

# ***University of Perpetual Help Dr. Jose G. Tamayo Medical Center***

## ***Inventory Program User's Manual***



***MEDSYS***

**Kaiser - dela Cruz Consulting, Inc.**

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# Table of Contents

<b>INTRODUCTION</b>	<b>4</b>
Overview.....	4
Objectives.....	5
Features.....	6
<b>GETTING STARTED</b>	<b>7</b>
How to Start the Program.....	7
How to Change Password.....	8
How to End the Program.....	9
<b>PROGRAM OPERATION</b>	<b>10</b>
<b>Maintenance.....</b>	<b>10</b>
System Settings.....	10
User Settings.....	12
Adding/Editing of Item in the Master File.....	15
Adding/Editing of Item in a Location.....	21
Adding/Editing of Location/Department.....	25
Adding/Editing of Supplier.....	28
Adding/Editing of Item Classification.....	31
Adding/Editing of Terms of Payment.....	34
Adding/Editing of Unit of Measurement.....	37
Adjusting of Item's Physical Count.....	39
Updating of Inpatient Selling Price.....	41
Updating of Outpatient Selling Price.....	42
<b>Inventory Procedure.....</b>	<b>43</b>
Step 1: Purchase Requisition Entry.....	43
Step 1: Purchase Order Entry.....	45
Step 2: Receiving Stock Entry.....	48
Step 3: Stock Transfer (Withdrawal Posting) Entry.....	51
Step 4: Return to Supplier Entry.....	54
<b>Reports.....</b>	<b>57</b>
Reports.....	57
Stock Card Report.....	58
<b>INDEX</b>	<b>60</b>

# Introduction

## Overview



The **Inventory Program** is an approach to a better processing of Drugs & Supplies inventory. Clerical works are lessened due to its features and design. It records the in-and-out of materials which is important to keep track how much stock of supplies and medicines are needed to purchase and distribute to different hospital locations. Changes on supplies and medicines such as inpatient and outpatient selling price, and markup will be automatically reflected to all cost-centers.

The processes involved are simple and easy-to-follow because all the data required such as lists of suppliers, locations, item classifications, terms of payment, and units of measurement are already entered.

The program itself is protected by the use of password and defined rights to secure all user-entered data and to maintain its confidentiality.

## Objectives

- To become a seamless part of the hospital's operations whereby staff will have immediate access to patient information whenever and wherever required
- To reduce clerical workload
- To improve service and management will have a powerful new information tool for decision making purposes
- To automate and improve the procurement and withdrawal of hospital drugs and supplies.

## Features:

- **Data-entry restriction** – Users can update inventory files, make adjustments, print reports according to the access rights given to them
- **Real- Time system** – Real time update of stock balance all dispensed items per location
- **Electronic communication** – Purchasing module linked to receiving, informs for expiring drugs or for order items
- **Monitoring Features** – Tracks items in all departments/locations and monitors status of item from requisition, purchase order to delivery

# Getting Started

## How to Start the Program

- 1 Double-click the **i** **Inventory Program** executable file icon located in your computer desktop.
- 2 The Login window will be displayed asking you to type your employee number and password for security purposes.



**Figure 1: Login Window**

- 3 If accepted, you can now start a transaction. Otherwise, a message will be displayed prompting "Unauthorized User".

## How to Change Password

It is advisable to change your password as often as possible for security reasons. To change your current password, follow these steps.

- 1 From the **Login** window, type your employee number and then press <Enter>.
- 2 Under the **Password** entry, press <F12>. Pressing this function key will invoke the **Change Password** window.



The screenshot shows a dialog box titled "Change User Password". It contains the following information and controls:

- User ID:** 035
- User Name:** BAUTISTA ,MAYA ZAMBRANO
- Old Password:** [Empty text box]
- New Password:** [Empty text box]
- Confirm Password:** [Empty text box]
- Buttons:** Save, Close

Figure 2: Change Password Window


- 3 Under the **Change Password** window, type the following data.
  - Old Password - Type your existing password.
  - New Password - Type your new password not exceeding to 15 characters.
  - Confirm Password - Retype your new password to confirm and then press <Enter> or you can click the **Save** button.



## How to End the Program

It is important for users to close the program when they are done to end-up their session. Other users might use the open program using the same password.

To close the program:

- Click  which is located at the upper right corner of the main window or
- Click **Exit** from **Transaction Entry** pull-down menu or
- Press **Ctrl + X**

# Program Operation

## Maintenance

### System Settings

Use this option to enter the default settings of data to be used in all transactions.

1. Click **Maintenance > System Setting** to open the window below.

The screenshot shows a 'System Settings' dialog box with the following fields and options:

- Local Server:** Text box containing 'DBASE1'.
- Default Location:** Dropdown menu showing 'PHARMACY WAREHOUSE'.
- Selling Price:**
  - Buttons for 'Out-Patient' and 'In-Patient'.
  - Default Markup: Out-Patient (5), In-Patient (60).
  - Rounding Off: Out-Patient (0.25), In-Patient (0.05).
  - Auto Compute Selling Price: Two checked checkboxes.
- For Order Computation:**
  - Default Delivery time: 1 months.
  - Ceiling Buffer: 1 months.
  - Min-Stock Computation (selected) / Floor-Ceiling Computation.
- Signatories:**
  - Receiving Officer: Selection box and text field.
  - Validating Officer: Selection box and text field.
- PR Schedule:**
  - Checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, Sun (all are unchecked).
- Current Server:** Text box containing 'DBASE1'.
- Buttons:** 'Save' and 'Cancel' at the bottom right.

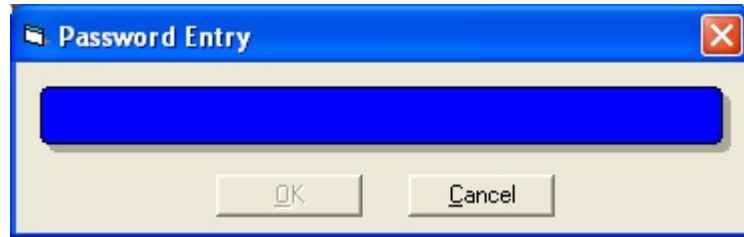
Figure 3: System Settings Window

2. Enter local server in the 'Local Server' textbox. Refer to EDP for information.
3. Select default location in the 'Default Location' drop-down combo box.
4. Enter default markup for inpatient and outpatient.
5. Enter the decimal number to be used in rounding off.
6. Click check box beside 'Auto Compute Selling Price' to automatically compute selling price.
7. Enter the default delivery time in the 'Default Delivery Time' textbox.
8. Enter the default ceiling buffer in the 'Ceiling Buffer' textbox
9. Click if the computation is for Min. Stock Computation or Floor-ceiling Computation
10. Enter the default receiving officer.
11. Enter the default validating officer.
12. Click the day for PR Schedule
13. Click **Save** button to save the default settings.

# User Settings

This option is where you can control the rights of a particular user, what locations he can access and his restrictions for that particular location.

- 1 To open its window,
  - Click **User Settings** from **Maintenance** pull-down menu. The window below will appear.



**Figure 4: User Settings: Password Entry**

This window asks for a password to restrict the access of unauthorized users. Just type the password and then click the **OK** button. If accepted, the User Setting window will be displayed. Under the **User List** entry, select the user you want to assign location and restriction. See figure below.

User List	
Employee #	Name
891201	ARANAS, IMEE M
640301	ARANAS, REY MAGTOLIS
4811	ARBOLEDA, ANDREO P
481101	ARBOLEDA, ANDREO PERALTA

**Figure 5: User Settings: List of Users**

Under **Available Locations** entry (see figure below), click the check box beside the location/department and then click the **Add>>** button at the center. The list of assigned locations can be seen to its right side under **Assigned Location** grid. To remove location from **Assigned Location**, click the check box beside the location and then click the **<<Remove** button. Selected locations are those that can be accessed by the selected user.

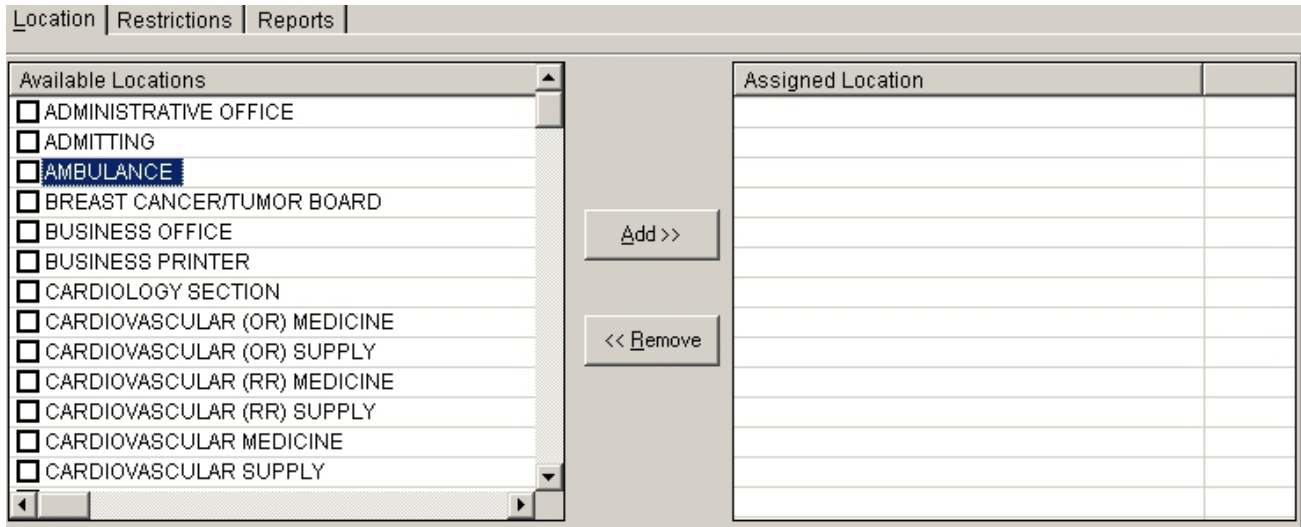


Figure 6: User Settings: Location Entry

To assign restrictions to the selected locations/departments of the user, click the **Restrictions** tab. The window below will be displayed.



Figure 7: User Settings: Restrictions Entry

Under Restrictions tab, the following can be selected. Just click the check box beside its right side.

- **Main Transactions** - This controls the right to purchase order, purchase recording, stock transfer, return to supplier, and adjust physical count.
- **Build Files** - This controls the right to add/edit location, supplier and product class tables, terms of payment, unit of measure, and foreign currency.

- **Others** - This controls the right to update inpatient/outpatient selling price, recompute inventory balance, update stock card balance, and system settings.
- **Certificate of Acceptance** - This controls the right to generate certificate of miscellaneous, job order, and blank C.A.
- **Master File** - This controls the right to mark-up inpatient/outpatient, and entries to list cost and packing, and average cost.
- **Location Build File** - This controls the right to mark-up inpatient/outpatient, and update inpatient/outpatient selling price in a particular location/department.

To assign restrictions to user's access on reports, click on **REPORTS Tab**. The window below will be displayed.

Location	Restrictions	Reports
<input type="checkbox"/> Stock Card	<input type="checkbox"/> Inventory Monitoring	<input type="checkbox"/> Undelivered PO Report
<input type="checkbox"/> Master Inventory List (by Location)	<input type="checkbox"/> Summary of Sales	<input type="checkbox"/> PR Query
<input type="checkbox"/> Master Inventory List (Consolidated)	<input type="checkbox"/> Print Invoice	<input type="checkbox"/> Report Discount from Supplier
<input type="checkbox"/> Master Inventory List (BIR)	<input type="checkbox"/> Print Receiving Report	<input type="checkbox"/> List of Receiving Report
<input type="checkbox"/> Purchase Subsidiary Ledger	<input type="checkbox"/> Print MRIS	
<input type="checkbox"/> For Order	<input type="checkbox"/> Print Return to Supplier (by Document #)	
<input type="checkbox"/> Summary of Issuances	<input type="checkbox"/> Report on Corrections	
<input type="checkbox"/> Price List	<input type="checkbox"/> Print Price Increase Proof List	
<input type="checkbox"/> Formulary Report	<input type="checkbox"/> Print Physical Count	
<input type="checkbox"/> Expiring Drugs	<input type="checkbox"/> Unprocessed PR Report	

- Click on *Select All* button to select all reports for user's access
- Click on *Clear all* button to deselect all reports selected.

Click on **Save** button to update the users account.

## Adding/Editing of Item in the Master File

This option allows you to add items into the master file. The master file holds all the items to be dispensed into a particular location.

1 To open its window,

- Press **Ctrl + I** or
- Click **Product Table (Master File)** from **Maintenance** pull-down menu.

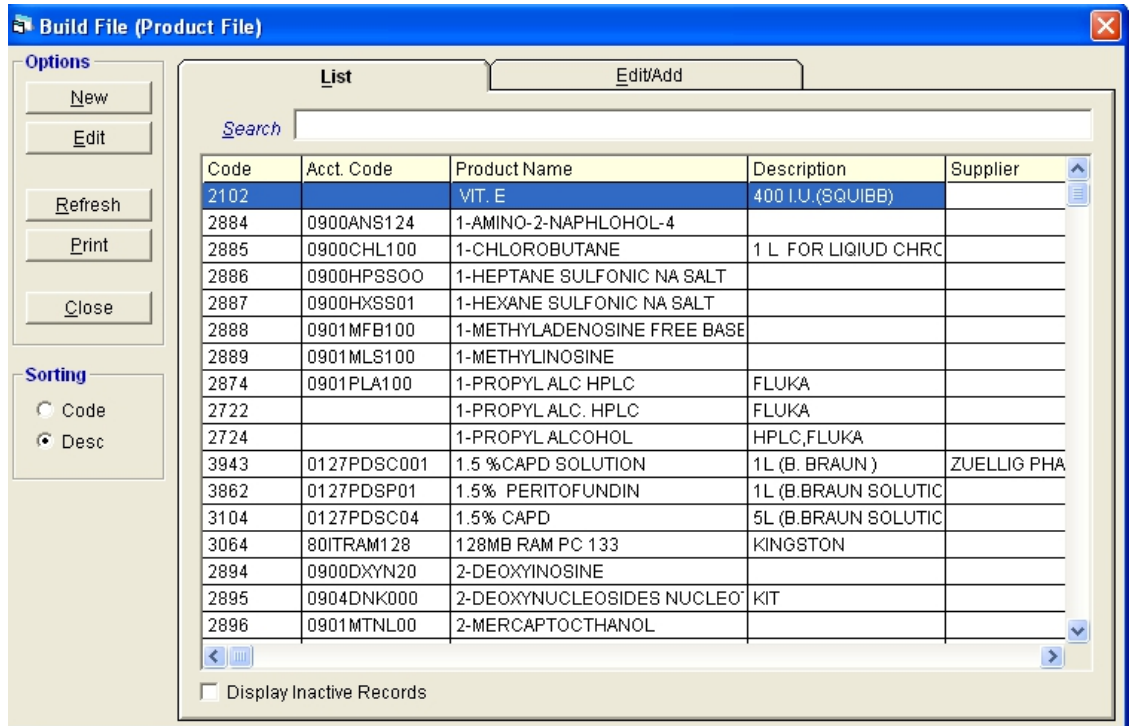


Figure 8: Adding/Editing of Item in the Master File: Main Window

- 2 **To search for a particular item**, type its first few characters under 'Search' textbox and then press <Enter>. Listings will be displayed just below it to match your query. You can arrange the listings by the item code or product name. Just click on the option you want under the 'Sorting' options. To display inactive items, click the check box beside **Display Inactive Records** at the bottom of the window.

After searching the item, **you can now edit it**. Double-click the item to display its information or you can click the **Edit** button on the left side of the window under the **List** tab. Under the **Edit/Add** tab, you can now edit the item's information. Click the **Save** button afterwards to save change(s) done.

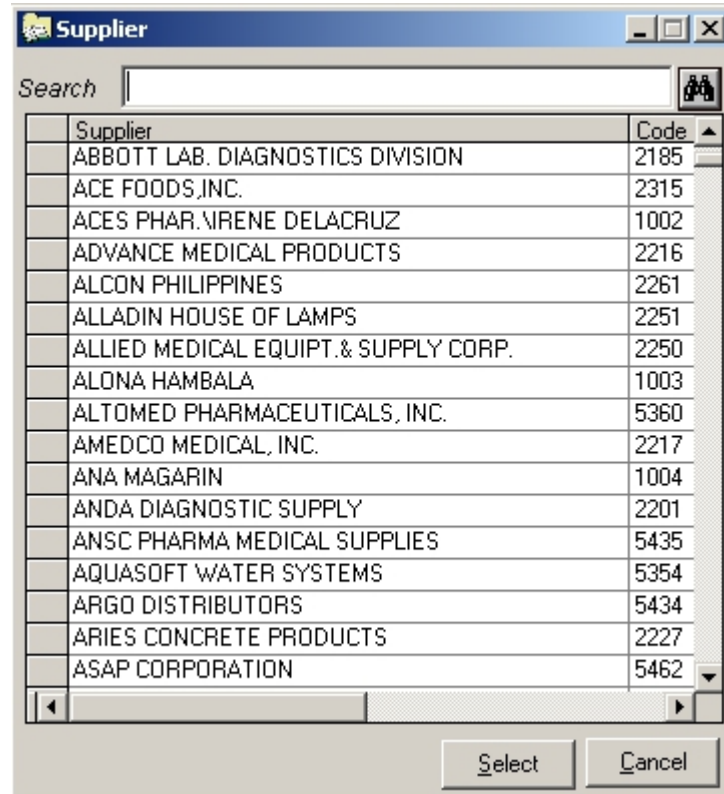
To add an item to the master file, click the **New** button under the Options entry. The window below will be displayed.

Figure 9: Item (Master File) Entry

Type the following data.

- **Product Code** – A program - generated code.
- **Account Code** - Type the account code of the item. This will be used to link to Accounting program.
- **Product Name** - Type the item name and then press <Enter>.
- **Description** - Type the item description and then press <Enter>.
- **Supplier** - Type the first few characters of the supplier name and then press <Enter>. Or you can click on **...** to display the complete list of suppliers.





**Figure 10: List of Suppliers**

Double-click on the supplier name to select.

- **Manufacturer** - Type the first few characters of the manufacturer name and then press <Enter>. Or you can click on  to display the complete list of manufacturers.
- **Packing** - Type the number of packs of the item and then press <Enter>.
- **Markup: Inpatient** - Type a markup percentage to be covered by inpatients and then press <Enter>.
- **Markup: Outpatient** - Type a markup percentage to be covered by outpatients and then press <Enter>.
- **List Cost** - Type the list cost of the item and then press <Enter>.
- **Average Cost** - Type the average cost of the item and then press <Enter>.
- **Unit of Measure** - Type the first few characters of the unit of measure and then press <Enter>. Or you can click on  to display the complete list of unit of measures.

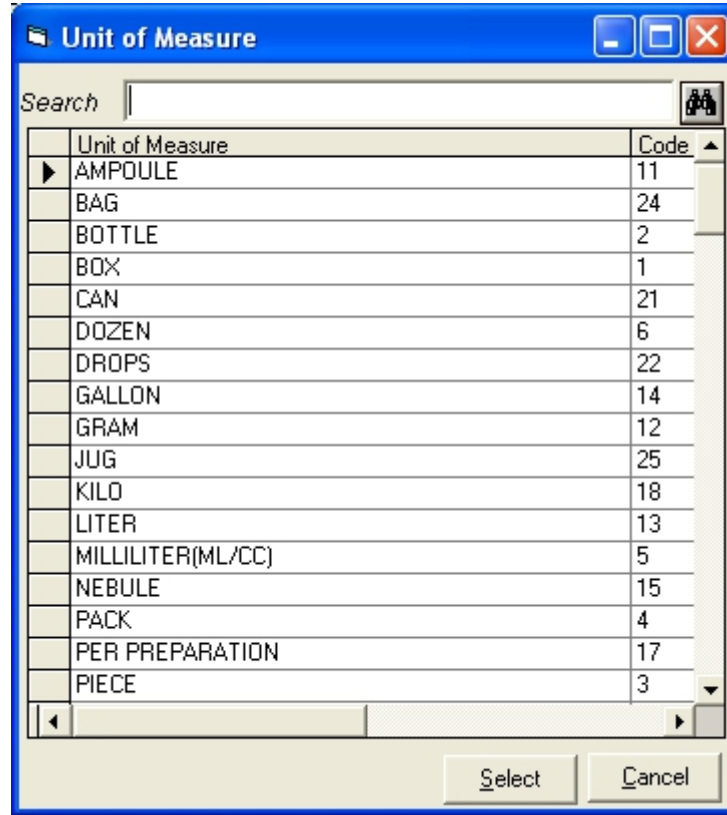


Figure 11: Unit of Measurement

Double-click on the unit of measurement name to select.

- **Bar Code** - Type the bar code of the item.
- **Product Class** - Click the drop-down arrow to display list of product classes. Click on the class name to select.
- **Category** - Click the drop-down arrow to display list of categories. Click on the category name to select.
- **Type** - Click the drop-down arrow to display list of types. Click on the type name to select.
- **Status** - The default entry is set to “Active”. This means that the item can already be used for transaction. Otherwise, click “Inactive” to just include the item but unavailable for transaction yet.
- Click if the drug is Essential, Non-critical and Critical
- **Manufacturer’s Discount** – You can enter amount or percentage.
- **Category** – Click the drop-down arrow to display lists of category. Click on the type name to select.
- **Subclass** – Click the drop-down arrow to display lists of subclass. Click on the type name to select.

- **Senior Citizen Discount** - Click the check box beside it if necessary.
- **Medicare Type** – Choose the specific medicare category of item ( RB – Room and Board, PH – Pharmacy, NM – Non Medicare, OR – Operating Room )
- **Expiry Date** – Expiry date of item can be entered in the Expiry Date box.
- **Endorsement Medicine** - Click the check box beside it if necessary. This is used for unit dose items.

The following button options can be clicked from.

- **Save** - This will add entered item into the master file. After clicking this button, the window below will appear. Base on the entered, you can view here the old and new list cost, inpatient/outpatient markup, packing, and inpatient/outpatient selling price. The new inpatient/outpatient selling price is then automatically computed.

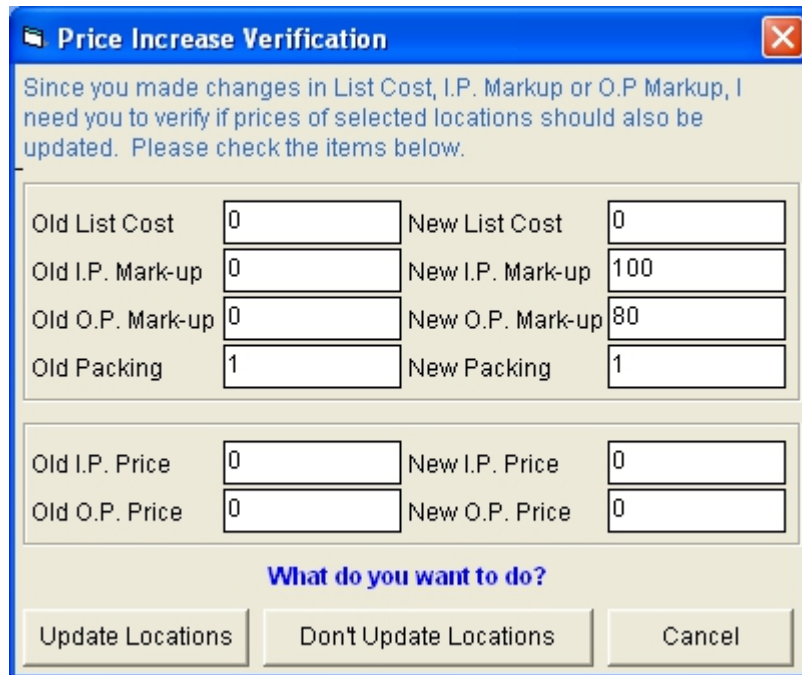



Figure 12: Price Increase Verification Window

The following button options can be clicked from.

- **Update Locations** - When clicked, the item will be automatically included to all locations.
- **Don't Update Locations** - This will not save the item to all locations. You have the option to specify the item into a particular location under "Update Location Table (Location)".
- **Cancel** - Click this to go back to the window without saving the added item.
- **Cancel** - This will close the add/edit window without saving the item entered.

**To print the complete list of items from master file**, click the **Print** button under the **List** tab.

3 To close the window,

- Click  at the upper right corner of the window or
- Click the **Close** button under the **List** tab.

## Adding/Editing of Item in a Location

After adding the item in the master file list, you can now dispense it to the location you want. This option allows you to specify the item into the selected location so that it will be available for transaction. In here also is where you can enter the inpatient and outpatient selling prices of the item.

- 1 To open its window,
  - Click **Update Product Table (Location)** from **Maintenance** pull-down menu.

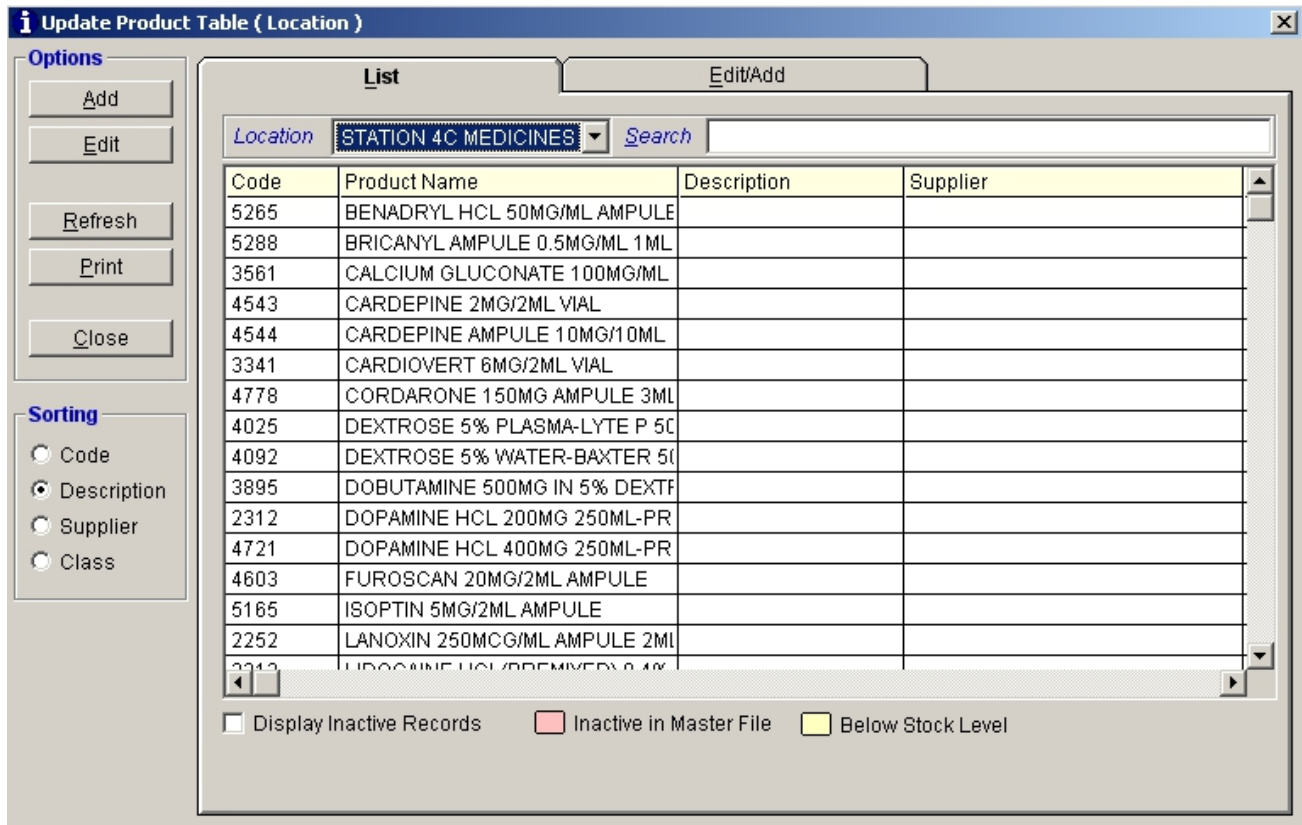


Figure 13: List of Items by Location: Main Window

- 2 **To add an item into a particular location**, click the drop-down arrow under **Location** entry to display list of locations. Click on the location name to select. Saved items under the selected location will be displayed. (You can arrange the listings by the item code, product name, supplier or class. Just click on the option you want under the **Sorting** entry. To display inactive items, click the check box beside **Display Inactive Records** below the window.) Click the **Add** button under **Options** entry. The following window will be displayed.

Figure 14: Item by Location Entry Window

Type the following data.

- **Code** - Type the first few characters of the item name and then press <Enter>. A window with items listing matching the query typed will be displayed.

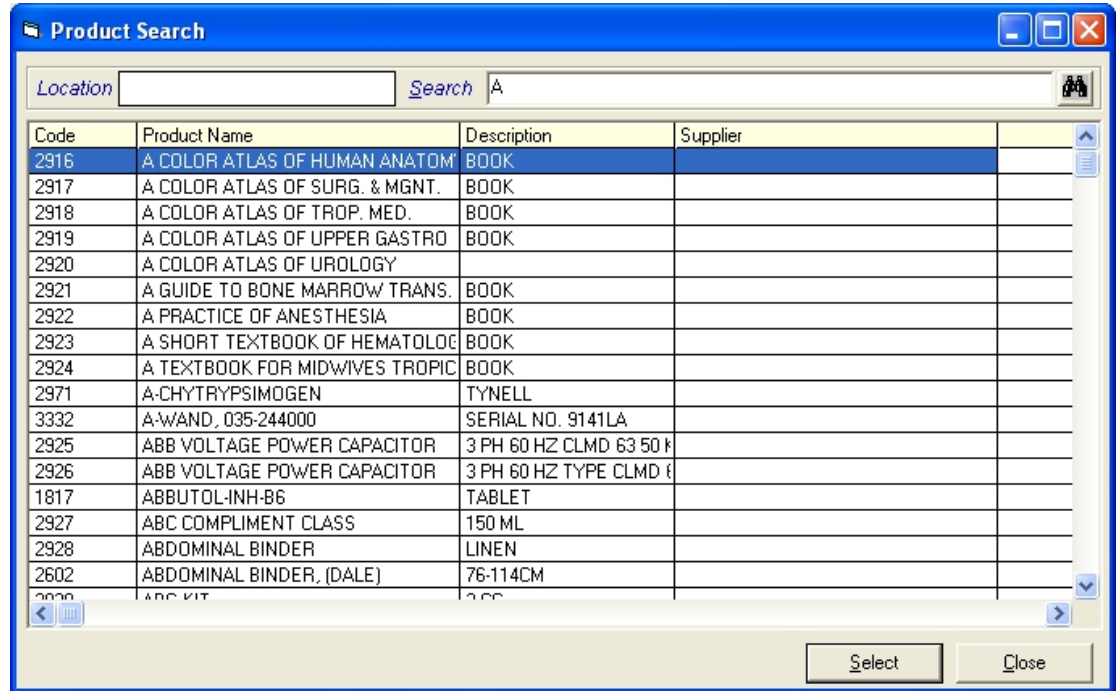


Figure 15: Items by Location Entry: List of Items

Double-click on the item name to select. The item’s information will be automatically displayed. The following data can still be edited.

- **Inpatient Markup** - Type a markup percentage to be covered by inpatients.
- **Outpatient Markup** - Type a markup percentage to be covered by outpatients.
- **Inpatient Selling Price** - Type the item’s selling price for inpatients.
- **Outpatient Selling Price** - Type the item’s selling price for outpatients.
- **Average Cost** - Type the item’s average cost.
- **Minimum Stock Level** - Type the item’s minimum stock level. This will be the basis when to inform the user that the item’s minimum stock level was already reached.
- **Average Consumption** - Type the item’s minimum consumption.
- **Status** - If the item is set to “Active”, it can already be used for transaction in the specified location. Otherwise, click “Inactive” to just include the item but unavailable for transaction yet.
- **G.L. Code** - Type the G.L. code of the item. This code will be used to link into Accounting program.

The following button options can be clicked from.

- **Save** - This will add and save the item to the selected location.
- **Cancel** - This will close the window without saving the entered item.

**To edit saved item from a particular location**, select the location and then search the item under the **Search** entry. When searched, double-click it to display item's information. You can now edit its information. Click the **Save** button afterwards to save change(s) done.

**To print the complete list of items under the selected location**, click the **Print** button under the **List** tab.



## Adding / Editing of Location / Department

In this option is where you can add a location/department classifying it into warehouse, dispensing area or allowable for purchase order. A saved location can also be edited using this feature.

- 1 To open its window,
  - Click **Location Table** from **Maintenance** pull-down menu or
  - Click **Ctrl + L**

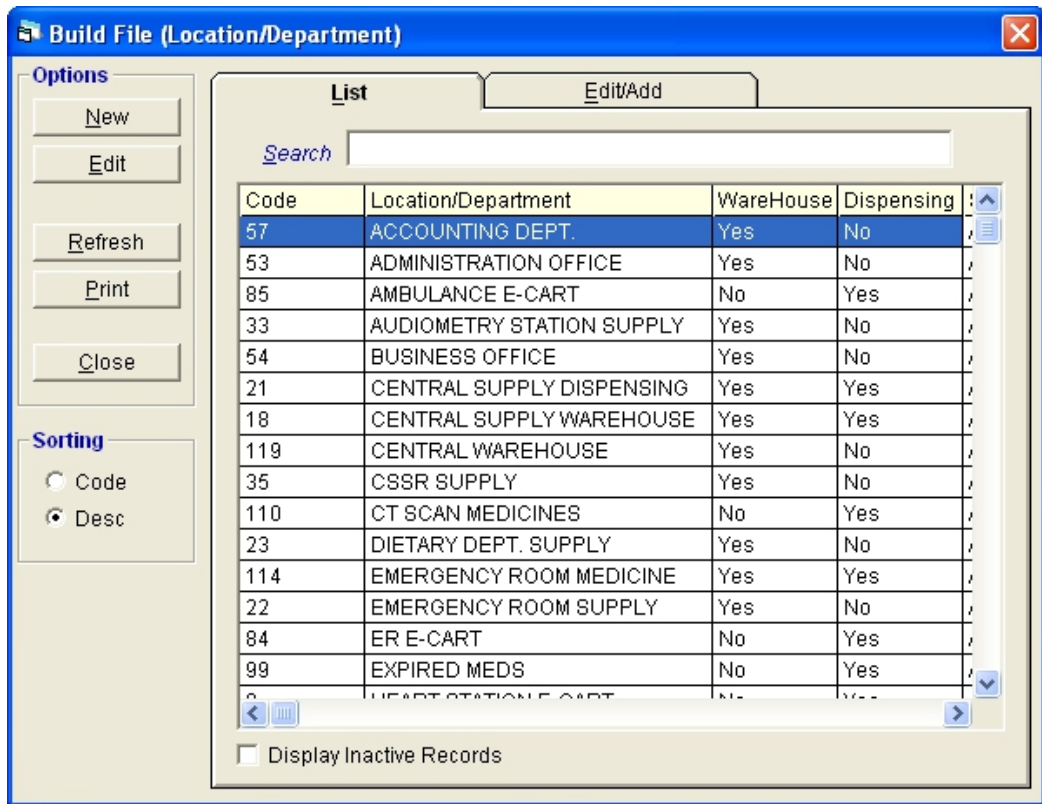


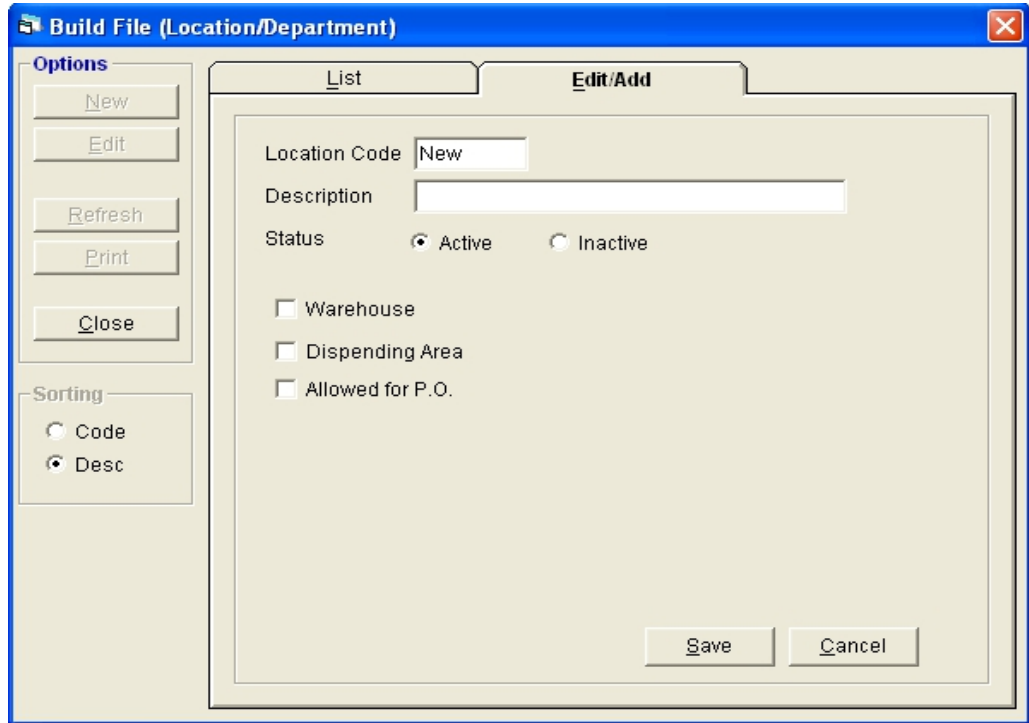
Figure 16: Location/Department: List of Locations

- 2 **To search for a particular location**, type its first few characters under 'search' textbox and then press <Enter>. Listings will be displayed just below it to match your query. You can arrange the listings by the location code or location name. Just click on the option you want under the 'sorting' options. Or to display inactive location/department, click the check box beside **Display Inactive Records** below the window.

After searching the location, **you can now edit it**. Double-click it to display its information or you can click the **Edit** button on the left side of the window under the

**List** tab. Under the **Edit/Add** tab, you can now edit the location's information. Click the **Save** button afterwards to save change(s) done.

**To add a location/department**, click the **Add** button under the **List** tab. Its window will be displayed.



**Figure 17: Location Entry Window**

Type the following data.


- **Location Code** – A program-generated code.
- **Description** - Type the location name and then press <Enter>.
- **Status** - The default entry is set to “Active”. This means that the location can already be used for transaction. Otherwise, click “Inactive” to just include the location but unavailable for transaction yet.
- **Warehouse** - Click the check box beside it if necessary.
- **Dispensing Area** - Click the check box beside it if necessary.
- **Allowed for P.O.** - Click the check box beside it if necessary.

The following button options can be clicked from.

- **Save** - This will add and save the location/department.
- **Cancel** - This will close the window without saving the entered location/department.

**To print the complete list of locations**, click the **Print** button under the **List** tab.

3 To close the window,

- Click  at the upper right corner of the window or
- Click the **Close** button under the **List** tab.

## Adding / Editing of Supplier

In here is where you can add a supplier. A saved supplier can also be edited using this feature.

- 1 To open its window,
  - Click **Supplier Table** from **Maintenance** pull-down menu or
  - Press **Ctrl + D**

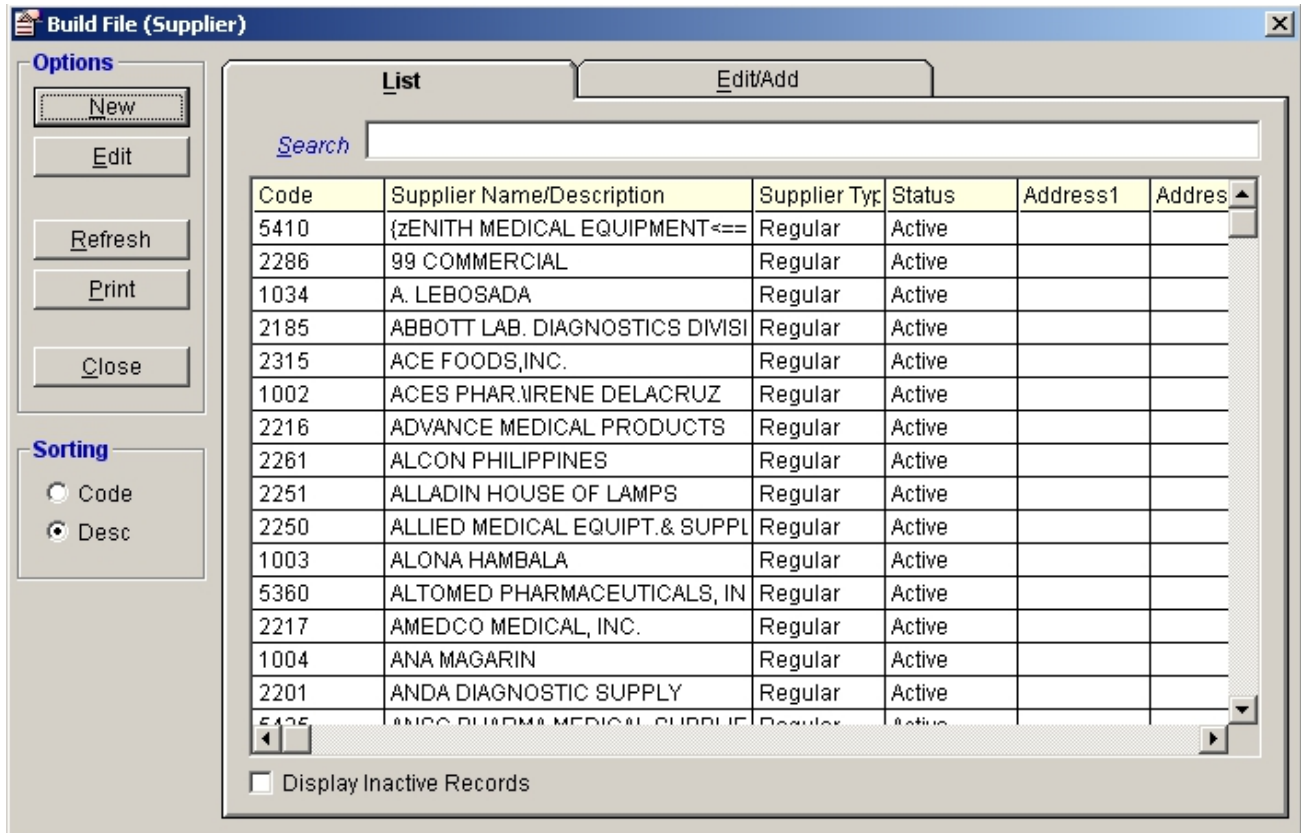


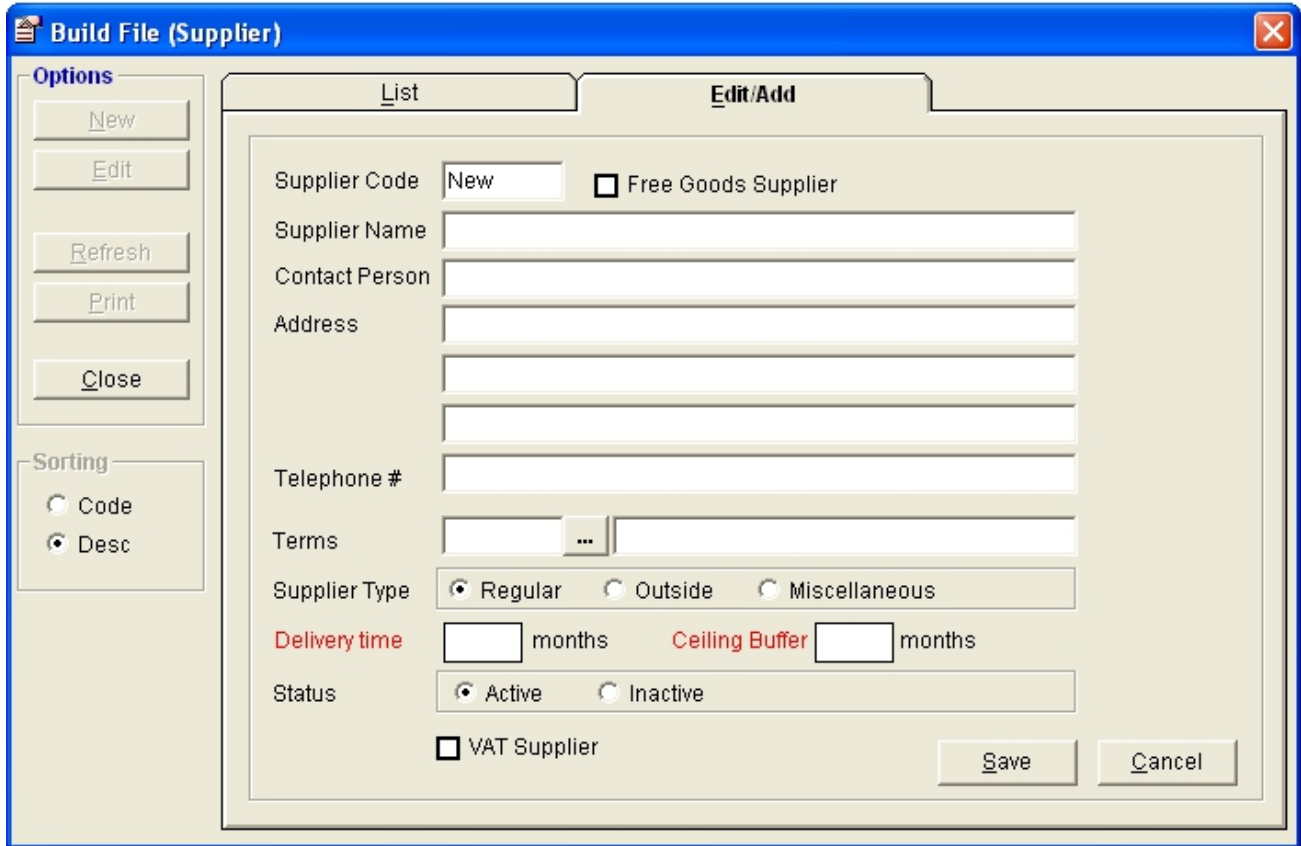
Figure 18: Supplier Maintenance: Main Window

- 2 **To search for a particular supplier**, type its first few characters under 'search' textbox and then press <Enter>. Listings will be displayed just below it to match your query. You can arrange the listings by the supplier code or supplier name. Just click on the option you want under the 'sorting' options. Or to display inactive suppliers, click the check box beside **Display Inactive Records** below the window.

After searching the supplier, **you can now edit it**. Double-click it to display its information or you can click the **Edit** button on the left side of the window under the


**List** tab. Under the **Edit/Add** tab, you can now edit the supplier's information. Click the **Save** button afterwards to save change(s) done.

**To add a supplier**, click the **Add** button under the **List** tab. Its window will be displayed.



**Figure 19: Supplier Entry Window**

Type the following data.

- **Supplier Code** – A program-generated code.
- **Supplier Name** - Type the supplier name and then press <Enter>.
- **Address** - Type the supplier's address and then press <Enter>.
- **Telephone #** - Type the supplier's telephone number.
- **Fax #** - Type the supplier's fax number.
- **Terms** - Type the first few characters of the term name and then press <Enter>. Or to display the complete list of terms, click the . Double-click on the term name to select.

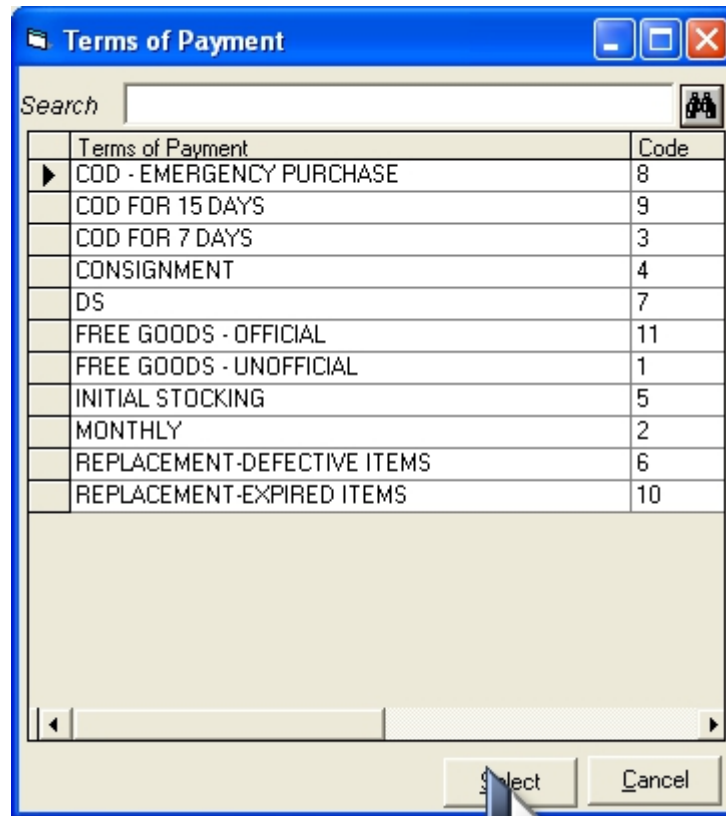


Figure 20: Terms of Payment


- **Supplier Type** - Click one from the listed options (Regular, Outside, Miscellaneous)
- **Status** - If the supplier is set to “Active”, it can already be used for transaction. Otherwise, click “Inactive” to just include the supplier but unavailable for transaction yet.
- Enter **Delivery Time** and **Ceiling Buffer**

The following button options can be clicked from.

- **Save** - This will add and save the supplier.
- **Cancel** - This will close the window without saving the entered supplier.

**To print the complete list of suppliers**, click the **Print** button under the **List** tab.

3 To close the window,

- Click  at the upper right corner of the window or
- Click the **Close** button under the **List** tab.

## Adding / Editing of Item Classification

This option allows you to add item classifications. The saved item classification can also be edited using this feature.

- 1 To open its window,
  - Click **Product Classification Table** from **Maintenance** pull-down menu or
  - Press **Ctrl + G**

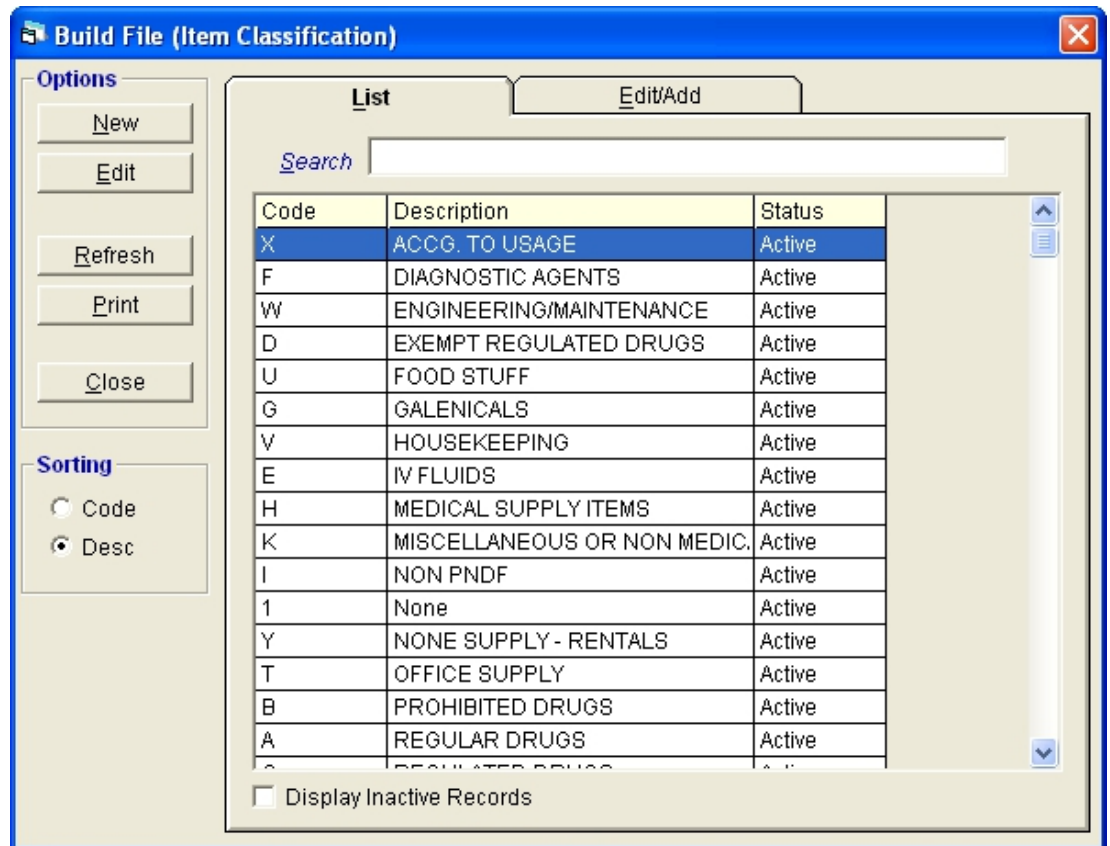


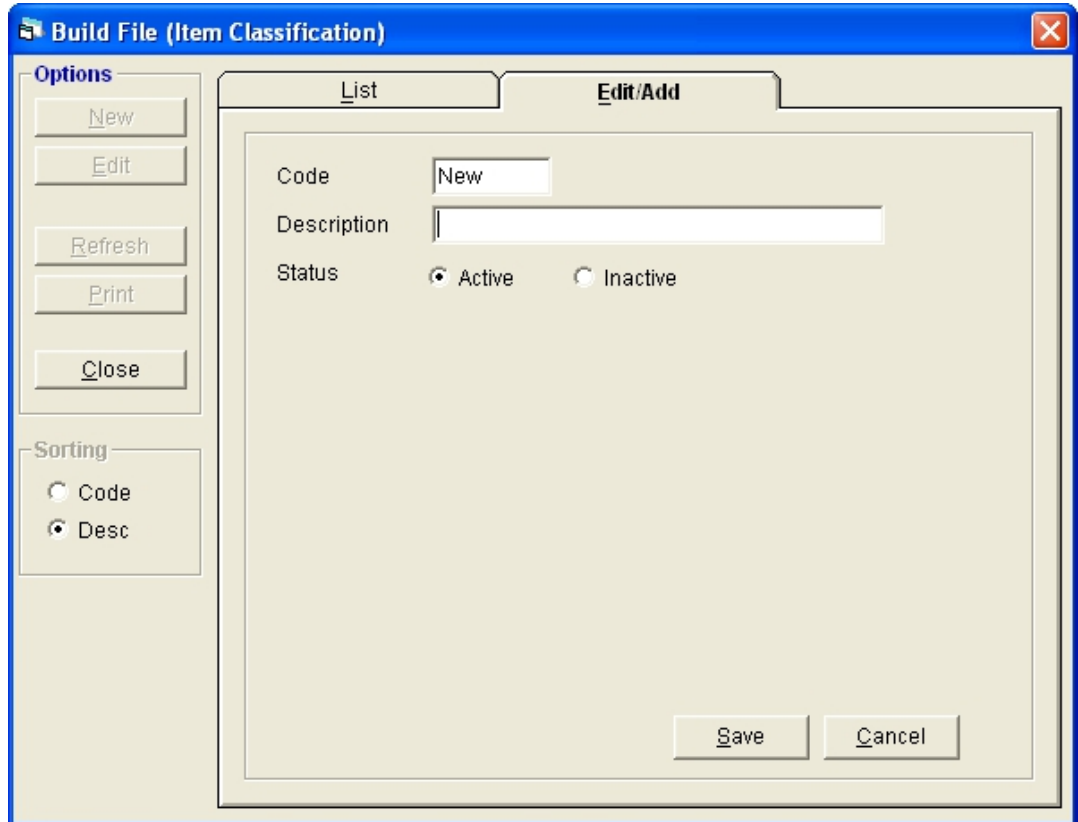
Figure 21: Item Classification Maintenance: Main Window

- 2 **To search for a particular item classification**, type its first few characters under 'Search' textbox and then press <Enter>. Listings will be displayed just below it to match your query. You can arrange the listings by the item classification code or item classification name. Just click on the option you want under the 'sorting' options. Or to display inactive item classifications, click the check box beside **Display Inactive Records** below the window.

After searching the item classification, **you can now edit it**. Double-click it to display its information or you can click the **Edit** button on the left side of the window under the

**List** tab. Under the **Edit/Add** tab, you can now edit the item classification's information. Click the **Save** button afterwards to save change(s) done.

**To add an item classification**, click the **Add** button under the **List** tab. Its window will be displayed.



**Figure 22: Item Classification Entry Window**

Type the following data.

- **Code** - A program-generated program.
- **Description** - Type the item classification name and then press <Enter>.
- **Status** - If the item classification is set to “Active”, it can already be used for transaction. Otherwise, click “Inactive” to just include the item classification but unavailable for transaction yet.


The following button options can be clicked from.

- **Save** - This will add and save the item classification.
- **Cancel** - This will close the window without saving the entered item classification.



**To print the complete list of item classifications**, click the **Print** button under the **List** tab.

3 To close the window,

- Click  at the upper right corner of the window or
- Click the **Close** button under the **List** tab.

## Adding / Editing of Terms of Payment

In here is where you can add terms of payment. The saved term of payment can also be edited using this feature.

- 1 To open its window,
  - Click **Terms of Payment Table** from **Maintenance** pull-down menu or
  - Press **Ctrl + T**

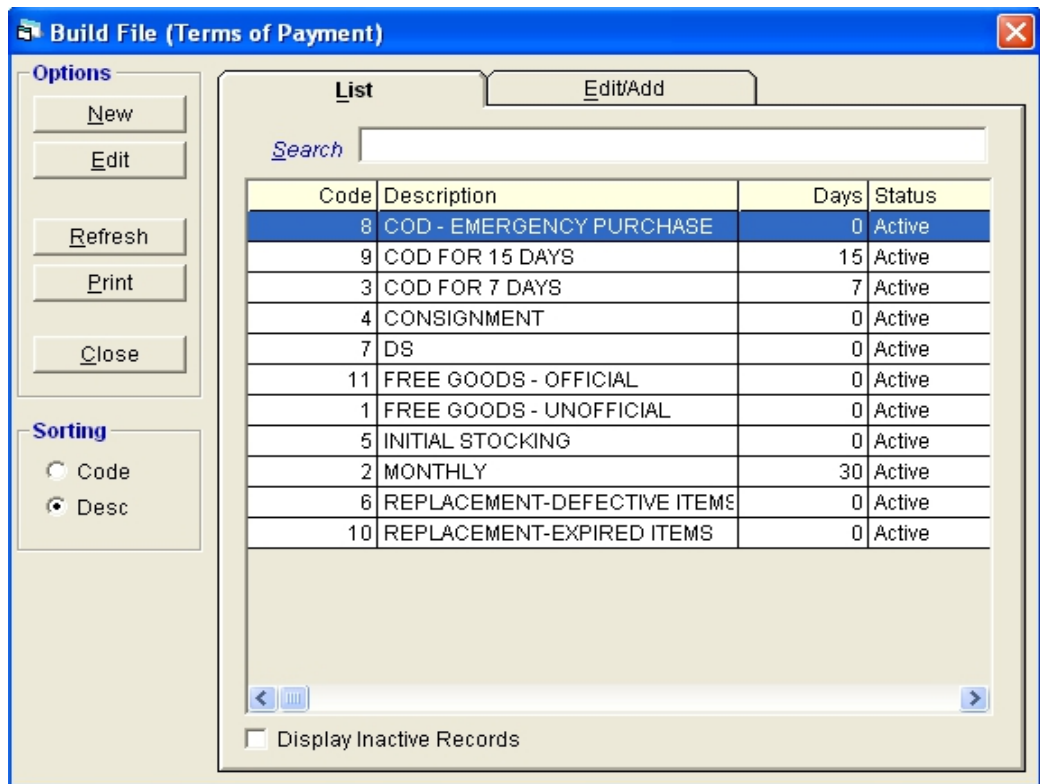


Figure 23: Terms of Payment Maintenance: Main Window

- 2 **To search for a particular term of payment**, type its first few characters under 'search' textbox and then press <Enter>. Listings will be displayed just below it to match your query. You can arrange the listings by the term of payment code or term of payment name. Just click on the option you want under the **Sorting** options. Or to display inactive terms of payment, click the check box beside **Display Inactive Records** below the window.

After searching the term of payment, **you can now edit it**. Double-click it to display its information or you can click the **Edit** button on the left side of the window under the **List** tab. Under the **Edit/Add** tab, you can now edit the term of payment's information. Click the **Save** button afterwards to save change(s) done.

To add a term of payment, click the **Add** button under the **List** tab. Its window will be displayed.

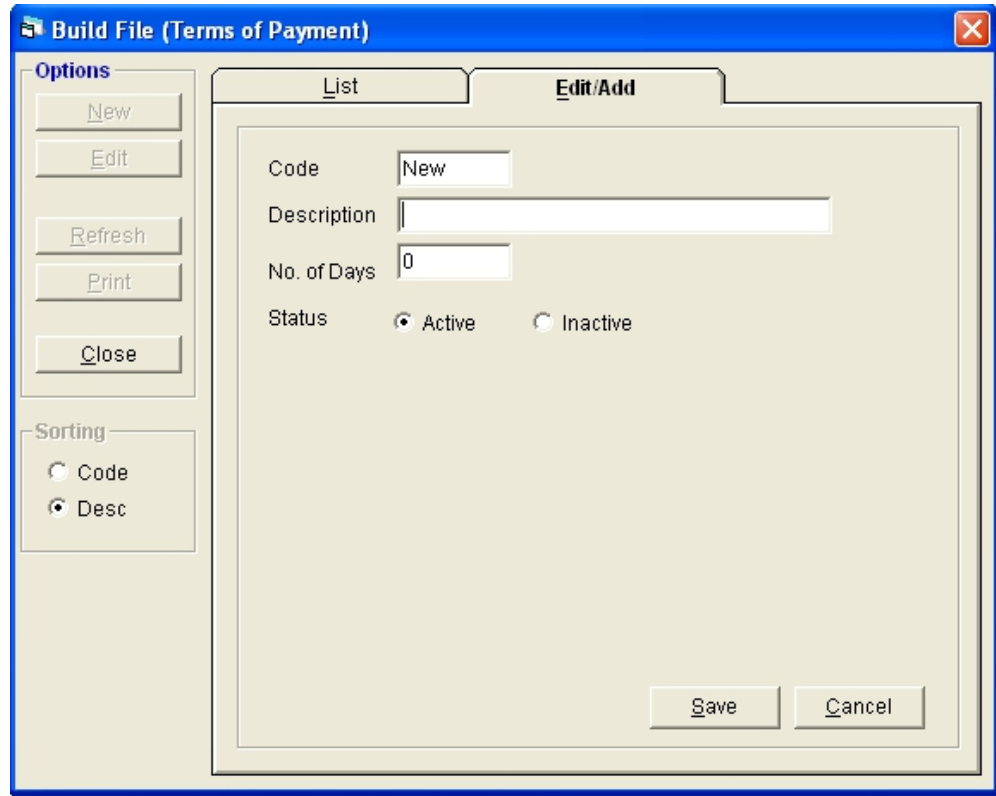


Figure 24: Term of Payment Entry Window

Type the following data.


- **Code** - A program-generated code.
- **Description** - Type the term of payment name and then press <Enter>.
- **No. of Days** - Type the number of days and then press <Enter>.
- **Status** - If the term of payment is set to “Active”, it can already be used for transaction. Otherwise, click “Inactive” to just include the term of payment but unavailable for transaction yet.

The following button options can be clicked from.

- **Save** - This will add and save the term of payment.
- **Cancel** - This will close the window without saving the entered term of payment.

To print the complete list of terms of payment, click the **Print** button under the **List** tab.

3 To close the window,

- Click  at the upper right corner of the window or
- Click the **Close** button under the **List** tab.

## Adding / Editing of Unit of Measurement

This option allows you to add a unit of measurement. The saved unit of measurement can also be edited using this feature.

- 1 To open its window,
  - Click **Unit of Measure Table** from **Maintenance** pull-down menu.

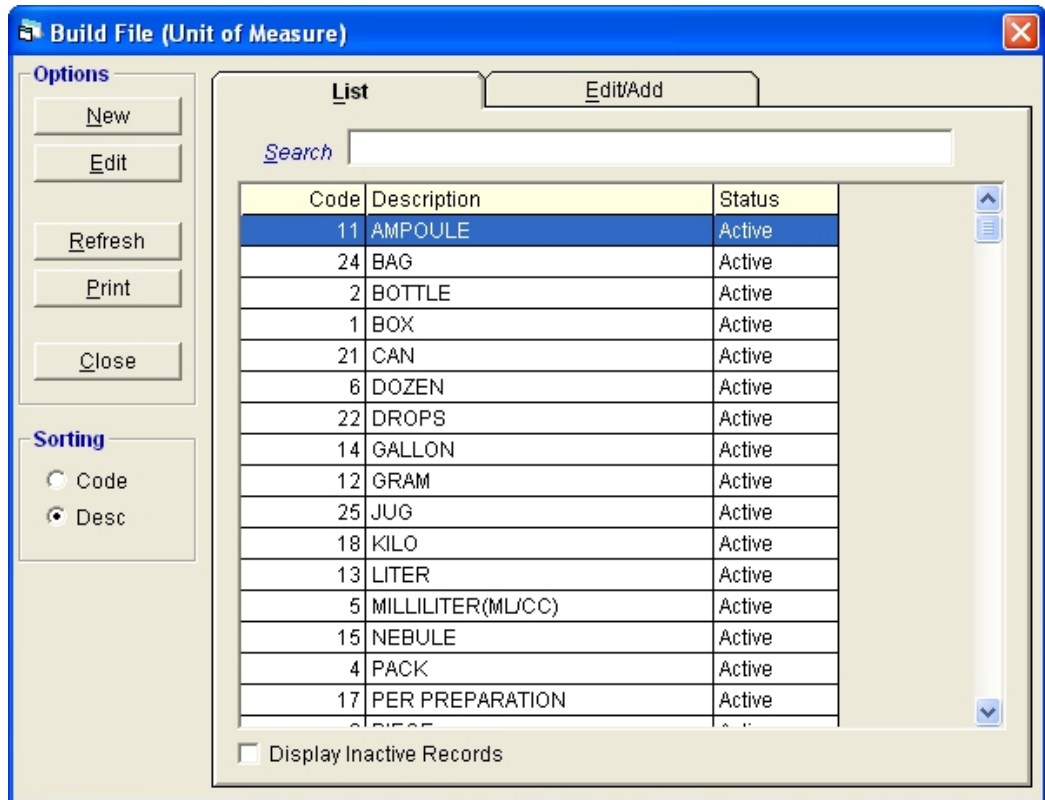


Figure 25: Unit of Measurement Maintenance: Main Window

- 2 **To search for a particular unit of measurement**, type its first few characters under 'search' textbox and then press <Enter>. Listings will be displayed just below it to match your query. You can arrange the listings by the unit of measure code or unit of measure name. Just click on the option you want under the **Sorting** options. Or to display inactive unit of measure, click the check box beside **Display Inactive Records** below the window.

After searching the unit of measure, **you can now edit it**. Double-click it to display its information or you can click the **Edit** button on the left side of the window under the **List** tab. Under the **Edit/Add** tab, you can now edit the term of unit of measure's information. Click the **Save** button afterwards to save change(s) done.

To add a unit of measure, click the **Add** button under the **List** tab. Its window will be displayed.

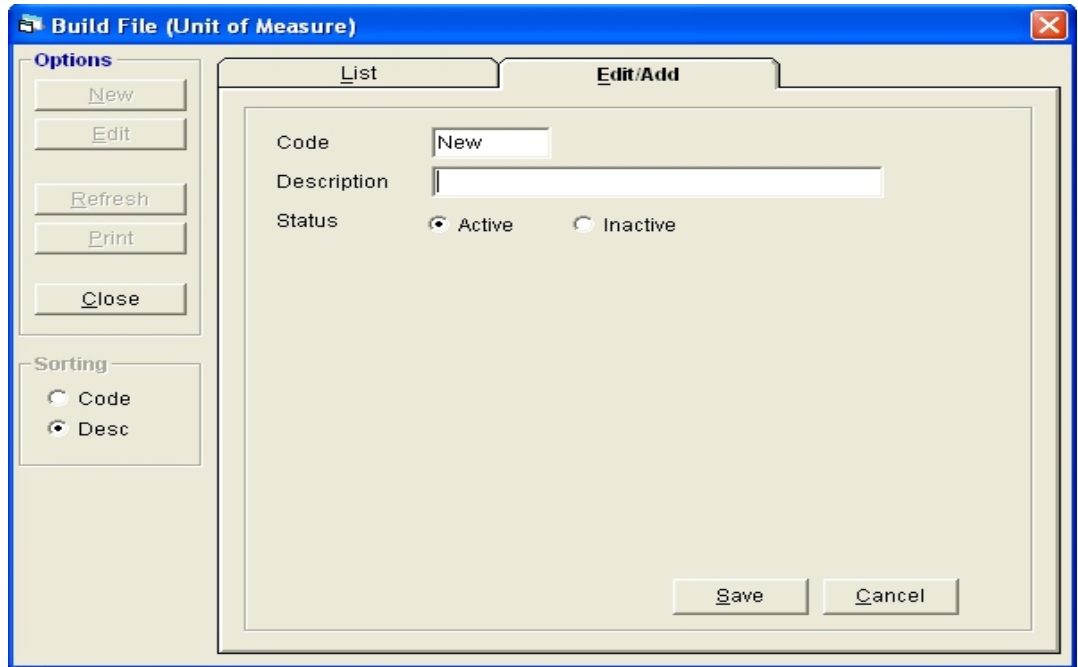


Figure 26: Unit of Measure Entry Window

Type the following data.


- **Code** - A program-generated code.
- **Description** - Type the unit of measure name and then press <Enter>.
- **Status** - If the unit of measure is set to “Active”, it can already be used for transaction. Otherwise, click “Inactive” to just include the unit of measure but unavailable for transaction yet.

The following button options can be clicked from.

- **Save** - This will add and save the unit of measure.
- **Cancel** - This will close the window without saving the entered unit of measure.

To print the complete list of units of measure, click the **Print** button under the **List** tab.

3 To close the window,

- Click  at the upper right corner of the window or
- Click the **Close** button under the **List** tab.

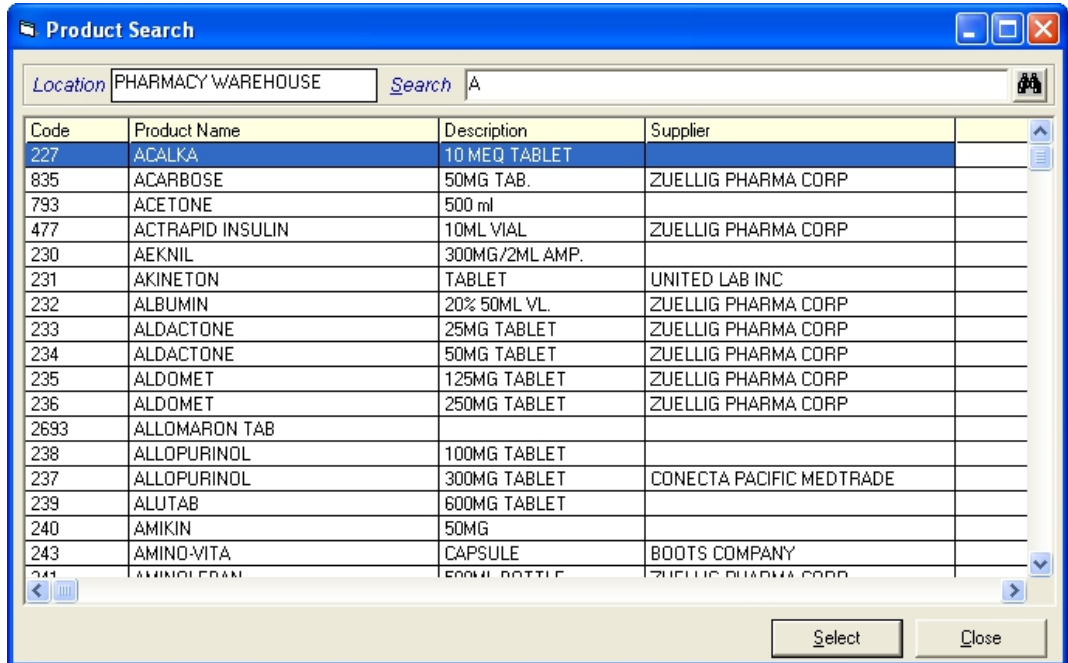
## Adjusting of Item's Physical Count

This option allows you to update the computer count of a particular item in a particular location basing from its manual count.

- 1 To open its window,
  - Press **Ctrl + A** or
  - Click **Adjust Physical Count** from **Maintenance** pull-down menu.

**Figure 27: Adjust Physical Count Window**

- 2 The following data are needed to enter.
  - **Location** - Click the drop-down arrow to display list of locations. Click the location name of the item you want to update.
  - **Transaction Date** - The current server time is used as the default entry.
  - **Document No.** - Type a document number not exceeding to 10 characters.
  - **Product Code** - Type the first few letters of the item name and then press <Enter>. A window will be displayed matching the query typed.



**Figure 28: Adjust Physical Count: Product Search Window**

Double-click on the item name to select. Its product name, description, and computer count will be automatically displayed.

- **Manual Count** - Type the manual count of the item selected.
- **Expiration Date** - Type the expiration date of the item’s manual count (format: mm/dd/yyyy where mm is month, dd is year, and yyyy is year).

3 The following buttons can be clicked from.

- **Save** - This will save and update the computer count basing from the entered manual count.
- **Print Correction Report** - After saving, you can click this button to print correction report.
- **Ignore** - This will ignore (clear) the currently selected item.
- **Exit** - When clicked, a message “Are you sure you want to exit w/o saving?” will appear. Click the **Yes** button to close the window without saving change(s) done or click the **No** button to go back into the window.



## Updating of Inpatient Selling Price

Use this option to automatically update the inpatient selling price based on the stocks delivered by supplier or stocks from warehouse.

1. Click **Maintenance > Update Inpatient Selling Price > based on Stocks delivered by Supplier** or **based on Stocks from Warehouse**.

Sample updating of inpatient selling price based on stocks delivered by supplier. The window below will appear.

Update	Code	Product Name & Description	List Cost	Packing	Ave.Cost	Markup	Old Price	New Price
N	3943	1.5 %CAPD SOLUTION 1L (B. BRAUN)	129.70	1	129.70	33	129.70	172.50
N	227	ACALKA 10 MEQ TABLET	13.26	30	13.26	33	.60	.75
N	793	ACETONE 500 ml	102.45	1	99.15	30	133.20	133.25
N	230	AEKNIL 300MG/2ML AMP.	27.00	100	27.00	33	.40	.50
N	231	AKINETON TABLET	15.30	1	15.30	0	.00	15.50
N	234	ALDACTONE 50MG TABLET	14.80	100	.15	30	.20	.25
N	235	ALDOMET 125MG TABLET	10.60	1	10.60	30	.00	14.00
N	236	ALDOMET 250MG TABLET	17.10	1	17.10	30	.00	22.25
N	238	ALLOPURINOL 100MG TABLET	2.10	1	2.10	33	.00	3.00
N	237	ALLOPURINOL 300MG TABLET	2.87	1	2.87	33	.00	4.00
N	240	AMIKIN 50MG	475.00	1	475.00	30	.00	617.50
N	243	AMINO-VITA CAPSULE	11.40	100	11.40	30	.00	.25
N	241	AMINOLEBAN 500ML BOTTLE	1070.35	10	1070.35	30	.00	139.25
N	244	AMPHOCIL 50MG VIAL	7541.10	1	7541.10	30	.00	9803.50
N	245	AMPICILLIN 250MG VIAL	58.50	10	58.50	30	.00	7.75
N	246	AMPICILLIN 500MG VIAL	65.00	10	65.00	33	.00	8.75
N	247	ANDROCUR 50MG TABLET	112.75	50	112.75	30	.00	3.00
N	250	ANECTINE 10ML VIAL	271.35	10	271.35	30	.00	29.50

GuideLine: Use Arrow Keys to Scroll Up/Down. Press 'Y' to update / 'N' to ignore / 'D' to delete

Print Update Cancel

**Figure 29: Update Inpatient Selling Price based on Stocks Delivered by Supplier Window**

2. Use arrow keys to scroll up or down. Press 'Y' to update, 'N' to ignore, or 'D' to delete.
3. Click **Update** button to save changes made.

# Updating of Outpatient Selling Price

Use this option to automatically update the outpatient selling price based on the stocks delivered by supplier or stocks from warehouse.

1. Click **Maintenance > Update Inpatient Selling Price > based on Stocks delivered by Supplier** or **based on Stocks from Warehouse**.

Sample updating of outpatient selling price based on stocks delivered by supplier. The window below will appear.

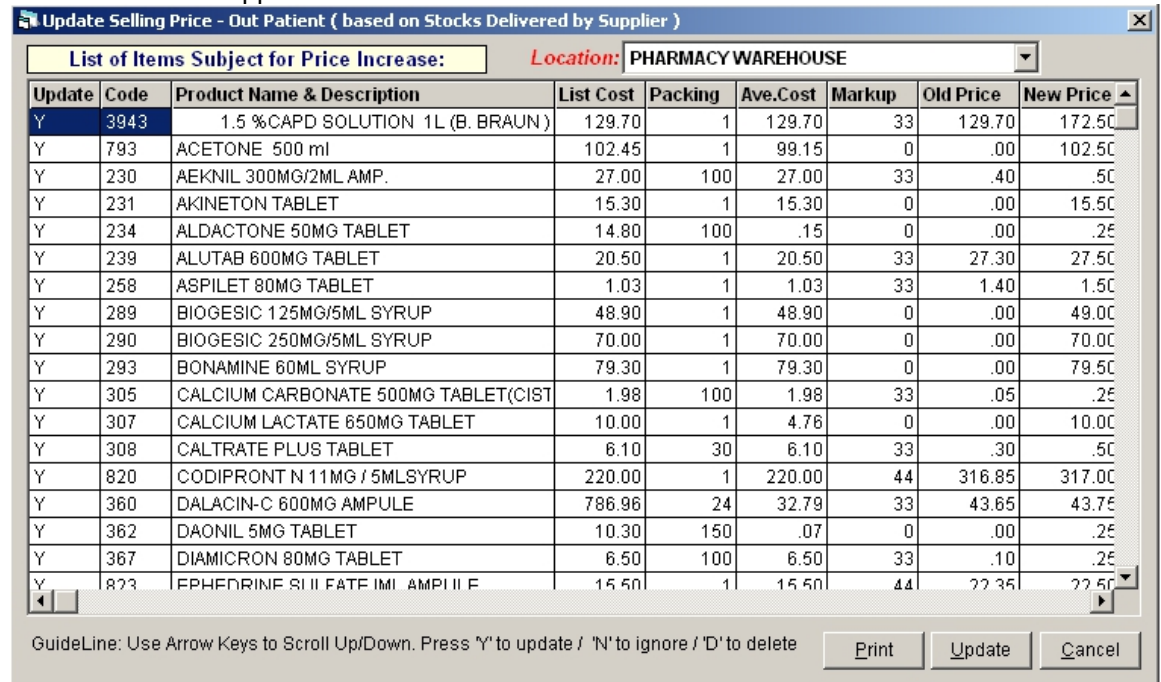


Figure 30: Update Outpatient Selling Price based on Stocks Delivered by Supplier Window

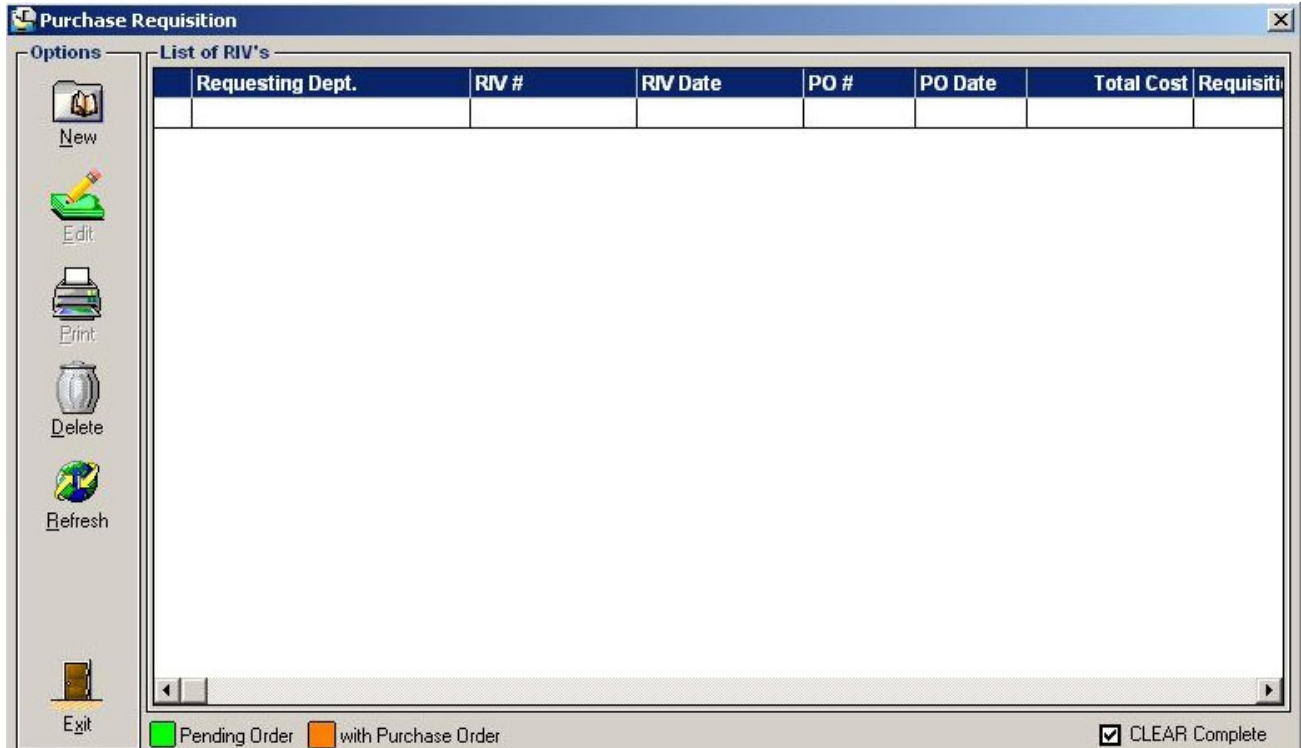
2. Use arrow keys to scroll up or down. Press 'Y' to update, 'N' to ignore, or 'D' to delete.
3. Click **Update** button to save changes made.

# Inventory Procedure

## Step 1: Purchase Requisition Entry

This option allows you to enter purchase requests.


1. Click **Transaction Entry > Purchase Requisition**. The window below will appear



**Figure 32 : Purchase Requisition : Main Window**


**Note:** You can view the status of purchase requisition at the bottom of the window. Green color indicates 'pending order'; orange color indicates 'with purchase order'.

To edit purchase requisition :


- Select the request invoice number from the list.
- Click  **Edit** button. The list of items under the selected request invoice number will be displayed. You can now add or delete items from the grid.
- Click Save Entries button to update changes made.

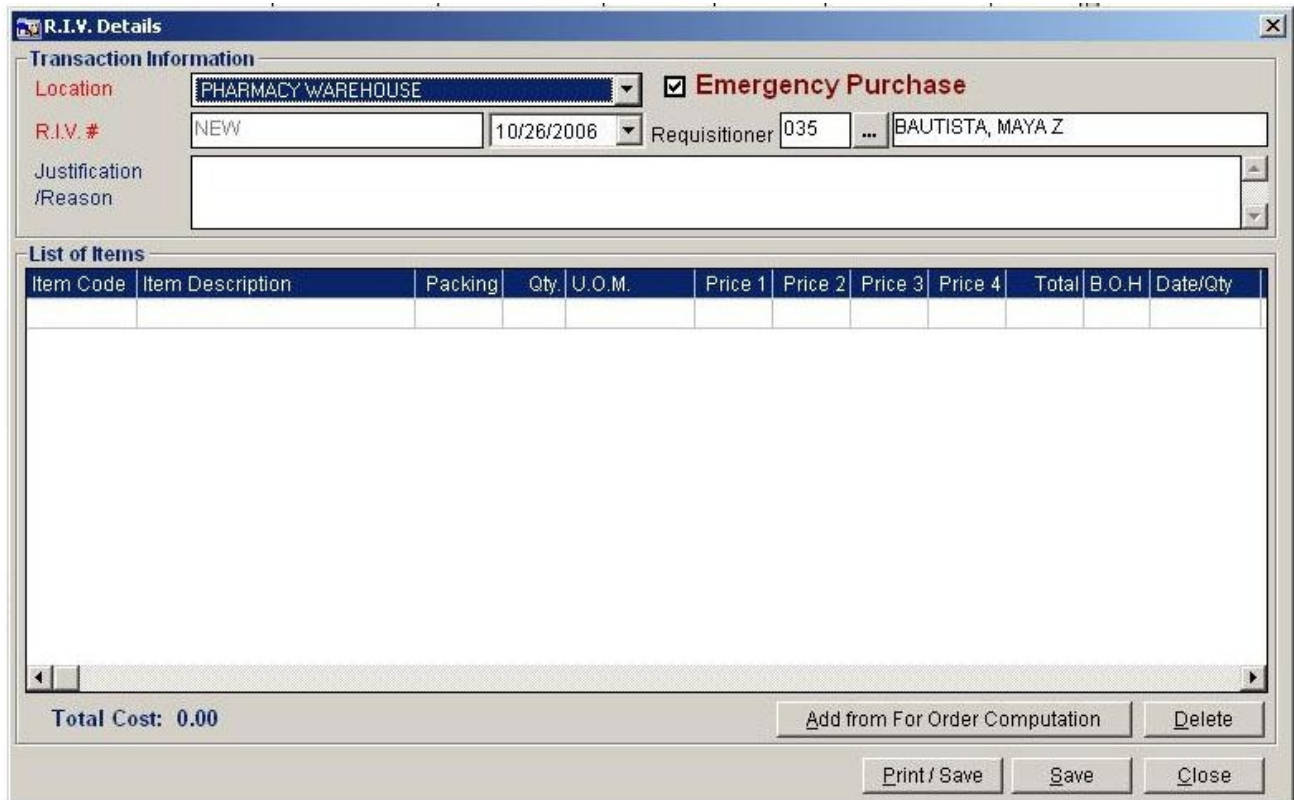
To delete purchase requests

- Select the requests invoice number from the lists

- b. Click  **Delete** button. A message will appear. Choose **Yes** to confirm. The RIV number including its ordered items will be removed automatically from the list.

To add purchase requests

- a. Click  **New** button. The window below will appear.



The screenshot shows a software window titled "R.I.V. Details". It contains a "Transaction Information" section with the following fields: "Location" (dropdown menu showing "PHARMACY WAREHOUSE"), "R.I.V. #" (text box with "NEW"), "Date" (dropdown menu showing "10/26/2006"), "Requisitioner" (text box with "035"), and "Requestor" (text box with "BAUTISTA, MAYA Z"). There is a checked checkbox for "Emergency Purchase" and a "Justification / Reason" text area. Below this is a "List of Items" table with columns: Item Code, Item Description, Packing, Qty, U.O.M., Price 1, Price 2, Price 3, Price 4, Total, B.O.H, and Date/Qty. The table is currently empty. At the bottom left, it says "Total Cost: 0.00". At the bottom right, there are buttons for "Add from For Order Computation", "Delete", "Print / Save", "Save", and "Close".

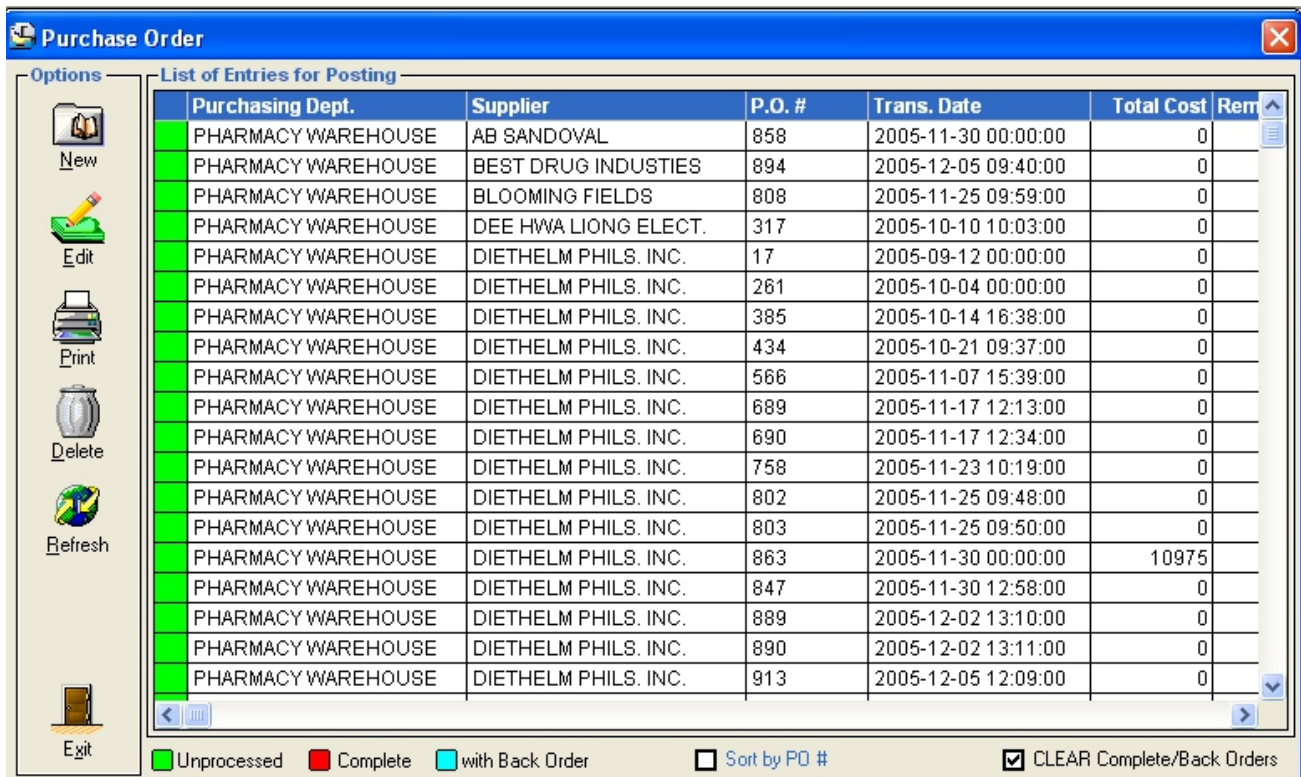
**Figure 33: New Purchase Requisition Window**

- b. Select the location in the 'Location combo box'. (Location in here refers to the requesting department)
- c. Enter name of the requisitioner.
- d. Enter Justification / Reason for the requests.
- e. Click **Add from For Order Computation** button to display lists of items.
- f. If you want to delete an item, click on **Delete** button to remove from the lists.
- g. To save the items, click **Save** button or **Print/Save** button.

## ***Step 2: Purchase Order Entry***

This step is where you can enter purchase order number, requisitioner number, supplier, list of items for order and others.

1. Click **Transaction Entry > Purchase Order**. The window below will appear.




**Figure 34: Purchase Order: Main Window**

**Note:** You can view the status of purchase order at the bottom of the window. Green color indicates 'unprocessed'; orange color indicates 'pending in purchase recording'; red color indicates 'complete'; and cyan color indicates 'with back order'.

To edit purchase order:


- Select the purchase order number from the list.

- Click  **Edit** button. The list of items under the selected purchase order number will be displayed. You can now add or delete items from the grid.

- Click **Save Entries** button to update changes made.

To delete purchase order:

- Select the purchase order number from the list.

- Click  **Delete** button. A message will appear. Choose **Yes** to confirm. The RIV number including its ordered items will be removed automatically from the list.

To add purchase order:


h. Click  **New** button. The window below will appear.

Figure 35: New Purchase Order Entry Window

- i. Select the location in the 'Location combo box'. (Location in here refers to the requesting department which issued the request invoice voucher)
- j. Enter the purchase order number and date of purchase in the 'PO # textbox and date drop-down combo box' respectively.
- k. Enter the P.R. #
- l. Select the supplier.
- m. Select the requisitioner.
- n. Enter remarks in the 'Remarks' textbox
- o. Select the term of payment in the 'Terms' drop-down combo box.
- p. Click **Add Item** button. Type the item code under the 'Code' column and then press <Enter> to select.

- j. Under the 'Item Details', you can update the item details such as packing, number of units, number of free goods and others. You must then click then on 'Update List' button to refresh the data on the grid.
- k. Click on 'Process Orders' button when done.

### Step 3: Receiving Stock Entry

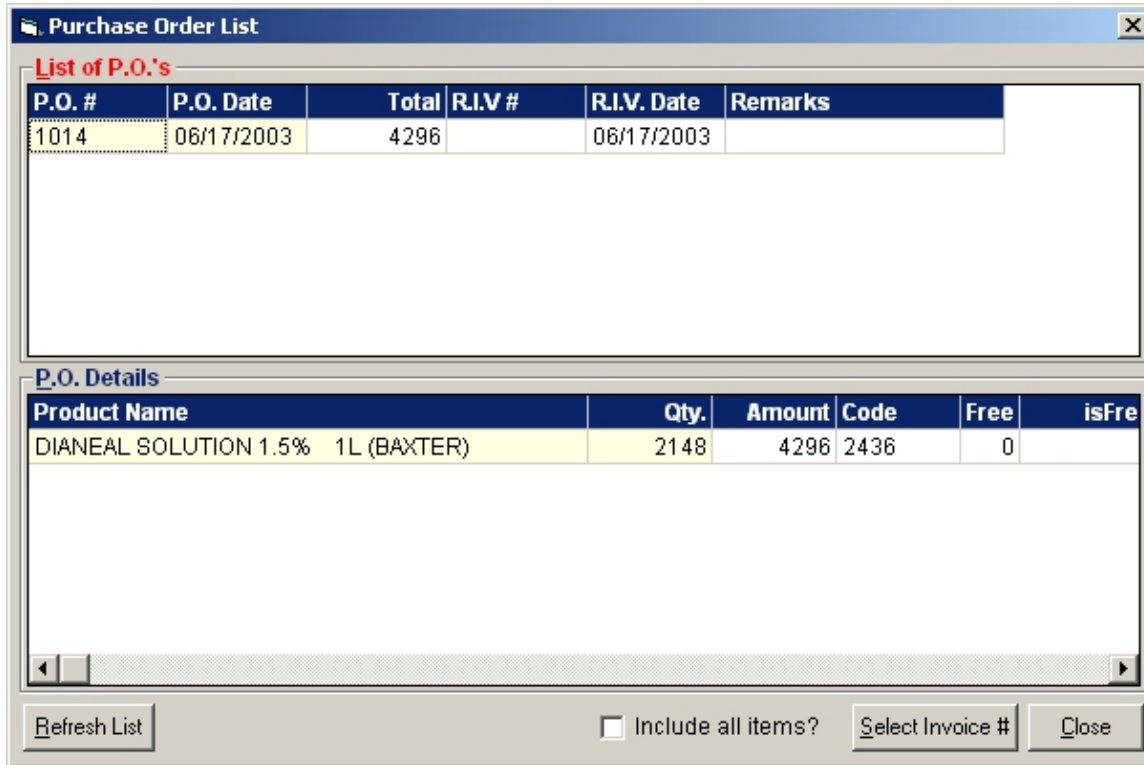
This is used to enter quantity of items delivered by the supplier. The quantity of received items from supplier is entered for the preparation of the final dispensing to departments.

1. Click **Transaction Entry > Purchase Recording** or press **<Ctrl + P>**. The window below will appear.


**Figure 36: New Receiving Stock Entry Window**

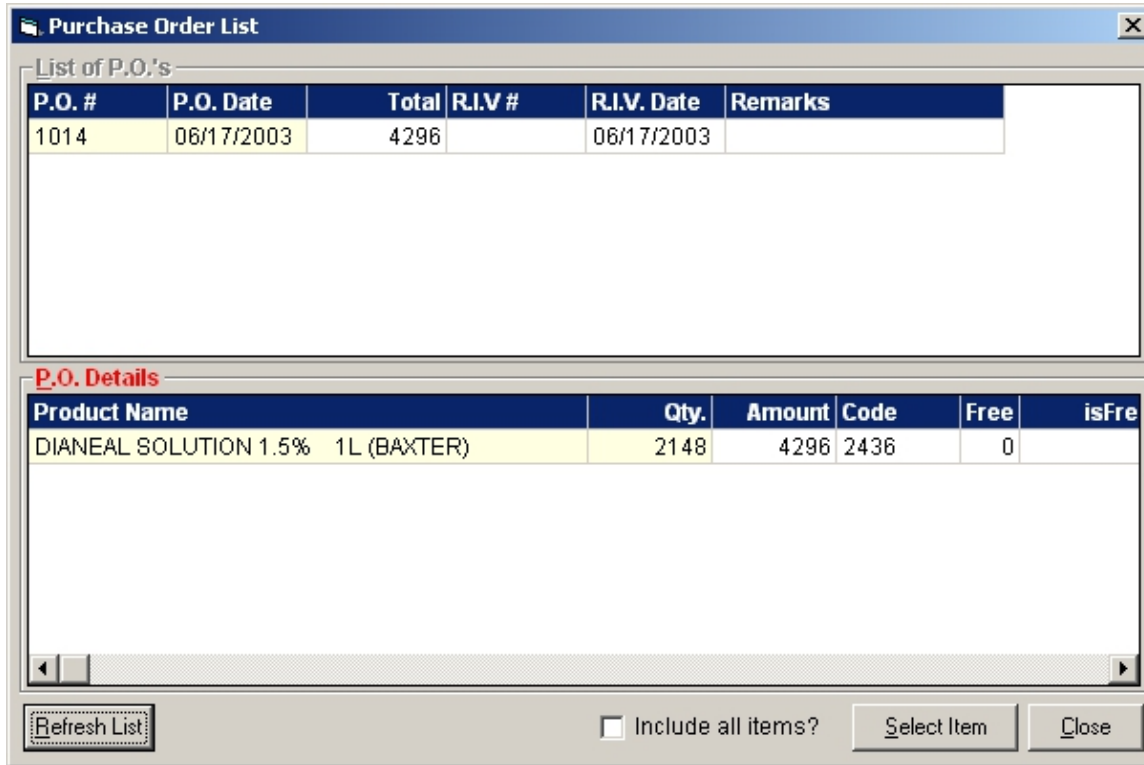
- a. Select location in the 'Location' drop-down combo box.
- b. Select supplier in the 'supplier' textbox. The supplier to be entered here should match the supplier entered in the purchase order entry.
- c. Select purchase order by clicking **...**. The window below will appear.





**Figure 37: List of Purchase Orders**

- e. Double-click the purchase order number from the 'List of P.O.s'. The P.R. # and Requesting staff will be automatically displayed.
- f. Enter the invoice number in the 'Invoice #' textbox. The date received will be automatically displayed. (The current date will be used).
- g. Type remarks in the 'Remarks' textbox
- h. Under the 'Purchased Item Entry', enter the code of the item by clicking . The window below will appear.



**Figure 38: List of Purchase Order Details**

- k. Double-click the item from the list of 'P.O. Details'. The item's list cost, quantity, and packing will be automatically displayed. You may edit them if necessary. The item's back order will also be automatically displayed once quantity received entered is lesser than the quantity ordered.
- l. Enter LOT number in the 'LOT No' textbox.
- m. Enter discount percentage in the 'Discount' textbox. (This entry has been entered in the purchase order entry but you may edit it if necessary)
- n. Enter VAT percentage in the 'VAT' textbox.
- o. Click **OK** button for the next entry of item. The complete list of items entered is displayed in the grid portion of the window.
- p. Click **Save** button to save current entry of items in the grid.

To post received stock: (Use this option to post the entered received stock for the preparation of the final dispensing to departments.)

- a. From the Receiving Stock Entry main window, select the purchase order number/invoice number from the grid.



- b. Click **Post** button. A message will appear. Click **Yes** to proceed. Posted items are now ready to process under Stock Transfer (step 4).

### Step 4: Stock Transfer (Withdrawal Posting) Entry

Posted items under purchase recording entry will be processed here. This is used in the final issuance of stocks into different departments based on the received quantity of stocks from supplier.

1. Click **Transaction Entry > Withdrawal Posting** or press **<Ctrl + W>**. The window below will appear.

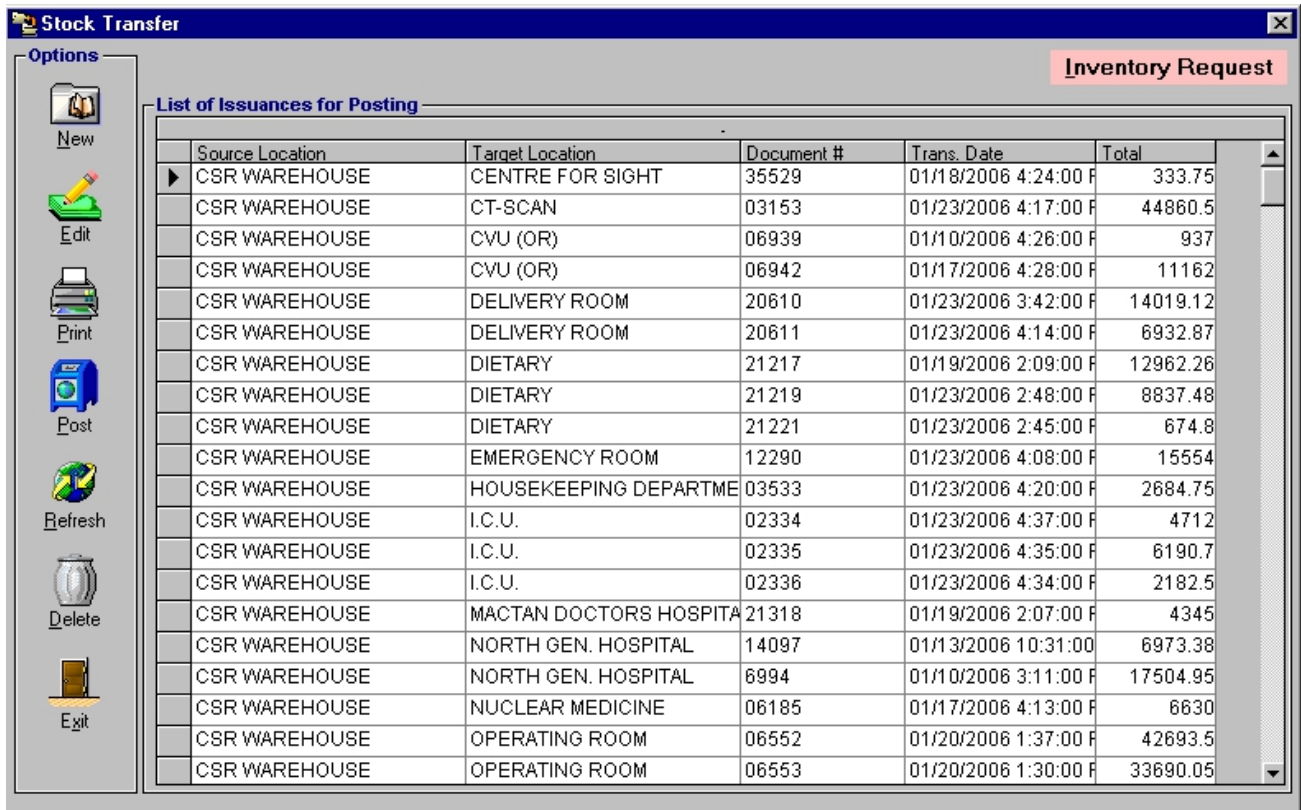




Figure 39: Stock Transfer Main Window

To edit posted stock:


- a. Select document number from the grid.
- b. Click  **Edit** button. The list of items under the selected purchase order number will be displayed. You can now add or delete items from the grid.
- c. Click **Save** button to update changes made.

To delete posted stock:



- a. Select document number from the grid.

- b. Click  **Delete** button. A message will appear. Click **Yes** button to confirm. Deleted items will be automatically removed from the list.

To enter items for stock transfer:

- a. Click  **New** button. The window below will appear.

**Figure 40: New Stock Transfer Entry Window**

- b. Select source location in the 'source Location ' drop-down combo box.
- c. To enter new document number, enter document number in the 'Document No.' textbox. To have a correction on the posted document number, click  to display posted document numbers from the selected source location. Any saved transaction here will be deducted from the quantity of the selected item.
- d. Enter transaction date in the 'Transaction Date' drop-down combo box.
- e. Select target location in the 'Target Location' drop-down combo box.
- f. Under Item Entry, select code by clicking . The window below will be displayed.


On Hand Deliveries								
Code	Description	Doc #	Qty.	List Cost	Issued	Delivered	Expiration	
2436	DIANEAL SOLUTION 1.5% 1L (BAXTER)	1011	148	2.00	2000	2003-06-17 14:00:20	06/17/2003	
1066	NSS (NORMAL SALINE) 1L BAXTER / VIAL	111	1205	73.00	0	2003-06-17 15:01:04	06/17/2003	
1067	NSS (NORMAL SALINE) 1L EUROMED	111	6021	10.00	0	2003-06-17 15:01:04	06/17/2003	
1060	NSS (NORMAL SALINE) 500ML B.BRAUN	123	306	30.75	0	2003-06-17 12:21:54	06/17/2003	
1060	NSS (NORMAL SALINE) 500ML B.BRAUN	123	306	30.75	0	2003-06-17 12:21:54	06/17/2003	
1064	NSS (NORMAL SALINE) 500ML LVP	123	382	30.75	0	2003-06-17 12:21:54	06/17/2003	
1061	NSS (NORMAL SALINE) 500ML BAXTER / V	123	306	30.75	0	2003-06-17 12:21:54	06/17/2003	
1068	NSS 1L EUROMED-GLASS	111	10	20.00	0	2003-06-17 15:01:04	06/17/2003	
1063	NSS 500ML EUROMED	123	306	30.75	0	2003-06-17 12:21:54	06/17/2003	

**Figure 41: List of Items for Stock Transfer**

**Note:** Under the 'Issued' column in the above window, you can view the issued quantity of a particular item. The quantity under the 'Qty' column refers to the available quantity of the item to be issued.

- g. Select the item from the list then double-click it.
- h. Enter the quantity to be dispensed into the selected target location.
- i. Identify if item is for retail or not.
- j. Click **OK** button. Follow the same procedure when entering additional items.
- k. Click **Save** button after completed the items to be dispensed into the target location. The selected items will be displayed into the Stock Transfer main window.

How to post items for stock transfer: (Use this option to finally dispense the items to the selected target location)

- a. From the Stock Transfer main window, select the document number in the grid.
- b. Click  **Post** button. A message will appear. Click **Yes** to proceed. Quantity of posted items will be automatically added into the target location.

### Step 5: Return to Supplier Entry

This option is used to return items from source location to the supplier.

**Note:** Before doing this step, you should also update the quantity of the item from the target location to the source location using **Step 3: Stock Transfer (Withdrawal Posting)**.

1. Click **Transaction Entry > Return to Supplier** or press **<Ctrl + R>** to open the window below.

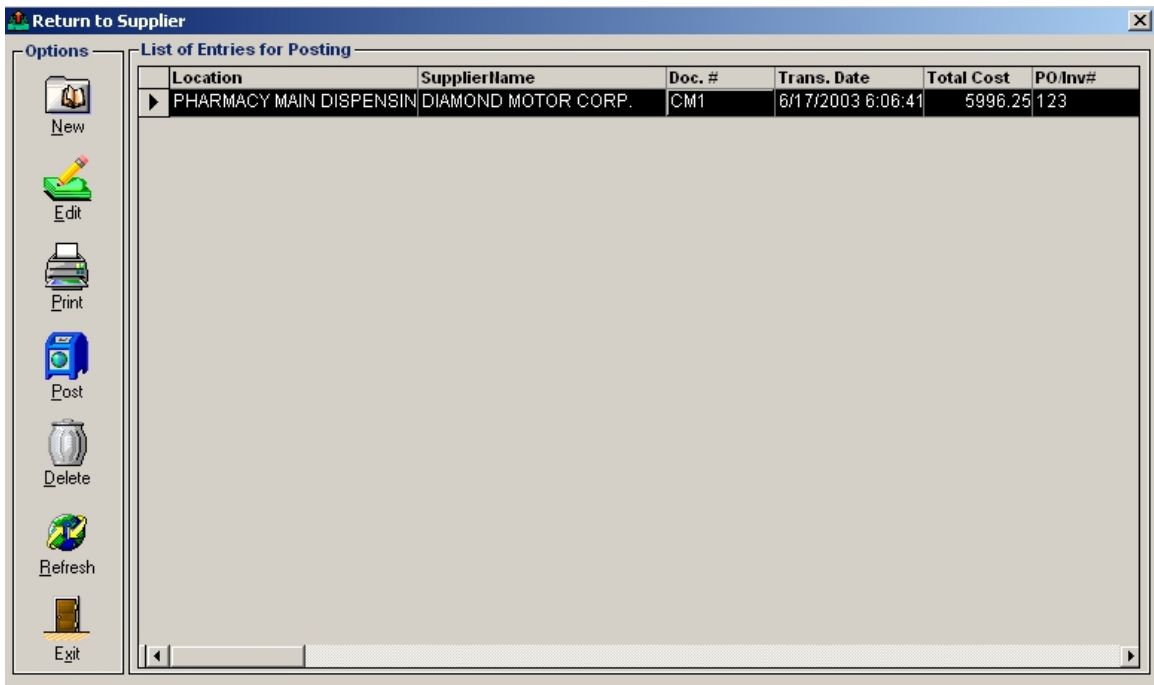




Figure 42: Return to Supplier Main Window

To edit returned items:


- a. Select the credit memo number (Doc. #) from the list.
- b. Click  **Edit** button. The list of items under the selected credit memo number will be displayed. You can now add or delete items from the grid.
- c. Click **Save** button to update the changes made.

To delete returned items:


- a. Select the credit memo number (Doc. #) from the list.



- b. Click  **Delete** button. A message will appear. Click **Yes** button to confirm. Deleted items will be automatically removed from the list.

To enter returned items:

- a. Click  **New** button. The window below will appear.

**Figure 43: New Return to Supplier Entry Window**

- b. Select location (source location) in the 'Location' drop-down combo box.
- c. Enter supplier.
- d. Enter credit memo number. (To have a correction on the posted credit memo, click . This will display list of posted credit memo. Double-click it from the list to select)

- e. Select invoice number in the 'Inv. No.' entry by clicking . This will display list of invoice numbers posted under the source location and supplier. Double-click the invoice number to select.
- f. Enter code by clicking . The window below will be displayed.

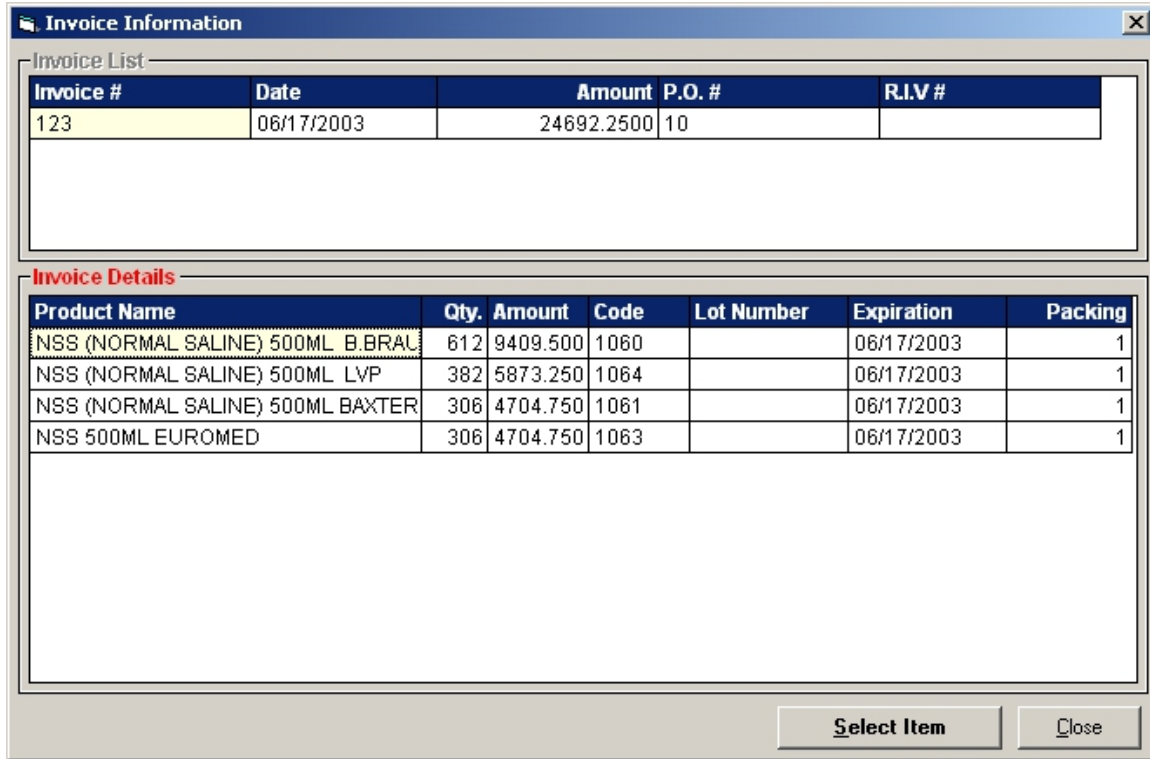



Figure 44: List of Invoice Details

- g. Under 'Invoice Details' in the above window, double-click the item from the list.
- h. Enter the quantity to return.
- i. Click **OK** button. Do the same procedure when entering items to return.
- j. Click **Save** button after completing the items to return.

To post items for return: (Use this option to finally return items to the supplier. Quantity of returned items will be automatically deducted from the source location)

- a. From the Return Supplier main window, select the credit memo number (Doc. #).

- b. Click  **Post** button. A message will appear. Click **Yes** to proceed. Posted items will be automatically removed from the list.



# Reports


## *Reports*

The following list of reports is generated by the program. Just click on the **Reports** menu and then select the desired report to be generated.

- Stock Card
- Master Inventory List ( by Location )
- Master Inventory List ( Consolidated )
- Master Inventory List ( BIR )
- Purchase Subsidiary Ledger
- For Order
- Summary of Issuances
- Price List
- Formulary Report
- Expiring Drugs
- Inventory Monitoring
- Summary of Sales
- Print Invoice
- Print Receiving Report
- Print MRIS
- Print Return to Supplier
- Report on Corrections
- Print Price Increase Proof List
- Print Physical Count
- Unprocessed PR Report
- Undelivered PO Report
- PR Query
- List of Receiving Report

## Stock Card Report

This generates a printable report of the item's summary of transactions since the entered beginning to ending dates.

- 1 To open its window,
  - Press **Ctrl + K** or
  - Click **Stock Card** from **Reports** pull-down menu or
  - Click the  **Stock Card** toolbar button.

Date	Account	Hosp. #	Adm #	Ref. #	Transaction Description	Quantity	User ID

Figure 42: Stock Card Tabular Format Window

Enter the following data.

- **Location** - Click the drop-down arrow to select location name.
- **Product Code** - Type the first few characters of the item name and then press <Enter>. A window with items list will appear matching your query. To select, double-click the item name. Its name and description, on hand, packing, average cost and list cost will be automatically displayed.
- **Report Period** - Select beginning date under **From** and ending date under **To**.

2 Click the **OK** button afterwards. Its details and summary will be displayed. To view its details, click the **Details** tab or to view its summary, click the **Summary** tab. Its tab has a printing option. Click it to print the stock card report.

Click the **Close** button to close the window.

# Index

## —C—

classification (adding/editing of), 29  
computer count (updating of), 41  
currency list entry, 40

## —D—

department (adding/editing of), 25

## —F—

features, 6

## —I—

inpatient selling price (updating of), 43  
item (adding/editing in location), 15, 21  
item classification (adding/editing of), 31  
item count (updating of), 41

## —L—

location (adding/editing of), 25

## —O—

objectives, 5  
outpatient selling price (updating of), 44

overview, 4

## —P—

password (changing of), 8  
physical count (adjusting of), 41  
program (closing), 9  
program (starting of), 7  
purchase order, 45

## —R—

reports, 57

## —S—

stock card balance (updating of), 45  
stock card report, 58  
supplier (adding/editing of), 28  
system settings, 10

## —T—

term of payment (adding/editing of), 34

## —U—

unit of measure (adding/editing of), 37  
user settings, 12

