

## How to Fix Incorrect Inventory Adjustments (Scenario: Incorrect Adjustment Date)

If you need to correct an inventory adjustment because you entered the incorrect adjustment date, you will first need to reverse (or undo) the incorrect adjustment. You can then make the correct adjustment. See the example below for step-by-step instructions.

### How to Undo an Inventory Adjustment with an Incorrect Date

If you do not see an inventory adjustment you have made reflected on your current inventory reconciliation in CIIS, you may have entered a date on your inventory adjustment that was outside of your current reconciliation period (either before your *Begin Date* or after your *End Date*). You will need to undo the incorrect adjustment and create a new one with the correct transaction date. In the example below, I made an incorrect inventory adjustment to the Quadrivalent Influenza vaccine inventory line item.

**Step 1:** From the *On-Hand Inventory* screen, select the vaccine with the incorrect inventory adjustment. Next, click on the *Inquiry* button and, you will be navigated to the *Inventory Transaction Inquiry* screen.

PROVIDER: IZ R US PROVIDER TYPE 3, CLINIC: IZ R US CLINIC

**Vaccine Inventory On-Hand**

This is a list of the vaccine inventory currently on-hand. Select an inventory item below and click "Edit", "Adjustment", "Transfer", or "Inquiry" buttons to manage the selected item. Select "Add New Inventory" to add new inventory.

Add New Inventory ⓘ

Pending Inventory Transfers  
Pending VTrckS Shipments

**On-Hand Inventory**

Inventory Location: DR. DONALD INVENTORY SITE | Status: ON-HAND  
Vaccine: (ALL) | Funding Source: (ALL)

Edit | Adjustment | Transfer | **Inquiry**

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand
DR. DONALD INVENTORY SITE						
Influenza Quad Inj P (Fluzone quad 2014-2015 10 Dose Vial)	PMC	49281-0621-15	UUNR189	06/30/2015	VFC	10 ⓘ
Tdap (Adacel (0.5 mL x 5 vials))	PMC	49281-0400-05	99999999	05/07/2015	VFC	9 ⓘ

**Step 2:** Click on the *Run Report* button to view an *Inventory Transaction Inquiry Report* for the selected inventory item. This report will allow you to view all of the adjustments that have been made to the vaccine inventory in question.

PROVIDER: IZ R US PROVIDER TYPE 3, CLINIC: IZ R US CLINIC

**Inventory Transaction Inquiry**

Enter the selection criteria and click "Run Report" or click "Cancel" to return to the previous page.

**Report Selection Criteria**

Provider: IZ R US PROVIDER TYPE 3  
 Inventory Location: DR. DONALD INVENTORY SITE  
 Vaccine: INFLUENZA QUAD INJ P  
 Funding Source: VFC  
 Manufacturer: SANOFI PASTEUR (FORMERLY AVENTIS PASTEUR)  
 Lot Number: UUNR189  
 Expiration Date Range: From: [ ] Through: [ ]  
 Transaction Date Range: From: [ ] Through: [ ]  
 Output Type:  PDF  HTML  EXTRACT - Delimiter: |

**You do not need to enter information in the Expiration or Transaction Date Range fields.**

**Run Report** Cancel

**Step 3:** Review the *Inventory Transaction Inquiry Report* to gather more information about the incorrect adjustment that had been made to the selected inventory item.

**Step 4:** Once you find the incorrect adjustment, make a note of the following items of information:

- 1) Transaction date,
- 2) Vaccine information (e.g., Vaccine, Manufacturer, NDC, Lot Number, etc.),
- 3) Number of doses added or subtracted, and
- 4) Adjustment reason.

In the example below, the date I entered on my adjustment was transaction date 1/30/2015. I meant to enter 1/29/2015. I need to undo this adjustment and then enter a new adjustment with the correct date. **(Please**

**Note:** Vaccine doses that appear in parentheses on the *Inventory Transaction Inquiry*, for example (10), indicate that the doses were subtracted from your on-hand doses in CIIS.

I entered the wrong transaction date on my adjustment. I meant to enter 1/29/2015

January 30, 2015

**Inventory Transaction Inquiry**

Provider = IZ R US PROVIDER TYPE 3, Inventory Location = DR. DONALD INVENTORY SITE, Vaccine = Influenza Quad Inj P, Funding Source = VFC, Manufacturer = Sanofi Pasteur (Formerly Aventis Pasteur), Lot = UUNR189

Trans ID	Src Inventory Location	Dest Inventory Location	Trans Date	Vaccine	Mfg NDC	Lot No	Fund Src	Exp Date	Type	Doses
884263	DR. DONALD INVENTORY SITE		01/30/2015	Influenza Quad Inj P PMC	49281-0621-15	UUNR189	VFC	06/30/2015	ADJ	10

Adjustment Reason: Add/Delete Initial Inventory

Created By: PHYLLIS BOURASSA on 01/30/2015 15:36:06  
 Updated By: PHYLLIS BOURASSA on 01/30/2015 15:36:06

Comments:

**Step 5:** To undo the incorrect inventory adjustment, click on the *On-Hand Inventory* link on the left side of the screen, and you will be navigated to the *Vaccine Inventory On-Hand* screen. Select the vaccine and click the *Adjustment* button.

**Vaccine Inventory On-Hand**

This is a list of the vaccine inventory currently on-hand. Select an inventory item below and click "Edit", "Adjustment", "Transfer", or "Inquiry" buttons to manage the selected item. Select "Add New Inventory" to add new inventory.

Pending Inventory Transfers  
Pending VTrackS Shipments

**On-Hand Inventory**

Inventory Location: DR. DONALD INVENTORY SITE  
Vaccine: (ALL)  
Status: ON-HAND  
Funding Source: (ALL)

Buttons: Edit, **Adjustment**, Transfer, Inquiry

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand
<b>DR. DONALD INVENTORY SITE</b>						
<input checked="" type="radio"/> Influenza Quad Inj P (Fluzone quad 2014-2015 10 Dose Vial)	PMC	49281-0621-15	UUNR189	06/30/2015	VFC	10
<input type="radio"/> Tdap (Adacel (0.5 mL x 5 vials))	PMC	49281-0400-05	99999999	05/07/2015	VFC	9

**Step 6:** On the *Vaccine Inventory Adjustment* screen, enter the **SAME** transaction date and the **SAME** adjustment *Reason* that appeared on the *Inventory Transaction Inquiry Report* for the incorrect adjustment. In the *Doses Adjusted* field, you will need to make the appropriate adjustment. As mentioned earlier in this example, I mistakenly added 10 doses of **Quadrivalent** Influenza on the wrong date. In order to undo the incorrect adjustment, I must enter **-10** in the *Doses Adjusted* field. This will subtract 10 doses from my CIIS on-hand inventory.

**Step 7:** Click the *Create* button to save the adjustment.

**Reverse Adjustment**

Add Create Cancel

Date: 01/30/2015

Inventory Location: DR. DONALD INVENTORY SITE

Vaccine | Mfg | NDC: INFLUENZA QUAD INJ P | PMC | 49281-0621-15

Lot Number: UUNR189

Expiration Date: 06/30/2015

Funding Source: VFC

Doses On-Hand: 10

Reason: ADD/DELETE INITIAL IN

Doses Adjusted: -10 (Entering a positive number increases the inventory. Enter a negative number to decrement inventory.)

Container Id:

Comments: FIXING INCORRECT ADJUSTMENT

Clear

Create Cancel

I can now enter the adjustment using the **Correct** date.

**New Adjustment with Corrected Date**

Add Create Cancel

Date: 01/29/2015

Inventory Location: DR. DONALD INVENTORY SITE

Vaccine | Mfg | NDC: INFLUENZA QUAD INJ P | PMC | 49281-0621-15

Lot Number: UUNR189

Expiration Date: 06/30/2015

Funding Source: VFC

Doses On-Hand: 0

Reason: ADD/DELETE INITIAL IN

Doses Adjusted: 10 (Entering a positive number increases the inventory. Enter a negative number to decrement inventory.)

Container Id:

Comments: ADJUSTING THE DATE OF INITIAL INVENTORY

Clear

Create Cancel

If you have any questions about making inventory adjustments to your on-hand inventory within CIIS, please contact the VOM Help Desk at 303-692-2437 and select option 1.

6/23/2015