

# **FRED.OFFICE**

# **RATE OF USAGE (ROU)**

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## **OVERVIEW OF RATE OF USAGE**

Rate of Usage (ROU) is a calculation designed to make it easier to order the right amount of stock, while keeping up with changes in demand.

ROU is a rolling calculation, recalculated overnight. Fred Office calculates the average daily number of units of an item sold or transferred during one or more defined date ranges, and then applies weightings to those averages to adjust for any recent changes in demand.

Note: The ROU calculation can optionally be set up to take stock transfers into account.

Using ROU involves applying an *ROU scheme* to one or more items. Fred Office contains two default schemes, designed for dispensary and front-of-shop products. You can also create your own customised ROU schemes.

Because ROU is based on your actual sales, if you're new to Fred Office, you'll need to wait about three months before you can start using ROU for your ordering.

**Note:** The Fred Help Centre has a webinar on Rate of Usage. To view the webinar, go to <u>https://help.fredhealth.com.au/media/p/8132.aspx</u>

Term	Definition
Rate of Usage (ROU)	A calculation based on the average daily number of units of an item sold (and/or transferred) across one or more consecutive rolling date ranges. If more than one date range is being used, each date range can be assigned a <i>weighting</i> , so that the ROU value achieves the desired balance between long-term and recent usage.
ROU Scale	A value by which an item's ROU is multiplied to give you an estimated order quantity for that item.
ROU Scheme	A collection of ROU settings (including date ranges, weightings, and other options) that can be applied to one or more items.
Weighting	For a particular date range: the percentage of the overall ROU that is to be contributed by that date range. The higher the weighing, the more effect the date range has on the overall ROU.
	<b>Example:</b> An ROU scheme includes two periods: <b>Last 3 months</b> , with a weighing of <b>40%</b> , and <b>Last week</b> , with a weighing of <b>60%</b> . The ROU calculation is: ((average daily usage for the last 3 months)×0.4)+((average daily usage for the last week) ×0.6).

### Glossary



## **UNDERSTANDING RATE OF USAGE**

### In this section:

- The ROU calculation
- ROU schemes
- ROU scale

## The ROU calculation

ROU is calculated for an item when it is assigned to an *ROU scheme*, which specifies one or more consecutive date ranges that are to be used to calculate ROU.

To calculate an item's rate of usage, Fred office:

- 1. Records the **number of units moved** during a date range.
- 2. Divides the number of units moved by **the number of days** in the date range, to get the **average daily usage**.
- 3. Multiplies the average daily usage by the weighting given to the range.
- 4. Adds together the weighted average daily usage values to get the item's ROU.

### **ROU** schemes

If you are measuring an item's ROU across a single date range, the ROU is a convenient, rolling average of the item's usage.

However, the real benefit of ROU becomes apparent when you have a product that tends to experience seasonal changes in demand, like cold and flu tablets. Fred Office can measure the average usage across **two or more date ranges**; give a different *weighting* to each date range; and combine the figures to arrive at an ROU value that reflects the item's long-term movement, adjusted to take into account its recent movement.

To see how these scenarios work in practice, go to "**Default ROU schemes in Fred Office**", later in this document.



## **ROU** scale

The ROU scale is a number of days by which an item's ROU is multiplied to give you the expected usage for that number of days. The scaled ROU value is displayed in several places in Fred Office, to give you a better idea of how an item's ROU will translate into order figures.

The default ROU scale is **30** days, but each Fred Office user can choose their own preferred ROU scale. Depending on your pharmacy's ordering cycle, you might find it more useful to change your scale to help you estimate usage over a longer or shorter period.

#### Example

Say you want to estimate how many units of **Panadol Tab 24** you'll use in the next 30 days using the ROU Scale, given its current usage.

- 1. Fred Office calculates the ROU for this item to be 1.8
- 2. You are using the default ROU scale of **30** days.
- 3. Therefore your scaled ROU is 1.8 × 30, which equals **54**. This means that you're currently selling (or transferring) about 54 units of Panadol Tab 24 per month.



# **USING ROU SCHEMES**

In this section:

- Default ROU schemes in Fred Office
  - Three Months: The default scheme for Dispensary items
  - Two Weeks/Two Months: The default scheme for Front-of-Shop items
- Assigning a single item to an ROU scheme
- Assigning multiple items to an ROU scheme
- Creating your own ROU scheme

## **Default ROU schemes in Fred Office**

Fred Office comes with two default ROU schemes:

- Three Months, which calculates ROU across the last 90 days. This scheme is designed for dispensary items.
- Two weeks/Two Months, which calculates ROU across the last 14 days and the previous 60 days. This scheme is designed for front-of-shop items.

Many Fred Office users will find that the two default ROU schemes meet their needs. If you are an advanced user and want more control over ROU, you can also create your own ROU schemes.

### Three Months: The default scheme for Dispensary items

This is a basic ROU scheme, for items that don't experience much change in demand within the date range. It calculates ROU across a rolling date range of 90 days.

Example: During the last 90 days, you sold 90 units of Lipitor 40mg tablet.

The ROU for the date range is the average daily usage for the date range, multiplied by the weighting given to the date range.

- The average daily usage for the date range is **90**÷**90**, which is **1**.
- Because there's only one date range, it gets a weighting of **1**.
- Therefore, the ROU equals 1×1, which is 1.
- Using ROU to guide your ordering, you'll keep the item stocked in sufficient quantities to sell 1 unit per day.



### Two Weeks/Two Months: The default scheme for Front-of-Shop items

This ROU scheme is designed to deal with seasonal changes in demand for certain items (like sunscreen and cold and flu tablets).

In this scheme, Fred Office calculates usage for two date ranges: **the last two weeks**, and **the previous two months**. The average daily usage for the two-week range is given a weighting of **0.6**, and the average daily usage for the two-month range is given a weighting of **0.4**.

Giving the two-week range a higher weighting means that it has *more* effect on the overall ROU figure than the two-month range – so if you've suddenly started selling a lot more or fewer units, the ROU figure will be correspondingly higher or lower.

By also factoring in the two-month range, this ROU scheme also ensures that any unusual spikes in sales within a short date range don't result in too many or too few units being ordered.

### Example:

- 1. In the last two weeks (14 days), you sold **14** units.
  - The average daily usage is **14**÷**14**, which is **1**.
  - This value is then multiplied by the weighting of 60%, giving us a figure of 0.6 for this date range.
- 2. In the two months ending before the last 2 weeks (a 60- day period), you sold **30** units of **SPF 50+75ml Ultra Roll-on**.
  - The average daily usage is 30÷60, which is **0.5**.
  - This value is then multiplied by the weighting of 0.4, giving a figure of 0.2 for this date range.
- 3. To get the total ROU for this scheme, Fred Office adds together the weighted average daily usage values for the two ranges, to get **0.8**.
- 4. Using ROU to guide your ordering, you'll keep the item stocked in sufficient quantities to sell **0.8** units per day.
  - **Note:** If you'd only been considering usage over the last two months, your ROU would have been **0.5**, so you would have ordered fewer units, and risked under-ordering.



## Assigning a single item to an ROU scheme

- 1. On the Inventory screen, select an item.
- 2. On the Summary Pane, on the Item Summary tab, look for the Rate of Usage field.
  - If the item is assigned to an ROU scheme, the name of the scheme is displayed.
  - If the item is *not* assigned to an ROU scheme, **No ROU Scheme** is displayed.

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<u>File Edit View Application A</u>	ction <u>T</u> ools <u>H</u> elp		>					
🗉 🗊 New 🔻 🚳 Find 🗊 Create Item Wizard 😂 Print 🔌 Export 🗸 🥥 >								
Inventory <	Search In - Items	Look for panadol tab	<u> </u>					
Folder	Items							
Inventory Dashboard	Item Item Description	Ava Co	Retail Modified					
Items	52 624160 PANADOL TAB 24	0.00 \$2.99	\$3.74 Tue 20/0 📣 🕳					
Categories	523283 PANADOL TAB 50	0.00 \$5.16	\$8.60 Mon 26/ ৶					
Drugs			×					
	Summary Pane		Ŧ					
	Stock Details	Sales Details	Order Summary - Last 30 Day					
🍄 My Office	SOH 0.00	Last Sold Date 01/01/1800	Total Orders					
Ordering	Committed 0.00	Current Cost \$2.99	Avg Qty / Order					
Contacts	Available 0.00	Current Price \$3.74	Last Received 01/					
S Inventory	Reorder Point 0	Pricing Plan No Pricing Pla	Last Ordered Never					
Pricing	Restock Level 0		Days Stock					
	Rate of Usage No ROU Sche		Primary Supplier Details					
Magneting Reporting	ROU x Scale 0.00		Supplier Name Reorder					
Activity	Last Stocktake 01/01/1800		CENTRAL HOSPI PANDT24					
🔗 Assistants								
🛆 Management			<u> </u>					
>	Ordering Summary Usage Summa	Item Summary						
administrator Online	😑 5 Con	flicts 🙁 29 Events 🖓 Conn	ectors are active 🛛 🤗 0 Alerts					

- 3. Double-click the item to open its stock card.
- 4. Click the Inventory and Ordering tab.



5. In the **ROU Scheme** drop-down list, select the ROU scheme you want to assign the item to.

ব্ব Item PANADOL TAB 24 File Edit View Tools Help				- • 🗙
Bave and Close Save 1	🐥 🛛 QuickPad 🛛 😚 Store Check	Label Qty 1 😥 Prin	t Label 🛛 💣 Queue La	abel 🔉
Inventory & Ordering	Stock Details		Details	
Inventory	SOH	0.00	Last Updated	20/08/2013 8:10:45 PM
Item Movement History	Committed	0.00	Last Received	1/01/1800 12:00:00 AM
Suppliers	Available	0.00	Last Ordered	Never Ordered
Invoice History	On Drafts	0.00	Last Sold	1/01/1800 12:00:00 AM
Ordering History	On Out of Stocks	0.00		
	On Order	0.00	Manufacturer Details	
	On Transfer In	0.00	Manufacturer	Select a manufactur 💌 🔀
	On Transfer Out	0.00	Rate Of Usage and R	Reorder Details
	Rate of Usage	0.00	ROU Scheme	
			Koo Scheme	Two Weeks/Two Months
			Use ROU to set	Three Months
			Reorder Point	
A1110			Restock Level	
General				
Inventory & Ordering				
Pricing & Discounts				
Usage				
Jinks				

- 6. If you want Fred Office to automatically adjust the item's **Reorder Point** and **Restock Level** based on ROU, tick the **Use ROU to set dynamically** checkbox.
- 7. To save your changes, click **Save and Close**.



## Assigning multiple items to an ROU scheme

There are two ways to assign multiple items to an ROU scheme:

- Using the Quick Action wizard
- Using the Rate of Usage Scheme Build window

**Note:** Avoid adding more than 15,000 items to each ROU scheme, as this can cause performance issues.

# Assigning multiple items to an ROU scheme using the Quick Action wizard

Using the Quick Action wizard, you can easily assign one or more items to an ROU scheme from many areas in Fred Office (for example, the Inventory > Items screen, or the Report: Rate of Usage Schemes screen).

For example, if you want to add all "sunscreen" items to the **Two Weeks/Two Months** ROU scheme:

- 1. On the Inventory > Items screen, search for items containing the word "sunscreen".
- 2. Select all of the items that you want to assign to the ROU scheme.
- 3. Right-click one of the selected items, then click **Perform Quick Action**.

📶 Fred Office for Pharmacy (fredca	👖 Fred Office for Pharmacy (fredcafe08)										
<u>File Edit View Application A</u>	Action <u>T</u> ools <u>H</u> elp										>
🗉 🗊 New 👻 😚 Find 🗊 Create	: Item Wizard 🛛 🍛 Pri	int 🛛 💩 Expor	t - 🕝 🕨								
Inventory <	Search In - Items		Look fo	or sunscr	een		F	ind Now Clear	Show All		
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😰 Items	Item Code	Item Descrip	tion			Available	Cost Ex	Retai	Modified		A
🕼 Departments	A633	AVENE SUNS	CREEN BONUS WOE	BLE 🔊	Open I	tem	.0	10 ŞO.	00 Tue 20/08/2013	30 📣	
Categories	A605929		ION SUNSCREEN SE	7-30 SDC	History	·	.6	18 ŞU.	00 Thu 5/09/2013	02: 🛷	
Subscription Drugs	AF671A			E 21 Sile	Derform	n Quick Action		10 ¢0	00 Thu 5/09/2012		
My Office	592758	AMC SUNSCE	REEN SPE30 + R/ON	501	C II			ະບຸ່ອບ. ເຮັ່ຊິດ	00 Tue 20/08/2013	3.0 🖌	
in onice	B19	DOW SUNSC	REEN SUNPOUCH 2	ASS	Send to	Adnoc Pricing Ke	eview	1 \$7.	95 Thu 5/09/2013	02: 🖌	
🜍 Ordering	S07733			501	Add To	Group	· · ]	in ¢n	00 Tue 20/08/2013	3.0 1	
Contacts											~
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Diventory	Course Datata		Color Dotato			Order Commune	Last 20 Davis		at Order Chatra		
O Pricing	Stock Details		Sales Details		_1	Order Summary -	Last 30 Days	Curre	ent Order Status		
Paparting	SOH	0.00	Last Sold Date	01/01/	1800	Total Orders		0 On I	Drafts	0.00	
2 Reporting	Committed	0.00	Current Cost	\$	0.00	Avg Qty / Order		0 On (	Order	0.00	
Activity	Available	0.00	Current Price	\$	0.0(	Last Received	01/0	1/1800 On	Dut of Stock	0.00	
🔊 Assistants	Reorder Point	0	Pricing Plan	No Pricin	ig Pl	Last Ordered	Never C	Ordered On	Transfer In	0.00	
_	Restock Level	0			~	Days Stock		0.00 On	Transfer Out	0.00	
🖎 Management	<			]		e					~
>	Ordering Summary	Usage Summa	ry Item Summary								
administrator Online						😑 5 Cor	nflicts 🔵 3	0 Events 🛛 🖂 C	onnectors are act	ive 🛛 🔗 0 Ale	erts



The Quick Action Wizard is displayed.

4. On the Select Action wizard screen, in the **Available Actions** box, expand the **Classifications & Options** menu, then click **Set a Rate of Usage Scheme**.

Quick Action Wizard		
Selec	t Action	
	Select the action you wish to perform	
<ul> <li>Welcome</li> <li>Select Action</li> <li>Configure Actions</li> <li>Preview Changes</li> <li>Apply Changes</li> <li>Finished</li> </ul>	Available Actions   Classification & Options  Add a Message to these items  Mark Item as a 'Tester Item'  Set a Location to these items  Set Tax Type  Set Tax Type  Set Tax Type  Set the Department and Category of an Item  Set the 'Hide items on Net Display' option	4 III >
	Description Defines and applies a rate of usage scheme to the range of items. Only 1 scheme is active at any time and all settings from that scheme will be enforced. When applied, this may overwrite the settings for reorder Point and Restock Levels if the scheme has those options applied.	*
Help (F1)	Cancel < Back Next	t >

5. Click Next.

The Configure Actions wizard screen is displayed.

Quick Action Wizard	
Confi	gure Actions
	Provide additional information about the action you want to perform. The 'No Scheme' scheme will be applied to the selected items.
Welcome	
	Select ROU Scheme to Apply: No Scheme
Configure Actions	Schemes 🛆
Preview Changes	Two Weeks/Two Months
Apply Changes	
Finished	
Help (F1)	Cancel < Back Next >

6. In the Select ROU Scheme to Apply list box, select Two Weeks/Two Months.



USING ROU SCHEMES

### 7. Click Next.

The Preview Changes wizard screen is displayed, and shows how the ROU details of the selected items will change.

To exclude an item from the list, un-tick the checkbox to its left.

	Preview The 'T	<b>r Changes</b> Two Weeks/Two Months' schen	ne will be applied	I to the selected items.	
Welcome					
Select Action	The gr	id below shows the changes the	nat will happen t	o 'Item ROU Scheme'	_
Configure Actions		Description	Before	After	
	<b>•</b>	565952 AMC SUNSCREEN	No Scheme	Two Weeks/Two Months	
Preview Changes	×	203735 HAMILTON FAMIL	No Scheme	Two Weeks/Two Months	
Apply Changes	×	19976 VM GRAHAMS SPF	No Scheme	Two Weeks/Two Months	
Finished	×	592733 AMC SUNSCREEN	No Scheme	Two Weeks/Two Months	
T I I I I I I I I I I I I I I I I I I I	×	B 19 DOW SUNSCREEN SU	No Scheme	Two Weeks/Two Months	
	×	592758 AMC SUNSCREEN	No Scheme	Two Weeks/Two Months	
	×	466714 AMCAL SUNSCRE	No Scheme	Two Weeks/Two Months	
	×	794570 CANCER COUNCI	No Scheme	Two Weeks/Two Months	
			No Coloma	Two Weeks/Two Months	
	×	A605929 VH PROTECTIO	No Scheme	Two weeks/two Pionula	

Tick the Confirm you with to apply these changes checkbox, then click Next.
 The Apply Changes wizard screen is displayed while the changes are being made.
 After the changes are completed, the Finished wizard screen is displayed.



9. Click Finish to close the Quick Action wizard.



# Assigning multiple items to an ROU scheme using the Rate of Usage Scheme Build window

- 1. Click Assistants.
- 2. Click Rate of Usage.

The Rate of Usage Schemes panel is displayed.

📶 Fred Office for Pharmacy (fredca	afe08)			_ 🗆 🔀
<u>File Action Edit View Applic</u>	cation <u>T</u> ools	<u>H</u> elp		>
🗉 🎒 New 👻 🖘 Find 🛛 😂 Print	😣 Export 🗸			
Assistants	Rate of Us	age Schemes		
Folder	Def	Name	Description	
Assistants Dashboard	49 📃	Two Weeks/Two Months	Two Weeks/Two Months	
Group	۵ 🕲	Three Months	Three Months	
I ask Management				
Stocktake				
Rate of Usage				
AppCAT				
V My Office				
Ordering	_			
Contacts	-			
🕼 Inventory				
Pricing				
Reporting				
Activity				
😚 Assistants				
Management				
>				
administrator Online		😑 5 Conflicts	🥥 29 Events 🛛 🖂 Connectors are active	🔮 0 Alerts

3. Double-click the ROU scheme that you want to add items to.



Rate of Usage Sche	me Build - '	Two Weeks/Two Mon	ths						_ 0 2
<u>F</u> ile <u>V</u> iew <u>T</u> ools <u>H</u>	<u>H</u> elp								3
🗉 🔚 Save and Close	S <u>a</u> ve ▶ =	📁 Add Items 🖗	Search bar >	🗉 👂 Test Curre	nt Scheme 🔉				· · ·
Name	Two Weeks/T	wo Months			Dynamic ReOrder Op	tions			
Description	Two Weeks/	Two Months	~		ReStock level days	0		Use Scheme	Options under the Tools
			~		ReOrder Point day	s 0		for items	
	Make this s	cheme the default schem	e for new items			📃 Include iter	m transfer ou	its in Rate of Usa	ge calculation
Item		Current Scaled ROU	Current ROP	Current Resto	Current Days Stock	New Scaled ROU	New ROP	New Restoc	Dynamic ReStock/ReOr
Search			Search	Search					
OSTEVIT D +CALC 120		0.00	0	0	0.00				=
PANADOL TAB 24		0.00	0	0	0.00				<b>V</b>
C	2	2							
Summary Pane									<u>+</u>
Week (7 days)		OSTEVIT D +CALC :	120					Da	ys Weighting
1 Week	0.8	~							60 40 %
3 Weeks	1								· · · · · · · · · · · · · · · · · · ·
4 Weeks									
Month (30 days)	0.4							-	
Year	0.2					14 d		-	
		D			٥	ay(s)			
	0 -	24/06/2014 4/0	7/2014 1	14/07/2014	24/07/2014 3/08	/2014 13/08	/2014		100 %
		29/06/2014	9/07/2014	¥ 19/07/201	4 29/07/2014	8/08/2014	18/08/20	14 Zoom: A	uto 💌
Ordering Summary Us	sage Summar	y Item Summary RC	)U Scheme Date	Ranges					

The Rate of Usage Scheme Build window is displayed.

### 4. Click Add Items.

The Available Items window is displayed.

🖱 Available Items				
Search Criteria				Selected
Alias, code or description contains		Search 👻		
Item Type	Any Item Type			
Active State	Any State 💌			
Search Results				
			>>>	
NO	entries exist in this view			
				OK Cancel

5. Search for and select one or more items to add to the ROU scheme, then click **OK**, to return to the Rate of Usage Scheme Build window.

**Note:** To see how your ROU scheme settings will be applied to the items you added, click **Test Current Scheme**.

6. To save your changes, click **Save and Close**.





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## **Creating your own ROU scheme**

- 1. Click Assistants.
- 2. Click Rate of Usage.

The Rate of Usage Schemes window is displayed.

📊 Fred Office for Pharmacy (fredca		
<u>File Action Edit View Applie</u>	cation <u>T</u> ools <u>H</u> elp	>
🗉 🎒 New 👻 🖘 Find 🏾 🍃 Print	😓 Export 🗸 😰 🔰	
Assistants	Rate of Usage Schemes	
Folder	Def Name Description	
Assistants Dashboard	🎒 📃 Two Weeks/Two Months Two Weeks/Two Months	
Group	🎒 📄 Three Months Three Months	
	i TEST	
📝 Stocktake		- 1
🚳 Rate of Usage		- 1
AppCAT		- 1
🍪 My Office		
Ordering		
Contacts		
📁 Inventory		
Pricing		
2 Reporting		
🐉 Activity		
🐣 Assistants		
🖾 Management		
>		
administrator Online	😆 5 Conflicts 🛛 🥥 29 Events 🛛 🚓 Connectors are active 🤗 0 Al	erts

3. Click **New**.





The Rate of Usage Scheme wizard is launched. The first wizard screen displayed is **Scheme Name**.

🏟 Rate of Usage Scheme Wiz	ard	_ 🗆 🔀
Scher	ne Name	
	Rate of Usage S Please provide a f describe this sche	Scheme Name friendly name that will identify this scheme. You can also enter a description which can me in more detail.
Scheme Name Date Ranges Settings Finish	Name: Description:	Example-ROU-Scheme This is an example of a custom ROU scheme.
Help (F1)		Cancel < Back Next > Finish

- 4. Enter a **Name** and **Description** for the ROU scheme.
  - **Note:** Enter a name that clearly identifies the scheme to other Fred Office users. For example, if you are creating a scheme that uses date ranges of **1 week** and **2 months**, a good name for the scheme might be **One Week/Two Months**.
- 5. By default, the **Make this scheme the default scheme for new items** checkbox is ticked. Untick this checkbox, if you don't want this ROU scheme to be the default scheme for new items added to Fred Office.
- 6. Click Next.



#### The Date Ranges wizard screen is displayed.

崎 Rate of Usage Scheme Wizard	
Date Ran	ges
	Date Range Definitions A scheme must contain at least 1 date range definition. These definitions will be combined with item usage data for calculating the Rate of Usage value.
📀 Scheme Name	Add details of the date ranges required: Days Weighting
i Date Ranges	🔾 Week: 7 50 % 💥
Settings	Month: 1     30     50 %     X     1
Finish	O Year:
	Weighting: 50 % Add
	100 %
	9 9 5 5 5 5 5 5 5 5 5 5 5 5 5
Help (F1)	Cancel < Back Next > Finish

- 7. On this wizard screen, set up the date ranges that the scheme will track.
  - To add a date range:
    - i. Click the option button next to the type of date range you want to add: **Week**, **Month**, or **Year**.
    - ii. In the text box, enter the number of weeks, months, or years in the date range.
    - iii. In the **Weighting** text box, enter the weighting you want to give this date range.
    - iv. Click Add.

The date range is then shown in the table at the right and the graph at the bottom of the screen.

- To delete a date range, click the red X icon to the right of the date range in the table.
- To change the weighting of a date range: in the table:
  - i. Click in the **Weighting** column of the date range.
  - ii. Enter a new weighting.

**Note:** The total weighting of the date ranges in the scheme must add up to 100% before you can continue to the next stage in the wizard.



- To change the order in which the date ranges will be tracked:
  - i. In the table, click to select a date range.
  - ii. Use the up and down arrow buttons to move the date range up or down the list.

	Days	Weighting				
		50 %	×			
	30	50 %	×	Î		
100 %						

**Note:** Date ranges do not overlap.

Date ranges at the top of the list are *later* (that is, more recent) than date ranges below them in the list.

For example, in the screenshot above, if today's date is 19 August, the top date range (7 days) represents the last 7 days, from 12 August to 18 August. The date range below it (30 days) represents the preceding 30 days, from 13 July to 11 August.

 When you have finished setting up the date ranges and their weightings, click Next. The Settings wizard screen is displayed.

崎 Rate of Usage Scheme Wiza	rd 💶 🗖 🛛 🗖
Settin	gs
	Additional Settings These settings allows you to control dynamic reordering based on the calculated Rate of Usage value.
	Dynamic ReOrder Options
Scheme Name	ReStock level days: 10
Oate Ranges	ReOrder Point days: 5
i Settings	
Finish	Include item transfer outs in Rate of Usage calculation
	<ul> <li>Restock Level days is the desired maximum stock level. The number of days entered here uses the Rate of Usage to calculate the maximum stock level.</li> <li>The ReOrder Point days is the desired minimum stock level.</li> </ul>
Help (F1)	Cancel < Back Next > Finish



- 9. Use this wizard screen to configure dynamic reordering for the items that will use this ROU scheme.
  - In the **ReStock level days** field, enter your desired *maximum* stock level, in days.

For example, if you enter **10** days, you will reorder a maximum of 10 days' worth of stock for items in this ROU scheme. The actual number of units of each item ordered at a given point in time will be adjusted depending on the item's ROU.

In the **ReOrder Point days** field, enter your desired *minimum* stock level, in days.

For example, if you enter **5** days, you won't reorder a given item in this ROU scheme until its stock level falls below 5 days' worth. The actual minimum number of units that triggers reordering will be adjusted depending on the item's ROU.

The Include item transfer outs in Rate of Usage calculation checkbox is ticked, by default.

This means that items transferred out of or into your pharmacy will be counted in ROU calculations for items in this scheme; that is, the ROU will reflect the item's *movement*, rather than only its *sales*.

To calculate ROU on sales only, untick this checkbox.

10. Click Next.

The Finish wizard screen is displayed, and shows a summary of the details you entered for the ROU scheme.

崎 Rate of Usage Scheme Wiz	zard 📃 🗖 🔀
Finish	1
	Finish The Rate of Usage Wizard now has enough information to create a new scheme. A summary of the scheme settings is shown below:
Scheme Name     Date Ranges     Settings	Scheme name: Example-ROU-Scheme Default scheme for new items: No No. of date ranges: 2
Finish	Date ranges spans a period of 37 days. ReStock level days: 10 ReOrder Point days: 5 Transfers included in calculation: Yes
	Click Finish to confirm and the scheme will be created. The Rate of Usage Scheme Build Screen will then be opened allowing you to add items and prototype the scheme.
Help (F1)	Cancel < Back Next > Finish

11. Click **Finish**, to close the Rate of Usage Scheme wizard.



The Rate of Usage Scheme Build window is displayed. Here, you can add items to your new ROU scheme.

Rate of Usage Sch	eme Build - E	xample-ROU-Scheme							_ 🗆 🗙
<u>F</u> ile <u>V</u> iew <u>T</u> ools	<u>H</u> elp								>
= 🔚 Save and Close	S <u>a</u> ve ≯ ≡	📁 Add Items  🙊	, Search bar 🔉	🗉 👂 Test Curre	nt Scheme 🔉				
Name	Example-ROU	-Scheme			Dynamic ReOrder Op	tions			
Description	This is an exa	mple of a custom ROU s	cheme. \land		ReStock level days	10		🛐 Use Scheme	Options under the Tools
			~		ReOrder Point day	s 5		for items	le dynamic reordening
	Make this so	theme the default schem	ne for new items			💌 Include iter	n transfer ou	its in Rate of Usa	ge calculation
Item		Current Scaled ROU	Current ROP	Current Resto	Current Days Stock	New Scaled ROU	New ROP	New Restoc	Dynamic ReStock/ReOr
Search			Search	Search					
Summary Pane	0								Ŧ
Week (7 days) 1 Week		C Series 1						Da	ys Weighting 7 50 %
2 Weeks									30 50 % 💢
4 Weeks	0.6								
Month (30 days)	0.4								
Year				8			7		
	0.2			day(s			day(s		
	0 4	23/06/2014 3/0	17/2014	13/07/2014	23/07/2014 2/0	8/2014 12/04	3/2014	-¥	100 %
		28/06/2014	8/07/201	4 18/07/20	14 28/07/2014	7/08/2014	17/08/2	014 Zoom: Au	ito 💌
Ordering Summary	Usage Summary	Item Summary	OU Scheme Date	Ranges					

**Note:** In the lower right of the **ROU Scheme Date Ranges** tab, you can edit the **Days** and **Weighting** of the date ranges in the ROU scheme.

### 12. Click Add Items...

The Available Items window is displayed.

📛 Available Items					X
Search Criteria				Selected	
Alias, code or description contains		Search 💌			
Item Type	Any Item Type				
Active State	Any State 💌	]			
Search Results		]			
			<b>&gt;&gt;&gt;</b>		
			<		
No	entries exist in this view				
·				OK Cancel	Ē,



- 13. Search for and select one or more items to add to the ROU scheme, then click **OK**, to return to the Rate of Usage Scheme Build window.
- 14. If you change the scheme's date ranges or weighings, you can click Test Current Scheme to see how your changes affect the ROU of the items in the scheme.

Save and Close	Save	Add Items	<ol> <li>Search bar</li> </ol>	A D Test	Current Scheme							
Name	Terrettar	Australia	481		Dynamic R	eOrder Options						
Description Average		né al november dours 1	wordts.	20	ReSto	ck level days:	0		Use Scher	ne Options under the T	ools	
	Constant of the second s				ReOrd	ReOrder Point:		0%		<ul> <li>menu to toggle dynamic reordering for items</li> </ul>		
	Maie th	is scheme the default	scheme for ne	w Rens		4490.000	Include it	en transfer out	s in Rate of I	Usage calculation		
Item		Current Scaled R	Current R	Current Res	Current Days Stock	New Scaled ROU	New R	New Resto	New Da	Dynamic ReStock/R	ROU Move	
Search			Search	Search								
PANADOX CAPLETS	24	0.00	0	1	75.00	0.67	0.00	0.00	90.00		1	
PANADOL CAPLETS	20 RAPID	0.40	0	1	0.00	0.33	0.00	0.00	0.00	<b>a</b>	3	
VIOUS 44 CHESTY O	JM051 HEUO	0.00	1	1	0.00	0.00	0.00	0.00	0.00		0	
AMOVEL SVRUP 250	46/5 100ML	0.00	0	1	0.00	0.00	0.00	0.00	0.00	6	0	
AMONE 148 250MG	20 CHEW	0.00	0	0	0.00	0.00	0.00	0.00	0.00	6	0	
	000000.014	0.00	0	0	0.00	0.00	0.00	0.00	0.00	13	0	

Note: The Current Scaled ROU and New Scaled ROU columns show the item's ROU multiplied by its ROU scale. For more details, see "ROU scale".

immary Pane									
Stock Details		Sales Details							
SOH	0.00	Last Sold Date							
Committed	0.00	Current Cost							
Available	0.00	Current Price							
Reorder Point	0	Pricing Plan							
Restock Level	0								
Rate of Usage	No ROU Scheme								
ROU x Scale	0.00								
Last Stocktake	01/01/12 Current ROU: 0.00 Scale: 30.00								
Ordering Summary	Usage Summary Item Summary	ary ROU Scheme Date Ranges							

To quickly view an item's ROU scale in a tooltip, select the item, click the **Item Summary** tab, then hover over the **ROU × Scale** field.

15. After you have finished setting up your ROU scheme, click **Save and Close**, to assign the items to the ROU Scheme and save your settings.

**Note:** If you plan to use this new ROU scheme to order items, remember to either set up or adjust your draft ordering templates. For more details, see "Ordering using ROU".



### The Summary pane

The **Summary pane** enables you to make further changes to the Rate of Usage Scheme.

The ROU Scheme Date Ranges tab is displayed by default. This tab enables you to change the scheme's date ranges and weightings.

When you select an item (on the top section of the Rate of Usage Scheme Build window), the graph in the middle shows you the item's movement details across the scheme's date range(s).

Save and Close	Stine 5	T B Add Itens	盟。Search bar	A I B Test	Current Scheme						
Name	Smorthly	Average			Dynamic R	eOrder Options					
Description	Aver age	of all movement over 3	3	ReSto	ReStock level days:			Use Scher menu to t	ne Options under the T oggle dynamic reorderir	pols vg	
	L			9	ReOrd	ler Point:	0 %	to a second	for items		
	Make	this scheme the default	scheme for ne	w Rens		Include item transfer outs in Rate of Usage			Usage calculation		
tem		Current Scaled R	Current R	Current Res	Current Days Stock.	New Scaled ROU	Nove R	New Resto	New Da	Dynamic ReStock/R	ROU Move
earch			Search	Search							
ANADOL CAPLETS 2		0.60	0	1	75.00	0.67	0.00	0.00	90.00		2
ANADOL CAPLETS 20	RAPID	0.40	0	1	0.00	0.33	0.00	0.00	0.00		\$
VIOIS 44 CHESTY COUGH 120ML		0.00	1	1	0.00	0.00	0.00	0.00	0.00		0
AMOXIL SYRUP 250MG/5 100ML		. 0.00	0	1	0.00	0.00	0.00	0.00	0.00		0
AMOXIL TAB 250MG 20 CHEW		0.00	0	0	0.00	0.00	0.00	0.00	0.00		0
Z Amoxyollin Tab 100	00mg x14	0.00	0	0	0.00	0.00	0.00	0.00	0.00		0
		6									
mutry Pane											
Week (7 days) 1 Week			APLETS 24							Days We	ighting (10 %)
2 Weeks 3 Weeks 4 Weeks	12	5-		/							
Monith (30 days)				)							
Year	· 0.	5 - 0 -				0			0		
		1				desident of the second			14	1	100 %

- The Ordering Summary tab shows a summary of the supplier and invoice history details of the currently-selected item or items.
- The Usage Summary tab shows summaries of the historical usage of the currentlyselected item.
- The **Item Summary** tab shows stock, sales, ordering, and supplier information about the currently-selected item.



## **GLOBAL ROU SETTINGS**

These settings are recommended for advanced Fred Office users.

In this section:

- Changing your ROU schedule
- Changing your ROU scale

## **Changing your ROU schedule**

Your ROU schedule is the time of day that Fred Office will calculate ROU for items that are in ROU schemes. ROU is always calculated outside of trading hours.

**Note:** Normally, you should only need to adjust your ROU schedule if the default time doesn't provide enough time for the ROU calculation to run.

Choose the time carefully; the ROU calculation can take several hours. If the ROU calculation is still processing when you start trading, the calculation will be cancelled and your ROU values will not be up-to-date.

1. Click the Tools menu, then click Item, then click Rate of Usage Schemes.

J Fred Office for Pharmacy (fredcafe08)										
<u>File Action Edit View Application Tools H</u> elp										
🗉 資 New 👻 🚳 Find 🍪 Print	🕹 Б	Order	+							
Assistants	Searc	Account	-	Look for						
Folder	Gro	Item	•	Labels						
Section Assistants Dashboard		Reason Codes	•	Options						
Group		AppCat	•	Stocktake Export						
Item Manager		System	•	Bulk AppCAT Matching						
📝 Stocktake		Script	•	Rate of Usage Schemes						
Rate of Usage AppCAT		Alerts	•	Price Level Options						
		System Setup Wizard		Discount Schemes						
				Bulk Drug Matching						



The Rate of Usage Options window is displayed.

Rate Of Usage Options
Schedule Settings
Rate Of Usage Schedule
Specify the starting time for the Rate OF Usage to be calculated.
Note: This may take several hours to calculate. The Rate Of Usage service will automatically stop if it is still running when store hours start.
Time: 3:36:00 AM
OK Cancel Apply

- 2. Adjust the **Time** as required.
- 3. Click **OK**, to save your changes and close the Rate of Usage Options window.



## **Changing your ROU scale**

Note: Changing your ROU scale will not affect the ROU scale of other Fred Office users.

 Click the **Tools** menu, then click **Item**, then click **Rate of Usage Schemes**. The Rate of Usage Options window is displayed.

Click the **Settings** tab.

Rate Of Usage Options	
Schedule Settings	
Default Item Rat	te of Ilsage Scale
Choose the defaul	It Rate of Usage scale to be applied to items.
ROU Scale	30 Day(s)
	OK Cancel Apply

- 2. In the **ROU Scale** text box, enter the number of days you want to use for your usage estimations.
- 3. Click **OK**, to save your changes and close the Rate of Usage Options window.



# **ORDERING USING ROU**

ROU is a powerful tool for ordering. Set up correctly, it can take the work out of predicting order quantities.

Let's look at an example of how to create a draft for monthly bulk orders that uses ROU.

1. In the left-hand navigation menu, click Ordering.

The Drafts screen is displayed.

Fred Office for Pharmacy (fredcaf	fe08)						_ 🗆 🔀
<u>File Edit View Application To</u>	ools <u>H</u> elp						>
🗉 🔟 New 🚽 🧊 New Order 🚳 Ne	ew Invoice 🛛 💥 De	elete 🛛 🔠 Out Of S	Stocks   💁 Find   🍃 Print	t 🔌 Export 🛛 🎯 🔉			
Ordering <	Search In - Drafts		Look for		💌 Find	Now Clear	Show All
Folder							
🔛 Ordering Dashboard							
Drafts	Draf	ts	Open Orders	Open Invoices			Completed Invoices
Unders					0		
Beturns		U	Ŭ				
Credit Notes	Drafts						
🍄 My Office	Draft #	Name		Create Date  □ □	Item C	Ext Cost	Remarks
	Create Date:	Older					
Ordering	236834	QuickPad		Thu 5/09/2013 02:0	1	1 \$80.94	1 This order se
Contacts							
📁 Inventory							
Pricing							
🛃 Reporting							
🐉 🔮 🖎 🕨							
administrator Online			😑 5	Conflicts 🥥 29 Events	👍 Conne	ctors are activ	e 🏾 🔮 0 Alerts

2. Click New.

The New Draft window is displayed.



3. Select Use wizard to add items, then click OK.



The Draft wizard is displayed.

**Note:** This wizard guides you through the ordering process. First, you choose *which* items to order; then you choose the quantities to order.

4. On the Select Template wizard screen, select Create New List.

Draft Wizard		
Selec	t Template	
	If you have previously saved a template which you would like to use now, choose the 'Load Template' option below.	
	Load Saved Template	
🥝 Welcome	Load the template selected below.	
Select Template	Template No Template Selected 💌 🐱	
Select Items	If you are required to alter options from the colocted template check the option below	
Select Item Options	Allow me to edit this template	
Supplier Details		
Manufacturer Details	Create New List	
Proxy Details	Allow me to go through the wizard constructing a new item selection list which I can save	
Restrict Items	as a template on completion.	
Order Quantity		
Preferences		
Finish		
Help (F1)	Cancel < Back Next > Einish	

5. Click Next.

The Select Items wizard screen is displayed.

Draft Wizard	
Selec	t Items
	Select a process to add items.
•	Replenishment Items
	Select items based on reorder points and restock levels.
🥝 Welcome	Sold Between Two Dates
Select Template	Select items that have been sold or dispensed within a date range.
Select Items	🔵 Item Group
Colort Them Colima	Select items contained within an item group.
Select Item Options	Existing Orders
Supplier Details	Copy all items from one or many already existing orders.
Manufacturer Details	Rate Of Usage
Proxy Details	Select items based on usage of items from rate of usage statistics.
Restrict Items	Quickpad Items
Order Quantity	Use items in the quickpad draft
Droforoncon	Out of Stock Items
Freierences	Use items in the out of stock list
Finish	
Help (F1)	Cancel < Back Next > Finish



ORDERING USING ROU

- 6. Select Rate Of Usage. This restricts the order to items that are in ROU schemes.
- 7. Click Next.

The Select Item Options wizard screen is displayed.

Draft Wizard							
	Selec	t Item Options					
		Include items that wi Enter 0 to include all	ll run out of sto items with a ra	ock within the follow te of usage value.	wing number of	days.	
📀 Welcome		Number of days	0		]		
📀 Select Template							
📀 Select Items							
I Select Item Options							
Supplier Details	_						
Manufacturer Details							
Proxy Details							
Restrict Items							
Order Quantity							
Preferences							
Finish							
Help (F1)				<u>C</u> ancel	< Back	Next >	Einish

- 8. If required, you can include only items that will run out of stock in a specified number of days. To include all items with an ROU, keep the number of days as **0**.
- 9. Click Next.

The Supplier Details wizard screen is displayed.

Diale Wizard	
	iupplier Details
	Check the following store for availability first Select a store
<ul> <li>Welcome</li> <li>Select Template</li> <li>Select Items</li> </ul>	Select the suppliers If no suppliers are chosen, items without a supplier may be included. Only from Supplier
Select Item Options	Click here to search           API         Select All
Supplier Details	DHL FOR PFIZER
Proxy Details Restrict Items Order Ouantity	Specify the supplier used to order an item from (e) Any Supplier
Preferences	The supplier is not important so choose any.  Primary Supplier
1 1 1001	Will choose items where the selected suppliers are nominated as the primary supplier only.
Help (F1)	Cancel < Back Next > Einish



- 10. Select one or more suppliers to restrict the order to.
- 11. Click Next.

The Manufacturer Details wizard screen is displayed.

Draft Wizard	
Man	ufacturer Details
	Select the manufacturer.
	Only from Manufacturers
📀 Welcome	Click here to search
Select Template	Select All
📀 Select Items	Clear
Select Item Options	
📀 Supplier Details	
Nanufacturer Details	
Proxy Details	
Restrict Items	
Order Quantity	
Preferences	
Finish	
Help (F1)	Cancel < Back Next > Enish

12. On this screen:

- To restrict the order to one or more manufacturers, search for and select the manufacturers.
- To select all manufacturers, either leave this screen blank, or click Select All.

13. Click Next.



The Proxy Details wizard screen is displayed.

Draft Wizard	
Pro	xy Details
	Select banner, buying groups
	Only from banner, buying groups
📀 Welcome	Click here to search
Select Template	Select All
Select Items	Clear
Select Item Options	
Supplier Details	
Manufacturer Details	
Proxy Details	
Restrict Items	
Order Quantity	
Preferences	
Finish	
<u>H</u> elp (F1)	Cancel < Back Next > Enish

- 14. On this screen:
  - To restrict the order to one or more banner or buying groups, search for and select the banner or buying groups.
  - To select all banner or buying groups, either leave this screen blank, or click Select All.
- 15. Click Next.

The Restrict Items wizard screen is displayed.

	Select departments.	
	Department	
Welcome	Click here to search	
Select Template	<ul> <li>✓ Analgesic/Antipyretic</li> <li>✓ Baby</li> </ul>	Select All
Select Items	CLUB	Clear
Select Item Options	Confectionery	=
Supplier Details	Cosmetics Coughs and Colds	
Manufacturer Details	Deodorants     Developing and Processing	_
Proxy Details	Diet Products, Vitamins, Nutri	
Restrict Items	<ul> <li>✓ Drugs</li> <li>✓ Ethicals</li> </ul>	
Order Quantity	Family Planning     Feminine Hygiene	
Preferences	First Aid	
Finish	<ul> <li>✓ Foot Care</li> <li>✓ Galenicals</li> </ul>	
	Gifts	
	Mair Accessories	~



16. On this screen:

- To restrict the order to one or more departments, search for and select the departments.
- To select all departments, either leave this screen blank, or click Select All.
- 17. Click Next.

The Order Quantity wizard screen is displayed.

**Note:** The previous stages in the wizard involved narrowing down the items in your order. The Order Quantity wizard screen is where you will specify how Fred Office is to calculate the number of units of each item to order.

Draft Wizard	
Orc	ler Quantity
	Select the process to determine 'how many' to order.
	Project Item Usage
🥝 Welcome	Select the quantity to order based upon the Rate Of Usage previously determined each item.
🥝 Select Template	Days to Project 30
🥝 Select Items	
Select Item Options	
🥝 Supplier Details	
🥝 Manufacturer Details	
🥝 Proxy Details	
🔇 Restrict Items	
i Order Quantity	
Preferences	
Finish	
Help (F1)	Cancel < Back Next >

- 18. In the **Days to Project** field, enter the number of days' usage you want to order. In this example, we want to create a bulk order for **30** days.
- 19. Click Next.



The Preferences wizard screen is displayed.

Draft Wizard				
Pref	erences			
	Choose which options you would like to apply to the items added to this order			
🥝 Welcome	If an item already exists on another order that has not been received or out of stock, adjust the quantity by that amount.			
Select Template	Adjust for Items on Turnover Invoices			
Select Items	If an item already exists on a turnover invoice that has not been linked to a purchase			
Select Item Options	order, adjust the quantity by that amount.			
📀 Supplier Details				
Manufacturer Details	available pack size.			
🥝 Proxy Details	Adjust for Available Quantity			
Restrict Items	Adjust the ordered quantity to account for items in stock. Available is equal to stock			
📀 Order Quantity	on hand minus committed quantity.			
Preferences	Optimise Draft			
Finish	Reach minimum quantities			
Help (F1)	Cancel < Back Next > Finish			

- 20. Select the order quantity preferences you want to apply to the items added to this order.
- 21. Click Next.

The **Finish** wizard screen is displayed.

Draft Wizard	
Finish	
	You have successfully completed the Add Item Wizard. You specified the following criteria for your items:
Welcome     Select Template     Select Items     Select Item Options     Supplier Details     Manufacturer Details     Proxy Details     Restrict Items	The following options will be saved with this template:  Choose items to order via: * Items that only match the class 'Any' Choose supplier item to order via: * Any Supplier Restrict to items only in these departments: * Analysis://Interpretic * Baby Chemworld CLUB Confectionery * Cosmetics *
Order Quantity     Preferences     Finish	If you would like to save this template for future use on other orders check the 'Save Template' check box and enter a template name. Check this box to allow saving of this template Template Name 30-day bulk order template based on ROU To dose the wizard and view your added items, click Finish
Help (F1)	Cancel < Back Next > Einish

- 22. Tick the Check this box to allow saving of this template checkbox.
- 23. In the **Template Name** text box, enter a name for your template.
- 24. Click Finish.

The Draft window is displayed, and shows the items and their proposed quantities, based on the criteria you selected.

25. Review the items on the draft and process your order following your usual store procedure.

ORDERING USING ROU 30



# **REPORTING ON ROU**

The Rate of Usage Schemes report enables you to report on your items' current ROU values and their ROU schemes. You can use this report to:

- Confirm which ROU scheme is assigned to a group of items (for example, a department, a category, or items from a particular supplier).
- Compare the ROU of several items.
- Identify items with a very high or low ROU.
- Identify items that are not assigned to an ROU scheme.

#### To run the Rate of Usage Schemes report:

- 1. In the left-hand navigation menu, click **Reporting**.
- 2. Click to expand the **Inventory Reports** menu.

🖬 Fred Office for Pharmacy (fredcafe08)								
<u>File Edit View Application T</u>	ools <u>H</u> elp	>						
= New 🕶 🖘 Find 🏼 🥹 🕨								
Reporting <								
Folder		Selected Deport						
Reporting Dashboard		Sected Report						
System Reports	Inventory Reports (14 Reports)	Rate Of Usage Schemes						
User Reports	Appcat Matching							
	Committed Stock Report							
	Dead Stock Report	Available Actions						
🍄 My Office	Drug to Item Matches	Open Report						
Ordering	Item Pricing Details	Delete Report						
Contacts	Manual Stock Adjustments	Share Report						
S Inventory	Manual Stock Adjustments(Comparative)	Schedule Report						
	Negative Stock On Hand							
Pricing	Promotion Performance	Report Information						
Reporting	Rate Of Usage Schemes							
Activity	Stock Movement	Identifies what Rate Of Usage Scheme has been set for items.						
😵 Assistants	Stock Take Details							
O Management	Stock Valuation							
	Stock Valuation (Historic)	Common Usages:						
<u> </u>	<u>~</u>							
🤪 administrator 🛛 Online 🔹 Connectors are active 🤗 0 Alerts								

3. Double-click Rate of Usage Schemes.

The Report: Rate of Usage Schemes screen is displayed.

AAXIS PACIFIC				
Select All Clear				
Rate of Usage Scheme Selection	7			
Check the ROU Schemes that you would like the report filtered by				
	=			
Three Months	-			
🔲 Two Weeks/Two Months				
No ROU Scheme				
Select All Clear				



- 4. Select your required report filters:
  - a. Select the Departments or Categories and Suppliers you want to report on.
  - b. Select one or more Rate of Usage schemes to report on.
  - c. Select any **Advanced filters** you want to report on.

### 5. Click Run Report.

The Rate of Usage Schemes report is generated. The report shows the following details about each item:

- Item Code
- Item Description
- ROU Scheme
- ROU Value

**Note:** This is the item's current ROU value on the day that the report is run.

SOH

🔀 Report: Rate Of Usage Schemes	🖀 Report: Rate Of Usage Schemes												
<u>File</u> Report <u>H</u> elp													
= 🚽 Save Report 🛛 🚽 Save Report As 🛛 🌏 Run Report 🖉 Email Report													
🕅 Print Preview 🔌 Export 🗸 Include Filters in Preview 💌 Style Editor Report View Report Only													
Report Filter(s)	4	Report											
Basic Filters													
Department / Category Selections	<u>.</u>	Departur	Category △	]									
Check the Departments and/or Categories you would					new et								
like to restrict to		Item Code	Item Description		ROU Scheme	ROU Value	SOH						
:▼ No Department			reparations										
Analgesic/Antipyretic		± Ap	res Tanning										
⊕✔ Baby	8	🗎 Ar	tificial										
the Chemworld		⊕ Baby/Toddler											
⊕ 🗹 CLUB		🖃 Blo	ocking										
Confectionery		304	4255 CANCER COUNCI	DAY CRM 30 + 7	Two Weeks/Two M	5.00	19.00						
⊕ ✓ Cosmetics		304	4263 CANCER COUNC	TINT CRM 30+	Two Weeks/Two M	1.10	10.00						
		809	9209 LIPZ LIP OINT 7.5	IG TUBE	Two Weeks/Two M	11.54	28.00						
Select All Clear		776	5424 HAMILTON LIPZ L	/BALM 4.5G SBRY	Two Weeks/Two M	4.00	7.00						
		523	3429 HAMILTON*Q/BLK	(CR 30+75G	Two Weeks/Two M	3.00	10.00						
Supplier Selection		526	6975 HAMILTON*Q/BLK	CSTK30+4.5G	Two Weeks/Two M	10.00	25.00						
Check the suppliers that you would like the report		199	960 SOLEO ORGANIC	S/S 30G SPF30+	Two Weeks/Two M	0.10	1.00						
filtered by		199	956 SOLEO ORGANIC	S S/SCREEN 75G	Two Weeks/Two M	4.25	4.00						
All Suppliers		540	0951 BB LIP/B OUT/D S	PF30+BLIST	Two Weeks/Two M	0.00	0.00						
		32:	1990 NIVEA SUN LOTIC	ON SPF30 + 400ML	Two Weeks/Two M	0.50	22.00						
		82	5336 SIMPLE PURIFY S	KN TONER 200ML	Two Weeks/Two M	2.10	11.00						
Advanced Filters Run Report							<b></b>						

- 6. Save or Export the report, if required.
  - Note: You can use the Quick Action wizard to quickly change the ROU scheme of one or more items. Select the items, right-click, and click **Perform Quick Action**. For more details, see "Assigning multiple items to an ROU scheme using the Quick Action wizard".





1300 731 888 (Local Call Cost) **Fred Help Centre:** http://help.fred.com.au **Email:** help@fred.com.au 8.30am - 9.00pm (EST) Mon – Fri 8.30am - 5.00pm (EST) Sat, Sun & Public Holidays

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