

Inventory Record

Access an Inventory Record:

1. Access an existing Drug Information Record.
2. From the Drug Information Record, click Inventory.
3. The Inventory Record displays.

The screenshot shows the 'Drug Record' window for 'XELODA 500 MG TABLET'. The 'Inventory Details' section includes fields for Min Inventory Level, Quantity On-Hand, Total On-Hand, MTD-Dispensed, YTD-Dispensed, Dispensing Unit #, Shelf Location, and Package Size (120). The 'On-Hand Log' shows a manual update at 17:24:04. The 'Order Details (Packages)' section includes fields for Reorder Quantity (1), Reorder Level, Amount on Order, Min Reorder Quantity (1), Last Order Date (00/00/00), Receipt Number, Transfer Indicator, and Wholesaler Substituted. The 'Primary Vendor' and 'Secondary Vendor' sections each have Vendor and SKU fields. A red box highlights the 'Quantity On-Hand' field with the text 'add your quantity here and click \'SAVE\''. A red arrow points from the 'Save' button in the top toolbar to the 'Quantity On-Hand' field. The 'On-Hand Log' shows a manual update at 17:24:04. A green status bar at the bottom says 'Drug record saved!'.

To add inventory, click in the 'Quantity On-Hand' box and type the quantity you wish to add and then click 'SAVE'.

EXAMPLES: If you need to add 10 tablets, you will type '10' and click 'SAVE'. If you need to subtract 5 tablets to correct the quantity, you will type '5-' and click 'SAVE' to edit the Total On Hand amount.

Inventory Record Fields:

Min Inventory Level - Type the minimum level of inventory to stock. This field should be used to signify the amount of an item that is desired on the shelf at all times and should be listed in units.

Quantity On-Hand - Displays the current inventory quantity of the drug. This field is the amount that is actually on the shelf. Quantity On-Hand decreases as you dispense the drug and increases when you add to inventory.

MTD-Dispensed - System maintained Month-to-Date dispense quantities of the drug. Clear this field monthly to maintain accurate entries.

YTD-Dispensed - System maintained Year-to-Date dispense quantities of the drug.

NOTE: Set the Inventory Options in Store Level Options/Systems. See field definitions below.

- Combined Inventory - Total amount on-hand for Pharmacy, SystemOne and Point-of-Sale.
- On-Hand Tracking Log - Lists all changes made to the Quantity On-Hand field.
- Requires Logging On-Hand Changes - The system prompts for a description of the change each time the On-Hand amount is changed.