Generating Reports in VAOS

Last Updated: 1/22/2024

Overview

Purpose

- The Generating Reports job aid provides instructions for Texas Vaccines for Children (TVFC) and Adult Safety Net (ASN) providers to generate reports in the Vaccine Allocation and Ordering System (VAOS).

Audience

- TVFC/ASN providers who access VAOS

Generating Reports in VAOS

- Getting Started
- 1. Monthly Biological Report (job aid)
- 2. Physical and Tally Report (job aid)
- 3. Near Expiration Report
- 4. Vaccine Loss Report
- 5. Doses Transferred Report
- 6. Doses Wasted Report
- 7. Current Inventory Report
- 8. Provider Master Vaccine Report
- 9. Maximum Stock Level Report
- 10. Aggregate Doses Administered Report
- 11. TVFC/ASN Doses Requested Report
- 12. COVID Doses Requested Report

VAOS Tips & Tricks

Keep in mind…

VAOS works best with **Chrome** as your browser.

Please **check your Spam** folder for emails from **noreply@salesforce.com** as needed. You may also receive emails from **CDCCustomerService@McKesson.com.**

If possible, flag these addresses as safe-senders to avoid emails being sent to Spam.

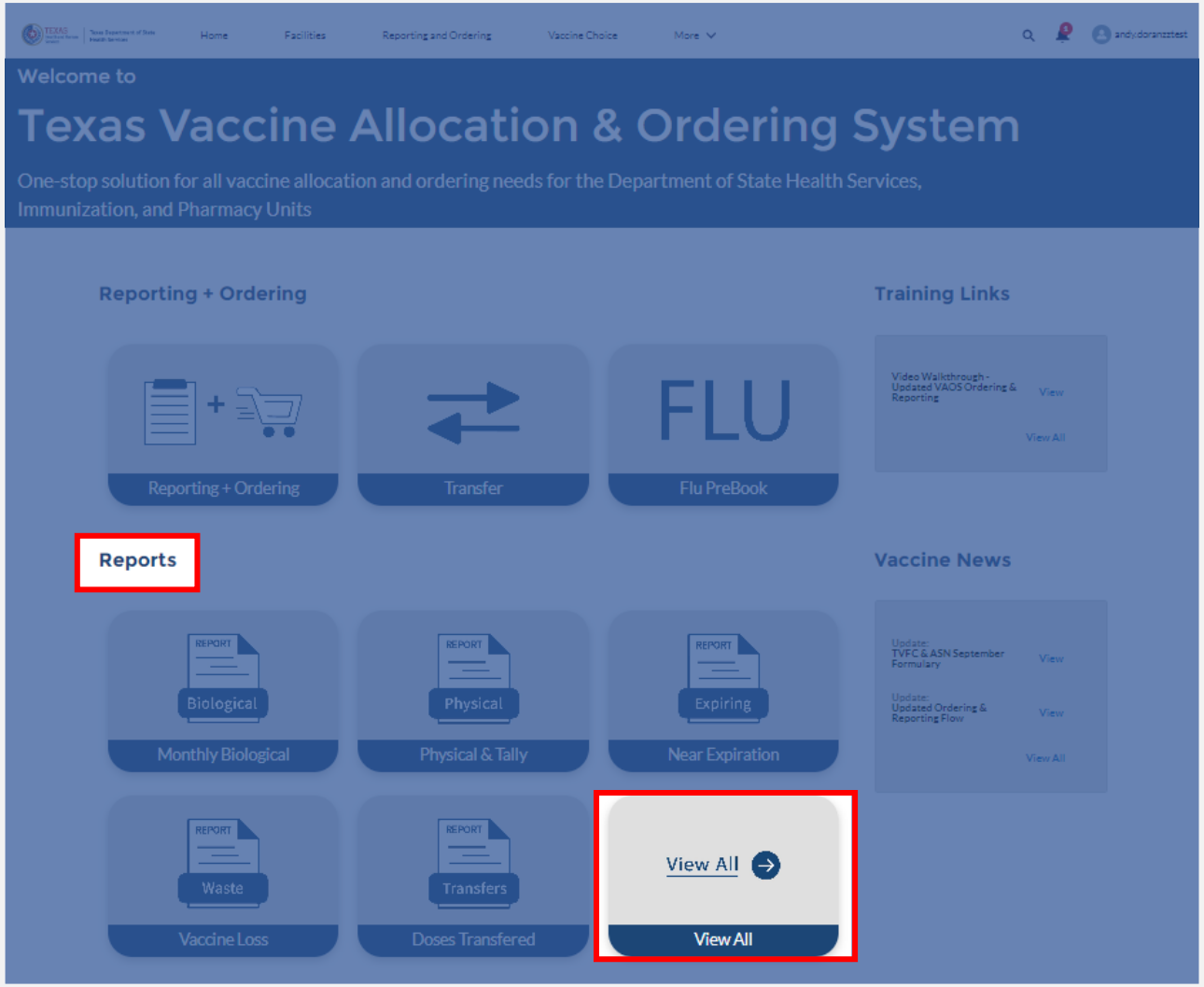
Regardless of the number facilities you are associated with, you will have **one set of login credentials**.

Getting Started

Navigating to Reports in the VAOS Provider Portal

Navigate to the VAOS Provider Portal

Log into your VAOS Provider Portal and navigate to the **Reports** section. Click **View All** to view a list of all available reports.



Viewing All Reports in VAOS

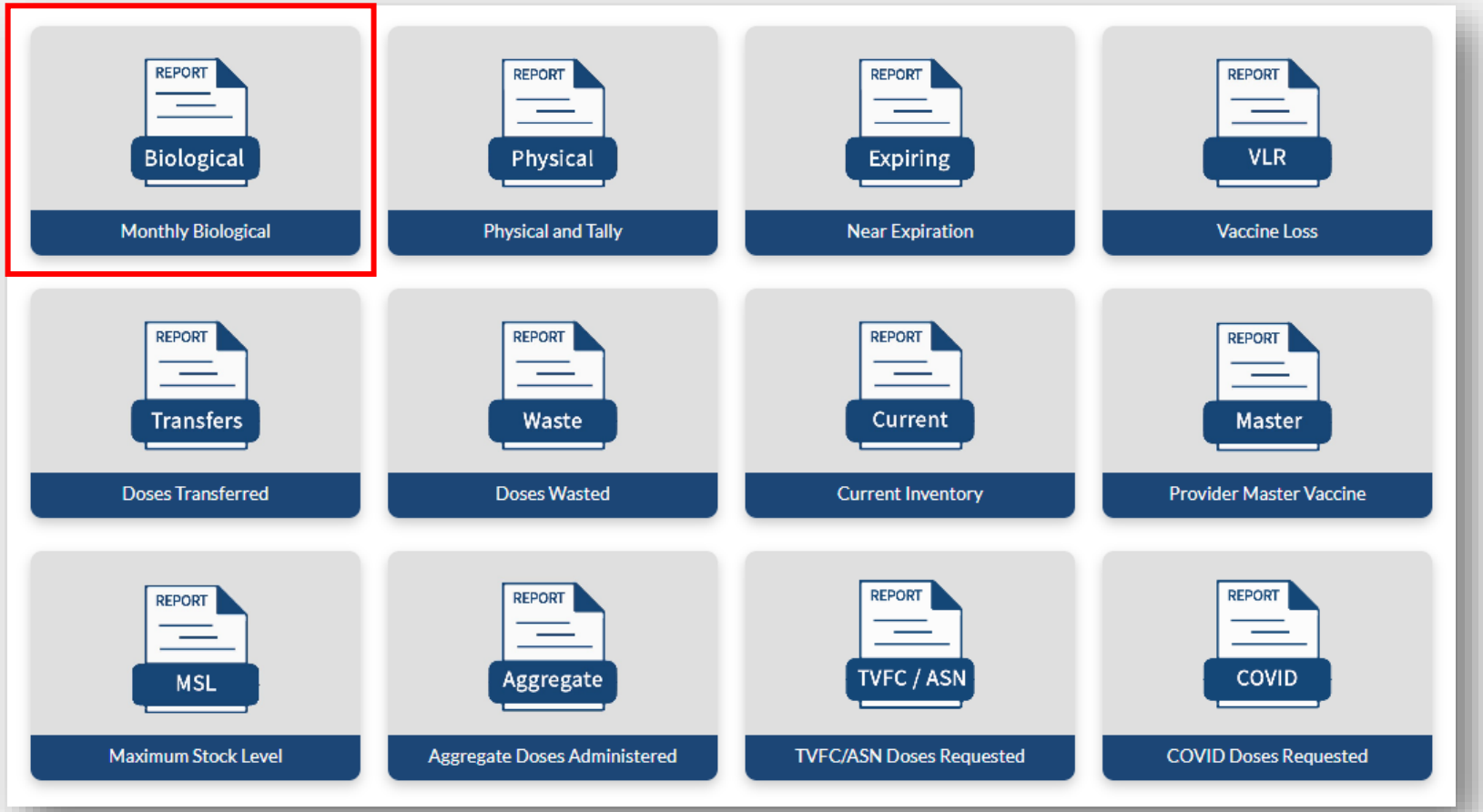
After clicking **View All**, you will find 12 reports to choose from.

The rest of the job aid details the purpose of each report, and how to view and export them.

1: Monthly Biological Report (job aid)

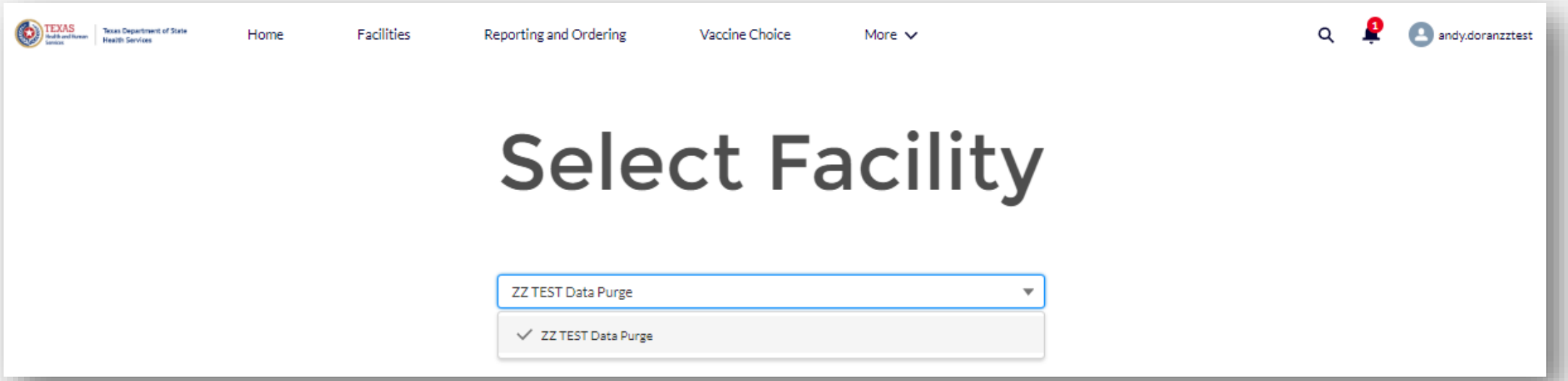
Monthly Biological Report

The Monthly Biological is a job aid that contains current vaccine inventory information, including vaccine, lot number, and expiration date. This job aid can be printed and used to track beginning inventory, doses transferred, doses administered, doses wasted, and ending inventory.



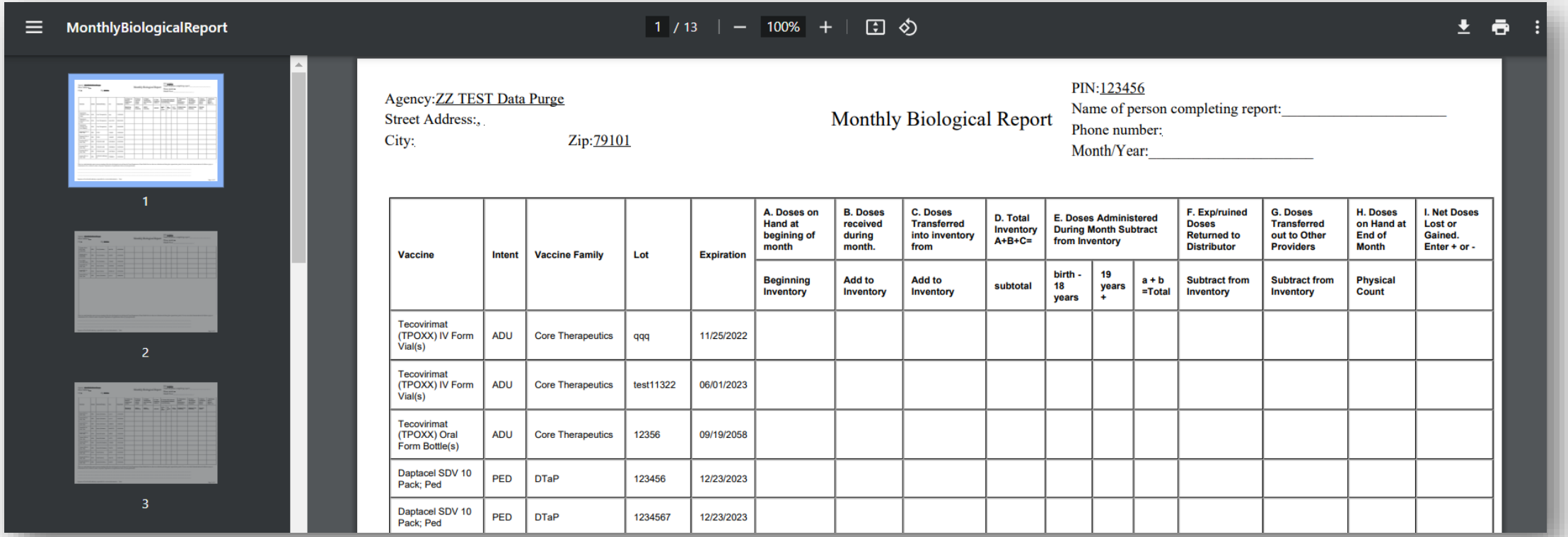
Monthly Biological Report

After clicking on the Monthly Biological Report tile, select your facility from the drop-down menu to view the report.



Monthly Biological Report

A PDF of the report will automatically open in a new tab. From this tab, you can view, download, or print the report for use in your facility.



Agency:ZZ TEST Data Purge
Street Address:,
City: Zip:79101

Monthly Biological Report

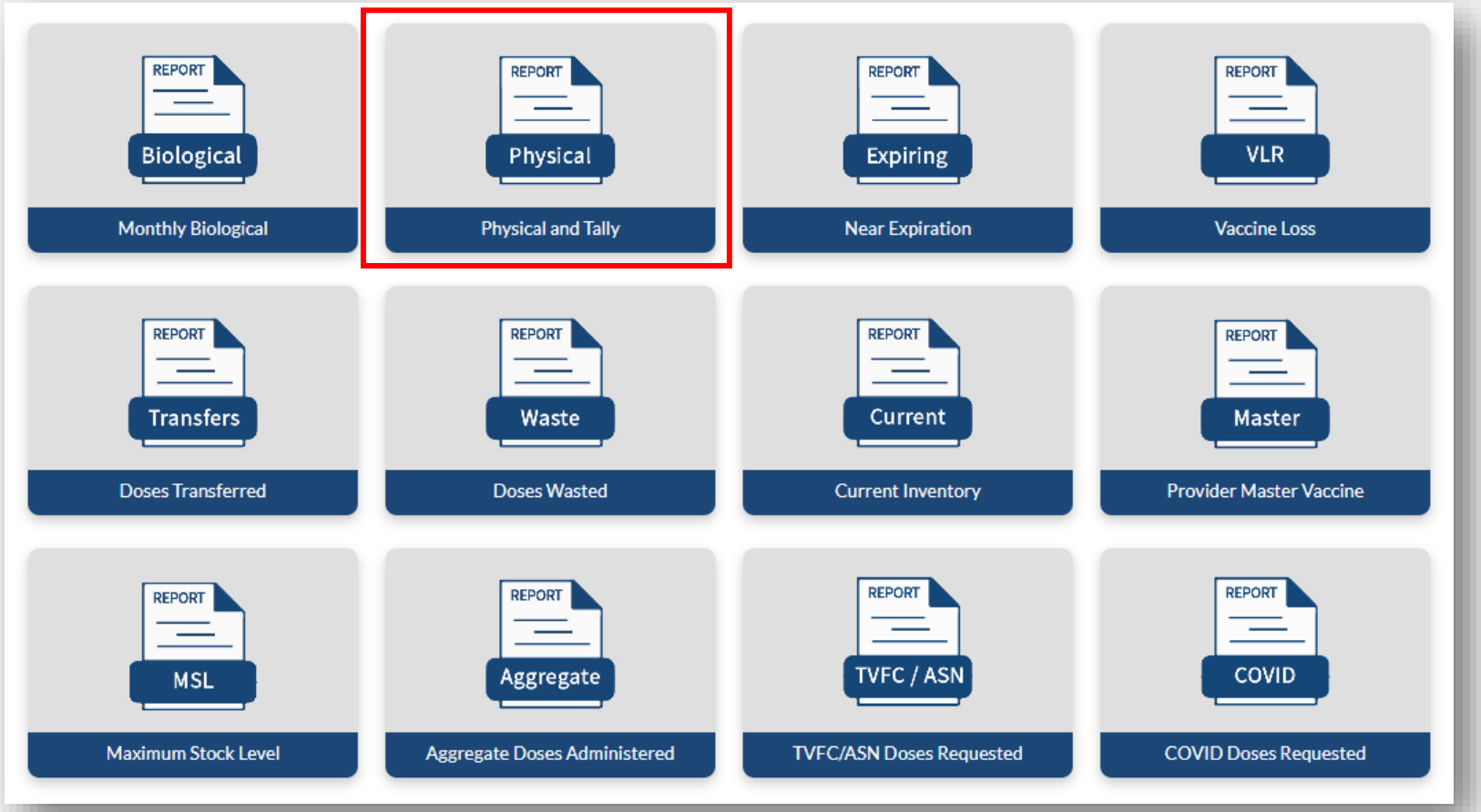
PIN:123456
Name of person completing report:_____
Phone number:
Month/Year:_____

Vaccine	Intent	Vaccine Family	Lot	Expiration	A. Doses on Hand at begining of month	B. Doses received during month.	C. Doses Transferred into inventory from	D. Total Inventory A+B+C=	E. Doses Administered During Month Subtract from Inventory			F. Exp/ruined Doses Returned to Distributor	G. Doses Transferred out to Other Providers	H. Doses on Hand at End of Month	I. Net Doses Lost or Gained. Enter + or -
					Beginning Inventory	Add to Inventory	Add to Inventory	subtotal	birth - 18 years	19 years +	a + b =Total	Subtract from Inventory	Subtract from Inventory	Physical Count	
Tecovirimat (TPOXX) IV Form Vial(s)	ADU	Core Therapeutics	qqq	11/25/2022											
Tecovirimat (TPOXX) IV Form Vial(s)	ADU	Core Therapeutics	test11322	06/01/2023											
Tecovirimat (TPOXX) Oral Form Bottle(s)	ADU	Core Therapeutics	12356	09/19/2058											
Daptacel SDV 10 Pack; Ped	PED	DTaP	123456	12/23/2023											
Daptacel SDV 10 Pack; Ped	PED	DTaP	1234567	12/23/2023											

2. Physical and Tally Report (job aid)

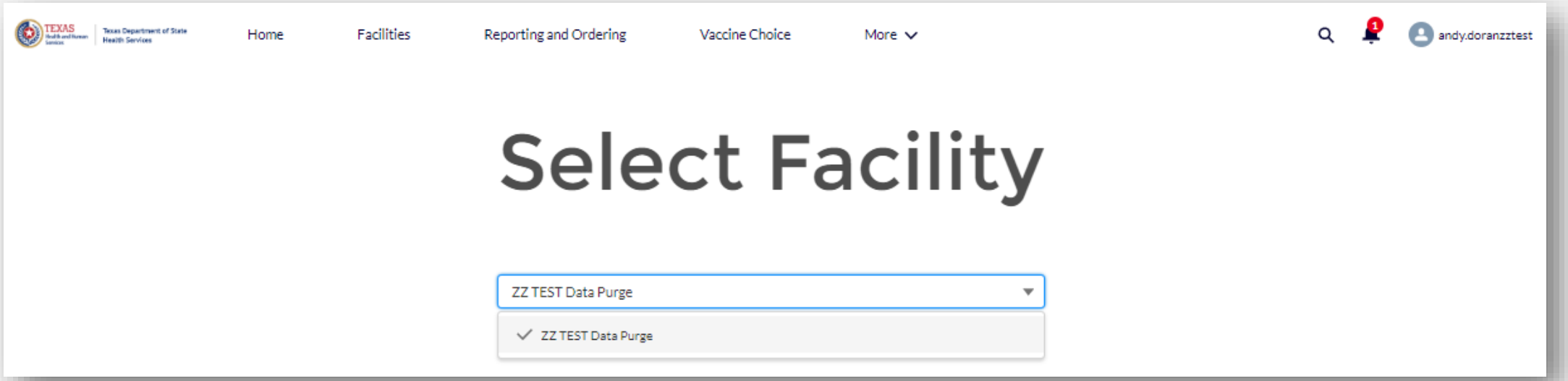
Physical and Tally Report

The Physical and Tally Sheet report is a job aid that contains current vaccine inventory information for a facility. It can be printed and used to “tally” doses administered, physical count, and to add any provider comments.



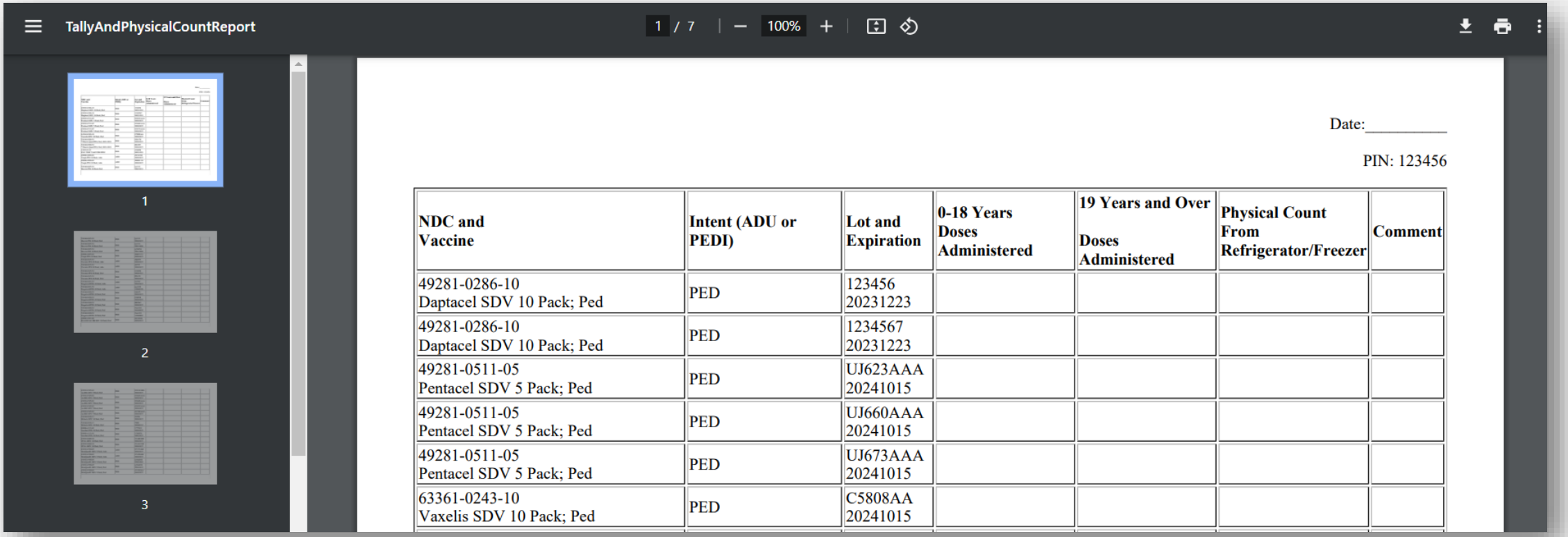
Physical and Tally Report

After clicking on the Physical and Tally Report tile, select your facility from the drop-down menu to view the report.



Physical and Tally Report

A PDF of the report will automatically open in a new tab. From this tab, you can view, download, or print the report for use in your facility.



NDC and Vaccine	Intent (ADU or PEDI)	Lot and Expiration	0-18 Years Doses Administered	19 Years and Over Doses Administered	Physical Count From Refrigerator/Freezer	Comment
49281-0286-10 Daptacel SDV 10 Pack; Ped	PED	123456 20231223				
49281-0286-10 Daptacel SDV 10 Pack; Ped	PED	1234567 20231223				
49281-0511-05 Pentacel SDV 5 Pack; Ped	PED	UJ623AAA 20241015				
49281-0511-05 Pentacel SDV 5 Pack; Ped	PED	UJ660AAA 20241015				
49281-0511-05 Pentacel SDV 5 Pack; Ped	PED	UJ673AAA 20241015				
63361-0243-10 Vaxelis SDV 10 Pack; Ped	PED	C5808AA 20241015				

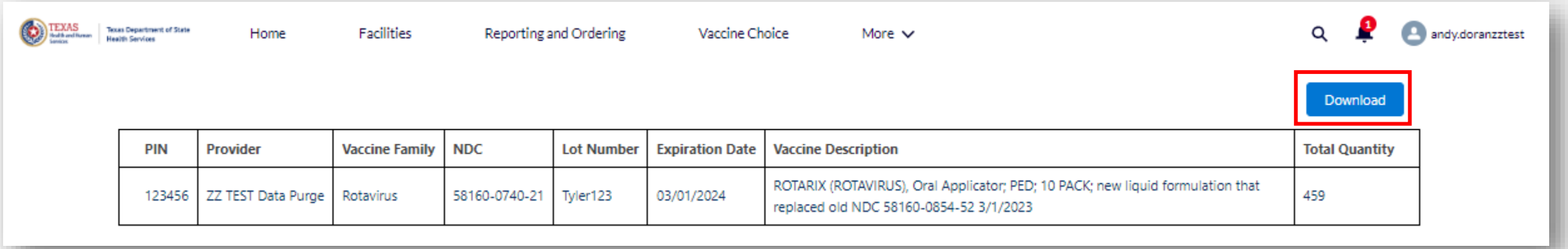
3. Near Expiration Report

Near Expiration Report

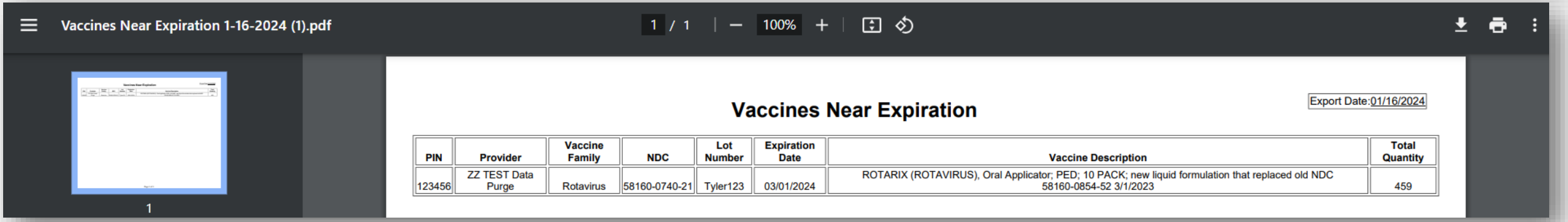
The Near Expiration report allows providers to view inventory that expires within the next 90 days.

Near Expiration Report

After clicking on the Near Expiration Report tile, you can view items on the report. Click **Download** to export the report as a PDF for additional viewing or saving.



PIN	Provider	Vaccine Family	NDC	Lot Number	Expiration Date	Vaccine Description	Total Quantity
123456	ZZ TEST Data Purge	Rotavirus	58160-0740-21	Tyler123	03/01/2024	ROTARIX (ROTAVIRUS), Oral Applicator; PED; 10 PACK; new liquid formulation that replaced old NDC 58160-0854-52 3/1/2023	459

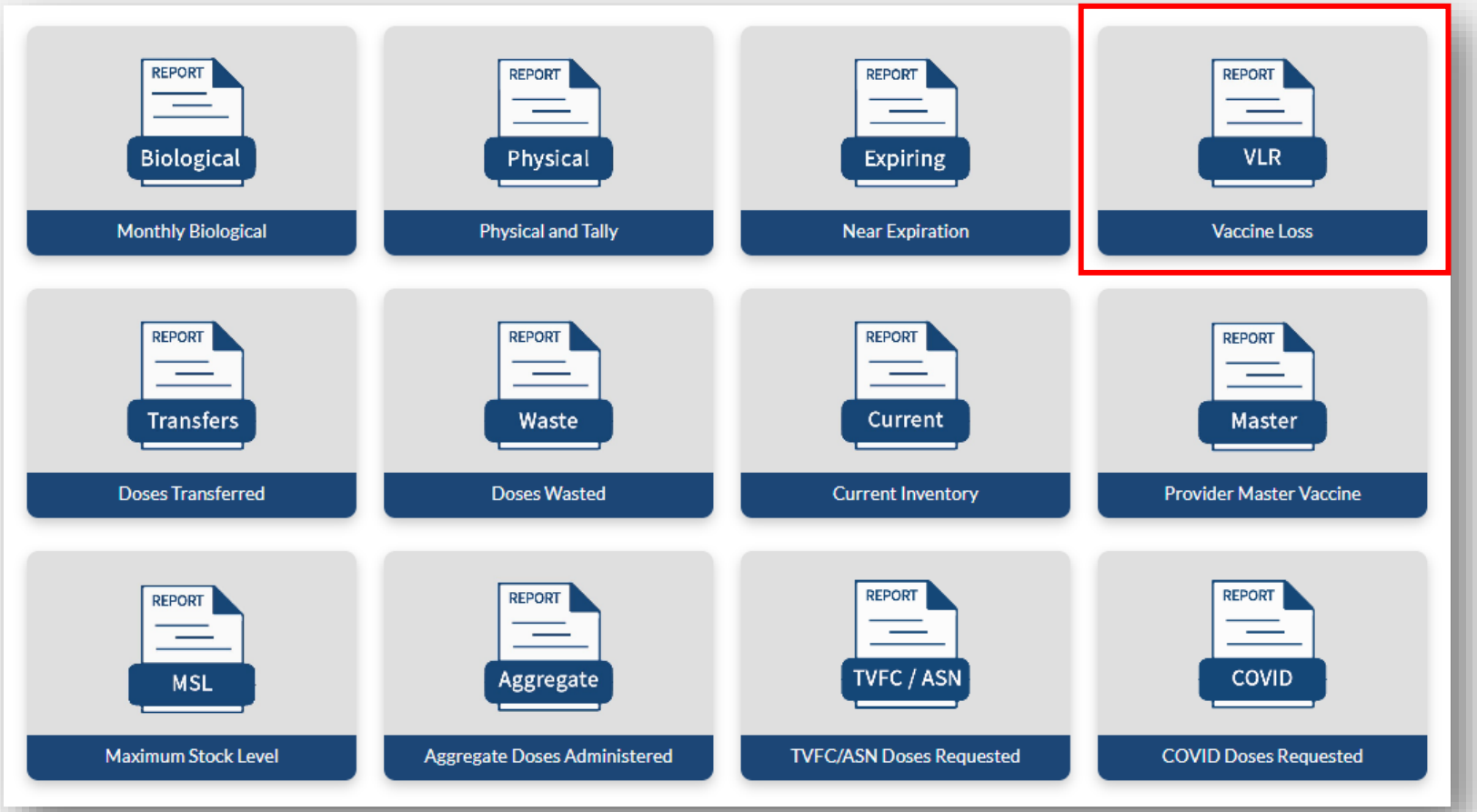


PIN	Provider	Vaccine Family	NDC	Lot Number	Expiration Date	Vaccine Description	Total Quantity
123456	ZZ TEST Data Purge	Rotavirus	58160-0740-21	Tyler123	03/01/2024	ROTARIX (ROTAVIRUS), Oral Applicator; PED; 10 PACK; new liquid formulation that replaced old NDC 58160-0854-52 3/1/2023	459

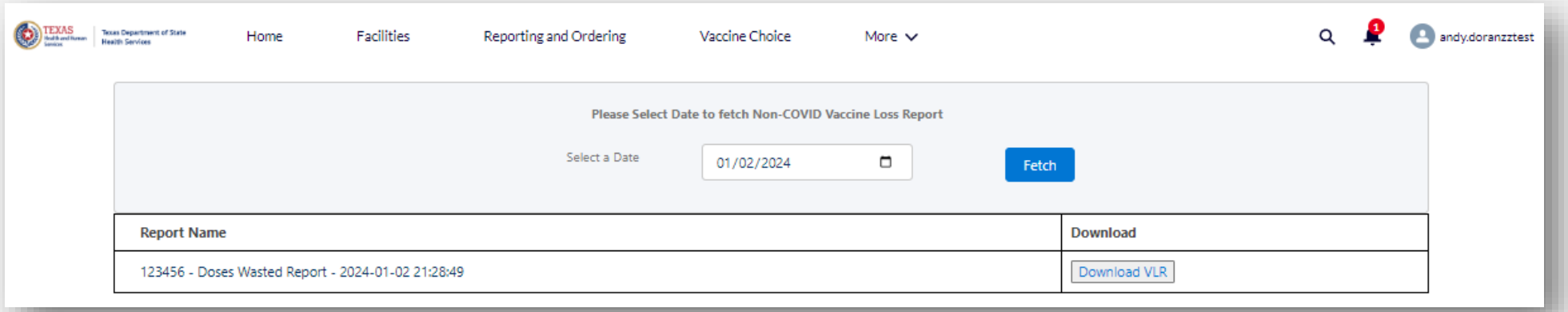
4. Vaccine Loss Report

Vaccine Loss Report

The Vaccine Loss Report (VLR) allows providers to view historical VLRs for TVFC/ASN wastage. Note that *only* wastage reported through the TVFC/ASN Vaccine Loss module will be shown here.

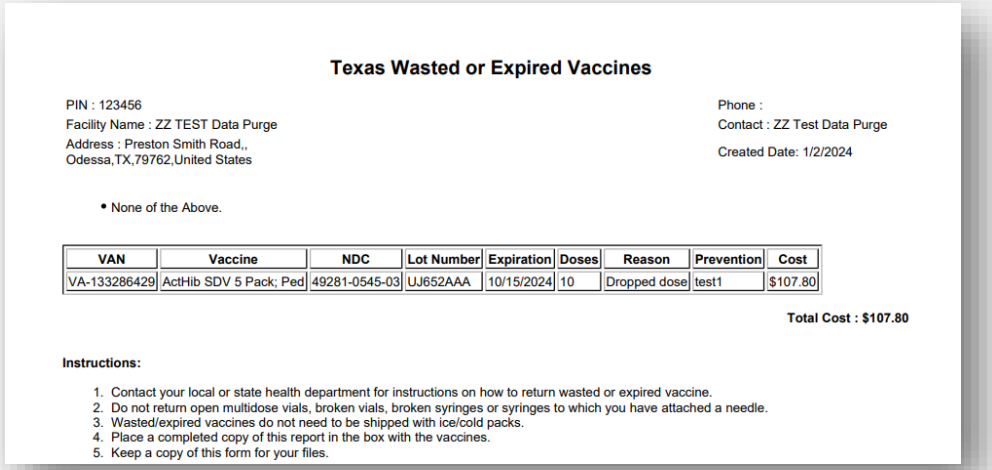


Vaccine Loss Report



After clicking on the Vaccine Loss Report tile, enter the date you reported the wastage into VAOS, and then click **Fetch**.

Click **Download VLR** to view, download, or print the VLR as a PDF file.



Texas Wasted or Expired Vaccines

PIN : 123456
Facility Name : ZZ TEST Data Purge
Address : Preston Smith Road,,
Odessa,TX,79762,United States

Phone :
Contact : ZZ Test Data Purge
Created Date: 1/2/2024

• None of the Above.

VAN	Vaccine	NDC	Lot Number	Expiration	Doses	Reason	Prevention	Cost
VA-133286429	ActHib SDV 5 Pack; Ped	49281-0545-03	UJ652AAA	10/15/2024	10	Dropped dose	test1	$107.80

Total Cost : $107.80

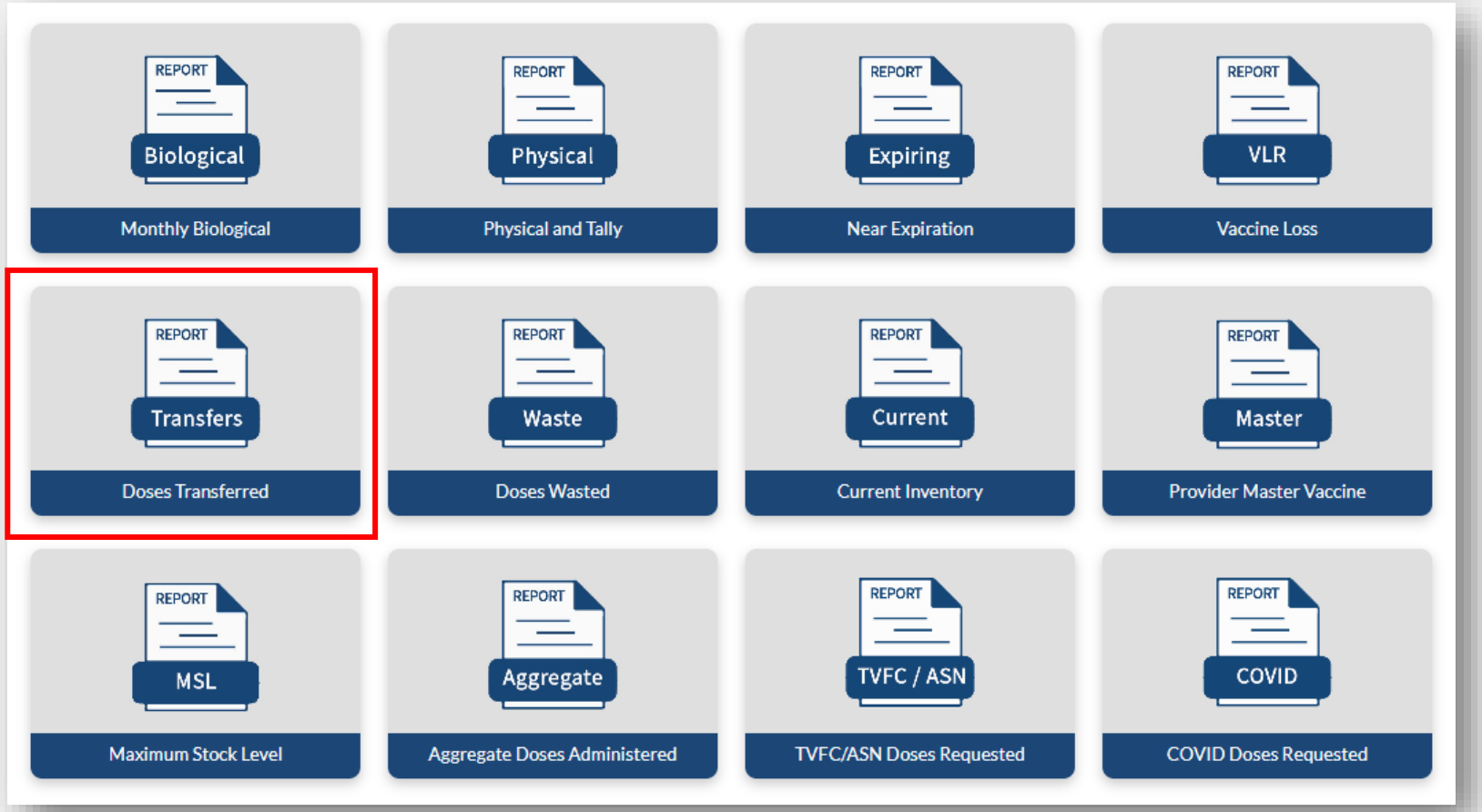
Instructions:

1. Contact your local or state health department for instructions on how to return wasted or expired vaccine.
2. Do not return open multidose vials, broken vials, broken syringes or syringes to which you have attached a needle.
3. Wasted/expired vaccines do not need to be shipped with ice/cold packs.
4. Place a completed copy of this report in the box with the vaccines.
5. Keep a copy of this form for your files.

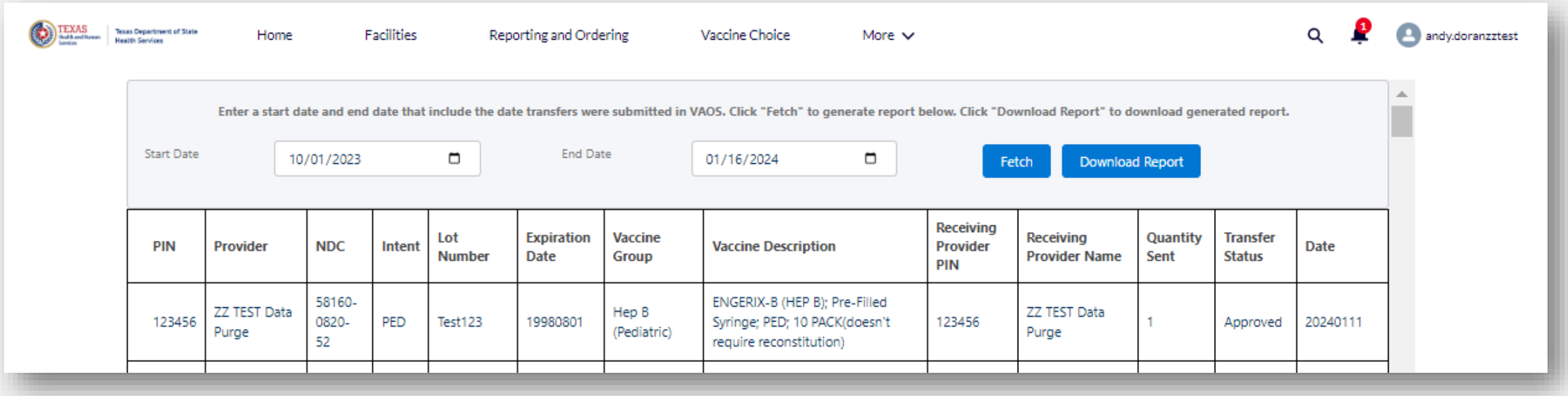
5. Doses Transferred Report

Doses Transferred Report

The Doses Transferred report allows providers to view previous transfer requests entered into VAOS.



Doses Transferred Report



After clicking on the Doses Transferred Report tile, enter the start and end dates for the transfer records you are looking for, and then click Fetch.

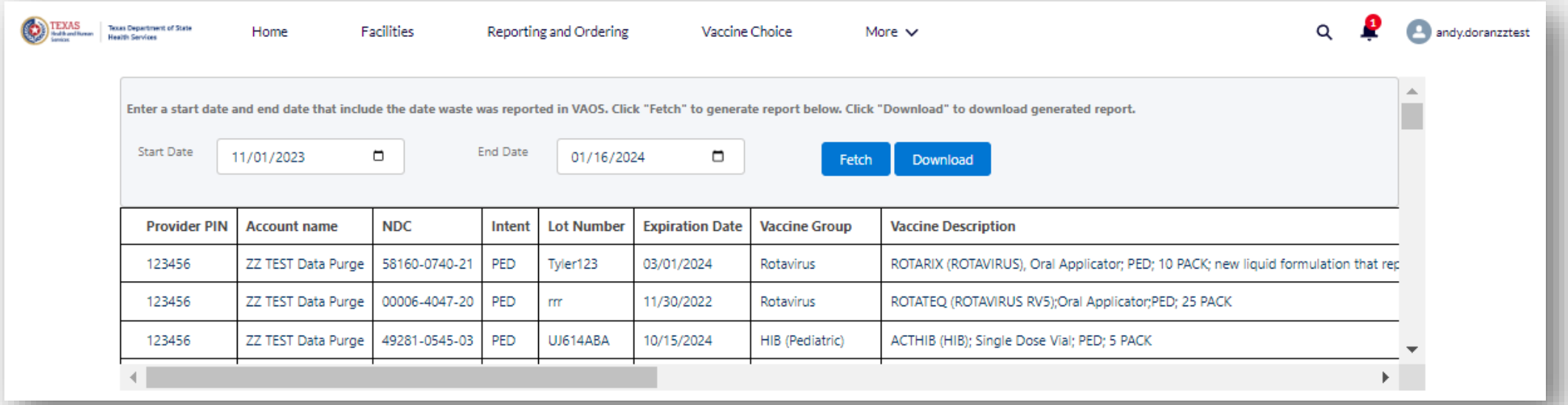
Click **Download Report** to download the information as an excel file for additional viewing.

6. Doses Wasted Report

Doses Wasted Report

The Doses Wasted report allows providers to view historical wastage entered into VAOS. Different from the Vaccine Loss Report, this report includes all waste regardless of program and exports as an excel file.

Doses Wasted Report



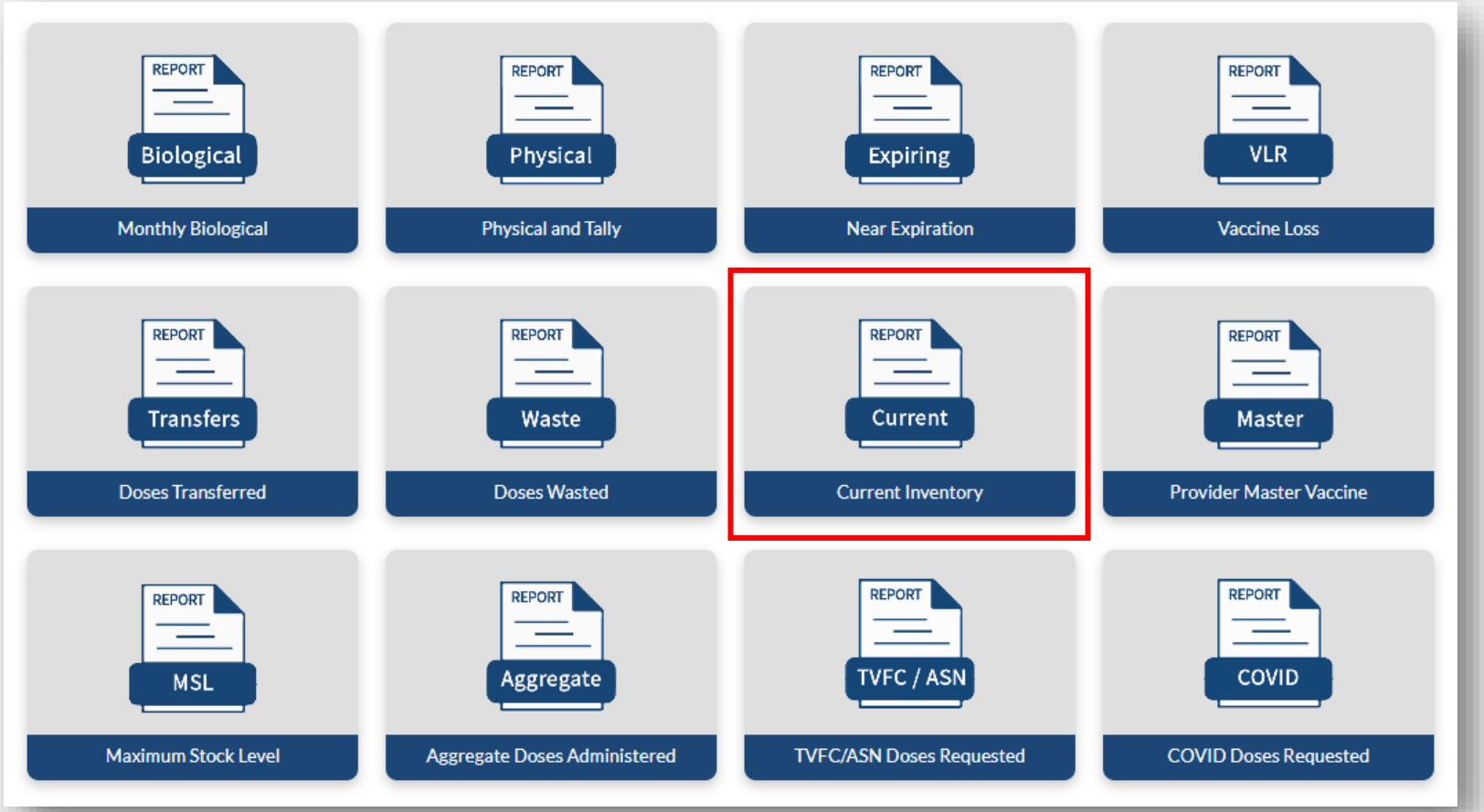
After clicking the Doses Wasted Report tile, enter the start and end dates for the wastage you are looking for, and then click **Fetch**.

Click **Download** to save a copy of the report as an excel file for additional viewing.

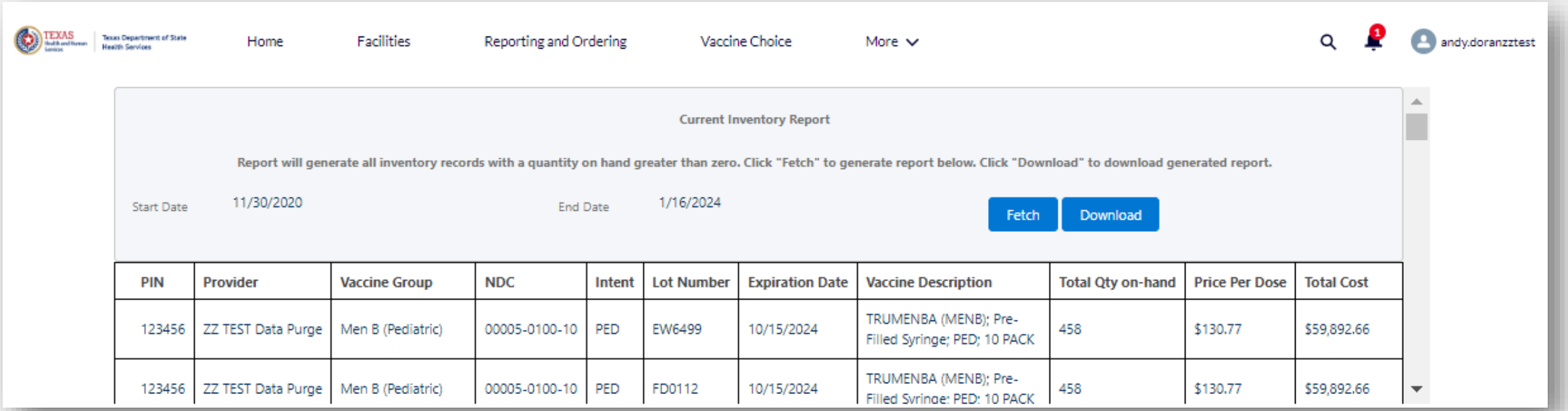
7. Current Inventory Report

Current Inventory Report

The Current Inventory Report shows providers all inventory records with a positive quantity on hand.



Current Inventory Report



After clicking the Current Inventory Report tile, click **Fetch** (the start and end dates are pre-set and not editable).

Click **Download** to save a copy of the report as an excel file for additional viewing.

8. Provider Master Vaccine Report

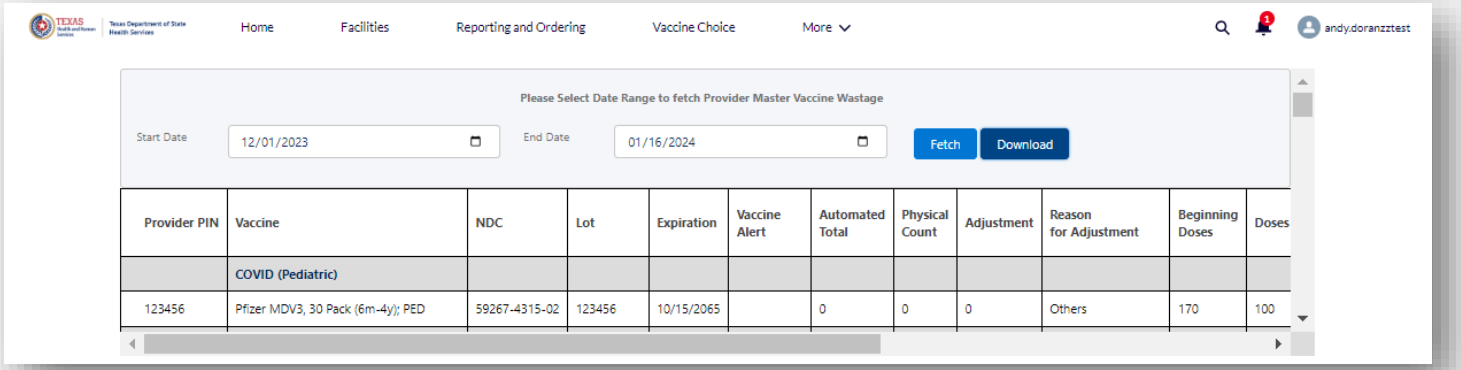
Provider Master Vaccine Report

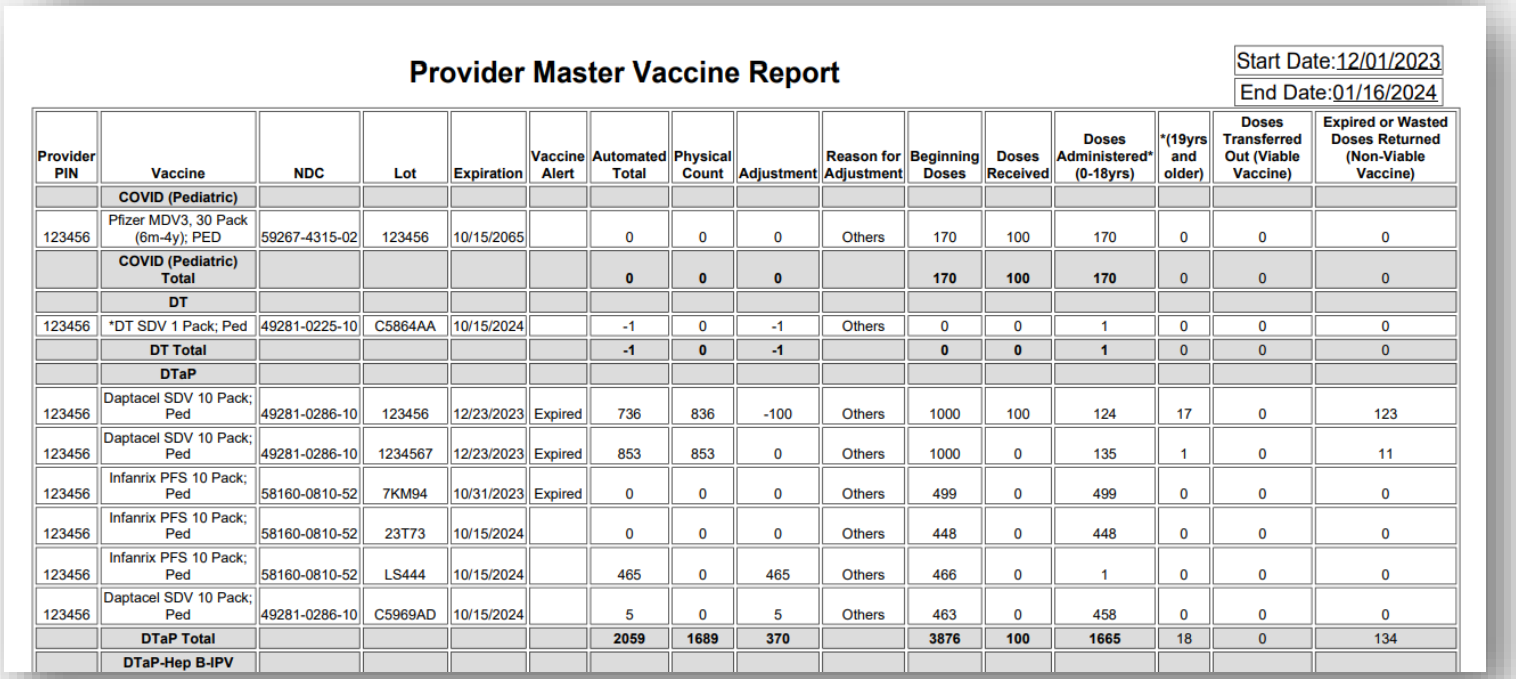
The Provider Master Vaccine Report is a comprehensive view of all vaccine transactions, starting from physical receipt of a shipment, to administrations, transfers, wastage, and inventory adjustments for the time frame entered.

Provider Master Vaccine Report

After clicking the Provider Master Vaccine Report tile, enter a start and end date and click **Fetch**. A preview of the report will populate on the screen.

Click **Download** to view and save a PDF copy of the report.





Provider Master Vaccine Report

Start Date:12/01/2023
End Date:01/16/2024

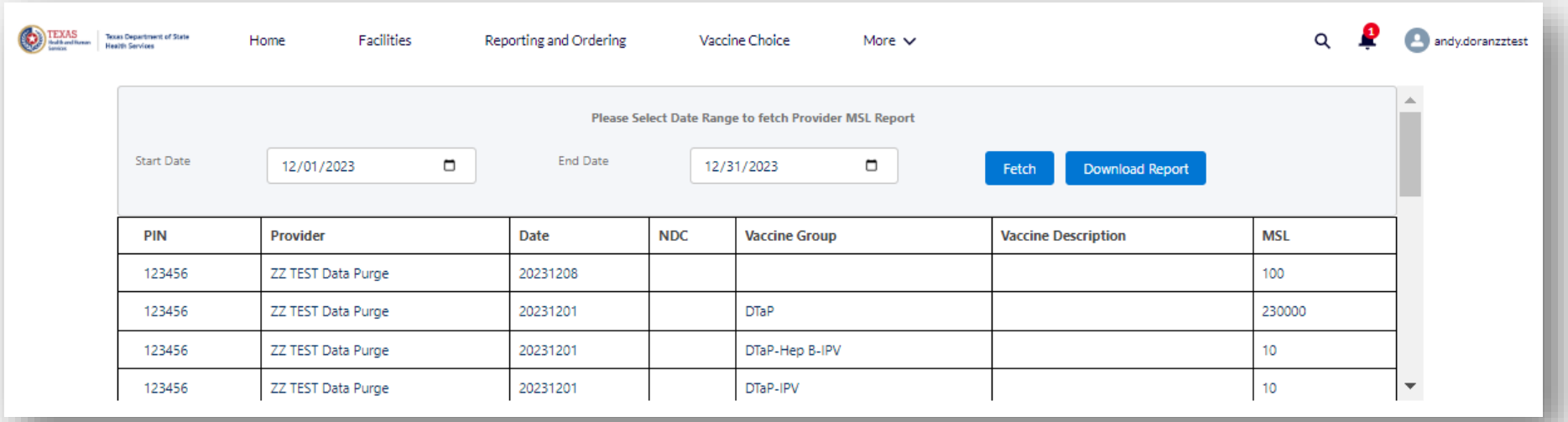
Provider PIN	Vaccine	NDC	Lot	Expiration	Vaccine Alert	Automated Total	Physical Count	Adjustment	Reason for Adjustment	Beginning Doses	Doses Received	Doses Administered* (0-18yrs)	*(19yrs and older)	Doses Transferred Out (Viable Vaccine)	Expired or Wasted Doses Returned (Non-Viable Vaccine)
	COVID (Pediatric)														
123456	Pfizer MDV3, 30 Pack (6m-4y); PED	59267-4315-02	123456	10/15/2065		0	0	0	Others	170	100	170	0	0	0
	COVID (Pediatric) Total					**0**	**0**	**0**		**170**	**100**	**170**	0	0	0
	DT														
123456	*DT SDV 1 Pack; Ped	49281-0225-10	C5864AA	10/15/2024		-1	0	-1	Others	0	0	1	0	0	0
	DT Total					**-1**	**0**	**-1**		**0**	**0**	**1**	0	0	0
	DTaP														
123456	Daptacel SDV 10 Pack; Ped	49281-0286-10	123456	12/23/2023	Expired	736	836	-100	Others	1000	100	124	17	0	123
123456	Daptacel SDV 10 Pack; Ped	49281-0286-10	1234567	12/23/2023	Expired	853	853	0	Others	1000	0	135	1	0	11
123456	Infanrix PFS 10 Pack; Ped	58160-0810-52	7KM94	10/31/2023	Expired	0	0	0	Others	499	0	499	0	0	0
123456	Infanrix PFS 10 Pack; Ped	58160-0810-52	23T73	10/15/2024		0	0	0	Others	448	0	448	0	0	0
123456	Infanrix PFS 10 Pack; Ped	58160-0810-52	LS444	10/15/2024		465	0	465	Others	466	0	1	0	0	0
123456	Daptacel SDV 10 Pack; Ped	49281-0286-10	C5969AD	10/15/2024		5	0	5	Others	463	0	458	0	0	0
	DTaP Total					**2059**	**1689**	**370**		**3876**	**100**	**1665**	18	0	134
	DTaP-Hep B-IPV														

9. Maximum Stock Level Report

Maximum Stock Level Report

The Maximum Stock Level Report allows providers to view current and historical Maximum Stock Levels (MSL) for their facility.

Maximum Stock Level Report



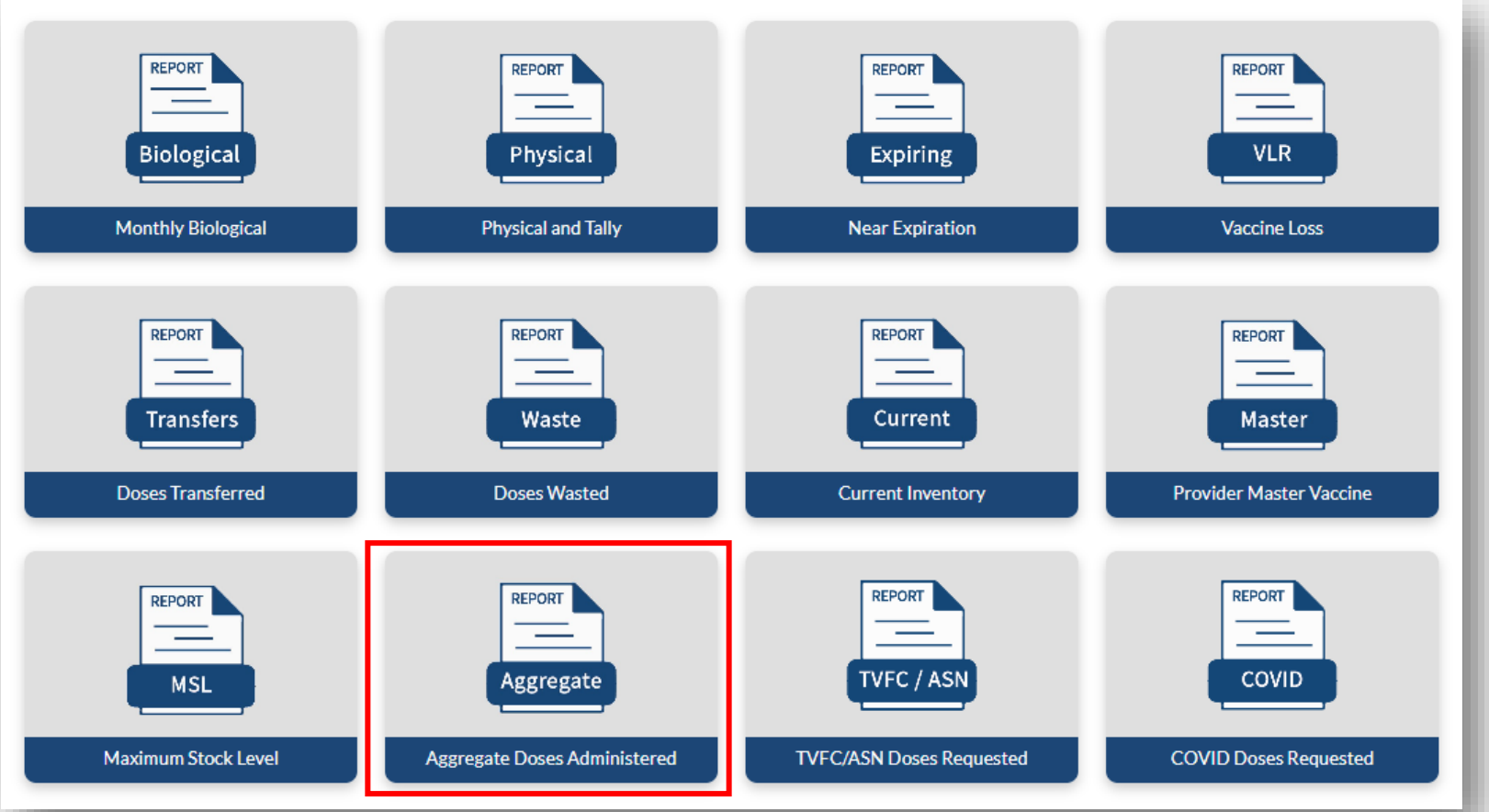
After clicking the Maximum Stock Level Report tile, enter a start and end date and click **Fetch**. A preview of the report will populate on the screen.

Click **Download** to view and save an excel copy of the report.

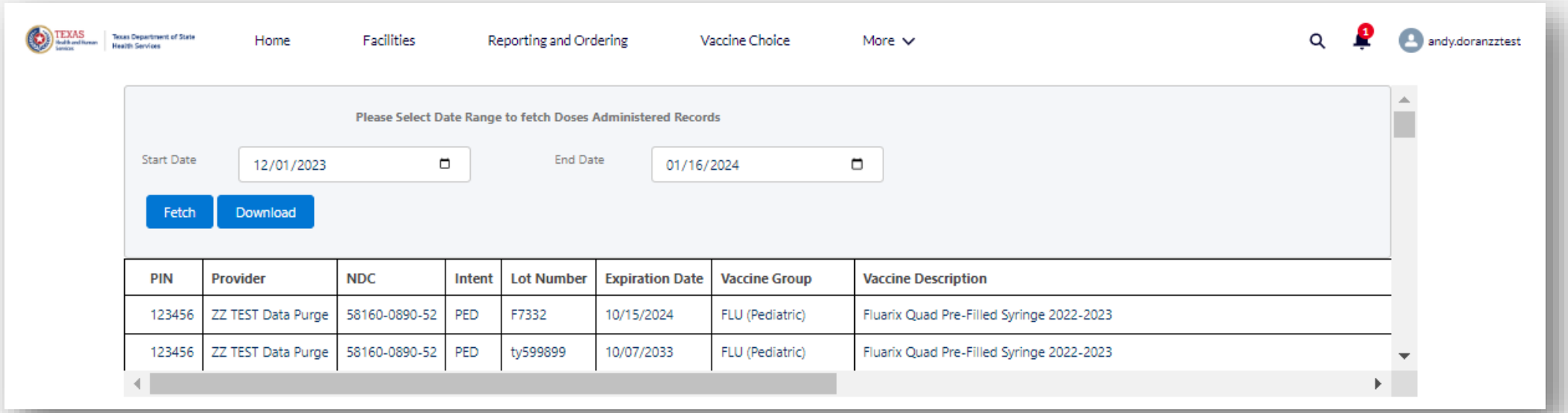
10. Aggregate Doses Administered Report

Aggregate Doses Administered Report

The Aggregate Doses Administered Report allows providers to view doses administered summed up by vaccine, lot number, expiration date, and intent for the date range entered.



Aggregate Doses Administered Report



After clicking the Aggregate Doses Administered Report tile, enter a start and end date and click **Fetch**. A preview of the report will populate on the screen.

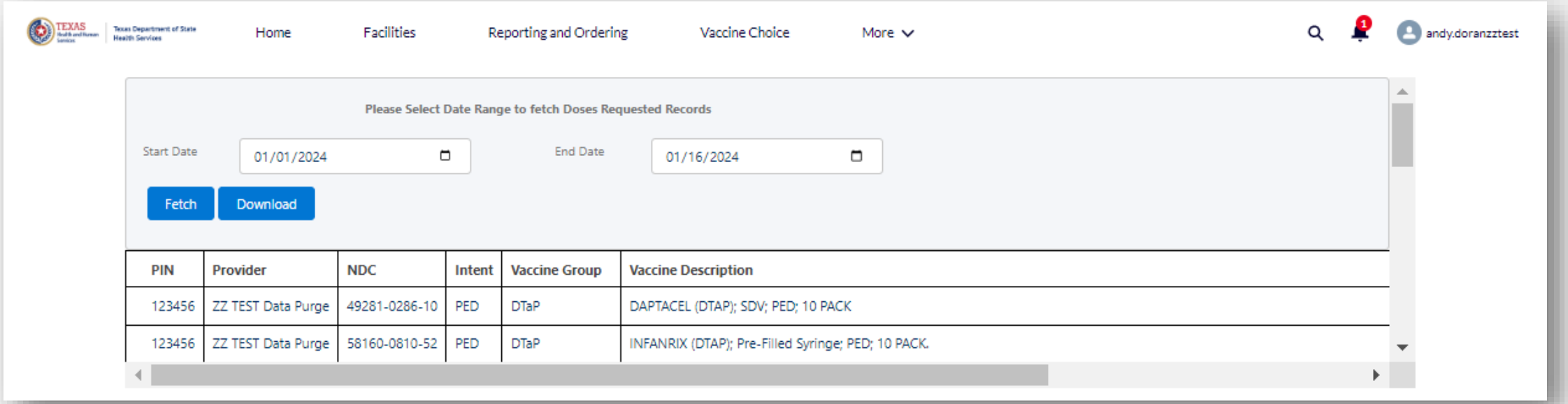
Click **Download** to view and save an excel copy of the report.

11. TVFC/ASN Doses Requested Report

TVFC/ASN Doses Requested Report

The TVFC/ASN Doses Requested Report allows providers to view all TVFC/ASN orders submitted within the date entered. The report shows the number of doses requested for each vaccine, and the status of the order.

TVFC/ASN Doses Requested Report



After clicking the TVFC/ASN Doses Requested Report tile, enter a start and end date and click **Fetch**. A preview of the report will populate on the screen.

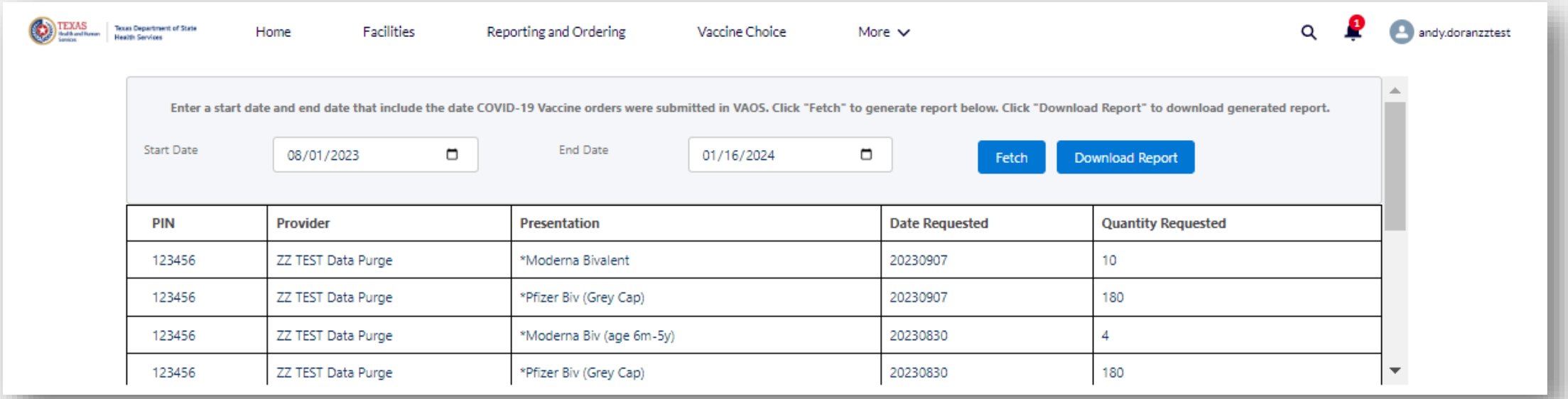
Click **Download** to view and save an excel copy of the report.

12. COVID Doses Requested Report

TVFC/ASN Doses Requested Report

The COVID Doses Requested Report allows providers to view all COVID orders submitted within the date entered. The report shows the number of doses requested for each vaccine, and the status of the order. This report *only* shows pandemic COVID orders and does not include COVID vaccine obtained through the TVFC/ASN programs.

TVFC/ASN Doses Requested Report



After clicking the COVID Doses Requested Report tile, enter a start and end date and click **Fetch**. A preview of the report will populate on the screen.

Click **Download** to view and save an excel copy of the report.