

Borrow and Return Lots - Detailed Report

Getting Started

The Borrow and Return Lots - Detailed report shows publicly funded doses administered to Not Eligible patients and privately purchased doses administered to VFC or Other State Eligible patients. This report can be used to identify doses counted in the Borrow and Return Lots - Balance report and to correct any data entry errors.

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

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

The image illustrates the steps to run a Borrow and Return Lots - Detailed Report. It consists of three screenshots:

- Reports Menu:** A dropdown menu with 'Reports' at the top. Below it are 'Coverage Rate', 'Pandemic', 'Patient Management', and 'Provider Inventory' (which is highlighted with a red box and an arrow pointing to the next screen).
- Provider Inventory Reports:** A screen titled 'Provider Inventory Reports'. It has a 'Select Report' section with a dropdown menu. The dropdown is open, showing options: 'Borrow and Return Lots - Balance', 'Borrow and Return Lots - Detailed' (highlighted with a red box and an arrow pointing to the next screen), 'Lot Inventory Expiring', 'Provider Inventory', and 'Wastage Return'.
- Borrow and Return Lots - Detailed:** A screen titled 'Borrow and Return Lots - Detailed'. It has tabs for 'NEW' and 'HISTORY'. Below the tabs is a 'Selection Criteria' section with a 'RUN' button (highlighted with a red box) and a 'CLEAR' button. Below these are fields for 'Provider*' (with a search icon), 'From Date' and 'To Date' (with a minus sign between them), and 'Output*' (with a dropdown menu showing 'Csv').

2.) Select your provider by opening the **Provider** drop-down and selecting the provider you want to run the report for.

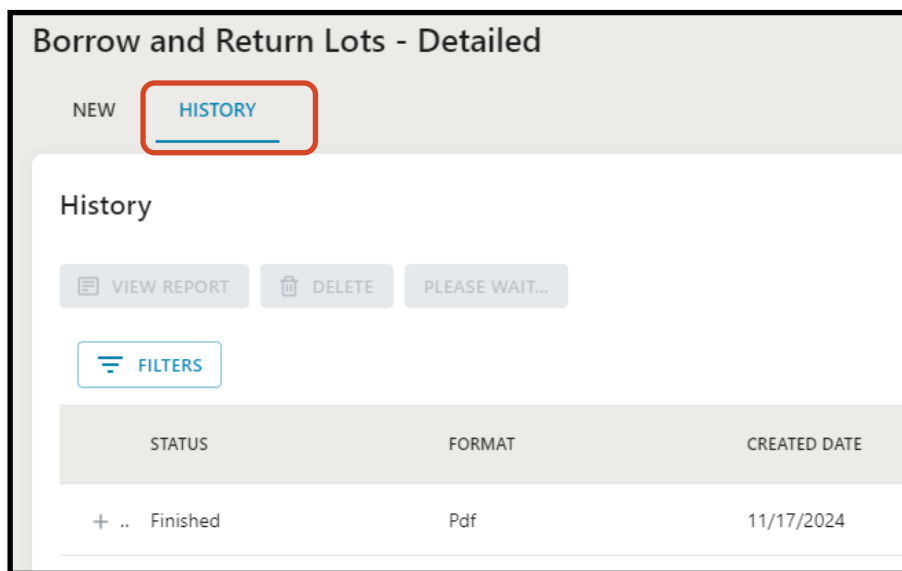
3.) You can fill in the **From Date** and **To Date** fields to refine the dose dates that are included in the detailed report.

Note: The Borrow and Return Lots - Balance report does not have a starting and ending date range. If running the Borrow and Return Lots - Detailed report for a specific date range, you may not get a list of all doses counted in your balance.

4.) Select the output type you would like for this report in the **Output** field. You can export this report as a Csv file or a Pdf file.

5.) Click **Run** to run the report

6.) The completed report can be viewed from the report '**History**' once it is in a Finished status.



The completed Borrow and Return Lots - Detailed report will display a line list of patients who received a dose identified as a borrow from public (i.e., state) or private inventory. The CSV output will have a column identifying the borrow category while the Pdf will have the two categories grouped with a category header. Each line will have the patient's name, date of birth, and dose information including vaccine type, lot number, dose date, and the documented VFC Eligibility.