

Process Guideline	4.4. 1	Inventory Tr	ansactions	Cashiers Admin & Cl	inic staff Page 1 of
OpenEMR	4.1	Last update	June 07, 2017	Author(s): X Gonzalez	2
version Steps	Menu	Report	Inventory trans	action examples	

Baseline for transaction examples:

- Product: Male condoms
- 5 different Lots
- One Lot expired to be returned
- Stock unevenly distributed
- Product damaged to be
 For transactions sele New ew Transactions

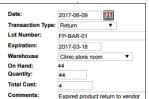


button depending on OpenEMR

version



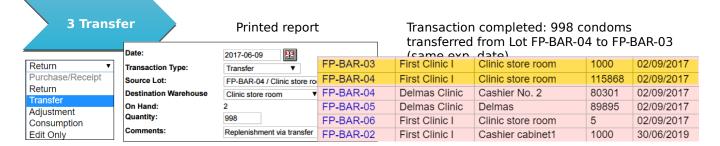




Printed

Transaction completed: 44 expired condoms returned to vendor. Lot removed from inventory

FP-BAR-03 First Clinic I 02/09/2017 Clinic store room 2 First Clinic I FP-BAR-04 Clinic store room 116866 02/09/2017 FP-BAR-04 Delmas Clinic Cashier No. 2 80301 02/09/2017 Delmas Clinic FP-BAR-05 89895 02/09/2017 Delmas FP-BAR-06 First Clinic I 5 Clinic store room 02/09/2017 FP-BAR-02 First Clinic I 30/06/2019 Cashier cabinet1 1000





Transaction completed: 495 condoms added as adjustment to match physical inventory data (5 on Hand + 395

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FP-BAR-03	First Clinic I	Clinic store room	1000	02/09/2017
FP-BAR-04	First Clinic I	Clinic store room	115868	02/09/2017
FP-BAR-04	Delmas Clinic	Cashier No. 2	80301	02/09/2017
FP-BAR-05	Delmas Clinic	Delmas	89895	02/09/2017
FP-BAR-06	First Clinic I	Clinic store room	500	02/09/2017
FP-BAR-02	First Clinic I	Cashier cabinet1	1000	30/06/2019



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¹ Steps		Menu	Inventory transaction examples		



Transaction completed: 895 condoms reduced from Lot FP-BAR-05 for internal consumption in campaign (89895-895 =

FP-BAR-03	First Clinic I	Clinic store room	1000	02/09/2017
FP-BAR-04	First Clinic I	Clinic store room	115868	02/09/2017
FP-BAR-04	Delmas Clinic	Cashier No. 2	80301	02/09/2017
FP-BAR-05	Delmas Clinic	Delmas	89000	02/09/2017
FP-BAR-06	First Clinic I	Clinic store room	500	02/09/2017
FP-BAR-02	First Clinic I	Cashier cabinet1	1000	30/06/2019



Transaction completed: Expiration date of Lot FP-BAR-02

FP-BAR-02	First Clinic I	Cashier cabinet1	1000	02/09/2017
FP-BAR-03	First Clinic I	Clinic store room	1000	02/09/2017
FP-BAR-04	First Clinic I	Clinic store room	115868	02/09/2017
FP-BAR-04	Delmas Clinic	Cashier No. 2	80301	02/09/2017
FP-BAR-05	Delmas Clinic	Delmas	89000	02/09/2017
FP-BAR-06	First Clinic I	Clinic store room	500	02/09/2017

7 Destroy Destroy window Lot Number: FP-BAR-06 Destroy... Manufacturer: Quantity On Hand: 500 2017-09-02 **Expiration Date:** 2017-06-09 Date Destroyed: 112 Method of Destruction: Incineration Witness: Admin Director Notes: Product damaged

Transaction completed: Lot FP-BAR-06 destroyed by incineration

FP-BAR-02	First Clinic I	Cashier cabinet1	1000	02/09/2017
FP-BAR-03	First Clinic I	Clinic store room	1000	02/09/2017
FP-BAR-04	First Clinic I	Clinic store room	115868	02/09/2017
FP-BAR-04	Delmas Clinic	Cashier No. 2	80301	02/09/2017
FP-BAR-05	Delmas Clinic	Delmas	89000	02/09/2017
FP-OAC-24	First Clinic I	Clinic store room	17	30/11/2014

Purpose	To describe key Lot Transactions in OpenEMR
Process description	Lot transactions in OpenEMR include Purchases/Receipt (to increase stock), Return (decrease stock by devolution), Transfer (decrease source lot and increase destination stock), Adjustment (increase or decrease stock), Consumption (decrease stock) or Edit to correct errors.
Pre-conditions	Lots must be created and verified before attempting transactions, and a physical record of the transaction must be created by printing the transaction report, and filed appropriately.
Observations	Stock and expiration dates should be verified periodically through physical inventory practices.