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Pharmacy Inventory and Sales Spreadsheet

Experiment 5 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To build a fictional inventory sheet with consistent units and calculated values.

Principle

A spreadsheet separates data entries from calculated results. Clear columns, units and validation reduce errors. A classroom inventory is a simulation and must not control real stock or dispensing.

Requirements

- Approved spreadsheet application and fictional item/batch records.
- Columns for item, opening quantity, received, issued, closing, unit price and value.

Procedure

1. Define columns

Put headings in row 1 and state the counting unit, such as packs. Do not mix packs and tablets in one quantity column.

2. Enter data

Enter three fictional items with numeric quantities and prices; record batch/expiry where required.

3. Calculate closing

For row 2 with B opening, C received and D issued, enter $E2 = B2 + C2 - D2$. Copy down with checked relative references.

4. Calculate value

If F contains price per pack, use $G2 = E2 * F2$. Format currency consistently without changing the underlying values.

5. Validate

Check one row manually and flag negative stock or missing prices. Keep input and formula cells distinguishable using headings/labels.

6. Save

Save the editable workbook and export a readable view for review; verify formula results after reopening.

Fundamentals of Computer Operations

Observations and Record

Fictional item	Opening / received / issued	Closing / unit price / value
Item A	10 / 5 / 3	12 / 20 / 240
Item B	8 / 2 / 4	6 / 15 / 90
Item C	6 / 0 / 1	5 / 10 / 50

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- For Item A, closing packs = $10 + 5 - 3 = 12$. At an assigned price of 20 currency units per pack, closing value = 240 currency units.
- Total value of the three constructed rows is 380 currency units; these are not real medicine prices.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. Why state the counting unit?

A pack count cannot be combined directly with a tablet count.

2. What should negative stock indicate?

A data/process error requiring review, not an automatic valid inventory.

3. Why check one row manually?

It can reveal a wrong cell reference before the formula is copied.

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