

# Reconcile Inventory- Aggregate Quick Reference Guide



**Note: VFC 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. If a discrepancy exists between the quantity on hand in imMTrax and physical counts in your fridge/freezer, an investigation must occur.**

## Steps to Follow:

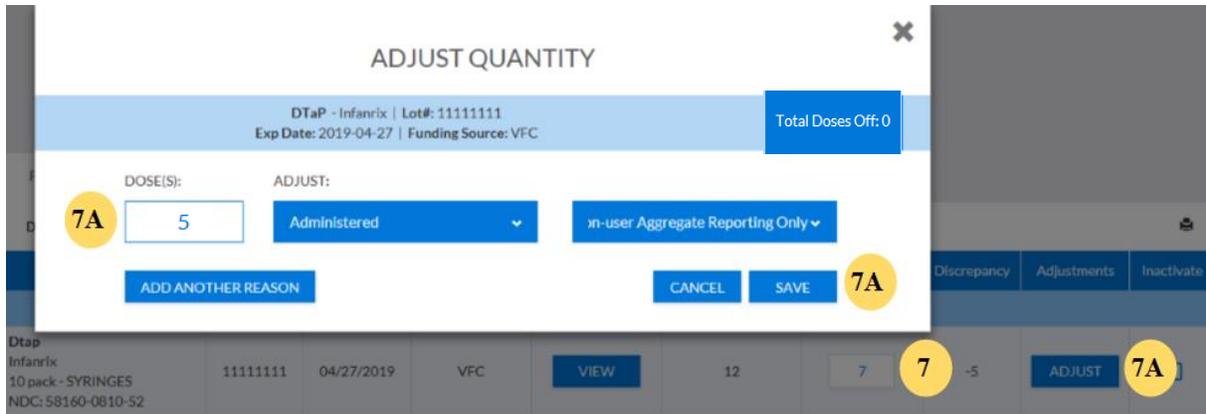
1. Select VOMS 2.0, under the Inventory Management panel.

2. VOMS 2.0 application opens.
3. Select Reconcile, located under the Inventory panel.
4. Select the printer icon located on the Public and Private tabs (if private is managed in imMTrax).

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						

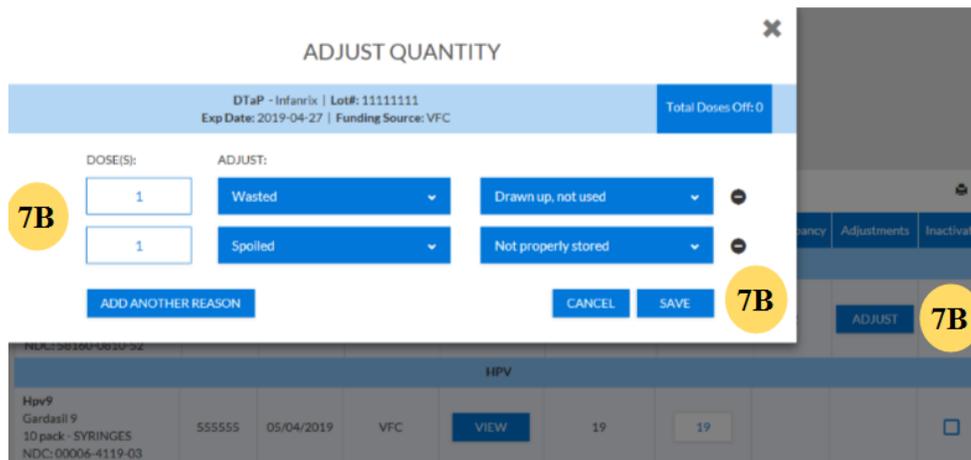
6. Go to the vaccine storage units and write in the physical counts for each vaccine on the worksheet.
7. Enter number of doses for each vaccine in the Physical Counts column on the Reconciliation for public and private inventory.
  - a. **For administered doses**, select Adjust and enter doses, Adjustment 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 Save. **Total Doses Off should equal 0.**

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

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



8. Select Submit Inventory. **Due to an emerging issue, the Montana Immunization Program does not recommend saving and submitting later.**

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivated
DTaP/DT/Td									
Dtap Infanrix 10 pack - SYRINGES NDC: 58160-0810-52	11111111	04/27/2019	VFC	<a href="#">VIEW</a>	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	<a href="#">VIEW</a>	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	<a href="#">VIEW</a>	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	<a href="#">VIEW</a>	24	22	0	• 2 - Power Outage / Natural Disaster	<input type="checkbox"/>
				<a href="#">PREVIOUS</a>	<a href="#">CANCEL</a>	<a href="#">CLEAR</a>	<a href="#">SAVE</a>	<a href="#">SUBMIT INVENTORY</a>	<b>8</b>

- A pop-up box appears stating "Success. Inventory Has Been Successfully Submitted."