



Colorado Immunization Information System

<https://ciis.state.co.us/ciis>

Add a Reconciliation in CIIS for Manual (Type 3) Inventory Users

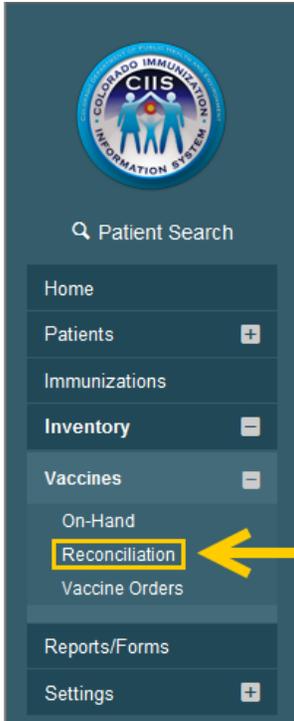
This reference guide will review how to add or open an Inventory Reconciliation in CIIS.

[Accessing the Vaccine Inventory Reconciliation Screen](#)

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Accessing the Vaccine Inventory Reconciliation Screen



1. To view the Vaccine Inventory screen, you will need to access the CIIS Main Application webpage at <https://ciis.state.co.us/ciis> and log-in to your account.
2. On your CIIS home screen make sure you have selected the correct provider and clinic in the Default Provider/Clinic fields. If you have access to more than one provider/clinic, use the drop-down arrows to select the clinic in which you want to work.

3. On your CIIS home screen, click on the *Inventory* module link in the green left-hand navigation bar.
4. Next, click on the *Reconciliation* link. You will be navigated to the *Vaccine Inventory Reconciliation* Screen.

Searching for a Reconciliation

1. To find an existing open or closed reconciliation for your inventory location, click on the search button on the *Inventory Reconciliation* screen.

2. This will bring up a list of all open and closed reconciliations for your inventory location.

Status	Description	Begin Date	End Date	Authorized By		
PHYLLIS MANUAL 15 TEST - 000						
Open	SEPT RECON	09/02/2015	10/02/2015	PHYLLIS TRAINER		View Report View
Closed	AUG RECON	08/19/2015	09/01/2015	PHYLLIS TRAINER		View Report View

Adding a New Reconciliation

1. Click the *Add Reconciliation* button at the top of the page. This button will take you to the *Add Vaccine Inventory Reconciliation* screen.

Vaccine Inventory Reconciliation

Click "View" to see the details of an existing record, "Add Reconciliation" to create a new record. **Add Reconciliation**

Search Criteria

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

Begin Date Range: From: Through: End Date Range: From: Through:

Sort by: Audit Date (descending) Inventory Location, Begin Date (descending)

Previous Criteria
Clear
Search

2. Enter the required information: (Bolded fields are required.)
 - **Inventory Location** - Choose a location from the drop-down menu.
 - **Description** - is the name of your reconciliation.
 - **Begin date** - is auto-populated by the system and is set based on the *End Date* of your previous reconciliation. **Note: The only time the user will have to enter the *Begin Date* is when adding the very first reconciliation for an inventory location.**
 - **End Date** - is the date you want to balance and CLOSE your reconciliation. This includes counting your physical ending inventory. Please Note: CIIS will NOT allow you to close your reconciliation prior to the *End Date* that you have entered.
 - **Status** - will default to open since this is a new reconciliation.
 - **Authorized By** - Choose the person who authorized this reconciliation from the drop-down menu. Click on the blue circle icon to select yourself as the authorizer. This field is not required.
3. Click the *Create* button to open your new reconciliation.

Add

Inventory Location: PHYLLIS MANUAL 15 TEST

Description: SEPT RECON Begin Date: 09/02/2015 End Date: 10/02/2015

Status: OPEN Authorized By: TRAINER, PHYLLIS (-)

Create
Cancel

Note: Only the bolded fields are required.

4. Once you create your reconciliation, you will be able to view the details of your reconciliation including:

- **Funding Source**
- **Vaccine**
- **Beginning Inventory**
- **Inventory Received**
- **Inventory Administered** - is a count of all doses administered between the reconciliation *Begin Date* and *End Date*. Note: The system will automatically subtract doses that you add and administer in CIIS.
- **Inventory Transferred, Returned, Expired, Recalled, or Wasted**
- **Inventory Unaccounted**
- **Inventory Difference** - difference between what you actually have on hand in your refrigerator/freezer with what is recorded in CIIS.
- **Ending Inventory** - your actual physical vaccine inventory count.

Each row on your vaccine inventory will have a number to help you distinguish between line items.

Vaccine Inventory Reconciliation

Click "Create"/"Update" to save the record or "Cancel" to return to the previous page. i

Edit

Inventory Location: PHYLLIS MANUAL 15 TEST Print

Description: SEPT RECON Begin Date: 09/02/2015 End Date: 10/02/2015

Status: OPEN Authorized By: TRAINER, PHYLLIS (--) i

The record has been saved successfully.

Update Cancel

Inventory By Doses

Line No.	Vaccine (Brand) Mfg NDC Lot Exp Date	Beginning Inventory	Inventory Received	Inventory Administered	Inventory Transferred	Inventory Returned/Expired/Recalled	Inventory Wasted	Inventory Unaccounted	Inventory Difference (+/-)	Ending Inventory	Inquiry	On-Hand
VFC												
1	DTaP (Daptacel) (0.5 mL x 10 vials) PNC 49281-0286-10 DTCEL12 08/31/2016	10	0	-1	0	0	0	0	-9	0		
2	Hep A, Ped/Adol (Havrix) (0.5 mL x 10 syr) SKB 58160-0825-52 HURR123 10/01/2015	0	1	-1	0	0	0	0	0	0		
3	Tdap (Boostrix) (.5 mL x 10 vials) SKB 58160-0842-11 VNA123 10/31/2016	0	5	0	0	0	0	0	-5	0		

Note: On your open reconciliation, you will also notice two printer icons are displayed: When you click the printer icon under the *Inquiry* column, you will be able to view an Inventory Transaction Inquiry Report for the corresponding vaccine during this reconciliation date range (*Begin Date* and *End Date*). When you click the printer icon under the *On-Hand* column, you will be able to view a current inventory on-hand report for the corresponding vaccine.

Throughout your reconciliation date range, which is between your reconciliation *Begin Date* and *End Date*, you will be able to adjust, edit and transfer your vaccine inventory. The system will automatically subtract doses that you have added and administered in CIIS. When you are ready to close your reconciliation, you will enter your physical ending inventory count. To view a quick guide on how to close a reconciliation, please visit the [CIIS VFC Health Care Provider Quick Guides and Job Aids](#) website.