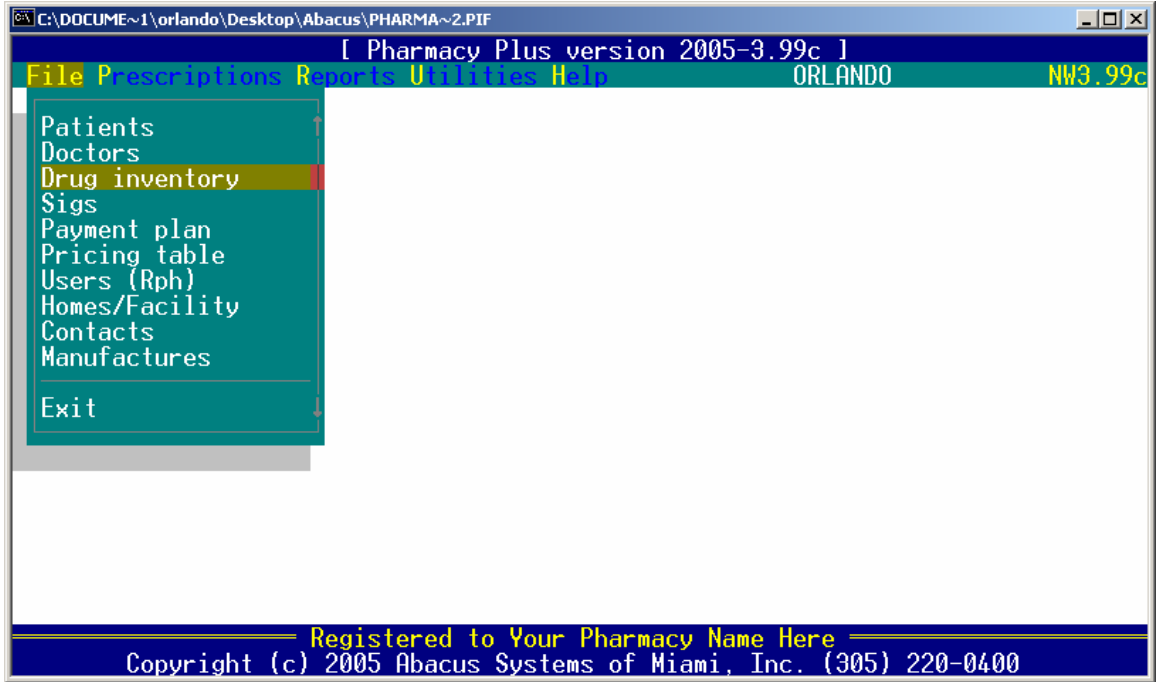


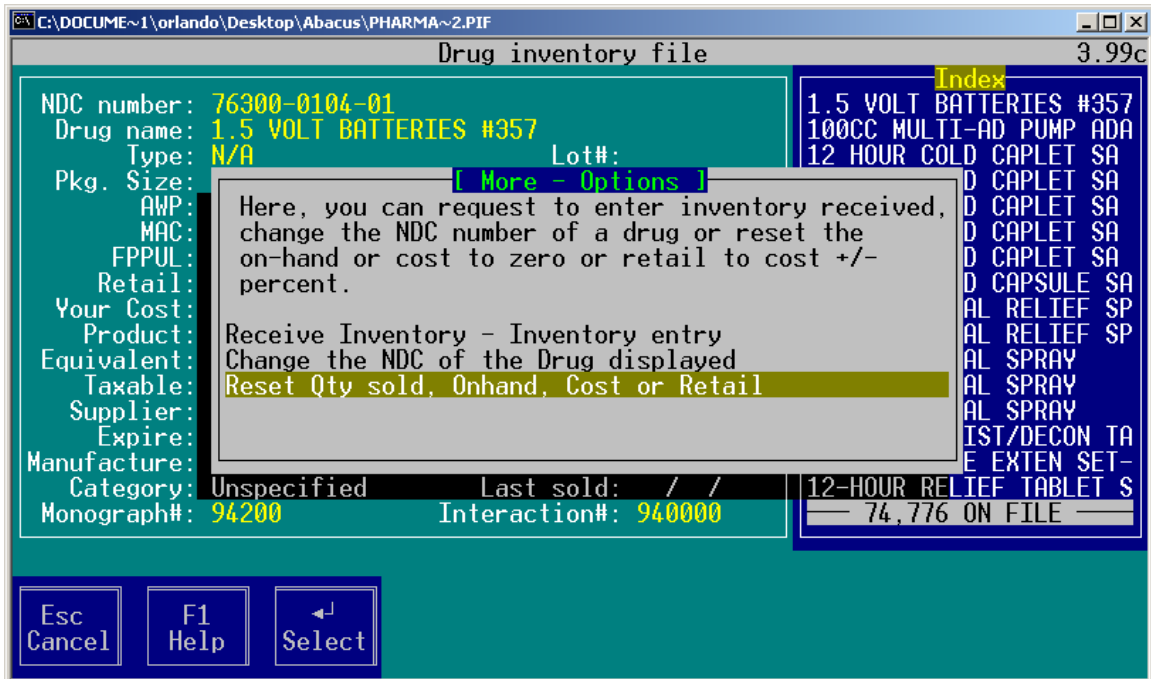
# INVENTORY CONTROL

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



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”.



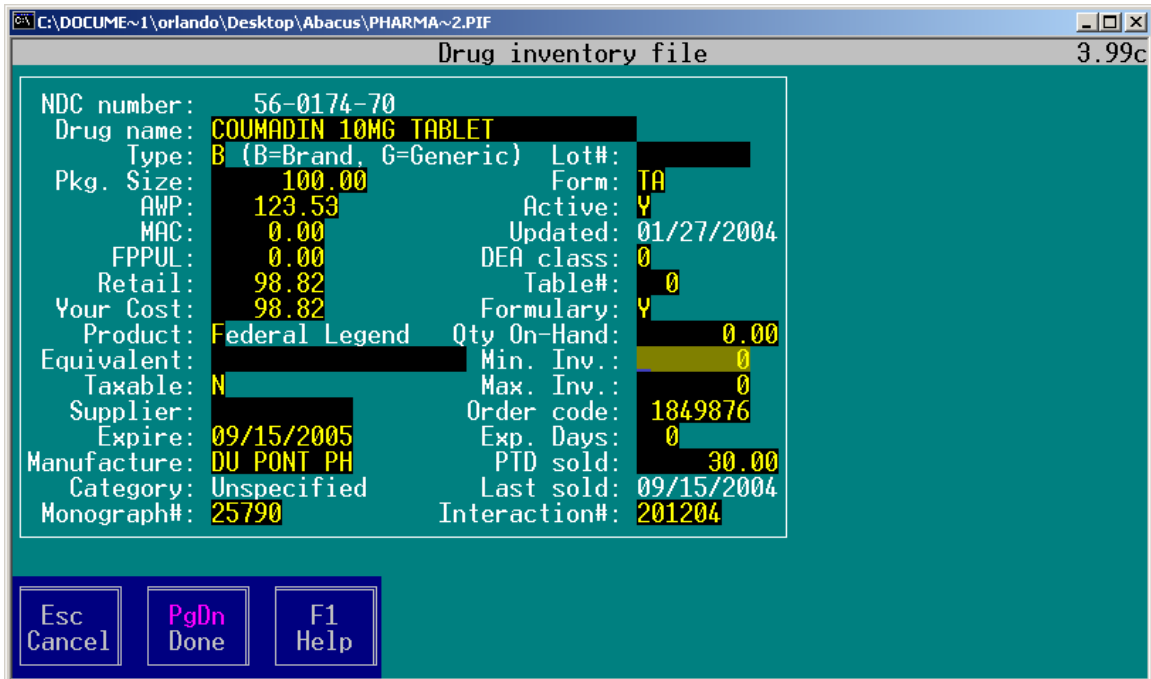


If you have a lot of inventory with values already in the on-hand field and you want to start with zero on hand there are two ways of clearing this value:

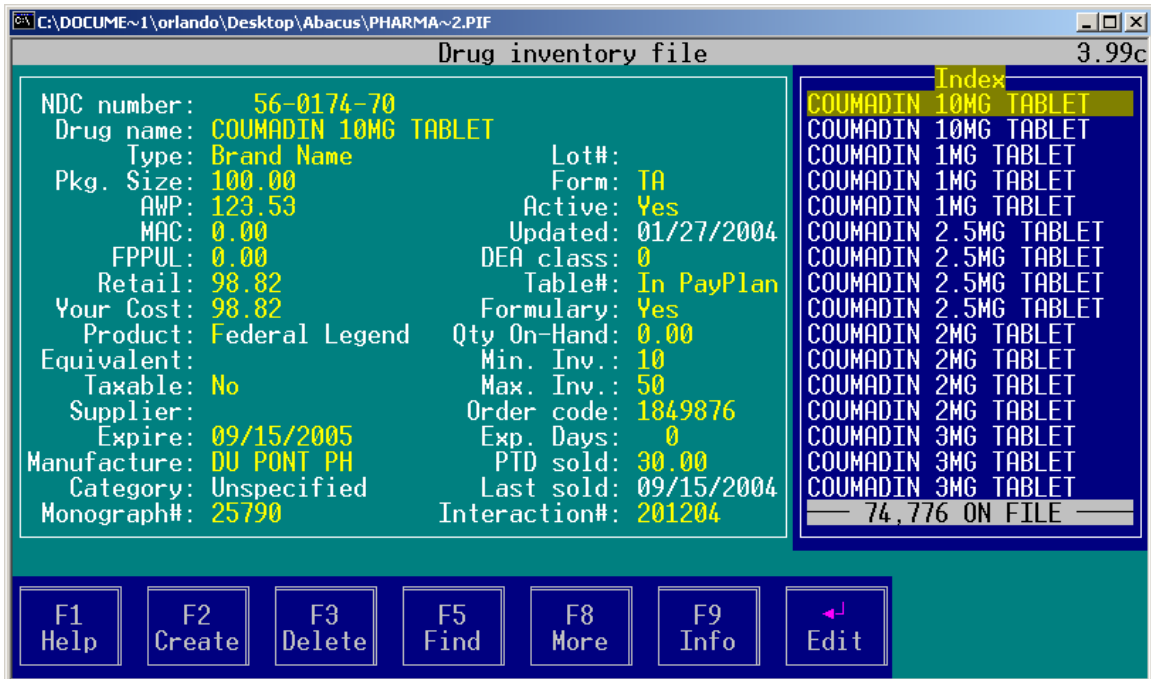
1. You bring up each drug and change the on-hand quantity.
2. You can use the reset feature to change all drugs on-hand quantity to zero, to do this by pressing [F8] from the drug inventory file and select "Reset Qty sold, Onhand, Cost or Retail", then enter "YES" under "Reset ON-HAND QUANTITY to zero?".

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:

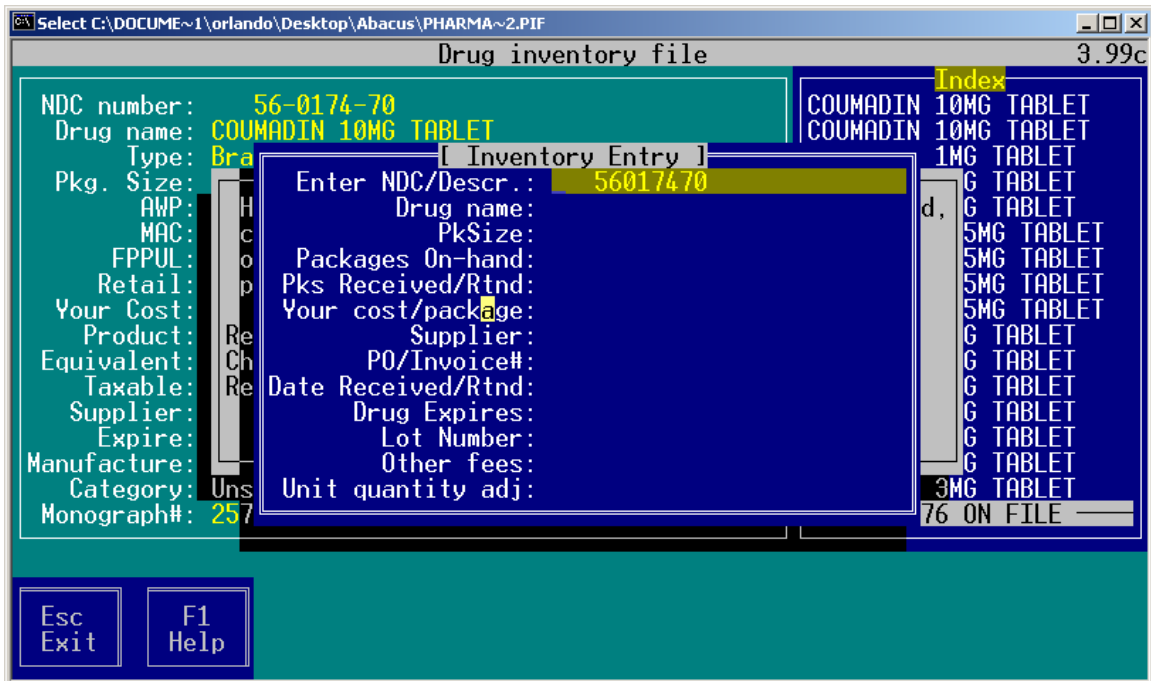
NDC #	Quantity/Packages	Cost
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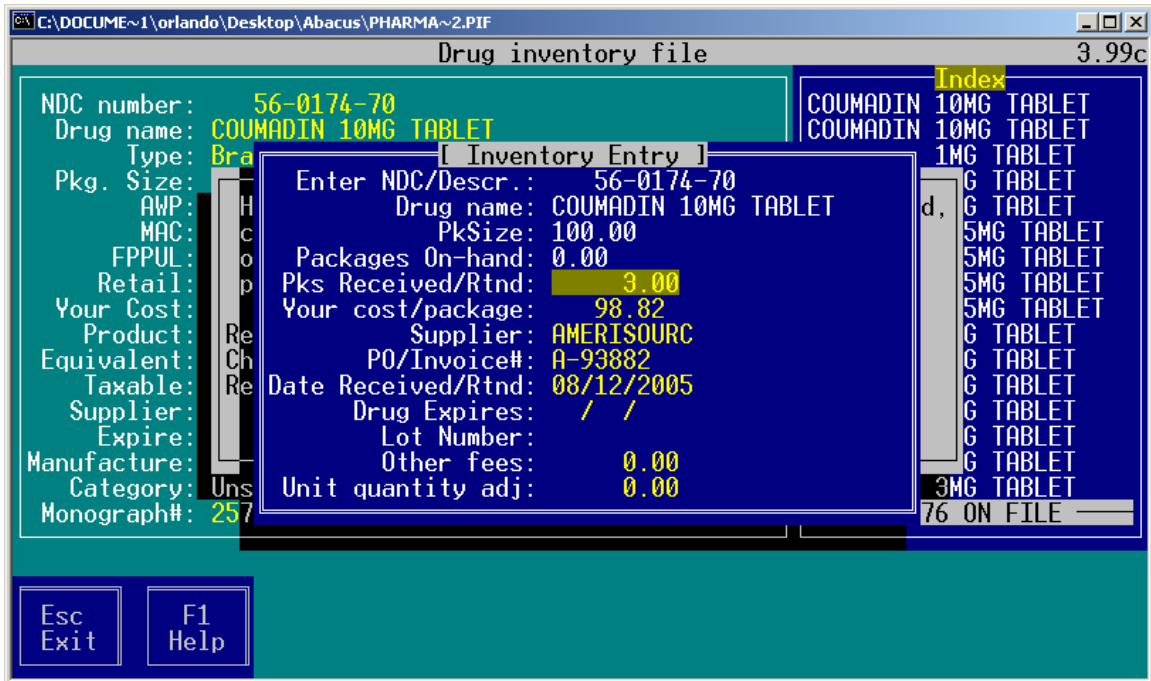
You must enter a Minimum Inventory Level (quantity) and a Maximum Inventory Level (quantity) for each drug you want the system to reorder. The Minimum Inventory Level tells the system that when your On-Hand Inventory goes below this level you want to order. The maximum Inventory level, tells the system 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).



**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:



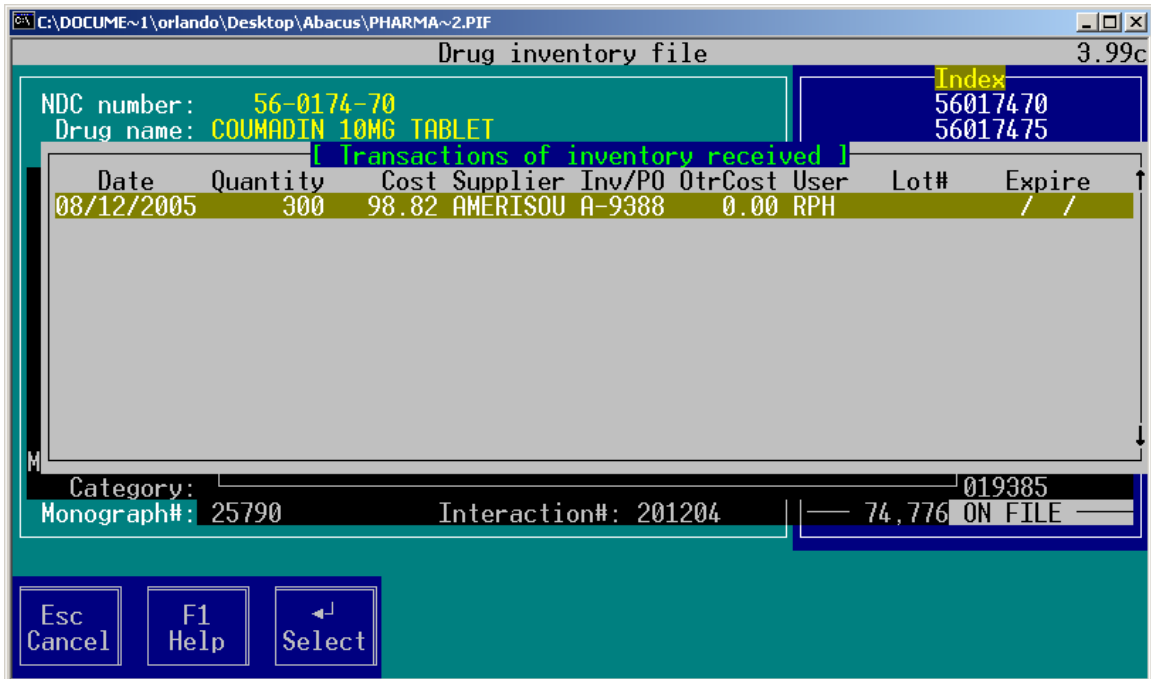
First start by entering the NDC or Description of the product and press the [Enter] key.



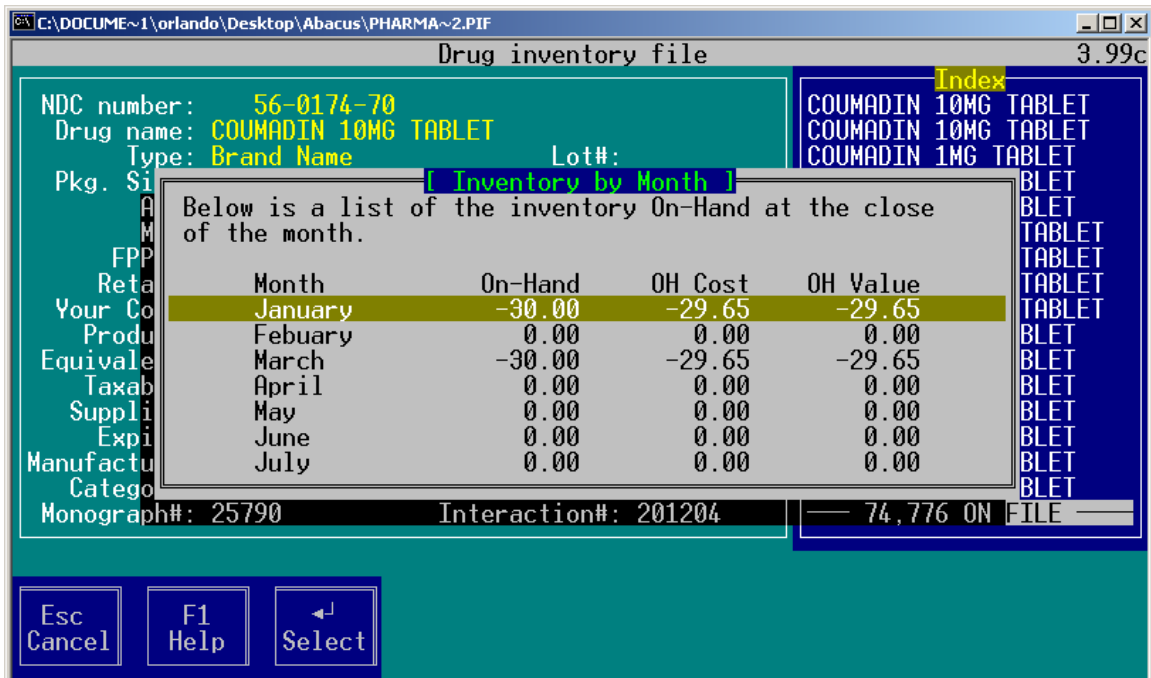
Next, you will enter the packages (not quantity) received under the “Pks Received/Rtnd” field, enter a positive to add to inventory or a negative to reduce from inventory. Enter your cost per package, the supplier, Invoice number, the date received and if you want to track of drug expirations, the Lot 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 tablets that will expire on 06/01/2006 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.



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”.



You can also view Inventory values by month by pressing [F9] and selecting “The on-hand 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:

Viewing report #0609

Rpt# 609  
08/12/2005

Your Pharmacy Name Here  
Inventory re-order Report  
Drugs with On-Hand below mini

Drug Name	NDC	Manuf	PkSize	Type	DEA	AWP	Suppl
COUMADIN 10MG TABLET	56-0174-70	DU PO	100.00	B		123.53	
A-PIECE URINARY POUCC	8026-4675-04	SMITH	10.00	N		90.70	
A & D BARRIER OINTME	8333-3387-01	3M HE	1.00	G		1,234.00	ABC
ABC2 CAPSULE	58676-0000-01		60.00	B		20.55	456
ABC3 CAPSULE	58676-0000-02		60.00	B		20.55	678
H-BIG VIAL *	59730-8399-01	NORTH	1.00	B		167.50	
ABC4 CAPSULE	68212-0500-60	SOURC	60.00	B		20.55	987
ABC1 TABLET	74312-0000-70	NATUR	100.00	G		5.33	123

The above report list only Drugs that have an On-hand quantity less than the

Count: 8

Use +↑+, [PgUp], [PgDn], [Home] and [End] to move through data

Esc-Exit F4-Print F5-Find Line: 21 Col: 1

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: