Inventory Reconciliation

1. Using the navigation menu, click on the **Lot Numbers** tab and then click **Reconciliation**.

2. Print the **Reconciliation** page and take the list of the lot numbers to your fridge to do your physical count. The **Print** button can be found in the lower right hand corner.

3. To reconcile the inventory, do one of the following options:
   - **Option A**: If the **Physical Inventory** matches the **Quantity on Hand** (the quantity you counted in your refrigerator) for all the vaccines, enter the number of vaccines you have on hand for each lot and then click **Submit Monthly Inventory**.
   - **Option B**: If changes are required, determine if the changes are due to **wasted** or **expired** reasons. If yes, make all the necessary changes by:
     a. Entering the **Physical Inventory** (negative quantity)
     b. The **Adjustment** is automatically calculated
     c. Selecting the **Category**
     d. Selecting the **Reason**
     e. If the **Physical Inventory** equals 0 on any lot number, the **Inactive** box can be checked to take the lot number off the **Reconciliation** page. Make sure you only inactivate lot numbers if you are certain you have no more doses of that vaccine.
     f. Click on **Submit Monthly Inventory**.

4. Once you have submitted your inventory you will a message at the top of the screen.

5. At the end of the inventory list, on the left side of the page, make sure the **Inventory Last Submitted** date is correct.

For TennIIS assistance, contact the Helpdesk at: (844) 206-9927 Monday thru Friday 7AM to 6PM CDT or by email at: **TennIIS.Help@tn.gov**

The Helpdesk will be closed on all state holidays.
NOTE: If you are manually entering your administered vaccines with lot number information, TennIIS will automatically decrement or deduct the vaccines administered. You will not need to account for these vaccines again on the inventory page. You may view/print the Patient Detail Report to verify the vaccines are accounted for.

Patient Detail Report

1. Using the navigation menu, click Reports. Under that tab, click Report Module.

2. This will open the Reports Module where you may select various Reports. The patient detail report is found under the Vaccinations section.

3. This report lists patients and the vaccination documentation for the specified search parameters. The list will include data such as:

   Patient Name, Vaccine, Vaccine Date, Manufacturer, Lot, if it Decremented, and other useful information. Run this report for the date range that you are reconciling your inventory in order to check the number of doses that decremented from your inventory. The next screenshot highlights if the dose administered, decremented an active lot number in the providers inventory.

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