## **INVENTORY CONTROL**

The following screens will guide you to keep track of inventory and print low inventory reports to order inventory.

C:\DOCUME~1\orlando\Desktop\Abacus\PHARMA~2.PIF	
System configuration () 3	.99c
Page 3 of 5 3. ABOUT OPTIONS (continued). q) Confirm the date/time on startup? : N r) Do you print OTC/Orders (with no Rx#)? : Y s) Do you want to keep track of inventory? : Is inventory cost based on avg. cost? : Y t) Do you accept Medicaid at your store? : Y Do you dispense Unit Dose Rx? : Y u) Set FPPUL to price paid by Medicaid? : Y v) List only active Drugs? : N w) List only active Doctors? : N x) List only active Patients? : N y) Condense reports to view more? : N 4. ABOUT DEFAULTS. a) Use color patern to display? : W (Yes,No,High,Win,Custom b) Use PkSize as PQty when sold in package?: Y c) Auto. put most common Sig on new Rx? : Y e) Most common patients city, state, zip? : MIAMI ,FL 33165	)
Esc F1 PgUp PgDn Exit Help Pg.2 Pg.4	

We start by telling the system we want to track Inventory (this is generally set on at installation). This is done in the Configuration preferences under Utilities. The Configuration password is "ABACUS".

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	[ Pharmacy Plus version 2005-3.99c ]	
NW3.99c	tions Reports Utilities Help ORLANDO	File
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		Exit
2	Registered to Your Pharmacy Name Here	
0	e ty Registered to Your Pharmacy Name Here ght (c) 2005 Abacus Systems of Miami, Inc. (305) 220-0400	Sigs Paym Pric User Home Cont Manu Exit

C:\DOCUME~1\orland	o\Desktop\Abacus\PHARMA~2.PIF	
	Drug inventory file	3.99c
NDC number: Drug name: Type: Pkg. Size: AWP: MAC: FPPUL: Retail: Your Cost: Product: Equivalent: Taxable: Supplier: Expire: Manufacture:	76300-0104-01 1.5 VOLT BATTERIES #357 N/A Lot#: Here, you can request to enter inventory relations there, you can request to enter inventory relation change the NDC number of a drug or reset on-hand or cost to zero or retail to cost percent. Receive Inventory - Inventory entry Change the NDC of the Drug displayed Reset Qty sold, Onhand, Cost or Retail	.5 VOLT BATTERIES #357 ØØCC MULTI-AD PUMP ADA 2 HOUR COLD CAPLET SA D CAPLET SA AL RELIEF SP AL RELIEF SP AL SPRAY AL SPRAY AL SPRAY AL SPRAY AL SPRAY AL SPRAY AL SPRAY
Lategory:   Monograph#:	Unspecified Last sold: / / 1. 94200 Interaction#: 940000	- 74,776 ON FILE
Esc F1 Cancel Hel	p Select	

If you have a lot of inventory with values already in the on-hand field and you want to start with zero on hand there are two ways of clearing this value:

- 1. You bring up each drug and change the on-hand quantity.
- 2. You can use the reset feature to change all drugs on-hand quantity to zero, to do this by pressing [F8] from the drug inventory file and select "Reset Qty sold, Onhand, Cost or Retail", then enter "YES" under "Reset ON-HAND QUANTITY to zero?".

Next, we need to establish on-hand quantities for all items in your inventory (you will need to perform a Physical inventory of all items in stock). You may want to make a list as follows:

NDC #	Quantity/Packages	Cost

C:\DOCUME~1\orlando\Desktop\Abacus\PHARMA~2.PIF	
Drug inventory file	3.99c
NDC number: 56-0174-70 Drug name: COUMADIN 10MG TABLET Type: B (B=Brand, G=Generic) Lot#: Pkg. Size: 100.00 Form: TA AWP: 123.53 Active: Y MAC: 0.00 Updated: 01/27/2004 FPPUL: 0.00 DEA class: 0 Retail: 98.82 Table#: 0 Your Cost: 98.82 Formulary: Y Product: Federal Legend Oty On-Hand: 0.00 Equivalent: N Max. Inv.: 0 Supplier: 09/15/2005 Exp. Days: 0 Manufacture: DU PONT PH PTD sold: 30.00 Category: Unspecified Last sold: 09/15/2004	
Esc PgDn F1 Cancel Done Help	

You must enter a Minimum Inventory Level (quantity) and a Maximum Inventory Level (quantity) for each drug you want the system to reorder. The Minimum Inventory Level tells the system that when your On-Hand Inventory goes below this level you want to order. The maximum Inventory level, tells the system the maximum amount of Inventory you want to maintain. So when you print a "Inventory re-order report" it can calculate how much inventory to order for you (i.e., Maximum Inventory level – On-hand quantity = Quantity to Order.

C:\DOCUME~1\orlando\Desktop\Abacus\PHARMA~2.PIF	
Drug inventory file	3.99c
NDC number:56-0174-70 Drug name:COUMADIN 10MG TABLET Type:Type:Brand NameLot#:Pkg. Size:100.00Form:AWP:123.53Active:YesMAC:0.00Updated:01/27/2004FPPUL:0.00DEA class:Retail:98.82Table#:Product:Federal LegendQty On-Hand:Your Cost:98.82Formulary:YesProduct:Federal LegendQty On-Hand:0.00Equivalent:Min.Taxable:NoManufacture:DU PONT PHCategory:UnspecifiedLast sold:09/15/2004Monograph#:25790Interaction#:201204	COUMADIN 10MG TABLET COUMADIN 10MG TABLET COUMADIN 1MG TABLET COUMADIN 1MG TABLET COUMADIN 1MG TABLET COUMADIN 2.5MG TABLET COUMADIN 2.5MG TABLET COUMADIN 2.5MG TABLET COUMADIN 2.5MG TABLET COUMADIN 2.5MG TABLET COUMADIN 2MG TABLET COUMADIN 2MG TABLET COUMADIN 2MG TABLET COUMADIN 3MG TABLET COUMADIN 3MG TABLET COUMADIN 3MG TABLET COUMADIN 3MG TABLET COUMADIN 3MG TABLET COUMADIN 3MG TABLET
F1 HelpF2 CreateF3 DeleteF5 FindF8 MoreF9 Info	<pre> dit </pre>

**Entering Inventory:** From now on every time you receive inventory you must tell the system. You do this by going to the Drug inventory file and pressing the [F8] key and select "Receive Inventory", this will display the Inventory entry screen as follows:



First start by entering the NDC or Description of the product and press the [Enter] key.

C:\DOCUME~1\orlando\Desktop\Abacus\PHARMA~2.PIF	
Drug inventory file	3.99c
NDC number:56-0174-70COUMADINDrug name:COUMADIN 10MG TABLETCOUMADINType:BraInventory EntryPkg. Size:Inventory EntryAWP:HMAC:CPPUL:OPetail:PProduct:ReSupplier:CAwable:ReSupplier:Enter NDC/Descr.:56-0174-70Drug name:COUMADIN 10MG TABLETProfuct:Packages On-hand:0Packages On-hand:0.00Package:98.82Product:ReSupplier:Supplier:Amufacture:DateRegory:UnsMonograph#:257	10MG TABLET 10MG TABLET 1MG TABLET 1MG TABLET G TABLET 5MG TABLET 5MG TABLET 5MG TABLET 5MG TABLET G TABLET G TABLET G TABLET G TABLET G TABLET G TABLET 3MG TABLET 3MG TABLET
Esc F1 Exit Help	

Next, you will enter the packages (not quantity) received under the "Pks Received/Rtnd" field, <u>enter a positive to add to inventory or a negative to reduce from inventory.</u> . Enter your cost per package, the supplier, Invoice number, the date received and if you want to track of drug expirations, the Lot number and any other fees (shipping cost, delivery cost, etc.).

**Drug expirations:** If you are entering the Drugs expiration date, the system will automatically track expiration for all quantities received for the drug. For example if you receive 3 packages of 30 tables that will expire on 01/01/2006 and 5 packages of 30 tables that will expire on 01/01/2006 and 5 packages of 30 tables that will expire on 01/01/2006 and 5 packages of 30 tables that will expire on 01/01/2006 and 5 packages of 30 tables that will expire on 01/01/2006 and 5 packages of 30 tables that will expire on 01/01/2006 for the same drug. The system will begin with an expiration date of 01/01/2006. However, it knows that when the first 3 packages of 30 tables have been dispensed the next packages will have an expiration date of 06/01/2006. The same applies to Lot numbers.

Unit quantity adjustments: This field is used to make a quantity instead of package adjustment to the inventory. For example, use it to enter a lost or found a tablet or capsule. To reduce from inventory enter the number as a negative.

C:\DOCUME~1\orlando\Desktop\Abacus\PHARMA~2.PIF	
Drug inventory file	3.99c
NDC number: 56-0174-70 Drug name: COUMADIN 10MG TABLET	Index 56017470 56017475
Date Quantity Cost Supplier Inv/PO OtrCost User 08/12/2005 300 98.82 AMERISOU A-9388 0.00 RPH	Lot# Expire 1
Category: Monograph#: 25790 Interaction#: 201204 - 7	019385 4,776 ON FILE
Esc F1 Cancel Help Select	

A complete history is kept by drug of the inventory received. To view transactions of inventory received, press the [F9] key from the Drug inventory file, then select "Inventory received".

C:\DOCUME~1\o	orlando\Desktop\Abacus\PHAI	RMA~2.PIF			
		Drug inventory	y file		3.99c
NDC numbe Drug nam Typ	er: 56-0174-70 ne: COUMADIN 10MG ne: Brand Name	TABLET Lot#:	Month 1	COUMADIN 10MC COUMADIN 10MC COUMADIN 10MC COUMADIN 1MG	TABLET TABLET TABLET
FK9. 31 A M FPP	Below is a list of the month.	of the inventory	0n-Hand a	t the close	BLET TABLET TABLET
Reta	Month	On-Hand	OH Cost	OH Value	TABLET
Your Co	January	-30.00	-29.65	-29.65	
Equivalo	March	0.00 -30.00	0.00 -29.65	0.00 -29.65	
	Anril	0 00	27.00	27.00 A AA	BLET
	Mav	0.00	0.00	Ŏ.ŎŎ	BLET
Expi	June	0.00	0.00	0.00	BLET
Manufactu	July	0.00	0.00	0.00	BLET
Catego	JL 0E200	<b>T</b> 1 1 1 1	001007		
Monograph	1#: 25790	Interaction#:	201204		FILE
Esc Cancel	F1 Help Select				

You can also view Inventory values by month by pressing [F9] and selecting "The onhand quantity recorded by month". For this display to be effective, you will need to close out the month, every month under the Utilities menu by selecting "Record EOM inventory". All this does is tell the system that you have finish entering the entire inventory that was received on that month and it will then record the drugs current on-hand quantity, cost and retail value in that months record for all drugs.

**REPORT**: A report of items that are below the Minimum Inventory level can be produced at any time by going to the Reports menu and selecting the "Inventory re-order report", the report will look similar to the following:

🚾 C:\DOCUME~1\orlando\Desktop\Aba	cus\PHARMA~2.PIF				
	[ Viewing	report	#0609 ]		
Rpt# 609 08/12/2005			] Drugs	Your Phar Enventory s with On-	macy Name Here re-order Report Hand below mini
Drug Name	NDC	Manuf	PkSize	Type DEA	AWP Supp]
COUMADIN 10MG TABLET A-PIECE URINARY POUC A & D BARRIER OINTME ABC2 CAPSULE ABC3 CAPSULE H-BIG VIAL * ABC4 CAPSULE ABC1 TABLET The above report list	56-0174-70 8026-4675-04 8333-3387-01 58676-0000-01 58676-0000-02 59730-8399-01 68212-0500-60 74312-0000-70 conly Drugs th	DU PO SMITH 3M HE NORTH SOURC NATUR at have	100.00 10.00 60.00 60.00 1.00 60.00 100.00 an On-hand	B N G B B B G G d quantity	123.53 90.70 1,234.00 ABC 20.55 456 20.55 678 167.50 20.55 987 5.33 123 less than the
Co Use +\$→, [PgUp	unt: 8 ), [PgDn], [Ho	me] and	[End] to m	nove throu	gh data
Esc-Exit F4-Print F	5-Find			Lin	e: 21 Col:

You may sort this report by NDC, Supplier, Manufacture (laboratory) or Drug description and you may request only drugs from a given Supplier. A sample of the printed report is provided below: