Physical, Ending Inventory and Transaction History Reports

Physical Inventory Reports

1. From the Home page, go to the Reports tab and click on the Inventory/Inv link.
2. Choose Physical Inventory Report.
3. Select the Inventory (VFC/Public, Private, or All Hazard) for which you wish to generate the report.
4. Rename the report in the Description Field, for example “VFC 9-2-2015”
5. Click Submit
6. You will be sent back to the Home page.
7. In the Reports section of the Home page, click on Retrieve Results.
8. When the report is ready, click on the Report link to view and print the report.

Ending Inventory Reports

1. From the Home page, go to the Reports tab and click on the Inventory/Inv link.
2. Choose Ending Inventory Report.
3. Select the Inventory (VFC/Public, Private, or All Hazard) for which you wish to generate the report.
4. Select the Ending Inventory Date for which you wish to generate the report.
5. Rename the report in the Description Field, for example “January 2015”.
6. Click Submit.
7. You will be sent back to the Home page.
8. In the Reports section of the Home page, click on Retrieve Results.
9. When the report is ready, click on the Report link to view and print the report.

Transaction history report

This report allows you and your providers to get the history of all transactions in MCIR over a period of time. It can help see where education may be needed in choosing the correct transaction and assure vaccines are being accounted for appropriately.

1. From the Home page, go to the Reports tab and click on the Vaccine link.
2. Choose Transaction History Report from the drop down menu.
3. Enter the PIN or leave blank to run a report for all of your county
4. Enter the start and end dates and select which inventory (or you can leave at the default of All). You can also choose a particular NDC or Transaction Type or leave at All.
5. Click Submit.
6. You will be sent back to the Home page.
7. In the Reports section of the Home page, click on Retrieve Results.
8. When the report is ready, click on the Report link to view and print the report.