to open it.
13. Here you will double click in the ‘From Vaccination Date Range’ (the date you open the reconciliation) as well as then double click in the ‘To Vaccination Date Range’ (the same date as the previous date field).

14. Once the report has been pulled, you will then need to click on ‘Inventory → ‘Vaccines’ → ‘Reconciliation’ again.

15. You will want to click on the drop down menu under “Inventory Location” and select the correct location you opened the reconciliation for. Once you have done that, click on the green ‘Search’ button.

16. You will want to click on ‘View’ to go back into the reconciliation you have already created.
17. The ‘Inventory Difference’ will be a negative number which will reflect what OSIS says you should have on hand. The ‘Physical Count’ is where you will reflect what you currently have on hand at your facility and ‘Aggregate Administered’ is what has been actually administered since you opened the reconciliation and pulled the report. That report is where you will pull the numbers from the “Aggregate Doses Administered” report you pulled in the steps above. Ex: say you have 7 doses (Inventory Difference), you have administered 4 (Aggregate Administered) of those 7 doses which will leave you 3 doses (Physical Count).

18. Once you have completed all of the columns you will want to click on ‘Update’ at the top right of your screen. In order to close the reconciliation, you will want to click on the drop down arrow next to update again and click on ‘Close Reconciliation’. Please note unless you click on ‘Close Reconciliation’ it will not be considered closed and you will not be able to place orders until it’s closed.