

# CPSM MEDITECH 5.67

## MEDITECH

### Inventory Reports

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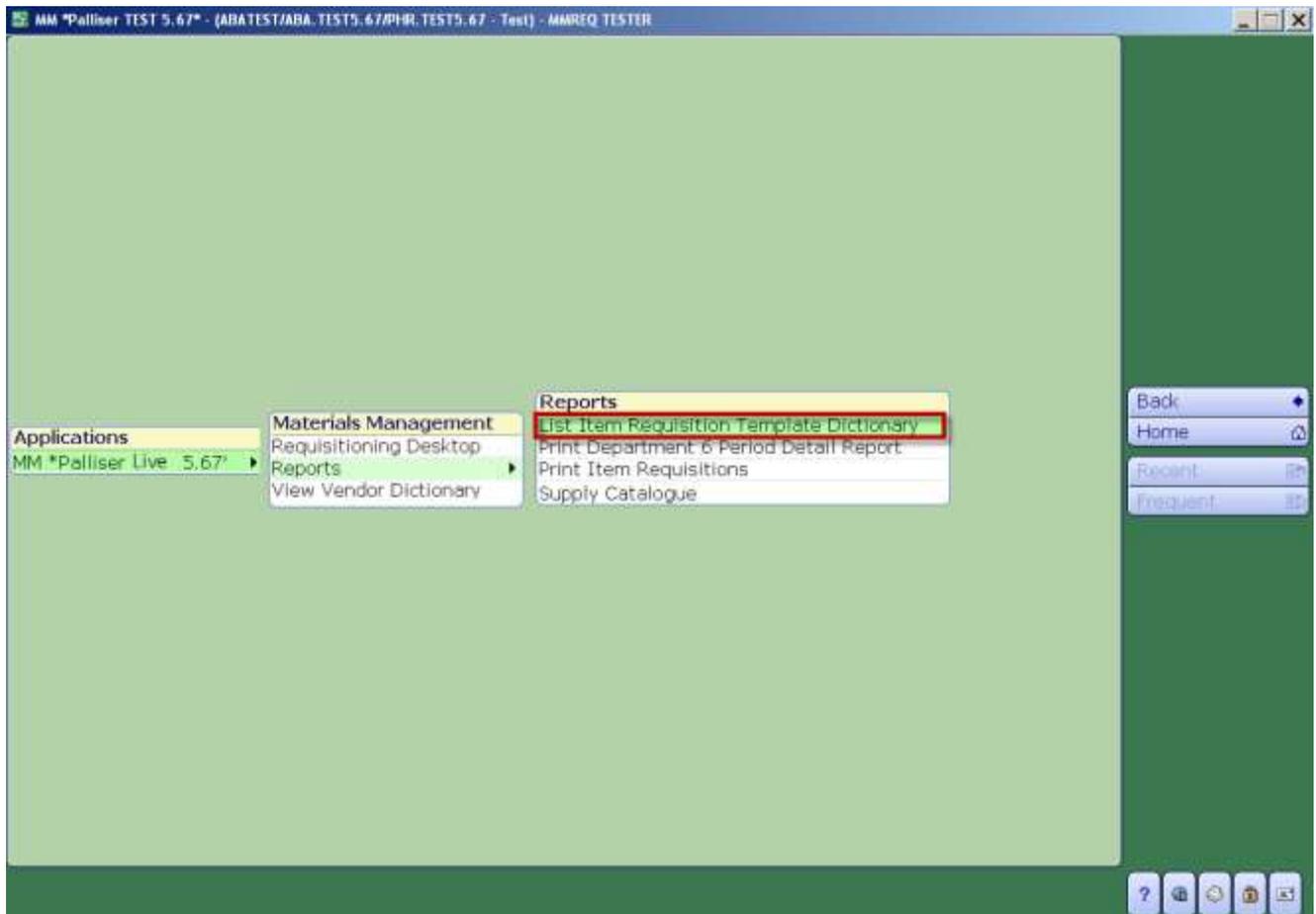
## CPSM – Inventory Reports

### List Item Requisition Template Dictionary

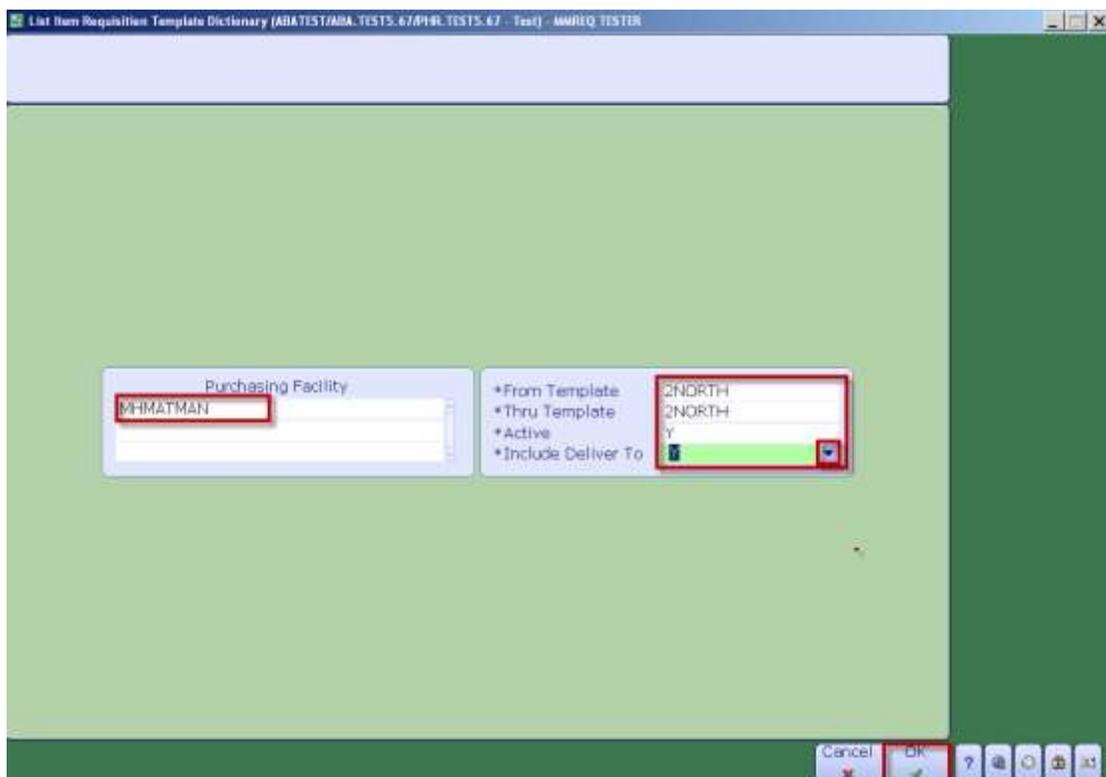
**Purpose:** Use this routine to print the Item Requisition Templates Report.

**NOTE:** Profiles will vary between users. The first menu will be *Applications* followed by *Role* based (e.g. Nursing, Diagnostic Imaging etc.), at this point a user will select *MM Inventory Requisition*. The next menu will be *Materials Management*. The screen shots in this document show from Application menu to Materials Management Menu leaving out the *Role* based menu.

1. **Click** on the *Reports* menu.
2. **Select** the *List Item Requisition Template Dictionary*.



3. **Click** in the *Purchasing Facility* field and **type** in the Purchasing Facility or part of the name (e.g. MH) and **click F9** or *Enter*. To search for the Purchasing Facility **delete ALL** from the field and **click** on the dropdown arrow. This field may default for some users.
4. **Click** in the *From Template* which has a default value of BEGINNING. To change the default value, **highlight BEGINNING** then **delete** or **backspace** and **type** in the data or search by **clicking** on the dropdown arrow.  
**Note:** When using the drop down arrow, *BEGINNING* must be removed otherwise the lookup window will not open. A partial name search will work in these fields e.g. 2N then click F9 or Enter.
5. **Click** in the *Thru Template* which has a default value of END. To change the default value, **highlight END** then **delete** or **backspace** and **type** in the data or search by **clicking** on the dropdown arrow.  
**Note:** When using the drop down arrow, *END* must be removed otherwise the lookup window will not open. A partial name search will work in these fields e.g. 2N then click F9 or Enter.
6. **Click** in the *Active* field which will default to **Y**.
7. **Click** in the *Include Deliver To* field which will default to **Y**.
8. **Click** on *OK*.



List Item Requirement Template Dictionary (ABATEST/MSA.TESTS.67/PHR.TESTS.67 - Test) - MM1Q TESTER

Purchasing Facility  
MHMATMAN

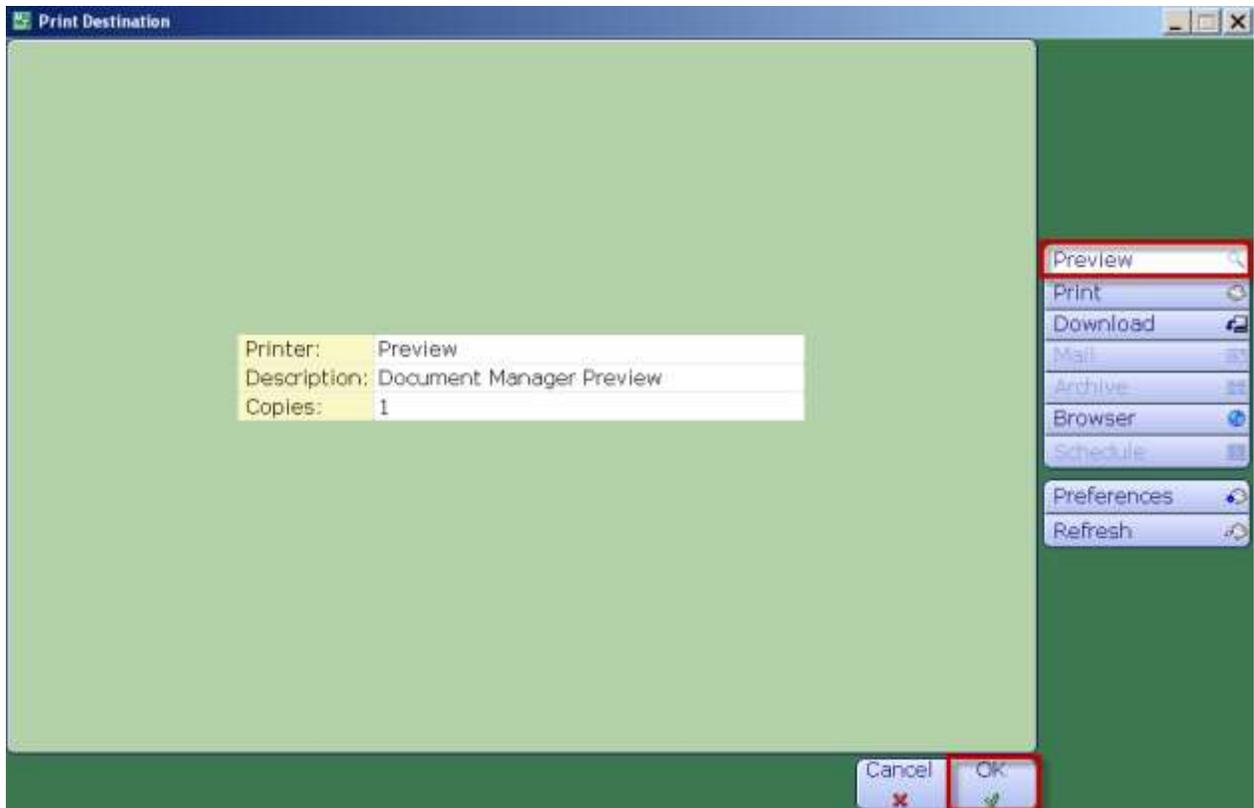
\*From Template  
\*Thru Template  
\*Active  
\*Include Deliver To

2NORTH  
2NORTH  
Y  
Y

Cancel OK

The Print Destination window will be displayed.

9. **Click** on the *Preview* menu located on the right hand side.
10. **Click** on *OK*.



Item Requisition Template details will be displayed. View data before printing it.

**Note:** the number of pages, displayed on the bottom right hand side.

11. To print the *Item Requisition Template*, **click** on the *Printer* icon located on the header.



DATE: 26/03/15 @ 1310      MM \*Palliser TEST 5.67\*      PAGE 1  
 USER: MHREQ      Item Requisition Templates

Mnemonic	Active	Pur-Fac	Department	Description
2NORTH	Y	MHMATMAN	0791.712800000	2NORTH STORES STOCK REQ

Ln	Item # Vendor Manufacturer	Description	Category Ven Ctlg # Mfr Ctlg #	JIT	Tx Cd	Units Inventory	Qty
1	1461300 L261817	ACUTE CARE SUMMARY REPORT CHR REPROGRAPHICS DIVISION OF MM	PRIFOR			BD MHSTORES	
2	1467700 L261817	ADULT MED SURG ADMIT HISTORY CHR REPROGRAPHICS DIVISION OF MM	PRIFOR			BD MHSTORES	
3	1460500 L261817	APPOINTMENT PADS CHR REPROGRAPHICS DIVISION OF MM	PRIFOR			PD MHSTORES	
4	1464900 L261817	AUTHORIZATION FOR OVERTIME CHR REPROGRAPHICS DIVISION OF MM	PRIFOR			BD MHSTORES	
5	4010500 L211200	BAG POLY 21b UNISOURCE CANADA INC	BOUBAG			CA MHSTORES	
6	5020400 1124550	BAG POLY ZIP LIP 7*X5-7/8 MEDICINE PAT WHOLESALE FOODS	LABSUP			BD MHSTORES	

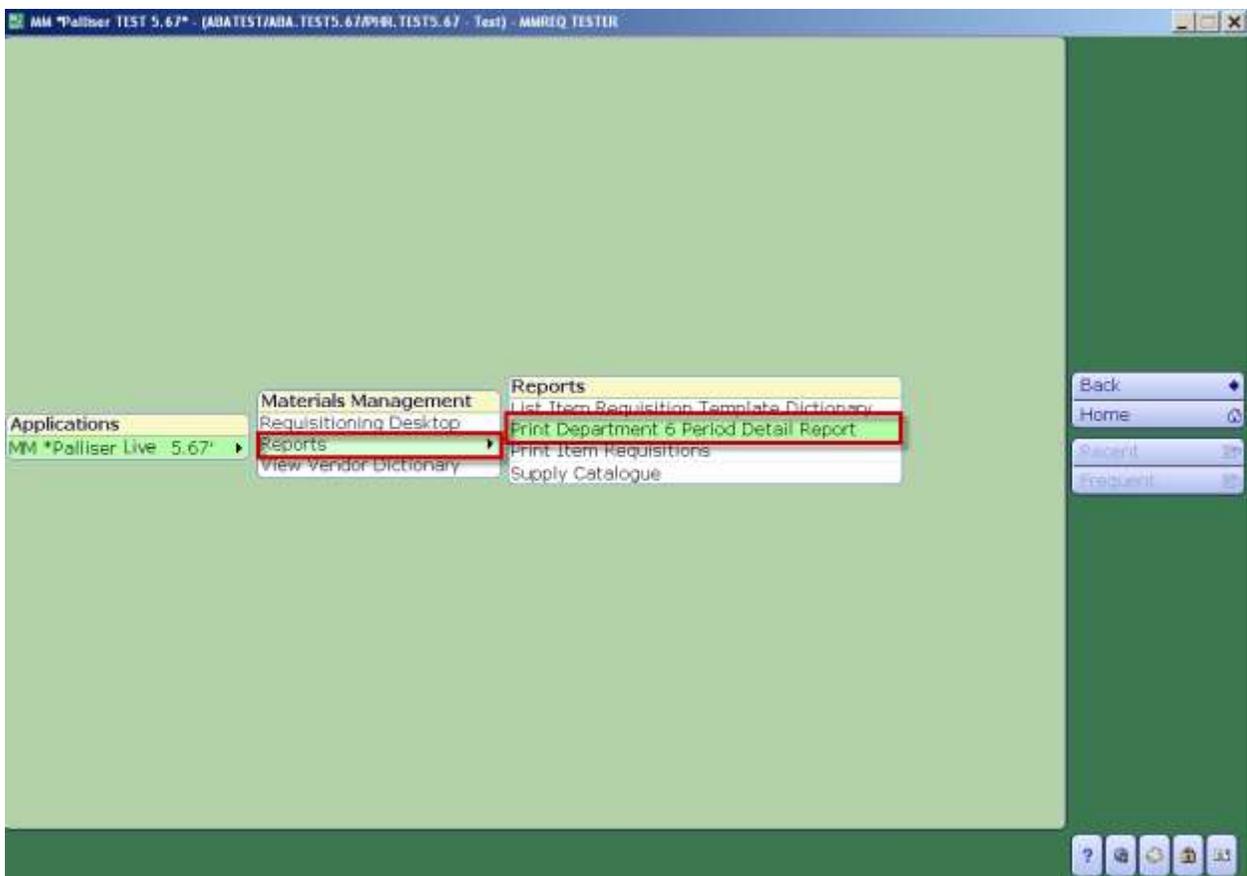
## CPSM – Inventory Reports

### Print Department 6 Period Detail Report

**Purpose:** Use this Report to View or Print detailed department inventory statistics for six sequential inventory periods.

**NOTE:** Profiles will vary between users. The first menu will be *Applications* followed by *Role* based (e.g. Nursing, Diagnostic Imaging etc.), at this point a user will select *MM Inventory Requisition*. The next menu will be *Materials Management*. The screen shots in this document show from Application menu to Materials Management Menu leaving out the *Role* based menu.

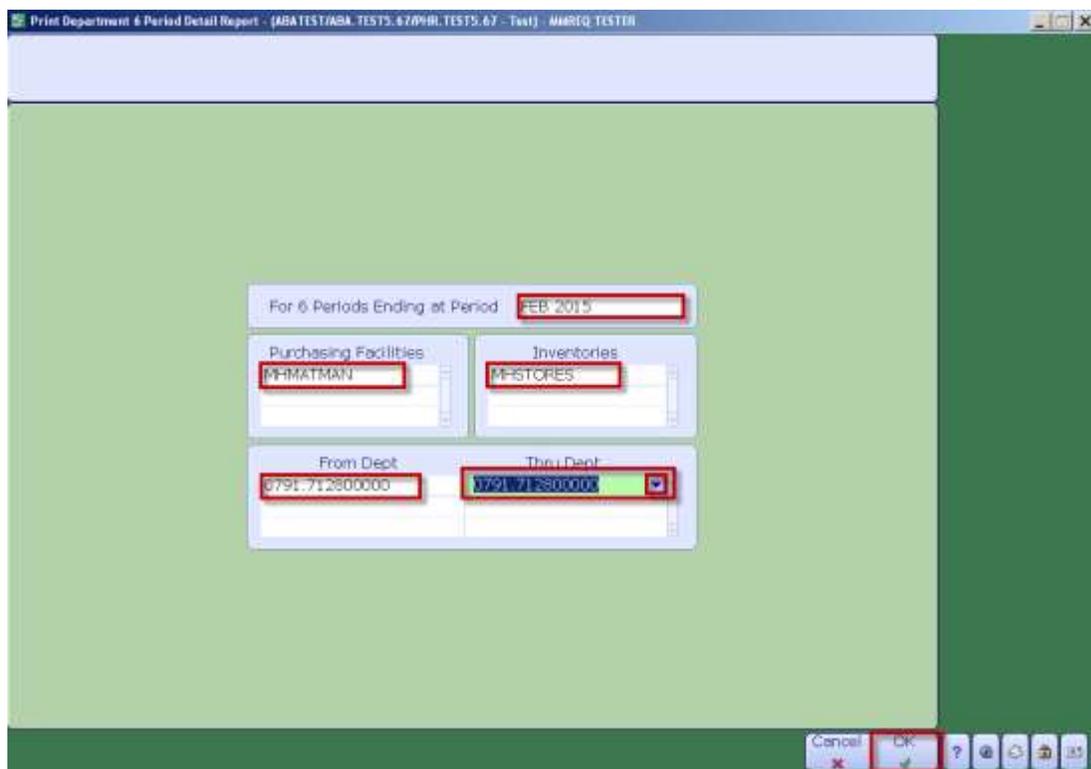
1. Click on the *Reports* in the Material Management menu.
2. Click ON the *Print Department 6 Period Detail Report* in the reports menu.



3. **Click** in the *For 6 Periods Ending at Period* field and **type** in the Month and Year (e.g. MAR 2015) for report ending or search for the month and year by **clicking** on the dropdown arrow.

**Note:** Do not enter the current month as the month end process must be completed in order to return any results. The Report will then extract data for the previous 6 months.

4. **Click** in the *Purchasing Facilities* field and **type** in the Purchasing Facility or search for the Purchasing Facility by deleting what is in the field using the backspace key and **clicking** on the dropdown arrow. This field may default for some users.
5. **Click** on the *Inventories* field and **type** in the local CPSM Inventory or search for the local CPSM Inventory by deleting what is in the field using the backspace key and **clicking** on the dropdown box. This may default for some users.
6. **Click** in the *From Dept* field and type in the Meditech Department Code or search for the Meditech Department Code by deleting what is in the field using the backspace key and **clicking** on the dropdown box.
7. **Click** in the *Thru Dept* field and **type** in the Meditech Department Code or search for the Meditech Department Code by deleting what is in the field using the backspace key and **clicking** on the dropdown box.
8. **Click** on **OK**.



Print Department 6 Period Detail Report - (ABATEST/ABA\_TEST5.47/PHIL\_TEST5.67 - Test) - MHREQ\_TEST08

For 6 Periods Ending at Period: FEB 2015

Purchasing Facilities: MHMATMAN

Inventories: MHSTORES

From Dept: 0791.71280000

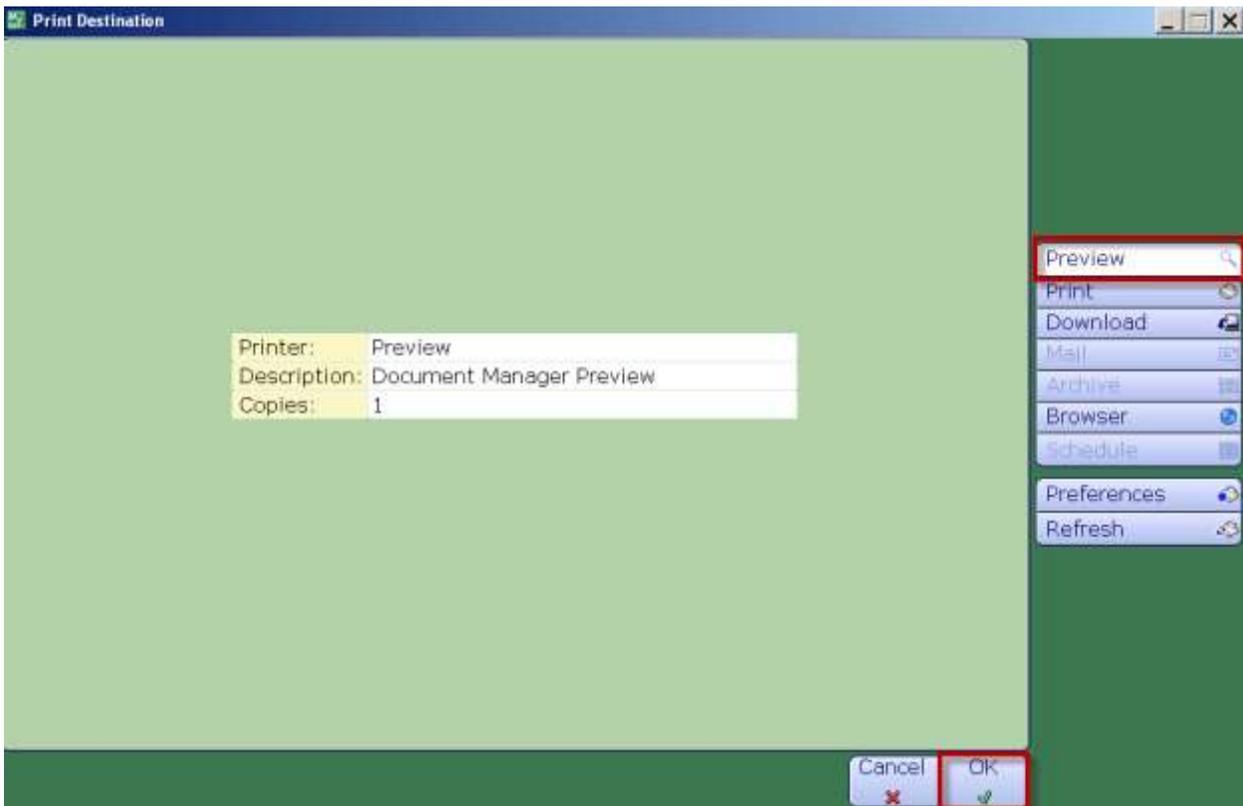
Thru Dept: 0791.71280000

Buttons: Cancel, OK, Help, Refresh, Print, Close

The *Print Destination* window will be displayed.

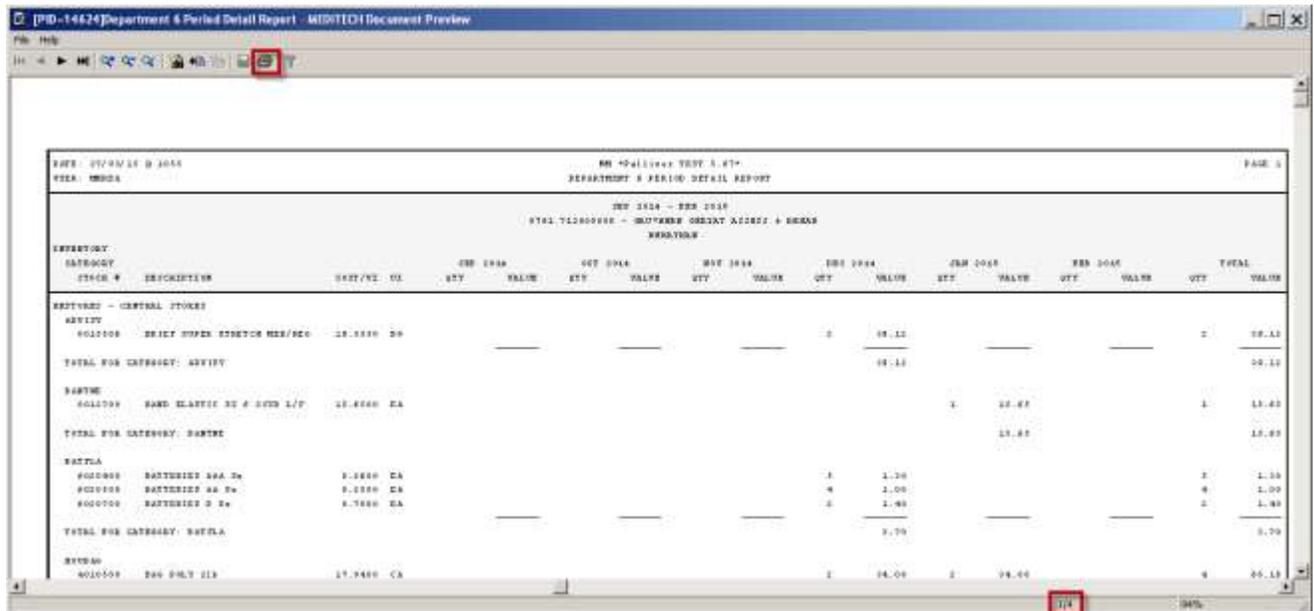
9. **Click** on the *Preview* button located on the right hand menu listing.

10. **Click** on *OK*.



Once the Report has loaded, review the data before printing the report. Note the number of pages displayed on the bottom right hand side.

11. To print the Report, **click** on the *Printer* icon located on the header.



DATE: 07/03/15 0 30:54      MM \*Fulltime TEST 1.07\*      PAGE: 1  
 USER: MROSA      DEPARTMENT 6 PERIOD DETAIL REPORT

007 2014 - 008 2014  
 STYL T12000000 - MULTIPURPOSE ORALANT ACCESS & BRUSH  
 WAREHOUSE

INVENTORY	DATE/WI	QU	QTY	VALUE	QTY	VALUE	QTY	VALUE	QTY	VALUE	QTY	VALUE	TOTAL	VALUE
CATEGORY	STAGE #	DESCRIPTION												
INVENTORY - CAPITAL STOCKS														
ADVISY														
601100		BRISTL DENTAL BRUSH MBR/SEC	18.0000	CA					2	18.12			2	18.12
TOTAL FOR CATEGORY: ADVISY														
										18.12				18.12
BARTRE														
601100		BAND ELASTIC 25 # 2070 1/P	18.0000	CA					1	18.80			1	18.80
TOTAL FOR CATEGORY: BARTRE														
										18.80				18.80
BUTFLA														
602000		BATTERIES AAA 2x	1.0000	CA					2	1.20			2	1.20
602100		BATTERIES AA 2x	6.0000	CA					4	1.00			4	1.00
602700		BATTERIES D 2x	6.7000	CA					2	1.90			2	1.90
TOTAL FOR CATEGORY: BUTFLA														
										3.70				3.70
BYSOAS														
601000		200 PLY 210	17.9400	CA					2	34.00			2	34.00

12. **Click** the X in the top right hand corner to close.

## CPSM – Inventory Reports

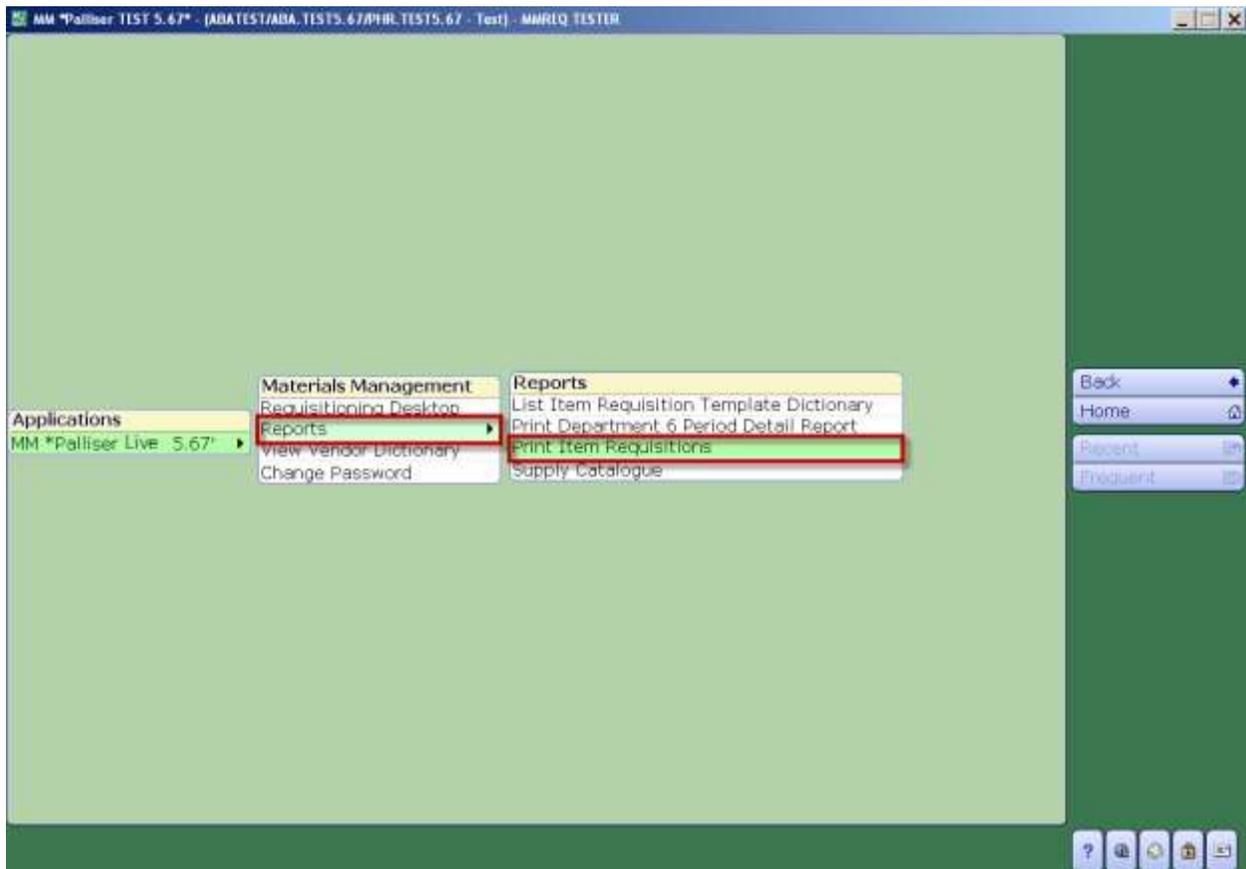
### Print Item Requisitions

**Purpose:** Use this routine to print the Item Requisition Report for a specific purchasing facility. This report can be limited a specific GL department as well as a specific range of item requisitions or item requisitions within a specific date range. The following can also be included:

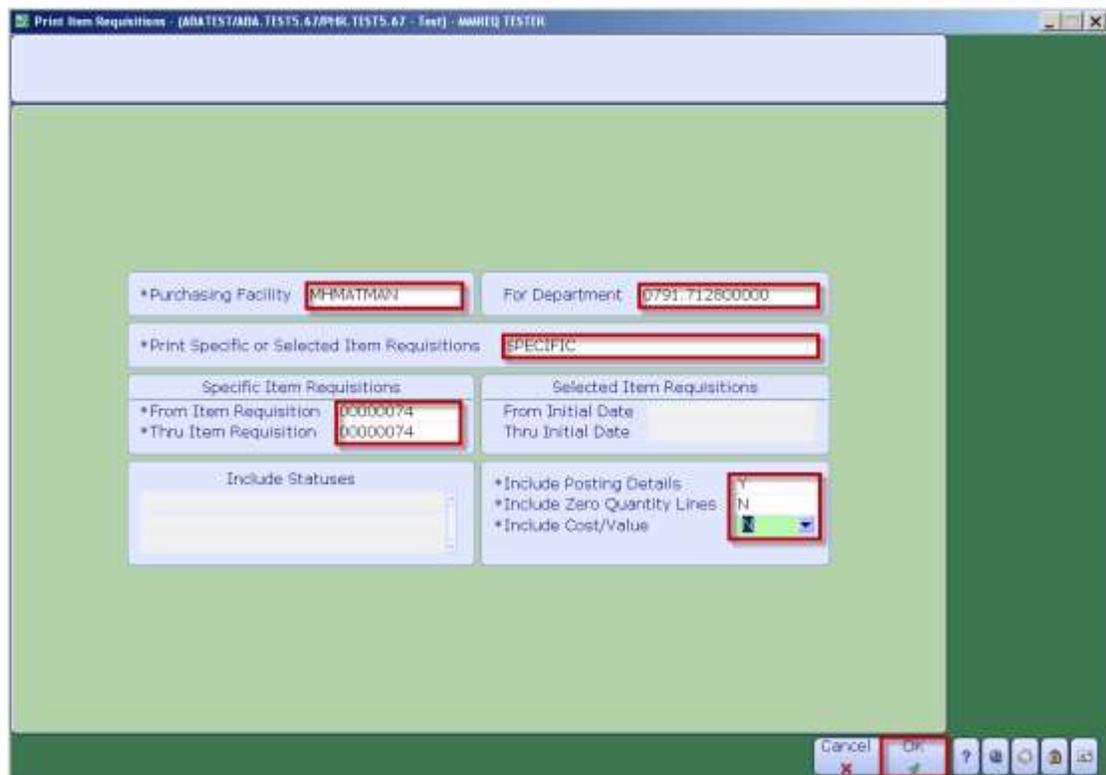
- Specific statuses
- Posting details for each line item
- Lines with zero quantities

**NOTE:** Profiles will vary between users. The first menu will be *Applications* followed by *Role* based (e.g. Nursing, Diagnostic Imaging etc.), at this point a user will select *MM Inventory Requisition*. The next menu will be *Materials Management*. The screen shots in this document show from Application menu to Materials Management Menu leaving out the *Role* based menu.

1. **Click** on the *Reports* menu.
2. **Select** the *Print Item Requisitions*.



3. **Click** in the *Purchasing Facility* field and **type** in the *Purchasing Facility* or search for the Purchasing Facility by **clicking** on the dropdown arrow. This may default for some users.
4. **Click** in the *For Department* field and **type** in the *Meditech Department Code* or search for the Meditech Department Code by **clicking** on the dropdown arrow.
5. **Click** in the *Print Specific or Selected Requisitions* field and from the dropdown arrow select:
  - *Specific* if you want to search by Requisition Number or,
  - *Selected* if you want to search by Date.
 The cursor will then move to the selected Item Requisition area below. The *From Item Requisition* and *Thru Item Requisition* will default BEGINNING and END. To change the default values delete BEGINNING and END by **clicking** the *backspace key* and **enter** the data or search by **clicking** on the dropdown arrow.
6. The cursor will then move to *Include Posting Details, Include Zero Quantity Lines* and *Include Cost/Value*. Each field has a default value. To change the default values press the *backspace key* and **enter** the data or search by **clicking** on the dropdown arrow.
7. **Click** on *OK*.



Print Item Requisitions - (ADMTESTADA, TESTS, 67/PUBLIC TESTS, 67 - Test) - MARIEQ TESTER

\* Purchasing Facility: MFMATTMAN

\* For Department: 0791.71280000

\* Print Specific or Selected Item Requisitions: SPECIFIC

Specific Item Requisitions

\* From Item Requisition: 00000074

\* Thru Item Requisition: 00000074

Selected Item Requisitions

From Initial Date

Thru Initial Date

Include Statuses

\* Include Posting Details: N

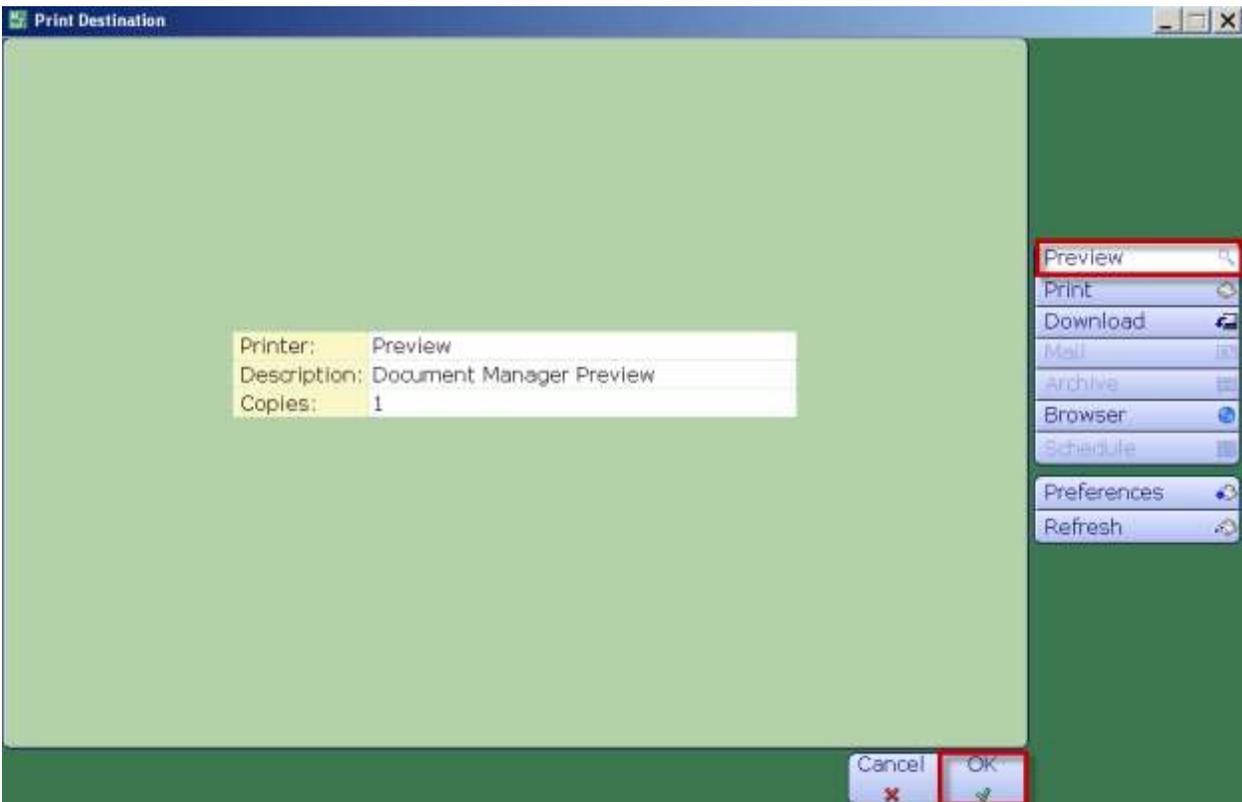
\* Include Zero Quantity Lines

\* Include Cost/Value

Cancel OK ? [Icons]

The Print Destination window will be displayed.

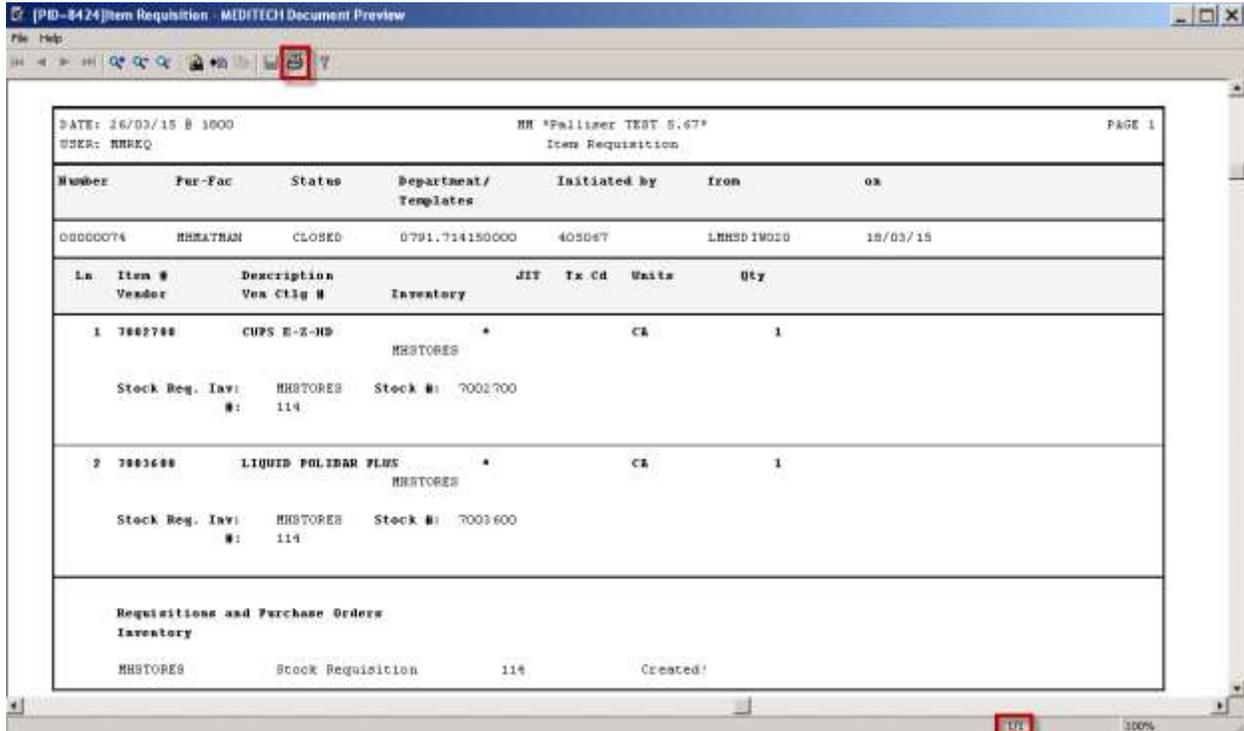
8. **Click** on the *Preview* menu located on the right hand side.
9. **Click** on *OK*.



Item Requisition details will be displayed. Review the data before printing.

**Note:** The number of pages is displayed on the bottom right hand side.

10. To print the *Item Requisition* details, **click** on the *Printer* icon located on the header.



DATE: 26/03/15 8:1000  
USER: HNRKQ  
NR \*Fallier TEST 5.67\*  
Item Requisition  
PAGE 1

Number	Par-Fac	Status	Department/ Templates	Initiated by	From	OK
00000074	HREATHAN	CLOSED	0791.714150000	405047	LHRSIDMO20	18/03/15

Ln	Item # Vendor	Description Ven Ctlg #	Inventory	JIT	Tx Cd	Units	Qty
1	7882788	CUPS E-X-100	MHSTORES	*	CA		1
		Stock Req. Inv:	MHSTORES	Stock #:	7002700		
		#:	114				
2	7883688	LIQUID POLYMER FLES	MHSTORES	*	CA		1
		Stock Req. Inv:	MHSTORES	Stock #:	7003600		
		#:	114				

Requisitions and Purchase Orders			
Inventory			
MHSTORES	Stock Requisition	114	Created!

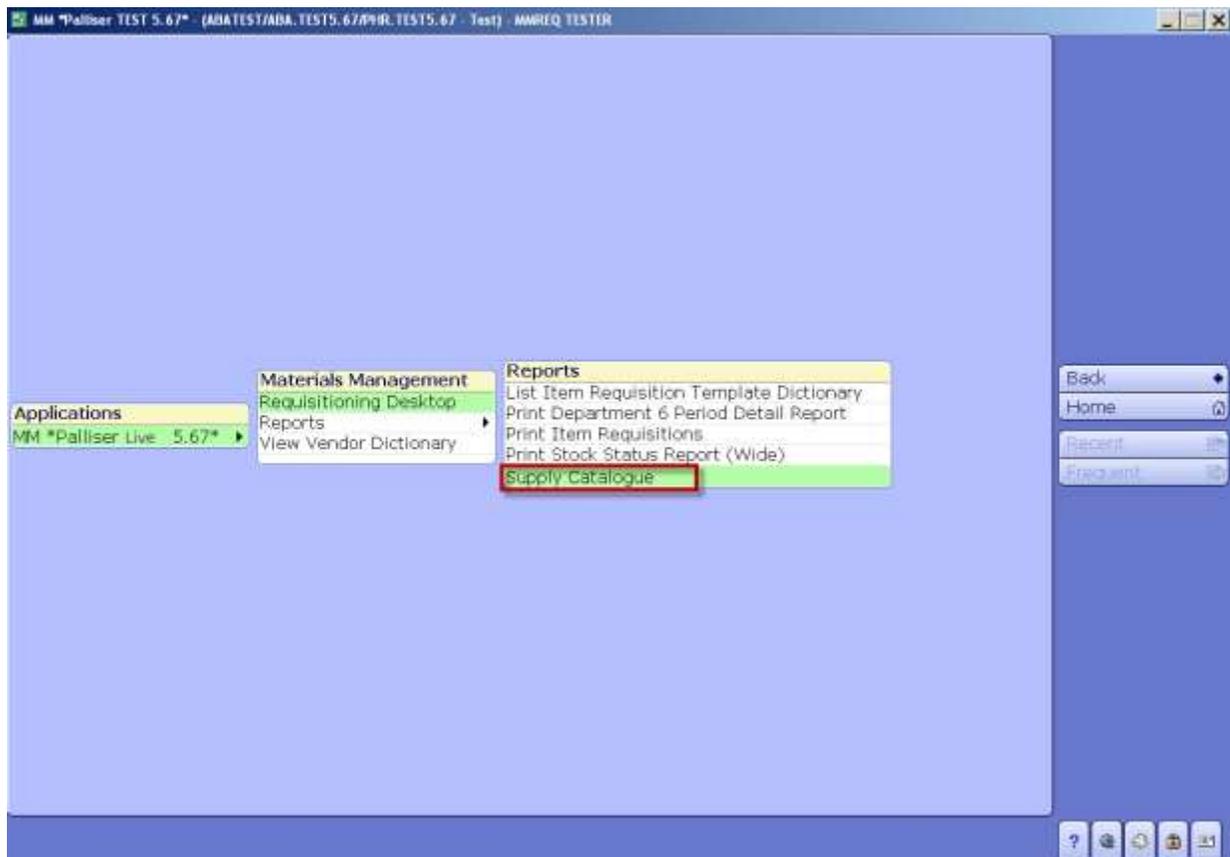
## CPSM – Inventory Reports

### Print Supply Catalogue

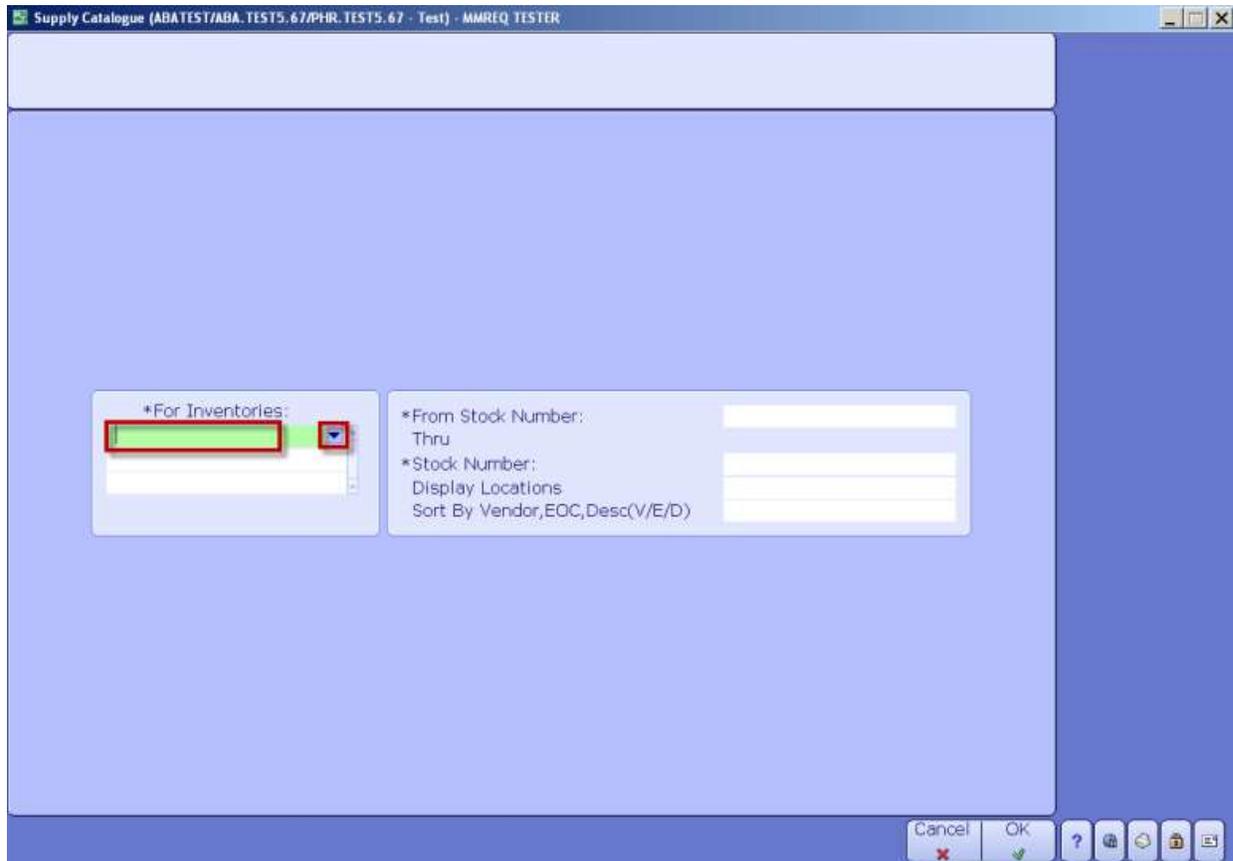
**Purpose:** Use this report to print the list of items that are available from your local CPSM Inventory.

**NOTE:** Profiles will vary between users. The first menu will be *Applications* followed by *Role* based (e.g. Nursing, Diagnostic Imaging etc.), at this point a user will select *MM Inventory Requisition*. The next menu will be *Materials Management*. The screen shots in this document show from Application menu to Materials Management Menu leaving out the *Role* based menu.

1. Click on the *Reports* menu.
2. Click the *Supply Catalogue*.

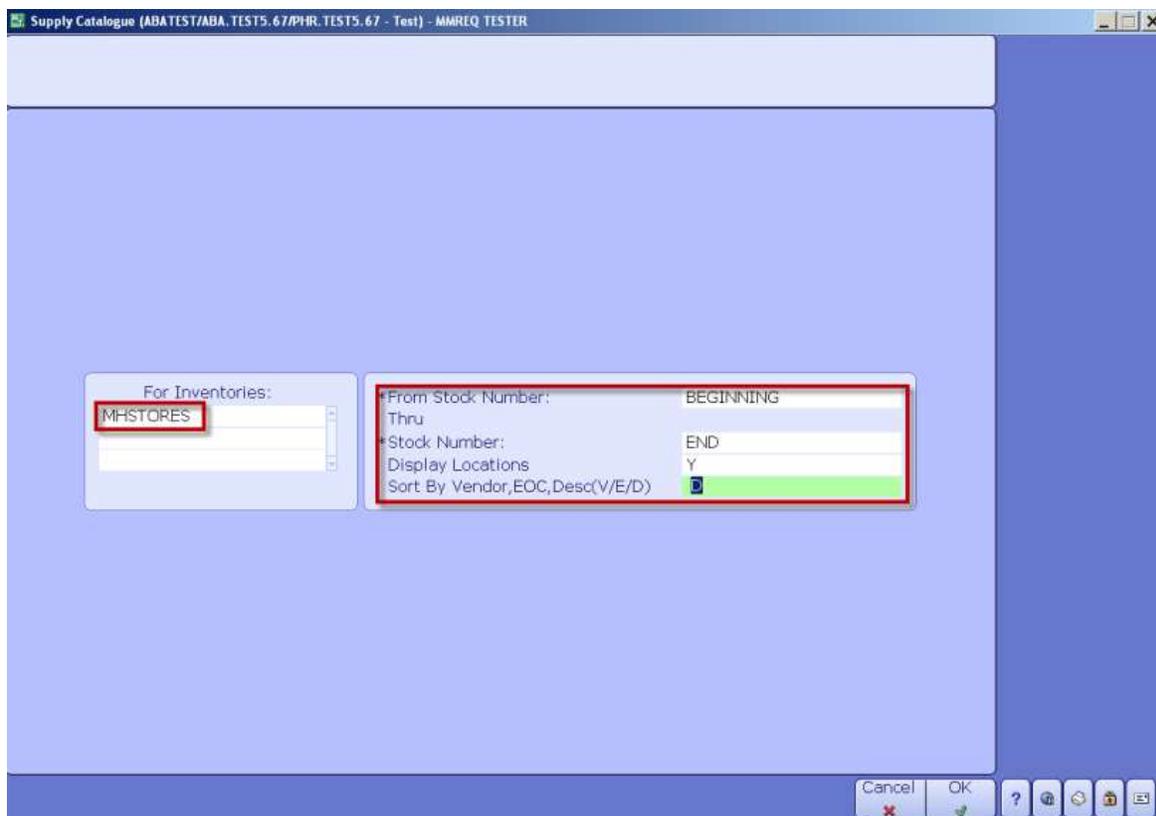


3. **Click** in the *\*For Inventories* field.
4. **Type** in the local *CPSM Inventory* or search for the local CPSM Inventory by **clicking** on the dropdown box. This may default for some users



5. **Click** in the *\*From Stock Number:* field which will default to BEGINNING.
6. **Click** in the *\*Stock Number:* field which will default to END.
7. **Click** in the *Display Locations* field which will default to Y.
8. **Click** in the *Sort By Vendor, EOC, Desc (V/E/D/)* field which will default to D (for Description).

To sort the report by EOC, (Expense Object Code) enter E, and V to sort the report by Vendor.



The screenshot shows a window titled "Supply Catalogue (ABA TEST/ABA, TEST5. 67/PHR, TEST5. 67 - Test) - MMREQ TESTER". The window contains two main input areas. On the left, a box labeled "For Inventories:" contains a list box with "MHSTORES" selected. On the right, a table-like form contains the following fields:

*From Stock Number:	BEGINNING
Thru	
*Stock Number:	END
Display Locations	Y
Sort By Vendor,EOC,Desc(V/E/D)	D

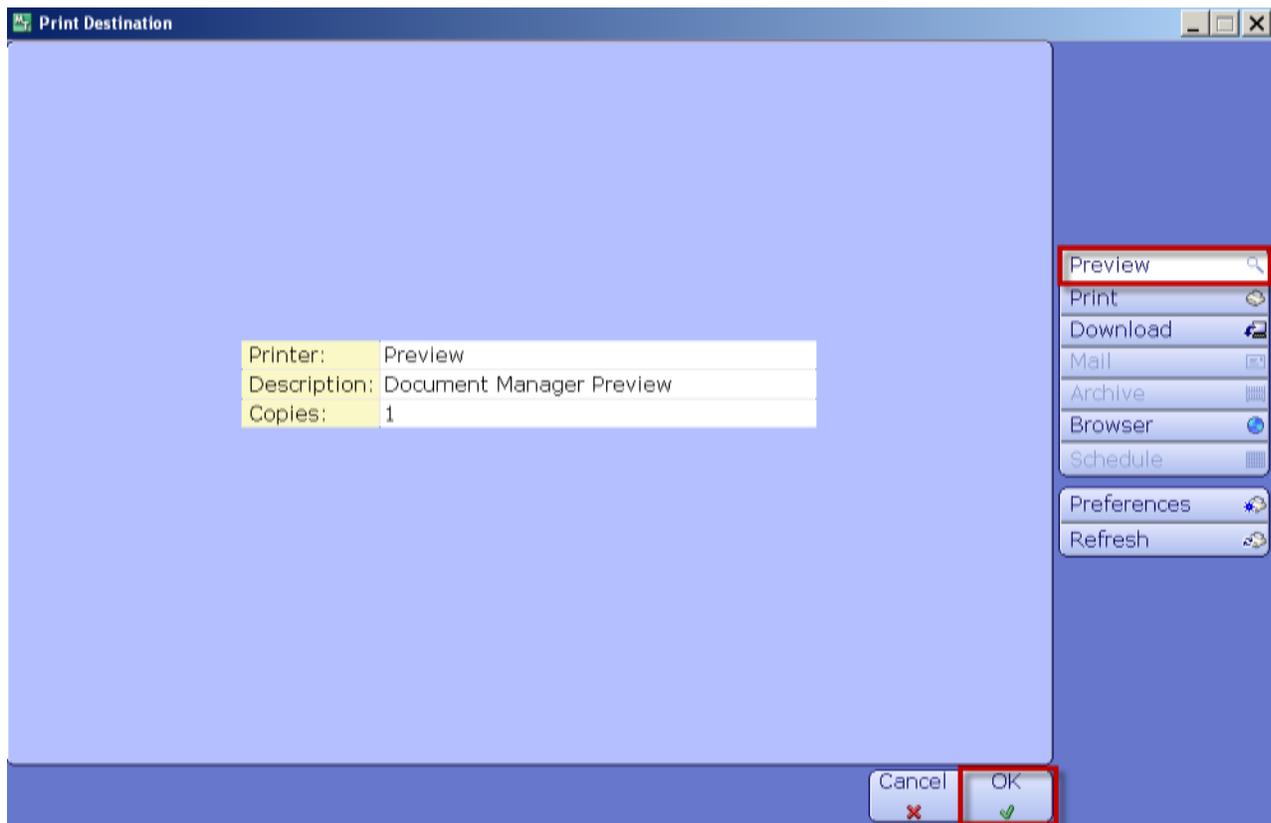
At the bottom right of the window, there are buttons for "Cancel", "OK", and a help icon.

9. **Click** *OK*.

The *Print Destination* window will be displayed.

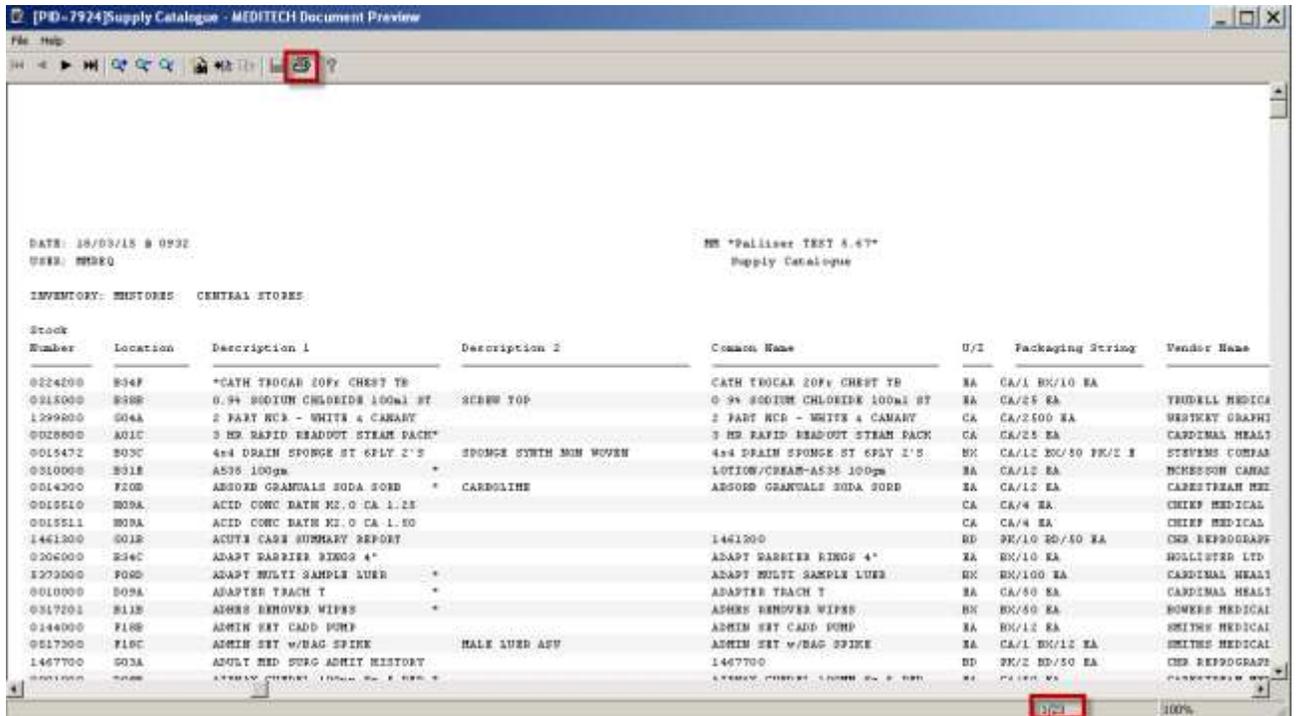
10. **Click** on the *Preview* menu located on the right hand side.

11. **Click** on *OK*.



Once the Catalogue has loaded, review the data before you print it. Note the number of pages, displayed on the bottom right hand side

12. To print the catalogue, **click** on the *Printer* icon located on the header.



DATE: 16/03/15 8 0932  
USER: MREBQ

MM \*Palisier TEST 8.67\*  
Supply Catalogue

INVENTORY: HISTORIES CENTRAL STORES

Stock Number	Location	Description 1	Description 2	Common Name	U/I	Packaging String	Vendor Name
0224200	B34F	*CATH TROCAR 20F; CHEST TB		CATH TROCAR 20F; CHEST TB	EA	CA/1 BX/10 EA	
0215000	B38E	0.9% SODIUM CHLORIDE 100ml ST	SCREEN TOP	0.9% SODIUM CHLORIDE 100ml ST	EA	CA/25 EA	TRIDELL MEDICA
1299800	S04A	2 PART NCS - WHITE & CANARY		2 PART NCS - WHITE & CANARY	CA	CA/2500 EA	WESTKEY GRAPHI
0028800	A01C	3 HR RAPID READOUT STREAM PACH*		3 HR RAPID READOUT STREAM PACH	CA	CA/25 EA	CARDINAL HEALTH
0015472	B03C	4x4 DRAIN SPONGE ST 6PLY 2'S	SPONGE SYNTH NON WOVEN	4x4 DRAIN SPONGE ST 6PLY 2'S	BX	CA/12 BX/50 PK/2 #	STEVENS COMPAS
0010000	B31E	A538 100gm	*	LOTION/CREAM-A538 100gm	EA	CA/12 EA	MCHESON CANAS
0014300	F20B	ARGOSE GRANULES SODA SORB	* CARBOLINE	ARGOSE GRANULES SODA SORB	EA	CA/12 EA	CARDINAL HEALTH
0015510	B09A	ACID CONC BATH M.O CA 1.25			CA	CA/4 EA	CHIES MEDICAL
0015511	B09A	ACID CONC BATH M.O CA 1.50			CA	CA/4 EA	CHIES MEDICAL
1461200	S01E	ACUTE CASE SUMMARY REPORT		1461200	RD	PK/10 SD/50 EA	CHS REFPOGRAP
0206000	E34C	ADAPT BARRIER RINGS 4"		ADAPT BARRIER RINGS 4"	EA	BX/10 EA	HOLLISTER LTD
1273000	F08D	ADAPT MULTI SAMPLE LUER	*	ADAPT MULTI SAMPLE LUER	BX	BX/100 EA	CARDINAL HEALTH
0010000	B09A	ADAPTEE TRACH T	*	ADAPTEE TRACH T	EA	CA/50 EA	CARDINAL HEALTH
0317201	B11E	ADHES REMOVER WIPES	*	ADHES REMOVER WIPES	BX	BX/50 EA	BOWERS MEDICAL
0144000	F16B	ADMIN SET CADD PUMP		ADMIN SET CADD PUMP	EA	BX/12 EA	SMITHS MEDICAL
0517300	F16C	ADMIN SET w/BAG SPIKE	HALE LUER ADV	ADMIN SET w/BAG SPIKE	EA	CA/1 BX/12 EA	SMITHS MEDICAL
1467700	S03A	ADULT MED SURG ADHIT HISTORY		1467700	DD	PK/2 BX/50 EA	CHS REFPOGRAP
0001000	S04B	ATHEX CHERRY 100ml B. & B. 4		ATHEX CHERRY 100ml B. & B. 4	EA	CA/10 EA	CARDINAL HEALTH

1/23 100%