

Stock Control

- 1. Introduction**
- 2. Stock items**
- 3. Updating a stock item**
- 4. Deleting a stock item**
- 5. Issuing stock**
- 6. Raising a stock purchase order**
- 7. Amending a stock purchase order**
- 8. Cancelling a stock purchase order**
- 9. Booking goods in**
- 10. Entering invoice details**
- 11. Passing stock invoices for payment**
- 12. Stock transactions**
- 13. Low Stock**
- 14. Totals**
- 15. Stock Values Report**

1. Introduction

- a) Items may be held in stock rather than supplied direct from the supplier. Such items can be entered into the Stock Control section enabling you to
- be warned when stock is getting low
 - run reports to show what needs re-ordering
 - create purchase orders to replace stock
 - produce stock take reports showing quantity and value

There are five stock control systems. This is for hospitals that wish to be able to control and monitor stock held in more than one location. In effect, each stock control system acts as another supplier. It just happens that they are in the room next door (or at least quite close)!

We have already set up a supplier for Stock Control 1st System. The reference number is **888** and the supplier name is **STOCK**. If you want to use the 2nd, 3rd, 4th or 5th Systems you will need to create a new supplier in **Utilities – NSI – Suppliers**. Perhaps using reference number 777 for 2nd System and 666 for 3rd System etc. Then, when you are subsequently issuing stock to a patient, you will still create an order for the patient but rather than picking an external supplier in the *Supplier* field, you will select the appropriate Stock supplier. This will all be explained to you fully in the notes that follow.

- b) Each stock item is given a unique stock number (i.e. a code which no other stock item has and which also is not used for OPrice or NSI items) and, before it is entered into the Stock Control section, the

item **must** exist either in OPrice or NSI Items

and the supplier you buy the stock from **must** exist in OPrice or NSI Suppliers

and the price for that item from that supplier **must** exist in OPrice or NSI Prices

- c) You can create multiple entries in Stock Items for one item in OPrice: for instance, the OPrice item M007 (collar) could be entered in Stock Items as

STM007S (collar, small)
STM007M (collar, medium)
STM007L (collar, large)

It is good practice to have separate stock entries for different sizes, in this way, so that when you are warned that stock is getting low you will know which size needs to be re-ordered. Otherwise you need to physically check the stock to find which size is low.

2. Stock items

Menu: Stock Control – 1st System – Items

Each stock item is given a unique stock number (i.e. a code which no other stock item has and which also is not used for OPrice or NSI items) and, before it is entered into the Stock Control section, the

item **must** exist either in OPrice or NSI Items

and the supplier you buy the stock from **must** exist in OPrice or NSI Suppliers

and the price for that item from that supplier **must** exist in OPrice or NSI Prices

Orthotic Patient Administration System

File Edit Data Lowstock Sort Totals

Stock Items (1)

Stock No: LINDA

Schedule: M007 Collar in sponge rubber or other material

Supplier: 012 Halo Healthcare Ltd

Description: SPECIAL COLLAR

Orthosis Code: 999999 Other

UAT Rate: S Location: BIG BIN BY BACK DOOR

Minimum: 5 Maximum: 30 Reorder: 10

Issues				Purchases	
Order:	Date:	Iss:	Ret:	Order No	Qty:
G00259	26/10/1999	11		OPENING27	15
				ST0013	10
				ST0015	10
				ST0019	10

Key
Received
On Order
Cancelled

Stock: 24
Average Current
Cost: £2.01 £2.05
Value: £48.24 £49.20

Stock being given to patients i.e. Issues.

Replacement stock coming in i.e. Purchases. Orders outstanding are highlighted in green. Cancelled orders are highlighted in red.

Stock level and value of stock based on both current and average cost of the item

Each stock item shows a list of issues and purchases for that item, with transactions that are on order or cancelled shown in different colours, plus the current stock level and values.


Cost is the unit cost; *Value* is the value of the total stock of that item, i.e. $Cost \times Stock$.

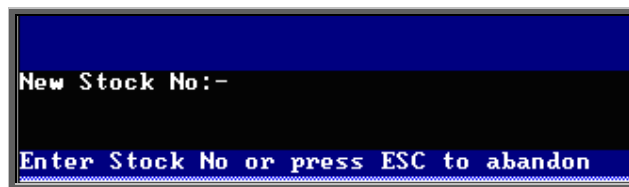
Purchase prices may change during the shelf life of a stock item: as each item is purchased, its purchase price is remembered by the system and the *Average* figures show the averages for the items currently in stock; the *Current* figures use the most recent purchase price.

Entering a new stock item

Menu: Stock Control – 1st System – Items

Before you begin to enter new stock items into OPAS it is important to make sure you have all the information at hand. Once you start using the stock item screen you will not be able to exit the screen until all the fields are completed. To ensure this, there is a form in Appendix 7B at the end of this chapter. If this form is completed first for each stock item you wish to add, then you will have all the information required. Appendix 7A shows some examples.

To add a new item, click on the 'enter' icon  (or Edit, Enter) and you are first asked at the bottom of the screen for the stock number to be applied to this item:



This is a code, maximum 10 characters, allowing letters, numbers and dashes. The code must not be used for any other stock item, nor a code used in OPrice or NSI. To ensure that the code is not one used in OPrice or NSI, one idea might be to prefix each stock item code with **ST**. Take care when entering this code as it can not be amended later.

If you enter a code that is already being used, you will be told



and the entry will be abandoned. Try again, using a different code.

If the code is indeed unique, you are prompted to continue:



Click on **Yes** if you wish to continue. **DO NOT** continue if you are unsure

- whether the item exists in either OPrice or NSI Items
- whether the supplier you buy the stock from exists in OPrice or NSI Suppliers
- whether the price for that item from that supplier exists in OPrice or NSI Prices
- whether you have entered the stock code correctly (as this cannot be edited later)
- how many of the item you currently have in stock

Upon selecting **Yes**, you will be taken into the **Stock Item** screen to complete the fields below. The message **Price not found for this item / supplier** will appear on the screen, but the message can be ignored at this stage.

Schedule select the OPrice or NSI code for the item.

Supplier select the supplier you buy this item from.

If there is not a price within OPrice or NSI for the item from that supplier the warning message **Price not found for this item / supplier** remains and you are returned to *Schedule* to change either the code or the supplier. . As usual, you can press **Tab** to show the list of items and suppliers.

Warning. You cannot press **Esc** to abandon the entry at this stage, so you must make sure that you know the relevant item code and that the chosen supplier supplies the item. If you cannot get rid of the mismatch message, select an item and a supplier that you know definitely match (e.g. M007 for supplier 012) and finish the stock record for that item. Having finished entering the item you can then enter a price for the item in **Utilities – NSI – Prices** before returning to the **Stock Item** screen to amend the stock item to the correct item/supplier.

Once you have selected an item and a supplier which match (i.e. that supplier does supply that item), the warning message disappears and you are prompted for the *Description*.

Description is your description for the stock item and can be anything you like: it does not have to match the description held in OPrice. The *Description* will default to the *Description* of the stock item that was on the screen when you started to add the new item. This is to help cut down on the amount of typing when adding the same item several times with different sizes. Either edit the *Description* or press **F8** and type a new one.

Orthosis Code select the appropriate code from the list.

Vat enter the default vat rate for the item

S standard
E exempt
Z zero-rated
R reclaim.

Location If you have a large stock room you may wish to indicate where the item is stored.

Minimum enter the minimum stock level required. Items that are at or below this stock level are shown on the low order report for reordering.


Maximum enter the maximum stock of this item that you wish to hold.

Reorder this is the suggested minimum quantity to be ordered and will appear as a default quantity when you raise a purchase order for replacement stock.

You are then asked for the *Opening stock*. This is the stock you currently hold of this item. If you do not know, and cannot find out quickly how many are in stock, enter **0** (Zero) and correct the quantity later by doing a manual transaction ([see Stock Control - Note 12. Stock transactions](#))

3. Updating a stock item

Menu: Stock Control – 1st System – Items

Find the relevant stock item and then click on the ‘update’ icon  (or Edit, Uppdate).

The *Stock No.* cannot be changed once created. If you do need to change the *Stock No.* you will have to create a new stock item and then delete the old stock item.


The following fields can be changed:

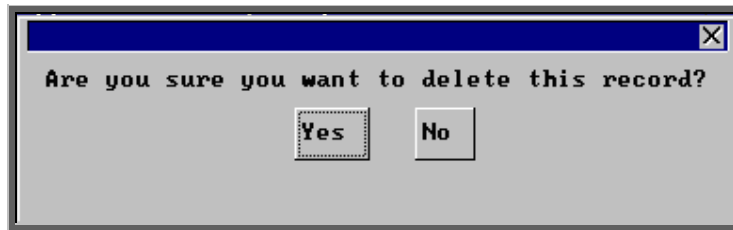
<i>Schedule</i>	<i>Location</i>
<i>Supplier</i>	<i>Minimum</i>
<i>Description</i>	<i>Maximum</i>
<i>Orthosis Code</i>	<i>Reorder</i>
<i>Vat Code</i>	

N.B. Amending your current stock level is achieved by adding a manual transaction ([see Stock Control - Note 12. Stock transactions](#))

4. Deleting a stock item

Menu: Stock Control – 1st System – Items


Find the relevant stock item and then click on the 'delete' icon  (or Edit, Delete) and the box below will appear.



If you still want to delete this record select Yes. Otherwise select No.

On confirming deletion, that stock item record is marked as deleted.

Stock:	3	
	Average	Current
Cost:	£49.33	£299.83
Value:	£147.99	£899.49
Rec: 1 (1) DEL		

The stock item remains in the file and, if deleted by mistake, can be undeleted by simply clicking on the 'delete' icon  (or Edit, Delete) again.

If you want to permanently remove the record, then having marked the record for deletion, click on Edit and select Krunch. This procedure cannot be reversed. It will not, however, remove any orders where the item was used and issues and purchases of that item can still be seen in **Stock Control – 1st System – Transactions**.

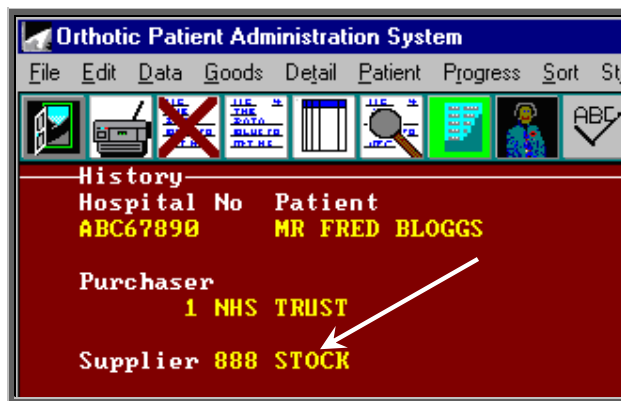
5. Issuing stock

Menu: Patients

When an item that you hold in stock is issued to patient you still need to add an order from the patient screen (as you would if you were having to order the item from a supplier - [see Orders - Note 2. Adding an order](#)).

However,

- when you reach the *Supplier* field you need to select the relevant stock system. If you are holding stock in just one location and therefore are only using 1st **System**, then this will be supplier (supplier code) 888 (supplier name) Stock.



- when you reach the *Code* field in the Details box you need to select the Stock No for the item (as set up in the **Stock Items** screen - [see Stock Control - Note 2. Stock items](#)) and not the OPrice/NSI schedule code for that item.

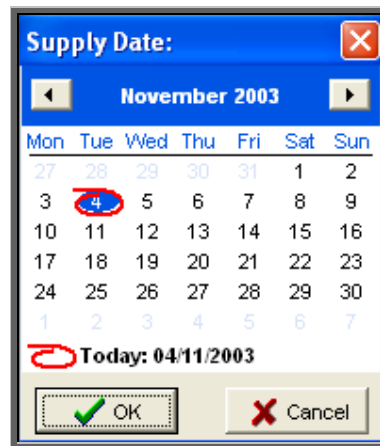


- when you press **Ctrl-Enter** to finish entering the order you will be asked if you wish to update the Stock Control system.



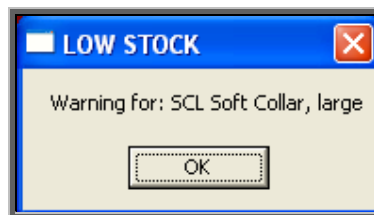
If you select **No**, stock control will not be updated and the *Status* of the order will show as 'On order'. If you subsequently revisit the order and mark the order as being supplied (by clicking on Goods, Supplied at the top of the **Orders** screen) the *Status* of the order will change to 'Supplied' and stock control will be updated then.

If you select **Yes**, you will then be asked to select the date the goods were supplied. Today's date will highlighted but this can be changed if necessary. (Press **Cancel** here if you wish to abandon updating stock control.)

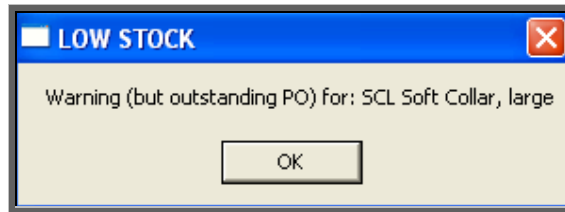


The date entered here will be placed in the *Supplied* field, the *Status* of the order will show as 'Supplied' and the stock control system will be updated by reducing the amount held in stock.

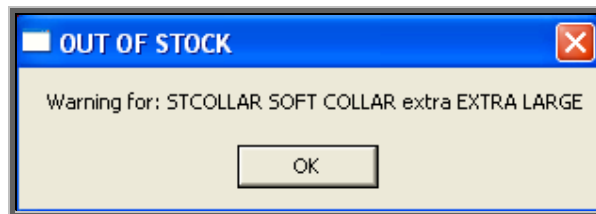
If the stock control system sees that you are below minimum level on that stock item, the following warning message will appear so that some more can be ordered.



If the stock control system sees that you are below minimum level on that stock item but that a stock purchase order has been raised, the following warning message will appear.




If the stock control system sees that you are out of stock on that stock item, regardless of whether there is an outstanding purchase order or not, the following warning message will appear.



6. Raising a stock purchase order

Menu: Stock Control – 1st System – Purchases

It is within the **Purchases** section of **Stock Control** that purchase orders are raised for ordering replacement stock. This is also where goods are marked as received and invoice details entered.

To raise a stock purchase order, click on the 'enter' icon  (or Edit, Enter).

<i>Date</i>	shows as today but can be changed if required.
<i>Order No</i>	the next order number in sequence shows, but can be changed if required.
<i>Supplier</i>	is selected from the list of suppliers.
<i>Invoice</i>	at this stage the supplier's invoice has not been received, so leave this blank.

- Dated* if *Invoice* has been left blank, this is bypassed
- Call Off* If a call off number has been entered in the *Blanket* field of the Supplier record (**Utilities – Choices – Suppliers**), it will appear here automatically. You can however, enter a call off number manually if necessary.
- Stock no* select from the list of items. If the stock item selected is not set up within **Stock Control – 1st System – Items** as being purchased from the supplier selected above then the following message will appear at the bottom of the screen:



Press any key to remove the error message and then either change the stock item or, by using **F3**, move back to the supplier field and change the supplier.

If the item valid for the supplier selected, then the *Description*, *Orthosis Code*, *(V)at code* and *Each* (i.e. Cost each) will be filled in for you.

Qty shows as the reorder quantity on the stock item record, but can be changed if required.

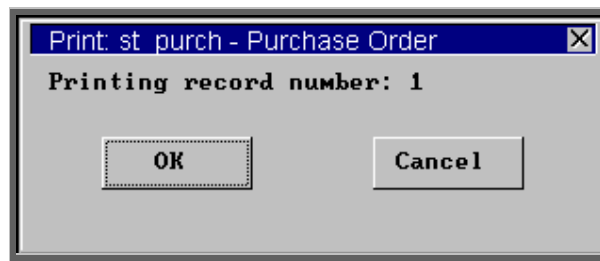
Total is calculated for you (*Each* x *Qty*).

You will then be taken onto the next line so that the next item can be selected. When you have finished entering items, press **Esc** to remove the stock item pop up menu, and then **Ctrl-Enter**.

When the order is first raised, the lines on the order will be **highlighted in green** to indicate that they are on order. The green highlight will be removed when you subsequently inform OPAS that the goods have been received.

Printing the stock purchase order


To print the order, click on the 'print' icon  (or **F**ile, **P**rint) and select **Purchase Order** from the drop down menu.



OPAS will confirm which stock order it will print. Click on OK to continue.

7. Amending a stock purchase order

Menu: Stock Control – 1st System – Purchases

Find the relevant purchase order and then click on the ‘update’ icon  (or Edit, Udate).



All the fields can be changed as required; extra items can also be added if they have been missed off the order. Lines can also be deleted from the order by moving down to the relevant line and pressing **Ctrl-F8**.

8. Cancelling a stock purchase order

Menu: Stock Control – 1st System – Purchases

So that the order shows as cancelled in the stock **Purchases** screen and **Items** screen, you need to cancel the order lines individually.

Find the relevant purchase order and then click on **Items** at the top of the screen. You will now see an **Items** screen for each line that is on the order. If there is more than one line on the order, move forwards and backwards through the **Items** screens using

the ‘arrow’ icons  and  (or **F6** and **F5**).

Once you are looking at the line that you wish to cancel, click on the 'delete' icon



(or Cancel).

You cannot cancel lines if the goods have been received (or if you have previously cancelled them).



Once the line has been cancelled, the *Status* field on the **Items** screen will show as **Cancelled** and when you return to the main purchase order screen (by pressing **Esc**,



clicking on the 'exit' icon or File, Return) the lines that you have cancelled will be **highlighted in red**.

Also, when you next go into **Stock Control – 1st System – Items** the order number will be highlighted in red so that you can see from that screen too that the line has been cancelled.

Issues				Purchases	
Order:	Date:	Iss:	Ret:	Order No	Qty:
G00123	20/10/1997	13		OPENING12	12
G00192	27/10/1998	2		ST0009	20
G00199	13/01/1999	1		ST0014	10
				ST0017	10


9. Booking goods in

Menu: **Stock Control – 1st System – Purchases**

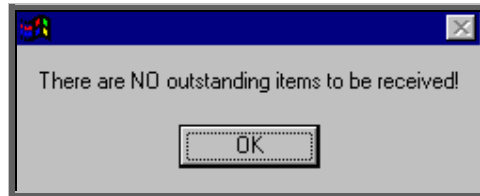
When the goods arrive you need to return to the purchase order and book the goods in so that Stock Control knows that they are now in stock and available.

You have the ability to book the whole order in, the remaining outstanding items or individual lines.

a) Booking in the whole order/remaining outstanding items

Find the purchase order and then click on the 'receive icon'  (or Receive).

This will mark all outstanding items on the order as being received. If all the items have already been booked in (i.e. there are no order lines highlighted in green) you will get the following message.



Once items have been marked as received

- the date they were received will be entered in the *Received* field (to the right of the *Total* field) N.B. This may not be visible to some of you without moving to the right of your screen with the right arrow key on your keyboard.
- they will no longer be highlighted in green.

b) Booking in individual lines

Find the purchase order and then click on the word Items at the top of the screen.

You will now see an Items screen for each line that is on the order. If there is more than one line on the order, move forwards and backwards through the Items screens

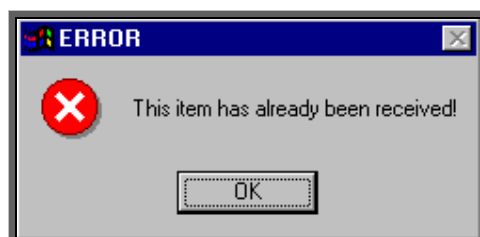
using the 'arrow' icons  and  (or **F6** and **F5**).

Once you are looking at the line that you wish to book in click on the 'receive icon'




(or Receive).

If the line has already been booked in the following message will appear.



Once the line has been received

- the *Status* field on the *Items* screen will show as **Received**
- the *Received* field will show today's date
- the *By* field will show who booked the goods in


and when you return to the main purchase order screen (by pressing **Esc**, clicking on the 'exit' icon  or **File, Return**)

- the date the lines were received will be entered in the *Received* field (to the right of the *Total* field) N.B. This may not be visible to some of you without moving to the right of your screen with the right arrow key on your keyboard.
- the lines that you have booked in will no longer be highlighted in green.

10. Entering invoice details

Menu: Stock Control – 1st System – Purchases

When you receive an invoice from the supplier for the stock, the purchase order can be updated to show those invoice details.

Find the relevant purchase order and then click on the 'update' icon  (or **Edit, Update**).

Invoice move down (by pressing **Enter**) to the *Invoice* field and type in the Invoice Number.

Dated type in the invoice date. It will default to today's date, but this can be changed.

Check that the information is correct in the items box. You can change **Stock No.**, **Qty** and add additional lines if required. If the details are correct, move the cursor down the **Stock No:** column (with the down arrow key on the keyboard) until you reach the first blank line. Press **Esc** to remove the pop up list of **Stock Nos:** and then press **Enter** to move to the *Discount:* field.

Discount enter any discount that you may have received on the invoice.

Postage enter charges made for postage and/or packing if any, and then press **Ctrl-Enter** to finish.

11. Passing stock invoices for payment

Once the **Purchases** screen has been updated with invoice details the next step is to pass the invoices for payment. There are two purposes for doing this:

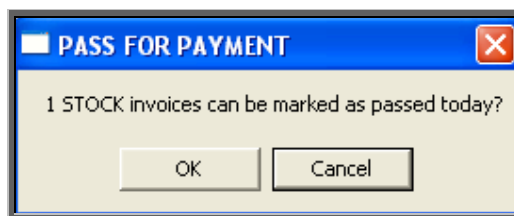
1. To produce a report listing those invoices that are being passed for payment.
2. To mark the invoices with today's date so that you know when the invoice was passed on to you Finance Department for payment.

Menu: **Stock Control – 1st System – Purchases**

Click on the 'print' icon  (or **F**ile, **P**rint) and select **Pass for payment**.

The system will then find those invoices that can be passed to the accounts department for payment (i.e. those invoices that have an invoice date entered and that have not been passed already) and prints a list of those invoices. As with all reports, the layout of this list can be modified if required.

You are then asked to confirm that these invoices should be marked as passed for payment:



If you select **OK**, those invoices printed on the list will be marked as passed for payment by inserting today's date in the *Paydate* field on the **Purchases** screen.

Stock Purchases (1)

Date 13/03/1997 Order No ST004

Supplier 012 Halo Healthcare Ltd
 Prescott House
 Bridge Industrial Estate
 Speke Hall Road
 Liverpool

Invoice 5453
 Dated: 29/09/2003
 Call off

Key
 Received
 On Order
 Cancelled

Stock No:	Description	Orth Code	U	Each:	Qty:
SCL	Soft Collar, large	999999	S	£39.20	10

Lines: 1 Items: 10 Value: £392.00
 Discount:
 Passed: 29/09/2003 Postage: + UAT
 UAT: £68.60
 Grand: £460.60


If you select **No**, those invoices will not be marked as passed and will appear on the report again the next time **Pass for payment** is run

12. Stock transactions

Menu: Stock Control – 1st System – Transactions

Whenever a stock transaction takes place (i.e. by the issuing of items to patients or the purchasing of stock), a transaction record is automatically created that can be viewed here.

There are times, however, when the need arises to raise a transaction manually. For instance, during stock take when a difference is noted between the number shown on the system and the number actually in stock or for moving stock between Stock Control Systems (i.e. from 1st System to 2nd System)

To create a manual stock transaction, click on the 'enter' icon  (or Edit, Enter).

Stock No: enter the Stock No that you need to raise a transaction for (pressing **Tab** will show a list to select from

Iss: this means issue, i.e. reducing the number in stock. Type the number of items issued or the number by which the stock is to be reduced by.

Ret: this means return, i.e. increasing the number in stock. Type the number of items received or the number by which the stock is to be increased by.

Iss: and Ret: are alternatives: do not type a number into both of them!

Date: enter the date of the transaction. **F2** will enter today's date.

The following fields may or may not be relevant: e.g. if the change is due to a stock check, there is no particular patient or order, so these fields can be left blank

Purchaser: select from the list or if not relevant, press **Esc** and then **Enter**

Referrer: select from the list or if not relevant, press **Esc** and then **Enter**

Patient: if relevant, press **Tab** and select from the list, otherwise press **Enter**

Order: if relevant, press **Tab** and select from the list, otherwise press **Enter**

A new blank transaction screen will appear. If you have no more transactions to enter then press **Esc**.

Alternatively, press **Ctrl-Enter** to save and exit the screen at any point after the *Date:* field.

13. Low stock

Menu: Stock Control – 1st System – Items

This prints a list of stock items that are at or below the minimum stock levels. A separate page will be produced for each supplier to make purchasing of replacement stock easier.

To produce the report, click on Lowstock at the top of the screen.




You can then look at the information on the screen, send it to the printer or produce a file to export into another application.

New User NHS Trust						
Stock (1) at or below minimum level for:						
234						
Stock No:	Schedule:	Stock:	Minimum:	Maximum:	Reorder:	On Order
Description:						
ESK05	SK	0	2	5	2	
SK KNEE BRACE MED						

14. Totals

Menu: Stock Control – 1st System – Items

This shows the total cost of your current stock, both averaged over the actual historical purchase prices and the replacement cost (i.e. using the current purchase prices). It will also show the number of items below minimum and above maximum levels.

Click on the 'totals' icon  (or Totals), and the information will be displayed on the screen.

Totals Results	
Average Cost	£1,802.14
Replacement Cost	£1,229.74
Items below minimum	3
Items above maximum	6

This can be printed by pressing **Alt-P**.

15. Stock Values Report

Menu: Stock Control – 1st System – Items

The stock values report will show for each stock item

- the quantity currently in stock
- the value of the stock item (based on the price paid)
- the cost of replacing the stock item (based on current price)



To run the report click on the 'print' icon (or File, Print) and select **Custom Report** from the drop down menu.

Click on the word This_view at the top of the screen to show those reports that can be run from this screen.

Highlight ST_VALUE and click on Run.

A print box will appear in the middle of the screen offering to send one copy to the printer. You can amend the number of copies required or select the information to be sent to the screen instead here. To proceed, click on OK.

Stock No:	Description:	Qty:	Cost :	Replace:
SCL	Soft Collar, Large	38	£205.58	£77.90
SCM	SOFT COLLAR MEDIUM	44	£111.32	£90.20
SCXL	SOFT COLLAR EXTRA LARGE	26	£69.42	£53.30
MBCM	MEDIUM SOFT COLLAR	32	£91.84	£65.60
A000001	ERIUYERYERUGH	3	£875.34	£886.14
BSK03	SK KNEE BRACE SMALL	3	£69.00	£0.00
BSK05	SK KNEE BRACE MED	0	£0.00	£0.00
AP08L	Post Op Slipper Large	2	£6.00	£0.00
AP08M	Post Op Slipper Medium	12	£36.00	£0.00
LINDA	SPECIAL COLLAR	24	£48.24	£49.20
OCB10M	ANALOG H/A	6	£282.00	£0.00
SCS	Surgical Collar Small	4	£7.40	£7.40
SCXL		16	£0.00	£0.00
Grand Total			<u>£1,802.14</u>	<u>£1,229.74</u>

