



**VetWare**

Veterinary software for companion animals

## **Module 32**

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## **Controlled substances**



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## 1. Configuration

Inside the product catalog, identify your item as a controlled substance.

Product description		Invoice description	
French:	Ketamine inj. 100mg/ml /au ml	Ketamine inj. 100mg/ml /au ml	
English:	Ketamine inj. 100mg/ml /au ml	Ketamine inj. 100mg/ml /au ml	
Revenues category:	Drug	UPC:	<input type="checkbox"/> Invalid
Classification:	Accessory	DIN:	<input type="checkbox"/> Group use only
Manufacturer:	<N/A>	Logs:	<N/A> <input type="checkbox"/> Show on recommendations
Planogram:	<N/A>		<input checked="" type="checkbox"/> Prescription required
			<input type="checkbox"/> Exclude prescription fee
			<input checked="" type="checkbox"/> Controlled substance
			<input type="checkbox"/> Track inventory by lot

### 1.1 Track inventory by lot

Activating this function allows you to select your lot at the time of sale. It also prevents you from ending up with negative inventory in a lot.

Product description		Invoice description	
French:	Ketamine inj. 100mg/ml /au ml	Ketamine inj. 100mg/ml /au ml	
English:	Ketamine inj. 100mg/ml /au ml	Ketamine inj. 100mg/ml /au ml	
Revenues category:	Drug	UPC:	<input type="checkbox"/> Invalid
Classification:	Accessory	DIN:	<input type="checkbox"/> Group use only
Manufacturer:	<N/A>	Logs:	<N/A> <input type="checkbox"/> Show on recommendations
Planogram:	<N/A>		<input checked="" type="checkbox"/> Prescription required
			<input type="checkbox"/> Exclude prescription fee
			<input checked="" type="checkbox"/> Controlled substance
			<input checked="" type="checkbox"/> Track inventory by lot

### 1.2 Printing label lot

You can print lot label to affix to your controlled substance. Go to « Inventory », select your lot, and click on « Print label ».

Product inventory for Ketamine inj. 100mg/ml - Solutions Vet inc. test 5.10

Establishment: Solutions Vet inc. test 5.10 Date of the transaction: 17-Oct-2023

Lot No	In stock	Transaction type	Quantity	Expiry	Manufacturer lot	Transfer destination	Comment
10	90			31-May-2024			
12	100			31-Oct-2024			

Buttons: Add, Delete, **Print label**, Save, Close

Bottom navigation: **Inventory**, Usage, Print UPC, Next, Save, Close

Lot: 10 Ketamine inj. 100mg/ml  
Exp: 31-May-2024

## 2. Sales

### 2.1 Medical file

#### 2.1.1 Track inventory by lot activated

Controlled substance  
 Track inventory by lot

If you have activated « Track inventory by lot », you will need to select the lot to be used at the time of sale in the medical file.

Groups / Services / Products - Heidi (45 kg/99.2 lb) Insured - [40208-24] 07-Mar-2023

Selection  
 Description: keta  
 Group / Services / Products containing:  
 Service description: Service category: <N/A>  
 Product description: Product category: <N/A>

Search results

Type	Description	Quantity
Product	Ketamine inj. 100mg/ml	80

Transactional detail

Quantity	Description	Type	Val.	Lot	Flat char...	Discount %	Unit price	Total price
0.25	Ketamine inj. 100mg/ml	<N/A>	<N/A>		\$0.00	0.00	\$2.02	\$0.51
				Lot #	Qty	Serial no.		
				10	30			
				12	50			

Note that you will not be able to sell a quantity greater than the remaining quantity in a lot. In such case you must make 2 separate sales, one sale in a 1<sup>st</sup> lot and one sale in a 2<sup>nd</sup> lot.

#### 2.1.2 Track inventory by lot deactivated

Controlled substance  
 Track inventory by lot

In case the « Track inventory by lot », is deactivated, the system will itself select the lot in which the inventory will be decreased.

**\*\*\* This option is not recommended for you injectable products, because when your bottles are empty you will have a quantity left in inventory in the system due to frequent losses with each dose taken in the bottle \*\*\***

If the product has only one lot in inventory, obviously it will select this one to decrease the inventory. Be careful in such a situation, the system will sell a quantity greater than the quantity in inventory which will give a negative inventory to your lot. If your negative inventory is not corrected, the system will continue to select this negative lot during your next sales, even if other lots are available. This will have an impact on your controlled substance log, on your inventory and your order generations.

Product inventory for Ketamine inj. 100mg/ml - Solutions Vet inc. test 5.10

Establishment: Solutions Vet inc. test 5.10 Date of the transaction: 17-Oct-2023

Lot No	In stock	Transaction type	Quantity	Expiry	Manufacturer lot	Transfer destination	Comment
10	-6			31-May-2024			

If the product has more than one lot in inventory, the system will select by default the one with the closest expiration date. It will stop at 0 and draw from the next lot (if there is one).

Product inventory for Ketamine inj. 100mg/ml - Solutions Vet inc. test 5.10

Establishment: Solutions Vet inc. test 5.10 Date of the transaction: 17-Oct-2023

Lot No	In stock	Transaction type	Quantity	Expiry	Manufacturer lot	Transfer destination	Comment
10	1			31-May-2024			
16	50			28-Feb-2025			

In the example above, if we sell a quantity of 3, the system will first select lot #10 (since the expiration date is closer). He will decrease a quantity of 1 in this lot and will subsequently use lot #16 to decrease the remaining quantity of the sold.

## 2.2 Prescription

### 2.2.1 Track inventory by lot activated

Controlled substance

Track inventory by lot

If you have activated « Track inventory by lot », the different lots for your product will be displayed on the screen.

Prescription for Heidi, weight: 45.0000 kg / 99.2 lb

Description: pheno Category: <N/A>

Description	Lot #	Quantity here	Quantity all	Flat charge	Unit price
Phenobarbital 60mg /co	1	30	30		\$0.36
Phenobarbital 60mg /co	3	500	500		\$0.36

Note that you will not be able to make a prescription with a quantity greater than the remaining quantity in a lot.

In such a case you must make 2 separate prescriptions, one prescription in a 1<sup>st</sup> lot and one prescription in a 2<sup>nd</sup> lot.

### 2.2.2 Track inventory by lot deactivated

Controlled substance

Track inventory by lot

In case the « Track inventory by lot » is deactivated, the system will itself select the lot in which the inventory will be decreased.

**\*\*\* This option is not recommended for you injectable products, because when your bottles are empty you will have a quantity left in inventory in the system due to frequent losses with each dose taken in the bottle \*\*\***

If the product has only one lot in inventory, obviously it will select this one to decrease the inventory. Be careful in such a situation, the system will sell a quantity greater than the quantity in inventory which will give a negative inventory to your lot. If your negative inventory is not corrected, the system will continue to select this negative lot during your next sales, even if other lots are available. This will have an impact on your controlled substance log, on your inventory and your order generations.

If the product has more than one lot in inventory, the system will select by default the one with the closest expiration date. It will stop at 0 and draw from the next lot (if there is one).

Product inventory for Phenobarbital 60mg /co - Solutions Vet inc. test 5.10

Lot No	In stock	Transaction type	Quantity	Expiry	Manufacturer lot	Transfer destination	Comment
1	15	▼		31-May-2024			
3	500	▼		31-Aug-2025			

In the example above, if we make a prescription with a quantity of 28 tablets, the system will first select lot #1 (since the expiration date is closer). He will decrease a quantity of 15 in this lot and will subsequently use lot #3 to decrease the remaining of the prescribed quantity.

### 3. Order

#### 3.1 Qty/Format

This field indicates the quantity of this product contained in the purchase format (e.g. 1 Bottle contains 50ml).

For products sold by the unit (ml, tablet, etc...), but ordered in bottles (50ml, 100co, etc...), the quantity should indicate the total number of units contained in your bottle.

By default	Supplier	Product number	Qty./Format
<input checked="" type="checkbox"/>	CDMV	118578	50
<input type="checkbox"/>			

If the function « Track inventory by lot » is activated, it will be impossible to have inventory lots with a quantity greater than the « Qty/Format ».

#### 3.2 Order point

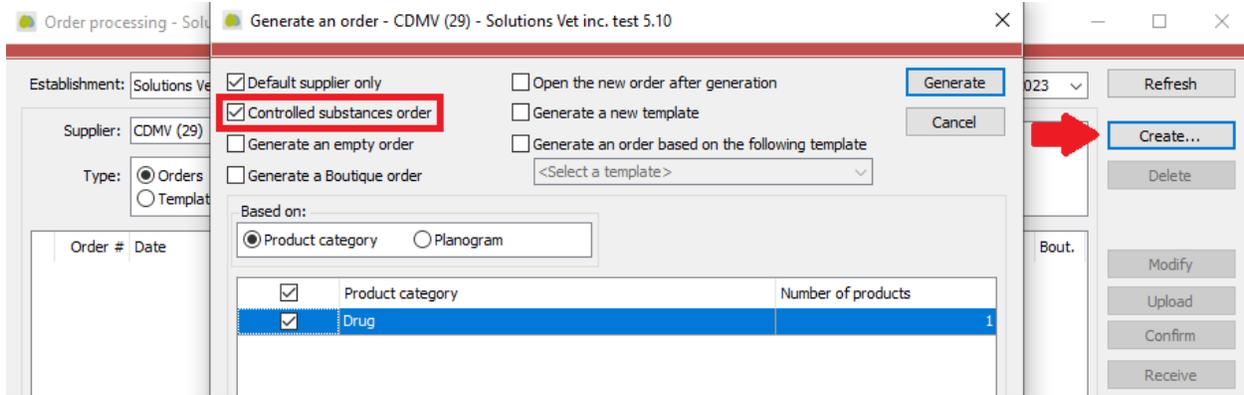
Activate the orders for your product and enter the minimum and maximum values for your inventory. In this example, we tell the system to order the product when the inventory reaches 10(ml) and place order to reach 50(ml) in inventory. The system will generate an order for one bottle.

Order #	Created date	Status	To receive
No orders			

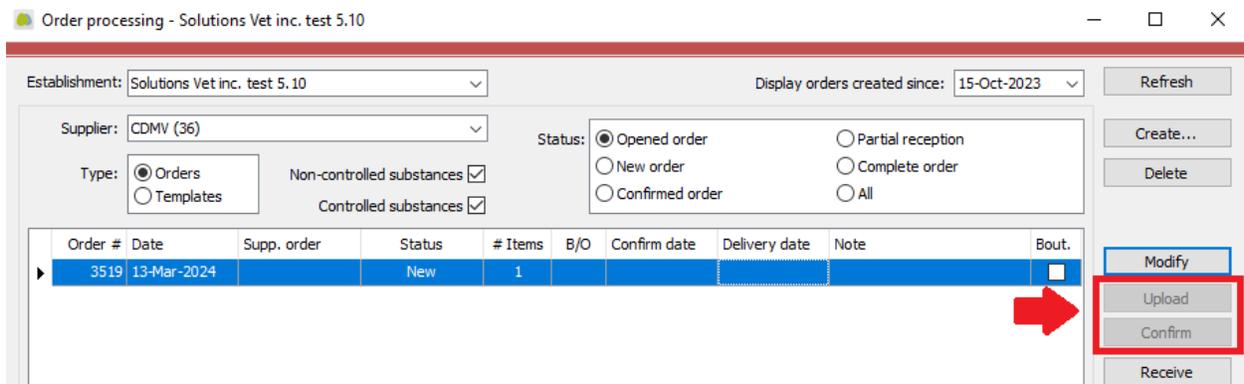
Activate orders  
 Order when at:   
 Order up to:

### 3.3 Order generation

In your order catalog, create a new controlled substance order.

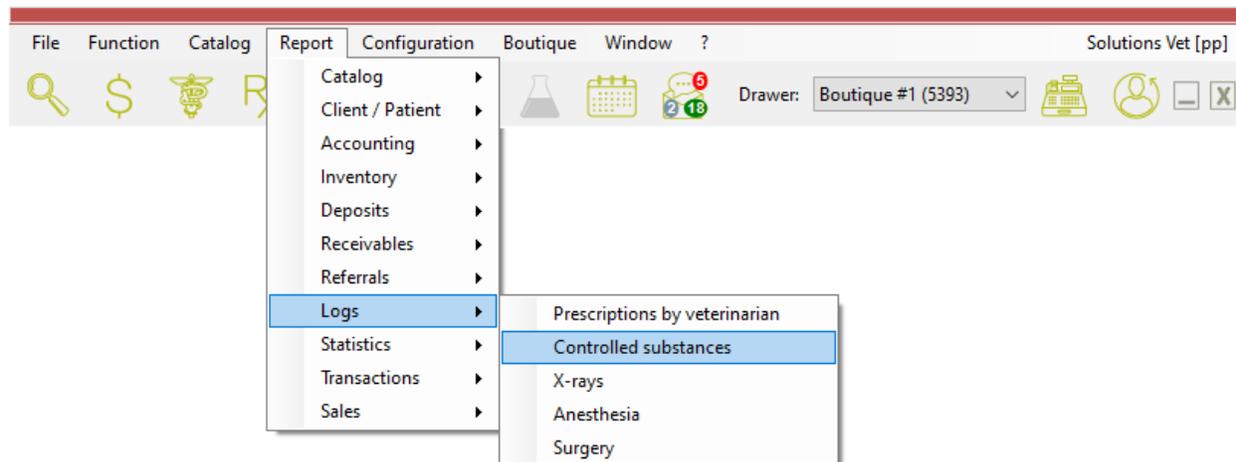


The « Upload » and « Confirm » functions are non-functional for controlled substance orders. However, you will be able to « Receive » your order in the software when it is delivered to your establishment.



## 4. Reports

### 4.1 Controlled substances log



This report displays all detailed transactions for each controlled product.

**Controlled substances log - from 18-Oct-2023 to 18-Oct-2023**

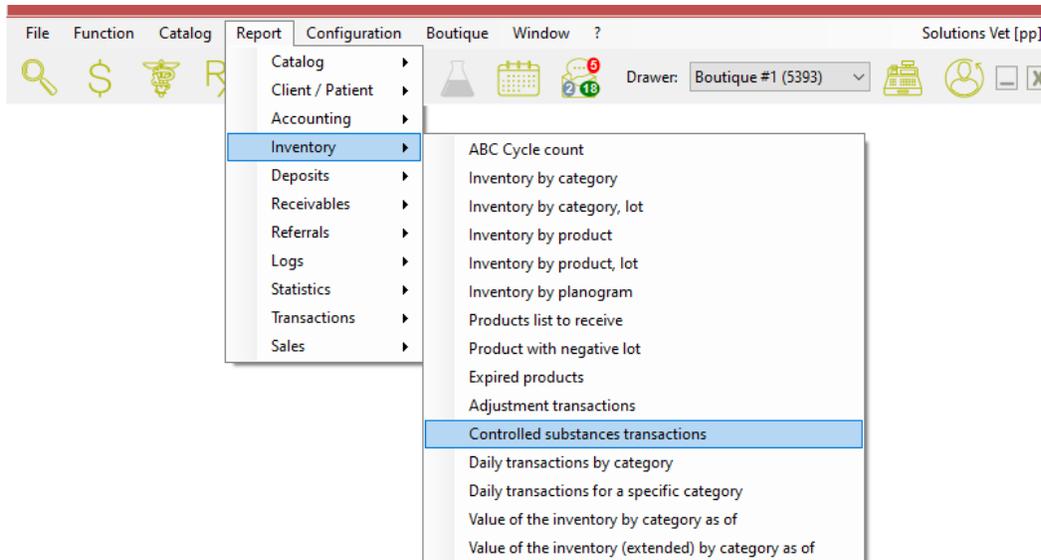
Product: Phenobarbital 60mg /co

1

Expiry date: 31-May-2024

Client/Patient	Date	Transactio	Manuf. lot	Quantity	Balance	Employee/Veterinarian
				15,00	15,00	Employee: Transaction:
Solutions Vet (24912) Heidi (40208-24) 2999 boul. Choquette, St-Hyacinthe, QC J2S 7C2	18-Oct-2023	Sale		-15,00	0,00	Employee: Mr Solutions Vet Transaction: Dr John Dolittle Dr John Dolittle

**4.2 Controlled substances transactions inventory**

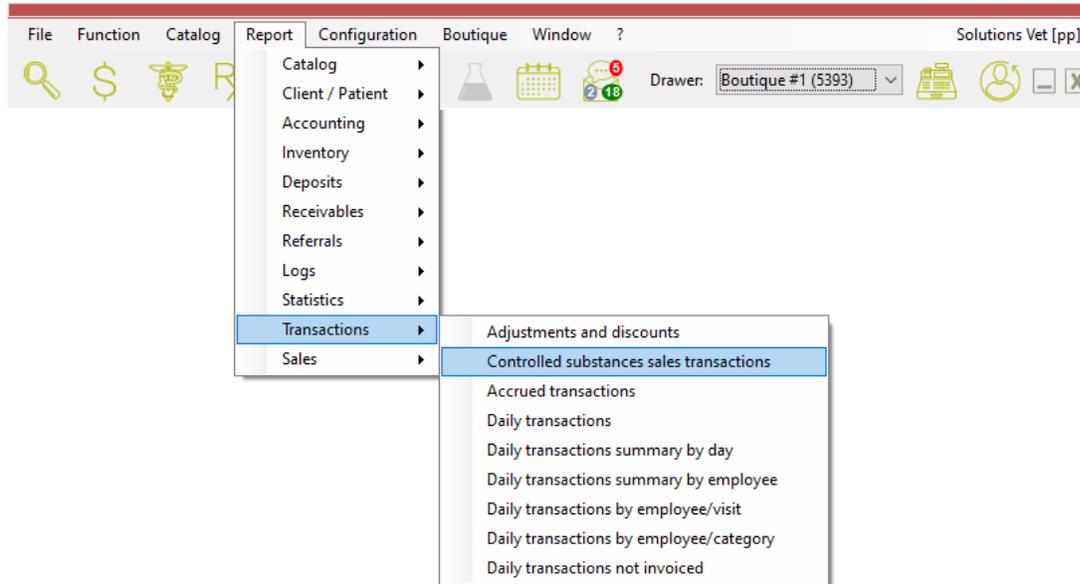


This report displays all summary transactions for controlled product.

**Controlled substance inventory transactions - from 18-Oct-2023 to 18-Oct-2023**

Category Product	Product no.	Start	Sale	Delivery	Other	End
Drug						
Ketamine inj. 100mg/ml	118578 - CDMV	-50,00	0,00	0,00	-46,00	-96,00
Phenobarbital 60mg /co	113549 - CDMV	515,00	-15,00	0,00	0,00	500,00

### 4.3 Controlled substances sales transactions



This report displays all sales transactions for each controlled product.

#### Controlled substances sales transactions - from 18-Oct-2023 to 18-Oct-2023

Product	Date	Invoice	Client	Qty	Responsible
Phenobarbital 60mg /co	18-Oct-2023	273410	24912	15,00	Dr John Doll#e