

Borrow and Return Lots - Balance Report

Getting Started

The Borrow and Return Lots - Balance Report shows a running tally of all doses owed to public and private immunization supply for providers who receive immunizations through the Vaccines for Children (VFC) and/or Vaccines for Adults (VFA) program.

How to Run a Borrow and Return Lots—Balance Report:

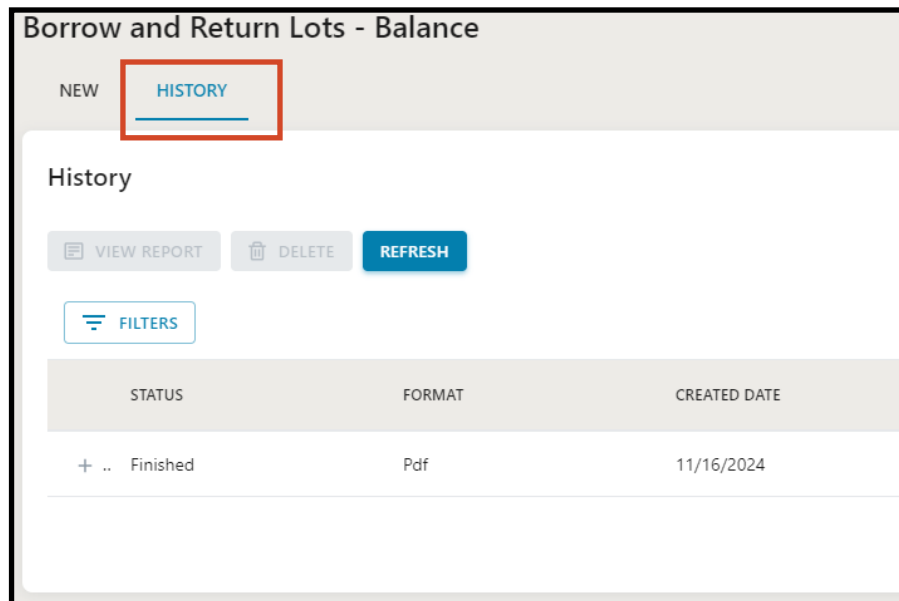
1.) To access this report, select '**Provider Inventory**' category in the **Reports** drop-down, then select '**Borrow and Return Lots - Balance**' in the '**Select Report**' drop-down. The report will open to **Selection Criteria** page.

The first screenshot shows the 'Reports' dropdown menu with the following options: Coverage Rate, Pandemic, Patient Management, and **Provider Inventory**. An arrow points from 'Provider Inventory' to the second screenshot.

The second screenshot shows the 'Provider Inventory Reports' page. The 'Select Report' dropdown menu is open, showing the following options: **Borrow and Return Lots - Balance**, Borrow and Return Lots - Detailed, Lot Inventory Expiring, Provider Inventory, and Wastage Return. An arrow points from 'Borrow and Return Lots - Balance' to the third screenshot.

The third screenshot shows the 'Borrow and Return Lots - Balance' report page. The 'Selection Criteria' section includes a 'RUN' button, a 'CLEAR' button, a 'Provider*' dropdown menu, and an 'Output*' dropdown menu set to 'Csv'.

- 2.) Select your provider by opening the **Provider** drop-down and clicking the checkbox next to the name of the provider you want to run the report for.
- 3.) Select the output type you would like for this report in the **Output** field. You can export this report as a CSV file or view as a PDF.
- 4.) Click **Run** to run the report.
- 5.) The completed report can be viewed from the report '**History**' once it is in a Finished status.



The completed Borrow and Return Lots - Balance report will display the total doses owed to private and public supply broken down by immunization. Balances are based on outstanding historical balances from prior to May 11, 2013 and administered doses entered in the NDIIS after May 11, 2013.