

Colorado Immunization Information System

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

Editing and Closing a Reconciliation in CIIS for Aggregate Inventory Users

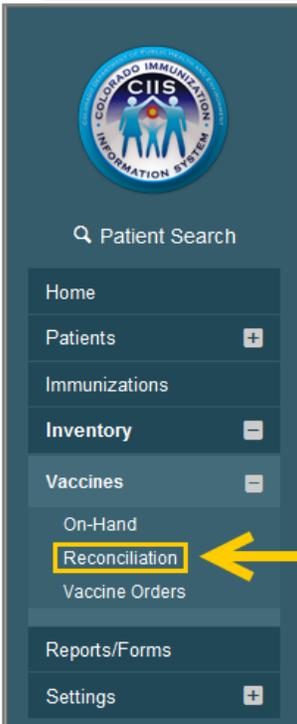
This reference guide will review how to edit and close an Inventory Reconciliation in CIIS.

[Accessing the Vaccine Inventory Reconciliation Screen](#)

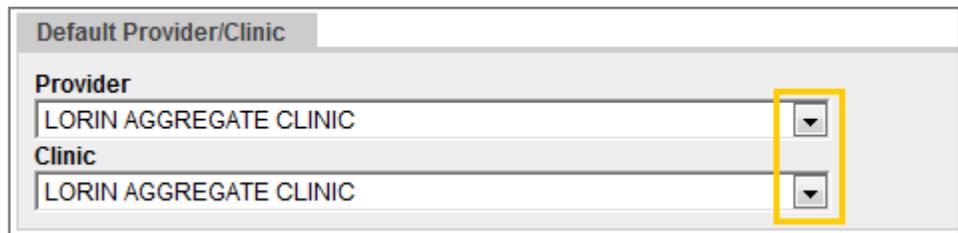
[Searching for a Reconciliation to Edit or Close](#)

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Accessing the Vaccine Inventory Reconciliation Screen



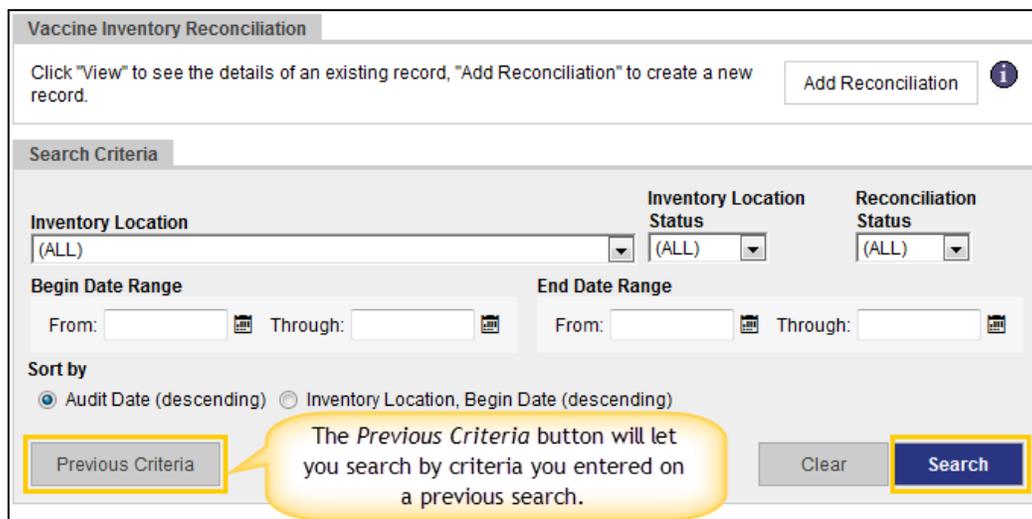
1. To view the Vaccine Inventory screen, you will need to access the CIIS Main Application webpage at <https://ciis.state.co.us/ciis> and log-in to your account.
2. On your CIIS home screen make sure you have selected the correct provider and clinic in the Default Provider/Clinic fields. If you have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



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 to Edit or Close

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



2. This will display a list of all *Open* and *Closed* reconciliations. Click the *View* button to select the reconciliation you are ready to edit and close.

Search Results - 2 record(s)

Status	Description	Begin Date	End Date	Authorized By		
VFC AGGREGATE TEST - 154R (Aggregate Reporter)						
Open	SECOND RECON	09/26/2015	10/25/2015	PHYLLIS TRAINER	?	View Report View
Closed	FIRST RECON	09/01/2015	09/25/2015	PHYLLIS TRAINER	?	View Report View

Editing and Closing Reconciliation

Note: When you are ready to edit and close your reconciliation, it is important that you count your physical *Ending Inventory* at the end of the work day on your reconciliation *End Date* when all vaccine activity has been completed, or at the beginning of the next work day before vaccine activity occurs.

1. Click the *Print* button at the top of the page to print a reconciliation worksheet. You can take this to your vaccine storage unit and enter your physical on-hand inventory in the *Ending Inventory* column. Then enter the information from the worksheet to your reconciliation in CIIS.
2. For each vaccine, enter the number of doses you administered between the *Begin Date* and *End Date* of your reconciliation. The system will automatically enter a negative sign (-).
3. For each vaccine, enter your physical *Ending Inventory* count.
4. Click the *Update* button anytime during this process to save your information and re-calculate the *Inventory Difference* column. **If everything balances your *Inventory Difference* column will be zero.**

Notes:

- Vaccines displayed in red are expired. Before closing a reconciliation, you **should** zero out the remaining expired doses in CIIS. In the example below, all of the doses of Hep A were administered, therefore, the physical *Ending Inventory* is zero.
- CIIS will allow you to close a reconciliation with a plus or minus 10 in the *Inventory Difference* column as long as you have enough doses on hand to cover this balance. **An *Inventory Difference* higher than plus or minus 10 will appear in red on your reconciliation.**

Edit

Inventory Location: VFC AGGREGATE TEST Print

Description: SECOND RECON Begin Date: 09/26/2015 End Date: 10/01/2015

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

? Update Cancel

Inventory By Dose

Line No.	Vaccine (Brand)	Beginning Inventory	Inventory Received	Aggregate Administered	Inventory Transferred	Inventory Returned/Expired/Recalled	Inventory Wasted	Inventory Unaccounted	Inventory Difference (+/-)	Ending Inventory	Inquiry	On-Hand
1	DTaP (Daptacel) (0.5 mL x 10 vials) PMC 49281-0286-10 AGGTE1 09/30/2016	5	0	-2	0	0	0	0	0	3		
2	Hep A, Ped/Adol (Havrix) (0.5 mL x 10 vials) SKB 58160-0825-11 ABCD154 09/30/2015	0	5	-5	0	0	0	0	0	0		
3	Hep B, Ped/Adol (Engerix B) (0.5 mL x 10 syr) SKB 58160-0820-											

1. Click the *Print* button to print a reconciliation worksheet.

2. For each vaccine, enter the number of doses you administered between the reconciliation *Begin Date* and *End Date*. The system will automatically enter the negative sign (-).

3. Enter your physical *Ending Inventory* (refrigerator/freezer) count as of your reconciliation *End Date*.

4. Click the *Update* button to save your information and recalculate the *Inventory Difference* column.

You Are Now Ready to Close Your Reconciliation

Once everything balances, that is your *Inventory Difference* column is zero, you are ready to close your reconciliation.

1. From the *Status* field, click the drop-down arrow and select *Closed*.
2. Click the *Update* button.
3. The system will display a message asking if you want to close this reconciliation. Click *OK* and the system will now close your reconciliation. You can now place your publicly-funded vaccine order through the *Vaccine Ordering Module(VOM)*.

Please remember: You must place your vaccine order within 14 days of the *End Date* of your reconciliation.

The screenshot shows the 'Vaccine Inventory Reconciliation' window. The 'Status' dropdown menu is set to 'CLOSED'. A blue 'Update' button is visible. A 'Message from webpage' dialog box is open, asking 'Do you want to continue?'. Three yellow callout boxes provide instructions: 1. 'Select Closed from the drop-down menu.' (pointing to the Status dropdown), 2. 'Click the Update button.' (pointing to the Update button), and 3. 'Click the OK button.' (pointing to the OK button in the dialog box).

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

Edit

Inventory Location: VFC AGGREGATE TEST Print

Description: SECOND RECON Begin Date: 09/26/2015 End Date: 10/01/2015

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

Update

Inventory By Doses

Line No.	Vaccine (Brand) Mfg NDC Lot Exp Date	Beginning Inventory	Inventory Received	Aggregate Administered	Inventory Transferred	Inventory Returned	Inventory Used	Inventory Unaccounted	Inventory Difference (+/-)	Ending Inventory	Inquiry	On-Hand
1	DTaP (Daptacel) (0.5 mL x 10 vials) PMC 49281-0286-10 AGGTE1 09/30/2016	5	0	-2	0	0	0	0	0	3		
2	Hep A, Ped/Adol (Havrix) (0.5 mL x 10 vials) SKB 58160-0825-11 ABCD154 09/30/2015	0	5	-5	0	0	0	0	0	0		
3	Hep B, Ped/Adol (Engerix B) (0.5 mL x 10 syr)	10	0	-1	0	0	0	0	0	9		

If you have questions, please contact the Vaccine Ordering Module (VOM) Help Desk at 303-692-2437, option 1.

10/2015