



Complete Clinic Software

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Inventory Notes

What can cause a negative or incorrect on-hand balance?

There are a number of conditions or events that can cause a negative or incorrect on-hand balance to occur. Here is our list:

- 1) Patient billing error, charging for the wrong code.
- 2) Error receiving products, item received to the wrong code or receipts not posted.
- 3) Error in the master/subordinate table. Quantity to deduct entered incorrectly.
- 4) Incorrect quantity entered on invoice or receipt.
- 5) Timing issues when doing a physical inventory.
 - a) Not all receipts posted
 - b) Billing and receiving resumed before all adjustments are posted.
- 6) Counting errors when doing a physical inventory
- 7) Theft
- 8) Damaged/spoiled items – disposed of with no entry to computer

Keep in mind, from a sales perspective, an item is not considered sold until an invoice is checked out and closed. From an inventory perspective, an item is considered removed from inventory based on the service date shown on the invoice. Product items posted to open hospital invoices or open boarding invoices are considered as being removed from inventory.

Steps you can take to help the accuracy of a physical inventory:

- 1) Make sure all product receipts are posted prior to doing a physical count.
- 2) Make sure all items taken from stock are posted to an invoice prior to the physical count.
- 3) Review your physical inventory locations and make sure all like products are grouped together in the same area.
- 4) Print physical inventory worksheets from CCS after you have posted your final receipts and invoices.
- 5) Assign counting to teams of 2 and make sure they are familiar with the products they are assigned to count.
- 6) Enter all counts on the physical inventory worksheet and use them to calculate the differences to be posted as adjustments. Double count items with large differences.
- 7) Use the <F8 Enter Adjustment Quantity> method in ccs to enter the inventory adjustments. If possible, enter adjustments before creating more invoices or posting receipts.