

Anatomy of the Drug Folder Inventory Tab

propels Drug

METFORMIN 500MG
TEVA-METFORMIN
DIN: 2257726

Form: TABLET
ROA: ORAL
Schedule: Schedule I

Formulary: Primary
Last Rx Date: Feb 10, 2025

On Hand: 800
Owe: 0
On Order (Pk): 0

DIN 2257726 AUXILIARY ALTERNATIVE COMPANION **INVENTORY** HISTORY ATTACHMENTS NOTES

Packs Available - TEVA-METFORMIN 500MG TABLET

Display: All

Monitor	Default	Pack size	Dispensing Unit of Measure	Description	On Hand (Units)	On Hand (Packs)	On Order	Owe Amount	Acq Cost	Price Code	Min Disp Quantity	Active
<input type="checkbox"/>	<input type="checkbox"/>	100	Tablet(s)		0	0	0	0		C -		<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	360	Tablet(s)		0	0	0	0		C -		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	500	Tablet(s)		800	1.6	0	0	\$0.02	C -		<input checked="" type="checkbox"/>

Pack Detail

Pack Size: 500 **Actual on Hand: 800**

Main UPC: 06851017839 Re-Order Point: 499 Acq Cost(ut): \$0.0247 Block Acq \$

Alt UPC: Re-Order #Packs: 1 Acq Cost(pk): \$12.3500 Do Not Re-Order

POS Product

Code	Supplier Name	Item #	Re-Order Choice	Price (ut)	Price (pk)	Default Price	Block Supp \$	Pack Size
MDS	McKesson Ontario	191904	1	0.0247	12.3500	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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SEARCH COUNSEL ADJUST SAVE CLOSE REVERT

The Drug Folder Inventory tab is the central location for viewing and updating inventory information and ordering parameters for a drug's pack sizes.

This document goes over the following key fields and buttons in this tab.

- [Display](#)
- [Monitor](#)
- [Default](#)
- [Lock Indicator](#)
- [Price Code](#)
- [Min Disp Quantity](#)
- [Active](#)
- [Add](#)
- [Remove](#)
- [Reset](#)
- [Order](#)
- [Shipment Details](#)
- [Actual on Hand](#)
- [Re-Order Point](#)
- [Re-Order # Packs](#)
- [Block Acq \\$](#)
- [Do Not Re-Order](#)
- [Block Supp \\$](#)
- [Pack Size](#)
- [Adjust](#)

PACKS AVAILABLE

The Packs Available section displays the pack sizes available for a drug.

Packs Available - TEVA-METFORMIN 500MG TABLET

Monitor	Default	Pack size	Dispensing Unit of Measure	Description	On Hand (Units)	On Hand (Packs)	On Order	Owe Amount	Acq Cost	Price Code	Min Disp Quantity	Active
<input type="checkbox"/>	<input type="checkbox"/>	100	Tablet(s)		0	0	0	0		C		<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	360	Tablet(s)		0	0	0	0		C		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	500	Tablet(s)		800	1.6	0	0	\$0.01	C		<input checked="" type="checkbox"/>

Pack Detail

Pack Size: 500 Actual on Hand: 800

Main UPC: 06851017839 Re-Order Point: 499 Acq Cost(ut): \$0.0247 Block Acq \$:

Alt UPC: Re-Order #Packs: 1 Acq Cost(pk): \$12.3500 Do Not Re-Order:

POS Product:

Code	Supplier Name	Item #	Re-Order Choice	Price (ut)	Price (pk)	Default Price	Block Supp \$	Pack Size
MDS	McKesson Ontario	191904	1	0.0247	12.3500	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

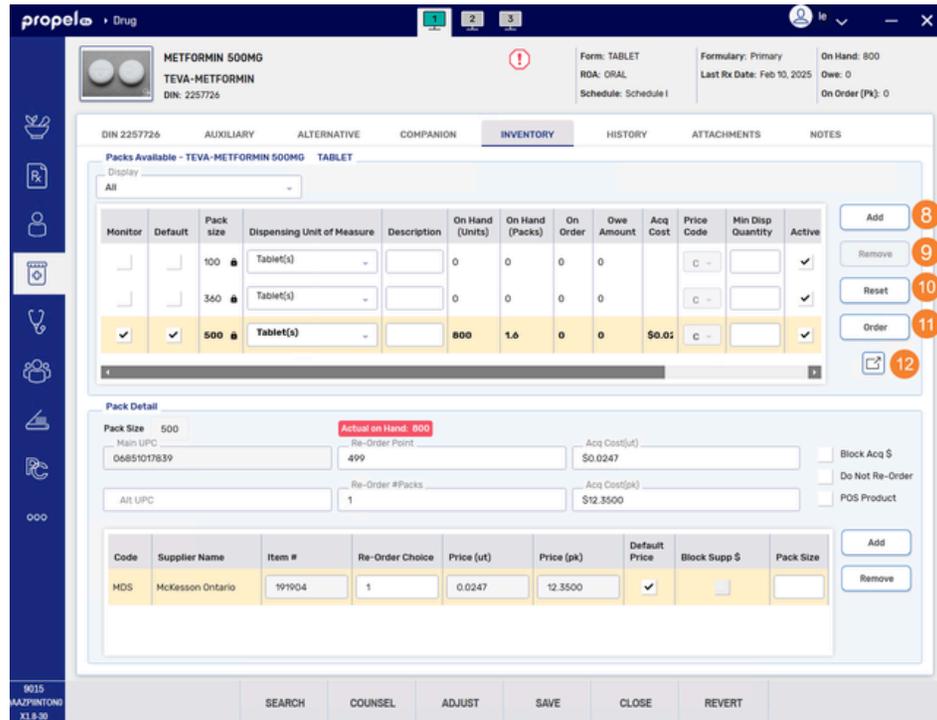
Key Points

- To view only monitored pack sizes by default, change the **Display Packs** preference in **More (...)** > **Pharmacy**.
- Set a centrally maintained pack size (indicated by a lock icon ) as **Default**. Use centrally maintained pack sizes to fill prescriptions as they receive automatic updates from PTS.
- Enter prescription quantities as the number of **UNITS** dispensed (e.g., tablet, capsule, milliliter, gram, puff, etc.).
- Inactivate pack sizes you don't foresee using in the near future. This prevents them from being ordered or filled in prescriptions.

- 1 Display** Filters the Packs Available grid to only include monitored pack sizes or all pack sizes. The default setting is determined by the **Display Packs** preference in **More (...)** > **Pharmacy**. Any overrides to the default setting apply only while the Drug Folder is open; it will revert to the default once it is closed.
- 2 Monitor** Select this checkbox to monitor inventory for the pack size in Propel Rx. Monitored pack sizes appear in bold. This enables the **Re-Order Point** and **Re-Order # Packs** fields and the **Order** button.
- 3 Default** Set the most used pack size as the Default. One Default pack size must exist in every Drug Folder. When a prescription is processed, the Default pack size is used automatically.
- 4 Lock Indicator** Identifies a centrally maintained pack size. Certain fields in the Drug Folder are locked down for these pack sizes to prevent accidental overrides of product information.
- 5 Price Code** Always set to C. This means the pack size is unit priced (e.g., priced per tablet, capsule, milliliter, gram, puff, etc.).
- 6 Min Disp Quantity** Prescription quantities must be entered in multiples of the Minimum Dispensing Quantity. For example, if eye drops come in a bottle of 5mL, enter Min Disp Quantity as 5. Default Min Disp Quantities are entered by PTS for select pack sizes.
- 7 Active** Deselect this checkbox to inactivate a pack size. An inactive pack size cannot be monitored, ordered, or filled in prescriptions.

PACKS AVAILABLE – BUTTONS

The buttons in the Packs Available section allow you to add or remove custom pack sizes, reset or order inventory for a pack size, or view additional details about its shipments.



Monitor	Default	Pack size	Dispensing Unit of Measure	Description	On Hand (Units)	On Hand (Packs)	On Order	Owe Amount	Acq Cost	Price Code	Min Disp Quantity	Active
		100	Tablet(s)		0	0	0	0		C -		<input checked="" type="checkbox"/>
		360	Tablet(s)		0	0	0	0		C -		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	500	Tablet(s)		800	1.6	0	0	\$0.05	C -		<input checked="" type="checkbox"/>

Code	Supplier Name	Item #	Re-Order Choice	Price (ut)	Price (pk)	Default Price	Block Supp \$	Pack Size
MDS	McKesson Ontario	191904	1	0.0247	12.3500	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Key Points

- Custom pack sizes are **NOT** updated by PTS. Submit a request to PTS Customer Care to add a pack size if needed so it can be centrally maintained.
- Remove a custom pack size if it was added in error. Configure who can remove a pack size in **More (...)** > **Security** > **Inventory** > **Remove Pack Size**.
- Check the **Drug History** tab to see when and by whom a pack size was added, removed, or had its inventory reset.

- 8 **Add** Adds a new custom pack size. Whenever possible, use a centrally maintained pack size (indicated by the lock icon ). If a pack size is unavailable, submit a request to PTS Customer Care to add it so it can be regularly updated by PTS.
- 9 **Remove** Removes the highlighted pack size. This button is only available for custom pack sizes and only if the user has Full Access in **More (...)** > **Security** > **Inventory** > **Remove Pack Size**.
- 10 **Reset** Resets inventory information for the pack size including On Hand, Owe Amounts, and On Order values. You can choose whether to retain the Shipments Received History. This is an irreversible action.
- 11 **Order** Select this button to manually place the pack size on the Order Pad.
- 12 **Shipment Details** Opens an overview of the shipments sent (top) and received (bottom) for the pack size. Detail a shipment to see how inventory from the shipment was used, including the prescription numbers and their quantities as well as adjustments made to the On Hand either manually or through the Cycle Count module.

This window is a useful tool to investigate On Hand discrepancies. Confirm all shipments were received in Propel Rx, all prescriptions were actually dispensed, and On Hand manual adjustments were appropriate.

For more information, see [Shipment Window](#).

PACK DETAIL

The Pack Detail section displays the product information for a pack size. This is also where you can configure whether the Acquisition Cost gets updated and if the pack size gets reordered automatically.

The screenshot shows the 'Pack Detail' configuration for METFORMIN 500MG. The top section displays product information: METFORMIN 500MG, TEVA-METFORMIN, DIN: 2257726, Form: TABLET, RDA: ORAL, Schedule: Schedule I, Formulary: Primary, Last Rx Date: Feb 10, 2025, On Hand: 800, Owe: 0, On Order (Pk): 0. Below this is a table of 'Packs Available - TEVA-METFORMIN 500MG TABLET' with columns for Monitor, Default, Pack size, Dispensing Unit of Measure, Description, On Hand (Units), On Hand (Packs), On Order, Owe Amount, Acq Cost, Price Code, Min Disp Quantity, and Active. The 500 pack size row is highlighted. The 'Pack Detail' section below the table shows configuration options for the 500 pack size: Pack Size (500), Actual on Hand (800), Main UPC (06851017839), Re-Order Point (499), Acq Cost (ut) (\$0.0247), Block Acq \$ (checkbox), Do Not Re-Order (checkbox), Re-Order #Packs (1), Acq Cost (pk) (\$12.3500), POS Product (checkbox), and a table of suppliers with columns for Code, Supplier Name, Item #, Re-Order Choice, Price (ut), Price (pk), Default Price, Block Supp \$, and Pack Size. The MDS/McKesson Ontario supplier is listed with a Re-Order Choice of 1, Price (ut) of 0.0247, and Price (pk) of 12.3500.

Key Points

- When monitoring a pack size, set the **Re-Order Point** based on how much you want to keep on your shelves. The **Re-Order # Packs** is the minimum number of packs that will be re-ordered and is usually set as 1.
- Keep **Block Acq \$** OFF if you want your Acquisition Costs to be updated when purchase orders are reconciled. Please note, Acquisition Costs are NOT updated automatically by PTS regardless of this setting.

- 13 **Actual on Hand** Displays the total quantity On Hand for the pack size.
- 14 **Re-Order Point** When the On Hand reaches or falls below this point, packs are automatically reordered to push the On Hand above this point. The value must be a whole number greater than or equal to -1. Set this to 1 less than the number of packs you always want in stock. For expensive products that you want to order only when needed for a prescription, set this value to -1.
- 15 **Re-Order # Packs** This is the minimum number of packs that are reordered when the On Hand reaches or falls below the Re-Order Point. This is a minimum value, meaning Propel Rx may reorder more than this value if the On Hand falls below the Re-Order Point by more than 1 pack.
- 16 **Block Acq \$** Deselect this checkbox if you want the Acquisition Cost to be updated automatically when purchase orders are reconciled according to the **Cost Update Preferences** in the Supplier Folder. Select this checkbox if you want the Acquisition Cost to never be updated.
- 17 **Do Not Re-Order** Select this checkbox to block the pack size from being automatically re-ordered. If your pharmacy is part of the auto-substitution program on PharmaClik, this flag may be turned ON/OFF automatically following purchase order reconciliation if a drug substitution occurred. For more information, see [Receiving Auto-Substituted Drugs](#).

PACK DETAIL – SUPPLIER GRID

The Supplier grid in the Pack Detail section displays the supplier information for the pack size. This is also where you can configure whether the Supplier Price gets updated automatically by PTS and set Advanced Ordering parameters.

Propell Rx • Drug

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TEVA-METFORMIN
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RDA: ORAL
Schedule: Schedule I

Formulary: Primary
Last Rx Date: Feb 10, 2025
Owe: 0

On Hand: 800
Owe: 0
On Order (Pk): 0

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Packs Available - TEVA-METFORMIN 500MG TABLET

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<input type="checkbox"/>	<input type="checkbox"/>	100	Tablet(s)		0	0	0	0		C -		<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	360	Tablet(s)		0	0	0	0		C -		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	500	Tablet(s)		800	1.6	0	0	\$0.02	C -		<input checked="" type="checkbox"/>

Pack Detail

Pack Size 500 **Actual on Hand: 800**

Main UPC 06851017839 Re-Order Point 499 Acq Cost(ut) \$0.0247 Block Acq \$

Alt UPC Re-Order #Packs 1 Acq Cost(pk) \$12.3500 Do Not Re-Order

POS Product

Code	Supplier Name	Item #	Re-Order Choice	Price (ut)	Price (pk)	Default Price	Block Supp \$	Pack Size
MDS	McKesson Ontario	191904	1	0.0247	12.3500	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

SEARCH COUNSEL ADJUST SAVE CLOSE REVERT

Key Points

- For centrally maintained pack sizes, the **UPC**, **Item #**, **Price (ut)**, **Price (pk)**, and **Block Supp \$** fields are locked down, so information remains accurate and protected against accidental overrides. The **Acq Cost** fields remain editable.
- Set up Advanced Ordering if you know the supplier's shipping unit does not match the pack size in Propell Rx. The **Pack Size** value should be the number of Propell Rx packs that make up 1 supplier shipping unit.

- 18 **Block Supp \$** Select this checkbox to block the pack size from receiving supplier price updates from PTS or purchase order reconciliation.
- 19 **Pack Size** Used for Advanced Ordering. The most common use case is when the supplier sells multiple packs (e.g., 3 birth control packs) as a single shipping unit. Enter the number of Propell Rx packs that make up 1 supplier shipping unit. The order quantity in Propell Rx will be divided by this value.

Action Button

- 20 **Adjust** Select this button to update the On Hands of the highlighted pack size. A reason is required. These adjustments are recorded in the Drug History tab, Shipment Adjustments Detail window, and Manual Adjustments report.