

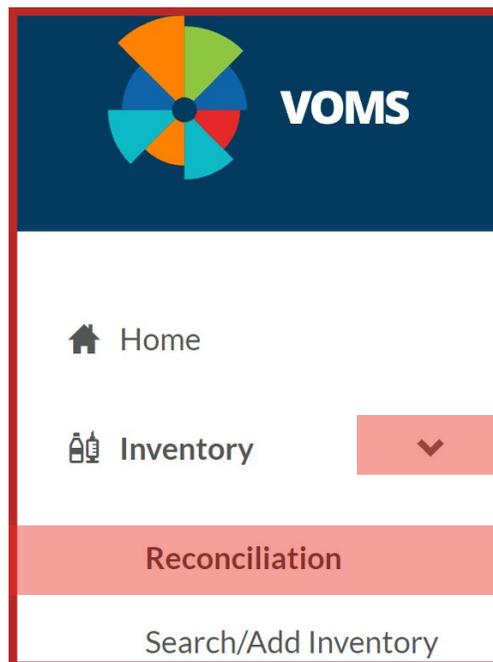
How to Reconcile Inventory In ASIIS (VOMS 2.0)



Step 1: In ASIIS, go to Inventory Management, then click VOMS 2.0.



Step 2: Click the Inventory tab, then select Reconciliation.



Step 3: Enter the Physical Count in the corresponding box. This should match the number of doses in cold storage.

Please note: If you report vaccination records through HL7 electronically, it can take 24-48 hours for records to post and doses to decrement from your inventory. If doses have been administered but have not decremented from your inventory, you will need run reports to determine which records haven't decremented and then fix them. View the Dose Accountability course in AIPO Train for tips on finding doses that have not decremented.

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
DTaP/DT/Td									
Dtap Daptacel® PMC 10 pack - VIALS NDC: 49281-0286-10	7EC55	04/29/2023	VFC	VIEW	100	90	-10	ADJUST	<input type="checkbox"/>
Dtap Infanrix® (Syringes) SKB 10 pack - SYRINGES NDC: 58160-0810-52	4L9E4	02/07/2023	VFC	VIEW	30				<input type="checkbox"/>

Step 4: If the Physical Count is NOT the same as the Quantity on Hand because doses have expired or were wasted, click Adjust to pull up the Adjust Quantity box. If the Quantity on Hand matches the Physical Counts, you will not need to enter a reason for adjustment.

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
DTaP/DT/Td									
Dtap Daptacel® PMC 10 pack - VIALS NDC: 49281-0286-10	7EC55	04/29/2023	VFC	VIEW	100	90	-10	ADJUST	<input type="checkbox"/>
Dtap Infanrix® (Syringes) SKB 10 pack - SYRINGES NDC: 58160-0810-52	4L9E4	02/07/2023	VFC	VIEW	30				<input type="checkbox"/>

Step 5: In the Adjust Quantity box, enter the number of doses being removed.

ADJUST QUANTITY

DTaP - Daptacel® | Lot#: 7EC55
Exp Date: 2023-04-29 | Funding Source: VFC

Total Doses Off: -5

DOSE(S):

ADJUST:

5

Select Adjustment Category ▼

Select Adjustment Reason ▼

ADD ANOTHER REASON

CANCEL

SAVE

Step 6: Select the appropriate Adjustment Category from the dropdown menu.

ADJUST QUANTITY

DTaP - Daptacel® | Lot#: 7EC55
Exp Date: 2023-04-29 | Funding Source: VFC

Total Doses Off: -5

DOSE(S):

ADJUST:

5

Select Adjustment Category ▼

Select Adjustment Reason ▼

ADD ANOTHER REASON

CANCEL

SAVE

Administered	Recall
Spoiled	Transfer
Wasted	

Dtap Daptacel® PMC 10 pack - VIALS NDC: 49281-0286-10	VFC	VIEW	100	90	-10
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Step 7: Select the Adjustment Reason from the dropdown menu.

✕

ADJUST QUANTITY

DTaP - Daptacel® | Lot#: 7EC55
Exp Date: 2023-04-29 | Funding Source: VFC
Total Doses Off: -5

DOSE(S):

ADJUST:

Select Adjustment Reason

5

Wasted

- Broken/Dropped/Spilled
- Drawn up, not used
- Vaccine Damaged in Transit
- Lost and Unaccounted
- Dose Count Variance Multi-dose Vial

ADD ANOTHER REASON

Daptacel® PMC 10 pack - VIALS NDC: 49281-0286-10	7EC55	04/29/2023	VFC	VIEW	-10
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Step 8: If there is another adjustment reason, click Add Another Reason, and repeat steps 5-7 until the Total Doses Off in the top right corner is ZERO. When the Total Doses Off is zero, click Save.

✕

ADJUST QUANTITY

DTaP - Daptacel® | Lot#: 7EC55
Exp Date: 2023-04-29 | Funding Source: VFC
Total Doses Off: 0

DOSE(S):

ADJUST:

5

Wasted

Broken/Dropped/Spilled

-

5

Spoiled

Not properly stored

-

ADD ANOTHER REASON

CANCEL

SAVE

Step 9: Enter the Physical Counts for each vaccine in your inventory.

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
DTaP/DT/Td									
Dtap Daptacel® PMC 10 pack - VIALS NDC: 49281-0286-10	7EC55	04/29/2023	VFC	VIEW	100	90	0	<ul style="list-style-type: none"> 5 - Broken/Dropped/Spilled 5 - Not properly stored 	<input type="checkbox"/>
Dtap Infanrix® (Syringes) SKB 10 pack - SYRINGES NDC: 58160-0810-52	4L9E4	02/07/2023	VFC	VIEW	30	30			<input type="checkbox"/>
DTaP/DT/Td HEP-B 3 DOSE POLIO									
Dtap-Hep B-Ipv Pediatrix® MSD 10 pack - SYRINGES NDC: 58160-0811-52	12345	08/31/2021	VFC	VIEW	10	0	0	<ul style="list-style-type: none"> 10 - Expired 	<input type="checkbox"/>
Dtap-Hep B-Ipv Pediatrix® SKB 10 pack - SYRINGES NDC: 58160-0811-52	ABC123	09/24/2020	VFC	VIEW	93	0	0	<ul style="list-style-type: none"> 93 - Expired 	<input type="checkbox"/>

Step 10: If you enter Private vaccines in ASIIS, you must enter quantities in the Physical Counts column for all vaccines in the Private tab.

Public	Private								
Date Range: 09/23/2021 - 10/07/2021									
Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
FLU									
Influenza, High Dose Seasonal Fluzone® - High Dose MSD 10 pack - SYRINGES NDC: 49281-0403-65	FLU1066	11/20/2019	PRVT	VIEW	1000	0	0	<ul style="list-style-type: none"> 1000 - Expired 	<input type="checkbox"/>
VARICELLA									
Varicella Brand Not Found MSD 1 pack NDC: 00006-4827-00	DD123	02/25/2021	PRVT	VIEW	99	0	0	<ul style="list-style-type: none"> 99 - Expired 	<input type="checkbox"/>
				CLEAR	SAVE	SUBMIT INVENTORY			

Step 11: Once the Physical Counts have been entered for each vaccine, click Submit Inventory.

Note: If you do not enter quantities in every Physical Counts box, you will not be able to submit inventory, and you will receive an error message that reads "Inventory Count Missing."

If you enter a physical count that indicates doses are being removed (ie. for wastage), and you do not click on Adjustments to account for those doses being removed, you will not be able to submit inventory, and you will receive an error message that reads "Discrepancy Unaccounted For."

PNEUMO (PPSV)									
Pneumococcal Polysaccharide Ppv23									
Pneumovax® 23 (Vials)	XXXXX	09/20/2022	VFC	VIEW	10	<input type="text" value="10"/>			<input type="checkbox"/>
MSD 10 pack - VIALS NDC: 00006-4943-00									
POLIO									
Ipv									
Ipol®	T1E871M	10/10/2022	VFC	VIEW	120	<input type="text" value="120"/>			<input type="checkbox"/>
PMC 10 pack - VIALS NDC: 49281-0860-10									
ROTAVIRUS									
Rotavirus, Pentavalent									
Rotateq® (10pk)	1821803	07/26/2022	VFC	VIEW	10	<input type="text" value="10"/>			<input type="checkbox"/>
MSD 10 pack - POUCH NDC: 00006-4047-41									
				CLEAR	SAVE	SUBMIT INVENTORY			

Step 12: If you have inventory adjustments due to wastage, you will need to complete the Vaccine Returns process for the wasted/spoiled vaccines. For instructions on this process, please review the Vaccine Returns job aid.

Success

Inventory Has Been Successfully Submitted

You have selected a returnable reconciliation reason, and a return has automatically been generated. Please click 'Go to Returns' to review and process the return.

[GO TO RETURNS](#)
[CLOSE](#)

Step 13: If you have lot numbers with a 0 quantity to inactivate, click the inactivate box on the right side and then click save at the bottom of the page.

Note: Do not enter a quantity of 0 in the Physical Counts box when inactivating a lot, if you do it will not inactivate the lot.

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
Varicella Varivax® MSD 10 pack - VIALS NDC: 00006-4827-00	R029518	 10/14/2020	VFC	VIEW	1	<input type="text"/>			<input type="checkbox"/>
	S020464	 07/02/2021	VFC	VIEW	2	<input type="text"/>			<input type="checkbox"/>
	U007475	03/08/2023	VFC	VIEW	1	<input type="text"/>			<input type="checkbox"/>
	U024221	08/04/2023	VFC	VIEW	0	<input type="text"/>			<input checked="" type="checkbox"/>
	W003819	02/02/2024	VFC	VIEW	10	<input type="text"/>			<input type="checkbox"/>

CLEAR SAVE SUBMIT INVENTORY