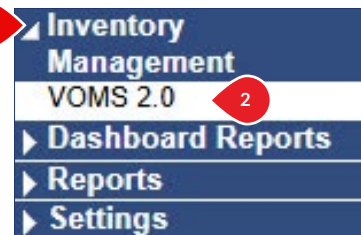


This Quick Reference Guide complements the Inventory Reconciliation functionality in the VOMS Inventory Management System, focusing on how to document, adjust, and finalize physical inventory counts. It highlights essential steps to ensure accurate records and support vaccine accountability. It is recommended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

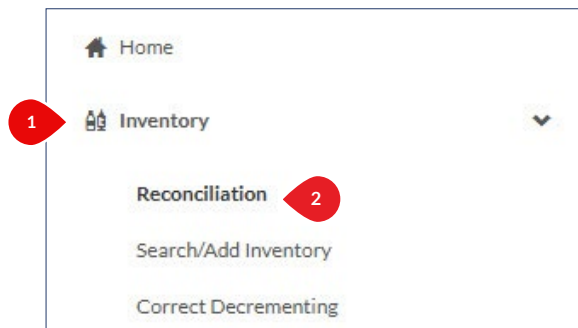
Navigating to VOMS

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

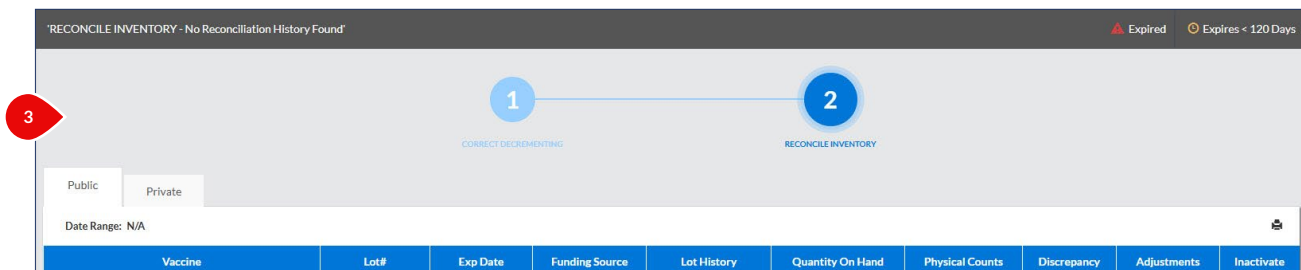


Reconciling Inventory

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



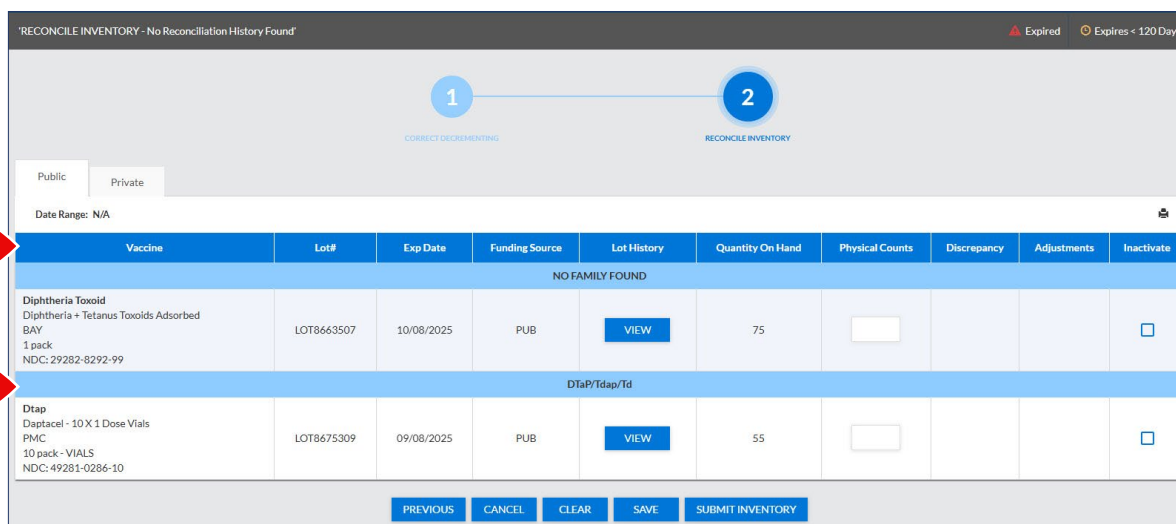
3. At the top of the page, review the header for your next report due date, last reported date, and a legend describing expiration colors and symbols.



VOMS - QRG

Inventory Reconciliation

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.



The screenshot shows the 'RECONCILE INVENTORY' interface. At the top, there are two tabs: 'CORRECT DECREMENTS' (labeled 1) and 'RECONCILE INVENTORY' (labeled 2). Below the tabs are 'Public' and 'Private' radio buttons, and a 'Date Range: N/A' field. A table with 10 columns is shown: Vaccine, Lot#, Exp Date, Funding Source, Lot History, Quantity On Hand, Physical Counts, Discrepancy, Adjustments, and Inactivate. The table is divided into two sections by a blue header 'DTaP/Tdap/Td'. The first section is for 'Diphtheria Toxoid' and the second for 'Dtap'. Each section contains one row of data. A 'VIEW' button is next to the 'Lot History' column for each row. At the bottom of the table are buttons: PREVIOUS, CANCEL, CLEAR, SAVE, and SUBMIT INVENTORY. A printer icon (labeled 6) is in the top right corner.

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
NO FAMILY FOUND									
Diphtheria Toxoid Diphtheria + Tetanus Toxoids Adsorbed BAY 1 pack NDC: 29282-8292-99	LOT8663507	10/08/2025	PUB	VIEW	75				<input type="checkbox"/>
DTaP/Tdap/Td									
Dtap Daptacel - 10 X 1 Dose Vials PMC 10 pack - VIALS NDC: 49281-0286-10	LOT8675309	09/08/2025	PUB	VIEW	55				<input type="checkbox"/>

7. On the Reconciliation Worksheet pop-up, click **PRINT**, then bring the printed worksheet to your cold storage unit and count your physical inventory.



The screenshot shows a pop-up window titled 'Publicly Funded Vaccines - Reconciliation Worksheet'. It contains the text 'Organization: a Family Care Clinic (10004)' and 'Facility: a Family Care Clinic'. A 'PRINT' button (labeled 7) is in the top right corner. Below the text is a table with 7 columns: Vaccine, Lot#, Exp Date, Funding Source, Quantity On Hand, Physical Counts, and Adjustments.

Vaccine	Lot#	Exp Date	Funding Source	Quantity On Hand	Physical Counts	Adjustments
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VOMS - QRG

Inventory Reconciliation

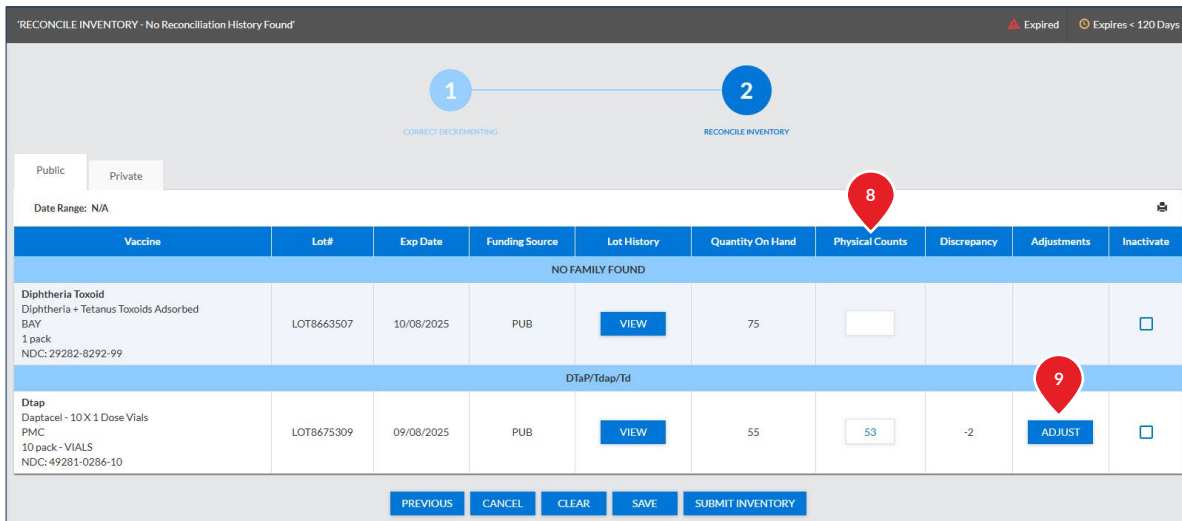
8. After counting, enter values in the Physical Inventory column.

- If Quantity on Hand \neq 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**.



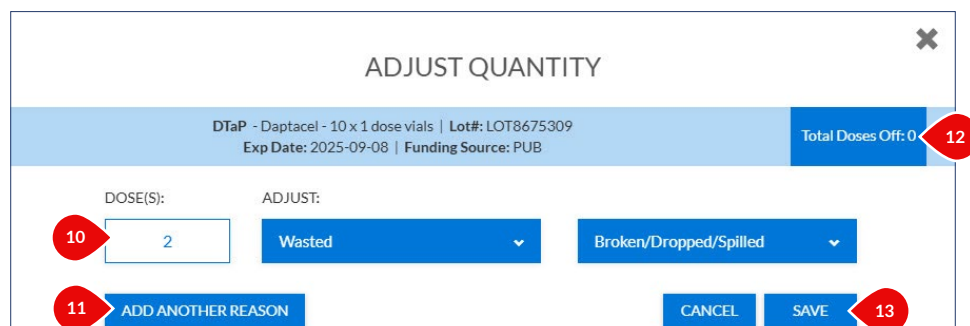
The screenshot shows the 'RECONCILE INVENTORY' interface. At the top, there are two tabs: 'CORRECT DECREMENTING' (1) and 'RECONCILE INVENTORY' (2). Below the tabs, there are filters for 'Public' and 'Private', and a 'Date Range' set to 'N/A'. A table lists inventory items. The first row is for 'Diphtheria Toxoid' with a quantity of 75. The second row is for 'DTaP' with a quantity of 55. In the 'Physical Counts' column for the DTaP row, the value '53' is entered. The 'Discrepancy' column for the same row shows '-2'. A red callout '8' points to the 'Physical Counts' column header, and a red callout '9' points to the 'ADJUST' button in the DTaP row. At the bottom, there are buttons for 'PREVIOUS', 'CANCEL', 'CLEAR', 'SAVE', and 'SUBMIT INVENTORY'.

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.



The screenshot shows the 'ADJUST QUANTITY' pop-up window. At the top, it displays 'DTaP - Daptacel - 10 x 1 dose vials | Lot#: LOT8675309' and 'Exp Date: 2025-09-08 | Funding Source: PUB'. On the right, it shows 'Total Doses Off: 0' with a red callout '12'. Below this, there are two input fields: 'DOSE(S):' with the value '2' (callout 10) and 'ADJUST:' with a dropdown menu showing 'Wasted' (callout 11). To the right of the dropdown is another dropdown menu showing 'Broken/Dropped/Spilled'. At the bottom, there are three buttons: 'ADD ANOTHER REASON' (callout 11), 'CANCEL', and 'SAVE' (callout 13).

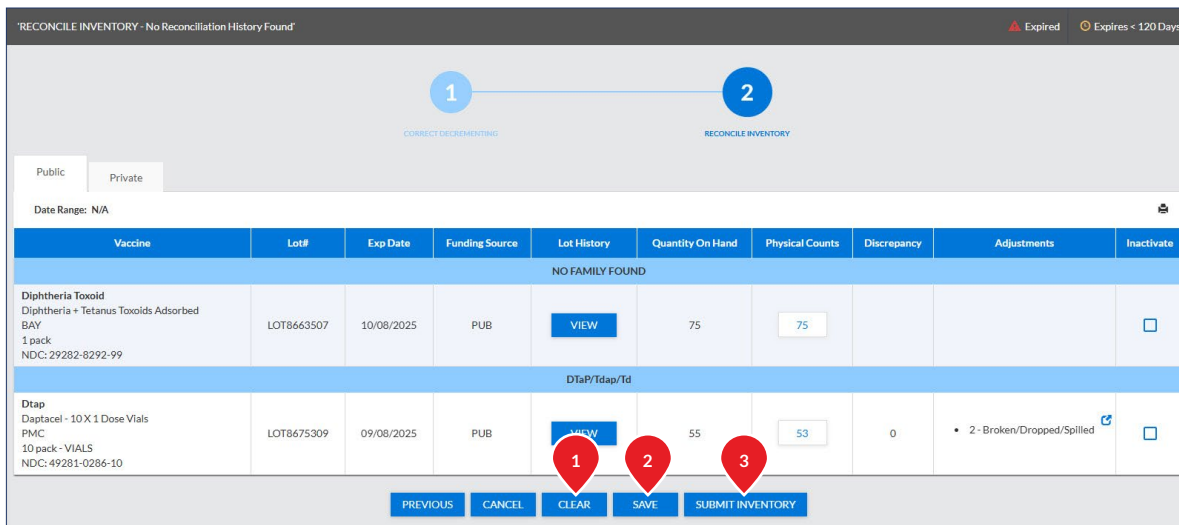
VOMS - QRG

Inventory Reconciliation

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.



'RECONCILE INVENTORY - No Reconciliation History Found'

Public Private

Date Range: N/A

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
NO FAMILY FOUND									
Diphtheria Toxoid Diphtheria + Tetanus Toxoids Adsorbed BAY 1 pack NDC: 29282-8292-99	LOT8663507	10/08/2025	PUB	VIEW	75	75			<input type="checkbox"/>
DTaP/Tdap/Td									
Dtap Daptacel - 10X1 Dose Vials P/MC 10 pack - VIALS NDC: 49281-0286-10	LOT8675309	09/08/2025	PUB	VIEW	55	53	0	• 2 - Broken/Dropped/Spilled	<input type="checkbox"/>

PREVIOUS CANCEL CLEAR SAVE SUBMIT INVENTORY

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