

VIMS: RECONCILE INVENTORY REQUESTS

INTERPRETING ERROR MESSAGES

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.

Practice Inventory

Requests

Transfer

Adjust

Reconcile

Order

View History

Reports

ERROR: Numbers don't add up

Error(s) on for DTaP:
 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	VFC VFA	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
9vHPV	Gardasil®9	00006-4119-03	VFC	M037770	6/1/2019	3	0	1	0		2	2	\$145.070	\$290.140
DTaP	Infanrix®	58160-0810-11	VFC	432MZ	4/8/2018	10	0	5	0		5	1	\$17.730	\$88.650

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 10 doses, reported administering 5, adjusted 0 out, and entered a physical count of 1 dose. VIMS expects there to be 5. Four doses 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) on for 9vHPV:
 The Physical count # doses field is required.

Vaccine	Brand	NDC	VFC VFA	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
9vHPV	Gardasil®9	00006-4119-03	VFC	M037770	6/1/2019	3	0	3	0		0		\$145.070	\$0.000

Error(s) on for 9vHPV:
 The # Doses admin field is required.

Vaccine	Brand	NDC	VFC VFA	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
9vHPV	Gardasil®9	00006-4119-03	VFC	M037770	6/1/2019	3	0		0		3	3	\$145.070	

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".

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INTERPRETING ERROR MESSAGES CONTINUED

ERROR: Incorrect use of the Doses in transit field

Error(s) on for HepA-HepB:

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	VFC VFA	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
HepA-HepB	Twinrix®	58160-0815-52	VFA	EF773	9/29/2018	10	0	0	10	10	-10	0	\$55.900	\$-559.000

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	VFC VFA	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
9vHPV	Gardasil®9	00006-4119-03	VFC	M020103	2/15/2018	4	0	1	0		3	3	\$145.070	\$435.210

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 passed expiration. If there are expired doses left on site. 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.]