SEARCH

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9015 VZPIINTO

### PHARMACY ECHNOLOGY OLUTIONS A DIVISION OF MEKESSON CANADA

METFORMIN 500MG

TEVA-METEORMIN

IN- 2257726

# Anatomy of the Drug Folder Inventory Tab

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.

1. <u>Display</u>

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On Hand: 800

On Order (Pk): 0

Add

Reset

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Block Acg \$

Do Not Re-Orde

Add

Remove

Formulary: Primary

Last By Date: Feb 10, 2025, Owe: 0

- <u>Monitor</u>
   Default
- S. <u>Deluuit</u>
- 4. Lock Indicator
- 5. <u>Price Code</u>
- 6. <u>Min Disp Quantity</u>
- 7. <u>Active</u>
- 8. <u>Add</u>
- 9. <u>Remove</u>
- 10. <u>Reset</u>

- 11. <u>Order</u>
- 12. <u>Shipment Details</u>

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- 13. <u>Actual on Hand</u>
- 14. <u>Re-Order Point</u>
- 15. <u>Re-Order # Packs</u>
- 16. <u>Block Acq \$</u>
- 17. Do Not Re-Order
- 18. Block Supp \$
- 19. Pack Size
- 20. <u>Adjust</u>

Monito	Default	Pack size	Dispensing Unit of Measu	re Description	On Hand (Units)	On Hand (Packs)	On Order	Owe Amount	Acq Cost	Price Code	Min Disp Quantity
		100 🖨	Tablet(s)	-	0	0	0	0		C ~	
		360 🖨	Tablet(s)	•	0	0	0	0		C ~	
•	~	500 B	Tablet(s)	•	800	1.6	0	0	\$0.02	C ~	
Pack De	<b>∠</b>	500 B	Tablet(s)	×	800	1.6	0	0	\$0.02	C v	
Pack De	etail	500 8	Tablet(s)	al on Hand: 800	800	1.6	0	0	\$0.01	C v	
Pack De Pack Siz	vtail 500 UPC	500 8	Tablet(s)	al on Hand: 800 -Order Point	800	1.6	0	0 icq Cost(ut)	\$0.02	C v	ļ
Pack De Pack Siz	vtail e 500 UPC 017839	500 8	Actu Re 491	al on Hand: 800 Order Point	800	1.0	o Si	0 icq Cost(ut) 0.0247	\$0.02	C v	ļ
Pack De Pack Siz Main 06951	vtail e 500 UPC 017839	500 8	Tablet(s)	al on Hand: 800 -Order Point	800	1.0		cq Cost(ut) 0.0247	\$0.05	C v	ļ

1 2 3

Form: TABLET

Schedule: Schedule I

ROA: ORAL

### **PACKS AVAILABLE**

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

prope	elo	• Drug					1	2	3						2	• ~ - ×
			METFO TEVA- DIN: 22	METFORMI	MG N				1		Form: TABLET RDA: ORAL Schedule: Sch	edule I	Form	ulary: Primary Rx Date: Feb 1	r 10, 2025	On Hand: 800 Owe: 0 On Order (Pk): 0
Ł		DIN 22577	126	AUXILIAR	Y ALTER	NATIVE	COMPANI	ON	INVENTOR	Y	HISTOR	Y	ATTAC	HMENTS	NC	ITES
R		Packs An Display All	ailable - Ti	EVA-METFO	RMIN SOOMG	BLET							6	6	7	
පී	2	Monitor	Default	Pack	Dispensing Unit of	of Measure	Description	On Hand (Units)	On Hand (Packs)	On Orde	Owe Amount	Acq Cost	Price Code	Min Disp Quantity	Active	Add
1				100	Tablet(s)			0	0	0	0		C -		~	Remove
52				360 🔒	Tablet(s)			0	0	0	0		C -		-	Reset
V		~	~	500 <b>B</b>	Tablet(s)			800	1.6	0	0	\$0.05	c -		<b>_</b>	Order
ප		4														C
4		Pack Det Pack Size	500			Actual or	Hand: 600									
95		Main U 068510	PC			Re-Ord 499	ser Point				Acq Cost(ut) . \$0.0247					Block Acq \$
uÇ,		Alt UF	°C :			Re-Ord	ier #Packs				Acq Cost(pk) \$12.3500					Do Not Re-Order POS Product
000																
		Code	Supplier	r Name	Item#	Re-C	order Choice	Price (ut)	Pr	ice (pk)	Pri	fault	Block Su	pp S F	Pack Size	Bamora
		MDS	McKesso	in Ontario	191904	1		0.0247		2.3500		~				
9015							1		1		1			-1		
AAZPIINTON0 X1.8-30					SEARCH	COUNS	SEL /	ADJUST	SA	VE	CLOS	SE	REV	ERT		

### **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 a) 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.

- DisplayFilters the Packs Available grid to only include<br/>monitored pack sizes or all pack sizes. The<br/>default setting is determined by the Display<br/>Packs preference in More (...) > Pharmacy.<br/>Any overrides to the default setting apply<br/>only while the Drug Folder is open; it will revert<br/>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.

00	METFO TEVA- DIN: 22	DRMIN 50 METFORM 57726	OMG				()	Fo Rt Sc	orm: TABLET DA: ORAL chedule: Sch	edule I	Form	ulary: Primary Rx Date: Feb 1	/ 10, 2025	On Hand: 800 Owe: 0 On Order (Pk):
DIN 2257	126	AUXILIA	RY ALTER	INATIVE	COMPANI	ON .	INVENTOR	e -	HISTOR	Y	ATTAC	HMENTS	NC	DTES
Packs An Display	ailable - TE	VA-METR	URMIN SOOMG T	ABLET										
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	Add
		100 🖨	Tablet(s)			0	0	0	0		C -		~	Remo
		360 🔒	Tablet(s)			0	0	0	0		C -		~	Rese
~	~	500 A	Tablet(s)											Orde
4 Pack Def	all		Table (a)			800	1.6	0	0	\$0.05	C -		-	Ľ
Pack Def     Pack Size     Main U     068510	all 500 PC 17839		- and a clay	Actual on Re-Ord 499	Hand: 800	800	1.0	o s	0 Acq Cost(ut) 0.0247	\$0.01	C -			Block Acq
Pack Def Pack Size Main U 068510	ail 500 PC 17839			Actual on Re-Ord 499 Re-Ord 1	Hand: 000 Her Point	800	1.0	o s	Acq Cost(ut) 0.0247 Acq Cost(pk) 12.3500	\$0.01	C			Block Acq Do Not Re POS Prod
Pack Def Pack Size Main U O68510 Alt US	ail 500 PC 17839	Name	item #	Actual en Actual en App Re-Ord 1 Re-Ord Re-Ord	Hand: 800 Her Point	B00 Price (ut)	1.6 Pr	o S S ice (pk)	0 Acq Cost(ut) 0.0247 Acq Cost(pk) 12.3500 De Pri	fault	C -	ар \$ F	Pack Size	Block Acq Do Not Re POS Prode
Pack Def Pack Size Main U O68510 Alt UR	all 500 PC 17839 C Supplier McKesso	Name n Ontario	Hem #	Actual on Re-Ord 499 Re-Ord 1 Re-O 1	Hand: 800 ler Point inder Cholce	800 Price (ut) 0.0247	1.6 Pr 1	0 S S ice (pk) 2,3500	0 Acq Cost(ut) 0.0247 Acq Cost(pk) 12.3500 De Pri	fault ice	Block Su	ap \$ P	Pack Size	Block Az Do Not F POS Pro

### **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** Opens an overview of the shipments sent **Details** (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 <u>Shipment Window</u>.

## **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.

	→ Drug					1	2	3						2	• ~ -
	00	METFO TEVA- DIN: 22	METFORM	iomg Min				()	Fo Rd So	orm: TABLET DA: ORAL shedule: Sch	edule I	Form Last I	alary: Primary tx Date: Feb 1	r 10, 2025	On Hand: 800 Owe: 0 On Order (Pk): 0
3	DIN 22577	126	AUXILIA	ARY ALTE	RNATIVE	COMPANI	ON	INVENTOR	e	HISTOR	v	ATTACI	IMENTS	NC	ITES
	Packs Av Display All	ailable - TE	EVA-METF	ORMIN SOOMG T	ABLET										
	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	Add
			100 8	Tablet(s)			0	0	0	0		C ~		~	Remove
			360 🔒	Tablet(s)	*		0	0	0	0		C -		-	Reset
	~	~	500 B	Tablet(s)			800	1.6	0	0	\$0.05	c -		~	Order
3	4						_			_					C
b b	Pack Det Pack Size	ail 500			Actual on	Hand: 600	13				-				
3	Pack Det Pack Size Main UI 068510	all 500 PC 17839			Actual on Re-Ord 499	Hand: 600 er Point14	13		s	Acq Cost(ut)					Block Acq \$
3	Pack Det     Pack Size     Main UI     068510     Alt UP	all 500 PC 17839			Actual on Re-Ord 499 Re-Ord 1	Hand: 000 er Point14 er #Packs15	13		s	kcq Cost(ut) 0.0247 Acq Cost(pk) 12.3500					Block Acq \$ Do Not Re-Order POS Product
3	Pack Det     Pack Size     Main UI     O68510     Art UP     Code	all 500 PC 17839	Name	item #	Actual on Re-Ord 499 Re-Ord 1 Re-O	Hand: 000 er Point 14 er #Packs er #Packs fter Choice	13 Price (ut)	Pr	s s ice (pk)	kcq Cost(ut) 0.0247 kcq Cost(pk) 12.3500 De Pri	fault	Block Sup	p\$₽	Pack Size	Block Acq \$ Do Not Re-Order POS Product
3 ; ,	Pack Det     Pack Det     Pack Size     Main UI     O66510     Alt UP     Code     MDS	all 500 PC 17839 C	r Name en Ontario	Item # 191904	Actual on Re-Ord 499 Re-Ord 1 Re-Ol 1	Hand: 000 er Point 14 er #Pocks er #Pocks	13 Price (ut) 0.0247	PT	ice (pk)	Acq Cost[ut] 0.0247 Acq Cost[pk] 12.3500 De Pri	fault ice	Block Sup	p\$ F	Pack Size	Block Acq S Do Not Re-Order POS Product Add Remove
3	Pack Det Pack Size Main UI O66510 Alt UP Code MDS	all 500 PC 17839 C Supplier McKesso	r Name In Ontario	Item # 191904	Actual on Re-Ord 499 Re-Ord 1 Re-O 1	Hand: 000 er Point14 er #Packs 19 rder Choice	13 Price (ut) 0.0247	Pr	/ S / S / S / S / S / S / S / S / S / S	Acq Cost(ut) 0.0247 Acq Cost(pk) 12.3500 De Pri	fault ice	Block Sup	p\$ F	Pack Size	Block Acq § Do NoR Re-Order POS Product Add Remove
3	Pack Det     Pack Size     Main UI     OseStio     Alt UP     Code     MDS	all 500 PC	r Name m Ontario	Item # 191904	Actual en Re-Ord 499 Re-Ord 1 Re-O	Hand: 600 at Point 14 ef #Placks It rder Choice	13 Price (ut) 0.0247	Pr	(pk) 2.3500	kcq Cost(ut) 0.0247 Acq Cost(pk) 12.3500 Pri	faulit ice	Block Sup	ip\$F	Pack Size	Block Acq S Do Not Re-Order POS Product Remove

#### **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** Displays the total quantity On Hand for the pack size.
- 14 Re-Order 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** This is the minimum number of packs that **# 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.
- Block Acq
  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 autosubstitution program on PharmaClik, this flag may be turned ON/OFF automatically following purchase order reconciliation if a drug substitution occurred. For more information, see <u>Receiving Auto-</u> <u>Substituted Drugs</u>.

## **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.

● → Drug	-				<u> </u>	-	2						-	Ť
00	METFO TEVA- DIN: 22	RMIN 50 METFORM 57726	IOMG MIN				(	Fo RC Sc	rm: TABLET DA: ORAL shedule: Sch	edule I	Form	ulary: Primary Rx Date: Feb 1	y 0 10, 2025 0	On Hand: 800 Owe: 0 On Order (Pk): 0
DIN 2257	726	AUXILIA	ARY ALTER	RNATIVE	COMPANI	ON	INVENTORY	<i>,</i>	HISTOR	Y	ATTAC	HMENTS	NO	ITES
Display	railable - TE	VA-METF	ORMIN 500MG T	ABLET										
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	Add
		100 8	Tablet(s)			0	0	0	0		C -		<u> </u>	Remove
		360 8	Tablet(s)			0	0	0	0		C -		-	Reset
•	~	500 <b>B</b>	Tablet(s)	*		800	1.6	0	0	\$0.05	C -			Order
Pack Det Pack Size Main U 068510	500 PC 17639	500 8	Tablet(s)	Actual on Re-Ord 409	Hand: 000	800	1.6	•	0 Acq Cost(ut) 0.0247	\$0.05	C -			Block Acq \$
Pack Def Pack Size Main U	<b>v</b> 500 PC 117839	500 <b>à</b>	Tablet(s)	Actual on Re-Ord 499	Hand: 000 er Point	800	1.6	•	0 Acq Cost(ut) 0.0247 Acq Cost(pk)	\$0.03	C ~			Order
Pack Det Pack Size Main U OdeStio	<b>a</b> ll 500 PC 17839	500 8	Tablet(s)	Actual on Are-Ord 499 Re-Ord 1	Hand 000 ee Point	800	1.6	•	0 Acq Cost[ut] 0.0247 Acq Cost[pk] 12.3500	\$0.05	c -	8	19	Block Acq \$ Do Not Re-0 POS Product
Pack Def Pack Size Main U O66510 Ait UF	sail 500 PC YD Supplier	SOO a	Tablet(s)	Actual en     Re-Ord     Aetual en     Re-Ord     A99     Re-Ord     Re-Ord     Re-Ord     Re-Ord	Hand: 800 rer Point . rer #Packs	800 Price (ut)	1.6 Pri	0 5 5 5 5	0 Acq Cost(ut) 0.0247 Acq Cost(pk) 12.3500 De Pro	\$0.05	C -	3 19 \$ F	19 Pack Size	Order
Pack Def Pack Size Main U OdeSti0 Alt UF Code MDS	all 500 PC 17839 C Supplier McKesso	SOO a	Tablet(a) Item # 191904		Hand: 000 er Point er #Packs rrder Choice	800 Price (ut) 0.0247	1.6 Pri	0 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	0 kcq Cost[ut] 0.0247 kcq Cost[sk] 12.3500	fault ice	C -	3 3 3 9 5 8 8	19 Pack Size	Drder
Pack Deft Pack Size Pack Size Ait UF Code HDS	sall 500 PC 70 Supplier McKesso	Name	Tablet(a) Item # 191904	- Actual en Re-Ord 499 Re-Od 1 Re-Od 1	Hand 800 er Point er #Packs	800 Price (ut) 0.0247	1.0 Pri	0	b Acq Cost(ut) 0.0247 Acq Cost(pk) 12.3500 De Pri	fault v	C -	B ap \$ F	19 Pack Size	Order Block Acq S Do Not Re-O POS Product Add Remove
Pack Def     Pack Def     Pack Size     Maka TU     O66510     Art UF     Code     MDS	Supplier McKesso	Name	Tablet(s) Item # 1979D4	- Actual on App 499 1 Re-Ord 1 1	Hand: 800 er Point er #Packs	800 Price (ut) 0.0247	1.0 Pri	0 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Acq Cost[ut] 0.0247 Acq Cost[sk] 12.3500	fault v	C -	8 ap\$ F	19 Pack Size	Order Block Acq S Do Not Re-D POS Product Acq Remove

### **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 Propel Rx. The Pack Size value should be the number of Propel Rx packs that make up 1 supplier shipping unit.

- Block Supp SSelect 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 Propel Rx packs that make up 1 supplier shipping unit. The order quantity in Propel 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.