

Inventory Adjustments by Provider Report

Responsible Entity (RE) Job Aid

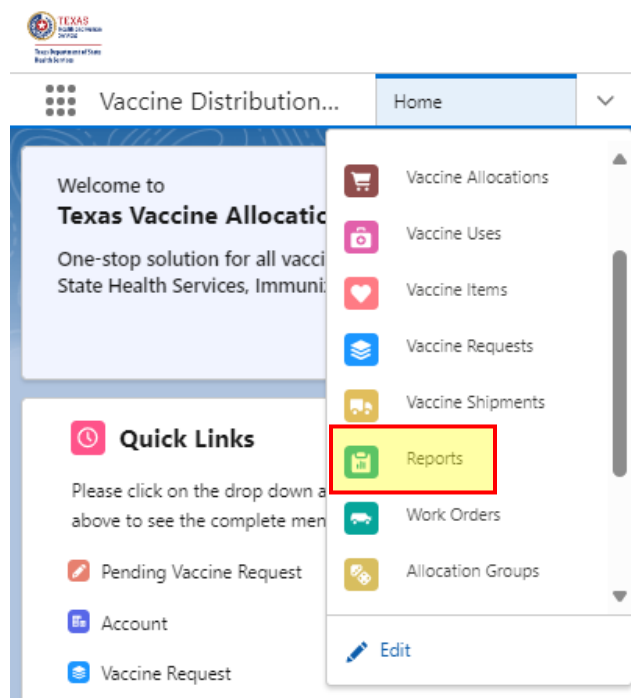
Last Updated 01/13/2025

Overview

This job aid explains how to utilize the Inventory Adjustments by Provider Report in the Vaccine Allocation and Ordering System (VAOS). This report is a useful tool to view recent inventory updates made by TVFC/ASN providers, as well as identify any inventory discrepancies or manual adjustments made to inventory.

Step 1: Log in to VAOS as an RE

Login to your RE account of VAOS at <https://txhhs-covid.my.salesforce.com/> and navigate to **Reports**.



Step 2: Select PHR Report Folder

Select "All Folders" and then select your PHR Report Folder.

Reports			
All Folders			
2 items			
REPORTS	Name	Created By	Created On
Recent	Region 7 RE Reports	Ashley Underwood	1/6/2023, 10:45 AM
Created by Me	Regional User Reports	Srinidhi Babu	4/14/2022, 1:34 PM
Private Reports			
Public Reports			
All Reports			
FOLDERS			
	All Folders		

Step 3: Select Inventory Adjustments by Provider Report

Navigate to your Regional Report Folder. Locate the "Inventory Adjustments by Provider" report and click on the title to automatically run the report.

Name	Description	Folder	Created By	Created On
Inventory Adjustments by Provider	View starting inventory versus reported doses administered, doses wasted, and doses transferred, and see comparison to current quantity on hand to identify if provider adjusted their inventory outside of the usual transactions. Region 7.	Region 7 RE Reports	Rae Plaza	1/6/2025, 10:22 AM

Step 4: Clone the Report

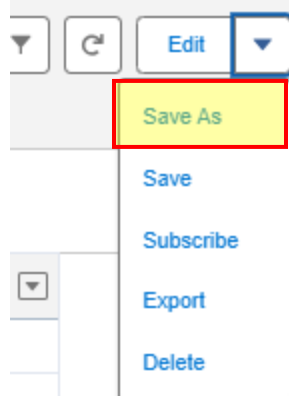


No Results

No records returned. Try editing report filters.

Upon first running the report, "No Results" will populate on the screen, because the Provider PIN filter is left blank. Make a copy, or "clone" of the report to make changes.

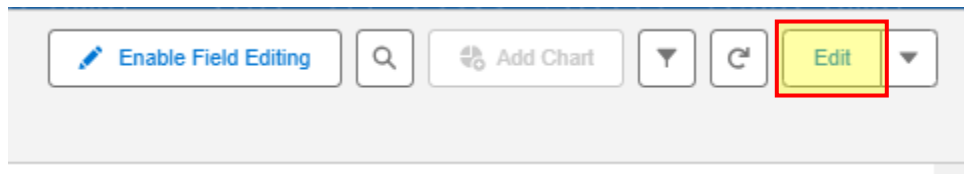
In the drop-down menu at the top right, click the "Save As" button. Ensure the "Private Reports" folder is selected; if not, use the "Select Folder" button to select it.

A screenshot of a 'Save Report As' dialog box. The title bar says 'Save Report As'. It contains several input fields: 'Report Name' with the value 'Inventory Adjustments by Provider Copy', 'Report Unique Name' with the value 'Inventory_Adjustments_by_Provider_Copy_OQw', and a 'Report Description' text area containing the text: 'View starting inventory versus reported doses administered, doses wasted, and doses transferred, and see comparison to current quantity on hand to identify if provider adjusted their inventory outside of the usual transactions. Region 7.' Below these fields is a 'Folder' dropdown menu with 'Private Reports' selected (highlighted with a red box). To the right of the folder field is a 'Select Folder' button. At the bottom right of the dialog are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted with a red box.

Step 5: Update the Facility PIN Filter

The Inventory Adjustments by Provider report shows inventory with a quantity on hand greater than zero for individual facilities. You must enter the 6-digit PIN of the desired provider into the Facility PIN filter to update the report and view its information.

Click the "Edit" button to open the report builder menu.



Click on "Filters".



The "Facility PIN" filter will be listed first. Click on it, and then enter the 6-digit PIN and click Apply.

Doses Administered Date
All Time

INCLUDE ROWS MATCHING
1 AND 2 AND 3 AND 4 AND 5

1 Facility PIN equals 123456

2 Vaccine Program equals TVFC, ASN, FLU, Emergency Response

3 Vaccine Use: Record Type equals Non-COVID Administration, Vaccine Wastage

4 Inventory: Quantity On Hand greater than 0

5 Inventory: Starting Inventory not equal to 0

VI-0448948 123456

Filter By

Field
Facility PIN

Operator
equals

Use relative value

123456

Locked

Cancel Apply

Click Save & Run, located on the top right of the page.

↶ ↷ Add Chart Save & Run Save Close Run

Step 6: Viewing the Report

After saving and running the report with the updated Facility PIN filter, you can view the provider's existing inventory. The report lists the Vaccine Name and the Starting Inventory quantity of each inventory record. It then takes a sum of the inventory's reported doses administered, doses transferred, and doses wasted, and subtracts the quantities from the Starting Inventory. In the "Adjustment" column, the value calculated is compared to the existing quantity on hand. If the two values are equal, "0" adjustments will be listed, and the field will be highlighted green.

VI-0968769 123456 Flu, Laval PFS, Ped, 2024-2025 100 15 0 5 80 0

If there are positive or negative discrepancies, the adjustment value will be listed in yellow or red.

<input type="checkbox"/> Inventory: Vaccine Item Number †	<input type="checkbox"/> Facility PIN †	<input type="checkbox"/> Vaccine †	Sum of Inventory: Starting Inventory	Sum of Quantity Consumed	Sum of Inventory: Quantity Transferred	Sum of Inventory: Quantity Wasted	Sum of Inventory: Quantity On Hand	<input type="checkbox"/> f/x Adjustment
<input type="checkbox"/> VI-0449052	123456	Twinrix PFS 10 Pack; Adu	0	50	0	0	450	-500
<input type="checkbox"/> VI-0449053	123456	*MenQuadFI SDV 5 Pack; Adu	0	50	0	0	450	-500
<input type="checkbox"/> VI-0449054	123456	Proquad SDV 10 Pack; Ped	0	33	0	0	466	-499
<input type="checkbox"/> VI-0449055	123456	Boostrix PFS 10 Pack; Ped	0	33	0	0	466	-499
<input type="checkbox"/> VI-0449056	123456	Boostrix PFS 10 Pack; Ped	0	38	0	5	461	-504
<input type="checkbox"/> VI-0449057	123456	Havrix PFS 10 Pack; Ped	0	33	0	0	466	-499
<input type="checkbox"/> VI-0449058	123456	Varivax SDV 10 Pack; Ped	0	33	10	0	456	-499
<input type="checkbox"/> VI-0449059	123456	Proquad SDV 10 Pack; Ped	0	33	0	0	466	-499
<input type="checkbox"/> VI-0449061	123456	*MenQuadFI SDV 5 Pack; Ped	0	33	0	0	466	-499
<input type="checkbox"/> VI-0479103	123456	Adacel SDV 10 Pack; Ped	0	4	0	0	45	-49
<input type="checkbox"/> VI-0504788	123456	Varivax SDV 10 Pack; Ped	0	3	0	0	76	-79
<input type="checkbox"/> VI-0508617	123456	Havrix PFS 10 Pack; Adu	0	4	0	0	3	-7
<input type="checkbox"/> VI-0602758	123456	Gardasil PFS 10 Pack; Ped	10	2	0	0	7	1

The conditional formatting shows that any records highlighted yellow or red may indicate a manual adjustment of the inventory’s quantity on hand, reported by the provider. These records should be reviewed to ensure accurate reporting and provider compliance.

You may repeat the above steps for other providers within your jurisdiction to view inventory during each month’s reporting period. The cloned report will remain in your Private Reports folder in RE VAOS for use, only being removed if you decide to delete the report.

Additional Resources

VAOS Ordering Inquiries – TXVaccineOrders@DSHS.Texas.Gov

[DSHS Immunization Program Website](#)

[Immunization Program Homepage for Health Departments](#)

[TVFC/ASN Operations Manual for Responsible Entities](#)

