Add and monitor stock

Last Modified on 10/05/2024 10:24 am AEST

Add stock to a product in Stock Management. This task is performed as new stock arrives from the supplier and needs to be entered into the Stock Management system.

Add stock to a product

To bring stock in:

1. Go to Zedmed's **Management** tab.
2. Select **Stock Management.**

   The **Stock Management** UI will open in your web browser (Chrome).
3. Locate the row for the product you want to bring stock in for.
4. Select the truck icon.

   This will open the **Stock In** screen.
5. In the **Order Code** field, enter the order number.
6. Enter the date the order arrived by typing it in or using the calendar icon.
7. Enter the number of **Stock in.**
8. Enter the **Purchase Price per unit.**

   If staff adding stock do not always have access to purchase prices (e.g. Prices are not always on the delivery slips), you may need to provide them with the original purchase orders or similar documentation.
9. Enter the **Batch Number.**
10. Enter an **Expiry Date** by typing it in or using the calendar icon.
11. Review the **Supplier** field and change if required.
12. Select **Save**.

    This will update the product's stock level.

    If there is a sub-product, you will need to split the product to add stock to the sub-product, as explained in the next section.

Add stock to a sub-product

To add stock to a sub-product:

1. Add stock to the main product as explained in the section above.
2. Then use the **Split** function to move the stock from the product to the sub-product.

To move stock from a product to its sub-product:

1. Go to Zedmed's **Management** tab.
2. Select **Stock Management.**

    The **Stock Management** UI will open in Chrome.
3. Locate the row for the product you want to add stock too.
4. Select the unbox icon in the **Current Stock** column.

    This will open the **Split Item** screen.
5. You can fill in the optional **Serial Number** and **Comment** fields.
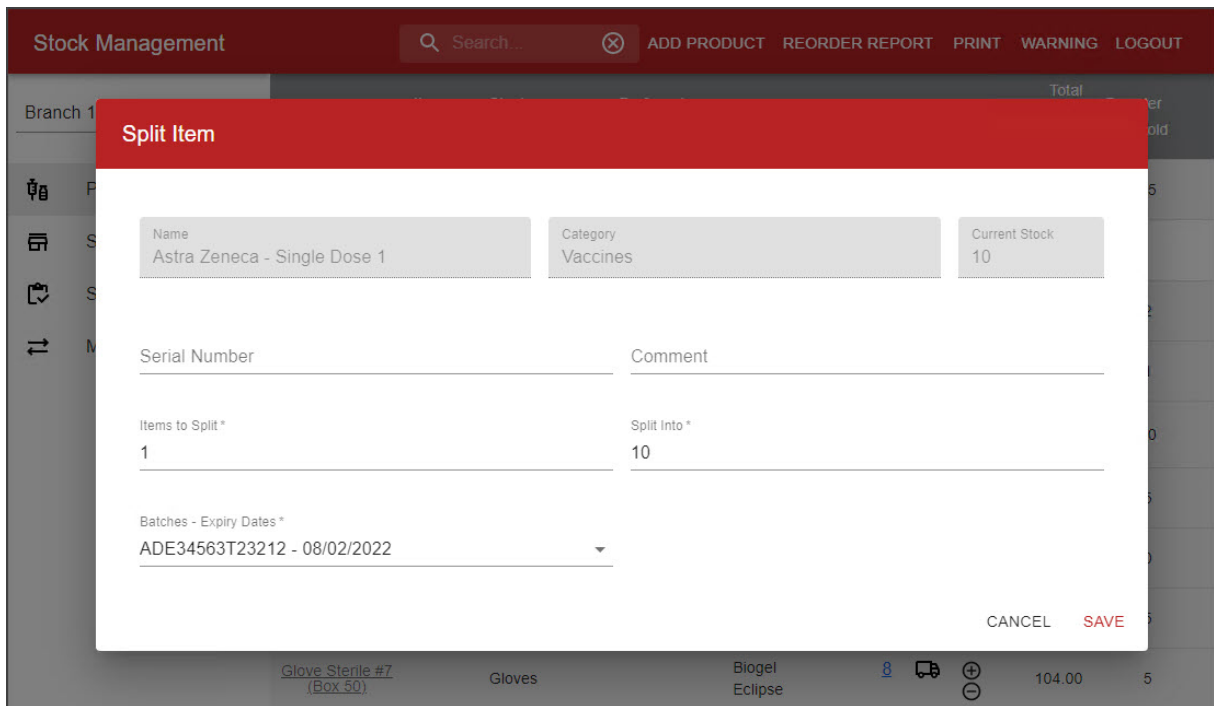6. Select the number of **Items to Split**.

    For example, if you had 1 vial of 10 doses, you would want to split **1** vial.
7. Select the number of units to **Split Into**.

    For example, if you had vials of 10 doses, you would split the unit (vial) into 10.
8. In the **Batches - Expiry Date** field, select the batch you are taking stock from.
9. Select **Save**.

    In the screenshot below, the **Astra Zeneca - Vial** product is being reduced by 1 item (vial) and 10 doses will be added to the **Astra Zeneca - Single Dose** sub-product.

Stock reorders & Reorder Report

A stock reorder threshold is defined when setting up the product and is shown in the **Reorder Threshold** column. When the stock levels dropped to or below the threshold, the product's **Current Stock** field will turn pink and the product will be added to the reorder report if the product has a preferred supplier. The report groups products by the supplier and includes their phone number, website and product codes if those details are added to the product details.

To run the report, select **Reorder report** on the top menu.

Reviewing Stock History

The **Current Stock** column shows the stock amounts as a selectable blue number. When you add, reduce and split stock, you can review the history of these stock changes by selecting the product name or the blue stock number. This will open the **Edit Product** screen, which has a **Product Details** tab and a **Stock History** tab.

Stock Management

Branch 1 ▼	Product ↑	Item No.	Stock Category	Preferred Supplier	Brand	Current Stock	Total Cost Value	Reorder Threshold
Products	Astra Zeneca -		Vaccines	Medilogic	Pfizer	9	450.00	25

Edit Product

PRODUCT DETAILS	STOCK HISTORY

Date	Adjustment	Reason	Batch Number	Expiry Date
13/04/2022	-1	Item Split From	ADE34563T23212	08/02/2022
13/04/2022	10	Stock Received	ADE34563T23212	08/02/2022

CANCEL   SAVE

	Dose Quad	Vaccines				
	Glove Latex Sterile #6 (Box 50)	Gloves		Gammex	2	25.00	5