

## 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.