

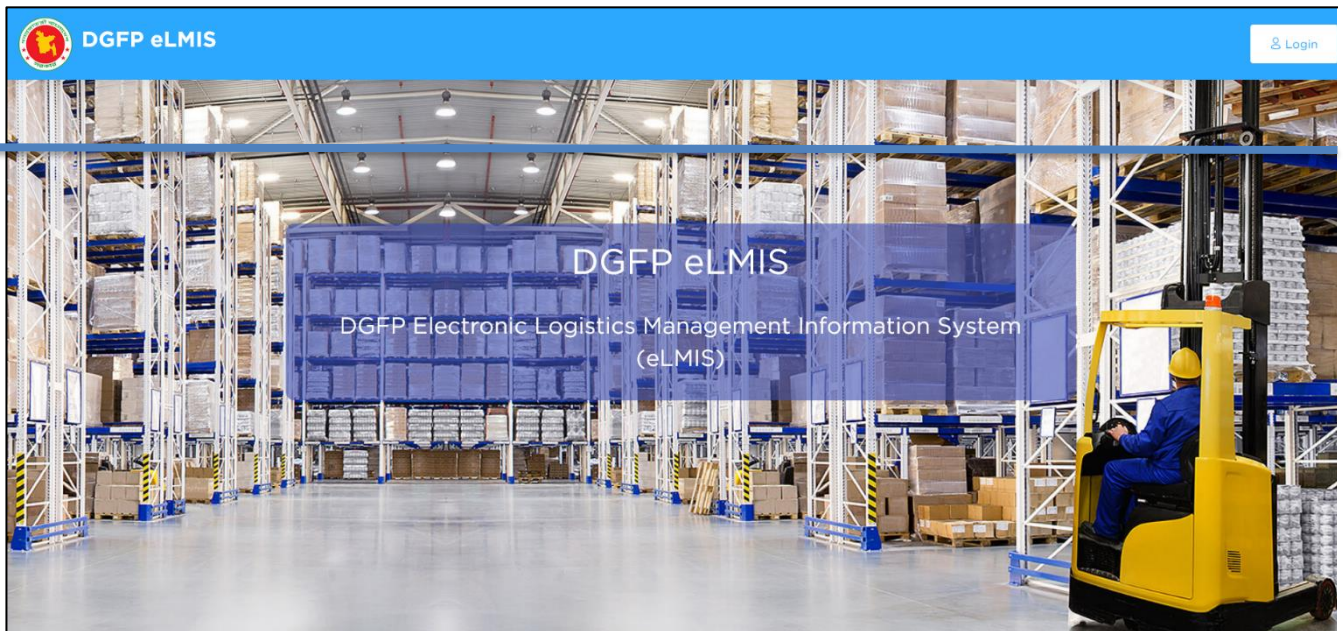


DGFP eLMIS User Guide for Upazila

DGFP eLMIS USER GUIDE FOR UPAZILA FAMILY PLANNING STORE



Electronic Logistics Management Information System
of
Directorate General of Family Planning (DGFP)



Last updated: August 2023

Supported by:

USAID Medicines, Technologies, and Pharmaceutical Services (MTaPS) Program, Bangladesh



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Chapter-1: Introduction

1.1. Background

The Upazila Inventory Management System (UIMS) is a computer program for the management of upazila family store of Directorate General of Family Planning (DGFP) initially developed by the USAID | DELIVER PROJECT and upto version 3 has been redesigned and maintained by the Systems for Improved Access to Pharmaceuticals & Services (SIAPS) Program/Management Sciences for Health (MSH). Based on users' requirement and technological changes the desktop-based UIMsv4 need to be convert to web version and accordingly USAID Medicines, Technologies and Pharmaceutical Services (MTaPS) Program of MSH has taken this initiative and convert the WIMsv4 to Online DGFP eLMIS.

1.1.1. How it's used

The Upazila Inventory Management System (UIMS) is a module of DGFP eLMIS. which is maintain inventory at family planning store at sub-district (Upazila) level. It enables upazila store staff to maintain stock of commodities & monthly Logistics Management Information System (LMIS) reporting.

1.1.2. Advantages

- ✓ Permits users to receive commodities from both local purchase & warehouses.
- ✓ Have batch-lot management and expiry date tracking for RH commodities.
- ✓ Permits users to issue commodities maintaining First-Expiry-First-Out (FEFO).
- ✓ Can be considered as a digital stock ledger for the upazila store.
- ✓ Can be considered as a physical Inventory for the upazila.
- ✓ web based current stock status & monthly report to Supply Chain Management Portal (SCMP) automatically.

1.1.3. Limitations

- ✓ it depends on internet connectivity availability.
- ✓ Requires training to operate.
- ✓ Not a complete store management system.

1.1.4. Where it has been applied

Directorate General of Family Planning (DGFP) under the Ministry of Health and Family Welfare (MOHFW) Bangladesh.

1.1.5. Language availability

English and Unicode Bangla supported to the most of the forms' text fields.

1.2. eLMIS Features

1.2.1. General

- ✓ Only active users will be able to login
- ✓ Item group & Code unification, reduce unnecessary items
- ✓ All basic data available in DGFP eLMIS
- ✓ eLMIS now capable to available all data in (www.scmpbd.org)
- ✓ Can download off line upazila back-up data from web upto latest synced available data
- ✓ New supplier information needs to enter in eLMIS.

1.2.2. Lot Management

- ✓ In eLMIS need to maintain Item Lot management with Item Code, Lot No, Exp date, Mfg date fields combination. For useable lot "**Exp date**" must be greater than "**Current date**" and "**Mfg date**" smaller than "**Current date**".

1.2.3. SDP Entry

- ✓ No change can be made the facility group after entered.
- ✓ Linking of Union field is mandatory for FWAs & FWVs.
- ✓ **Birth date** smaller than **Current date** and **Joining date** must be greater than birth date.
- ✓ SDP cannot be inactive for a month if already created **Supply Plan** for that SDP for that month.

1.2.4. Receive Invoice

- ✓ Remarks field allow to write Unicode Bangla text.
- ✓ In eLMIS need to maintain Lot management when goods received.
- ✓ Receive Invoice cannot be created and updated for a specific **Month** if Form 7B for that **Month** already posted in the system.

1.2.5. Issue Invoice

- ✓ Remarks field allow to write **Unicode Bangla** text.
- ✓ Issue Voucher cannot be prepared with **more than item quantity available on Stock balance**.
- ✓ Issue Voucher cannot be created and updated for a specific **Month** if Form 7B for that **Month** already posted in the system.

1.2.6. Adjustment Invoice

- ✓ Remarks field allow to write Unicode Bangla text.
- ✓ Adjustment Voucher cannot be created for a specific **Month** if Form 7B for that **Month** already posted in the system.

1.2.7. Adjustment Invoice Approval

- ✓ Remarks field allow to write Unicode Bangla text.
- ✓ Adjustment Voucher cannot be approved for a specific **Month** if Form 7B for that **Month** already posted in the system.

1.2.8. Form 3 & Form 2 Entry

- ✓ Only **Active SDPs** are allowed to give Form 3 & Form 2 entry.
- ✓ No change can be made in master data (SDP Group, SDP, Reported Month, Reported Year, Entry Date etc.) if the Form 3 or Form 2 have any child records i.e., commodities' opening, receive, distribution, adjustment, closing data exists.
- ✓ SDP **Product Map** Activate and Deactivate options with reason need to set for each commodity for each SDP. User need to set this to eliminating to show Stock-out in Form 7B and SCMP. For only first month it requires to set and afterword it will automatically come to next month and if any change require (**Activate/Deactivate**) user can change accordingly.

- ✓ Validation on closing balance has setup. User are not allowed to give entry **(-) Negative** and showing **red color** if user try to enter negative figure.
- ✓ MOS calculation on AMD on basis of **last 6 Months Non-Zero Average Distribution**.
- ✓ If any SDP non eligible for receive product in that case need to un-tick on "Eligible" checkbox. Only who have ticked on Eligible can entry Form 3 & Form 2.
- ✓ If any SDP have stock in hand (closing balance) cannot be un-tick the Eligible checkbox.

1.2.9. Form 7B Entry

- ✓ No change can be made in master data (Upazila, District, Reported Month, and Reported Year) if that form has many records (Upazila Stock, Field Stock) exists.
- ✓ Message showing how many invoices not yet updated for a specific month. User cannot Generate Form 7B if any non-updated vouchers (Receive, Issue/Adjustment) and any pending entry of Form 2 & 3 for that month. After **updating all vouchers** and entered **all SDP's reports** user only can generate Form 7B for that month.
- ✓ Validation on last month's closing with current month's opening balance mismatch and store issue and field receive mismatch showing **red color**, in that case not possible to **post Form 7B**.
- ✓ Not possible to enter **(-) Negative value** and showing **red color** if user try to enter negative entry.
- ✓ If there any mismatch in Form 7B user could not post the Form 7B
- ✓ After **Posted Form 7B** no update/create/edit any Invoices for that month.
- ✓ Only allowed to available **Posted Form 7B** data in SCMP portal.
- ✓ **MOS** calculation on **Average Month Distribution (AMD)** on basis of **last 6 Months Non-Zero Distribution**.

1.2.10. Supply Plan Entry

- ✓ No change can be made in master data (Upazila, District, Reported Month, and Reported Year) if that form has many records (Condom, Shukhi, IUD and Injectable) exists.
- ✓ To generating Issue Vouchers for all SDPs from Supply Plan of a specific item will be generated based on that item's stock balance availability i.e., Issue Vouchers for SDPs (start from serially FWA to FWV) will be generated until available Stock in hand of that item and Supply Plan will not generate Issue Vouchers for rest of the SDPs.
- ✓ Only **Active SDPs** allowed to create Supply Plan with Max 6 months AMD.
- ✓ No blank Issue Vouchers will not be generated from Supply Plan. User can view **Issue Vouchers Number** and **Update status** in Supply Plan which auto generated from Supply Plan.
- ✓ After updating any Issue Voucher which generated from Supply Plan cannot be regenerated or deleted. Only previously generated non-updated Issue Vouchers can be regenerated/deleted and recreated keeping earlier generated same **Issue Invoice Number**.

1.2.11. Stock Reports

- ✓ **"Stock Expiry by Lot"** Report added in eLMIS with within next 6 months and also facility to view data on custom date.
- ✓ **"Receive Report"** added in eLMIS for **"Local"** as well as **"Receive from Warehouses"**.

1.2.12. Slow Moving Reports

- ✓ Add new "**Slow Moving Reports**" showing those items have not been distributed within next 6 months with the details information like last date of received, issued and how many days does not move.

1.3. What can & what cannot be in DGFP eLMIS (Cases)

1.3.1. Union

- ✓ Upazila user union cannot be entered in eLMIS. If necessary, the admin user will enter.

1.3.2. Item Group & Item List

- ✓ User cannot add new Item in eLMIS If necessary, the admin user will enter.
- ✓ User also cannot add new Item Group, if necessary, the admin user will enter.
- ✓ User can add Employee and set signatory.

1.3.3. Supply Plan

- ✓ Create Supply Plan Master first then go for generation of Supply Plan Items and auto generation of Issue Voucher without that it will not work;
- ✓ To edit/update/delete Supply Plan Items+
 - Only can update Supply Plan item for which Issue Vouchers yet not update.
 - Update of Supply Plan items are not possible if those Issue Vouchers already updated.
 - Only can delete Supply Plan items for which are not yet generate Issue Vouchers.

1.3.4. Form 7B

- ✓ Create Form 7B Master: Not create Form 7B items.
- ✓ Create Form 7B Items for that Month's Receive, Issue and Adjustment invoice create & update status show.
- ✓ After press "**Post**" button for this month receive, issue and adjustment invoice can't be update.

1.4. eLMIS Update Features

1.4.1. Options

- ✓ Include store type in Options form.

1.4.2. SDP List

- ✓ Update SDP information with National ID, HRIS ID, Unit, and Facility.

1.4.3. Receive Invoice

- ✓ Receive from warehouse receive invoice (Push/Indent) download from SCMP.
- ✓ Download receive invoice and all update data download automatically.

1.4.4. Issue Voucher

- ✓ Negative transection should be omitted (regarding receive and supply)
- ✓ Auto page generation according to the quantity of items in preparing Issue Voucher.

1.4.5. Indent

- ✓ Create indent in eLMIS.

- ✓ When update indent then data updated automatically for local download.

1.4.6. Adjustment

- ✓ Included cancel check box in Adjustment Invoice
- ✓ Included and adjustment type of adjustment and signatory in Adjustment invoice print.

1.4.7. F7B Report

- ✓ Include new set for F7B report generate with 28 items.
- ✓ Form 2 or 3 if someone distributed Injection and do not show any Syringe, or show less or mistake report generate showing message.
- ✓ MIS Form 2 or 3 but on mistake no distribution entered in distribution column report generate showing message.
- ✓ When post F7B then available in SCMPBD.ORG.

1.4.8. Supply Plan

- ✓ AD Syringe closing balance should be in Supply Plan, and based on current stock, 10% additional added with Depo quantity and checked with closing balance.

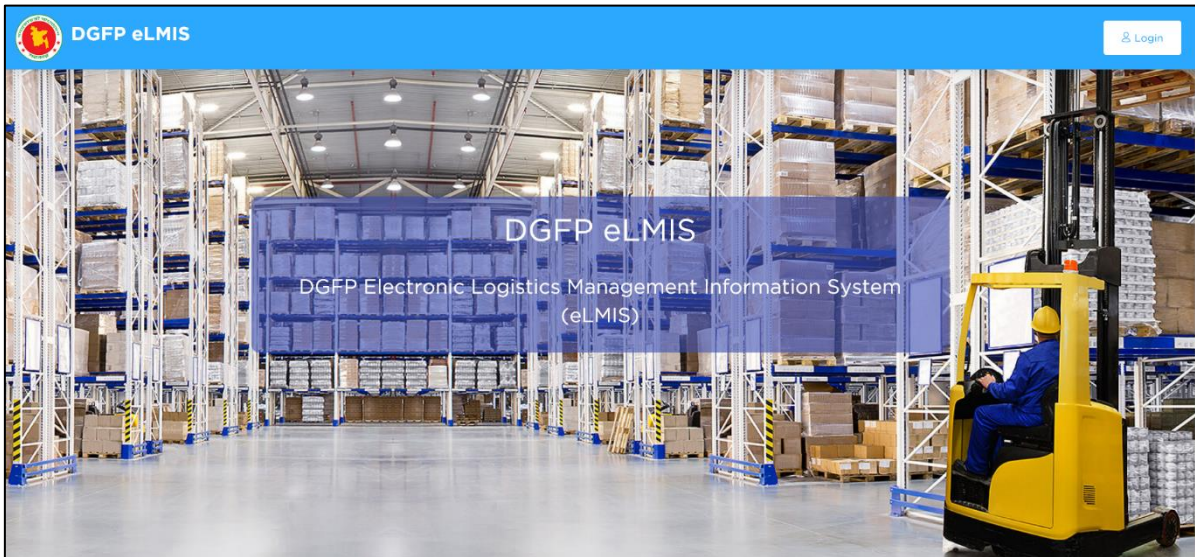
1.4.9. Reports

- ✓ Stock details by product report convert to Digital ICR.
- ✓ Included new reports Adjustment report, Stock transaction by lot and Physical inventory report.
- ✓ Included new reports SDP Ledger report under SDP reports menu.

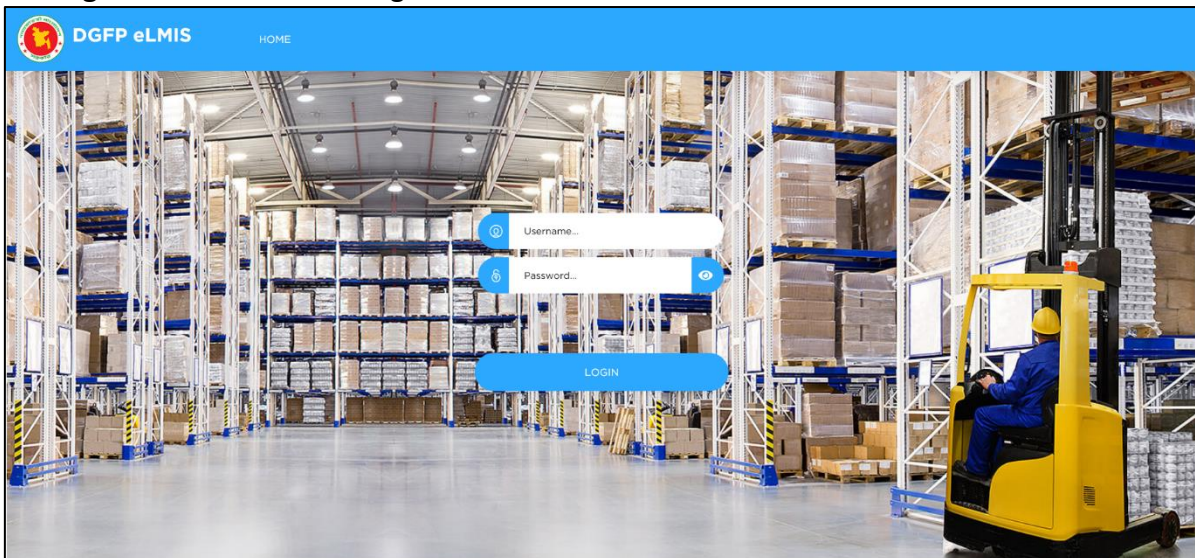
Chapter-2: How to operate DGFP eLMIS

2.1. How to Open DGFP eLMIS

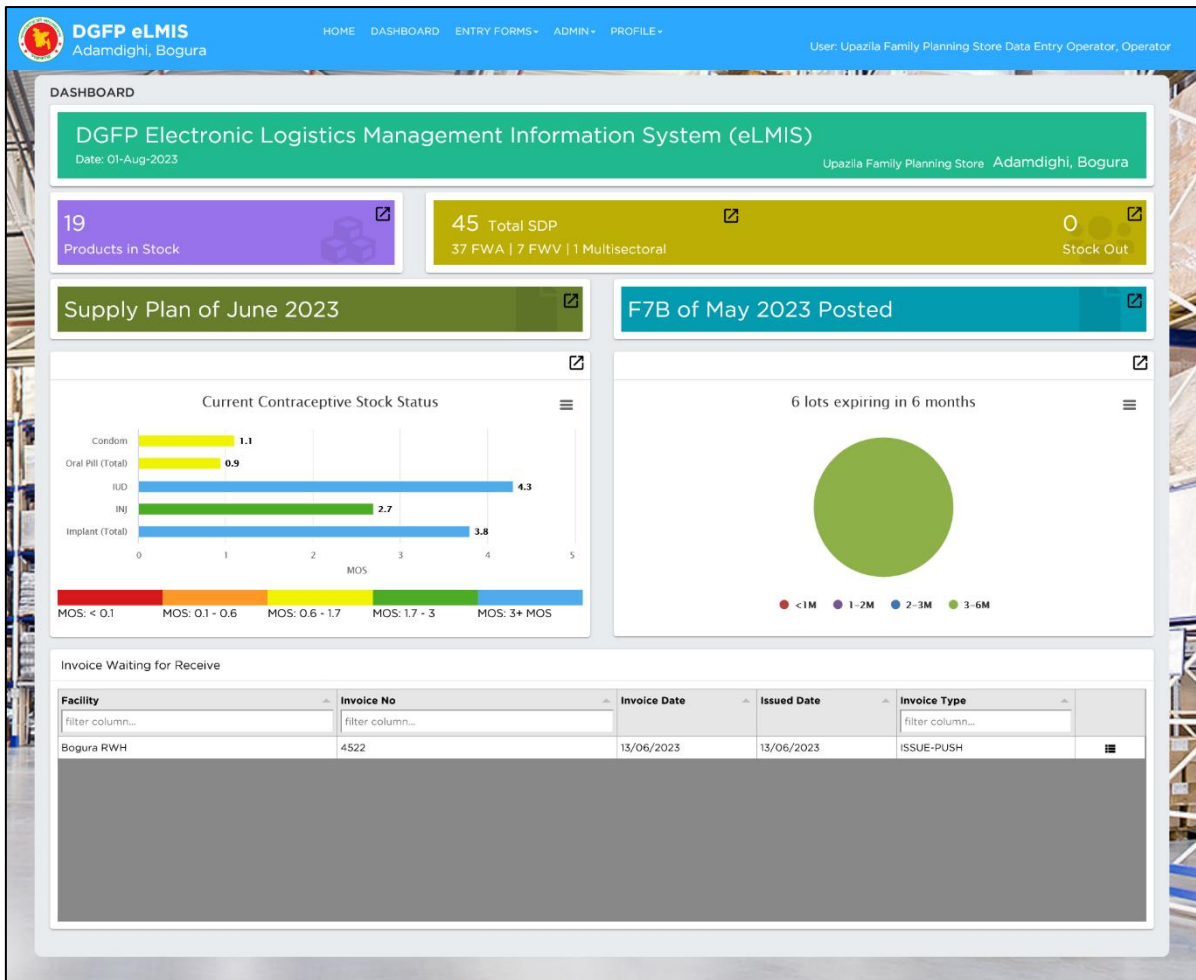
- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- The DGFP eLMIS homepage will appear as seen below:



- Press **Login** will see the following screen.



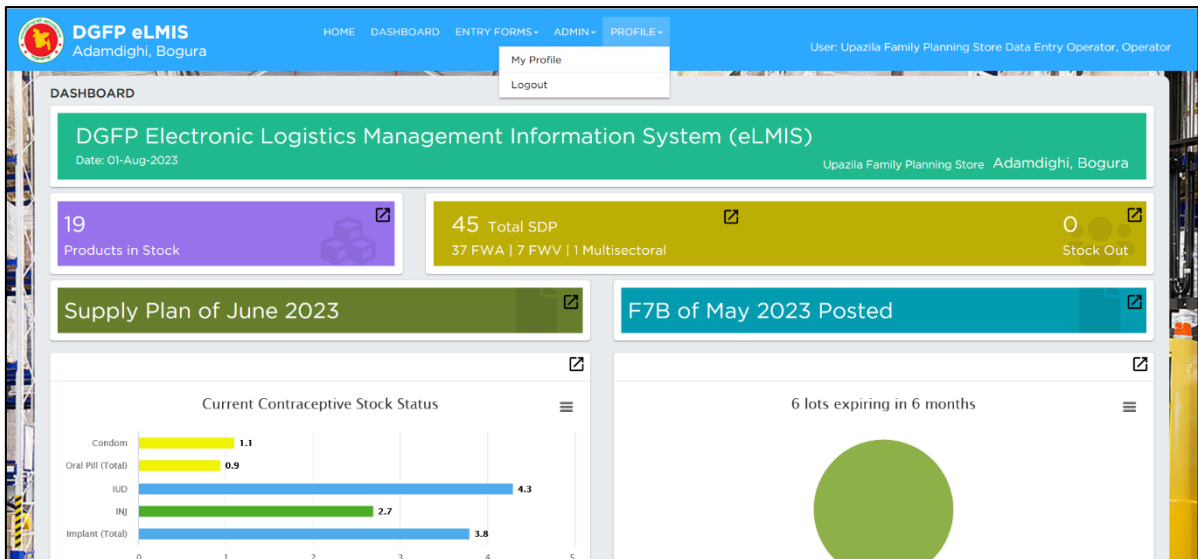
- Type in your **User Name** and **Password** in the boxes and press **LOGIN**
- If your User ID and Password are correct and match, then DGFP eLMIS landing screen will be visible.



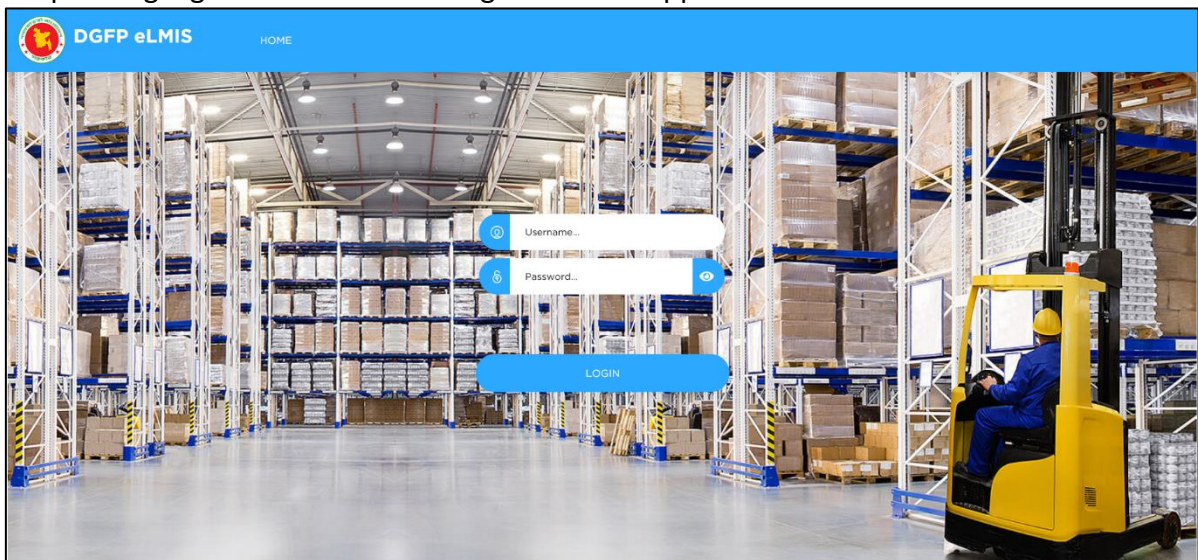
- At the Top left side of the landing screen, you will see your Upazila Name and right side of the landing screen, you will see your login user name.
- In the landing page displaying Menus the warehouse access containing the sub-menu Under Menu:
 - ✓ Home
 - ✓ Dashboard
 - ✓ Entry Forms
 - ✓ Profile

2.2. How to Logout

- After your works are done and you temporarily want to suspend working with **DGFP eLMIS** but do not want to Exit then you should logout. This make sure that another person cannot use DGFP eLMIS with your permissions when you are out. To logout from DGFP eLMIS, select **Profile > logout.** from **Profile** menu.



➤ After pressing logout then the following screen will appear:



2.3. How to update User Profile and Change Password?

Every user has a **User ID** and **Password** initially provided by the Administrator. For security reasons, user can change his/her password at any time by follow the below steps:

- Select **PROFILE > My Profile** from **PROFILE** menu
- **My Profile** page will be visible

The screenshot shows the 'MY PROFILE' form with the following fields:

MY PROFILE			UPDATE
User Name *	User Email *	User Login *	
UIMS Test User	uimstest@gmail.com	uimsuser	
Change Password *	Confirm Change Password	User Designation *	
		UFPO	

This page is showing following fields. If you want to update user information you can change it

- User Name
- User Email
- User Login
- Change Password
- Confirm change Password.
- User Designation

- Press **Update** button to update user Information and change user password the user information will be changes
- To check that the **New Password** is in effect, log out and Login again.

2.4. DGFP eLMIS Menu(s) Operating Guidelines

1. Open any internet browser, like Google Chrome or Firefox.
2. Type <https://elmis.dgfp.gov.bd/> in the address bar.
3. Login as user.
4. The DGFP eLMIS have following Menu and Sub-Menu:



- ✓ **Menu:** Home, Dashboard, Entry Form, Profile.
- ✓ **Sub-Menu: Entry Form**
 - Parameter
 - Invoice
 - Field
 - Field Reports
 - Stock
 - Stock Report.

2.5. Form Elements

A typical Entry Form can be divided into 5 (four) specific common blocks –

- **Block-A:** This block consists of Filter Criteria **Start Date** and **End Date** also number of buttons to add, Print and excel button to export the records.

LOCAL PURCHASE									
From 01/06/2022		To 26/09/2022				<div style="text-align: right;"> New Print Excel </div>			
Sr#	Invoice No.	Receive Date	Received By	Supplier	Local Purchase Invoice No	Local Purchase Invoice Date	Updated	Cancel	Actions
1	2	01/07/2022	Mst Monzura Khatun	DD-FP,Gazipur.	2546	01/07/2022	✓	✗	⋮
2	1	01/06/2022	Mst Monzura Khatun	DD-FP,Gazipur.	125	01/06/2022	✓	✗	⋮

- **Block-B:** This block generally consists of a list of IDs/Names/Dates from which one can select a specific record to view in following Block-B & C in details.

- **Block-C:** This block consists of a number of buttons to save, Update, back to list and print Button to print the invoice.
- **Block-D:** The basic and common header data need to enter in this block.
- **Block-E:** The details items under a same header need to enter in this block and edit, delete button.

2.6. Common Command Buttons

A list of common command buttons with label name which will found in most of the forms:

- NEW** to insert a new record of any type
- SAVE** to save the current editing
- Delete** Icon to delete the current record in a form
- PRINT** icon to print a report with previewing
- UPDATE** to update of records to addition or deduction stock data
- OK** to OK of any action or task
- Search** Box to search/filter of any records
- ADD** to adding a new record in a form

2.7. Forms Data Uploading & Downloading Condition

2.7.1. Data added from Admin

The following forms' basic data will be displayed from **DGFP eLMIS** and user could not update or enter any records:

Under Administrator Menu

1. Item Group	9. Unit
2. Item List	10. Adjustment Type
3. Warehouse List	11. Employee Designation
4. District	12. Indentors Designation
5. Upazila List	13. Facility Groups
6. Unions List	14. Form Item Settings
7. SDP Unit	15. Supply Plan Item Serial
8. Health Facility	

2.7.2. Data Entry in and from DGFP eLMIS

User can enter new data in the following forms data:

Entry Forms	
Under Parameter Menu:	9. Adjustment Invoice Approval
1. Employee	10. Indent
2. SDP List	11. Physical Inventory Entry
3. Local Suppliers	Under Field Menu:
4. Options	12. Form 3
Under Invoice Menu:	13. Form 2
5. local Purchase	14. Form 7B
6. Receive from Warehouse	15. Supply Plan
7. Issue Voucher	Under Stock Menu:
8. Adjustment Invoice	16. Upazila Custom Supply Plan profile

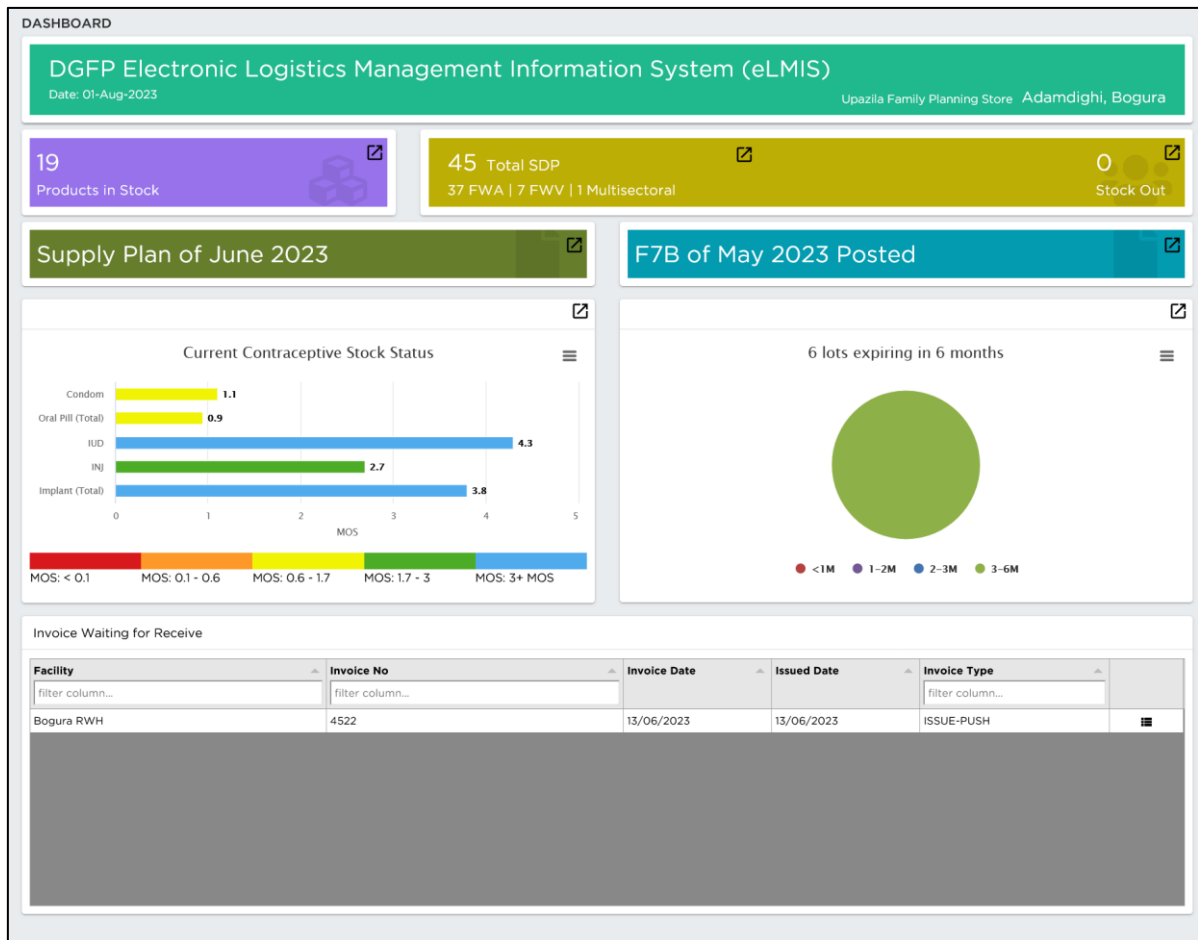
2.7.3. Common & No Effect Forms in DGFP eLMIS

The following forms have both Displayed option from DGFP eLMIS to **SCMP web portal (www.scmpbd.org)**:

Under Parameter Menu:	Under Stock Menu
1. SDP Active/Inactive Report	4. Stock Balance
2. Upazila list	5. Slow Moving Item List
3. Field Report Menu	6. Stock Reports Menu

Chapter-3: Dashboard

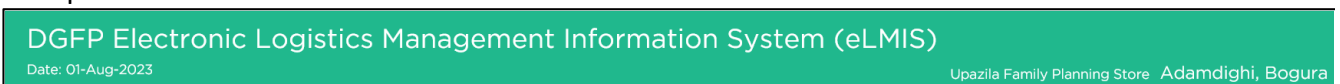
Dashboard: The Dashboard represent the Upazilas family planning stock data of contraceptive items, total number of SDP, latest generated supply Plan, latest generated F7B report and waiting for receive invoice list.



There are eight block the dashboard:

- DGFP Electronic Logistics Management Information System (eLMIS) login user name and login date.
- Number of Products in Stock
- Number of Total SDP
- Supply Plan
- F7B Report
- Current contraceptive Stock Status.
- Number of lot expiry in six months.
- Invoice Waiting for Receive

Description of Dashboard:

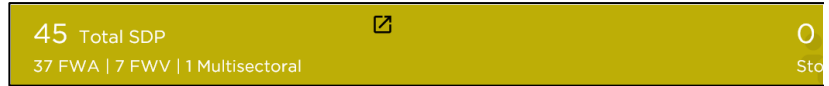


1. **Login Information:** The above screen represent DGFP Electronic zLogistics Management Information System (eLMIS) login date and who has login.



2. **Product in Stock:** In this block represent login upazila store having number of products who have available in stock. To see stock details, click on

3. **Total SDP:** This block represents number of active SDP count. There are FWV, FWA, NGO, Multisectoral count. To see SDP list, click on

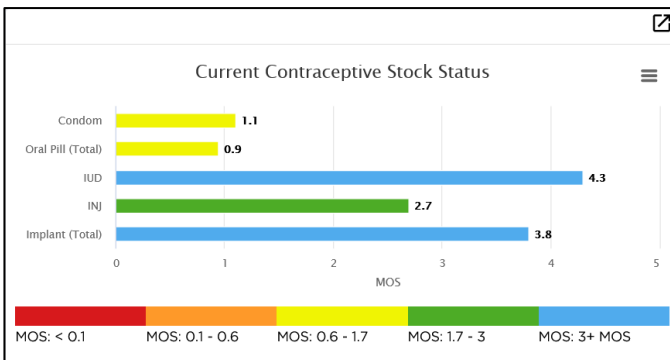


Supply Plan of June 2023

4. **Supply plan:** This block represents latest generated supply plan

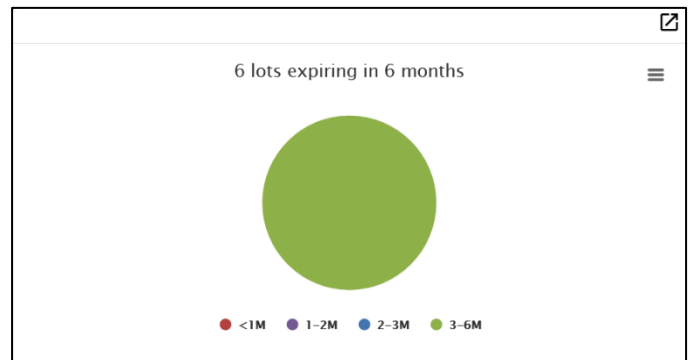
5. **F7B:** This block represents latest generated F7B report.

F7B of May 2023 Posted



6. **Current contraceptive Stock Status:** The bar chart represents major contraceptive product stock and MOS. To see stock details, click on

7. **Lots expiring in six months:** The pie chart represents number of product lot expiring in 6 months. To see expiring lot details, click on



Invoice Waiting for Receive

Facility	Invoice No	Invoice Date	Issued Date	Invoice Type
Bogura RWH	4522	13/06/2023	13/06/2023	ISSUE-PUSH











8. **Invoice Waiting for Receive:** Waiting for receive invoice list showing this table. When received the invoice omitted from the table.

Chapter-4: Entry Forms - Parameters

4.1. Employees

The **Employees** Form contains the name of employees who are relevant to the DGFP eLMIS software should be listed using this form. Every user will have one User with which they enter into the software.

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as Upazila user
- Select **Entry Forms > Parameter > Employees...** from **Parameters** menu and
- The **Employee's** form is displayed.

EMPLOYEE ENTRY						
SI#	Employee Name	Designation	Mobile Number	Email	Active	Actions
	filter column...	filter column...				
1	A.T.M. Rabiul Alam	UFPO	01712037772	ufpoadamdighi@gmail.com		 
2	Dr. Shafiul Karim Talukdar	UFPO	01711135482	ufpoadamdighi@gmail.com	Yes	 
3	Md. Jul Hasan	UFPA (Store)	01710791144	julhasan85@gmail.com	Yes	 
4	Sahinur Rahman	UFPA (Accounts)	01717497363	sadafoyon@yahoo.com		 
5	Tofail Ahmed	UFPO	01716220535	ufpoadamdighi@gmail.com		 

This form is used to entry, edit, delete, print list of employees. The form is grouped into 4 (four) blocks –

- A. Command Buttons:** A number of buttons to manipulate the employees.
- B. List of Employees:** Shows a list of current employees in database. A label shows the total number.
- C. Entry Fields:** To describe an employee, 5 (five) fields are required.
 - A.** Employee Name – Name of the employee.
 - B.** Designation Name – Designation of the employee.
 - C.** Mobile No – Mobile number of the employee.
 - D.** Email – Email address of the employee.
 - E.** Active – Select the status of Active
 - F.** Actions- The field show two buttons one for edit and the other of delete the employee.

All of the fields are compulsory.

View information about a specific employee

- Select the employee you want to view from the tree-like list in Block-A. Using the order by. Employees can be sorted in 2 (two) ways – by Employee ID or by Employee Name.
- After an employee name is selected – all the Form list are shown in Block-B.

EMPLOYEE ENTRY						
S#	Employee Name	Designation	Mobile Number	Email	Active	Actions
1	A.T.M. Rabiul Alam	UFPO	01712037772	ufpoadamdighi@gmail.com		
2	Dr. Shafiu Karim Talukdar	UFPO	01711135482	ufpoadamdighi@gmail.com	Yes	
3	Md. Jul Hasan	UFPA (Store)	01710791144	julhasan85@gmail.com	Yes	
4	Sahinur Rahman	UFPA (Accounts)	01717497363	sadafoyon@yahoo.com		
5	Tofail Ahmed	UFPO	01716220535	ufpoadamdighi@gmail.com		

Enter a new Employee

- Press **New** button from the command buttons block. The form will look like the following screen:

EMPLOYEE ENTRY- ADD/EDIT

Employee Name *	Designation *	Mobile Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input checked="" type="checkbox"/> Active	
<input type="text"/>		

- Type Employee Name.
- Enter email address of the employee.
- Select the Designation of the employee from designation drop down list.
- Enter mobile number of the employee.
- Press Trick for Active

EMPLOYEE ENTRY- ADD/EDIT

Employee Name *	Designation *	Mobile Number *
<input type="text" value="Md. Jul Hasan"/>	<input type="text" value="UFPA (Store)"/>	<input type="text" value="01710791144"/>
Email	<input checked="" type="checkbox"/> Active	
<input type="text" value="julhasan85@gmail.com"/>		

- Press **SAVE** button. Newly entered Employee name will be visible in the Employees list in Block-A.

EMPLOYEE ENTRY						
SI#	Employee Name	Designation	Mobile Number	Email	Active	Actions
	filter column...	filter column...				
1	A.T.M. Rabiul Alam	UFPO	01712037772	ufpoadamdighi@gmail.com		
2	Dr. Shafiul Karim Talukdar	UFPO	01711135482	ufpoadamdighi@gmail.com	Yes	
3	Md. Jul Hasan	UFPA (Store)	01710791144	julhasan85@gmail.com	Yes	
4	Sahinur Rahman	UFPA (Accounts)	01717497363	sadafoyon@yahoo.com		
5	Tofail Ahmed	UFPO	01716220535	ufpoadamdighi@gmail.com		

- If you want to cancel the new employee entry, press 'RESET' during editing to undo.

Edit an existing Employee

- Select the employee you want to edit from the list of employees.
- Change the Employee Name, Designation, mobile number, email, and Active status fields as needed.
- When done with editing, press Save.
 - ✓ If you want to cancel the current editing, press Back to List to undo the changes.

Delete an existing Employee

- Select the employee you want to remove from list of employees.
- Press "Delete" button from top of the Left corner.
 - "A confirmation dialog will be shown. Are you sure? Do you really want to delete the selected item."
- Press 'Yes' if you really want to delete the employee. The employee will be removed.

Print Employee list

- Press **Print** button to view a printable list of Employee List.

Government of the People's Republic of Bangladesh Directorate General of Family planning Upazila Family Planning Office Facility: Adamdighi, Bogura Employee List					
SL.	Employee Name	Designation	Mobile Number	Email	Active
1	A.T.M. Rabiul Alam	UFPO	01712037772	ufpoadamdighi@gmail.com	
2	Dr. Shafiul Karim Talukdar	UFPO	01711135482	ufpoadamdighi@gmail.com	Yes
3	Md. Jul Hasan	UFPA (Store)	01710791144	julhasan85@gmail.com	Yes
4	Sahinur Rahman	UFPA (Accounts)	01717497363	sadafoyon@yahoo.com	
5	Tofail Ahmed	UFPO	01716220535	ufpoadamdighi@gmail.com	

- Press on CTRL +P from keyboard. The print dialog box will appear.

Export Employee list to Excel

- Press **Excel** button to export list of Employee List to excel.

4.2. SDP List

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as Upazila user
- Select **Entry Forms > Parameters > SDP List** from **Parameters** menu.
- The **SDP List** entry form is displayed.

SDP LIST ENTRY

Active SDP Inactive SDP Add New SDP Serial

Sl#	SDP Name	SDP Code	Mobile no	Active	Receiving Facility	Joining Date	Birth Date	Actions
FWA (37 Items)								
01. Adamdighi (6 Items)								
1	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	F043	01737553970	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28/12/2008	19/05/1989	
2	1/Kha, AKHI YASMIN, FWA, FWA, 01. Adamdighi (In-Charge)	F054	01737553970	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28/12/2008	19/05/1989	
3	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	F065	01784282838	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	27/11/2018	09/07/1994	
4	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi	F004	01714496057	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26/01/1989	01/01/1968	
5	3/Ka, NUR BANU KHANAM, FWA, 01. Adamdighi (In-Charge)	F062	01764312758	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26/01/1989	22/02/1969	
6	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi	F006	01764312758	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26/01/1989	22/02/1969	
02. Chapapur (6 Items)								
7	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In-Charge)	F007	01749601767	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28/01/1989	21/02/1970	
8	1/Kha, ANAJALI RANI SARKAR, FWA, 02. Chapapur	F008	01749601767	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28/01/1989	21/02/1970	
9	2/Ka, NASIMA KHATUN, FWA, 02. Chapapur (In-Charge)	F076	01734343649	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30/01/1989	05/11/1970	
10	2/Kha, KHURSIDA KHATUN, FWA, 02. Chapapur (In-Charge)	F077	01714687505	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28/01/1989	24/08/1967	
11	3/Ka, KHURSIDA KHATUN, FWA, 02. Chapapur	F011	01714687505	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28/01/1989	24/08/1967	

SDP LIST ENTRY- ADD/EDIT UPDATE BACK TO LIST

SDP List Entry

SDP Group * FWA	SDP Code F043	Name* AKHI YASMIN	Phone No* 01737553970
Designation* FWA	Birth Date 19/05/1989	Joining Date 28/12/2008	National ID 19896418521303724
HRIS ID# NA	Unit 1/Ka	Union 01. Adamdighi	Facility
<input type="checkbox"/> In-charge <input checked="" type="checkbox"/> Active	SDP Name* 1/Ka, AKHI YASMIN, FWA, 01. Adamdighi		

- ✓ The SDP List contains the names of different field workers to whom commodities are issued.
- ✓ Names from this list are picked during invoice preparation.

General Description of SDP List Form

SDP LIST ENTRY Add New SDP Serial

Active SDP Inactive SDP

Sl#	SDP Name	SDP Code	Mobile no	Active	Receiving Facility	Joining Date	Birth Date	Actions
FWA (37 Items)								
01. Adamdighi (6 Items)								
1	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	F043	01737553970	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28/12/2008	19/05/1989	
2	1/Kha, AKHI YASMIN, FWA, FWA, 01. Adamdighi (In-Charge)	F054	01737553970	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28/12/2008	19/05/1989	
3	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	F065	01784282838	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	27/11/2018	09/07/1994	
4	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi	F004	01714496057	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26/01/1989	01/01/1968	
5	3/Ka, NUR BANU KHANAM, FWA, 01. Adamdighi (In-Charge)	F062	01764312758	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26/01/1989	22/02/1969	
6	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi	F006	01764312758	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26/01/1989	22/02/1969	
02. Chapapur (6 Items)								
7	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In-Charge)	F007	01749601767	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28/01/1989	21/02/1970	
8	1/Kha, ANAJALI RANI SARKAR, FWA, 02. Chapapur	F008	01749601767	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28/01/1989	21/02/1970	
9	2/Ka, NASIMA KHATUN, FWA, 02. Chapapur (In-Charge)	F076	01734343649	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30/01/1989	05/11/1970	
10	2/Kha, KHURSIDA KHATUN, FWA, 02. Chapapur (In-Charge)	F077	01714687505	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28/01/1989	24/08/1967	
11	3/Ka, KHURSIDA KHATUN, FWA, 02. Chapapur	F011	01714687505	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28/01/1989	24/08/1967	

This form is used to edit, create, delete, print list of SDPs. Controls in the form are grouped into 3 (Five) blocks – **A, B, C & D**

A. Command buttons: A number of buttons to manipulate the SDP.

B. List of SDPs: Shows a list of current SDPs in database. A label shows the Total number of SDPs and Non-SDPs.

C. Command buttons: A number of buttons to manipulate the facilities.

D. Entry Fields: To describe a SDP, three fields are required:

- SDP Group – Facilities are classified into different groups.
- SDP Code – A unique sequence to represent the SDP under the group. It is generated automatically
- Name – Actual name for the SDP.
- Phone No: SDP Phone number (11 digit)
- Designation: Designation of SDP
- Birth Date: SDP’s date of birth
- Joining Date: SDP’s joining date
- National ID#: National ID number of SDP
- HRIS ID #: HRIS ID number of SDP
- Unit: Unit of SDP
- Union: Union of SDP
- Facility: Facility of SDP for (FWV and NGO)
- In-charge: selected in-charge of SDP.
- Active: Is Active SDP’s

SDP Name: Name of SDP with unit, Designation, Union and if in-charge. It is generated automatically

C. Command buttons: A number of buttons to manipulate the facilities.

Enter a new SDP

- Press **Add New** button from the command buttons block. The form will look like the following figure.

SDP LIST ENTRY- ADD/EDIT

RESET SAVE BACK TO LIST

SDP List Entry

SDP Group * SDP Code Name* Phone No*

Designation* Birth Date Joining Date National ID

HRIS ID# Unit Union Facility

In-charge Active SDP Name*

- Select a SDP Group from the combo.
- The SDP Code will be taken automatically.
- Enter the Name of the SDP and Union (only for FWA and FWV group).
- Enter the Birth date and Joining date, National Id, HRIS ID #, Unit, Unit, facility of this SDP
- Press **Save** button

SDP LIST ENTRY- ADD/EDIT

RESET SAVE BACK TO LIST

SDP List Entry

SDP Group * SDP Code Name* Phone No*

FWA F083 Monoara Begum 0168219221

Designation* Birth Date Joining Date National ID

FWA 01/02/2000 02/02/2020 765409879872

HRIS ID# Unit Union Facility

N/A 1/Ka 01. Adamdighi

In-charge Active SDP Name*

1/Ka, Monoara Begum, FWA, 01. Adamdighi

Mobile number is not valid !

- Your new SDP name will be visible in the SDP list in block A.

SDP LIST ENTRY

Active SDP Inactive SDP Add New SDP Serial

Sl#	SDP Name	SDP Code	Mobile no	Active	Receiving Facility	Joining Date	Birth Date	Actions
FWA (38 Items)								
01. Adamdighi (7 Items)								
1	1/Ka, Monoara Begum, FWA, 01. Adamdighi	F083	01682192212	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02/02/2020	01/02/2000	
2	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	F043	01737553970	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28/12/2008	19/05/1989	
3	1/Kha, AKHI YASMIN, FWA, FWA, 01. Adamdighi (In-Charge)	F054	01737553970	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28/12/2008	19/05/1989	
4	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	F065	01784282838	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	27/11/2018	09/07/1994	
5	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi	F004	01714496057	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26/01/1989	01/01/1968	
6	3/Ka, NUR BANU KHANAM, FWA, 01. Adamdighi (In-Charge)	F062	01764312758	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26/01/1989	22/02/1969	
7	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi	F006	01764312758	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26/01/1989	22/02/1969	
02. Chapapur (6 Items)								
8	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In-Charge)	F007	01749601767	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28/01/1989	21/02/1970	
9	1/Kha, ANAJALI RANI SARKAR, FWA, 02. Chapapur	F008	01749601767	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28/01/1989	21/02/1970	
10	2/Ka, NASIMA KHATUN, FWA, 02. Chapapur (In-Charge)	F076	01734343649	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30/01/1989	05/11/1970	
11	2/Kha, KHURSIDA KHATUN, FWA, 02. Chapapur (In-Charge)	F077	01714687605	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26/01/1989	24/08/1967	

- If the new SDP name conflicts with an existing SDP, then an error dialog will appear. Change the SDP name and try saving again.
- If you want to cancel the new district entry, press **RESET** during editing to undo.

Edit an existing SDP

- Select the SDP you want to edit from the list of SDPs then click on ‘Edit’ button. After clicking see the following screen.

- Change the SDP Name, phone no, designation, birth date, joining date, national id#, HRIS Id #, Unit, Union and facility fields as needed.
- When done with editing, press **“Save”**.
- If the new SDP name conflicts with an existing SDP, then an error dialog will appear "Change the SDP name and try saving again".
- If you want to cancel the current editing, press **Esc** to undo the changes.

SDP Serial Change for existing active SDP

- Press on **“SDP Serial”** button for changing SDP serial. After pressing will be seen the following screen.

SDP Code	SDP Name	Active
Union Name: 01. Adamdighi (6 items)		
F043	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	<input checked="" type="checkbox"/>
F083	1/Kha, MST.SHUSMA SARMIN, FWA, 01. Adamdighi	<input checked="" type="checkbox"/>
F065	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	<input checked="" type="checkbox"/>
F004	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi	<input checked="" type="checkbox"/>
F084	3/Ka, LABONE AKTER, FWA, 01. Adamdighi	<input checked="" type="checkbox"/>
F006	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi	<input checked="" type="checkbox"/>
Union Name: 02. Chapapur (6 items)		
F007	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In-Charge)	<input checked="" type="checkbox"/>
F008	1/Kha, ANAJALI RANI SARKAR, FWA, 02. Chapapur	<input checked="" type="checkbox"/>
F076	2/Ka, NASIMA KHATUN, FWA, 02. Chapapur (In-Charge)	<input checked="" type="checkbox"/>
F077	2/Kha, KHURSIDA KHATUN, FWA, 02. Chapapur (In-Charge)	<input checked="" type="checkbox"/>
F011	3/Ka, KHURSIDA KHATUN, FWA, 02. Chapapur	<input checked="" type="checkbox"/>

- Select a SDP then click the selected SDP left side button’s drag and drop SDP name in the actual serial.
- Press **“SAVE”** button then you will see the SDP in actula serial.

Delete an existing SDP

- Select the SDP you want to remove from list of SDPs.
- Press **‘Delete’** button.
- A confirmation dialog will be shown.
- Press **“Yes”** if you really want to delete the SDP.
- You will not be able to delete SDPs that have invoices linked.

Print SDPs

- Press “Pinter” button to view a printable list of SDPs.

Government of the People's Republic of Bangladesh Directorate General of Family planning Upazila Family Planning Office Facility: Adamdighi, Bogura SDP List, Active SDP							
SL	SDP Group	SDP Name	SDP Code	Union	Mobile no	Joining Date	Birth Date
1	FWA	1/Ka, Monoara Begum, FWA, 01. Adamdighi	F083	01. Adamdighi	01682192212	02-02-2020	01-02-2000
2	FWA	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	F043	01. Adamdighi	01737553970	28-12-2008	19-05-1989
3	FWA	1/Kha, AKHI YASMIN, FWA, 01. Adamdighi (In-Charge)	F054	01. Adamdighi	01737553970	28-12-2008	19-05-1989
4	FWA	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	F065	01. Adamdighi	01784282838	27-11-2018	09-07-1994
5	FWA	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi	F004	01. Adamdighi	01714496057	26-01-1989	01-01-1968
6	FWA	3/Ka, NUR BANU KHANAM, FWA, 01. Adamdighi (In-Charge)	F062	01. Adamdighi	01764312758	26-01-1989	22-02-1969
7	FWA	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi	F006	01. Adamdighi	01764312758	26-01-1989	22-02-1969
8	FWA	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In-Charge)	F007	02. Chapapur	01749601767	28-01-1989	21-02-1970
9	FWA	1/Kha, ANAJALI RANI SARKAR, FWA, 02. Chapapur	F008	02. Chapapur	01749601767	28-01-1989	21-02-1970
10	FWA	2/Ka, NASIMA KHATUN, FWA, 02. Chapapur (In-Charge)	F076	02. Chapapur	01734343649	30-01-1989	05-11-1970
11	FWA	2/Kha, KHURSIDA KHATUN, FWA, 02. Chapapur (In-Charge)	F077	02. Chapapur	01714687505	28-01-1989	24-08-1967
12	FWA	3/Ka, KHURSIDA KHATUN, FWA, 02. Chapapur	F011	02. Chapapur	01714687505	28-01-1989	24-08-1967

- Press on CTRL + P from keyboard. The print dialog box will appear.
- Optionally provide Print Range, Copies and press OK. If you want to print only one copy of the whole report, then just press OK.
- After printing, press the report X button to close the preview report.



4.3. Local Supplier Entry




Commodities are procured in the upazila from different external suppliers. For reporting and future reference, a list of suppliers is maintained. To go to Local Supplier Entry form:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as Upazila user
- Select **Entry Forms> Parameters > Local Supplier Entry...** from **Parameters** menu.
- The **Local Supplier Entry** form is displayed as follows:

LOCAL SUPPLIER ENTRY							Add Supplier	Print	Refresh
Sl#.	Name	Address	Phone	Fax	Email	Actions			
1	DDFP, Bogura	Banani, Bogura	+8805163206		ddfbogra@gmail.com				
2	Md. Rafiqul Islam	M/S. Bogra Bag Industries, Puran ...	01711260369						
3	S. Iqbal Hossain Choudhury	COBITE COMPUTER'S, Shekh Shar...	01711-135498		cobite_bd@yahoo.com				

General Description of Suppliers Form

LOCAL SUPPLIER ENTRY Add Supplier  

S/#	Name	Address	Phone	Fax	Email	Actions
	filter column...					
1	DDFP, Bogura	Banani, Bogura	+8805163206		ddfpbogra@gmail.com	
2	Md. Rafiqul Islam	M/S. Bogra Bag Industries, Puran ...	01711260369			
3	S. Iqbal Hossain Choudhury	COBITE COMPUTER'S, Shekh Shar...	01711-135498		cobite_bd@yahoo.com	

LOCAL SUPPLIER ENTRY - ADD/EDIT

Local Supplier Entry

Name *	Address	Phone
<input type="text" value="DDFP, Bogura"/>	<input type="text" value="Banani, Bogura"/>	<input type="text" value="+8805163206"/>
Fax	Email	
<input type="text"/>	<input type="text" value="ddfpbogra@gmail.com"/>	

Enter a new Supplier:

- Press '**ADD SUPPLIER**' button from the command buttons block. The form will look like the following figure.

LOCAL SUPPLIER ENTRY - ADD/EDIT

Local Supplier Entry

Name *	Address	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Email	
<input type="text"/>	<input type="text"/>	

- Enter the Supplier Information

- ✓ Name *:
- ✓ Address:
- ✓ Phone:
- ✓ Fax:
- ✓ Email:

LOCAL SUPPLIER ENTRY - ADD/EDIT

Local Supplier Entry

Name *	Address	Phone
<input type="text" value="M/S. Kamal Enterprise"/>	<input type="text" value="Tongi, Gazipur"/>	<input type="text" value="01682192200"/>
Fax	Email	
<input type="text" value="02936450"/>	<input type="text" value="kamal.g@gmail.com"/>	

- After the Supplier information entry Complete
- Press on **SAVE** Button the supplier will be save. Will see the following screen.

LOCAL SUPPLIER ENTRY

[Add Supplier](#)  

Sl#.	Name	Address	Phone	Fax	Email	Actions
1	DD-FP,Gazipur.	Gazipur	029815668			
2	M/S. Kamal Enterprise	Tongi, Gazipur	01682192200	02936450	kamal.g@gmail.com	

Print Suppliers List

- Press Print button to view a printable list of suppliers.



Government of the People's Republic of Bangladesh
Directorate General of Family planning
Upazila Family Planning Office
Facility: Tongi, Gazipur
Suppliers List

SL.	Name	Address	Phone	Fax	Email
1	DD-FP,Gazipur.	Gazipur	029815668		
2	M/S. Kamal Enterprise	Tongi, Gazipur	01682192200	02936450	kamal.g@gmail.com

- Press on the **Printer** icon. The print dialog box will appear.

4.4. SDP Active/Inactive Report

SDP ACTIVE/INACTIVE REPORT

Active SDP Inactive SDP  

Sl#	SDP Code	SDP Name	In Charge	Name	Mobile No	Birth Date	Joining Date	Designation	National Id	HRIS ID#	Unit	Facility
▼ FWA (38 Items)												
▼ 01. Adamdighi (7 Items)												
1	F083	1/Ka, Monoara Begum, FWA, ...	<input type="checkbox"/>	Monoara ...	01682192212	2000-02-01	2020-02-02	FWA	7654098798721	N/A	1/Ka	
2	F043	1/Ka, AKHI YASMIN, FWA, 01. ...	<input type="checkbox"/>	AKHI YAS...	01737553970	1989-05-19	2008-12-28	FWA	198964185213...	NA	1/Ka	
3	F054	1/Kha, AKHI YASMIN, FWA, F...	<input checked="" type="checkbox"/>	AKHI YAS...	01737553970	1989-05-19	2008-12-28	FWA	198964185213...	NA	1/Kha	
4	F065	2/Ka, PRIYANKA SARKAR, F...	<input type="checkbox"/>	PRIYANK...	01784282838	1994-07-09	2018-11-27	FWA	199410106130...	NA	2/Ka	
5	F004	2/Kha, REHENA KHATUN, FW...	<input type="checkbox"/>	REHENA ...	01714496057	1968-01-01	1989-01-26	FWA	1968101061323...	NA	2/Kha	
6	F062	3/Ka, NUR BANU KHANAM, F...	<input checked="" type="checkbox"/>	NUR BAN...	01764312758	1969-02-22	1989-01-26	FWA	1969101061323...	NA	3/Ka	
7	F006	3/Kha, NUR BANU KHANAM, ...	<input type="checkbox"/>	NUR BAN...	01764312758	1969-02-22	1989-01-26	FWA	1969101061323...	NA	3/Kha	
▼ 02. Chapapur (6 Items)												
8	F007	1/Ka, ANJALI RANI SARKAR, ...	<input checked="" type="checkbox"/>	ANJALI R...	01749601767	1970-02-21	1989-01-28	FWA	197010106270...	NA	1/Ka	
9	F008	1/Kha, ANAJALI RANI SARKA...	<input type="checkbox"/>	ANAJALI ...	01749601767	1970-02-21	1989-01-28	FWA	197010106270...	NA	1/Kha	

- ✓ The SDP List contains the names of different workers to whom commodities are issued.
- ✓ Names from this list are picked during invoice preparation.

View SDP Active/Inactive Report

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as Upazila user
- Select **Entry Forms> Parameters > SDP Active/Inactive Report** from **Parameters** menu.
- The **SDP Active/Inactive Report** form is displayed.

SDP ACTIVE/INACTIVE REPORT

Active SDP Inactive SDP

SI#	SDP Code	SDP Name	Union	In Charge	Name	Mobile No	Birth Date	Joining Date	Designation	National Id	HRIS ID#	Unit
▼ (39 Items)												
1	M009	TASRIFA INDUSTRIES LTD, S...		<input type="checkbox"/>	TASRIFA I...	01964280468			Senior stuff nu...			
2	X001	Arifa Rahman, FWV, MCH-Uni...		<input type="checkbox"/>	Arifa Rah...				O			
3	F001	1 No Ward, NAZMA KHATUN, ...	01.Tongi Poura...	<input type="checkbox"/>	NAZMA K...	01911319224	1969-02-01	1990-01-01	FWA	196933230123...	NA	1 No W
4	M006	UNIQUE DESIGNERS LTD . N...		<input type="checkbox"/>	UNIQUE ...	01777227044		2018-05-16	NURSE			
5	N006	BAPSA „MINI ,CLINIC, TONGI		<input type="checkbox"/>	BAPSA „...	01912014842			O			
6	M010	MASCO COTTONS LTD , MED...		<input type="checkbox"/>	MASCO C...	01762896662			MEDICAL ASSIT			
7	X002	MD. DELOWER HOSSAIN, FPI		<input type="checkbox"/>	MD. DELO...	01914803498	1964-02-12	1984-06-23	FPI	196433230163...	NA	
8	X005	MEHERUNNESA FWV,MCH U...		<input type="checkbox"/>	MEHERU...	01734769810		2017-01-23	O			
9	F018	2 No Ward, HANUFA AKTHE...	01.Tongi Poura...	<input checked="" type="checkbox"/>	HANUFA ...	01762678176	1968-06-22	1988-11-19	FWA	1968121638243...	NA	2 No W
10	M008	CONCEPT KNITTING , NURSE		<input type="checkbox"/>	CONCEPT...	01927357457	1979-03-15	2018-07-09	NURSE			
11	X004	SHARIFUL ISLAM, FPI		<input type="checkbox"/>	SHARIFU...	01791505876	1991-10-18	2013-12-11	FPI	9135241900	NA	

If you need to show "Active SDP" press "Active SDP" Radio button else "Inactive SDP" Radio button.

SDP ACTIVE/INACTIVE REPORT

Active SDP Inactive SDP

SI#	SDP Code	SDP Name	Union	In Charge	Name	Mobile No	Birth Date	Joining Date	Designation	National Id	HRIS ID#	Unit
▼ (39 Items)												
1	M009	TASRIFA INDUSTRIES LTD, S...		<input type="checkbox"/>	TASRIFA I...	01964280468			Senior stuff nu...			
2	X001	Arifa Rahman, FWV, MCH-Uni...		<input type="checkbox"/>	Arifa Rah...				O			
3	F001	1 No Ward, NAZMA KHATUN, ...	01.Tongi Poura...	<input type="checkbox"/>	NAZMA K...	01911319224	1969-02-01	1990-01-01	FWA	196933230123...	NA	1 No W
4	M006	UNIQUE DESIGNERS LTD . N...		<input type="checkbox"/>	UNIQUE ...	01777227044		2018-05-16	NURSE			
5	N006	BAPSA „MINI ,CLINIC, TONGI		<input type="checkbox"/>	BAPSA „...	01912014842			O			
6	M010	MASCO COTTONS LTD , MED...		<input type="checkbox"/>	MASCO C...	01762896662			MEDICAL ASSIT			
7	X002	MD. DELOWER HOSSAIN, FPI		<input type="checkbox"/>	MD. DELO...	01914803498	1964-02-12	1984-06-23	FPI	196433230163...	NA	
8	X005	MEHERUNNESA FWV,MCH U...		<input type="checkbox"/>	MEHERU...	01734769810		2017-01-23	O			
9	F018	2 No Ward, HANUFA AKTHE...	01.Tongi Poura...	<input checked="" type="checkbox"/>	HANUFA ...	01762678176	1968-06-22	1988-11-19	FWA	1968121638243...	NA	2 No W
10	M008	CONCEPT KNITTING , NURSE		<input type="checkbox"/>	CONCEPT...	01927357457	1979-03-15	2018-07-09	NURSE			
11	X004	SHARIFUL ISLAM, FPI		<input type="checkbox"/>	SHARIFU...	01791505876	1991-10-18	2013-12-11	FPI	9135241900	NA	

Print SDP Active and inactive report

- Press "Print" button to view a printable list of Active/Inactive SDP Report.

Government of the People's Republic of Bangladesh
Directorate General of Family planning
Upazila Family Planning Office
Tongi, Gazipur
Active SDP Report

SL.	SDP Code	SDP Name	Union	In Charge	Name	Mobile No	Birth Date	Joining Date	Designation	National Id	HRIS ID#	Unit	Facility
1	X001	Arifa Rahman, FWV, MCH-Unit, Tongi FP Office		No	Arifa Rahman, FWV, MCH-Unit, Tongi FP Office				O				
2	F001	1 No Ward, NAZMA KHATUN, FWA, 01.Tongi Pourashava	01.Tongi Pourashava	No	NAZMA KHATUN	01911319224	1969-02-01	1990-01-01	FWA	19693323012313453	NA	1 No Ward	
3	M009	TASRIFA INDUSTRIES LTD, Senior stuff nurse		No	TASRIFA INDUSTRIES LTD	01964280468			Senior stuff nurse				
4	M006	UNIQUE DESIGNERS LTD , NURSE		No	UNIQUE DESIGNERS LTD	01777227044		2018-05-16	NURSE				
5	N006	BAPSA „MINI ,CLINIC, TONGI		No	BAPSA „MINI ,CLINIC, TONGI	01912014842			O				BAPSA Clinic
6	X002	MD. DELOWER HOSSAIN, FPI		No	MD. DELOWER HOSSAIN	01914803498	1964-02-12	1984-06-23	FPI	19643323016382316	NA		

- Press on the Ctrl + P from Keyboard. The print dialog box will appear.
- Optionally provide Print Range, Copies and press OK. If you want to print only one copy of the whole report, then just press OK.
- After printing, press the X button to close the preview report.

4.5. How do we set Options for Upazila

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as Upazila user
- Select **Entry Forms > Parameters > Options**
- After pressing "**Options**" the following screen will be appeared:

- To set "**Prepared By, Approved By & Issued By**" which will display when an Issue Invoice will be printed.
- To select above 3 (three) combos the system must have required listed employees.
- From the prelisted employee list, you have to select employees as follows:

- To Set Store type select from store type dropdown list
- After setting "**Prepared By, Approved By, Issued By**" and **store type** then press **SAVE** button. The option will be saved for this upazila.

4.6. Upazila List

UPAZILA LIST							
Supply From Warehouse							
All							
SI#	Facility Code	Facility	Geo Code	District	Warehouse Code	Supply From Warehouse	Phone No
	filter column...	filter column...	filter column	filter column...	filter column...	filter column...	filter column...
1	T001	Dhamrai, Dhaka	302614	Dhaka	C001	Dhaka CWH	0622271205, 01...
2	T002	Dohar, Dhaka	302618	Dhaka	C001	Dhaka CWH	0622356043, 0...
3	T003	Keraniganj, Dhaka	302638	Dhaka	C001	Dhaka CWH	02-7766333, 01...
4	T004	Mirpur, Dhaka	302648	Dhaka	C001	Dhaka CWH	028035630
5	T005	Nawabganj, Dhaka	302662	Dhaka	C001	Dhaka CWH	02-7765066, 01...
6	T006	Savar, Dhaka	302672	Dhaka	C001	Dhaka CWH	02-7745532, 01...
7	T007	Tejgaon, Dhaka	302690	Dhaka	C001	Dhaka CWH	02-8878371, 01...
8	T008	Gazipur Sadar, Gazipur	303330	Gazipur	C001	Dhaka CWH	02-9205636, 01...
9	T009	Kaliakair, Gazipur	303332	Gazipur	C001	Dhaka CWH	0682252108, 01...
10	T010	Kaliganj, Gazipur	303334	Gazipur	C001	Dhaka CWH	0682352072, 0...
11	T011	Kapasia, Gazipur	303336	Gazipur	C001	Dhaka CWH	0682452025, 0...
12	T012	Sreepur, Gazipur	303386	Gazipur	C001	Dhaka CWH	06825-52718, 0...

- ✓ The Upazila List contains the names of different upazila to whom commodities are transfer.
- ✓ Names from this list are picked during adjustment invoice to transfer receive and transfer Issue preparation.

View Upazila list

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as Upazila user
- Select **Entry Forms> Parameters > Upazila List** from **Parameters** menu.
- The **Upazila List** form is displayed.

UPAZILA LIST							
Supply From Warehouse							
All							
SI#	Facility Code	Facility	Geo Code	District	Warehouse Code	Supply From Warehouse	Phone No
	filter column...	filter column...	filter column	filter column...	filter column...	filter column...	filter column...
1	T001	Dhamrai, Dhaka	302614	Dhaka	C001	Dhaka CWH	0622271205, 01...
2	T002	Dohar, Dhaka	302618	Dhaka	C001	Dhaka CWH	0622356043, 0...
3	T003	Keraniganj, Dhaka	302638	Dhaka	C001	Dhaka CWH	02-7766333, 01...
4	T004	Mirpur, Dhaka	302648	Dhaka	C001	Dhaka CWH	028035630
5	T005	Nawabganj, Dhaka	302662	Dhaka	C001	Dhaka CWH	02-7765066, 01...
6	T006	Savar, Dhaka	302672	Dhaka	C001	Dhaka CWH	02-7745532, 01...
7	T007	Tejgaon, Dhaka	302690	Dhaka	C001	Dhaka CWH	02-8878371, 01...
8	T008	Gazipur Sadar, Gazipur	303330	Gazipur	C001	Dhaka CWH	02-9205636, 01...
9	T009	Kaliakair, Gazipur	303332	Gazipur	C001	Dhaka CWH	0682252108, 01...
10	T010	Kaliganj, Gazipur	303334	Gazipur	C001	Dhaka CWH	0682352072, 0...
11	T011	Kapasia, Gazipur	303336	Gazipur	C001	Dhaka CWH	0682452025, 0...
12	T012	Sreepur, Gazipur	303386	Gazipur	C001	Dhaka CWH	06825-52718, 0...

Print the Upazila List

- Press **“Print”** button to view a printable list of upazila list Report.

Government of the People's Republic of Bangladesh Directorate General of Family planning Upazila List							
SL.	Facility Code	Facility	Geo Code	District	Warehouse Code	Supply From Warehouse	Phone No
1	T001	Dhamrai, Dhaka	302614	Dhaka	C001	Dhaka CWH	0622271205, 01671012
2	T002	Dohar, Dhaka	302618	Dhaka	C001	Dhaka CWH	0622356043, 01821829
3	T003	Keraniganj, Dhaka	302638	Dhaka	C001	Dhaka CWH	02-7766333, 01813035
4	T004	Mirpur, Dhaka	302648	Dhaka	C001	Dhaka CWH	028035630
5	T005	Nawabganj, Dhaka	302662	Dhaka	C001	Dhaka CWH	02-7765066, 01964549
6	T006	Savar, Dhaka	302672	Dhaka	C001	Dhaka CWH	02-7745532, 01716811
7	T007	Tejgaon, Dhaka	302690	Dhaka	C001	Dhaka CWH	02-8878371, 01912576
8	T008	Gazipur Sadar, Gazipur	303330	Gazipur	C001	Dhaka CWH	02-9205636, 01711824
9	T009	Kaliakair, Gazipur	303332	Gazipur	C001	Dhaka CWH	0682252108, 01728347
10	T010	Kaliganj, Gazipur	303334	Gazipur	C001	Dhaka CWH	0682352072, 01765296

- Press on the Ctrl + P from Keyboard. The print dialog box will appear.
- Optionally provide Print Range, Copies and press OK. If you want to print only one copy of the whole report, then just press OK.
- After printing, press the X button to close the preview report.

Chapter-5: Entry Forms -Invoice

5.1. Receive Invoice – Local Purchase

After go to **Invoice** menu user will find two types of Received Invoice. The following screen shows the Local Purchase Invoice:

LOCAL PURCHASE - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No. * Receive Date * Received By *

Supplier * Local Purchase Invoice No * Local Purchase Invoice Date *

Remarks Updated Cancel
 Note book HP core i3 15s-du3023 tu, 11th generation, colour- silver, waranty 730 days. With 1 mouse and ssd 128gb

SELECT ITEM

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	OEFO29	LAPTOP COMPUTER	1	sets				

The above form is used when items are received from external supplier and to create new receive invoice, edit, print or delete invoices.

Open Receive Invoice Form

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as a Upazila user
- Select **Entry Form>Invoice > Local Purchase ...** from **Invoice** menu.
- Select **Invoice > Local Purchase...** from **Invoice** menu.
- The **Local Purchase** form is displayed.

LOCAL PURCHASE

From To

New

SI#	Invoice No.	Receive Date	Received By	Supplier	Local Purchase Invoice No	Local Purchase Invoice Date	Updated	Cancel	Actions
1	2	06/06/2022	Md. Jul Hasan	S. Iqbal Hossain Choudhury	005115	04/06/2022	✓	✗	
2	1	20/04/2019	Md. Jul Hasan	Md. Rafiqul Islam	1	20/04/2019	✓	✗	

Select an invoice From Invoice list the invoice will be displayed

LOCAL PURCHASE - ADD/EDIT

Invoice No. *
Receive Date *
Received By *

Supplier *
Local Purchase Invoice No *
Local Purchase Invoice Date *

Remarks Updated Cancel

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	OEF029	LAPTOP COMPUTER	1	sets				

General Description of Receive Invoice Form

LOCAL PURCHASE

From **To**

A

SI#	Invoice No.	Receive Date	Received By	Supplier	Local Purchase Invoice No	Local Purchase Invoice Date	Updated	Cancel	Actions
1	2	06/06/2022	Md. Jul Hasan	S. Iqbal Hossain Choudhury	005115	04/06/2022	✓	✗	
2	1	20/04/2019	Md. Jul Hasan	Md. Rafiqul Islam	1	20/04/2019	✓	✗	

B

This form is used to Select Invoice, entry, edit, delete and print receive invoices. Controls in the form are grouped into 5 (five) blocks –

A. Command Buttons: Number of buttons to manipulate the Invoices. New, Print and Excel

B. Invoice List:

Invoices are listed Invoice Date, Invoice No, Receive By, Receive Form, Sup-Inv No, Supplier Date, Updated, Canceled and Action

C. Command Buttons: Number of buttons to manipulate the Invoices. SAVE, Update, back to List and Print to print the invoice

D. Invoice Entry Fields:

To describe an Invoice, 9 (Nine) fields are required.

- Invoice No – A unique sequence to represent the invoice.
- Receive Date – Date of receipt of goods.
- Received By – Name of receiving officer.
- Supplier – Name of warehouse from where goods were sent.
- Supplier Invoice No – Voucher No. of supplier.
- Supplier Date – Date of supplier voucher.

All of the fields are compulsory.

- Remarks– Remarks field are not mandatory
- Update – If the invoice updated the update check set in the check box.
- Cancel – If the invoice canceled the cancel check set in the check box.

E. Invoice Items Entry Fields:



Invoices consist of line items. There is one line for every item received. Every line has the following 9 (Nine) fields:



- SI # – Invoice item serial number
- Item Code – Received item’s code.
- Item – Name of item received.
- Unit – unit of measurement of item.
- Quantity – Received item’s quantity.
- Lot No – Lot no. of the received goods.
- Mfg. Date – Manufacturing date of the received goods.

- Received Qty – Total quantity of good received.
 - Expiry Date – date of expiry of the received goods.
- Item and Received Qty are compulsory. Unit field is shown automatically. Other fields are optional.

View Information about a specific Invoice

LOCAL PURCHASE

From: 01/10/2010 To: 05/02/2023 Now  

Sl#	Invoice No.	Receive Date	Received By	Supplier	Local Purchase Invoice No	Local Purchase Invoice Date	Updated	Cancel	Actions
1	2	06/06/2022	Md. Jul Hasan	S. Iqbal Hossain Choudhury	005115	04/06/2022	✓	✗	
2	1	20/04/2019	Md. Jul Hasan	Md. Rafiqui Islam	1	20/04/2019	✓	✗	

- Select the invoice to view from the tree list in Block-B. Using the Group by any fields – Invoices can be grouped in ways – by Invoice No or by received date or by supplier
- After an invoice no. is selected – corresponding information is shown in Block-B and C.
- At any time, a partial list of invoices is shown based on the Filter Criteria. Only invoices that fall between Start Date and End Date are listed. You can change the dates and press **'Filter'** button to list less or more invoice.

Enter a new Invoice

- Press **'NEW'** button from the command buttons block. The form will look like as follows:

LOCAL PURCHASE - ADD/EDIT RESET SAVE BACK TO LIST

Invoice No. * Receive Date * Received By *

Supplier * Local Purchase Invoice No * Local Purchase Invoice Date *

Remarks Updated Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>						

- The Invoice No. will be generated automatically.
- Receive Date will be filled with current date. You can change if necessary.
- Select the Employee who is received the goods.
- If the supplier's name is present in Supplier list, then select the name.
- Provide invoice no. and date from supplier's challan.
- Press **Save** button.

- Your new Invoice no. will be visible in the Invoice list and the **SELECT ITEM** button will be visible to add items in the invoice.


- If you want to cancel the new Invoice entry before save the invoice, press **Reset** during entering to undo.

Invoice Items Entry

- Press **SELECT ITEM** button from the command buttons block. The form will look like the following screen:

- Select an Item Name **Item Name** from popup list and press ADD button selected product will be Added like following screen



LOCAL PURCHASE - ADD/EDIT



Invoice No. *
Receive Date *
Received By *


Supplier *
Local Purchase Invoice No *
Local Purchase Invoice Date *

Remarks Updated Cancel

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	MSR008	COTTON (100 GRAM)		roll				
2	MCH034	TAB. COTRIMOXAZOLE (960 MG)		tab.				

- Enter the received quantity in **Quantity** box, this field is mandatory.
- Unit field will be filled automatically.
- Enter Lot No/Description, Mfg. Date and Expiry Date fields.
- If you want to delete an item form this invoice before update, click on delete button from action column.



LOCAL PURCHASE - ADD/EDIT



Invoice No. *
Receive Date *
Received By *

Supplier *
Local Purchase Invoice No *
Local Purchase Invoice Date *

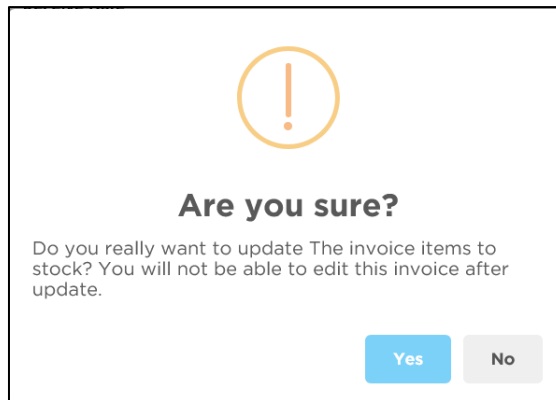
Remarks Updated Cancel

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	MSR008	COTTON (100 GRAM)	40	roll			31/12/2025	
2	MCH034	TAB. COTRIMOXAZOLE (960 MG)	20	tab.			30/11/2025	

Continue every Item.

Updating the Stock

- Entry of a new Invoice does not update the current stock position automatically. After the Invoice entry is completed, press Update button to recalculate the balance of Items from the current Invoice.
- A confirmation dialog will appear.

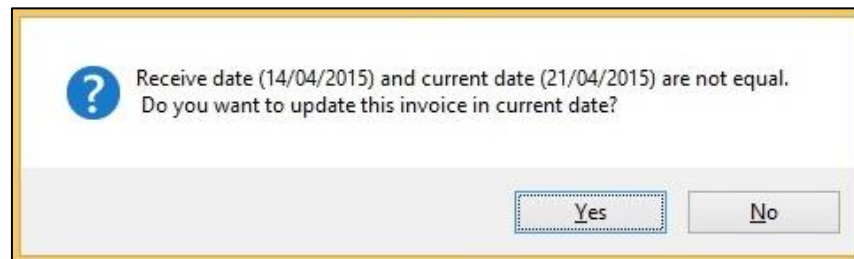


Note: After the invoice quantities are updated to stock, the invoice will be locked, user will not be allowed to change any figure afterwards.

- Press "Yes" if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of Items for which stock was updated.

'Invoice Updated Successfully'

- If you want to update invoice on back date pressing "Update" button a confirmation dialog will appear.



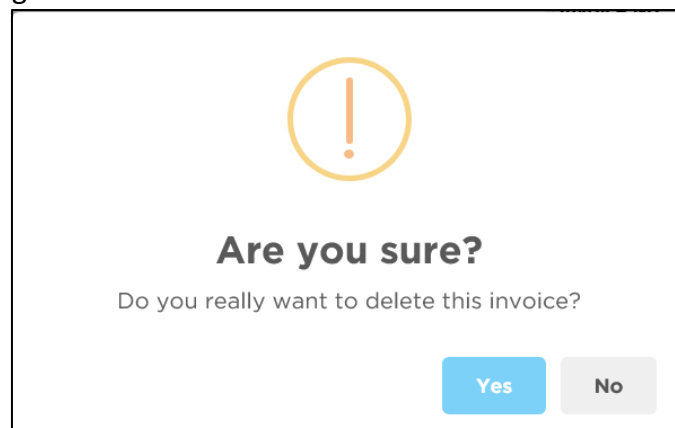
- If you want update on current date press "Yes" or you want update on Receive date press "No".

Edit an existing Invoice

- Select the invoice you want to edit from the list of Invoices.
- Click on edit button from action column and change the fields as necessary.
- When done with editing, press **Save**.
- If you want to cancel the current editing, press **Back to list** to undo the changes.

Delete an existing Invoice

- Select the Invoice you want to remove from Invoices list.
- Press **Delete** button. From Action column
- A confirmation dialog will be shown



- Press **"Yes"** if you really want to delete the Invoice. If the invoice has items, then shows the message 'Cannot delete this invoice. Delete invoice items first' else deleted.

Edit an existing Invoice Item

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	MSR008	COTTON (100 GRAM)	40	roll			31/12/2025	
2	MCH034	TAB. COTRIMOXAZOLE (960 MG)	20	tab.			30/11/2025	

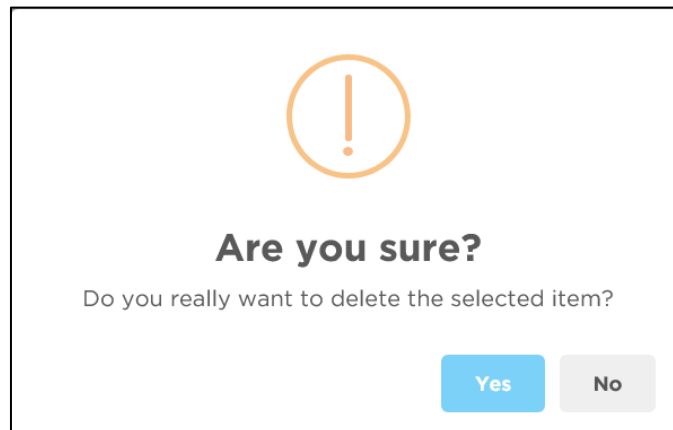
- Select the Invoice item you want to edit from the items list in Block-D.
- Click on a field to start editing.

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	MSR008	COTTON (100 GRAM)	40	roll			31/12/2025	
2	MCH034	TAB. COTRIMOXAZOLE (960 MG)	50	tab.			30/11/2025	

- Change the fields as necessary.
- When done with editing, press **Save**.
- If you want to cancel the current editing, press Back to LIST to undo the changes.

Delete an Invoice item

- Select the Invoice item you want to delete from the items list in Block-C.
- Press **"Delete"** button from the product Action column.
- A confirmation dialog will be shown as like below screen.



- Press **"Yes"** if you really want to delete the Invoice item.

Search a Receive Invoice

- In Receive Invoice list form and to find a specific Invoice. To search go to row header just writing Invoice no. and following window will appear:

LOCAL PURCHASE									
From		To							
01/09/2022		06/02/2023		<div style="text-align: right;"> New </div>					
SI#	Invoice No.	Receive Date	Received By	Supplier	Local Purchase Invoice No	Local Purchase Invoice Date	Updated	Cancel	Actions
	3		filter column...	filter column...	filter column...				
1	3	05/11/2022	Md. Jul Hasan	DDFP, Bogura	12323	05/11/2022	✗	✗	

- Enter the invoice no you want to find in **"Receive Invoice No."** box.
- Automatically start searching.
- If the invoice is found, then it will be shown.

Print Receive Invoice

- Press Print button to preview the Invoice.
- Press on Ctrl + P from keyboard. The print dialog box will appear.
- You can print only one copy or all pages, choose as you want then just press OK.
- After printing, press the leftmost X button to close the Preview.

5.2. Receive Invoice – Receive from Warehouse

When items are issued among warehouses, i.e., Injectable moved from RWH to Upazila FPO Store – this form is used. Item quantities entered here add up to total stock. This form is used to download new receive invoice, enter new receive invoice, edit, print or delete old invoices.

RECEIVE FROM WAREHOUSE - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No * Receive Date * Received By * Received From *

Sup Inv No * Supplier Date * Remarks Updated Cancel

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date
1	CON004	IMPLANT (2 ROD)	200	sets			30/04/2025
2	IEM027	IMPLANT CLIENT CARD	200	pcs	ccsdp		
3	IEM028	IMPLANT CLIENT CONSENT FORM	200	pcs	ccsdp		
4	CON003	ECP (2 TAB/PACK)	50	pack	M CRAH		30/09/2024
5	MSR039	AdhesiveTape 1"	200	pcs	Anti-Infective		19/11/2025
6	MCH011	INJ. XYLOCAINE (1%)	8	vials	MSR		31/05/2023

Open Receive from Warehouse Invoice Form

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as a Upazila user
- Select **Invoice > Receive from Warehouse...** from **Invoice** menu.
- The **Receive from Warehouse Invoice** list form is displayed.

RECEIVE FROM WAREHOUSE

From To Download Invoice

SI#	Receive Date	Invoice No	Received By	Received From	Sup Inv No	Supplier Date	Updated	Cancel	Actions
1	18/11/2022	118	Md. Jul Hasan	Bhola RWH	TT001	10/11/2022	✓	✗	
2	09/11/2022	117	Md. Jul Hasan	Bogura RWH	253	09/11/2022	✓	✗	
3	23/10/2022	116	Md. Jul Hasan	Bogura RWH	4278	20/10/2022	✓	✗	
4	29/09/2022	115	Md. Jul Hasan	Bogura RWH	4253	28/09/2022	✓	✗	
5	15/09/2022	114	Md. Jul Hasan	Bogura RWH	4245	14/09/2022	✓	✗	
6	17/08/2022	113	Md. Jul Hasan	Bogura RWH	4211	16/08/2022	✓	✗	
7	20/07/2022	112	Md. Jul Hasan	Bogura RWH	4183	19/07/2022	✓	✗	
8	16/06/2022	111	Md. Jul Hasan	Bogura RWH	4157	15/06/2022	✓	✗	

RECEIVE FROM WAREHOUSE - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No * Receive Date * Received By * Received From *

Sup Inv No * Supplier Date * Remarks Updated Cancel

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date
1	CON004	IMPLANT (2 ROD)	200	sets			30/04/2025
2	IEM027	IMPLANT CLIENT CARD	200	pcs	ccsdp		
3	IEM028	IMPLANT CLIENT CONSENT FORM	200	pcs	ccsdp		
4	CON003	ECP (2 TAB/PACK)	50	pack	M CRAH		30/09/2024
5	MSR039	AdhesiveTape 1"	200	pcs	Anti-Infective		19/11/2025
6	MCH011	INJ. XYLOCAINE (1%)	8	vials	MSR		31/05/2023

General Description of Receive from Warehouse Form

RECEIVE FROM WAREHOUSE

From To Download Invoice

A

SI#	Receive Date	Invoice No	Received By	Received From	Sup Inv No	Supplier Date	Updated	Cancel	Actions
1	18/11/2022	118	Md. Jul Hasan	Bhola RWH	TT001	10/11/2022	✓	✗	
2	09/11/2022	117	Md. Jul Hasan	Bogura RWH	253	09/11/2022	✓	✗	
3	23/10/2022	116	Md. Jul Hasan	Bogura RWH	4278	20/10/2022	✓	✗	
4	29/09/2022	115	Md. Jul Hasan	Bogura RWH	4253	28/09/2022	✓	✗	
5	15/09/2022	114	Md. Jul Hasan	Bogura RWH	4245	14/09/2022	✓	✗	
6	17/08/2022	113	Md. Jul Hasan	Bogura RWH	4211	16/08/2022	✓	✗	
7	20/07/2022	112	Md. Jul Hasan	Bogura RWH	4183	19/07/2022	✓	✗	
8	16/06/2022	111	Md. Jul Hasan	Bogura RWH	4157	15/06/2022	✓	✗	

B

RECEIVE FROM WAREHOUSE - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No * Receive Date * Received By * Received From *

Sup Inv No * Supplier Date * Remarks Updated Cancel

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date
1	CON004	IMPLANT (2 ROD)	200	sets			30/04/2025
2	IEM027	IMPLANT CLIENT CARD	200	pcs	ccsdp		
3	IEM028	IMPLANT CLIENT CONSENT FORM	200	pcs	ccsdp		
4	CON003	ECP (2 TAB/PACK)	50	pack	M CRAH		30/09/2024
5	MSR039	AdhesiveTape 1"	200	pcs	Anti-Infective		19/11/2025
6	MCH011	INJ. XYLOCAINE (1%)	8	vials	MSR		31/05/2023

C

D

E

This form is used to Select Invoice, entry, edit, delete and print receive invoices. Controls in the form are grouped into 5 (five) blocks –

A. Command Buttons: Number of buttons to manipulate the Invoices. ADD, Download Invoice, Print and Excel

B. Invoice List:

Invoices are listed Invoice Date, Invoice No, Receive By, Receive Form, Sup-Inv No, Supplier Date, Updated, Canceled and Action

C. Command Buttons: Number of buttons to manipulate the Invoices. SAVE, Update, back to List and Print to print the invoice

D. Invoice Entry Fields:

To describe an Invoice, 9 (Nine) fields are required.

- Invoice No – A unique sequence to represent the invoice.
- Receive Date – Date of receipt of goods.
- Received By – Name of receiving officer.
- Supplier – Name of warehouse from where goods were sent.
- Supplier Invoice No – Voucher No. of supplier.
- Supplier Date – Date of supplier voucher.

All of the fields are compulsory.

- Remarks– Remarks field are not mandatory
- Update – If the invoice updated the update check set in the check box.
- Cancel – If the invoice canceled the cancel check set in the check box.

E. Invoice Items Entry Fields:

Invoices consist of line items. There is one line for every item received. Every line has the following 6 (six) fields:

- Item – Name of item received.
- Unit – unit of measurement of item.
- Lot No – Lot no. of the received goods.
- Mfg. Date – Manufacturing date of the received goods.
- Received Qty – Total quantity of good received.
- Expiry Date – date of expiry of the received goods.

Item and Received Qty are compulsory. Unit field is shown automatically. Other fields are optional.

View information about a specific Invoice

RECEIVE FROM WAREHOUSE - ADD/EDIT

SAVE UPDATE BACK TO LIST



Invoice No * 117 Receive Date * 09/11/2022 Received By * Md. Jul Hasan Received From * Bogura RWH













Sup Inv No * 253 Supplier Date * 09/11/2022 Remarks Updated Cancel

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date
1	COND04	IMPLANT (2 ROD)	200	sets			30/04/2025
2	IEM027	IMPLANT CLIENT CARD	200	pcs	ccsdp		
3	IEM028	IMPLANT CLIENT CONSENT FORM	200	pcs	ccsdp		
4	COND03	ECP (2 TAB/PACK)	50	pack	MCRAH		30/09/2024
5	MSR039	AdhesiveTape 1"	200	pcs	Anti-Infective		19/11/2025
6	MCH011	INJ. XYLOCAINE (1%)	8	vials	MSR		31/05/2023

- Select the Invoice to view from the tree-like list in Block-A. Using the group by– invoices can be grouped any field– by Invoice No or by Receive Date.
- After an Invoice no. is selected – corresponding information is shown in Block-C, D and E.
- At any time, a partial list of invoices is shown based on the **Filter Criteria**. Only invoices that fall between Start Date and End Date are listed.
- You can change the dates to list less or more invoice.



RECEIVE FROM WAREHOUSE



From: 01/01/2022 To: 06/02/2023 Download Invoice  

SI#	Receive Date	Invoice No	Received By	Received From	Sup Inv No	Supplier Date	Updated	Cancel	Actions
1	18/11/2022	118	Md. Jul Hasan	Bhola RWH	TT001	10/11/2022	✓	✗	
2	09/11/2022	117	Md. Jul Hasan	Bogura RWH	253	09/11/2022	✓	✗	
3	23/10/2022	116	Md. Jul Hasan	Bogura RWH	4278	20/10/2022	✓	✗	
4	29/09/2022	115	Md. Jul Hasan	Bogura RWH	4253	28/09/2022	✓	✗	
5	15/09/2022	114	Md. Jul Hasan	Bogura RWH	4245	14/09/2022	✓	✗	
6	17/08/2022	113	Md. Jul Hasan	Bogura RWH	4211	16/08/2022	✓	✗	
7	20/07/2022	112	Md. Jul Hasan	Bogura RWH	4183	19/07/2022	✓	✗	
8	16/06/2022	111	Md. Jul Hasan	Bogura RWH	4157	15/06/2022	✓	✗	
9	18/05/2022	110	Md. Jul Hasan	Bogura RWH	4109	17/05/2022	✓	✗	
10	26/04/2022	109	Md. Jul Hasan	Bogura RWH	4093	25/04/2022	✓	✗	
11	21/03/2022	108	Md. Jul Hasan	Bogura RWH	4039	20/03/2022	✓	✗	
12	26/01/2022	107	Md. Jul Hasan	Bogura RWH	3975	25/01/2022	✓	✗	

- You can choose Invoices of custom range of choosing any date range as shown in the above screen.

RECEIVE FROM WAREHOUSE



From: 01/11/2022 To: 06/02/2023 Download Invoice  



SI#	Receive Date	Invoice No	Received By	Received From	Sup Inv No	Supplier Date	Updated	Cancel	Actions
1	18/11/2022	118	Md. Jul Hasan	Bhola RWH	TT001	10/11/2022	✓	✗	
2	09/11/2022	117	Md. Jul Hasan	Bogura RWH	253	09/11/2022	✓	✗	

Download a Receive Invoice

- Press **Download Invoice** button from the command buttons block. The form will look like this:

RECEIVE FROM WAREHOUSE

From: 08/11/2022 To: 06/02/2023 Download Invoice  

SI#	Receive Date	Invoice No	Received By	Received From	Sup Inv No	Supplier Date	Updated	Cancel	Actions
1	18/11/2022	118	Md. Jul Hasan	Bhola RWH	TT001	10/11/2022	✓	✗	
2	09/11/2022	117	Md. Jul Hasan	Bogura RWH	253	09/11/2022	✓	✗	

Select Invoice ✕

Warehouse*

Inv No*

- Select Warehouse and enter the Inv No (Push/Indent).

- Press on **'Download'** button. After pressing the receive voucher will be downloaded and message displaying 1 invoice(s) download successfully. Like following screen -

RECEIVE FROM WAREHOUSE - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No * 119 Receive Date * 06/02/2023 Received By * Md. Jul Hasan Received From * Bogura RWH

Sup Inv No * 4319 Supplier Date * 20/12/2022 Remarks Updated Cancel

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date
1	CON002	CONDOM	3,600	pcs			09/12/2026
2	CON010	ORAL PILL SHUKHI (3rd Generation)	1,440	cycle			31/10/2023
3	CON006	INJECTABLES (DEPO-PROVERA)	5,000	vials			30/11/2023
4	CON004	IMPLANT (2 ROD)	200	sets			28/02/2025
5	CON001	AD SYRINGE (1 ML)	5,500	pcs			30/11/2025
6	CON007	IUD (CT-380A)	200	pcs			31/05/2025
7	IEM027	IMPLANT CLIENT CARD	50	pcs	ccsdp		
8	IEM028	IMPLANT CLIENT CONSENT FORM	50	pcs	ccsdp		
9	IEM025	GENERAL PATIENT REGISTER	20	book	MCRAH		

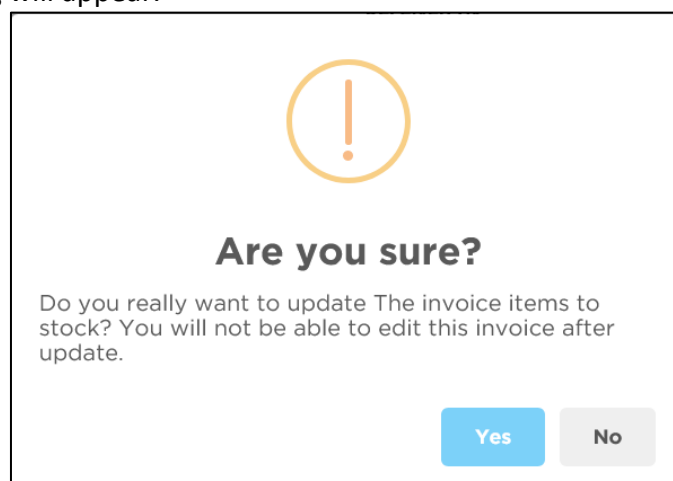
- Now you can check the invoice's Receive date, items, quantity and expiry date then update the downloaded invoice.

Updating the Stock

Downloaded of a new Invoice does not update current stock position automatically. After the Invoice download and check is complete, press on **"Update"** button to update the stock balance of items from the current invoice.


Note: After the invoice figures are updated to stock, the invoice will be locked – you will not be allowed to change any figure.

- Press **"Update"** button.
- A confirmation dialog will appear.



- Press **"Yes"** if you are sure that the invoice figures are correct. After confirming dialog will show the number of items for which stock was updated.

RECEIVE FROM WAREHOUSE - ADD/EDIT

SAVE UPDATE BACK TO LIST 

Invoice No * Receive Date * Received By * Received From *

Sup Inv No * Supplier Date * Remarks Updated Cancel

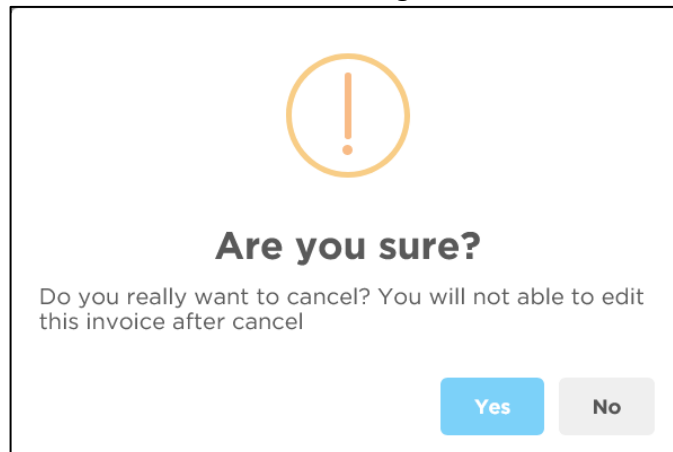
SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date
1	CON002	CONDOM	3,600	pcs			09/12/2026
2	CON010	ORAL PILL SHUKHI (3rd Generation)	1,440	cycle			31/10/2023
3	CON006	INJECTABLES (DEPO-PROVERA)	5,000	vials			30/11/2023
4	CON004	IMPLANT (2 ROD)	200	sets			28/02/2025
5	CON001	AD SYRINGE (1 ML)	5,500	pcs			30/11/2025
6	CON007	IUD (CT-380A)	200	pcs			31/05/2025
7	IEM027	IMPLANT CLIENT CARD	50	pcs	ccsdp		
8	IEM028	IMPLANT CLIENT CONSENT FORM	50	pcs	ccsdp		
9	IEM025	GENERAL PATIENT REGISTER	20	book	MCRAH		

Edit an existing Invoice

- Select the invoice you want to edit from the list of invoices.
- Press on **edit** button or double click on the selected invoice the invoice is visible to edit mood.
- Change the fields as necessary.
- When done with editing, press **“Save”**.
- If you want to cancel the current editing, press **‘BACK TO LIST’** button to undo the changes.

Cancel an existing downloaded Invoice

- Select the invoice you want to cancel from Invoices list.
- Press **“edit”** button from action column the invoice will be displayed.
- Press on cancel check box a confirmation dialog will be shown.



- Press **“Yes”** if you really want to cancel the invoice. The invoice will be canceled.

RECEIVE FROM WAREHOUSE - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No * 120 Receive Date * 06/02/2023 Received By * Md. Jul Hasan Received From * Bogura RWH

Sup Inv No * 4320 Supplier Date * 30/12/2022 Remarks Updated Cancel

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date
1	CON002	CONDOM	5,000	pcs			09/12/2026
2	CON004	IMPLANT (2 ROD)	3,000	sets			28/02/2025

And see the invoice list view

RECEIVE FROM WAREHOUSE

From 08/11/2022 To 06/02/2023 Download Invoice

SI#	Receive Date	Invoice No	Received By	Received From	Sup Inv No	Supplier Date	Updated	Cancel	Actions
1	06/02/2023	120	Md. Jul Hasan	Bogura RWH	4320	30/12/2022	✗	✓	
2	29/11/2022	119	Md. Jul Hasan	Bogura RWH	4319	28/11/2022	✓	✗	
3	18/11/2022	118	Md. Jul Hasan	Bhola RWH	TT001	10/11/2022	✓	✗	
4	09/11/2022	117	Md. Jul Hasan	Bogura RWH	253	09/11/2022	✓	✗	

Search a Receive Invoice

- In Receive Invoice list form and to find a specific Invoice.

To search go to row header just writing Invoice no. and following window will appear:

RECEIVE FROM WAREHOUSE

From 08/11/2022 To 06/02/2023 Download Invoice

SI#	Receive Date	Invoice No	Received By	Received From	Sup Inv No	Supplier Date	Updated	Cancel	Actions
1	29/11/2022	119	Md. Jul Hasan	Bogura RWH	4319	28/11/2022	✓	✗	



- Enter the invoice no you want to find in "Receive Invoice No." box.
- Automatically start searching.
- If the invoice is found, then it will be shown.

Print Receive Invoice

- Press Print button to preview the Invoice.
- Press on Ctrl + P from keyboard. The print dialog box will appear.
- You can print only one copy or all pages, choose as you want then just press OK.
- After printing, press the leftmost X button to close the Preview.

5.3. Issue Voucher

ISSUE VOUCHER - ADD/EDIT

SAVE UPDATE BACK TO LIST  

Invoice No * SDP Group Union SDP *

 Prepared By * Prepared Date * Approved By * Approved Date *

 Issued By * Issued Date * Remarks Updated Cancel

SELECT ITEM




SI#	Item Code	Item Name	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM	600	pcs	3,300				30/09/2026	
2	CON006	INJECTABLES (DEPO-PROVERA)	14	vials	70				30/11/2023	
3	CON001	AD SYRINGE (1 ML)	14	pcs	1,037				30/04/2025	
4	MCH021	TAB. MISOPROSTOL 200 MCG (2 tab. = 1 dose)	20	dose	500		MCRAH		31/07/2023	
5	IEM004	ANTENATAL CARE REGISTER	1	book	1		MCRAH			
6	IEM116	CHILD CARE REGISTER (Up To 2 Month)	1	book	1		MCRAH			
7	IEM115	MATERNAL CARE REGISTER	1	book	1		MCRAH			
8	MSR023	POVIDONE IODINE SOLUTION	4	bottle	14		CCSDP		30/04/2023	
9	MSR008	COTTON (100 GRAM)	3	roll	103		fsdp			

This form is used to distribute items to facilities. Item quantities issued through this invoice are deducted from the total stock. This form is used to enter new Issue Voucher, edit and print or delete old invoices.

Open Issue Voucher Form



- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as a Upazila Family Planning office user
- Select **Invoice > Issue Voucher ...** from **Invoice** menu.
- The **Issue Voucher** form is displayed.

ISSUE VOUCHER

From To NEW   

SI#	Facility	Invoice No	Invoice Date	Prepared By	Approv... Date	Approved By	Issued Date	Issued By	Updated	Cancel	Actions
1	ALTAFUN NESA, FWV, 07. ...	4289	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	⋮
2	ALTAFUN NESA, FWV, 06. ...	4288	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	⋮
3	ALTAFUN NESA, FWV, 03. ...	4287	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	⋮
4	ALTAFUN NESA, FWV, 02. ...	4286	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	⋮
5	ALTAFUN NESA, FWV, 01. ...	4285	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	⋮
6	ALTAFUN NESA, FWV, 05. ...	4284	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	⋮
7	ALTAFUN NESA, FWV, 04. ...	4283	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	⋮
8	3/Ka, ASHRAFUN NESSA, F...	4282	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	⋮
9	1/Kha, DIPTI RANI, FWA, 03...	4281	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	⋮
10	2/Kha, KHURSIDA KHATUN...	4280	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✗	✓	⋮
11	2/Ka, NASIMA KHATUN, F...	4279	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	⋮
12	2/Ga, RABEYA SIDDIKA, F...	4278	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	⋮
13	2/Kha, RABEYA SIDDIKA, F...	4277	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	⋮
14	2/Ka, UMME HABIBA, FWA...	4276	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	⋮
15	1/Ka, ROKEYA PARVIN, FW...	4275	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	⋮
16	2/Ka, RABEYA SIDDIKA, F...	4274	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	⋮

ISSUE VOUCHER - ADD/EDIT

SAVE UPDATE BACK TO LIST  

Invoice No * SDP Group Union SDP *

 Prepared By * Prepared Date * Approved By * Approved Date *

 Issued By * Issued Date * Remarks Updated Cancel




SELECT ITEM

SI#	Item Code	Item Name	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM	600	pcs	3,300				30/09/2026	
2	CON006	INJECTABLES (DEPO-PROVERA)	14	vials	70				30/11/2023	
3	CON001	AD SYRINGE (1 ML)	14	pcs	1,037				30/04/2025	
4	MCH021	TAB. MISOPROSTOL 200 MCG (2 tab. = 1 dose)	20	dose	500		MCRAH		31/07/2023	
5	IEM004	ANTENATAL CARE REGISTER	1	book	1		MCRAH			
6	IEM116	CHILD CARE REGISTER (Up To 2 Month)	1	book	1		MCRAH			
7	IEM115	MATERNAL CARE REGISTER	1	book	1		MCRAH			
8	MSR023	POVIDONE IODINE SOLUTION	4	bottle	14		CCSDP		30/04/2023	
9	MSR008	COTTON (100 GRAM)	3	roll	103		fsdp			

General Description of Issue Voucher Form

This form is used to edit, create, delete, and print **Issue Voucher**. Controls in the form are grouped into 5 (four) blocks –

ISSUE VOUCHER

From To **A** NEW   

SI#	Facility	Invoice No	Invoice Date	Prepared By	Approv... Date	Approved By	Issued Date	Issued By	Updated	Cancel	Actions
1	ALTAFUN NESA, FWV, 07. ...	4289	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	☰
2	ALTAFUN NESA, FWV, 06. ...	4288	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	☰
3	ALTAFUN NESA, FWV, 03. ...	4287	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	☰
4	ALTAFUN NESA, FWV, 02. ...	4286	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	☰
5	ALTAFUN NESA, FWV, 01. ...	4285	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	☰
6	ALTAFUN NESA, FWV, 05. ...	4284	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	☰
7	ALTAFUN NESA, FWV, 04. ...	4283	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	☰
8	3/Ka, ASHRAFUN NESSA, F...	4282	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	☰
9	1/Kha, DIPTI RANI, FWA, 03...	4281	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	☰
10	2/Kha, KHURSIDA KHATUN...	4280	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✗	✓	☰
11	2/Ka, NASIMA KHATUN, F...	4279	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	☰
12	2/Ga, RABEYA SIDDIKA, F...	4278	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	☰
13	2/Kha, RABEYA SIDDIKA, F...	4277	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	☰
14	2/Ka, UMME HABIBA, FWA...	4276	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	☰
15	1/Ka, ROKEYA PARVIN, FW...	4275	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	☰
16	2/Ka, RABEYA SIDDIKA, F...	4274	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	☰

B

ISSUE VOUCHER - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No* 4289 SDP Group FWV Union 07. Santahar (kha) SDP* ALTAFUN NESA, FWV, 07. Santahar (kha)...

Prepared By* Md. Jul Hasan Prepared Date* 05/12/2022 Approved By* Dr. Shafiqul Karim Talukdar Approved Date* 05/12/2022

Issued By* Md. Jul Hasan Issued Date* 05/12/2022 Remarks Updated Cancel

Sl#	Item Code	Item Name	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM	600	pcs	3,300				30/09/2026	
2	CON006	INJECTABLES (DEPO-PROVERA)	14	vials	70				30/11/2023	
3	CON001	AD SYRINGE (1 ML)	14	pcs	1,037				30/04/2025	
4	MCH021	TAB. MISOPROSTOL 200 MCG (2 tab. = 1 dose)	20	dose	500		MCRAH		31/07/2023	
5	IEM004	ANTENATAL CARE REGISTER	1	book	1		MCRAH			
6	IEM116	CHILD CARE REGISTER (Up To 2 Month)	1	book	1		MCRAH			
7	IEM115	MATERNAL CARE REGISTER	1	book	1		MCRAH			
8	MSR023	POVIDONE IODINE SOLUTION	4	bottle	14		CCSDP		30/04/2023	
9	MSR008	COTTON (100 GRAM)	3	roll	103		fsdp			

A. Command Buttons: Number of buttons to manipulate the Invoices. ADD, Download Invoice, Print and Excel

B. Invoice List:

Invoices can be listed fields are Facility, Invoice No., Invoice Date, Prepared By, Approved Date, Approved By, Issued Date, Issued By, Update, Cancel, Action.

C. Command buttons:

A number of buttons to manipulate the Invoices.

D. Invoice Entry Fields:

To describe an Issue Invoice, the following fields are required -

- Invoice No* – A unique sequence to represent the invoice.
- SDP Group* – Select SDP group from SDP combo.
- Union* – Union of the SDP who receive the items.
- SDP* – SDP who receiving the items.
- Prepared By, Approved By, Issued By* – Name of employees who are responsible for issue of items. There are three date fields related to the names.
- Prepared Date, Approved Date, issued Date* – Dates in which invoice preparation, approval and supply are made.
- Remarks – Any comments about the supply.
- Update - Check box to update an Invoice which filled automatically.
- Cancel - Check box to cancel any Invoice.

Invoice No, SDP Group, Union, SDP, prepared by, approved by, supplied by and their related date fields are compulsory.

E. Invoice Items Entry Fields:

Invoices consist of line items. There is one line for every item received. Every line has the following eight fields:

- Item* – Name of item requested (**Cannot issue facility items to other facility specified in F7B item settings**)
- Issued Qty* – Quantity issued to facility
- Unit – Unit of measurement of item

- Stock Qty - To show available stock in hand and this field fill-up automatically
- No. of Cartons - To write no. of packaging units
- Lot No/Description – Lot no. of the item issued
- Mfg. Date – Manufacturing date of the item lot issued
- Expiry Date – Expiry date of goods in the lot
- Action –

Item and Issued Qty fields are compulsory. Unit, Stock Qty, Lot No, Mfg. Date and Expiry date are automatically picked from item’s lot information

View information about a specific Invoice

ISSUE VOUCHER - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No* 4289 SDP Group FWV Union 07. Santahar (kha) SDP* ALTAFUN NESA, FWV, 07. Santahar (kha)...

Prepared By* Md. Jul Hasan Prepared Date* 05/12/2022 Approved By* Dr. Shafiul Karim Talukdar Approved Date* 05/12/2022

Issued By* Md. Jul Hasan Issued Date* 05/12/2022 Remarks Updated Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM	600	pcs	3,300				30/09/2026	
2	CON006	INJECTABLES (DEPO-PROVERA)	14	vials	70				30/11/2023	
3	CON001	AD SYRINGE (1 ML)	14	pcs	1,037				30/04/2025	
4	MCH021	TAB. MISOPROSTOL 200 MCG (2 tab. = 1 dose)	20	dose	500		MCRAH		31/07/2023	
5	IEM004	ANTENATAL CARE REGISTER	1	book	1		MCRAH			
6	IEM116	CHILD CARE REGISTER (Up To 2 Month)	1	book	1		MCRAH			
7	IEM115	MATERNAL CARE REGISTER	1	book	1		MCRAH			
8	MSR023	POVIDONE IODINE SOLUTION	4	bottle	14		CCSDP		30/04/2023	
9	MSR008	COTTON (100 GRAM)	3	roll	103		fsdp			

- Select the Invoice to view from the list in Block-B. Using the invoices can be search any field– by Facility, Invoice No, Invoice Date, Prepared By, Approved Date, Approved By, Issued Date, Issued By, Update, Cancel.
- After an Invoice no. is selected – corresponding information is shown in Block-C, D and E.
- At any time, a partial list of invoices is shown based on the **Filter Criteria**. Only invoices that fall between Start Date and End Date are listed.
- You can change the dates to list less or more invoice.

ISSUE VOUCHER

From 08/11/2022 To 06/02/2023

NEW

Sl#	Facility	Invoice No	Invoice Date	Prepared By	Approv... Date	Approved By	Issued Date	Issued By	Updated	Cancel	Actions
1	ALTAFUN NESA, FWV, 07. ...	4289	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	☰
2	ALTAFUN NESA, FWV, 06. ...	4288	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	☰
3	ALTAFUN NESA, FWV, 03. ...	4287	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	☰
4	ALTAFUN NESA, FWV, 02. ...	4286	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	☰
5	ALTAFUN NESA, FWV, 01. ...	4285	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	☰
6	ALTAFUN NESA, FWV, 05. ...	4284	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	☰
7	ALTAFUN NESA, FWV, 04. ...	4283	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	✗	☰
8	3/Ka, ASHRAFUN NESSA, F. ...	4282	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	☰
9	1/Kha, DIPTI RANI, FWA, 03. ...	4281	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	☰
10	2/Kha, KHURSIDA KHATUN. ...	4280	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✗	✓	☰
11	2/Ka, NASIMA KHATUN, F. ...	4279	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	☰
12	2/Ga, RABEYA SIDDIKA, F. ...	4278	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	☰
13	2/Kha, RABEYA SIDDIKA, F. ...	4277	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	☰
14	2/Ka, UMME HABIBA, FWA. ...	4276	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	☰
15	1/Ka, ROKEYA PARVIN, FW. ...	4275	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	☰
16	2/Ka, RABEYA SIDDIKA, F. ...	4274	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	☰

- You can choose Invoices of custom range of choosing any date range as shown in the above screen.

ISSUE VOUCHER

From: 10/11/2022 To: 06/02/2023

NEW [Print] [Refresh] [Export]

Sl#	Facility	Invoice No	Invoice Date	Prepared By	Approv... Date	Approved By	Issued Date	Issued By	Updated	Cancel	Actions
24	1/Ka, AKHI YASMIN, FWA, ...	4266	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	[Edit]
25	2/Kha, ASHRAFUN NESSA, ...	4265	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	[Edit]
26	3/Kha, ASHA BANU, FWA, ...	4264	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	[Edit]
27	3/Kha, ROKEYA PARVIN, F...	4263	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	[Edit]
28	3/Ka, UMME HABIBA, FWA...	4262	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	[Edit]
29	2/Kha, KHADJIA PARVIN, F...	4261	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	[Edit]
30	3/Kha, ASHRAFUN NESSA, ...	4260	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	[Edit]
31	3/Kha, SAHINA AKTAR, FW...	4259	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	[Edit]
32	3/Kha, NASIMA KHATUN, F...	4258	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	[Edit]
33	3/Ka, KHURSIDA KHATUN, ...	4257	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	[Edit]
34	1/Kha, ANAJALI RANI SAR...	4256	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	[Edit]
35	1/Ka, ANJALI RANI SARKA...	4255	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	[Edit]
36	3/Kha, NUR BANU KHANA...	4254	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	[Edit]
37	2/Kha, REHENA KHATUN, F...	4253	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	✗	[Edit]
38	2/Ka, RABEYA SIDDIKA, F...	4252	27/11/2022	Md. Jul Hasan	27/11/2022	Dr. Shafiul Karim Talu...	27/11/2022	Md. Jul Hasan	✓	✗	[Edit]
39	3/Kha, ASHA BANU, FWA, ...	4251	27/11/2022	Md. Jul Hasan	27/11/2022	Dr. Shafiul Karim Talu...	27/11/2022	Md. Jul Hasan	✓	✗	[Edit]

Enter a new Issue Invoice

- Press New button from the command buttons block. The form will look like the following screen:

ISSUE VOUCHER - ADD/EDIT

RESET SAVE BACK TO LIST

Invoice No * 4290

SDP Group [Dropdown]

Union [Dropdown]

SDP * [Dropdown]

Prepared By * Md. Jul Hasan

Prepared Date * 06/02/2023

Approved By * Dr. Shafiul Karim Talukdar

Approved Date * 06/02/2023

Issued By * Md. Jul Hasan

Issued Date * 06/02/2023

Remarks [Text Area] Updated Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
filter column...	filter column...									

- The Invoice No. will be generated automatically.
- Date fields will be filled with current date. You can change if necessary.
- Select SDP Group, Union and SDP
- Select the employee names who is preparing, approving and supplying the goods.
- Optionally provide other fields.
- Press **SAVE** button.
- Your new invoice no. will be visible in the invoice list.
- If you want to cancel the new invoice entry, press **Reset** during entering to undo.

ISSUE VOUCHER - ADD/EDIT

Invoice No * 4290
 SDP Group FWA
 Union 01. Adamdighi
 SDP * 2/Kha, REHENA KHATUN, FWA, 01. A ...

Prepared By * Md. Jul Hasan
 Prepared Date * 06/02/2023
 Approved By * Dr. Shafiu Karim Talukdar
 Approved Date * 06/02/2023

Issued By * Md. Jul Hasan
 Issued Date * 06/11/2022
 Remarks Updated Cancel

SI#	Item Code	Item Name	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
	filter column...	filter column...								

Issue Invoice Items Entry



- Press Select Item button from the command buttons block. The form will look like the following screen:

Item Lots Stock

SI#	Item Code	Item Name	Lot No/Des...	Mfg. Date	Expiry Date	Lot Qty	Unit
1	CON001	AD SYRINGE (1 ML)			30/04/2025	1,023	pcs
2	CON001	AD SYRINGE (1 ML)			31/05/2025	300	pcs
3	CON001	AD SYRINGE (1 ML)			30/11/2025	5,500	pcs
4	CON002	CONDOM			30/09/2026	2,700	pcs
5	CON002	CONDOM			09/12/2026	3,600	pcs
6	CON002	CONDOM			31/12/2026	10,800	pcs
7	CON003	ECP (2 TAB/PACK)	MCRAH		30/09/2024	50	pack
8	CON006	INJECTABLES (DEPO-PROVERA)			30/11/2023	5,056	vials
9	CON006	INJECTABLES (DEPO-PROVERA)			31/03/2023	1,000	vials

- Select an Item or multiple items from **Item Name** po-pup list. *(Cannot issue facility items to other facility specified in F7B item settings)*

ISSUE VOUCHER - ADD/EDIT











SAVE UPDATE BACK TO LIST  

Invoice No * 4290 SDP Group FWA Union 01. Adamdighi SDP * 2/Kha, REHENA KHATUN, FWA, 01. Adam...

Prepared By * Md. Jul Hasan Prepared Date * 06/02/2023 Approved By * Dr. Shafiqul Karim Talukdar Approved Date * 06/02/2023



Issued By * Md. Jul Hasan Issued Date * 06/11/2022 Remarks Updated Cancel

SELECT ITEM

SI#	Item Code	Item Name	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM		pcs	2,700				30/09/2026	 
2	CON006	INJECTABLES (DEPO-PROVERA)		vials	5,056				30/11/2023	 
3	CON001	AD SYRINGE (1 ML)		pcs	1,023				30/04/2025	 
4	CON010	ORAL PILL SHUKHI (3rd Generation)		cycle	1,440				31/10/2023	 
5	CON008	ORAL PILL SHUKHI		cycle	1,140				30/11/2025	 

- Enter Issued Qty.
- Unit field will be filled automatically.
- The Stock Qty, Lot No, Mfg Date and Expiry Date will be picked from the lot information, if available.
- Issue Voucher cannot be prepared with **more than Item quantity available on Stock balance.**

ISSUE VOUCHER - ADD/EDIT











SAVE UPDATE BACK TO LIST  


Invoice No * 4290 SDP Group FWA Union 01. Adamdighi SDP * 2/Kha, REHENA KHATUN, FWA, 01. Adam...

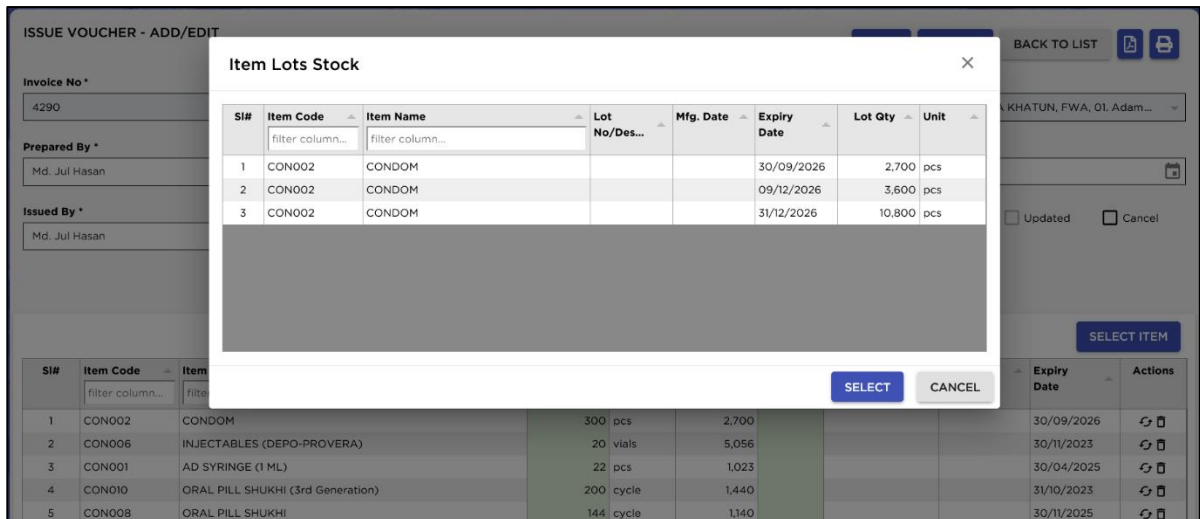
Prepared By * Md. Jul Hasan Prepared Date * 06/02/2023 Approved By * Dr. Shafiqul Karim Talukdar Approved Date * 06/02/2023

Issued By * Md. Jul Hasan Issued Date * 06/11/2022 Remarks Updated Cancel

SELECT ITEM

SI#	Item Code	Item Name	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM	300	pcs	2,700				30/09/2026	 
2	CON006	INJECTABLES (DEPO-PROVERA)	20	vials	5,056				30/11/2023	 
3	CON001	AD SYRINGE (1 ML)	22	pcs	1,023				30/04/2025	 
4	CON010	ORAL PILL SHUKHI (3rd Generation)	200	cycle	1,440				31/10/2023	 
5	CON008	ORAL PILL SHUKHI	144	cycle	1,140				30/11/2025	 

- If you want change product lot, click on change product  lot button from action column after click will see the following screen.



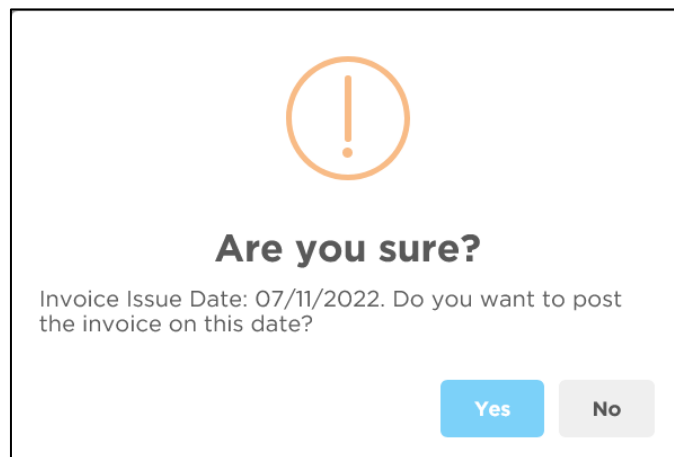
- Select the product lot/Batch then press on select button the product lot will be changed.
- Press 'SAVE' to save Invoice line items.

Updating the Stock

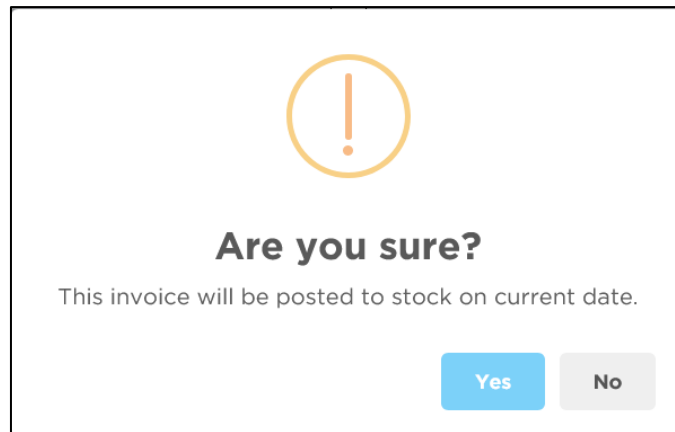
Entry of a new invoice does not update current stock position automatically. After the invoice entry is complete, press "Update" button to recalculate the balance of items from the current invoice.

Note: After the invoice figures are updated to stock, the invoice will be locked – you will not be allowed to change any figure.

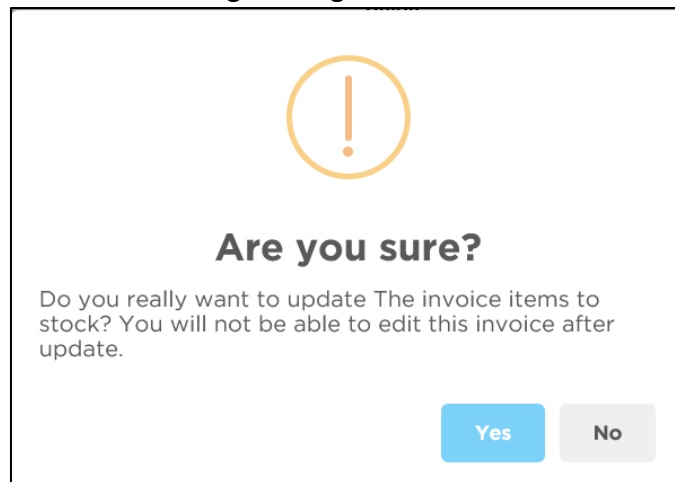
- Press 'Update' button.
- A confirmation dialog will appear. If previous month invoice to update to current month you will see below message



- If you want update on that date press "Yes" or you want change on Issue date press "No"
- If you want to update the invoice for the previous date of the current month, you will see the following message



- After confirming will see the following message



- if you are sure that the invoice figures are correct Press "Yes".
- A confirmation dialog will show the number of items for which stock was updated.

The invoice updated successfully

ISSUE VOUCHER - ADD/EDIT SAVE UPDATE BACK TO LIST

Invoice No *	SDP Group	Union	SDP *
<input type="text" value="4290"/>	<input type="text" value="FWA"/>	<input type="text" value="01. Adamdighi"/>	<input type="text" value="2/Kha, REHENA KHATUN, FWA, 01. Adam..."/>
Prepared By *	Prepared Date *	Approved By *	Approved Date *
<input type="text" value="Md. Jul Hasan"/>	<input type="text" value="06/02/2023"/>	<input type="text" value="Dr. Shafiqul Karim Talukdar"/>	<input type="text" value="06/02/2023"/>
Issued By *	Issued Date *	Remarks	<input checked="" type="checkbox"/> Updated <input type="checkbox"/> Cancel
<input type="text" value="Md. Jul Hasan"/>	<input type="text" value="07/11/2022"/>	<div style="border: 1px solid gray; height: 30px;"></div>	

Sr#	Item Code	Item Name	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM	300	pcs	2,700				30/09/2026	
2	CON006	INJECTABLES (DEPO-PROVERA)	20	vials	5,056				30/11/2023	
3	CON001	AD SYRINGE (1 ML)	22	pcs	1,023				30/04/2025	
4	CON010	ORAL PILL SHUKHI (3rd Generation)	200	cycle	1,440				31/10/2023	
5	CON008	ORAL PILL SHUKHI	144	cycle	1,140				30/11/2025	

Edit an existing Issue Invoice

- Select the invoice you want to edit from the list of invoices and press edit button the invoice displayed
- Change the fields as necessary.
- When done with editing, press **"Save"** button.
- If you want to cancel the current editing, press **Back to List** to undo the changes.

Edit an existing Issue Invoice Item

- Select the invoice item you want to edit from the items list in Block C.

SI#	Item Code	Item Name	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	MCH051	7.1% CHLOROHEXIDINE	200	bottle	1000		MCH		31/01/2024	
2	CON001	AD SYRINGE (1 ML)	200	pcs	372				30/09/2025	
3	IEM001	ADMISSION REGISTER	2	book	6					
4	IEM003	ANTENATAL CARD	100	pcs	1300					

- Press F2 or click on any field to start editing.

SI#	Item Code	Item Name	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	MCH051	7.1% CHLOROHEXIDINE	150	bottle	1000		MCH		31/01/2024	
2	CON001	AD SYRINGE (1 ML)	200	pcs	372				30/09/2025	
3	IEM001	ADMISSION REGISTER	2	book	6					
4	IEM003	ANTENATAL CARD	100	pcs	1300					

- If you want change product lot click on change product lot button from action column after click will see the following screen.

The screenshot displays the 'Item Lots Stock' dialog box. It features a table with the following data:

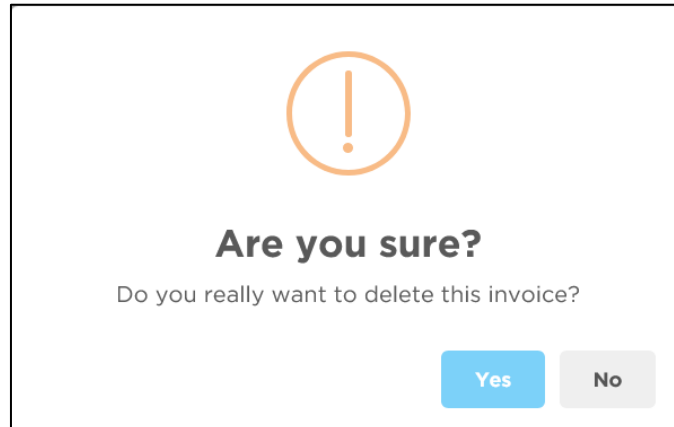
SI#	Item Code	Item Name	Lot No/Des...	Mfg. Date	Expiry Date	Lot Qty	Unit
1	CON002	CONDOM			30/09/2026	2,700	pcs
2	CON002	CONDOM			09/12/2026	3,600	pcs
3	CON002	CONDOM			31/12/2026	10,800	pcs

Below the table are 'SELECT' and 'CANCEL' buttons. The background shows the 'ISSUE VOUCHER - ADD/EDIT' form with fields for Invoice No (4290), Prepared By (Md. Jul Hasan), and Issued By (Md. Jul Hasan).

- Select the product lot/Batch then press on select button the product lot will be changed.
- When done with editing, press **"Save"** button.
- If you want to cancel the current editing, press **"Esc"** to undo the changes.

Delete an existing Invoice

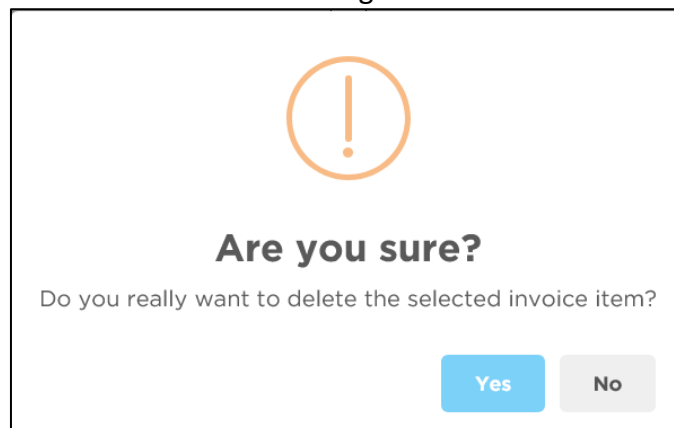
- Select the invoice you want to remove from invoices list.
- Press "**Delete**" button and a confirmation dialog will be shown.



- Press "**Yes**" if you really want to delete the invoice.
- You will not be able to delete an invoice that has items under it. First delete the items and then delete the invoice.

Delete an Issue Invoice Item

- Select the invoice item you want to edit from the items list in Block-C.
- Press "**Delete**" button and a confirmation dialog will be shown.



Press "**Yes**" if you really want to delete the Invoice item.

Search an Issue Voucher

- Issue Voucher form and to find a specific Invoice. To search go to row header just writing Invoice no. and following window will appear:

ISSUE VOUCHER

From 01/06/2022 To 27/09/2022

NEW [Print] [Refresh]

Sl#	Invoice No	Invoice Date	Prepared By	Approv... Date	Approved By	Issued Date	Issued By	Facility	Updated	Cancel	Actions
1	2515	26/09/2022	Mst Monzura Khatun	26/09/2022	KANIJ FATEMA	26/09/2022	Mst Monzura Khatun	TANZINA AKTER,FWV,...	X	X	[Edit] [Delete]
2	2514	12/06/2022	Mst Monzura Khatun	12/06/2022	KANIJ FATEMA	12/06/2022	Mst Monzura Khatun	TANZINA AKTER,FWV,...	✓	X	[Edit] [Delete]
3	2513	12/06/2022	Mst Monzura Khatun	12/06/2022	KANIJ FATEMA	12/06/2022	Mst Monzura Khatun	UTPS,HOSSAIN MARKE...	X	✓	[Edit] [Delete]
4	2512	12/06/2022	Mst Monzura Khatun	12/06/2022	KANIJ FATEMA	12/06/2022	Mst Monzura Khatun	UTPS, ARICHPUR,TON...	X	✓	[Edit] [Delete]
5	2511	12/06/2022	Mst Monzura Khatun	12/06/2022	KANIJ FATEMA	12/06/2022	Mst Monzura Khatun	UTPS, MORKUN, TONGI...	X	✓	[Edit] [Delete]
6	2510	12/06/2022	Mst Monzura Khatun	12/06/2022	KANIJ FATEMA	12/06/2022	Mst Monzura Khatun	TDP, Tongi, Clinic Mana...	✓	X	[Edit] [Delete]
7	2509	12/06/2022	Mst Monzura Khatun	12/06/2022	KANIJ FATEMA	12/06/2022	Mst Monzura Khatun	MARISTOPES,BOARDB...	✓	X	[Edit] [Delete]
8	2508	12/06/2022	Mst Monzura Khatun	12/06/2022	KANIJ FATEMA	12/06/2022	Mst Monzura Khatun	Marie Stopes Clinic, To...	✓	X	[Edit] [Delete]
9	2507	12/06/2022	Mst Monzura Khatun	12/06/2022	KANIJ FATEMA	12/06/2022	Mst Monzura Khatun	BAPSA ,MINI ,CLINIC, T...	✓	X	[Edit] [Delete]
10	2506	12/06/2022	Mst Monzura Khatun	12/06/2022	KANIJ FATEMA	12/06/2022	Mst Monzura Khatun	MAJUMDER GARMENT...	✓	X	[Edit] [Delete]
11	2505	12/06/2022	Mst Monzura Khatun	12/06/2022	KANIJ FATEMA	12/06/2022	Mst Monzura Khatun	MASCO TEX LTD, NUR...	✓	X	[Edit] [Delete]
12	2504	12/06/2022	Mst Monzura Khatun	12/06/2022	KANIJ FATEMA	12/06/2022	Mst Monzura Khatun	EXPORT GARMENTS, ...	✓	X	[Edit] [Delete]
13	2503	12/06/2022	Mst Monzura Khatun	12/06/2022	KANIJ FATEMA	12/06/2022	Mst Monzura Khatun	SROMO KALYAN KEN...	✓	X	[Edit] [Delete]
14	2502	12/06/2022	Mst Monzura Khatun	12/06/2022	KANIJ FATEMA	12/06/2022	Mst Monzura Khatun	SANTA EXPRESSION, ...	✓	X	[Edit] [Delete]
15	2501	12/06/2022	Mst Monzura Khatun	12/06/2022	KANIJ FATEMA	12/06/2022	Mst Monzura Khatun	CONCEPT KNITTING , ...	✓	X	[Edit] [Delete]
16	2500	12/06/2022	Mst Monzura Khatun	12/06/2022	KANIJ FATEMA	12/06/2022	Mst Monzura Khatun	MASCO.COTTONS.LTD.	✓	X	[Edit] [Delete]

- Enter the invoice no you want to find in "Invoice No." box to start searching.
- If the Invoice is found, then it will be shown selected.

ISSUE VOUCHER

From 01/06/2022 To 27/09/2022

NEW [Print] [Refresh]

Sl#	Invoice No	Invoice Date	Prepared By	Approv... Date	Approved By	Issued Date	Issued By	Facility	Updated	Cancel	Actions
1	2513	12/06/2022	Mst Monzura Khatun	12/06/2022	KANIJ FATEMA	12/06/2022	Mst Monzura Khatun	UTPS,HOSSAIN MARKE...	X	✓	[Edit] [Delete]

- Double click on the invoice, displayed the invoice following screen.

ISSUE VOUCHER - ADD/EDIT

SAVE UPDATE BACK TO LIST [Print]

Invoice No * 2513 SDP Group NGO Union SDP * UTPS,HOSSAIN MARKET,TONGI, FWV

Prepared By * Mst Monzura Khatun Prepared Date * 12/06/2022 Approved By * KANIJ FATEMA Approved Date * 12/06/2022

Issued By * Mst Monzura Khatun Issued Date * 12/06/2022 Remarks Updated Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM	3600	pcs	31688				30/11/2026	
2	CON006	INJECTABLES (DEPO-PROVERA)	72	vials	554		02		31/01/2023	
3	CON001	AD SYRINGE (1 ML)	74	pcs	626			30/04/2020	31/03/2025	
4	CON010	ORAL PILL SHUKHI (3rd Generation)	1440	cycle	11000		02		31/12/2023	
5	MSR023	POVIDONE IODINE SOLUTION	2	bottle	120					
6	MSR008	COTTON (100 GRAM)	2	roll	811					

Print Issue Voucher

- Press **Preview** button to preview the Issue Voucher. The follow windows will appear.
N.B More than 13 product in Issue voucher print preview will be displayed two pages. One office copy and other recipient copy.

<p>Government of the People's Republic of Bangladesh Directorate General of Family planning Upazila Family Planning Office, Adamdighi, Bogura,</p>											
Issue Voucher					Office Copy						
Issuign Office : Adamdighi, Bogura					Invoice No : 4290						
Issue To : 2/Kha, REHENA KHATUN, FWA, 01. Adamdighi					Print Date : 07/02/2023						
SL#	Code	Article	Quantity		Unit	No Of Cartons	Lot No/Description	Expiry Date			
			In Number	In Words							
1	CON002	CONDOM	300	Three Hundred	pcs			30/09/2026			
2	CON006	INJECTABLES (DEPO-PROVERA)	20	Twenty	vials			30/11/2023			
3	CON001	AD SYRINGE (1 ML)	22	Twenty Two	pcs			30/04/2025			
4	CON010	ORAL PILL SHUKHI (3rd Generation)	200	Two Hundred	cycle			31/10/2023			
5	CON008	ORAL PILL SHUKHI	144	One Hundred Forty Four	cycle			30/11/2025			
<p>Remarks:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"> <p>Md. Jul Hasan</p> <p>-----</p> <p>Prepared & Issued By</p> <p>Store In Charge</p> <p>UFPA (Store), Adamdighi, Bogura</p> </td> <td style="width: 33%; border: none;"> <p>Dr. Shafiu Karim Talukdar</p> <p>-----</p> <p>Approved By</p> <p>Upazila Family Planning Officer</p> <p>UFPO, Adamdighi, Bogura</p> </td> <td style="width: 33%; border: none;"> <p>-----</p> <p>Received By</p> <p>2/Kha, REHENA KHATUN, FWA, 01.</p> <p>Adamdighi</p> </td> </tr> </table>									<p>Md. Jul Hasan</p> <p>-----</p> <p>Prepared & Issued By</p> <p>Store In Charge</p> <p>UFPA (Store), Adamdighi, Bogura</p>	<p>Dr. Shafiu Karim Talukdar</p> <p>-----</p> <p>Approved By</p> <p>Upazila Family Planning Officer</p> <p>UFPO, Adamdighi, Bogura</p>	<p>-----</p> <p>Received By</p> <p>2/Kha, REHENA KHATUN, FWA, 01.</p> <p>Adamdighi</p>
<p>Md. Jul Hasan</p> <p>-----</p> <p>Prepared & Issued By</p> <p>Store In Charge</p> <p>UFPA (Store), Adamdighi, Bogura</p>	<p>Dr. Shafiu Karim Talukdar</p> <p>-----</p> <p>Approved By</p> <p>Upazila Family Planning Officer</p> <p>UFPO, Adamdighi, Bogura</p>	<p>-----</p> <p>Received By</p> <p>2/Kha, REHENA KHATUN, FWA, 01.</p> <p>Adamdighi</p>									
<p>.....</p>											
<p>Government of the People's Republic of Bangladesh Directorate General of Family planning Upazila Family Planning Office, Adamdighi, Bogura,</p>											
Issue Voucher					Recipient Copy						
Issuign Office : Adamdighi, Bogura					Invoice No : 4290						
Issue To : 2/Kha, REHENA KHATUN, FWA, 01. Adamdighi					Print Date : 07/02/2023						
SL#	Code	Article	Quantity		Unit	No Of Cartons	Lot No/Description	Expiry Date			
			In Number	In Words							
1	CON002	CONDOM	300	Three Hundred	pcs			30/09/2026			
2	CON006	INJECTABLES (DEPO-PROVERA)	20	Twenty	vials			30/11/2023			
3	CON001	AD SYRINGE (1 ML)	22	Twenty Two	pcs			30/04/2025			
4	CON010	ORAL PILL SHUKHI (3rd Generation)	200	Two Hundred	cycle			31/10/2023			
5	CON008	ORAL PILL SHUKHI	144	One Hundred Forty Four	cycle			30/11/2025			
<p>Remarks:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"> <p>Md. Jul Hasan</p> <p>-----</p> <p>Prepared & Issued By</p> <p>Store In Charge</p> <p>UFPA (Store), Adamdighi, Bogura</p> </td> <td style="width: 33%; border: none;"> <p>Dr. Shafiu Karim Talukdar</p> <p>-----</p> <p>Approved By</p> <p>Upazila Family Planning Officer</p> <p>UFPO, Adamdighi, Bogura</p> </td> <td style="width: 33%; border: none;"> <p>-----</p> <p>Received By</p> <p>2/Kha, REHENA KHATUN, FWA, 01.</p> <p>Adamdighi</p> </td> </tr> </table>									<p>Md. Jul Hasan</p> <p>-----</p> <p>Prepared & Issued By</p> <p>Store In Charge</p> <p>UFPA (Store), Adamdighi, Bogura</p>	<p>Dr. Shafiu Karim Talukdar</p> <p>-----</p> <p>Approved By</p> <p>Upazila Family Planning Officer</p> <p>UFPO, Adamdighi, Bogura</p>	<p>-----</p> <p>Received By</p> <p>2/Kha, REHENA KHATUN, FWA, 01.</p> <p>Adamdighi</p>
<p>Md. Jul Hasan</p> <p>-----</p> <p>Prepared & Issued By</p> <p>Store In Charge</p> <p>UFPA (Store), Adamdighi, Bogura</p>	<p>Dr. Shafiu Karim Talukdar</p> <p>-----</p> <p>Approved By</p> <p>Upazila Family Planning Officer</p> <p>UFPO, Adamdighi, Bogura</p>	<p>-----</p> <p>Received By</p> <p>2/Kha, REHENA KHATUN, FWA, 01.</p> <p>Adamdighi</p>									

- In the above preview screen there will two parts, first part is Office Copy and second part is Recipient Copy. In between two parts there are dotted lines for separation by cutting to make it two parts.
- If you want to print multiple issue voucher, go to invoice list, press on '**PRINT**' button then the following screen will appear.

Print Invoice ✕

From*

To*

PRINT
CLOSE

- To print all Issue Vouchers at a time or print a range of Vouchers by putting the range into the above **“FROM”** and **“TO”** boxes then press on PRINT button will see the following screen.

Government of the People's Republic of Bangladesh
Directorate General of Family planning
Upazila Family Planning Office, Adamdighi, Bogura

Issue Voucher

Issuing Office : Adamdighi, Bogura
Issue To : ALTAFUN NESA, FWV, 07. Santahar (kha) (In-Charge)

Office Copy
Invoice No : 4289
Print Date : 07/02/2023

Sl#	Code	Article	Quantity		Unit	No Of Cartons	Lot No/D description	Expiry Date
			In Number	In Words				
1	CON002	CONDOM	600	Six Hundred	pcs			30/09/2026
2	CON006	INJECTABLES (DEPO-PROVERA)	14	Fourteen	vials			30/11/2023
3	CON001	AD SYRINGE (1 ML)	14	Fourteen	pcs			30/04/2025
4	MCH021	TAB. MISOPROSTOL 200 MCG (2 tab. = 1 dose)	20	Twenty	dose		MCRAH	31/07/2023
5	IEM004	ANTENATAL CARE REGISTER	1	One	book		MCRAH	
6	IEM116	CHILD CARE REGISTER (Up To 2 Month)	1	One	book		MCRAH	
7	IEM115	MATERNAL CARE REGISTER	1	One	book		MCRAH	
8	MSR023	POVIDONE IODINE SOLUTION	4	Four	bottle		CCSDP	30/04/2023
9	MSR008	COTTON (100 GRAM)	3	Three	roll		fdp	

Remarks :

Md. Jul Hasan
 Prepared & Issued By
 Store In Charge
 UFPA (Store), Adamdighi, Bogura

Dr. Shafiq Karim Talukdar
 Approved By
 Upazila Family Planning Officer
 UFPA (Store), Adamdighi, Bogura

Received By
 ALTAFUN NESA, FWV, 07.
 Santahar (kha) (In-Charge)

- Press on Printer icon or Press on Ctrl + P from keyboard those issue voucher will be print.
- In the mentioning range if there are any blank vouchers, those will not print even generated.

5.4. Adjustment Invoice

ADJUSTMENT INVOICE - ADD/EDIT

SAVE SUBMIT BACK TO LIST

Invoice No.*
85

Adj. Type*
Add to Stock

To/From*
Adamdighi, Bogura

Prepared By*
Md. Jul Hasan

Prepared Date*
01/08/2023

Approved By*
Md. Zakaria Hossain

Approved Date*
01/08/2023

Received By*
Md. Jul Hasan

Received Date*
01/06/2023

Remarks

Updated Cancel

SELECT ITEMS

Sl#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
1	MSRO39	AdhesiveTape 1"	pcs	1				
2	IEM001	ADMISSION REGISTER	book	1				

This form is used for various stock adjustments, like – adjustment after physical stock, item expiry, destruction of expired items and return from facility. This form is used to enter Adjustment Invoices, edit, and print or delete old invoices.

Open Adjustment Invoice Form

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as a Upazila user
- Select **Entry Form> Invoice > Adjustment Invoice...** from **Invoice Sub** menu.
- The **Adjustment Invoice** list form is displayed.

ADJUSTMENT INVOICE

From: 05/05/2023 To: 03/08/2023

Now

Sl#	Invoice No.	Invoice Date	Adj. Type	Prepared By	Approved Date	Approved By	Issued Date	Issued By	Facility	Updated	Cancel	Actions
1	87	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	06/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✗	✗	
2	86	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	06/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✗	✓	
3	85	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	01/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✓	✗	
4	84	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	01/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✓	✗	

ADJUSTMENT INVOICE - ADD/EDIT SAVE SUBMIT BACK TO LIST

Invoice No. *

Adj. Type *

To/From *

Prepared By *

Prepared Date *

Approved By *

Approved Date *

Received By *

Received Date *

Remarks Updated Cancel

[SELECT ITEMS](#)

SI#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
1	MSR039	AdhesiveTape 1"	pcs	1				
2	IEM001	ADMISSION REGISTER	book	1				

General Description of Adjustment Invoice Form

ADJUSTMENT INVOICE

From To **A** [New](#)

SI#	Invoice No.	Invoice Date	Adj. Type	Prepared By	Approved Date	Approved By	Issued Date	Issued By	Facility	Updated	Cancel	Actions
1	87	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	06/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✗	✗	
2	86	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	06/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✗	✓	
3	85	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	01/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✓	✗	
4	84	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	01/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✓	✗	

B

The screenshot shows the 'ADJUSTMENT INVOICE - ADD/EDIT' form. At the top, there is a header bar with the title and buttons for 'SAVE', 'SUBMIT', and 'BACK TO LIST'. Below the header, the form is divided into several sections:

- Section C:** The top header bar containing the title and navigation buttons.
- Section D:** A form area with input fields for 'Invoice No.' (85), 'Adj. Type' (Add to Stock), 'To/From' (Adamdighi, Bogura), 'Prepared By' (Md. Jul Hasan), 'Prepared Date' (01/08/2023), 'Approved By' (Md. Zakaria Hossain), 'Approved Date' (01/08/2023), 'Received By' (Md. Jul Hasan), and 'Received Date' (01/06/2023). There are also checkboxes for 'Updated' and 'Cancel'.
- Section E:** A table with columns: SI#, Product Code, Product Name, Unit, Qty, Lot No./Des..., Mfg. Date, Exp. Date, and Actions. The table contains two rows:

SI#	Product Code	Product Name	Unit	Qty	Lot No./Des...	Mfg. Date	Exp. Date	Actions
1	MSR039	AdhesiveTape 1"	pcs	1				
2	IEM001	ADMISSION REGISTER	book	1				
- Section E (Label):** A large grey rectangular area at the bottom of the form, labeled with a large 'E'.

This form is used to edit, create, delete, and print Adjustment Invoices. The form is grouped into 5 (Five) blocks –

A. Command buttons:

A number of buttons to manipulate the Invoices.

B. Invoice List:

Invoices listed: SL., Invoice No, Invoice Date, Adj. Type, Prepared By, Approved Date, Approved By, Issued Date, Issued By, Facility, Updated, Cancel

C. Command buttons:

A number of buttons to manipulate the Invoices.

D. Invoice Entry Fields:

To describe an invoice, following fields are required.

- Invoice No* – A unique sequence to represent the invoice.
- Adjustment Type* – a list of adjustment types to select from. Possible adjustment types are:
 1. **Add to Stock:** If after physical inventory or any instance, it is found that an item is shown less than actual qty in stock
 2. **Deduct from Stock:** If after physical inventory or any instance, it is found that an item is shown excess than actual qty in stock
 3. **Receive from Another Upazila:** If Upazila receive goods from there Upazila
 4. **Return from SDP (Unusable):** When an unusable item is returned from a facility
 5. **Return from SDP (Usable):** When a usable item is returned from a facility
 6. **Return to Warehouse:** When item is returned to RWH from where regularly good received
 7. **Transfer to Another Upazila:** When items need to transfer to Other Upazila
 8. **Transfer to Unusable:** Expired or Damage items transfer to Usable to Unusable Stock
 9. **Unusable Destroy:** When expired items are destroyed
- To/From* – Warehouse/Upazila/SDP combo is enabled/disabled based on above which Adjustment Type is selected.
- Prepared By*, Approved By* and Issued By – Name of employees who are responsible for adjustment of items.

- Prepared by Date, Approved by Date and Issued by Date – Relevant dates of the preparation, approval and issue of adjustment invoice.
- Remarks – Comments about the adjustment reasons, outcome etc.
- Update - Check box to update an Invoice which filled automatically.
- Cancel - Check box to cancel any Invoice.

E. Invoice Items Entry Fields:

Invoices consist of line items. There is one line for every item received. Every line has the following fields:

- Item* – Name of item adjusted.
- Unit – unit of measurement of item.
- Stock Qty – Current stock quantity in facility performing the adjustment.
- Qty* – Quantity of goods adjusted.
- Lot No/Description – Lot no. of the item adjusted.
- Mfg. Date – Manufacturing date of the item lot adjusted.
- Expiry Date – Expiry date of goods in the lot.

View information about a specific Adjustment Invoice

ADJUSTMENT INVOICE - ADD/EDIT SAVE SUBMIT BACK TO LIST

Invoice No. *

Adj. Type * To/From * Prepared By * Prepared Date *

Approved By * Approved Date * Received By * Received Date *

Remarks Updated Cancel

SELECT ITEMS

Sl#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
1	MSR039	AdhesiveTape 1*	pcs	1				
2	IEM001	ADMISSION REGISTER	book	1				

- Select the invoice to view from the tree list in Block B. Using the Group SL., Invoice No, Invoice Date, Adj. Type, Prepared By, Approved Date, Approved By, Issued Date, Issued By, Facility, Updated, Cancel
- After an Invoice no. is selected – corresponding information is shown in Block D and E.
- At any time, a partial list of invoices is shown based on the **Filter Criteria**. Only invoices that fall between **Start Date** and **End Date** are listed. You can change the dates and press "**Filter**" button to list less or more invoice.

ADJUSTMENT INVOICE

From: 05/05/2023 To: 03/08/2023

SI#	Invoice No.	Invoice Date	Adj. Type	Prepared By	Approved Date	Approved By	Issued Date	Issued By	Facility	Updated	Cancel	Actions
1	87	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	06/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✗	✗	✎
2	86	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	06/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✗	✓	☰
3	85	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	01/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✓	✗	☰
4	84	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	01/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✓	✗	☰

Enter a new Adjustment Invoice

- Press **NEW** button from the command buttons block. The form will look like the following screen:

ADJUSTMENT INVOICE - ADD/EDIT

RESET SAVE BACK TO LIST

Invoice No. *
88

Adj. Type *
To/From *
Prepared By *
Prepared Date *

Approved By *
Approved Date *
Received By *
Received Date *

Remarks
 Updated Cancel

SELECT ITEMS

SI#	Product Code	Product Name	Unit	Stock Qty	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
	filter column...	filter column...							

- The Invoice No. will be generated automatically.
- Date fields will be filled with current date. You can change if necessary.
- Select any Adjustment Type from list.
- If require select the **to/From** of Warehouse/Upazila/SDP list.
- Select the name of employees preparing and approving the invoice. Also mention preparation approval and issued dates.
- Press **Save** button.
- Your new Invoice no. will be visible in the Invoice list.

ADJUSTMENT INVOICE - ADD/EDIT

SAVE SUBMIT BACK TO LIST

Invoice No.*
88

Adj. Type*
Add to Stock

To/From*
Adamdighi, Bogura

Prepared By*
Md. Jul Hasan

Prepared Date*
03/06/2023

Approved By*
Md. Zakaria Hossain

Approved Date*
03/06/2023

Received By*
Md. Jul Hasan

Received Date*
03/06/2023

Remarks
 Updated Cancel

SELECT ITEMS

SI#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
	filter column...	filter column...						

- If you want to cancel the new invoice entry, press **RESET** during entering to undo.

Adjustment Invoice Items Entry

- Press **Select** button from the command buttons block. The form will look like the following screen:

ADJUSTMENT INVOICE - ADD/EDIT

BACK TO LIST

Invoice No.*
88

Adj. Type*
Add to Stock

Approved By*
Md. Zakaria Hossain

Remarks

Item List

SI#	Item Code	Item Name	Unit
1	MCH041	5% PERMETHRIN CREAM (15 GM)	bottle
2	MCH051	7.1% CHLOROHEXIDINE	bottle
3	MSR001	ABDOMINAL SHEET	pcs
4	KIT001	ACCESSORY SET FOR AJ3 OPERATING TABLE	sets
5	CON001	AD SYRINGE (1 ML)	pcs
6	MSR039	AdhesiveTape 1"	pcs
7	IEM001	ADMISSION REGISTER	book
8	BCC012	ADOLESCENT HEALTH CARD	pcs
9	BCC011	ADOLESCENT HEALTH REGISTER	book

ADD CANCEL

SELECT ITEMS

SI#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
	filter column...	filter column...						

- Select an item from **Item Name** combo box.
- Unit and Stock Qty will be filled in automatically.

ADJUSTMENT INVOICE - ADD/EDIT You have unsaved changes SAVE SUBMIT BACK TO LIST

Invoice No. *
88

Adj. Type *
Add to Stock

To/From *
Adamdighi, Bogura

Prepared By *
Md. Jul Hasan

Prepared Date *
03/06/2023

Approved By *
Md. Zakaria Hossain

Approved Date *
03/06/2023

Received By *
Md. Jul Hasan

Received Date *
03/06/2023

Remarks
 Updated Cancel

SELECT ITEMS

SI#	Product Code	Product Name	Unit	Qty	Lot No./Des...	Mfg. Date	Exp. Date	Actions
1	MCH041	5% PERMETHRIN CREAM (15 GM)	bottle					
2	MCH051	7.1% CHLOROHEXIDINE	bottle					

- Enter Qty.
- The Lot No./Description, Mfg. Date and Expiry Date fields may be available for editing. If available fill up these fields if necessary.
- Press **SAVE** button to save Adjustment line items.

ADJUSTMENT INVOICE - ADD/EDIT SAVE SUBMIT BACK TO LIST

Invoice No. *
88

Adj. Type *
Add to Stock

To/From *
Adamdighi, Bogura

Prepared By *
Md. Jul Hasan

Prepared Date *
03/06/2023

Approved By *
Md. Zakaria Hossain

Approved Date *
03/06/2023

Received By *
Md. Jul Hasan

Received Date *
03/06/2023

Remarks
 Updated Cancel

SELECT ITEMS

SI#	Product Code	Product Name	Unit	Qty	Lot No./Des...	Mfg. Date	Exp. Date	Actions
1	MCH041	5% PERMETHRIN CREAM (15 GM)	bottle	20				
2	MCH051	7.1% CHLOROHEXIDINE	bottle	25				

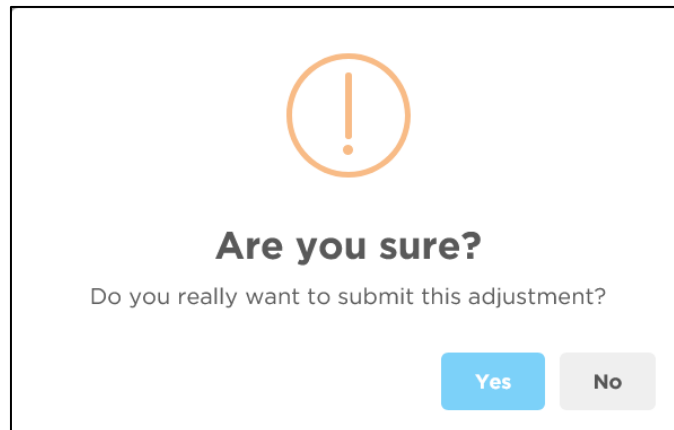
Submit the Invoice

Entry of a new invoice does not update stock position automatically. After the invoice entry is complete, press "**SUBMIT**" button to Approve the invoice. When the UFPO approved the invoice then the invoice stock will be updated.

Note: After the invoice figures are submitted, the invoice will be locked – you will not be allowed to change any figure.

- Press "**Submit**" button.

- A confirmation dialog will appear. If previous month invoice to update to current month you will see below message



- If you want update on that date press **“Yes”** or you want change on Issue date press **“No”**
- if you are sure that the invoice figures are correct Press **"Yes"**.
- A confirmation dialog will show the number of items for which stock was updated.

The invoice submitted successfully

ADJUSTMENT INVOICE - ADD/EDIT

SAVE SUBMIT BACK TO LIST

Invoice No. *
88

Adj. Type *
Add to Stock

To/From *
Adamdighi, Bogura

Prepared By *
Md. Jul Hasan

Prepared Date *
03/06/2023

Approved By *
Md. Zakaria Hossain

Approved Date *
03/06/2023

Received By *
Md. Jul Hasan

Received Date *
03/06/2023

Remarks

Updated Cancel

SELECT ITEMS

SI#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
1	MCH041	5% PERMETHRIN CREAM (15 GM)	bottle	20				
2	MCH051	7.1% CHLOROHEXIDINE	bottle	25				

Edit an existing Adjustment Invoice

- Select the Un-submitted invoice you want to edit from the list of invoices and press on edit button the invoice will be displayed.
- Change the fields as necessary.
- When done with editing, press **“Save”** button.
- If you want to cancel the current editing, press **Back to List** undo the changes.

Edit an existing Adjustment Invoice Item

SAVE
SUBMIT
BACK TO LIST

ADJUSTMENT INVOICE - ADD/EDIT

Invoice No. *

Adj. Type *

To/From *

Prepared By *

Prepared Date *

Approved By *

Approved Date *

Received By *

Received Date *

Remarks

Updated Cancel

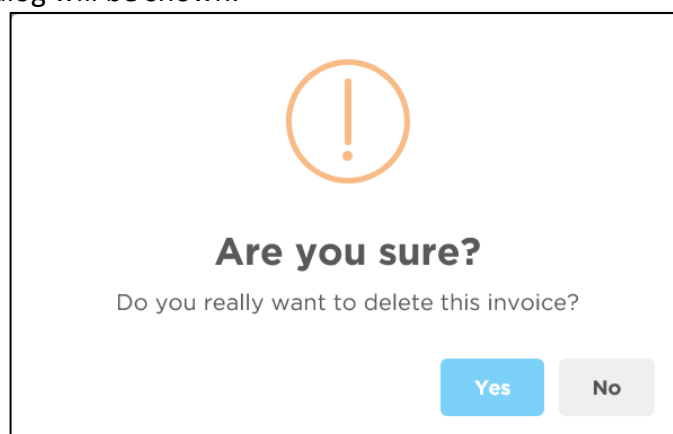
SELECT ITEMS

Sl#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
	<input type="text" value="filter column..."/>	<input type="text" value="filter column..."/>						
1	MCH041	5% PERMETHRIN CREAM (15 GM)	bottle	20				
2	MCH051	7.1% CHLOROHEXIDINE	bottle	25				

- Select the Adjustment Invoice item you want to edit from the items list in Block E.
- Press on Edit button to edit a product any field to start editing.
- Change the fields as necessary.
- When done with editing, press **“Save”** button.
- If you want to cancel the current editing, press **Back to List** undo the changes.

Delete an existing Adjustment Invoice

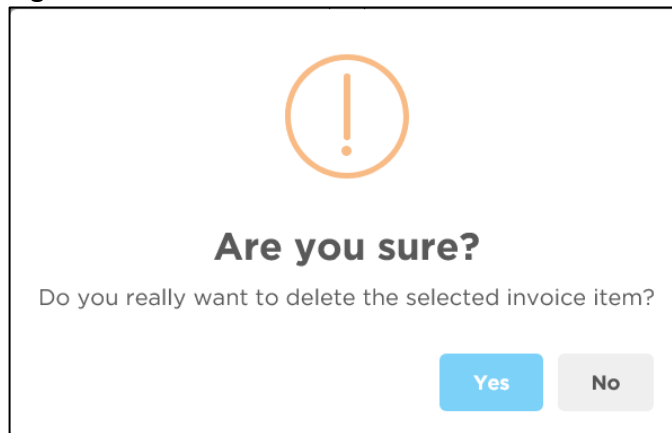
- Select the Un-submitted invoice you want to remove from invoices list.
- Press **"Delete"** button.
- A confirmation dialog will be shown.



- Press **“Yes”** if you really want to delete the invoice.
- You will not be able to delete an invoice that has items under it. First delete the items and then delete the invoice.

Delete an Adjustment Invoice Item

- Select the invoice item you want to edit from the items list in Block-C.
- Press **"Delete"** button.
- A confirmation dialog will be shown.



- Press **"Yes"** if you really want to delete the Adjustment Invoice item.

Search an Adjustment Invoice

- Receive Invoices form and to find an Adjustment Invoice Enter the Invoice no. you want to find in 'Adj. Invoice No, date, adj. type' in search box filter row header just writing Invoice no. and following window will appear:

ADJUSTMENT INVOICE

From: 05/05/2023 To: 03/08/2023 New [Print] [Export]


SI#	Invoice No.	Invoice Date	Adj. Type	Prepared By	Approved Date	Approved By	Issued Date	Issued By	Facility	Updated	Cancel	Actions
	filter colu		filter column...	filter column...	Date	filter column...	Date	filter column...	filter column...			
1	87	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	06/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✗	✗	[Edit] [Delete]
2	86	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	06/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✗	✓	[Edit] [Delete]
3	85	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	01/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✓	✗	[Edit] [Delete]
4	84	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	01/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✓	✗	[Edit] [Delete]

- If the Invoice is found then it will be shown selected.

ADJUSTMENT INVOICE

From: 05/05/2023 To: 03/08/2023 New [Print] [Export]

SI#	Invoice No.	Invoice Date	Adj. Type	Prepared By	Approved Date	Approved By	Issued Date	Issued By	Facility	Updated	Cancel	Actions
	filter colu		filter column...	filter column...	Date	filter column...	Date	filter column...	filter column...			
1	88	03/06/2023	Add to Stock	Md. Jul Hasan	03/06/2023	Md. Zakaria Hossain	03/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✓	✗	[Edit] [Delete]

ADJUSTMENT INVOICE - ADD/EDIT SAVE SUBMIT BACK TO LIST 

Invoice No. *
88

Adj. Type *
Add to Stock

To/From *
Adamdighi, Bogura

Prepared By *
Md. Jul Hasan

Prepared Date *
03/06/2023

Approved By *
Md. Zakaria Hossain

Approved Date *
03/06/2023

Received By *
Md. Jul Hasan

Received Date *
03/06/2023

Remarks Updated Cancel

SELECT ITEMS

SI#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
1	MCH041	5% PERMETHRIN CREAM (15 GM)	bottle	20				
2	MCH051	7.1% CHLOROHEXIDINE	bottle	25				

Print Adjustment Invoice

- Press **Print** button to preview the invoice.
- Press on the printer icon. The print dialog box will appear.

Government of the People's Republic of Bangladesh
Directorate General of Family Planning
Upazila Family Planning Office
Adamdighi, Bogura,
ADD INVOICE *

Invoice No. : 88 Print Date : 03/08/2023
 Facility : Adamdighi, Bogura Page : Page 1 of 1
 Add to Stock : UFPO, Adamdighi, Bogura

SL	Code	Article	Unit	Qty		Lot No/Description	Exp. Date
				In Number	In Words		
1	MCH041	5% PERMETHRIN CREAM (15 GM)	bottle	20	Twenty		
2	MCH051	7.1% CHLOROHEXIDINE	bottle	25	Twenty Five		

Remarks :

Signature: _____
 Issue Voucher Prepared By: Md. Jul Hasan
 Designation: UFPA (Store) Date: 2023-06-03

Signature: _____
 Checked and Approved By: Md. Zakaria Hossain
 Designation: UFPO Date: 2023-06-03

Signature: _____ Received By: Md. Jul Hasan Designation: UFPA (Store) Date: 03/06/2023	Counter Signature: _____ Name: Designation: Date:
---	--

5.5. Adjustment Invoice Approval

ADJUSTMENT INVOICE - ADD/EDIT

Invoice No.*
88

Adj. Type*
Add to Stock

To/From*
Adamdighi, Bogura

Prepared By*
Md. Jul Hasan

Prepared Date*
03/06/2023

Approved By*
Md. Zakaria Hossain

Approved Date*
03/06/2023

Received By*
Md. Jul Hasan

Received Date*
03/06/2023

Remarks
 Updated Cancel

Sl#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date
1	MCH041	5% PERMETHRIN CREAM (15 GM)	bottle	20			
2	MCH051	7.1% CHLOROHEXIDINE	bottle	25			

This form is used for various stock adjustments Approval, like – adjustment after physical stock, item expiry, destruction of expired items and return from facility. This form is used to Adjustment Invoices, approve and unapproved.

Open Adjustment Invoice Approval Form

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as a Upazila user
- Select **Entry Form> Invoice > Adjustment Invoice Approval...** from **Invoice** Sub menu.
- The **Adjustment Invoice Approval** list form is displayed.

ADJUSTMENT INVOICE APPROVAL

From: 05/05/2023 To: 03/08/2023 To be approved

Sl#	Invoice No.	Invoice Date	Adj. Type	Prepared By	Approved Date	Approved By	Issued Date	Issued By	Facility	Updated	Cancel	Actions
1	87	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	06/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✓	✗	
2	88	03/06/2023	Add to Stock	Md. Jul Hasan	03/06/2023	Md. Zakaria Hossain	03/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✓	✗	

ADJUSTMENT INVOICE - ADD/EDIT

Invoice No. *

Adj. Type * To/From * Prepared By * Prepared Date *

Approved By * Approved Date * Received By * Received Date *

Remarks

Updated Cancel

Sl#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date
1	MCH041	5% PERMETHRIN CREAM (15 GM)	bottle	20			
2	MCH051	7.1% CHLOROHEXIDINE	bottle	25			

General Description of Adjustment Invoice Form

ADJUSTMENT INVOICE APPROVAL

To be approved

A

Sl#	Invoice No.	Invoice Date	Adj. Type	Prepared By	Approved Date	Approved By	Issued Date	Issued By	Facility	Updated	Cancel	Actions
1	87	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	06/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✓	✗	
2	88	03/06/2023	Add to Stock	Md. Jul Hasan	03/06/2023	Md. Zakaria Hossain	03/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✓	✗	

B

ADJUSTMENT INVOICE - ADD/EDIT

Invoice No. 88

Adj. Type * Add to Stock

To/From * Adamdighi, Bogura

Prepared By * Md. Jul Hasan

Prepared Date * 03/06/2023

Approved By * Md. Zakaria Hossain

Approved Date * 03/06/2023

Received By * Md. Jul Hasan

Received Date * 03/06/2023

Remarks

Updated Cancel

Sl#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date
1	MCH041	5% PERMETHRIN CREAM (15 GM)	bottle	20			
2	MCH051	7.1% CHLOROHEXIDINE	bottle	25			

This form is used to Approve or Unsubmit Adjustment Invoices. The form is grouped into 5 (Five) blocks –

A. Command buttons:

A number of buttons to manipulate the Invoices.

B. Invoice List:

Invoices listed: SL., Invoice No, Invoice Date, Adj. Type, Prepared By, Approved Date, Approved By, Issued Date, Issued By, Facility, Updated, Cancel

C. Command buttons:

A number of buttons to manipulate the Invoices.

D. Invoice Entry Fields:

To describe an invoice, following fields are required.

- Invoice No* – A unique sequence to represent the invoice.
- Adjustment Type* – a list of adjustment types to selected adjustment types are:
 1. **Add to Stock:** If after physical inventory or any instance, it is found that an item is shown less than actual qty in stock
 2. **Deduct from Stock:** If after physical inventory or any instance, it is found that an item is shown excess than actual qty in stock
 3. **Receive from Another Upazila:** If Upazila receive goods from there Upazila
 4. **Return from SDP (Unusable):** When an unusable item is returned from a facility
 5. **Return from SDP (Usable):** When a usable item is returned from a facility
 6. **Return to Warehouse:** When item is returned to RWH from where regularly good received
 7. **Transfer to Another Upazila:** When items need to transfer to Other Upazila
 8. **Transfer to Unusable:** Expired or Damage items transfer to Usable to Unusable Stock
 9. **Unusable Destroy:** When expired items are destroyed
- To/From* – Warehouse/Upazila/SDP combo is enabled/disabled based on above which Adjustment Type is selected.
- Prepared By*, Approved By* and Issued By – Name of employees who are responsible for adjustment of items.

- Prepared by Date, Approved by Date and Issued by Date – Relevant dates of the preparation. When the adjustment invoice approved the invoice approval and issue/Receive date updated in date of approved adjustment invoice.
- Remarks – Comments about the adjustment reasons, outcome etc.
- Update - When the adjustment invoice approved the invoice update check box filled automatically.
- Cancel - When the adjustment invoice Canceled the cancel check box filled automatically.

E. Invoice Items Entry Fields:

Invoices consist of line items. There is one line for every item received. Every line has the following fields:

- Item* – Name of item adjusted.
- Unit – unit of measurement of item.
- Stock Qty – Current stock quantity in facility performing the adjustment.
- Qty* – Quantity of goods adjusted.
- Lot No/Description – Lot no. of the item adjusted.
- Mfg. Date – Manufacturing date of the item lot adjusted.
- Expiry Date – Expiry date of goods in the lot.

View information about a specific submitted Adjustment Invoice

ADJUSTMENT INVOICE - ADD/EDIT

SAVE
UNSUBMIT
APPROVE
BACK TO LIST

Invoice No. *

Adj. Type * <input type="text" value="Add to Stock"/>	To/From * <input type="text" value="Adamdighi, Bogura"/>	Prepared By * <input type="text" value="Md. Jul Hasan"/>	Prepared Date * <input type="text" value="03/06/2023"/>
Approved By * <input type="text" value="Md. Zakaria Hossain"/>	Approved Date * <input type="text" value="03/06/2023"/>	Received By * <input type="text" value="Md. Jul Hasan"/>	Received Date * <input type="text" value="03/06/2023"/>

Remarks

Updated Cancel

SELECT ITEMS

SI#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date
1	MCH041	5% PERMETHRIN CREAM (15 GM)	bottle	20			
2	MCH051	7.1% CHLOROHEXIDINE	bottle	25			

- Select a invoice to view from the list in Block B.
- After an Invoice no. is selected – corresponding information is shown in Block D and E.

ADJUSTMENT INVOICE APPROVAL

From: 05/05/2023 To: 03/08/2023 To be approved

Sl#	Invoice No.	Invoice Date	Adj. Type	Prepared By	Approved Date	Approved By	Issued Date	Issued By	Facility	Updated	Cancel	Actions
1	87	01/08/2023	Add to Stock	Md. Jul Hasan	01/08/2023	Md. Zakaria Hossain	06/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✓	✗	✎
2	88	03/06/2023	Add to Stock	Md. Jul Hasan	03/06/2023	Md. Zakaria Hossain	03/06/2023	Md. Jul Hasan	Adamdighi, Bogura	✓	✗	✎

Adjustment Invoice Approve

- Double click on to be approved Adjustment Invoice will see the following screen.

ADJUSTMENT INVOICE - ADD/EDIT

SAVE UNSUBMIT APPROVE BACK TO LIST

Invoice No. *
88

Adj. Type *
Add to Stock

To/From *
Adamdighi, Bogura

Prepared By *
Md. Jul Hasan

Prepared Date *
03/06/2023

Approved By *
Md. Zakaria Hossain

Approved Date *
03/06/2023

Received By *
Md. Jul Hasan

Received Date *
03/06/2023

Remarks
 Updated Cancel

SELECT ITEMS

Sl#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date
1	MCH041	5% PERMETHRIN CREAM (15 GM)	bottle	20			
2	MCH051	7.1% CHLOROHEXIDINE	bottle	25			

- Press on **Approve** button to approve Adjustment Invoice, you will see message **Are you sure? Invoice Issue Date: dd/MM/yyyy. Do you want to approve and post the invoice on this date?**
- Press **yes** button, you will see message **Are you sure? Do you really want to approve and update the invoice items to stock? You will not be able to edit this invoice after approve and update.** The Approved button change to Save and disable the Adjustment and stock data will be updated.
- Press on Back to list the approved invoice will transfer Approved invoice list.
- If you want to Un-submit the adjustment Invoice the =, you will see the message **Are you sure? Do you really want to un-submit this adjustment?**

5.6. Indent

SAVE UPDATE BACK TO LIST

INDENT - ADD/EDIT

Indent No *
Warehouse *

Prepared By *
Designation *
Date *

Checked And Approved By *
Designation *
Date *

Remarks Updated Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Stock Qty	Indent Qty	Unit	Actions
1	CON004	IMPLANT (2 ROD)	100	100	sets	
2	IEM027	IMPLANT CLIENT CARD	0	100	pcs	
3	IEM028	IMPLANT CLIENT CONSENT FORM	0	100	pcs	
4	CON003	ECP (2 TAB/PACK)	0	50	pack	

This form is used for various product indent, like – indent before physical stock items not in available in warehouses stock. This form is used to enter Indent Invoices, edit, update and print or delete not updated invoice invoices.

Open Indent Form

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as Upazila user
- Select **Entry Forms>Invoice > Indent...** from **Invoice** menu.
- The **Indent list** form is displayed.

INDENT

From **To**

New

Sl#	Invoice No	Invoice Date	Prepared By	Approved Date	Checked And Approved By	Issued Date	Issued By	Facility	Updated	Cancel	Actions
1	17	15/01/2023	Md. Jul Hasan	15/01/2023	Dr. Shafiu Karim Tal...			Dhaka CWH	✗	✗	
2	16	07/11/2022	Md. Jul Hasan	07/11/2022	Dr. Shafiu Karim Tal...			Bogura RWH	✓	✗	
3	15	15/09/2022	Md. Jul Hasan	15/09/2022	Dr. Shafiu Karim Tal...			Bogura RWH	✓	✗	
4	14	04/09/2022	Md. Jul Hasan	04/09/2022	Dr. Shafiu Karim Tal...			Bogura RWH	✓	✗	
5	13	01/08/2022	Md. Jul Hasan	01/08/2022	Dr. Shafiu Karim Tal...			Bogura RWH	✓	✗	
6	12	02/03/2022	Md. Jul Hasan	02/03/2022	Dr. Shafiu Karim Tal...			Bogura RWH	✓	✗	

INDENT - ADD/EDIT SAVE UPDATE BACK TO LIST

Indent No * **Warehouse ***

Prepared By * **Designation *** **Date ***

Checked And Approved By * **Designation *** **Date ***

Remarks
 Updated Cancel

SELECT ITEM

SI#	Item Code	Item Name	Stock Qty	Indent Qty	Unit	Actions
1	CON004	IMPLANT (2 ROD)	100	100	sets	
2	IEM027	IMPLANT CLIENT CARD	0	100	pcs	
3	IEM028	IMPLANT CLIENT CONSENT FORM	0	100	pcs	
4	CON003	ECP (2 TAB/PACK)	0	50	pack	

General Description of Indent Form

INDENT New

From **To**

A

SI#	Invoice No	Invoice Date	Prepared By	Approved Date	Checked And Approved By	Issued Date	Issued By	Facility	Updated	Cancel	Actions
1	17	15/01/2023	Md. Jul Hasan	15/01/2023	Dr. Shafiul Karim Tal...			Dhaka CWH	✗	✗	
2	16	07/11/2022	Md. Jul Hasan	07/11/2022	Dr. Shafiul Karim Tal...			Bogura RWH	✓	✗	
3	15	15/09/2022	Md. Jul Hasan	15/09/2022	Dr. Shafiul Karim Tal...			Bogura RWH	✓	✗	
4	14	04/09/2022	Md. Jul Hasan	04/09/2022	Dr. Shafiul Karim Tal...			Bogura RWH	✓	✗	
5	13	01/08/2022	Md. Jul Hasan	01/08/2022	Dr. Shafiul Karim Tal...			Bogura RWH	✓	✗	
6	12	02/03/2022	Md. Jul Hasan	02/03/2022	Dr. Shafiul Karim Tal...			Bogura RWH	✓	✗	

B

This form is used to edit, create, delete, and print Adjustment Invoices. The form is grouped into 5(four) blocks –

A. Command buttons:

A number of buttons to manipulate the Invoices.

B. Invoice List:

Invoices can be listed by SL., Invoice No, Invoice Date, Prepared By, Approved Date, Checked and Approved By, Issued Date, Issued By, Facility, Updated, Cancel.

C. Command buttons:

A number of buttons to manipulate the Invoices.

D. Invoice Entry Fields:

To describe an invoice, following fields are required.

- Indent No* – A unique sequence to represent the invoice.
- Warehouse*– Select a warehouse which will send to indent.
- Prepared By* and Approved By*– Name of employees who are responsible for indent of items.
- Prepared By Designation* and Approved by Designation*– Relevant designation of the preparation, approval and issue of indent.
- Prepared by Date and Approved by Date– Relevant dates of the preparation, approval and issue of indent.
- Remarks – Comments about the adjustment reasons, outcome etc.
- Update - Check box to update an Invoice which filled automatically.
- Cancel - Check box to cancel any Invoice.

E. Invoice Items Entry Fields:

Invoices consist of line items. There is one line for every item received. Every line has the following fields:

- Item* – Name of item adjusted.
- Stock Qty – Current stock quantity in facility.
- Indent Qty* – Quantity of goods indent.
- Unit – unit of measurement of item.

View information about a specific Indent Invoice

RESET SAVE BACK TO LIST

INDENT - ADD/EDIT

Indent No *
Warehouse *

Prepared By *
Designation *
Date *

Checked And Approved By *
Designation *
Date *

Remarks Updated Cancel

SELECT ITEM

SI#	Item Code	Item Name	Stock Qty	Indent Qty	Unit	Actions
<input type="text" value="filter column..."/>	<input type="text" value="filter column..."/>	<input type="text" value="filter column..."/>				

- Select the indent to view from the tree list in Block A. Using the Group By combo box – invoices can be grouped in four ways – Invoice No, Invoice Date, and Indent Prepared by.
- After an Invoice no. is selected – corresponding information is shown in Block B and C.
- At any time, a partial list of invoices is shown based on the **Filter Criteria**. Only invoices that fall between **Start Date** and **End Date** are listed. You can change the dates and press "**Filter**" button to list less or more invoice.

INDENT

From **To**

New Print Export

SI#	Invoice No	Invoice Date	Prepared By	Approved Date	Checked And Approved By	Issued Date	Issued By	Facility	Updated	Cancel	Actions
	<input type="text" value="filter column..."/>		<input type="text" value="filter column..."/>		<input type="text" value="filter column..."/>						
1	17	15/01/2023	Md. Jul Hasan	15/01/2023	Dr. Shafiu Karim Tal...			Dhaka CWH	✗	✗	
2	16	07/11/2022	Md. Jul Hasan	07/11/2022	Dr. Shafiu Karim Tal...			Bogura RWH	✓	✗	
3	15	15/09/2022	Md. Jul Hasan	15/09/2022	Dr. Shafiu Karim Tal...			Bogura RWH	✓	✗	
4	14	04/09/2022	Md. Jul Hasan	04/09/2022	Dr. Shafiu Karim Tal...			Bogura RWH	✓	✗	
5	13	01/08/2022	Md. Jul Hasan	01/08/2022	Dr. Shafiu Karim Tal...			Bogura RWH	✓	✗	
6	12	02/03/2022	Md. Jul Hasan	02/03/2022	Dr. Shafiu Karim Tal...			Bogura RWH	✓	✗	

Enter a new Indent

- Press **'NEW'** button from the command buttons block. The form will look like the following screen:

INDENT - ADD/EDIT

RESET SAVE BACK TO LIST

Indent No * Warehouse *

Prepared By * Designation * Date *

Checked And Approved By * Designation * Date *

Remarks

Updated Cancel

SI#	Item Code	Item Name	Stock Qty	Indent Qty	Unit	Actions
	filter column...	filter column...				

SELECT ITEM

- The indent No. will be generated automatically.
- Warehouse automatically selected which supply to you.
- Select the name of employees preparing and approving the indent. Also mention preparation approval and issued dates.
- Select designation of prepared by and approve by.
- Date fields will be filled with current date. You can change if necessary.
- Press **'SAVE'** button.
- Your new Invoice no. will be visible in the Invoice list.

INDENT - ADD/EDIT

Indent No *
Warehouse *

Prepared By *
Designation *
Date *

Checked And Approved By *
Designation *
Date *

Remarks
 Updated Cancel

SI#	Item Code	Item Name	Stock Qty	Indent Qty	Unit	Actions
<input type="text" value="filter column..."/>	<input type="text" value="filter column..."/>					

- If you want to cancel the new invoice entry, press **'Back to List'** during editing to undo.

Indent Items Entry

- Press **SELECT ITEM** button from the command buttons block. The form will look like the following screen:

INDENT - ADD/EDIT

Indent No *

Prepared By *

Checked And Approved By *

Remarks

Item List ✕

SI#	Item Code	Item Name	Unit	Stock Qty
<input type="text" value="filter column..."/>	<input type="text" value="filter column..."/>			
1	BCC001	Flipchart	nos.	0
2	BCC002	FP Pocket Book	nos.	0
3	BCC003	FP Booklet Jante Chai	nos.	0
4	BCC004	Roman Banner (Festoon)	nos.	0
5	BCC005	Tlahrt Chart	nos.	0
6	BCC006	IUD Insertion Flow Chart	nos.	0
7	BCC007	Leaflet for Long-Acting & Permanent FP Methods	nos.	0
8	BCC008	Poster	pcs	0
9	BCC009	Mother-Child and Adolescent Development Booklet	nos.	0

SI#	Item Code	Item Name	Stock Qty	Indent Qty	Unit	Actions
<input type="text" value="filter column..."/>	<input type="text" value="filter column..."/>					

- Select an item from **Item Name** combo box.
- Unit and Stock Qty will be filled in automatically.

INDENT - ADD/EDIT

Indent No *
Warehouse *

Prepared By *
Designation *
Date *

Checked And Approved By *
Designation *
Date *

Remarks Updated Cancel

Sl#	Item Code	Item Name	Stock Qty	Indent Qty	Unit	Actions
1	BCC002	FP Pocket Book	0		nos.	
2	BCC006	IUD Insertion Flow Chart	0		nos.	
3	BCC008	Poster	0		pcs	

- Enter 'Indent Qty'.

INDENT - ADD/EDIT

Indent No *
Warehouse *

Prepared By *
Designation *
Date *

Checked And Approved By *
Designation *
Date *

Remarks Updated Cancel

Sl#	Item Code	Item Name	Stock Qty	Indent Qty	Unit	Actions
1	BCC002	FP Pocket Book	0	30	nos.	
2	BCC006	IUD Insertion Flow Chart	0	50	nos.	
3	BCC008	Poster	0	50	pcs	

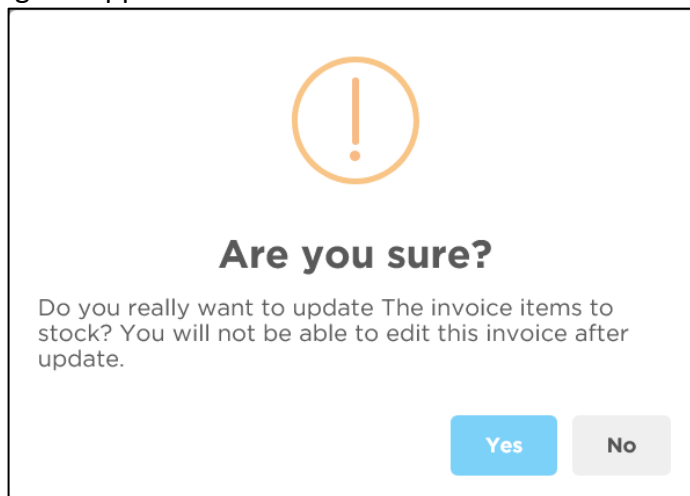
- Continue every item
- Press **SAVE** button to save indent line items.

Updating

Entry of a new Indent does not submit Indent to facility automatically. After the Indent entry is complete, press "**Update**" button to submit Indent to facility automatically for warehouse download in available for Issue.

Note: *After the invoice figures are updated, the invoice will be locked – you will not be allowed to change any figure.*

- Press **"Update"** button.
- A confirmation dialog will appear.



- Press **'Yes'** if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

Edit an existing indent

- Select the Indent you want to edit from the list of Indent and double click on indent or click on edit button to editing indent the indent will displayed.
- Change the fields as necessary.
- When done with editing, press **'Save'** button.
- If you want to cancel the current editing, press **'Back to List Button'** to undo the changes.

Edit an existing Indent Item

- Select the Indent item you want to edit from the items list in Block C.

INDENT - ADD/EDIT

Indent No *
 Warehouse *

Prepared By *
 Designation *
 Date *

Checked And Approved By *
 Designation *
 Date *

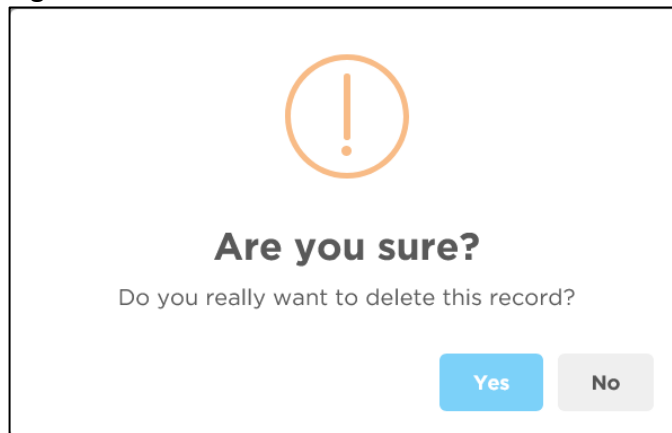
Remarks
 Updated Cancel

Sl#	Item Code	Item Name	Stock Qty	Indent Qty	Unit	Actions
1	BCC002	FP Pocket Book	0	30	nos.	<input type="button" value="Edit"/>
2	BCC006	IUD Insertion Flow Chart	0	50	nos.	<input type="button" value="Edit"/>
3	BCC008	Poster	0	50	pcs	<input type="button" value="Edit"/>

- click on Indent Qty field to start editing.
- Change the fields as necessary.
- When done with editing, press **'Save'** button.
- If you want to cancel the current editing, press **'Back to List button'** to undo the changes.

Delete an existing Indent

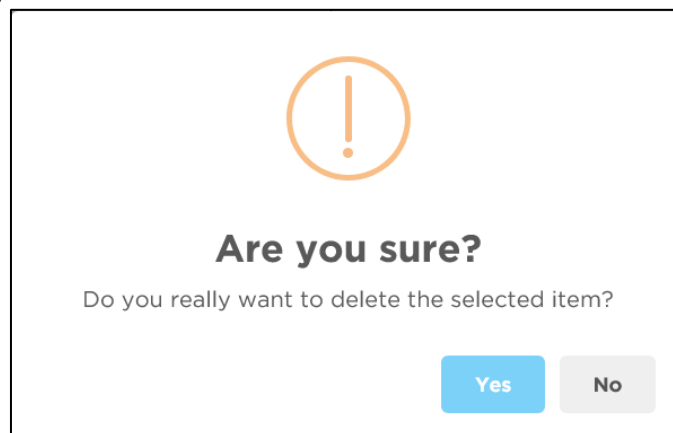
- Select the invoice you want to remove from invoices list.
- Press **'Delete'** button.
- A confirmation dialog will be shown.



- Press **'Yes'** if you really want to delete the invoice.
- You will not be able to delete an invoice that has items under it. First delete the items and then delete the invoice.

Delete an Indent Item










- Select the invoice item you want to edit from the items list in Block-C.
- Press **'Delete'** button.
- A confirmation dialog will be shown.



- Press **'Yes'** if you really want to delete the Adjustment Invoice item.

Search an Indent Invoice

- Enter the Invoice no. you want to find in Invoice No, date, in search box filter row header just writing Invoice no. and following window will appear:
- If the Invoice is found, then it will be shown selected.

INDENT											
From		To									
10/01/2022		08/02/2023									
New  											
S#	Invoice No	Invoice Date	Prepared By	Approved Date	Checked And Approved By	Issued Date	Issued By	Facility	Updated	Cancel	Actions
	filter column...		filter column...		filter column...						
1	17	15/01/2023	Md. Jul Hasan	15/01/2023	Dr. Shafiul Karim Tal...			Dhaka CWH	✗	✗	 
2	16	07/11/2022	Md. Jul Hasan	07/11/2022	Dr. Shafiul Karim Tal...			Bogura RWH	✓	✗	
3	15	15/09/2022	Md. Jul Hasan	15/09/2022	Dr. Shafiul Karim Tal...			Bogura RWH	✓	✗	
4	14	04/09/2022	Md. Jul Hasan	04/09/2022	Dr. Shafiul Karim Tal...			Bogura RWH	✓	✗	
5	13	01/08/2022	Md. Jul Hasan	01/08/2022	Dr. Shafiul Karim Tal...			Bogura RWH	✓	✗	
6	12	02/03/2022	Md. Jul Hasan	02/03/2022	Dr. Shafiul Karim Tal...			Bogura RWH	✓	✗	

Print Indent

- Press Print button to preview the invoice.
- Press on the printer icon. The print dialog box will appear.

Government of the People's Republic of Bangladesh
Directorate General of Family planning
Upazila Family Planning Office
Adamdighi, Bogura,
Indent *

Indent To : RSO, Bogura RWH Invoice No : 17
 Indent Date : 08/02/2023
 Pages : Page 1 of 1

SL#	Code	Item Name	Indent Qty	Quantity In Words	Unit
1	BCC002	FP Pocket Book	30	Thirty	nos.
2	BCC006	IUD Insertion Flow Chart	50	Fifty	nos.
3	BCC008	Poster	50	Fifty	pcs

Remarks :

Signature : _____ Signature : _____
 Prepared By : Md. Jul Hasan Checked And Approved By : Dr. Shafiul Karim Talukdar
 Designation : _____ Designation : _____
 Date : 08/02/2023 Date : 08/02/2023

Should be filled up by recipient office

Signature : _____ Receive By : _____ Designation : _____ Date : _____	Counter Signature : _____ Name : _____ Designation : _____ Date : _____
--	--

5.7. Physical Inventory

PHYSICAL INVENTORY - ADD/EDIT SAVE UPDATE BACK TO LIST

Invoice No.* Start Date* End Date* Prepared By* Prepared Date* Updated

Approved By* Approved Date* Remarks

Group Name Usable Stock Unusable Stock Show Only Non-Zero Stock Show Only Zero Stock Show All Items GENERATE DELETE

SI#	Item Code	Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference	Remarks
▼ CONTRACEPTIVE (10 Items)										
1	CON001	AD SYRINGE (1 ML)	1479	3500	3656	0	1323	1,000	-323	
2	CON002	CONDOM	35100	64800	86400	0	13500	15,000	1,500	
3	CON003	ECP (2 TAB/PACK)	0	50	0	0	50			
4	CON004	IMPLANT (2 ROD)	100	600	550	0	150			
5	CON006	INJECTABLES (DEPO-PROVERA)	1103	2500	2547	0	1056			
6	CON007	IUD (CT-380A)	83	100	163	0	20			
7	CON008	ORAL PILL SHUKHI	266280	0	231405	0	34875			
8	CON009	ORAL PILL APON	2610	1600	2630	0	1580			
9	CON010	ORAL PILL SHUKHI (3rd Generation)	48500	50400	94100	0	4800			

This report shows the details of Physical Inventory between specific dates. To print the report, follow the steps:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as a upazila User
- Select **Entry Form>Invoice> 'Physical Inventory'**..... from **'Invoice'** menu. The form will look like the following screen:

PHYSICAL INVENTORY ENTRY

From To New

SI#	Invoice No.	Start Date	End Date	Prepared By	Prepared Date	Remarks	Updated	Actions
<input type="text" value="filter column..."/>	<input type="text" value="filter column..."/>	<input type="text" value="filter column..."/>	<input type="text" value="filter column..."/>	<input type="text" value="filter column..."/>	<input type="text" value="filter column..."/>	<input type="text" value="filter column..."/>	<input type="text" value="filter column..."/>	<input type="text" value="filter column..."/>

PHYSICAL INVENTORY - ADD/EDIT SAVE UPDATE BACK TO LIST

Invoice No.* Start Date* End Date* Prepared By* Prepared Date* Updated

Approved By* Approved Date* Remarks

Group Name Usable Stock Unusable Stock Show Only Non-Zero Stock Show Only Zero Stock Show All Items GENERATE DELETE

SI#	Item Code	Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference	Remarks
▼ CONTRACEPTIVE (10 Items)										
1	CON001	AD SYRINGE (1 ML)	1479	3500	3656	0	1323	1,000	-323	
2	CON002	CONDOM	35100	64800	86400	0	13500	15,000	1,500	
3	CON003	ECP (2 TAB/PACK)	0	50	0	0	50			
4	CON004	IMPLANT (2 ROD)	100	600	550	0	150			
5	CON006	INJECTABLES (DEPO-PROVERA)	1103	2500	2547	0	1056			
6	CON007	IUD (CT-380A)	83	100	163	0	20			
7	CON008	ORAL PILL SHUKHI	266280	0	231405	0	34875			
8	CON009	ORAL PILL APON	2610	1600	2630	0	1580			
9	CON010	ORAL PILL SHUKHI (3rd Generation)	48500	50400	94100	0	4800			

General Description of Physical Inventory Form

PHYSICAL INVENTORY ENTRY

A

From: 15/11/2022 To: 13/02/2023

New [Print] [Export]

SI#	Invoice No.	Start Date	End Date	Prepared By	Prepared Date	Remarks	Updated	Actions
1	1	01/01/2022	31/01/2023	Md. Jul Hasan	30/01/2023		✗	[Edit] [Delete]
2	2	01/01/2022	31/12/2022	Md. Jul Hasan	30/01/2023		✓	[Edit] [Delete]

B

PHYSICAL INVENTORY - ADD/EDIT

C

SAVE UPDATE BACK TO LIST [Print] [Export]

Invoice No.* Start Date* End Date* Prepared By* Prepared Date* Updated

2 01/2022 12/2022 Md. Jul Hasan 30/01/2023

Approved By* Approved Date* Remarks

Sahinur Rahman 30/01/2023

Group Name: All Usable Stock Unusable Stock Show Only Non-Zero Stock Show Only Zero Stock Show All Items

GENERATE DELETE

SI#	Item Code	Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference	Remarks
CONTRACEPTIVE (10 Items)										
1	CON001	AD SYRINGE (1 ML)	1479	3500	3656	0	1323	1,000	-323	
2	CON002	CONDOM	35100	64800	86400	0	13500	15,000	1,500	
3	CON003	ECP (2 TAB/PACK)	0	50	0	0	50			
4	CON004	IMPLANT (2 ROD)	100	600	550	0	150			
5	CON006	INJECTABLES (DEPO-PROVERA)	1103	2500	2547	0	1056			
6	CON007	IUD (CT-380A)	83	100	163	0	20			
7	CON008	ORAL PILL SHUKHI	266280	0	231405	0	34875			
8	CON009	ORAL PILL APOH	2610	1600	2630	0	1580			
9	CON010	ORAL PILL SHUKHI (3rd Generation)	48500	50400	94100	0	4800			

E

This form is used to edit, create, delete, and print Physical Inventory. The form is grouped into 5(four) blocks –

A. Command buttons:

From and to date for filter, A number of buttons to manipulate the Physical Inventory.

B. Invoice List:

Invoices can be listed by SL., Invoice No., Start Date, End Date, Prepared By, Prepared Date, Remarks and Updated.

C. Command buttons:

A number of buttons to manipulate the Physical Inventory.

D. Invoice Entry Fields:

To describe an invoice, following fields are required.

- Invoice No. *
- Start Date *
- End Date *
- Prepared By *
- Remarks

To filter with the following category

- Group Name
- Usable Stock
- Unusable Stock
- Show Only Non-Zero Stock
- Show Only Zero Stock
- Show All Items

E. Invoice Items Entry Fields:

Invoices consist of line items. There is one line for every item received. Every line has the following fields:

- SL.
- Group
- Item Code
- Item Name
- Opening Balance
- Received
- Issued
- Returned
- Closing Balance
- Physical Count
- Difference
- Remarks

View information about a specific Physical Inventory

PHYSICAL INVENTORY ENTRY

From
15/11/2022

To
13/02/2023

New
Print
Refresh

SI#	Invoice No.	Start Date	End Date	Prepared By	Prepared Date	Remarks	Updated	Actions
	<input type="text" value="filter column..."/>			<input type="text" value="filter column..."/>		<input type="text" value="filter column..."/>		
1	1	01/01/2022	31/01/2023	Md. Jul Hasan	30/01/2023		X	✎ 🗑

- Select the Physical Inventory to view from the tree list in Block A. Using the Group By combo box – invoices can be viewed –Start Date and End Date.

PHYSICAL INVENTORY - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No.* Start Date* End Date* Prepared By* Prepared Date* Updated

2 01/2022 12/2022 Md. Jul Hasan 30/01/2023

Approved By* Approved Date* Remarks

Sahinur Rahman 30/01/2023

Group Name All Usable Stock Unusable Stock Show Only Non-Zero Stock Show Only Zero Stock Show All Items GENERATE DELETE

SI#	Item Code	Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference	Remarks
CONTRACEPTIVE (10 Items)										
1	CON001	AD SYRINGE (1 ML)	1479	3500	3656	0	1323	1,000	-323	
2	CON002	CONDOM	35100	64800	86400	0	13500	15,000	1,500	
3	CON003	ECP (2 TAB/PACK)	0	50	0	0	50			
4	CON004	IMPLANT (2 ROD)	100	600	550	0	150			
5	CON006	INJECTABLES (DEPO-PROVERA)	1103	2500	2547	0	1056			
6	CON007	IUD (CT-380A)	83	100	163	0	20			
7	CON008	ORAL PILL SHUKHI	266280	0	231405	0	34875			
8	CON009	ORAL PILL APON	2610	1600	2630	0	1580			
9	CON010	ORAL PILL SHUKHI (3rd Generation)	48500	50400	94100	0	4800			

- After an Invoice no. is selected – corresponding information is shown in Block B and C.
- At any time, a partial list of invoices is shown based on the **Filter Criteria**. Only invoices that fall between **Start Date** and **End Date** are listed. You can change the dates and press "**Filter**" button to list less or more invoice.

PHYSICAL INVENTORY ENTRY

From 15/11/2022 To 13/02/2023 New

SI#	Invoice No.	Start Date	End Date	Prepared By	Prepared Date	Remarks	Updated	Actions
1	1	01/01/2022	31/01/2023	Md. Jul Hasan	30/01/2023		✗	✎
2	2	01/01/2022	31/12/2022	Md. Jul Hasan	30/01/2023		✓	☰

Enter a new Physical Inventory

- Press '**NEW**' button from the command buttons block. The form will look like the following screen:

PHYSICAL INVENTORY - ADD/EDIT

RESET SAVE BACK TO LIST

Invoice No.* Start Date* End Date* Prepared By* Prepared Date* Updated

1 03/2023 03/2023 Md. Jul Hasan 16/04/2023

Approved By* Approved Date* Remarks

Dr. Shafiqul Karim Talukdar 16/04/2023

Group Name All Usable Stock Unusable Stock Show Only Non-Zero Stock Show Only Zero Stock Show All Items GENERATE DELETE

- The Invoice No. will be generated automatically.
- Select Start Date and End Date
- Prepared by automatically selected, If needed to change select a prepared by from dropdown list.

- Press **'SAVE'** button.
- Your new Physical Inventory Generate button will be visible in the Physical Inventory form.

PHYSICAL INVENTORY - ADD/EDIT

Invoice No.*
 Start Date*
 End Date*
 Prepared By*
 Prepared Date*
 Updated

Approved By*
 Approved Date*
 Remarks

Group Name
 Usable Stock
 Unusable Stock
 Show Only Non-Zero Stock
 Show Only Zero Stock
 Show All Items

- If you want to cancel the new invoice entry, press **'Back to List'** during editing to undo.

Indent Items Entry

- Press **GENERATE** button from the command buttons block. The form will look like the following screen:

PHYSICAL INVENTORY - ADD/EDIT



Invoice No.*
 Start Date*
 End Date*
 Prepared By*
 Prepared Date*
 Updated

Approved By*
 Approved Date*
 Remarks

Group Name
 Usable Stock
 Unusable Stock
 Show Only Non-Zero Stock
 Show Only Zero Stock
 Show All Items

SIR	Item Code	Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference	Remarks
▼ CONTRACEPTIVE (10 Items)										
1	CON001	AD SYRINGE (1 ML)	1191	7000	1392	0	6799			
2	CON002	CONDOM	32100	32400	47700	0	16800			
3	CON003	ECP (2 TAB/PACK)	0	50	0	0	50			
4	CON004	IMPLANT (2 ROD)	200	500	350	0	350			
5	CON006	INJECTABLES (DEPO-PROVERA)	856	6500	1320	0	6036			
6	CON007	IUD (CT-380A)	35	300	115	0	220			
7	CON008	ORAL PILL SHUKHI	251205	0	216474	0	34731			
8	CON009	ORAL PILL APON	2500	0	920	0	1580			
9	CON010	ORAL PILL SHUKHI (3rd Generation)	10800	1440	6200	0	6040			

- Enter **'Physical Count'**.

PHYSICAL INVENTORY - ADD/EDIT You have unsaved changes **SAVE** **UPDATE** **BACK TO LIST**  

Invoice No.* Start Date* End Date* Prepared By* Prepared Date* Updated

Approved By* Approved Date* Remarks

Group Name Usable Stock Unusable Stock Show Only Non-Zero Stock Show Only Zero Stock Show All Items **GENERATE** **DELETE**

S#	Item Code	Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference	Remarks
▼ CONTRACEPTIVE (10 Items)										
1	CON001	AD SYRINGE (1 ML)	1191	7000	1392	0	6799	6,700	-99	
2	CON002	CONDOM	32100	32400	47700	0	16800	16,820	20	
3	CON003	ECP (2 TAB/PACK)	0	50	0	0	50	50		
4	CON004	IMPLANT (2 ROD)	200	500	350	0	350	250	-100	
5	CON006	INJECTABLES (DEPO-PROVERA)	856	6500	1320	0	6036	6,050	14	
6	CON007	IUD (CT-380A)	35	300	115	0	220	200	-20	
7	CON008	ORAL PILL SHUKHI	251205	0	216474	0	34731			
8	CON009	ORAL PILL APON	2500	0	920	0	1580			
9	CON010	ORAL PILL SHUKHI (3rd Generation)	10800	1440	6200	0	6040			

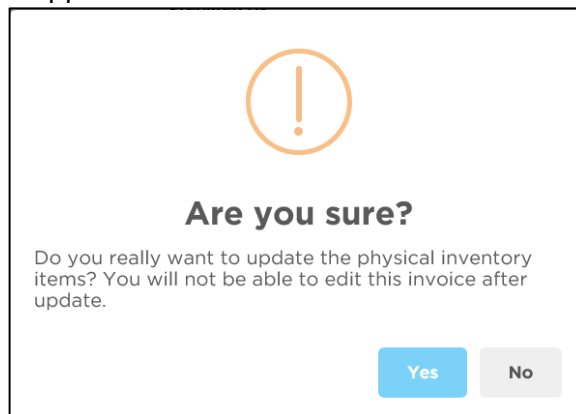
- Continue every item
- Press **SAVE** button to save the physical inventory items.

Updating

Entry of a new Physical Inventory does not submit automatically. After the Physical Inventory entry is complete, press "**Update**" button to submit Physical Inventory.

Note: After the invoice is updated, the Physical Inventory will be locked – you will not be allowed to change any figure.

- Press "**Update**" button.
- A confirmation dialog will appear.





- Press '**Yes**' if you are sure that the Physical Inventory is figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

Edit an existing Physical Inventory

- Select the Physical Inventory you want to edit from the list of Physical Inventory and double click on indent or click on edit button to editing indent the Physical Inventory will displayed.
- Change the fields as necessary.
- When done with editing, press '**Save**' button.
- If you want to cancel the current editing, press '**Back to List Button** to undo the changes.

Edit an existing Physical Inventory Items Physical count

- Select the Physical Inventory items you want to edit from the items list in Block C.

PHYSICAL INVENTORY - ADD/EDIT You have unsaved changes SAVE UPDATE BACK TO LIST  

Invoice No. * Start Date * End Date * Prepared By * Prepared Date * Updated

Approved By * Approved Date * Remarks

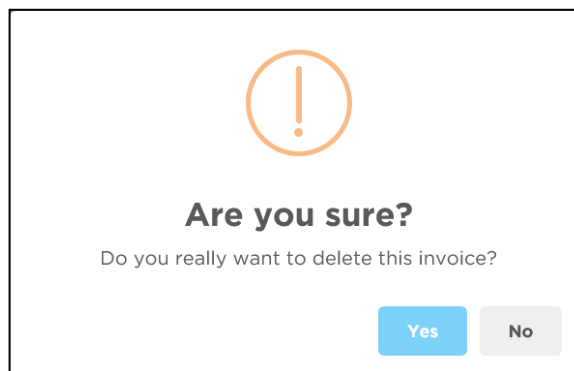
Group Name Usable Stock Unusable Stock Show Only Non-Zero Stock Show Only Zero Stock Show All Items GENERATE DELETE

Sif	Item Code	Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference	Remarks
▼ CONTRACEPTIVE (10 items)										
1	CON001	AD SYRINGE (1 ML)	1191	7000	1392	0	6799	6700	-99	
2	CON002	CONDOM	32100	32400	47700	0	16800	16,820	20	
3	CON003	ECP (2 TAB/PACK)	0	50	0	0	50	50		
4	CON004	IMPLANT (2 ROD)	200	500	350	0	350	250	-100	
5	CON006	INJECTABLES (DEPO-PROVERA)	856	6500	1320	0	6036	6,050	14	
6	CON007	IUD (CT-380A)	35	300	115	0	220	200	-20	
7	CON008	ORAL PILL SHUKHI	251205	0	216474	0	34731			

- Click on Physical count field to start editing.
- Change the fields as necessary.
- When done with editing, press 'Save' button.
- If you want to cancel the current editing, press 'Back to List button' to undo the changes.

Delete an existing Physical Inventory

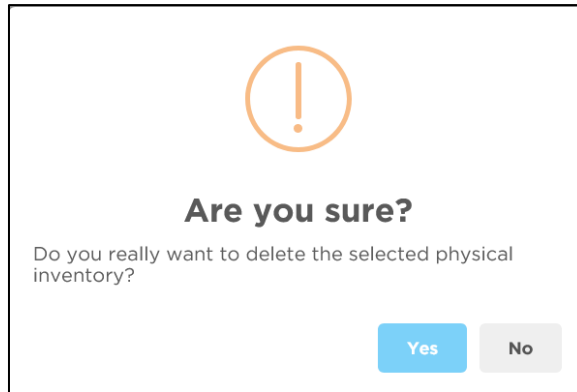
- Select the Physical Inventory you want to remove from invoices list.
- Press 'Delete' button.
- A confirmation dialog will be shown.



- Press 'Yes' if you really want to delete the invoice.
- You will not be able to delete a physical Inventory that has items under it. First delete the items and then delete the Physical Inventory.

Delete a Physical Inventory Item

- Select the Physical Inventory item you want to delete from the items list in Block-C.
- Press 'Delete' button.
- A confirmation dialog will be shown.



- Press 'Yes' if you really want to delete the Adjustment Invoice item.

Search a Physical Inventory

- Enter the Physical Inventory no. you want to find in Physical Inventory No, date, in search box filter row header just writing Physical Inventory no. and following window will appear:
- If the Physical Inventory is found, then it will be shown selected.

PHYSICAL INVENTORY ENTRY									
From		To							
15/11/2022		13/02/2023							
SI#	Invoice No.	Start Date	End Date	Prepared By	Prepared Date	Remarks	Updated	Actions	
	filter column...			filter column...		filter column...			
1	1	01/01/2022	31/01/2023	Md. Jul Hasan	30/01/2023		✗	✎ 🗑	
2	2	01/01/2022	31/12/2022	Md. Jul Hasan	30/01/2023		✓	☰	

Print Indent

- Press Print button to preview the Physical Inventory.
- Press on the printer icon. The print dialog box will appear.

Government of the People's Republic of Bangladesh Directorate General of Family planning											
Facility: Adamdighi, Bogura											
Physical Inventory (Usable Stock)											
Show Only Non-Zero Stock Between 2022-07-01 and 2022-12-31											
SL.	Group	Item Code	Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference	Remarks
1	CONTRACEPTIVE	CON001	AD SYRINGE (1 ML)	1,191	7,000	1,392	0	6,799	6,700	-99	
2	CONTRACEPTIVE	CON002	CONDOM	32,100	32,400	47,700	0	16,800	16,820	20	
3	CONTRACEPTIVE	CON003	ECP (2 TAB/PACK)	0	50	0	0	50	50	0	
4	CONTRACEPTIVE	CON004	IMPLANT (2 ROD)	200	500	350	0	350	250	-100	
5	CONTRACEPTIVE	CON006	INJECTABLES (DEPO-PROVERA)	856	6,500	1,320	0	6,036	6,050	14	
6	CONTRACEPTIVE	CON007	IUD (CT-380A)	35	300	115	0	220	200	-20	
7	CONTRACEPTIVE	CON008	ORAL PILL SHUKHI	251,205	0	216,474	0	34,731	0	0	
8	CONTRACEPTIVE	CON009	ORAL PILL APON	2,500	0	920	0	1,580	0	0	
9	CONTRACEPTIVE	CON010	ORAL PILL SHUKHI (3rd Generation)	10,800	1,440	6,200	0	6,040	0	0	

Chapter-6: Entry Forms - Field

6.1. LMIS Form 2

- LMIS Form 2 is used to enter union-wise FWAs monthly LMIS report for each commodity.

LMIS FORM 2 - ADD/EDIT

SAVE **BACK TO LIST**

Id * 974 Union Name * 01. Adamdighi Total FWAs 6 Reports Submitted 6 Report Month * December Reported Year 2022 Entry Date * 15/01/2023

SI#	Name of FWA	Opening Balance	Received	Total	Adjust Plus	Adjust Minus	Grand Total	Distribut...	Closing Balance	SO Reason Id	SO Days	Eligible	Non-eligibility reason
1	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	569	330	899			899		899			✓	
2	1/Kha, AKHI YASMIN, FWA , FWA, 01. Adamdighi (In...	269	135	404			404		404			✓	
3	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	135	90	225			225		225			✓	
4	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi	224	150	374			374		374			✓	
5	3/Ka, NUR BANU KHANAM, FWA, 01. Adamdighi (In...	100	45	145			145		145			✓	
6	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi	275	120	395			395		395			✓	
		1,572	870	2,442	0	0	2,442	0	2,442				



GENERATE **DELETE**

















SHUKHI SHUKHI (3RD GEN) ORAL PILL APON CONDOM INJECTABLES (VIALS) AD SYRINGE (IML) ECP TAB. MISOPROSTOL (DOSE) 7.1% CHLOROHEXIDINE MNP(SUSSET) IRON-FOLIC ACID (NOS)

Open LMIS Form 2

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as Upazila user
- Select **Entry Forms>Field > LMIS Form 2...** from **Field** menu.
- The LMIS Form 2 is displayed.

LMIS FORM 2

From 01/11/2022 To 08/02/2023 **New**  

SI#	Union Name	Entry Date	Report Date	Actions
December-2022 (1 item)				
1	01. Adamdighi	15/01/2023	01/12/2022	 
November-2022 (7 items)				
2	01. Adamdighi	01/12/2022	01/11/2022	 
3	02. Chapapur	01/12/2022	01/11/2022	 
4	03. Satiyangram	01/12/2022	01/11/2022	 
5	04. Kundogram	01/12/2022	01/11/2022	 
6	05. Nosratpur	01/12/2022	01/11/2022	 
7	06. Santahar (ka)	01/12/2022	01/11/2022	 
8	07. Santahar (kha)	01/12/2022	01/11/2022	 

LMIS FORM 2 - ADD/EDIT

SAVE **BACK TO LIST**

Id * 974 Union Name * 01. Adamdighi Total FWAs 6 Reports Submitted 6 Report Month * December Reported Year 2022 Entry Date * 15/01/2023

SI#	Name of FWA	Opening Balance	Received	Total	Adjust Plus	Adjust Minus	Grand Total	Distribut...	Closing Balance	SO Reason Id	SO Days	Eligible	Non-eligibility reason
1	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	569	330	899			899		899			✓	
2	1/Kha, AKHI YASMIN, FWA , FWA, 01. Adamdighi (In...	269	135	404			404		404			✓	
3	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	135	90	225			225		225			✓	
4	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi	224	150	374			374		374			✓	
5	3/Ka, NUR BANU KHANAM, FWA, 01. Adamdighi (In...	100	45	145			145		145			✓	
6	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi	275	120	395			395		395			✓	
		1,572	870	2,442	0	0	2,442	0	2,442				

GENERATE **DELETE**

SHUKHI SHUKHI (3RD GEN) ORAL PILL APON CONDOM INJECTABLES (VIALS) AD SYRINGE (IML) ECP TAB. MISOPROSTOL (DOSE) 7.1% CHLOROHEXIDINE MNP(SUSSET) IRON-FOLIC ACID (NOS)

General Description of LMIS Form 2

A

SI#	Union Name	Entry Date	Report Date	Actions
December-2022 (1 Item)				
1	01. Adamdighi	15/01/2023	01/12/2022	
November-2022 (7 Items)				
2	01. Adamdighi	01/12/2022	01/11/2022	
3	02. Chapapur	01/12/2022	01/11/2022	
4	03. Satiyangram	01/12/2022	01/11/2022	
5	04. Kundogram	01/12/2022	01/11/2022	
6	05. Nosratpur	01/12/2022	01/11/2022	
7	06. Santahar (ka)	01/12/2022	01/11/2022	
8	07. Santahar (kha)	01/12/2022	01/11/2022	

C

D

Id *	Union Name *	Total FWAs	Reports Submitted	Report Month *	Reported Year *	Entry Date *
974	01. Adamdighi	6	6	December	2022	15/01/2023

	Balance	Minus	Total	Balance	eligibility reason
1	569	330	899	899	✓
2	269	135	404	404	✓
3	135	90	225	225	✓
4	224	150	374	374	✓
5	100	45	145	145	✓
6	275	120	395	395	✓
	1,572	870	2,442	2,442	

E

SHUKHI SHUKHI (3RD GEN) ORAL PILL APON CONDOM INJECTABLES (VIALS) AD SYRINGE (1ML) ECP TAB. MISOPROSTOL (DOSE) 7.1% CHLOROHEXIDINE MNP(SUSSET) IRON-FOLIC ACID (NOS)

This form is used for entering FWAs monthly LMIS reporting data of push items. Controls in the form are grouped into 4 (four) blocks –

A. Command buttons: A number of buttons to manipulate the Form 2.

B. List of SDPs report: The LMIS Form 2 grouped by -

- By Month Year: Month Year wise show the SDP data
- Union Name: Union wise SDP data.
- Entry Date: Date wise show SDP data

C. Command buttons: A number of buttons to manipulate the Form 2.

D. Form 2 Entry Option: Shows various options for selecting the following fields for which Form 2 is need to be submitted -

- ID: Automatically filled in this field
- Union: Automatically filled in this field
- Entry Date: Need to select in this field
- Reported Month: Reporting Month of Form 2 data
- Reported Year: Reporting Year of Form 2 data
- Total SDPs: Total SDP of that Unions
- Reports Submitted: Total SDP report submitted of that Unions

E. Details of FWAs:

- Opening Balance & Received automatically fill-up.
- Need to be entered Distribution & if any Adjustment (+/-) for that month. Distribution and adjustment minus (-) quantity not to be entered more than closing balance.
- Closing Balance will be calculated automatically. When calculated closing balance is zero (0) this field color displaying red.
- Stock Out Reason Code: Need to enter if any
- Days Stock-out: Need to enter if any
- Eligible: Without ticking this field data cannot be entering for that month
- Eligibility Reason: Need to select from Reasons combo

F. Command buttons: A number of buttons to manipulate the Form 2.

Features of LMIS Form 2 Reporting

- Only **Active SDPs** are allowed to give LMIS Form 2 entry.
- No change can be made in master data (SDP Group, SDP, Reported Month, Reported Year, Entry Date) if that form has many records (Opening/receive/distribution/Adjustment) exists.
- **SDP Product Map Active and Deactivate** options with reason need to set for each commodity for each SDP. User need to set this to eliminating to show Stock-out in Form 7B and SCMP. For only first month it needs to set and after that it will automatically come to next month and if any change require user can change accordingly.
- Validation on closing balance not possible to entry **(-) Negative** and showing **red color** if user try to enter negative entry.
- MOS calculation on AMD on basis of **last 6 months non-zero distribution**.
- If any SDP not eligible for to receive product in that case “Eligible” (Tick). Only who have Tick on Eligible can entry Form 2.
- If any SDP have Stock in hand (Closing Balance) cannot be un-tick the Eligible check box.

Enter a new LMIS Form 2

- Press **New** button from the command buttons block. The form will look like the following screen.

- The “ID” will be generated automatically
- Select “Union” from Union combo

- **Entry Date** field will be filled with current date. You can't change the date
- Select the **“Reported Month”** and **“Reported Year”** for which Form 2 is being entered
- Enter Total number of SDPs and Reports Submitted (both are optional)
- Press **“Save”** button and the form will look like the following screen.

LMIS Form 2 Details Entry

- Press 'Generate' button from the command buttons block. A dialogue box will appear as like the following screen.

- Click **“Yes”** to continue and the following form will appear.

LMIS FORM 2 - ADD/EDIT

Id *
 Union Name *
 Total FWAs
 Reports Submitted
 Report Month *
 Reported Year *
 Entry Date *

SI#	Name of FWA	Opening Balance	Received	Total	Adjust Plus	Adjust Minus	Grand Total	Distribut...	Closing Balance	SO Reason Id	SO Days	Eligible	Non-eligibility reason
1	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In...	542	300	842			842		842			✓	
2	1/Kha, ANAJALI RANI SARKAR, FWA, 02. Chapapur	615	135	750			750		750			✓	
3	2/Ka, NASIMA KHATUN, FWA, 02. Chapapur (In-Ch...	636	135	771			771		771			✓	
4	2/Kha, KHURSIDA KHATUN, FWA, 02. Chapapur (In...	648		648			648		648			✓	
5	3/Ka, KHURSIDA KHATUN, FWA, 02. Chapapur	657	390	1,047			1,047		1,047			✓	
6	3/Kha, NASIMA KHATUN, FWA, 02. Chapapur	703		703			703		703			✓	
		3,801	960	4,761	0	0	4,761	0	4,761				

- Name of the FWAs of the selected Union will appear automatically.
- Opening balance & received will appear automatically and by default balance, total and closing balance of this month would be equal to opening balance.
- Enter the distribution of this month, make adjustment (if any). Distribution and adjustment minus (-) quantity not to be entered more than closing balance.
- Closing balance will be calculated automatically. When calculated closing balance is zero (0) this field color displaying red.
- If there any stock out then selects the Stock out reason from selection box in the Stock out Reason Code field.
- Without ticking "Eligible" check box you cannot enter data for that SDP. If any SDP have stock cannot un-tick the "Eligible" checkbox.
- Also, who have "Zero Closing Balance" they only can deactivate "Eligible" putting "Eligibility Reason" from Reasons combo as follows:

SI#	Name of FWA	Opening Balance	Received	Total	Adjust Plus	Adjust Minus	Grand Total	Distribut...	Closing Balance	SO Reason Id	SO Days	Eligible	Non-eligibility reason
1	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In...	542	300	842			842		842			✓	
2	1/Kha, ANAJALI RANI SARKAR, FWA, 02. Chapapur	615	135	750			750		750			✓	
3	2/Ka, NASIMA KHATUN, FWA, 02. Chapapur (In-Ch...	636	135	771			771		771			✓	
4	2/Kha, KHURSIDA KHATUN, FWA, 02. Chapapur (In...	648		648			648		648			✓	
5	3/Ka, KHURSIDA KHATUN, FWA, 02. Chapapur	657	390	1,047			1,047		1,047			✓	
6	3/Kha, NASIMA KHATUN, FWA, 02. Chapapur	703		703			703		703			✓	
		3,801	960	4,761	0	0	4,761	0	4,761				

SI#	Name of FWA	Opening Balance	Received	Total	Adjust Plus	Adjust Minus	Grand Total	Distribut...	Closing Balance	SO Reason Id	SO Days	Eligible	Non-eligibility reason
1	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In...	542	300	842		842	0		0			✗	
2	1/Kha, ANAJALI RANI SARKAR, FWA, 02. Chapapur	615	135	750			750		750			✓	SDP not capable
3	2/Ka, NASIMA KHATUN, FWA, 02. Chapapur (In-Ch...	636	135	771			771		771			✓	Absence of Female service provider
4	2/Kha, KHURSIDA KHATUN, FWA, 02. Chapapur (In...	648		648			648		648			✓	Administrative reason
5	3/Ka, KHURSIDA KHATUN, FWA, 02. Chapapur	657	390	1,047			1,047		1,047			✓	NGO affiliation expired
6	3/Kha, NASIMA KHATUN, FWA, 02. Chapapur	703		703			703		703			✓	NGO has no service
		3,801	960	4,761	0	842	3,919	0	3,919				

- Same procedures have to be followed for all contraceptives i.e., **Shukhi, Shukhi (3rd Gen), Apon, Condom, Injectables, Disposable Syringe, ECP, Tab. Misoprostol (Dose), 7% Chlorohexidine, MNP (Susset) and Iron-folic acid pill (Nos).**

LMIS FORM 2 - ADD/EDIT

[SAVE](#) [BACK TO LIST](#)

Id * Union Name * Total FWAs Reports Submitted Report Month * Reported Month Entry Date *

SI#	Name of FWA	Opening Balance	Received	Total	Adjust Plus	Adjust Minus	Grand Total	Distributi...	Closing Balance	SO Reason Id	SO Days	Eligible	Non-eligibility reason
1	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In...	542	300	842		842	0					✗	Administrati...
2	1/Kha, ANAJALI RANI SARKAR, FWA, 02. Chapapur	615	135	750			750		750			✓	
3	2/Ka, NASIMA KHATUN, FWA, 02. Chapapur (In-Ch...	636	135	771			771		771			✓	
4	2/Kha, KHURSIDA KHATUN, FWA, 02. Chapapur (In...	648		648			648		648			✓	
5	3/Ka, KHURSIDA KHATUN, FWA, 02. Chapapur	657	390	1,047			1,047		1,047			✓	
6	3/Kha, NASIMA KHATUN, FWA, 02. Chapapur	703		703			703		703			✓	
		3,801	960	4,761	0	842	3,919	0	3,919				

[GENERATE](#) [DELETE](#)

[SHUKHI](#) [SHUKHI \(3RD GEN\)](#) [ORAL PILL APON](#) [CONDOM](#) [INJECTABLES \(VIALS\)](#) [AD SYRINGE \(IML\)](#) [ECP](#) [TAB. MISOPROSTOL \(DOSE\)](#) [7.1% CHLOROHEXIDINE](#) [MNP\(SUSSET\)](#) [IRON-FOLIC ACID \(NOS\)](#)

How to edit LMIS Form 2

- Select the Union you want to edit from the list of unions (block B) and press on Edit button, the Form 2 will be displayed.
- Change the fields as necessary.
- When done with editing, press **“Save”**.
- If you want to cancel the current editing, press **Back to List** to undo the changes.

How to edit LMIS Form 2 Items

- Select the invoice item you want to edit from the items list in block C.

SI#	Name of FWA	Opening Balance	Received	Total	Adjust Plus	Adjust Minus	Grand Total	Distributi...	Closing Balance	SO Reason Id	SO Days	Eligible	Non-eligibility reason
1	1 No Ward, NAZMA KHATUN, FWA, 01.Tongi Pouras...	2		2			2		2			✗	
2	2 No Ward, HANUFA AKTHER, FWA, 01.Tongi Poura...	14		14			14		14			✗	
3	3 No Ward, HANUFA AKTHER, FWA, 01.Tongi Poura...	175		175			175		175			✗	
		191	0	191	0	0	191	0	191		0		

[GENERATE](#) [DELETE](#)

[SHUKHI](#) [SHUKHI \(3RD GEN\)](#) [ORAL PILL APON](#) [CONDOM](#) [INJECTABLES \(VIALS\)](#) [AD SYRINGE \(IML\)](#) [ECP](#) [TAB. MISOPROSTOL \(DOSE\)](#) [7.1% CHLOROHEXIDINE](#) [MNP \(SUSSET\)](#) [IRON-FOLIC ACID \(NOS\)](#)

- Press F2 or click on any field to start editing.

SI#	Name of FWA	Opening Balance	Received	Total	Adjust Plus	Adjust Minus	Grand Total	Distributi...	Closing Balance	SO Reason Id	SO Days	Eligible	Non-eligibility reason
1	1 No Ward, NAZMA KHATUN, FWA, 01.Tongi Pouras...	2		2			2	2				✗	
2	2 No Ward, HANUFA AKTHER, FWA, 01.Tongi Poura...	14		14			14	14				✗	
3	3 No Ward, HANUFA AKTHER, FWA, 01.Tongi Poura...	175		175			175	114	61			✗	
		191	0	191	0	0	191	130	61		0		

[GENERATE](#) [DELETE](#)

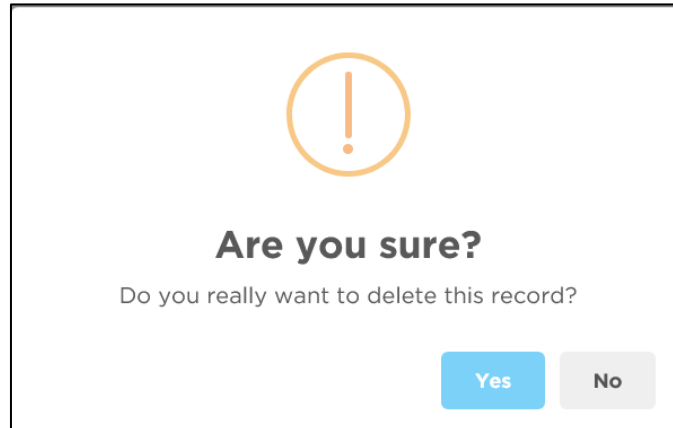
[SHUKHI](#) [SHUKHI \(3RD GEN\)](#) [ORAL PILL APON](#) [CONDOM](#) [INJECTABLES \(VIALS\)](#) [AD SYRINGE \(IML\)](#) [ECP](#) [TAB. MISOPROSTOL \(DOSE\)](#) [7.1% CHLOROHEXIDINE](#) [MNP \(SUSSET\)](#) [IRON-FOLIC ACID \(NOS\)](#)

- Change the fields as necessary.
- When done with editing, press **“Save”**.

- If you want to cancel the current editing, press **“Return to List”** to undo the changes.

How to delete LMIS Form 2

- Select the union you want to remove from union list.
- Press **Delete** button.
- A confirmation dialog will be shown.

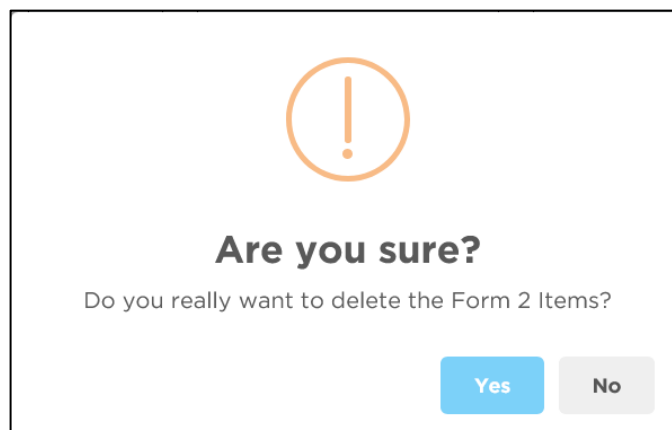


- Press **“Yes”** if you really want to delete the Form 2.
- You will not be able to delete a Form 2 that has items under it. First delete the items and then delete the Form 2. (See below how to delete items from Form 2)

•

Delete LMIS Form 2 Items

- Select the union you want to remove from union list. Click on Edit button the Form 2 details displayed.
- Press **Delete** button.
- A confirmation dialog will be shown.



- Press **“Yes”** if you really want to delete the Form 2 Items. The form 2 items will be deleted.

6.2. LMIS Form 3

LMIS FORM 3 - ADD/EDIT

SDP Group *
 SDP *
 Report Month *
 Reported Year *
 Entry Date *

	Shukhi	Shukhi (3rd Gen)	Oral Pill Apon	Condom	Injectables (Vials)	AD Syringe (1ML)	IUD	Implanon (Single Rod)	Jadelle (2 Rod)	ECP	TAB. MISOPRO... (Dose)	MRM (PACK)	7.1% CHLORO...	INJ. MgSo4	INJ. OXYTOCIN 5 IU/ML
Opening Balance	193	572	64	2942	27	31	30		109	28	44		79		
Received this Month				1800	12	10	6		150			5			
Balance this Month	193	572	64	4742	39	41	36		259	28	44	5	79		
Adjustment (+)															
Adjustment (-)															
Total this Month	193	572	64	4742	39	41	36		259	28	44	5	79		
Distribution this Month	36	80	32	1032	8	8	17		46	2	36	2	18		
Closing Balance this ...	157	492	32	3710	31	33	19		213	26	8	3	61		
Stock Out Reason Co...															
Days Stock Out															
Eligible	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Eligibility Reason														Administr...	Administr...

- LMIS Form 3 is used to enter FWV, SACMO, NGO and Multi-sectoral's data for each commodity.

Open LMIS Form 3

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as Upazila user
- Select **Entry Forms>Field > LMIS Form 3...** from **Field** menu.
- The LMIS Form 3 is displayed.

LMIS FORM 3

From To

SI#	Facility Name	Entry Date	Report Date	Actions
November-2022 (8 Items)				
1	ALTAFUN NESA, FWV, 01. Adamdighi	01/12/2022	01/11/2022	
2	ALTAFUN NESA, FWV, 02. Chapapur (In-Charge)	01/12/2022	01/11/2022	
3	UPAZILA HEALTH COMPLEX, ADAMDIGHI, BOGURA, MIDWL...	01/12/2022	01/11/2022	
4	ALTAFUN NESA, FWV, 03. Satiyangram (In-Charge)	01/12/2022	01/11/2022	
5	ALTAFUN NESA, FWV, 04. Kundogram (In-Charge)	01/12/2022	01/11/2022	
6	ALTAFUN NESA, FWV, 05. Nosratpur (In-Charge)	01/12/2022	01/11/2022	
7	ALTAFUN NESA, FWV, 06. Santahar (ka) (In-Charge)	01/12/2022	01/11/2022	
8	ALTAFUN NESA, FWV, 07. Santahar (kha) (In-Charge)	01/12/2022	01/11/2022	

LMIS FORM 3 - ADD/EDIT SAVE BACK TO LIST

SDP Group * FWV SDP * ALTAFUN NESA, FWV, 01. Adamdighi Report Month * November Reported Year * 2022 Entry Date * 01/12/2022

	Shukhi	Shukhi (3rd Gen)	Oral Pili Apon	Condom	Injectables (Vials)	AD Syringe (IML)	IUD	Implanon (Single Rod)	Jadelle (2 Rod)	ECP	TAB. MISOPRO... (Dose)	MRM (PACK) CHLORO...	7.1% INJ. MgSo4	INJ. OXYTOCIN 5 IU/ML
Opening Balance	193	572	64	2942	27	31	30		109	28	44		79	
Received this Month				1800	12	10	6		150			5		
Balance this Month	193	572	64	4742	39	41	36		259	28	44	5	79	
Adjustment (+)														
Adjustment (-)														
Total this Month	193	572	64	4742	39	41	36		259	28	44	5	79	
Distribution this Month	36	80	32	1032	8	8	17		46	2	36	2	18	
Closing Balance this ...	157	492	32	3710	31	33	19		213	26	8	3	61	
Stock Out Reason Co...														
Days Stock Out														
Eligible	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No No
Eligibility Reason														Administr... Administr...

GENERATE DELETE

General Description of LMIS Form 3

LMIS FORM 3 New Print Export

From 01/11/2022 To 08/02/2023

SI#	Facility Name	Entry Date	Report Date	Actions
November-2022 (8 Items)				
1	ALTAFUN NESA, FWV, 01. Adamdighi	01/12/2022	01/11/2022	
2	ALTAFUN NESA, FWV, 02. Chapapur (In-Charge)	01/12/2022	01/11/2022	
3	UPAZILA HEALTH COMPLEX, ADAMDIGHI, BOGURA, MIDW...	01/12/2022	01/11/2022	
4	ALTAFUN NESA, FWV, 03. Satiyangram (In-Charge)	01/12/2022	01/11/2022	
5	ALTAFUN NESA, FWV, 04. Kundogram (In-Charge)	01/12/2022	01/11/2022	
6	ALTAFUN NESA, FWV, 05. Nosratpur (In-Charge)	01/12/2022	01/11/2022	
7	ALTAFUN NESA, FWV, 06. Santahar (ka) (In-Charge)	01/12/2022	01/11/2022	
8	ALTAFUN NESA, FWV, 07. Santahar (kha) (In-Charge)	01/12/2022	01/11/2022	

LMIS FORM 3 - ADD/EDIT SAVE BACK TO LIST

SDP Group * FWV SDP * ALTAFUN NESA, FWV, 01. Adamdighi Report Month * November Reported Year * 2022 Entry Date * 01/12/2022

	Shukhi	Shukhi (3rd Gen)	Oral Pili Apon	Condom	Injectables (Vials)	AD Syringe (IML)	IUD	Implanon (Single Rod)	Jadelle (2 Rod)	ECP	TAB. MISOPRO... (Dose)	MRM (PACK) CHLORO...	7.1% INJ. MgSo4	INJ. OXYTOCIN 5 IU/ML
Opening Balance	193	572	64	2942	27	31	30		109	28	44		79	
Received this Month				1800	12	10	6		150			5		
Balance this Month	193	572	64	4742	39	41	36		259	28	44	5	79	
Adjustment (+)														
Adjustment (-)														
Total this Month	193	572	64	4742	39	41	36		259	28	44	5	79	
Distribution this Month	36	80	32	1032	8	8	17		46	2	36	2	18	
Closing Balance this ...	157	492	32	3710	31	33	19		213	26	8	3	61	
Stock Out Reason Co...														
Days Stock Out														
Eligible	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No No
Eligibility Reason														Administr... Administr...

GENERATE DELETE

This form is used to edit, create, delete and print LMIS Form 3. The form are grouped into 4 (four) blocks –

A. Command buttons: A number of buttons to manipulate the Form 3.

B. List of SDPs: SDP list grouped by -

- By Month Year: Month Year wise show the SDP list.
- Facility Name: SDP name wise list of SDPS.
- Entry Date: Date wise show the SDP list

C. Command buttons: A number of buttons to manipulate the Form 3

D. Form 3 Entry Option: Shows various options for selecting the following fields for which Form 3 is need to be submitted -

- SDP Group: Automatically filled in this field
- Reported Month: Automatically filled in this field
- Reported Year: Automatically filled in this field
- Entry Date: Automatically filled in this field
- SDP: Need to select SDP from SDP list combo

E. Details of Item: The Form 3 after entering block B user need to fill following fields:

- Opening Balance and Received this month automatically fill-up.
- Need to be entered Distribution & if any Adjustment (+/-) for that month. Distribution and adjustment minus (-) cannot be entered more than closing balance.
- Closing Balance will be calculated automatically. When closing balance zero (0) then the closing balance field color will be red.
- Stock Out Reason Code: Need to enter if any
- Days Stock-out: Need to enter if any
- Eligible: Without ticking this field data cannot be entering for that month
- Eligibility Reason: Need to select from Reasons combo

F. Command buttons: A number of buttons to manipulate the Form 3.

Features of Form 3 Reporting

- Only **Active SDPs** are allowed to give LMIS Form 3 entry.
- No change can be made in master data (SDP Group, SDP, Reported Month, Reported Year, Entry Date) if that form has many records (Opening/receive/distribution/Adjustment) exists.
- **SDP Product Map Active and Deactivate** options with reason need to set for each commodity for each SDP. User need to set this to eliminating to show Stock-out in Form 7B and SCMP. For only first month it needs to set and after that it will automatically come to next month and if any change require user can change accordingly.
- Validation on closing balance not possible to entry **(-) Negative** and showing **message closing balance can't be less than zero. Please enter correct value.** If user try to enter more than closing balance the entered data will not to be saved.
- MOS calculation on AMD on basis of **last 6 months non zero distribution.**
- If any SDP not eligible for to receive product in that case "Eligible" (Tick). Only who have Tick on Eligible can entry Form 3.
- If any SDP have Stock in hand (Closing Balance) cannot be un-tick the Eligible check box.

Enter a new LMIS Form 3

- Press **NEW** button from the command buttons block. The form will look like the following figure.

LMIS FORM 3 - ADD/EDIT

RESET SAVE BACK TO LIST

SDP Group * SDP * Report Month * Reported Year * Entry Date *

January 2023 08/02/2023

	Shukhi	Shukhi (3rd Gen)	Oral Pill Apon	Condom	Injectables (Vials)	AD Syringe (IML)	IUD	Implanon (Single Rod)	Jadelle (2 Rod)	ECP	TAB. MISOPRO... (Dose)	MRM (PACK)	7.1% CHLORO...	INJ. MgSo4	INJ. OXYTOCIN 5 IU/ML
--	--------	------------------	----------------	--------	---------------------	------------------	-----	-----------------------	-----------------	-----	------------------------	------------	----------------	------------	-----------------------

GENERATE DELETE

- The ID will be generated automatically.
- Entry Date field will be filled with current date. You can't change the date.
- Select SDP Group and then the name of the SDP
- Select the reported month and year for which Form 3 is being entered.
- Press **“Save”** button.
- The form will look like the following figure.

LMIS FORM 3 - ADD/EDIT

SAVE BACK TO LIST

SDP Group * SDP * Report Month * Reported Year * Entry Date *

FWV NASIMA AKTHER, FWV, O2. Gacha June 2022 28/09/2022

	Shukhi	Shukhi (3rd Gen)	Oral Pill Apon	Condom	Injectables (Vials)	AD Syringe (IML)	IUD	Implanon (Single Rod)	Jadelle (2 Rod)	ECP	Tab. Misoprost... (Dose)	MRM (PACK)	7.1% CHLORO...	INJ. MgSo4	INJ. OXYTOCIN 5 IU/ML
Opening Balance															
Received															
Total															
Adj Plus															
Adj Minus															
Total this Month															
Distribution															
Closing															
SO Reason															
Days Stock Out															
Eligible															
Eligibility Reason															

GENERATE DELETE

LMIS Form 3 Details Entry

- Press **“Generate”** button from the command buttons. A dialogue box will appear as like the following figure.

The screenshot shows the 'LMIS FORM 3 - ADD/EDIT' form. At the top, there are fields for 'SDP Group *' (FWV), 'SDP *' (NASIMA AKTHER, FWV, 02. Gacha), 'Report Month *' (June), 'Reported Year *' (2022), and 'Entry Date *' (28/09/2022). Below these are several columns for different contraceptive methods: Shukhi, Shukhi (3rd Gen), Oral Pill Apon, Condom, Injectables (Vials), AD Syringe (1ML), IUD, Implanon (Single Rod), Jadelle (2 Rod), ECP, Tab. Misoprost... (Dose), MRM (PACK), 7.1% INJ. MgSo4 CHLORO..., and INJ. OXYTOCIN 5 IU/ML. A confirmation dialog box is centered over the form, asking 'Are you sure? Do you really want to fill the Form 3 items?' with 'No' and 'Yes' buttons. At the bottom of the form, there are 'GENERATE' and 'DELETE' buttons.

- Click **"Yes"** to continue and the following form will appear.

The screenshot shows the 'LMIS FORM 3 - ADD/EDIT' form after successful generation. The table is populated with data for various contraceptive methods. The 'GENERATE' and 'DELETE' buttons are still visible at the bottom.

	Shukhi	Shukhi (3rd Gen)	Oral Pill Apon	Condom	Injectables (Vials)	AD Syringe (1ML)	IUD	Implanon (Single Rod)	Jadelle (2 Rod)	ECP	Tab. Misoprost... (Dose)	MRM (PACK)	7.1% INJ. MgSo4 CHLORO...	INJ. OXYTOCIN 5 IU/ML	(SI
Opening Balance	396	460	158	1344	139	158	4			20	32		44		
Received		200		816	110	115	2								
Total	396	660	158	2160	249	273	6			20	32		44		
Adj Plus															
Adj Minus															
Total this Month	396	660	158	2160	249	273	6			20	32		44		
Distribution															
Closing	396	660	158	2160	249	273	6			20	32		44		
SO Reason															
Days Stock Out															
Eligible	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Eligibility Reason															

Form 3 items generated successfully

- Opening balance and received of this month will appear automatically and by default balance, total and closing balance of this month would be equal to opening balance.
- Enter the distribution of this month make adjustment (if any). Distribution and adjustment minus (-) cannot be entered more than closing balance.
- Closing balance will be calculated automatically. When closing balance zero (0) then the closing balance field color will be red.
- If there any stock out then selects the Stock out reason from select box in the Stock out Reason Code field.

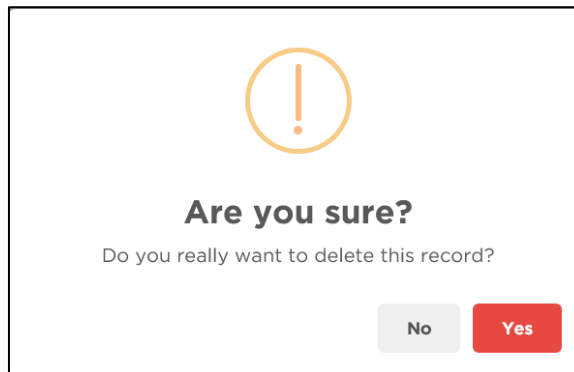
- Without ticking "**Eligible**" check box you cannot enter data for that SDP. If any SDP have stock cannot un-tick the "**Eligible**" checkbox.
- Also, who have "Zero Closing Balance" they only can deactivate "**Eligible**" putting "**Eligibility Reason**" from Reasons combo as follows:

How to edit LMIS Form 3

- Select the SDP you want to edit from the list of SDPs (block A). Change the fields as necessary.
- When done with editing, press "**Save**".
- If you want to cancel the current editing, press **Esc** to undo the changes.

How to delete LMIS Form 3

- Select the SDP you want to remove from SDP list.
- Press "**Delete**" button.
- A confirmation dialog will be shown.



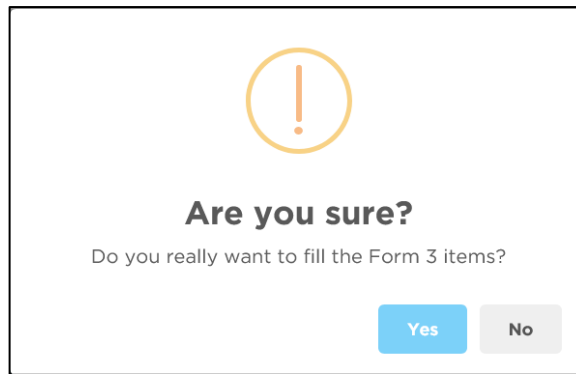
- Press "**Yes**" if you really want to delete the Form 3.
- You will not be able to delete a Form 3 that has items under it. First delete the items and then delete the Form 3 (see below how to delete items from Form 3).

How to edit LMIS Form 3 Item

- Select the SDP you want to edit from the list in block C.
- Click on Distribution this Month field to start editing.
- Change the fields as necessary.
- When done with editing, press **Enter** or click outer box.
- If you want to cancel the current editing, press **Esc** to undo the changes.

How to delete LMIS Form 3 Items

- Select the SDP you want to delete from the SDP list in block A.
- Press "**Delete**" button.
- A confirmation dialog will be shown.



- Press “Yes” if you really want to delete the invoice item.

6.3. LMIS Form 7B?

Based on the inputs given by various SDPs and items received and issued by the Upazila LMIS Form 7B will be generated automatically by this module.

FORM 7B

Id	Upazila	District	Total SDP	Reports Submitted
93	Adamdighi, Bogura	Bogura	45	48
Report Month *	Report Year	Remarks		
November	2022	118 bottle 7,1% chlorohexidine and 60 tab misoprostol are date expired		

Sl#	Article	Opening Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS
1	Condom	26,100		3,300			22,800	2.9
2	Shukhi (2nd Gen)	39,810		1,035			38,775	13.6
3	Shukhi (3rd Gen)	6,380		700			5,680	2.4
4	Oral Pill (Total)	46,190		1,735			44,455	8.5
5	Oral Pill Apon	1,600		20			1,580	5.6
6	ECP		50				50	5.6
7	IUD	65		9			56	4.3
8	Injectables (Vials)	1,357		52			1,305	6.3
9	AD Syringe (IML)	1,647		40			1,607	7.3

Open LMIS Form 7B

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as Upazila user
- Select **Entry Forms>Field > LMIS Form 7B...** from **Fields** menu.

- The LMIS Form 7B screen is displayed.

FORM 7B

From: 01/01/2022 To: 25/04/2023

SI#	Report Month	Report Year	Upazila	District	Total SDP	Reports Submitted	Post Date	Actions
1	November	2022	Adamdighi, Bogura	Bogura	45	48		
2	October	2022	Adamdighi, Bogura	Bogura	45	45	01/11/2022 10:32:01	
3	September	2022	Adamdighi, Bogura	Bogura	49	49	01/10/2022 12:03:30	
4	August	2022	Adamdighi, Bogura	Bogura	45	45	01/09/2022 14:55:10	
5	July	2022	Adamdighi, Bogura	Bogura	45	45	01/08/2022 12:30:47	
6	June	2022	Adamdighi, Bogura	Bogura	45	45	01/07/2022 14:12:55	
7	May	2022	Adamdighi, Bogura	Bogura	45	45	01/06/2022 11:11:16	
8	April	2022	Adamdighi, Bogura	Bogura	45	45	01/05/2022 13:54:29	
9	March	2022	Adamdighi, Bogura	Bogura	45	45	01/04/2022 14:27:02	
10	February	2022	Adamdighi, Bogura	Bogura	46	46	01/03/2022 12:46:55	
11	January	2022	Adamdighi, Bogura	Bogura	45	45	01/02/2022 13:09:11	

General Description of LMIS Form 7B

FORM 7B

From: 01/01/2022 To: 25/04/2023

SI#	Report Month	Report Year	Upazila	District	Total SDP	Reports Submitted	Post Date	Actions
1	November	2022	Adamdighi, Bogura	Bogura	45	48		
2	October	2022	Adamdighi, Bogura	Bogura	45	45	01/11/2022 10:32:01	
3	September	2022	Adamdighi, Bogura	Bogura	49	49	01/10/2022 12:03:30	
4	August	2022	Adamdighi, Bogura	Bogura	45	45	01/09/2022 14:55:10	
5	July	2022	Adamdighi, Bogura	Bogura	45	45	01/08/2022 12:30:47	
6	June	2022	Adamdighi, Bogura	Bogura	45	45	01/07/2022 14:12:55	
7	May	2022	Adamdighi, Bogura	Bogura	45	45	01/06/2022 11:11:16	
8	April	2022	Adamdighi, Bogura	Bogura	45	45	01/05/2022 13:54:29	
9	March	2022	Adamdighi, Bogura	Bogura	45	45	01/04/2022 14:27:02	
10	February	2022	Adamdighi, Bogura	Bogura	46	46	01/03/2022 12:46:55	
11	January	2022	Adamdighi, Bogura	Bogura	45	45	01/02/2022 13:09:11	

The screenshot shows the LMIS Form 7B interface. At the top, it is labeled 'FORM 7B' and has a 'C' icon. There are buttons for 'SAVE', 'POST', 'UNPOST', and 'BACK TO LIST'. Below this, there are several input fields: 'Id' (93), 'Upazila' (Adamdighi, Bogura), 'District' (Bogura), 'Total SDP' (45), and 'Reports Submitted' (48). There are also dropdown menus for 'Report Month' (November) and 'Report Year' (2022). A 'Remarks' field contains the text: '118 bottle 7,1% chlorohexidine and 60 tab misoprostol are date expired'. Below the form fields is a table with columns: 'SI#', 'Article', 'Opening Balance', 'Received', 'Issued', 'Adjustment (+)', 'Adjustment (-)', 'Closing Balance', and 'MOS'. The table contains 8 rows of data, with the 4th row highlighted in blue. At the bottom of the table, there are buttons for 'UPAZILA STORE' and 'FIELD STORE', and an 'F' icon.

SI#	Article	Opening Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS
1	Condom	2,100		3,300			22,800	2.9
2	Shukhi (2nd Gen)	2,810		1,035			38,775	13.6
3	Shukhi (3rd Gen)	6,380		700			5,680	2.4
4	Oral Pill (Total)	46,190		1,735			44,455	8.5
5	Oral Pill Apon	1,600		20			1,580	5.6
6	ECP		50				50	5.6
7	IUD	65		9			56	4.3
8	Injectables (Vials)	1,357		52			1,305	6.3

Controls in the form are grouped into 5 (Five) blocks –

A. List of Months:

Shows the months for which LMIS Form 7B will be generated with group by -

- Reported Month
- Reported Year
- Uploaded
- Upazila.

B. LMIS Form 7B Entry Option:

Shows options for selecting -

- ID, Upazila & District field automatically generated
- Reported Month & Reported Year need to select from combo for which Form 7B will be generated.

C. Details of Items:

- Details of all 28 commodities i.e., Opening balance, how much have been received, issued and adjusted, Closing Balance. MOS etc. will be shown here.

D. Command buttons:

- A number of buttons to manipulate the Form 7B.

Features of LMIS Form 7B

- Create Form 7B master.
- Create Form 7B Items for this Month receive, issue and adjustment invoice create & update status show.
- After press "Post" button for this month receive, issue and adjustment invoice can't be update.

Generate a new LMIS Form 7B

- Press **New** button from the command buttons block and the form look like as follows:

FORM 7B

RESET **SAVE** BACK TO LIST

Id: 93 Upazila: Adamdighi, Bogura District: Total SDP: Reports Submitted:

Report Month *: March Report Year: 2023 Remarks:

GENERATE DELETE

SI#	Article	Opening Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS
filter column...								

UPAZILA STORE FIELD STORE

- Each option except Month and Year will be generated automatically.
- Select the month and year for which Form 7B will be generated.
- Press **“Save”** button the form will look like the following screen:

FORM 7B

SAVE POST UNPOST BACK TO LIST

Id: 93 Upazila: Adamdighi, Bogura District: Bogura Total SDP: 46 Reports Submitted:

Report Month *: November Report Year: 2022 Remarks:

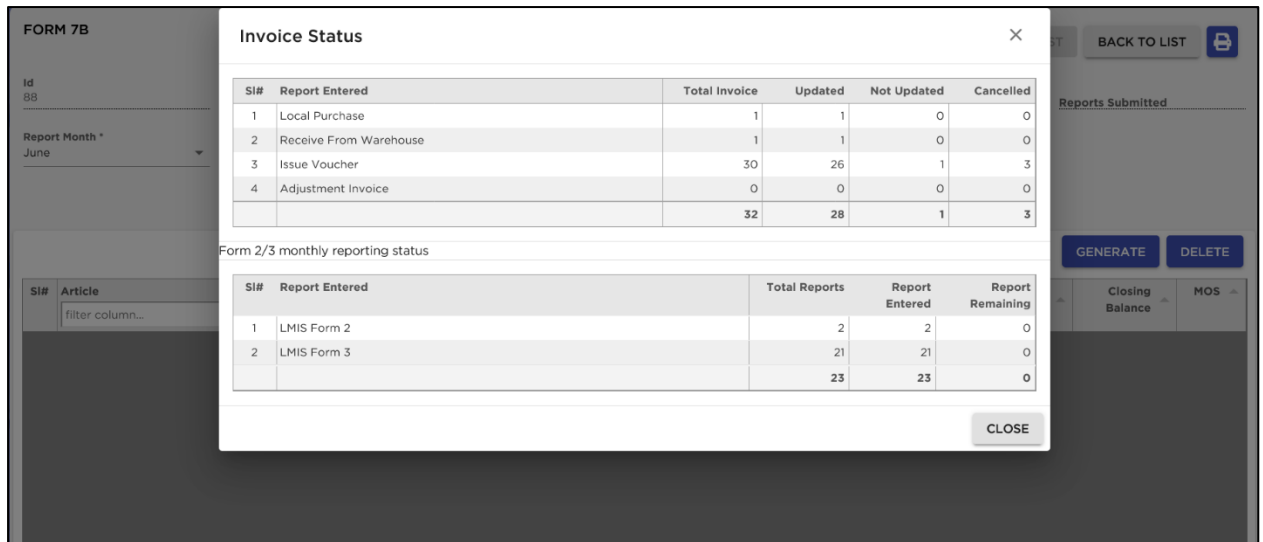
GENERATE DELETE

SI#	Article	Opening Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS
filter column...								

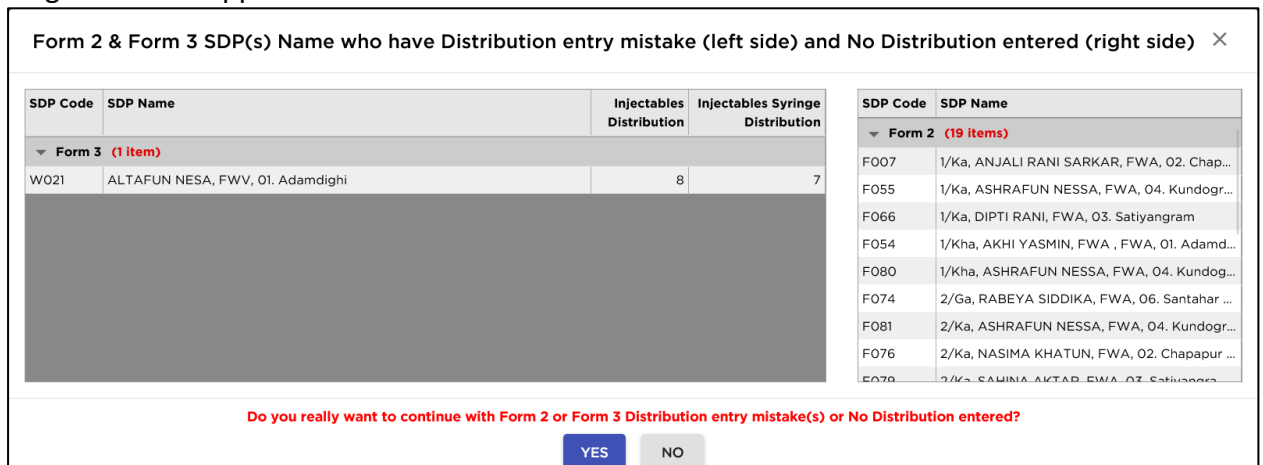
UPAZILA STORE FIELD STORE

Generation of Form 7B Details

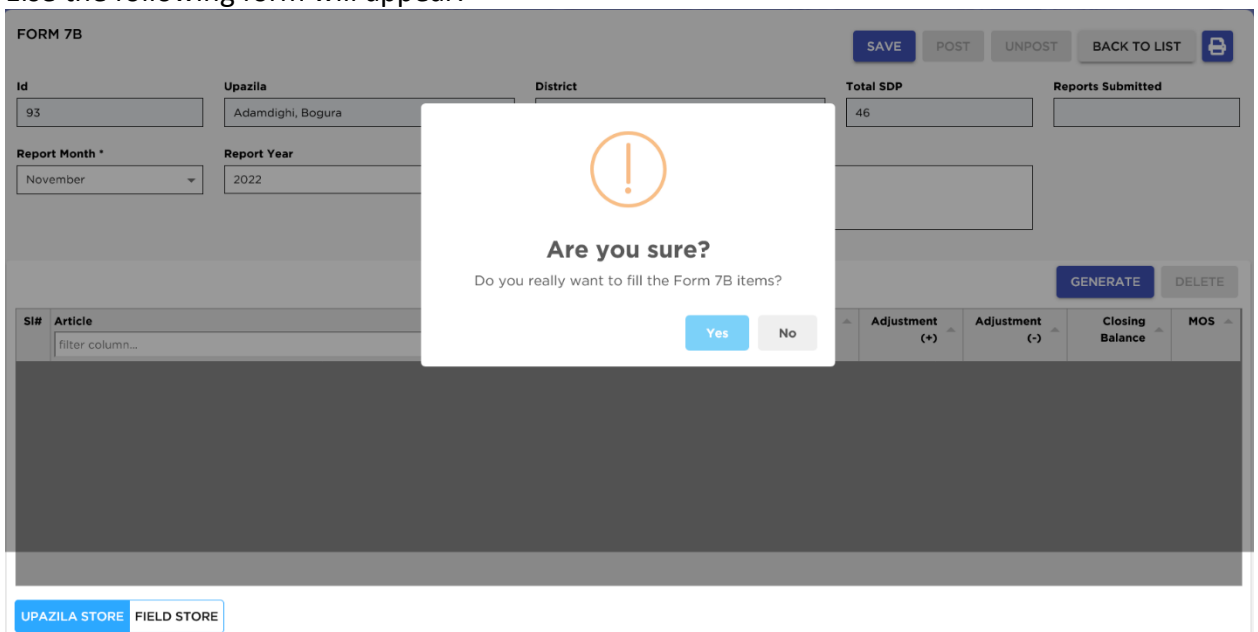
- Press **Generate** button from the command buttons block. If you incomplete any works in this month (issue, receive, form 2 and form 3) A dialogue box will appear as like the following screen.
- Or if you have missing entry any MIS form 2 or 3 in this month. A dialogue box will appear.
- Or if you have missing update invoice (Receive, Issue, Adjustment) in this month. A dialogue box will appear.



- Or if you have entry Ad syringe (1ML) dispense Qty less than Injectable (Vials) dispense qty in MIS form 2 or 3 in this month or if you have missing dispense qty in MIS form 2 or 3 in this month. A dialogue box will appear.



- Else the following form will appear:



- Click “Yes” to continue and the following form will appear:

FORM 7B

Id
Upazila
District
Total SDP
Reports Submitted

Report Month *
Report Year
Remarks

SI#	Article	Opening Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS
1	Condom	26,100	3,600	3,600		1,540	24,560	3.1
2	Shukhi (2nd Gen)	39,810		1,179		2,582	36,049	12.7
3	Shukhi (3rd Gen)	6,380	1,440	900		110	6,810	2.9
4	Oral Pill (Total)	46,190	1,440	2,079		2,692	42,859	8.2
5	Oral Pill Apon	1,600		20		93	1,487	5.3
6	ECP		50			10	40	4.4
7	IUD	65	200	9		51	205	15.8
8	Injectables (Vials)	1,357	5,000	72		21,139	-14,854	-71.8
9	AD Syringe (IML)	1,647	5,500	62		23,549	-16,464	-75.2

- No can change master data if it has many records exists. No change can be made in master data (Upazila, District, Reported Month, Reported Year etc.) if that form has many records (Upazila Stock, Field Stock etc.) exists.
- Message showing how many invoices not yet updated for a specific month. User cannot Generate Form 7B if any non-updated vouchers (Receive, Issue/Adjustment) and any pending entry of Form 2 & 3 for that month. After updating all vouchers and entered all SDP’s reports user only can be generate Form 7B for that month.
- Validation on last month closing balance this month opening balance mismatch and store issue and field receive mismatch showing **red color**, in that case not possible to **post Form 7B**.
- Not possible to enter **(-) Negative value** and showing **red color** if user try to enter negative entry.
- If there any mismatch in F7B user could not post the F7B
- After **Posted Form 7B** no update/create/edit any Invoices for that month.
- Only allowed to upload **Posted Form 7B** data in SCMP.
- MOS calculation on **Average Month Distribution (AMD)** on basis of **last 6 Months Non-Zero Distribution**.
- All data will be generated automatically.

Preview and Print LMIS Form 7B

- Press **Preview** button to preview the supply plan which will be like the following figure.

FORM-7B

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
DIRECTORATE GENERAL OF FAMILY PLANNING

UPAZILA MONTHLY SUPPLY DISTRIBUTION & STOCK BALANCE REPORT

UPAZILA : Adamdighi, Bogura DISTRICT : Bogura MONTH : November YEAR : 2022

Total number of SDPs* : 46
Total number of SDPs submitted report : 48

SL#	ITEM	UPAZILA STORE ROOM					FIELD STOCK (FROM MIS 1, 3 AND NGOS TAKING SUPPLIES FROM UAZILA FP STORE)										TOTAL USABLE STOCK BALANCE (8-16)	Total Number of SDP Worksheet
		Opening Balance	Received (+)	Issued (-)	Adjustment (+) (-)	Closing Balance	MOS	Opening Balance	Received (+)	Distributed to Acceptors (-)	Adjustment (+) (-)	Closing Balance	MOS					
1	Condom	26,100	3,600	3,600	1,540	24,560	3.1	26,026	3,300	7,618	1,100	1,100	25,488	3.2	50,248			
2	Shukhi (2nd Gen)	39,810		1,179	2,582	36,049	12.7	13,213	1,033	2,133	1,040	1,040	12,113	4.3	48,144			
3	Shukhi (3rd Gen)	6,380	1,440	900	110	6,810	2.9	10,397	700	2,330	1,020	1,020	8,767	3.7	15,577			
4	Oral Pill Apon	1,600		20	93	1,487	5.3	1,763	20	286	100	100	1,499	5.3	2,986			
5	ECP		50		10	40	4.4	36		2			34	3.8	74			
6	IUD	65	200	9	31	205	15.8	61	9	17			53	4.1	218			
7	Injectables (Vials)	1,357	5,000	72	21,139	-14,854	-71.8	987	32	206	44	44	833	4.0	-14,021			
8	AD Syringe (IML)	1,647	5,500	62	23,549	-16,464	-75.2	1,118	40	214	43	43	944	4.3	-15,520			
9	Implant (Total)	100	400	150	275	75	1.3	109	150	76	150		333	5.9	408			
10	TAB METHOPROSTOL (Dose)	600			549	81	0.3	1,424		232	86	146	1,132	4.3	1,213			
11	Normal Delivery Kit				52	-52									-52			
12	MMM (Pack)	5		5			0.0		5	2			3	0.8	3			
13	7.1% CHLORHEXIDINE	370	220		25	56	589	4.3	1,332	116	90	208	1,098	8.1	1,687			
14	INI MgSol				9	-9	0.0							0.0	-9			
15	INI OXYTOCIN 5 IU/ML						0.0							0.0				
16	MOP (Dose)				2,500	-2,500	0.0							0.0	-2,500			
17	Sanitary Napkin Pad				3,870	-3,870	0.0							0.0	-3,870			
18	DDS Kit	18		14	3	1									1			
19	MR(MVA) KIT (Dose)				47	-47	-7.0							0.0	-47			
20	Iron-Folate Acid pill (Dose)				508,500	-508,500	0.0							0.0	-508,500			
21	Inf. Assured Contracept						0.0							0.0				
22	Inf. Gastermine				36	-36	-7.2							0.0	-36			
23	COTTON (100GM) (Roll)	130				130									130			
24	POVIDONE IODINE SOL (Bottle)	26			10	16									16			

*SDP=FW, FWVs,SACHO, MO/Clinic, NGOs and Multi-sectoral agencies

Prepared by : Md. Jal Hasan Approved by : Dr. Shafiq Karim Tahsildar
Designation : UPFA (Store) Designation : UPFO
Date : Date :

- Press on the printer icon. The print dialog box will appear.

Post LMIS Form 7B Report

- After generating LMIS F7B Report correctly then press **Post** button.
NB. Before post F7B report check correctly. Posted F7B could not Regenerate.
- After pressing “**Post**” (if any record mismatch) the dialog will appeared
Else the following screen will appear:

FORM 7B

Id: 93 Upazila: Adamdighi, Bogura District: Total SDP: 46 Reports Submitted: 48

Report Month: November Report Year: 2022

Are you sure?
Do you really want to post?

Yes No

Sl#	Article	Adjustment (+)	Adjustment (-)	Closing Balance	MOS
1	Condom	26,100	3,600	3,600	3.1
2	Shukhi (2nd Gen)	39,810	1,179	2,582	12.7
3	Shukhi (3rd Gen)	6,380	1,440	900	2.9
4	Oral Pill (Total)	46,190	1,440	2,079	8.2
5	Oral Pill Apon	1,600	20	93	5.3
6	ECP		50	10	4.4
7	IUD	65	200	9	15.8
8	Injectables (Vials)	1,357	5,000	72	-71.8
9	AD Syringe (IML)	1,647	5,500	62	-75.2

UPAZILA STORE FIELD STORE

- Press “Yes”, After post the following screen will have appeared:

FORM 7B

SAVE POST UNPOST BACK TO LIST

Id: 93 Upazila: Adamdighi, Bogura District: Bogura Total SDP: 45 Reports Submitted: 48

Report Month: November Report Year: 2022

Remarks: 118 bottle 7.1% chlorohexidine and 60 tab misoprostol are date expired

GENERATE DELETE

SI#	Article	Opening Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS
1	Condom	26,100		3,300			22,800	2.9
2	Shukhi (2nd Gen)	39,810		1,035			38,775	13.6
3	Shukhi (3rd Gen)	6,380		700			5,680	2.4
4	Oral Pill (Total)	46,190		1,735			44,455	8.5
5	Oral Pill Apon	1,600		20			1,580	5.6
6	ECP		50				50	5.6
7	IUD	65		9			56	4.3
8	Injectables (Vials)	1,357		52			1,305	6.3
9	AD Syringe (IML)	1,647		40			1,607	7.3

UPAZILA STORE FIELD STORE

- Form 7B Posted Successfully

6.4. Supply Plan

Based on the inputs given by various SDPs a Supply Plan will be generated automatically as follows.

UPAZILA SUPPLY PLAN - ADD/EDIT

SAVE BACK TO LIST

Upazila: Adamdighi, Bogura District: Bogura Report Month: December Report Year: 2022

Remarks:

SI#	SDP	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
FWA (37 Items)									
1	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	592	1,776	652	1,124	1,200		4266	6
2	1/Kha, AKHI YASMIN, FWA , FWA, 01. Adamdighi (In-Charge)	104	312	970		0		4269	6
3	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	161	483	368	115	300		4272	6
4	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi	108	324	292	32	0		4253	6
5	3/Ka, NUR BANU KHANAM, FWA, 01. Adamdighi (In-Charge)	88	264	216	48	0		4271	6
6	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi	228	684	762		0		4254	6
		10,023	30,069	25,688	8,470	9,324			

GENERATE DELETE Stock as on 05/12/2022: 22800

CONDOM (PCS) SHUKHI (CYCLES) SHUKHI (3RD GEN) IUD CT-380A (PCS) INJECTABLES (VIALS) AD SYRINGE (IML)

Rationing % Condom Shukhi IUD Injectable RECALCULATE GENERATE ISSUE VOUCHER

Open Supply Plan

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as Upazila user
- Select **Entry Forms>Field > Supply Plan...** from **Field** menu.
- The **Supply Plan** screen is displayed.

UPAZILA SUPPLY PLAN

From: 01/07/2022 To: 25/04/2023 New Print Export

SI#	Report Month	Report Year	Actions
1	January	2023	
2	December	2022	
3	November	2022	
4	October	2022	
5	September	2022	
6	August	2022	
7	July	2022	

UPAZILA SUPPLY PLAN - ADD/EDIT SAVE BACK TO LIST Print

Upazila *: Adamdighi, Bogura District: Bogura Report Month *: December Report Year *: 2022

Remarks:

SI#	SDP	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
FWA (37 Items)									
1	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	592	1,776	652	1,124	1,200		4266	6
2	1/Kha, AKHI YASMIN, FWA, FWA, 01. Adamdighi (In-Charge)	104	312	970		0		4269	6
3	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	161	483	368	115	300		4272	6
4	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi	108	324	292	32	0		4253	6
5	3/Ka, NUR BANU KHANAM, FWA, 01. Adamdighi (In-Charge)	88	264	216	48	0		4271	6
6	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi	228	684	762		0		4254	6
		10,023	30,069	25,688	8,470	9,324			

GENERATE DELETE Stock as on 05/12/2022: 22800

CONDOM (PCS) SHUKHI (CYCLES) SHUKHI (3RD GEN) IUD CT-380A (PCS) INJECTABLES (VIALS) AD SYRINGE (IML)

Rationing %: Condom Shukhi IUD Injectable RECALCULATE GENERATE ISSUE VOUCHER

General Description of Supply Plan Form

UPAZILA SUPPLY PLAN

From: 01/07/2022 To: 25/04/2023 New Print Export

SI#	Report Month	Report Year	Actions
1	January	2023	
2	December	2022	
3	November	2022	
4	October	2022	
5	September	2022	
6	August	2022	
7	July	2022	

This **Supply Plan** Form is grouped into 5 (five) blocks –

A. List of Month-Year:

- Showing the Reported Month & Year lists for which Supply Plan will be generated.

B. Supply Plan Entry Option:

Show options for selecting following fields for which Supply Plan will be generated -

- **Reported Month:** This is a Month combo field
- **Reported Year:** This is a Year combo field
- **Upazila & District:** These fields are automatically coming from the system

C. Details of SDPs:

The following field’s information is required to generate Supply Plan -

- **SDP:** List of FWAs, FWVs, Multisectoral, NGOs
- **AMD:** Average of last 6 months Distributed based on data availability
- **Max Quantity:** Based on Calculation (AMD multiply by 3)
- **Closing Balance:** Field Closing balance of last month of SDP
- **Allotted Quantity:** Based on calculation (Max Qty – Closing Balance)
- **Actual Supply Quantity:** Quantity which need to be distributed for this month
- **Updated Invoice No:** Update status of Issue Invoices which generated from Supply Plan
- **AMD Month:** How many quantities of months used to calculate AMD.

D. Commodity Selection & Rationing:

- Normally Supply Plan is done at the start of every month to calculate issue quantity.
- This block contains the items which are normally issued based on Supply Plan –
1) Condom, 2) Pill, 3) IUD &, Injectables & Ad syringe (1ML)
- Under all of above four **Item Tab**, total planned quantity and current stock quantity as on supply plan of the current date is shown.
- When the plan quantity is less than or equal to current stock quantity – the Supply Quantity box is **GREEN**. When the supply quantity is more than stock quantity, it shows as **RED**.
- There are 4 (four) boxes below every item. When there is scarcity of items, then putting a certain percentage in any box – then pressing the "**Recalculate**" button will reduce that item’s Actual Supply Quantity for all SDPs.
- Actual Supply Quantity fields are editable. As per users’ decision they could increase/decrease actual quantity fields manually.

(AD Syringe closing balance should be in Supply Plan, and based on current stock, 10% additional added with Depo quantity and checked with closing balance)

E. Command Buttons:

A number of buttons to manipulate the Supply Plan.

Common Features of Supply Plan

- Create Supply Plan Master first then go for generation of Supply Plan Items and Issue Voucher without that it will not work;
- After creating Supply Plan Master then create Supply Plan Items;
- To edit/update/delete Supply Plan Items+
 - ✓ Only can update Supply Plan Item for which issue vouchers yet not update;
 - ✓ Only can delete Supply Plan Item for which is not generated issue vouchers;
 - ✓ Delete Supply Plan Item not possible if those Issue Vouchers are already created.

Generate a new Supply Plan

- Press **New** button from the command buttons block. The form will look like the following screen:

- The ID will be generated automatically.
- Select the “Month” and “Year” for which Supply Plan will be generated.
- Press “Save” button. The form will look like the following screen:

UPAZILA SUPPLY PLAN - ADD/EDIT

SAVE BACK TO LIST

Upazila * Adamdighi, Bogura District Bogura Report Month * January Report Year * 2023

Remarks

SI#	SDP	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
	filter column...								
		0	0	0	0	0			

GENERATE DELETE Stock as on 25/04/2023: 16800

CONDOM (PCS) SHUKHI (CYCLES) SHUKHI (3RD GEN) IUD CT-380A (PCS) INJECTABLES (VIALS) AD SYRINGE (1ML)

Rationing % Condom Shukhi IUD Injectable RECALCULATE GENERATE ISSUE VOUCHER

Generation of Supply Plan Details

- Press **Generate** button from the command buttons block. A dialogue box will appear as like the following screen:

UPAZILA SUPPLY PLAN - ADD/EDIT

SAVE BACK TO LIST

Upazila * Adamdighi, Bogura District Bogura Report Month * January Report Year * 2023

Remarks

SI#	SDP	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
	filter column...								
		0	0	0	0	0			

GENERATE DELETE Stock as on 25/04/2023: 16800

CONDOM (PCS) SHUKHI (CYCLES) SHUKHI (3RD GEN) IUD CT-380A (PCS) INJECTABLES (VIALS) AD SYRINGE (1ML)

Rationing % Condom Shukhi IUD Injectable RECALCULATE GENERATE ISSUE VOUCHER

Are you sure?

Do you really want to fill the Supply Plan items?

Yes No

- Only **Active SDPs** allowed to create Supply Plan with Max 6 Months AMD.
- No blank Issue Vouchers are generated from Supply Plan in ELMIS. User can view **Issue Voucher Number** and **Update status** which generated from Supply Plan.
- After updating any Issue Vouchers which generated from Supply Plan cannot regenerate/delete issue vouchers. Only previously generated non-updated Issue Vouchers can be regenerated/deleted and recreated keeping **same Issue Invoice Number**.
- Click **“Yes”** to continue and the following form will appear.
- All data will be generated and shown click **“Yes”** to continue and the following screen will appear. No one can change master data if it has many records exists. No change can be made in master data (Upazila, District, Reported Month, Reported Year etc.) if that form has many records (Condom, Shukhi, IUD, Injectables and Ad syringe (1ML)) exists.

UPAZILA SUPPLY PLAN - ADD/EDIT

Upazila *
 District
 Report Month *
 Report Year *

Remarks

SI#	SDP	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
▼ FWA (40 Items)									
1	1/Ka, Monoara Begum, FWA, 01. Adamdighi	0	0	0	0				
2	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	632	1,896	1,852	44	48			6
3	1/ Ka, Rahamat Ara, FWA, In Charge, Adamdighi, FWA, 01. Adamdighi	0	0	0	0				
4	1/Kha, AKHI YASMIN, FWA , FWA, 01. Adamdighi (In-Charge)	104	312	970		0			6
5	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	169	507	668		0			6
6	2/Ka, REHENA KHATUN, FWA, 01. Adamdighi (In-Charge)	0	0	0	0				
		3,243	9,729	11,115	295	324			

Stock as on 25/04/2023: 16800

Rationing %

- Showing the successful message: Supply Plan items generated successfully

Rationing of Supply Plan

- Sometime Upazila required rationing of commodities based on Stock availability. The system can ration of all Push Item using this Supply Plan.
- After putting the rationing percentage at the above "Rationing %" boxes and press "Recalculate" button, all the "Actual Supply Quantity" fields will be recalculated based on percentage assigned for respective items. For example, we put 10% rationing on Condom and following screen show the effect:

SI#	SDP	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
filter column...									
1	1 No Ward, NAZMA KHATUN, FWA, 01.Tongi Pourashava	161	483	2	481	495			6
2	2/Kha, SHAHIDA AKHTAR, FWA, 02. Gacha	136	408	168	240	240			6
3	2/Ga, SAHIDA AKHTAR, FWA, 02. Gacha (In-Charge)	16	48	2	46	60			6
4	2/Ka, SAHIDA AKTER, FWA, 02. Gacha (In-Charge)	15	45	6	39	45			6
5	3 No Ward, HANUFA AKTHER, FWA, 01.Tongi Pourashava	200	600	175	425	435			6
6	2 No Ward, HANUFA AKTHER, FWA, 01.Tongi Pourashava (In-Charge)	198	594	14	580	585			6
7	1/Ka, SAHIDA AKTHER, FWA, 02. Gacha (In-Charge)	16	48	4	44	45			6
		4574	13722	984	13013	13155			

- Actual Supply Quantity fields are editable. As per UFPO's decision they could increase/decrease actual quantity fields manually.

SI#	SDP	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
filter column...									
1	1 No Ward, NAZMA KHATUN, FWA, 01.Tongi Pourashava	161	483	2	481	495			6
2	2/Kha, SHAHIDA AKHTAR, FWA, 02. Gacha	136	408	168	240	550			6
3	2/Ga, SAHIDA AKHTAR, FWA, 02. Gacha (In-Charge)	16	48	2	46	60			6
4	2/Ka, SAHIDA AKTER, FWA, 02. Gacha (In-Charge)	15	45	6	39	45			6
5	3 No Ward, HANUFA AKTHER, FWA, 01.Tongi Pourashava	200	600	175	425	435			6
6	2 No Ward, HANUFA AKTHER, FWA, 01.Tongi Pourashava (In-Charge)	198	594	14	580	585			6
7	1/Ka, SAHIDA AKTHER, FWA, 02. Gacha (In-Charge)	16	48	4	44	45			6
		4574	13722	984	13013	13155			

- Note that the edited Actual Supply Quantity fields will be overwrite if you click "Recalculate" button so make sure to take note on those manual editing before clicking "Recalculate" button if you did any manual correction on Actual Supply Quantity fields.

SI#	SDP	AMD	Max Quantity	Closing	Allotted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
1	1 No Ward, NAZMA KHATUN, FWA, 01.Tongi Pourashava	161	483	2	481	495			6
2	2/Kha, SHAHIDA AKTHAR, FWA, 02. Gacha	136	408	168	240	240			6
3	2/Ga, SAHIDA AKHTAR, FWA, 02. Gacha (In-Charge)	16	48	2	46	60			6
4	2/Ka, SAHIDA AKTER, FWA, 02. Gacha (In-Charge)	15	45	6	39	45			6
5	3 No Ward, HANUFA AKTHER, FWA, 01.Tongi Pourashava	200	600	175	425	435			6
6	2 No Ward, HANUFA AKTHER, FWA, 01.Tongi Pourashava (In-Charge)	198	594	14	580	585			6
7	1/Ka, SAHIDA AKTHER, FWA, 02. Gacha (In-Charge)	16	48	4	44	45			6
		4574	13722	984	13013	13155			

Print the Supply Plan

- Press "Printer" button to preview the Supply Plan which will be like the following screen.

SL#	Facility	Condom					Shukhi					IUD					Injectables								
		AMD	MAX Qr	Closing Balance	Allotted Qr	Actual Supply Qr	AMD	MAX Qr	Closing Balance	Allotted Qr	Actual Supply Qr	AMD	MAX Qr	Closing Balance	Allotted Qr	Actual Supply Qr	AMD	MAX Qr	Closing Balance	Allotted Qr	Actual Supply Qr				
1	1/Ja, Raiemmat Ara, FWA, In Charge, Adamdighi, FWA, 01. Adamdighi																								
2	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	632	1,896	1,852	44	48	295	885	899							15	45	45							
3	1/Ka, Monoora Begum, FWA, 01. Adamdighi																								
4	1/Kha, AKHI YASMIN, FWA, FWA, 01. Adamdighi (In-Charge)	104	312	970			132	396	404						10	30	30								
5	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	169	507	668			75	225	225						5	15	15								
6	2/Ka, REHENA KHATUN, FWA, 01. Adamdighi (In-Charge)																								
7	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi	104	312	292	20	24	120	360	374						11	33	33								
8	3/Ka, NUR BANU KHANAM, FWA, 01. Adamdighi (In-Charge)	72	216	216			45	135	145						2	6	8								
9	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi	260	780	762	18	24	127	381	395						5	15	15								
10	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In-Charge)	269	807	864			277	831	840	831	840				8	24	32								
11	1/Kha, ANJALI RANI SARKAR, FWA, 02. Chapapur	332	996	1,116			246	738	750						7	21	22								
12	2/Ka, NASIMA KHATUN, FWA, 02. Chapapur (In-Charge)	148	444	1,058			256	768	771						3	9	30								
13	2/Kha, KHURSIDA KHATUN, FWA, 02. Chapapur (In-Charge)	190	570	551	19	24	163	489	648						3	9	14								
14	3/Ka, KHURSIDA KHATUN, FWA, 02. Chapapur	227	681	752			348	1,044	1,047						11	33	33								

- Print the Supply plan by using Ctrl+ P the printer dialog will displayed then print.

Generate Issue Voucher using Supply Plan

After Supply Plan generation has been completed, need to generate Issue Voucher automatically from Supply Plan:

UPAZILA SUPPLY PLAN - ADD/EDIT

Upazila * District Report Month * Report Year *

Remarks

SI#	SDP	AMD	Max Quantity	Closing	Allotted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
1	1 No Ward, NAZMA KHATUN, FWA, 01.Tongi Pourashava	161	483	2	481	495			6
2	2/Kha, SHAHIDA AKTHAR, FWA, 02. Gacha	136	408	168	240	240			6
3	2/Ga, SAHIDA AKHTAR, FWA, 02. Gacha (In-Charge)	16	48	2	46	60			6
4	2/Ka, SAHIDA AKTER, FWA, 02. Gacha (In-Charge)	15	45	6	39	45			6
5	3 No Ward, HANUFA AKTHER, FWA, 01.Tongi Pourashava	200	600	175	425	435			6
6	2 No Ward, HANUFA AKTHER, FWA, 01.Tongi Pourashava (In-Charge)	198	594	14	580	585			6
7	1/Ka, SAHIDA AKTHER, FWA, 02. Gacha (In-Charge)	16	48	4	44	45			6
		4574	13722	984	13013	13155			

Stock as on 02/10/2022: 1005

Rationing %

- Press "Generate Issue Voucher" button on Supply Plan.

UPAZILA SUPPLY PLAN - ADD/EDIT

Upazila * Adamdighi, Bogura District Bogura Report Month * January Report Year * 2023

Remarks

Are you sure?
Do you want to generate Issue Voucher from supply plan?

SI#	SDP	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
1	1/Ka, Monoara Begum, FWA, 01. Adamdighi	0	0	0	0	0			
2	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	632	1,896	1,852	44	48		4299	6
3	1/ ka, Rahamat Ara, FWA, In Charge, Adamdighi, FWA, 01. Adamdighi	0	0	0	0	0			
4	1/Kha, AKHI YASMIN, FWA , FWA, 01. Adamdighi (In-Charge)	104	312	970		0		4300	6
5	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	169	507	668		0		4301	6
6	2/Ka, REHENA KHATUN, FWA, 01. Adamdighi (In-Charge)	0	0	0	0	0			
		3,243	9,729	11,115	295	324			

GENERATE DELETE Stock as on 25/04/2023: 16800

CONDOM (PCS) SHUKHI (CYCLES) SHUKHI (3RD GEN) IUD CT-380A (PCS) INJECTABLES (VIALS) AD SYRINGE (IML)

Rationing % Condom Shukhi IUD Injectable RECALCULATE GENERATE ISSUE VOUCHER

- After pressing “Generate Issue Voucher” the message will shown
- Press “Yes” the message will show

UPAZILA SUPPLY PLAN - ADD/EDIT

Upazila * Adamdighi, Bogura District Bogura Report Month * January Report Year * 2023

Remarks

SI#	SDP	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
1	1/Ka, Monoara Begum, FWA, 01. Adamdighi	0	0	0	0	0			
2	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	632	1,896	1,852	44	48		4299	6
3	1/ ka, Rahamat Ara, FWA, In Charge, Adamdighi, FWA, 01. Adamdighi	0	0	0	0	0			
4	1/Kha, AKHI YASMIN, FWA , FWA, 01. Adamdighi (In-Charge)	104	312	970		0		4300	6
5	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	169	507	668		0		4301	6
6	2/Ka, REHENA KHATUN, FWA, 01. Adamdighi (In-Charge)	0	0	0	0	0			
		3,243	9,729	11,115	295	324			

GENERATE DELETE Stock as on 25/04/2023: 16800

CONDOM (PCS) SHUKHI (CYCLES) SHUKHI (3RD GEN) IUD CT-380A (PCS) INJECTABLES (VIALS) AD SYRINGE (IML)

Rationing % Condom Shukhi IUD Injectable RECALCULATE GENERATE ISSUE VOUCHER

- Then you see the **Voucher No.** will be shown on “Supply Plan” and vouchers also shown in the “Issue Voucher” entry form.
- If any Supply Plan Generated Issue Vouchers has been updated the status also will be shown on Supply Plan screen as **Lock** icon.

UPAZILA SUPPLY PLAN - ADD/EDIT

Upazila * Adamdighi, Bogura District Bogura Report Month * December Report Year * 2022

Remarks

SI#	SDP	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
FWA (37 Items)									
1	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	592	1,776	652	1,124	1,200	🔒	4266	6
2	1/Kha, AKHI YASMIN, FWA, 01. Adamdighi (In-Charge)	104	312	970		0	🔒	4269	6
3	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	161	483	368	115	300	🔒	4272	6
4	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi	108	324	292	32	0	🔒	4253	6
5	3/Ka, NUR BANU KHANAM, FWA, 01. Adamdighi (In-Charge)	88	264	216	48	0	🔒	4271	6
6	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi	228	684	762		0	🔒	4254	6
		10,023	30,069	25,688	8,470	9,324			

GENERATE DELETE Stock as on 05/12/2022: 22800

CONDOM (PCS) SHUKHI (CYCLES) SHUKHI (3RD GEN) IUD CT-380A (PCS) INJECTABLES (VIALS) AD SYRINGE (1ML)

Rationing % Condom Shukhi IUD Injectable RECALCULATE GENERATE ISSUE VOUCHER

N.B: Updated SDP's issue voucher cannot be re-generating issue voucher. But un-updated SDP's Issue voucher can be re-generated.

Issue Voucher Generate from Supply Plan based on Stock Availability

- To generate Issue Voucher for all SDPs from Supply Plan of a specific item will be generated based on that item's Stock balance availability i.e., Issue Voucher for SDPs will be generated until available Stock in hand.
- For example, if Condom in hand 10,000 at upazila store but based on Supply Plan total requirement of Condom is 12,000. In that case when you generate Issue Voucher from Supply Plan the system will generate Issue Vouchers from beginning of the SDP list as per their required quantity until 10,000 quantities allocated to SDPs rest of 2,000 could not be allocated to remaining SDPs. Which will be generate later on after Stock received or rationing of quantity allocation in Supply Plan.

Chapter-7: Entry Forms - Field Reports

7.1. Field Reports

To access Field Reports, follow the following steps-
This form contains 5 (five) reports related to field/SDPs.

7.2. SDP Stock Out Report

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as Upazila user
- Select **Entry Forms> Field Reports> SDP Stock Out Report** from **Field Report** menu.
- The **SDP Stock Out Report** form is displayed.

The first report presents information about SDPs who are stock out in any specific item.

- Select the Reported Month & Reported Year for which you want to see the report.
- Item Group, Item Name & Facility (SDP) selection is not mandatory.
- Select the Preview button to view the report. A snapshot of "SDP Stock Out Report"

SI#	Facility Group	Union Name	SDP Code	SDP Name
IMPLANT (SINGLE ROD) (1 Item)				
FWV (1 Item)				
1	FWV		W021	ALTAFUN NESA, FWV, 01. Adamdighi
DDS KIT (7 Items)				
FWV (7 Items)				
2	FWV		W004	ALTAFUN NESA, FWV, 04. Kundogram (In-Charge)
3	FWV		W014	ALTAFUN NESA, FWV, 05. Nosratpur (In-Charge)
4	FWV		W021	ALTAFUN NESA, FWV, 01. Adamdighi
5	FWV		W022	ALTAFUN NESA, FWV, 02. Chapapur (In-Charge)
6	FWV		W023	ALTAFUN NESA, FWV, 03. Satiyangram (In-Charge)
7	FWV		W024	ALTAFUN NESA, FWV, 06. Santahar (ka) (In-Charge)
8	FWV		W025	ALTAFUN NESA, FWV, 07. Santahar (kha) (In-Charge)

SL.	Item Name	Facility Group	Union Name	SDP Code	SDP Name
1	IMPLANT (SINGLE ROD)	FWV		W021	ALTAFUN NESA, FWV, 01. Adamdighi
2	DDS KIT	FWV		W004	ALTAFUN NESA, FWV, 04. Kundogram (In-Charge)
3	DDS KIT	FWV		W014	ALTAFUN NESA, FWV, 05. Nosratpur (In-Charge)
4	DDS KIT	FWV		W021	ALTAFUN NESA, FWV, 01. Adamdighi
5	DDS KIT	FWV		W022	ALTAFUN NESA, FWV, 02. Chapapur (In-Charge)
6	DDS KIT	FWV		W023	ALTAFUN NESA, FWV, 03. Satiyangram (In-Charge)
7	DDS KIT	FWV		W024	ALTAFUN NESA, FWV, 06. Santahar (ka) (In-Charge)
8	DDS KIT	FWV		W025	ALTAFUN NESA, FWV, 07. Santahar (kha) (In-Charge)

7.3. Form 2/3 Submission Report

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as Upazila user
- Select **Entry Forms> Field Reports> Form 2/3 Submission Report** from **Field Report** menu.
- The **Form 2/3 Submission Report** form is displayed.

The second report presents information about SDP report submission status for any month.

- Select the Reported Month & Reported Year for which you want to see the report.
- Select the Preview button to view the report.

FROM 2/3 SUBMISSION REPORT				
Reported Month		Reported Year		
November		2022		
SI#	SDP Group	Union Name	Facility Id	Facility Name
filter column...				
▼ Reports not submitted (1 Item)				
▼ FWA (1 Item)				
1	FWA	01. Adamdighi	F083	1/Ka, Monoara Begum, FWA, 01. Adamdighi
▼ Reports submitted (45 Items)				
▼ FWA (37 Items)				
2	FWA	01. Adamdighi	F043	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi
3	FWA	01. Adamdighi	F054	1/Kha, AKHI YASMIN, FWA, FWA, 01. Adamdighi (In-Charge)
4	FWA	01. Adamdighi	F065	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi
5	FWA	01. Adamdighi	F004	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi
6	FWA	01. Adamdighi	F062	3/Ka, NUR BANU KHANAM, FWA, 01. Adamdighi (In-Charge)
7	FWA	01. Adamdighi	F006	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi
8	FWA	02. Chapapur	F007	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In-Charge)

Government of the People's Republic of Bangladesh Directorate General of Family planning Upazila Family Planning Office Adamdighi, Bogura SDP Report Submission Status on November 2022					
SL.	Report Status	SDP Group	Union Name	Facility Id	Facility Name
1	Reports not submitted	FWA	01. Adamdighi	F083	1/Ka, Monoara Begum, FWA, 01. Adamdighi
2	Reports submitted	FWA	01. Adamdighi	F043	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi
3	Reports submitted	FWA	01. Adamdighi	F054	1/Kha, AKHI YASMIN, FWA, FWA, 01. Adamdighi (In-Charge)
4	Reports submitted	FWA	01. Adamdighi	F065	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi
5	Reports submitted	FWA	01. Adamdighi	F004	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi
6	Reports submitted	FWA	01. Adamdighi	F062	3/Ka, NUR BANU KHANAM, FWA, 01. Adamdighi (In-Charge)
7	Reports submitted	FWA	01. Adamdighi	F006	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi
8	Reports submitted	FWA	02. Chapapur	F007	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In-Charge)
9	Reports submitted	FWA	02. Chapapur	F008	1/Kha, ANAJALI RANI SARKAR, FWA, 02. Chapapur
10	Reports submitted	FWA	02. Chapapur	F076	2/Ka, NASIMA KHATUN, FWA, 02. Chapapur (In-Charge)

7.4. SDP Distribution Report

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as Upazila user
- Select **Entry Forms > Field Reports > SDP Distribution Report** from **Field Report** menu.
- The **SDP Distribution Report** form is displayed.

The third report presents information about commodity distribution/consumption by SDPs.

- Select the Month-Year range and optionally Item Group, Item Name & Facility.
- Select the Preview button to view the report.

SDP DISTRIBUTION REPORT

Item Group: All | Item Name: All | SDP: All | Start Date: 01/11/2022 | End Date: 30/11/2022

SI#	Facility Group	Union Name	SDP Code	SDP Name	Month-Year	Distribution
AD SYRINGE (1 ML) (41 Items)						
FWA (35 Items)						
1	FWA	01. Adamdighi	F004	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi	2022-11-01	7
2	FWA	01. Adamdighi	F006	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi	2022-11-01	4
3	FWA	01. Adamdighi	F043	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	2022-11-01	12
4	FWA	01. Adamdighi	F054	1/Kha, AKHI YASMIN, FWA, FWA, 01. Adamdighi (In-Charge)	2022-11-01	
5	FWA	01. Adamdighi	F062	3/Ka, NUR BANU KHANAM, FWA, 01. Adamdighi (In-Charge)	2022-11-01	2
6	FWA	01. Adamdighi	F065	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	2022-11-01	7
7	FWA	02. Chapapur	F007	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In-Charge)	2022-11-01	
8	FWA	02. Chapapur	F008	1/Kha, ANAJALI RANI SARKAR, FWA, 02. Chapapur	2022-11-01	5
9	FWA	02. Chapapur	F011	3/Ka, KHURSIDA KHATUN, FWA, 02. Chapapur	2022-11-01	15
10	FWA	02. Chapapur	F012	3/Kha, NASIMA KHATUN, FWA, 02. Chapapur	2022-11-01	18

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 Adamdighi, Bogura
 SDP Distribution Report
 Between 2022-11-01 and 2022-11-30

SL.	Item Name	Facility Group	Union Name	SDP Code	SDP Name	Month-Year	Distribution
1	AD SYRINGE (1 ML)	FWA	01. Adamdighi	F043	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	2022-11-01	12
2	AD SYRINGE (1 ML)	FWA	01. Adamdighi	F054	1/Kha, AKHI YASMIN, FWA, FWA, 01. Adamdighi (In-Charge)	2022-11-01	0
3	AD SYRINGE (1 ML)	FWA	01. Adamdighi	F065	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	2022-11-01	7
4	AD SYRINGE (1 ML)	FWA	01. Adamdighi	F004	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi	2022-11-01	7
5	AD SYRINGE (1 ML)	FWA	01. Adamdighi	F062	3/Ka, NUR BANU KHANAM, FWA, 01. Adamdighi (In-Charge)	2022-11-01	2
6	AD SYRINGE (1 ML)	FWA	01. Adamdighi	F006	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi	2022-11-01	4
7	AD SYRINGE (1 ML)	FWA	02. Chapapur	F007	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In-Charge)	2022-11-01	0
8	AD SYRINGE (1 ML)	FWA	02. Chapapur	F008	1/Kha, ANAJALI RANI SARKAR, FWA, 02. Chapapur	2022-11-01	5
9	AD SYRINGE (1 ML)	FWA	02. Chapapur	F076	2/Ka, NASIMA KHATUN, FWA, 02. Chapapur (In-Charge)	2022-11-01	0
10	AD SYRINGE (1 ML)	FWA	02. Chapapur	F077	2/Kha, KHURSIDA KHATUN, FWA, 02. Chapapur (In-Charge)	2022-11-01	0

7.5. SDP Distribution Summary

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as Upazila user
- Select **Entry Forms> Field Reports> SDP Distribution Summary** from **Field Report** menu.
- The **SDP Distribution Summary** form is displayed.

The fourth report presents information about commodity distribution/consumption by SDPs.

- Select the Month-Year range and optionally Item Group, Item Name & Facility.
- Select the **“Preview”** button to view the report.

SDP DISTRIBUTION SUMMARY						
Reported Month		Reported Year				
November		2022				
Sl#	Name of Union / Ward No.	Condom	Implant (Total)	Injectables (Vials)	IUD	Shukhi
1	01. Adamdighi	2,592	46	40	17	634
2	02. Chapapur	1,200		38		658
3	03. Satiyangram	508		36		121
4	04. Kundogram	722		15		9
5	05. Nosratpur	564		25		348
6	06. Santahar (ka)	1,524		39		339
7	07. Santahar (kha)	528	30	13		24
8	MULTISECTORAL					

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SDP Distribution Summary Status on November 2022

SL.	Name of Union / Ward No.	Condom	Implant (Total)	Injectables (Vials)	IUD	Shukhi
1	01. Adamdighi	2,592	46	40	17	634
2	02. Chapapur	1,200	0	38	0	658
3	03. Satiyangram	508	0	36	0	121
4	04. Kundogram	722	0	15	0	9
5	05. Nosratpur	564	0	25	0	348
6	06. Santahar (ka)	1,524	0	39	0	339
7	07. Santahar (kha)	528	30	13	0	24
8	MULTISECTORAL	0	0	0	0	0

7.6. SDP Closing Summary

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as Upazila user
- Select **Entry Forms> Field Reports> SDP Closing Summary** from **Field Report** menu.
- The **SDP Closing Summary** form is displayed.

The fifth report presents information about commodity distribution/consumption by SDPs.

- Select the Month-Year range and optionally Item Group, Item Name & Facility.
- Select the **“Preview”** button to view the report.

SDP CLOSING SUMMARY								
Reported Month		Reported Year						
November		2022						
Sl#	SDP Group	SDP Name	Union Name	Condom	Implant (Total)	Injectables (Vials)	IUD	Shukhi
FWA (40 Items)								
1	FWA	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	01. Adamdighi	652	0	33	0	569
2	FWA	1/Kha, AKHI YASMIN, FWA, FWA, 01. Adamdighi (In-Charge)	01. Adamdighi	970	0	17	0	269
3	FWA	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	01. Adamdighi	368	0	12	0	135
4	FWA	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi	01. Adamdighi	292	0	24	0	224
5	FWA	3/Ka, NUR BANU KHANAM, FWA, 01. Adamdighi (In-Charge)	01. Adamdighi	216	0	8	0	100
6	FWA	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi	01. Adamdighi	762	0	11	0	275
7	FWA	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In-Charge)	02. Chapapur	564	0	32	0	542
8	FWA	1/Kha, ANAJALI RANI SARKAR, FWA, 02. Chapapur	02. Chapapur	816	0	22	0	615
9	FWA	2/Ka, NASIMA KHATUN, FWA, 02. Chapapur (In-Charge)	02. Chapapur	1,058	0	30	0	636
10	FWA	2/Kha, KHURSIDA KHATUN, FWA, 02. Chapapur (In-Charge)	02. Chapapur	551	0	14	0	648
11	FWA	3/Ka, KHURSIDA KHATUN, FWA, 02. Chapapur	02. Chapapur	752	0	15	0	657

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SDP Closing Summary Status on November 2022

SL.	SDP Group	SDP Name	Union Name	Condom	Implant (Total)	Injectables (Vials)	IUD	Shukhi
1	FWA	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	01. Adamdighi	652	0	33	0	569
2	FWA	1/Kha, AKHI YASMIN, FWA, FWA, 01. Adamdighi (In-Charge)	01. Adamdighi	970	0	17	0	269
3	FWA	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	01. Adamdighi	368	0	12	0	135
4	FWA	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi	01. Adamdighi	292	0	24	0	224
5	FWA	3/Ka, NUR BANU KHANAM, FWA, 01. Adamdighi (In-Charge)	01. Adamdighi	216	0	8	0	100
6	FWA	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi	01. Adamdighi	762	0	11	0	275
7	FWA	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In-Charge)	02. Chapapur	564	0	32	0	542
8	FWA	1/Kha, ANAJALI RANI SARKAR, FWA, 02. Chapapur	02. Chapapur	816	0	22	0	615
9	FWA	2/Ka, NASIMA KHATUN, FWA, 02. Chapapur (In-Charge)	02. Chapapur	1,058	0	30	0	636
10	FWA	2/Kha, KHURSIDA KHATUN, FWA, 02. Chapapur (In-Charge)	02. Chapapur	551	0	14	0	648

7.7. SDP Ledger Report

- Open any internet browser, like Google Chrome or Firefox.
 - Type <https://elms.dgfp.gov.bd/> in the address bar.
 - Login as Upazila user
 - Select **Entry Forms> Field Reports> SDP Ledger Report** from **Field Report** menu.
 - The **SDP Ledger Report** form is displayed.
- The fifth report presents information about commodity distribution/consumption by SDPs.
- Select the Month-Year range and optionally Item Group, Item Name & Facility.
 - Select the **“Preview”** button to view the report.

SDP LEDGER REPORT

Item Group: All | Item Name: All | SDP: All | Start Date: 01/11/2022 | End Date: 30/11/2022

Sl#	Item Name	SDP Code	Opening Bal	Received	Distribu...	Adj.(+)	Adj.(-)	Closing Bal
▼ FWA (280 Items)								
▼ 1/Ka, AKHI YASMIN, FWA, 01. Adamdighi (8 Items)								
1	CON001 AD SYRINGE (1 ML)	F043	50		12	0	0	38
2	CON002 CONDOM	F043	1,192	300	840	0	0	652
3	CON006 INJECTABLES (DEPO-PROVERA)	F043	45		12	0	0	33
4	CON008 ORAL PILL SHUKHI	F043	793		224	0	0	569
5	CON009 ORAL PILL APON	F043	30		10	0	0	20
6	CON010 ORAL PILL SHUKHI (3rd Generation)	F043	364		314	100	0	150
7	MCH021 TAB. MISOPROSTOL 200 MCG (2 tab. = 1 dose)	F043	14		10	0	0	4
8	MCH051 7.1% CHLOROHEXIDINE	F043	22		5	0	0	17
▼ 1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In-Charge) (8 Items)								
9	CON001 AD SYRINGE (1 ML)	F007	36				0	36

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Upazila Family Planning Office

Adamdighi, Bogura

SDP Ledger Report

Between 2022-11-01 and 2022-11-30

SL.	Facility Group	SDP Name	Item Name	SDP Code	Opening Bal	Received	Distribution	Adj.(+)	Adj.(-)	Closing Bal
1	FWA	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	CON001 AD SYRINGE (1 ML)	F043	50	0	12	0	0	38
2	FWA	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	CON002 CONDOM	F043	1,192	300	840	0	0	652
3	FWA	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	CON006 INJECTABLES (DEPO- PROVERA)	F043	45	0	12	0	0	33
4	FWA	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	CON008 ORAL PILL SHUKHI	F043	793	0	224	0	0	569
5	FWA	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	CON009 ORAL PILL APON	F043	30	0	10	0	0	20
6	FWA	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	CON010 ORAL PILL SHUKHI (3rd Generation)	F043	364	0	314	100	0	150
7	FWA	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	MCH021 TAB. MISOPROSTOL 200 MCG (2 tab. = 1 dose)	F043	14	0	10	0	0	4
8	FWA	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	MCH051 7.1% CHLOROHEXIDINE	F043	22	0	5	0	0	17
9	FWA	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In-Charge)	CON001 AD SYRINGE (1 ML)	F007	36	0	0	0	0	36
10	FWA	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In-Charge)	CON002 CONDOM	F007	564	0	0	0	0	564

Chapter-7: Entry Forms - Stock

8.1. Stock Balance

Stock Balance form presents the current status of stock items at any time. Initially the form shows stock balance of all the stock items up o current date. Stock balance of any date can be viewed by changing the Balance Date.

SI#	Item Code	Item Name	Usable Qty	Unusable Qty	Unit	Actions
CONTRACEPTIVE (10 Items)						
1	CON001	AD SYRINGE (1 ML)	6,801		pcs	⋮
2	CON002	CONDOM	16,800		pcs	⋮
3	CON003	ECP (2 TAB/PACK)	50		pack	⋮
4	CON004	IMPLANT (2 ROD)	350		sets	⋮
5	CON006	INJECTABLES (DEPO-PROVERA)	6,036		vials	⋮
6	CON007	IUD (CT-380A)	220		pcs	⋮
7	CON009	ORAL PILL APON	1,580		cycle	⋮
8	CON008	ORAL PILL SHUKHI	34,731		cycle	⋮
9	CON010	ORAL PILL SHUKHI (3rd Generation)	6,040		cycle	⋮
10	CON011	Test Item 01	100		bottle	⋮
IEM & OTHER PRINTING MATERIALS (5 Items)						

View Stock Balance

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as Upazila user
- Select **Stock > Stock Balance...** from **Stock** menu.
- The **Stock Balance** form is displayed.

SI#	Item Code	Item Name	Usable Qty	Unusable Qty	Unit	Actions
CONTRACEPTIVE (10 Items)						
1	CON001	AD SYRINGE (1 ML)	6,801		pcs	⋮
2	CON002	CONDOM	16,800		pcs	⋮
3	CON003	ECP (2 TAB/PACK)	50		pack	⋮
4	CON004	IMPLANT (2 ROD)	350		sets	⋮
5	CON006	INJECTABLES (DEPO-PROVERA)	6,036		vials	⋮
6	CON007	IUD (CT-380A)	220		pcs	⋮
7	CON009	ORAL PILL APON	1,580		cycle	⋮
8	CON008	ORAL PILL SHUKHI	34,731		cycle	⋮
9	CON010	ORAL PILL SHUKHI (3rd Generation)	6,040		cycle	⋮
10	CON011	Test Item 01	100		bottle	⋮
IEM & OTHER PRINTING MATERIALS (5 Items)						

This form presents current stock position of all the items. Controls in the form are grouped into 3 (three) blocks –

A. Item Group & Balance Date:

Shows a list of current item groups in database. A label below shows the total number of items under the selected group. Balance Date is used to give a filter date for which stock position is shown.

B. List of Items:

Shows status of every item under the selected group. To describe an item, 5 (five) fields are required.

- Item Code – Unique Item Code.
- Item Name – Name of the item.

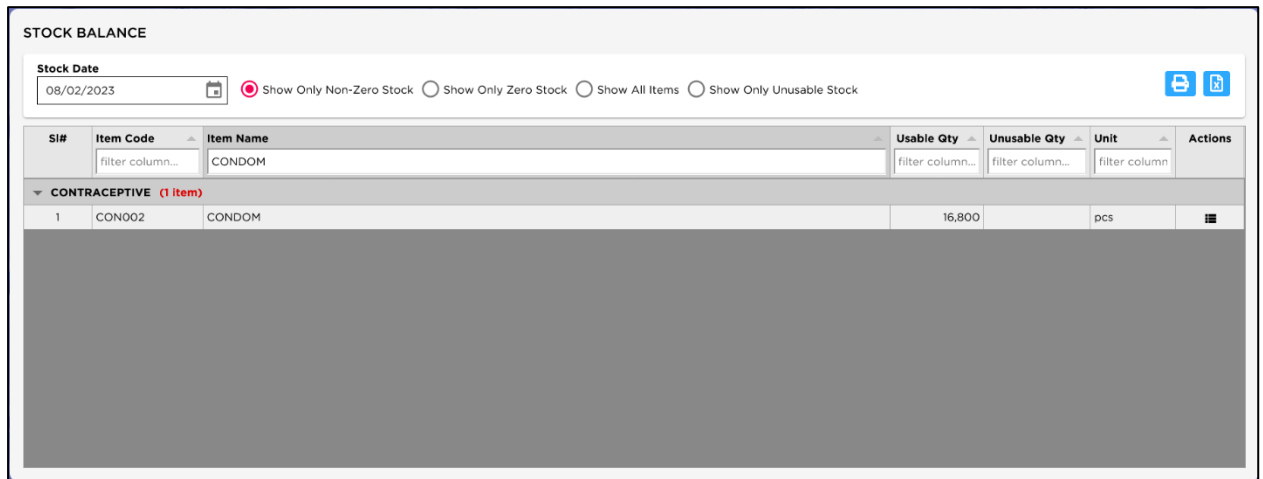
- Usable Qty – Usable stock quantity of the item on balance data.
- Unusable Qty – Unusable quantity of item on balance date.
- Unit – Unit of measurement of the item.

View Stock Balance of a specific Date

- If you want to view stock status of all items, select ‘(All)’ from Item Group combo in block A. If you want to view a specific group, select the group name from the combo.
- Initially Balance Date is filled with today’s date and stock status for that date is presented.
- Type in the desired date in Balance Date field to get the stock status of that date.
- To exclude the items that are out of stock, select ‘Show Only Non-Zero Stock’.

Search and find an Item

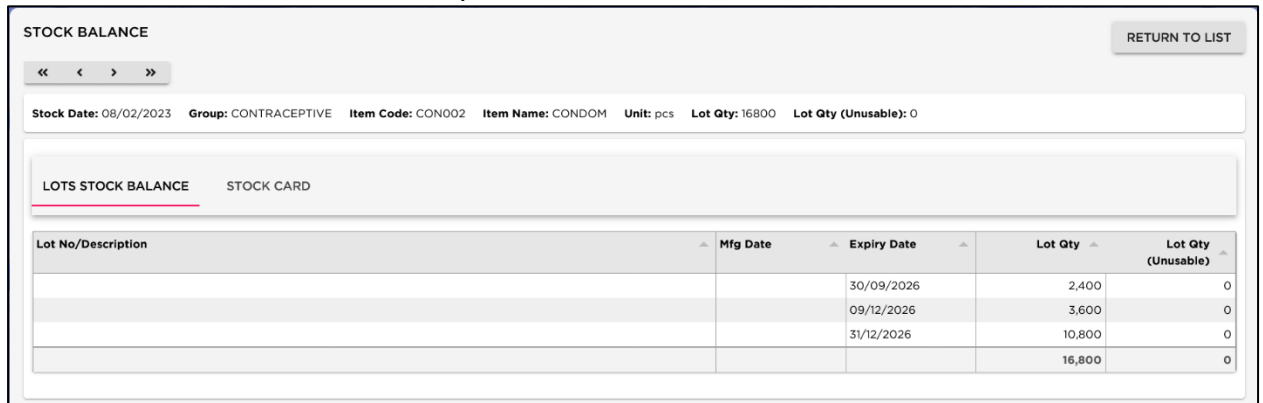
- Type you provide the item name in search box.
- Items which match with the search text will be shown in the list.



- To see all of the items again, remove you provide the item name from search box.

View detail information about a specific item

- Double click on the item for which you want to view lot-wise information.




- Press on **Stock CARD** tab the following screen will appear:

STOCK BALANCE RETURN TO LIST

« < > »

Stock Date: 08/02/2023 Group: CONTRACEPTIVE Item Code: CON002 Item Name: CONDOM Unit: pcs Lot Qty: 16800 Lot Qty (Unusable): 0

LOTS STOCK BALANCE **STOCK CARD**

Start Date: 01/11/2022 End Date: 08/02/2023 

Receiver	Invoice No	Invoice Date	Supplier	Supplier Invoice No	Supplier Date	Received	Issued	Usable Balance	Unusable In	Unusable Out	Un B
-	[PREV BA...	01/11/2022	-			1,362,300	1,336,200	26,100			
ALTAFUN NESA, FWV, 05. Nosratpur (In-Charge)	4247	02/11/2022	-				300	25,800			
ALTAFUN NESA, FWV, 03. Satiyangram (In-Charge)	4245	02/11/2022	-				300	25,500			
2/Kha, REHENA KHATUN, FWA, 01. Adamdighi	4290	07/11/2022	-				300	25,200			
1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	4227	23/11/2022	-				300	24,900			
ALTAFUN NESA, FWV, 01. Adamdighi	4243	23/11/2022	-				1,800	23,100			
3/Kha, ASHRAFUN NESSA, FWA, 04. Kundogram	4238	23/11/2022	-				300	22,800			
3/Kha, ASHA BANU, FWA, 06. Santahar (ka)	4251	27/11/2022	-				300	22,500			
Md. Jul Hasan	119	29/11/2022	Bogura RWH	4319	28/11/2022	3,600		26,100			
ALTAFUN NESA, FWV, 01. Adamdighi	4285	05/12/2022	-				1,200	24,900			

Print Stock Balance

- Press button to view a printable list of Stock Balance.

Government of the People's Republic of Bangladesh
 Directorate General of Family planning
 Upazila Family Planning Office
 Adamdighi, Bogura
 Stock Date: 08/02/2023, NONE-ZERO
 Stock Balance

SL.	Group	Item Code	Item Name	Usable Qty	Unusable Qty	Unit
1	CONTRACEPTIVE	CON001	AD SYRINGE (1 ML)	6,801	0	pcs
2	CONTRACEPTIVE	CON002	CONDOM	16,800	0	pcs
3	CONTRACEPTIVE	CON003	ECP (2 TAB/PACK)	50	0	pack
4	CONTRACEPTIVE	CON004	IMPLANT (2 ROD)	350	0	sets
5	CONTRACEPTIVE	CON006	INJECTABLES (DEPO-PROVERA)	6,036	0	vials
6	CONTRACEPTIVE	CON007	IUD (CT-380A)	220	0	pcs
7	CONTRACEPTIVE	CON009	ORAL PILL APON	1,580	0	cycle
8	CONTRACEPTIVE	CON008	ORAL PILL SHUKHI	34,731	0	cycle
9	CONTRACEPTIVE	CON010	ORAL PILL SHUKHI (3rd Generation)	6,040	0	cycle

- Press on the printer icon. The report will be print.

8.2. Upazila Custom Supply Plan

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as Upazila user
- Select **Stock> Upazila Custom Supply Plan** from **Field** menu.
- The **Upazila Custom Supply Plan** form is displayed.

UPAZILA CUSTOM SUPPLY PLAN

Step 1 of 3: Select Products

Select Products from left side list or Select from existing Profile. Enter default Qty if Required

Item Code	Item Name
CONTRACEPTIVE (5 Items)	
CON003	ECP (2 TAB/PACK)
CON004	IMPLANT (2 ROD)
CON005	IMPLANT (SINGLE ROD)
CON009	ORAL PILL APON
CON011	Test Item 01
IEM & OTHER PRINTING MATERIALS (119 Items)	
IEM001	ADMISSION REGISTER
IEM002	ANESTHESIA RECORD
IEM003	ANTENATAL CARD
IEM004	ANTENATAL CARE REGISTER
IEM005	BIN CARD
IEM006	BIRTH CERTIFICATE

Select Profile

NEW COPY TO NEW

Item Code	Item Name	Qty
-----------	-----------	-----

NEXT

For issuing particular item to several facilities – Upazila Custom Supply Plan for selective items. Select multiple facilities and select multiple products then generate issue vouchers. With editing option as variable editable quantity.

Generate Upazila Custom Supply Plan

UPAZILA CUSTOM SUPPLY PLAN

Step 1 of 3: Select Products

Select Products from left side list or Select from existing Profile. Enter default Qty if Required

Item Code	Item Name
CONTRACEPTIVE (5 Items)	
CON003	ECP (2 TAB/PACK)
CON004	IMPLANT (2 ROD)
CON005	IMPLANT (SINGLE ROD)
CON009	ORAL PILL APON
CON011	Test Item 01
IEM & OTHER PRINTING MATERIALS (119 Items)	
IEM001	ADMISSION REGISTER
IEM002	ANESTHESIA RECORD
IEM003	ANTENATAL CARD
IEM004	ANTENATAL CARE REGISTER
IEM005	BIN CARD
IEM006	BIRTH CERTIFICATE

Select Profile

NEW COPY TO NEW

Item Code	Item Name	Qty
-----------	-----------	-----

Profile

Profile Name *

SAVE CLOSE

NEXT

- Select a Profile/ Create a New Profile then Select products from left side product list and press on “>>” button to creating Upazila Custom Supply Plan

UPAZILA CUSTOM SUPPLY PLAN

Step 1 of 3: Select Products

Select Products from left side list or Select from existing Profile. Enter default Qty if Required

Item Code	Item Name
IEM015	COUPLE FORM-4
IEM016	DELIVERY REGISTER
IEM017	DISCHARGE CERTIFICATE (EOC PROG.)
IEM018	FAMILY PLANNING MANUAL
IEM019	FORM 7B (CONT.)
IEM020	FWA REGISTER (6TH EDITION)-ORIGINAL
IEM021	FWA REGISTER (6TH EDITION)-SUPPLEMENTARY
IEM022	FWA REGISTER (7TH EDITION)-ORIGINAL
IEM023	FWA REGISTER (7TH EDITION)-SUPPLEMENTARY
IEM024	FWA REGISTER MANUAL (7TH EDITION)
IEM025	GENERAL PATIENT REGISTER
IEM026	HISTORY AND EXAMINATION SHEET
IEM027	IMPLANT CLIENT CARD
IEM028	IMPLANT CLIENT CONSENT FORM

>> <<

Select Profile: General Patient Register [NEW] [COPY TO NEW]

Item Code	Item Name	Qty
-----------	-----------	-----

[NEXT]

- Enter your Upazila Custom Supply Plan profile name and press on 'Save' button. After pressing see the following screen -

UPAZILA CUSTOM SUPPLY PLAN

Step 1 of 3: Select Products

Select Products from left side list or Select from existing Profile. Enter default Qty if Required

Item Code	Item Name
▼ CONTRACEPTIVE (5 Items)	
CON003	ECP (2 TAB/PACK)
CON004	IMPLANT (2 ROD)
CON005	IMPLANT (SINGLE ROD)
CON009	ORAL PILL APON
CON011	Test Item 01
▼ IEM & OTHER PRINTING MATERIALS (118 Items)	
IEM001	ADMISSION REGISTER
IEM002	ANESTHESIA RECORD
IEM003	ANTENATAL CARD
IEM004	ANTENATAL CARE REGISTER
IEM005	BIN CARD
IEM006	BIRTH CERTIFICATE

>> <<

Select Profile: General Patient Register [NEW] [COPY TO NEW]

Item Code	Item Name	Qty
▼ IEM & OTHER PRINTING MATERIALS (1 Item)		
IEM025	GENERAL PATIENT REGISTER	

[NEXT]

- Enter the product quantity which will be issued against SDP's. will see the following screen.

UPAZILA CUSTOM SUPPLY PLAN

Step 1 of 3: Select Products

Select Products from left side list or Select from existing Profile. Enter default Qty if Required

Item Code	Item Name
▼ CONTRACEPTIVE (5 Items)	
CON003	ECP (2 TAB/PACK)
CON004	IMPLANT (2 ROD)
CON005	IMPLANT (SINGLE ROD)
CON009	ORAL PILL APON
CON011	Test Item 01
▼ IEM & OTHER PRINTING MATERIALS (118 Items)	
IEM001	ADMISSION REGISTER
IEM002	ANESTHESIA RECORD
IEM003	ANTENATAL CARD
IEM004	ANTENATAL CARE REGISTER
IEM005	BIN CARD
IEM006	BIRTH CERTIFICATE

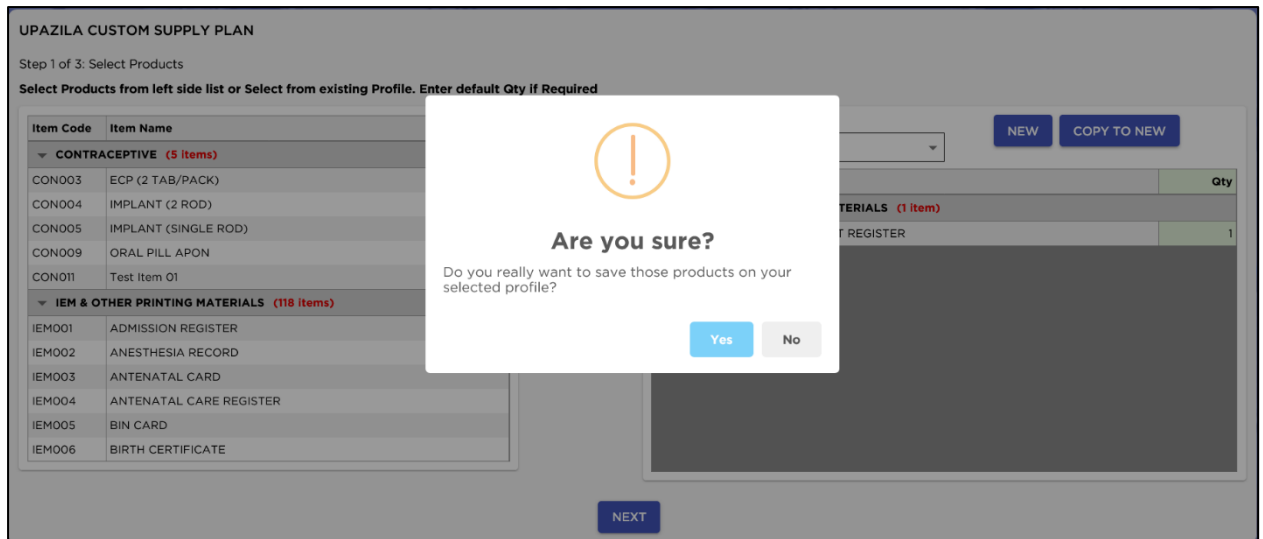
>> <<

Select Profile: General Patient Register [NEW] [COPY TO NEW]

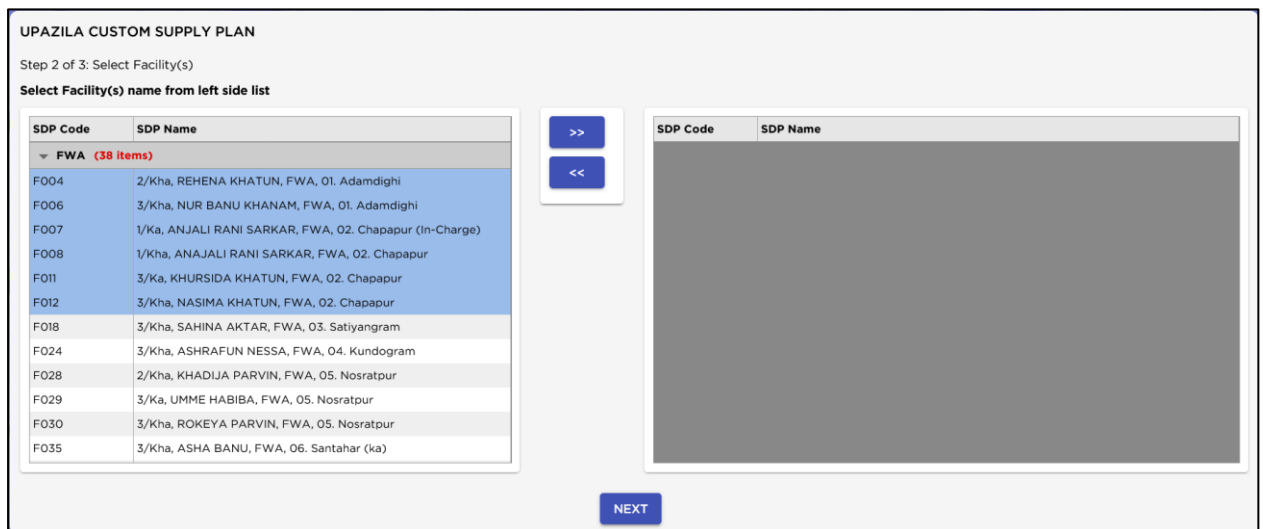
Item Code	Item Name	Qty
▼ IEM & OTHER PRINTING MATERIALS (1 Item)		
IEM025	GENERAL PATIENT REGISTER	1

[NEXT]

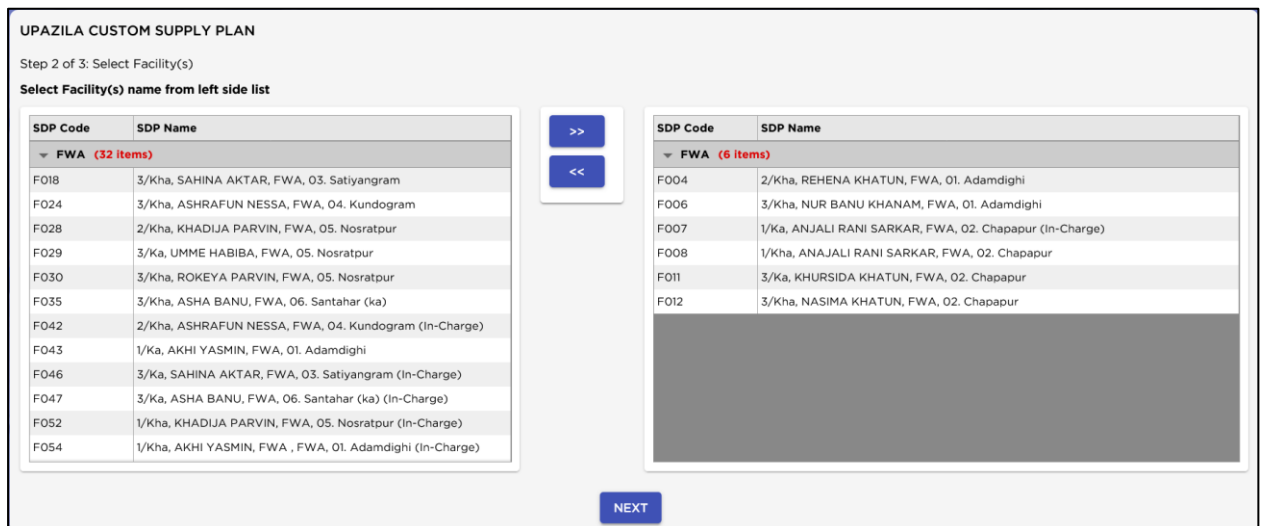
- Press on "Next" after pressing will see the following message.



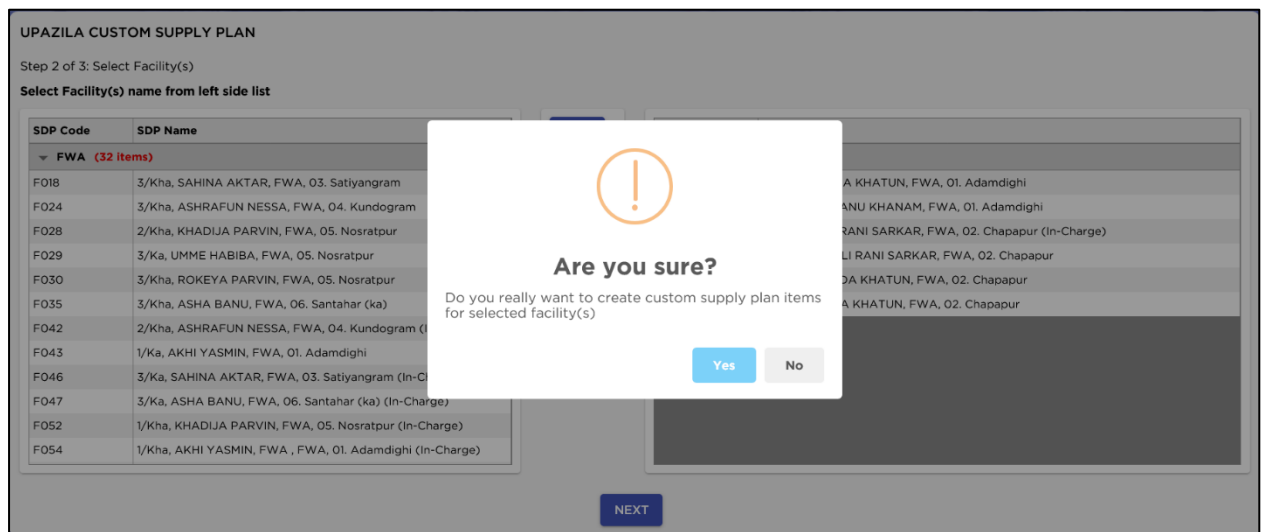
- Press on “Yes”. After pressing Upazila Custom Supply Plan products will be saved and displaying following screen for select SDP.



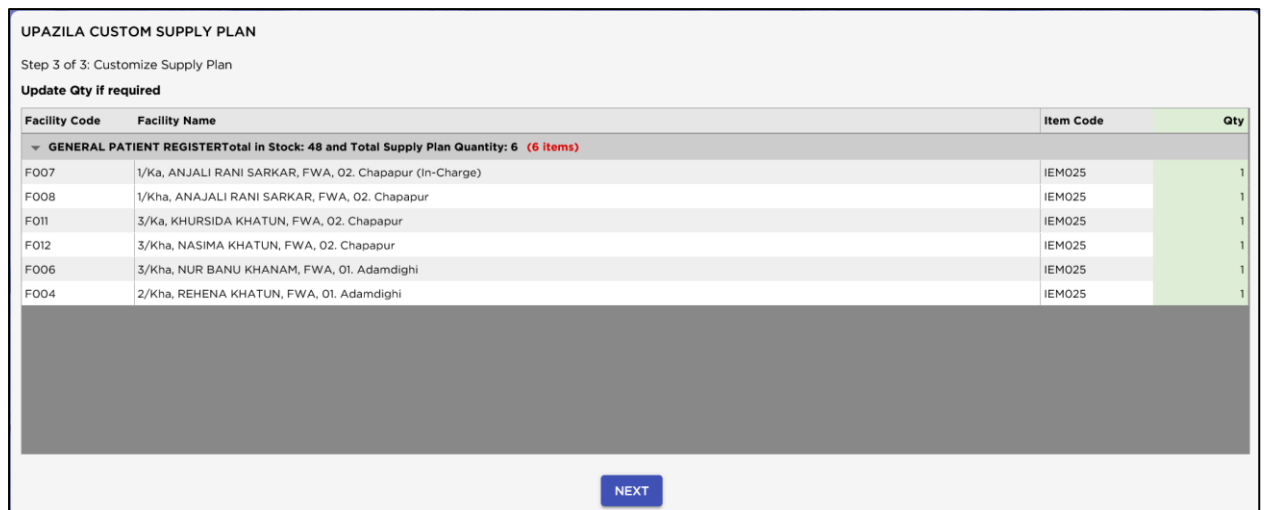
- Select SDP’s from left side SDP’s list and press on “>>” button to transfer right side for creating Upazila Custom Supply Plan. See the following screen.



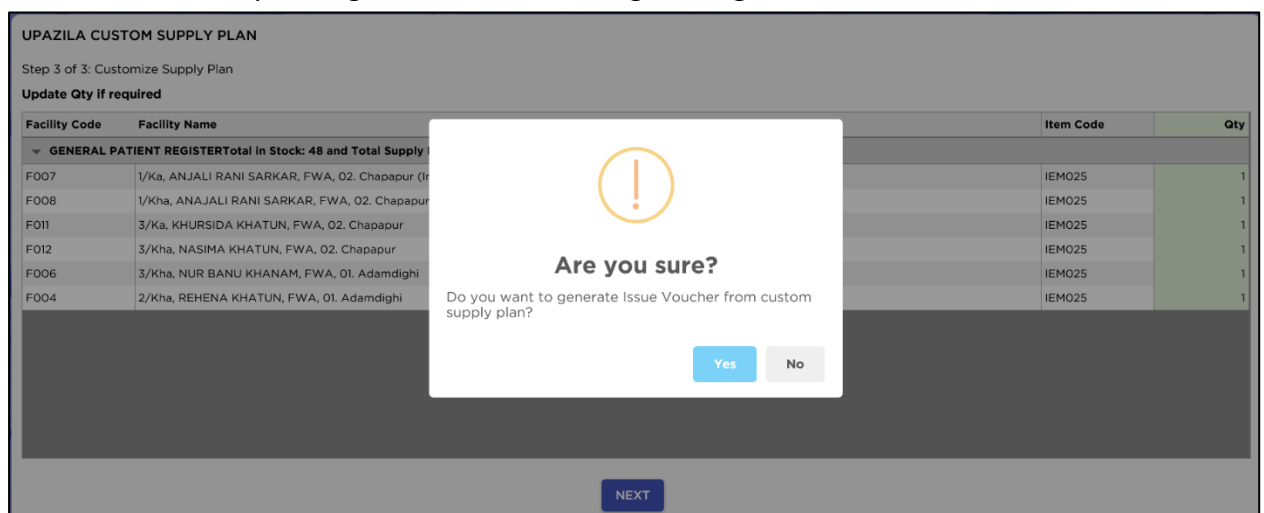
- Press on **“Next”**. After pressing will see the following message.



- Press on **“Yes”**. After pressing will see the following screen -



- Press on **“Next”**. After pressing will see the following message -



- Press on **“Yes”**. After pressing message displayed 'Issue voucher Generate successfully' and generated issue voucher form will be displayed like following screen -

ISSUE VOUCHER

From: 14/11/2022 To: 12/02/2023

NEW [Print] [Export] [Refresh]

Sl#	Facility	Invoice No	Invoice Date	Prepared By	Approv... Date	Approved By	Issued Date	Issued By	Updated	Cancel	Actions
1	2/Kha, REHENA KHATUN, F...	4297	12/02/2023	Md. Jul Hasan	12/02/2023	Dr. Shafiul Karim Talu...	12/02/2023	Md. Jul Hasan	X	X	[Edit] [Delete]
2	3/Kha, NUR BANU KHANA...	4296	12/02/2023	Md. Jul Hasan	12/02/2023	Dr. Shafiul Karim Talu...	12/02/2023	Md. Jul Hasan	X	X	[Edit] [Delete]
3	3/Kha, NASIMA KHATUN, F...	4295	12/02/2023	Md. Jul Hasan	12/02/2023	Dr. Shafiul Karim Talu...	12/02/2023	Md. Jul Hasan	X	X	[Edit] [Delete]
4	3/Ka, KHURSIDA KHATUN, ...	4294	12/02/2023	Md. Jul Hasan	12/02/2023	Dr. Shafiul Karim Talu...	12/02/2023	Md. Jul Hasan	X	X	[Edit] [Delete]
5	1/Kha, ANAJALI RANI SAR...	4293	12/02/2023	Md. Jul Hasan	12/02/2023	Dr. Shafiul Karim Talu...	12/02/2023	Md. Jul Hasan	X	X	[Edit] [Delete]
6	1/Ka, ANJALI RANI SARKA...	4292	12/02/2023	Md. Jul Hasan	12/02/2023	Dr. Shafiul Karim Talu...	12/02/2023	Md. Jul Hasan	X	X	[Edit] [Delete]
7	2/Kha, REHENA KHATUN, F...	4291	07/02/2023	Md. Jul Hasan	07/02/2023	Dr. Shafiul Karim Talu...	07/11/2022	Md. Jul Hasan	X	X	[Edit] [Delete]
8	2/Kha, REHENA KHATUN, F...	4290	06/02/2023	Md. Jul Hasan	06/02/2023	Dr. Shafiul Karim Talu...	07/11/2022	Md. Jul Hasan	✓	X	[Edit] [Delete]
9	ALTAFUN NESA, FWV, 07. ...	4289	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	X	[Edit] [Delete]
10	ALTAFUN NESA, FWV, 06. ...	4288	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	X	[Edit] [Delete]
11	ALTAFUN NESA, FWV, 03. ...	4287	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	X	[Edit] [Delete]
12	ALTAFUN NESA, FWV, 02. ...	4286	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	X	[Edit] [Delete]
13	ALTAFUN NESA, FWV, 01. ...	4285	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	X	[Edit] [Delete]
14	ALTAFUN NESA, FWV, 05. ...	4284	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	X	[Edit] [Delete]
15	ALTAFUN NESA, FWV, 04. ...	4283	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	05/12/2022	Md. Jul Hasan	✓	X	[Edit] [Delete]
16	3/Ka, ASHRAFUN NESSA, F...	4282	05/12/2022	Md. Jul Hasan	05/12/2022	Dr. Shafiul Karim Talu...	07/12/2022	Md. Jul Hasan	✓	X	[Edit] [Delete]

ISSUE VOUCHER - ADD/EDIT

SAVE UPDATE BACK TO LIST [Print] [Export]

Invoice No*: 4297 SDP Group: FWA Union: 01. Adamdighi SDP*: 2/Kha, REHENA KHATUN, FWA, 01. Adam...

Prepared By*: Md. Jul Hasan Prepared Date*: 12/02/2023 Approved By*: Dr. Shafiul Karim Talukdar Approved Date*: 12/02/2023

Issued By*: Md. Jul Hasan Issued Date*: 12/02/2023

Remarks: Updated Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	ITEM025	GENERAL PATIENT REGISTER	1	book	48					[Edit] [Delete]

8.3. Slow Moving Item list

This report shows the details of Slow-Moving Item List specific dates. To print the report, follow the steps:

- Select ‘Slow Moving Item List’ option in ‘List of Reports’ block. The form will look like the following screen:

SLOW MOVING ITEM LIST 🖨️ 📄

Item Code	Item Name	Qty	Last Receive Date	Last Issue Date	Unit	Not Moving Day	Invoice No	Issue Date	Receiver	Lot No/Desc...	Expiry Date	Issue Qty
▼ CONTRACEPTIVE (2 Items)												
CON003	ECP (2 TAB/PACK)	50	24/10/2016	17/10/2018	pack	520	4250	09/11/2022	ALTAFUN NESA, FWV, 01. Ada...		30/04/2024	100
CON004	IMPLANT (2 ROD)	350	29/11/2022	24/11/2021	sets	91	4250	09/11/2022	ALTAFUN NESA, FWV, 01. Ada...		30/04/2025	50
▼ IEM & OTHER PRINTING MATERIALS (5 Items)												
IEM025	GENERAL PATIENT REGIST...	48	29/11/2022	19/03/2018	book	520	4186	15/09/2022	ALTAFUN NESA, FWV, 01. Ada...		30/04/2024	100
IEM027	IMPLANT CLIENT CARD	50	29/11/2022	30/04/2015	pcs	91	4116	24/07/2022	ALTAFUN NESA, FWV, 01. Ada...		30/04/2024	100
IEM028	IMPLANT CLIENT CONSENT...	50	29/11/2022	30/04/2015	pcs	91	3968	11/04/2022	ALTAFUN NESA, FWV, 01. Ada...		30/04/2024	100
IEM079	UNDER 5 CHILD CARE REGI...	56	29/11/2015	19/03/2018	pcs	520	3899	10/02/2022	ALTAFUN NESA, FWV, 01. Ada...		31/03/2024	100
IEM111	Mother and Newborn Care R...	69	28/03/2019	23/01/2022	book	381	3758	17/10/2021	ALTAFUN NESA, FWV, 01. Ada...		31/12/2023	50
▼ MCH & OTHER MEDICINE (2 Items)												
MCH034	TAB. COTRIMOXAZOLE (96...	20	28/01/2019	20/06/2019	tab.	1220	3680	12/08/2021	ALTAFUN NESA, FWV, 01. Ada...		31/12/2023	100
MCH051	7.1% CHLOROHEXIDINE	395	31/07/2018	28/12/2016	bottle	115	3558	23/05/2021	ALTAFUN NESA, FWV, 01. Ada...		31/12/2023	150
							3434	17/02/2021	ALTAFUN NESA, FWV, 01. Ada...		31/10/2023	100
							3360	14/12/2020	ALTAFUN NESA, FWV, 01. Ada...		31/10/2023	100
							3229	07/09/2020	ALTAFUN NESA, FWV, 01. Ada...		31/10/2023	100
							3004	19/04/2020	ALTAFUN NESA, FWV, 01. Ada...		31/10/2023	100
							2937	19/02/2020	ALTAFUN NESA, FWV, 01. Ada...		30/09/2023	100
							2897	12/01/2020	ALTAFUN NESA, FWV, 01. Ada...		30/09/2023	100
							2861	05/12/2019	ALTAFUN NESA, FWV, 01. Ada...		30/09/2023	100
							2778	24/10/2019	ALTAFUN NESA, FWV, 01. Ada...		31/08/2023	100
							2379	11/02/2019	01. Laily Aktar Banu, FWV, Sada...		30/06/2023	100
							2232	18/11/2018	01. Lailv Aktar Banu, FWV, Sada...		30/06/2023	100

- Press **Print** button to continue.

Government of the People's Republic of Bangladesh
Directorate General of Family planning

Slow Moving Item List

SL.	Group Name	Item Code	Item Name	Qty	Last Receive Date	Last Issue Date	Unit	Not Moving Day
1	CONTRACEPTIVE	CON003	ECP (2 TAB/PACK)	50	24/10/2016	17/10/2018	pack	520
2	CONTRACEPTIVE	CON004	IMPLANT (2 ROD)	350	29/11/2022	24/11/2021	sets	91
3	IEM & OTHER PRINTING MATERIALS	IEM025	GENERAL PATIENT REGISTER	48	29/11/2022	19/03/2018	book	520
4	IEM & OTHER PRINTING MATERIALS	IEM027	IMPLANT CLIENT CARD	50	29/11/2022	30/04/2015	pcs	91
5	IEM & OTHER PRINTING MATERIALS	IEM028	IMPLANT CLIENT CONSENT FORM	50	29/11/2022	30/04/2015	pcs	91
6	IEM & OTHER PRINTING MATERIALS	IEM079	UNDER 5 CHILD CARE REGISTER (2 Month to 5 Years)	56	29/11/2015	19/03/2018	pcs	520
7	IEM & OTHER PRINTING MATERIALS	IEM111	Mother and Newborn Care Register	69	28/03/2019	23/01/2022	book	381
8	MCH & OTHER MEDICINE	MCH034	TAB. COTRIMOXAZOLE (960 MG)	20	28/01/2019	20/06/2019	tab.	1220
9	MCH & OTHER MEDICINE	MCH051	7.1% CHLOROHEXIDINE	395	31/07/2018	28/12/2016	bottle	115

- If you need to export, select export format and press **Export** button

Chapter-9: Entry Forms - Stock Reports

The Stock Reports Form is used to view stock reports based on specific criteria. Both summary and detailed stock information can be viewed and printed. A typical view of the Form shown in below:

9.1. Stock Summary

This report shows the stock status at a certain date. To print the report, follow the following steps:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as a upazila User
- Select **Entry Form>Stock Report > 'Stock Summary'** ... from **'Stock Reports'** menu.

SI#	Item Code	Item Name	Unit Name	Usable Qty	Unusable Qty
▼ CONTRACEPTIVE (10 Items)					
1	CON001	AD SYRINGE (1 ML)	pcs	6,801	
2	CON002	CONDOM	pcs	16,800	
3	CON003	ECP (2 TAB/PACK)	pack	50	
4	CON004	IMPLANT (2 ROD)	sets	350	
5	CON006	INJECTABLES (DEPO-PROVERA)	vials	6,036	
6	CON007	IUD (CT-380A)	pcs	220	
7	CON008	ORAL PILL SHUKHI	cycle	34,731	
8	CON009	ORAL PILL APON	cycle	1,580	
9	CON010	ORAL PILL SHUKHI (3rd Generation)	cycle	6,040	
10	CON011	Test Item 01	bottle	100	
▼ IEM & OTHER PRINTING MATERIALS (5 Items)					

The 'Summary Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on Print button now, stock summary of all the items on current date will be printed.

- If you want to know the stock status of a previous date, type in the date in 'Summary Date' box.
- To print stock status of a specific group, select the group from 'Item Group' box. The form appear as follows:
- Press Print button to continue.

SL#	Group Name	Item Code	Item Name	Unit Name	Usable Qty	Unusable Qty
1	CONTRACEPTIVE	CON001	AD SYRINGE (1 ML)	pcs	6,801	0
2	CONTRACEPTIVE	CON002	CONDOM	pcs	16,800	0
3	CONTRACEPTIVE	CON003	ECP (2 TAB/PACK)	pack	50	0
4	CONTRACEPTIVE	CON004	IMPLANT (2 ROD)	sets	350	0
5	CONTRACEPTIVE	CON006	INJECTABLES (DEPO-PROVERA)	vials	6,036	0
6	CONTRACEPTIVE	CON007	IUD (CT-380A)	pcs	220	0
7	CONTRACEPTIVE	CON008	ORAL PILL SHUKHI	cycle	34,731	0
8	CONTRACEPTIVE	CON009	ORAL PILL APON	cycle	1,580	0
9	CONTRACEPTIVE	CON010	ORAL PILL SHUKHI (3rd Generation)	cycle	6,040	0
10	CONTRACEPTIVE	CON011	Test Item 01	bottle	100	0

- If you need to export, select export format and press excel button.

9.2. Stock Summary by Lot

This report shows the lot-wise stock status at a certain date. To print the report, follow the following steps:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as a upazila User
- Select **Entry Form>Stock Report > ' Stock Summary by Lot' ...** from **'Stock Reports'** menu. The form will look like the following screen:

STOCK SUMMARY BY LOT

Summary Date: Group Name: Item Name:

Show Only Unusable Stock
 Show Only Non-Zero Stock
 Show Only Zero Stock
 Show All Items

SI#	Item Code	Unit Name	Usable Qty	Lot Qty (Unusable)	Lot No/Description	Mfg Date	Expiry Date
CONTRACEPTIVE (18 Items)							
AD SYRINGE (1 ML) (3 Items)							
1	CON001	pcs	1,001				2025-04-30
2	CON001	pcs	300				2025-05-31
3	CON001	pcs	5,500				2025-11-30
CONDOM (3 Items)							
4	CON002	pcs	2,400				2026-09-30
5	CON002	pcs	3,600				2026-12-09
6	CON002	pcs	10,800				2026-12-31
ECP (2 TAB/PACK) (1 Item)							
7	CON003	pack	50		MCRAH		2024-09-30
IMPLANT (2 ROD) (2 Items)							

- The 'Summary Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on Print button now, stock summary of all the items on current date will be printed.
- If you want to know the stock status of a previous date, type in the date in 'Summary Date' box.
- To print stock status of a specific group, select the group from 'Item Group' box. The form appear as follows:
- Press Print button to continue.

Government of the People's Republic of Bangladesh
 Directorate General of Family planning
 Upazila Family Planning Office
 Adamdighi, Bogura
 Stock Summary by lot
 As on February 08 2023

SL.	Group Name	Item Name	Item Code	Unit Name	Usable Qty	Lot Qty (Unusable)	Lot No/Description	Mfg Date	Expiry Date
1	CONTRACEPTIVE	AD SYRINGE (1 ML)	CON001	pcs	1,001	0			30-04-2025
2	CONTRACEPTIVE	AD SYRINGE (1 ML)	CON001	pcs	300	0			31-05-2025
3	CONTRACEPTIVE	AD SYRINGE (1 ML)	CON001	pcs	5,500	0			30-11-2025
4	CONTRACEPTIVE	CONDOM	CON002	pcs	2,400	0			30-09-2026
5	CONTRACEPTIVE	CONDOM	CON002	pcs	3,600	0			09-12-2026
6	CONTRACEPTIVE	CONDOM	CON002	pcs	10,800	0			31-12-2026
7	CONTRACEPTIVE	ECP (2 TAB/PACK)	CON003	pack	50	0	MCRAH		30-09-2024
8	CONTRACEPTIVE	IMPLANT (2 ROD)	CON004	sets	200	0			28-02-2025
9	CONTRACEPTIVE	IMPLANT (2 ROD)	CON004	sets	150	0			30-04-2025
10	CONTRACEPTIVE	INJECTABLES (DEPO-PROVERA)	CON006	vials	5,036	0			30-11-2023

- If you need to export, select export format and press Excel button.

9.3. Digital ICR

This report shows the details transaction of items between specific dates. To print the report, follow the following steps:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as a upazila User
- Select **Entry Form>Stock Report > ' Digital ICR ...** from **'Stock Reports'** menu. The form will look like the following screen:

DIGITAL ICR													
Start Date		End Date		Group		Item							
02/05/2023		01/08/2023		All		AD SYRINGE (1 ML)					Print	Export	
Date	RECEIPTS				ISSUES				QUANTITY		BALANCE ON HAND		Remarks
	IIN/IV Number	Received From	Quantity Received	Mfg/Exp Date	IIN/IV Number	Issued to	Quantity Issued	Transfere... Returned/ Destroyed	Usable	Not Usable			
▼ CONTRACEPTIVE (61 Items)													
▼ AD SYRINGE (1 ML) (61 Items)													
02/05/2023	[PREV BA...	-	40,766			-		39,780		986			
08/05/2023	4453	-		31/01/2026	4453	3/Ka, KHURSIDA KHATUN, FWA, ...		8		978			
15/05/2023	122	Bogura RWH	700	31/01/2026		-				1,678			
17/05/2023	4473	-		31/01/2026	4473	AZMINA KHATUN, FWV, 03. Satiy...		8		1,670			
23/05/2023	4445	-		31/01/2026	4445	1/Ka, AKHI YASMIN, FWA, 01. Ada...		9		1,661			
23/05/2023	4446	-		31/01/2026	4446	1/Kha, MST.SHUSMA SARMIN, FW...		18		1,643			
23/05/2023	4447	-		31/01/2026	4447	2/Ka, PRIYANKA SARKAR, FWA, ...		3		1,640			
23/05/2023	4448	-		31/01/2026	4448	2/Kha, REHENA KHATUN, FWA, O...		20		1,620			
23/05/2023	4449	-		31/01/2026	4449	3/Ka, LABONE AKTER, FWA, 01. A...		3		1,617			

- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on Print button now, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select Item Group, Item Name and the form appear as follows:
- Press Print button to continue.

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH DIRECTORATE GENERAL OF FAMILY PLANNING Upazila Family Planning Office Adamdighi, Bogura INVENTORY CONTROL SYSTEM														
FORM NO 6 - ICR Name of Article : AD SYRINGE (1 ML)											Accounting Unit : pcs			
Sl#	Date	RECEIPTS				ISSUES				Quantity Transferred/ Returned/ Destroyed	BALANCE ON HAND		Signature of Store Keeper	Remarks
		IIN/IV Number	Received From	Quantity Received	Mfg/Exp Date	IIN/IV Number	Issued to	Quantity Issued	Usable		Not Usable			
1	02/05/2023	[PREV BALANCE]	-	40,766			-		39,780		986			
2	08/05/2023	4453	-		31/01/2026	4453	3/Ka, KHURSIDA KHATUN, FWA, 02. Chapapur		8		978			
3	15/05/2023	122	Bogura RWH	700	31/01/2026		-				1,678			
4	17/05/2023	4473	-		31/01/2026	4473	AZMINA KHATUN, FWV, 03. Satiyagram		8		1,670			
5	23/05/2023	4445	-		31/01/2026	4445	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi		9		1,661			
6	23/05/2023	4446	-		31/01/2026	4446	1/Kha, MST.SHUSMA SARMIN, FWA, 01. Adamdighi		18		1,643			
7	23/05/2023	4447	-		31/01/2026	4447	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi		3		1,640			
8	23/05/2023	4448	-		31/01/2026	4448	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi		20		1,620			
9	23/05/2023	4449	-		31/01/2026	4449	3/Ka, LABONE AKTER, FWA, 01. Adamdighi		3		1,617			
10	23/05/2023	4450	-		31/01/2026	4450	3/Kha, NIR BANU KHANAM, FWA, 01. Adamdighi		14		1,603			
11	23/05/2023	4451	-		31/01/2026	4451	1/Ka, ANJALI RANI SARKAR, FWA, 02. Chapapur (In-Charge)		8		1,595			
12	23/05/2023	4452	-		31/01/2026	4452	1/Kha, ANJALI RANI SARKAR, FWA, 02. Chapapur		5		1,590			
13	23/05/2023	4454	-		31/01/2026	4454	3/Kha, NASIMA KHATUN, FWA, 02. Chapapur		5		1,585			
14	23/05/2023	4455	-		31/01/2026	4455	1/Ka, DIPTI RANI, FWA, 03. Satiyagram		2		1,581			
15	23/05/2023	4456	-		31/01/2026	4456	1/Kha, DIPTI RANI, FWA, 03. Satiyagram (In-Charge)		4		1,579			
16	23/05/2023	4457	-		31/01/2026	4457	2/Ka, SAHINA AKTAR, FWA, 03. Satiyagram (In-Charge)		2		1,577			
17	23/05/2023	4458	-		31/01/2026	4458	2/Kha, MST. FARHANA YEASMIN, FWA, 03. Satiyagram		6		1,571			
18	23/05/2023	4459	-		31/01/2026	4459	3/Ka, RESHMA KHATUN, FWA, 03. Satiyagram		2		1,569			
19	23/05/2023	4461	-		31/01/2026	4461	2/Kha, JHOLO RANI, FWA, 04. Kundogram		1		1,568			
20	23/05/2023	4462	-		31/01/2026	4462	3/Ka, ASHRAFUN NESSA, FWA, 04. Kundogram (In-Charge)		7		1,561			

- If you need to export, select export format and press Excel button.

9.4. Receive Report

This report shows the details of issued items by facility between the specific dates. To print the report, follow the steps –

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as a upazila User
- Select **Entry Form>Stock Report > 'Receive Report'** ... from **'Stock Reports'** menu. The form will look like the following screen:

- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on Print button now, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select an Item Group and then an Item Name & Facility (optional).
- The form has extra 3 (three) radio button 1) All, 2) National Receive and 3) Receive from Warehouse. Details are given below:

Receive From Warehouse:

- Press Print button to continue.

Government of the People's Republic of Bangladesh
 Directorate General of Family planning
 Upazila Family Planning Office
 Adamdighi, Bogura
 Receive Report
 Between StartDate: 01/11/2022, To: 12/02/2023

SL	Group	Item	Supplier Name	Supplier Reference	Supplier Date	Invoice No	Invoice Date	Receive Qty
1	CONTRACEPTIVE	AD SYRINGE (1 ML)	Bogura RWH	4319	28/11/2022	119	29/11/2022	5500
2	CONTRACEPTIVE	CONDOM	Bogura RWH	4319	28/11/2022	119	29/11/2022	3600
3	CONTRACEPTIVE	ECP (2 TAB/PACK)	Bogura RWH	253	09/11/2022	117	09/11/2022	50
4	CONTRACEPTIVE	IMPLANT (2 ROD)	Bogura RWH	4319	28/11/2022	119	29/11/2022	200
5	CONTRACEPTIVE	IMPLANT (2 ROD)	Bogura RWH	253	09/11/2022	117	09/11/2022	200
6	CONTRACEPTIVE	INJECTABLES (DEPO-PROVERA)	Bogura RWH	4319	28/11/2022	119	29/11/2022	5000
7	CONTRACEPTIVE	IUD (CT-380A)	Bogura RWH	4319	28/11/2022	119	29/11/2022	200
8	CONTRACEPTIVE	ORAL PILL SHUKHI (3rd Generation)	Bogura RWH	4319	28/11/2022	119	29/11/2022	1440
9	CONTRACEPTIVE	Test Item 01	Bhola RWH	TT001	10/11/2022	118	18/11/2022	100
10	ITEM & OTHER PRINTING MATERIALS	GENERAL PATIENT REGISTER	Bogura RWH	4319	28/11/2022	119	29/11/2022	20

- If you need to export, select export format and press **'Export'** button.

9.5. Issue Details by Item

This report shows the details of issued items by Item between the specific date ranges. To print the report, follow the steps –

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as a upazila User
- Select **Entry Form > Stock Report > 'Issue Details By Item'** ... from **'Stock Reports'** menu. The form will look like the following screen:

ISSUE DETAILS BY ITEM

Start Date: 01/11/2022 End Date: 12/02/2023 Group: All Item: All

SI#	Receiver	Invoice No	Issue Date	Issue Qty	Invoice Type
▼ CONTRACEPTIVE (149 Items)					
▼ AD SYRINGE (1 ML) (37 Items)					
1	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi	4254	07/12/2022	4	Issue:Push
2	3/Ka, NUR BANU KHANAM, FWA, 01. Adamdighi (In-Charge)	4271	07/12/2022	3	Issue:Push
3	1/Kha, KHADIJA PARVIN, FWA, 05. Nosratpur (In-Charge)	4268	07/12/2022	19	Issue:Push
4	2/Kha, REHENA KHATUN, FWA, 01. Adamdighi	4290	07/11/2022	22	Issue:Push
5	ALTAFUN NESA, FWV, 01. Adamdighi	4285	05/12/2022	10	Issue:Push
6	3/Kha, NUR BANU KHANAM, FWA, 01. Adamdighi	4232	23/11/2022	2	Issue:Push
7	2/Kha, ASHRAFUN NESSA, FWA, 04. Kundogram (In-Charge)	4237	23/11/2022	2	Issue:Push
8	2/Ka, RABEYA SIDDIKA, FWA, 06. Santahar (ka)	4274	07/12/2022	21	Issue:Push
9	1/Ka, AKHI YASMIN, FWA, 01. Adamdighi	4266	07/12/2022	12	Issue:Push
10	3/Kha, SAHINA AKTAR, FWA, 03. Satiyangram	4259	07/12/2022	11	Issue:Push

- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on Print button now, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select Item Group, Item Name & Facility (all are optional). The form appear as follows:
- Press Print button to continue

Government of the People's Republic of Bangladesh
 Directorate General of Family planning
 Upazila Family Planning Office
 Facility: Adamdighi, Bogura
 Issue Details by Item
 Between 2022-11-01 and 2023-02-12

SL.	Group	Item	Receiver	Invoice No	Issue Date	Issue Qty	Invoice Type
1	CONTRACEPTIVE	AD SYRINGE (1 ML)	1/Kha, AKHI YASMIN, FWA, FWA, 01. Adamdighi (In-Charge)	4269	07/12/2022	13	Issue:Push
2	CONTRACEPTIVE	AD SYRINGE (1 ML)	1/Kha, DIPTI RANI, FWA, 03. Satiyangram (In-Charge)	4281	07/12/2022	25	Issue:Push
3	CONTRACEPTIVE	AD SYRINGE (1 ML)	2/Kha, ASHRAFUN NESSA, FWA, 04. Kundogram (In-Charge)	4237	23/11/2022	2	Issue:Push
4	CONTRACEPTIVE	AD SYRINGE (1 ML)	3/Kha, SAHINA AKTAR, FWA, 03. Satiyangram	4259	07/12/2022	11	Issue:Push
5	CONTRACEPTIVE	AD SYRINGE (1 ML)	2/Ka, PRIYANKA SARKAR, FWA, 01. Adamdighi	4272	07/12/2022	2	Issue:Push
6	CONTRACEPTIVE	AD SYRINGE (1 ML)	ALTAFUN NESA, FWV, 03. Satiyangram (In-Charge)	4245	02/11/2022	10	Issue:Push
7	CONTRACEPTIVE	AD SYRINGE (1 ML)	3/Kha, ASHA BANU, FWA, 06. Santahar (ka)	4264	07/12/2022	26	Issue:Push
8	CONTRACEPTIVE	AD SYRINGE (1 ML)	ALTAFUN NESA, FWV, 04. Kundogram (In-Charge)	4283	05/12/2022	2	Issue:Push

- If you need to export, select export format and press **Export** button.

9.6. Issue Details by Facility

This report shows the details of issued items by facility between the specific dates. To print the report, follow the following steps:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as a upazila User
- Select **Entry Form>Stock Report > ' Issue Details by Facility' ...** from **'Stock Reports'** menu. The form will look like the following screen:

ISSUE DETAILS BY FACILITY

SI#	Item Code	Item Name	Invoice No	Invoice Date	Issue Qty	Lot No/Des...	Mfg Date	Exp Date
ALTAFUN NESA, FWV, 04. Kundogram (In-Charge) (14 Items)								
1	CON001	AD SYRINGE (1 ML)	4283 (PUSH)	05/12/2022	2			30/04/2025
2	CON001	AD SYRINGE (1 ML)	4246 (PUSH)	02/11/2022	2			30/04/2025
3	CON002	CONDOM	4283 (PUSH)	05/12/2022	300			30/09/2026
4	CON006	INJECTABLES (DEPO-PROVERA)	4283 (PUSH)	05/12/2022	2			30/11/2023
5	CON006	INJECTABLES (DEPO-PROVERA)	4246 (PUSH)	02/11/2022	3			30/11/2023
6	CON008	ORAL PILL SHUKHI	4246 (PUSH)	02/11/2022	15			31/10/2025
7	IEM004	ANTENATAL CARE REGISTER	4283 (PUSH)	05/12/2022	1	MCRAH		
8	IEM048	MEC WHEEL	4246 (PUSH)	02/11/2022	3	CCSDP		
9	IEM060	NUTRITION REGISTER	4283 (PUSH)	05/12/2022	1	MCRAH		
10	IEM115	MATERNAL CARE REGISTER	4283 (PUSH)	05/12/2022	1	MCRAH		
11	IEM116	CHILD CARE REGISTER (Up To 2 Month)	4283 (PUSH)	05/12/2022	1	MCRAH		

- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on Print button now, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select an Item Group, Item Name & Facility (all are optional). The form appear as follows:
- Press Print button to continue.

Government of the People's Republic of Bangladesh
 Directorate General of Family planning
 Upazila Family Planning Office
 Adamdighi, Bogura
 Issue Details by Facility
 Between 2022-11-01 and 2023-02-12

SL.	Facility	Item Code	Item Name	Invoice No	Invoice Date	Issue Qty	Lot No/Description	Mfg Date	Exp Date
1	ALTAFUN NESA, FWV, 04. Kundogram (In-Charge)	CON001	AD SYRINGE (1 ML)	4246 (PUSH)	02/11/2022	2			30/04/2025
2	ALTAFUN NESA, FWV, 04. Kundogram (In-Charge)	CON001	AD SYRINGE (1 ML)	4283 (PUSH)	05/12/2022	2			30/04/2025
3	ALTAFUN NESA, FWV, 04. Kundogram (In-Charge)	CON002	CONDOM	4283 (PUSH)	05/12/2022	300			30/09/2026
4	ALTAFUN NESA, FWV, 04. Kundogram (In-Charge)	CON006	INJECTABLES (DEPO-PROVERA)	4246 (PUSH)	02/11/2022	3			30/11/2023
5	ALTAFUN NESA, FWV, 04. Kundogram (In-Charge)	CON006	INJECTABLES (DEPO-PROVERA)	4283 (PUSH)	05/12/2022	2			30/11/2023
6	ALTAFUN NESA, FWV, 04. Kundogram (In-Charge)	CON008	ORAL PILL SHUKHI	4246 (PUSH)	02/11/2022	15			31/10/2025
7	ALTAFUN NESA, FWV, 04. Kundogram (In-Charge)	IEM004	ANTENATAL CARE REGISTER	4283 (PUSH)	05/12/2022	1	MCRAH		
8	ALTAFUN NESA, FWV, 04. Kundogram (In-Charge)	IEM048	MEC WHEEL	4246 (PUSH)	02/11/2022	3	CCSDP		
9	ALTAFUN NESA, FWV, 04. Kundogram (In-Charge)	IEM060	NUTRITION REGISTER	4283 (PUSH)	05/12/2022	1	MCRAH		

9.7. Stock Expiry by Lot

This report shows the details of Stock expiry by lot between specific dates. To print the report, follow the steps:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as a upazila User
- Select **Entry Form>Stock Report > ' Stock Expiry by lot' ...** from **'Stock Reports'** menu. The form will look like the following screen:

- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on Print button, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select an Item Group and then an Item Name & Facility (Optional). The form may appear as follows:
- Press Print button to continue.

Government of the People's Republic of Bangladesh Directorate General of Family planning Upazila Family Planning Office Facility: Adamdighi, Bogura Stock Expiry By Lot Stock Date: 31/10/2023, NONE-ZERO									
SL.	Group Name	Item Code	Item Name	Unit Name	Usable Qty	Unusable Qty	Lot No/Description	Mfg Date	Expiry Date
1	CONTRACEPTIVE	CON010	ORAL PILL SHUKHI (3rd Generation)	cycle	1,240	0			31/10/2023
2	MCH & OTHER MEDICINE	MCH021	TAB. MISOPROSTOL 200 MCG (2 tab. = 1 dose)	tab.	480	0	MCRAH		31/07/2023
3	MSRs (ALL)	MSR023	POVIDONE IODINE SOLUTION	bottle	10	0	CCSDP		30/04/2023

- If you need to export, select export format and press **Excel** button

9.8. Adjustments Report

This report shows the details of stock adjustments report between specific dates. To print the report, follow the steps:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as a upazila User
- Select **Entry Form>Stock Report > 'Adjustments Report'** ... from **'Stock Reports'** menu. The form will look like the following screen:

ADJUSTMENTS REPORT

Start Date: 01/11/2022 End Date: 12/02/2023 Group: All Item: All

Item: All

SI#	Item Code	Adj. Type	To/From	Inv. Date	Invoice No	Unit Name	Adjusted Qty	Lot No/Descript...	Mfg Date	Exp Date	Remarks
MCH & OTHER MEDICINE (2 Items)											
5% PERMETHRIN CREAM (15 GM) (1 item)											
1	MCH041	Add to Stock	Adamdighi, Bogura	07/11/2022	79	bottle	20				
7.1% CHLOROHXIDINE (1 Item)											
2	MCH051	Add to Stock	Adamdighi, Bogura	07/11/2022	79	bottle	25				

- Select Group, Item and Adjustment Type or AllSelect 'Start Date' option in 'End Date' block.
- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on **'Print'** button, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select an Item Group and then an Item Name and adjustment Type (Optional). The form may appear as follows:
- Press **'Print'** button to continue.

Government of the People's Republic of Bangladesh
Directorate General of Family planning
Upazila Family Planning Office
Facility: Adamdighi, Bogura
Adjustments Report

SL.	Item Code	Adj. Type	To/From	Inv. Date	Invoice No	Unit Name	Adjusted Qty	Lot No/Description	Mfg Date	Exp Date	Remarks
1	MCH041	Add to Stock	Adamdighi, Bogura	07/11/2022	79	bottle	20				
2	MCH051	Add to Stock	Adamdighi, Bogura	07/11/2022	79	bottle	25				

- If you need to export, select export format and press Excel button

9.9. Stock Transaction by Lot

This report shows the details of Stock Transaction by lot between specific dates. To print the report, follow the steps: Open any internet browser, like Google Chrome or Firefox.

- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as a upazila User
- Select **Entry Form>Stock Report > 'Stock transaction by Lot'.....** from **'Stock Reports'** menu. The form will look like the following screen:

STOCK TRANSACTIONS BY LOT

Group
CONTRACEPTIVE

Item
AD SYRINGE (1 ML)

Lot No

Exp Date
05/31/2025

Invalid Date Format

SI#	Item Code	To/From	Inv. Date	Invoice No	Unit Name	Usable In	Usable Out	Usable Balance	Unusable In	Unusable Out	Unusable Balance	Lo Nc
		<small>filter column...</small>										
CONTRACEPTIVE (2516 Items)												
AD SYRINGE (1 ML) (2516 Items)												
1	CON001	Initial			pcs	2,846		2,846				
2	CON001	ALTAFUN NESA, F...	03/10/2015	34 (PUSH)	pcs		10	2,836				
3	CON001	3/Kha, ASHA BAN...	03/10/2015	25 (PUSH)	pcs		15	2,821				
4	CON001	2/Ka, JAKIYA KHA...	03/10/2015	30 (PUSH)	pcs		16	2,805				
5	CON001	1/ kha, Rahamat Ar...	03/10/2015	1 (PUSH)	pcs		22	2,783				
6	CON001	2/Ga, REHENA KH...	03/10/2015	23 (PUSH)	pcs		2	2,781				
7	CON001	3/Kha, ROKEYA P...	03/10/2015	20 (PUSH)	pcs		35	2,746				
8	CON001	1/ ka, Tahmina Kha...	03/10/2015	16 (PUSH)	pcs		12	2,734				
9	CON001	1/ ka, Shefaly Khat...	03/10/2015	13 (PUSH)	pcs		5	2,729				
10	CON001	2/ kha, Nurun Nah...	03/10/2015	10 (PUSH)	pcs		15	2,714				

- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on Print button, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select an Item Group and then an Item Name & Lot No or Exp Date The form may appear as follows:
- Press Print button to continue.

Government of the People's Republic of Bangladesh
 Directorate General of Family planning
 Adamdighi, Bogura
 Upazila Family Planning Office
 Stock Transactions by Lot

SL.	Group	Item	Item Code	To/From	Inv. Date	Invoice No	Unit Name	Usable In	Usable Out	Usable Balance	Unusable In	Unusable Out	Unusable Balance	Lot No/Description	Mfg Date	Exp Date	Remarks
1	CONTRACEPTIVE	AD SYRINGE (1 ML)	CON001	Initial			pcs	2,846	0	2,846	0	0	0				
2	CONTRACEPTIVE	AD SYRINGE (1 ML)	CON001	2/ kha, Nurun Nahar, FWA, Satiyangram	03/10/2015	10 (PUSH)	pcs	0	15	2,831	0	0	0				
3	CONTRACEPTIVE	AD SYRINGE (1 ML)	CON001	07. Nazma Aktar, FW, Santahar (kha)	03/10/2015	36 (PUSH)	pcs	0	30	2,801	0	0	0				
4	CONTRACEPTIVE	AD SYRINGE (1 ML)	CON001	1/kha, NASIMA AKTAR, FWA, 03. Satiyangram	03/10/2015	8 (PUSH)	pcs	0	25	2,776	0	0	0				
5	CONTRACEPTIVE	AD SYRINGE (1 ML)	CON001	ALTAFUN NESA, FW, 04. Kundogram (In-Charge)	03/10/2015	34 (PUSH)	pcs	0	10	2,766	0	0	0				
6	CONTRACEPTIVE	AD SYRINGE (1 ML)	CON001	1/ kha, Shefali Khatun, FWA In charge, Kundogram	03/10/2015	29 (PUSH)	pcs	0	10	2,756	0	0	0				

- If you need to export, select export format and press Excel button

- END -