



De-active Inventory/Exchange Cart Training Manual

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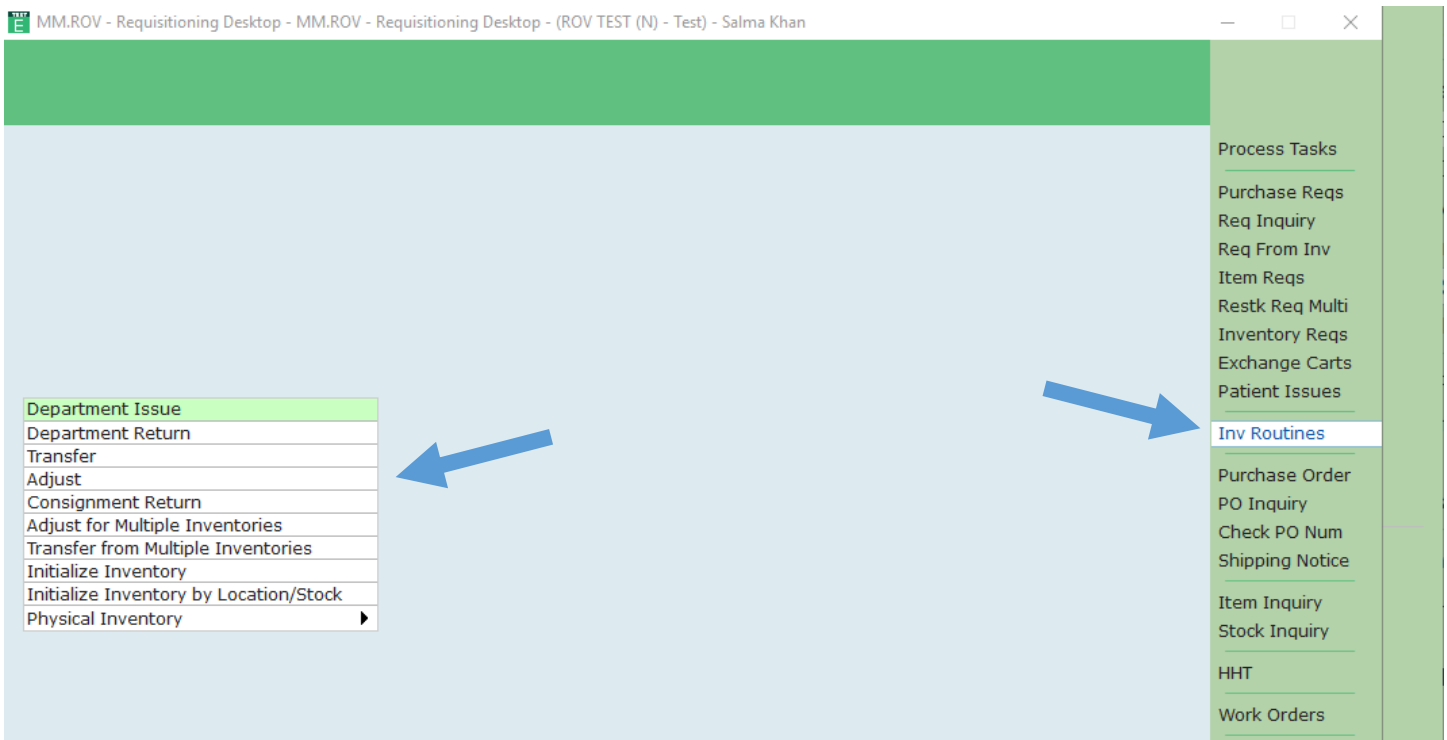


How to Inactivate a Dept. Inventory (Exchange Cart)

Use this routine to inactivate a Department Inventory

Step 1 – Inventory (can be found under Requisition Desktop)

In **Inventory**, click on **Adjust** on the right hand side





Step 2 – Adjust Stock

From the Adjust Routine select the Inventory or Exchange Cart you are inactivating, followed by the date;

The screenshot shows the 'MM.ROV - Adjust Stock' window. It contains several input fields and a table. Blue arrows point from the text above to the 'Inventory' field (containing 'GBH.MAIN'), the 'Date of Record' field (containing '27/01/21'), the 'Current QOH' column of the table, the 'New QOH' column of the table, and the 'Save' button.

Stock Number	Current QOH	*New QOH	Units	Item Description
003306	0	0	BX	DRESSING - MEPILEX AG FOAM 10
003799	0	0	EA	ADAPT BARRIER STRIP

Below the table, there are fields for 'Pkg| Allergen/Hazardous' (containing 'BX/10 EA') and 'Comment'.

Buttons: Cancel, Save

Next select the items linked to this inventory and change the 'QOH' to '0'.

Once you have changed all of the items to '0' click on 'Save'.



Step 3 – Mass Edit Stock

Go to the **Item Stock Processing Desktop** and select **Mass Edit Stock**

MM.ROV - Item and Stock Processing Desktop - MM.ROV - Item and Stock Processing Desktop - (ROY TEST (N) - Test) - Salma Khan

Item
Active
Stocked

Description			Allergen/Hazar
			1
Common Name			2
Category			3
UNSPSC PO Type			4
Implantable			5
			6

Item Data | Vendor Data | Alt Catalog Num | UPN | GTIN | Reorder Vendors | Contract Data | ABC Status | Quick Enter or Edit Stock | Prev Num | Next Num | Prev Desc | Ne De



Step 4 – Select Stock to Edit

Enter the name of the Inventory your are editing

Choose 'BEGINNING' to 'END' and Include 'ACTIVE'

Select Stock to Edit

Inventory	GBH.MAIN
* From Stock	BEGINNING
* Thru Stock	END
* Include	ACTIVE

Step 5 – Select Fields

Select the fields you wish to mass edit: In this case you want to edit all 'Active' stock.

Select Fields to Edit

Active <input checked="" type="checkbox"/> Location <input type="checkbox"/> Transfer <input type="checkbox"/> Restock From Inv <input type="checkbox"/>	Comment <input type="text"/> Order on PO <input type="text"/> Stock UP <input type="text"/> Deliver To <input type="text"/>																																	
<table border="1" style="width: 100%;"><thead><tr><th colspan="2">Department Issues</th></tr></thead><tbody><tr><td>Unit of Issue</td><td><input type="text"/></td></tr><tr><td>Expense Code</td><td><input type="text"/></td></tr><tr><td>Max Issue Qty</td><td><input type="text"/></td></tr><tr><td>Min Issue Qty</td><td><input type="text"/></td></tr></tbody></table>	Department Issues		Unit of Issue	<input type="text"/>	Expense Code	<input type="text"/>	Max Issue Qty	<input type="text"/>	Min Issue Qty	<input type="text"/>	<table border="1" style="width: 100%;"><thead><tr><th colspan="2">Patient Issues</th></tr></thead><tbody><tr><td>Unit of Issue</td><td><input type="text"/></td></tr><tr><td>Expense Code</td><td><input type="text"/></td></tr><tr><td>Max Issue Qty</td><td><input type="text"/></td></tr><tr><td>Min Issue Qty</td><td><input type="text"/></td></tr><tr><td>Charge Code</td><td><input type="text"/></td></tr></tbody></table>	Patient Issues		Unit of Issue	<input type="text"/>	Expense Code	<input type="text"/>	Max Issue Qty	<input type="text"/>	Min Issue Qty	<input type="text"/>	Charge Code	<input type="text"/>	<table border="1" style="width: 100%;"><thead><tr><th colspan="2">Restock</th></tr></thead><tbody><tr><td>Max Shelf Qty</td><td><input type="text"/></td></tr><tr><td>Min Reorder Point</td><td><input type="text"/></td></tr><tr><td>Optimal Order Qty</td><td><input type="text"/></td></tr><tr><td>Bin Repl Qty</td><td><input type="text"/></td></tr></tbody></table>	Restock		Max Shelf Qty	<input type="text"/>	Min Reorder Point	<input type="text"/>	Optimal Order Qty	<input type="text"/>	Bin Repl Qty	<input type="text"/>
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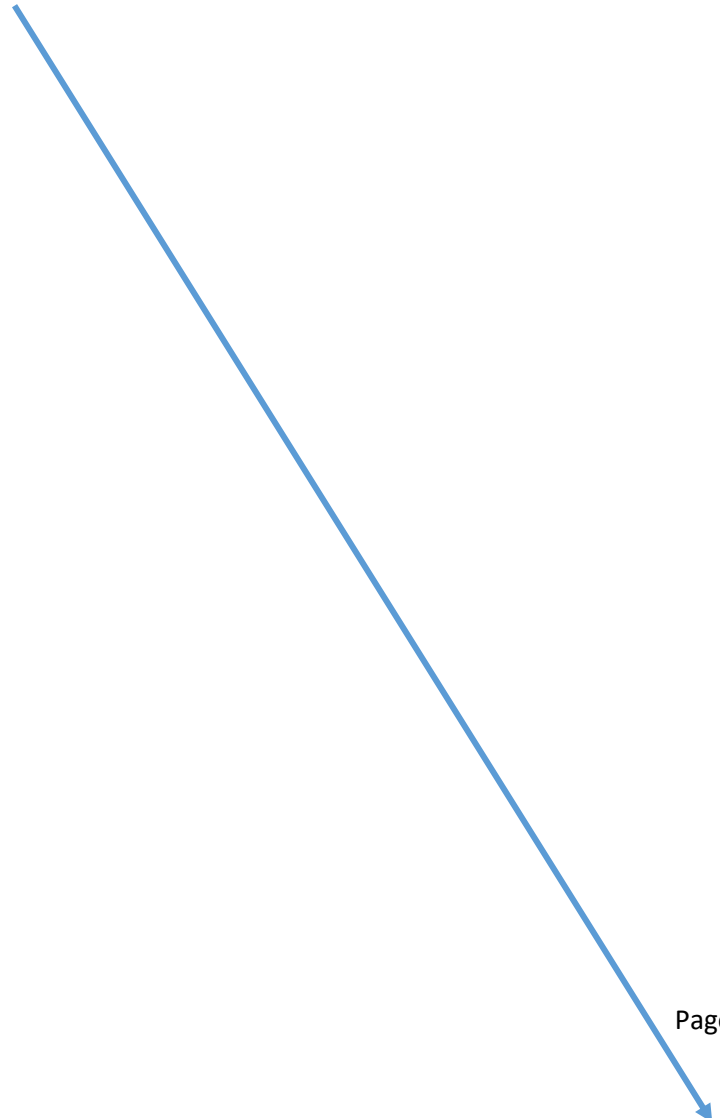
Click 'OK' once you have selected all fields you want to mass edit.

Cancel OK



Step 6 – Update Fields

This will bring you to the Inventory / Stock and fields you have selected to change. In this case you will change the 'Active' field from 'Y' to 'N' and 'Save'





MM.ROV - Stock Dictionary Mass Edit

Item: 000177 - HEMATEK STAIN PAKS Allergen/Hazardous:

Common Name: 4481 Pkg: PK/1 EA

Category: LAB Vendor: V000001796 SIEMENS HEALTH Mfr:

Inventory	GBH.MAIN	Transfer	N
Stock Number	000177	Restock From Inv	
*Active	N	Location	

Order on PO	Stock UP	Y	
Critical Item	ABC		
Standing or Blanket			

Other Locations

Deliver To	
Comment	
Asset Account	30101.595000

Department Issues		Patient Issues	
*Unit of Issue	PK	Unit of Issue	
*Expense Code	4606000	Expense Code	
Max Issue Qty		Max Issue Qty	
Min Issue Qty		Min Issue Qty	
		Charge Code	

Except Dept	EOC

Restock	
Max Shelf Qty	
Min Reorder Point	
Optimal Order Qty	
Bin Repl Qty	

Cancel Save

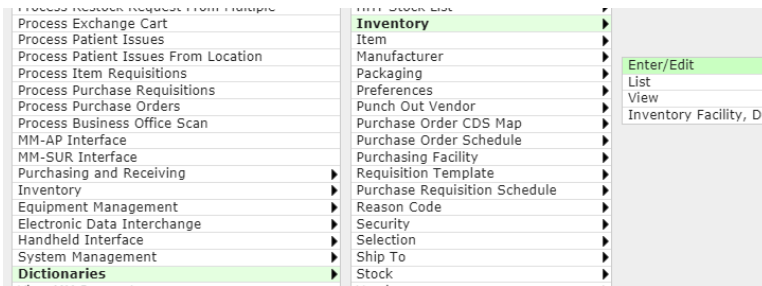
Go through all of the stock in this inventory until you are have updated each stock item.

Step 7 – Deactivate the Inventory

Now that all of the quantities on hand have been adjusted to zero and the stock have been inactivated on the inventory we can now Deactivate the Inventory.

Go to **Dictionaries** and **Inventory** and **Enter/Edit**

De-Activate an Inventory / Exchange Cart



Step 8 – Deactivate the Inventory

Select the **Inventory Mnemonic**, change **'Active'** from **'Y'** to **'N'** and **'Save'**.

