

Define Par Locations

Before you get started determine what names you will give your Par Location ID, Par Description and Location fields. Look at Par Locations already defined for your unit and utilize the same naming convention just change the specifics to reference the new cart.

Follow the Navigation – Inventory-Replenish Par Locations- Define Par Locations

Select Add a New Value

Put in your Inventory Business Unit and a Par Location ID (this will be an identifier for the Par Location on all other pages)

Click Add

Menu

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Par Location Definition

[Find an Existing Value](#) **Add a New Value**

Business Unit: OHCME 🔍

Par Location ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

The next step is to create the Header Information

Put in the Par Location ID Description, Location, Order Unit, GL Business Unit

Click Request Qty.

Click Chartfield Overrides link and put in the dept id for the Par Location.

Header | **Line** | Line Details

Unit: LCWHS

Par Location ID: 5 EAST

Copy From Par Location ID:

Par Location Group: Not Replenished

***Location:** 5 EAST ORTHO SURGERY

Order Unit:

PO Business Unit:

***GL Business Unit:**

Distrib. Type:

Requester:

Ship To Location:

[ChartField Overrides](#)

Header | [Line](#) | [Line Details](#)

Default Quantity Option

Count Qty

Request Qty

The next step is to create the individual Line information

Par Replenishment Option – Leave Stock selected, determine whether the unit will use Cancel Backorder on par locations or not – and make the appropriate selection.

Put in the Item ID, Charge Code, Optimal Qty, and Compartment. The count order is automatically created as you add lines. You can edit this number if needed.

If a particular line needs to be charged to a different dept id you can change the Chartfield Overrides on the individual line.

You can add lines by selecting the + on the right of the page

[Header](#) | [Line](#) | [Line Details](#)

Unit: LCSPD Par Location ID: 4 WEST "A" 4 WEST MEDICINE CART

Par Location Line Find | View 100 First 1 of 246 Last

Par Replenishment Option + -

Stock Stockless Non-Stock Not Replenished

Cancel Backorder Consolidate Non-Stock

Item ID: 117603 Charge Code: 6691368

SET IV ADMIN 42293E 100/C8

Replenishment Control

Par Fixed Order Qty Min/Max Count Required

*Optimal Qty: 5.0000 EA Compartment: 01SB01

FOQ: Count Order: 1

Maximum Qty: Dist Type: ISSUE Issue

[ChartField Overrides](#)

Save Return to Search Previous in List Next in List Notify Add Update/Display

[Header](#) | [Line](#) | [Line Details](#)

Save the page when your lines are entered (You can also save periodically during the creation of the par location – especially if it is a large par location).