

# VIMS: ADJUST INVENTORY REQUESTS

## HOW TO

**A**djust Requests are used to report vaccine inventory activities other than administration or transfer. Select **Adjust** from the Request menu to **return vaccines, report waste or document otherwise unaccounted for doses**. A new form will open unless you have previously saved but not submitted an Adjust Request, in which case, the saved form will open.

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### ADDING ITEMS TO AN ADJUSTMENT REQUEST

To adjust items into or out of your inventory, you must first add the vaccine(s) to your Request:

- **Adjust Out** (Return or Waste): click on the **Adjust Out** button to display a pop-up menu that contains a list of all items in your inventory with an available quantity of one or more.
- **Adjust In**: Click on the **Adjust In** button to display a pop-up menu that contains a list of all the vaccines on the CDC contract that your practice is eligible to provide based on your enrollment status.
- Select **Insert** for each item to be adjusted. VIMS will add a line to the adjustment detail below the pop-up menu.
- Once you've added the items you need to your detail list\*, close the pop-up menu by clicking on the X on the top right corner of the menu.

\* You may add multiple items and include adjustments of all types on the same Adjust Request.

### FILLING IN THE DETAILS

- For each item selected for adjustment, fill in the following fields: **Adjustment Type**, **Adjustment Reason** and **# Doses Adjusted** (number of doses to be removed from or added to inventory).

Adjust Out | Adjust In

Line	Vaccine	Brand	NDC	VFC VFA	Lot	Expiration	Adjustment Type	Adjustment Reason	# Doses adjusted	Ending # doses on hand	Cost per dose	Value	VTckS ID
1	DTAP	Infanrix®	58160-0810-11	VFC	166201	10/31/2018	Return	Natural Dis	5	0	\$17.730	\$88.650	
2	PNU 13 A	Prevnar 13™	00005-1073-02	VFA	M042853	7/17/2019	Waste	Vaccine Dra	1	9	\$96.560	\$96.560	

Save as Draft | **Submit Adjustment** | Cancel | Print

### SUBMIT!

Once all information has been added, select **Submit Adjustment**. The IZ Program staff will review and approve the request. The inventory updates reported in the form will be reflected in the practice inventory.