

North Dakota Immunization Information System: Borrow and Return Lots - Balance Report

The Balance Report shows a running tally of all doses owed to the public and private supply for providers who receive immunizations through the Vaccines for Children and/or Vaccines for Adults program.

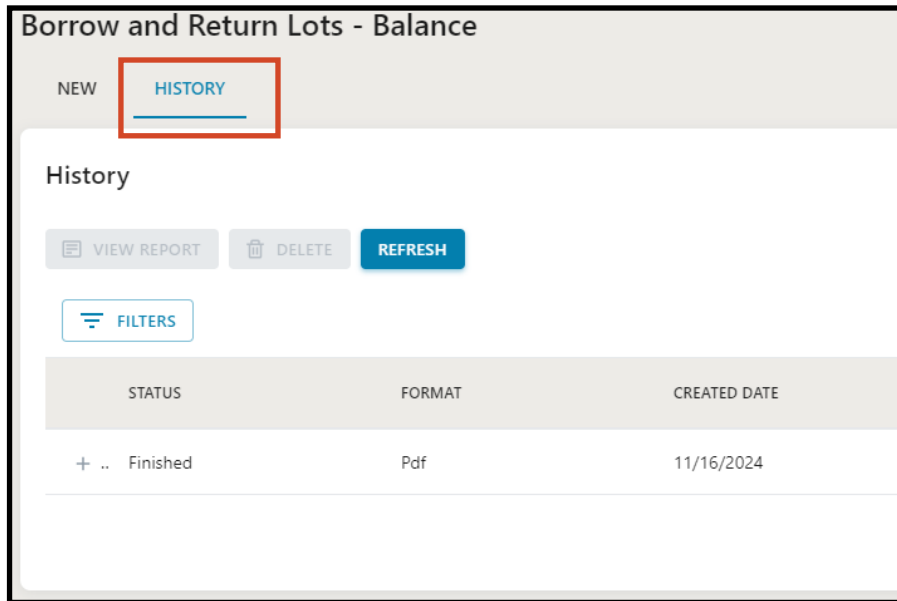
How to Run a Borrow and Return Lots—Balance Report:

1.) To access this report, select '**Provider Inventory**' 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 image illustrates the steps to access the 'Borrow and Return Lots - Balance' report. It consists of three screenshots:

- Reports Menu:** A dropdown menu titled 'Reports' is shown. The 'Provider Inventory' option is highlighted with a red box and an arrow pointing to the next screenshot.
- Provider Inventory Reports:** A page titled 'Provider Inventory Reports' is shown. A 'Select Report' dropdown menu is open, and 'Borrow and Return Lots - Balance' is highlighted with a red box and an arrow pointing to the next screenshot.
- Borrow and Return Lots - Balance:** A page titled 'Borrow and Return Lots - Balance' is shown. The 'NEW' tab is selected. Below the title is a 'Selection Criteria' section with 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 inventory broken down by immunization. Balances are based on administered doses entered in the NDIIIS.