

## Scorecard item instructions

### Weekly OTC Sales

In Pioneer go to Sale tab

Select - Search POS Drawer

In Posted between section - put in start date and end date

Select - Reports tab

Scroll down and select - Sales Summary

Report will populate on your screen

To get your OTC Sales:

In Sales portion of this report, go down to OTC Tax (8.00%)

This is the OTC dollar amount sold between the dates you selected

### Inventory Valuation

In Pioneer go to Analysis tab

Select - Financial Reports

Select - Inventory Valuation

When screen pops up, put in the As Of Date

Inventory Group - Rx

Then Select View

Report will populate on your screen

To get your Inventory number:

Look at Positive BOH totals

The number in bold print is your Inventory Valuation

### Immunizations

In Pioneer go to Rx tab

Select binoculars

In the Middle column find Completed Between section

Put start date and end date in (Ignore time options)

Go to tabs and select Dispensed Item (5)

To select only Immunizations, go to Drug Category and select the drop down arrow

Scroll almost to the bottom and select - Rx Item - Vaccines

At the bottom of your page, select Search-F12

Your screen will populate with an Excel sheet of the vaccines given between your dates

### Transfers In and out

In Pioneer go to Rx tab

Select binoculars

In the Middle column find Transferred Between

Put your dates in

The next line down, Transferred To/Transferred From - select drop down arrow

Select Out of Network - this will take other Chancy Drugs out of the report

Go to Reports - scroll to bottom, (or press end to go to the bottom)

Select - Transfer Rx List (In Out)  
Report will populate on your screen  
Report is divided into two transfer types: in and out  
Put Total Rx on your scorecard for both in and out

### **Negative balance on hand**

In Pioneer go to Inventory tab  
Select Inventory Worksheet  
From Drop Down menus:  
Inventory Group - Rx  
Item Status - Active  
Item Scope - Rx  
Inventory Group Status - Active  
BOH Between - -9999 and -1  
Select Filter  
Count number of items with On Hand balance  
Put this number on your scorecard

### **Diabetic Net**

This information is found in Google Drive  
Search for Company Weekly TO  
Find Weekly Completed Diabetic Supply Net section  
Select proper week and company line  
This the the Net amount your location has sold.

### **Purchasing Percent**

In your current Snapshot, scroll to the bottom of the report  
Your Purchasing % is in Yellow (the column is titled Actual)  
The is the % to add to your scorecard

### **GIPS**

In your current Snapshot, scroll to the bottom of the report  
In the Blue Columns - Dispensing Behind the counter  
Look at the column titled Profit per Script  
The \$ amount at the bottom of that column is your GIPS

### **RM Patients Added**

This is a manual number  
Each store should have a spot where they can record the number of jotforms sent in  
Total everyone's numbers - this is your RM Patient Added number