

Colorado Immunization Information System

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

Editing and Closing a Reconciliation in CIIS for Manual (Type 3) Inventory Users

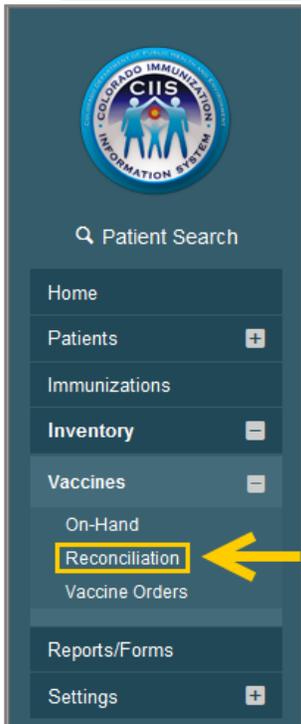
This reference guide will review how to edit and close an Inventory Reconciliation in CIIS.

[Accessing the Vaccine Inventory Reconciliation Screen](#)

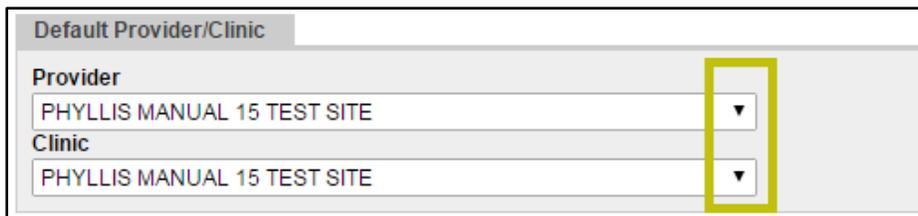
[Searching for a Reconciliation to Edit or Close](#)

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Accessing the Vaccine Inventory Reconciliation Screen



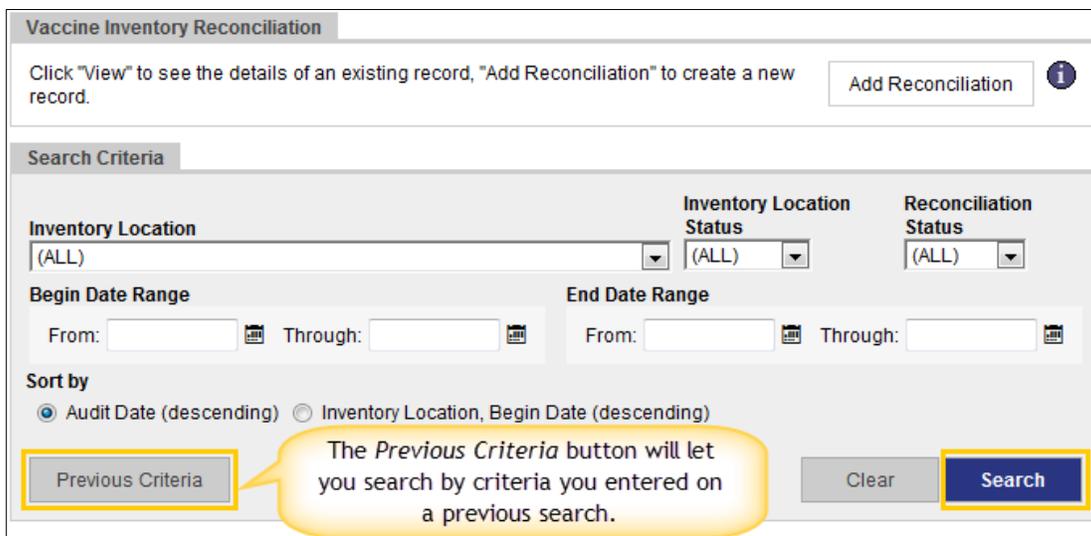
1. To view the Vaccine Inventory screen, you will need to access the CIIS Main Application webpage at <https://ciis.state.co.us/ciis> and log-in to your account.
2. On your CIIS home screen make sure you have selected the correct provider and clinic in the Default Provider/Clinic fields. If you have 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 bring up a list of all open and closed reconciliations. Click the *View* button to select the reconciliation you are ready to edit and close.

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

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 transfer the information from the worksheet to your reconciliation in CIIS.
2. For each vaccine, enter your physical *Ending Inventory* count.
3. 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 in CIIS to cover this balance. *An Inventory Difference* higher than plus or minus 10 will appear in red on your reconciliation.

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

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 (-) Update Cancel

Inventory By Dose

Line No.	Vaccine (Brand)	Beginning Inventory	Inventory Received	Inventory Administered	Inventory Transferred	Inventory Returned/Expired/Recalled	Inventory Wasted	Inventory Unaccounted	Inventory Difference (+/-)	Ending Inventory	On-Hand
1	DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC 49281-0286-10 DTCEL12 08/31/2016	10	0	-1	0	0	0	0	0	9	
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	0	5	

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

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

3. 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 publicly-funded vaccine order within 14 days of the “End Date” of your reconciliation.

The screenshot shows the 'Vaccine Inventory Reconciliation' form. The 'Status' dropdown is set to 'CLOSED'. A callout points to this dropdown with the text '1. Select Closed from the drop-down menu.' The 'Update' button is highlighted with a callout '2. Click the Update button.' A confirmation dialog box is open, asking 'You are about to close this reconciliation period. Automatic inventory adjustments will be created for the appropriate line items. Do you want to continue?' with 'OK' and 'Cancel' buttons. A callout points to the 'OK' button with the text '3. Click the OK button.'

Vaccine Inventory Reconciliation

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

Edit

Inventory Location
PHYLLIS MANUAL 15 TEST

Description
SEPT RECON

Begin Date
09/02/2015

End Date
10/02/2015

Status
CLOSED

Authorized By
TRAINER, PHYLLIS (-)

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) (Daptacel) (0.5 mL x 10 vials) PMC 49281-0286-10 DTCEL12 08/31/2016	10	0	-1	0	0	0	0	0	9		
2	Hep A, Ped/Adol (Havrix) (0.5 mL x 10 syrs) 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	0	5		

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