

VIMS: RECONCILE INVENTORY REQUESTS TAKING STOCK

Before entering a Reconcile Request in VIMS, you must take inventory of all the state supplied vaccine in your office.

- VIMS provides a worksheet to help you organize and calculate your data. To print it:
 - To retrieve it, select **Reconcile** from the left menu.
 - Click the **Print** button at the bottom of the page.
- Take the worksheet with you to the refrigerator and freezer and record your count in the **Physical count #doses** column.
- Make note of any doses transferred or wasted since your last Reconcile Request that have not been entered in VIMS yet.
- It is useful to fill in the **# Doses admin** column on the worksheet prior to entering the data on the computer. The easiest way to find this value is to subtract the number in the Physical Count column from the Expected # Doses column (Note: if you have any doses left to adjust or transfer, you'll have to include them in your calculation as well).

Practice Inventory

Requests

Transfer

Adjust

Reconcile

Order

View History

Reports

Vaccine	Brand	NDC	PED/ADU	Lot	Expiration	Begin # doses	# Doses received	# Doses admin	# Doses adjusted out	# Doses in transit	Expected # doses on hand	Physical count # doses
9vHPV	Gardasil®9	00006-4121-02	PED	<u>1621931</u>	1/26/2022	30	0	17	0		30	13
			PED	<u>R029507</u>	7/10/2021	33	0	14	0		33	19
			PED	<u>R029515</u>	7/8/2021	10	0	4	0		10	6
DTaP	Infanrix®	58160-0810-11	PED	<u>K92A4</u>	2/9/2021	12	0	5	0		12	7
DTaP-HepB-IPV	Pediatrix®	58160-0811-52	PED	<u>F4H92</u>	6/21/2021	10	0	3	0		10	7
			PED	<u>YS4Z5</u>	6/21/2021	40	0	21	0		40	19
DTaP-IPV	Kinrix®	58160-0812-11	PED	<u>2F254</u>	10/17/2020	101	0	74	0		101	27
			PED	<u>G9P35</u>	9/15/2020	20	0	9	0		20	11
FLU PED	Fluzone Quad	49281-0419-50	PED	<u>UT6709JA</u>	6/30/2020	130	50	176	0		180	4
HEP B	Recombivax HB®	00006-4093-02	PED	<u>S022583</u>	10/31/2021	0	10	—	0		10	10
HepA	Havrix®	58160-0825-52	PED	<u>4K179</u>	10/30/2021	65	0	44	0		65	21
			PED	<u>BE554</u>	8/1/2021	9	0	5	0		9	4
			PED	<u>94J24</u>	9/26/2021	50	0	11	0		50	39
		ADU	<u>D94MK</u>	7/5/2021	6	0	—	0		6	6	
		ADU	<u>F4EL2</u>	9/11/2021	10	0	7	0		10	3	

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INTERPRETING ERROR MESSAGES

Practice Inventory

Requests

Transfer

Adjust

Reconcile

Order

View History

Reports

When submitted, the Reconcile Request should provide a summary of *all* vaccine inventory activity in the reporting period. The Reconcile table is programmed to alert the user of errors or missing information *immediately*. Because there can be many unique activities represented in a single Reconcile Request, the user will likely see one or more of the alerts below as they are completing the form. Once an error is corrected or a missing value supplied, the alert will automatically clear. Refer to the examples below for guidance on resolving or clearing the most common errors.

ERROR: Numbers don't add up

Error(s) FLU PED:
The physical count quantity must equal the expected # doses on hand. Please verify your count and review the values for administered and adjusted and enter values that may have been missed. You may select the associated lot number for this transactions.

Vaccine	Brand	NDC	PED/ADU	Lot	Expiration	Begin # doses	# Doses received	# Doses admin	# Doses adjusted out	# Doses in transit	Expected # doses on hand	Physical count # doses
DTAPIPHI	Pentacel®	49281-0510-05	PED	RRR33	5/5/2025	1	0	<input type="text" value="0"/>	0	<input type="text" value="0"/>	1	<input type="text" value="1"/>
FLU PED		66019-0306-10	PED	44abc	2/2/2025	9	0	<input type="text" value="0"/>	0	<input type="text" value="0"/>	9	<input type="text" value="8"/>

RESOLUTION: The Expected # doses on hand and the Physical count # doses columns must match in order for a Reconcile Request to be submitted. In this example, the user began with 9 doses, reported administering 0, adjusted 0 out, and entered a physical count of 8 doses. VIMS expects there to be 9. One dose is unaccounted for. The user must account for those doses by adjusting them out, reporting them as administered, *or* adding them to the physical count.

ERROR: Required Field missing a value

Error(s) DTAPIPHI:
The Physical count # doses field is required.

Vaccine	Brand	NDC	PED/ADU	Lot	Expiration	Begin # doses	# Doses received	# Doses admin	# Doses adjusted out	# Doses in transit	Expected # doses on hand	Physical count # doses
DTAPIPHI	Pentacel®	49281-0510-05	PED	RRR33	5/5/2025	1	0	<input type="text" value="1"/>	0	<input type="text" value=""/>	0	<input type="text" value=""/>

Error(s) DTAPIPHI:
The # Doses admin field is required.

Vaccine	Brand	NDC	PED/ADU	Lot	Expiration	Begin # doses	# Doses received	# Doses admin	# Doses adjusted out	# Doses in transit	Expected # doses on hand	Physical count # doses
DTAPIPHI	Pentacel®	49281-0510-05	PED	RRR33	5/5/2025	1	0	<input type="text" value=""/>	0	<input type="text" value=""/>	1	<input type="text" value="1"/>

RESOLUTION: A value must be provided for every square in the Doses administered and Physical count columns. If you leave one of these squares blank, you will receive an Error prompting you to fill it in. Fill any null fields with a "0".

VIMS: RECONCILE INVENTORY REQUESTS

INTERPRETING ERROR MESSAGES CONTINUED

ERROR: Incorrect use of the Doses in transit field

Error(s) DTAPIPHI:

The physical count quantity must equal the expected # doses on hand. Please verify your count and review the values for doses received, administered and adjusted and enter values that may have been missed. You may select the associated lot number for this item to view transactions.

Vaccine	Brand	NDC	PED/ADU	Lot	Expiration	Begin # doses	# Doses received	# Doses admin	# Doses adjusted out	# Doses in transit	Expected # doses on hand	Physical count # doses	Cost per dose	Value
DTAPIPHI	Pentacel®	49281-0510-05	PED	RRR33	5/5/2025	1	0	1	0	3	-3	0	\$59.422	\$-178.266

RESOLUTION: If you have submitted a Transfer or Adjust Request, the doses will appear in the Doses adjusted out column. You *should not* add those doses to the Doses in Transit column; doing so will cause the doses to be subtracted from your Expected number of doses *twice* as illustrated above.

Note: Doses in Transit is rarely used. Enter a value here *only* if a shipment or a transfer from another practice is showing in the Doses Received column but is still in transit at the time of reconciliation.

ERROR: Expired vaccine in inventory

Error(s) on for 9vHPV:

Expired vaccines must be returned in the system prior to submitting your inventory reconciliation. Please save your reconciliation form, physically remove the expired vaccines from your available inventory, return the vaccines in the system, and then update and submit your saved reconciliation.

Vaccine	Brand	NDC	PED/ADU	Lot	Expiration	Begin # doses	# Doses received	# Doses admin	# Doses adjusted out	# Doses in transit	Expected # doses on hand	Physical count # doses	Cost per dose	Value
DTAPIPV	KINRIX	58160-0812-11	PED	ZZ1Z5	1/1/2018	1	0	0	1	0	0	1	\$41.310	\$0.000

RESOLUTION: VIMS will not allow a Reconcile Request to be submitted that shows *any* expired doses in the Physical count column (expired doses *can* be documented as administered or adjusted out). The text will appear red for any lot that is past expiration. Click “Save as Draft” at the bottom of the Reconcile Request. Adjust out the expired doses. Return to the Reconcile Request and complete it. [Note: The error message will disappear but the font in the table will remain red.]

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QUICK TIPS

How to make it easier:

- 1) Take a complete inventory before sitting down at the computer.
- 2) Enter all Adjust and Transfer Requests before you start.
 - *If you forget to enter an Adjust or Transfer Request until you are part way through your Reconcile Request, all is not lost. Click “Save as Draft” at the bottom of the page. Navigate to the Adjust or Transfer Request page and submit the information. Return to your Reconcile Request via the side menu. The new information will have been added to the table and you can pick up where you left off.*
- 3) Don’t forget the Count Date– this is a required field in the upper right hand corner of the Request header.
- 4) Complete one line / row before moving on to the next– filling in both the #Doses Admin field and the Physical count.
- 5) Ignore any Alert Messages until you’ve completely filled in the table– they’re often resolved as quickly as they appear.
- 6) Save! If you are interrupted and need to walk away from the computer, click the “Save as Draft” button at the bottom of the page to avoid being timed out. You will receive a pop-up message confirming that your Request has been saved. If you *don’t* see the pop-up confirmation, click the “Save as Draft” button again.

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