

Adjust On-Hand Inventory

Vaccine Inventory On-Hand [Learn More](#) Add New Inventory

Vaccine Funding Source

Filter

Location	Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon	Audit	Action
TITUS FAMILY PRACTICE - MECHANICSBURG	ZOSTER LIVE (ZOSTAMAX)	WAL	00006-4963-00	Z09874	10/15/2024	VFC	10			Action
TITUS FAMILY PRACTICE - MECHANICSBURG	VARICELLA (VARIVAX (0.5 ML X 1 VIAL))	MSD	00006-4826-00	VARIPRI10	10/03/2025	PRIVATE	20			EDIT ADJUSTMENT TRANSFER INQUIRY TRANSACTIONS
TITUS FAMILY PRACTICE - MECHANICSBURG	VARICELLA (VARIVAX (0.5 ML X 10 VIALS))	MSD	00006-4827-00	VARIVFC	10/03/2025	VFC	20			

1. Click the drop-down arrow beside **Action**.
2. Click **Adjustment**.

Vaccine Inventory Adjustment Cancel Create

Add

Date/Time * (HH:MM:AP) 7

Inventory Location * 3

Vaccine | Mfg | NDC *

Lot Number *

Expiration Date *

Funding Source *

Doses On-Hand *

Reason * 4

Modification *

Doses Adjusted * 5

Container Id

Comments * 6

Clear

3. Enter **Date/Time**.
4. Select the **Reason** for the adjustment (the **Modification** value will default based on the reason selected).
NOTE: Reasons starting with VTrckS will include the adjustment in the wastage reports for VTrckS.
5. Enter the **Doses Adjusted** (to be added or removed).
Enter **Container ID** if needed.
6. Enter **Comments** (required for VTrckS adjustment reasons).
7. Click **Create**.



The **Success** message displays.