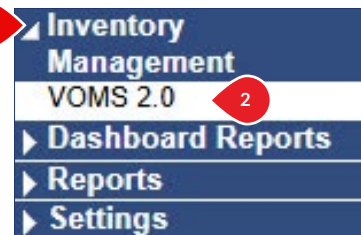This Quick Reference Guide complements the Inventory Reconciliation functionality in the VOMS Inventory Management System, focusing on how to document, adjust, and finalize physical inventory counts. It highlights essential steps to ensure accurate records and support vaccine accountability. It is recommended that you reconcile your inventory at least once a week.
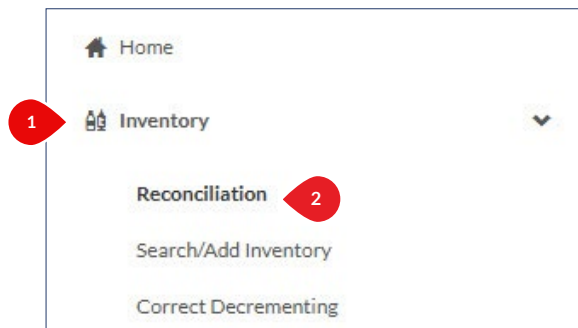
Navigating to VOMS

1. After logging into the Registry, on the left-side menu, click **Inventory Management** to expand the options.
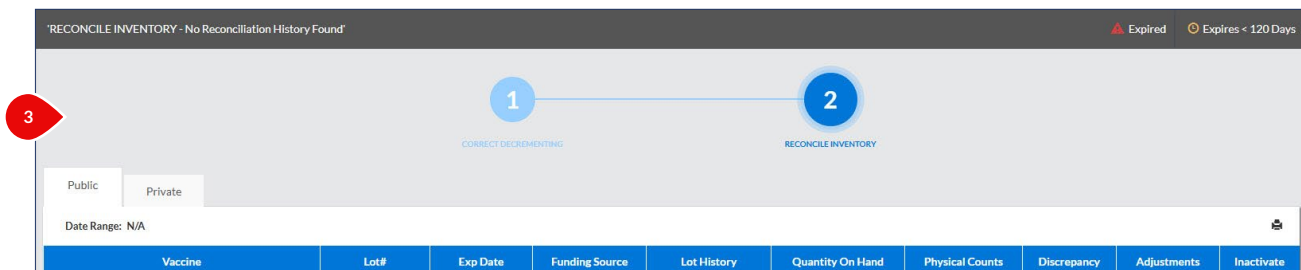
2. Click **VOMS 2.0**.

Reconciling Inventory

1. On the left-side menu, click **Inventory** to expand the options.
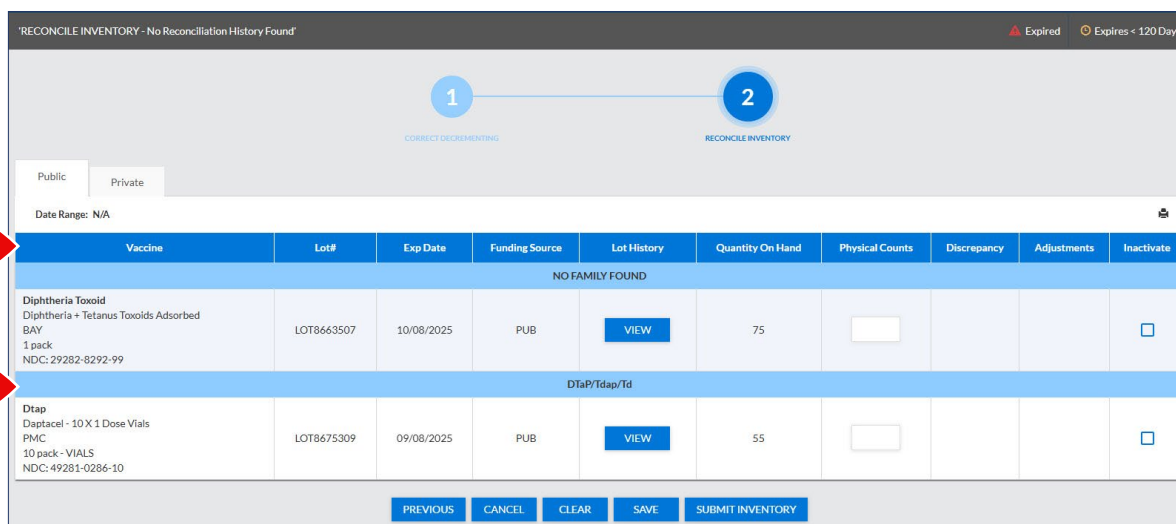
2. Click **Reconciliation**.

3. At the top of the page, review the header for your next report due date, last reported date, and a legend describing expiration colors and symbols.

4. The following headers are available for reconciling Public inventory:

   - **Vaccine** – vaccine name, brand name, packaging, presentation, and NDC number.

   - **Lot #** – the vaccine lot number.

   - **Exp Date** – the vaccine expiration date.

   - **Funding Source** – vaccine funding source. Ex: PUB (Public).

   - **Lot History** – doses received, decremented doses, administered doses, and reconciliation adjustments.

   - **Quantity on Hand** – doses available to administer.

   - **Physical Counts** – field to enter physical vaccine counts.

   - **Discrepancy** – auto-calculates if Quantity on Hand and Physical Counts don't match.

   - **Adjustments** – used to document discrepancies.

   - **Inactivate** – check this if Quantity on Hand is zero to hide the lot from view.

5. Vaccines are grouped by vaccine family name. Each lot displays on its own line.

6. To print the worksheet, click the printer icon on the top-right of the page. This helps ensure accurate counts at storage locations.

7. On the Reconciliation Worksheet pop-up, click **PRINT**, then bring the printed worksheet to your cold storage unit and count your physical inventory.
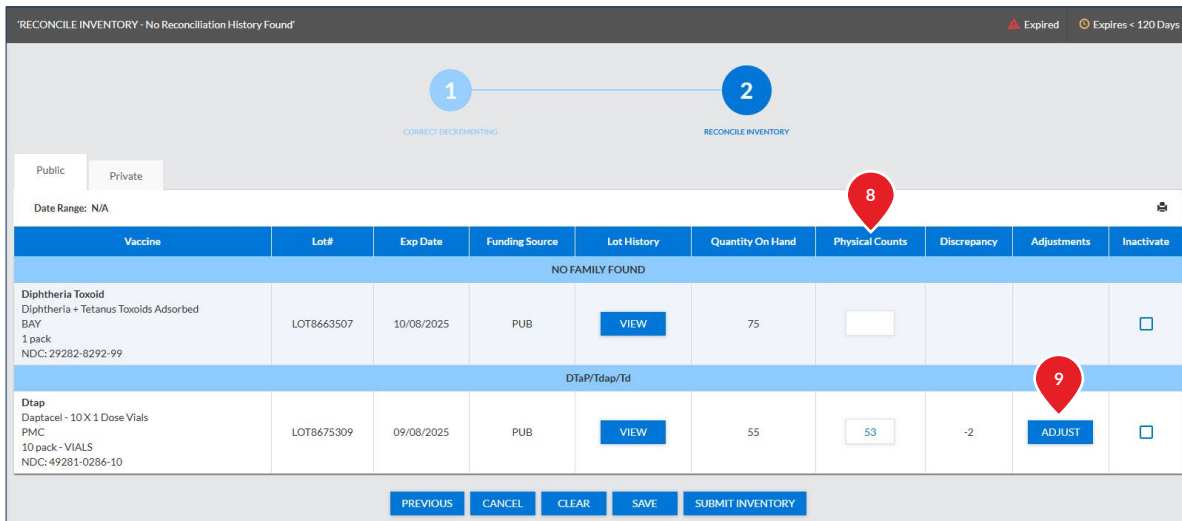
8. After counting, enter values in the Physical Inventory column.

- If Quantity on Hand ≠ Physical Counts, the Discrepancy column will auto-populate.

- Investigate missing doses and ensure all administered doses are recorded. If totals still don't match, an adjustment must be documented based on the category and reason that explains the difference (e.g., wasted, expired, spoiled).

Example:

- Quantity on Hand = 55 doses of DTaP

- Physical Counts = 53 doses of DTaP
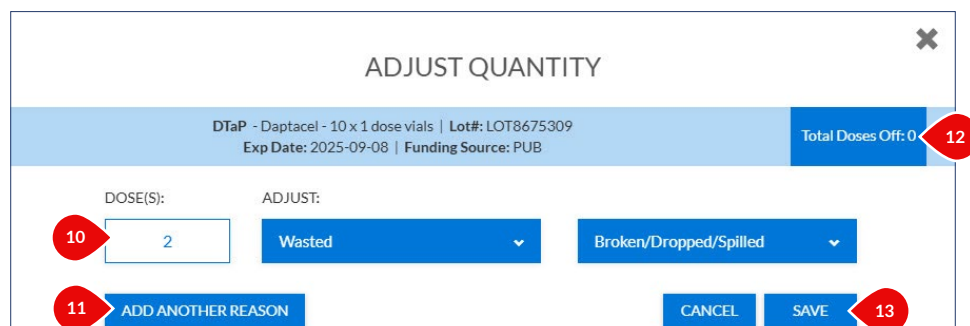
- Discrepancy = -2

9. Click **ADJUST**.

10. In the pop-up, enter the dose amount, then select the adjustment category and reason from the drop-downs.

11. (Optional) **ADD ANOTHER REASON** creates a new row if needed.

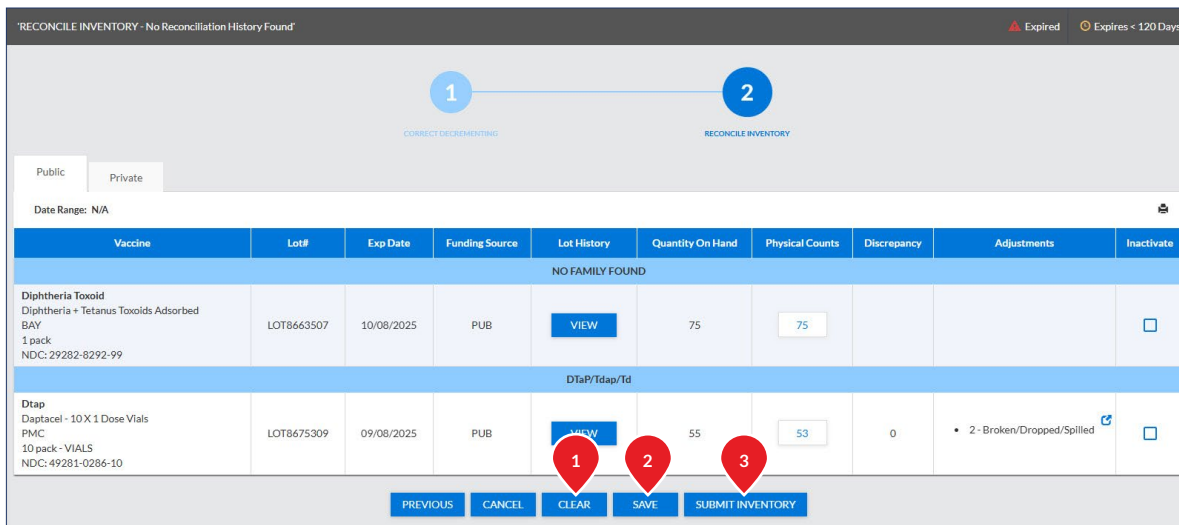12. Total Doses Off must equal zero before saving.

13. Click **SAVE** to return to the Reconcile Inventory page.

Finishing Reconciliation

Once finished reconciling inventory, choose one of the following options:

1. Click **CLEAR** to erase all previously entered counts.

2. Click **SAVE** to save your progress and submit later. Remember to do this every time you reconcile your orders. Remember it is recommended that you reconcile your inventory at least once a week.

3. Click **SUBMIT INVENTORY** to submit the reconciliation. You only need to do this when you are creating a new order.

Note: Submission frequency is determined by each state. Providers must submit reconciliation in accordance with their state's guidelines.