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	
	.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".

C:\DOCUME~1\orlando\Desktop\Abacus	\PHARMA~2.PIF				
[Pharmacy Plus version 2005-3.99c]					
File Prescriptions Repo	rts Utilities Help	ORLANDO	NW3.99c		
Patients					
Doctors					
Drug inventory					
Sigs					
Payment plan					
Pricing table Users (Rph)					
Homes/Facility					
Contacts					
Manufactures					
Exit 4					
Reg	istered to Your Pharm	acy Name Here ————			
Copyright (c) 20	05 Abacus Systems of L	Miami, Inc. (305) 220-0	400		

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\PHARM		
	Drug inventory file	3.99c
NDC number:56-0174-70Drug name:COUMADIN 10MG TType:B (B=Brand, G=GPkg. Size:100.00AWP:123.53MAC:0.00FPPUL:0.00Retail:98.82Your Cost:98.82Product:Federal LegendEquivalent:NSupplier:09/15/2005Manufacture:DU PONT PHCategory:UnspecifiedMonograph#:25790		

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:56-0174-70Drug name:COUMADIN 10MG TABLETType:Brand NameLot#:Pkg. Size:100.00Form: TAAWP:123.53Active:MAC:0.00Updated:01/27.FPPUL:0.00FPPUL:0.00DEA class:0Retail:98.82Your Cost:98.82Product:Federal LegendQty On-Hand:0.00Equivalent:Min. Inv.:Taxable:NoManufacture:DU PONT PHCategory:UnspecifiedLast sold:09/15.Monograph#:25790Interaction#:20120.	vPlanCOUMADIN 2.5MG TABLET COUMADIN 2.5MG TABLET COUMADIN 2.5MG TABLET COUMADIN 2MG TABLET COUMADIN 2MG TABLET COUMADIN 2MG TABLET COUMADIN 2MG TABLET COUMADIN 3MG TABLET COUMADIN 3MG TABLET COUMADIN 3MG TABLET76COUMADIN 2MG TABLET COUMADIN 3MG TABLET COUMADIN 3MG TABLET COUMADIN 3MG TABLET
F1F2F3F5F8F2HelpCreateDeleteFindMoreIn	

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\Des	ktop\Abacus\PHARMA~2.PIF		
	3.99c		
Drug name: COU Type: Bra Pkg. Size: AWP: H MAC: c FPPUL: o Retail: p Your Cost: Product: Re Equivalent: Ch	Enter NDC/Descr.: Drug name: COU PkSize: 100 Packages On-hand: 0.00 Pks Received/Rtnd: Your cost/package: Supplier: AME PO/Invoice#: A-93 Date Received/Rtnd: 08/ Drug Expires: / Lot Number: Other fees:	Entry] 56-0174-70 MADIN 10MG TABLET .00 0 3.00 98.82 RISOURC 3882	UMADIN 10MG TABLET UMADIN 10MG TABLET 1MG TABLET G TABLET d, G TABLET 5MG TABLET 5MG TABLET 5MG TABLET 5MG TABLET G TABLET G TABLET G TABLET G TABLET G TABLET G TABLET 3MG TABLET 76 ON FILE
Esc Exit F1 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	56017470 56017475
Date Quantity Cost Supplier Inv/PO OtrCost User 08/12/2005 300 98.82 AMERISOU A-9388 0.00 RPH	Lot# Expire
Category: Monograph#: 25790 Interaction#: 201204	019385 74,776 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".

	~1\orlando\Desktop\Abacus\PHA	RMA~2.PIF Drug inventor	y file		<u>-□×</u> 3.99c
	name: COUMADIN 10MG Ty <u>pe: Brand Name</u>	Lot#:		COUMADIN 10 COUMADIN 10 COUMADIN 10	MG TABLET <u>G TA</u> BLET
F	Si A Below is a list of the month. PP		y On-Hand a		BLET BLET TABLET TABLET
Re Your	ta Month Co January	0n-Hand -30.00	OH Cost -29.65	OH Value -29.65	
Pro		0.00	0.00	0.00	BLET
Equiva	le March	-30.00	-29.65	-29.65	BLET
Tax		0.00	0.00	0.00	BLET
Supp		0.00	0.00	0.00	BLET
	pi June	0.00 0.00	0.00 0.00	0.00 0.00	BLET BLET
Manufac Cate		0.00	0.00	0.00	
Monogr	aph#: 25790	Interaction#:	201204	74,776	
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\Abacus\PHARMA~2.PIF					
[Viewing report #0609]					
Rpt# 609 08/12/2005				Inventory	macy Name Here re-order Report Hand below mini
Drug Name	NDC	Manuf	PkSize	Type DEA	AWP Suppl
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 lis	8026-4675-04 8333-3387-01 58676-0000-01 58676-0000-02 59730-8399-01 68212-0500-60 74312-0000-70	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-hanc	B G B B B G I quantity	123.53 90.70 1,234.00 ABC 20.55 456 20.55 678 167.50 20.55 987 5.33 123
Count: 8 Use +\$→, [PgUp], [PgDn], [Home] and [End] to move through data					
Esc-Exit F4-Print I	F5-Find			Lin	e: 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: