

## Minfos 4.2.1

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## Welcome to Minfos 4.2.1

This document provides an overview of the enhancements and support issue fixes in this Minfos release.

### In this release:

- A new calendar in Dispense and Stock Manager
- Apply fixed pricing to non-drug products in dispense
- New co-payment discounting options are available

## How to update Minfos

1. At any point in the day, download the latest Minfos software.
  - a. On the Minfos Launch Pad, click the **File** menu, and select **Minfos Net Terminal**.  
The Minfos Net Terminal window is displayed.
  - b. Click the **Connect** menu, and select **1. Internet**. The Online Menu is displayed.
  - c. Check the **1 New Minfos Software** check box, then click **Okay**.
2. When you're finished trading for the day, ensure there are zero connections to your Minfos server.  
Your Minfos software will update automatically, overnight.
3. Check that your Minfos software successfully updated. On the Minfos Launch Pad, click the **Help** menu, then click **About Minfos Software**.  
The About Minfos Software window is displayed and shows your current Minfos version in the **Applications Versions** box.

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### Disclaimer

Screen captures from Minfos are used in this document. While care is taken to use fictional data, some of these images might contain names, addresses, or other details of individuals and/or organisations. Any fictional or nonfictional names, addresses, drug histories, or other details about individuals or organisations are used for demonstration purposes only.

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# Enhancements

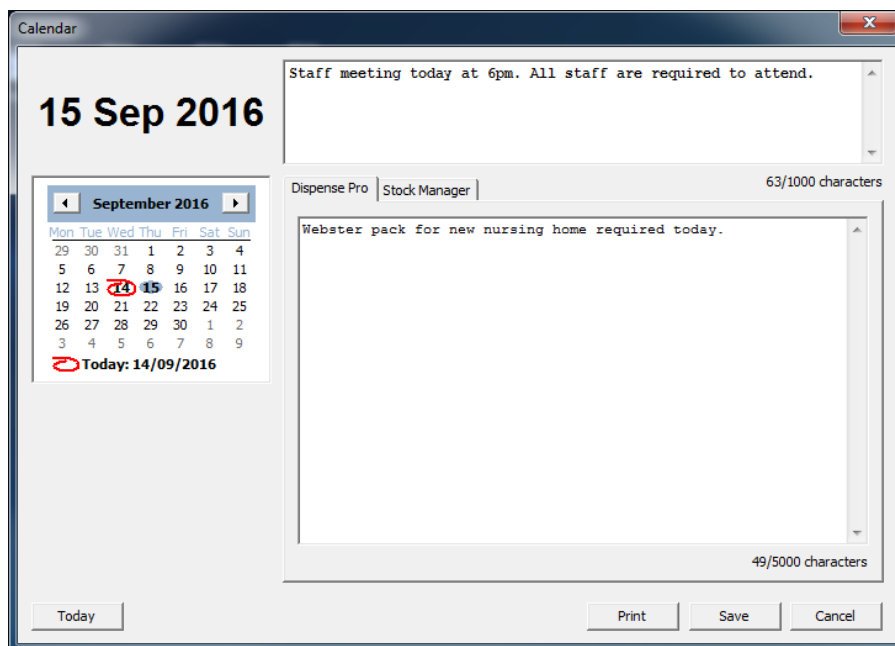
This section provides details about enhancements in this release.

## Dispense

### New Calendar in Dispense and Stock Manager

A new calendar, with the ability to record notes against dates, has been added to **Dispense** and **Stock Manager**. If there is a note entry for the current day, the calendar will display automatically when you open these modules.

This allows team members to communicate key information or reminders, for example, Owing reminders, HMR bookings and ordering information etc.



The calendar is also accessible from the following:

#### Dispense Pro:

- B. Calendar under the File menu [Alt] + [F] + [ B]
- From the Dispense form using [Alt] + [Shift] + [1]

#### Stock Manager:

- K. Calendar under the File menu [Alt] + [F] + [K]

From the following windows using [Alt] + [Shift] + [1]:

- Order Maintenance
- Order Editing
- Product Maintenance

Features include:

- Separate tabs for **Dispense** and **Stock Manager** notes
- A general note section – visible at all times when the calendar is open
- Dates are displayed in **BOLD** where a note has been saved

For more information on using Minfos Calendar, read the [Minfos Calendar User Guide](#).

## Options window improvements

The Pharmacy Details screen has been renamed to **Options** in line with the menu and icon in Dispense. We have improved the layout and streamlined the process for setting and updating allowable fees.

### Options window - Auto update of selected allowable fees

Pharmacists can now choose to automatically update selected, allowable fees to always use the maximum. This ensures when fees are updated in the July and January Dispense Updates that your pharmacy is always using the maximum allowable value.

Maximum value options are available for the following fees:

- Co-Payment Discount
- SN Recording Fee
- Allowable Ext. Fee

**Options**

**PBS Pricing**

	Ready Prep.	Extemp.			
Dispensing Fee	7.02	9.06	Narcotic (\$8)	2.95	Water Fee
SN Recording Fee	1.17	1.53	<input type="checkbox"/> Use max. allowed govt fee		
Allowable Ext. Fee	4.19	4.19	<input type="checkbox"/> Use max. allowed govt fee		
NHS Cust Contribution	8.46	38.30	Conc. Contribution	6.20	<input checked="" type="checkbox"/> Use max. allowed govt fee
Patient Co-Payment	6.20	38.30			
Co-Payment Discount	1.00	0.50	<input type="checkbox"/> Use max. govt discount		
Safety Net Limits	372.00	1475.70			

**Private Pricing**

	Ready Prep.	Extemp.		
Private Disp. Fee	6.93	8.80	Narcotic (\$8)	14.90
Private Min. Pat. Contrib.	13.00	16.00	Mark Up.	40.00
S3 Recordable	6.80			

**Chemo Fees**

Prep	83.22	W.S./Dist.	25.92
Diluent	5.14		

Advanced Details Okay Cancel

When the maximum value option is checked:

- Dispense Updates will auto update the fields if there is a change in value
- The associated fields will display the maximum value and not be editable
- The maximum value will be used in Minfos dispense pricing where applicable

When the maximum value option is not checked:

- Dispense Updates will not auto update the fields if there is change in value
- The associated fields will display your set value
- Your set value will be used in Minfos dispense pricing where applicable
- You can change your value up to the maximum allowable value

## New co-payment discount settings

Minfos now provides additional flexibility with co-payment discounting.

These settings are applied in the following order:

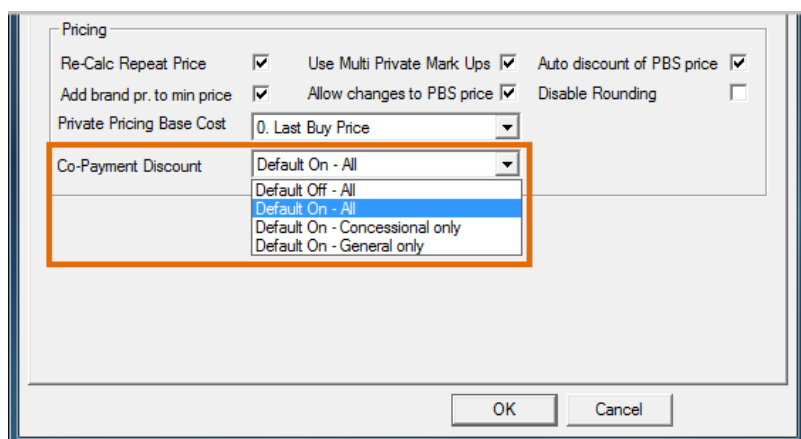
1. Nursing Home
2. Patient
3. Pharmacy Default

For example: A nursing home that is opted out will override a pharmacy's default that is opted in.

The default co-payment can now be set separately for concessional and general scripts from the **Printing/Pricing** tab located in the configuration screen in Dispense.

The options are:

Default Off - All	To automatically not apply your co-payment discounts to any scripts
Default On - All	To automatically apply your co-payment discounts to all eligible scripts
Default On - Concessional only	To automatically apply your co-payment discounts to concessional scripts only
Default On - General only	To automatically apply your co-payment discounts to general scripts only



## Co-payment discount settings are now available in Customer Maintenance

The **Customer Maintenance** window now contains additional control for applying the co-payment discount to customer scripts.

The options are:

- **Pharmacy Default** - this uses your pharmacy's co-payment discount default
- **Opt out of Co-Payment Discount** - to opt the customer out
- **Opt in to Co-Payment Discount** - to opt the customer in

The default setting is Pharmacy Default, applying your pharmacy's preferred behaviour to the co-payment discounting for each customer.

If you had previously ticked the Opt Out checkbox for a customer, this setting will be retained on update to this release and recorded as Opt Out of Co-Payment Discount.

A new option to Opt In to the Co-payment discount is included in this release, allowing you to have a Pharmacy Default of Opt Out, with only select customers Opted In.

For more information, see the [Co-payment Discounting User Guide](#).

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**i** If the drop down box is disabled, this means the selected customer is attached to a care facility that has already been excluded from receiving the discount

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## Repat owing scripts received after the New Year now display the correct price

Owing scripts that are dispensed to a Repat customer with a valid safety net before the end of the year, now display the correct price when received in the New Year.

## Fixed price now takes priority over the minimum price for private prescriptions

Previously, the private minimum patient contribution price set in **Options** had priority over fixed price.

Now, when a fixed price is set, it will be applied regardless of the minimum private patient contribution, when dispensing a private prescription.

## Fixed pricing for non-drug products

Fixed pricing can now be applied in **Drug Pricing** for non-drug products, if they are checked as Dispensable in the stock card. This allows you to control the pricing of locally created dispense items such as compounding products, as well as set up pricing for commonly dispensed non-drug items that vary from the retail price.

## Reg 24 scripts with fixed pricing

If there is a multipack, fixed price set for the quantity of a Reg 24 supply, this price will be used. For example:

A fixed price of \$59.00 is set for Lipitor 80mg 30 tablets (for a quantity of 180 tablets). A Reg 24 script dispensed for Lipitor 80mg 30 tablets x 5 Repeats will use the fixed price \$59.00.

Otherwise, if a fixed price is set for a single supply of the drug, this price will be multiplied by the quantity and this total used as the price. For example:

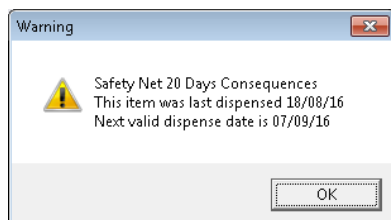
A fixed price of \$9.50 is set for Lipitor 80mg 30 Tablets (single supply). A Reg 24 script dispensed for Lipitor 80mg 30 tablets x 5 repeats, will use the fixed price  $\$9.50 \times 6 = \$57.00$ .

- 
- i** If the fixed price is greater than the max PBS price for the Reg 24 supply, then the max PBS price will be used.
  - i** The **ADJ** screen now displays the fixed price for a single supply and not the fixed price for the quantity being dispensed.
- 

## The Safety Net 20 Day prompt now displays the next available dispense date

Safety Net 20 Day warning prompt now displays the date the script is available without Safety Net consequences.

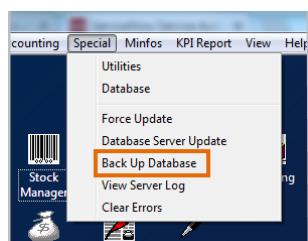
This will assist pharmacists and dispensary technicians to quickly identify when the script can be next dispensed without safety net consequences.



## Database backup can now run during trade

You can now run your database backup without having to shut down Minfos, thereby minimising disruption to your daily trading.

This also ensures that backup can be completed successfully where connections have been accidentally left open at the end of the day.



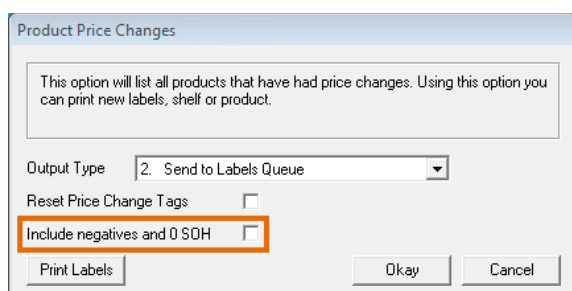
## Stock Manager

### Date is now displayed in the Price Changes Report

When running the **Price Changes Report**, Stock Managers can now view the date that the price change occurred. This makes it easier to identify when the price change was applied to the product.

### Price Changes Report – Send labels to the queue when the SOH is zero or negative

There is now an option to send labels to the queue from the **Price Changes Report**, for stocked products where the SOH is zero or negative.

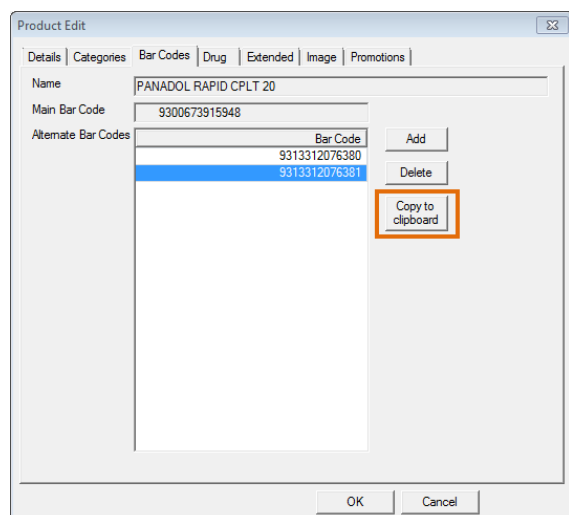


### Alternate barcodes can now be copied

Alternate barcodes can now be copied from Stock cards by using the:

- Copy to clipboard button
- [Ctrl] + [C] shortcut

Paste the barcode into the new product using the [Ctrl] + [V] shortcut.



**i** To avoid a "Barcode is already in use" warning, ensure you remove the alternate barcode from the original product after copying



## Annual Product Sales & Purchases Report

Price Policy has been added to the list of sort order options for the Annual Sales and Purchases Report. Either a single pricing policy, or a range of pricing policies can be selected.

Annual Sales & Purchases Report

This option prints an annual sales and purchases report based on the Sort By.

Sort By: 1. Product

From: 1. Product

To: 2. Department

Report Options: 3. Company

Units Sold: 4. Brand

Sales: 5. IEU

6. Class

7. Location

8. Price Policy

9. Preferred Supplier

10. KVI

Stocked Only: ☐ (Show products marked as stocked only)

Okay Cancel

## Wholesaler & MNPN update reports

After collecting Wholesaler or MNPN updates, the report will now display:

- New products
- Products that have changes
- The change to those products
- An overall summary of the update

MNPN Product Import Report				
POSRP335 12:02:11pm				Page No. 28 of 28 Date 18/08/2016
MNPN	Product Number	Barcode	Product Name	Status
337068	646008	6004045027019	PINK HAPPINESS DEL MMNTS BDY/SPY 60G	Updated
337070	646007	6004045027002	PINK HAPPINESS LTL/SCRTS BDY/SPY 60G	Updated
337067	646006	6004045026159	PINK HAPPINESS DEL MMNTS EDT 50ML	Updated
337069	646005	6004045026111	PINK HAPPINESS LTL/SCRTS EDT 50ML	Updated
267802	646075	309973985032	ALMAY MASC ONE COAT NOUR BLKND BRN	Updated
267801	646074	309973985018	ALMAY MASC ONE COAT NOUR BLKST BLK	Updated
24552	646073	309973759022	ALMAY MASC ONE COAT W/P BLK BRN	Updated
24551	646072	309973759015	ALMAY MASC ONE COAT W/P BLK	Updated
24550	646071	77379117714	ALMAY MASC ONE COAT BLK BRN	Updated
24549	646070	77379137132	ALMAY MASC ONE COAT BLK	Updated
442983	447989	309971188305	REV E/S BOHEMIAN	Updated
442980	447986	309971188152	REV E/S RENAISSANCE	Updated
469404	464843	309975238402	REV PHOTORDY PRIMER E/S MUSE	Updated
9790	606025	9300707011813	ZP11 S/POO ORIG 200ML	Updated
214120	214120	6001378011425	LOVE HER MADLY BODY LTN 250ML	Updated
214118	214118	6004045016488	LOVE HER MADLY EDT 50ML	Updated
222200	646004	6001378010107	FIRE & ICE WMN BODY MOIST 250ML	Updated
222199	222199	6004045000517	CHARLIE BLUE B/SPRAY 60G	Updated
281193	306750	5000386008466	CHARLIE RED EDT 100ML	Updated
244699	244699	5000386004628	CHARLIE BLUE EDT 100ML	Updated
222197	222197	6004045001033	CHARLIE RED B/SPRAY 60G	Updated
222194	646012	9370700247977	FIRE & ICE WMN B/SPRAY 60G	Updated
12 Departments & Brands. 2798 Companies. 4231 Suppliers. 683 Bar Codes Attached. 25 Products Added. 1536 Products Updated. 1561 Products Imported.				

## Stock Manager Order Generation - Max Shelf Hold

Order generation now considers the maximum shelf hold of products in a current order. For example:

- If the maximum shelf hold of a product will be exceeded by ordering a quantity of 1 or more, the product will not be ordered
- If the maximum shelf hold of a product will not be exceeded, the appropriate quantity will be ordered

## Stock Transfers - Invoices and packing slips are now displayed in alphabetical order

Invoices and Packing Slips now display the list of products in alphabetical order. This makes it easier to mark off and enter stock.

## Stock on Hand Report – Departments with negative SOH

Running a **Stock on Hand Report** with the **No Negatives** option selected, no longer displays departments with negative SOH.

## Promo Wizard

### Access the Promotion Maintenance Product window for promotional products

Stock controllers can now access the **Promotion maintenance product** window from within the promotion list, for type '**0. Set sales Price**' promotions.

The **Promotion maintenance product** window can be opened by:

- Double clicking on a product within the promotion list
- Highlighting a product and selecting **Change**

The product's promotional price can be changed by entering a new price into the **Promotion price** field and clicking **Save**.

Promotion maintenance product - Change <PANADOL>

Product	97896				
Product Name	PANADOL CAPLET RAPID 20x 20				
M.N.P.N.	186362				
Promotion price	3.99	Proj. Sales Qty			
Retail price	4.99	Unit cost	3.96	GP%	0.75

Save Cancel

## Projected sales quantity

A projected sales quantity can now be applied to products on type '0. Set Sales Price' promotions to control the maximum quantity to be sold at the promotional price.

For more information, see the [Projected Sales Quantity Quick Reference Guide](#).

When adding a product to the promotion:

- Enter the projected sales quantity you wish to sell at the promotional price in the **Proj. Sales Qty** field

- The promotion is enabled by entering a value into the **Proj. Sales Qty** field
- When a projected sales quantity is reached for a product being sold at the Till, the following prompt displays:

- When the quantity entered into the Till exceeds the projected sales quantity, the following prompt displays:

Select either:

'1. Apply promo price to all' – to apply the promotional price to the total quantity, including those that will exceed the projected sales quantity.

'0. Apply to remaining qty only' – to apply the promotional price to the remaining projected sales quantity only. The retail price will be applied to the balance.

- When the Projected Sales Qty has been reached, the item will return to its normal retail price. The promotion will be stopped when all products within the promotion have reached the projected sales quantity.
- When products in a promotion have reached their projected sales quantity, they will be hidden from the promotion product list until the promotion is finished

## Accept All Errors for promotions

An **Accept All** button has been added to the **Promotion detail error list**, allowing you to accept all errors with a single click, with the exclusion of type 'Promotion price will fall below \$0.00'.

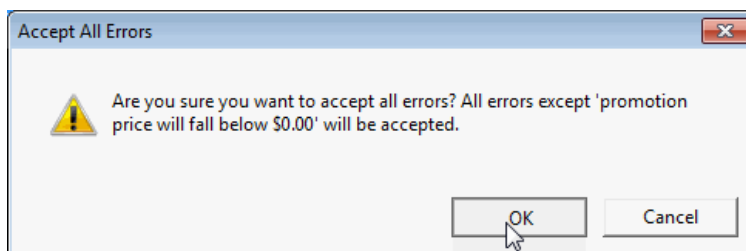
1. Click the **Accept All** button in the **Promotion detail error list**.

Promotion maintenance - Promotion detail error list

Barcode	Product name	Promo code	Promo name	Error type	Error description
9370700193021	REV MINI N/E FUCHSIA FEVER	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
9370700193014	REV MINI N/E CRAVING CORAL	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
9370700193007	REV MINI N/E TROPICANA	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
9370700192994	REV MINI N/E BLACKST BLACK	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
9370700192970	REV MINI N/E PLUM ATTRACTION	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
9370700192963	REV MINI N/E PLUMMY	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
9987437	REV N/E RED HOT TAMALE	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
99800000754	REV N/E SHEER PETAL	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
99800000761	REV N/E BARELY PEACH	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
9987738	REV N/E PINK CHIFFON	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
9988038	REV N/E TROPICAL TEMPTA	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
99800000839	REV N/E PLUM SEDUCTION	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
9988436	REV N/E SILVER SCREEN	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
9988533	REV N/E BLACK LINGERIE	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
309974672054	REV A/DEFY DNA ADVNTG M/UP...	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
309974672108	REV A/DEFY DNA ADVNTG M/UP...	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
309974672153	REV A/DEFY DNA ADVNTG M/UP...	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
309974672207	REV A/DEFY DNA ADVNTG M/UP...	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
309974672252	REV A/DEFY DNA ADVNTG M/UP...	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
309974672306	REV A/DEFY DNA ADVNTG M/UP...	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
309974672351	REV A/DEFY DNA ADVNTG M/UP...	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
33000009544	REV N/E TOP SPEED SHEER CTTN	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
9176205	REV N/E TOP SPEED ELECTRIC	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
33000009742	REV N/E TOP SPEED JADE	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
33000005713	REV N/E TOP SPEED PEACHY	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
33000007335	REV SCENT N/E OCEAN BREEZE	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
309973151628	REV CRZY SHINE W/MINI SHAPE	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
309973151635	REV CRY FILE W/BON MINI SHINE	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.
9370700145600	REV LASHND MASC W/P BLACK...	1140512	REVLON TEST	COST_WRN	Promotion price is less than cost price.

Print Delete Accept **Accept All** Pg Up Pg Dn Prev Cancel

2. The following prompt will appear:



3. Select:

- OK to accept all errors
- Cancel to return to Promotion detail error list

## Support issues resolved

This section provides details about support issues resolved in this release.

### Dispense

- For a general PBS script, if there is a fixed price set for the drug, this price will be used regardless of the minimum private patient contribution
- The **Next** button in **Default Sigs Maintenance** now allows correct page scrolling
- When exporting dispense prices, multipack pricing no longer exports items without a fixed price or non-default pricing table
- When a customer has general scripts and their status changes to concessional, the Safety Net Report now reflects the concessional contribution
- The 6CPA calculation for DVA unlisted items has been improved, eliminating slight discrepancies that were appearing in various dispense reports
- Editing an under-co script with a non-default price, no longer changes this price back to the default

### Till

- After redeeming **Loyalty Club Bonus**, the next sale no longer records **Gift Vouchers** as **Club Vouchers**
- Extending a hire now removes the original transaction from the overdue hire report
- Deleting lines with hire transactions no longer results in Major Balance Errors