

No more in-store Interstores!

Managing stock between Dispensary & Retail

Quick, simple, financial

We've taken the **simplicity of F9 Move Stock** and the **financial benefits of the Interstore sale/Order receipt process** and rolled them into one – turning the current two part procedure between internal stockpoints into one quick Move Stock process.


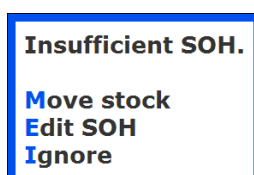
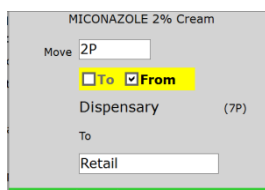
Just link an Interstore Debtor account(s) to the applicable stockpoints at setup and then, when using F9 Move Stock within either program, Toniq will:

- Decrease stock at the supplying stockpoint
- Create a credit against the applicable 'supplying' debtor account
- Increase stock at the receiving stockpoint
- Create a debit against the applicable 'receiving' debtor account
- Show the transfers accordingly the Retail History, Sales & Purchases Stats screens

Where & how do I use this process to Move Stock (after initial setup)

- Actionable from basically anywhere you can access a Medicine or Product stockcard, eg Maintain Products, Maintain Medicines, Prescription or Retail sale processing screens,
- Access the Move Stock form (in both programs) from F4 Stock then F9 Move* or as the Insufficient stock prompt appears (if SOH available at linking stockpoints)*
- Specify the quantity you want to move
- Set To or From accordingly (tick or press spacebar to change)
- Select the stockpoint you want to move stock to/from (if not already select)
- F12 to complete. Job done - SOH has been moved and the financial debits & credits as created

*NB: you may need to assign the receiving S/Point first if not already done



The following instructions are based on a singular store using one debtor account (the simplest setup process where the debits and credits balance each other out). If you want to have a debtor account for each stockpoint (so that you can monitor your Dispensary & Retail stockpoints separately) or you have a multi store situation please contact Toniq for additional setup information.

Points of note

- Move Stock will only work for products that have the same Pharmacode / PLU code in each stockpoint.
- You will need to link/assign the stock points the first time before you can transfer stock
- The value for stock used is determined by the transferring program - last cost if done from Retail or Std W/S price if done from Dispensary
- Movements (both in and out) will be reportable as a stock transfer in the Stock Transfer report in Retail or the new Stock Adjustment Analysis report in Dispensary
- Whether the transfers (the background interstore) are treated as a sale or a negative purchase is determined by the 'Count Interstore as Sale' option you choose to apply during the setup process
- In the Retail program the transfer will show in the Product stockcard on the stats screen and in the Sale and / or Purchase screens as applicable
- You can continue to use the existing Interstore or Move stock processes if you choose
- For accuracy, when using the new stock transfer option, you should have a Stockpoint interstore account set on all stockpoints (not just one or some)

Initial setup - Retail

Set up your debtor account (this needs to be set up before we proceed)

- 3 Debtors, 1 Maintain Debtor Account
- Check for any existing account. If you need a new one press F3 Add and fill in as many details as required. Make sure the name is relevant to its purpose (eg Pharmacy Account)

Optional: You might also consider setting the No Receipt option and Override default options (on page 2) and setting 'Only print a debtor balance' field (on page 3) to 100000 (if you don't want statements to print)

Account Name	My Pharmacy Account	Account No	360262	1 Month	\$0.00 Dr
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- F12 Accept Details once all is complete.

Decide whether you want the 'transfers' to 'Count as Sales' or negative purchases

To decide on whether you want to count transfers as sales or not you could review your current business process. This can be found in Retail under 7 Administration, 1 Setup, 8 General Options

Count interstore as sale ☐

Optional: Insufficient Stock Prompt - If you want the option to Move stock DURING a transaction if available stock is available in another stockpoint you need to turn on an option in both programs.

7 Administration, 1 Setup, 8 General options, set Check SOH at POS, F12 Accept

Set up your stockpoints

- Go into 2 Stock Control, 3 Stock Maintenance, 7 Maintain Stockpoints
- Press spacebar and select your stockpoint (eg Retail)
- Press spacebar in the Interstore Account field and F3 Add.
- Give the Interstore a suitable name eg 'Stock Transfers'
- Type in a Select key (that can be used for normal Interstore processes in the POS screen)
- Type in part of the Debtor account (that you set up previously), press Enter and select it now.
- Set the Count inter store option dependant on if you want 'interstores' to act as a Sale (tick it) or act as a negative purchase (leave it unticked). NB whatever settings you have here will override the databases General options

The screenshot shows a software interface for setting up an interstore account. It has a light gray background. At the top, there's a label 'Name' followed by a text box containing 'Stock Transfers'. Below that is a label 'Select key' followed by a small box containing the letter 'P'. Then a label 'Debtor account' followed by a text box containing 'My Pharmacy Account'. At the bottom left, there's a label 'Count inter store as sale' followed by an unchecked checkbox. On the right side, there's a red-bordered button labeled 'Interstore Account screen'.

- F12 Accept once and you will be taken back to the Stockpoint screen

The screenshot shows a software interface for setting up a stock point. It has a light gray background. At the top, there's a label 'Stock Point Name' followed by a text box containing 'Retail'. Below that is a label 'Hide' followed by an unchecked checkbox. Then a label 'Non diminishing' followed by an unchecked checkbox, and a label 'Never prompt movement' followed by an unchecked checkbox. At the bottom, there's a label 'Interstore account' followed by a text box containing 'Stock Transfers'. On the right side, there's a red-bordered button labeled 'Stock Point Screen'.

- F12 Accept Detail and Y Yes to complete the process.
- If you have more than one Retail stockpoint press spacebar and select the next stockpoint
- Press spacebar in the Interstore Account field and select the Interstore you just set up
- F12 Accept Detail and Y Yes to complete the process.

Initial setup - Dispensary

For financial accountability you need to have an Inter Store pricing value set in Dispensary.

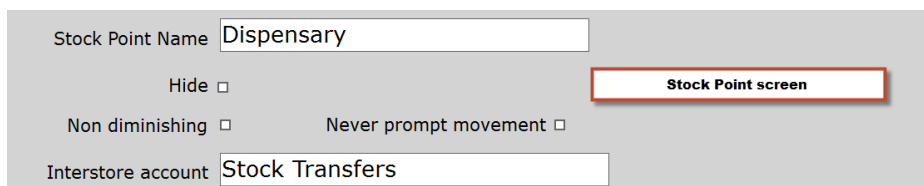
- 7 Administration, 1 Setup, 4 Standard Price Parameters
- Inter Store (IS) Pricing can be set to transfer medicine at near cost as required.
(Hint: Setting markup to -5.45 reflects cost plus 4%)

Optional: Insufficient Stock Prompt - If you want the option to Move stock DURING a transaction if available stock is available in another stockpoint you need to turn on an option in both programs.

- 7 Administration, 1 Setup, 6 Maintain Stockpoints, spacebar and select stockpoint, unset 'Never prompt movement', F12 Accept

Set up your stockpoints

- Go into 7 Administration, 1 Setup, 6 Maintain Stockpoints
- Press spacebar and select your stockpoint (eg Dispensary)
- Press spacebar in the Interstore Account field and select the Interstore set previously (eg Stock Transfers). F12 Accept Details.



The screenshot shows a software interface for setting up a stockpoint. It includes the following fields and options:

- Stock Point Name:** A text box containing the word "Dispensary".
- Hide:** A checkbox that is currently unchecked.
- Non diminishing:** A checkbox that is currently unchecked.
- Never prompt movement:** A checkbox that is currently unchecked.
- Interstore account:** A text box containing "Stock Transfers".
- Stock Point screen:** A button with a red border, located to the right of the "Hide" checkbox.

- F12 Accept Detail and Y Yes to complete the process
- Repeat this process if you have more than one Dispensary stockpoint

The 'Move Stock' Process

The Move Stock option is available in Maintain Product, Maintain Medicines or from the POS Selling or Prescriptions screens (and basically anywhere you can access the Product or Medicine stockcard)

From Maintain Products (in Retail) or Maintain Medicines (in Dispensary)

- Recall the item

Pharmacode/Id

Brand name
- F4 Stock
- Check under 'Other Stock' – can you see the 'other' stockpoint you require?



Last received	09/09/2014	10	Unich Propharma Disp
Supply note	<input type="text"/>		
Only move packs to Retail <input checked="" type="checkbox"/>			
Other stock	<input type="text" value="0"/>	Retail	



Last received	09/09/2014	10	Unich Propharma Disp
Supply note	<input type="text"/>		
Only move packs to Retail <input checked="" type="checkbox"/>			
Other stock	<input type="text" value="0"/>	Retail	

- If it is not available you will need to link them first - F4 Assign S/Point and select the required stockpoint and it should appear under 'Other stock'

Assign
S/Point
F4

1 Retail

Other stock Retail



Move Stock will only work for products that have the same Pharmacode / PLU code in each stockpoint. If you cannot see the required stockpoint the Pharmacode is probably not in the other program or you have never had stock use in the other program

- F9 Move Stock
- In the Move field enter the Quantity you want to move



If moving from Dispensary to Retail remember to add the P (for pack) eg 2P.

Optional: There is an option to set for 'Only move packs to Retail' – you may choose to set this on the medicine.

- Set To or From accordingly (tick or press spacebar to change)
- Select the stockpoint you want to move stock to/from (if not already select)

- F12 Accept Detail until you exit the item

During sales or dispensing

You will receive the Insufficient SOH prompt which will have a Move Stock option available **if** your stockpoints are linked and there is SOH available at the 'other stockpoint'

Upon selection of the Move Stock option you will be presented with the Move Stock box to set Quantity, To/From and Stockpoint.

NB: If you KNOW another stockpoint has SOH but you don't get the Move Stock option it probably means the stockpoints have not previously been linked. Choose E [Edit SOH] instead, F4 [Assign stockpoint], F9 [Move stock], enter the quantity that you are moving and F12 twice.

You will also be able to access the Move Stock options:

- In Retail after adding an item to a Sale - F10 Other G Move stock.
- In Dispensary Prescriptions screen F7 Med
- In Dispensary after selecting a medicine – F4 Stock or F2 Edit Med, F4 Stock
- Orders, Requisitions (basically anywhere you are access the Product or Medicine stockcard)