Correcting Negative Doses in ASIIS for COVID-19 Vaccine Lot Numbers

ARIZONA DEPARTMENT
OF HEALTH SERVICES

Health and Wellness for all Arizonans

Please note, this process is ONLY for COVID-19 vaccines. This process is NOT to be used on VFC or VFA doses.

Reconcile Inventory

- Locate Lot Numbers tab

- Select Reconciliation

Reconcile Inventory

- Locate the COVID-19 vaccine with negative doses in the **'Quantity on Hand'** column

The 'Quantity on Hand' column is the quantity of vaccine currently in inventory, as recorded by ASIIS
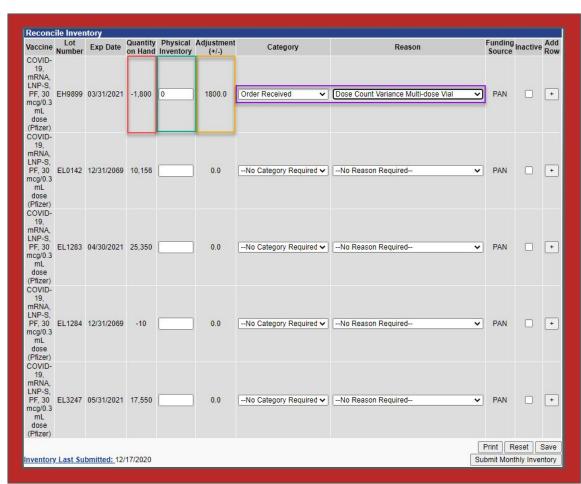
In the 'Physical Inventory' column enter the quantity that physically exists in the inventory. (Example: If you have zero in your cold storage unit for the lot number in question enter "0")

The 'Adjustment (+/-)' column should match the number of doses being adjusted and reported to AIPO

The 'Category and Reason' for the adjustment. Select
Category: **Order Received**
Reason: **Dose Count Variance Multi-dose Vial**

Submit Monthly Inventory

Select **Submit Monthly Inventory** when all changes are entered.

Note: when inventory information is submitted the Inventory Last Submitted date updates on the Reconciliation page