



VOMS Reconcile Inventory



This guide gives instructions on how to reconcile vaccine inventory at the Public and Private stock level. Reconciliation is a process that can be done throughout the month allowing for a higher quality of vaccine management.

Reconciliation Page

1) Select **Inventory** menu heading. Click *Reconciliation* under the menu to show vaccine inventory. The reconcile inventory page has two tabs, Public and Private, allowing for easier reconciling for ordering purposes.

2) The header across the top shows when the report is due, last reported date, and provides a legend detailing expiration colors/symbols



3) The following headers are available for reconciling either Public or Private inventory:

1. Vaccine – vaccine name, manufacturer, packaging information, and NDC number
2. Lot# - vaccine lot number
3. Exp Date – expiration date
4. Funding Source – vaccine funding source. Ex: PUB (Public), PRVT (Private)
5. Lot History – history of doses received, undecrement doses administered, doses administered, and reconciliation adjustments
6. Quantity on Hand – doses available to administer
7. Physical Counts – area to input physical vaccine counts
8. Discrepancy – if Quantity on Hand and Physical Counts do not match, this column will automatically populate accordingly
9. Adjustments – a button will appear where vaccine discrepancy can be documented using adjustment category and reason
10. Inactivate – if Quantity on Hand is zero, check to inactivate and hide the lot number on the page

4) Vaccines are grouped together by vaccine family name. Each lot number will be listed separately.

Vaccine	Lot#	Exp Date	Funding Source	Transaction History	Quantity On Hand
DTaP/DT/Td					
DTaP DAPTACEL® 10 pack 49281-0286-10	C4751BA	08/09/2017	PUB	VIEW	80
DTaP/DT/Td HEP-B 3 DOSE POLIO					
DTaP-Hep B-IPV PEDIARIX® 10 pack 58160-0811-52	9939E	08/30/2016	PUB	VIEW	0
	LK94M	09/05/2016	PUB	VIEW	9

Print Reconciliation Worksheet

Printing the reconciliation worksheet helps ensure dose numbers are recorded accurately at vaccine storage location(s).

- 1) To generate and print the worksheet, click the printer icon on the top right side of the reconciliation page.
 - a. The Public tab will print only Public vaccines and the Private tab will print only the Private vaccines.
- 2) At the bottom and top right of the worksheet click *Print* to print the worksheet or click *Close* or "X" to close the page.

Vaccine	Lot#	Exp Date	Funding Source	Quantity On Hand	Physical Counts	Discrepancy	Adjustments
DTaP/DT/Td							
DTaP DAPTACEL® 10 pack 49281-0286-10	C4751BA	08/09/2017	PUB	80			
DTaP/DT/Td HEP-B 3 DOSE POLIO							
DTaP-Hep B-IPV PEDIARIX® 10 pack 58160-0811-52	9939E	08/30/2016	PUB	0			
	LK94M	09/05/2016	PUB	9			

- 1) View additional step-by-step "Quick Reference Guides" by visiting the "Document Center" under the Main Menu Heading. 2) Contact the STC Answer Desk with additional how-to questions by phone at 1-844-208-3880 between the hours of 8am - 5pm ET, Monday through Friday. 3) For policy and procedural questions concerning IIS use, please contact the Ohio ImpactSIS Help Desk by phone at 1-866-349-0002 between the hours of 7:30 a.m. and 5 p.m. ET, Monday through Friday.



Adjustments

If you manually upload immunization data to registry, do so the night before you intend on reconciling inventory. This provides an opportunity for those shots to be loaded and deducted from your inventory. If there is a discrepancy between Quantity on Hand and the Physical Count entered for a specific vaccine lot, an adjustment will be required. All doses should be accurately adjusted based on specific Category and Reason.

For Example:

- Quantity on Hand = 60 doses of DTaP
- Physical Counts = 58 doses of DTaP
- Discrepancy = -2

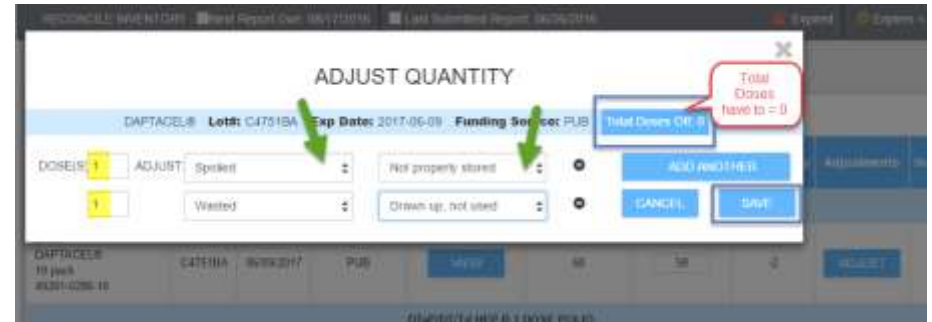
Vaccine	Lot#	Exp Date	Funding Source	Transaction History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
DTaP/DTaP									
DTaP DAPTACEL® 10 pack #021-028-10	C4751BA	06/09/2017	PUB	VIEW	60	58	-2	ADJUST	

After *Adjust* has been selected, a pop-up will appear. This is where adjustments of dose number and reasoning will be documented.

- 1) Enter dose amount, select adjustment category and adjustment reason from the related drop-down lists
 - a. *Add Another* will automatically add a new row if another adjustment reason needs to be documented according to the Total Doses Off number
 - b. Total Doses must be equal to zero

- 2) Click *Save* to save information and return to the Reconcile Inventory page.

Note: Window cannot be closed until the entire dose discrepancy amount has been accounted for with adjustment reasons. To return to the Reconciliation screen, click Cancel or "X".



Submit Inventory

Once finished reconciling inventory there are three options:

1. Click *Clear* to erase all previously entered counts and adjustments
2. Click *Save* to save the inventory and submit later
3. Click *Submit Inventory* to submit the inventory reconciliation.

VARICELLA									
Varicella VARIVAX® 10 pack 00006-4827-00	L009204	03/17/2017	PUB	VIEW	14	14			
	L015045	04/29/2017	PUB	VIEW	90	90			
	L017988	05/19/2017	PUB	VIEW	20	20			

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