

Reconcile Inventory- Aggregate Quick Reference Guide



Note: VFC and COVID-19 enrolled providers are required to reconcile every month, regardless of whether your site submits a vaccine order. Aggregate sites manually enter doses administered during the month for each vaccine lot. An investigation must occur if a discrepancy exists between the quantity on hand in imMTrax and physical counts in your fridge/freezer.

Steps to Follow:

1. Select **VOMS 2.0**, under the Inventory Management menu.



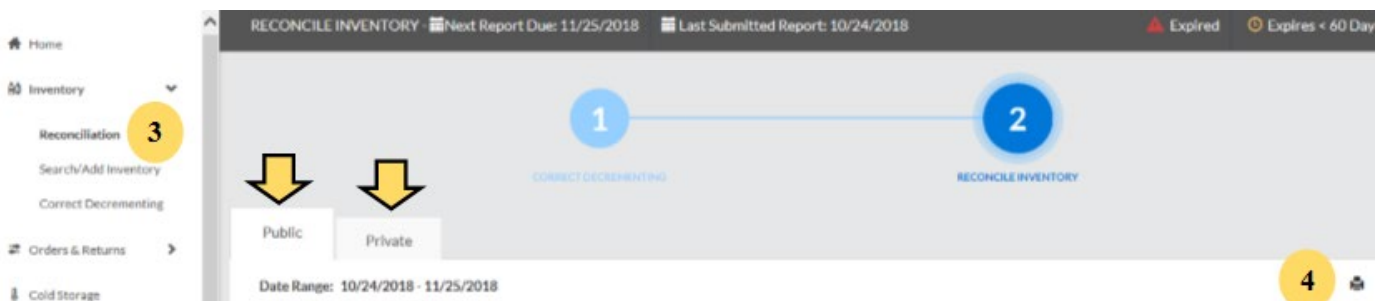
The screenshot shows the 'Patient Search' form in the imMTrax system. On the left, a navigation menu is visible with 'Inventory Management' highlighted and a yellow circle with the number '1' next to it. The form fields include: First Name or Initial, Last Name or Initial, Birth Date, ID, SIIS Patient ID / Bar Code, Chart Number, Family and Address Information (Guardian First Name, Mother's Maiden Name, Street, City, State, Zip Code, Phone Number, Country).

2. VOMS 2.0 application opens.
3. Select **Reconcile**, located under the Inventor menu.

Note: If you have an outstanding order or transfer, you will see a warning. Please resolve the pending order/transfer before proceeding.

Reconciliation on hold pending receipt of transfers.

4. Select the printer icon located on the Public and Private tabs (if your private inventory is managed in imMTrax).



The screenshot shows the 'RECONCILE INVENTORY' application interface. The 'Inventory' menu is expanded, and 'Reconciliation' is highlighted with a yellow circle containing the number '3'. Below the menu, there are 'Public' and 'Private' tabs, each with a printer icon. A 'RECONCILE INVENTORY' button is visible, highlighted with a yellow circle containing the number '4'. The interface also shows a date range of 10/24/2018 - 11/25/2018 and a status bar with 'Expired' and 'Expires < 60 Day' indicators.

5. Print the Reconciliation Worksheet for Public and Private Inventory.

Vaccine	Lot#	Exp Date	Funding Source	Quantity On Hand	Physical Counts	Adjustments
DTaP/DT/Td						
Dtap Infanrix 10 pack - SYRINGES NDC: 58160-0810-52	11111111	04/27/2019	VFC	12		
HPV						

6. Go to the vaccine storage units and write in the physical counts for each vaccine on the worksheet.

7. Enter the number of doses for each vaccine in the **Physical Counts** column on the Reconciliation for public and private inventory.

- a. **For administered doses**, select Adjust and enter doses, Adjustment Category= Administered, Reason= System Non-user aggregate reporting only. Select Save.

b. If a discrepancy occurs, investigate and adjust by selecting Adjust and entering Dose(s), Adjustment Category/ Reason. Select the **Save** button. **Total Doses Off should equal 0.**

i. **Acceptable Adjust Category and Reasons:**

1. Wasted Vaccine: Category=Wasted, Reason= Choose based on the situation.
2. Spoiled Vaccine: Category= Spoiled, Reason= Choose based on the situation.



Note: If you have an outstanding order or transfer, you will **NOT** be able to complete monthly inventory reconciliation (the physical counts boxes on the Reconciliation screen will be greyed out) until you accept the order or transfer.

8. Select the **Submit Inventory** button.

Note: Please ensure you click the *Submit* button and not the *Save* button. Clicking *Save* will not reconcile your inventory.

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivat
DTaP/DT/Td									
Dtap Infanrix 10 pack - SYRINGES NDC: 58160-0810-52	11111111	04/27/2019	VFC	VIEW	12	8	0	• 4 - System Non-user Aggregate Reporting Only	<input type="checkbox"/>
Dtap, 5 Pertussis Antigens Daptacel 10 pack - VIALS NDC: 49281-0286-10	123456	01/05/2019	VFC	VIEW	25	8	0	• 17 - System Non-user Aggregate Reporting Only	<input type="checkbox"/>
HPV									
Hpv9 Gardasil 9 10 pack - SYRINGES NDC: 00006-4119-03	555555	05/04/2019	VFC	VIEW	19	15	0	• 4 - Drawn up, not used	<input type="checkbox"/>
MMR VARICELLA									
MmrV Proquad 10 pack - VIALS NDC: 00006-4171-00	TEST1234	04/13/2019	VFC	VIEW	24	22	0	• 2 - Power Outage / Natural Disaster	<input type="checkbox"/>
					PREVIOUS CANCEL CLEAR SAVE SUBMIT INVENTORY 8				

9. A pop-up box appears stating, “Success. Inventory Has Been Successfully Submitted.”