

## SIMON Aggregate Vaccine Inventory Reconciliation Checklist

**Instructions:** Follow this checklist when you are ready to balance and close your VFC inventory reconciliation within SIMON.



It is important that you count your *Physical Count* at the end or beginning of the work day on your reconciliation *Count Date* when all vaccine activity has been completed, or at the beginning of the next work day before vaccine activity occurs.



Reconcile your inventory on at least a **MONTHLY** basis, regardless of how often you order vaccine.

### Tips for counting vaccine inventory:

- Pick a reconciliation *Count Date* that works well with your clinic’s workflow. For example, if your clinic stops giving vaccinations early on a particular day of the week, this may be a good time to count the vaccine inventory in your refrigerator and enter the count in the *Physical Count* column of your reconciliation in SIMON.
- Have two staff members do the vaccine inventory physical count to minimize counting errors. For example, one person could count while the other records the number.
- Double check the vaccine inventory lot numbers to verify that your count is correct for each lot number.

SIMON Aggregate Inventory User Checklist (Your clinic reports immunization data electronically to SIMON or only uses SIMON for ordering VFC vaccine.)	Check When Completed
Make sure you have completed your Electronic Decrementing before creating a new reconciliation.	<input type="checkbox"/>
If you have <i>Pending VTrckS Shipments</i> , make sure you <i>Receive</i> these shipments from the <i>Vaccine Inventory On-Hand</i> screen in SIMON.	<input type="checkbox"/>
If you have <i>Pending Incoming Inventory Transfers</i> , make sure you <i>Receive</i> these transfers from the <i>Vaccine Inventory On-Hand</i> screen in SIMON.	<input type="checkbox"/>
Enter the doses you administered <i>DIRECTLY</i> into the reconciliation screen under the <i>Aggregate Administered</i> column. <b>NEVER enter the Aggregate Administered doses from the Vaccine Inventory Adjustment screen.</b> <i>Do not put zero (0) in Aggregate Administered column unless your site did not give that specific lot #. Numbers should be pulled from Aggregate Administered doses report.</i>	<input type="checkbox"/>

<p>Make sure you zero out any remaining expired doses of vaccine inventory. (This vaccine(s) will appear in <b>Red</b> on your reconciliation.)</p>	<input type="checkbox"/>
<p>Enter your vaccine inventory physical count for each vaccine lot number in the <i>Physical Count</i> column on your reconciliation.</p>	<input type="checkbox"/>
<p><b>Tip:</b> Make sure your <i>Physical Count</i> is accurate as it carries forward to your next reconciliation. If you have zeros in your <i>Physical Count</i> column, make sure this is intentional and not because you forgot to enter your physical dose count.</p>	
<p>Click the <i>Update</i> button once you have entered all of your information into your reconciliation screen. This will recalculate the <i>Inventory Difference</i> column on your reconciliation.</p>	<input type="checkbox"/>
<p><b>Tip:</b> It is best practice to have a zero in the <i>Inventory Difference</i> because this means that you have been able to successfully account for all of your inventory. Before closing your reconciliation, review any vaccine inventory items that have an <i>Inventory Difference</i> greater than zero, as these will become <i>Unaccounted for</i> doses once you close your reconciliation. <i>Unaccounted for</i> doses will either be added to your SIMON <i>On-Hand Inventory</i> (if they are positive) or subtracted from your SIMON <i>On-Hand Inventory</i> (if they are negative.)</p> <p><b>Please note:</b> An effort should be made to determine what has happened to those doses that are <i>Unaccounted for</i>, so that you can make the appropriate adjustments before closing your reconciliation. Having more than 5 percent of <i>Unaccounted for</i> doses may prevent you from ordering VFC vaccine in the future pending a review by a VFC staff member.</p> <p><b>Remember:</b> SIMON will <b>NOT</b> allow you to close a reconciliation with a <i>Delta</i> greater than +/-10 for private funded vaccine and +/- 0 for public funded vaccine.</p> <p><b>Questions?</b> Contact the SIMON Help Desk <b>BEFORE</b> making extensive vaccine inventory adjustments as this can make it more difficult to troubleshoot problems.</p>	
<p>Close your reconciliation by clicking the drop-down arrow near the <i>Update</i> button and click <i>Close Reconciliation</i></p>	<input type="checkbox"/>
<p><b>Tip:</b> If you are unable to close your reconciliation, please contact the SIMON Help Desk <b>at</b> <a href="https://apps.dhec.sc.gov/Health/simonmailform/">https://apps.dhec.sc.gov/Health/simonmailform/</a>.</p>	