**VAC TRAK**
State of Alaska's Immunization Information System

# Vaccine Ordering and Management System

*How to reconcile your vaccine inventory*

Video 2 of 4

## Vaccine Ordering and Management System (VOMS) – **Reconciliation**

**Welcome!**  This is the second of a four-part instructional video series describing the Vaccine Ordering and Management System (VOMS) within VacTrAK, the State of Alaska's Immunization Information System (IIS), and is designed for providers who wish to order state-supplied vaccines online using VacTrAK.  The series includes:

1) Overview
**2) Reconciliation**
3) Ordering and Receiving
4) Vaccine Returns

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**VacTrAK Contact Information**

**Website**:  https://vactrak.alaska.gov/iweb/

**VacTrAK Support Help Desk**
866-702-8725   (866-702-TRAK)
In Anchorage – (907) 269-0312
E-mail: vactrak@alaska.gov
Fax: (907) 562-7802

**Epidemiology Vaccine Depot**
9210 Vanguard Drive, Suite 102A
Anchorage, AK  99507
E-mail: vaccinedepot@alaska.gov
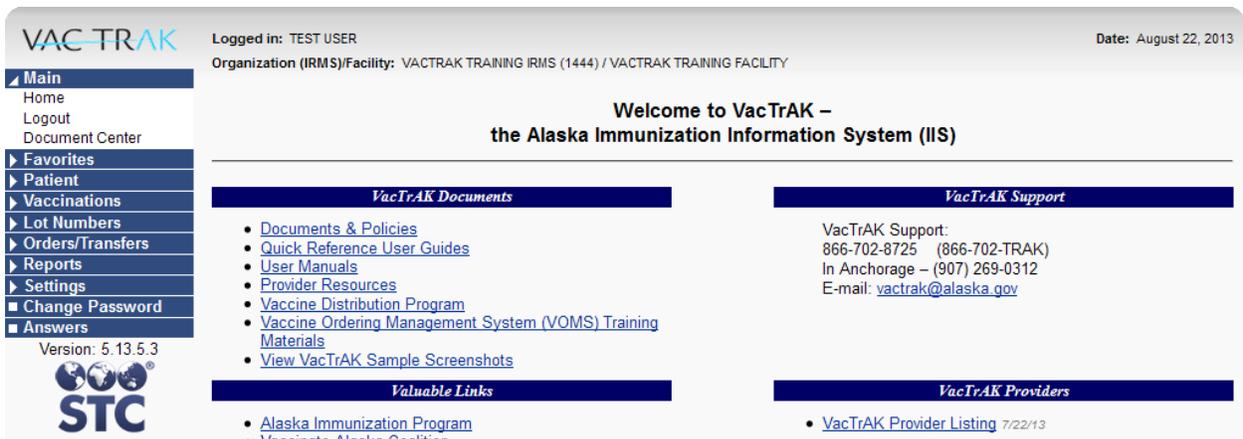Telephone: (907) 341-2202
Fax: (907) 341-2228

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Objective:
In this video, Vaccine Ordering and Management System (VOMS) - **Reconciliation**, you will learn:

1) How to use the Vaccine Reconciliation page,
2) How to adjust your vaccine inventory and the reasons for adjustments, and
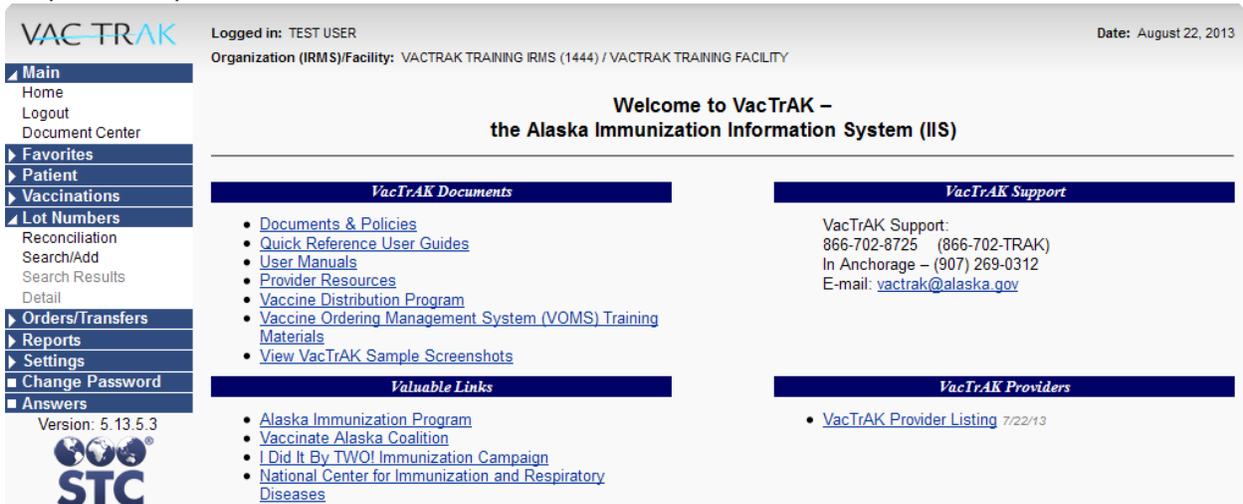3) How to contact technical support.

*Note: To order vaccine using VacTrAK, your account has to be set up with permission to order vaccine. Please have your facility administrator fill out the Modify VacTrAK User Request form and submit it to the VacTrAK Help Desk to make sure you have this permission when you are ready to order vaccine on-line using the system.*

Navigation Menu

After you log into VacTrAK, you will see the Navigation Menu on the left –hand side. This menu lists all the functions for which VacTrAK can be used, and helps you move through the application.

Prior to ordering vaccines from the State of Alaska, you must reconcile your vaccine inventory. The Lot Numbers menu option is located on the Main Menu. This feature allows you to reconcile your inventory for your facility or clinic.

The Lot Numbers button contains several options. They are:

1) Reconciliation

2) Search/Add
3) Search Results
4) Detail

**Reconciliation** – The Reconcile Inventory screen displays the vaccines and corresponding lot numbers that are in inventory in VacTrAK.  This is where you will update your inventory in VacTrAK to match your physical inventory at your facility.  *Public lots display in dark gray shading and Private lots appear in light gray (or white).*



The vaccine name, lot number and expiration date, and quantity on hand display (in the first 4 columns at left) based on the information in VacTrAK.



Enter the number of vaccines in your physical inventory (as above).

The adjustment column will automatically update based on the number you enter in the physical inventory column.





A category and reason for the adjustment is required.  Select a category from the Category menu, and then a reason from the Reason drop down menu.

*Note:  It is important to choose the correct category and reason.  For example, doses adjusted for Expired or Refrigeration Failure will populate your doses designated for returns.  (This will be reviewed in the Vaccine Returns video).*

VAC-TRAK

Logged in: TEST PROVIDER  
IRMS: ALASKA VFC PROVIDER (1439)  
Date: February 27, 2012

*Public lots display with dark gray shading. Private lots display with light gray shading.*

Main
Favorites
Patient
Vaccinations
Lot Numbers
  Reconciliation
  Search/Add
  Search Results
  Detail

**Reconcile Inventory**

| Vaccine | Lot Number | Exp Date | Quantity on Hand | Physical Inventory | Adjustment (+/-) | Reason | Public | Inactive | Add Row |
|---|---|---|---|---|---|---|---|---|---|
| DTaP/Hep B/IPV (Pediarix) | AC21B249AA | 03/18/2012 | 50 | 10 | -40 | Expired | Y | ☐ | + |
| HPV, quadrivalent | 1539Y | 08/10/2012 | 10 | 10 | 0 | --No Reason Required-- | Y | ☐ | + |

Should you have multiple reasons for a change in your physical inventory, click on Add Row (at the far right). A new row will appear for this same vaccine and lot number and you can select another reason for the change in inventory.

If you have no changes to your physical inventory leave the physical inventory column blank. No changes will be made to your inventory in VacTrAK.

| | | | | | | |
|---|---|---|---|---|---|---|
| 4 | | 0.0 | --No Category Required-- | --No Reason Required-- | Y | ☐ | + |
| 14 | | 0.0 | --No Category Required-- | --No Reason Required-- | Y | ☐ | + |

Print  Reset  Save  
Submit Monthly Inventory

When you are finished documenting your current vaccine physical inventory, click on the Save button.

Logged in: TEST USER  
Date: August 26, 2013  
Organization (IRMS)/Facility: VACTRAK TRAINING IRMS (1444) / VACTRAK TRAINING FACILITY
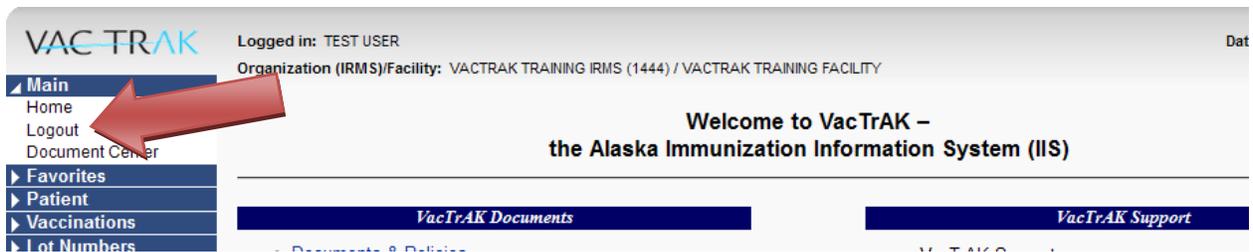
- **Changes were saved successfully**

*Public lots display with dark gray shading. Private lots display with light gray shading.*

**Reconcile Inventory**

| Vaccine | Lot Number | Exp Date | Quantity on Hand | Physical Inventory | Adjustment (+/-) | Category | Reason | Public | Inactive | Add Row |
|---|---|---|---|---|---|---|---|---|---|---|
| DTaP (Infanrix) | 2525AA | 06/25/2013 | 0 | | 0.0 | --No Category Required-- | --No Reason Required-- | Y | ☐ | + |

A header at the top of the screen will notify you that your changes were made successfully.

Reconciliation needs to be performed at least once a month regardless if you are placing an order. Reconciliation performs several functions. Through an accurate inventory the Vaccine Depot can identify provider fulfillment needs. Reconciliation also identifies the non-viable doses that need to be returned to the Vaccine Depot. Doses must be saved, then submitted to the Depot once a month.

When you have completed your work you can use the other options available to you on the Main Menu, or you can log out. To log out, select the Logout option under Main at the top left of the page.

This concludes Vaccine Ordering and Management System (VOMS) – **Reconciliation.** Please return to the VacTrAK website to view the rest of this series listed on the front page of this module.

If you are ready to begin, fill out a VacTrAK Provider application found on our home page. If you need technical assistance, contact our Helpdesk. **All contact information is available on the front page of this module.**