

## Adding a CD Stock Entry as Goods In



Adding a CD stock entry via the Ordering Manager Goods In will update your CDR running balance, as well as updating the Stock Record of the item. If you wish to book in stock without going to the Ordering Manager, you should follow the steps below. It is recommended that all stock received from suppliers is booked in using the Ordering Manager.

1. To begin, open the CDR Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *CDR Manager* menu item.
2. From the CDR Manager, open the *Weekly Balance* tab and select the **[F4 – Add Goods In]** button. A blank CDR Goods In window displays.

## Completing the CDR Goods In Form

The screen shot below is to see an example of the CDR Goods In form completed as a wholesaler supply and a signed order transfer/requisition.

**Wholesaler**
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Signed order transfer / Requisition Purpose of Requisition:  Profession/Occupation:

**User Details**

Name \*  Role \*  Registration No \*

**Item Details**

Dispensed drug   i

**Goods In Details**

Goods In Date

Stock Level	Pack(s)	<input type="text" value="0"/>	Units	<input type="text" value="0.00"/>	Total Units	<input type="text" value="0.00"/>
Quantity	Pack(s)	<input type="text" value="2"/>	Units	<input type="text" value="0.00"/>	Total Units	<input type="text" value="56.00"/>

Invoice Number

Drug Expiry Date  Batch Number  Quantity  F2 - Add More

**Supplier Details**

Supplier Name \*


Supplier Address \*

Signed order transfer / Requisition Purpose of Requisition: \* Branch transfer Profession/Occupation: \* Pharmacist

**User Details**

Name \* Toby MacElroy Role \* Pharmacist Registration No \* 606198

**Item Details**

Dispensed drug Palexia 50mg tabs (28) GRUNENTHAL Search Drug 

**Goods In Details**

Goods In Date 18/07/2018 11 : 09

Stock Level	Pack(s)	<input type="text" value="0"/>	Units	<input type="text" value="0.00"/>	Total Units	<input type="text" value="0.00"/>
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Quantity	Pack(s)	<input type="text" value="2"/>	Units	<input type="text" value="0.00"/>	Total Units	<input type="text" value="56.00"/>
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Invoice Number

Drug Expiry Date   Batch Number  Quantity  [F2 - Add More](#)

**Supplier Details**

Supplier Name \* 24/7 Pharmacy Stop Search Supplier

Supplier Address \* 124 High Street,  
Hemel Hempstead,  
HP1 9LP

F1 - CDR Balance adjustment

F9 - Save Changes and Add Another

F10 - Save

Cancel JuxtaposeJS

Field/Section	Description
Signed order transfer / Requisition	If the CD goods in are being received as part of a signed order transfer or requisition, select the <i>Signed order transfer / Requisition</i> tick box. This will enable the <i>Purpose of Requisition</i> and <i>Profession/Occupation</i> fields which you must complete. Ticking this box will also make the <i>Supplier Details</i> section editable.
User Details	The signed-in user name and their role are populated by default if configured, but you may have to manually enter the registration number. Otherwise you must fill these details in manually.
Item Details	Select the <b>[Search Drug]</b> button to search for, locate and select the drug that you are booking in.
Goods In Details	Update this section with the <i>Goods In Date</i> and time, and <i>Quantity</i> received. You can also add the <i>Invoice Number</i> and <i>Drug Expiry</i> details if required. Where drugs have been delivered with multiple expiry dates, you can click the <b>F2 – Add More</b> text to add more <i>Drug Expiry</i> lines. Any lines that have been added incorrectly can be <b>Removed</b> .
Supplier Details	Select the <b>[Search Supplier]</b> button to search for, locate and select the supplier. This will populate the <i>Supplier Address</i> field if your wholesaler address is already saved. If any amendments are required to the wholesaler address, this will need to be completed within the Wholesaler Manager. For signed order transfers or requisitions, you will be able to free-type the <i>Supplier Details</i> within this window.



If required, you can access the CDR Balance Adjustments form from this window by selecting the **[F1 – CDR Balance adjustment]** button where you can edit the CDR balance and access the item's Stock Record.

## Saving the CDR Goods In Form

- Once all the required details have been completed, you can;
  - Select the **[F9 – Save Changes and Add Another]** button to save your changes and wipe the CDR Goods In form to add another CD item via Goods In
  - Select the **[F10 – Save]** button to save your changes and close the CDR Goods In form
- The *Weekly Balance* tab of the CDR Manager displays, with the item's total running balance added/updated on the grid.

ProScript Connect 18 July 2018 12:05 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts + Redeem Owings F2 Reprints F6 Ordering F7 Overdue Scripts F8 MDS Prep F9 MDS Scripts Due SDM Ctrl M Stock Manager Ctrl O MDS Manager F11 ETP Ctrl E Script Q RMS Ctrl R Support Centre Ctrl T ETP Tracker

Search Workflow Manager CDR Manager x

Warning: It is illegal to tamper with any records in the Controlled Drugs Register.

Weekly Balance Items Awaiting Collection Expired Stock Patient Return Inspector Log

F2 - Add New CD F3 - Adjust CD Stock Balance F4 - Add Goods In Stock card F5 - Run Weekly Balance Check F6 - CD Register Report

Reports

Filters

Dispensed Drug Drug Search  Use Drug Class  Hide Zero Balance  Show Expired Stock Only  Hide Closed Register  Show Stock Details

Drug Class	Dispensed Drug	Total Running Balance	Expired Quantity
Oxycodone	Carexil PR 10mg tabs (56) SANDOZ	112.00	0.00
Oxycodone	Carexil PR 40mg tabs (56) SANDOZ	112.00	0.00
Oxycodone	Carexil PR 5mg tabs (28) SANDOZ	28.00	0.00
Oxycodone	Oxycodone MR 10mg tabs (56) UNI	112.00	0.00
Tapentadol	Palexia 50mg tabs (28) GRUNENTHAL	112.00	0.00

<b>CDR Running balance (Packs)</b>	4
<b>CDR Running balance (Units)</b>	0.00
<b>Stock (Packs)</b>	4
<b>Stock (Units)</b>	0.00

The weekly balance check was last run on 16/07/2018 10:51:26. Total Records 43

## CD Register Entry

Adding a new CD stock entry as Goods In is an event that will write an entry into the CD Register which can be viewed when printing and/or exporting a CD Register report and will display;

- The *Date Supply received or date supplied* column populated with;
  - The date and time the event occurred
  - A unique CDR ID
  - The pack size and unit of measure of the CD
  - Name, role and registration number of the user
- The *Name and address from whom received* with the supplier details
- The *Quantity Received* i.e. The *Quantity Pack(s)* and/or *Units* figure entered as part of the *Goods In Details* section within the CDR Goods In window
- The total running *Balance* after the event. For new CD stock entries this will match your *Quantity Received* value
- *Notes* if applicable, such as details of the signed order transfer/requisition if flagged during the Goods In process

Report Preview

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### CD Register

From: 18/07/2018 To: 18/07/2018  
 Drug Class: Tapentadol      Name/Brand: Palexia 50mg tabs (28) GRUNENTHAL      Strength: 50mg      Form: tabs

Date Supply received or date supplied	Received		Supplied					Balance	Notes
	Name and address from whom received	Quantity Received	Name and address of person or firm supplied	Details of authority to possess; prescriber or licence holder's details	Person collecting schedule 2 controlled drug (patient / patient's rep / healthcare professional) and if healthcare professional, name and address	Was proof of identity requested of patient / patient's rep? (Yes / No)	Was proof of identity of person collecting provided (Yes / No)		
18/07/2018 11:09 CDR ID: 528 Pack Size: 28 tablets Name: Ryan Peterson Role: Pharmacist RegNo: 2012345	Signed Order/Requisition 24/7 Pharmacy Stop 124 High Street, Hemel Hempstead, HP1 9LP	56.00						56.00	Purpose of Requisition: Branch transfer Profession/Occupation: Pharmacist
18/07/2018 11:09 CDR ID: 529 Pack Size: 28 tablets Name: Ryan Peterson Role: Pharmacist RegNo: 2012345	AAH Parkway Business Park The Avenue Watford Hertfordshire WD18 4RL	56.00						112.00	

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## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	11 June 2019		Joanne Hibbert-Gorst

### Contact us

For more information contact:  
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