

# Reconcile Inventory- Integrated 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. Integrated sites manage inventory person by person, dose by dose. 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.



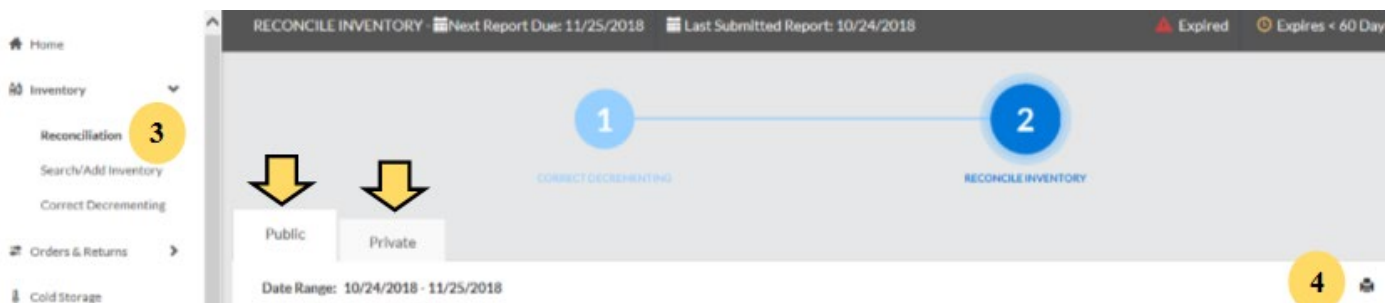
The screenshot shows the 'Patient Search' form in the imMTrax system. On the left, a navigation menu is expanded to 'Inventory Management', where 'VOMS 2.0' is highlighted with a yellow circle containing the number 1. The main form contains fields for Patient Search (First Name or Initial, Last Name or Initial, Birth Date, ID, SIIS Patient ID / Bar Code, Chart Number) and 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 **Inventory** menu.

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

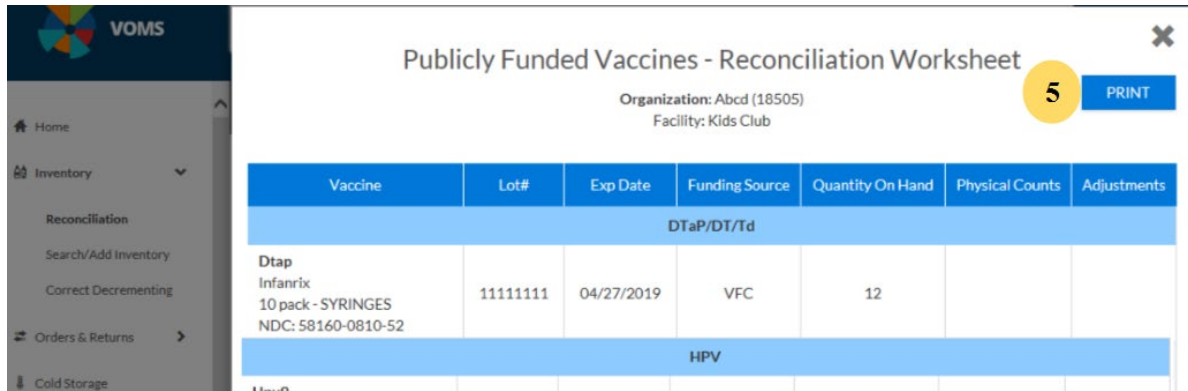
Reconciliation on hold pending receipt of transfers.

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' screen. The 'Inventory' menu is expanded, and 'Reconciliation' is highlighted with a yellow circle containing the number 3. The screen displays 'Public' and 'Private' tabs, with 'Public' selected. A yellow arrow points to the printer icon on the 'Public' tab. A blue circle with the number 1 is over the 'CORRECT DECREASING' button, and a blue circle with the number 2 is over the 'RECONCILE INVENTORY' button. A yellow circle with the number 4 is over the printer icon on the 'Private' tab. The date range is set to 10/24/2018 - 11/25/2018.

5. Print the Reconciliation Worksheet for public and private inventory.



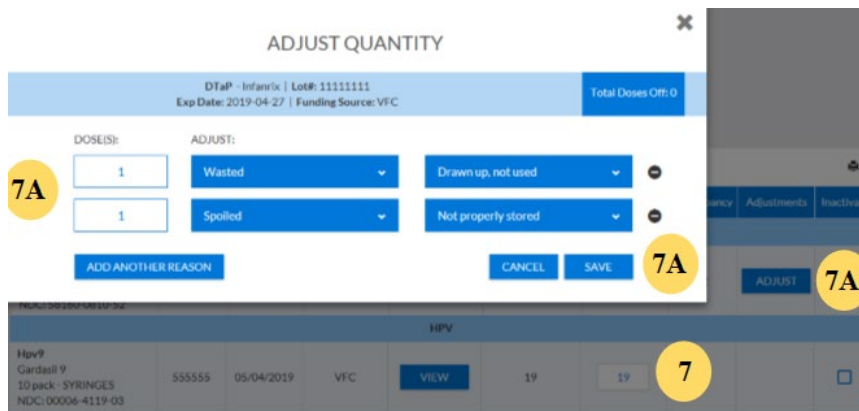
6. Go to the vaccine storage units and write in the physical counts for each vaccine on the worksheet.

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

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

b. 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 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	Inactivated
DTaP/DT/Td									
Dtap Infanrix 10 pack - SYRINGES NDC: 58160-0810-52	11111111	04/27/2019	VFC	<a href="#">VIEW</a>	12	10	0	<ul style="list-style-type: none"> <li>1 - Drawn up, not used</li> <li>1 - Power Outage / Natural Disaster</li> </ul>	<input type="checkbox"/>
HPV									
Hpv9 Gardasil 9 10 pack - SYRINGES NDC: 00006-4119-03	555555	05/04/2019	VFC	<a href="#">VIEW</a>	19	19			<input type="checkbox"/>
MMR VARICELLA									
MmrV Proquad 10 pack - VIALS NDC: 00006-4171-00	TEST1234	04/13/2019	VFC	<a href="#">VIEW</a>	24	24			<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>

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