Merlin Reporting
Inventory Reports

Version 4.9

USER
REFERENCE

Merlin Inventory Reports

Contents

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1 Inventory Reports

1.1 Inventory Master Report (Export)

Location: From the "Report" zoom run PHU.INVDATA8 – Inventory Master Report then "EXPORT" zoom.
See Appendix 1 – POSH Report Processing.

Output: Inventory item details, Supplier details, pricing.

```
──────────── Posh Report Processing (3) ────────────
 1:Report Id.:PHU.INVDATA8
   Report Name:Inventory Master Report
   Inputs                      4.Values
 1 No input required.........: N/A
 2
 3
 4
 5
 6
 7
 8
 9
10
11
12
13
14

 Option.:_____
 <R>=Run report <ESC>=exit <#.#>=file.line
```

Type <R> in the Option Line to run the report

Inventory Product Code	Inventory Generic Name	Inventory Strength	Inventory Form Code	Inventory Form Description	Inventory Expense	Inventory Product Group	Inventory Pack Description
5-AM1	5-AMINO-2-HYDROXYBENZOIC ACID		POWD		17853	F	JAR/G
5-AZ1	5-AZACITIDINE (COMP)	100mg	INJ	INJECTION	17482	SAS	VIAL
5-AZ3	5-AZACITIDINE (NPP)	100mg	INJ	INJECTION	17988	SAS	VIAL
5-AZ2	5-AZACITIDINE (PR:ALLGMDS3)	100mg	INJ	INJECTION	17894	TRIAL	VIAL
ABAC1	ABACAVIR	300mg	TB	TABLETS	17453	SAS	BOTT/T
ABAC2	ABACAVIR	300mg	TB	TABLETS	17453	S100	BOX/T

Inventory Internal Pack Description	Inventory Supplier Code	Inventory Supplier Trade ID	Inventory Supplier Trade	Inventory Supplier Pack Desc	Inventory Supplier Pack UOM	Inventory Supplier Pack Price	Inventory Supplier Unit Price
100	106			BOTT/G	100	122.6	1.226
250	20			JAR/G	250	646	2.584
1	225	VID9002		VIAL	1	0	0
1	225	VID9002		VIAL	1	635	635
70	90408			BOTT/T	70	0	0
60	166	ZIA1	ZIAGEN	BOX/T	60	287.64	4.794

_____

1.2 Inventory Master Report with Supplier Details (Export)

Location: From the "Report" zoom run PWU.RH.DATA6 – Inventory Master Report with Supplier Details then "EXPORT" zoom.
See Appendix 1 – POSH Report Processing.

Output: Inventory item details, Supplier details, PBS details.

```
───────── Posh Report Processing (3) ─────────
1:Report Id.:PWU.RH.DATA6
  Report Name:Inventory Master Report with Supplier De>
  Inputs                 4.Values
1 No input required.........: N/A
2
3
4
5
6
7
8
9
10
11
12
13
14

Option.:_
<R>=Run report <ESC>=exit <#.#>=file.line
```

Type <R> in the Option Line to run the report.

Sample Report:

InvCode	Generic	Strength	Form Code	Form Description	Internal UOM	Internal Qty
5-AM1	5-AMINO-2-HYDROXYBENZOIC ACID		POWD		JAR/G	250
5-AZ1	5-AZACITIDINE (COMP)	100mg	INJ	INJECTION	VIAL	1
5-AZ3	5-AZACITIDINE (NPP)	100mg	INJ	INJECTION	VIAL	1
5-AZ2	5-AZACITIDINE (PR:ALLGMDS3)	100mg	INJ	INJECTION	VIAL	1
ABAC1	ABACAVIR	300mg	TB	TABLETS	BOTT/T	70
ABAC2	ABACAVIR	300mg	TB	TABLETS	BOX/T	60

Expense	iPharmQ ID	iPharm IDs	Product Type	Product Type Description	Product Group	Product Group Description	Stock Group	PStatus
17853			D	DISPENSED	F	FRIDGE - GENERAL		D
17482			D	DISPENSED	SAS	SPECIAL ACCESS SCHEME		N
17988			D	DISPENSED	SAS	SPECIAL ACCESS SCHEME		N
17894			D	DISPENSED	TRIAL	TRIAL PRODUCTS		N
17453			D	DISPENSED	SAS	SPECIAL ACCESS SCHEME		D
17453			D	DISPENSED	S100	SECTION 100		N

Loglast	Batch Track	Drug ID	Supplier No	Supplier ID	Supplier Name	Supplier Part No	Trade ID
14/05/1998 16:16 GL	N	5-A9001	1	20	FISHER	MERC 81901	
29/07/2009 16:57 JR		5-A9002	1	225	CELGENE	VIDAPTY10	VID9002
30/07/2009 10:03 JR		5-A9002	1	225	CELGENE		VID9002
10/11/2008 10:03 JR		5-A9003					
02/01/2001 16:13 GL			1	90408	GlaxoSmithKline		
23/10/2012 12:28 VT		ABA1	1	166	CLIFFORD	1541395	ZIA1

Trade Name	GTIN	Purchase UOM	Purchase Qty	Last Price	Last Price Date	Contract Price	Contract Expiry	Contract No
		JAR/G	250	646	18/03/1996			
		VIAL	1	0	31/10/2008			
		VIAL	1	635	19/10/2009			
		BOTT/T	70	0	16/07/1999			
ZIAGEN	9300670128747	BOX/T	60	287.64	10/07/2012			

Purchase Lead Time	Purchase Remarks	Principal Supplier	Manufacturer Part No	SAP6 Code	Sort Key	Pronto ID	iPharmId	Fred Code
14	MERC 819019.0250	Y						
2	Comp supply	Y						
2	Named Patient Program	Y						
5	WAS SAS GONE S100	Y						
1	S100	Y						

Manufacturer Code	Manufacturer Desc	Purchase Tax Code	Purchase Tax Desc	Stock Iss Tax Code	Stock Iss Tax Desc	Pos Tax Code	Pos Tax Desc	Disp Tax Code	Disp Tax Desc
VI	ViiV Healthcare Pty Ltd								

Last Audit	PBS Max Qty	PBS Max Price	PH01_Last Trans Date	PH01_Last PO Date	PH02_Last Trans Date	PH02_Last PO Date	PBS Brand Price	PBS Codes
			18/03/1996	15/02/1996				
			16/10/2009	15/10/2009				
			19/10/2009	16/10/2009				
			10/11/1999	1/09/1999				
23/10/2012 12:28 VT	120	593.19	7/09/2010	15/09/2011			0	6264Q

1.3 Inventory Maintenance Audit Report (Print or Export)

Location: Inventory -> 9. Reporting Procedures -> 1. Inventory Maintenance Audit Report

Output: Inventory item, change(s) made, date and operator who made the changes.

```
┌──────────── Inventory Maintenance Audit (0) ────────────┐
│                                                         │
│    1:Report Start Date .: _____                     │
│                                                         │
│    2.Report End Date ...:                               │
│                                                         │
│    3.Audit Type ........:                               │
│                                                         │
│    4.ID filter .........:                               │
│                                                         │
│    5.Export dest........:                               │
│                                                         │
│                                                         │
│                                                         │
│    Option.:_____                               │
│    Enter the date from which to report                  │
└─────────────────────────────────────────────────────────┘
```

Field 3: Audit Type: <**A**>ddition, <**C**>hange or <**D**>eletion or ↵ for all.

Field 4: ID filter: Enter the first few letters of the drug name to display all products beginning with these letters or ↵ for all.

Option line: Enter `E' for Export.

```
┌──────────────── Message ────────────────┐
│ TIP - Open Excel AFTER.VALUE exporting file & use the │
│  Excel Import Wizard to set all columns to TEXT       │
│ format, otherwise Excel will change your data based   │
│ on eg data that looks like a date etc. Export to :    │
│ c:\pharmhos\reports\invaudit.txt                      │
│                                                       │
│ Enter <Y>es, <N>o....:                                │
└───────────────────────────────────────────────────────┘
```

Enter <**Y**>es to Export

Report Headings

File Name	ID. (Inventory Code)	Title (Attribute)	Type (Addition/Change/Deletion)	Before Value	After Value	Operator	Date	Time

---

1.4 Inventory Deletions Report (Print)

Location: Inventory -> 9. Reporting Procedures -> 8. Inventory Deletions Report

Output: Deleted Inventory items, substitute products.

```
┌──────── Inventory Deletions Report (0) ────────┐


    1:Report Start Date .: 21/06/2014

    2.Report End Date ...: 21/07/2014




 Option.:_____
 <F>=print report, <ESC>=exit
```

Sample Report

```
ICR.INVDEL                      Inventory Deletions Report          Run date: 21/07/2014      11:57
                                Site: ICU: INTENSIVE CARE UNIT             Req by Op AED      Page:   1

The following products are no longer available, imprest lists will need to be amended where indicated :

Inv Code    Generic Name            STR$ength/Form          Pack Size      Substitute Products
AMOX1       AMOXYCILLIN             250mg CAP               BOX/C(30)
List Ref :, IMPREST
```

```
ICR.INVDEL                      Inventory Deletions Report          Run date: 21/07/2014      11:57
                                Site: P-PH1: CORONARY CARE UNIT           Req by Op AED      Page:   1

The following products are no longer available, imprest lists will need to be amended where indicated :

Inv Code    Generic Name            STR$ength/Form          Pack Size      Substitute Products
AMOX1       AMOXYCILLIN             250mg CAP               BOX/C(30)
List Ref :, S4M
```

_____

1.5 Stock Adjustment Report – By Adjustment Code (Export)

Location: From the "Report" zoom run ICR.ADJ.XML – Stock Adjustment Report – By Adjustment Code and then "EXPORT" zoom.
See Appendix 1 – POSH Report Processing.

Output: Adjustment code, adjustment date, Inventory Code, adjustment quantity, cost & extended cost.

```
────────────── Posh Report Processing (1) ──────────────
  1:Report Id.:ICR.ADJ.XML
    Report Name:Stock Adjustment Report - By Adjustment >
    Inputs                        4.Values
   1 Task Id...................: ICR.ADJ
   2 User Id...................: AED
   3 Main-Store Site Id........: PH01
   4 File to Write to..........: POSH.FTP
   5 Item Id to Write..........:
   6 Period No (or L,C,yynn)...:
   7 Start Date................: 30/06/2014
   8 End Date..................: 30/07/2014
   9 Adjustment Codes..........:
  10 Detailed report...........: D
  11 Product Codes (;).........:
  12
  13
  14

   Option.:_____
   <R>=Run report <ESC>=exit <#.#>=file.line
```

Field 3: Main Store ID – Enter Store

Field 9: Adjustment Codes – Enter Adjustment Codes (optional)

Field 10: Detailed Report – Defaults to <D>etailed

Field 11: Product Codes – Enter Inventory Codes (optional)

Type <R> in the Option Line to run the report.

Sample Report

Store	Adjustment Code	Narrative	Adjustment Ref	User Id	Adjustment Date	System Date
PH01	MISC		236	RIL	20/07/2010	20/07/2010
PH01	MISC	ADD MORE TEST STOCK	238	VT	27/07/2010	27/07/2010
PH01	MISC		235	RIL	20/07/2010	20/07/2010
PH01	MISC		234	RIL	20/07/2010	20/07/2010

Inventory Code	Description	Purchase Pack	Adjustment Qty	Unit Cost	Extended Cost
ATOR5	ATORVASTATIN 40mg TABLETS	BOX/T(30)	100.00	66.03	6,603.00
NITR1	NITRAZEPAM 5mg TABLETS	BOX/T(30)	3.33	1.84	6.13
PARA42	PARACETAMOL 500mg TABLETS	BOX/T(100)	100.00	0.89	89.00
RAMI9	RAMIPRIL 10mg CAPSULES	BOX/C(30)	100.00	7.55	754.80
			Grand-Total	**76.31**	

1.6 Stock Average Weighted Price and Inventory Catalogue Comparison Report (Export)

Location: From the "Report" zoom run PWU.AVWTCOST – Stock AWP and Inventory Catalogue Comparison Report then "EXPORT" zoom.
See Appendix 1 – POSH Report Processing.

Output: Variance between Stock AWP and Purchase price (Supplier No.1)

```
──────────────── Posh Report Processing (1) ────────
   1:Report Id.:PWU.AVWTCOST
     Report Name:Stock AWP and Inv. Catalogue Comparison >
     Inputs                      4.Values
   1 No input required.........: N/A
   2
   3
   4
   5
   6
   7
   8
   9
  10
  11
  12
  13
  14

   Option.:_____
   <R>=Run report <ESC>=exit <#.#>=file.line
```

Type <R> in the Option Line to run the report.

```
      ****************************************************************

      ***  ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~    ***
      *** IC.STOCK - Report Average Wtded Cost to within the   ***
      *** nominated percent variation of cost. Report errors.  ***

      ****************************************************************
              Do you wish to continue <Y>=yes y
Suppress ALL Deletes/Writes to disk. <Y/N/X>=yes/no/exit y
Enter acceptable variation % (0-100) or e<X>it...: 10
Enter Store Code or ALL for All sites........ or e<X>it...: ALL
Compare to <L>ast <S>upplier <C>alc. or e<X>it...: L_
```

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Sample Report:

PWU.AVWTCOST - Av. Weighted Variance Report (10%)
****

	Code	Description	Internal Pack	Variance %
PH01	ACCU6	ACCU-CHEK SAFE T PRO PLUS LANCET DEVICE MISC	200	10%
PH10	ACCU6	ACCU-CHEK SAFE T PRO PLUS LANCET DEVICE MISC	200	10%
PH01	ACET1	ACETAZOLAMIDE 250mg TAB	2	528%
PH10	ACET16	ACETYLCYSTEINE 2g/10mL INJ	10	33%
PH01	ACIC5	ACICLOVIR 200mg TB	90	126%
PH10	ACIC5	ACICLOVIR 200mg TB	90	49%
PH01	ACIC8	ACICLOVIR 5% (2g) CR	1	576%
PH10	ACIC9	ACICLOVIR 800mg TB	35	47%
PH01	ACTI4	ACTINOMYCIN-D 500mcg INJ	1	87%
PH10	ACTI4	ACTINOMYCIN-D 500mcg INJ	1	87%
PH10	ADEN1	ADENOSINE 6mg/2mL INJ	6	112%

Average Weight$ / Pack	Calculated$/Pack	Compared to	Last$/Pack	Supplier Pack	Supplier$/Pack
58.16	-	S	58.14	200	65
58.14	-	S	58.14	200	65
0.4122	0.793	L	0.0656	250	14.81
242.15	-	S	242.15	10	182
22.626	22.617	L	9.999	90	10
14.994	-	S	14.994	90	10
9.1327	9.1326	L	1.35	1	10.33
28	-	S	28	35	19
11.4881	-	S	11.4881	1	94.2
11.4881	-	S	11.4881	1	94.2
82.8696	-	S	82.8696	6	39

1.7 Stock (Inventory) Status Report (Print)

Location: Inventory -> 9. Reporting Procedures -> 2. Stock Status Report

Output: Quantity on hand, quantity on order, quantity committed, re-order point.

```
┌──────────────── Inventory Status report (0) ────────────────┐
│                                                              │
│  1:Site Code ...........: PH01                               │
│     Description .........: PHARMACY - MAIN STORE             │
│                                                              │
│     Site Type ...........: MS                                │
│     Cost Centre .........: E0500                             │
│                                                              │
│  2.Product Group .....  1 FCYT    FRIDGE - CYTOTOXICS        │
│                         2                                    │
│                         3                                    │
│                         4                                    │
│  3<Overnight>                                                │
│                                                              │
│  Option.:_____                                       │
│  <F>=process report, <ESC>=exit                              │
└──────────────────────────────────────────────────────────────┘
```

Field 2: Product Group: Enter product group or ↵ for all.

Field 3: <Overnight> Spacebar to open and set up scheduler

```
┌──────────────── Inventory Status report (0) ────────────────┐
│         ┌──────── Overnight Report Scheduler (1) ────────┐   │
│         │ 1.Report Frequency .: Once Daily Weekly Monthly │  │
│         │                                                 │   │
│         │ 2.Day of Week ......: Tue                       │   │
│         │                                                 │   │
│         │ 3.Next Due Date ....: 17/06/2014                │   │
│         │                                                 │   │
│         │   Originator .......: VT      Vanny Tran        │   │
│         │                                                 │   │
│         │ Option.:                                        │   │
│         │ Select the required report frequency            │   │
│         └─────────────────────────────────────────────────┘  │
│                                                              │
│  Option.:_____  <\> to clear                         │
│  Enter product groups to report on or <RTN>                  │
└──────────────────────────────────────────────────────────────┘
```

OR
Enter `**F'** in the Option line to print.

Sample Report

```
ICR.STATUS                        Inventory STATUS$ report              Run date: 23/06/2014    13:02
                                  For Site: PH01  PHARMACY - MAIN STORE        Req By Op: AED    Page:  1

   Inventory   Generic Name          Expense   Prod  P S Int Iss    Qty On    Quantity On    Quantity    Re-Order Last Issue
     Code                            Account   Group T  Un/Iss      Hand        Order       Committed      Point  Last Count
   ------------------------------------------------------------------------------------------------------------------------
   BEVA1       BEVACIZUMAB           17345     FCYT  D N  VIAL      0.0000       0.0000                    1.0000 21/10/2009
               100mg/4mL INJECTION                            (1)  0.0000       0.0000       0.0000       1.0000 04/08/2009

   RITU3       RITUXIMAB             17345     FCYT  D N  BOX/V    14.0000      42.0000       0.0000      20.0000 18/11/2010
               100mg/10mL INJECTION                          (2)   7.0000      21.0000       0.0000      10.0000 02/09/2009
```

_____

1.8 Stock (Inventory) Valuation Report (Print or Export)

Location: Inventory -> 9. Reporting Procedures -> 3. Stock Valuation Report

Output: Quantity on hand, $ value on hand, quantity & $ value issued YTD, date of last issue.

```
────────────── Inventory Valuation Report (0) ──────────────
   1:Site Code ......: PH01      PHARMACY - MAIN STORE
     Cost Centre ....: E0500

   2.Costing Method .: A
   3.Sort By ........: I
   4.Product Group   1
                     2
                     3
                     4
   5.Report Type ....: D

   6.Include WBox ...: Y                           9<Overnight>
   7.Export dest.....: C:\pharmhos\reports
   8.Opening Balance.: O
  11.Inc Non-Drug ...: Y
  12.Inc Non-Stktake.: N

   Option.:_____
   <P>rint | <E>xport
```

Field 2: Costing Method: <**A**>verage wt., <**F**>ifo, <**S**>tandard, <**L**>atest supplier number

Field 3: Sort By: <**I**>nventory code, <**P**>roduct group, <**G**>eneric name, <**E**>xpense code

Field 6: Include WBox: <**Y**>es to include Ward Box Issues

Field 8: Opening Balance: <**O**>pening balance for current month, <**yynn**> for period number

Field 9: <Overnight> Spacebar to open and set up scheduler

OR

 <**E**>xport at Option line.

```
────────────── Inventory Valuation Report (0) ──────────────
   1:Site Code ......: PH01      PHARMACY - MAIN STORE
     Cost Centre ....: E0500
   ──────────── Overnight Report Scheduler (1) ────────────
     1.Report Frequency .: Once Daily Weekly Monthly

     2.Day of Week ......:

     3.Next Due Date ....:

        Originator .......: AED    Anne Davies
                                                          ht>
     Option.:
     Select the required report frequency
   1
  12.Inc Non-Stktake.:

   Option.:_____   <\> to clear
```

Field 11. Inc Non-Drug: <**Y**> to exclude items flagged as Non-Drug

Field 12. Inc. Non-Stktake: <**Y**> to only include items flagged as stocktake

Option line: Enter <**E**>xport.

```
────────────── Message ──────────────
TIP - Open Excel AFTER.VALUE exporting file & use the
 Excel Import Wizard to set all columns to TEXT
format, otherwise Excel will change your data based
on eg data that looks like a date etc. Export to :
c:\pharmhos\reports\invaudit.txt

Enter <Y>es, <N>o....:
```

Enter <**Y**>es to Export

Sample Report

InvCode	Generic Name	Strength & Form	Expense	Product Group	Product Type	Status	Unit Issue	Unit Per Issue
5-AZ1	5-AZACITIDINE (COMP)	100mg INJ	17482	SAS	D	N	VIAL	1
5-AZ2	5-AZACITIDINE (PR:ALLGMDS3)	100mg INJ	17894	TRIAL	D	N	VIAL	1
5-AZ3	5-AZACITIDINE (NPP)	100mg INJ	17988	SAS	D	N	VIAL	1
ABAC2	ABACAVIR	300mg TB	17453	S100	D	N	BOX/T	60

QOH (Packs)	QOH (Units)	$ Value On Hand	Qty Issues YTD (Packs)	Qty Issued YTD (Units)	$Value Issued YTD	Last Issue	Location	Bin No
0	0	0	0	0	0	16/10/2009		
0	0	0	0	0	0			
0	0	0	0	0	0	19/10/2009		
0	0	0	2	120	564	7/09/2010		

1.9 Stock Turnover Ratio Report (Print)

Location: Inventory -> 9. Reporting Procedures -> 7. Stock Turnover Ratio Report

Output: Annual usage, Stock-on-hand Turnover, Active amount, Excess amount, Inactive amount

```
┌──────────── Stock Turnover Ratio Report (0) ────────────┐
│                                                          │
│   1:Site Code .....: PH01      PHARMACY - MAIN STORE     │
│                                                          │
│     Site Type .....: MS        Main Store                │
│     Cost Centre ...: E0500     Pharmacy Expense          │
│                                                          │
│   2.Product Group   1 DIAG     DIAGNOSTIC AGENTS         │
│                     2                                    │
│                     3                                    │
│                     4                                    │
│   3<Overnight>                                           │
│                                                          │
│                                                          │
│   Option.:_____                                   │
│   <F>=print report, <#>=field no, <ESC>=exit             │
└──────────────────────────────────────────────────────────┘
```

Field 3: <Overnight> Spacebar to open and set up scheduler.

```
┌──────────── Inventory Valuation Report (0) ────────────┐
│   1:Site Code ......: PH01      PHARMACY - MAIN STORE   │
│     Cost Centre ....: E0500                             │
│     ┌────────── Overnight Report Scheduler (1) ───────┐ │
│     │ 1.Report Frequency .: Once Daily Weekly Monthly │ │
│     │                                                 │ │
│     │ 2.Day of Week ......:                           │ │
│     │                                                 │ │
│     │ 3.Next Due Date ....:                           │ │
│     │                                              ht> │
│     │   Originator .......: AED    Anne Davies        │ │
│     │                                                 │ │
│     │ Option.:                                        │ │
│     │ Select the required report frequency            │ │
│   1 └─────────────────────────────────────────────────┘ │
│  12.Inc Non-Stktake.:                                    │
│                                                          │
│  Option.:_____    <\> to clear                    │
└──────────────────────────────────────────────────────────┘
```

Enter `F' in the Option line to print.

Sample Report

```
ICR.TURNOVER                        Stock Turnover Ratio Exception report          Run date: 21/07/2014     11:11
                                Site Code: PH01   PHARMACY - MAIN STORE                  Req By Op: AED     Page:   1

    Inventory   Generic Name            Prod    Stock On    Annual      Excess      Excess    Condition
      Code                              Grp     Hand $      Usage $     Quantity    Value $
    ------------------------------------------------------------------------------------------------------------------
      CHLO17    CHLORHEXIDINE-CETRIMIDE  AN      124.00      0.00        0.0000        0.00  Inactive
                0.1%-1% (1L) SOLUTION

      CHLO39    CHLORHEXIDINE-CETRIMIDE  AN      252.61      0.00        0.0000        0.00  Inactive
                0.05%-0.5% (30mL) IRRIGATION

      CHLO69    CHLORHEXIDINE AQUEOUS    AN       47.75      0.00        0.0000        0.00  Inactive
                0.1% (1L) SOLUTION

      CHLO73    CHLORHEXIDINE GLUCONATE  AN        6.15      0.00        0.0000        0.00  Inactive
                4% (500mL) SOLUTION

      CHLO92    CHLORHEXIDINE AQUEOUS    AN      531.07      0.00        0.0000        0.00  Inactive
                0.1% (30mL) IRRIGATION

      CHLO93    CHLORHEXIDINE PRE-OP     AN      439.82      0.00        0.0000        0.00  Inactive
                4% (50mL) SOLUTION

      HYDR31    HYDROGEN PEROXIDE        AN        8.69      0.00        0.0000        0.00  Inactive
                10VOL (3%) (100mL) SOLUTION

      HYDR34    HYDROGEN PEROXIDE        AN       43.53      0.00        0.0000        0.00  Inactive
                10VOL (3%) (30mL) SOLUTION

      POVI1     POVIDONE-IODINE          AN      175.26      0.00        0.0000        0.00  Inactive
                10% (500mL) SOLUTION

      POVI10    POVIDONE-IODINE PRE-OP WASH AN    61.21      0.00        0.0000        0.00  Inactive
                7.5% (50mL) SOLUTION

      POVI12    POVIDONE-IODINE          AN      299.20      0.00        0.0000        0.00  Inactive
                10% (100mL) SOLUTION

      POVI15    POVIDINE IODINE SOLUTION AN       26.50      0.00        0.0000        0.00  Inactive
                10% (30mL) SOLUTION

      POVI2     POVIDONE-IODINE          AN        5.46      0.00        0.0000        0.00  Inactive
```

```
ICR.TURNOVER                              Stock Turnover Ratio report               Run date: 21/07/2014     11:11
                                     Site Code: PH01   PHARMACY - MAIN STORE              Req By Op: AED     Page:   1

  Product Description         Annual  Stock-on-Hand Turnover   Active  Amount    Excess  Amount    Inactive  Amount
    Group                     Usage $   $   Amount   Ratio      $       %ge       $       %ge        $         %ge
  --------------------------------------------------------------------------------------------------------------------
  AN      ANTISEPTICS             0       2506      0.00         0       0         0       0        2506       100


                            --------  --------    -----     --------   -----   --------  -----    --------   -----
                    Totals       0       2506      0.00         0       0         0       0        2506       100
                            --------  --------    -----     --------   -----   --------  -----    --------   -----
```

1.10 Inventory Workload Report (Screen view or Print)

Location: Inventory -> 9. Reporting Procedures -> 12. Inventory Workload Report

Output: Quantity of items supplied (Issues, Imprest, Dispensed) to sites

```
──────────────── Inventory Workload Report (0) ────────────────

   1.Supplying Store ...: PH01        PHARMACY - MAIN STORE

   2.Receiving Site ..   1
                         2
                         3


   3.Period ............:
          --- OR ---
   4.Date From .........: 21/06/2014
   5.Date To ...........: 21/07/2014

   6.Detail or Summary .: D

   7<Overnight>


  Option.:_____
  <F>=file, <ESC>=exit, </D>=delete, <#>=field no
```

Field 2: Receiving Sites – Optional

Field 7: <Overnight> Spacebar to open and set up scheduler.

```
────────── Inventory Valuation Report (0) ──────────
  1:Site Code ......: PH01      PHARMACY - MAIN STORE
    Cost Centre ....: E0500
  ────────── Overnight Report Scheduler (1) ──────────
     1.Report Frequency .: Once Daily Weekly Monthly

     2.Day of Week ......:

     3.Next Due Date ....:

        Originator .......: AED     Anne Davies
                                                      ht>
     Option.:
     Select the required report frequency
 1
 12.Inc Non-Stktake.:

  Option.:_____      <\> to clear
```

OR `F' in the Option line for Printer/Screen options:

```
──────────── Select Print Option ────────────
  CHOOSE OUTPUT from one of the following:
  The print Q is set for..:DEFAULT, LASER, LASER-P, KYOCERA, D
  Enter <P>rint, <D>isplay, <S>ave, <ESC>=exit..: _____
```

Detailed Report

```
ICR.ISSWKLOAD                    Inventory Workload Report                21/07/2014 Page    1
                             Date from 21/06/2014 to 21/07/2014
-----------------------------------------------------------------------------------------------
Issue      Receive                           -----Issues------ -----Imprest----- ----Dispense-----
Site       Site       Name                   Occasion    Packs Occasion    Packs Occasion    Packs
-----------------------------------------------------------------------------------------------
PH01       2WA        CORONARY CARE UNIT            1        2
PH01       CCU        CORONARY CARE UNIT            1        3       10      234       73      107
PH01       CCU.RM     CORONARY CARE UNIT           6       16
PH01       ICU        INTENSIVE CARE UNIT          6       15
PH01       PH05       Pharmacy - Oncology          1        5
PH01       POS1       POINT OF SALE                1        1
PH01       QEH        QUEENSLAND EYE HOSPITAL     49      430
PH01       TH         THEATRE                      1        2
PH01       W001       WARD 1 EAST                  1       10
PH01       W002       WARD 2                       2        3
                                            -------- -------- -------- -------- -------- --------
Total for Store PH01 PHARMACY - MAIN STORE      69      487       10      234       73      107

                                            ======== ======== ======== ======== ======== ========
***** GRAND TOTAL *****                         69      487       10      234       73      107
                                            ======== ======== ======== ======== ======== ========

-- <RTN> = next page, <any char.> = exit
```

Summary Report

```
ICR.ISSWKLOAD                    Inventory Workload Report                21/07/2014 Page    1
                             Date from 21/06/2014 to 21/07/2014
-----------------------------------------------------------------------------------------------
Issue      Receive                           -----Issues------ -----Imprest----- ----Dispense-----
Site       Site       Name                   Occasion    Packs Occasion    Packs Occasion    Packs
-----------------------------------------------------------------------------------------------
PH01                  PHARMACY - MAIN STORE       69      487       10      234       73      107
                                            ======== ======== ======== ======== ======== ========
***** GRAND TOTAL *****                         69      487       10      234       73      107
                                            ======== ======== ======== ======== ======== ========
```

2 Stock Usage Reporting

2.1 Stock Issues Report by Site by Product (Export)

Location: From the "Report" zoom run ICR.ISSPROD.XML – Stock Issues Report by Site by Product and then "EXPORT" zoom.
See Appendix 1 – POSH Report Processing.

Output: Site, Cost Centre, Inventory Item, Trade name, No. Packs issued, $Issues, $Imprest, $Dispensed, $Total Issues, Dispensed charge to Patient

```
─────────────── Posh Report Processing (1) ───────────────
  1:Report Id.:ICR.ISSPROD.XML
    Report Name:Stock Issues Report by Site by Product
    Inputs                    4.Values
  1 Task Id...................: ICR.ISSPROD
  2 User Id...................: AED
  3 Main-Store Site Id........: PH01
  4 File to Write to..........: POSH.FTP
  5 Item Id to Write..........:
  6 Period No (or L,C,yynn)...:
  7 Start Date................: 30/06/2014
  8 End Date..................: 30/07/2014
  9 Entity Code for Hospital..:
 10 Report Consignment Stock..:
 11 Receiving Sites (comma)...:
 12 Product Codes (comma).....:
 13 <S>uppress Dispense Data..:
 14

    Option.:_____
    <R>=Run report <ESC>=exit <#.#>=file.line
```

Field 9:   Entity Code for Hospital (optional with Main Store)

Field 10: Report Consignment Stock <Y/N>

Field 11: Receiving Sites (optional)

Field 12: Product Codes (optional)

Field 13: <S>uppress Dispense Data (optional)
Type <R> in the Option Line to run the report.

Sample Report

Site	Cost Centre	Stock Code	Stock Description	Trade Id	Trade Name
CCU	L2220	AMOX14	AMOXYCILLIN 250mg CP BOX/C(20)		
CCU	L2220	AMOX14	AMOXYCILLIN 250mg CP BOX/C(20)	AMO3	AMOXIL
CCU	L2220	AMOX15	AMOXYCILLIN 500mg CP BOX/C(20)		

Packs	Issues $	Imprest $	Consigned $	Sub Total $	Dispense $	Grand Total $	Patient Charge
49.4	0.00	0.00	0.00	0.00	64.24	64.24	0.00
24	0.00	23.76	0.00	23.76	0.00	23.76	0.00
9	0.00	0.00	0.00	0.00	9.52	9.52	0.00

2.2 S11 Drugs - Issues Report by Site by Product (Export)

Location: From the "Report" zoom run ICR.ISSPROD.S11.XML – S11 Drugs - Issues Report by Site by Product and then "EXPORT" zoom.
See Appendix 1 – POSH Report Processing.

Output: S11 Drugs, Site, Cost Centre, Inventory Item, Trade name, No. Packs issued, $Issues, $Imprest, $Dispensed, $Total Issues

```
──────────── Posh Report Processing (1) ───────────
 1:Report Id.:ICR.ISSPROD.S11.XML
   Report Name:S11 Drugs of Diversion - by Site by Prod>
   Inputs                      4.Values
 1 Task Id...................: ICR.ISSPROD.S11
 2 User Id...................: AED
 3 Main-Store Site Id........: PH01
 4 File to Write to..........: POSH.FTP
 5 Item Id to Write..........:
 6 Period No (or L,C,yynn)...:
 7 Start Date................: 30/06/2014
 8 End Date..................: 30/07/2014
 9 Entity Code for Hospital..:
10 Report Consignment Stock..:
11 Receiving Sites (comma)...:
12 Product Codes (comma).....:
13 <S>uppress Dispense Data..:
14

   Option.:_____
   <R>=Run report <ESC>=exit <#.#>=file.line
```

Field 9:   Entity Code for Hospital (optional with Main Store)

Field 10: Report Consignment Stock <Y/N>

Field 11: Receiving Sites (optional)

Field 12: Product Codes (optional)

Field 13: <S>uppress Dispense Data (optional)

Type <R> in the Option Line to run the report.

Report Headings

Site	Cost Centre	Stock Code	Stock Description	Trade Id	Trade Name

Packs	Issues $	Imprest $	Consigned $	Sub- Total $	Dispense $	Grand Total $

2.3 Stock Issues Report – Costs by Site Summary (Export)

Location: From the "Report" zoom run ICR.ISSSUM – Stock Issues Report – Costs by Site Summary and then "EXPORT" zoom.
See Appendix 1 – POSH Report Processing.

Output: Site, Cost Centre, Receiving Sites, $Issues, $Imprest, $Dispense, $Grand totals.

```
────────── Posh Report Processing (1) ──────────
  1:Report Id.:ICR.ISSSUM
    Report Name:Stock Issues Report - Costs by Site Summ>
    Inputs                    4.Values
  1 Enter Site Code...........: PH01
  2 Enter Period..............:
  3 Enter Start Date..........: 30/06/2014
  4 Enter End Date............: 30/07/2014
  5 Enter Entity Code.........:
  6 Consignment Stk <Y/N>.....:
  7 Incl Dispense record <YN>.: Y
  8 Enter Patient Categories..:
  9 <S>uppress Dispense data..:
 10
 11
 12
 13
 14

 Option.:_____
 <R>=Run report <ESC>=exit <#.#>=file.line
```

Field 5:   Entity Code for Hospital (optional with Site Code)

Field 6:   Report Consignment Stock <Y/N>

Field 7:   Include Dispense Record <Y/N>

Field 8:   Enter Patient Categories (optional)

Field 9 <S>uppress Dispense Data

Type <R> in the Option Line to run the report.

Site	Cost Centre	Receiving Site Description	$Issues	$Imprest	$Sub Total	$Dispense	$Grand Total
126WL01	L2220	126 - CCU			0	11.15	11.15
2WA	L2220	CORONARY CARE UNIT	6.65		6.65		6.65
4B	L2220	WARD 4B - NEUROLOGY	1341.2538		1341.2538		1341.2538

2.4 Stock Issues Report – Costs by Site Detailed (Export)

Location: From the "Report" zoom run ICR.ISSDETL.XML – Stock Issues Report – Costs by Site Detailed
then "EXPORT" zoom.
See Appendix 1 – POSH Report Processing.

Output: Cost Centre, Inventory Item, Issues, Imprest, Consigned, $Dispense, Grand totals for each site.

```
──── Posh Report Processing (1) ────
  1:Report Id.:ICR.ISSDETL.XML
    Report Name:Stock Issues Report - Costs By Site Deta>
    Inputs                    4.Values
  1 Task Id...................: ICR.ISSDETL
  2 User Id...................: AED
  3 Main-Store Site Id........: PH01
  4 File to Write to..........: POSH.FTP
  5 Item Id to Write..........:
  6 Period No (or L,C,yynn)...:
  7 Start Date................: 12/07/2014
  8 End Date..................: 11/08/2014
  9 Entity Code for Hospital..:
 10 Report Consignment Stock..: Y
 11 Receiving Sites (comma)...:
 12 Product Codes (comma).....:
 13
 14


 Option.:_____
 <R>=Run report <ESC>=exit <#.#>=file.line
```

Field 9: Entity Code for Hospital – optional for Main Store

Field 10: Report Consignment Stock - `Y/N' to report consignment stock

Field 11: Receiving Sites – optional

Field 12: Product Codes - optional

Type <R> in the Option Line to run the report.

Sample Report

Site	Cost Centre	Stock Code	Trans No	Stock Description	Trade Id	Trade Name
CCU	L2220	ABAC2	2	ABACAVIR 300mg TB BOX/T(60)		
CCU	L2220	AMOX14	967	AMOXYCILLIN 250mg CP BOX/C(20)		
CCU	L2220	AMOX14	968	AMOXYCILLIN 250mg CP BOX/C(20)		
CCU	L2220	AMOX14	969	AMOXYCILLIN 250mg CP BOX/C(20)		
CCU	L2220	AMOX14	970	AMOXYCILLIN 250mg CP BOX/C(20)		

$Issues	$Imprest	$Consigned	$Sub Total	$Dispense	$Grand Total
0.00	0.00	0.00	0.00	564.00	564.00
0.00	0.52	0.52	0.00	0.00	0.00
0.00	-0.52	-0.52	0.00	0.00	0.00
0.00	-0.52	-0.52	0.00	0.00	0.00
0.00	-414.40	-414.40	0.00	0.00	0.00

2.5 Top X Inventory Issues by Value (Screen view, Print or Export)

Location: Inventory -> 9. Reporting Procedures -> 13. Stock Usage Reporting - > 14. Top X Inventory Issues by Value

Output: Top `X' Inventory Items issued by Total Cost per Site.

```
━━━━━━━━━━━━━━━ Inventory Issues Report by Value (0) ━━━━━━━━
   Stock Issues Report detailing qty and value figures for Top X items.

   1.Main Store .....: PH01        PHARMACY - MAIN STORE
   2.Receiving Site .:

   3.Period .........:
        --- OR ---                    12.Sort Method ....: V
   4.Date From ......: 14/07/2014
   5.Date To ........: 13/08/2014     13.To Site Type ...: B

   6.No of Items ....: 100            14.Export destination ..:
                                          c:\pharmhos\reports
   7.Incl. Iss/Rtn ..: Y
   8.Incl. Dispensing: Y
   9.Incl. P.O.S. ..: Y               15<Overnight>
  10.Incl. WardBox ..: Y
  11.S100 criteria ..: A

   Option.:_____
   <#>=field, <ESC>=exit, <F>=print, <E>xport to Excel
```

Field 11: S100 Criteria - <A>ll products, <S>100 products only, <N>on S100 products only

Field 12: Sort Method - Sort by <V>alue or <Q>uantity

Field 13: To Site Type - <I>=imprest only, <IC>=imprest client only, <B>=both

Field 14: Export destination - e.g. c:\pharmhos\reports, default=c:\

Field 15: <Overnight> Spacebar to open and set up scheduler.

```
━━━━━━━━━ Inventory Valuation Report (0) ━━━━━━━
  1:Site Code ......: PH01      PHARMACY - MAIN STORE
    Cost Centre ....: E0500
━━━━━━━━ Overnight Report Scheduler (1) ━━━━━━━
  1.Report Frequency .: Once Daily Weekly Monthly
  2.Day of Week ......:
  3.Next Due Date ....:
    Originator .......: AED    Anne Davies                ht>
  Option.:
  Select the required report frequency
1
12.Inc Non-Stktake.:
Option.:_____    <\> to clear
```

OR `F' in the Option line for Printer/Screen options:

```
━━━━━━━ Select Print Option ━━━━━━━
  CHOOSE OUTPUT from one of the following:
  The print Q is set for..:DEFAULT, LASER, LASER-P, KYOCERA, D
  Enter <P>rint, <D>isplay, <S>lave, <ESC>=exit..: _____
```

OR Enter <E>xport in the Option line

Sample Report

Store.......	PH01 PHARMACY - MAIN STORE
Site........:	CCU CORONARY CARE UNIT
Date Range..:	01/08/2011 to 31/08/2011
Top.........	100 items
Including	Dispensed ITEMS
Including	Point of Sale ITEMS

Inv Code	Generic Description	Current Cost	Average Cost	Quantity	Total Cost
DARB3	DARBEPOETIN ALFA 40mcg/0.4mL SYG BOX/SY(4)	586.1	586.1	4	2344.4
RITU41	RITUXIMAB INF MG(1)	0	1132.8	2	2265.61
ABAC2	ABACAVIR 300mg TB BOX/T(60)	282	282	2	564
CINA1	CINACALCET 30mg TB BOX/T(28)	296.86	296.86	1	296.86
FEES2	FEES EACH(1)	0	122.3	1	122.3
ATOR10	ATORVASTATIN 80mg TB BOX/T(30)	94.39	94.39	1	94.39
CLOP3	CLOPIDOGREL 75mg TB BOX/T(28)	40.53	40.53	2	81.05
PARA1	PARACETAMOL-CODEINE 500mg-15mg TB BOX/T(24)	2.56	2.56	28.33	72.56
SULF3	SULFASALAZINE EC 500mg TB BOTT/T(100)	23.27	23.27	2	46.54
CIPR2	CIPROFLOXACIN 500mg TB BOX/T(14)	5.05	5.05	8	40.4
VALP6	VALPROATE SODIUM 100mg TABCHEW BOX/T(100)	10.42	10.42	2	20.84
PARA78	PARACETAMOL 500mg TB BOX/T(24)	2.89	2.89	4.17	12.04
PARA14	PARACETAMOL 60mg/0.6mL, 25mL DROP BOTT(1)	3.31	3.31	2	6.62
AMPI7	AMPICILLIN 1g INJ BOX/V(5)	6.48	6.48	1	6.48
AMOX15	AMOXYCILLIN 500mg CP BOX/C(20)	1.06	1.06	4	4.23
CEPH6	CEPHALEXIN 500mg CP BOX/C(20)	2.47	2.47	1	2.47
METR12	METRONIDAZOLE 400mg TB BOTT/T(21)	2.35	2.35	1	2.35
AMOX28	AMOXYCILLIN CLAVULANIC ACID** 875mg/125mg TAB BOX/T(10)	4.18	4.18	0.1	0.42
CISP950	CISPLATIN + CYCLOPHOSPHAMIDE [ADMIX] INF BAG(1)	0	0	1	0
CINA6	CINACALCET (COMP) 30mg TB BOX/T(28)	0	0	4	0
CAPT1	CAPTOPRIL 25mg TB BOX/T(90)	3.52	0	0	-1.15
AMOX14	AMOXYCILLIN 250mg CP BOX/C(20)	3.47	2.1	-189.35	-397.62

2.6 Stock Usage by ATC Code – Issues and Dispense (Export)

Location: From the "Report" zoom run CCU.ATC.DETL – Stock Usage by ATC Code – Issues and Dispense and then "EXPORT" zoom.
See Appendix 1 – POSH Report Processing.

Output: Stock Issues and Dispensings for ATC codes, quantities and cost.

```
──────────── Posh Report Processing (1) ────────────
 1:Report Id.:CCU.ATC.DETL
   Report Name:Stock Usage by ATC Code - Issues & Dispe>
   Inputs                      4.Values
 1 Task Id....................: CCU.ATC.DETL
 2 Properties File to use....:
 3 User Id...................: AED
 4 File to Write to..........: POSH.FTP
 5 Item Id to Write..........:
 6 Period No (or L,C,yynn)...:
 7 Start Date................: 07/07/2014
 8 End Date..................: 06/08/2014
 9 Task Description..........:
10 Entity Code for Hospital..:
11 Main-Store Site Id........: PH01
12 Patient Categories........: O
13 ATC Codes or stem eg J01..: J01
14 Summary Only..............: N

Option.:_____
<R>=Run report <ESC>=exit <#.#>=file.line
```

Field 2: Properties File to use – **You are only required to enter a value in this field if you have created template report(s) in the "Clinical Task & Task Properties Control" screen (see below).** The Properties file is a template report with pre-defined selection criteria, saving time inputing selection criteria values in this screen. This is of value if individual template reports for different drug classes or groups are required e.g. one template report for antimicrobials and another template report for antihypertensives. Enter the Properties file name or number eg "CCU.ATC.DETL.1" or "1".
See below for: **Set up Clinical Task & Task Properties Control**.

Field 3: User ID – Enter ID

Fields 6, 7, 8 – Enter Date Range for the report

Ignore all other fields if you have entered a value in Field 2: Properties File to use - all of these fields are pre-defined in the Properties file.

OR if no value is entered in Field 2 (ie no template is being used),

Field 10: Entity Code for Hospital (optional for Main Store)
Field 11: Main Store
Field 12: Patient Categories (optional, if no value entered, all Patient Categories will be included)
Field 13: ATC codes or stem eg J01
Field 14: Summary Only – defaults to `N' (detailed)

To enter multiple values in any of the selection criteria value fields, separate each value by a comma with no spaces.

Type <R> in the Option Line to run the report.

_____

OR

The report can be emailed directly to your email. At the Options line, press the ↓ arrow. Enter your email address in Field 15. Enter 4.15 or use the mouse to access this field. NOTE: some organisations prevent emailing of files from the Merlin server to your email address. Check if this is the case at your organisation.

Sample Report

Source (Imprest, Dispense)	Transaction Type	Item ID	Entity	Site From	Site To	ATC ID	ATC description
D	DIS	25164/1/0	1	PH01	CCU	J01CA04	amoxicillin
D	DIS	25167/1/0	1	PH01	CCU	J01CA04	amoxicillin
D	DIS	25168/1/0	1	PH01	CCU	J01CA04	amoxicillin
D	DIS	25169/1/0	1	PH01	CCU	J01DB01	cefalexin
D	DIS	25170/1/0	1	PH01	CCU	J01CA04	amoxicillin
D	DIS	25175/1/0	1	PH01	CCU	J01MA02	ciprofloxacin
D	DIS	25216/1/0	1	PH01	CCU	J01XD01	metronidazole

Inventory ID	Drug ID	Trade ID	Generic	Strength	Form	Trade Name
AMOX15	AMO14	CIL10	AMOXYCILLIN	500mg	CAPSULES	CILAMOX
AMOX15	AMO14	CIL10	AMOXYCILLIN	500mg	CAPSULES	CILAMOX
AMOX15	AMO14	CIL10	AMOXYCILLIN	500mg	CAPSULES	CILAMOX
CEPH6	CEP8	GEN44	CEPHALEXIN	500mg	CAPSULES	GENRX CEPHALEXIN
AMOX14	AMO6	AMO3	AMOXYCILLIN	250mg	CAPSULES	AMOXIL
CIPR2	CIP2	CIP39	CIPROFLOXACIN	500mg	TABLETS	CIPROFLOXACIN SANDOZ
METR12	MET85	FLA12	METRONIDAZOLE	400mg	TABLETS	FLAGYL 400

Internal UOM	Internal Qty/Pack	Unit Qty Issued	Total Cost	UR No	Ward	Clinic	Patient Category
BOX/C	20	20	1.058				
BOX/C	20	20	1.058				
BOX/C	20	20	1.058				
BOX/C	20	20	2.474				
BOX/C	20	20	2.072				
BOX/T	14	112	40.39				
BOTT/T	21	21	2.35				

Dr ID	Dr Name	Pharmacist ID	Pharmacist Name	Supply Date	Repeats	Specialty	Approval No
				23/07/2014			
				23/07/2014			
				29/07/2014			

2.6.1   Set Up Clinical Task & Task Properties Control

Location: Clinical → 9.Clinical Costing – Task Properties Control

The Properties file is a template report with pre-defined selection criteria values.

Page 1

```
┌──────────── Clinical - Task Properties Control (0) ───────────┐
│ 1:Task.:CCU.ATC.DETL.1              Log.:05-08-2014 08:39 RMCI 4│
│ 2.Store Code                        3.Hospital Site Code         │
│ 1                                                                │
│ 2                                                                │
│ 3                                                                │
│                                                                  │
│ 4.Property                 5.Value                               │
│ 1  TaskDesc                Antimicrobial Detailed Usage          │
│ 2  -- Last Run Details                                           │
│ 3  LastDateRun             05/08/2014                            │
│ 4  LastTimeRun             08:32:54                              │
│ 5  LastFileName            CCU.ATC.DETL.1_20140805_0832.txt      │
│ 6  -- Selection Criteria                                         │
│ 7  EntityCodeInclude                                             │
│ 8  StoreCodeInclude        PH01                                  │
│ 9  PatCatInclude                                                 │
│ 10 ATCCodeInclude          J01,J02,J04,J05                       │
│ Option.:_____                                                 │
│ <F>=file, <ESC>=exit, </D>=delete, <#>=field no                 │
└──────────────────────────────────────────────────────────────┘
```

Use the ↓ arrow to scroll down to the next page or type `4F' to move through Field 4.

Page 2

```
┌──────────── Clinical - Task Properties Control (0) ───────────┐
│ 1:Task.:CCU.ATC.DETL.1              Log.:10-02-2014 14:57 BSD 16 │
│ 2.Store Code                        3.Hospital Site Code         │
│ 1                                                                │
│ 2                                                                │
│ 3                                                                │
│                                                                  │
│ 4.Property                 5.Value                               │
│ 11 SummaryOnly                                                   │
│ 12 -- Email (comma separate)                                    │
│ 13 EmailAddress            bdonaldson@pharmhos.com               │
│ 14 -- Remote Host                                               │
│ 15 FTPCommand                                                    │
│ 16 FTPHost                                                       │
│ 17 FTPUser                                                       │
│ 18 FTPPasswd                                                     │
│ 19 FTPDirectory                                                  │
│ 20 FTPDoubleCheck                                                │
│ Option.:_____                                                 │
│ <F>=file, <ESC>=exit, </D>=delete, <#>=field no                 │
└──────────────────────────────────────────────────────────────┘
```

To create a new template report:
1. Field 1: Task - Enter the Task ID. The naming convention for the task ID MUST be: "CCU.ATC.DETL." followed by a digit. E.g. CCU.ATC.DETL.1
2. Copy all values from Column 4 into their respective rows, as per screenshot.
3. Type "5.1" then ENTER.
   Field 1.TaskDesc. The task description describes what the Task ID will report e.g. for Task ID CCU.ATC.DETL.1, its task is to generate an `Antimicrobial Detailed Usage report'.
4. Enter selection criteria values into the following fields (if required):
   - Field 7: Entity Code(s) – only applicable for sites which utilise Entity Codes as a filter
   - Field 8: Store Code(s) – this will be the main pharmacy store code(s)
   - Field 9: Patient Categories
   - Field 10: ATC Code(s). The ATC code you enter will include all generic codes belonging to that ATC level or any level under it.
   - Field 11: Indicate if the report is to be run in Summary or Detailed mode.
   If no selection criteria values are entered, then all POSSIBLE values will be included in the report e.g. if the patient category field is empty, then all patient categories will be included in the report report (the only exception to this rule is the ATC code field – it is a mandatory field). To enter multiple values in any of the selection criteria value fields, separate each value by a comma with no spaces.
5. Fields 13 to 20 are optional fields. These fields will ALSO provide you options to output the report to email address(es) or to a directory using FTP.

2.7 Issues and Returns by Requisition Number by Date (Export)

Location: From the "Report" zoom run ICR.ISSTRANS.XML– Issues and Returns by Requisition Number by Date
and then "EXPORT" zoom.
See Appendix 1 – POSH Report Processing.

Output: Type of transaction – Issue or Return, From Site, To Site, Inventory item, Unit quantity, Unit Cost, Extended price, Requisition Number, Tax, Adjustment Description – Planned or unplanned Transaction.

```
─────────── Posh Report Processing (1) ───────────
  1:Report Id.:ICR.ISSTRANS.XML
    Report Name:Issues and Returns By Req No By Date
    Inputs                    4.Values
  1 Task Id...................: ICR.ISSTRANS.XML
  2 Site Id...................: PH01
  3 File to Write to..........: POSH.FTP
  4 Item Id to Write .........:
  5 Start Date................: 30/06/2014
  6 End Date .................: 30/07/2014
  7
  8
  9
 10
 11
 12
 13
 14

    Option.:_____
    <R>=Run report <ESC>=exit <#.#>=file.line
```

Field 2:   Site ID

Field 5: Enter Start Date

Field 6: Enter End Date

Type <R> in the Option Line to run the report.
Sample Report

Transaction Id	Type	System Date	From site	To site	Main Store	Site Code	Inventory Code	Product Description
LIGN57*PH01*16	**ISS**	**01/02/2012**		**ICU**		**PH01**	**LIGN57**	**LIGNOCAINE 4% (30mL) SOLU BOTT(1)**
GAMB4*PH01*1	**RTN**	**08/02/2012**	**CCU**			**PH01**	**GAMB4**	**GAMBROSOL 2L + 2.5% DEXT PD BAG(1)**

Unit qty	Unit Cost	Narrative	Ext Price exclude tax	Requisition no	Total Tax	Ext Price include tax	Tax Code	Adjustment Description
-1	29.916		-29.916	870*1	2.99	32.906	G6	**PLANNED TRANSACTION**
2	2.0693	TEST	4.1386	280	-0.41	-4.5486	G6	**UNPLANNED TRANSACTION**
Requisition Total **4.1386**								

2.8 Reprint Stock Movement Summary (Print)

Location: Inventory -> 9. Reporting Procedures -> 13. Stock Usage Reporting - > 6. Reprint Stock Movement
Summary

Output: Value of all Stock Movements for Main Store

```
┌───────── Reprint Stock Movement Summary (0) ─────────┐

      This process will reprint the Stock Movement
      summary for a nominated period.

   1:Period .: 1405   (29/11/2013)

   2.Site ...:



   Option.:_____
   Press <F> to print report, <ESC> to exit
```

```
                 SITE TRANSACTION SUMMARY FOR PERIOD 1202 (31/08/2011)

PH01 PHARMACY - MAIN STORE        Opening Stock ***         54291615.1703

                                  Goods Received                 108.9600

                                  Return to Supplier             -27.0000

                                  Issues to Imprest            -2095.2662

                                  Issues - Dispensed           -5360.1177

                                  Return to Stock                468.2314

                                  Stock Transfers                -20.3620

                                  Stock Adjustments           344871.1844

                                  Point of Sale                   -9.5008

                                  Net Movement ***            337936.1291

                                  Closing Balance ***       54629551.2994
```

2.9 Tax Report – by Site by Product (Screen view or Print)

Location: Inventory -> 9. Reporting Procedures -> 13. Stock Usage Reporting - > 15. Tax Report – by Site by
Product

Output: Tax Report detailing Inventory items, Transaction type (issues, dispensing), Tax Code, Ex Tax Price, Tax
Amount, Tax inclusive price.

```
┌──────────────── Tax Report - by Site by Product (0) ──────────────┐
│   Tax Report detailing dispensing\imprest figures                 │
│                                                                    │
│   1.Supplying Store : PH01       PHARMACY - MAIN STORE             │
│   2.Receiving Site   1                                             │
│                      2                                             │
│                      3                                             │
│   3.Period .....:                                                  │
│     --- OR ---                                                     │
│   4.Date From ..: 16/07/2014                                       │
│   5.Date To ....: 15/08/2014                                       │
│                                                                    │
│   6.Inventory Codes <RTN>=all                                      │
│    1                                                               │
│    2                                                               │
│    3                                                               │
│    4                                                               │
│                                                                    │
│   8.Report Type : B   9<Overnight>                                 │
│                                                                    │
│  Option.:_____                                          │
│  <F>=file, <ESC>=exit, </D>=delete, <#>=field no                   │
└────────────────────────────────────────────────────────────────────┘
```

Field 2: Receiving Site – optional
Field 6: Inventory Codes <RTN> = all
Field 8: Report Type -   Report for <I>ssues <D>ispensing or <Both>

Field 9: <Overnight> Spacebar to open and set up scheduler.

```
┌──────────────── Inventory Valuation Report (0) ────────────────┐
│  1:Site Code ......: PH01      PHARMACY - MAIN STORE            │
│     Cost Centre ....: E0500                                     │
│       ┌──────── Overnight Report Scheduler (1) ────────┐        │
│       │ 1.Report Frequency .: Once Daily Weekly Monthly │        │
│       │                                                 │        │
│       │ 2.Day of Week ......:                           │        │
│       │                                                 │        │
│       │ 3.Next Due Date ....:                           │        │
│       │                                                 │        │
│       │   Originator .......: AED     Anne Davies       │     ht>│
│       │                                                 │        │
│       │ Option.:                                        │        │
│       │ Select the required report frequency            │        │
│  1    └─────────────────────────────────────────────────┘        │
│ 12.Inc Non-Stktake.:                                            │
│                                                                 │
│ Option.:_____    <\> to clear                            │
└─────────────────────────────────────────────────────────────────┘
```

OR `F' in the Option Line for Printer/Screen options:

```
┌──────────────── Select Print Option ────────────────┐
│  CHOOSE OUTPUT from one of the following:            │
│  The print Q is set for..:DEFAULT, LASER, LASER-P, KYOCERA, D │
│  Enter <P>rint, <D>isplay, <S>lave, <ESC>=exit..: _____ │
└──────────────────────────────────────────────────────┘
```

Sample Report

```
ICR.ISSTAX                    Tax Issues Report - by Site by Tax Code              15/08/2014 Page    1
                                 Date from 16/07/2014 to 15/08/2014
-------------------------------------------------------------------------------------------------------
       Issuing Store ..: PH01 PHARMACY - MAIN STORE          Recv Site ..: 2WA CORONARY CARE UNIT
-------------------------------------------------------------------------------------------------------
Trans.     Inv      Stock                         Tran   Tax                Extax        Tax       Sell
Date       Code     Description                   Type   Code      Qty      Price        Amt      Price
-------------------------------------------------------------------------------------------------------
18/07/2014 ATEN1     ATENOLOL 50mg TB BOX/T(30)    ISS    G6       2.00      2.23       0.22       2.45
                                                                          ---------- ---------- ----------
Total for -- G6 -- Taxable supplies            -- within PH01/2WA           2.23       0.22       2.45
                                                                          ---------- ---------- ----------

                                                                          ---------- ---------- ----------
Total for Store -- PH01 -- PHARMACY - MAIN STORE                           2.23       0.22       2.45
                                                                          ========== ========== ==========
TOTAL FOR SITE ** 2WA ** CORONARY CARE UNIT                                2.23       0.22       2.45
                                                                          ========== ========== ==========

ICR.ISSTAX                    Tax Issues Report - by Site by Tax Code              15/08/2014 Page    3
                                 Date from 16/07/2014 to 15/08/2014
-------------------------------------------------------------------------------------------------------
       Issuing Store ..: PH01 PHARMACY - MAIN STORE          Recv Site ..: TH THEATRE
-------------------------------------------------------------------------------------------------------
Trans.     Inv      Stock                         Tran   Tax                Extax        Tax       Sell
Date       Code     Description                   Type   Code      Qty      Price        Amt      Price
-------------------------------------------------------------------------------------------------------
18/07/2014 CIPR5     CIPROFLOXACIN 0.3% (5mL) EYD  ISS    G6       2.00     19.23       1.92      21.15
           BOTT(1)
                                                                          ---------- ---------- ----------
Total for -- G6 -- Taxable supplies            -- within PH01/TH          19.23       1.92      21.15
                                                                          ---------- ---------- ----------

                                                                          ---------- ---------- ----------
Total for Store -- PH01 -- PHARMACY - MAIN STORE                          19.23       1.92      21.15
                                                                          ========== ========== ==========
TOTAL FOR SITE ** TH ** THEATRE                                           19.23       1.92      21.15
                                                                          ========== ========== ==========

ICR.ISSTAX                    Tax Issues Report - by Site by Tax Code              15/08/2014 Page    4
                                 Date from 16/07/2014 to 15/08/2014
-------------------------------------------------------------------------------------------------------
       Issuing Store ..: PH01 PHARMACY - MAIN STORE          Recv Site ..: TH THEATRE
-------------------------------------------------------------------------------------------------------
Trans.     Inv      Stock                         Tran   Tax                Extax        Tax       Sell
Date       Code     Description                   Type   Code      Qty      Price        Amt      Price
-------------------------------------------------------------------------------------------------------
Totals for : G6 Taxable supplies                                          13.63       1.35      14.98
                                                                          ========== ========== ==========
***** GRAND TOTAL *****                                                   13.63       1.35      14.98
                                                                          ========== ========== ==========
```

2.10 Store Transaction Summary Report (Screen view or Export)

Location: Inventory -> 9. Reporting Procedures -> 13. Stock Usage Reporting - > 16. Store Transaction Summary

Output: Stock loss, Net GRN, Net Imprest, Net Dispensing, Stock Transfers, Stock Adjustment, POS per Period

```
──────────── Store Transaction Summary (0) ────────────
1:Store.:PH01      PHARMACY - MAIN STOR  2:Financial Year.:12
                                          Ending Date....:31/07/2011
  Open Bal.:  54291615    Close Bal.:  54291615    Net Move't.:    399996
  PNo StkLoss    Net GRN   Net Imp   Net Disp   Stk Tfr   Stk Adj      POS
    1       0          0         0          0         0         0        0
    2       0        337     -1552      -5992       639    406995     -431
    3       0          0         0          0         0         0        0
    4       0          0         0          0         0         0        0
    5       0          0         0          0         0         0        0
    6       0          0         0          0         0         0        0
    7       0          0         0          0         0         0        0
    8       0          0         0          0         0         0        0
    9       0          0         0          0         0         0        0
   10       0          0         0          0         0         0        0
   11       0          0         0          0         0         0        0
   12       0          0         0          0         0         0        0
   13       0          0         0          0         0         0        0
        --------- --------- --------- --------- --------- --------- ---------
            0        337     -1552      -5992       639    406995     -431
  Option.:_____
  <E>=Export to Excel (HostAccess only)
```

Sample Report

Store....: PH01 PHARMACY - MAIN STORE							
Year.....: 2012							
End Date.: 15918							
Open Bal.: 54291615							
Close Bal: 54291615							
Net Mov't: 399996							
Period No	Stock Loss	Net GRN	Net Imprest	Net Dispensing	Stock Transfer	Stock Adjustment	POS
1	0	0	0	0	0	0	0
2	0	337	-1552	-5992	639	406995	-431
3	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0
	---------	---------	---------	---------	---------	---------	---------
Totals	0	337	-1552	-5992	639	406995	-431

3 Imprest Reporting

3.1 Imprest Turnover Report (Export)

Location: From the "Report" zoom run ICR.IMPTOVER.XML– Imprest Turnover Report
and then "EXPORT" zoom. *See Appendix 1 – POSH Report Processing.*

Output: Inventory items, Packs Issued, Cycles per month.

```
                          Imprest Turnover Report (0)
          This report shows No of packs issued per financial period
          for the number of periods specified, with an average turnover.

             1.Supplying Store : PH01        PHARMACY - MAIN STORE
             2.Receiving Site  1
                               2
                               3

             3.Max. turnovers to report..:

             4.No. of months to report...:  12

             5.Period .........: 1202      31/08/2011

             6.Inventory Code  1 ALL
                               2
                               3
                               4
                               5
          Option.:_____
          <F>=file, <ESC>=exit, </D>=delete, <#>=field no
```

Field 2: User ID – Enter ID
Field 3: Main Store Site ID – Enter Main Store ID
Field 6: Receiving Sites – Optional, separate by commas, no spaces
Field 7: Max. Turnovers – Enter Maximum No or Imprest Turnovers required
Field 8: No. Months to calculate imprest averages
Field 9: Period No – Enter <C> = current or <yynn> = period no.
Field 10: Product codes – Optional, enter product codes comma separated with no spaces
Type <R> in the Option Line to run the report.

Sample Report:

ICR.IMPTOVER

Imprest Turnover -   For Accounting Period 201402 - Run: 07-08-2015 13:54hr

For Imprest linked to Main Store PH01 PHARMACY - MAIN STORE

Stock Issued to Imprest Site : ICU   INTENSIVE CARE UNIT

Inv Code	Description	Str/Form	Pack	Imp Qty	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016
ASPI31	ASPIRIN EC	100mg,TABEC	BOX/T(28)	10	0	0	0	0	0	0
CALC2	CALCITRIOL	0.25mcg,CP	BOTT/C(100)	1	0	0	0	0	0	0
FRUS3	FRUSEMIDE	20mg/2mL,INJ	BOX/A(5)	10	0	45	0	0	0	0
FRUS5	FRUSEMIDE	250mg/25mL,INJ	BOX/A(5)	3	0	20	0	0	0	0

Mar 2016	Apr 2016	May 2016	Jun 2016		Jul 2014	Cyc Per Mth
0	0	0	0	0	0	0
0	0	0	0	0	1	0.1
0	0	0	0	0	0	0.4
0	0	0	0	0	0	0.6

Average cycles for Inventory items with <= 10 cycles = : 0.275

3.2 Imprest Usage Report (Export)

Location: From the "Report" zoom run ICR.IMPUSAGE.XML– Imprest Usage Report
and then "EXPORT" zoom. *See Appendix 1 – POSH Report Processing.*

Output: Inventory items, No Packs Used per month and total per year.

```
┌──────────────── Posh Report Processing (1) ────────────────┐
   1:Report Id.:ICR.IMPUSAGE.XML
     Report Name:Imprest Usage Report
     Inputs                        4.Values
   1 Task Id....................: ICR.IMPUSAGE
   2 User Id....................: AED
   3 Main-Store Site Id.........: PH01
   4 File to Write to...........: POSH.FTP
   5 Item Id to Write...........:
   6 Receiving Sites (comma)....:
   7 Value or Qty...............: V
   8 Period No (C,yynn)........: 1205
   9 Product Codes (comma).....:
  10 Product Groups (comma)....:
  11
  12
  13
  14

  Option.:1_____
  <R>=Run report <ESC>=exit <#.#>=file.line
```

Field 2: User ID – Enter ID
Field 3: Main Store Site ID – Enter Main Store ID
Field 6: Receiving Sites – Optional, separate by commas, no spaces
Field 7: Value or Qty - <V> = Report in Value or <Q> in Quantity
Field 8: Period No – Enter <C> = current or <yynn> = period no.
Field 9: Product codes - Optional, enter product codes comma separated with no spaces
Field 10: Product groups – Optional, enter product groups comma separated with no spaces
Type <R> in the Option Line to run the report.

Sample Report:

ICR.IMPUSAGE
Imprest Usage - Previous 12 months - Run: 10-08-2015 11:27hr
Period 1205 Iss Value
For Imprest linked to Main Store PH01 PHARMACY - MAIN STORE
Stock Issued to Imprest Site : ICU   INTENSIVE CARE UNIT

Inv Code	Description	Str/Form	Pack	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015
ASPI31	ASPIRIN EC	100mg,TABEC	BOX/T(28)	0	0	0	0	0	0
FRUS3	FRUSEMIDE	20mg/2mL,INJ	BOX/A(5)	0	0	0	0	0	0
FRUS5	FRUSEMIDE	250mg/25mL,INJ	BOX/A(5)	0	0	0	0	0	0
				0	0	0	0	0	0

Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Total
0	0	81	0	0	0	81
0	0	0	0	236	0	236
0	0	0	0	694	0	694
0	0	81	0	930	0	1011

3.3 Imprest List Valuation Report (Screen view or Print)

Location: Inventory -> 3. Imprest Stock -> 3. Imprest List Valuation Report

Output: Site, Cost Centre, Maximum stock value.

```
───────────────────── Imprest List Valuation Report (0) ─────────
 1:Site Code or <A>ll ....: _____  ?
 2:List Reference ........:
 3.<S>ummary or <D>etail .:

 Option.:
 Imprest Site Code
```

Field 1: Site Code or <A>ll
Field 2: List Reference – when one site code is entered in Field 1, select the Imprest list reference
Field 3: <S>ummary or <D>etail – when `A' is selected in Field 1, this field defaults to Summary to reduce the length of the report

```
───────────────── Select Print Option ─────────────
CHOOSE OUTPUT from one of the following:
The print Q is set for..:DEFAULT, LASER, LASER-P, KYOCERA, D
Enter <P>rint, <D>isplay, <S>lave, <ESC>=exit..: _____
```

Sample Report:

```
ALL SITES      IMPREST LIST VALUATION REPORT      20/07/2015
Site Code  Description              List Ref  CCentre Entity Max Stock Value
-------------------------------------------------------------------------
PH03       PHARMACY - MANUFACTURING    ALL     CC001   001      10051.6200
                                                       Site Total  10051.6200

PH04       PHARMACY S90 SUB-STORE      IMP     E0000             2019.8371
                                                       Site Total   2019.8371

PH06       PHARMACY LEVEL 6 SUBSTORE   ALL     E0522               58.3200
                                                       Site Total     58.3200
```

3.4 Web HTML Drug Location Guide (Export)

Location: Inventory -> 3. Imprest Stock -> 8. Web HTML Drug Location Guide

Output: Site Code, Generic strength form & pack size and location.

```
───────────── Imprest Master List - Web HTML (0) ─────────────
    This process produces Web HTML Documents for use on your
    hospital Intranet Web Site.   The HTML files produced are :-
    - Imp1.htm - Header Page with A to Z selection
    - Imp1A.htm to Imp1Z.htm - A page for each letter

 1:Parameter Type.:IMPHTM          4.Local PC Drive & Path
 2:Site List No...:1                 c:\temp
 3.Description:                     5.Image File...:Merlin.gif
   List of sites                    6.Backward Link:index.asp

 7.Included Location Sites          8.Excluded Product Groups
 1 CCU        CORONARY CARE UNIT    1 TRIAL      TRIAL PRODUCTS
 2 TH         THEATRE               2 GAL        GALENICALS
 3                                  3
 4                                  4
 5                                  5

 Option.:_____
 <F>=file, <ESC>=exit, </D>=delete, <#>=field no
```

Field 1: Parameter Type – the default parameter type, `IMPHTM' is the only value accepted

Field 2: Site List No – enter a number for this list of sites

Field 3: Description – enter a name to identify the list

Field 4: Local PC Drive & Path – enter the drive and directory path

Field 5: Image file – enter image file name to include

Field 6: Backward Link – enter backward link or file name

Field 7: Included location sites – enter the site codes for Imprest lists to be included

Field 8: Excluded Product Groups –enter the Inventory product groups to exclude

```
─────────────── Confirm Write ───────────────
   This data is about to be written to the system
   Enter <W> to confirm the write, else <ESC>..:
```

Enter <W> to confirm

The data will be exported into separate Excel spreadsheets for each letter of the alphabet.

The first page appears as:

Drug Location Guide

The Hospital

Merlin Pharmacy Informarion System

Back to previous page

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

The Drug Location Guide is for **out-of-hours** use only. Stock required during normal Pharmacy hours should be sought through the Ward Pharmacist associated with the ward, or directly from the Pharmacy Department.

To find the location of drugs listed on the Ward Imprest lists provided by the Pharmacy Department, click on a letter for the Generic Name of the drug.

Remember to only request sufficient stock to last until the Pharmacy is open, as patients in that ward may also require that drug.

If you require a drug that is not in this list, it may be kept in the Pharmacy. Please contact the Pharmacy or your Ward Pharmacist.

Data Updated: 05 Aug 2015

Page Maintainer: AED

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Location Code	Location Description
CCU	CORONARY CARE UNIT
TH	THEATRE

A - Drug Location Guide

Back to previous page OR

A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z,

Generic, Strength, Form, &, PackSize [Trade Brand]	Location Codes
AGAROL 500mL BOTT(1)	CCU
ALLOPURINOL * 100mg BOTT/T(10)	CCU
ALLOPURINOL * 300mg BOTT/T(15)	CCU
ALUMINIUM HYDROXIDE 321mg/5mL SUSPENSION BOTT/M(500) [AMPHOJEL]	CCU
AMILORIDE * 5mg BOX/T(10)	CCU
AMIODARONE * 200mg BOX/T(10)	CCU

---

4 Requisition Reporting

4.1 Requisition History Extract (Export)

Location: Inventory -> 4. Stock Requisitions -> 6. Requisition History Extract

Output: Requisition No, Date, Operator, Receiving Site, No. Items &Value.

```
──────────── Requisition Date Range Extract (0) ────────────
   Extract Report for Requisition raising & confirmation by Date

   1.Main Store .: PH01     PHARMACY - MAIN STORE
   2.Receive Site:

   3.Period .....:
     --------- OR ---------
   4.Date From.. : 08/07/2015
   5.Date To ....: 07/08/2015


   6.Export destination ..:
     c:\pharmhos\reports
  Option.:_____
  <E>xport
```

Field 1: Main Store
Field 2: Receive Site – enter Receiving Site or will default to all sites
Field 3: Period OR
Field 4: Date from
Field 5: Date to
Field 6: Export destination
Option Line: <E>xport

```
──────────── Message ────────────
TIP - Open Excel AFTER exporting file & use the
Excel Import Wizard to set all columns to TEXT
format, otherwise Excel will change your data based
on eg data that looks like a date etc. Export to :
c:\pharmhos\reports\reqhist.txt

Enter <Y>es, <N>o....:_
```

Sample Report:

ICR.REQ.TRK   Requistions Raised for Main Store PH01 07 Aug 2015 11:45
          For Date Range 08/07/2015 to 07/08/2015

Req No	To Site	Date Raised	Time Raised	Raised By	Date Confirmed	Time Confirmed	Confirmed By	Gap	# Items	Sell ex GST
2774	TH	15/07/2015	13:45	RMCI	15/07/2015	13:45	RMCI	0:00	1	63.4
2803	CCU	28/07/2015	12:42	VT	28/07/2015	12:46	VT	0:03	2	1462
2804	CCU	28/07/2015	12:59	VT	28/07/2015	13:01	VT	0:01	2	10.5
U27 79	QE H	21/07/2015	15:25	VT	21/07/2015	15:25		0:00	1	0

_____

4.2 Requisition Exception Extract (Export)

Location: Inventory -> 4. Stock Requisitions -> 7. Requisition Exception Extract

Output: Requisition No**,** Date, Operator, Receiving Site, Items Requisitioned, Items received

```
─────── Requisition Exception Date Range Extract (0) ───────
Extract Report for Requisition confirmed quantities exception by Date

  1.Main Store .: PH01    PHARMACY - MAIN STORE

  2.Period .....:
    --------- OR ---------
  3.Date From.. : 08/07/2015
  4.Date To ....: 07/08/2015


  5.Export destination ..:
    c:\pharmhos\reports
Option.:_____
<E>xport
```

Field 1: Main Store
Field 2: Period OR
Field 3: Date from
Field 4: Date to
Field 5: Export destination
Option Line: <E>xport

```
─────────── Message ───────────
TIP - Open Excel AFTER exporting file & use the
Excel Import Wizard to set all columns to TEXT
format, otherwise Excel will change your data based
on eg data that looks like a date etc. Export to :
c:\pharmhos\reports\reqexc.txt

Enter <Y>es, <N>o....:
```

Sample Report:

ICR.REQ.TRK   Requistions Raised for Main Store PH01 07 Aug 2015 12:45

        For Date Range 08/07/2015 to 07/08/2015

Req No	To Site	Date Raised	Time Raised	Raised By	Date Confirmed	Time Confirmed	Line#	Planned	# Actual	Ordered	Received
2774	TH	15/07/2015	13:45	RMCI	15/07/2015	13:45	1	10	480	PARA88	PARA88
2803	CCU	28/07/2015	12:42	VT	28/07/2015	12:46	1	2	8	DARB8	DARB8
2803	CCU	28/07/2015	12:42	VT	28/07/2015	12:46	2	8	80	DEXT33	DEXT33
2804	CCU	28/07/2015	12:59	VT	28/07/2015	13:01	1	3	18	ZIPR5	ZIPR5
2804	CCU	28/07/2015	12:59	VT	28/07/2015	13:01	2	3	21	ZOLP4	ZOLP4

4.3 Picking Slip Processing Errors

Location: Inventory -> 4. Stock Requisitions -> 8. Picking Slip Processing Errors

Output: Requisition No, Error Messages, Date, Time

```
┌──────────────── Picking Slip Processing Errors (0) ────────────────┐

  The following Requisitions could not be printed due to errors.
  They will remain queued until the errors are resolved.

  Error Count.: 9

  Req No    Error Msg                          Date        Time
  2523      Form Q not defined for PH06        15/09/2011 10:58
  2524
  2525
  2772
  2775


 Option.:_____
 <F>=file, <ESC>=exit, <#>=field no
```

5 ABC Analysis

5.1.1 Set up

Location: From the "Report" zoom run ICR.ABC - *ABC Analysis Report* and then "EXPORT" zoom.
See Appendix 1 – POSH Report Processing.

```
─────────── Posh Report Processing (1) ───────────
  1:Report Id.:ICR.ABC
    Report Name:ABC Analysis Report
    Inputs                      4.Values
  1 Task Id...................: ICR.ABC
  2 User Id...................: AED
  3 Main-Store Site Id........: PH01
  4 File to Write to..........: POSH.FTP
  5 Item Id to Write..........:
  6
  7
  8
  9
 10
 11
 12
 13
 14

    Option.:_____
    <R>=Run report <ESC>=exit <#.#>=file.line
```

Report Headings

Inv. Code	Generic Name		Strength / Form	Pack	Expense	PDRM
						Purchased
						Dispensed
						Repack
						Manufactured
Gross Usage Qty	**Gross Usage Cost**	**Cum. Cost**	**Cum. % Cost**	**Cum. Item Count**	**Cum. % Items**	**Curr. ABC**	**New ABC**

Using the report, determine your "**A**" and "**B**" limits. To do this:

A: In the Cumulative % cost column, scroll down till the cumulative % cost tips over 80%. In that row, 2 columns to your left is the gross usage cost. This value will be your "A" limit.

B: In the Cumulative % cost column, scroll down till the cumulative % cost tips over 95%. In that row, 2 columns to your left is the gross usage cost. This value will be your "B" limit.

C: The last 5% of the gross usage cost is you "C" limit.

D: Dead Stock items – where gross usage costs are $0 or less than $0 (returns from prior periods).

5.1.2   ABC Analysis

Location:
Inventory -> Reporting Procedures -> 5. ABC Analysis

Enter values for A and B limits in fields 12 and 13 of the ABC Analysis screen. Each site will have its own record in this screen.

```
──────────────────── ABC ANALYSIS (0) ────────────────────

    1:Site Code ...: PH01    PHARMACY - MAIN STORE
      Site Type ...: MS MAIN STORE
      Cost Centre .: E0500

      ****  Previous Run  ****     **** Product Types ****

      Run By ......: SMO           7.Purchased Complete .: Y
      Run Date ....: 22/10/1997    8.Dispensed Item .....: Y
      Printed .....: N             9.Re Packaged Item ...: Y
                                  10.Manufactured Item ..: Y
   11.Mode .........: R

   12.'A' limits ....:     1120
   13.'B' limits ....:      543
   14.Test Only .....:
   Option.:_____
   <F>=file, <ESC>=exit, </D>=delete, <#>=field no
```

In Field 11 of the ABC Analysis screen there are 3 modes, <**A**>nalysis mode, <**R**>eport mode and <**U**>pdate mode.

<**A**>nalysis mode will run through the entire product file and generate a report file. *This has been done by the ABC Analysis Report (see above).*

<**R**>report mode will export this report. *This has been done by the ABC Analysis Report (see above).*

<**U**>pdate mode will update the product file with **A**, **B** and **C**'s. Do not <U>pdate until you have set your **A** and **B** limits.

Note: you can update at any time.

Option line: `**F**'

```
──────────────────── Message ────────────────────
   <E>xport or <P>rint or e<X>it <E/P/X>
```

5.1.3   Activate Cycle Count

Location: Inventory -> 1.Maintenance Procedures -> 3.System File Maintenance -> 1.Inventory System maintenance -> 15.Cycle count.

```
─────── Cycle Count Maintenance (1) ───────
 1.Activate Cycle Counting .: Y
 2.Site Codes ............  1 PH01     PHARMACY - MAIN STOR
                           2 PH01.RM  PHARMACY - MAIN STOR

 3.'A' Items no of Counts ..:   3     15.Cycle Count Day ..: MONDAY
 4.'A' Max % Variance ......:   0.00
 5.'A' Max $ Variance ......:      0.00
 6.'A' Item Recounts .......:   0

 7.'B' Items no of Counts ..:   4
 8.'B' Max % Variance ......:   5.00
 9.'B' Max $ Variance ......:    250.00
10.'B' Item Recounts .......:   2

11.'C' Items no of Counts ..:   3
12.'C' Max % Variance ......:  10.00
13.'C' Max $ Variance ......:    100.00
14.'C' Item Recounts .......:   2
 Option.:_____
 <F>=file, <ESC>=exit, </D>=delete, <#>=field no
```

In Field 2: Site Code - add the store name and file.

The cycle count processing task (ICT.CYCLE) is already set up in the task scheduler, so no need to do anything else.

6 Appendix 1. POSH Report Processing

6.1 To run the Report

➢ Enter the zoom [REPORT or type `REPORT' in the main menu option line

```
┌─────────────── Merlin Administration Menu (0) ───────────────┐
│        ┌───────── Posh Report Processing (1) ─────────┐  Jun 2014 │
│    1:Report Id.:?_____             │  e Davies │
│      Report Name:                                     │  m        │
│      Inputs                    4.Values               │           │
│    1                                                  │           │
│    2                                                  │           │
│    3                                                  │           │
│    4                                                  │           │
│        ┌──────────────── Posh Report Lookup ────────────────┐    │
│        │    Report Id          Report Description          │    │
│        │                                                   │    │
│    1   │    1 ICR.ABC              ABC Analysis Report     │    │
│    1   │    2 PHR.DISP.OWERX.XML   Aged Scripts Owing - Summary by Hospital │
│    1   │    3 PHR.DISP.WLOAD.XML   Dispense - New Scripts by Hour Report (W │
│    1   │    4 PHR.DISP.SA.S8.DATA  Dispense - SA S8 Data Extract │
│    1   │    5 ICR.EANINV.VAR.XML   EAN EInvoice Variance report │
│    1   │    6 ICR.EANEXC.XML       EAN Orders response Exception report │
│        │                                                   │    │
│    O   │    Select/search.:_____           │    │
│    E   │    You may search on: (Report Description), <ESC>=exit. │
└──────────────────────────────────────────────────────────────────┘
```

➢ Enter ? in Field 1 and a list of all available reports will appear.
➢ Select the report required

```
┌─────────────── Merlin Administration Menu (0) ───────────────┐
│        ┌───────── Posh Report Processing (1) ─────────┐       │
│    1:Report Id.:ICR.EANINV.VAR.XML                            │
│      Report Name:EAN EInvoice Variance report                │
│      Inputs                    4.Values                      │
│    1 Task Id...................: ICR.EANINV.VAR.XML           │
│    2 User Id...................:                              │
│    3 Start Date................:                              │
│    4 End Date..................:                              │
│    5 Main-Store Site Id........:                              │
│    6 Invoice Ref...............:                              │
│    7 File to Write to..........: POSH.FTP                     │
│    8 Item Id to Write..........:                              │
│    9                                                         │
│   10                                                         │
│   11                                                         │
│   12                                                         │
│   13                                                         │
│   14                                                         │
│                                                             │
│   Option.:_____                                   │
│   <R>=Run report <ESC>=exit <#.#>=file.line                 │
└──────────────────────────────────────────────────────────────────┘
```

➢ NB: The mouse must be used to access each field.
➢ Enter the information in the relevant fields
➢ Enter <R> in the Option Line to run the report

6.2 To Export the Report

When the report has finished running, escape out of the screen and enter the zoom [EXPORT or type `EXPORT' in the main menu option line.


- ➢ Field 1. Task: Leave blank (nothing needs to be entered in this Field)
- ➢ Field 2. Filter: Enter today's date in the format: 20140623 or the description that appears after the module type eg ISSPROD (must be in Upper Case)
- ➢ Field 3. Drive:\Path: Enter the path for the report to be exported to – this must be a drive on the computer that will allow you to export to
- ➢ Field 4. Export Item ID: Should populate automatically.

To choose which report(s) you wish to export, at the option line, type the reference for the report
 (ie 4.9 for Line 9 of Field 4).

The `N' next to the report will change to `Y'. You can select multiple reports to export at once.
Type `E' for Export in the option line and `Y' when the box opens.
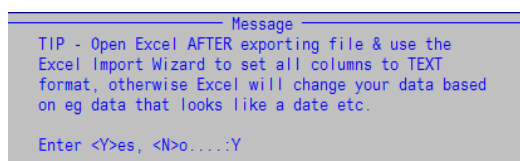
The report will now be exported to the folder specified in Excel format (.xls)

7 Report Summary Table

Report Name	Input	Output	Output type	Location	Page No
Inventory Reporting					
Inventory Master Report	None	Inventory item details / Supplier details / Price	Export	[REPORT PHU.INVDATA8	3
Inventory Master Report with Supplier Details	None	Inventory item details / Supplier details / Price / PBS details / Purchase Order details	Export	[REPORT PWU.RH.DATA6	4
Inventory Maintenance Audit Report	Audit type – Addition, Change, Deletion (optional)/ Drug name (optional)	Inventory item / Change(s) made / Date, Time & Operator who made the changes	Print / Export	IC.9.1	6
Inventory Deletions Report	Start and End Dates	Deleted Inventory items / Substitute products	Print	IC.9.8	7
Stock Adjustment Report – by Adjustment Code	Date Range / Adjustment Codes (optional) / Product Codes (optional)	Adjustment codes & Date / User ID / Inventory Code / Adjustment Quantity / Unit & Extended costs	Export	[REPORT ICR.ADJ.XML	8
Stock AWP and Inventory Catalogue Comparison Report	None	Variance between Stock AWP and Purchase Price	Export	[REPORT PWU.AVWTCOST	9
Stock Status Report	Site code / Product Group (optional)	Generic drug details / Internal issue unit / Quantity on hand / Qty on order / Qty committed / Re-order point	Print	IC.9.2	11
Stock Valuation Report	Site code / Costing Method / Sort by / Include Ward Box, Non-drug, Non-Stocktake	Generic drug details / Issue units / $ Value on hand / Quantity & $ Value issued YTD / Date last issued	Print / Export	IC.9.3	12
Stock Turnover Ratio Report	Product Groups (optional)	Annual usage / Stock-on Hand Turnover Ratio & $Amount / Active Amount / Excess Amount / Inactive Amount % and $	Print	IC.9.7	14
Inventory Workload Report	Supplying store / Receiving sites (optional) / Date Range	Receiving Sites (Detailed Report) / Quantity supplied (Issues, Imprest, Dispensed)	Screen View / Print	IC.9.12	16
Stock Usage Reporting					
Stock Issues Report by Site by Product	Date Range / Entity Code for Hospital (optional with Main Store) / Receiving Sites (optional) / Product Codes (optional) / Suppress Dispense Data (optional)	Site / Cost Centre / Inventory item / Trade Name No. Packs issued / $Issues / $Imprest / $Dispense / $Total Issues / Dispensed charge to Patient	Export	[REPORT ICR.ISSPROD.XML	18

Merlin Inventory Reports

Report Name	Input	Output	Output type	Location	Page No
S11 Drugs - Issues Report by Site by Product	Date Range / Entity Code for Hospital (optional with Main Store) / Receiving Sites (optional) / Product Codes (optional) / Suppress Dispense Data (optional)	S11 Drugs - Site / Cost Centre / Inventory item / Trade Name / No. Packs issued / $Issues / $Imprest / $Dispense / $Total Issues	Export	[REPORT ICR.ISSPROD.S11.XML	19
Stock Issues Report – Costs by Site Summary	Date Range / Entity Code for Hospital (optional with Site Code) / Consignment Stock / Include Dispense Record / Enter Patient Categories (optional) / Suppress Dispense Data (optional)	Site / Cost Centre / Receiving Sites / $Issues / $Imprest / $Dispense /$Total Issues	Export	[REPORT ICR.ISSSUM.XML	20
Stock Issues Report – Costs by Site Detailed	Date Range / Entity Code for Hospital (optional with Main Store) / Consignment Stock / Receiving Sites (optional) / Product Codes (optional)	Site / Cost Centre / Inventory items / $Issues / $Imprest / $Dispense /$Total Issues	Export	[REPORT ICR.ISSDETL.XML	21
Top X Inventory Issues by Value	Receiving Site (optional) / Date range / No. Items to report / Include Issues/Returns, Dispensing, POS, Wardbox / Sort by Value or Quantity	Top `X' Inventory Items issued by Total Cost per Site (if entered)	Screen View / Print / Export	IC.9.13.14	22
Stock Usage by ATC Code – Issues and Dispense	Date Range / Entity Code for Hospital (optional) / Patient Categories (optional) / ATC Codes	Inventory items / Returns, Issues, Dispensed / From Site / To Site / Quantity / Cost / Script details for ATC codes	Export	[REPORT CCU.ATC.DETL	24
Issues and Returns by Requisition Number by Date	Site ID / Date Range	Type of Transaction – Issue or Return / From Site / To Site / Inventory Item / Unit Quantity / Unit Cost / Extended Price / Requisition number / Tax Code / Adjustment Description – Planned or Unplanned Transaction	Export	[REPORT ICR.ISSTRANS.XML	27
Reprint Stock Movement Summary	Period / Store (optional)	Value of Goods Received / Returns to Supplier / Issues / Dispensed / Return to Stock / Transfers / Adjustments / POS / Net Movement	Print	IC.9.13.6	28
Tax Report – by Site by Product	Receiving Sites (optional) / Date Range / Inventory Codes (optional)	Inventory items / Transaction type / Tax Code / Ex-tax Price / Tax Amount / Tax inclusive price	Screen View / Print	IC.9.13.15	29

Report Name	Input	Output	Output type	Location	Page No
Store Transaction Summary Report	Store / Financial Year	Stock Loss / Net GRN / Net Imprest / Net Dispensing / Stock Transfers / Stock Adjustment / POS per Period	Screen View / Export	IC.9.13.16	31
Imprest Reporting					
Imprest Turnover Report	Main Store / Receiving sites (optional) / Maximum turnovers / No. Months / Period No / Product codes (optional)	Inventory items / Imprest qty / Turnover per month / Average turnover	Export	[REPORT ICR.IMPTOVER.XML	32
Imprest Usage Report	Main Store / Receiving Sites (optional) / <V>alue or <Q>uantity / Period / Inventory Codes (optional) / Product Groups (optional)	Inventory items / No. Packs used per month and total per year	Export	[REPORT ICR.IMPUSAGE.XML	33
Imprest List Valuation Report	Site Code (optional) / <S>ummary or <D>etail	Site Code / Cost Centre / Maximum Stock Value	Screen View / Print	IC.3.3	34
Web HTML Drug Location Guide	Sites to include / Excluded Product Groups (optional)	Inventory item list (alphabetical) / Location	Export	IC.3.8	35
Requisition Reporting					
Requisition History Extract	Main Store / Receiving Site (optional) / Date range	Req. No / Date of req. / No. Items / $Value	Export	IC.4.6	37
Requisition Exception Extract	Main Store / Date Range	Req. No / Date of req. / Line no. Of exception / Ordered / Actual Received	Export	IC.4.7	38
Picking Slip Processing Errors	None	Req. No / Error Message / Date / Time	Screen	IC.4.8	39
ABC Analysis Reporting					
ABC Analysis – Set up	Store ID	Inventory item / Gross Usage Quantity / Gross Usage Cost / Cumulative % Cost / Current ABC	Export	[REPORT ICR.ABC	40
ABC Analysis	Gross Usage Cost for A, B & C	All Inventory items are updated with A, B & C		IC.9.5	
ABC Analysis – Activate Cycle Count	Store Name		Screen		42