

How to Fix Incorrect Inventory Adjustments (Scenario: Wrong Number of Doses Adjusted)

If you need to correct an inventory adjustment because you entered the wrong number of doses to be adjusted, 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 the Incorrect Number of *Doses Adjusted*

In this example, I mistakenly added 15 doses of PPSV23 vaccine to my on-hand inventory on 04/28/2014. I actually only have 3 doses of PPSV23 vaccine in my storage unit. I need to undo this inventory adjustment in order to have the correct number of PPSV23 doses in my CIIS VFC Inventory Location.

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.

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: VFC40TEST Status: [Dropdown]
Vaccine: (ALL) Funding Source: VFC

Edit Adjustment Transfer **Inquiry**

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand
VFC40TEST (Aggregate Reporter)						
DTaP (Daptacel) (Daptacel (0.5 mL x 1 vial))	PMC	49281-0286-01	ACA111	04/30/2015	VFC	?
DTaP-HepB-IPV (Pedia (Pediarix (0.5 mL x 1 syr))	SKB	58160-0811-41	45646	04/25/2014	VFC	?
Hep A-Hep B (Twinrix (Twinrix (1 mL x 10 vials))	SKB	58160-0815-11	153245	06/17/2016	VFC	?
Influenza, P-Free (Fluzone 2011-2012 (0.5mL x 10 vials))	PMC	49281-0011-10	783725	04/28/2014	VFC	?
PCV-13 (Prennar) (Prennar 13 (0.5 mL x 1 syr))	WAL	00005-1971-01	J005248	04/30/2015	VFC	36
PPSV23 (Pneumovax) (Pneumovax 23 (0.5 mL x 1 vial))	MSD	00006-4739-01	343245	01/28/2015	VFC	18

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.

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 inventory 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, I mistakenly added 15 doses of the PPSV23 vaccine on 04/28/2014. I need to undo this adjustment in order to have the correct number of doses on hand in CIIS. **(Please Note:** Vaccine doses that appear in parentheses on the *Inventory Transaction Inquiry*, for example (15), indicate that the doses were subtracted from your on-hand doses in CIIS.)

Inventory Transaction Inquiry											
 April 29, 2014											
Provider = LORIN AGGREGATE CLINIC, Inventory Location = VFC40TEST, Vaccine = PPSV23 (Pneumovax), Funding Source = VFC, Manufacturer = Merck & Co, Inc., Lot = 343245											
Trans ID	Src Inventory Location	Dest Inventory Location	Trans Date	Vaccine	Mfg	NDC	Lot No	Fund Src	Exp Date	Type	Doses
883901	VFC40TEST		04/28/2014	PPSV23 (PneumovaMSD	00006-4739-01		343245	VFC	01/28/2015	ADJ	(15)
Adjustment Reason: Add/Delete Initial Inventory											
Created By: LORIN SCOTT-OKERBLOM on 04/28/2014 09:19:00 Updated By: LORIN SCOTT-OKERBLOM on 04/28/2014 09:19:00						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.

PROVIDER: LORIN AGGREGATE CLINIC, CLINIC: LORIN AGGREGATE CLINIC

Vaccine Inventory On-Hand

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Add New Inventory ⓘ

Pending Inventory Transfers
Pending VTrckS Shipments

On-Hand Inventory

Inventory Location: VFC40TEST Status: [Dropdown]
 Vaccine: PPSV23 (PNEUMOVAX) Funding Source: (ALL)

Edit Adjustment Transfer Inquiry

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand
VFC40TEST (Aggregate Reporter)						
PPSV23 (Pneumovax) (Pneumovax 23 (0.5 mL x 1 vial))	MSD	00006-4739-01	343245	01/28/2015	VFC	18 ⓘ

Edit Adjustment Transfer Inquiry

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 15 doses of PPSV23. In order to undo the incorrect adjustment, I must enter **-15** in the *Doses Adjusted* field. This will subtract 15 doses from my CIIS on-hand inventory.

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

Vaccine Inventory Adjustment

Click "Create" to save the record or "Cancel" to return to the previous page. ⓘ

Add

Create Cancel

Date: 04/28/2014 ⓘ

Inventory Location: VFC40TEST

Vaccine | Mfg | NDC: PPSV23 (PNEUMOVAX) | MSD | 00006-4739-01

Lot Number: 343245

Expiration Date: 01/28/2015

Funding Source: VFC

Doses On-Hand: 18

Reason: ADD/DELETE INITIAL II ⌵

Doses Adjusted: -15 (Entering a positive number increases the inventory. Enter a negative number to decrement inventory.)

Container Id: [Empty]

Comments: FIXING INCORRECT ADJUSTMENT ⓘ

Clear

Create Cancel

After making this adjustment, I now have the correct amount of *Doses On-Hand* in CIIS.

On-Hand Inventory

Inventory Location: (ALL) Status: DEPLETED/EXPIRED
Vaccine: PPSV23 (PNEUMOVAX) Funding Source: (ALL)

Edit Adjustment Transfer Inquiry

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand
VFC40TEST (Aggregate Reporter)						
PPSV23 (Pneumovax) (Pneumovax 23 (0.5 mL x 1 vial))	MSD	00006-4739-01	343245	09/2025	VFC	3

Edit Adjustment Transfer Inquiry

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.