

How to Add Transactions to Lots in Inventory

1. Under the **Vaccine Management** menu, click the Manage Inventory link.
2. Choose the **Inventory choice (VFC/Public, Private, or All Hazard)** from the Inventory dropdown menu and click the **Get Inventory** button.
3. Click on the desired Vaccine Name on the **Manage Inventory** screen. You will be taken to the **Lot Transactions** screen.
4. Click the Add New Transaction link. You will be taken to the **Add Vaccine Lot Transaction** screen.
5. Record the following information on the **Add Vaccine Lot Transaction** screen:
 - **Date:** enter the date of the transaction.
 - **Doses:** enter the number of doses involved in the transaction
 - **Action:** choose one of the below from the dropdown*

	<i>Example(s)</i>	<i>Inventory Effect</i>
Breakage	Vials were broken on-site	Subtract
Drawn Not Used	Vaccine sat on counter and was not used within the approved time frame	Subtract
Natural Disaster	Tornado caused refrigerator power outage and spoiled vaccine	Subtract
Returned to Distr	Returned to the distributor for excise tax. Choose one of the following from the additional Reason dropdown: <ul style="list-style-type: none"> • Equip Failure - too Warm • Equip Failure - too Cold • Expired • Failure to Store Properly • Natural Disaster • Recalled • Spoilage • Subtract from Inventory 	Subtract (all choices)
Transferred in	More doses of the same lot were received for All Hazard inventory <ul style="list-style-type: none"> • Add to inventory • Replaced Borrowed • Replaced Lost/Wastage 	Add (all choices)
Transferred out	Short-dated vaccine or antiviral was sent to another Site <ul style="list-style-type: none"> • Subtract from inventory • Replaced Borrowed • Replaced Lost/Wastage 	Subtract (all choices)
MCIR Opted-Out	Recording an inventory dose administered to a person who has opted-out of MCIR reporting	Subtract
Lost	Doses cannot be accounted for	Subtract

**It is advisable to record transaction dates, number of doses, and actions on a worksheet posted on your refrigerator for ease of data entry into MCIR.*

- **Comment:** type a comment here if appropriate
6. Click the **Submit** button. Your transaction has been recorded.