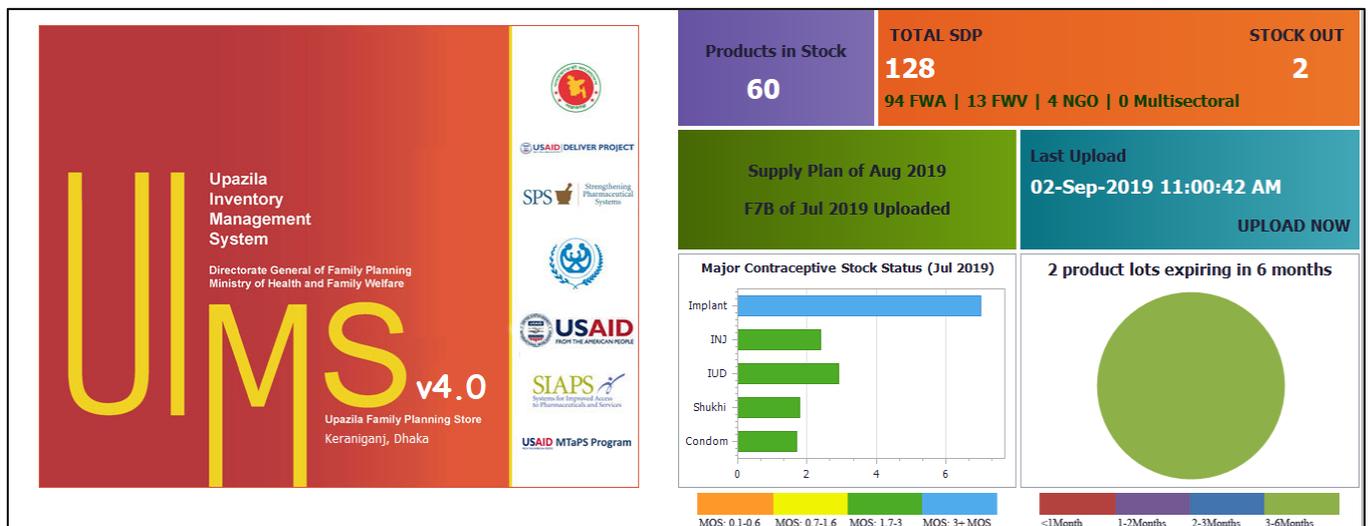


UIMSV4 USER GUIDE

Upazila Inventory Management System of Directorate General of Family Planning (DGFP)

September 14, 2019



Contents

Chapter-1: Introduction	5
1.1. Background.....	6
1.1.1. How it's used	6
1.1.2. Advantages	6
1.1.3. Limitations	6
1.1.4. Where it has been applied	6
1.1.5. Language availability	6
1.2. UIMSV4 Features	6
1.2.1. General	6
1.2.2. Lot Management	7
1.2.3. SDP Entry	7
1.2.4. Receive Invoice	7
1.2.5. Issue Invoice	7
1.2.6. Adjustment Invoice.....	7
1.2.7. Form 3 & Form 2 Entry	7
1.2.8. Form 7B Entry.....	8
1.2.9. Supply Plan Entry.....	8
1.2.10. DDS Kits Entry	8
1.2.11. Stock Reports.....	9
1.2.12. Slow Moving Reports.....	9
1.2.13. Data Download/Upload.....	9
1.3. What can & what cannot be in UIMSV4 (Cases)	9
1.3.1. Union	9
1.3.2. Item Group & Item List	9
1.3.3. Supply Plan	9
1.3.4. Form 7B.....	9
1.4. UIMSV4 Update Features	9
1.4.1. Options	9
1.4.2. SDP List	10
1.4.3. Receive Invoice	10
1.4.4. Issue Voucher	10
1.4.5. Indent.....	10
1.4.6. Adjustment	10

1.4.7. F7B Report	10
1.4.8. Supply Plan	10
1.4.9. Reports.....	10
Chapter-2: Upazila Setup and Configuration	11
2.1. How to setup data for a Upazila.....	11
2.2. How to configure UIMSV4 for respective Upazila Users?	14
2.3. How to add an Employee in UIMSV4?	14
2.4. How do we Set Permission into Forms for each Employee	16
2.5. How do we set Options for UIMSV4?	17
Chapter-3: How to operate UIMSV4	19
3.1. How to start UIMSV4	20
3.2. How to exit UIMSV4.....	20
3.3. How to Logout.....	21
3.4. User Permission in Forms.....	21
3.5. How to Change Password.....	22
3.6. UIMSV4 Menu(s) Operating Guidelines	23
3.7. Form Elements	23
3.8. Common Command Buttons.....	24
3.9. Common Features of a Form	25
3.10. Forms Data Uploading & Downloading Condition	29
3.10.1. Data downloaded from Web	29
3.10.2. Data Entry in and uploaded from UIMSV4	29
3.10.3. Common & No Effect Forms in UIMSV4	29
Chapter-4: Parameters.....	30
4.1. Item Groups.....	31
4.2. Item List.....	33
4.3. Suppliers.....	39
4.4. Employees	41
4.5. Warehouse List.....	45
4.6. District	46
4.7. Upazila List.....	46
4.8. Unions	47
4.9. SDP List.....	48
4.10. SDP Active/Inactive Report	53
Chapter-5: Invoice.....	55
5.1. Receive Invoice – Local Purchase	56

5.2. Receive Invoice – Receive From Warehouse	65
5.3. Issue Voucher	76
5.4. Adjustment Invoice	87
5.5. Indent	98
Chapter-6: Field.....	109
6.1. LMIS Form 2.....	110
6.2. LMIS Form 3.....	117
6.3. LMIS Form 7B	124
6.4. Supply Plan	134
6.5. Custom Supply Plan.....	144
6.6. Field Reports.....	149
6.7. DDS Kits Reporting	155
Chapter-7: Stock.....	162
7.1. Stock Balance	163
7.2. Stock Reports	166
7.2.1. Stock Summary	167
7.2.2. Stock Summary by Lot	168
7.2.3. Digital ICR.....	169
7.2.4. Receive Report.....	170
7.2.5. Issue Details by Item.....	171
7.2.6. Issue Details by Facility	172
7.2.7. Stock Expiry by Lot.....	173
7.2.8. Adjustment Report	174
7.2.9. Stock Transaction by Lot.....	175
7.2.10. Physical Inventory.....	176
7.3. Slow Moving Item list.....	177
Chapter-8: Administrator.....	178
8.1. Options	179
8.2. Data Download.....	181
8.3. Data Upload.....	181
8.4. Backup Database	182
8.5. Unit	183
8.6. Adjustment Type	184
8.7. Employee Designation.....	185
8.8. Indentors Designation	186
8.9. Facility Group	187

8.10. Form Item Settings 188

8.11. Supply Plan Item Serial 188

8.12. DDS Kits Item Serial 189

8.13. How to change UIMsv4 Themes 190

Chapter-9: Help 191

9.1. Audit Log 192

9.2. Error Log 193

9.3. Data Upload Information 194

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 users feedback on last four years of successful operations on UIMSv3.6, The Medicines, Technologies, and Pharmaceutical Services (MTaPS) of MSH has initiated to updates the UIMSv3.6 which is herein after called UIMSv4.

1.1.1. How it's used

The Upazila Inventory Management System (UIMS) is software to 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.

1.1.3. Limitations

- ✓ Not web based, but uploads stock status & monthly report to Supply Chain Management Portal (SCMP) as when require upon depend 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. UIMSv4 Features

1.2.1. General

- ✓ Only active users will be able to login
- ✓ Item group & Code unification, reduce unnecessary items
- ✓ All basic data need to be downloaded from SCMP portal
- ✓ UIMSv4 now capable of uploads/downloads all data to/from web server (www.scmpbd.org)
- ✓ Generate backup in .zip format
- ✓ Can download upazila back-up data from web upto latest synced available data
- ✓ New supplier information need to enter in UIMSv4 and upload to SCMP portal.

1.2.2. Lot Management

- ✓ In UIMSV4 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 UIMSV4 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 and updated for a specific **Month** if Form 7B for that **Month** already posted in the system.

1.2.7. 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 commodities for each SDP. User need to set this to eliminating to show Stock-out in Form 7B and SCMP. For only first month it require 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.

1.2.8. Form 7B Entry

- ✓ No change can be made in master data (Upazila, District, Reported Month, and Reported Year) if that form have 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 be 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 upload **Posted Form 7B** data in SCMP portal.
- ✓ **MOS** calculation on **Average Month Distribution (AMD)** on basis of **last 6 Months Non Zero Distribution**.

1.2.9. Supply Plan Entry

- ✓ No change can be made in master data (Upazila, District, Reported Month, and Reported Year) if that form have 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**.

1.2.10. DDS Kits Entry

- ✓ Only **Active SDPs** are allowed to give DDS Kits entry.
- ✓ For first month user will be allowed to give entry for opening balance only then for next month opening balance will automatically came from previous month closing balance.
- ✓ Validation on closing balance not possible to entry **(-) Negative** and showing **Red color** if user try to enter negative entry.

- ✓ DDS Kit (28) items entry on SCMP with multiple factor downloaded in UIMSV4. User can not add/edit any DDS Kit items in UIMSV4.

1.2.11. Stock Reports

- ✓ **"Stock Expiry by Lot"** Report added in UIMSV4 with within next 6 months and also facility to view data on custom date.
- ✓ **"Receive Report"** added in UIMSV4 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 moved.

1.2.13. Data Download/Upload

- ✓ **Auto Sync** of data (download & upload) after a certain period (default **30 minutes**) when get internet available.

1.3. What can & what cannot be in UIMSV4 (Cases)

1.3.1. Union

- ✓ Union cannot be entered in UIMSV4 need to download from web.

1.3.2. Item Group & Item List

- ✓ User cannot add new Item in UIMSV4 need to download from web;
- ✓ User also cannot add new Item Group need to download from web;
- ✓ User can add Employee and set Forms & Reports Edit & View access permission.

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. UIMSV4 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 UIMsv4 and upload to SCMP.
- ✓ When upload indent then data upload automatically.

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 massage.
- ✓ MIS Form 2 or 3 but on mistake no distribution entered in distribution column report generate showing massage.
- ✓ When upload F7B then data upload and download automatically.

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: Upazila Setup and Configuration

2.1. How to setup data for a Upazila



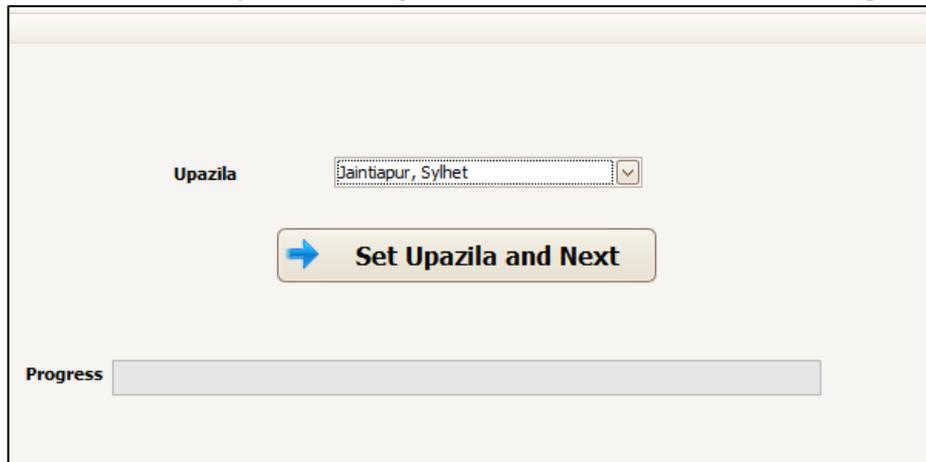
- **Step-1:** After installed UIMSV4 software, double clicking the UIMSV4 icon from desktop the following screen will be appeared:

- **Step-2:** Select **User Id: XXX** and type **Password: XXX** then press "**OK**". After pressing **OK** the following screen will be appeared:

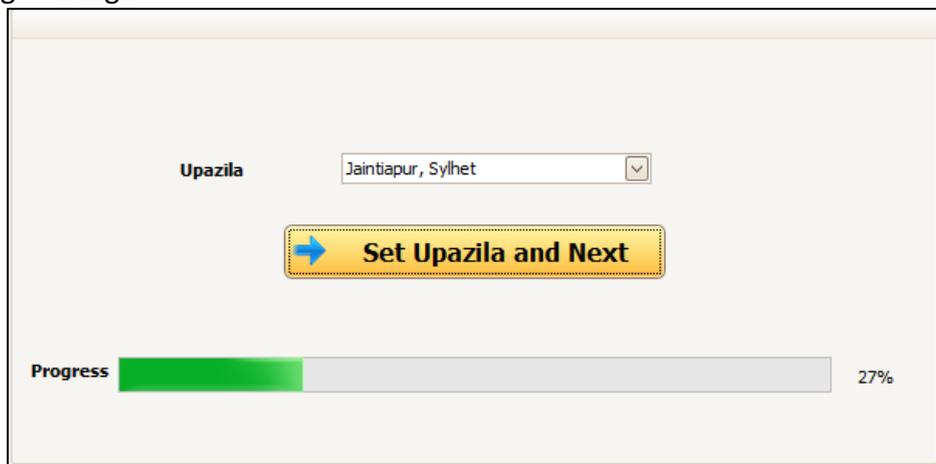
(Note that User must Logged In as Admin user).

- **Step-3:** To select the software starting mode from the above screen click "**Start with fresh Database**" radio button then press "**Next**" button. After pressing "**Next**" the following screen will be appeared:

- **Step-4:** To select Upazila, go to "Upazila" combo list from the above screen for which the UIMsv4 has installed then press "Set Upazila and Next" button as following screen:



After completing progress the following screen will be appeared with a message box showing following message:



**“Meta data downloaded successfully.
Please, Restart and Set Your Option Data Correctly.”**

- **Step-5:** After pressing “OK” in above "Completion Success" message box and the following login screen will be appeared:



After that the UIMsv4 software will be ready to use.

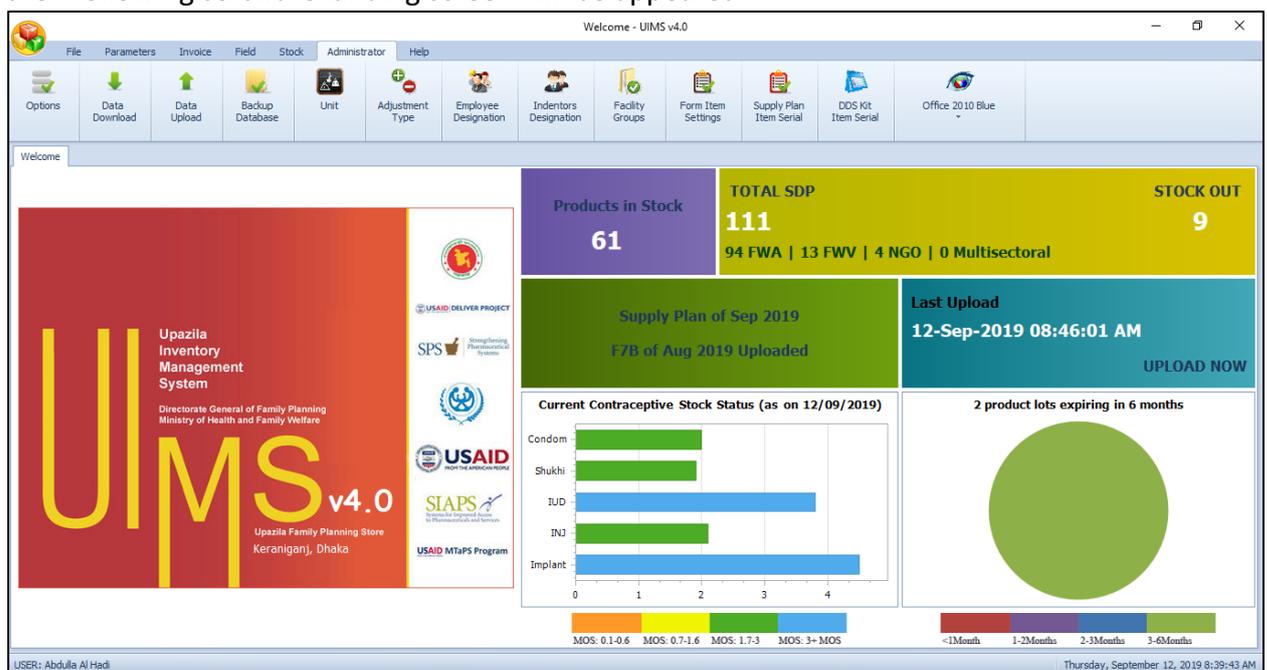
2.2. How to configure UIMSV4 for respective Upazila Users?



- Double clicking the  icon from desktop and putting **User ID** and **Password** from the following login screen:



- Select **User Id: XXX** & type **Password: XXX** then press **OK** and if the User ID & Password is match then following software landing screen will be appeared:

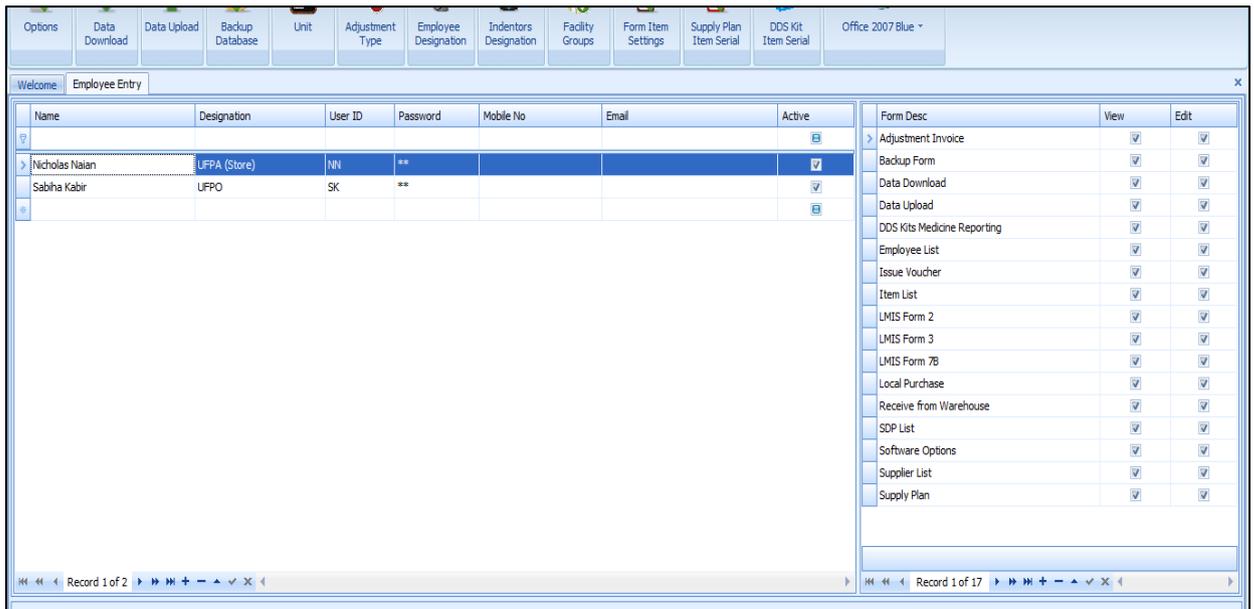


2.3. How to add an Employee in UIMSV4?

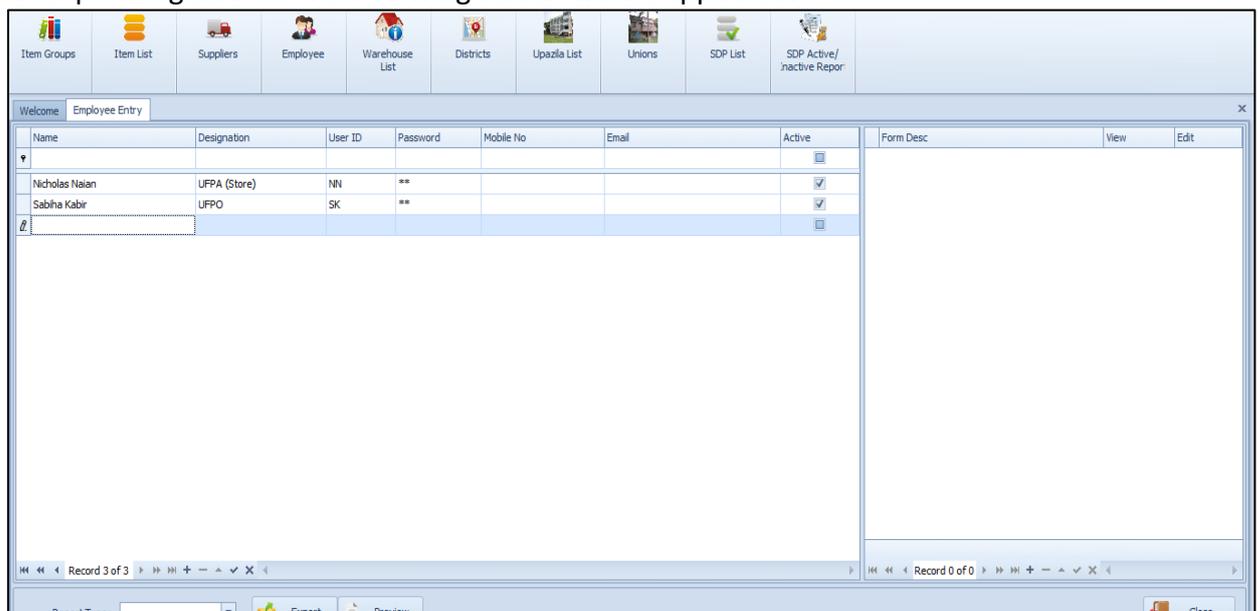
- Go to **Parameter > Employee** from **Parameter** menu.
- The following sub-menu will be appeared:



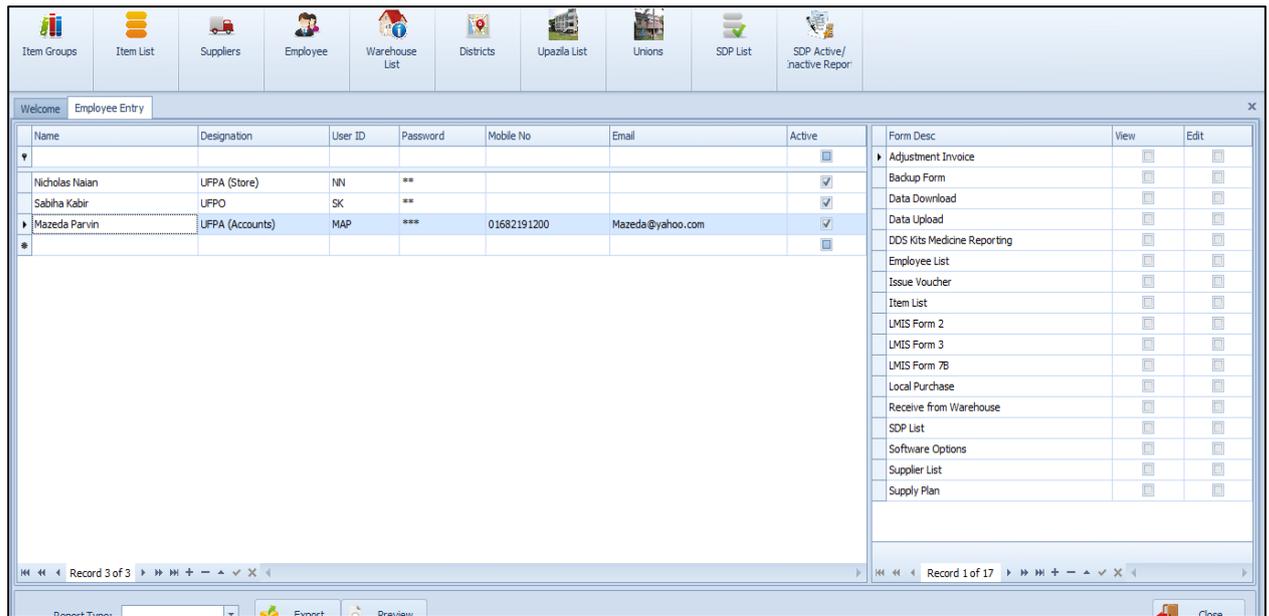
- From the above Sub-menu press **"Employee"** menu to **Add/Edit** an employee. After pressing **"Employee"** button the following screen will be appeared:



- Press add  button to create new employee.
- After pressing add  the following screen will be appeared:

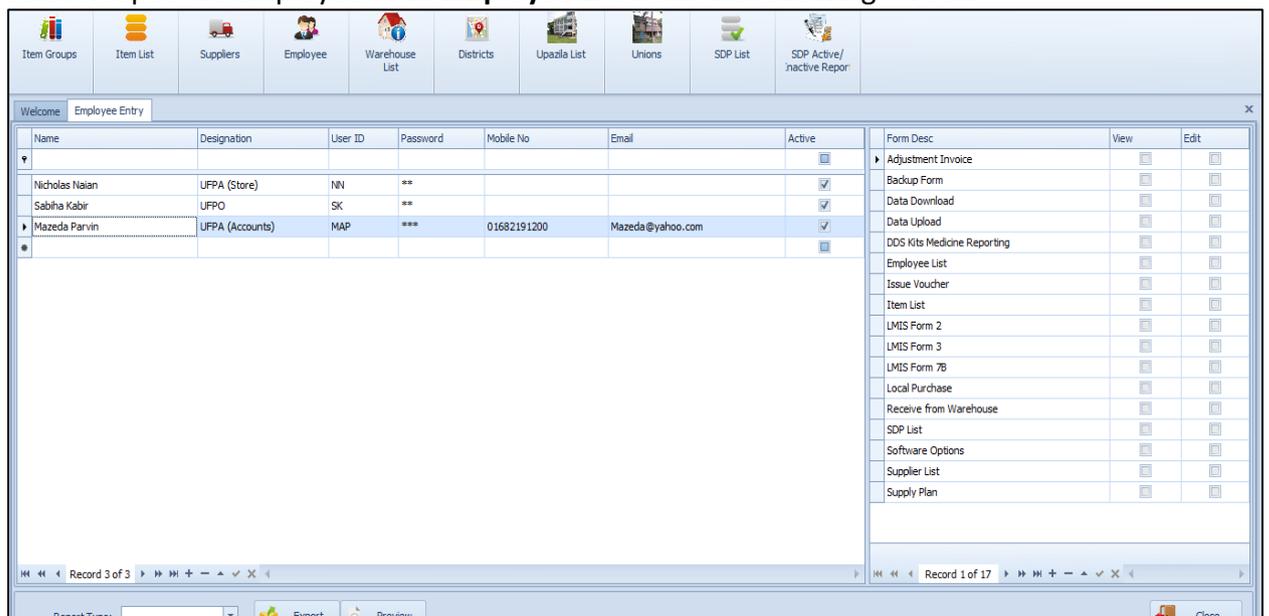


- Type Name, Designation, User Id, Password then press Save  or press enter from keyboard **(N.B. Make sure your *User id* would be at least 3 (three) digit, *Password* also at least 3 (three) digits, *Mobile No* and *Email*.**
- To make an **Employee “Active”** or **“Inactive”**, press the check box tick and untick (empty) the check box to make inactive.
- After pressing **Save**  button the following screen will be shown:

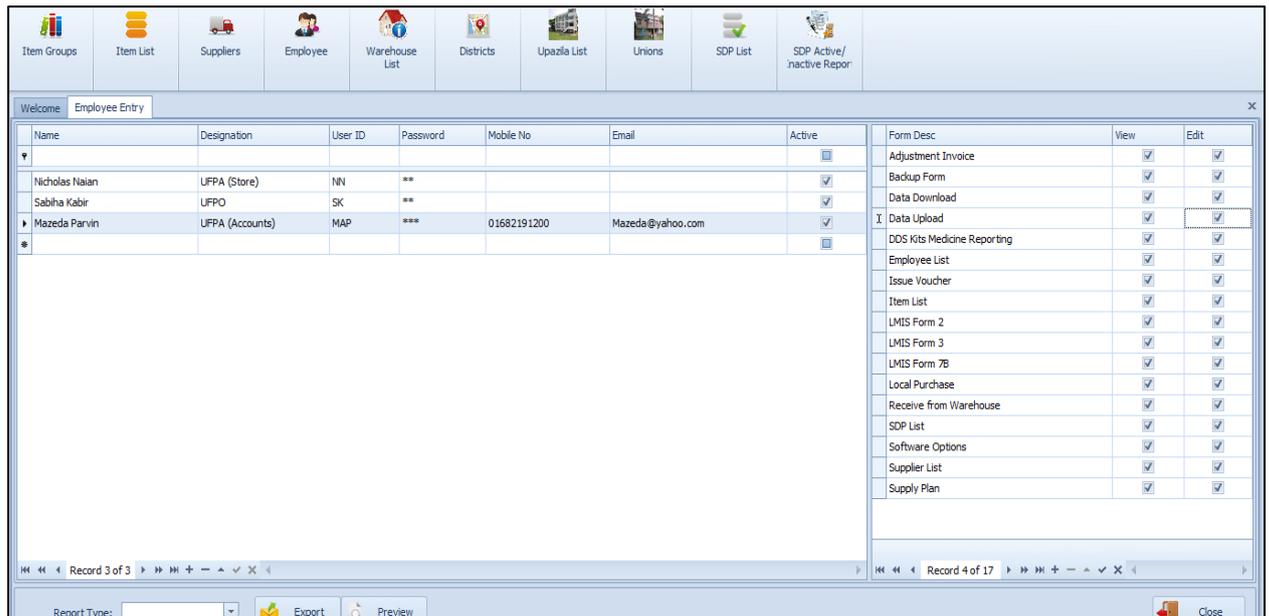


2.4. How do we Set Permission into Forms for each Employee

- Select respective employee from **Employee List** from the following screen:



- Against each Employee you need to set following types of permission:
 1. Permit to View press under view
 2. Permit to Entry/Edit press under Edit
 3. Not permit view or edit check box empty
- To set permission to each and every forms for an employee you have to click these manually as showing in following screen:

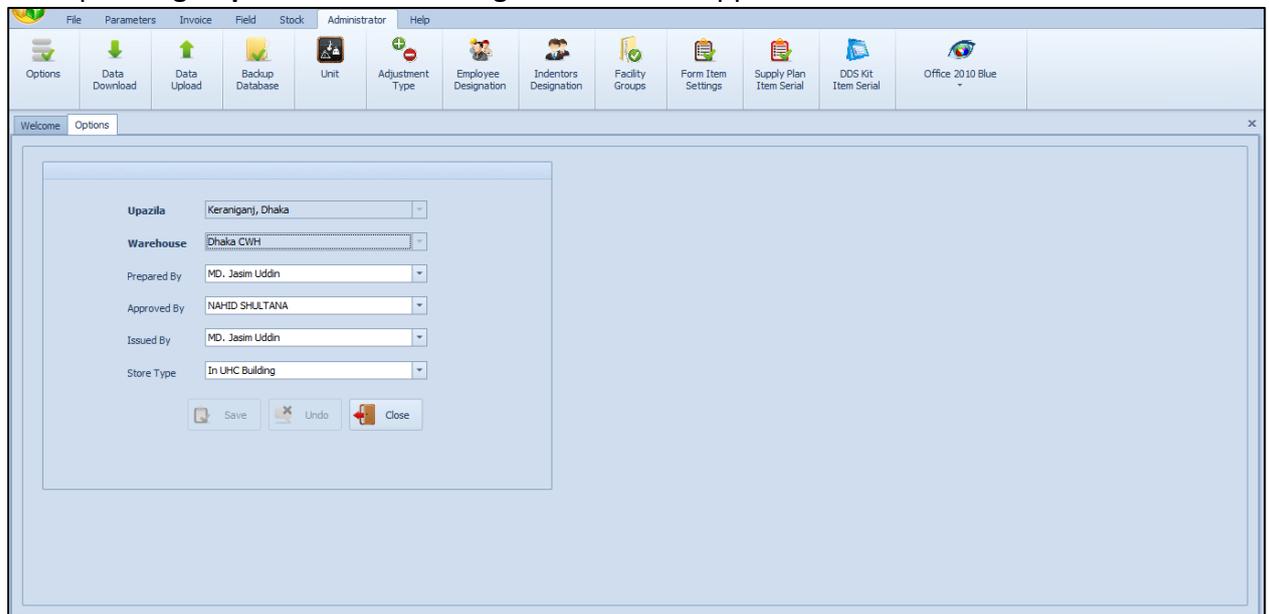


2.5. How do we set Options for UIMSV4?

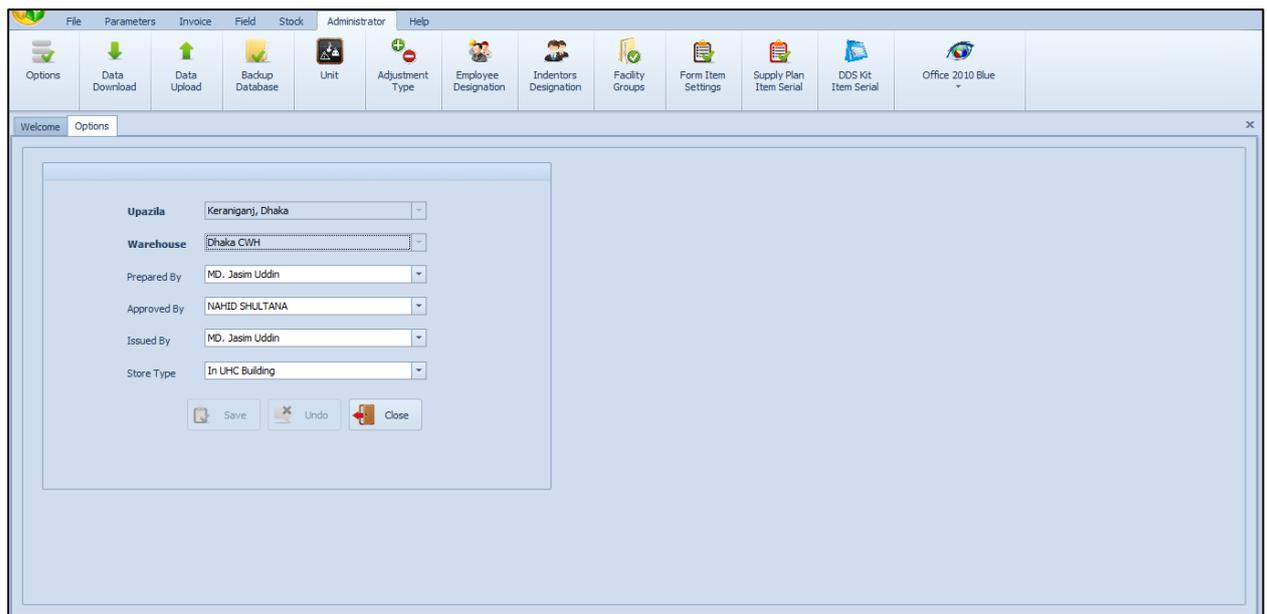
- Go to **Administrator > Options** from **Administration** menu

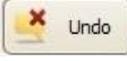


- After pressing "**Options**" the following screen will be appeared:



- 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 in the **Employee** list.
- From the prelisted **Employee** list you have to select one for "**Prepared By**", One for "**Approved By**" and one for "**Issued By**" as follows:



- If you need to cancel settings Press  button before save.
- After setting **“Prepared By, Approved By & Issued By”** and **Store type** then press  button.
- Press  button.

Chapter-3: How to operate UIMsv4

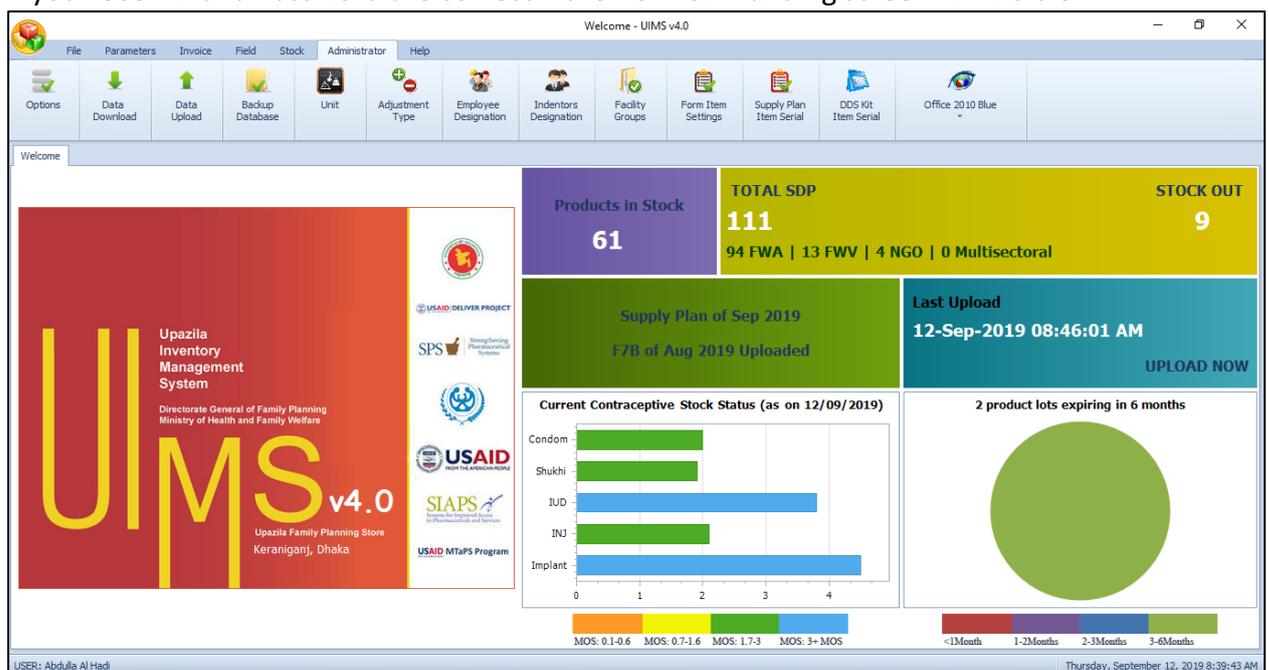
3.1. How to start UIMSV4



- Double click on UIMSV4 icon in your desktop or
- Select **Start > Programs > UIMSV4 > UIMSV4** from taskbar to run UIMSV4.
- Following login screen will appear:



- Type your **User ID** and **Password** in the boxes and press **<Enter>** or press **"OK"**.
- If your User ID and Password are correct – then UIMSV4 landing screen will visible.



- At the bottom left of the landing screen you will see your **User Name**.

3.2. How to exit UIMSV4

- Select **File > Exit** from **File** menu bar. Or



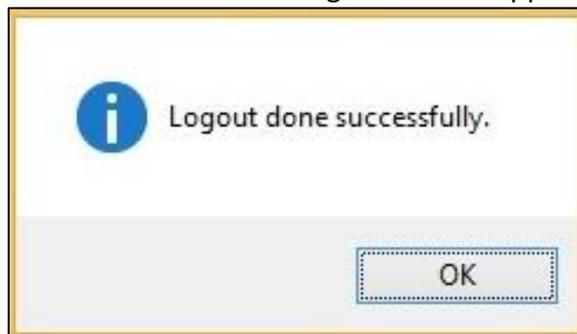
- Press the topmost right button to exit from UIMSV4.
Note: Before you exit, make sure that no forms are open.

3.3. How to Logout

After your works are done and you temporarily want to suspend working with UIMsv4 but do not want to **Exit** then you should logout. This make sure that another person cannot use UIMsv4 with your permissions when you are out. To logout from UIMsv4, select **File > Logout** button from **File** menu.



- After pressing **Logout** button then the following screen will appear:



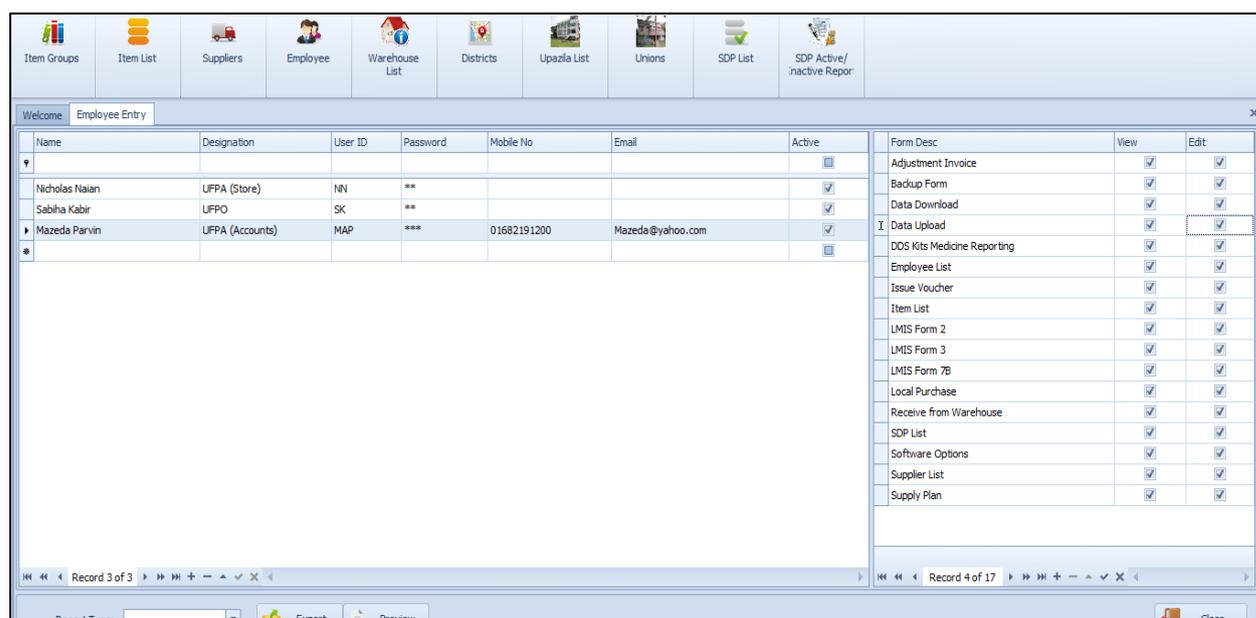
- If you want to resume your work after logging out, you have to log in again from **File > Login** menu.



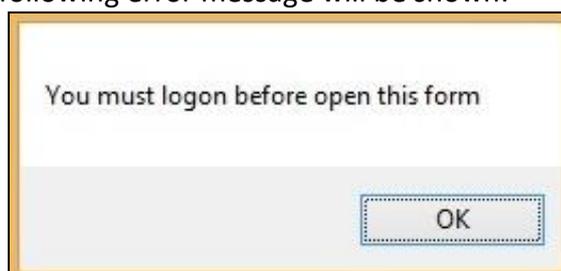
3.4. User Permission in Forms

Based on the permission set by the Administrator, Users of UIMsv4 will be restricted to access certain parts of the software. The Administrator will set 3 (three) types of permissions to access the forms –

- **Edit** – Users with edit permission on any **Form** will be able to enter new data, edit data, delete and print in the specific form.
- **View** – Users with view permission will only be able to browse the data in the Form but no editing will be possible by using their User Id. A typical Form opened by a user with only **“View”** access:



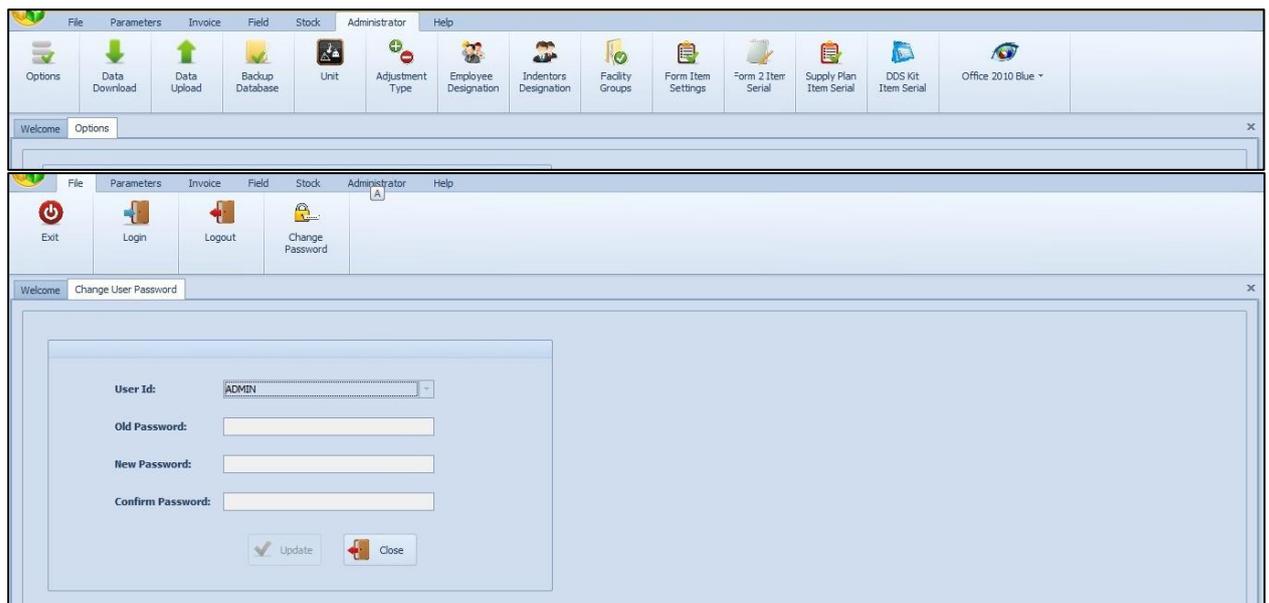
- **No permission** – If an User does not have **Edit** or **View** permission on any form and he/she tries to open the form, the following error message will be shown:



3.5. How to Change Password

Every user has a **User Id** and **Password** initially provided by the Administrator. For security reasons, user should change their password at any time by follow the below steps:

- Select **File > Change Password** from **File** menu.
- **Change Password Form** will be visible.
- The **User Id** combo box will be shown your logged on user name.
- Provide your **Current Password** in **Old Password** box.
- After that enter the **New Password** that you would like to set in the **New Password** and **Confirm Password** box.



- Press **Update** button to continue.
- To check that the **New Password** is in effect, login again from **File > Login...** dialog box.

3.6. UIMSV4 Menu(s) Operating Guidelines

1. To open UIMSV4, user need to double clicking the  icon from desktop.
2. The UIMSV4 have following Menu and Sub-Menu:



- ✓ **Menu:** File, Parameters, Invoice, Stock, Reports, and Administrators & Help.
- ✓ **Sub-Menu:** Exit, Login, Logout, Change Password etc.

3. At a time multiple Forms can be opened and user can browse one to another just like switching **Forms' Tabs**:



4. To Minimize, Maximize and Close a Form, user need to click buttons from the following Bar:



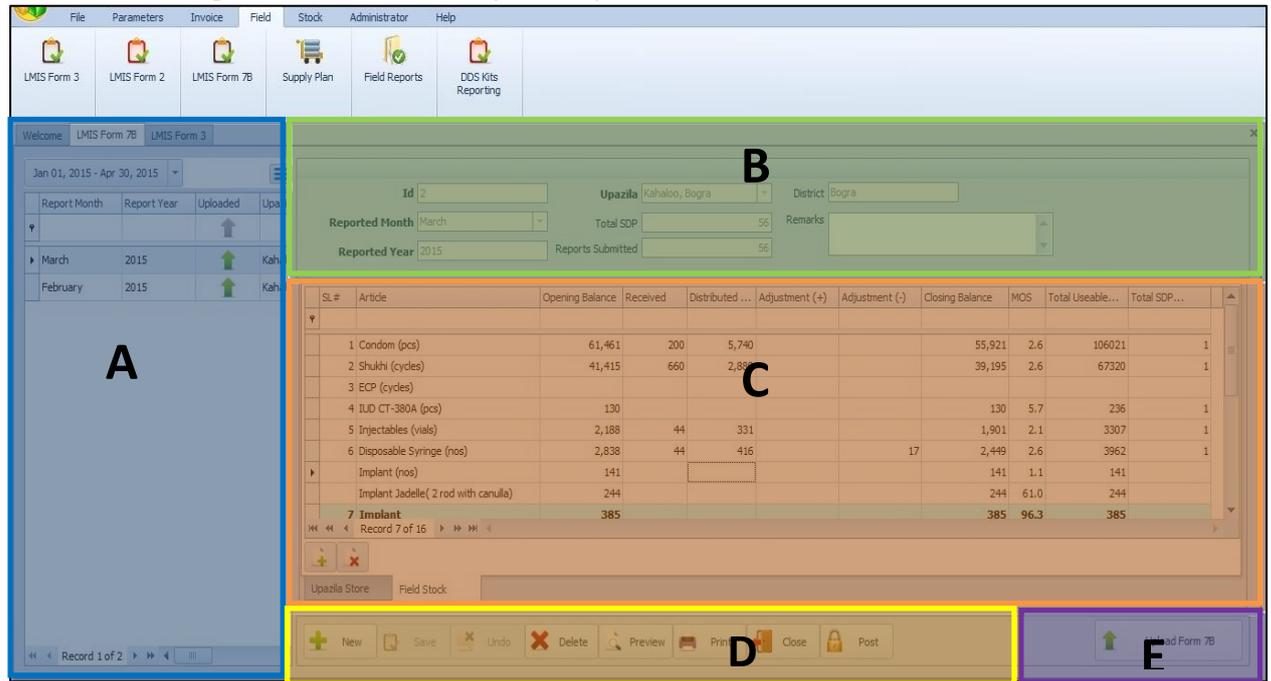
The forms will be kept opened until user close the form.

3.7. Form Elements

A typical Entry Form can be divided into 5(five) major common blocks –

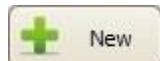
- **Block-A:** This block generally consists of a list of IDs/Names/Dates from which one can select a specific record to view in following Block-B & C in details.
- **Block-B:** The basic and common header or master data need to enter in this block.
- **Block-C:** The details items under a same header or master need to enter in this block.

- **Block-D:** This block consists of a number of buttons to entry, edit, delete, and preview and print the records.
- **Block-E:** To generate vouchers/reports, upload/download this block is used.



3.8. Common Command Buttons

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



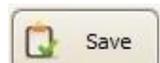
New

To Insert a new record of any type



Undo

To Undo the current record



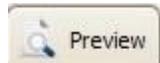
Save

To Save the current editing



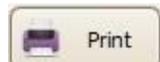
Delete

To Delete the current record in a form



Preview

To Preview a report before printing



Print

To Print a report without previewing

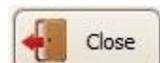


To View print options before any print from Preview



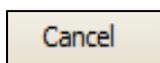
Update

To Update of records to addition or deletion into stock data



Close

To Close a Form



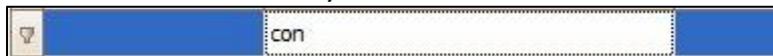
Cancel

To Cancel any action or task



OK

To OK of any action or task



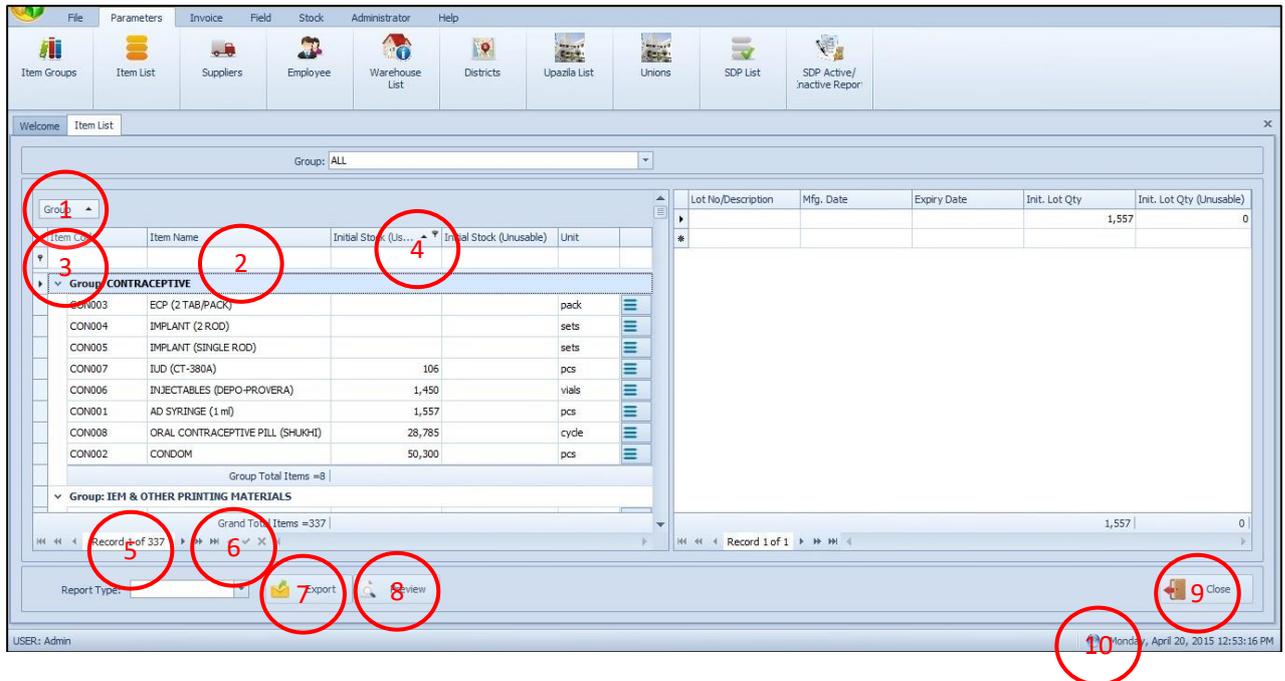
To Search/Filter of any records



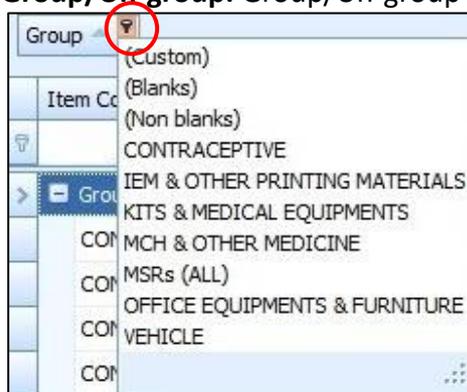
To Insert a new record in a form

-  To Undo the current record
-  To Save the current editing
-  To Delete the current record items in a form
-  Toggle button for expand and close of a form

3.9. Common Features of a Form



(1) Group/Un-group: Group/Un-group of a Form just clicking **Upper/Lower Arrow** as follows:



(2) Search a Record:

- To search a record of a Form just write correct spelling of word or a portion of correct word.
- To search an item if you start with (*) before write word the system will show all the words which contain searchable part even Before, Middle, After. The searchable option show as follows:

Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit
*con				
Group: CONTRACEPTIVE				
CON002	CONDOM	50,300		pcs
CON008	ORAL CONTRACEPTIVE PILL (SHUKHI)	28,785		cycle
Group Total Items =2				
Group: IEM & OTHER PRINTING MATERIALS				
IEM010	CONDOM REGISTER			book
IEM011	CONSENT FORM FOR OPERATION (...)			pcs
IEM019	FORM 7B (CONT.)	3		pad
IEM028	IMPLANT CLIENT CONSENT FORM			pcs
IEM038	INVENTORY CONTROL REGISTER (ICR)	27		book
Grand Total Items =15				

Contains([Item Name], 'con') Edit Filter

Record 0 of 15

(3) Row Hide-Unhide: User can hide and unhide any number of Rows just clicking (+) or (-) button as follows:

Group: CONTRACEPTIVE				
Group Total Items =8				
Group: IEM & OTHER PRINTING MATERIALS				
IEM001	ADMISSION REGISTER			book
IEM002	ANESTHESIA RECORD			pcs
IEM003	ANTENATAL CARD			pcs
IEM004	ANTENATAL REGISTER			book
IEM005	BIN CARD			pcs
IEM006	BIRTH CERTIFICATE			book
IEM007	BIRTH REGISTER			book
IEM008	BROCHURE FOR ECP (PINK COLOUR)			pcs

(4) Column Shifting: User can shift ether side (Left-Right) of any column of a Form as follows:

Item Code	Item Name	Unit Name	Usable Qty	Unusable Qty	Lot No	Mfg ..	Exp Date
Group: CONTRACEPTIVE							
CON002	CONDOM	pcs	100,000		123	17/12/2014	19/03/2018
CON001	AD SYRINGE (1 ml)	pcs	12,600		345	15/12/2014	20/02/2015
CON002	CONDOM	pcs	3,900		123	14/11/2014	19/02/2016

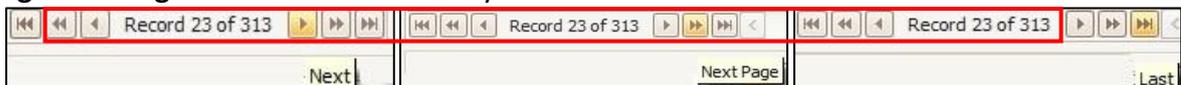
After Shifting:

Item Code	Item Name	Mfg ..	Unit Name	Usable Qty	Unusable Qty	Lot No	Exp Date
Group: CONTRACEPTIVE							
CON002	CONDOM	17/12/2014	pcs	100,000		123	19/03/2018
CON001	AD SYRINGE (1 ml)	15/12/2014	pcs	12,600		345	20/02/2015
CON002	CONDOM	14/11/2014	pcs	3,900		123	19/02/2016

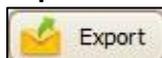
(5) Total Records Count:

Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusa...	Unit
Group: CONTRACEPTIVE				
CON001	AD SYRINGE (1 ml)	9,274		pcs
CON002	CONDOM	52,500		pcs
CON003	ECP (2 TAB/PACK)			pack
CON004	IMPLANT (2 ROD)	300		sets
CON005	IMPLANT (SINGLE ROD)	200		sets
CON006	INJECTABLES (DEPO-PROVERA)	50,101		vials
CON007	IUD (CT-380A)	111		pcs
CON008	ORAL CONTRACEPTIVE PILL (SHUKHI)	31,215		cycle
		Group Total Items =8		
Group: IEM & OTHER PRINTING MATERIALS				

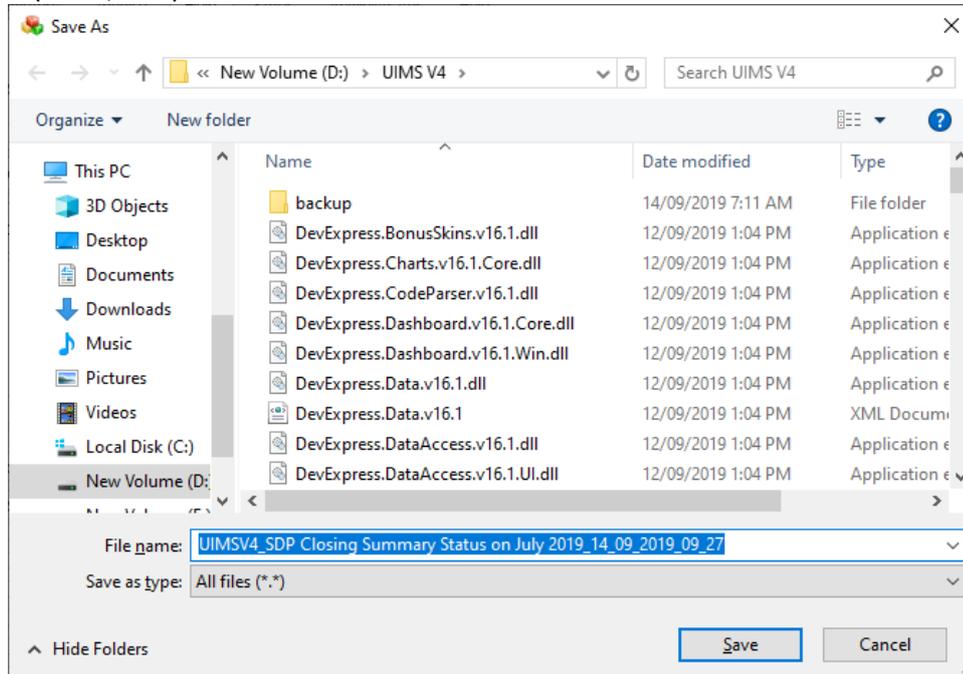
(6) Page Scrolling: User can see how many records are in a Form as follows:



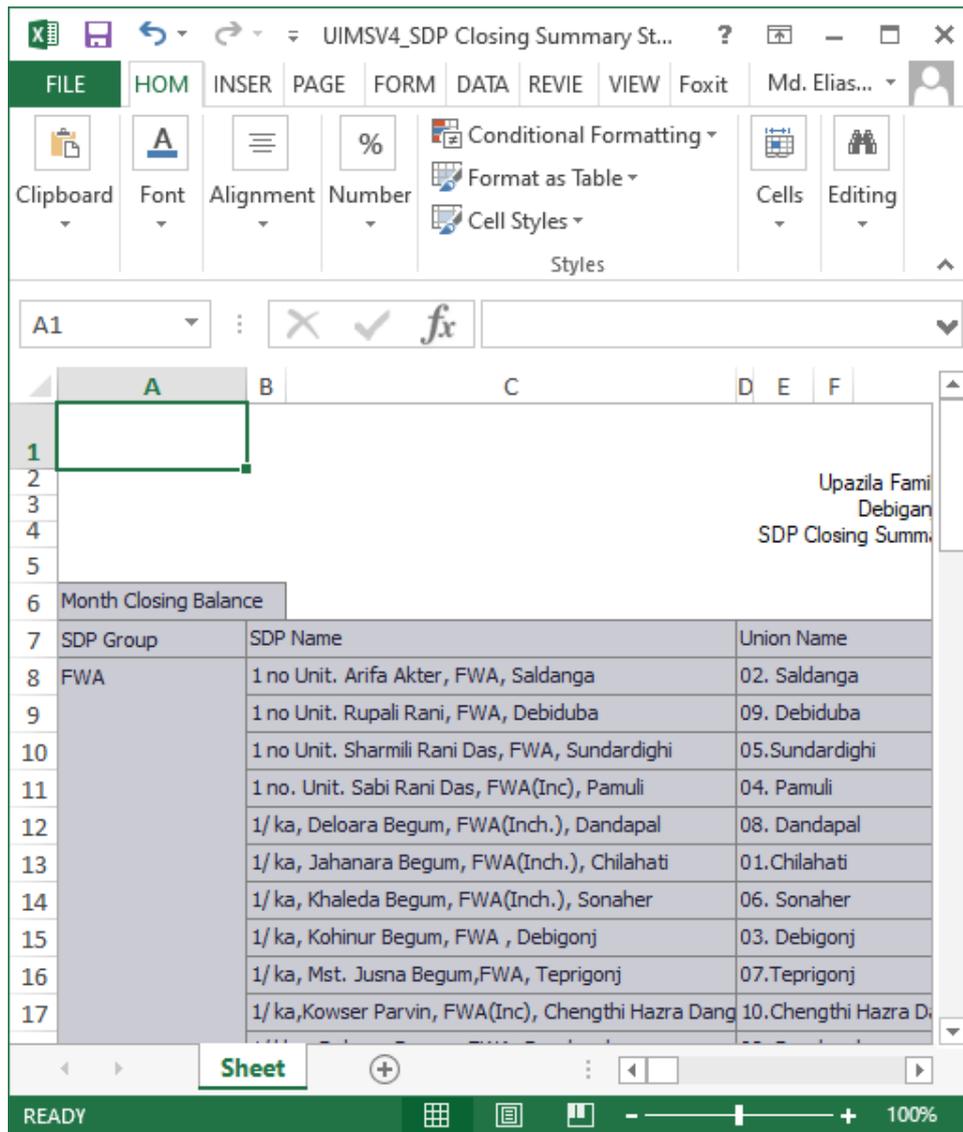
(7) Export Records: If user need to export any records from any Form, for this user click on



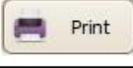
button and the system will asking for destination drive where to save and chose file format (Excel/PDF).



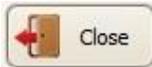
After exporting the file if it is export to Excel, the file look like as follows:



(8) Printing Option

- Press  button to preview the report/data.
- Press  for direct print into a printer without previewing the report/data.
-  4 (four) icons using for Page set-up for printing. After pressing  button these icons will appear in Status bar.  icon used for print,  icon used for Quick Print,  icon used for Page Setup and "**Scale**"  icon used for Scaling of "**default set page**" to "**Adjust to**" or "**Fit in**" page size to your desire **Custom Page Size**.
- After printing, press the leftmost  button to close the **Preview** window.

(9) Close a Form

- Press  button to exit from a Form.
- User can also exit by pressing the  button at the top right of the form.

3.10. Forms Data Uploading & Downloading Condition

3.10.1. Data downloaded from Web

The following forms' basic data will be downloaded from **SCMP portal (www.scmpbd.org)** and user could not update or enter any records:

Under Parameters Menu	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	16. DDT Kit Item Serial

3.10.2. Data Entry in and uploaded from UIMSv4

User can enter new data in the following forms data:

Under Parameter Menu:	Under Field Menu:
1. Suppliers	8. Adjustment Invoice
2. Employee	9. Indent
3. SDP List	
Under Administrator Menu:	10. Form 3
4. Options	11. Form 2
Under Invoice Menu:	12. Form 7B
5. local Purchase	13. Supply Plan
6. Receive from Warehouse	14. Custom Supply plan profile
7. Issue Voucher	15. DDS Kits Reporting

3.10.3. Common & No Effect Forms in UIMSv4

The following forms have both download and upload option from UIMSv4 to **SCMP web portal (www.scmpbd.org)**:

1. Backup Database	4. Reports
2. Data Download	5. Stock Balance
3. Data Upload	

Chapter-4: Parameters

4.1. Item Groups

Store commodities are classified into a number of Groups. Each Group is unique and has a Group Code and a descriptive Group Name. Normally, Group Code is defined by 3 (three) characters in length and abbreviated from their descriptive name.

- Run UIMSV4
- Select **Parameters > Item Groups** from **Parameters** menu.
- The Item Groups Form will be displayed as following screen:

Group Code	Group Name
CON	CONTRACEPTIVE
IEM	IEM & OTHER PRINTING MATERIALS
KIT	KITS & MEDICAL EQUIPMENTS
MCH	MCH & OTHER MEDICINE
MSR	MSRs (ALL)
DEF	OFFICE EQUIPMENTS & FURNITURE
OTH	OTHERS
VEH	VEHICLE

This form is used to edit, create, delete, print item groups. The form are grouped into 2 (two) blocks:

A. Fields Block:

Group Code: 3 (three) digit alphanumeric code that can represent the group.

Group Name: To describe a group, two fields are required.

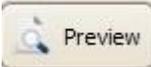
Total Count: Total number Group show under view filed.

- ✓ Users cannot add a new Item Group by their own using UIMSV4. They only can view Item Groups. When UIMSV4 software will be installed into their computer these will be automatically downloaded from **SCMP web portal (www.scmpbd.org)**. In the web portal if any new group will update by Administrative Panel or if user will found an Item Group in any Receive Invoice/Challan which do not have in UIMSV4 while they try to enter in UIMSV4 which running in the upazila store then they need to download it first by clicking **Administrator > Meta Data** form from **Administrator** menu.
- ✓ From the Meta Data Form user will found a **Download** button lower right side of the form. User need to click the **Download** button to sync from **SCMP web portal (www.scmpbd.org)** if any new Items code, Group code, Suppliers etc. waiting for download.

B. Export, Preview & Close Block:

To export, preview, print and close the Item Group user can do these by using this block.

Print Item Groups:

- Press  **Preview** button to view a printable list of Item Groups.

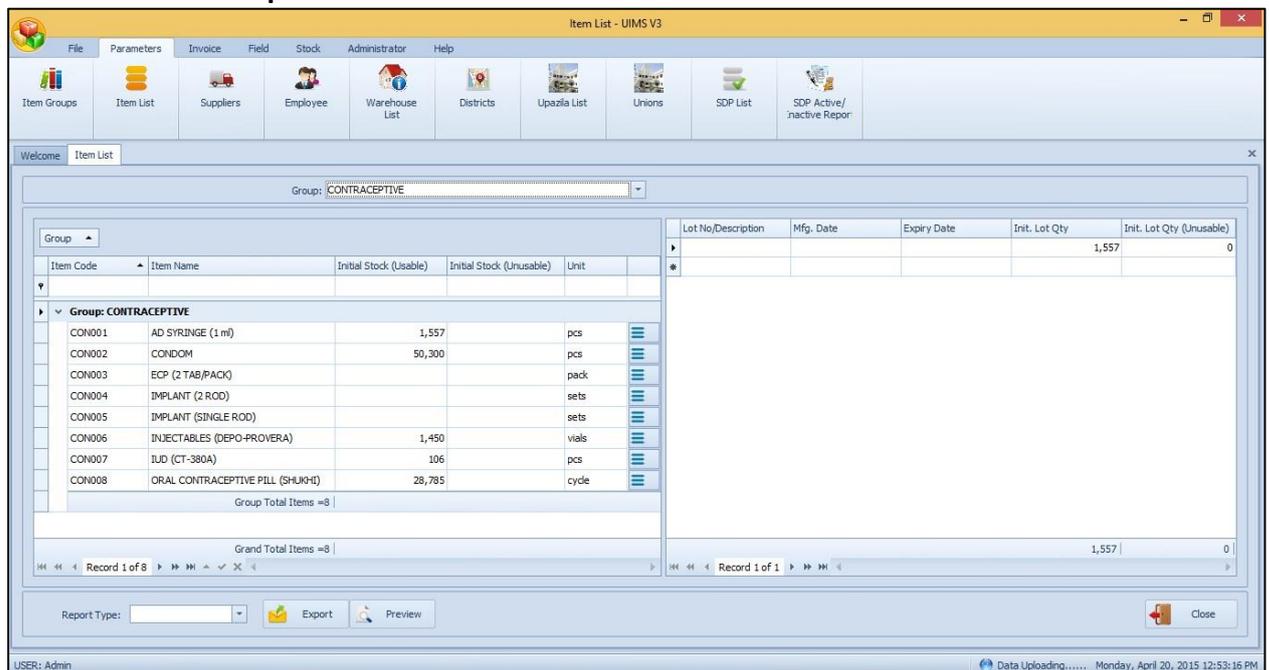
Upazila Family Planning Office Jaintiapur, Sylhet Item Group	
Group Code	Group Name
CON	CONTRACEPTIVE
IEM	IEM & OTHER PRINTING MATERIALS
KIT	KITS & MEDICAL EQUIPMENTS
MCH	MCH & OTHER MEDICINE
MSR	MSRs (ALL)
OEF	OFFICE EQUIPMENTS & FURNITURE
OTH	OTHERS
VEH	VEHICLE
Total Count=8	

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

Export Item Group:

If user need export Item Group list- Select export format then the Item Group list will visible here in your chosen format.

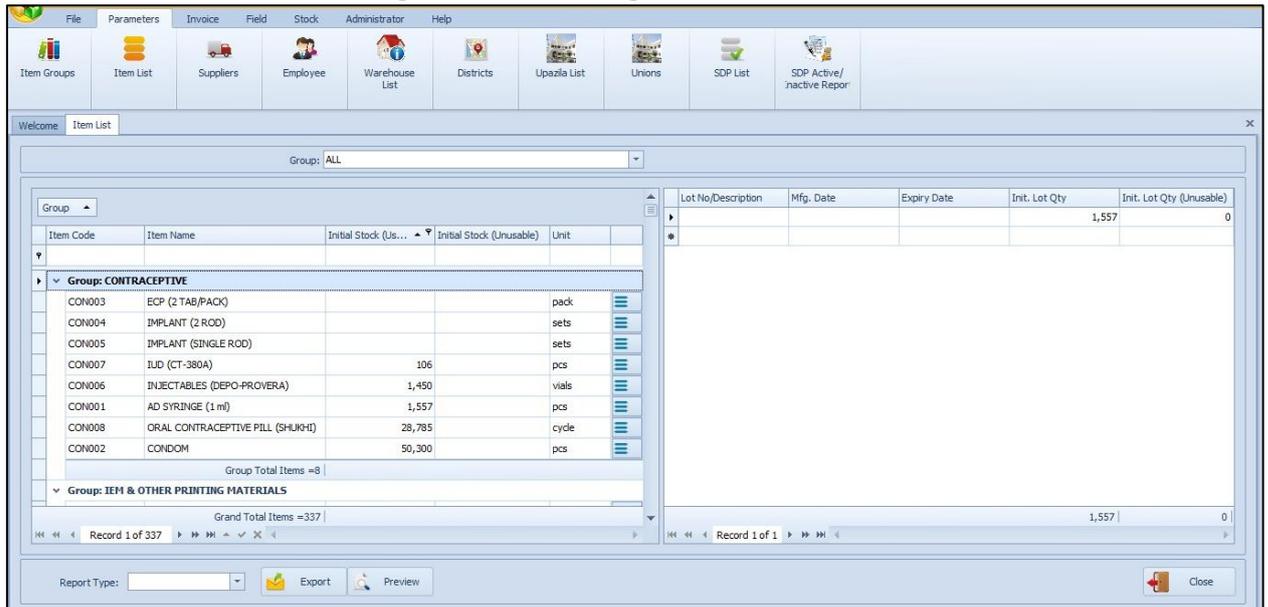
View Items under Group



- Select the group from Item Groups list on Item List Form.
- Press **Preview** button to see the items under the selected Group.

4.2. Item List

To view Item List User need to go to the following form:

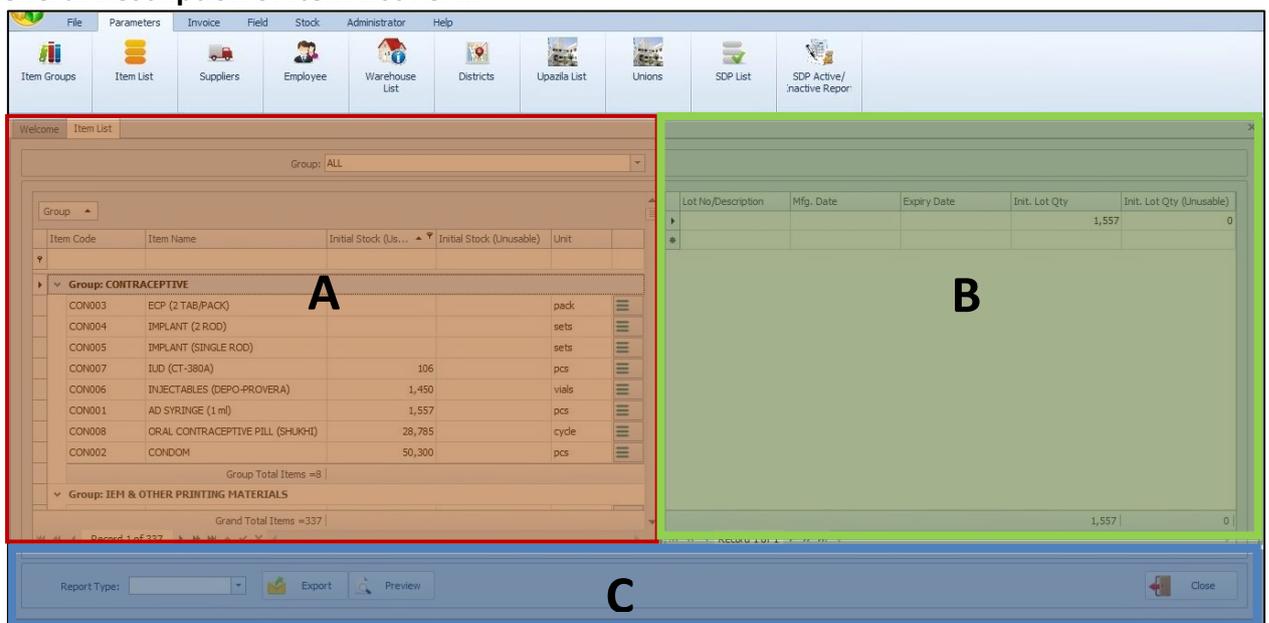


- Store commodities are classified into a number of groups.
- Item Code in the form of **XXXYYY** where XXX is the Group Code and YYY is a sequence number.
- Every item has a distinct Item Name.

View Item List

- Run UIMSV4
- Select **Parameters > Item List...** from **Parameters** menu.
- The Item List form is displayed.

General Description of Item List Form



This form is used to edit, create, delete, print items. Controls in the form are grouped into 3 (three) blocks –

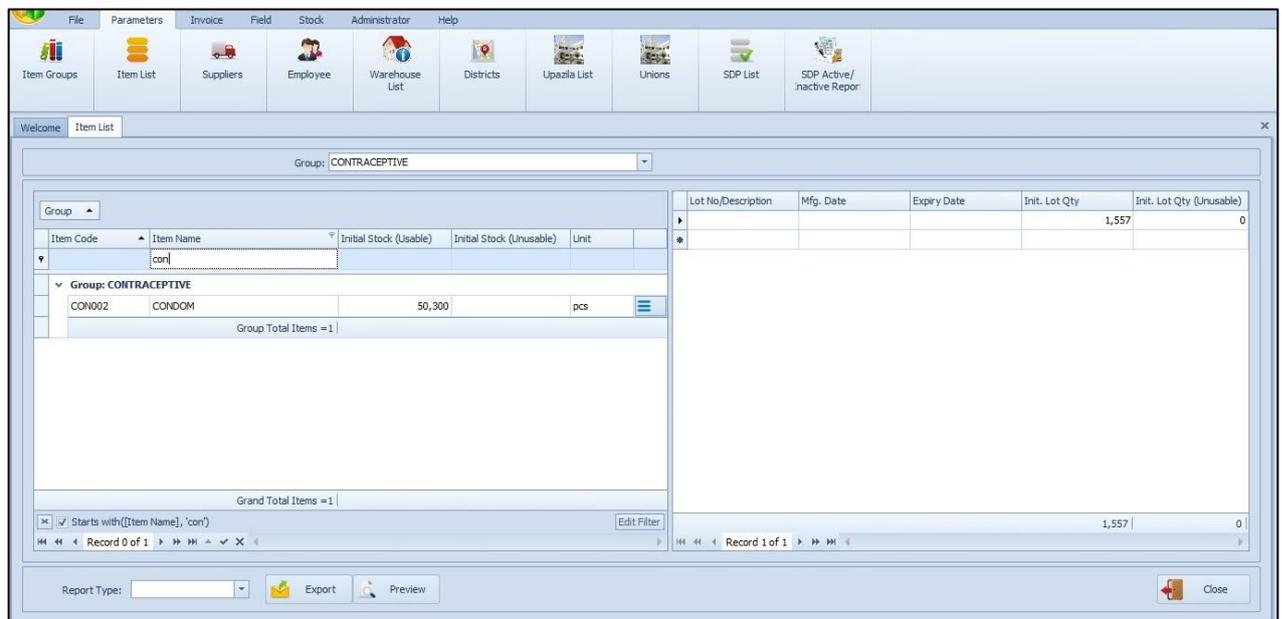
- A. Item Group:** Shows a list of current Item groups in database. A label below shows the total number of items under the selected group.

B. List of Items: Shows details about every item under the selected group. To describe an Item, 5 (five) fields are required.

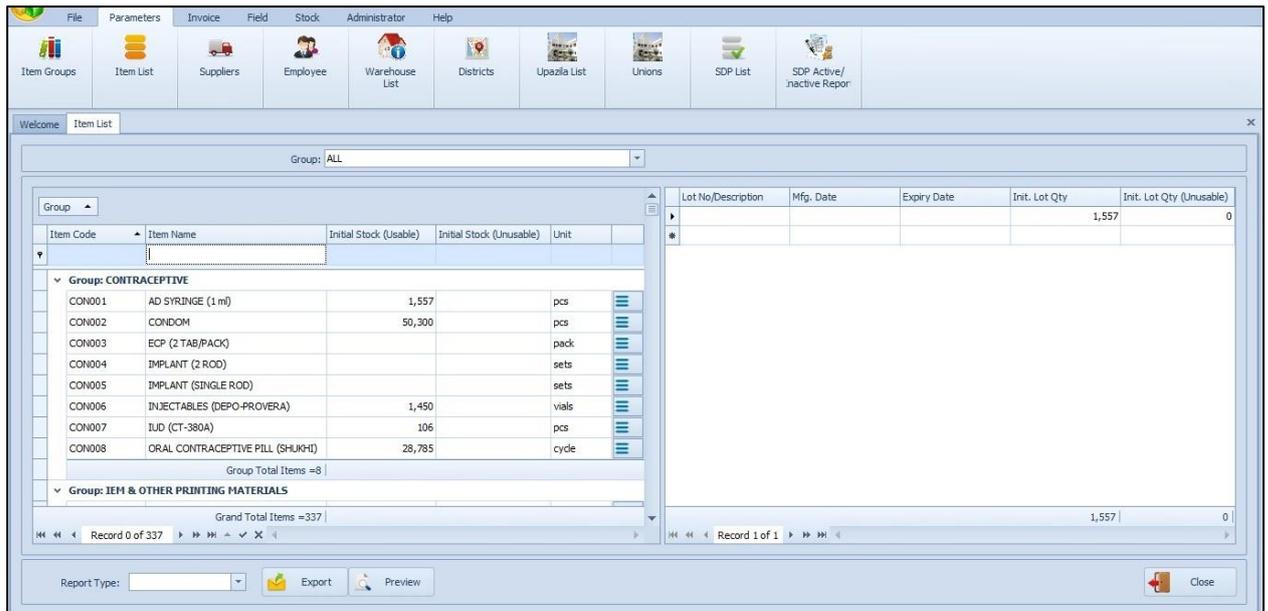
- Item Code – A unique 6 (six) digit code that can be used to identify the item. The code is generated automatically. But you can change if you wish.
- Item Name – A descriptive name for the item.
- Initial Stock (Usable) – Initial stock which is available when we include the item in the inventory system.
- Initial Stock (Unusable) – Initial unusable quantity of the item.
- Unit – Unit of measurement of the item.
- Item Code, Item Name and Unit fields are compulsory. Items can be sorted in the list by 'Item Code' or 'Item Name', which is done through Sort By combo selection.

C. Command Buttons: A number of buttons to manipulate the item list.

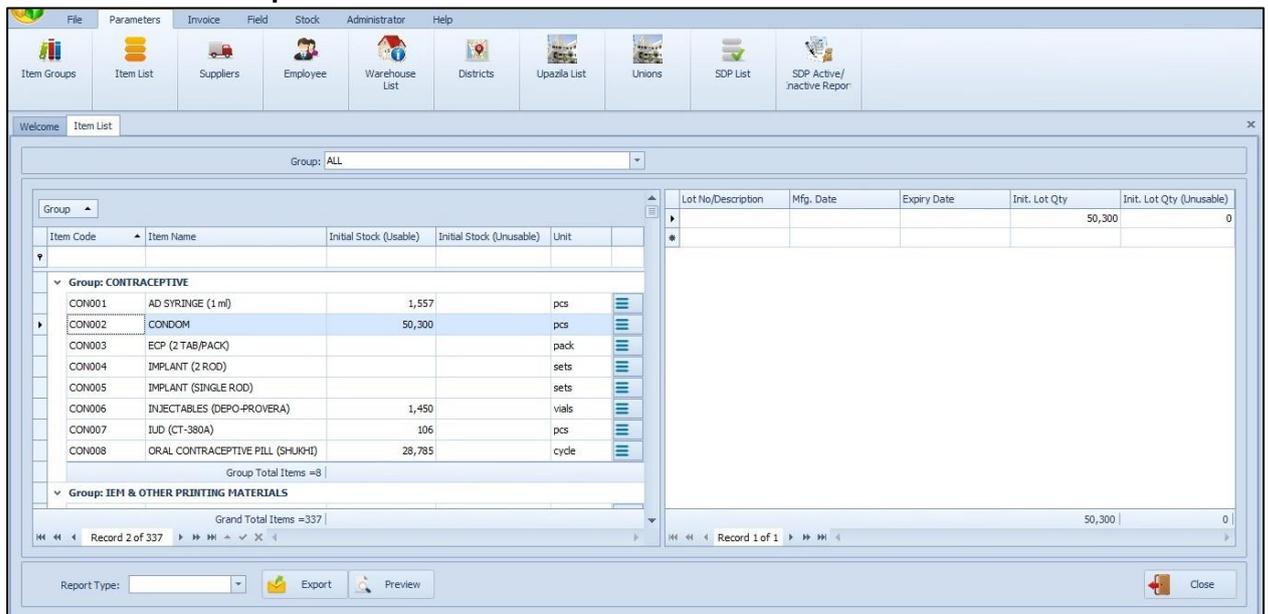
Search and Find an Item



- Type 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, clear item name from the search box.

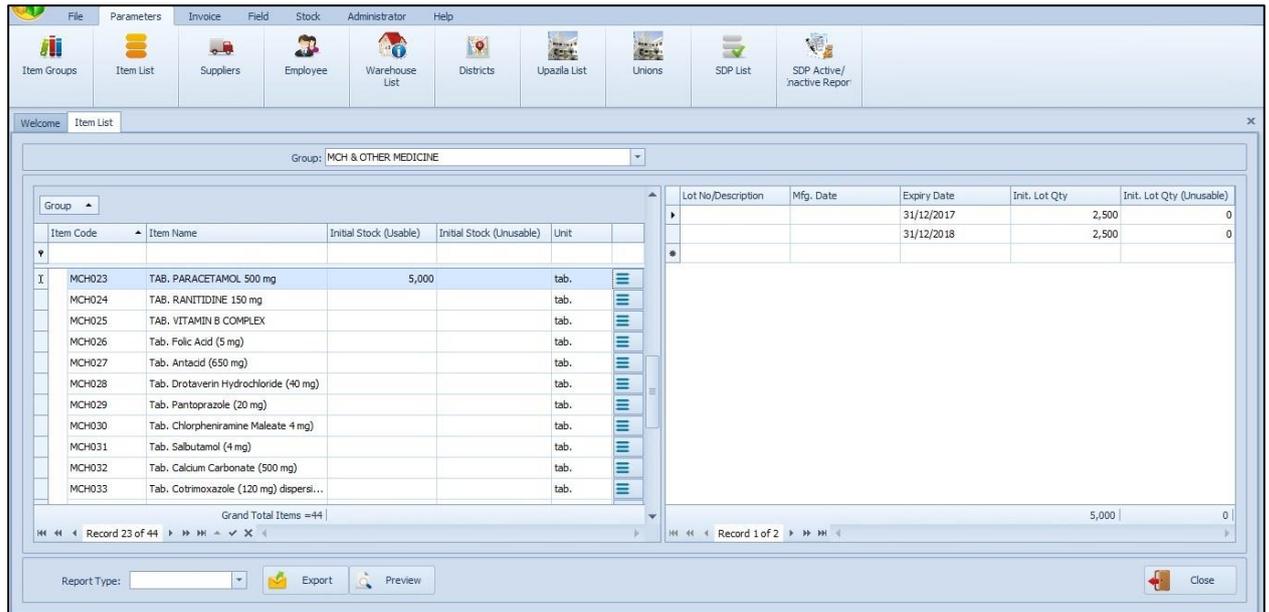


View information about a specific Item



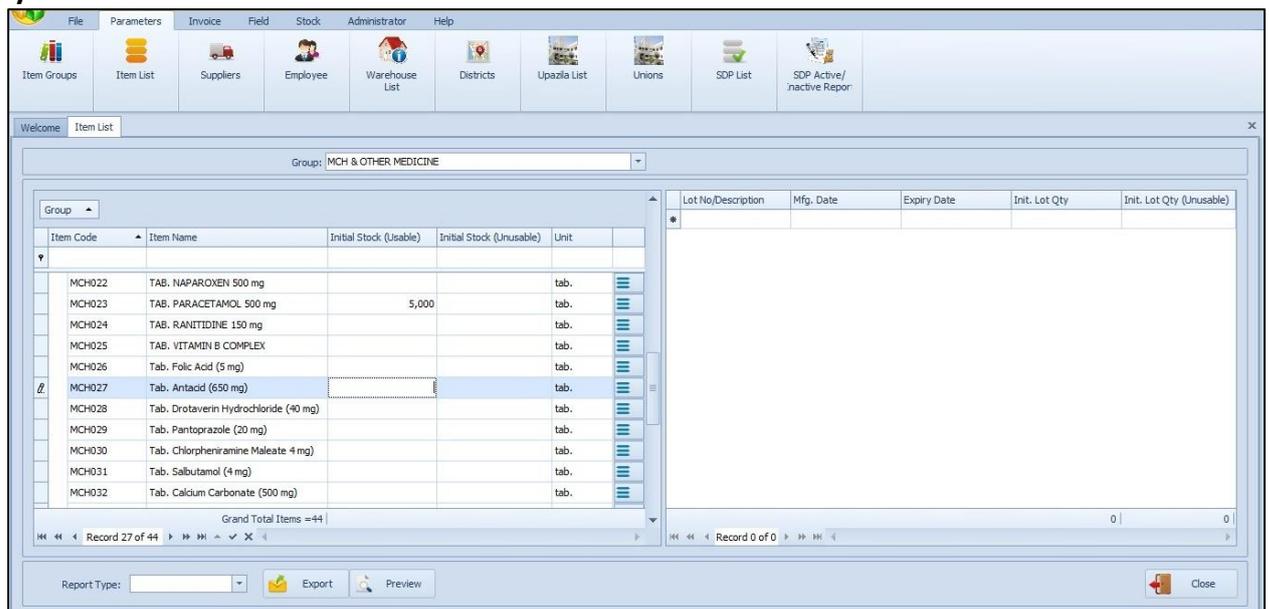
- Select the group of the item from Item Group list.
- All the items under the group will be shown in list.
- Scroll through the list to find the Item you are looking for.

View Lot-wise information about a specific Item

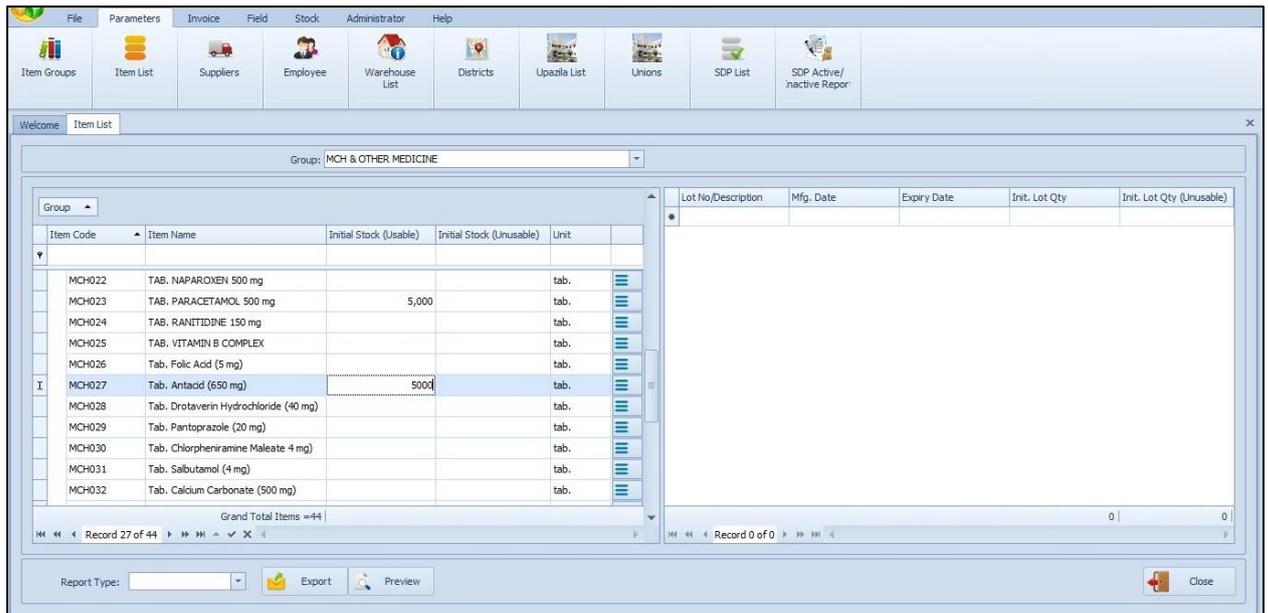


- Select the item for which you want to view lot-wise information.
- Select the item show lot-wise information in right side.

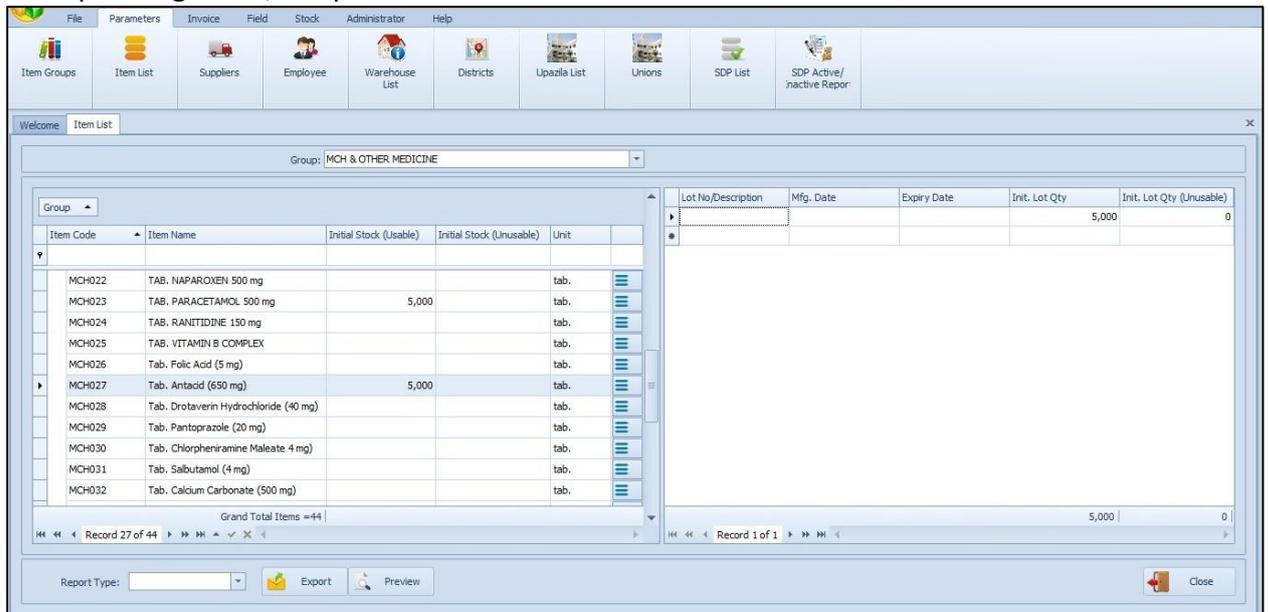
Entry Initial Stock



- Select item from Item list and enter **Initial Stock (Usable)** and **Initial Stock (Unusable)** then press “**Enter**” from keyboard.



- After pressing **Enter**, the putted initial stock will be saved and select next item from item list.



Initial Lot QTY Entry

- Press "Show Item Lot Details"  button
- After pressing "Show Item Lot Details" button the following screen will be displayed:

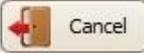
Lot No	Mfg. Date	Expiry Date	Init. Lot Qty	Init. Lot Qty (Unusable)
			5,000	0

Total : 5000 0

Record 1 of 1

Buttons: Report Type, Export, Preview, Save and Close, Cancel

(N.B: After save Initial (Usable) or Initial Stock (Unusable) items Initial Lot Qty will be displayed item list right side)

- First need to be updated initial stock then user can enter Lot entry;
- If user need to be cancel this form press  button.
- If user need to give entry Mfg. Date, Expiry Date and Multiple Lot entered as shown in following screen:

Lot No	Mfg. Date	Expiry Date	Init. Lot Qty	Init. Lot Qty (Unusable)
1	01/02/2015	28/02/2018	2,000	0
1	01/03/2015	31/03/2018	3,000	

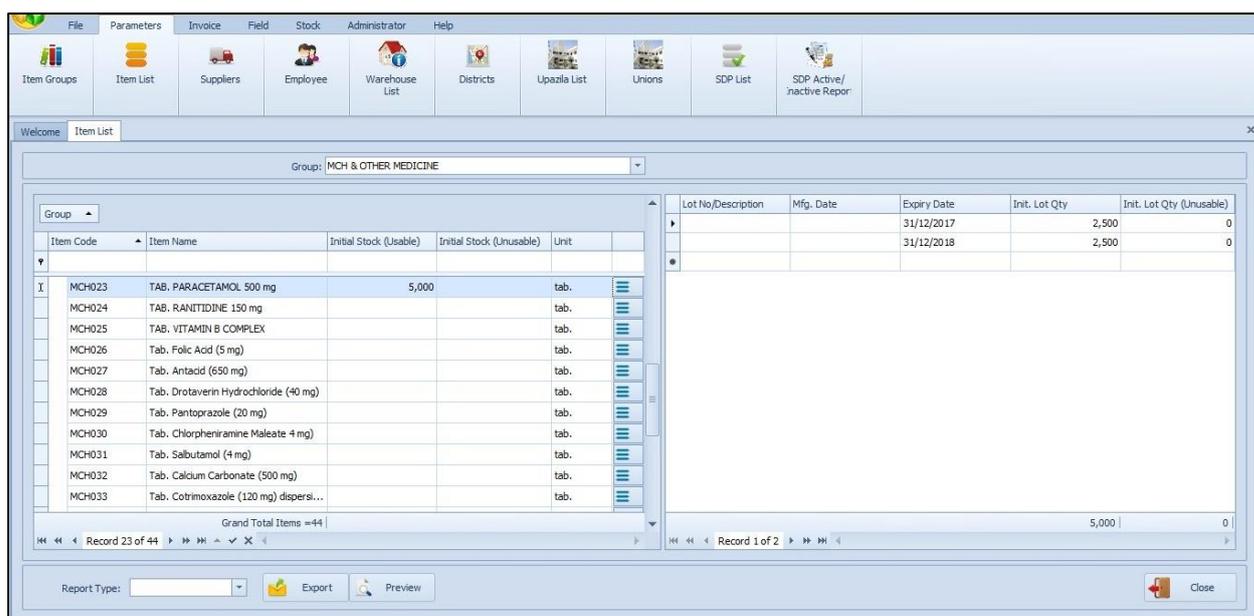
Total : 5000 0

Record 2 of 2

Buttons: Report Type, Export, Preview, Save and Close, Cancel

(N.B. The system could not allow Mfg. Date afterwards any date of System date & Expiry Date backwards any date of System date)

- After pressing  the entry will be saved and displayed the entered lot-wise stock items in right side as shown in the following screen:



Print Item List

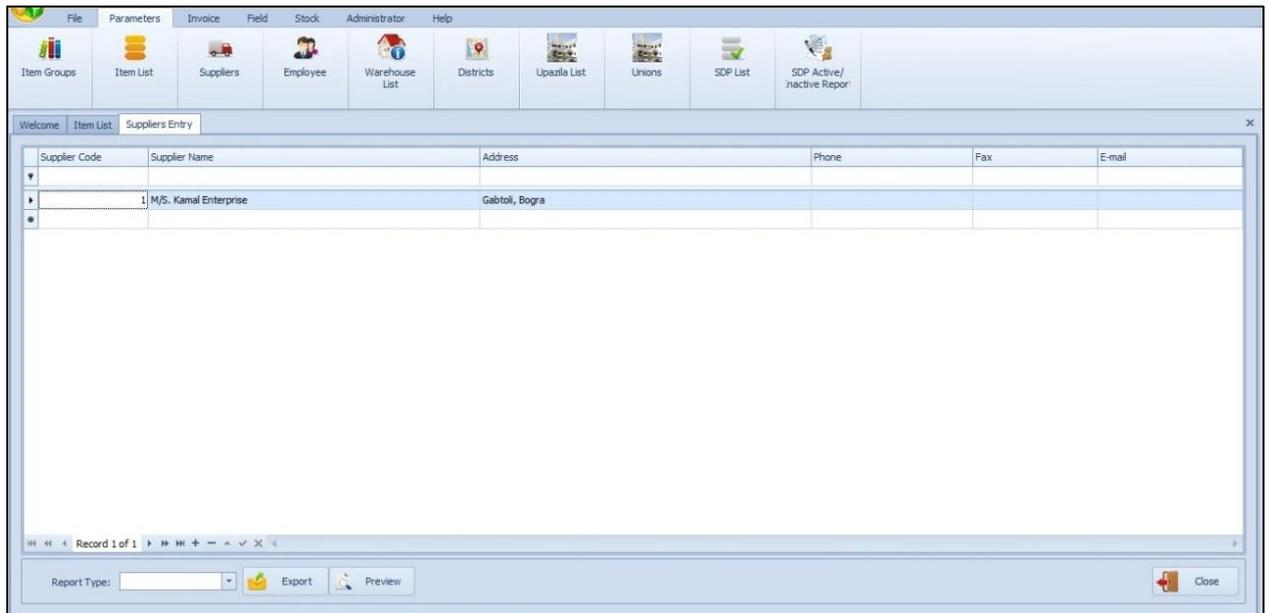
If user need to print Item List just press “**Preview**” button then press printer icon the item list is to be printed as following preview will appeared:

Upazila Family Planning Office Jaintiapur, Sylhet Items List					
Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit	
Group: CONTRACEPTIVE					
CON001	AD SYRINGE (1 ml)	9,274		pcs	
CON002	CONDOM	52,500		pcs	
CON003	ECP (2 TAB/PACK)	5,000		pack	
CON004	IMPLANT (2 ROD)	300		sets	
CON005	IMPLANT (SINGLE ROD)	200		sets	
CON006	INJECTABLES (DEPO-PROVERA)	50,101		vials	
CON007	IUD (CT-380A)	111		pcs	
CON008	ORAL CONTRACEPTIVE PILL (SHUKHI)	31,215		cycle	
Group Total Items =8					
Group: IEM & OTHER PRINTING MATERIALS					
IEM001	ADMISSION REGISTER			book	
IEM002	ANESTHESIA RECORD			pcs	
IEM003	ANTENATAL CARD			pcs	

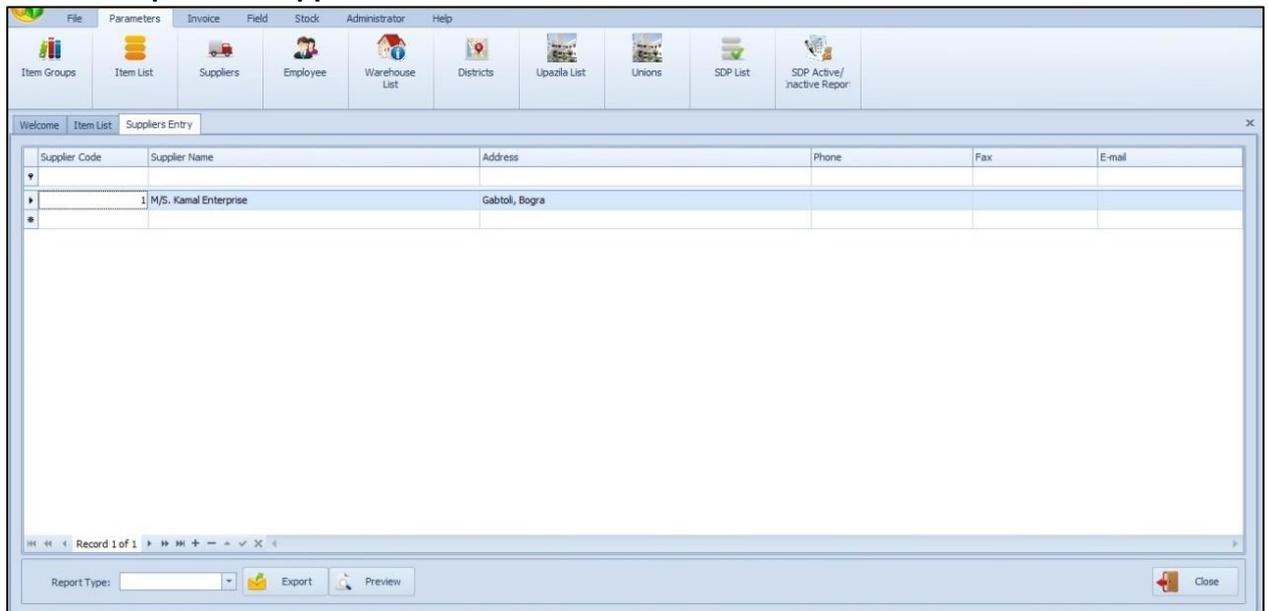
4.3. Suppliers

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

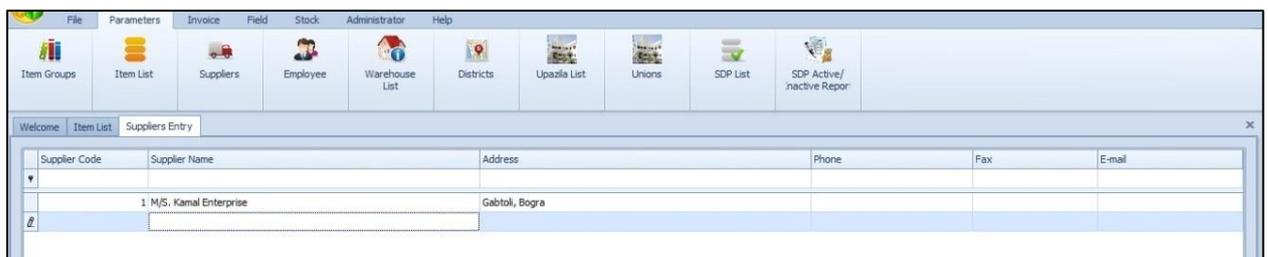
- Run UIMSV4.
- Select **Parameters > Suppliers...** from **Parameters** menu.
- The **Suppliers** form is displayed as follows:

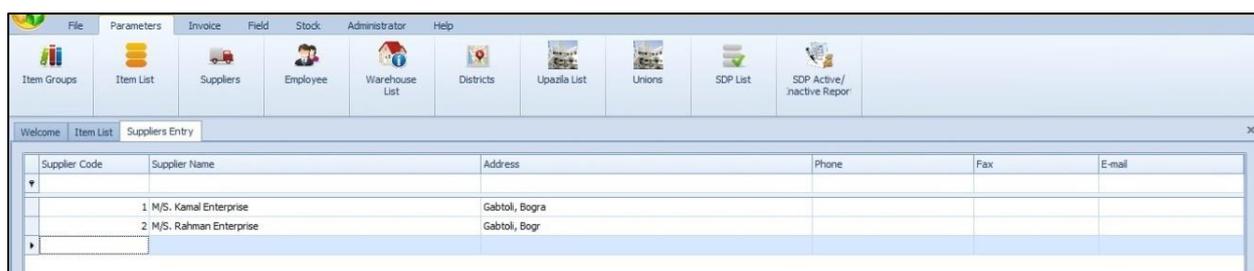


General Description of Suppliers Form

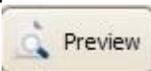


Enter a new Supplier:





Print Suppliers List

- Press  button to view a printable list of suppliers.

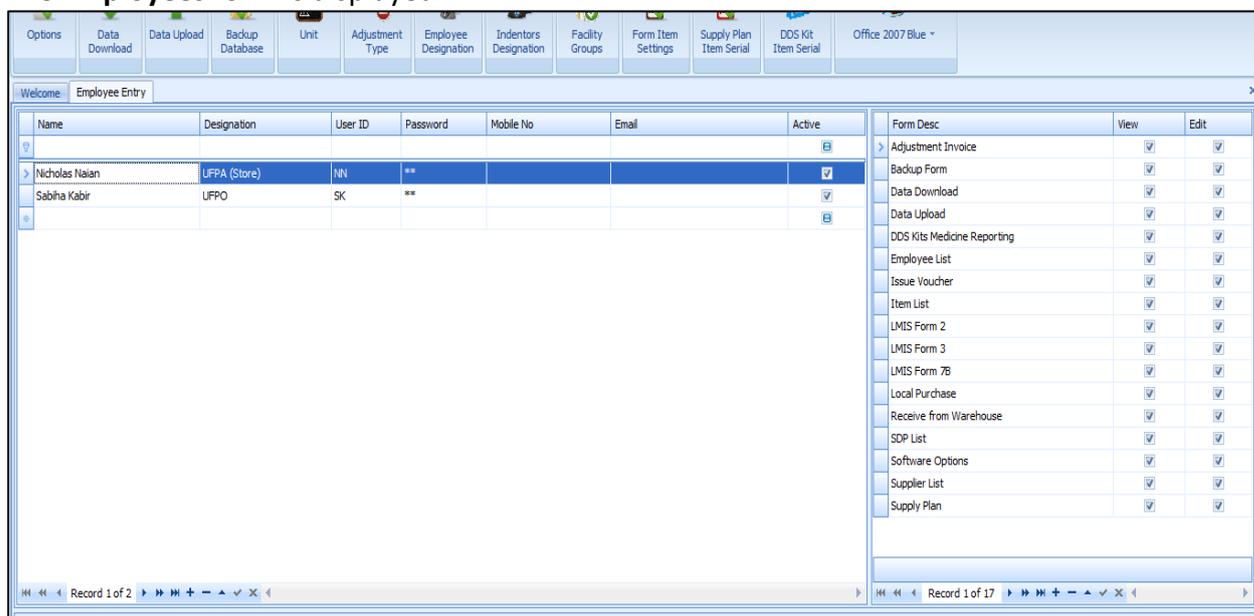
Suppliers List					
Supplier Code	Supplier Name	Address	Phone	Fax	E-mail
1	M/s. Kamal Enterprise	Jaintapur	01715692517		
2	M/s. Friends International	Jaintapur	01716167679		
Total=2					

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

4.4. Employees

The **Employees** Form contains the name of employee and their permissions in different data entry forms. Employees who are relevant to the UIMS software should be listed using this form. Every user will have one User Id and Password with which they enter into the software.

- Run UIMsv4.
- Select **Parameters > Employees...** from **Parameters** menu and
- The **Employees** form is displayed.



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

- List of Employees:** Shows a list of current employees in database. A label shows the total number.
- Entry Fields:** To describe an employee, 5 (five) fields are required.
 - Employee ID – Auto generated ID for each employee.

- Name – Name of the employee.
- Designation – Designation of the employee.
- User ID – Three character User ID for each employee, which will be used during logging into the software.
- Password – Password of the employee which he will use during logging into the software.
- Mobile No: Employee Mobile number.
- Email- Employee email address.

All of the fields are compulsory.

C. Forms Tab: List of form names. In each form, the user will be given permission to View or Edit the data.

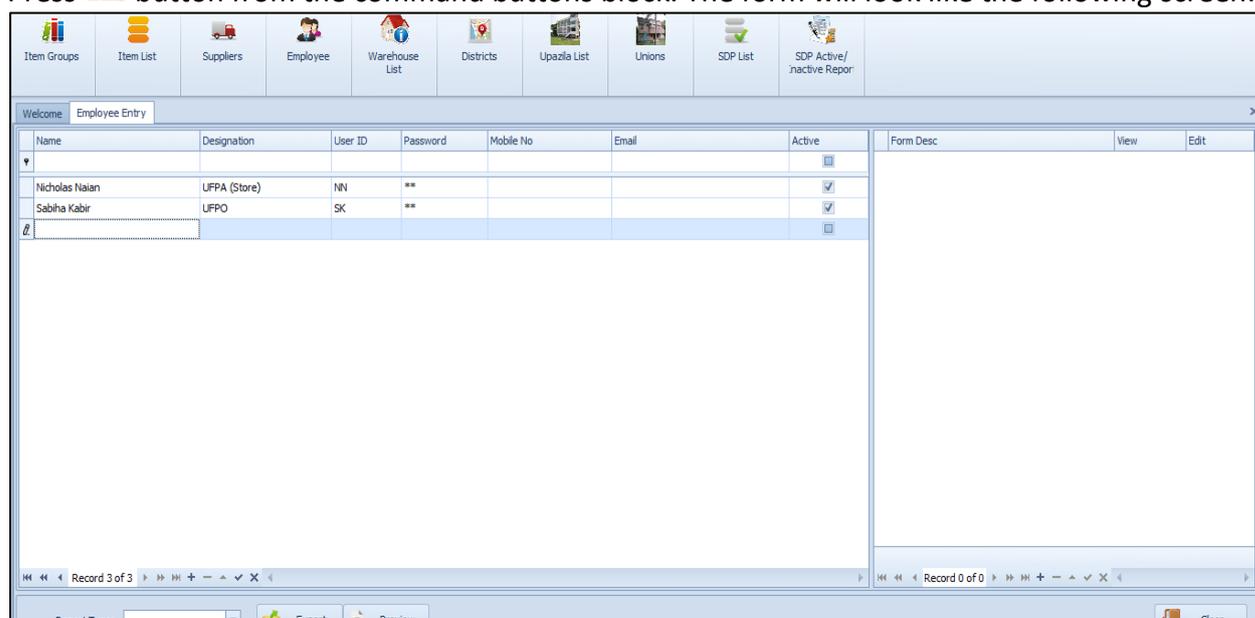
D. Command Buttons: A number of buttons to manipulate the employees.

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 Combo box - Employees can be sorted in 2 (two) ways – by Employee ID or by Employee Name.
- After an employee name is selected – all the fields are shown in Block-B.

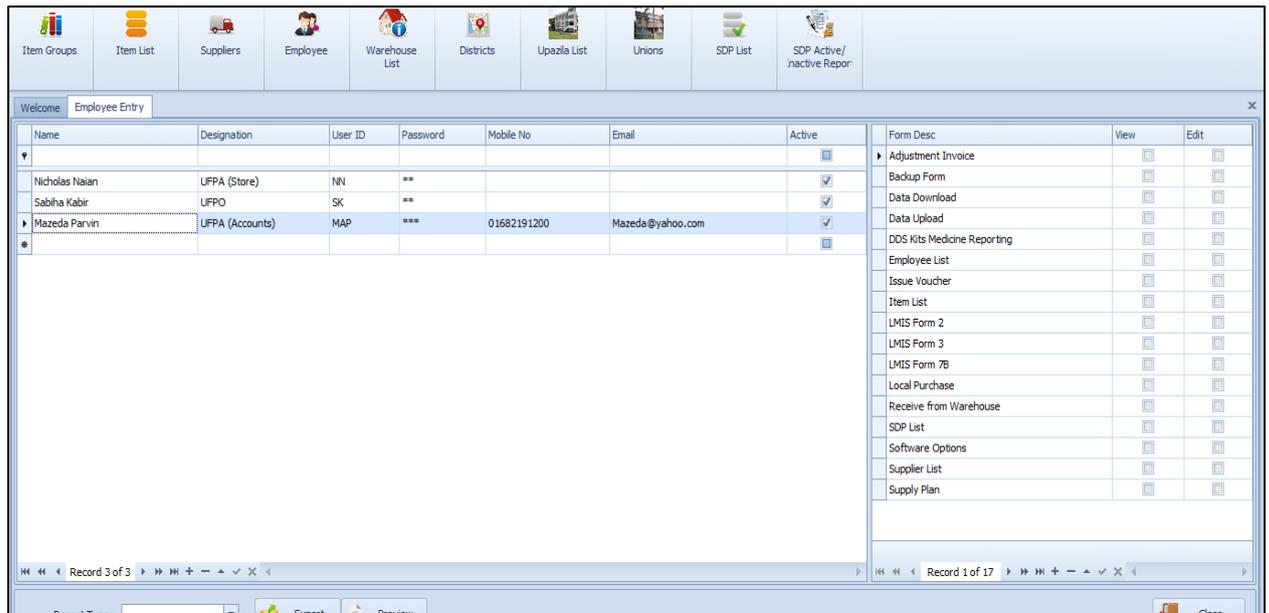
Enter a new Employee

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

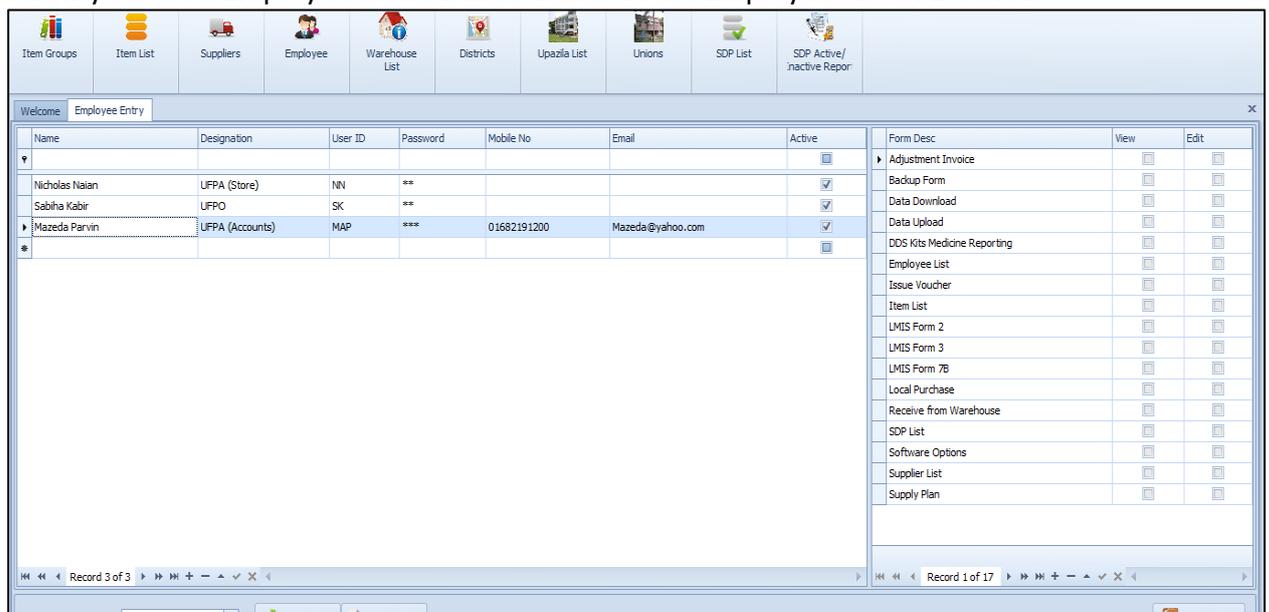


Name	Designation	User ID	Password	Mobile No	Email	Active	Form Desc	View	Edit
Nicholas Naian	UFGA (Store)	NN	**			<input checked="" type="checkbox"/>			
Sabiha Kabir	UFGO	SK	**			<input checked="" type="checkbox"/>			
						<input type="checkbox"/>			

- The Employee ID will be given automatically.
- Type Employee Name.
- Select the Designation of the employee from list.
- Enter a 3 (three) digit User ID.
- Enter a Password for the employee. The Password will be shown as special (***) for security reasons as following screen:
- Enter employee Mobile No.
- Enter employee Email Address.



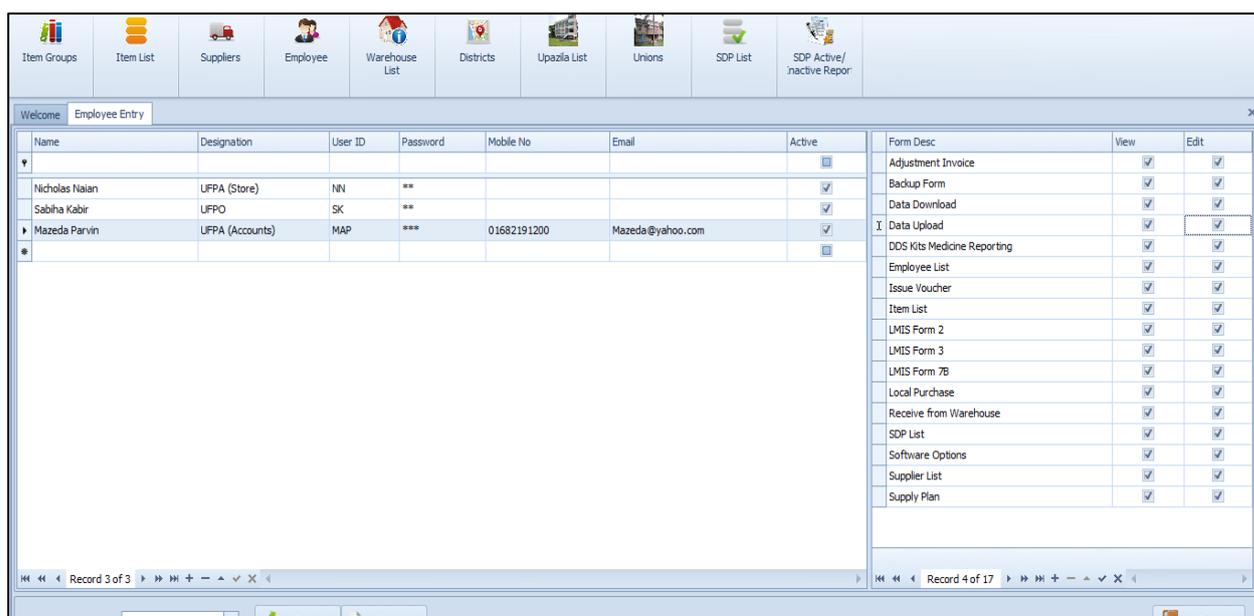
- Press  or Enter button from keyboard.
- Newly entered Employee name will be visible in the Employees list in Block-A.



- If the new User ID conflicts with an existing ID, then an error dialog will appear. Change the User ID and try saving again.
- If you want to cancel the new employee entry, press **Esc** during editing to undo.

Enter Permissions in Data Entry Forms

- Select the employee for which you want to provide permissions to data entry forms.
- If you do not want that the employee will access different Forms, then do not give permissions.



- If you want the employee to only see data but cannot change anything, then click under View column. A will appear beside the form name under View column.
- If you want that the employee would do the data entry in the form, then click on View and Edit column beside the form name. A will appear beside the form name under View and Edit column.

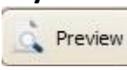
Edit an existing Employee

- Select the employee you want to edit from the list of employees.
- Change the Employee Name, Designation, User ID, Password fields as needed.
- When done with editing, press **“Save”**.
 - ✓ If the new User ID conflicts with an existing employee, then an error dialog will appear. "Change the User ID and try saving again".
 - ✓ If you want to cancel the current editing, press **Esc** to undo the changes.

Delete an existing Employee

- Select the employee you want to remove from list of employees.
- Press **“Delete”** button from your keyboard.
- A confirmation dialog will be shown.
- Press **“Yes”** if you really want to delete the employee.
- You will not be able to delete employees that have permissions in different forms. First remove the permissions in different forms first then remove the employee.

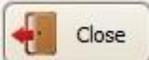
Print Employee list

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

Upazila Family Planning Office Jaintiapur, Sylhet Employee List					
Employee ID	Name	Designation	User ID	Password	Active
1	Nicholas Naian	UFPA (Store)	NN	***	<input checked="" type="checkbox"/>
2	Shabiha Kabir	UFPO	SK	***	<input checked="" type="checkbox"/>
3	Sakir Ahmmed	UFPA (Accounts)	SA	***	<input checked="" type="checkbox"/>
4	Monir Hossain	Pharmacist	MH	***	<input checked="" type="checkbox"/>

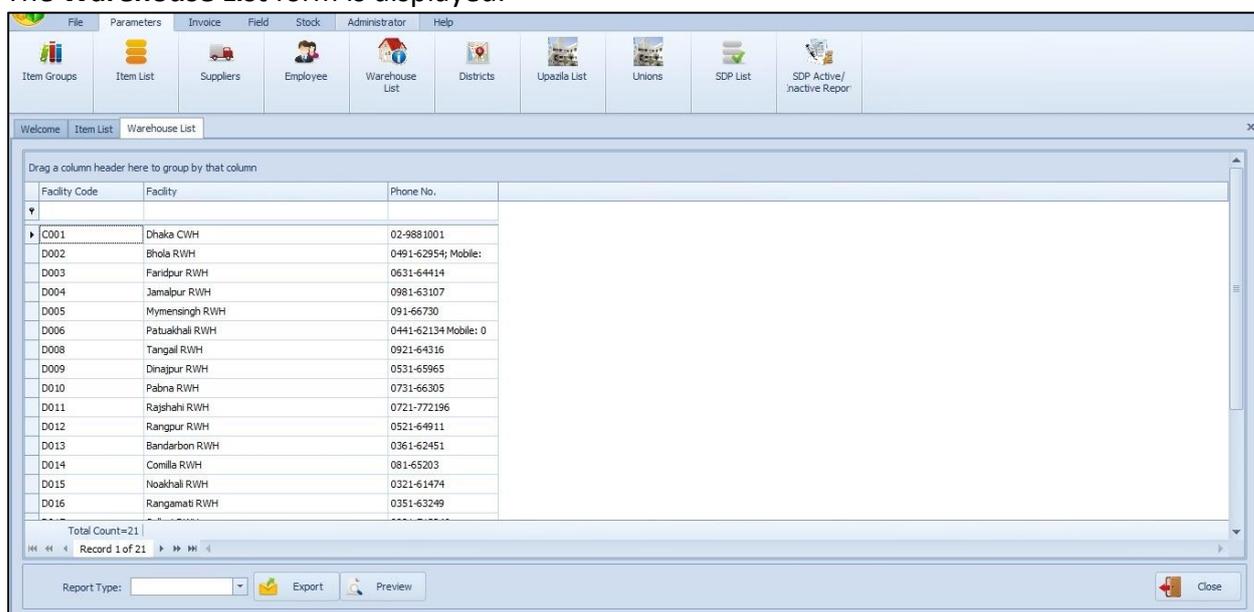
- Press on the printer icon. The print dialog box will appear.

Close Employees Form

- Press  button to exit from the Employees form.
- You can also exit by pressing the  button at the top right of the form.
- If you have unsaved Employee data during exit, you will be informed that your changes will be lost if you exit.
- Press **yes** if you do want to exit without saving. Press **No** if you don't want to close the form at this time.

4.5. Warehouse List

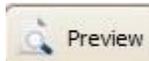
- Run UIMSV4
- Select **Parameters > Warehouse List** from **Parameters** menu.
- The **Warehouse List** form is displayed.



Facility Code	Facility	Phone No.
C001	Dhaka CVH	02-9881001
D002	Bhola RWH	0491-62954; Mobile:
D003	Fardpur RWH	0631-64414
D004	Jamalpur RWH	0981-63107
D005	Mymensingh RWH	091-66730
D006	Patuakhali RWH	0441-62134; Mobile: 0
D008	Tangail RWH	0921-64316
D009	Dinajpur RWH	0531-65965
D010	Pabna RWH	0731-66305
D011	Rajshahi RWH	0721-772196
D012	Rangpur RWH	0521-64911
D013	Bandarban RWH	0361-62451
D014	Comilla RWH	081-65203
D015	Noakhali RWH	0321-61474
D016	Rangamati RWH	0351-63249

- ✓ This form is used to edit, create, delete, and print Facility List.
- ✓ The form are grouped into 5 (five) columns **Fields**: Facility Code, Facility, District, Phone No and Receiving Facility.
- ✓ The Warehouse List data need to download from web, user could not add data here.

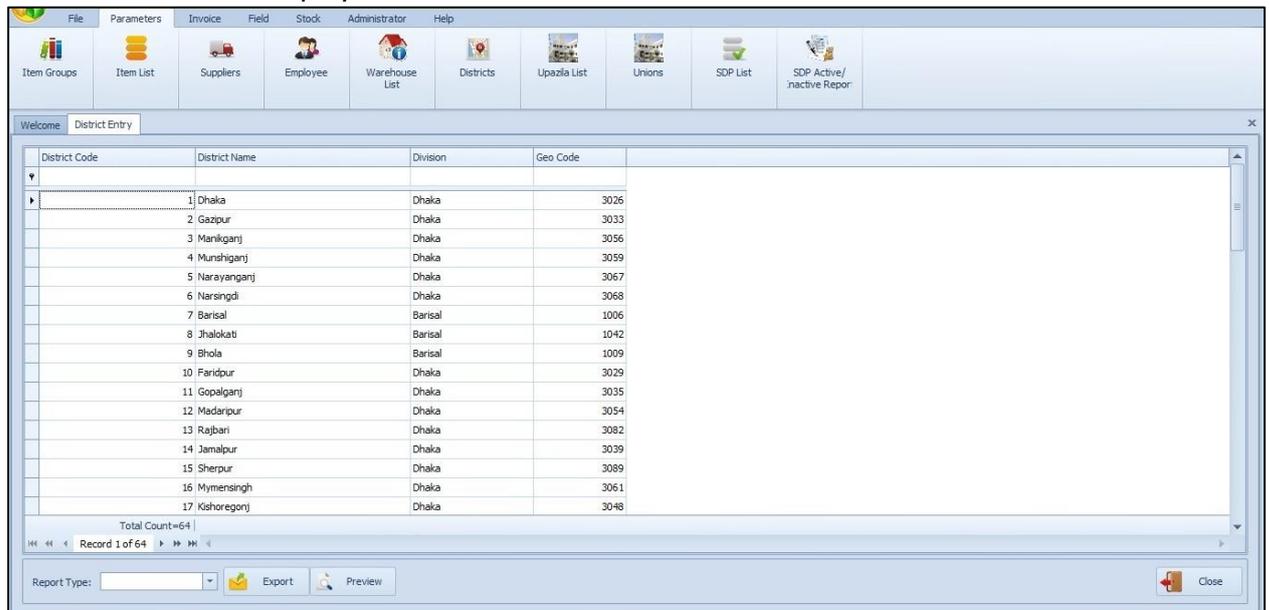
Print Warehouse List

- Press  button to view a printable list of Warehouse.

Upazila Family Planning Office Jaintiapur, Sylhet Warehouse List		
Facility Code	Facility	Phone No.
C001	Dhaka CWH	02-9881001
D002	Bhola RWH	0491-62954; Mobile:
D003	Faridpur RWH	0631-64414
D004	Jamalpur RWH	0981-63107
D005	Mymensingh RWH	091-66730
D006	Patuakhali RWH	0441-62134 Mobile: 0
D008	Tangail RWH	0921-64316
D009	Dinajpur RWH	0531-65965
D010	Pabna RWH	0731-66305

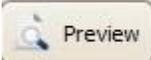
4.6. District

- Run UIMSV4
- Select **Parameters > District** from **Parameters** menu.
- The **District** form is displayed.



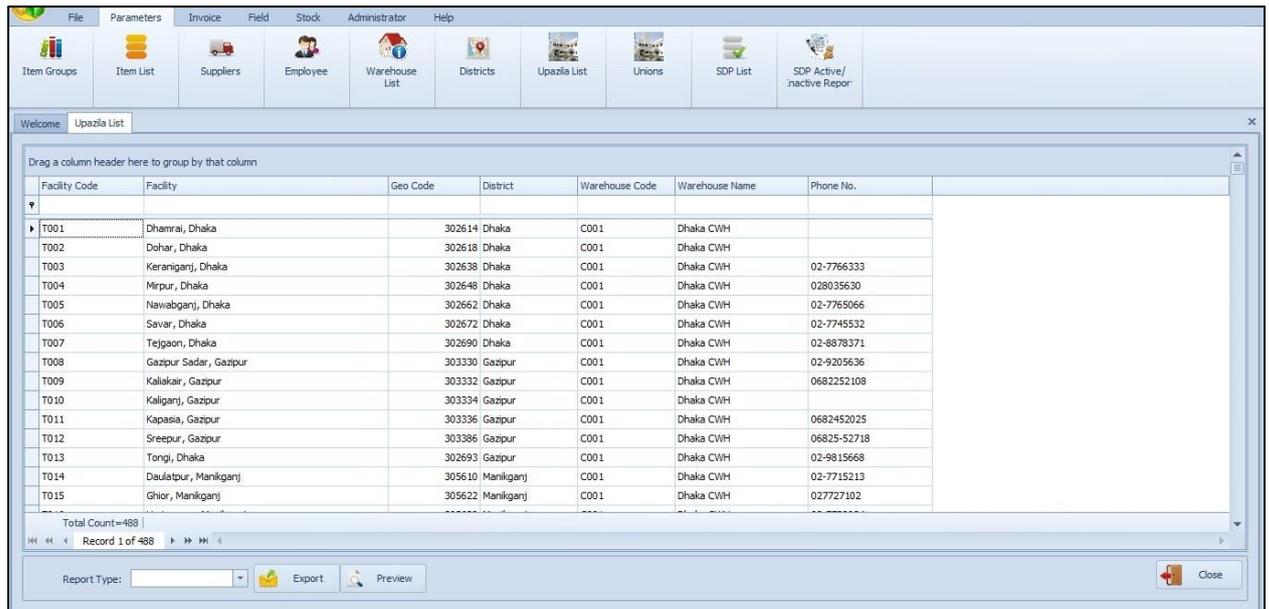
- ✓ This form is used to edit, create, delete, and print District List.
- ✓ The form are grouped into 4 (four) columns **Fields**: District Code, District Name, Division, Geo Code.
- ✓ The District data need to download from web, user could not add data here.

Print District List

- Press  button to view a printable list of District.

4.7. Upazila List

- Run UIMSV4.
- Select **Parameters > Upazila List** from **Parameters** menu.
- The **Upazila List** form is displayed.



- ✓ This form is used to edit, create, delete, and print Facility List.
- ✓ The form are grouped into 7 (seven) columns fields: Facility Code, Facility, Geo Code, District, Supply From, Phone No, Receiving Facility.
- ✓ The Upazila List data need to download from web, user could not add data here.

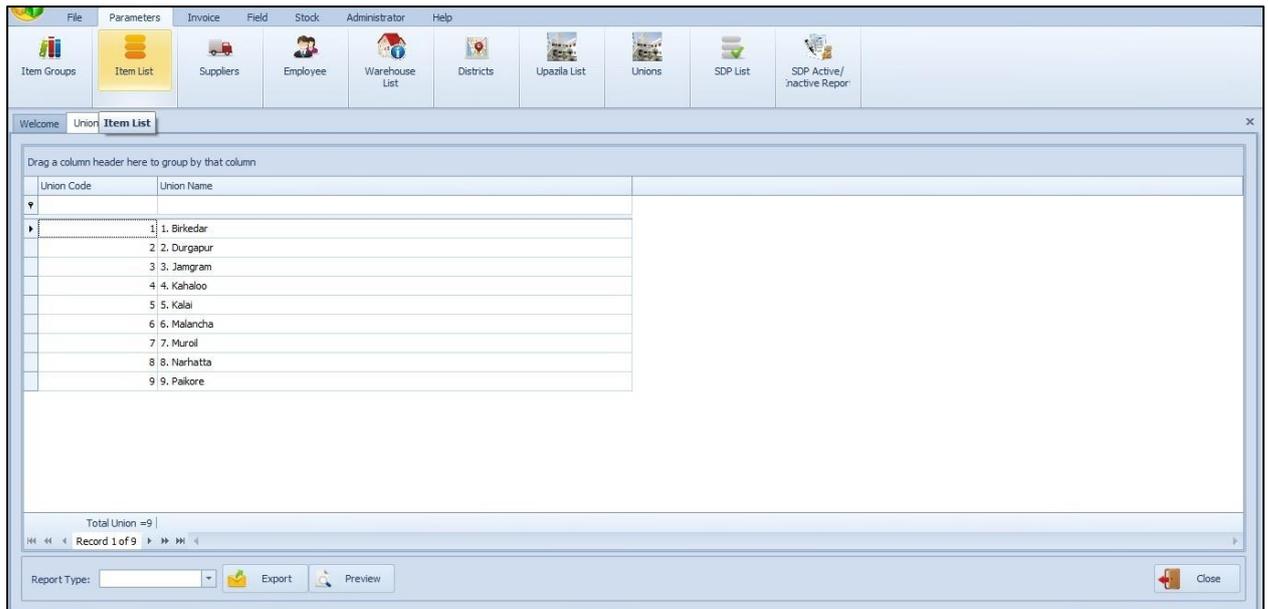
Print Upazila List:

- Press  button to view a printable list of Upazila List.

Upazila Family Planning Office Jaintiapur, Sylhet Upazila List						
Facility Code	Facility	Geo Code	District	Warehouse Code	Warehouse Name	Phone No.
T001	Dhamrai, Dhaka	302614	Dhaka	C001	Dhaka CWH	
T002	Dohar, Dhaka	302618	Dhaka	C001	Dhaka CWH	
T003	Keraniganj, Dhaka	302638	Dhaka	C001	Dhaka CWH	02-7766333
T004	Mirpur, Dhaka	302648	Dhaka	C001	Dhaka CWH	028035630
T005	Nawabganj, Dhaka	302662	Dhaka	C001	Dhaka CWH	02-7765066
T006	Savar, Dhaka	302672	Dhaka	C001	Dhaka CWH	02-7745532
T007	Tejgaon, Dhaka	302690	Dhaka	C001	Dhaka CWH	02-8878371
T008	Gazipur Sadar, Gazipur	303330	Gazipur	C001	Dhaka CWH	02-9205636
T009	Kaliakair, Gazipur	303332	Gazipur	C001	Dhaka CWH	0682252108
T010	Kaliganj, Gazipur	303334	Gazipur	C001	Dhaka CWH	
T011	Kapasia, Gazipur	303336	Gazipur	C001	Dhaka CWH	0682452025
T012	Sreepur, Gazipur	303386	Gazipur	C001	Dhaka CWH	06825-52718
T013	Turag, Dhaka	302693	Gazipur	C001	Dhaka CWH	02-9815668
T014	Daulatpur, Manikganj	305610	Manikganj	C001	Dhaka CWH	02-7715213
T015	Ghior, Manikganj	305622	Manikganj	C001	Dhaka CWH	027727102
T016	Harirampur, Manikganj	305628	Manikganj	C001	Dhaka CWH	02-7728034
T017	Manikganj Sadar, Manikganj	305646	Manikganj	C001	Dhaka CWH	02-7711851

4.8. Unions

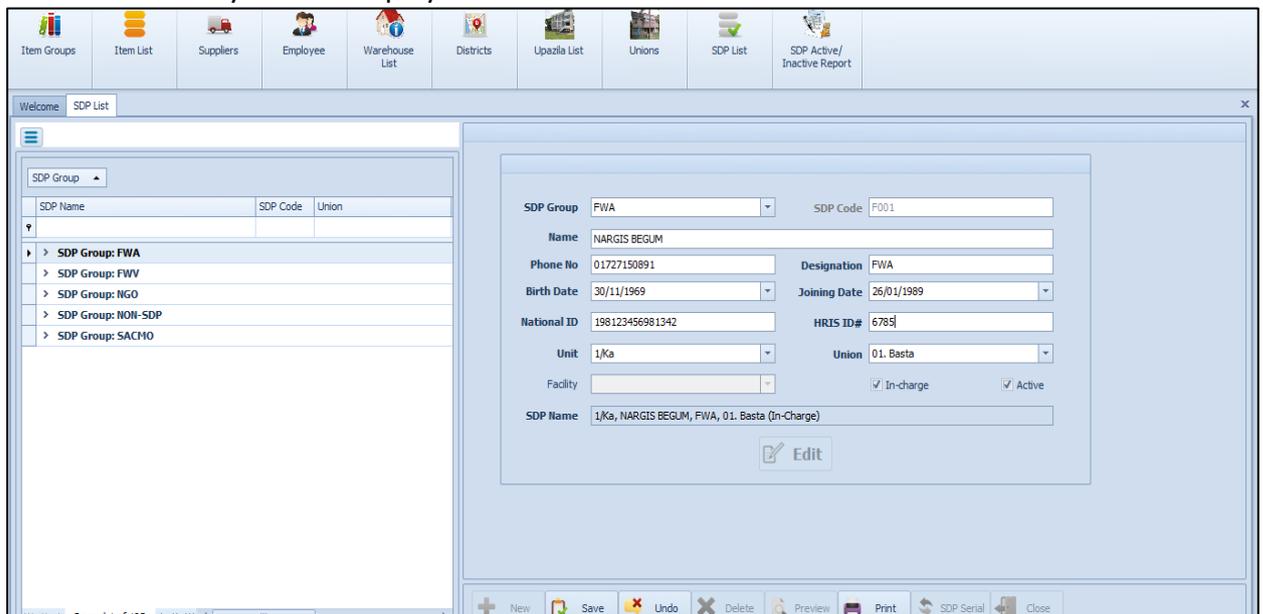
- Run UIMsv4.
- Select **Parameters > Unions** from **Parameters** menu.
- The **Unions** form is displayed.



- ✓ This form is used to edit, create, delete, and print Facility List.
- ✓ The form are grouped into 2 (two) columns **Fields:** Union Code, Union Name.
- ✓ The Unions data need to download from web, user could not add data here.
- ✓ Press  button to view a printable list of Unions List.

4.9. SDP List

- Run UIMsv4.
- Select **Parameters > SDP List** from **Parameters** menu.
- The **SDP List** entry form is displayed.



- ✓ 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

The screenshot shows the 'SDP List' form. At the top, there is a navigation bar with icons for Item Groups, Item List, Suppliers, Employee, Warehouse List, Districts, Upazila List, Unions, SDP List, and SDP Active/Inactive Report. The main form area is divided into three sections:

- A:** A tree view on the left showing a hierarchy of SDP Groups. The groups listed are: SDP Group: FWA, SDP Group: FWV, SDP Group: NGO, SDP Group: NON-SDP, and SDP Group: CMO.
- B:** A form on the right for editing an SDP. The fields are:
 - SDP Group: FWA
 - SDP Code: 001
 - Name: NARGIS BEGUM
 - Phone No: 01727150891
 - Designation: FWA
 - Birth Date: 30/11/1969
 - Joining Date: 26/01/1989
 - National ID: 198123456981342
 - HRIS ID#: 6785
 - Unit: 1/Ka
 - Union: 01. Basta
 - Facility: (empty)
 - In-charge
 - Active
 - SDP Name: 1/Ka, NARGIS BEGUM, FWA, 01. Basta (In-Charge)
- C:** A blue bar at the bottom containing command buttons: Save, Cancel, Print, and others.

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

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

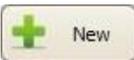
B. Entry Fields: To describe a SDP, three fields are required:

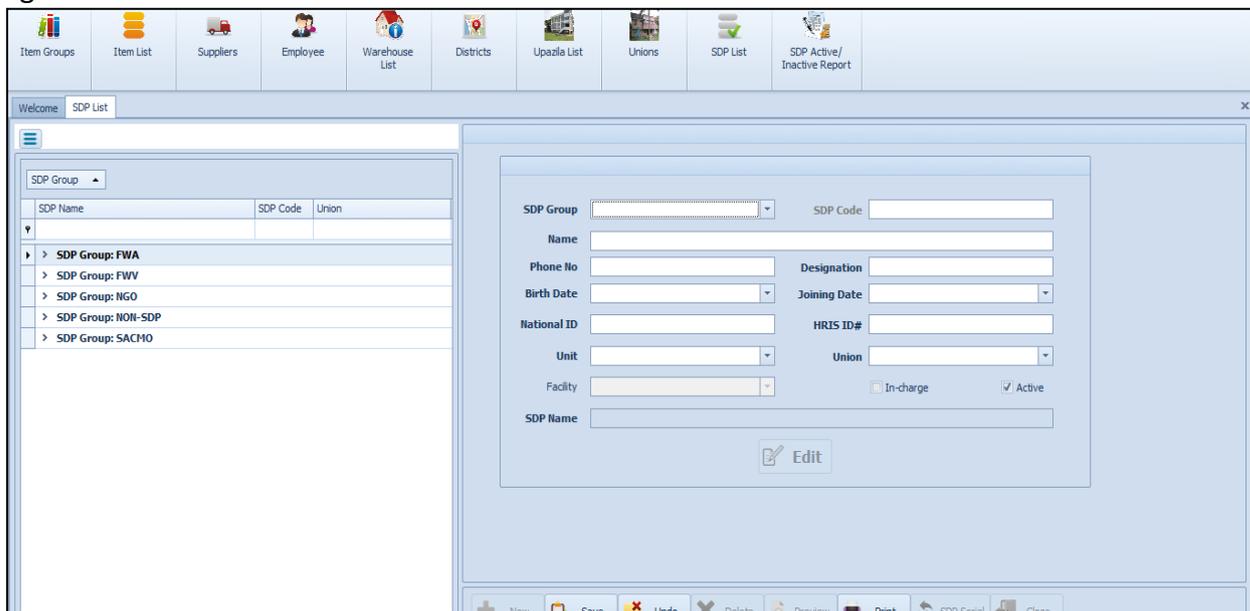
- SDP Group – Facilities are classified into different groups.
- SDP Code – A unique sequence to represent the SDP under the group. It is generated automatically
- Name – Actual name for the SDP.
- Phone No: SDP Phone number (11 digit)
- Designation: Designation of SDP
- Birth Date: SDP's date of birth
- 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

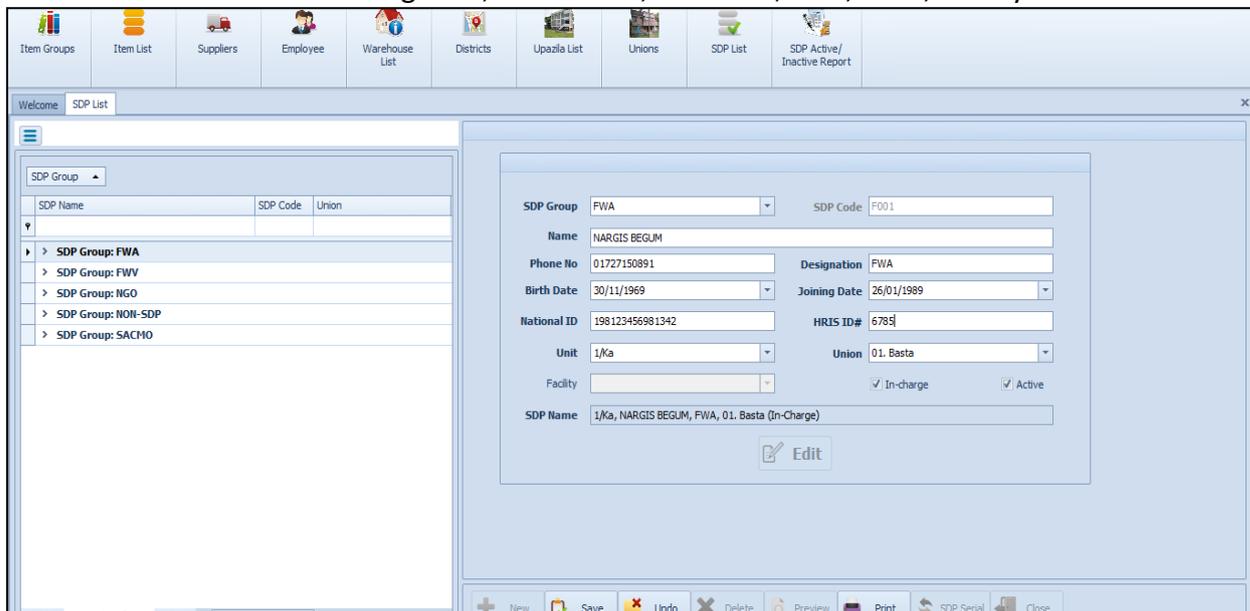
C. Command buttons: A number of buttons to manipulate the facilities.

Enter a new SDP

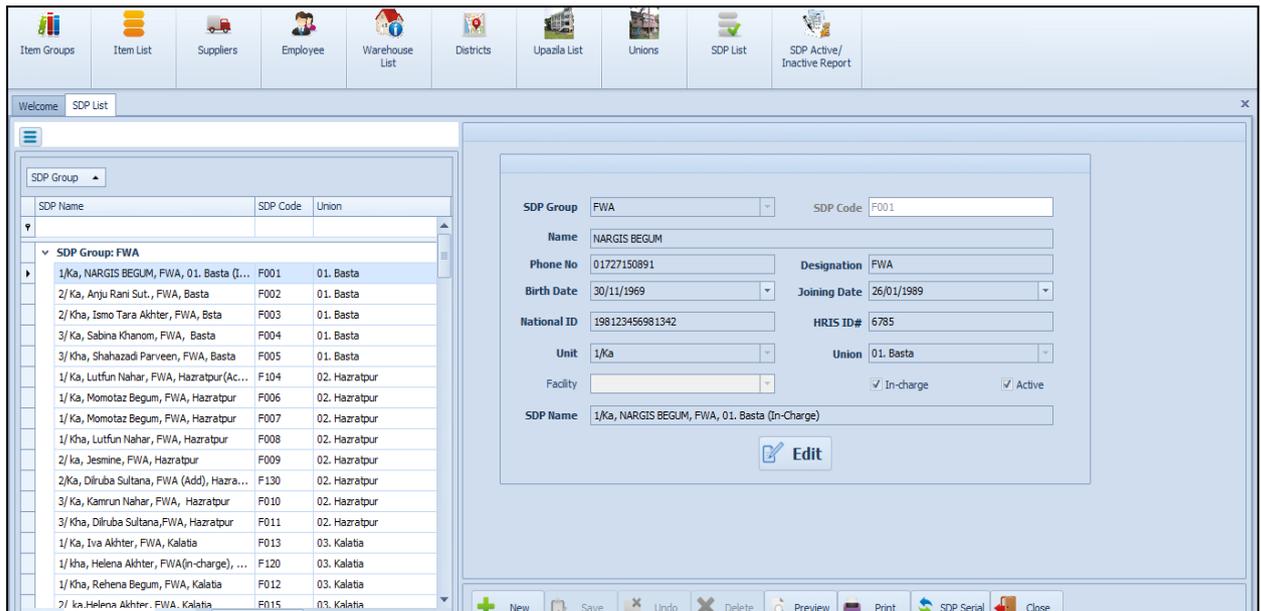
- Press  button from the command buttons block. The form will look like the following figure.



- 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



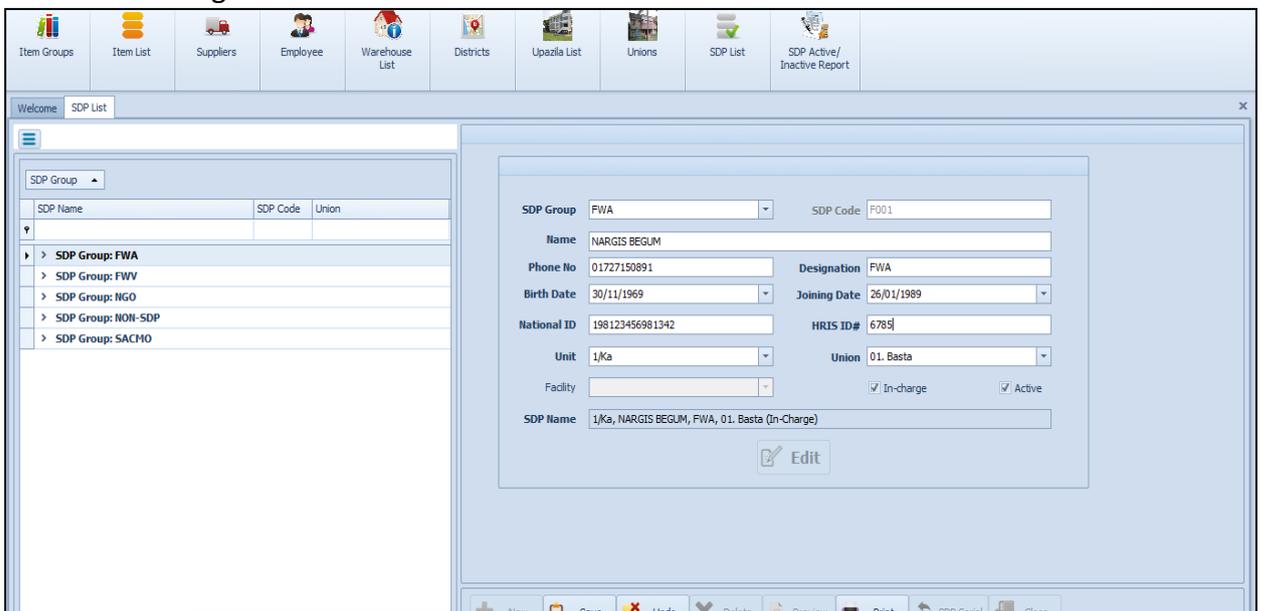
- Press **Save** button
- Your new SDP name will be visible in the SDP list in block **A**.



- 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 **Esc** during editing to undo.

Edit an existing SDP

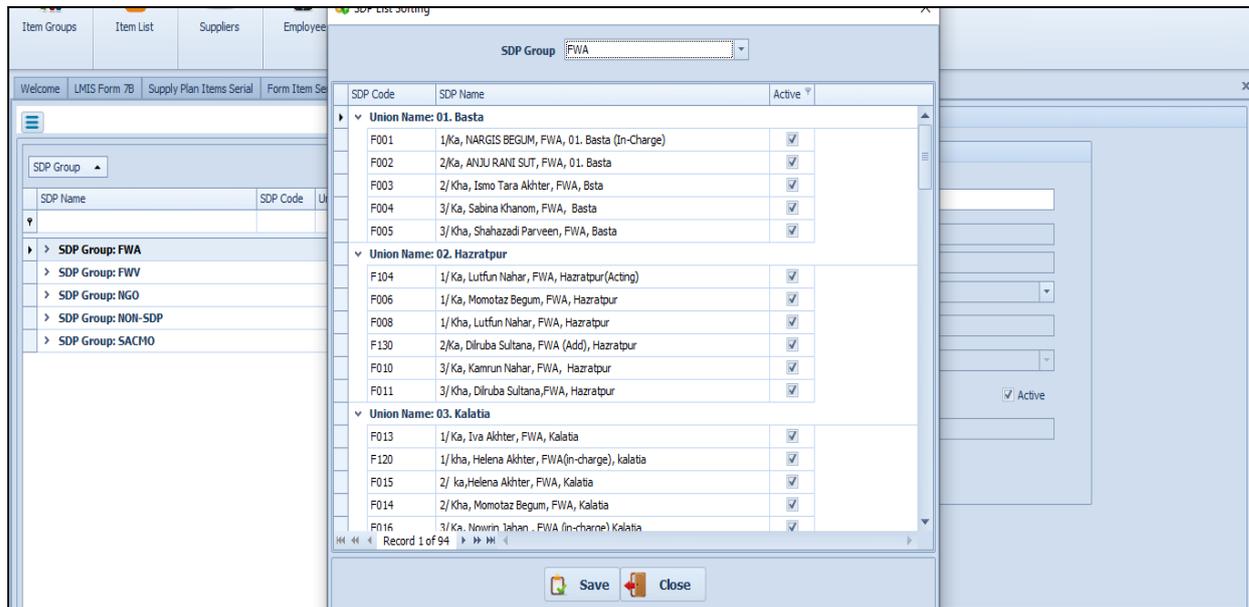
- Select the SDP you want to edit from the list of SDPs then click on 'Edit' button. After clicking see the following screen.



- 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.



- Select a SDP then drag and drop SDP name in the actual serial.
- Press “SAVE” button then you will see the SDP in actual 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 “Preview” button to view a printable list of SDPs.

Upazila Family Planning Office, Keraniganj, Dhaka													
SDP List													
Type	SDP ID	SDP Name	Name	In-Charge	Mobile No	Joining date	Birth Date	Designation	National Id	HRIS ID#	Union	Unit	Facility
FWA	F001	1/Ka, NARGIS BEGUM, FWA, 01. Basta (In-Charge)	NARGIS BEGUM	<input checked="" type="checkbox"/>	01727150891	26/01/1989	30/11/1969	FWA	198123456981342	6785	01. Basta	1/Ka	
FWA	F002	2/Ka, ANJU RANI SUT, FWA, 01. Basta	ANJU RANI SUT	<input type="checkbox"/>	01840304412	15/12/2013	01/11/1992	FWA	19237543873645	3455	01. Basta	2/Ka	
FWA	F003	2/ Kha, Ismo Tara Akhter, FWA, Basta	2/ Kha, Ismo Tara Akhter, FWA, Basta	<input type="checkbox"/>	01828052496	12/12/2013	15/11/1993	FWA			01. Basta		
FWA	F004	3/ Ka, Sabina Khanom, FWA, Basta	3/ Ka, Sabina Khanom, FWA, Basta	<input type="checkbox"/>	01746153361	11/04/1989	02/05/1970	FWA			01. Basta		
FWA	F005	3/ Kha, Shahazadi Parveen, FWA, Basta	3/ Kha, Shahazadi Parveen, FWA, Basta	<input type="checkbox"/>	01743350450	31/01/1989	02/06/1968	FWA			01. Basta		
FWA	F104	1/ Ka, Lutfun Nahar, FWA, Hazratpur (Acting)	1/ Ka, Lutfun Nahar, FWA, Hazratpur (Acting)	<input type="checkbox"/>	01811016121	22/01/1989	06/05/1961	FWA			02. Hazratpur		
FWA	F006	1/ Ka, Momotaz Begum, FWA, Hazratpur	1/ Ka, Momotaz Begum, FWA, Hazratpur	<input type="checkbox"/>		17/05/2015		FWA			02. Hazratpur		
FWA	F008	1/ Kha, Lutfun Nahar, FWA, Hazratpur	1/ Kha, Lutfun Nahar, FWA, Hazratpur	<input type="checkbox"/>	01811016121	22/01/1989	06/05/1961	FWA			02. Hazratpur		
FWA	F130	2/Ka, Dilruba Sultana, FWA (Add), Hazratpur	2/Ka, Dilruba Sultana, FWA (Add), Hazratpur	<input type="checkbox"/>		02/05/2019		FWA			02. Hazratpur		
FWA	F010	3/ Ka, Kamrun Nahar, FWA, Hazratpur	3/ Ka, Kamrun Nahar, FWA, Hazratpur	<input type="checkbox"/>	01916056399	21/12/2008	01/02/1981	FWA			02. Hazratpur		

- Press on the ‘Printer’ icon. 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 leftmost  button to close the preview window.

4.10. SDP Active/Inactive Report

SDP Code	SDP Name	Union	In-charge	Name	Mobile No	Birth Date	Joining Date	Designation	National Id	HRIS ID#	Unit	Facility
F001	1/Ka, NARGIS BEGUM, FWA, 01. Bas...	01. Basta	<input checked="" type="checkbox"/>	NARGIS BEGUM	01727150891	30/11/1969	26/01/1989	FWA	198123456981342	6785	1/Ka	
F002	2/Ka, ANJU RANI SUT, FWA, 01. Basta	01. Basta	<input type="checkbox"/>	ANJU RANI SUT	01840304412	01/11/1992	15/12/2013	FWA	19237543873645	3455	2/Ka	
F003	2/ Kha, Ismo Tara Akhter, FWA, Basta	01. Basta	<input type="checkbox"/>	2/ Kha, Ismo Tara Akht...	01828052496	15/11/1993	12/12/2013	FWA				
F004	3/ Ka, Sabina Khanom, FWA, Basta	01. Basta	<input type="checkbox"/>	3/ Ka, Sabina Khanom, ...	01746153361	02/05/1970	11/04/1989	FWA				
F005	3/ Kha, Shahazadi Parveen, FWA, B...	01. Basta	<input type="checkbox"/>	3/ Kha, Shahazadi Parv...	01743350450	02/06/1968	31/01/1989	FWA				
F104	1/ Ka, Lutfun Nahar, FWA, Hazratpu...	02. Hazratpur	<input type="checkbox"/>	1/ Ka, Lutfun Nahar, F...	01811016121	06/05/1961	22/01/1989	FWA				
F006	1/ Ka, Momotaz Begum, FWA, Hazra...	02. Hazratpur	<input type="checkbox"/>	1/ Ka, Momotaz Begum...			17/05/2015	FWA				
F008	1/ Kha, Lutfun Nahar, FWA, Hazratpu...	02. Hazratpur	<input type="checkbox"/>	1/ Kha, Lutfun Nahar, ...	01811016121	06/05/1961	22/01/1989	FWA				
F130	2/Ka, Diruba Sultana, FWA (Add), H...	02. Hazratpur	<input type="checkbox"/>	2/Ka, Diruba Sultana, ...			02/05/2019	FWA				
F010	3/ Ka, Kamrun Nahar, FWA, Hazratpur	02. Hazratpur	<input type="checkbox"/>	3/ Ka, Kamrun Nahar, ...	01916056399	01/02/1981	21/12/2008	FWA				
F011	3/ Kha, Diruba Sultana, FWA, Hazrat...	02. Hazratpur	<input type="checkbox"/>	3/ Kha, Diruba Sultana...	01818751824	18/03/1966	26/01/1989	FWA				
F013	1/ Ka, Iva Akhter, FWA, Kalatia	03. Kalatia	<input type="checkbox"/>	1/ Ka, Iva Akhter, FW...	01940812364	05/09/1989	15/12/2013	FWA				
F120	1/ kha, Helena Akhter, FWA(n-char...	03. Kalatia	<input type="checkbox"/>	1/ kha, Helena Akhter, ...	01777649322	30/09/1983	12/12/2013	FWA				
F015	2/ ka, Helena Akhter, FWA, Kalatia	03. Kalatia	<input type="checkbox"/>	2/ ka, Helena Akhter, F...	01777649322	30/09/1983	12/12/2013	FWA				

- ✓ 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

- Run UIMsv4.
- Select **Parameters > SDP Active/Inactive Report** from **Parameters** menu.
- The **SDP Active/Inactive Report** form is displayed.

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

SDP Code	SDP Name	Union	In-charge	Name	Mobile No	Birth Date	Joining Date	Designation	National Id	HRIS ID#	Unit	Facility
F007	1/Ka, Momotaz Begum, FWA, Hazra...	02. Hazratpur	<input checked="" type="checkbox"/>	1/Ka, Momotaz Begum...	01832110919	14/08/1958	12/11/1976	FWA				
F009	2/ka, Jasmine, FWA, Hazratpur	02. Hazratpur	<input type="checkbox"/>	2/ka, Jasmine, FWA, ...	01868607463	03/06/1986	24/01/2012	FWA				
F012	1/Kha, Rehena Begum, FWA, Kalatia	03. Kalatia	<input type="checkbox"/>	1/Kha, Rehena Begum...	01731169606	07/04/1959	22/01/1989	FWA				
F106	3/Ka, Momotaz Begum, FWA, Kalatia...	03. Kalatia	<input type="checkbox"/>	3/Ka, Momotaz Begum...	01817682050	02/02/1967	23/01/1989	FWA				
F107	3/Kha, Helena Begum, FWA, Kalatia...	03. Kalatia	<input type="checkbox"/>	3/Kha, Helena Begum,...	01777649322	30/09/1983	12/12/2013	FWA				
F018	1/ka, Meherun Nesa, Kalindy	04. Kalindy	<input type="checkbox"/>	1/ka, Meherun Nesa, ...	01729407075	08/11/1966	12/12/2013	FWA				
F020	1/Ka, Sharifa Akhtar, FWA (in-charge...	04. Kalindy	<input type="checkbox"/>	1/Ka, Sharifa Akhtar, ...	01713229335	01/01/1968	01/06/1992	FWA				
F113	3/ka, Nanda Rani Sarkar, FWA (in-charge...	04. Kalindy	<input type="checkbox"/>	3/ka, Nanda Rani Sark...	01716844006	13/03/1964	04/06/1989	FWA				
F022	3/Ka, Umme Salma, FWA, Kalindy	04. Kalindy	<input type="checkbox"/>	3/Ka, Umme Salma, F...	01911091635	04/01/1971	26/01/1989	FWA				
F114	3/ka, Umme Salma, FWA, Kalindy	04. Kalindy	<input type="checkbox"/>	3/ka, Umme Salma, FW...			04/12/2017	FWA				
F108	3/Ka, Rabya Akter, FWA (in-charge)...	05. Konda	<input type="checkbox"/>	3/Ka, Rabya Akter, F...	01945194929	12/08/1993	05/12/2013	FWA				
F030	3/Kha, Baby Rany Sikder, FWA, (in-charge)...	05. Konda	<input type="checkbox"/>	3/Kha, Baby Rany Sikd...	01735342724	01/04/1969	01/09/1992	FWA				
F109	3/Kha, Bijle Rani Ray, FWA, Konda, (in-charge)...	05. Konda	<input type="checkbox"/>	3/Kha, Bijle Rani Ray,...	01726592676	01/07/1967	28/01/1989	FWA				
F098	2/Kha, BAMANAEH, NGO, Ruhitpur	06. Ruhitpur	<input type="checkbox"/>	2/Kha, BAMANAEH, N...			12/06/2016	FWA				

Print SDPs

- Press “Preview” button to view a printable list of Active/Inactive SDP Report.

Upazila Family Planning Office
Keranganj, Dhaka
Active SDP Report

SDP Code	SDP Name	Union	In-charge	Name	Mobile No	Birth Date	Joining Date	Designator	National Id	HRIS ID#	Unit	Facility
F001	1/Ka, NARGIS BEGUM, FWA, 01. Basta	01. Basta	<input checked="" type="checkbox"/>	NARGIS BEGUM	0172715089	30/11/196	26/01/1989	FWA	198123456981	6785	1/Ka	
F002	2/Ka, ANJU RANI SUT, FWA, 01. Basta	01. Basta	<input type="checkbox"/>	ANJU RANI SUT	0184030441	01/11/199	15/12/2013	FWA	192375438736	3455	2/Ka	
F003	2/Kha, Ismo Tara Akhtar, FW	01. Basta	<input type="checkbox"/>	2/Kha, Ismo Tara	0182085249	15/11/199	12/12/2013	FWA				
F004	3/Ka, Sabina Khanom, FWA, 01. Basta	01. Basta	<input type="checkbox"/>	3/Ka, Sabina Khan	0174615336	02/05/197	11/04/1989	FWA				
F005	3/Kha, Shahazadi Parveen, F	01. Basta	<input type="checkbox"/>	3/Kha, Shahazadi P	0174335045	02/06/196	31/01/1989	FWA				
F104	1/Ka, Lutfun Nahar, FWA, Ha	02. Hazratpur	<input type="checkbox"/>	1/Ka, Lutfun Nahar	0181101612	06/05/196	22/01/1989	FWA				
F006	1/Ka, Momotaz Begum, FWA, 02. Hazratpur	02. Hazratpur	<input type="checkbox"/>	1/Ka, Momotaz Be			17/05/2015	FWA				
F008	1/Kha, Lutfun Nahar, FWA, H	02. Hazratpur	<input type="checkbox"/>	1/Kha, Lutfun Nah	0181101612	06/05/196	22/01/1989	FWA				
F130	2/Ka, Dilruba Sultana, FWA (A	02. Hazratpur	<input type="checkbox"/>	2/Ka, Dilruba Sultan			02/05/2019	FWA				
F010	3/Ka, Kamrun Nahar, FWA, 02. Hazratpur	02. Hazratpur	<input type="checkbox"/>	3/Ka, Kamrun Nah	0191605639	01/02/198	21/12/2008	FWA				
F011	3/Kha, Dilruba Sultana, FWA, 02. Hazratpur	02. Hazratpur	<input type="checkbox"/>	3/Kha, Dilruba Sult	0181875182	18/03/196	26/01/1989	FWA				
F013	1/Ka, Iva Akhtar, FWA, Kalati	03. Kalatia	<input type="checkbox"/>	1/Ka, Iva Akhtar, F	0194081236	05/09/198	15/12/2013	FWA				
F120	1/kha, Helena Akhter, FWA (in	03. Kalatia	<input type="checkbox"/>	1/kha, Helena Akht	0177764932	30/09/198	12/12/2013	FWA				
F015	2/ka, Helena Akhter, FWA, Ka	03. Kalatia	<input type="checkbox"/>	2/ka, Helena Akhte	0177764932	30/09/198	12/12/2013	FWA				
F014	2/Kha, Momotaz Begum, FWA, 03. Kalatia	03. Kalatia	<input type="checkbox"/>	2/Kha, Momotaz Be	0181768205	02/02/196	23/01/1989	FWA				
F016	3/Ka, Nowrin Jahan, FWA (in	03. Kalatia	<input type="checkbox"/>	3/Ka, Nowrin Jaha	0182901593	03/03/198	15/12/2013	FWA				
F017	3/Kha Nowrin Jahan, FWA, Kal	03. Kalatia	<input type="checkbox"/>	3/Kha Nowrin Jaha	0182901593	03/03/198	15/12/2013	FWA				
F118	1/Ka, Sharifa Akhter, FWA (in	04. Kalindy	<input type="checkbox"/>	1/Ka, Sharifa Akhte	0171322933	01/01/196	01/06/1992	FWA				
F019	1/Kha, Sharifa Akhter, FWA, 04. Kalindy	04. Kalindy	<input type="checkbox"/>	1/Kha, Sharifa Akht	0171322933	01/01/196	01/06/1992	FWA				
F005	2/Ka, Anessa Begum, FWA, Kal	04. Kalindy	<input type="checkbox"/>	2/Ka, Anessa Begu	01726592676	26/10/196	01/06/1989	FWA				

Keranganj, Dhaka
Inactive SDP Report

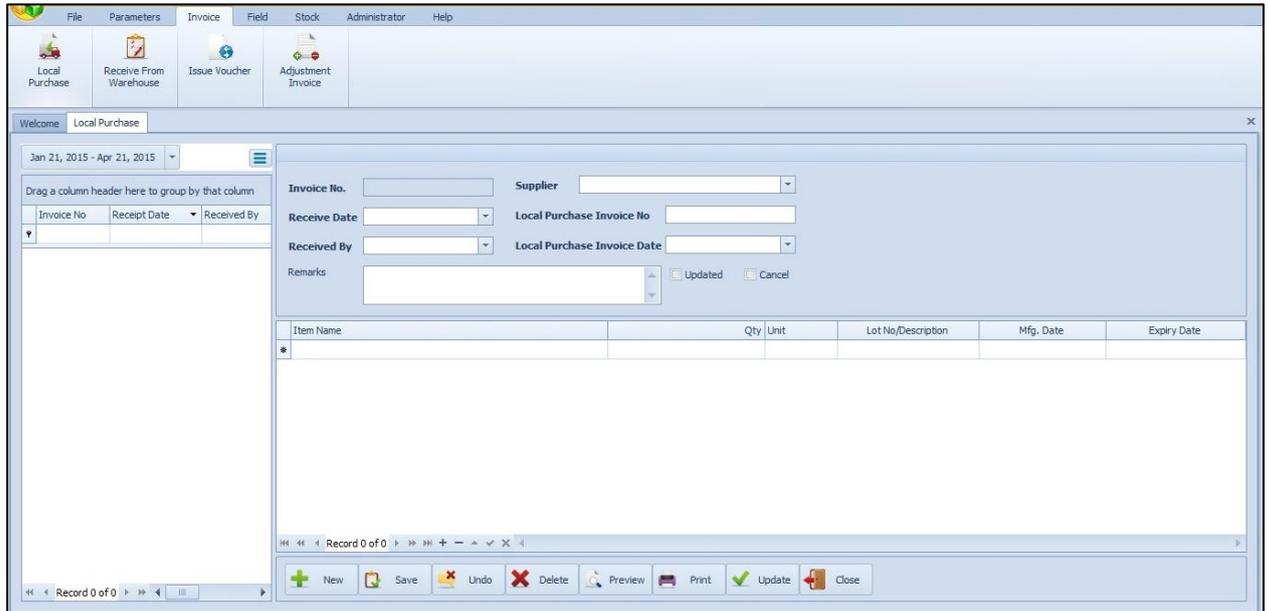
SDP Code	SDP Name	Union	In-charge	Name	Mobile No	Birth Date	Joining Date	Designator	National Id	HRIS ID#	Unit	Facility
F007	1/Ka, Momotaz Begum, FWA, 02. Hazratpur	02. Hazratpur	<input type="checkbox"/>	1/Ka, Momotaz Be	0183211091	14/08/195	12/11/1976	FWA				
F009	2/ka, Jasmine, FWA, Hazratp	02. Hazratpur	<input type="checkbox"/>	2/ka, Jasmine, FW	0186860746	03/06/198	24/01/2012	FWA				
F012	1/Kha, Rehena Begum, FWA, 03. Kalatia	03. Kalatia	<input type="checkbox"/>	1/Kha, Rehena Beg	0173116960	07/04/195	22/01/1989	FWA				
F106	3/ka, Momotaz Begum, FWA, 03. Kalatia	03. Kalatia	<input type="checkbox"/>	3/ka, Momotaz Beg	0181768205	02/02/196	23/01/1989	FWA				
F107	3/Kha, Helena Begum, FWA, K	03. Kalatia	<input type="checkbox"/>	3/Kha, Helena Beg	0177764932	30/09/198	12/12/2013	FWA				
F018	1/ka, Meherun Nesa, Kalindy	04. Kalindy	<input type="checkbox"/>	1/ka, Meherun Ne	0172940707	08/11/196	12/12/2013	FWA				
F020	1/Ka, Sharifa Akhtar, FWA (in	04. Kalindy	<input type="checkbox"/>	1/Ka, Sharifa Akhta	0171322933	01/01/196	01/06/1992	FWA				
F113	3/ka, Nanda Rani Sarkar, FW	04. Kalindy	<input type="checkbox"/>	3/ka, Nanda Rani S	0171684400	13/03/196	04/06/1989	FWA				
F022	3/Ka, Umme Salma, FWA, Kal	04. Kalindy	<input type="checkbox"/>	3/Ka, Umme Salma	0191109163	04/01/197	26/01/1989	FWA				
F114	3/ka, Umme Salma, FWA, Kalin	04. Kalindy	<input type="checkbox"/>	3/ka, Umme Salma,			04/12/2017	FWA				
F108	3/Ka, Rabya Akter, FWA (in-charge)...	05. Konda	<input type="checkbox"/>	3/Ka, Rabya Akter,	0194519492	12/08/199	05/12/2013	FWA				
F030	3/Kha, Baby Rany Sikder, FW	05. Konda	<input type="checkbox"/>	3/Kha, Baby Rany	0173534272	01/04/196	01/09/1992	FWA				
F109	3/Kha, Bijle Rani Ray, FWA, Ko	05. Konda	<input type="checkbox"/>	3/Kha, Bijle Rani R	0172659267	01/07/196	28/01/1989	FWA				
F098	2/Kha, BAMANAEH, NGO, Ru	06. Ruhitpur	<input type="checkbox"/>	2/Kha, BAMANAEH,			12/06/2016	FWA				
F034	2/Kha, Rasheda Begum, FWA	06. Ruhitpur	<input type="checkbox"/>	2/Kha, Rasheda Be	0182794255	15/06/195	23/01/1989	FWA				
F036	3/Ka, Rasheda Begum, FWA,	06. Ruhitpur	<input type="checkbox"/>	3/Ka, Rasheda Beg	0182794255	15/06/195	23/01/1989	FWA				
F038	1/Kha, Nasrin Akhtar (in-charge)...	07. Sakta	<input type="checkbox"/>	1/Kha, Nasrin Akht	0181273882	08/07/196	01/06/1992	FWA				
F040	2/Ka, Faruk Sultana, FWA, Sa	07. Sakta	<input type="checkbox"/>	2/Ka, Faruk Sulta	0181702101	31/12/195	26/01/1989	FWA				
F041	2/Kha, Faruk Sultana, FWA, S	07. Sakta	<input type="checkbox"/>	2/Kha, Faruk Sulta	0181702101	31/12/195	26/01/1989	FWA				

- Press on the **Printer** icon. 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 leftmost button to close the preview window.

Chapter-5: 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:

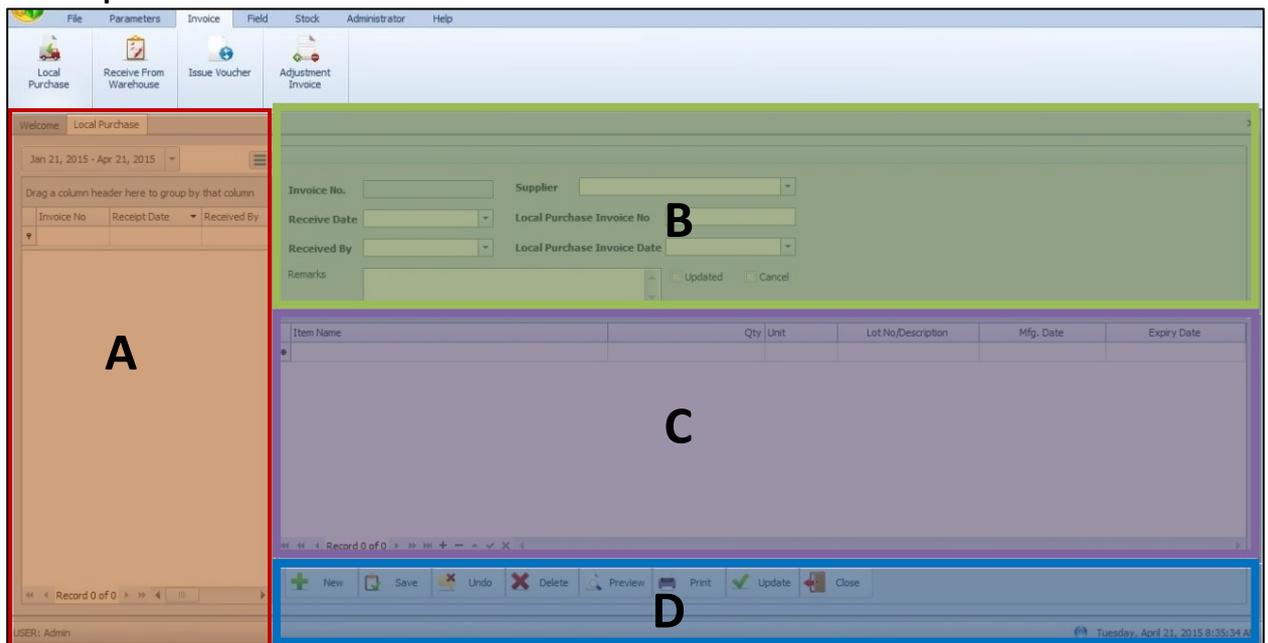


The above form is used when items are received from external supplier and to create new receive invoice, edit, print or delete invoices.

Open Receive Invoice Form

- Run UIMSV4.
- Select **Invoice > Local Purchase...** from **Invoice** menu.
- The **Receive Invoice** form is displayed.

General Description of Receive Invoice Form



This form is used to edit, create, delete, and print Receive Invoices. The form is grouped into 4 (four) blocks –

A. Invoice List: Invoices are listed under grouped by:

- Invoice No.
- Receipt Date or
- Received By

B. Invoice Entry Fields: To record an Invoice entry header which have following fields:

- 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 supplier.
- Local Purchase Invoice No* – Voucher No. of Local Purchase.
- Local Purchase Invoice Date* – Date of Local Purchase Challan.
- Remarks - Text box to write anything.
- Update - Check box to update a Invoice which filled automatically.
- Cancel - Check box to cancel any Invoice.

C. Invoice Items Entry Fields: Invoices consist of line items. There is one line for each item received and has the following 6 (six) fields:

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

D. Command buttons: A number of buttons to manipulate the Invoices.

View Information about a specific Invoice

Drag a column header here to group by that column			
	Invoice No	Receipt Date ▾	Received
+	4	05/12/2014	anwar
	3	03/12/2014	anwar
	2	02/12/2014	anwar
	1	02/12/2014	anwar

- Select the invoice to view from the tree list in Block-A. 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 are 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.

Drag a column header here to group by that column		
Invoice No	Receipt Date	Received
	02/12/2014	
2	02/12/2014	anwar
1	02/12/2014	anwar

Drag a column header here to group by that column		
Invoice No	Receipt Date	Received
	02/12/2014	
2	02/12/2014	anwar
1	02/12/2014	anwar

Enter a new Invoice

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

- 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 name is present in Supplier list then select the name.
- Provide invoice no. and date from supplier's challan.

- Press  button.
- Your new Invoice no. will be visible in the Invoice list.

- If you want to cancel the new Invoice entry, press **Esc** during editing to undo.

Invoice Items Entry

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

The screenshot shows the 'Local Purchase' form with the 'Add Item' dialog box open. The dialog box has a list of items with columns for 'Item Name', 'Item Code', and 'Unit'. The items listed are:

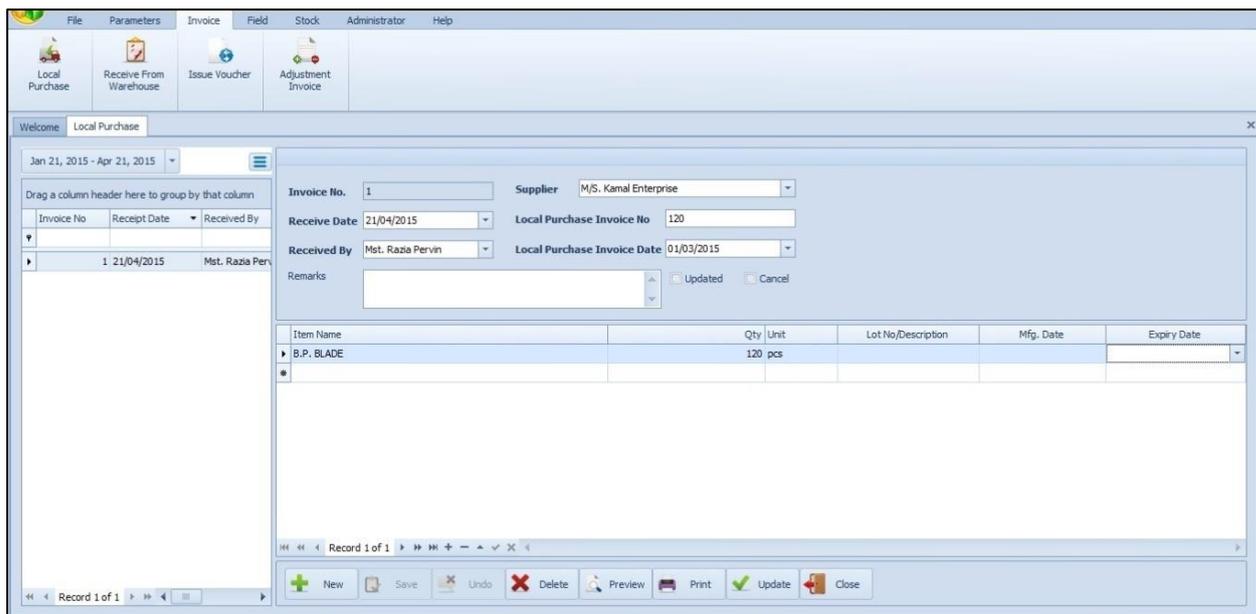
Item Name	Item Code	Unit
5% Permethrin Cream (15 gm)	MCH041	bottle
ABDOMINAL SHEET	MSR001	pcs
ACCESSORY SET FOR AJ3 OPERATING TABLE	KIT001	sets
AD SYRINGE (1 ml)	CON001	pcs
ADMISSION REGISTER	IEM001	book
AIR CONDITIONER	OEF001	sets
AIR CONDITIONER (WINDOW TYPE)-TOSHIBA-MODEL-RAC-18L, 18000	OEF002	sets

- Select an Item name from **Item Name** combo box.
- Enter the received quantity in **Qty** box.
- Unit field will be filled automatically.
- Enter Lot No/Description, Mfg. Date and Expiry Date fields.

The screenshot shows the 'Local Purchase' form with the 'B.P. BLADE' item entered in the table. The table has columns for 'Item Name', 'Qty', 'Unit', 'Lot No/Description', 'Mfg. Date', and 'Expiry Date'. The data entered is:

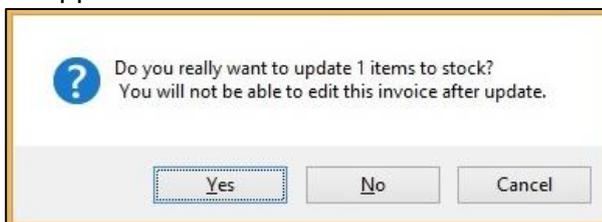
Item Name	Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date
B.P. BLADE	120	pcs			

- Press **“Enter”** button from keyboard to save the line item and go for next line item entry.



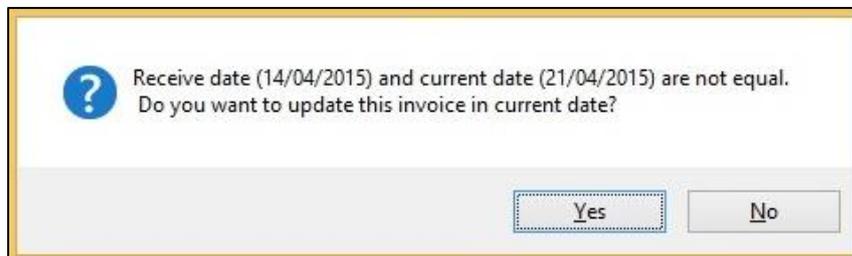
Updating the Stock

- Entry of a new Invoice does not update the current stock position automatically. After the Invoice entry is completed, press  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.
- If you want to update invoice on back date pressing "Update" button a confirmation dialog will appear.



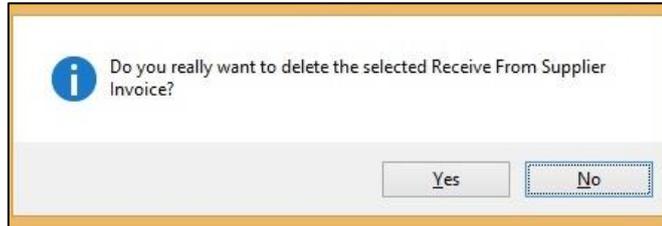
- If you want update on current date press "Yes" or you want update on Receive date press "No".

Edit an existing Invoice

- Select the invoice you want to edit from the list of Invoices.
- 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.

Delete an existing Invoice

- Select the Invoice you want to remove from Invoices list.
- Press  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.

Edit an existing Invoice Item

Item Name	Qty	Unit	Lot No	Mfg. Date	Expiry Date
CONDOM	120000	pcs	1200	25/10/2014	31/12/2018
*					

Record 1 of 1

New Save Undo Delete Preview Print Update Close

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

Item Name	Qty	Unit	Lot No	Mfg. Date	Expiry Date
CONDOM	180000	pcs	1200	25/10/2014	31/12/2018
*					

Record 1 of 1

New Save Undo Delete Preview Print Update Close

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

Item Name	Qty	Unit	Lot No	Mfg. Date	Expiry Date
CONDOM	180,000	pcs	1200	25/10/2014	31/12/2018

Record 1 of 1

- 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.

Delete an Invoice item

- Select the Invoice item you want to edit from the items list in Block-C.
- Press **"Delete"** button from keyboard.
- 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

- Press  tab for expanding Receive Invoice form and to find a specific Invoice.

Local Purchase

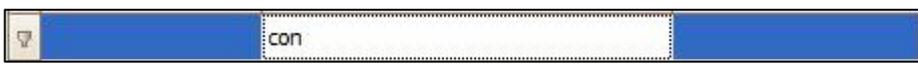
Invoice No. 1 Supplier M/S. Kamal Enterprise

Receive Date 21/04/2015 Local Purchase Invoice No 120

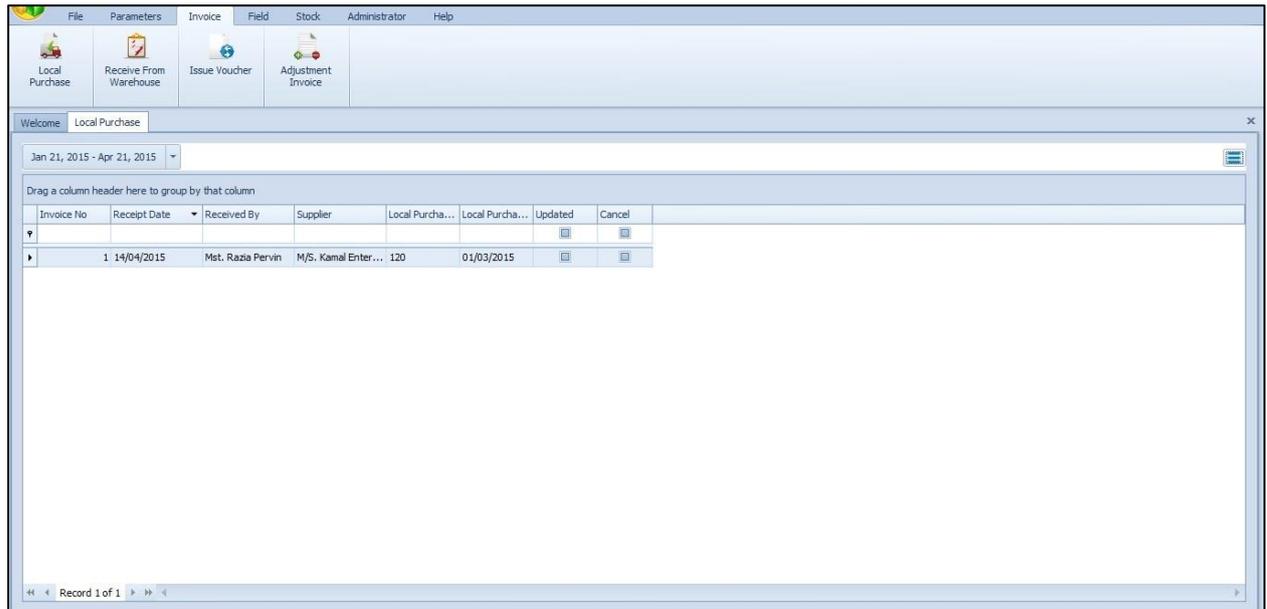
Received By Mst. Razia Pervin Local Purchase Invoice Date 01/03/2015

Item Name	Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date
B.P. BLADE	120	pcs			

Record 1 of 1

- To search go to 

Row header just writing Invoice no. and following window will appear:



- 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 selected.

Print Receive Invoice

- Press  **Preview** button to preview the Invoice.
- Press on the **Printer** icon. 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  button to close the Preview window.

Close Receive Invoice Form

- Press  **Close** button to exit from the receive Invoice form.
- You can also exit by pressing the  button at the top right of the form.

5.2. Receive Invoice – Receive From Warehouse

When commodities are issued/transferred from RWH to Upazila Family Planning Store – this form is used. Item quantities entered here add up to total stock. This form is used to enter new receive invoice, edit, print or delete old invoices.

Open Receive From Warehouse Invoice Form

- Run UIMsv4.
- Select **Invoice > Receive From Warehouse...** from **Invoice** menu.
- The **Receive from Warehouse Invoice** form is displayed.

General Description of Receive from Warehouse Invoice Form

This form is used to edit, create, delete, and print Receive Invoices. Controls in the form are grouped into 4 (four) blocks –

A. Invoice List:

Invoices are listed by item group. Invoice Group combo filter the invoices according to their group. Invoices can also be listed grouped by -

- Invoice No.
- Invoice Date or
- Prepared by.

A label shows the total number.

B. Invoice Entry Fields:

To describe an Invoice entry header for which have following fields -

- Invoice No* – A unique sequence to represent the invoice.
- Receive From* - Warehouse name automatically selected from where goods were sent.
- Receive Date* – Date of receipt of goods.
- Received By* – Name of receiving officer.
- Warehouse's Invoice No* – Issue Voucher no. of Warehouse.
- Warehouse's Invoice Date* – Date of Warehouse Invoice voucher.
- Remarks – Text box to write any comments about the supply.
- Update – Check box to update an Invoice which filled automatically.
- Cancel – Check box to cancel any Invoice.

C. 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* – Name of item received from RWH.
- Qty* – Total quantity of good received from RWH.
- Unit – Unit of measurement of item.
- Lot No/Description – Lot no. of the received goods.
- Mfg. Date – Manufacturing date of the received goods.
- Expiry Date – Date of expiry of the received goods.

D. Command Buttons: A number of buttons to manipulate the Invoices.

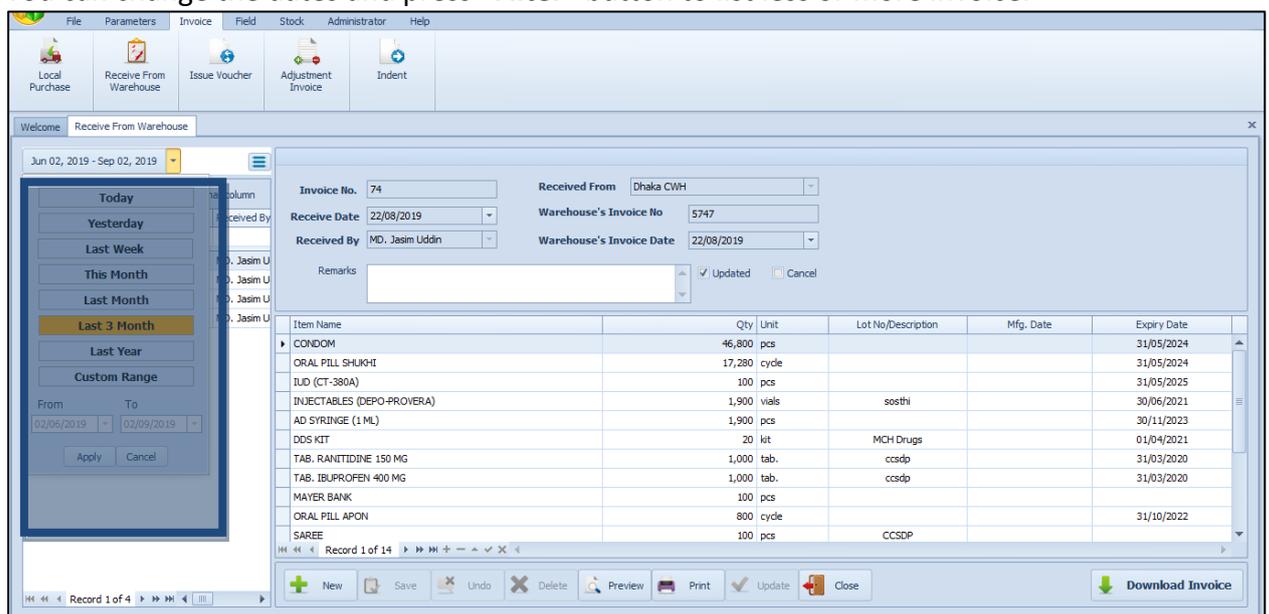
E. Download Invoice Button: Download receive invoice which are supplied from warehouse with Push/Indent voucher.

View information about a specific Invoice

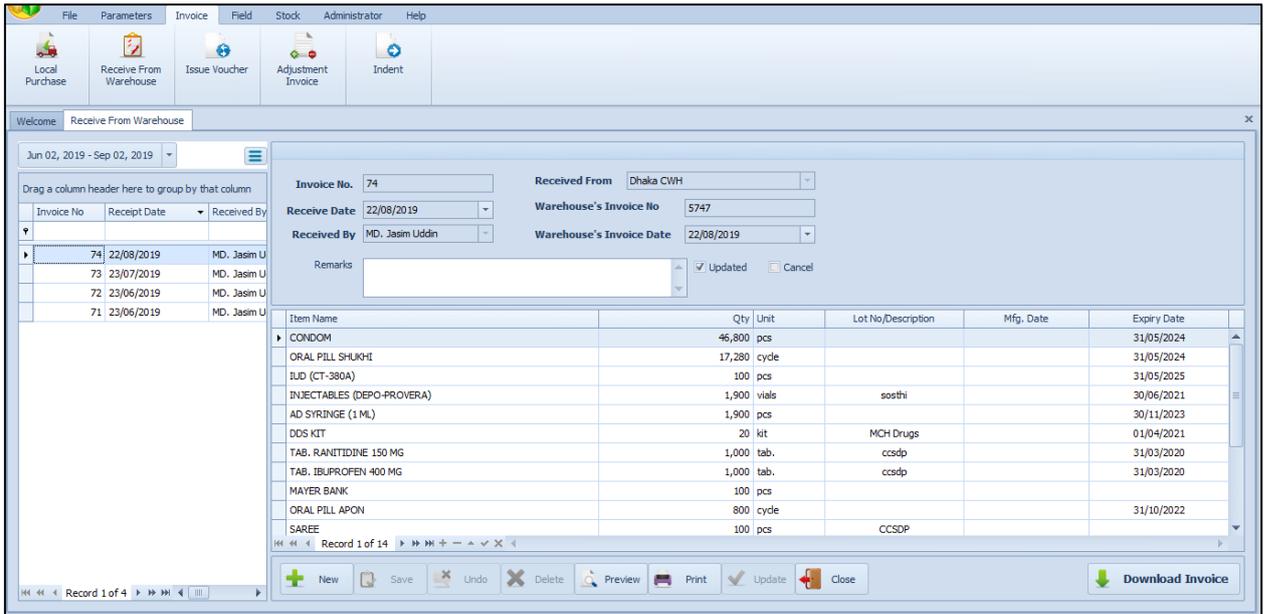
Invoice No	Receipt Date	Receiv	Invoice No	Receipt Date	Receiv
3	29/01/2015	anwar	3	29/01/2015	anwar
2	29/01/2015	anwar	2	29/01/2015	anwar
1	29/01/2015	anwar	1	29/01/2015	anwar

Item Name	Item Name
CONDOM	CONDOM
CONDOM REGISTER	CONDOM REGISTER
CONSENT FORM FOR OPERATION (EOC PROG.)	CONSENT FORM FOR OPERATION (EOC PROG.)

- Select the Invoice to view from the tree list in Block-A. Using the Group by combo box – invoices can be grouped in two ways – by Invoice No or by Receive Date or Received by.
- After an Invoice no. is selected – corresponding information is shown in Block-B and C.
- At any time a partial list of invoices are 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.

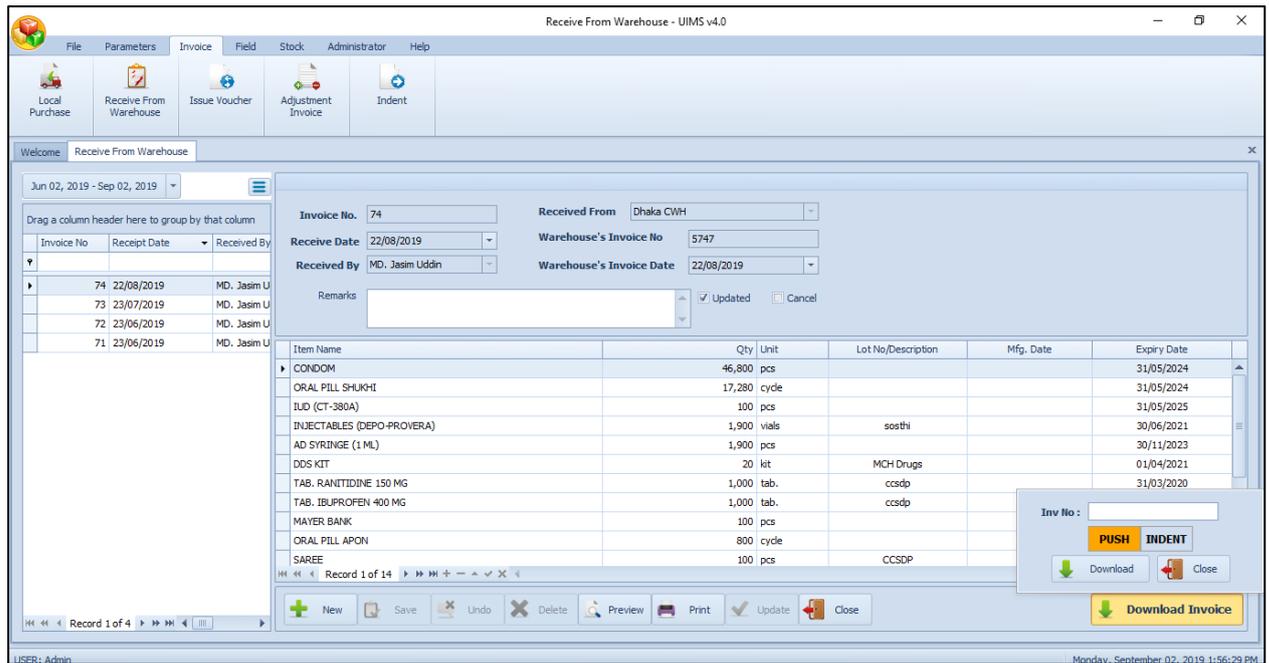


- You can chose Invoices of Today, Yesterday, Last Week, This Month, Last Month, Last 3 Month, Last Year and Custom Range of choosing any **Date** as shown in the above screen.

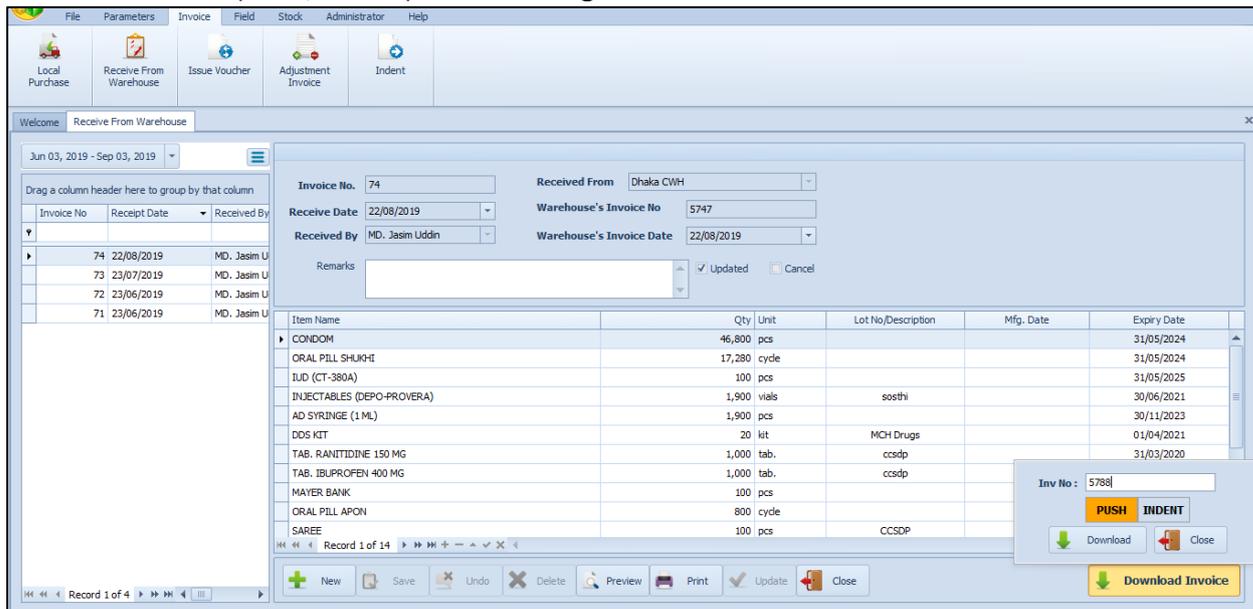


Download a receive Invoice

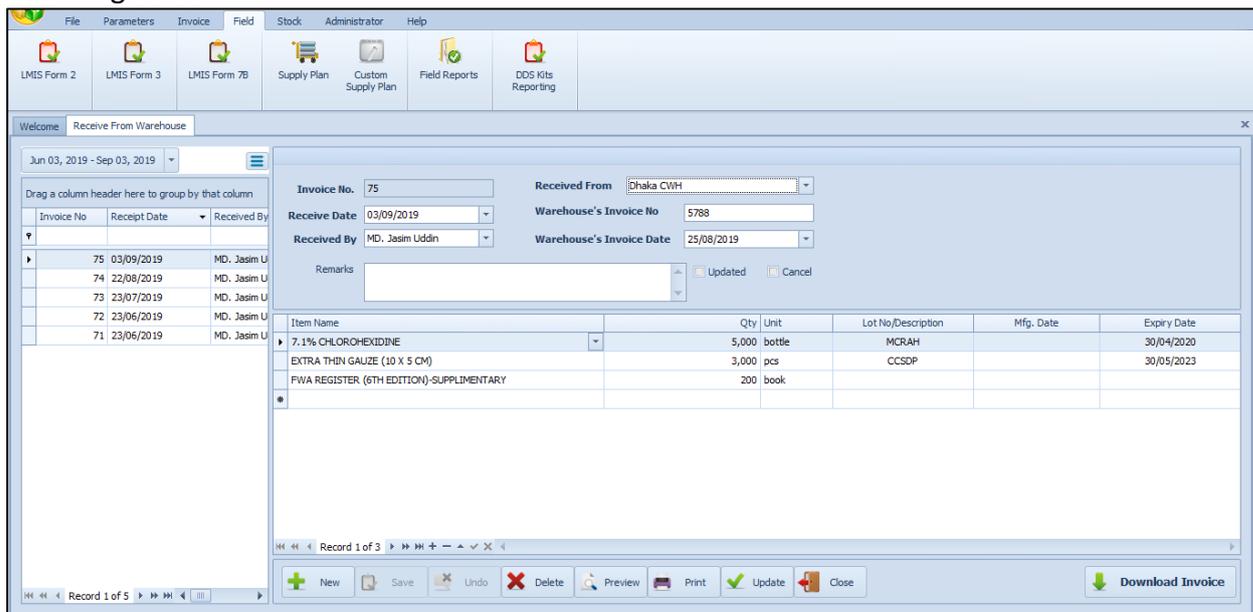
- Press  **Download Invoice** button from the command buttons block. The form will look like this:



- Enter the Inv No: (Push/Indent) like following screen.



- Press on 'Download' button. After pressing the receive voucher will be downloaded. Like following screen.



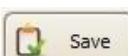
- Now you can check and update the downloaded invoice.

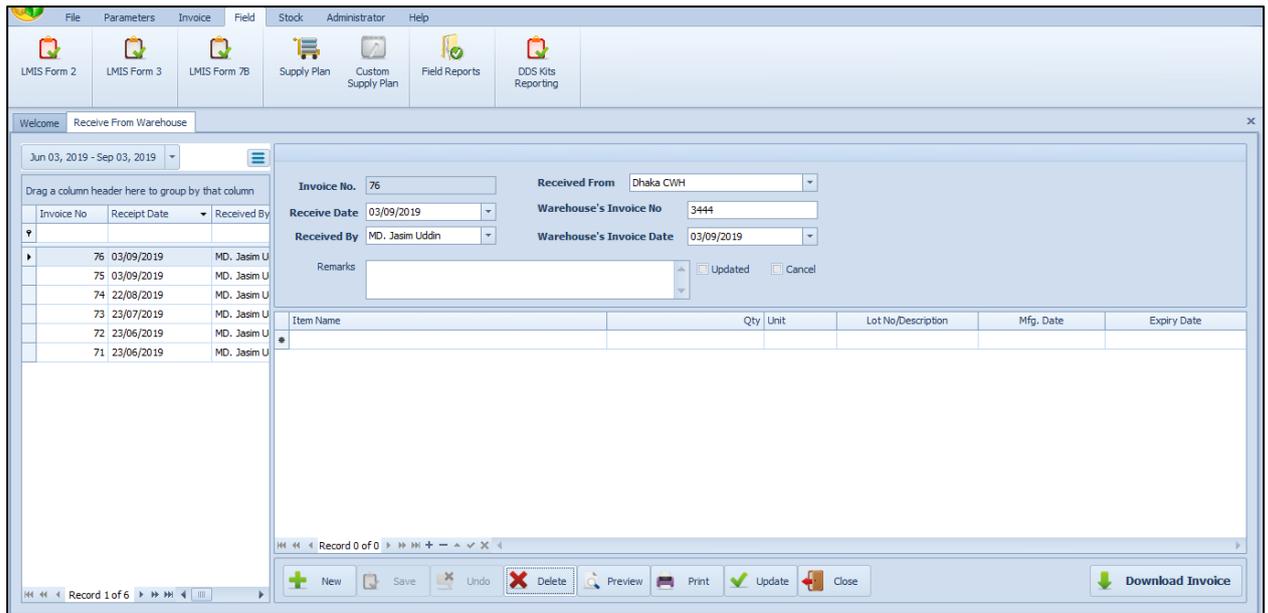
Enter a new Invoice

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

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 receiving the goods.
- Provide Warehouse's Invoice No. and
- Provide Warehouse's Invoice Date.

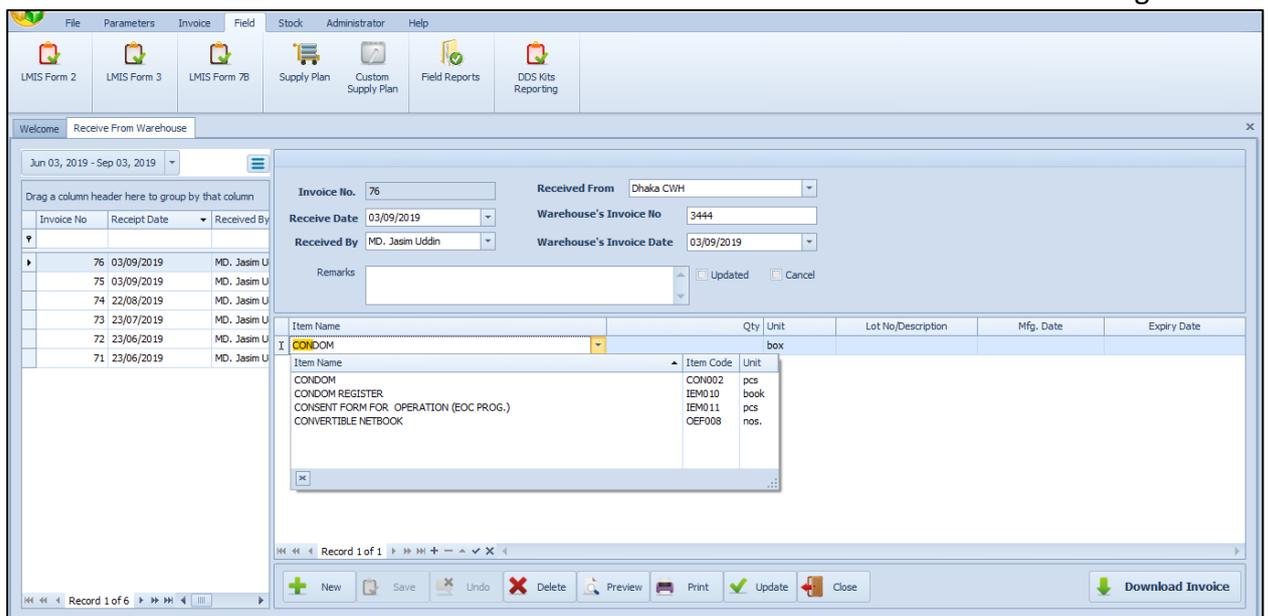
- Press  button.
- Your new Invoice no. will be visible in the Invoice list.



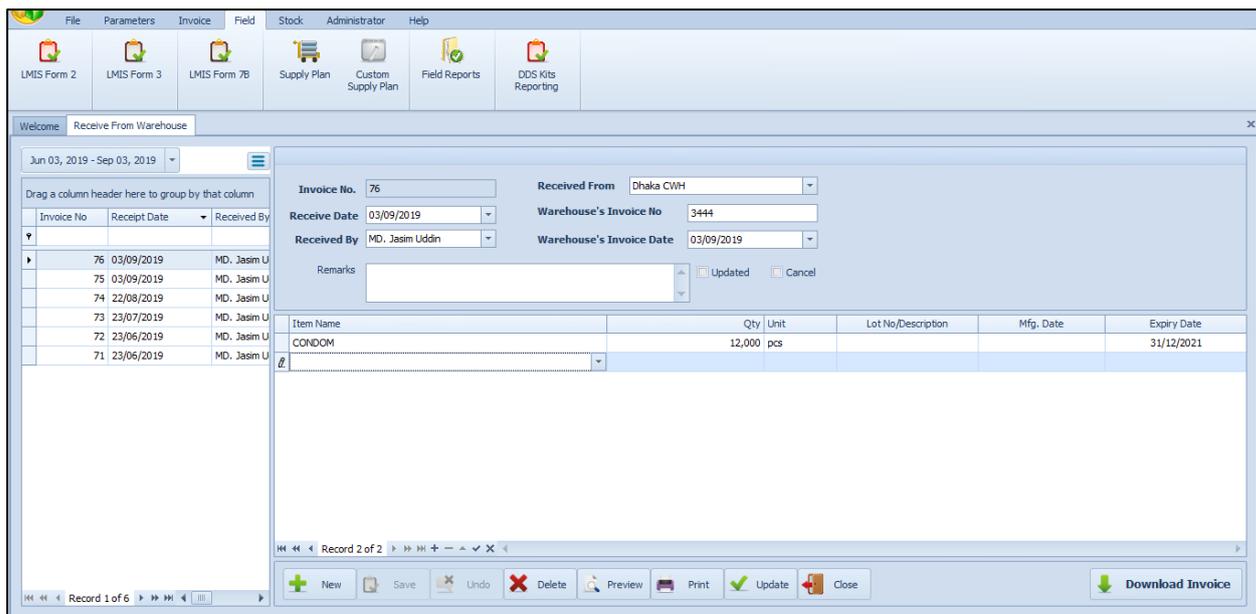
- If you want to cancel the new Invoice entry, press **Esc** during editing to undo.

Invoice Items Entry

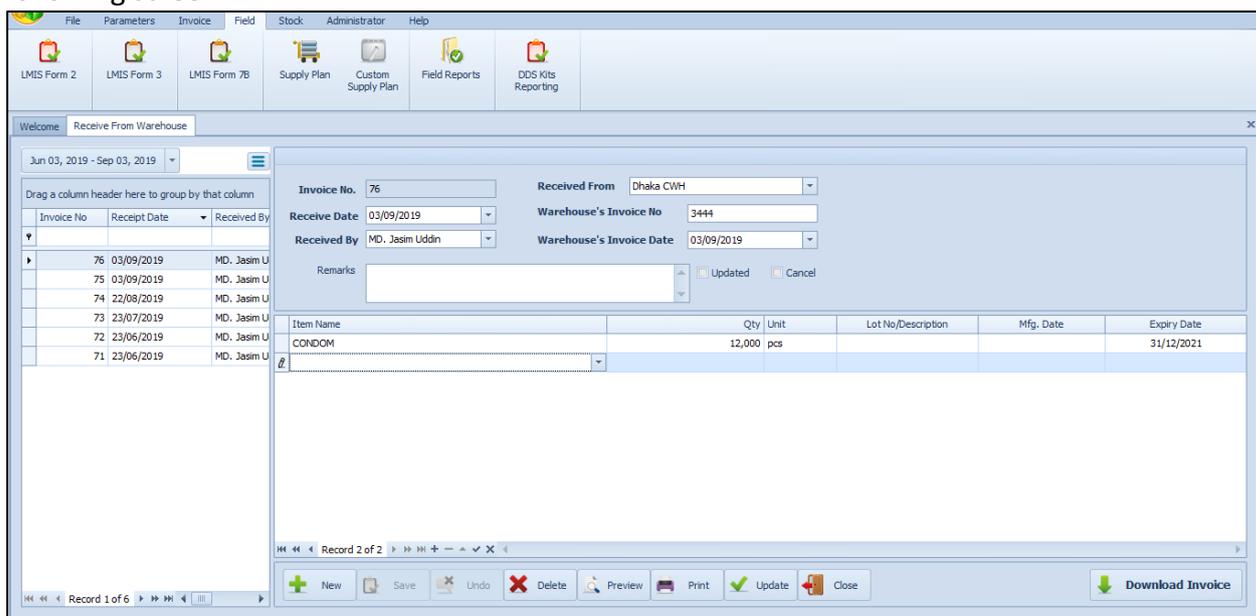
- Press **+** button from the command buttons block. The form will look like the following screen:



- After select an Item from **Item Name** combo press **<Enter>** and type received Qty, Lot No/Description, Mfg Date, and Expire Date.



- Press <Enter> button from Keyboard. After pressing **Enter** the item will save as showing in following screen:

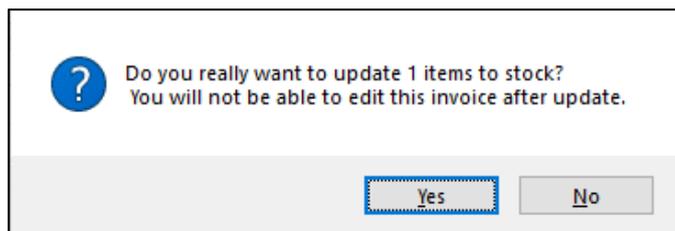


Updating the Stock

Entry of a new Invoice does not update current stock position automatically. After the Invoice entry is completed, 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.



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



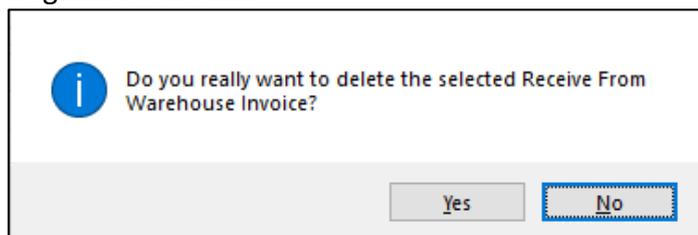
- If you want update on current date press “**Yes**” or you want update on Receive date press “**No**”.

Edit an existing Invoice

- Select the invoice you want to edit from the list of invoices.
- Change the fields as necessary.
- 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.
- 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.**

Edit an existing Invoice Item

Item Name	Qty	Unit	Lot No	Mfg. Date	Expiry Date
CONDOM	120000	pcs	1200	25/10/2014	31/12/2018
*					

Record 1 of 1

- Select the Invoice Item you want to edit from the Items list in Block-C.

Item Name	Qty	Unit	Lot No	Mfg. Date	Expiry Date
CONDOM	180000	pcs	1200	25/10/2014	31/12/2018
*					

Record 1 of 1

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

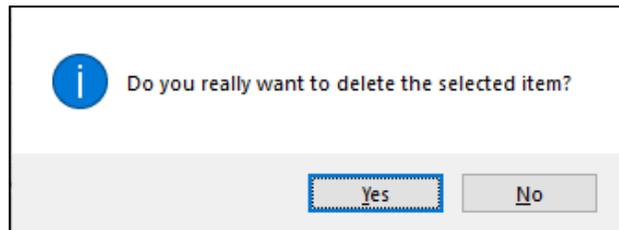
Item Name	Qty	Unit	Lot No	Mfg. Date	Expiry Date
CONDOM	180,000	pcs	1200	25/10/2014	31/12/2018
*					

Record 1 of 1

- 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.

Delete an invoice item

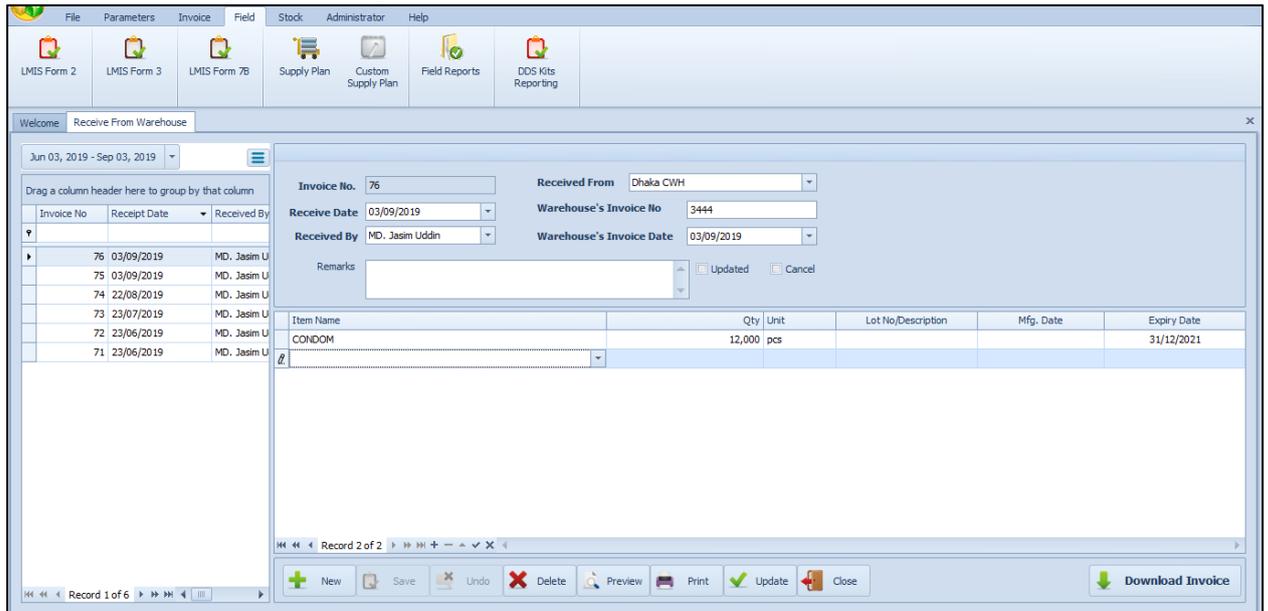
- Select the Invoice item you want to delete from the items list in Block-C.
- Press **“Delete”** button.
- A confirmation dialog will be shown.



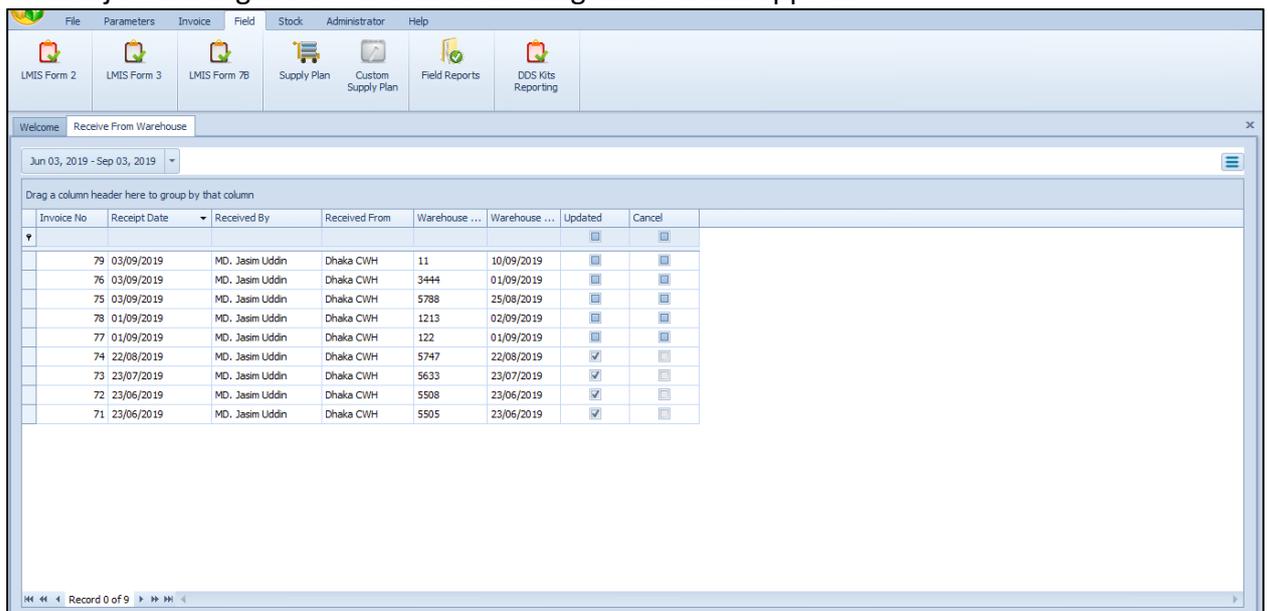
- Press **"Yes"** if you really want to delete the invoice item.

Search a Receive Invoice

- Press  tab for expanding Receive Invoices form and to find a specific Invoice.



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



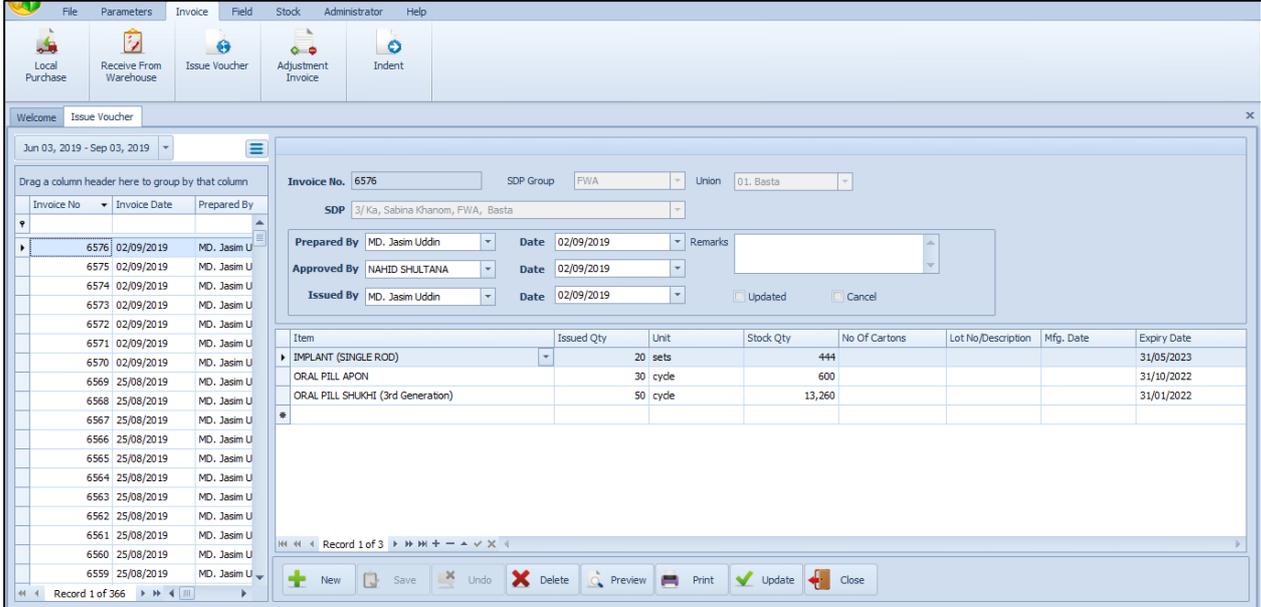
- Enter the Invoice no you want to find in **"Receive Invoice No."** box.

- Press **<Enter>** button to start searching.
- If the Invoice is found then it will be shown selected.

Print Receive Invoice

- Press **"Preview"** button to preview the invoice.
- Press on the printer icon. 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 leftmost  button to close the preview window.
- Press **Close** button to exit from the receive Invoice form.
- You can also exit by pressing the  button at the top right of the form.
- If you have unsaved invoice during exit, you will be informed that your changes will be lost if you exit.
- Press **Yes** if you do want to exit without saving. Press **No**, if you don't want to close the form at this time.

5.3. Issue Voucher



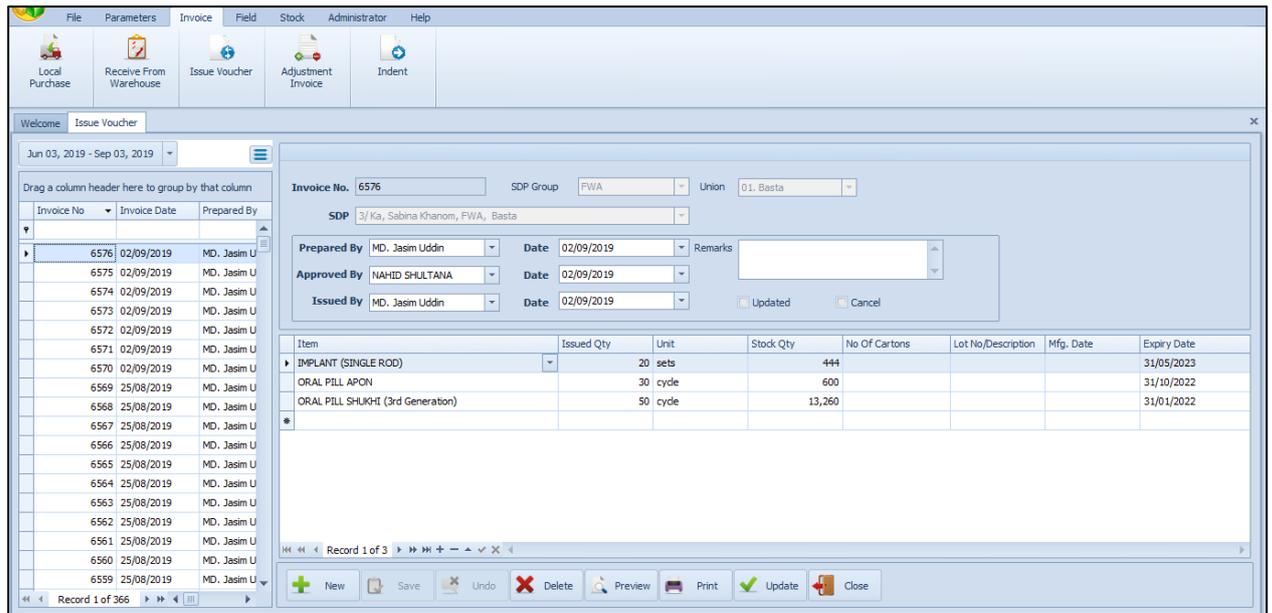
Invoice No.	Invoice Date	Prepared By
6576	02/09/2019	MD. Jasim U
6575	02/09/2019	MD. Jasim U
6574	02/09/2019	MD. Jasim U
6573	02/09/2019	MD. Jasim U
6572	02/09/2019	MD. Jasim U
6571	02/09/2019	MD. Jasim U
6570	02/09/2019	MD. Jasim U
6569	25/08/2019	MD. Jasim U
6568	25/08/2019	MD. Jasim U
6567	25/08/2019	MD. Jasim U
6566	25/08/2019	MD. Jasim U
6565	25/08/2019	MD. Jasim U
6564	25/08/2019	MD. Jasim U
6563	25/08/2019	MD. Jasim U
6562	25/08/2019	MD. Jasim U
6561	25/08/2019	MD. Jasim U
6560	25/08/2019	MD. Jasim U
6559	25/08/2019	MD. Jasim U

Item	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
IMPLANT (SINGLE ROD)	20	sets	444				31/05/2023
ORAL PILL APON	30	cycle	600				31/10/2022
ORAL PILL SHUKHI (3rd Generation)	50	cycle	13,260				31/01/2022

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.

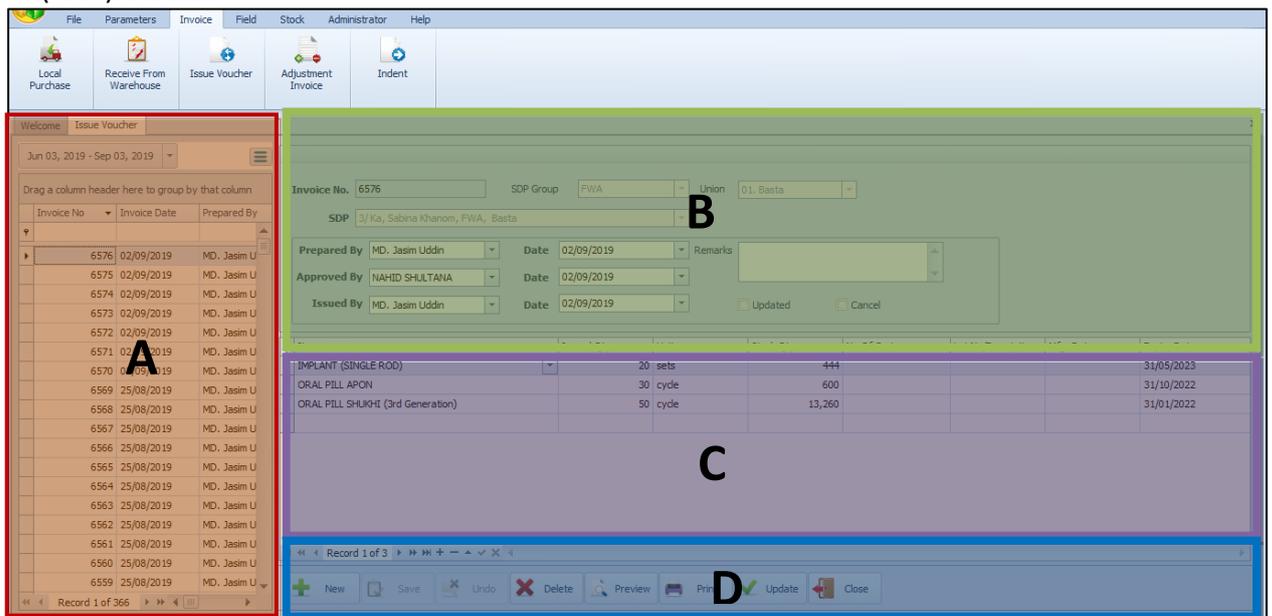
Open Issue Voucher Form

- Run UIMsv4.
- Select **Invoice > Issue Voucher ...** from **Invoice** menu.
- The **Issue Voucher** form is displayed.



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 4 (four) blocks –



A. Invoice List:

Invoices can be listed grouped by

- Invoice No.
- Invoice Date or
- Prepared by

A label shows the total number.

B. 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.

C. 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

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

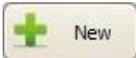
D. Command buttons:

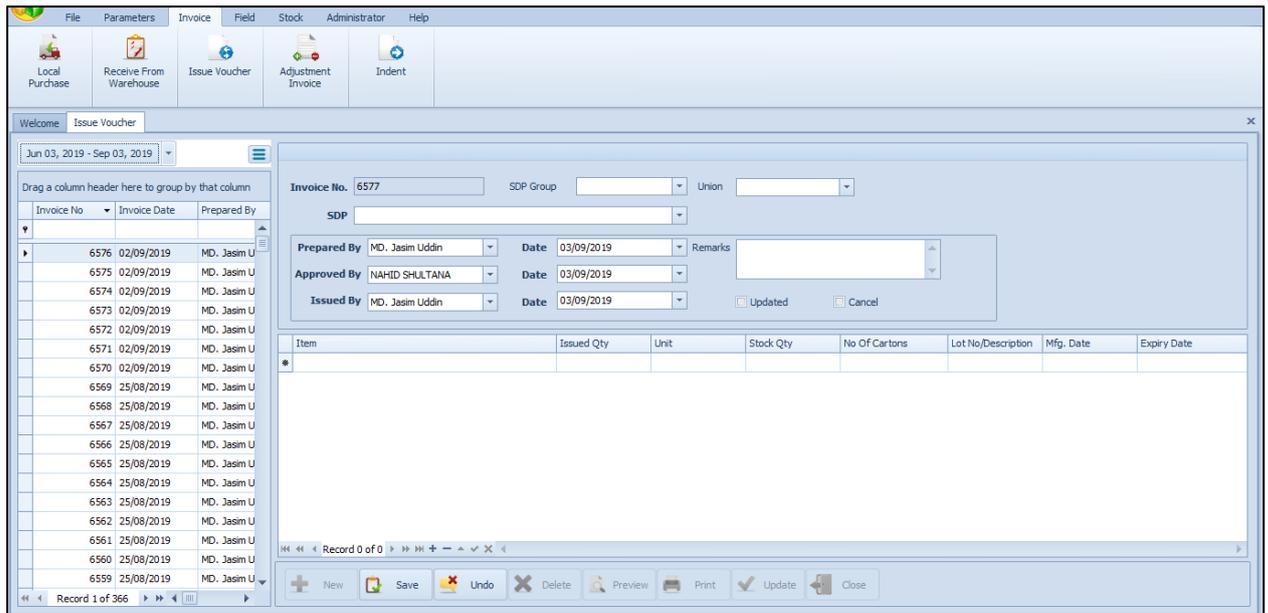
A number of buttons to manipulate the Invoices.

View information about a specific Issue Invoice:

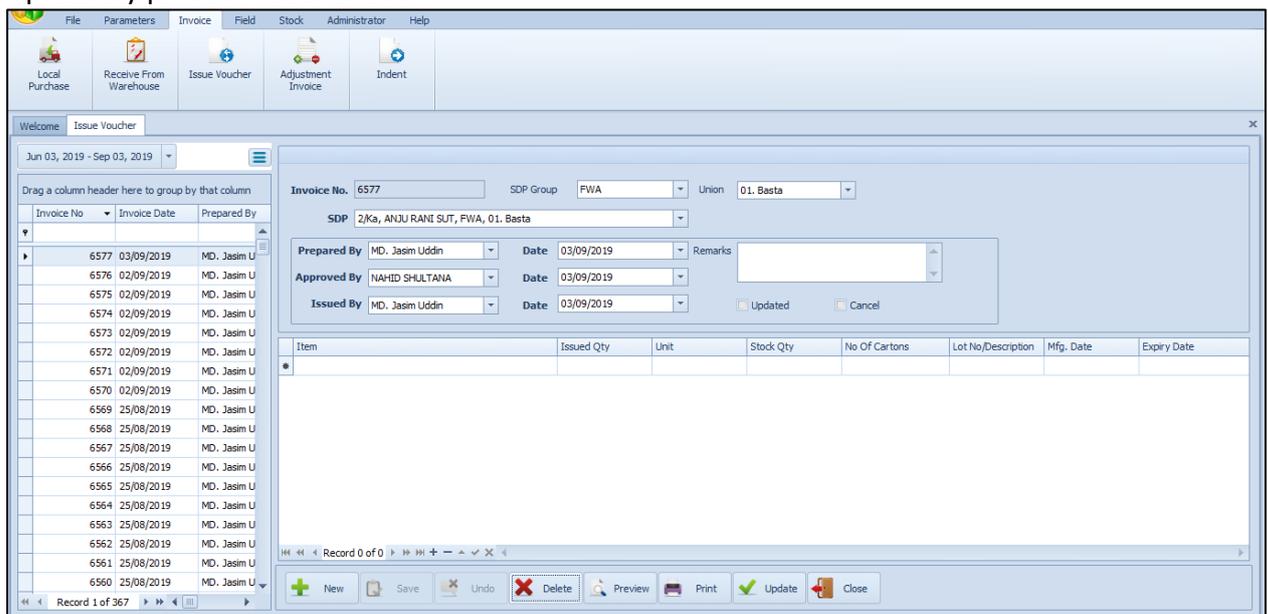
- Select the invoice to view from the tree list in Block A. Using the Group By combo box – invoices can be grouped in three ways – by Invoice No, Invoice Date or Prepared by.
- After an invoice no. is selected – corresponding information is shown in Block B and C.
- At any time a partial list of invoices are 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 Issue Invoice

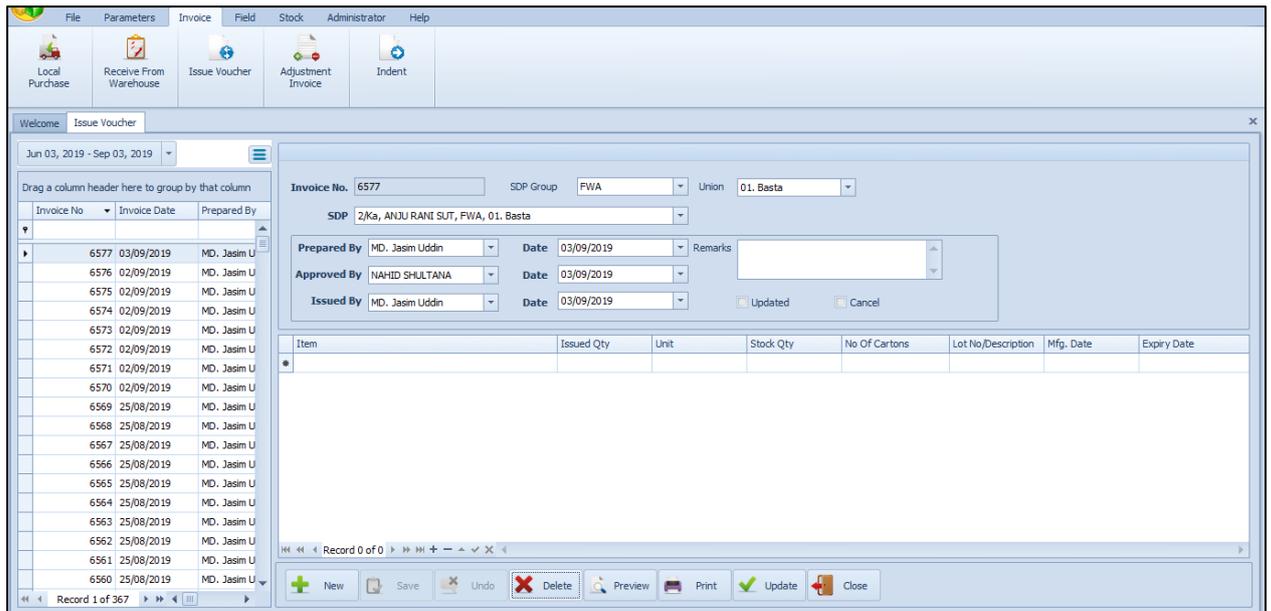
- Press  button from the command buttons block. The form will look like the following screen:



- The Invoice No. will be generated automatically.
- Date fields will be filled with current date. You can change if necessary.
- Select the employee names who is preparing, approving and supplying the goods.
- Optionally provide other fields.

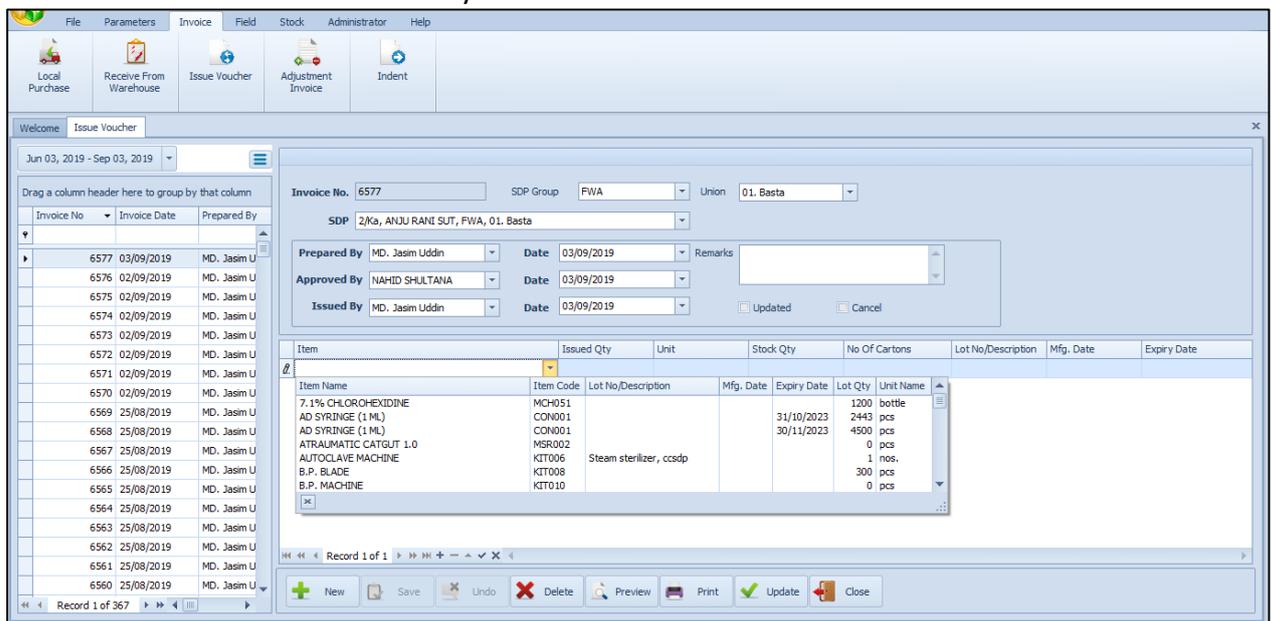


- Press  button.
- Your new invoice no. will be visible in the invoice list.
- If you want to cancel the new invoice entry, press **Esc** during editing to undo.

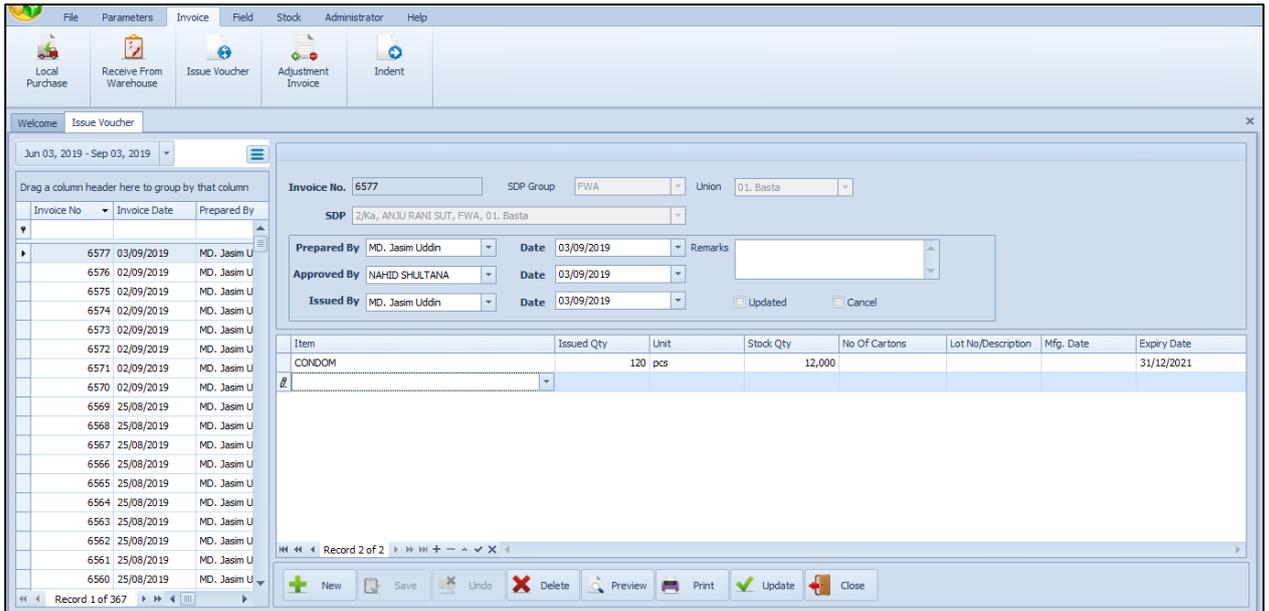


Issue Invoice Items Entry

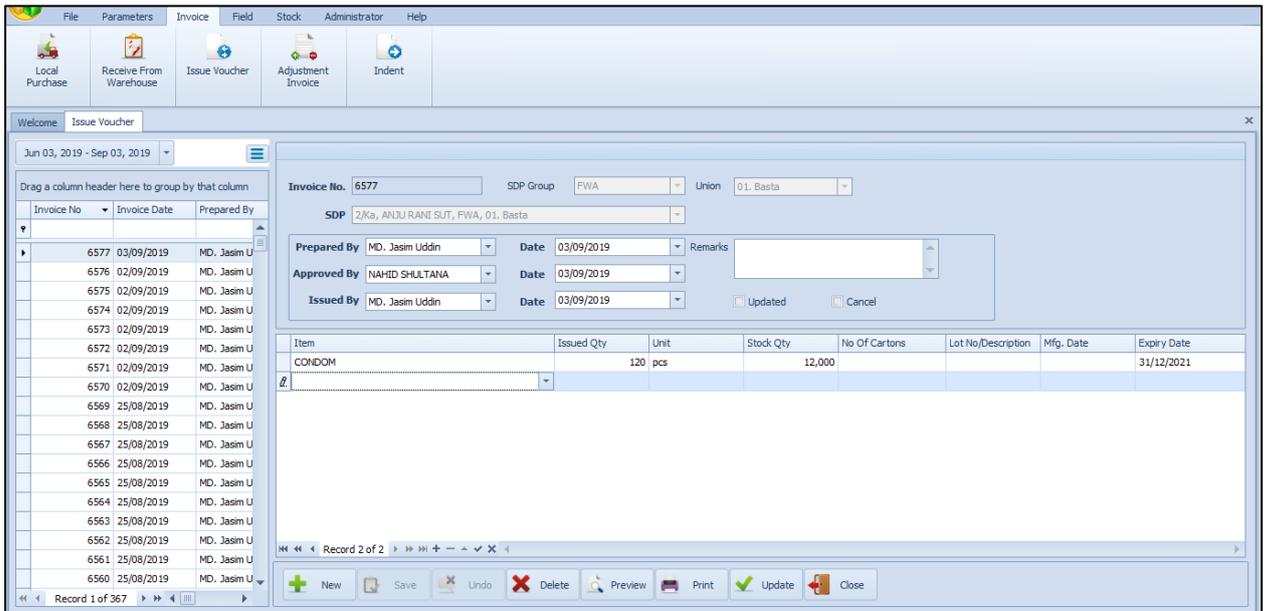
- Press **+** button from the command buttons block. The form will look like the following screen:
- Select an Item from **Item Name** combo box. **(Cannot issue facility items to other facility specified in F7B item settings)**
- Enter Issued Qty.
- Unit field will be filled automatically.



- 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.**



- Press <Enter> to save Invoice line items.

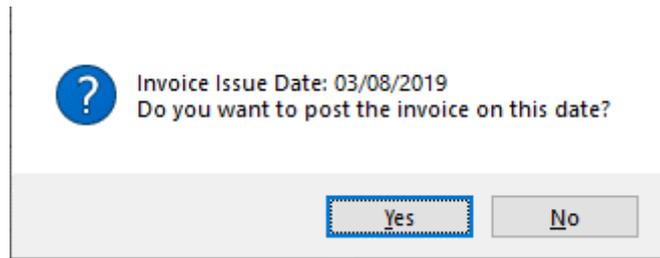


Updating the Stock

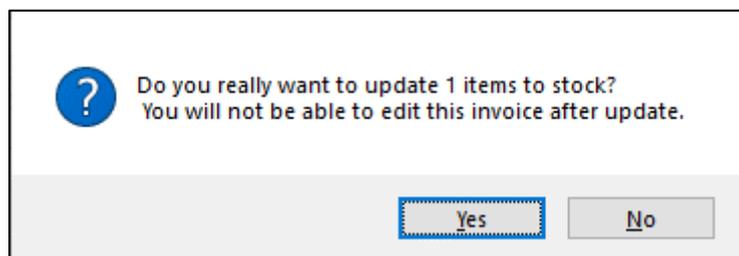
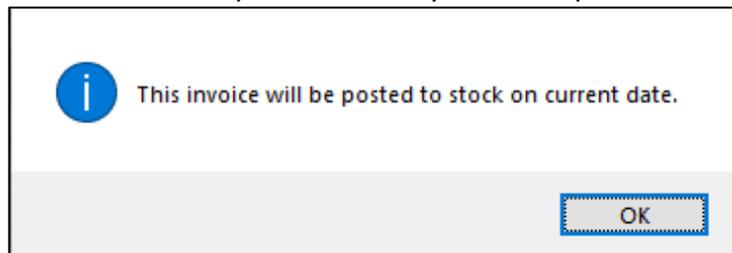
Entry of a new invoice does not update current stock position automatically. After the invoice entry is complete, press "Update" button to recalculate the balance of items from the current invoice.

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

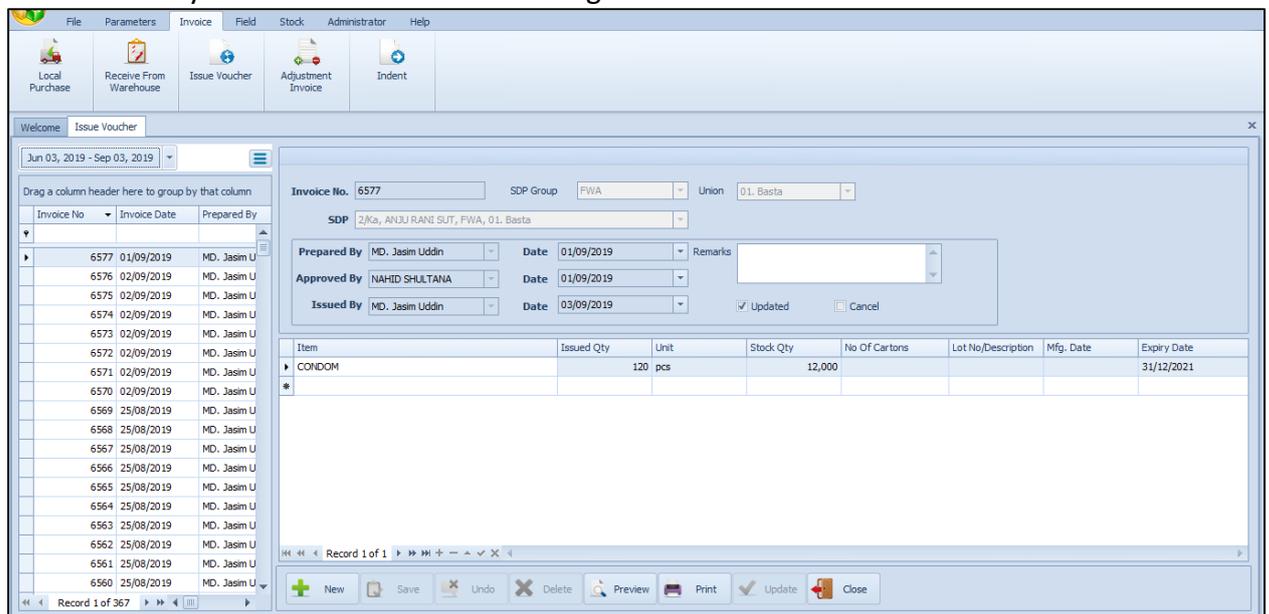
- Press  button.
- A confirmation dialog will appear.



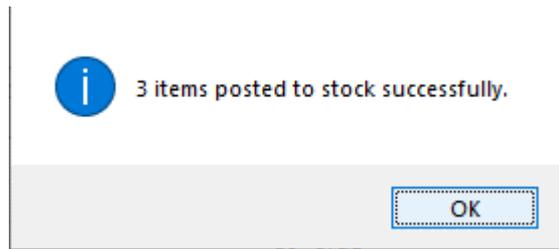
- If you want update on current date press “Yes” or you want update on Issue date press “No”



- 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 Issue Invoice

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

Item	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No	Mfg. Date	Expiry Date
CONDOM	20,000	20,000	pcs	600,000		120	31/01/2014	31/01/2020
CONSENT FORM FOR OPERATION...	60,000	60,000	pcs	9,000,000				
INJECTABLES (DEPO-PROVERA)	10,000	10,000	vials	500,000				
AD SYRINGE (1 ml)	10,000	10,000	pcs	500,000				

Record 1 of 4

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

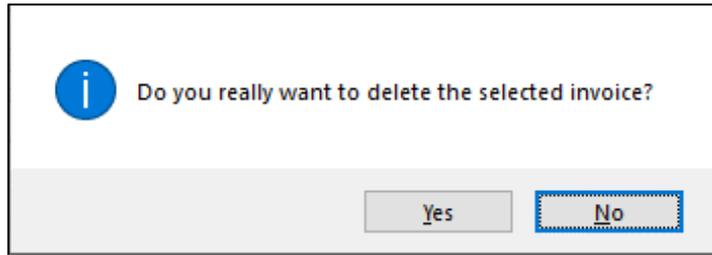
Item	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No	Mfg. Date	Expiry Date
CONDOM	10,000	10000	pcs	600,000		120	31/01/2014	31/01/2020
CONSENT FORM FOR OPERATION...	60,000	60,000	pcs	9,000,000				
INJECTABLES (DEPO-PROVERA)	10,000	10,000	vials	500,000				
AD SYRINGE (1 ml)	10,000	10,000	pcs	500,000				

Record 1 of 4

- 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

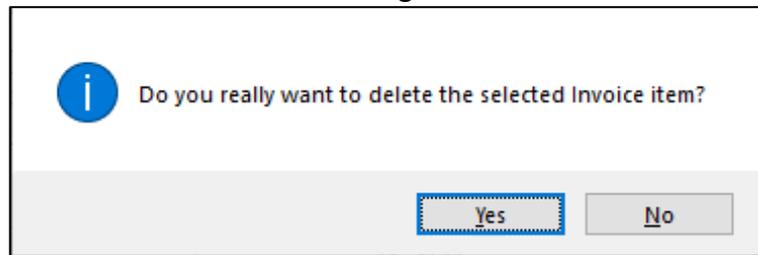
- Select the invoice you want to remove from invoices list.
- Press **"Delete"** button and a confirmation dialog will be shown.



- 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

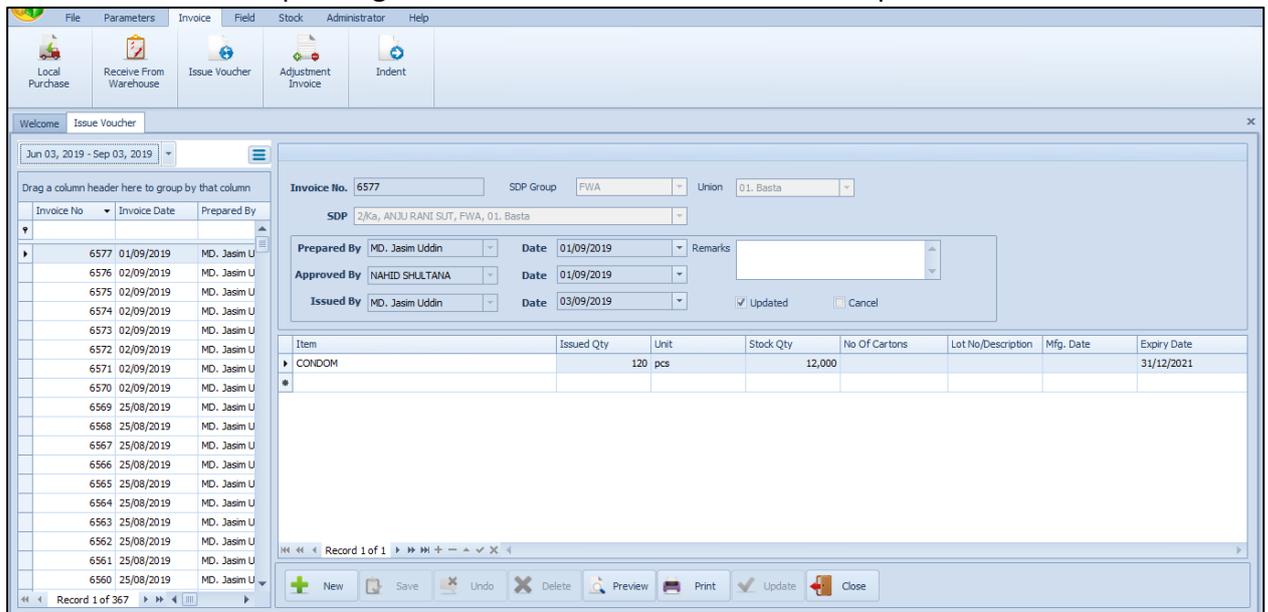
- Select the invoice item you want to edit from the items list in Block-C.
- Press **"Delete"** button and a confirmation dialog will be shown.



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

Search an Issue Voucher

- Press  tab for expanding Receive Invoices Form and to find a specific Invoice.



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

Invoice No	Invoice Date	Prepared By	Approved Date	Approved By	Issued Date	Issued By	Facility	Updated	Cancel
6577	01/09/2019	MD. Jasim Uddin	01/09/2019	NAHID SHULTANA	03/09/2019	MD. Jasim Uddin	2/Ka, ANJU RANI SUT, FWA, 01. Basta	<input type="checkbox"/>	<input type="checkbox"/>
6576	02/09/2019	MD. Jasim Uddin	02/09/2019	NAHID SHULTANA	02/09/2019	MD. Jasim Uddin	3/Ka, Sabina Khanom, FWA, Basta	<input type="checkbox"/>	<input type="checkbox"/>
6575	02/09/2019	MD. Jasim Uddin	02/09/2019	NAHID SHULTANA	02/09/2019	MD. Jasim Uddin	2/Kha, Ismo Tara Akhter, FWA, Basta	<input type="checkbox"/>	<input type="checkbox"/>
6574	02/09/2019	MD. Jasim Uddin	02/09/2019	NAHID SHULTANA	02/09/2019	MD. Jasim Uddin	2/Ka, ANJU RANI SUT, FWA, 01. Basta	<input type="checkbox"/>	<input type="checkbox"/>
6573	02/09/2019	MD. Jasim Uddin	02/09/2019	NAHID SHULTANA	02/09/2019	MD. Jasim Uddin	1/Ka, NARGIS BEGUM, FWA, 01. Basta ...	<input type="checkbox"/>	<input type="checkbox"/>
6572	02/09/2019	MD. Jasim Uddin	02/09/2019	NAHID SHULTANA	02/09/2019	MD. Jasim Uddin	2/Kha, Ismo Tara Akhter, FWA, Basta	<input type="checkbox"/>	<input type="checkbox"/>
6571	02/09/2019	MD. Jasim Uddin	02/09/2019	NAHID SHULTANA	02/09/2019	MD. Jasim Uddin	2/Ka, ANJU RANI SUT, FWA, 01. Basta	<input type="checkbox"/>	<input type="checkbox"/>
6570	02/09/2019	MD. Jasim Uddin	02/09/2019	NAHID SHULTANA	02/09/2019	MD. Jasim Uddin	1/Ka, NARGIS BEGUM, FWA, 01. Basta ...	<input type="checkbox"/>	<input type="checkbox"/>
6569	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	Tania Jesmin, FWV (Additional Charge)...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6568	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	Md. Motaleb Hossain, Aganogor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6567	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	11. Joyrab-Un-Nesa, SACMO, Konda U...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6566	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	03. MD. Jhahid Hossine, Pharmacist, S...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6565	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	Jenia Sultina, Sacmo, Znaira	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6564	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	Arifa Akhter, SACMO, Kalindi	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6563	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	Md. Abdu Samad, Basta	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6562	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	05. Sha Mohammad Anamul Haq , Pha...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6561	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	Abdul Jali, SACMO, Kolata	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6560	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	02. Hsone Ara, Pharmacist , Hazratpur	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Invoice No. 6577 SDP Group FWA Union 01. Basta

SDP 2/Ka, ANJU RANI SUT, FWA, 01. Basta

Prepared By MD. Jasim Uddin Date 01/09/2019 Remarks

Approved By NAHID SHULTANA Date 01/09/2019

Issued By MD. Jasim Uddin Date 03/09/2019 Updated Cancel

Item	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
CONDOM	120	pcs	12,000				31/12/2021

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.

Government of the Peoples Republic of Bangladesh
Directorate General of Family Planning
Upazila Family Planning Office, Jaintiapur, Sylhet

Office Copy

Issue Voucher

ISSUING OFFICE : Jaintiapur, Sylhet Invoice No. : 28
 ISSUE TO : Mahmuda khatun, Jaintiapur Print Date : 14/03/2015

Sl#	Code	Article	Quantity		Unit	Lot No/Description	Exp. Date
			In Number	In Words			
1	COON002	CONDOM	900	Nine hundred	pcs		
2	COON008	ORAL CONTRACEPTIVE PILL (SHUKHI)	120	One hundred twenty	cycle		
3	COON007	IUD (CT-380A)	12	Twelve	pcs		
4	COON006	INJECTABLES (DEPO-PROVERA)	200	Two hundred	vials		
5	COON001	AD SYRINGE (1 ml)	200	Two hundred	pcs		
6	MCH002	DDS KIT	1	One	kit		

Remarks :

Prepared & Issued By: _____ Approved By: _____ Received By: _____
 Store In Charge Upazila Family Planning Officer Mahmuda khatun, Jaintiapur
 Upazila FP Office, Jaintiapur Upazila FP Office, Jaintiapur

Government of the Peoples Republic of Bangladesh
Directorate General of Family Planning
Upazila Family Planning Office, Jaintiapur, Sylhet

Recipient Copy

Issue Voucher

ISSUING OFFICE : Jaintiapur, Sylhet Invoice No. : 28
 ISSUE TO : Mahmuda khatun, Jaintiapur Print Date : 14/03/2015

Sl#	Code	Article	Quantity		Unit	Lot No/Description	Exp. Date
			In Number	In Words			
1	COON002	CONDOM	900	Nine hundred	pcs		
2	COON008	ORAL CONTRACEPTIVE PILL (SHUKHI)	120	One hundred twenty	cycle		
3	COON007	IUD (CT-380A)	12	Twelve	pcs		
4	COON006	INJECTABLES (DEPO-PROVERA)	200	Two hundred	vials		
5	COON001	AD SYRINGE (1 ml)	200	Two hundred	pcs		
6	MCH002	DDS KIT	1	One	kit		

- 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.
- Press **"Print"** button to preview the invoice. The following dialog will come.

FROM

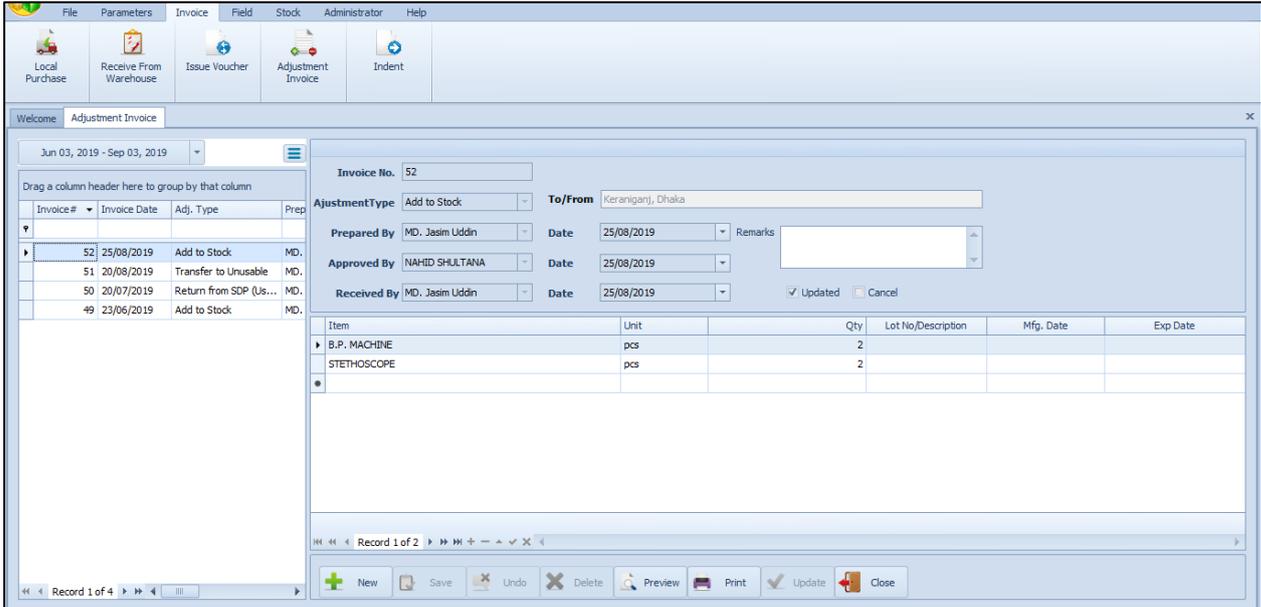
TO

- 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.
- In the mentioning range if there are any blank vouchers, those will not printed even generated.

Close Issue Voucher Form

- Press  button to exit from the Issue Voucher form.
- You can also exit by pressing the  button at the top right of the form.
- If you have unsaved invoice during exit, you will be informed that your changes will be lost if you exit.
- Press **"Yes"** if you do want to exit without saving. Press **"No"**, if you don't want to close the form at this time.

5.4. Adjustment Invoice



Invoice #	Invoice Date	Adj. Type	Prep
52	25/08/2019	Add to Stock	MD.
51	20/08/2019	Transfer to Unusable	MD.
50	20/07/2019	Return from SDP (Us...	MD.
49	23/06/2019	Add to Stock	MD.

Item	Unit	Qty	Lot No/Description	Mfg. Date	Exp Date
B.P. MACHINE	pcs	2			
STETHOSCOPE	pcs	2			

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

- Run UIMSV4.
- Select **Invoice > Adjustment Invoice...** from **Invoice** menu.
- The **Adjustment Invoice** form is displayed.

General Description of Adjustment Invoice Form

The screenshot shows the 'Adjustment Invoice' form with the following components:

- Section A (Invoice List):** A table listing previous invoices with columns for Invoice No., Invoice Date, and Adj. Type.
- Section B (Invoice Entry Fields):** Fields for Invoice No. (52), Adjustment Type (Add to Stock), To/From (Kerangang, Dhaka), Prepared By (MD. Jasim Uddin), Date (25/08/2019), Approved By (NAHID SHULTANA), and Received By (MD. Jasim Uddin).
- Section C (Item List):** A table with columns: Item, Unit, Qty, Lot No./Description, Mfg. Date, and Exp Date. It lists 'B.P. MACHINE' and 'STETHOSCOPE'.
- Section D (Action Buttons):** A toolbar with buttons for New, Save, Undo, Delete, Preview, Print, Update, and Close.

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

A. Invoice List:

Invoices can be listed grouped by

- Invoice No.
- Invoice Date.
- Adjustment Type or
- Prepared By

B. 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 ther Upazila
 4. **Return from SDP (Unusable):** When an unusable item is returned from a facility
 5. **Return from SDP (Usable):** When an 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.

C. Invoice Items Entry Fields:

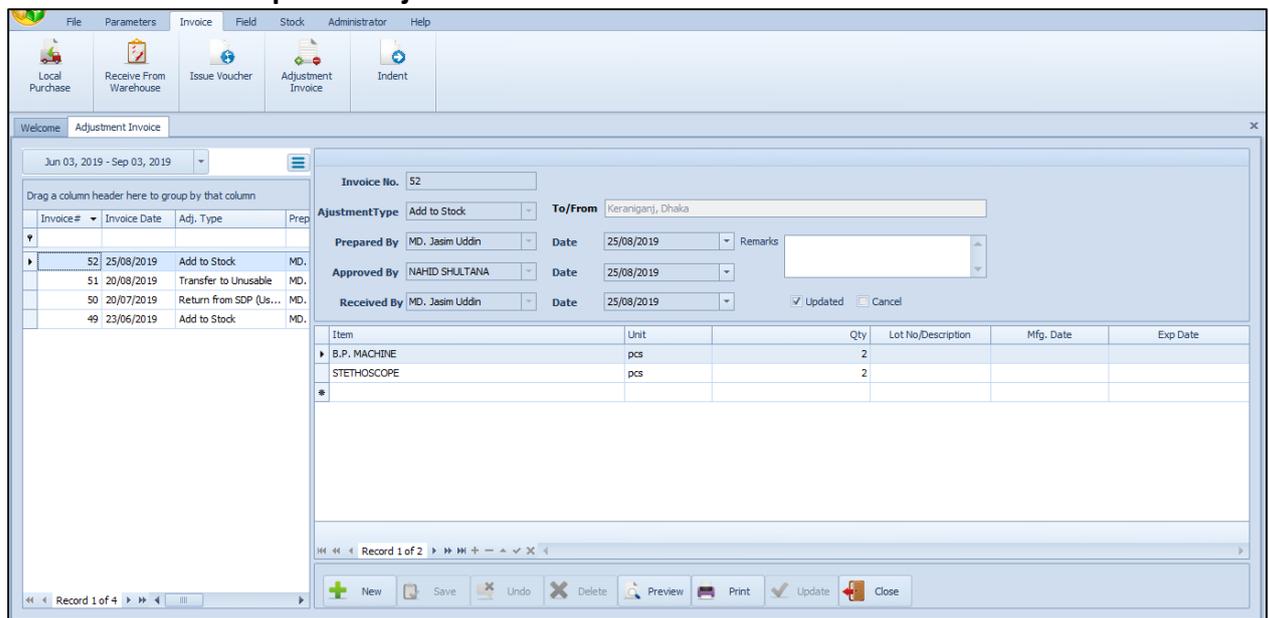
Invoices consist of line items. There is one line for every item received. Every line has the following fields:

- 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.

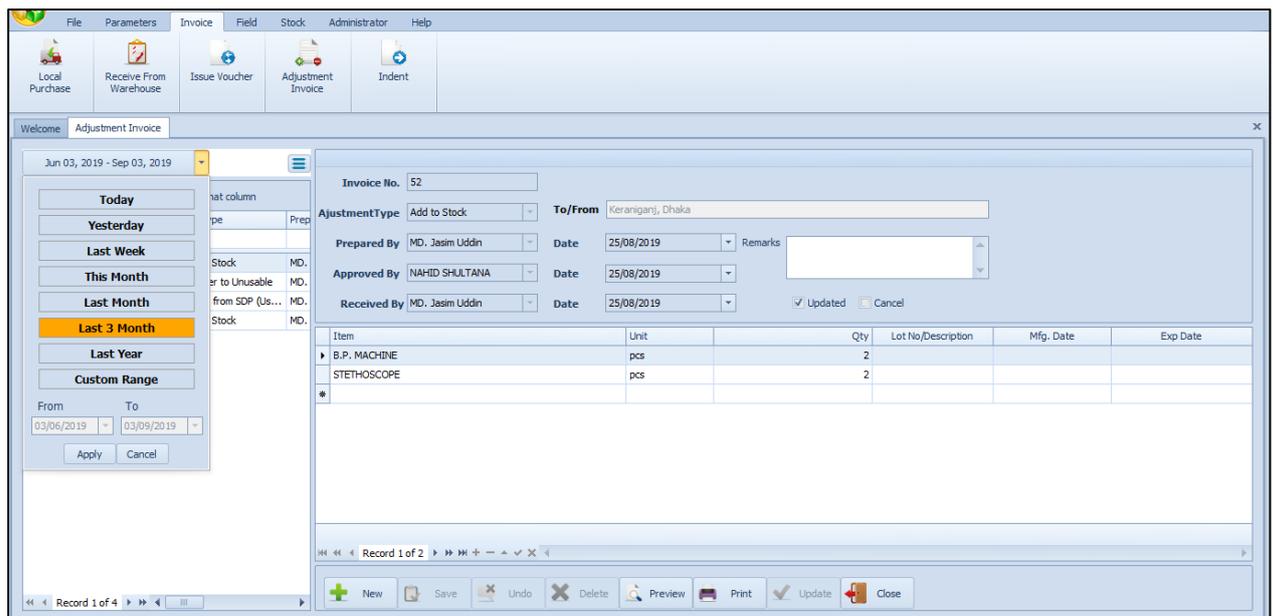
D. Command buttons:

A number of buttons to manipulate the Invoices.

View information about a specific Adjustment Invoice

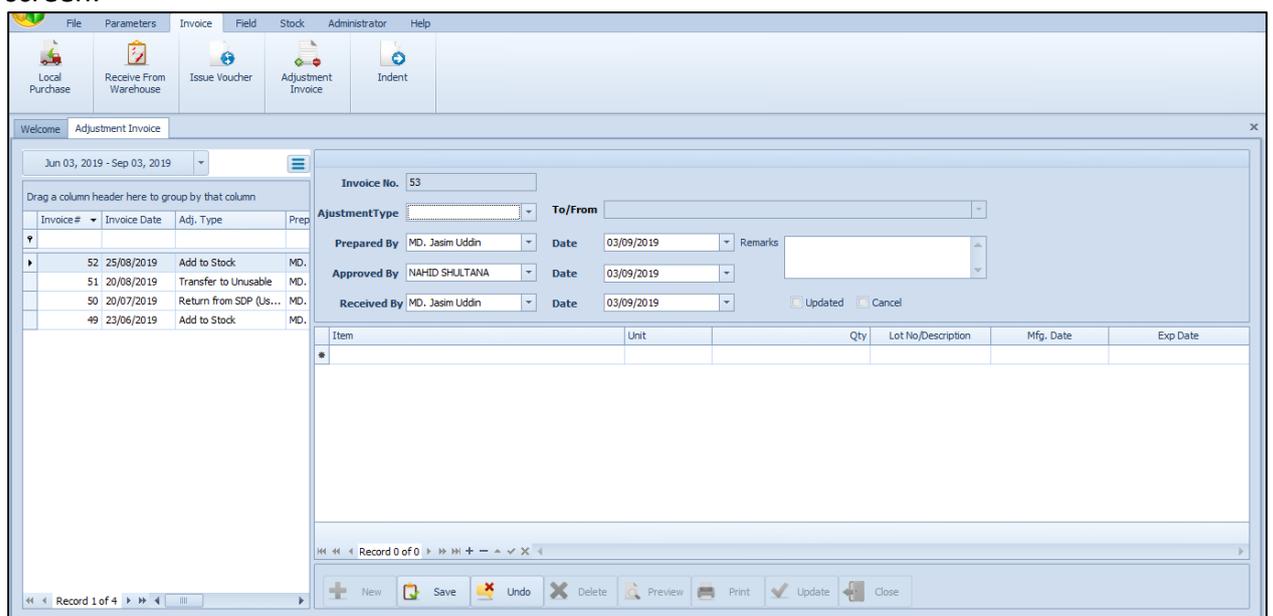


- Select the invoice to view from the tree list in Block A. Using the Group By combo box – invoices can be grouped in four ways – Invoice No, Invoice Date, Adj. Type or Prepared by.
- After an Invoice no. is selected – corresponding information is shown in Block B and C.
- At any time a partial list of invoices are 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.

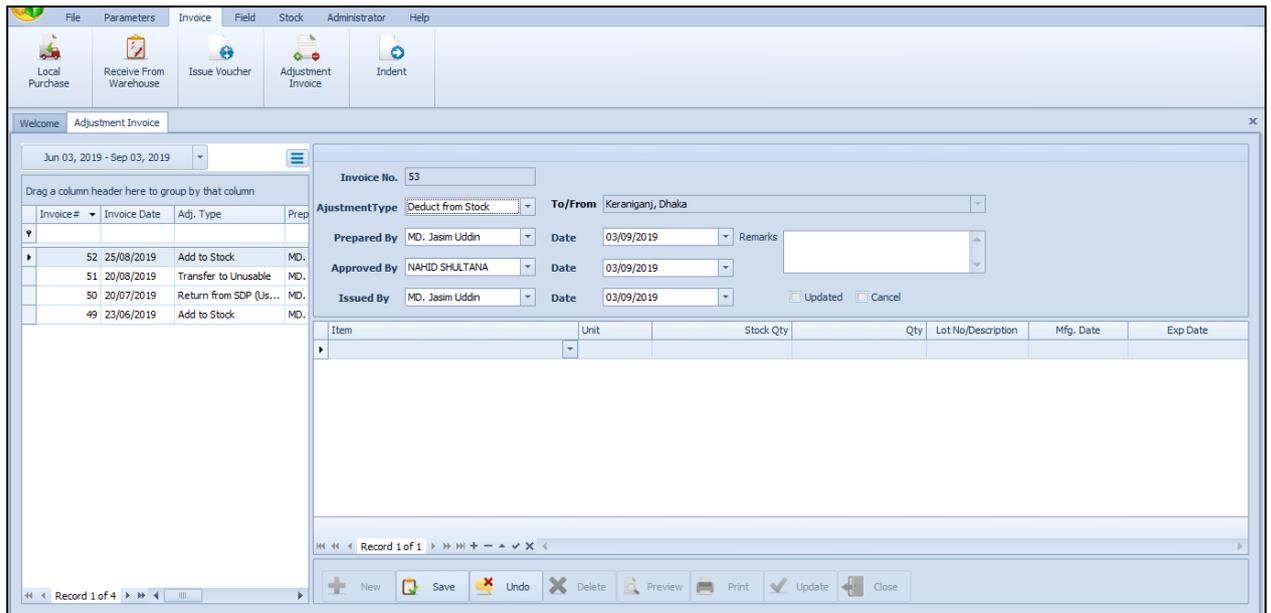


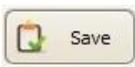
Enter a new Adjustment Invoice

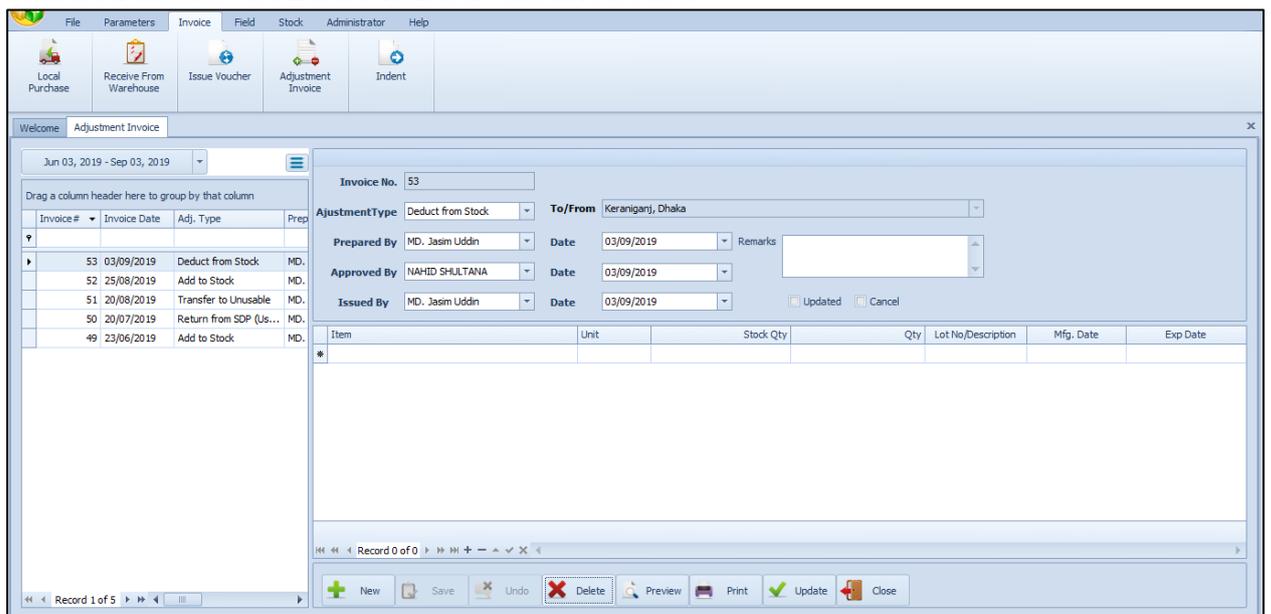
- Press  button from the command buttons block. The form will look like the following screen:



- 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  button.
- Your new Invoice no. will be visible in the Invoice list.



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

Adjustment Invoice Items Entry

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

The screenshot shows the 'Adjustment Invoice' form with the following details:

- Invoice No.:** 53
- Adjustment Type:** Deduct from Stock
- To/From:** Keraniganj, Dhaka
- Prepared By:** MD. Jasim Uddin
- Date:** 03/09/2019
- Approved By:** NAHID SHULTANA
- Date:** 03/09/2019
- Issued By:** MD. Jasim Uddin
- Date:** 03/09/2019

The 'Item' table below shows the selected item:

Item	Unit	Stock Qty	Qty	Lot No./Description	Mfg. Date	Exp Date
7.1% CHLOROHEXIDINE	bottle	1,200	20			

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

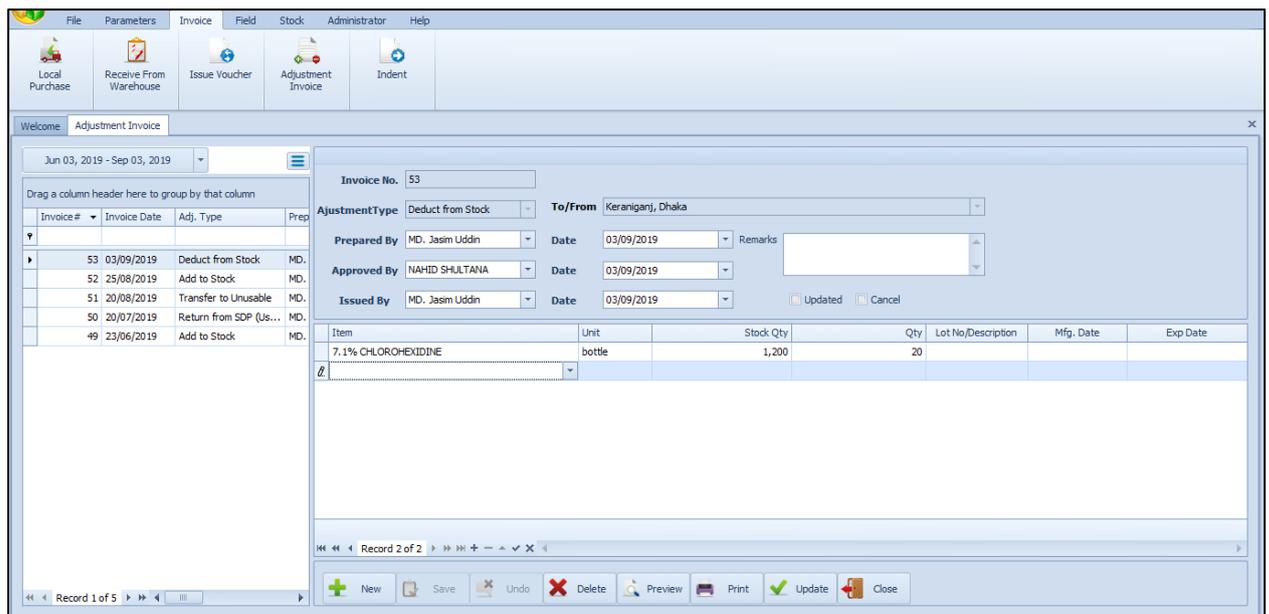
The screenshot shows the 'Adjustment Invoice' form with the following details:

- Invoice No.:** 53
- Adjustment Type:** Deduct from Stock
- To/From:** Keraniganj, Dhaka
- Prepared By:** MD. Jasim Uddin
- Date:** 03/09/2019
- Approved By:** NAHID SHULTANA
- Date:** 03/09/2019
- Issued By:** MD. Jasim Uddin
- Date:** 03/09/2019

The 'Item' table below shows the selected item:

Item	Unit	Stock Qty	Qty	Lot No./Description	Mfg. Date	Exp Date
7.1% CHLOROHEXIDINE	bottle	1,200	20			

- Press **<Enter>** button to save Adjustment line items.

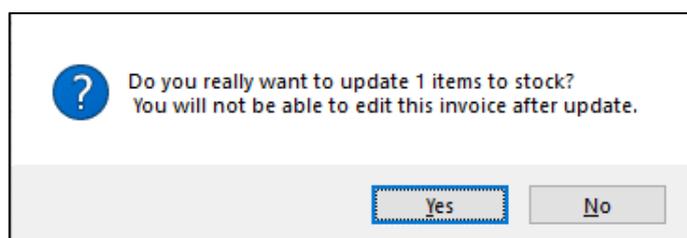
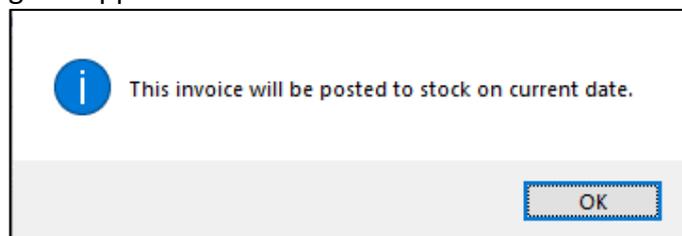


Updating the Stock

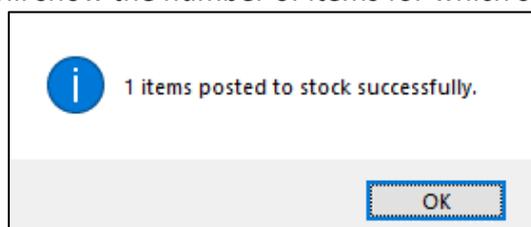
Entry of a new invoice does not update current stock position automatically. After the invoice entry is complete, press "**Update**" button to recalculate the balance of items from the current invoice.

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.



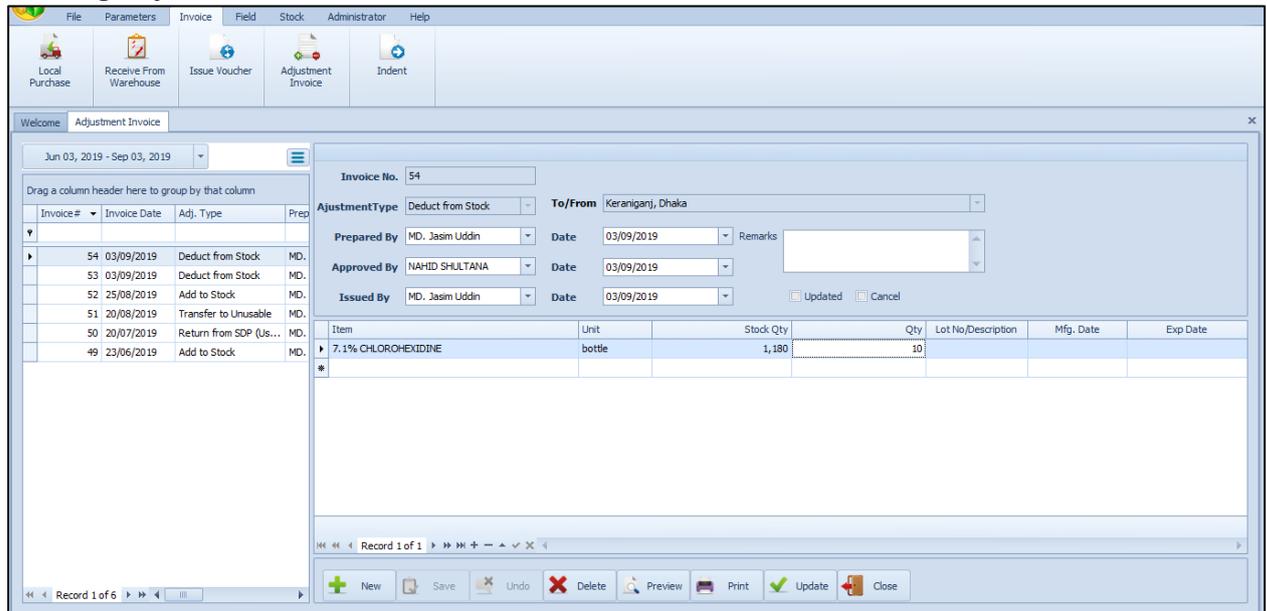
- Press "**Yes**" if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.



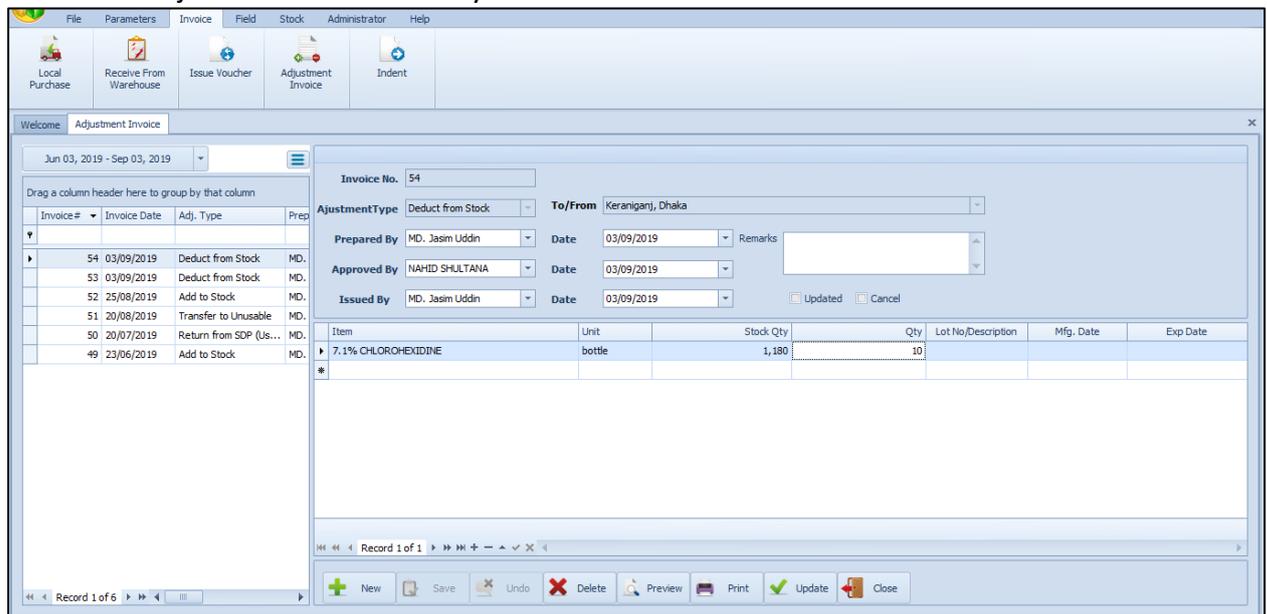
Edit an existing Adjustment Invoice

- Select the invoice you want to edit from the list of invoices.
- Change the fields as necessary.
- When done with editing, press **“Save”** button.
- If you want to cancel the current editing, press **Esc** to undo the changes.

Edit an existing Adjustment Invoice Item



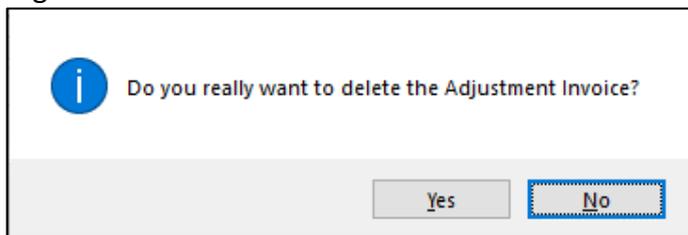
- Select the Adjustment Invoice item you want to edit from the items list in Block C.



- Press **F2** or click on 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 **Esc** to undo the changes.

Delete an existing Adjustment Invoice

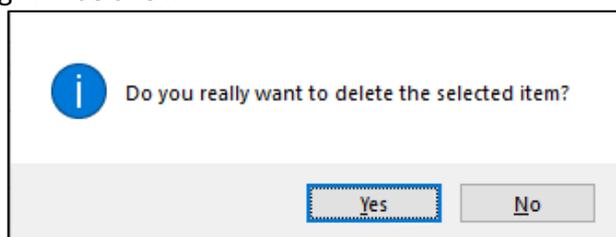
- Select the invoice you want to remove from invoices list.
- Press **"Delete"** button.
- A confirmation dialog will be shown.



- 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 Adjustment Invoice Item

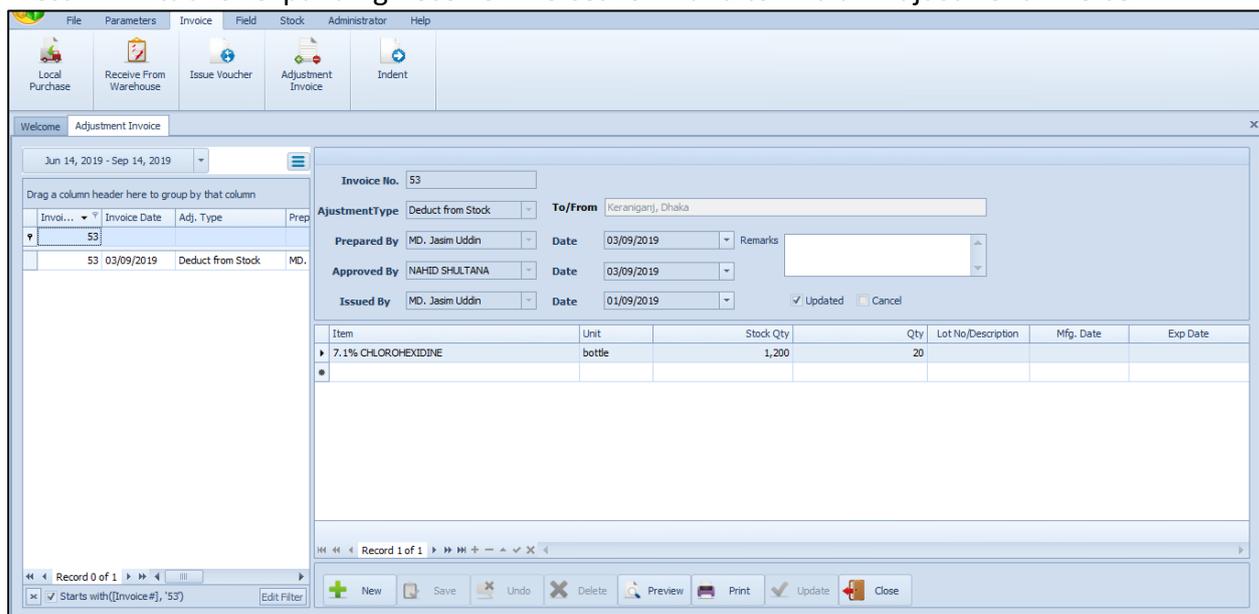
- Select the invoice item you want to edit from the items list in Block-C.
- Press **"Delete"** button.
- A confirmation dialog will be shown.



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

Search a Adjustment Invoice

- Press  tab for expanding Receive Invoices form and to find an Adjustment Invoice



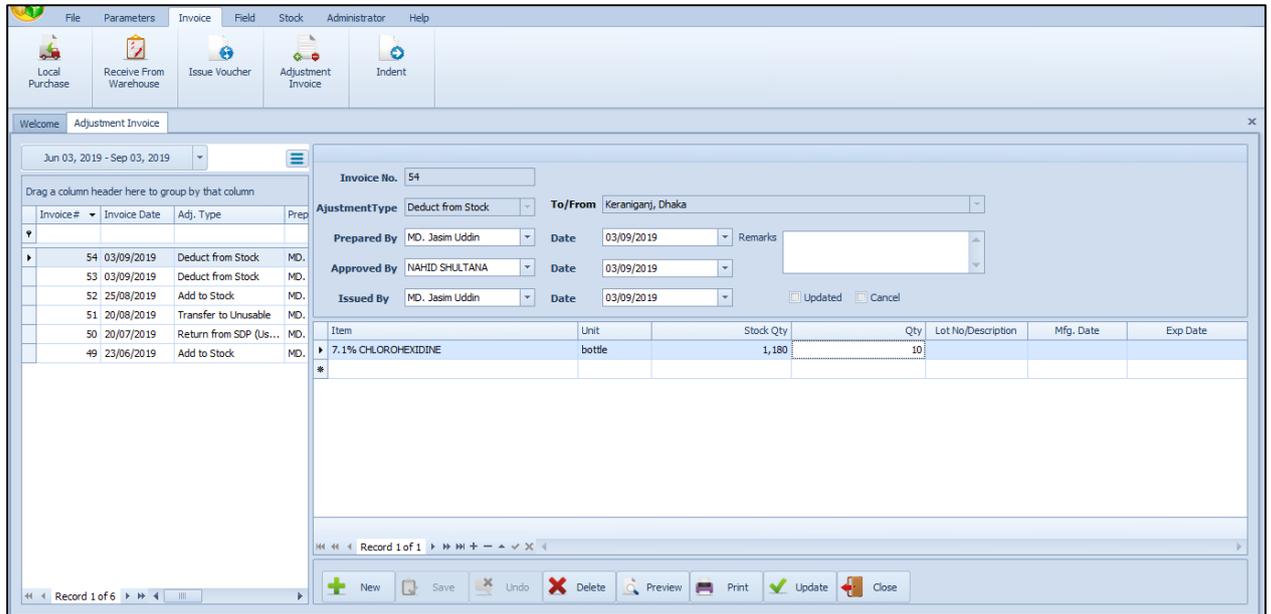
- Enter the Invoice no. you want to find in 'Adj. Invoice No, date, adj. type' in search box



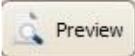
filter row header just

writing Invoice no. and following window will appear:

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



Print Adjustment Invoice

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

Upazila Family Planning Office Keraniganj, Dhaka DEDUCT INVOICE							
Invoice No. : 55			Print Date : 03/09/2019				
Facility : Keraniganj, Dhaka			Pages : Page 1 of 1				
Deduct from Stock: Keraniganj, Dhaka							
Slr	Code	Article	Unit	Quantity		Lot No/ Description	Exp. Date
				In Number	In Words		
128	MCH051	7.1% CHLOROHYDROINE	bottle	20	Twenty		
Remarks :							
Signature _____			Signature _____				
Issue Voucher Prepared By : MD. Islem Uddin			Checked and Approved By : NAFED SHULTANA				
Designation : LFPA (Store)			Date : 03/09/2019		Designation : LFPO		Date : 03/09/2019
Signature _____					Counter Signature _____		
Issued By : MD. Islem Uddin					Name : _____		
Designation : LFPA (Store)					Designation : _____		
Date : 03/09/2019					Date : _____		

5.5. Indent

The screenshot shows the 'Indent' form in the UIMSV4 application. The form is titled 'Indent' and has a menu bar with 'File', 'Parameters', 'Invoice', 'Field', 'Stock', 'Administrator', and 'Help'. Below the menu bar are icons for 'Local Purchase', 'Receive From Warehouse', 'Issue Voucher', 'Adjustment Invoice', and 'Indent'. The form is divided into several sections:

- Header:** Includes a date range 'Jun 03, 2019 - Sep 03, 2019' and a table with columns 'Invoice No.', 'Invoice Date', and 'Prepared By'. The table contains one record: '1 | 01/09/2019 | MD. Jasim U...'. Below the table is a 'Remarks' field.
- Form Fields:** Includes 'Indent No.' (1), 'Warehouse' (Dhaka CWH), 'Prepared By' (MD. Jasim Uddin), 'Designation' (UFPA), 'Date' (01/09/2019), 'Approved By' (NAHID SHULTANA), and 'Designation' (UFPO). There are also 'Updated' and 'Cancel' buttons.
- Table:** A table with columns 'Item', 'Stock Qty', 'Indent Qty', and 'Unit'. It contains one record: 'ORAL PILL APON', '570', '10,000', 'cycle'.
- Footer:** Includes navigation buttons for 'New', 'Save', 'Undo', 'Delete', 'Preview', 'Print', 'Update', and 'Close'.

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

Open Adjustment Invoice Form

- Run UIMSV4
- Select **Invoice > Indent...** from **Invoice** menu.
- The **Indent** form is displayed.

General Description of Indent Form

The screenshot shows the 'Indent' form with four colored blocks labeled A, B, C, and D:

- A:** The left sidebar containing the date range and the table with columns 'Invoice No.', 'Invoice Date', and 'Prepared By'.
- B:** The header section containing the form fields for 'Indent No.', 'Warehouse', 'Prepared By', 'Designation', 'Date', 'Approved By', and 'Designation'.
- C:** The table containing the item details: 'ORAL PILL APON', '570', '10,000', 'cycle'.
- D:** The footer section containing the navigation buttons: 'New', 'Save', 'Undo', 'Delete', 'Preview', 'Print', 'Update', and 'Close'.

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

A. Invoice List:

Invoices can be listed grouped by

- Invoice No.
- Invoice Date.
- Prepared By

B. 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.

C. Invoice Items Entry Fields:

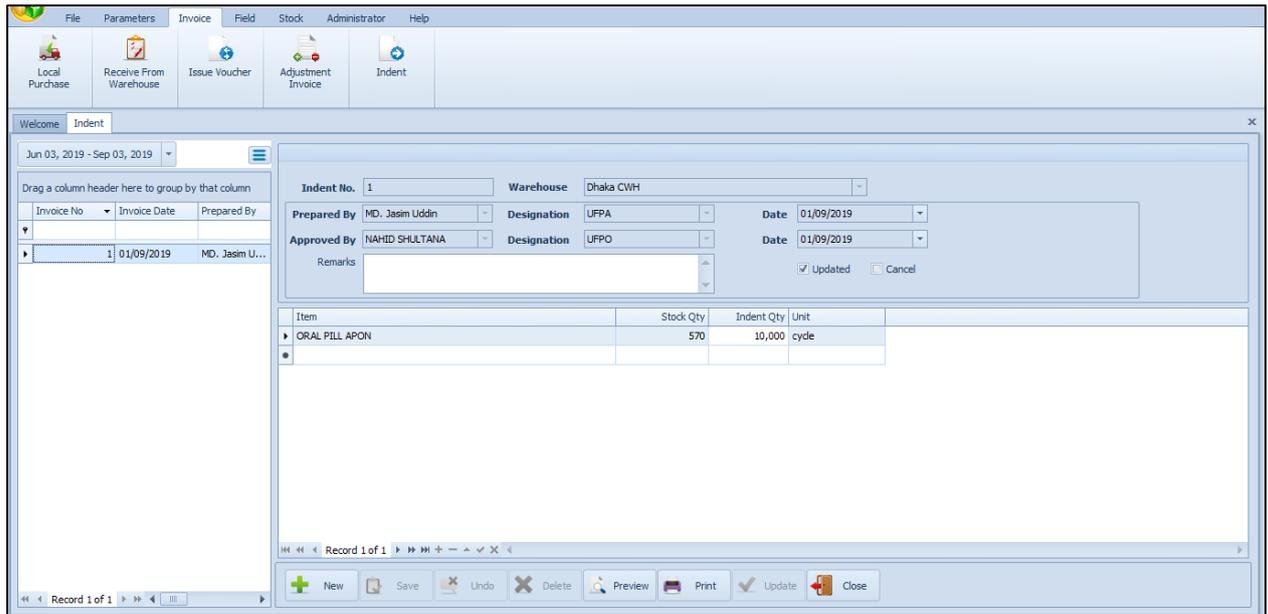
Invoices consist of line items. There is one line for every item received. Every line has the following fields:

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

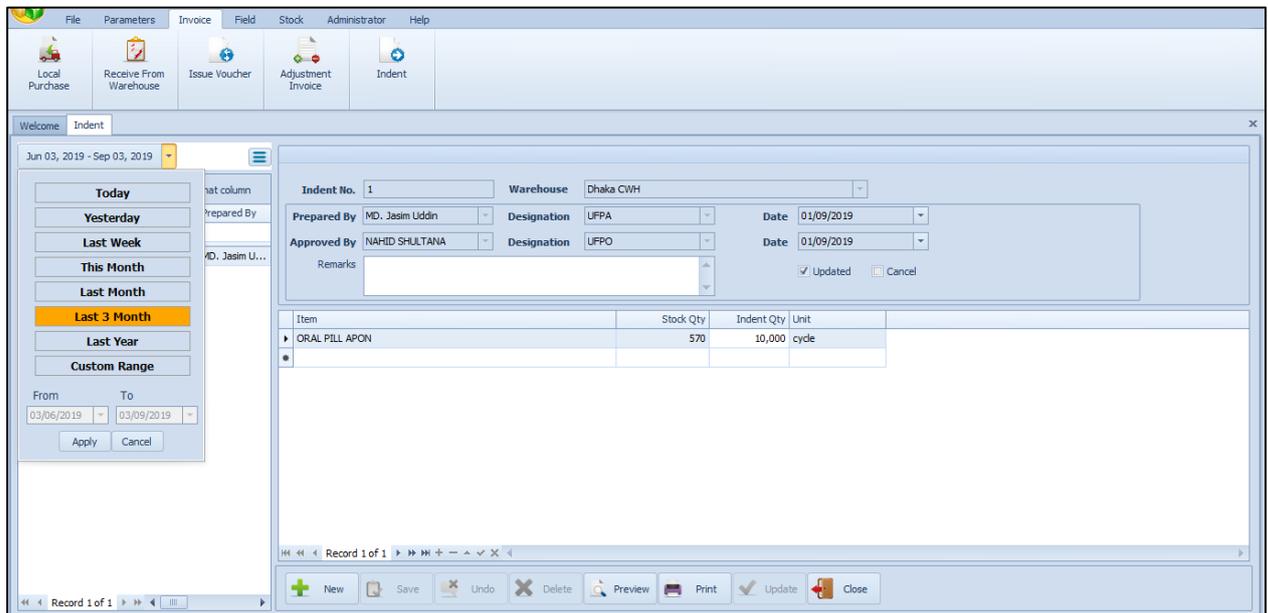
D. Command buttons:

A number of buttons to manipulate the Invoices.

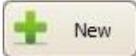
View information about a specific Indent Invoice

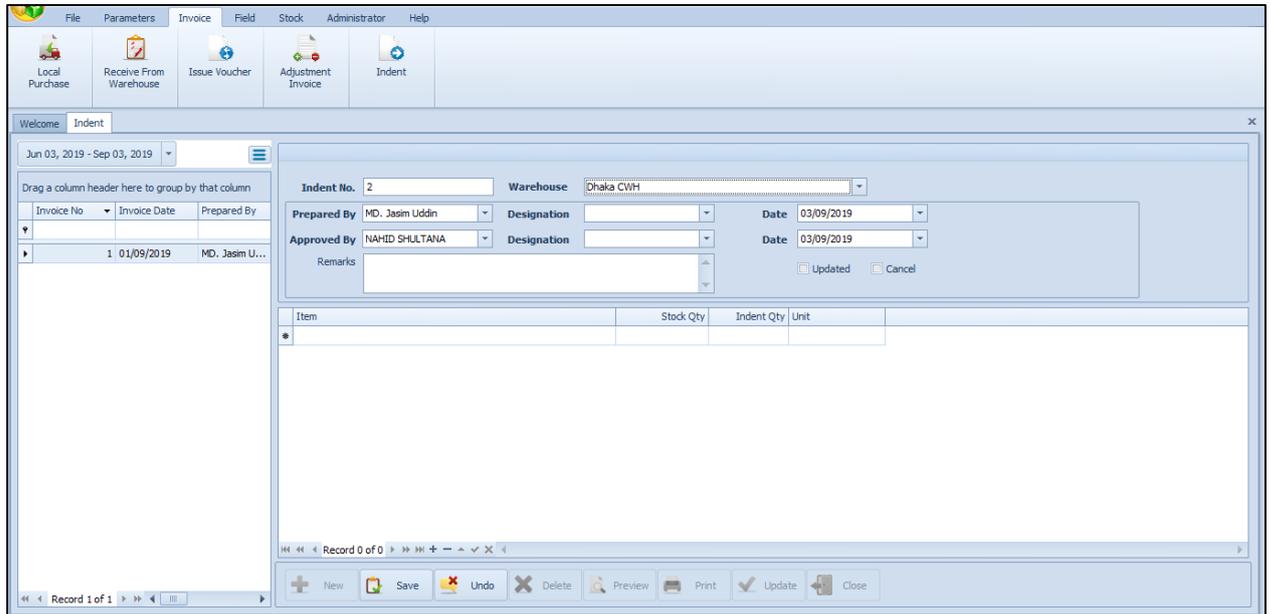


- Select the indent to view from the tree list in Block A. Using the Group By combo box – invoices can be grouped in four ways – Invoice No, Invoice Date, and Indent Prepared by.
- After an Invoice no. is selected – corresponding information is shown in Block B and C.
- At any time a partial list of invoices are 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.



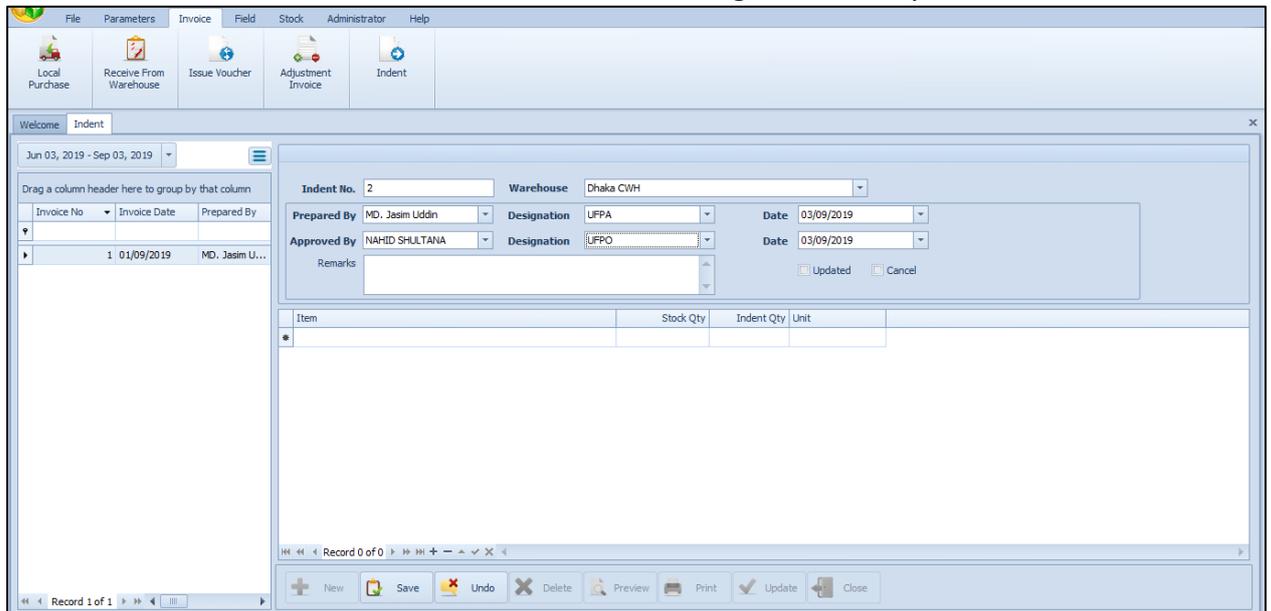
Enter a new Indent

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

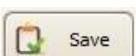


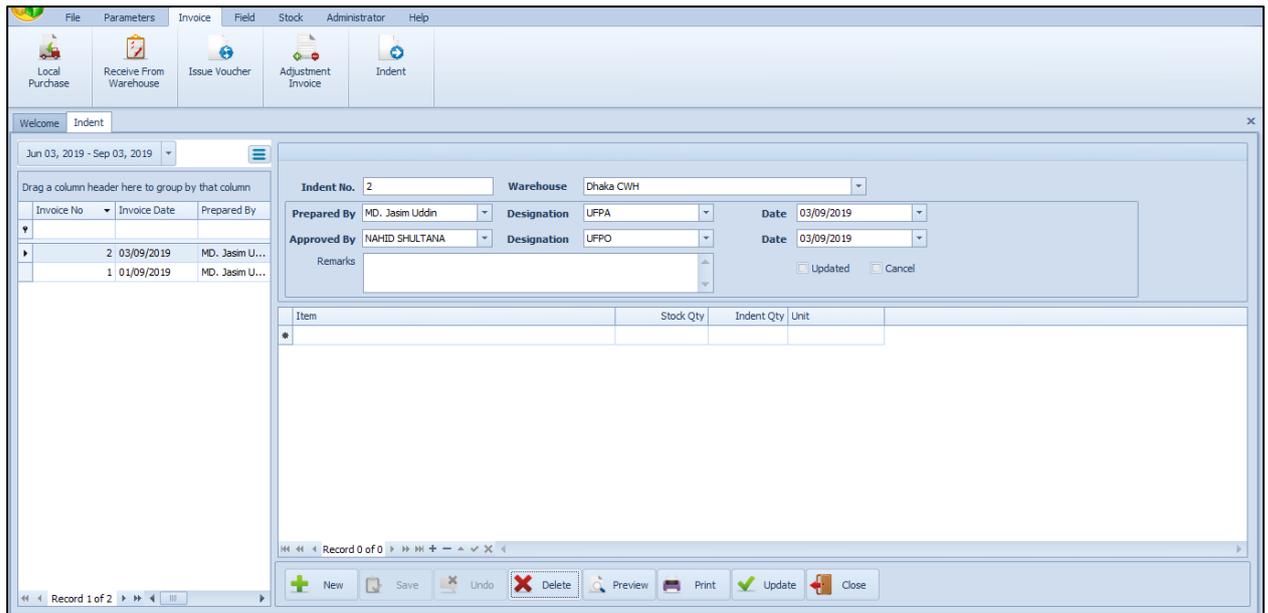
The screenshot shows the 'New Indent' form. The 'Indent No.' is 2 and the 'Warehouse' is Dhaka CWH. The 'Prepared By' is MD. Jasim Uddin and the 'Date' is 03/09/2019. The 'Approved By' is NAHID SHULTANA and the 'Date' is 03/09/2019. The form also has a table for items with columns for Item, Stock Qty, Indent Qty, and Unit.

- 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.



The screenshot shows the 'Save Indent' form. The form is identical to the previous screenshot, but the 'Save' button is highlighted.

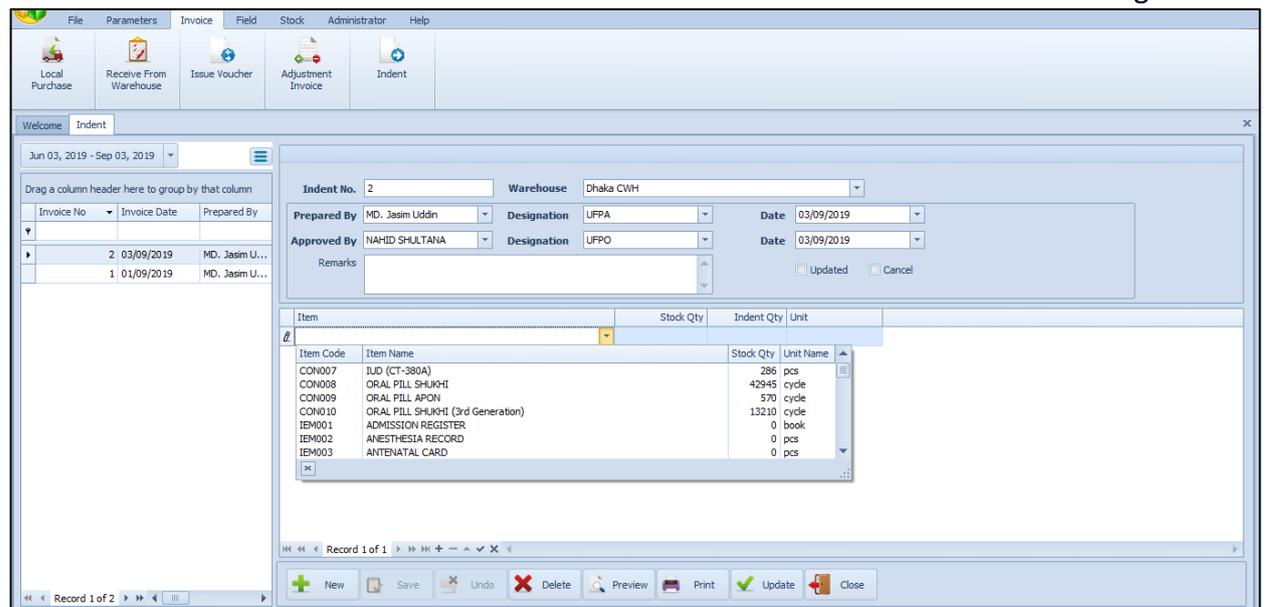
- Press  button.
- Your new Invoice no. will be visible in the Invoice list.



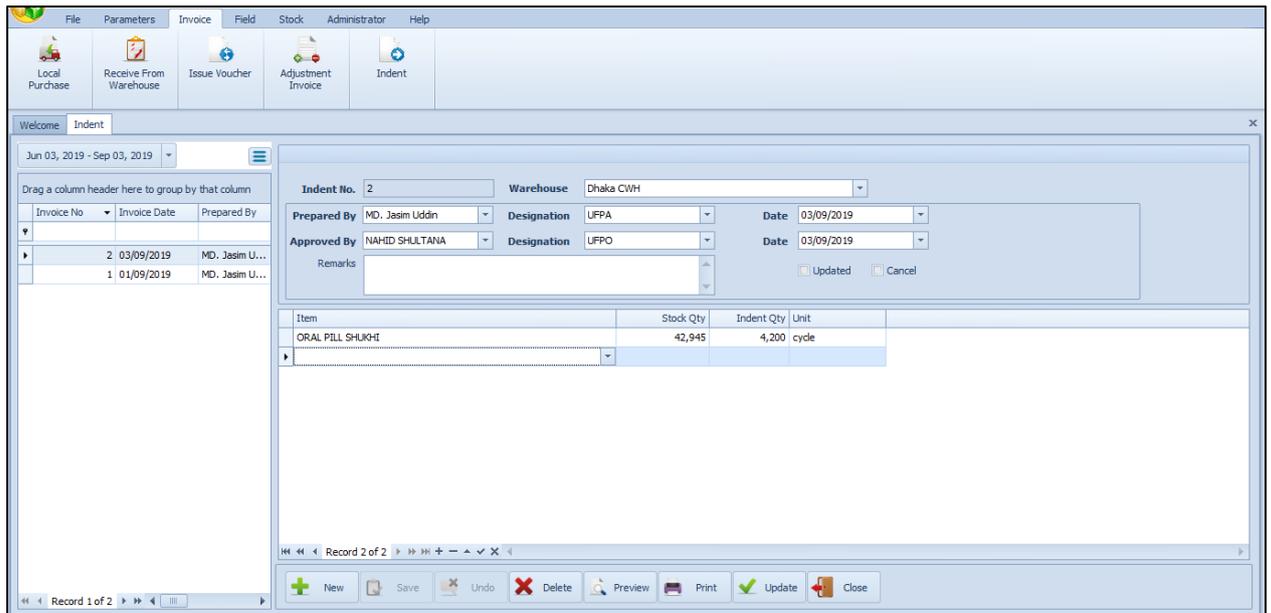
- If you want to cancel the new invoice entry, press **Esc** during editing to undo.

Indent Items Entry

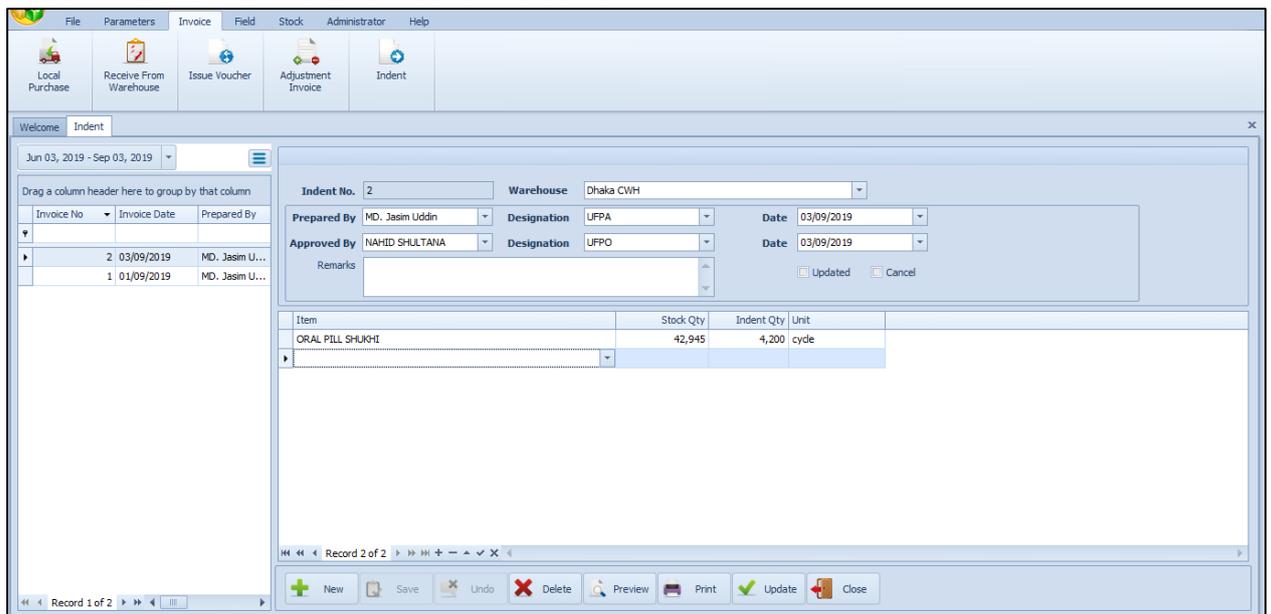
- Press **+** button from the command buttons block. The form will look like the following screen:



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



- Press **<Enter>** button to save indent line items.

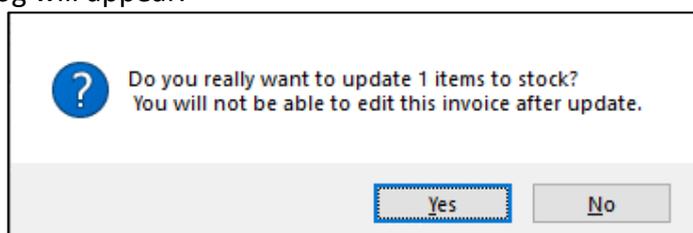


Updating the Stock

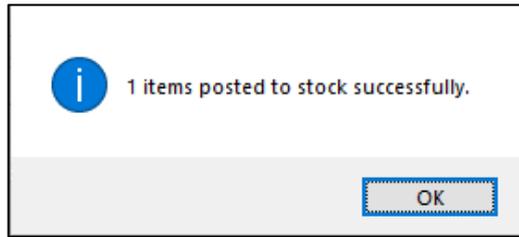
Entry of a new invoice does not upload to web automatically. After the invoice entry is complete, press "Update" button to upload to SCMBD for warehouse download in available internet.

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

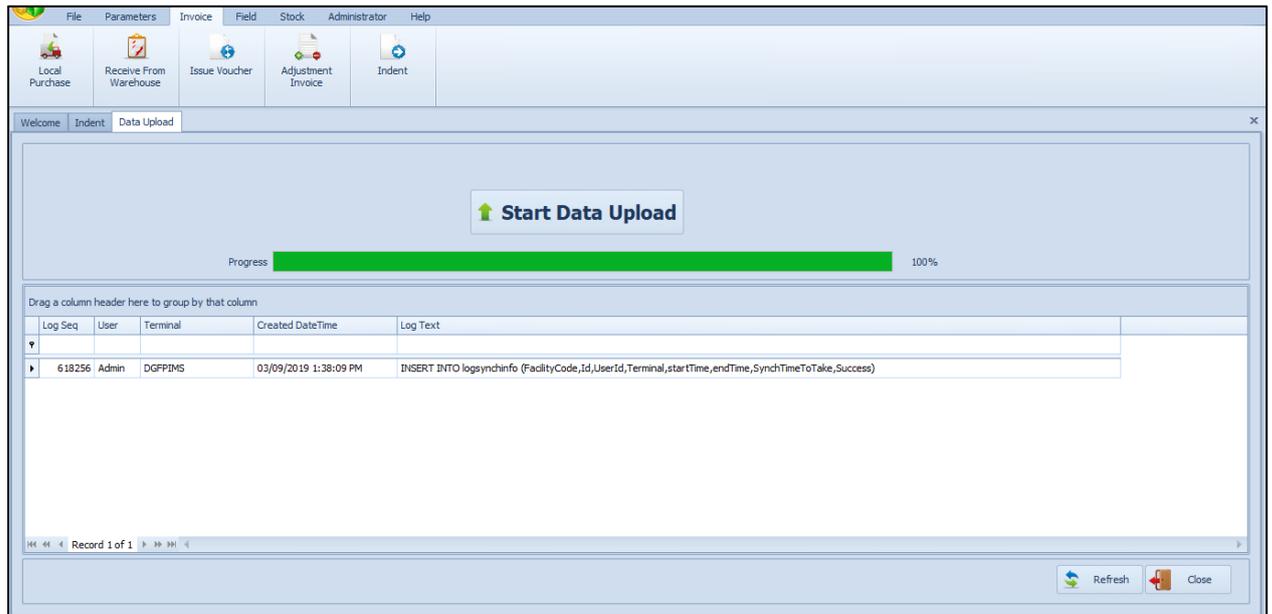
- Press "Update" button.
- A confirmation dialog will appear.



- 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.



Press on 'OK'



Edit an existing indent Invoice

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

Edit an existing Indent Item

The screenshot shows the 'Indent' form in edit mode. The 'Indent No.' is 3 and the 'Warehouse' is Dhaka CWH. The 'Prepared By' is MD. Jasim Uddin and the 'Designation' is UFPA. The 'Date' is 03/09/2019. The 'Approved By' is NAHID SHULTANA and the 'Designation' is UFPO. The 'Date' is 03/09/2019. The 'Remarks' field is empty. The 'Item' table shows one item: IUD (CT-380A) with a Stock Qty of 286 and an Indent Qty of 1222. The unit is pcs. The form has buttons for New, Save, Undo, Delete, Preview, Print, Update, and Close.

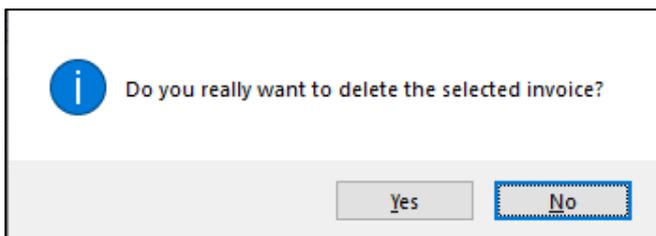
- Select the Indent item you want to edit from the items list in Block C.

This screenshot is identical to the one above, showing the 'Indent' form in edit mode. The 'Indent No.' is 3 and the 'Warehouse' is Dhaka CWH. The 'Prepared By' is MD. Jasim Uddin and the 'Designation' is UFPA. The 'Date' is 03/09/2019. The 'Approved By' is NAHID SHULTANA and the 'Designation' is UFPO. The 'Date' is 03/09/2019. The 'Remarks' field is empty. The 'Item' table shows one item: IUD (CT-380A) with a Stock Qty of 286 and an Indent Qty of 1222. The unit is pcs. The form has buttons for New, Save, Undo, Delete, Preview, Print, Update, and Close.

- Press F2 or click on 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 **“Esc”** to undo the changes.

Delete an existing Indent

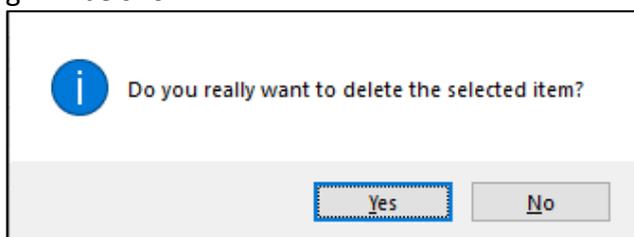
- Select the invoice you want to remove from invoices list.
- Press **“Delete”** button.
- A confirmation dialog will be shown.



- 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 Adjustment Invoice Item

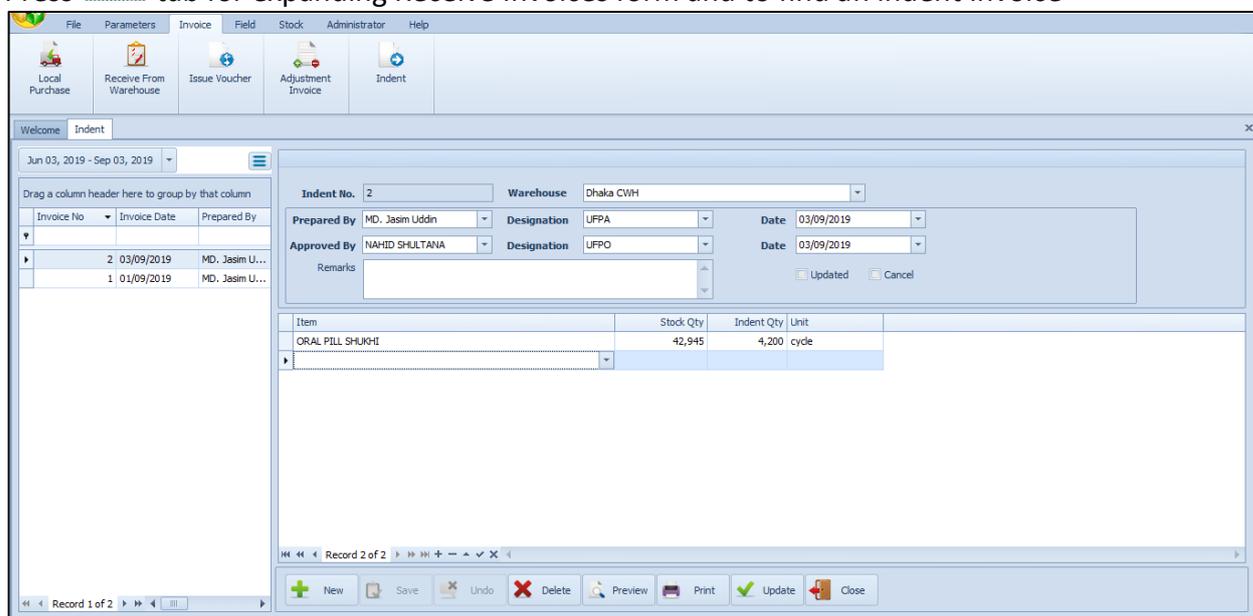
- Select the invoice item you want to edit from the items list in Block-C.
- Press **"Delete"** button.
- A confirmation dialog will be shown.



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

Search an Indent Invoice

- Press  tab for expanding Receive Invoices form and to find an indent Invoice



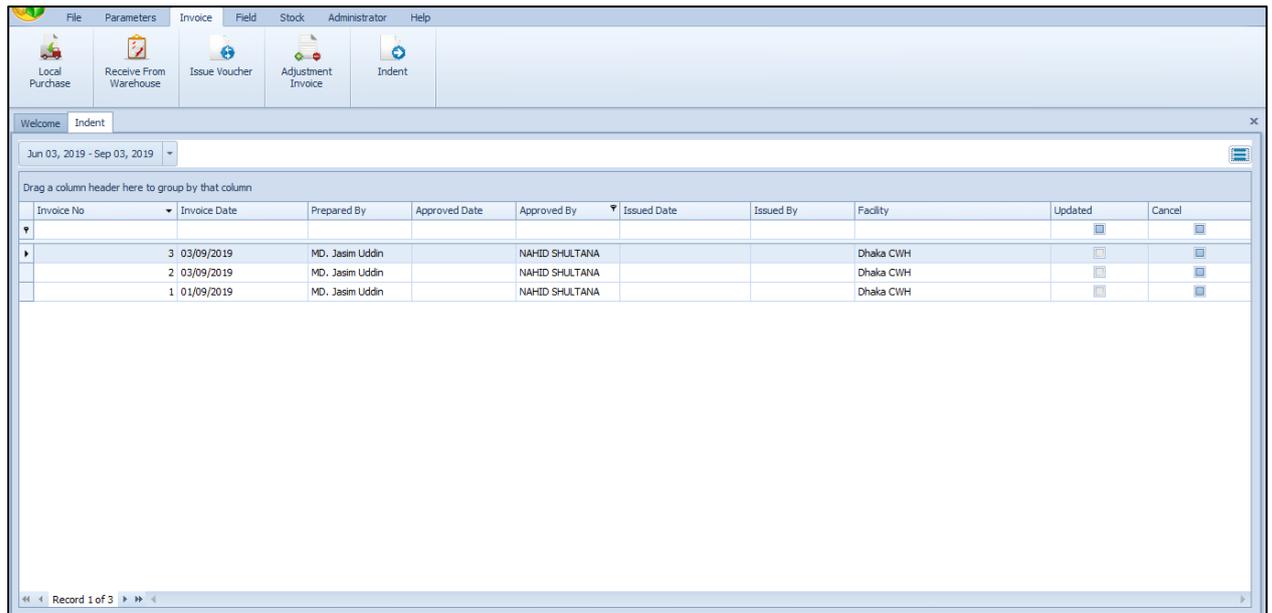
- Enter the Invoice no. you want to find in ' Invoice No, date, in search box



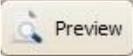
filter row header just

writing Invoice no. and following window will appear:

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



Print Indent

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

Upazila Family Planning Office Keraniganj, Dhaka				
<u>Indent</u>			Indent No. : 2	
Indent To : Dhaka CWH			Print Date : 03/09/2019	
			Pages : Page 1 of 1	
Sl#	Code	Item Name	Indent Qty	Quantity In Words
1	CON001	ORAL PILL SHUYGH	4,200	Four thousand two hundred
Unit: cycle				
Remarks:				
Signature _____			Signature _____	
Prepared By: MD. Jasin Uddin			Checked and Approved By: NARID SHULTANA	
Designation: LFFA			Designation: LFFO	
Date: 03/09/2019			Date: 03/09/2019	
Should be filled up by recipient office				
Signature _____			Counter Signature _____	
Receive By:			Name:	
Designation:			Designation:	
Date:			Date:	

Chapter-6: Field

6.1. LMIS Form 2

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

Open LMIS Form 2

- Run UIMsv4.
- Select **Field > LMIS Form 2...** from **Field** menu.
- The LMIS Form 2 is displayed.

General Description of LMIS Form 2

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. List of SDPs: 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

B. 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

C. 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 enter for that month
- Eligibility Reason: Need to select from Reasons combo

D. 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 commodities for each SDP. User need to set this to eliminating to show Stock-out in Form 7B and SCMP. For only first month it need 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.

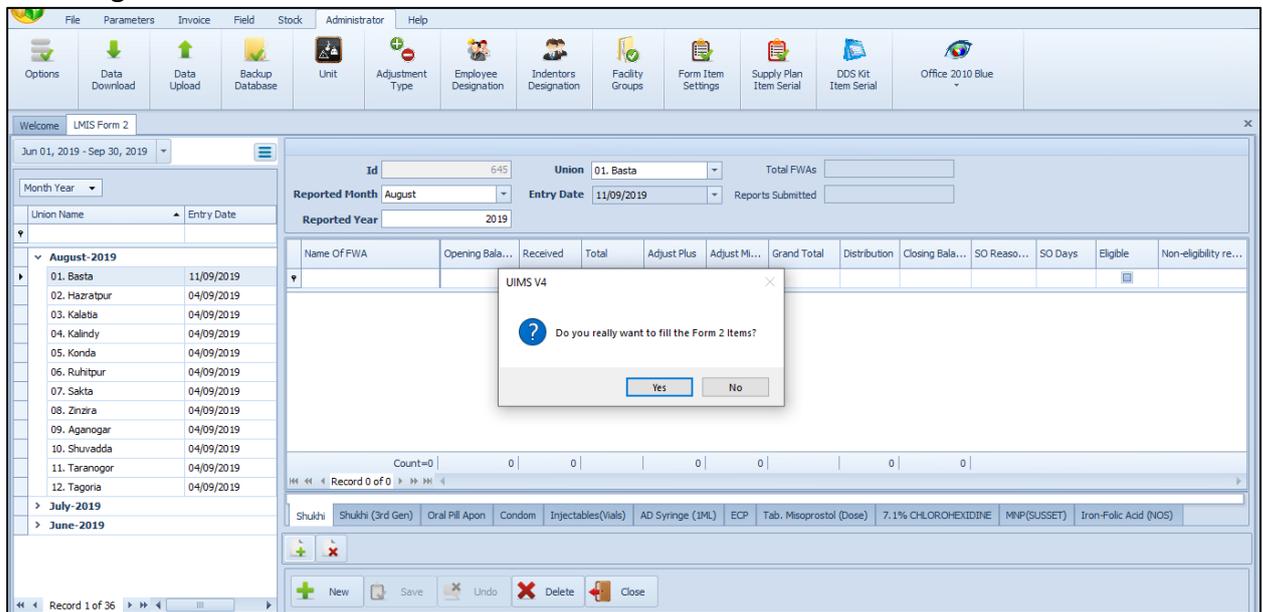
Enter a new LMIS Form 2

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

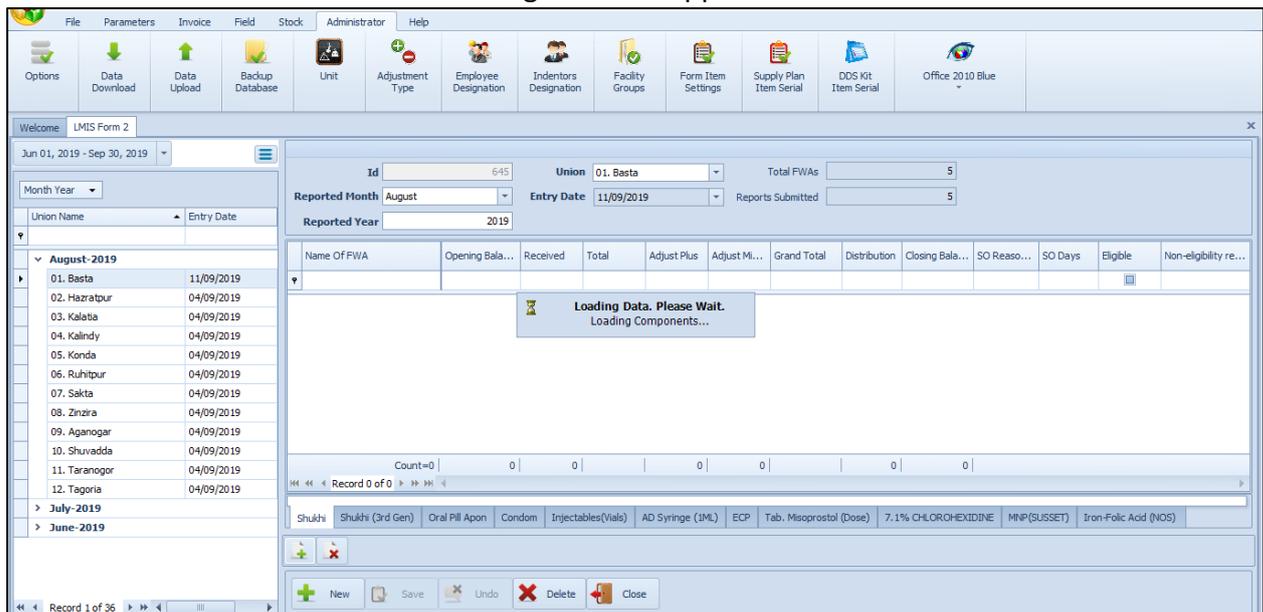
- The **“ID”** will be generated automatically
- Select **“Union”** from Union combo
- Entry Date** field will be filled with current date. You can't change the date
- Select the **“Reported Month”** and **“Reported Year”** for which Form 2 is being entered
- Enter Total number of SDPs and Reports Submitted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

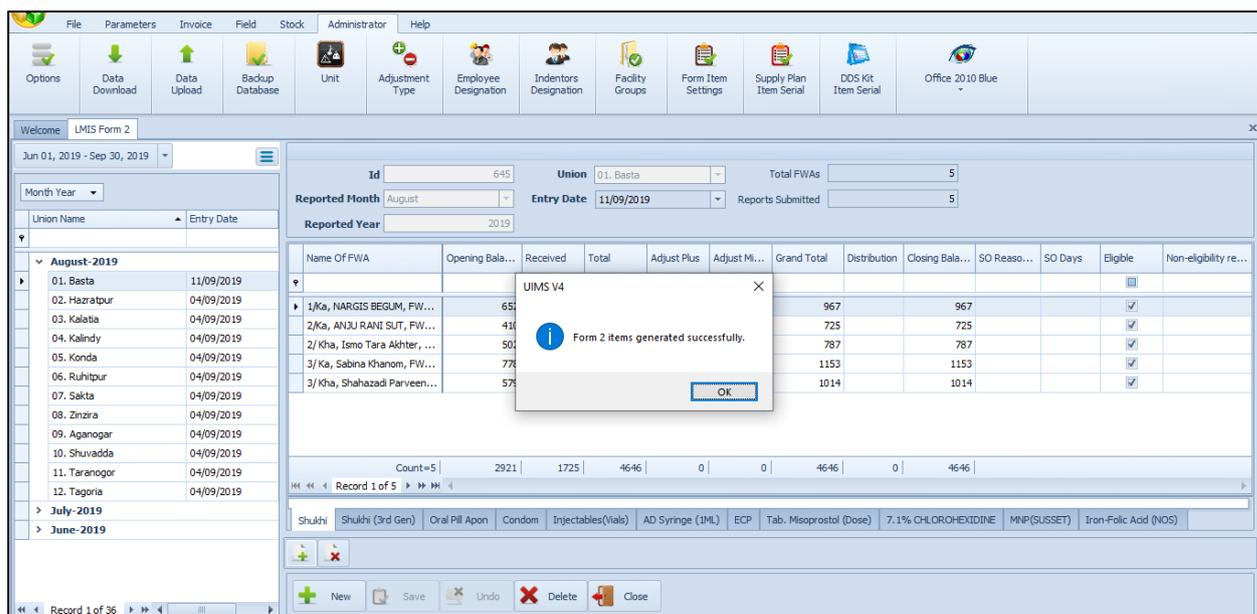
LMIS Form 2 Details Entry

- Press  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.





- 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 select 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:

Name OFFWA	Opening Bal...	Received	Total	Adjust Plus	Adjust Mi...	Grand Total	Distribut...	Closing Bal...	SO Reaso...	SO Days	Eligible	Eligibility Reason
1/ Ka, Safura Khatun, Durgapur	409		409			409	209	200			<input checked="" type="checkbox"/>	
1/ Kha, Saleha Khatun, Durgapur	485		485			485	200	285			<input checked="" type="checkbox"/>	
2/ Ka, Baby Akter, (acting) Durgapur	1911		1911			1911	250	1661			<input checked="" type="checkbox"/>	
2/ Kha, Baby Akhter, Durgapur	531		531			531	300	231			<input checked="" type="checkbox"/>	
3/ Ka, Moslama Khatun, Durgapur	1423		1423			1423	500	923			<input checked="" type="checkbox"/>	
3/ Kha, Monwara Begum, Durgapur	482		482			482	450	32			<input checked="" type="checkbox"/>	
Count=6 5241 0 5241 0 0 5241 1909 3332												

Name OFFWA	Opening Bal...	Received	Total	Adjust Plus	Adjust Mi...	Grand Total	Distribut...	Closing Bal...	SO Reaso...	SO Days	Eligible	Eligibility Reason
1/ Ka, Safura Khatun, Durgapur	409		409			409	409				<input checked="" type="checkbox"/>	
1/ Kha, Saleha Khatun, Durgapur	485		485			485	200	285			<input checked="" type="checkbox"/>	
2/ Ka, Baby Akter, (acting) Durgapur	1911		1911			1911					<input checked="" type="checkbox"/>	
2/ Kha, Baby Akhter, Durgapur	531		531			531					<input checked="" type="checkbox"/>	
3/ Ka, Moslama Khatun, Durgapur	1423		1423			1423					<input checked="" type="checkbox"/>	
3/ Kha, Monwara Begum, Durgapur	482		482			482					<input checked="" type="checkbox"/>	
Count=6 5241 0 5241 0 0 5241 1909 3332												

Active/Deactivate Item

Reason

Reason Id	Reason Name
1	NGO has no service provision
2	NGO affiliation expired
3	NGO has no trained person
4	SDP not capable
5	SDP not trained
6	Absence of Female service provider
7	Administrative reason

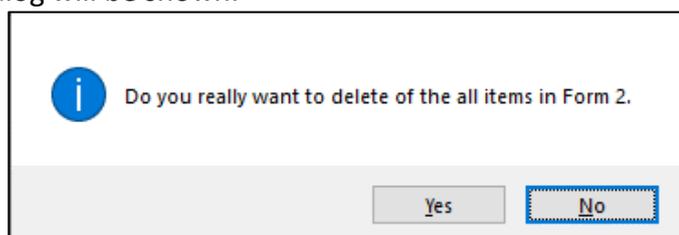
- Same procedures have to be followed for all contraceptives i.e. **Shukhi, Shukhi(3rd Gen), Apon, Condom, Injectables, Disposable Syringe, ECP, Tab. Misoprostol (Dose), 7% Chlorohexadine, MNP (Susset) and Iron-folic acid pill (Nos).**

How to edit LMIS Form 2

- Select the Union you want to edit from the list of unions (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 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)

How to edit LMIS Form 2 Items

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

Name Of FWA	Opening Bala...	Received	Total	Adjust Plus	Adjust Mi...	Grand Total	Distribution	Closing Bal...	SO Reaso...	SO Days	Eligible	Non-eligibility r...
1/ Ka, Malote Sarker (FWA)...	547	360	907			907	400	507			<input checked="" type="checkbox"/>	
1/ Kha, Mojerun Nesa, (FW...	1175	720	1895			1895	1200	695			<input checked="" type="checkbox"/>	
1/Ga, Kisuara Parveen, (F...	624		624			624	400	224			<input checked="" type="checkbox"/>	
2/ Kha, Nazma Khanom, (F...	740	720	1460			1460	800	660			<input checked="" type="checkbox"/>	
2/Ga, Rozina Akter (FWA), ...	785	420	1205			1205	600	605			<input checked="" type="checkbox"/>	
3/ Ka, Most.Monowara Beg...	608	180	788			788	400	388			<input checked="" type="checkbox"/>	
3/ Kha, Sammi Akter (FWA)...	1295	90	1385			1385	1200	185			<input checked="" type="checkbox"/>	
Count=7	5774	2490	8264	0	0	8264	5000	3264				

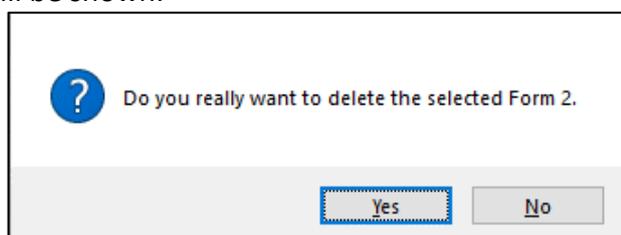
- Press F2 or click on any field to start editing.

Name Of FWA	Opening Bala...	Received	Total	Adjust Plus	Adjust Mi...	Grand Total	Distribution	Closing Bal...	SO Reaso...	SO Days	Eligible	Non-eligibility r...
1/ Ka, Malote Sarker (FWA)...	547	360	907			907	400	507			<input checked="" type="checkbox"/>	
1/ Kha, Mojerun Nesa, (FW...	1175	720	1895			1895	1200	695			<input checked="" type="checkbox"/>	
1/Ga, Kisuara Parveen, (F...	624		624			624	400	224			<input checked="" type="checkbox"/>	
2/ Kha, Nazma Khanom, (F...	740	720	1460			1460	800	660			<input checked="" type="checkbox"/>	
2/Ga, Rozina Akter (FWA), ...	785	420	1205			1205	600	605			<input checked="" type="checkbox"/>	
3/ Ka, Most.Monowara Beg...	608	180	788			788	400	388			<input checked="" type="checkbox"/>	
3/ Kha, Sammi Akter (FWA)...	1295	90	1385			1385	1200	185			<input checked="" type="checkbox"/>	
Count=7	5774	2490	8264	0	0	8264	5000	3264				

- 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 2 Items

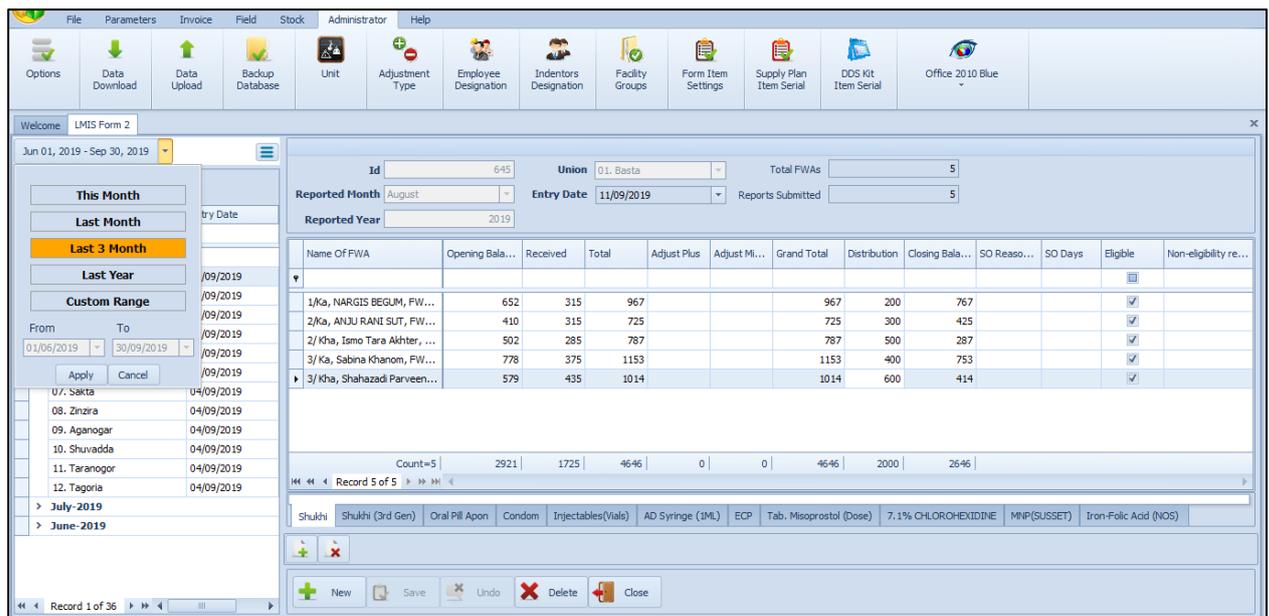
- Select the union you want from where you want to delete from the union list in block A.
- Select the item i.e. Pill, Condom, Injectable, ECP and Misoprostol
- Press "Delete" button.
- A confirmation dialog will be shown.



- Press "Yes" if you really want to delete the invoice item. You have to repeat the same procedure to delete each item from LMIS Form 2.

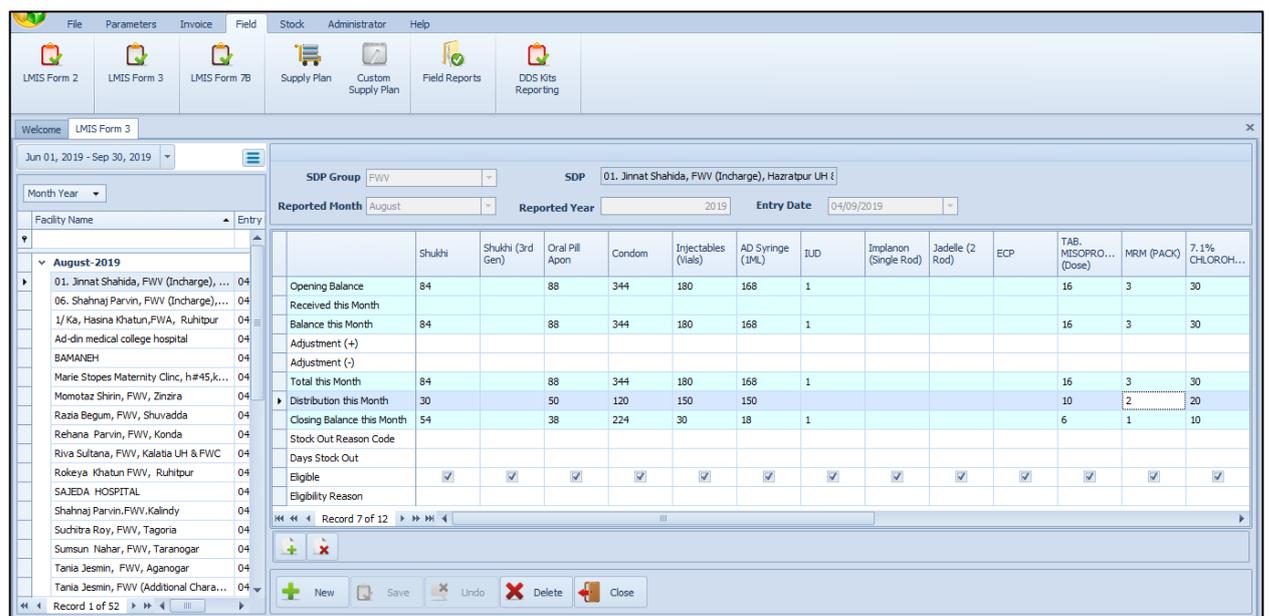
How to filter month-wise LMIS Form 2 Reports

- Click the tab "Filter Criteria", select the start and end month, year.
- Then click the **Filter** button as shown in the following figure.



- Only the filtered months will be shown in the union list at block A

6.2. LMIS Form 3



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

Open LMIS Form 3

- Run UIMSV4
- Select **Field > LMIS Form 3...** from **Field** menu.
- The LMIS Form 3 is displayed.

General Description of LMIS Form 3

The screenshot shows the LMIS Form 3 application interface. It includes a menu bar with options like File, Parameters, Invoice, Field, Stock, Administrator, and Help. Below the menu bar are icons for LMS Form 2, LMS Form 3, LMS Form 7B, Supply Plan, Custom Supply Plan, Field Reports, and DDS Kits Reporting. The main window is titled 'Welcome - LMIS Form 3' and shows a date range of 'Jun 01, 2019 - Sep 30, 2019'. A dropdown menu for 'Month Year' is visible. A list of facilities is shown, with '01. Jinnat Shahida, FWV (Incharge), ...' selected. The 'Form 3 Entry Option' section shows 'SDP Group' as 'FWV' and 'SDP' as '01. Jinnat Shahida, FWV (Incharge), Hazratpur UH'. The 'Details of Item' section is a table with columns for various contraceptive methods and their quantities. The 'Command buttons' section includes 'New', 'Save', 'Undo', 'Delete', and 'Close'.

	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...
Opening Balance	84		88	344	180	168	1				16	3	30
Received this Month													
Balance this Month	84		88	344	180	168	1				16	3	30
Adjustment (+)													
Adjustment (-)													
Total this Month	84		88	344	180	168	1				16	3	30
Distribution this Month	30		50	120	150	150					10	2	20
Closing Balance this Month	54		38	224	30	18	1				6	1	10
Stock Out Reason Code													
Days Stock Out													
Eligible	<input checked="" type="checkbox"/>												
Eligibility Reason													

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

A. List of SDPs: SDP list grouped by -

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

B. 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 Moth: 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

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

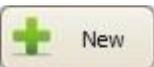
- Opening Balance and Received this month automatically fill-up.
- Need to be entered Distribution & if any Adjustment (+/-) for that month. Distribution and adjustment minus (-) cannot be entered more than closing balance.
- Closing Balance will be calculated automatically. When closing balance zero (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 enter for that month
- Eligibility Reason: Need to select from Reasons combo

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

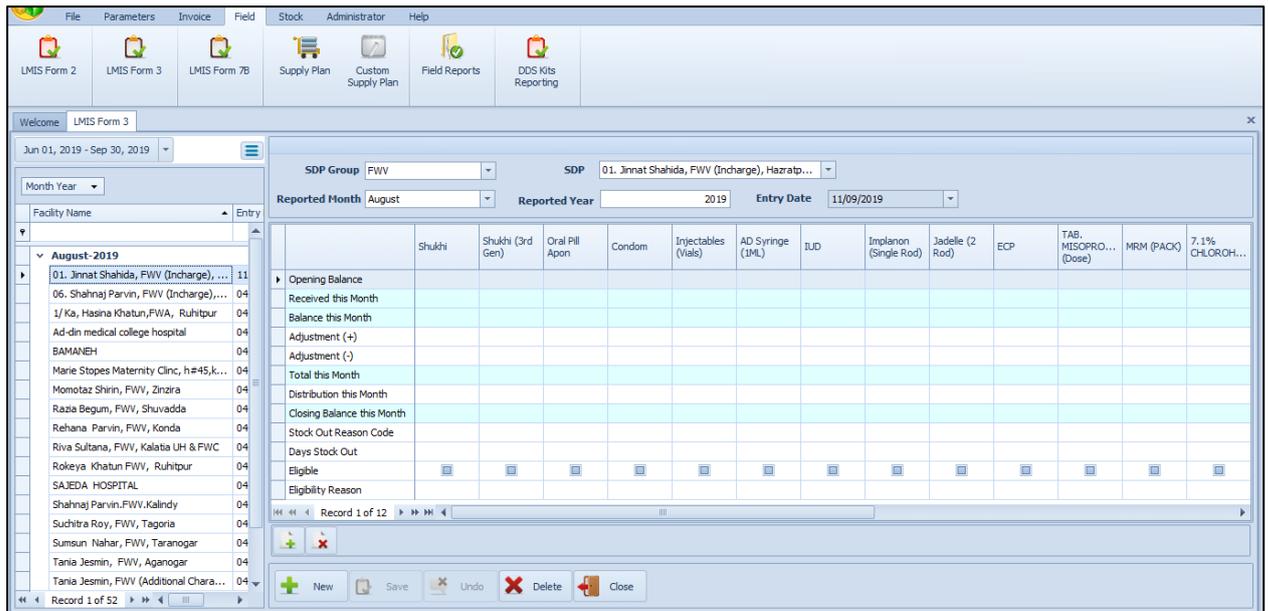
Features of Form 3 Reporting

- 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 commodities for each SDP. User need to set this to eliminating to show Stock-out in Form 7B and SCMP. For only first month it need 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

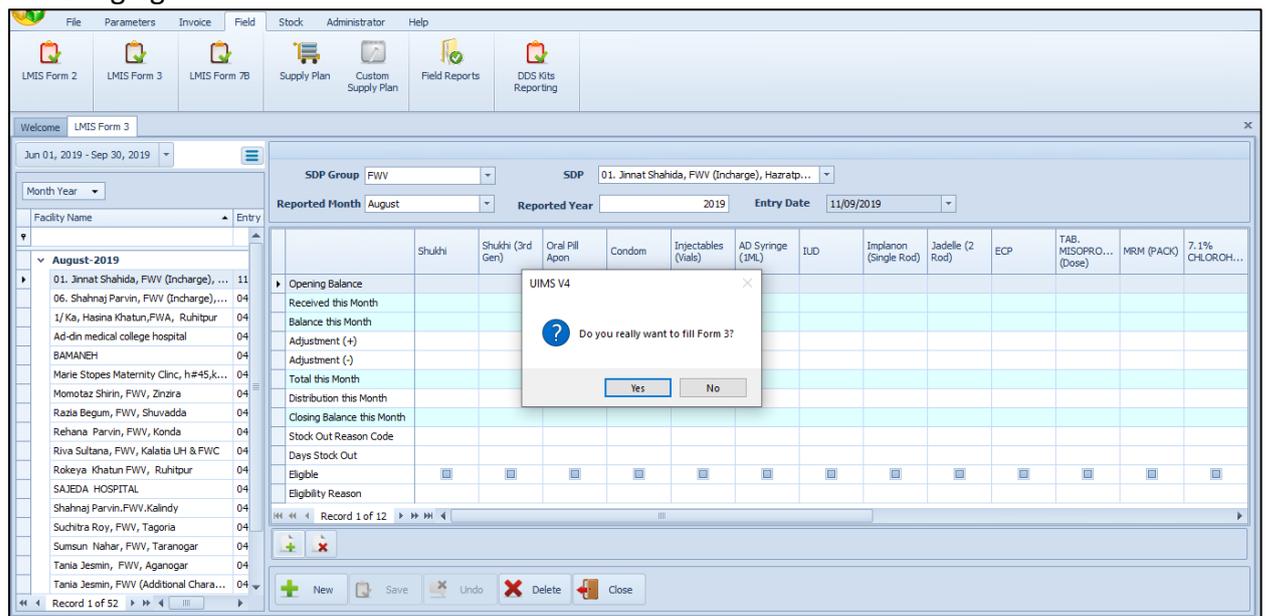
- Press  button from the command buttons block. The form will look like the following figure.

- 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.

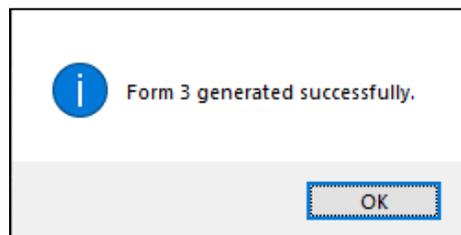
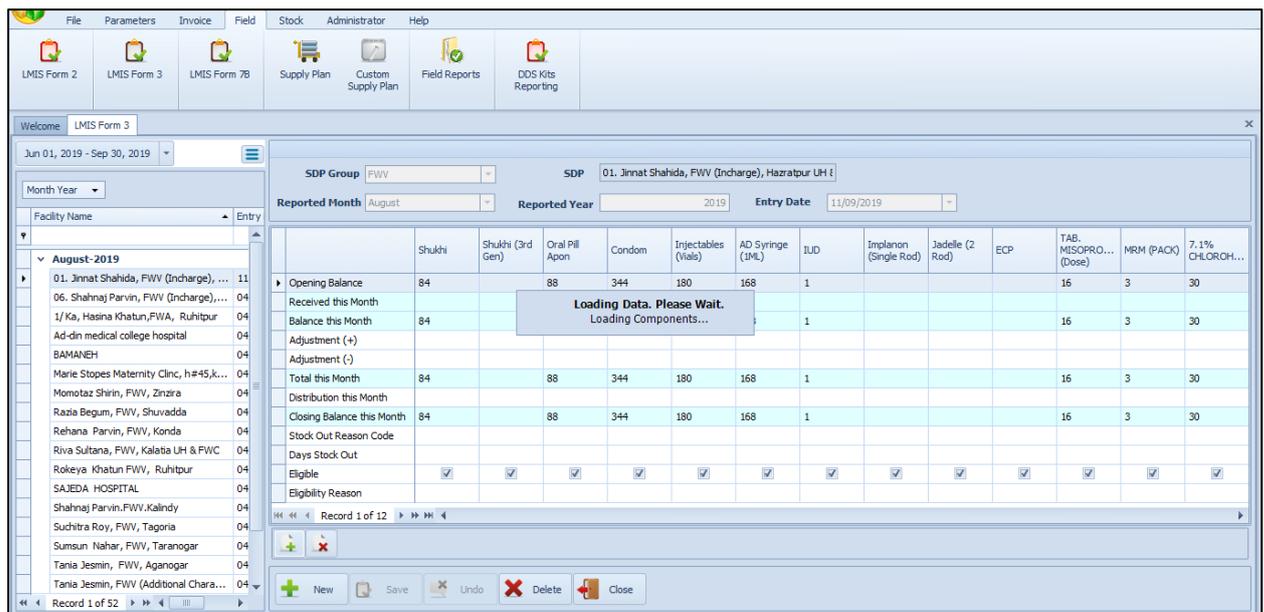


LMIS Form 3 Details Entry

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



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



- 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 select 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:

	Oral Pill (Sukhi) (Cycles)	Condom (Nirapad) (Pcs)	Oral Pill (Sukhi) (Cycles)	Condom (Nirapad) (Pcs)	Injectables (Depo-Pro... (Vials)	Disposable Syringe (nos)	IUD (Pcs)	Implant (Set)	ECP (L
Opening Balance	54	890	54	890	20	19	9		
Received this Month		5000		5000					
Balance this Month	54	5890	54	5890	20	19	9		
Adjustment (+)									
Adjustment (-)									
Total this Month	54	5890	54	5890	20	19	9		
Distribution this Month	5	1000	54	1000	10	10	2		
Closing Balance this Month	49	4890		4890	10				
Stock Out Reason Code									
Days Stock Out									
Eligible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eligibility Reason									

Active/Deactivate Item

Reason

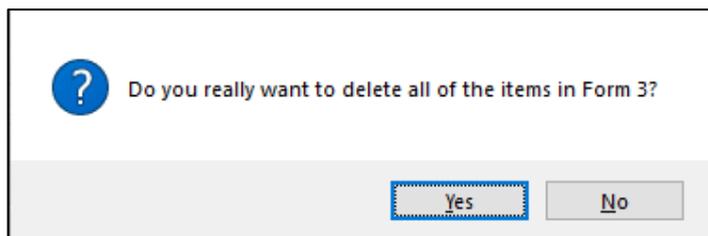
Reason Id	Reason Name
1	NGO has no service provision
2	NGO affiliation expired
3	NGO has no trained person
4	SDP not capable
5	SDP not trained
6	Absence of Female service provider
7	Administrative reason

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

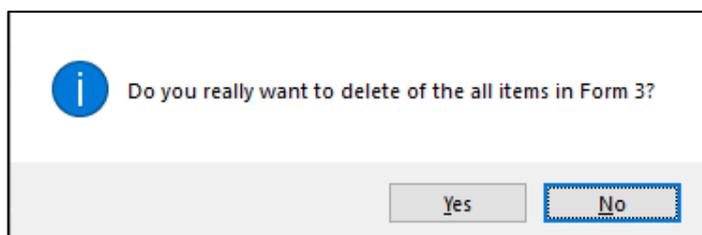
- Select the SDP you want to edit from the list in block C.

	Shukhi	Shukhi (3rd Gen)	Oral Pill Apon	Condom	Injectables (Vials)	AD Syringe (IML)	IUD	Implanon (Single Rod)	Jadelle (2 Rod)	ECP	TAB. MISOPRO...	MRM (PACK)	7.1% CHLOROH...
Opening Balance	84		88	344	180	168	1				16	3	30
Received this Month													
Balance this Month	84		88	344	180	168	1				16	3	30
Adjustment (+)													
Adjustment (-)													
Total this Month	84		88	344	180	168	1				16	3	30
► Distribution this Month	30		50	120	150	150					10	2	20
Closing Balance this Month	54		38	224	30	18	1				6	1	10
Stock Out Reason Code													
Days Stock Out													
Eligible	<input checked="" type="checkbox"/>												
Eligibility Reason													

- Press F2 or 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.

General Description of LMIS Form 7B

SL#	Article	Opening Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS
1	Condom	83,768	46,800	43,500			87,068	1.8
2	Sukhi	49,980	17,280	24,315			42,945	1.9
3	Sukhi (3rd Gen)	13,260					13,260	
4	Oral Pill Apon	278	800	478			600	0.7
5	ECP							
6	IUD	216	100	30			286	3.8
7	Injectables (Vials)	7,693	1,900	2,786			6,807	2.1
8	AD Syringe (1ML)	7,829	1,900	2,786			6,943	2.1
	Implant (Nos)	660		216			444	19.3

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.

E. Upload LMIS Form 7B:

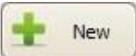
- It's a new feature. By connecting into internet Upazila now can upload their monthly Form7B report directly into LIMS web site.

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.

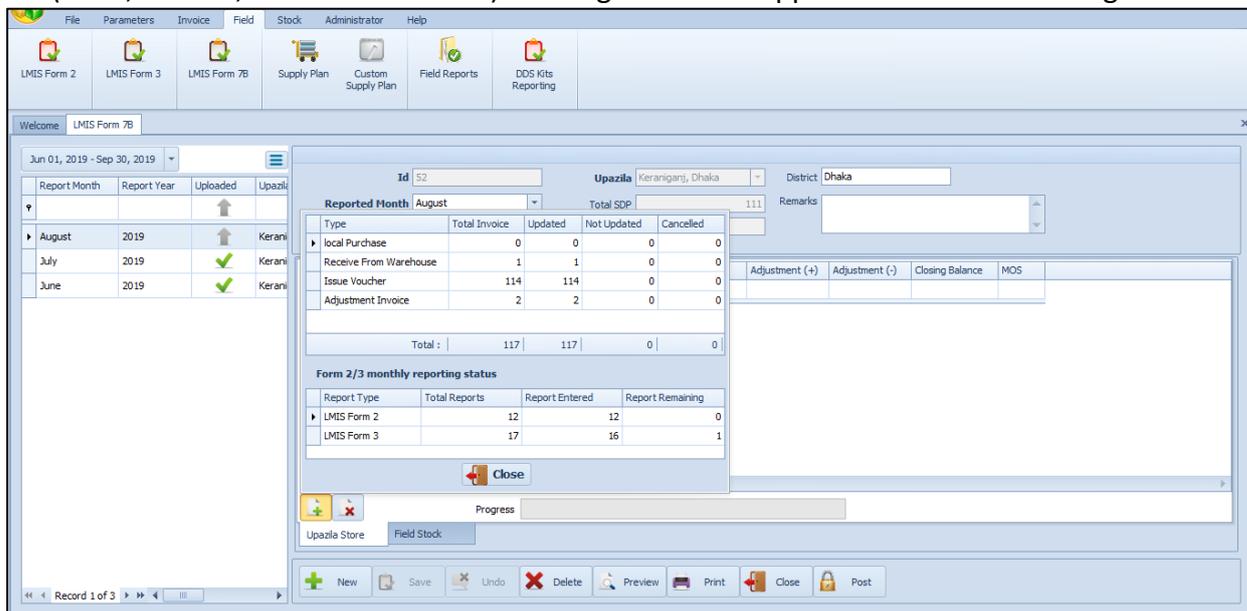
Generate a new LMIS Form 7B

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

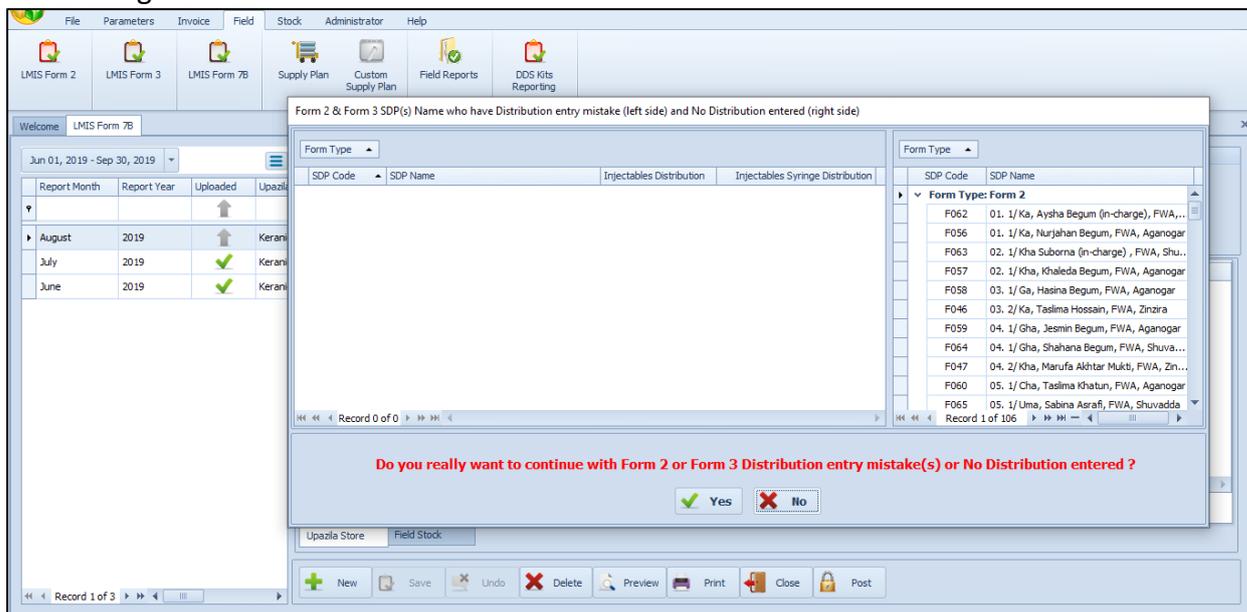
- Each option except Month and Year will be generated automatically.
- Select the month and year for which Form 7B will be generated.
- Press **"Save"** button the form will look like the following screen:

Generation of Form 7B Details

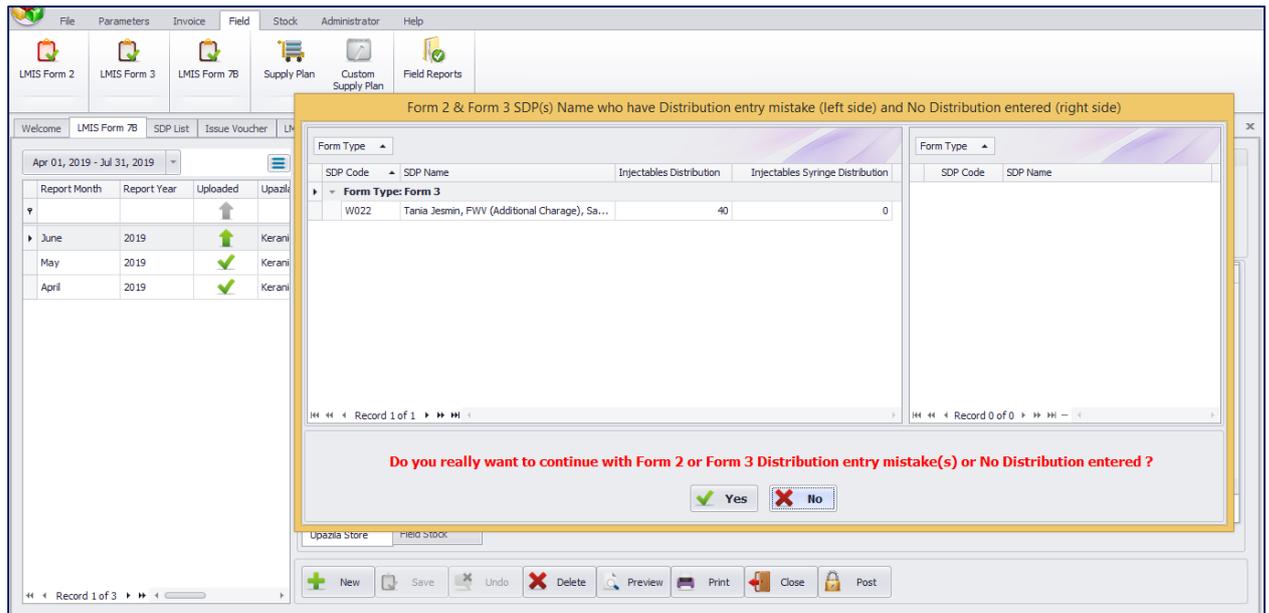
- Press  button from the command buttons block. If you incomplete any works in this month (issue, receive, form 2 and form 3) A dialogue box will appear as like the following screen.



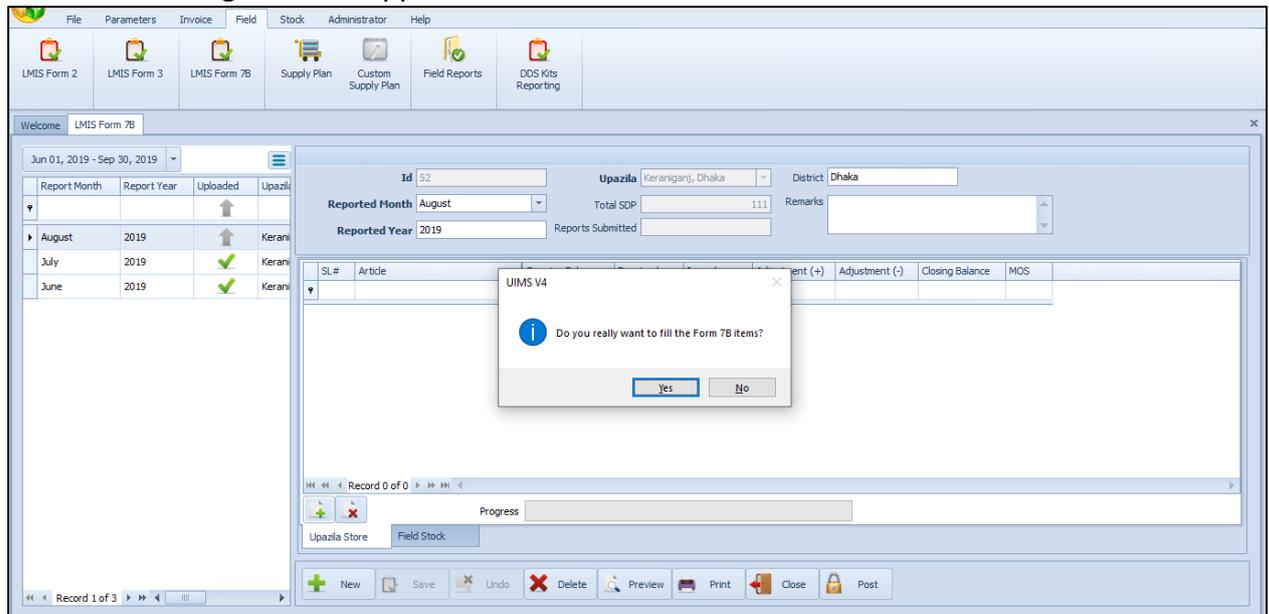
- Or if you have missing entry any MIS form 2 or 3 in this month. A dialogue box will appear as like the following screen.



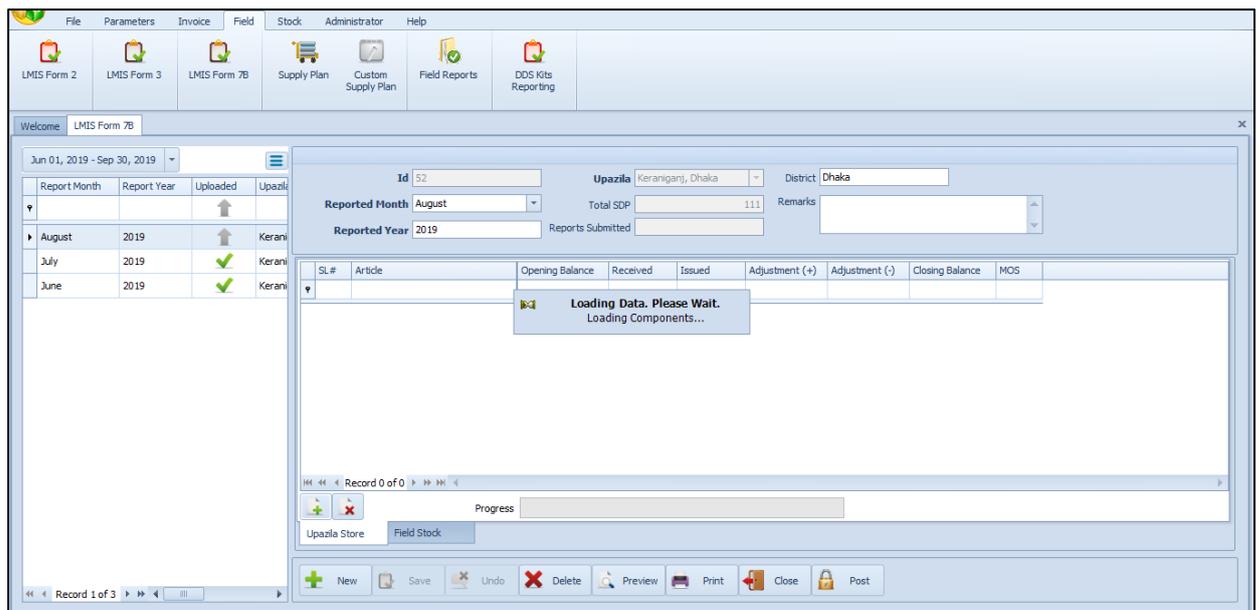
- Or if you have entry Ad syringe (1ML) dispense Qty less than Injectable (Vials) dispense qty in MIS form 2 or 3 in this month. A dialogue box will appear as like the following screen.



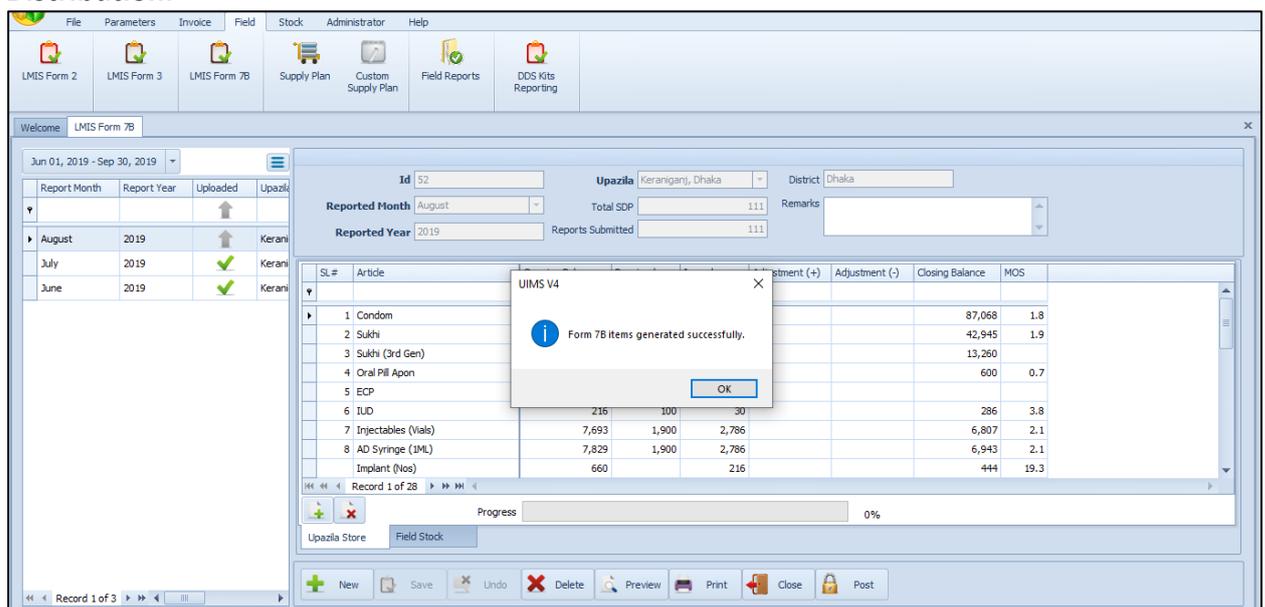
- Else the following form will appear:



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



- No can changed master data if it have 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: Keraniganj, Dhaka DISTRICT: Dhaka MONTH: August

Total number of SDPs*: 111
Total number of SDPs submitted report: 111
YEAR: 2019

SL No	ITEM	UPAZILA STORE ROOM							FIELD STOCK (From MIS 2, 3 and NGOs Taking Supplies From Upazila FP Store)							TOTAL USABLE STOCK BALANCE (\$*15)	Total Number of SDP Stockout	
		Opening Balance	Received (+)	Issued (-)	Adjustment		Closing Balance	MOS	Opening Balance	Received (+)	Distributed to Acceptors (-)	Adjustment		Closing Balance	MOS			
					(+)	(-)						(+)	(-)					
1	Condom	83,768	46,800	43,500			87,068	1.8	109,627	43,500					153,127	3.1	240,195	2
2	Sukhi	49,980	17,280	24,315			42,945	1.9	58,337	24,315	2,000				80,652	3.5	133,597	2
3	Sukhi (3rd Gen)	13,260					13,260										13,260	111
4	Oral Pill Apon	278	800	478			600	0.7	5,860	478					6,338	7.4	6,938	2
5	ECP								104						104	5	104	
6	IUD	216	100	30			286	3.8	261	30					291	3.9	277	1
7	Injectables (Vials)	7,693	1,900	2,786			6,807	2.1	6,694	2,786					9,480	3	16,287	2
8	AD Syringe (1ML)	7,829	1,900	2,786			6,943	2.1	8,846	2,786					11,632	3.6	18,575	2
9	Implant (Total)	660		216			444	4.7	94	216					310	3.3	754	8
10	TAB MISOPROSTOL (Dose)	740		290			450	3.8	2,226	290					2,516	21.1	2,866	5
11	Normal Delivery Kit	19		1			18		19	1					20		38	9
12	MRM (Pack)								10						10		10	15
13	7.1% CHLORHEXIDINE								1,042						1,042		1,042	9
14	INI MgSo4																	17
15	INI OXYTOCIN 5 IU/ML																	17
16	MNP (Susse)																	111
17	Sanitary Napkin Pad								21						21		21	13
18	DDS Kit			20	20													
19	MR(MVA) KIT (NOS)		2						103	2					105		105	
20	Iron-Folic Acid gel (NOS)	5,500					5,500										5,500	
21	Tag. Amnionl Contraceptoid																	17
22	Tag. Gastronitic	240		10			230			10					10		240	16
23	COTTON (100GM) (Roll)	485		8			477										477	
24	POVIDONE IODINE SOL. (Bottle)	315		8			307										307	

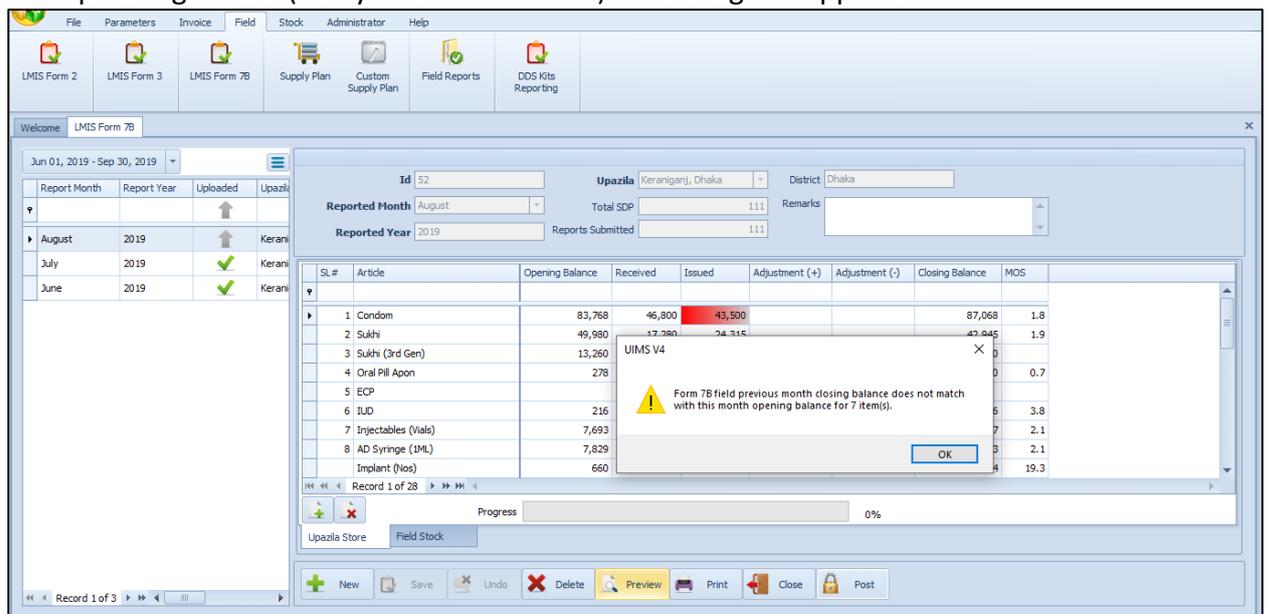
*SDP-FWAs, FWVs, SACMO, MO(Clinic), NGOs and Multi-sectoral agencies

Remarks: Prepared by: MD. Jasim Uddin, Designation: UFPA (Store), Date: _____
 Reviewed and Approved by: NAHID SHULTANA, Designation: UFPO, Date: _____
 Print Date: 11/09/2019

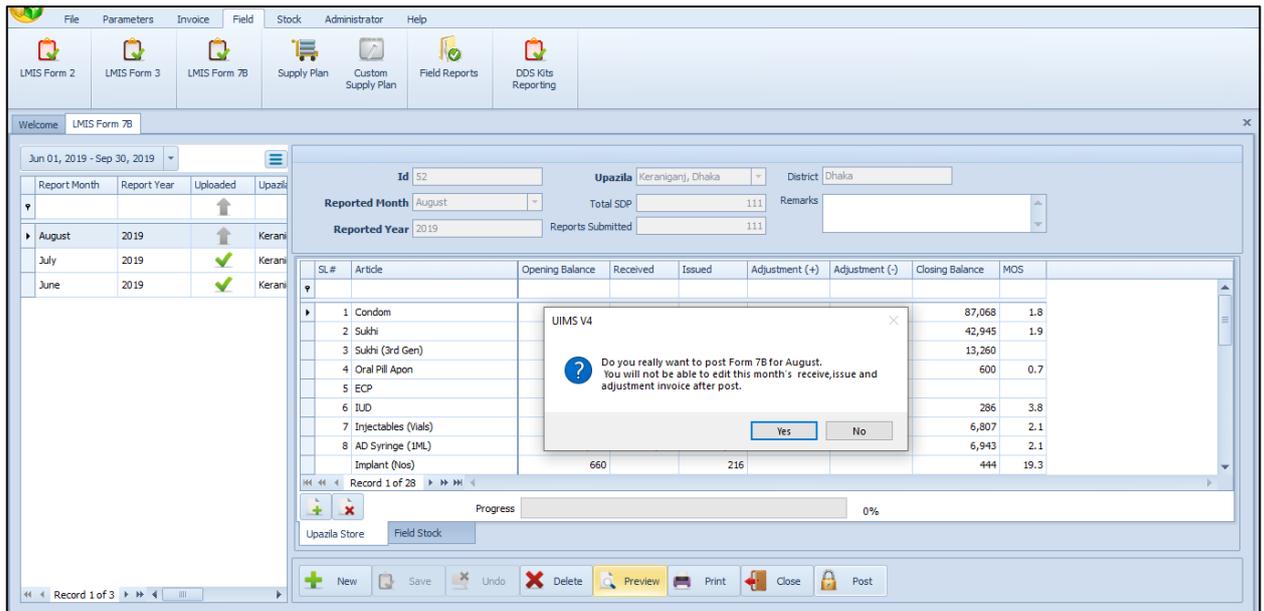
- Press on the printer icon. The print dialog box will appear.

Post LMIS Form 7B Report

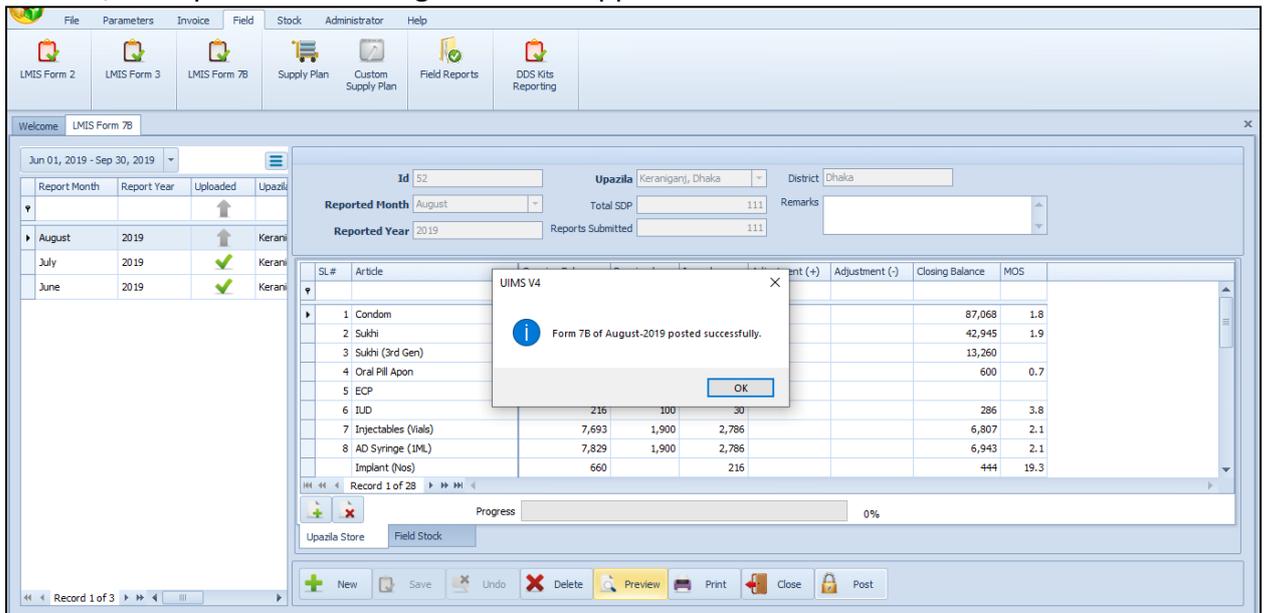
- After generating LMIS F7B Report correctly then press **Post** button.
- **NB. Before post F7B report check correctly. Posted F7B could not Regenerate.**
- After pressing **“Post”** (if any record mismatch) the dialog will appeared



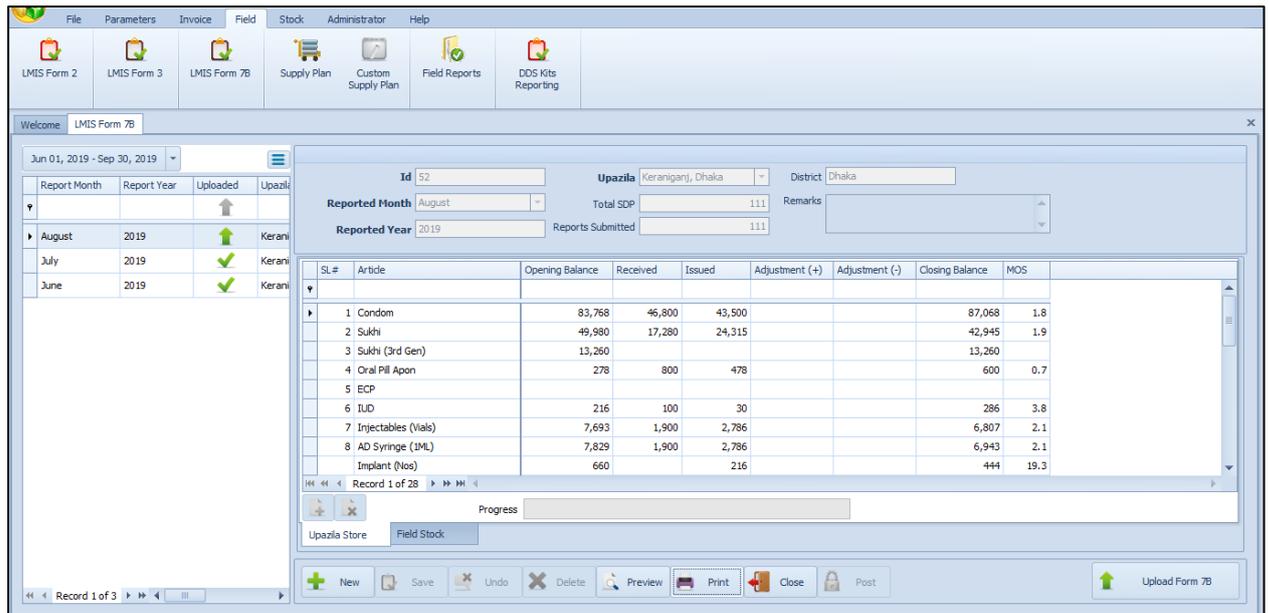
Else the following screen will appear:



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

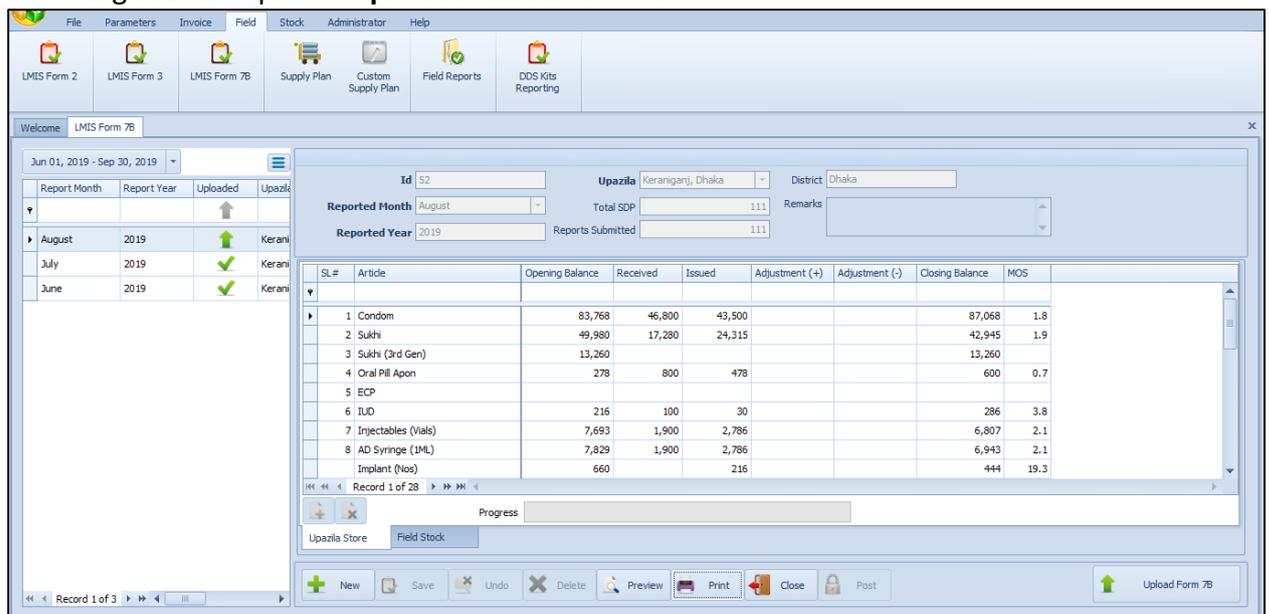


- Press **“OK”** and following window will appear:



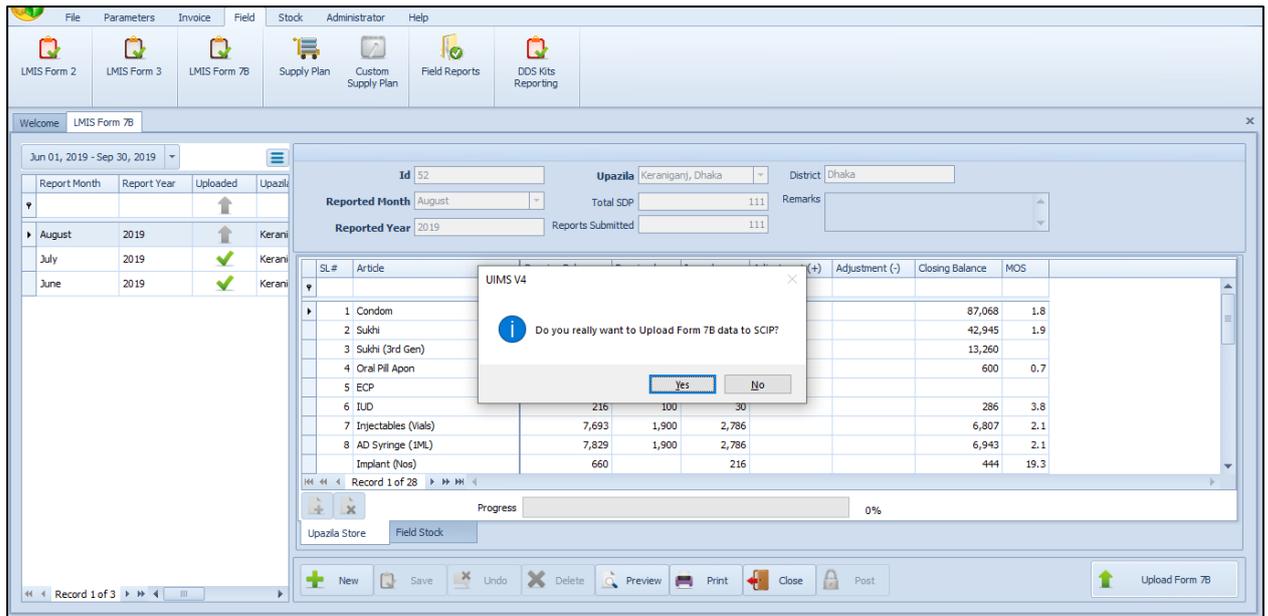
Upload LMIS Form 7B Report

- After Posting F7B then press "Upload Form 7B" button

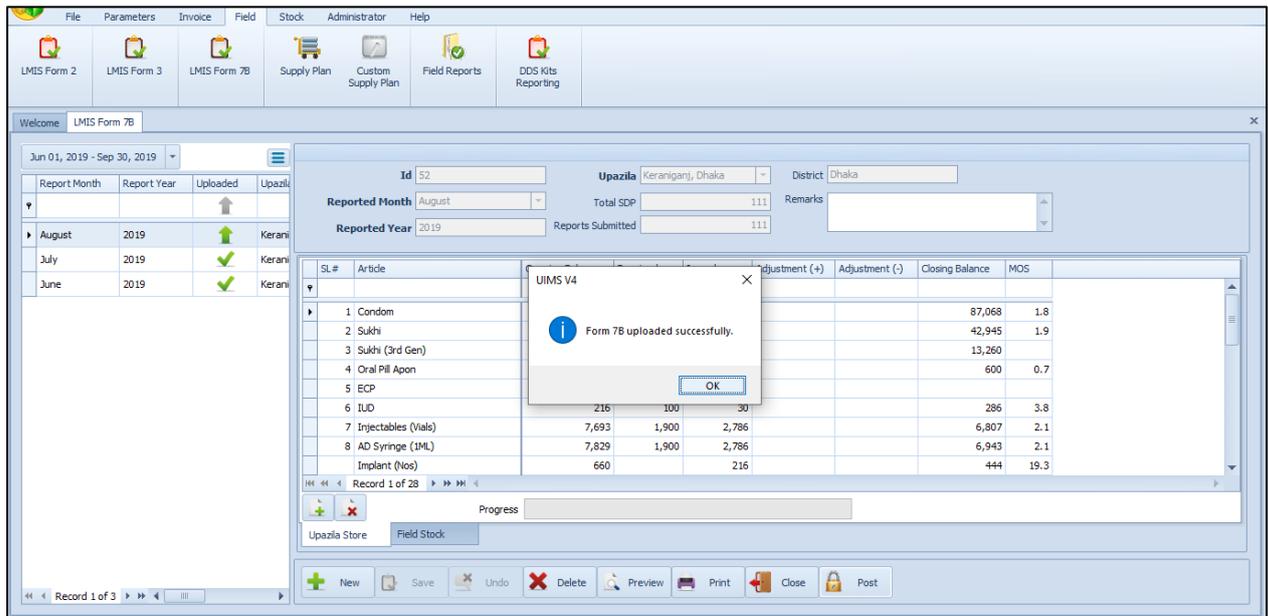


(Note: Make sure your computer have internet connected)

Message shown (Do you really want to Upload form 7B Data to SCMP Report)



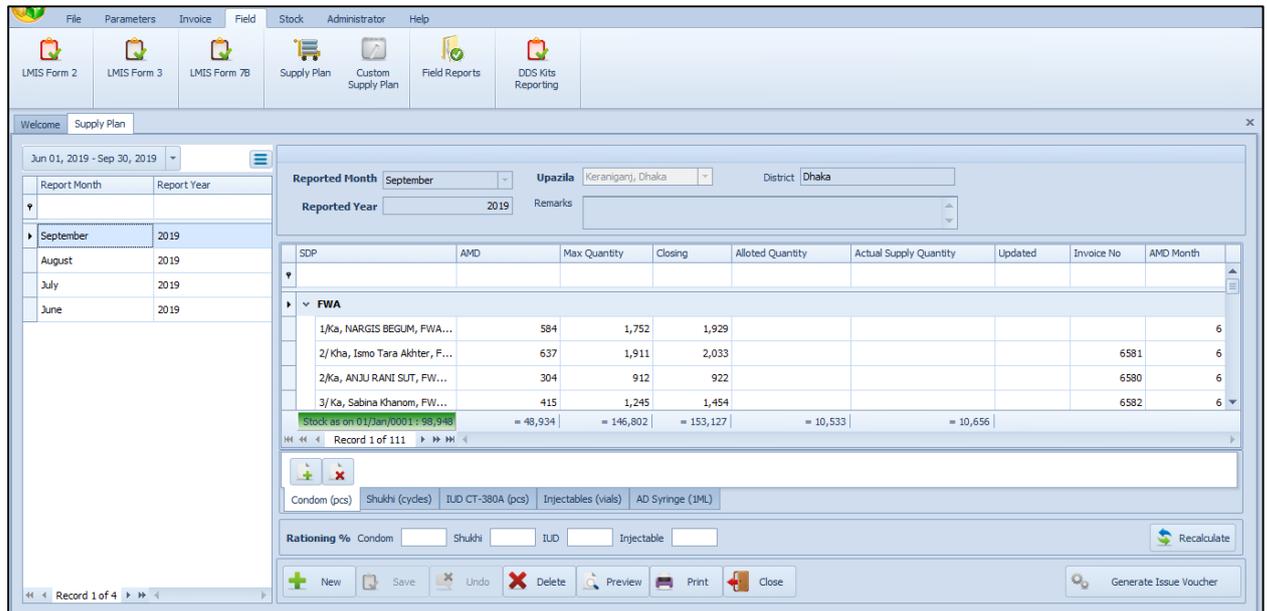
Press “Yes” button then after uploading look like following screen:



Press on “OK” then data Upload and download start automatically.

6.4. Supply Plan

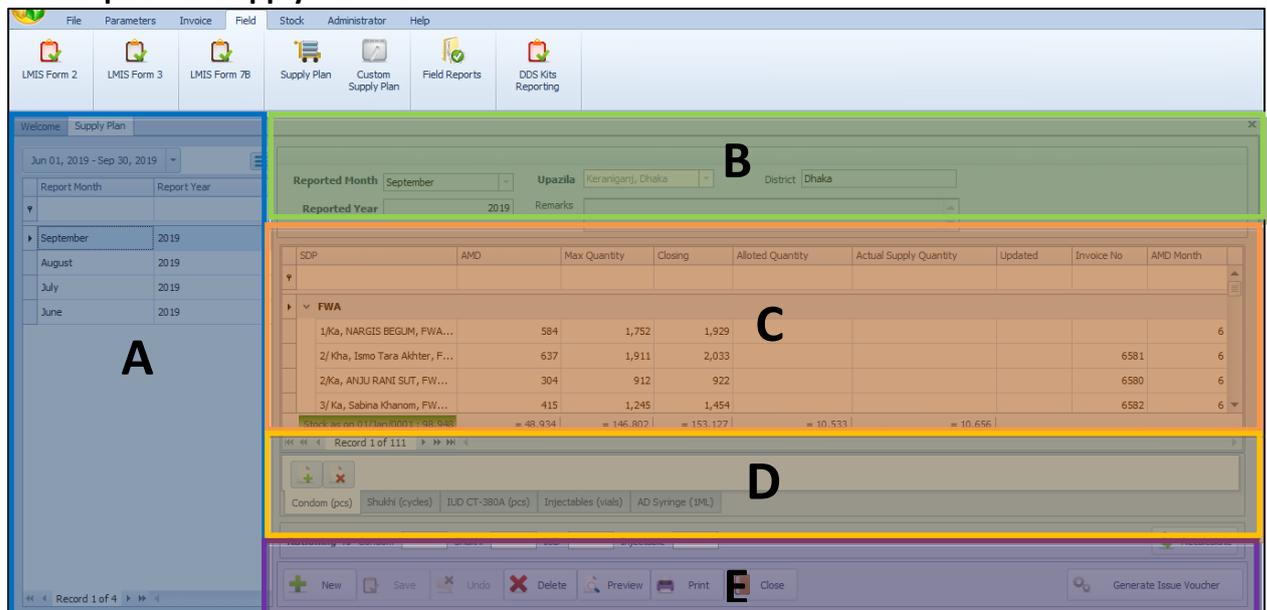
Based on the inputs given by various SDPs a Supply Plan will be generated automatically as follows.



Open Supply Plan

- Run UIMsv4
- Select **Field > Supply Plan...** from **Field** menu.
- The **Supply Plan** screen is displayed.

General Description of Supply Plan Form



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 comes 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 no 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.

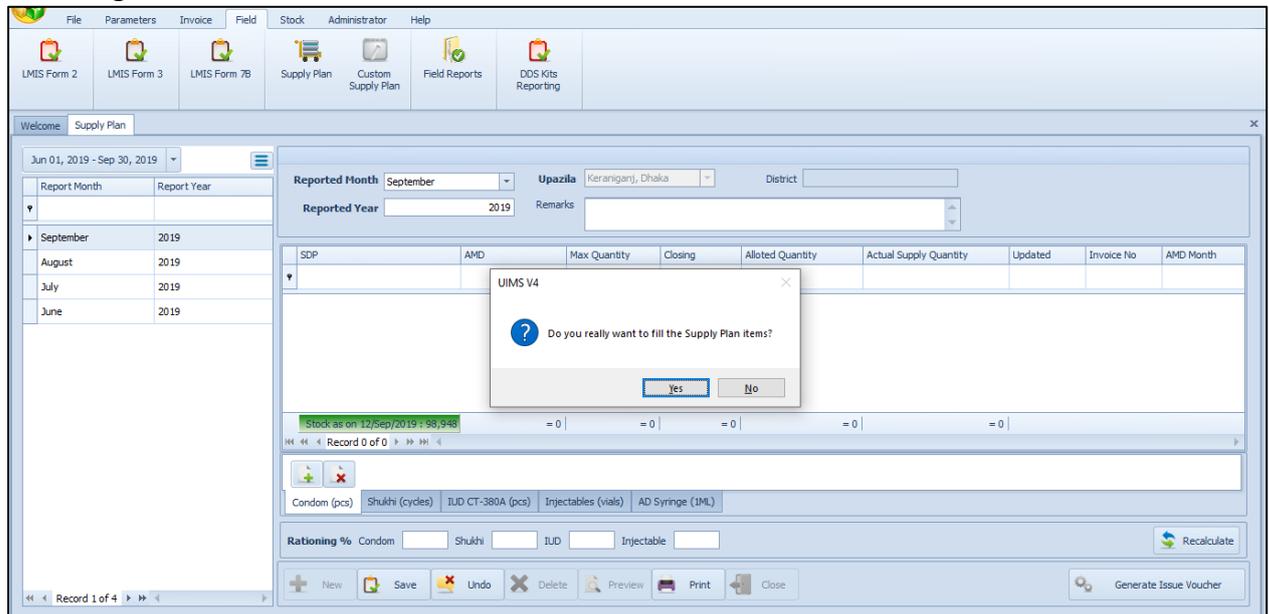
Generate a new Supply Plan

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

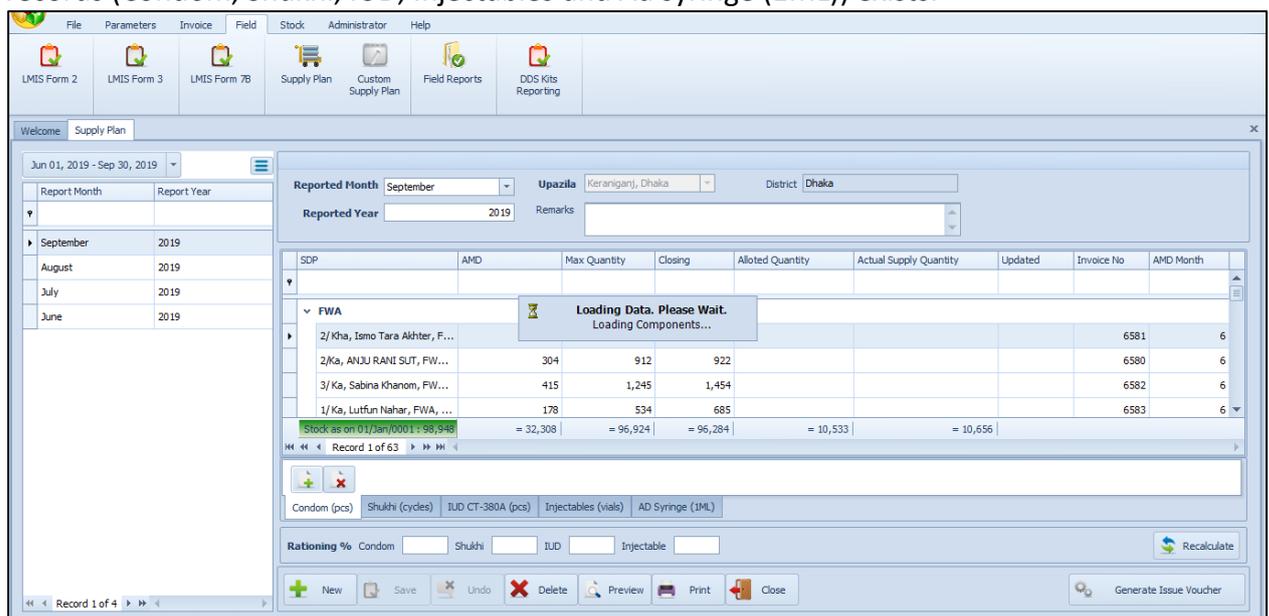
- The ID will be generated automatically.
- Select the “Month” and “Year” for which **Supply Plan** will be generated.
- Press “Save” button. The form will look like the following screen:

Generation of Supply Plan Details

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



- Only **Active SDPs** allowed to create Supply Plan with Max 6 Months AMD.
- No blank Issue Vouchers are generated from Supply Plan in UIMSV4. User can view **Issue Vouchers 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 changed master data if it have 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.



- Showing the following successful message:

The screenshot shows the UIMsv4 Supply Plan interface. A modal dialog box titled "UIMS V4" is displayed in the center, containing the message "Supply Plan generated successfully for September - 2019" and an "OK" button. The background interface includes a menu bar (File, Parameters, Invoice, Field, Stock, Administrator, Help), a toolbar with icons for LMS Forms, Supply Plan, Custom Supply Plan, Field Reports, and DDS Kits Reporting, and a main data area with filters for Report Month (September 2019) and Upazila (Keraniganj, Dhaka). A table displays supply plan data for various items, including FWA items, with columns for SDP, AMD, Max Quantity, Closing, Alloted Quantity, Actual Supply Quantity, Updated, Invoice No, and AMD Month. A "Generate Issue Voucher" button is visible at the bottom right.

This screenshot shows the same UIMsv4 Supply Plan interface as above, but with the message dialog box closed. The data table is now visible, showing the following details:

SDP	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
FWA								
1/Ka, NARGIS BEGUM, FWA...		584	1,752	1,929				6
2/ Kha, Ismo Tara Akhter, F...		637	1,911	2,033			6581	6
2/Ka, ANJU RANI SUT, FW...		304	912	922			6580	6
3/ Ka, Sabina Khanom, FW...		415	1,245	1,454			6582	6
Stock as on 01/Jan/0001 : 98,948		= 48,934	= 146,802	= 153,127	= 10,533		= 10,656	

The interface also shows the "Rationing %" section with input fields for Condom, Shukhi, IUD, and Injectable, and a "Recalculate" button. The bottom toolbar includes "New", "Save", "Undo", "Delete", "Preview", "Print", "Close", and "Generate Issue Voucher" buttons.

Rationing of Supply Plan

- Sometime Upazila required rationing of commodities based on Stock availability. The system can rationing of all Push Item using this Supply Plan.

Reported Month	September	Upazila	Keraniganj, Dhaka	District	Dhaka			
Reported Year	2019	Remarks						
SDP	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
FVA								
1/Ka, NARGIS BEGUM, FWA...		584	1,752	1,929				6
2/ Kha, Ismo Tara Akhter, F...		637	1,911	2,033			6581	6
2/Ka, ANJU RANI SUT, FW...		304	912	922			6580	6
3/ Ka, Sabina Khanom, FW...		415	1,245	1,454			6582	6
Stock as on 01/Jan/0001 : 98,948		= 48,934	= 146,802	= 153,127	= 10,533	= 10,656		

- 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:

SDP	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
FVA								
1/ Ka, Reshma Khatun Birkedar		466	1,398	468	837	900	47	6
1/ Kha, Monjuara O Nahid, ...		552	1,656	270	1,248	1,300	48	6
2/ Ka, Momtaj Begum (actin...		532	1,596	340	1,131	1,200	49	5
2/ Kha, Momtaj Begum, Birk...		914	2,742	1,680	956	1,000	50	5
Stock as on 01/Apr/2015 : 50,100		= 21,115	= 3,744	= 55,921	= 14,287	= 16,100		

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

SDP	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
3/ Ka, Moslama Khatun, Dur...		223	669	320	315	400		5
3/ Kha, Monwara Begum, D...		198	594	1,420		333		5
1/ ka, Nargis Ara, FWA - Ac...		390	1,170	600	513	600		2
1/ Kha, Nargis Ara, Jamgram		332	996	1,258		222		5
2/ Ka, nargis ara, (acting) Ja...		367	1,101	1,887				2
Stock as on 01/Apr/2015 : 50,100		= 21,115	= 3,744	= 55,921	= 14,287	= 16,955		

- 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.

SDP	AMD	Max Quantity	Closing	Allotted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
2/ Kha, Baby Akhter, Durga...		437	1,311	1,245	63	100		4
3/ Ka, Moslama Khatun, Dur...		223	669	320	332	400		5
3/ Kha, Monwara Begum, D...		198	594	1,420				5
1/ ka, Nargis Ara, FWA - Ac...		390	1,170	600	542	600		2
1/ Kha, Nargis Ara, Jamgram		332	996	1,258				5
Stock as on 01/Apr/2015 : 50,100		= 21,115	= 3,744	= 55,921	= 15,081	= 17,100		

Preview and Print the Supply Plan

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

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
DIRECTORATE GENERAL OF FAMILY PLANNING
Supply Plan Register
Supply plan of Rajshahi RWH - January, 2015

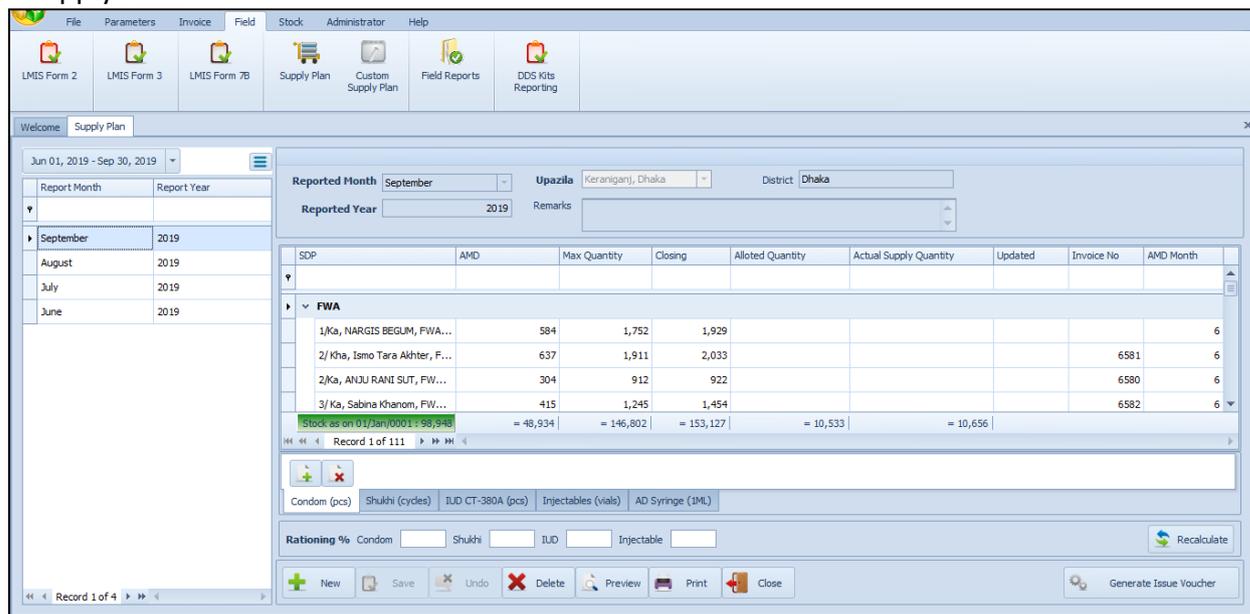
Facility Name	Condom					Shukhi					IUD					Injctables					Implant	D	
	AMD	MAX Qty	Closing Balance	Allotted Qty	Actual Supply Qty	AMD	MAX Qty	Closing Balance	Allotted Qty	Actual Supply Qty	AMD	MAX Qty	Closing Balance	Allotted Qty	Actual Supply Qty	AMD	MAX Qty	Closing Balance	Allotted Qty	Actual Supply Qty			
1 Bagmara, Rajshahi	61,226	183,678	175,700	7,978	12,000	34,568	103,704	461,010			86	258	52	206	206	2,965	8,895	6,229	2,666	2,700			
2 Bagha, Rajshahi	21,110	63,330	74,800			10,772	32,316	31,230	1,086	1,440	6	18	21			1,873	5,619	5,558	31	100			
3 Bodia, Rajshahi	99,555	293,665	254,400	44,265	48,000	11,254	33,462	27,490	5,892	7,200	26	78	35	43	43	3,598	10,794	6,275	4,519	4,600			
4 Changan, Rajshahi	24,060	72,180	69,500	2,680	6,000	14,333	42,999	241,830			35	105	54	51	51	1,823	5,469	4,100	1,369	1,400			
5 Durgapur, Rajshahi	22,586	67,758	54,400	13,358	18,000	10,084	30,252	182,400			10	30	50			956	2,868	1,848	1,220	1,300			
6 Godagari, Rajshahi	34,522	103,566	160,600			23,850	71,550	661,560			64	192	91	101	101	3,457	10,371	10,173	198	200			
7 Mobarpur, Rajshahi	20,406	61,218	50,500	10,718	12,000	14,447	43,341	316,170			9	27	58			2,345	7,035	4,563	2,472	2,500			
8 Paba, Rajshahi	43,339	130,017	104,700	25,317	30,000	16,698	50,094	39,510	10,584	11,520	33	99	11	88	88	4,017	12,051	8,175	3,876	3,900			
9 Puthia, Rajshahi	29,966	89,898	69,400	20,498	24,000	14,854	44,562	39,345	5,217	5,760	7	21	10	11	11	1,716	5,148	3,198	1,950	2,000			
10 Tanore, Rajshahi	15,139	45,417	43,500	1,917	6,000	14,720	44,160	600,795			34	102	70	32	32	1,091	3,273	2,773	500	500			
11 Bhoikhat, Chapai Nawabganj	7,251	21,753	50,000			5,423	16,269	52,605			8	24	55			784	2,352	1,804	549	600			
12 Chapai Nawabganj Sadar, Chapai Nawabganj	49,235	147,705	125,900	21,805	24,000	22,296	66,888	56,670	10,218	11,520	43	129	105	24	24	4,809	14,427	8,007	6,420	6,500			
13 Gomastapur, Chapai Nawabganj	22,727	68,181	62,500	5,681	6,000	15,848	47,544	37,200	10,344	11,520	21	63	21	42	42	1,778	5,334	2,837	2,497	2,500			
14 Nachola, Chapai Nawabganj	10,904	32,712	26,400	6,312	12,000	6,647	19,941	19,020	921	1,440	3	9	59			1,283	3,849	3,200	649	700			
15 Shibganj, Chapai Nawabganj	37,644	112,938	86,000	26,938	30,000	24,000	78,000	74,010	3,990	4,320	38	114	82	32	32	3,453	10,359	6,983	3,374	3,400			
16 Baraiganj, Natore	37,056	111,168	66,500	44,668	48,000	22,316	66,943	376,845			53	159	8	151	151	3,105	9,315	70	9,245	9,300			
17 Bagari Para, Natore	14,139	42,417	278,300			8,474	25,422	239,915			15	45				45	45	537	1,811	972	859	700	
18 Gurodaspur, Natore	26,348	79,044	32,500	46,544	48,000	19,822	59,466	502,935			15	45				45	45	1,761	5,283	50	5,233	5,300	
19 Lalpur, Natore	24,784	74,358	52,397	21,961	24,000	20,500	61,500	440,805			32	96	40	56	56	2,220	6,660	5,378	1,282	1,300			
20 Natore Sadar, Natore	43,718	131,154	105,600	25,554	30,000	23,931	71,793	74,145			114	342	180	162	162	2,206	6,618	3,440	3,178	3,200			
21 Singra, Natore	45,205	135,615	281,000			36,774	110,322	497,880			32	96	105			2,721	8,163	6,775	1,388	1,400			
Total:	690,924	2,072,772	2,224,597	336,184	378,000	373,611	1,120,533	4,992,360	48,342	54,720	684	2,062	1,105	1,089	1,089	48,498	145,494	92,238	53,256	54,100			

Remarks :

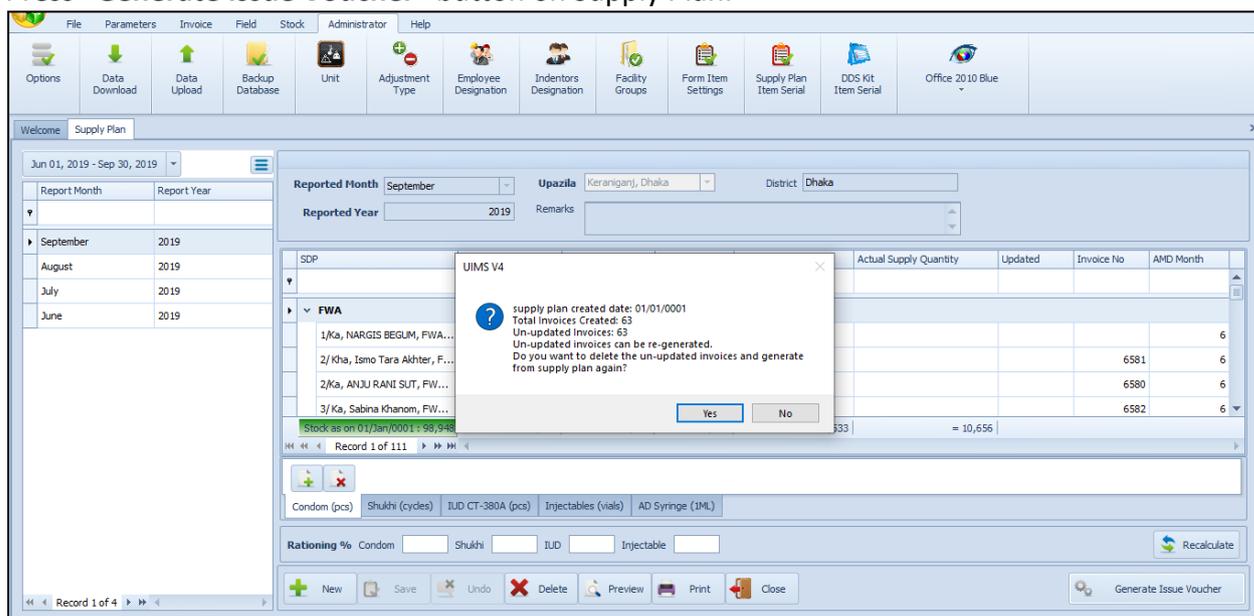
- Press on the printer icon. The print dialog box will appear.

Generate Issue Voucher using Supply Plan

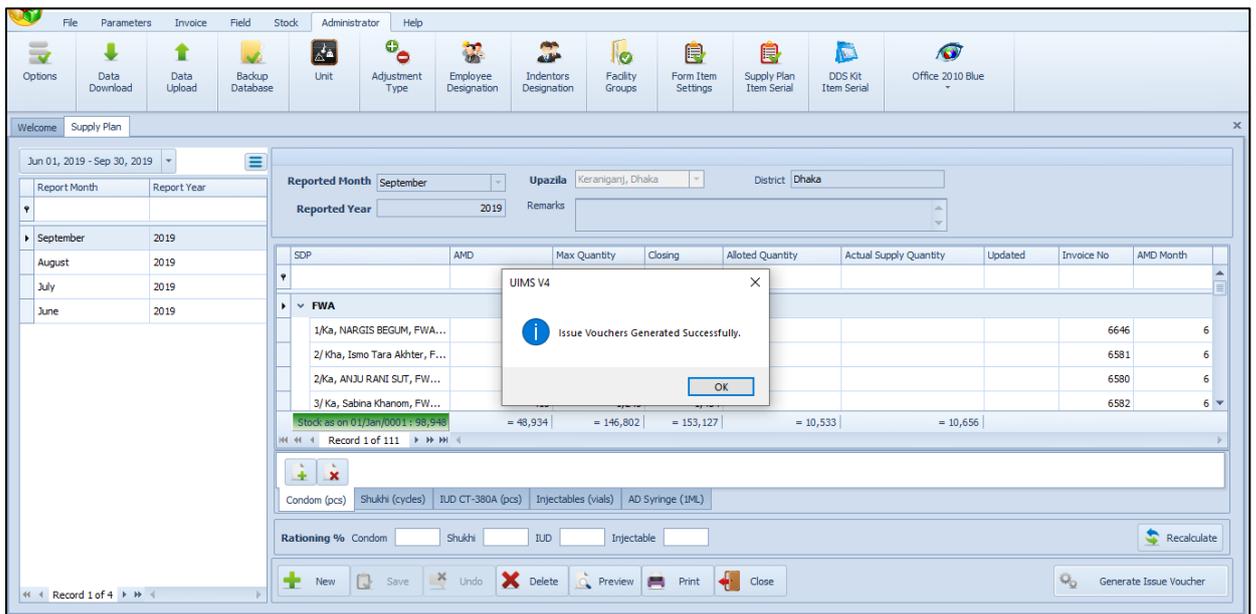
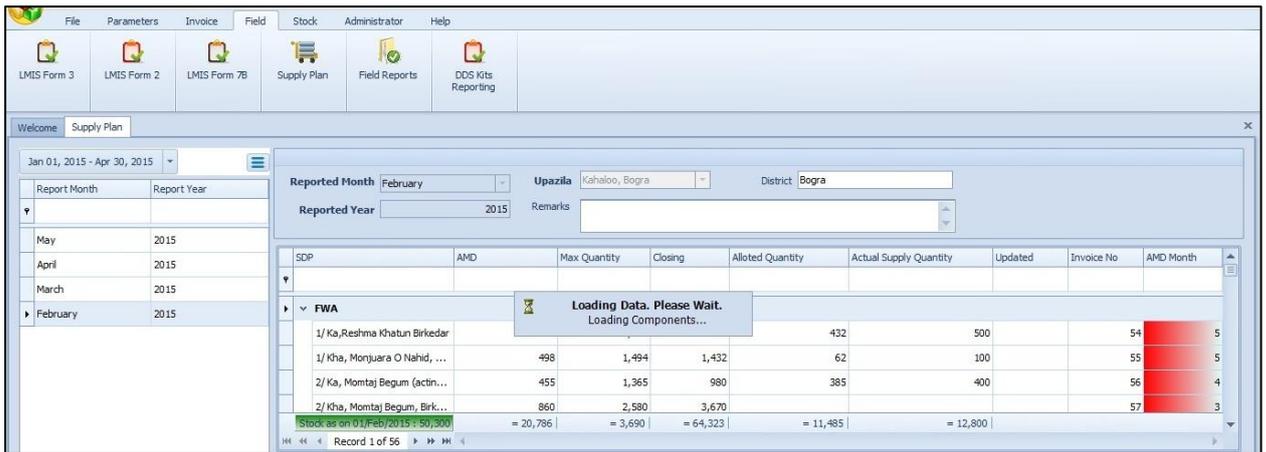
After Supply Plan generation has been completed, need to generate Issue Voucher automatically from Supply Plan:



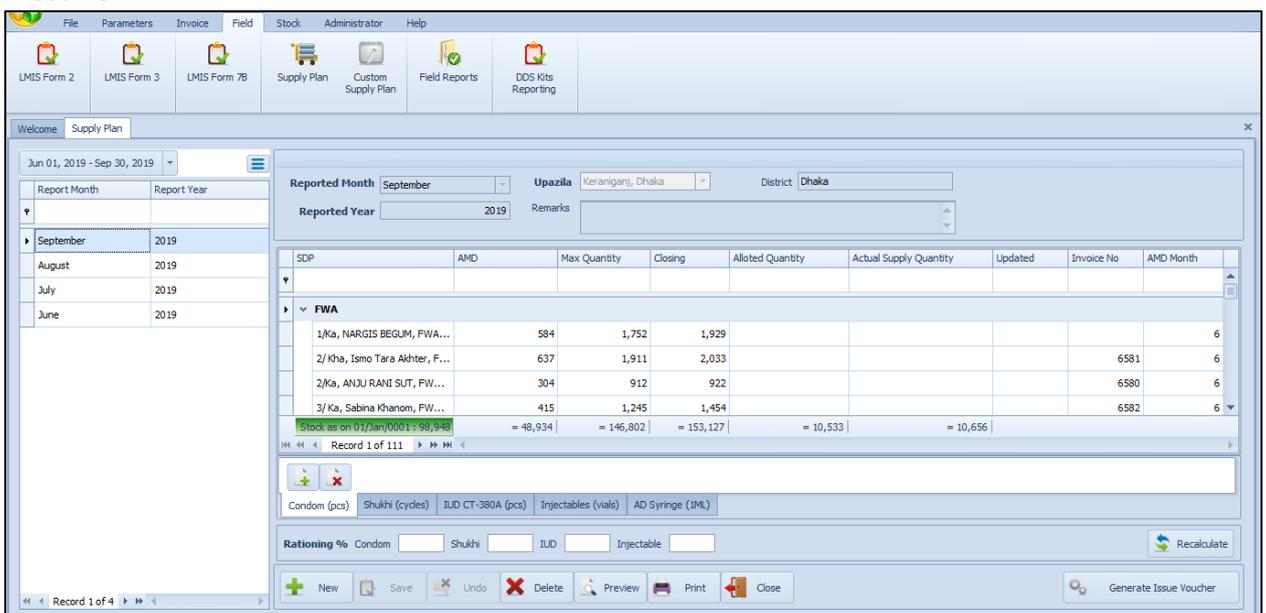
- Press **“Generate Issue Voucher”** button on Supply Plan.



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



- Press "OK"



- 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.

The screenshot displays the 'Supply Plan' window in UIMsv4. The interface includes a menu bar (File, Parameters, Invoice, Field, Stock, Administrator, Help) and a toolbar with icons for LMS Forms, Supply Plan, Custom Supply Plan, Field Reports, and DDS Kits Reporting. The main area shows a 'Reported Month' of August 2019 for the Upazila of Keraniganj, Dhaka. A table lists SDPs with their respective AMD, Max Quantity, Closing, Alloted Quantity, Actual Supply Quantity, Updated status (indicated by lock icons), Invoice No, and AMD Month. A summary row shows totals for various categories. At the bottom, there are buttons for 'New', 'Save', 'Undo', 'Delete', 'Preview', 'Print', 'Close', and 'Generate Issue Voucher'.

SDP	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
FWA								
1/Ka, NARGIS BEGUM, FWA...		584	1,752	1,029	723	900	6456	6
2/Kha, Ismo Tara Akhter, F...		637	1,911	1,133	778	900	6458	6
2/Ka, ANJU RANI SUT, FW...		304	912	922			6457	6
3/Ka, Sabina Khanom, FW...		415	1,245	854	391	600	6459	6
Stock as on 01/Jan/0001 : 0		= 48,934	= 146,802	= 109,627	= 44,064	= 42,900		

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

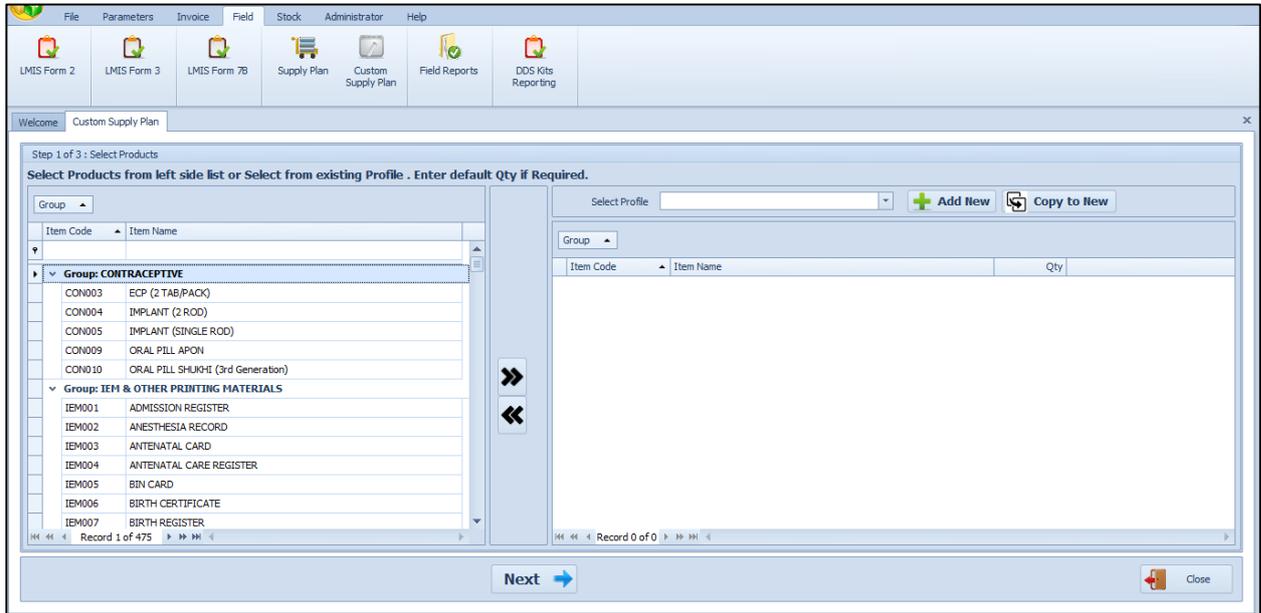
Issue Voucher Generate from Supply Plan based on Stock Availability

- 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 generate 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 quantity 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.

6.5. Custom Supply Plan

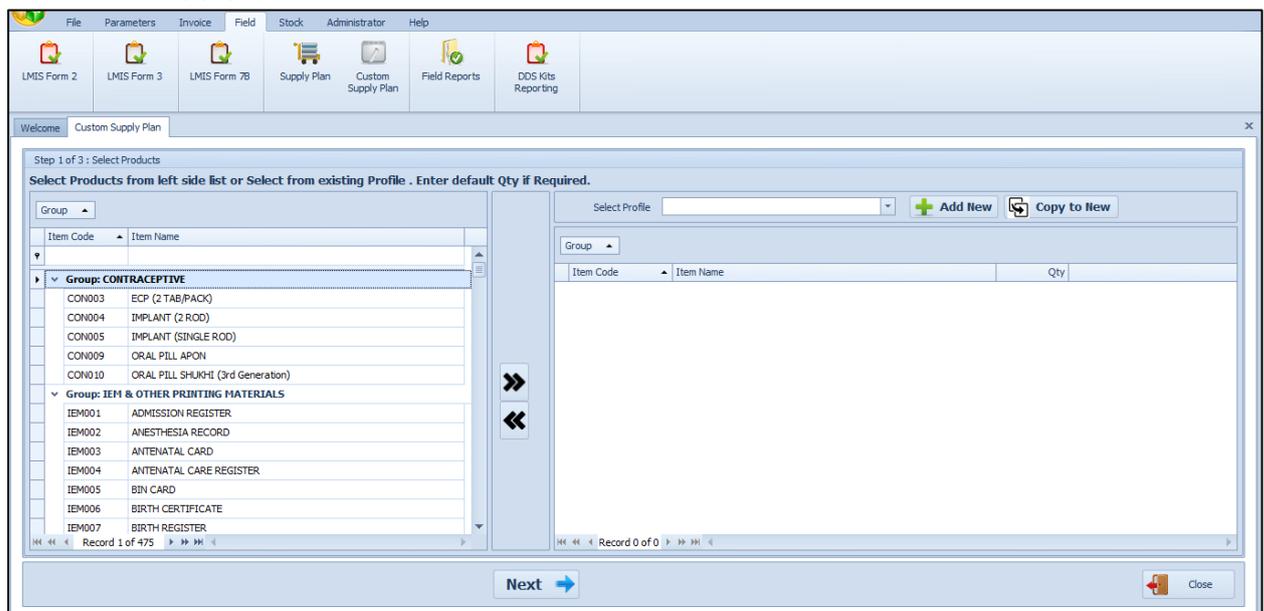
To access Field Reports follow the following steps-

- Run UIMsv4
- Select **Field > Custom Supply Plan** from **Field** menu.
- The **Custom Supply Plan** form is displayed.

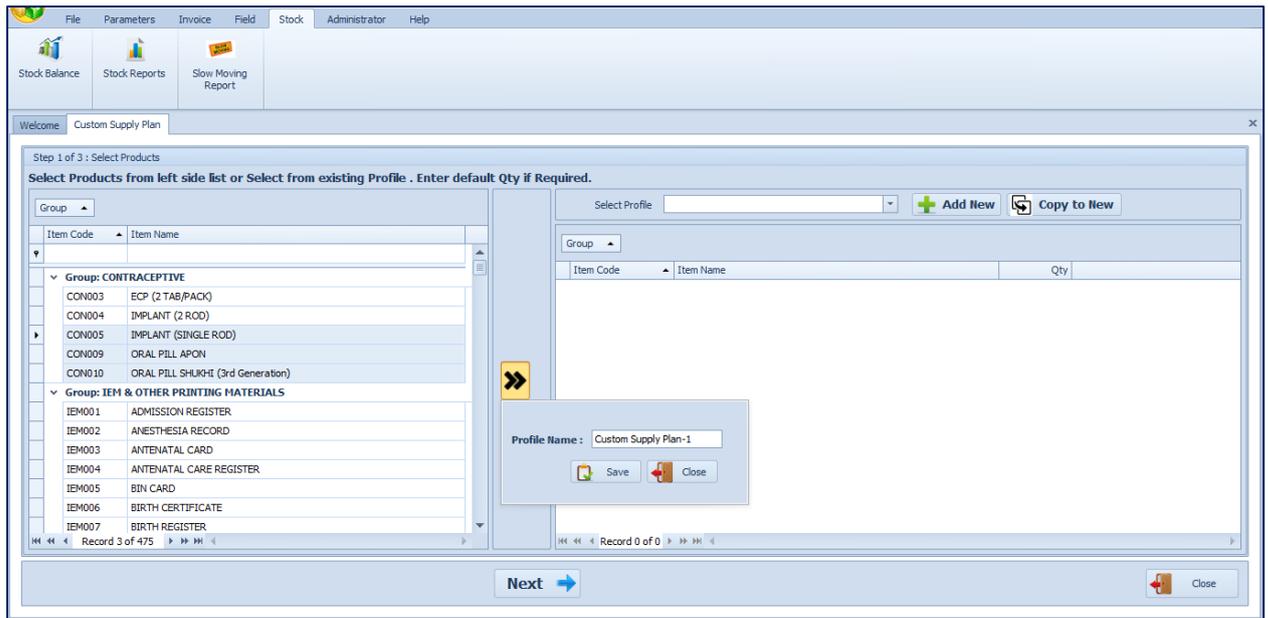


For issuing particular item to several facilities – custom supply plan for selective items. Select multiple facilities and select multiple products then generate issue vouchers. With editing option as variable editable quantity.

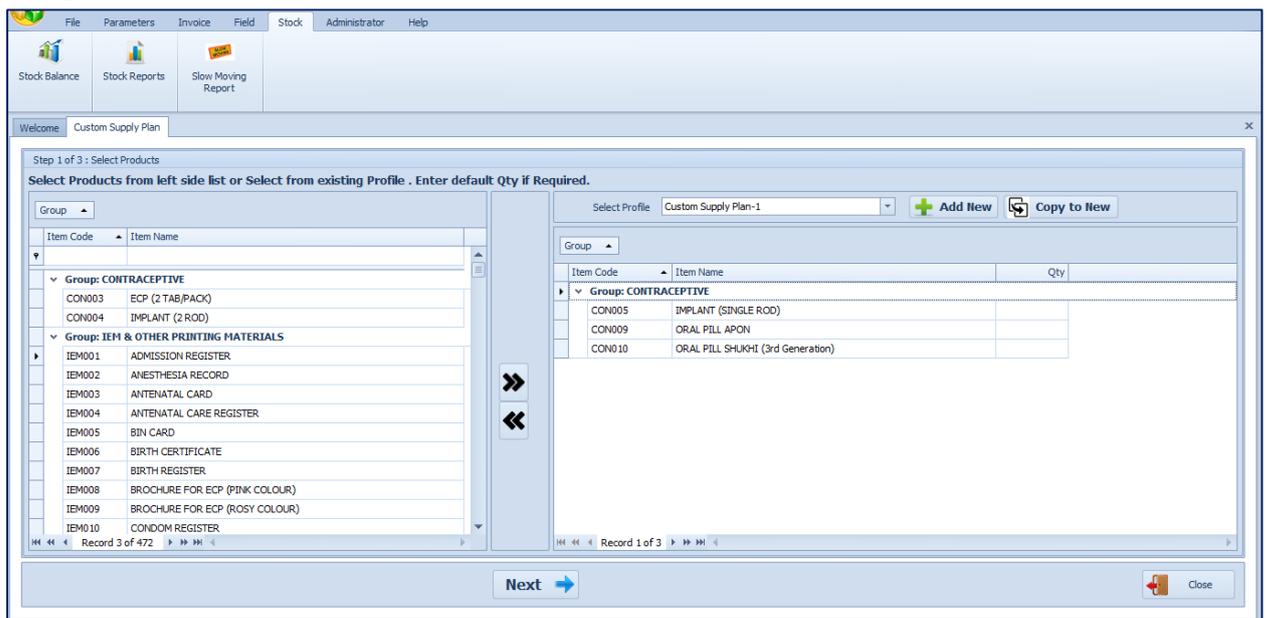
Generate Custom Supply Plan



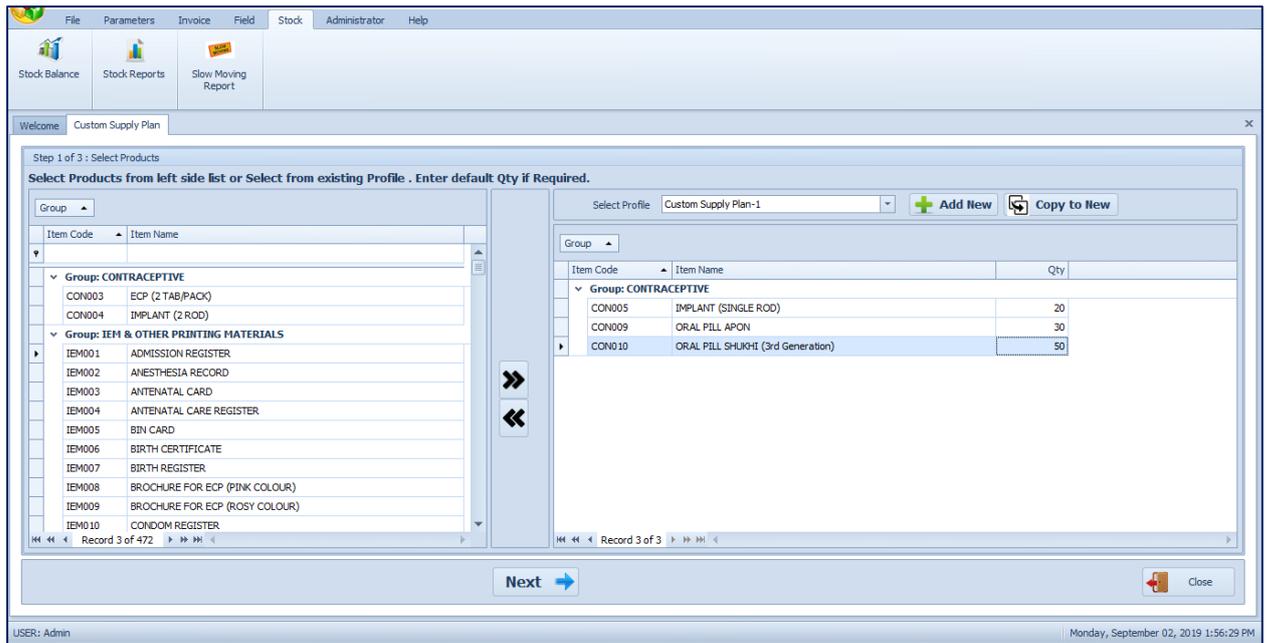
- Select products from left side product list and press on “>>” button to creating Custom Supply Plan



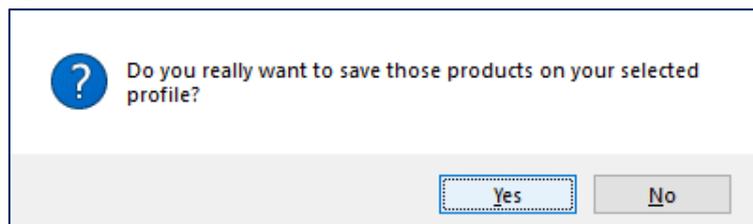
- Enter your custom supply plan profile name and press on 'Save' button. After pressing see the following screen -



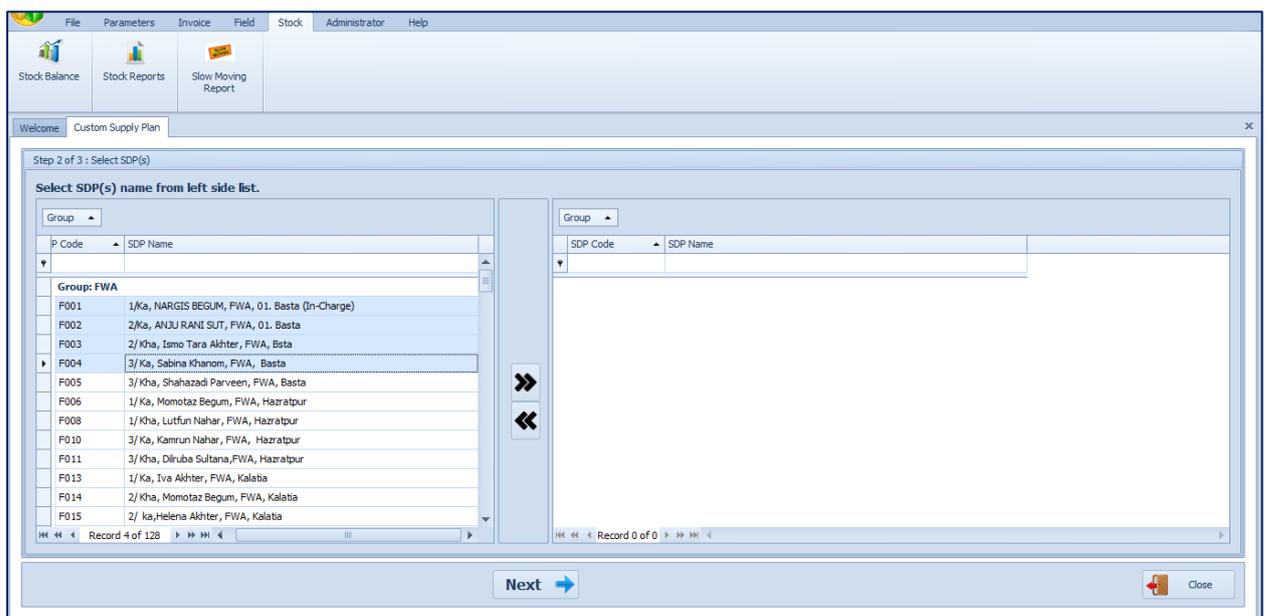
- Press on "Next". After pressing next will see the following screen.



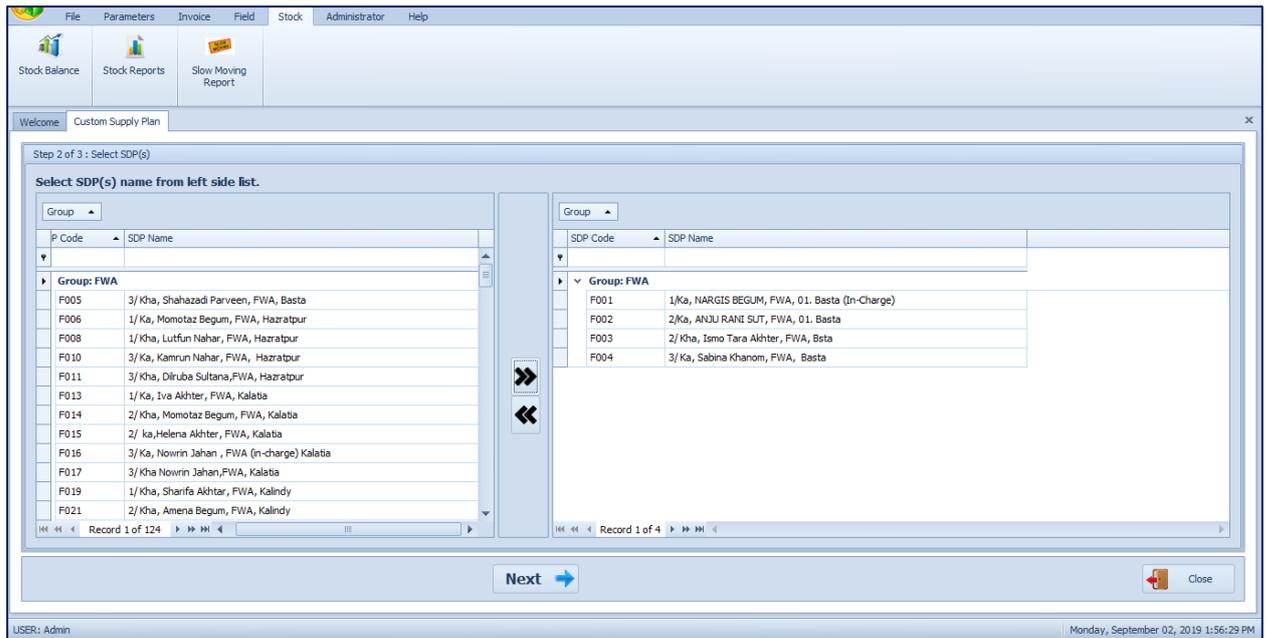
- Enter the product quantity which will be issued against SDP's. Press on **“Next”** after pressing will see the following message.



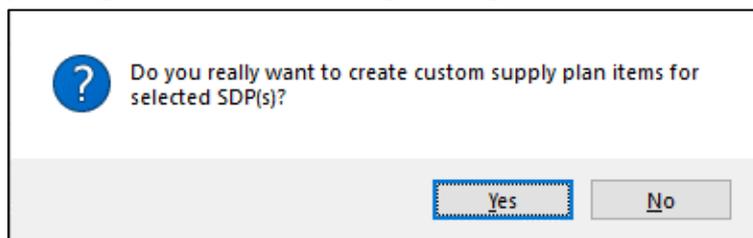
- Press on **“Yes”**. After pressing custom supply plan products will saved and displaying following screen for select SDP.



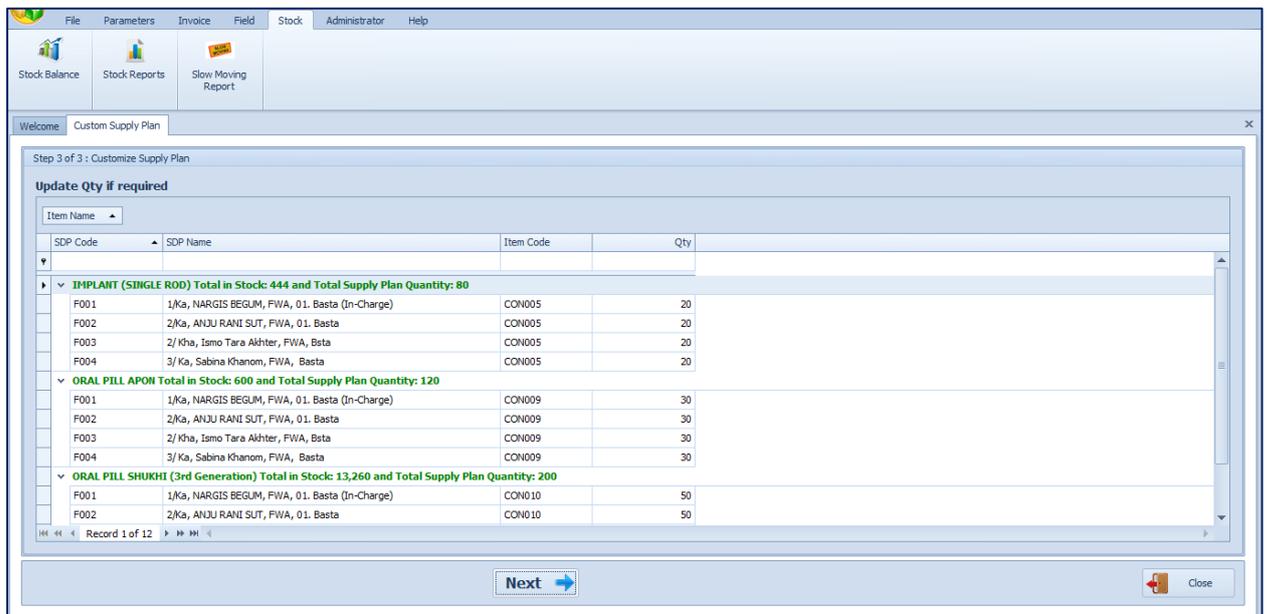
- Select SDP's from left side SDP's list and press on **“>>”** button to transfer right side for creating custom supply plan. See the following screen.



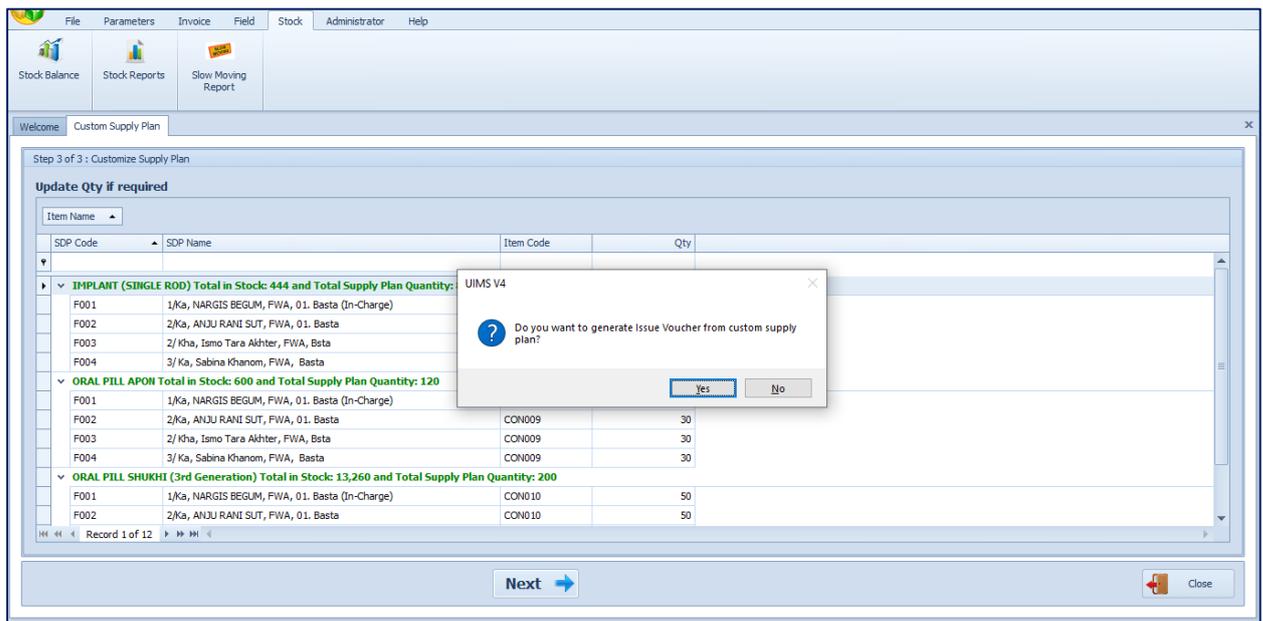
- Press on **“Next”**. After pressing will see the following message.



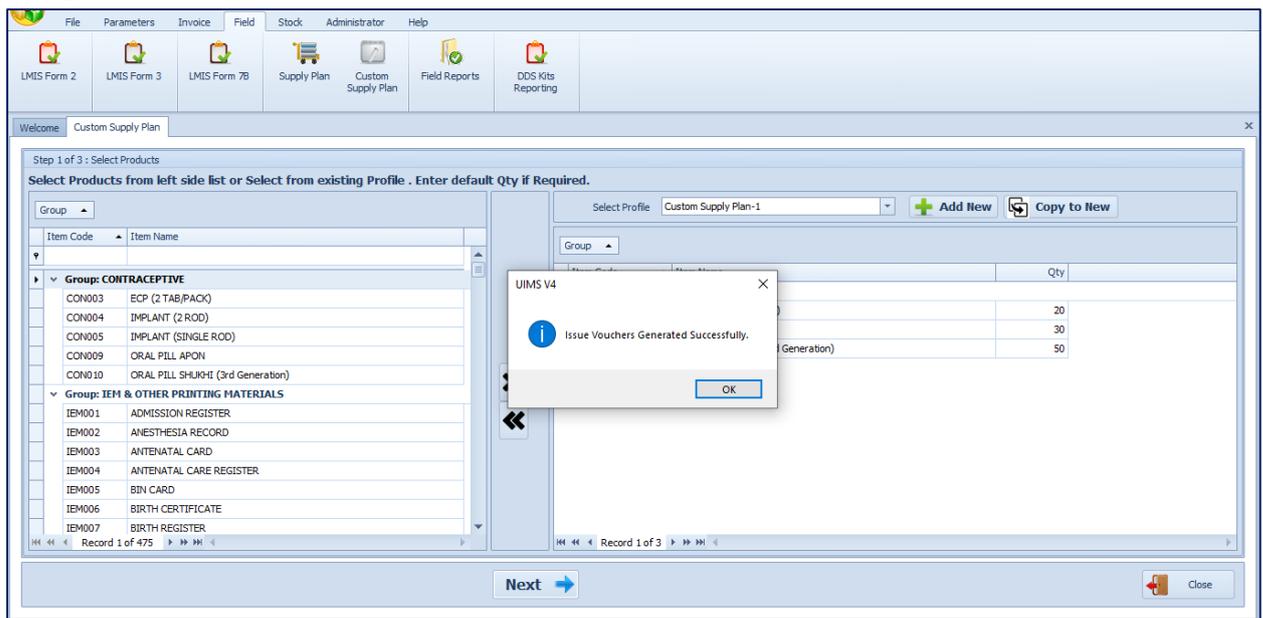
- Press on **“Yes”**. After pressing will see the following screen -



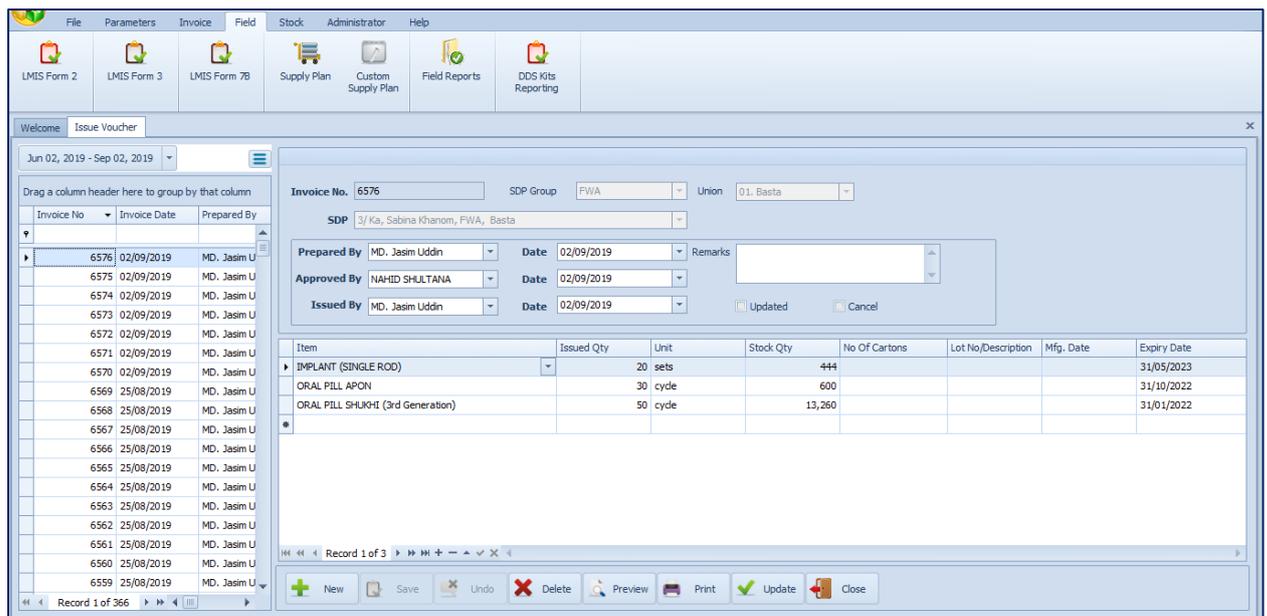
- Press on “Next”. After pressing will see the following message -



- Press on “Yes”. After pressing message displayed ‘Issue voucher Generate successfully’ like following screen -



- Press on ‘OK’. After pressing generated issue voucher form will be displayed like following screen -



6.6. Field Reports

To access Field Reports follow the following steps-

- Run UIMsv4
- Select **Field > Field Reports** from **Field** menu.
- The **Field Reports** form is displayed.

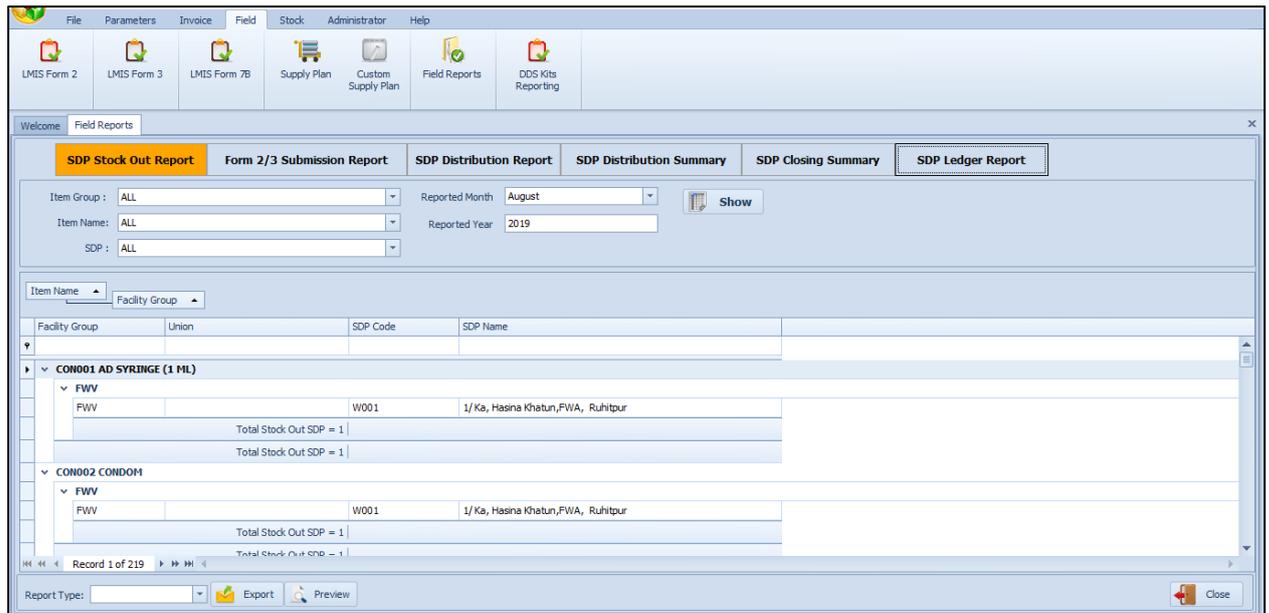
This form contains 5 (five) reports related to field/SDPs.



SDP Stock Out Report

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**"



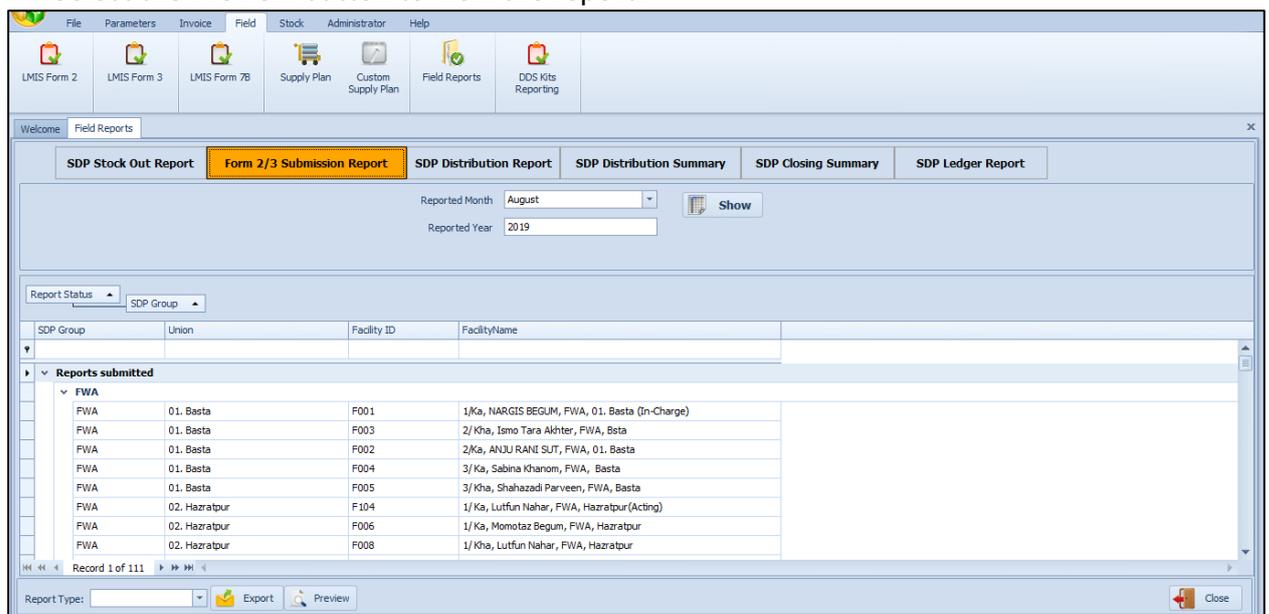
UPAZILA FAMILY PLANNING OFFICE
KAHALOO, BOGRA
SDP Stock Out Report of March 2015

Facility Group	Union	SDP Code	SDP Name
Item Name: CON002 CONDOM Total Stock Out SDP = 1, Total SDPs = 1, , Total SDPs = 1,			
Facility Group: FWV Total Stock Out SDP = 1, Total SDPs = 1, , Total SDPs = 1,			
FWV		W010	JHARNA KHATUN ,FWV,Birkedar
		Total Stock Out SDP = 1	
		Total Stock Out SDP = 1	

Form 2/3 Submission Report

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.



UPAZILA FAMILY PLANNING OFFICE KAHALOO, BOGRA SDP Report Submission Status on March 2015				
SDP Group	Union	Facility ID	FacilityName	
Report Status: Reports submitted Total Stock Out SDP = 56, Total SDPs = 56, , Total SDPs = 56,				
SDP Group: FWA Total Stock Out SDP = 46, Total SDPs = 46, , Total SDPs = 46,				
FWA	1. Birkedar	F043	1/ Ka,Reshma Khatun Birkedar	
FWA	1. Birkedar	F001	1/ Kha, Monjuara O Nahid, Birkedar	
FWA	1. Birkedar	F044	2/ Ka, Montaj Begum (acting), Birkedar	
FWA	1. Birkedar	F002	2/ Kha, Montaj Begum, Birkedar	
FWA	1. Birkedar	F003	3/ Ka, Robia Khatun, Birkedar	
FWA	1. Birkedar	F042	3/ Kha, Nasima banu, Birkedar	
FWA	2. Durgapur	F004	1/ Ka, Safura Khatun, Durgapur	
FWA	2. Durgapur	F005	1/ Kha, Saleha Khatun, Durgapur	
FWA	2. Durgapur	F045	2/ Ka, Baby Akter, (acting) Durgapur	
FWA	2. Durgapur	F006	2/ Kha, Baby Akhter, Durgapur	
FWA	2. Durgapur	F040	3/ Ka, Moslama Khatun, Durgapur	
FWA	2. Durgapur	F007	3/ Kha, Monwara Begum, Durgapur	

SDP Distribution Report

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.

UPAZILA FAMILY PLANNING OFFICE KAHALOO, BOGRA SDP Distribution Report Between March 01, 2015 and March 31, 2015				
Facility Group	Union	SDP Code	SDP Name	
Item Name: CON001 AD SYRINGE (1 ml) Total Stock Out SDP = 51, Total SDPs = 51,331, Total SDPs = 51, 331				
Facility Group: FWA Total Stock Out SDP = 41, Total SDPs = 41, 331, Total SDPs = 41, 331				
FWA	1. Birkedar	F001	1/ Kha, Monjuara O Nahid, Birkedar	
FWA	1. Birkedar	F002	2/ Kha, Momtaj Begum, Birkedar	
FWA	1. Birkedar	F003	3/ Ka, Robia Khatun, Birkedar	
FWA	1. Birkedar	F042	3/ Kha, Nasima banu, Birkedar	
FWA	1. Birkedar	F043	1/ Ka, Reshma Khatun Birkedar	
FWA	1. Birkedar	F044	2/ Ka, Momtaj Begum (acting), Birkedar	
FWA	2. Durgapur	F004	1/ Ka, Safura Khatun, Durgapur	
FWA	2. Durgapur	F005	1/ Kha, Saleha Khatun, Durgapur	
FWA	2. Durgapur	F006	2/ Kha, Baby Akhter, Durgapur	
FWA	2. Durgapur	F007	3/ Kha, Monwara Begum, Durgapur	
FWA	2. Durgapur	F040	3/ Ka, Moslama Khatun, Durgapur	
FWA	2. Durgapur	F045	2/ Ka, Baby Akter, (acting) Durgapur	

SDP Distribution Summary

The forth 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.

The screenshot displays the 'SDP Distribution Summary' report in the UIMsv4 application. The interface includes a menu bar (File, Parameters, Invoice, Field, Stock, Administrator, Help) and a toolbar with icons for LMS Form 2, LMS Form 3, LMS Form 7B, Supply Plan, Custom Supply Plan, Field Reports, and DDS Kits Reporting. The main window shows a report title bar with tabs for 'SDP Stock Out Report', 'Form 2/3 Submission Report', 'SDP Distribution Report', 'SDP Distribution Summary' (selected), 'SDP Closing Summary', and 'SDP Ledger Report'. Below the title bar, there are filters for 'Reported Month' (July) and 'Reported Year' (2019), with a 'Show' button. A 'Drop Filter Fields Here' section is visible above the data table. The data table has columns for 'Name of Union/ Ward No.', 'Condom (PCS)', 'Implant Total', 'Injectables(Vials)', 'IUD (Pcs)', and 'Shukhs'. The table lists 12 unions with their respective commodity counts. At the bottom, there are buttons for 'Report Type', 'Export', 'Preview', and 'Close'.

Name of Union/ Ward No.	Condom (PCS)	Implant Total	Injectables(Vials)	IUD (Pcs)	Shukhs
01. Basta	3,438	0	111	3	1,780
02. Hazratpur	2,916	0	192	1	1,057
03. Kalebta	2,234	0	97	0	1,557
04. Kalindy	2,805	0	198	6	2,012
05. Konda	6,057	0	239	2	3,641
06. Ruhitpur	790	0	75	3	518
07. Sakta	5,732	103	93	5	1,496
08. Zinzira	7,380	0	281	1	4,067
09. Aganogor	2,356	0	328	9	1,886
10. Shuvedda	6,119	0	601	11	4,334
11. Taranogor	2,460	0	446	15	1,390
12. Tagoria	2,316	0	84	3	1,525

UPAZILA FAMILY PLANNING OFFICE KAHALOO, BOGRA SDP SDP Distribution Summary Status on March 2015				
Distribution		Item Name		
SL	Name of Union/ Ward No.	Condom (Nirapad) (Pcs)	Implant	Injectables (Depo-Provera) (Via
1	1. Birkedar	5740	0	331
	2. Durgapur	0	0	0
	3. Jamgram	0	0	0
	4. Kahaloo	0	0	0
	5. Kalai	0	0	0
	6. Malancha	0	0	0
	7. Muroil	0	0	0
	8. Narhatta	0	0	0
	9. Paikore	0	0	0
1	Total	5740	0	331

SDP Closing Summary

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.

The screenshot shows the 'SDP Closing Summary' report in the UIMsv4 application. The report is filtered for the month of July 2019. The data table below shows the distribution of commodities across various SDP groups and unions.

Month Closing Balance	Item Name	Condom (PCS)	Implant Total	Injectables(Vials)	IUD (Pcs)	Shukhi
FWA	01. 1/ Ka, Ayscha Begum (n-charge), FWA, Sh...	10. Shuvadda	252	19		227
	01. 1/ Ka, Nurjahan Begum, FWA, Aganogar	09. Aganogar	844	14		574
	02. 1/ Kha Suborna (n-charge) , FWA, Shuva...	10. Shuvadda	422	26		309
	02. 1/ Kha, Khaleda Begum, FWA, Aganogar	09. Aganogar	1,416	36		654
	03. 1/ Ga, Hasina Begum, FWA, Aganogar	09. Aganogar	1,064	22		312
	03. 2/ Ka, Taslima Hossain, FWA, Zinzira	08. Zinzira	996	34		527
	04. 1/ Gha, Jesmin Begum, FWA, Aganogar	09. Aganogar	800	74		1,100
	04. 1/ Gha, Shahana Begum, FWA, Shuvadda	10. Shuvadda	1,476	76		454
	04. 2/ Kha, Marufa Akhtar Mukti, FWA, Zinzira	08. Zinzira	544	32		684
	05. 1/ Cha, Taslima Khatun, FWA, Aganogar	09. Aganogar	824	41		645
	05. 1/ Uma, Sabina Asrafi, FWA, Shuvadda	10. Shuvadda	540	68		671
	05.2/ Ga, Nasrin Rahman, FWA, Zinzira	08. Zinzira	636	30		398

UPAZILA FAMILY PLANNING OFFICE KAHALOO, BOGRA SDP SDP Closing Summary Status on March 2015				
Month Closing Balance		Item Name		
SDP Group	SDP Name	Union Name	Condom (Nirapad) (Pcs)	Implant
FWA	1, Julekha Sarker, Narhatta	8. Narhatta	2009	
	1/ Ka, Halima Begum, Kahaloo	4. Kahaloo	1566	
	1/ ka, Nargis Ara, FWA - Acting, Jamgram	3. Jamgram	600	
	1/ Ka, Nargis Ara, Paikore	9. Paikore	400	
	1/ Ka, Rezia Khatun, Malancha	6. Malancha	524	
	1/ Ka, Safura Khatun, Durgapur	2. Durgapur	340	
	1/ Ka, Samitra Rani ,Kalai	5. Kalai	750	
	1/ Ka, Reshma Khatun Birkedar	1. Birkedar	468	
	1/ Kha, Anguri Khatun, Kahaloo	4. Kahaloo	500	
	1/ Kha, Mabia Begum, Paikore	9. Paikore	820	
	1/ Kha, Monjuara O Nahid, Birkedar	1. Birkedar	270	
	1/ Kha, Monwara Begum, Malancha	6. Malancha	330	
	1/ Kha, Nargis Ara, Jamgram	3. Jamgram	1258	
	1/ Kha, Rabeya Khanam, Kalai	5. Kalai	1200	
	1/ Kha, Saleha Khatun, Durgapur	2. Durgapur	737	
	1/ka, Umme Habiba Muroil	7. Muroil	750	
	2, Farida Khatun, Paikore	9. Paikore	950	
	2, Merina Khatun, Narhatta	8. Narhatta	2415	
	2/ Ka, Baby Akter, (acting) Durgapur	2. Durgapur	2225	
	2/ Ka, Julaikha Aktre Bobi, Kalai	5. Kalai	1020	
2/ Ka, Momtaj Begum (acting), Birkedar	1. Birkedar	340		

SDP Ledger Report

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.

UPAZILA FAMILY PLANNING OFFICE
KERANIGANJ, DHAKA
SDP Ledger Report
Between August 01, 2019 and August 31, 2019

Item Name	SDP Code	Opening Bal.	Received	Distribution	Adj.(+)	Adj.(-)	Closing Bal.
Facility Group: FWA Total Stock Out SDP = 672, Total SDPs = 672, Total SDPs = 672, 2000							
SDP Name: 01. 1/ Ka, Aysha Begum (in-charge), FWA, Shuvadda Total Stock Out SDP = 7, Total SDPs = 7, Total SDPs = 7, 0							
CON001 AD SYRINGE (1 ML)	F062	34					34
CON002 CONDOM	F062	252	300				552
CON006 INJECTABLES(DEPO-PROVERA)	F062	19					19
CON008 ORAL PILL SHUKHI	F062	227	90				317
CON009 ORAL PILL APON	F062	33					33
MCH021 TAB. MISOPROSTOL 200 MCG (2 tab. = 1 dose)	F062	14					14
MCH051 7.1% CHLOROHEXIDINE	F062	5					5
		584	390	0	0	0	974
SDP Name: 01. 1/ Ka, Nurjahan Begum, FWA, Aganogar Total Stock Out SDP = 7, Total SDPs = 7, Total SDPs = 7, 0							
CON001 AD SYRINGE (1 ML)	F056	17	7				24
CON002 CONDOM	F056	844	300				1,144
CON006 INJECTABLES(DEPO-PROVERA)	F056	14	7				21
CON008 ORAL PILL SHUKHI	F056	574	210				784
CON009 ORAL PILL APON	F056	65					65
MCH021 TAB. MISOPROSTOL 200 MCG (2 tab. = 1 dose)	F056	12					12
MCH051 7.1% CHLOROHEXIDINE	F056	8					8
		1,534	524	0	0	0	2,058
SDP Name: 02. 1/ Kha Suborna (in-charge), FWA, Shuvadda Total Stock Out SDP = 7, Total SDPs = 7, Total SDPs = 7, 0							
CON001 AD SYRINGE (1 ML)	F063	42	7				49
CON002 CONDOM	F063	477	300				777

6.7. DDS Kits Reporting

- The DDS Kits Reporting is used to enter 28 Items DDS Kit to distribute to FWV.

Open DDS Kits Reporting Form

- Run UIMsv4
- Select **Field > DDS Kits Reporting...** from **Field** menu.
- The **DDS Kits Reporting** Form is displayed.

General Description of DDS Kits Reporting

The screenshot shows the 'DDS Kits Reporting' form. It features a menu bar at the top with options like 'File', 'Parameters', 'Invoice', 'Field', 'Stock', 'Administrator', and 'Help'. Below the menu is a toolbar with icons for 'LMIS Form 3', 'LMIS Form 2', 'LMIS Form 7B', 'Supply Plan', 'Field Reports', and 'DDS Kits Reporting'. The main window is titled 'Reporting' and contains several input fields: 'Month Year' (set to 'Jan 01, 2015 - Apr 30, 2015'), 'Facility Name', 'ID', 'SDP Group' (set to 'FWV'), and 'SDP' (set to '02. Anwara Akter, FWV, Bahadurshadi'). The central part of the form is a table with columns: 'SI No', 'Name of medicine', 'Opening Balance', 'Received', 'Total', 'Distribution', 'Adjustment(+)', 'Adjustment (-)', and 'Closing Balance'. The table lists 12 items of medicine. At the bottom, there is a command bar with buttons for 'New', 'Save', 'Undo', 'Delete', and 'Close'.

This form is used for entering reporting of 28 DDS Kits items consumption data to FWV. Controls in the form are grouped into 4 (four) blocks –

A. List of SDPs by Month Year: Shows month wise list of the FWVs.

B. DDS Kits Form Entry Option: Shows various options for selecting

- ID: Id automatically generate
- SDP Group: Default group FWV always selected
- SDP: Need to select the SDP under FWV group
- Reporting Month: Select from Month combo
- Reporting Year: Select from Year combo for which DDS Kits Report is submitted.

C. Details of Item:

- SI No: Number comes automatically
- Name of Medicine: Name of 28 DDS Kits Medicine list
- Opening Balance: Automatically comes
- Received: Need to enter
- Total: Opening plus Received
- Distribution: Need to enter
- Adjustment (+): Need to enter if any
- Adjustment (-): Need to enter if any
- Closing Balance: Closing balance will be calculated.

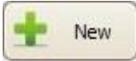
D. Command buttons: A number of buttons to manipulate the DDS Kits.

Features of DDS Kits Reporting

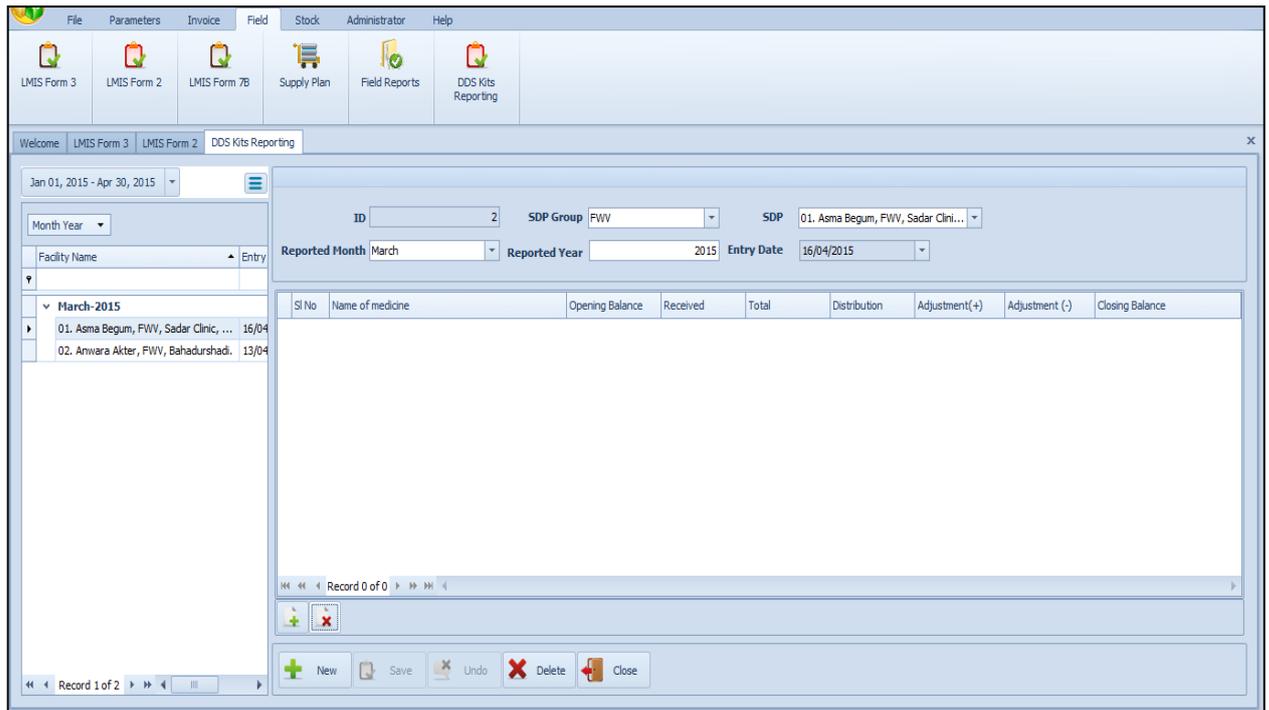
- Only **Active SDPs** are allowed to give DDS Kit entry.
- For first month user allowed to give entry the opening balance only then for next month opening balance automatically came from previous month closing balance.

- Validation on closing balance not possible to entry (-) **Negative** and showing **Red color** if user try to enter negative entry.
- DDS kit (28) items entry on SCMP with multiple factor downloaded in UIMSV4. User can not add/edit any DDS kit items in UIMSV4.

Enter a new DDS Kits Report

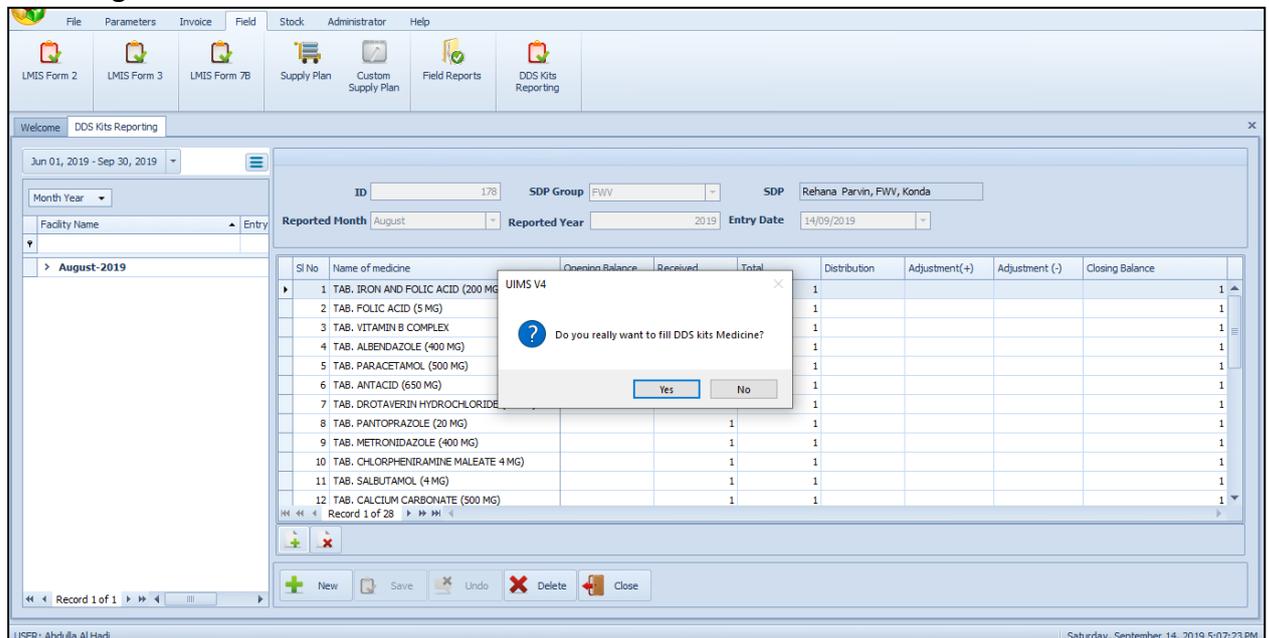
- Press  button from the command buttons block. The form will look like the following screen:

- The ID will be generated automatically.
- 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.

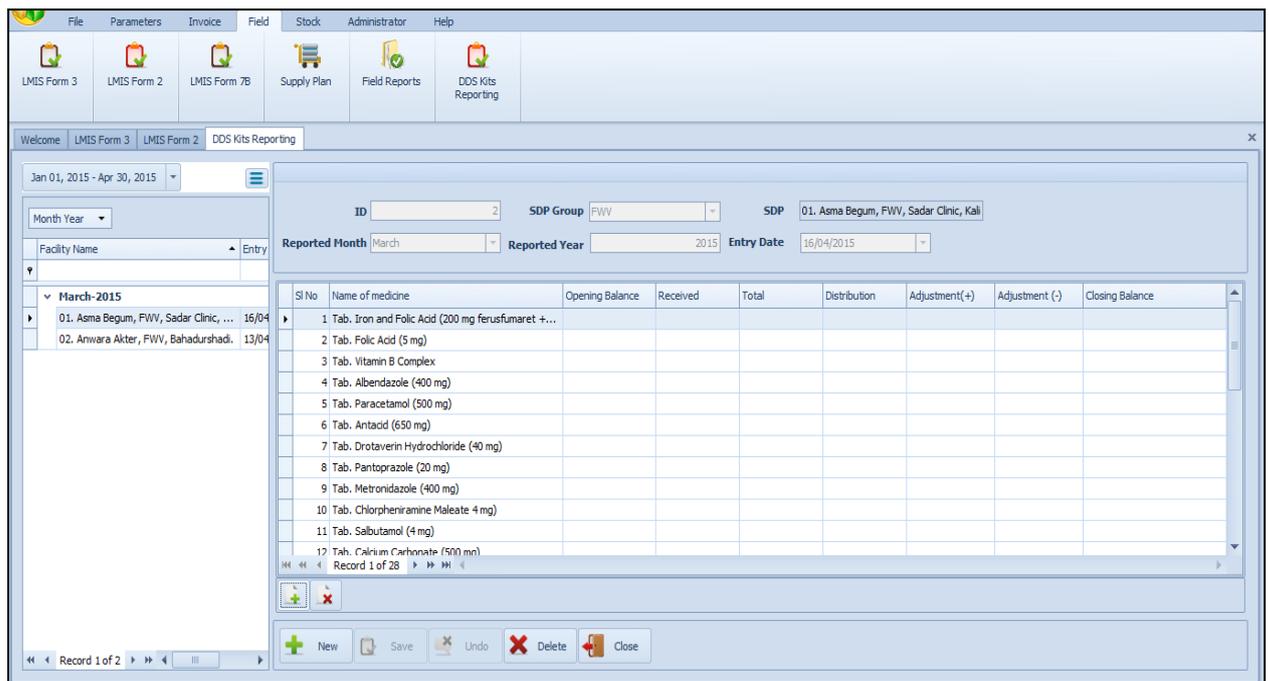


DDS Kits Details Entry

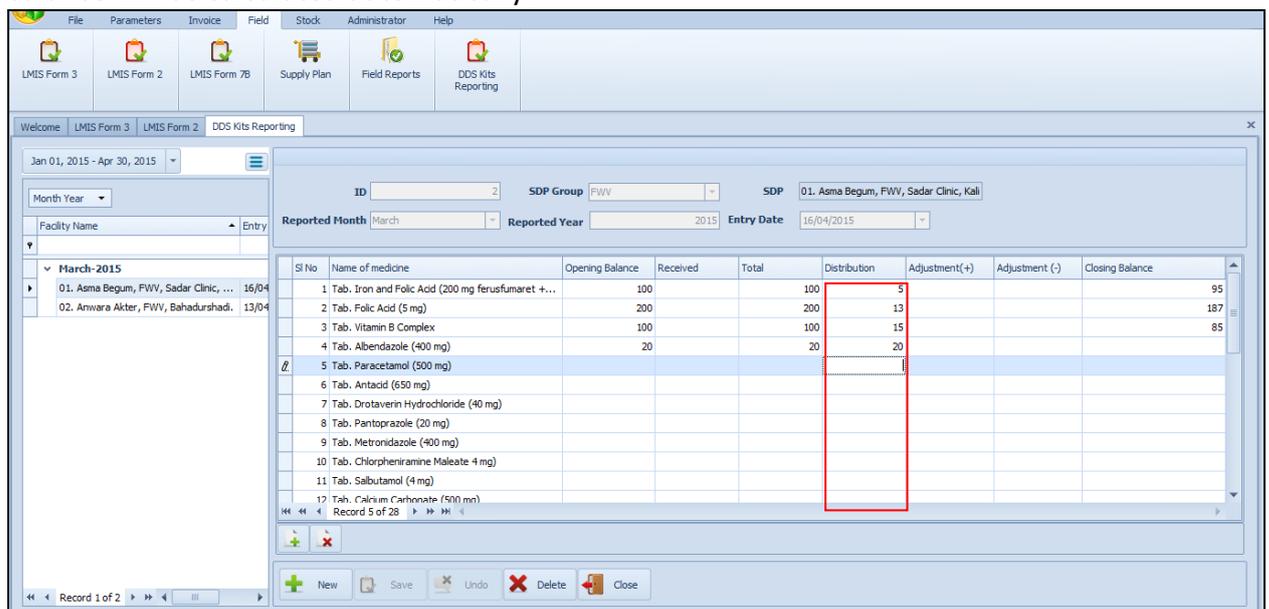
- Press  button from the command buttons block. A dialogue box will appear as like the following screen:



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



- Opening balance will appear automatically with a default balance, before enter receive and distribution the Total and Closing balance of this month would be equal to Opening balance.
- Enter the received of this month, make adjustment (if any), distribution of this month. Closing balance will be calculated automatically.



How to edit DDS Kits Report

- 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.
- Select the SDP you want to edit from the list in block C.

No	UIMS Code	Name of medicine	Opening Balance	Received	Distribution	Adjustment(+)	Adjustment (-)	Closing Balance
7	MCH001	CAP. AMOXICILLIN 500 mg	12	0	10			2
3	MCH013	TAB. ALBENDAZOLE 400 mg	11	0				11
8	MCH014	TAB. CIPROFLOXACINE 500 mg	13	0				13
6	MCH016	TAB. DIAZEPAM 5 mg	14	0	5			9
1	MCH018	TAB. IRON (FS 200 mg + FOLIC ACID 200 mcg)	12	0				12
5	MCH020	TAB. METRONIDAZOL 400 mg	9	0				9
4	MCH023	TAB. PARACETAMOL 500 mg	12	0	6			6

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

Select the SDP you want to remove from SDP list.

- Press **“Delete”** button.
- A confirmation dialog will be shown.

The screenshot shows the 'DDS Kits Reporting' window in UIMS V4. The window title is 'Welcome | DDS Kits Reporting'. The main area contains a table with columns: SI No, Name of medicine, Opening Balance, Received, Total, Distribution, Adjustment(+), Adjustment (-), and Closing Balance. A confirmation dialog box titled 'UIMS V4' is overlaid on the table, asking 'Do you really want to delete all of the items in DDS kits Medicine?' with 'Yes' and 'No' buttons. The table data includes items like 'TAB. IRON AND FOLIC ACID', 'TAB. FOLIC ACID (5 MG)', 'TAB. VITAMIN B COMPLEX', etc.

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

How to filter month-wise SDP list

The screenshot shows the 'DDS Kits Reporting' window in the UIMsv4 application. The interface includes a menu bar at the top with options like File, Parameters, Invoice, Field, Stock, Administrator, and Help. Below the menu, there are icons for various forms and reports. The main window displays a report for 'DDS Kits Reporting' with the following details:

- Filtering Options:**
 - This Month
 - Last Month
 - Last 3 Month** (Selected)
 - Last Year
 - Custom Range
- Custom Range Dates:** From 01/01/2015 To 30/04/2015
- Report Details:**
 - ID: 2
 - SDP Group: FWV
 - SDP: 01. Asma Begum, FWV, Sadar Clinic, Kali
 - Reported Month: March
 - Reported Year: 2015
 - Entry Date: 16/04/2015
- Table Data:**

SI No	Name of medicine	Opening Balance	Received	Total	Distribution	Adjustment(+)	Adjustment (-)	Closing Balance
1	Tab. Iron and Folic Acid (200 mg ferusfumaret +...	100		100	5			95
2	Tab. Folic Acid (5 mg)	200		200	13			187
3	Tab. Vitamin B Complex	100		100	15			85
4	Tab. Albendazole (400 mg)	20		20	20			
5	Tab. Paracetamol (500 mg)							
6	Tab. Antacid (650 mg)							
7	Tab. Drotaverin Hydrochloride (40 mg)							
8	Tab. Pantoprazole (20 mg)							
9	Tab. Metronidazole (400 mg)							
10	Tab. Chlorpheniramine Maleate 4 mg)							
11	Tab. Salbutamol (4 mg)							
12	Tab. Calcium Carbonate (500 mn)							

Chapter-7: Stock

7.1. 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.

Item Code	Item Name	Usable Qty	Unusable Qty	Unit
Group: CONTRACEPTIVE				
CON001	AD SYRINGE (1 ml)	1,513		pcs
CON002	CONDOM	55,100		pcs
CON003	ECP (2 TAB/PACK)			pack
CON004	IMPLANT (2 ROD)			sets
CON005	IMPLANT (SINGLE ROD)			sets
CON006	INJECTABLES (DEPO-PROVERA)	1,406		vials
CON007	IUD (CT-380A)	106		pcs
CON008	ORAL CONTRACEPTIVE PILL (SHUKHI)	28,125		cycle
Group Total Items = 8				
Grand Total Items = 337				

Lot No/Description	Mfg. Date	Expiry Date	Lot Qty	Lot Qty (Unusable)
			1,513	0
Total =			1,513	0

View Stock Balance

- Run UIMsv4
- Select **Stock > Stock Balance...** from **Stock** menu.
- The **Stock Balance** form is displayed.

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.

C. Command buttons:

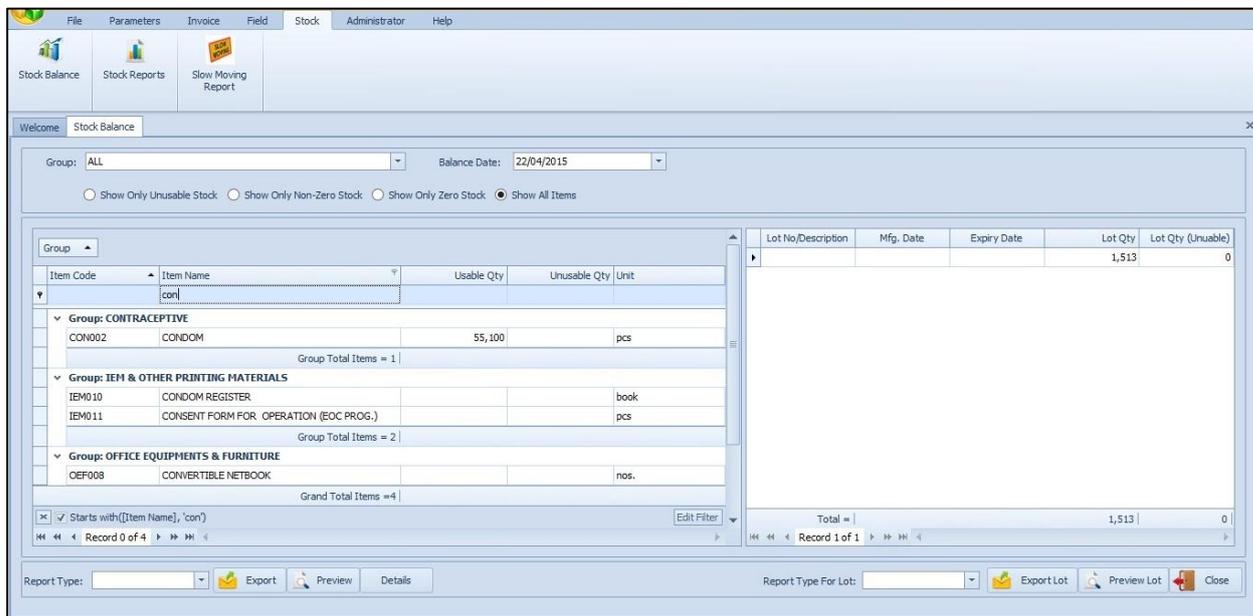
A number of buttons to manipulate the stock status.

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 and press <Enter> 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

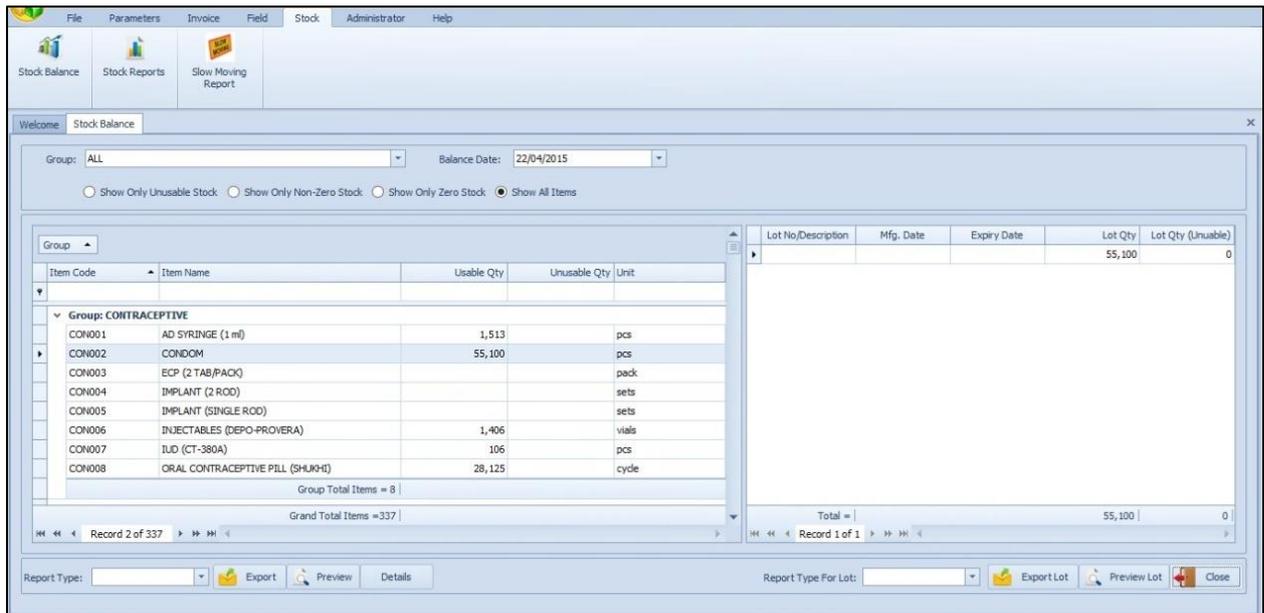
- Type you provide the item name in search box.
- Items which match with the search text will be shown in the list.



- To see all of the items again, remove you provide the item name from search box.

View lot-wise information about a specific item

- Select the item for which you want to view lot-wise information.
- Press Lot-wise button from the command button block
- A dialog like the following screen will appear:



Print Stock Balance

- Press “Preview” button to view a printable list of Stock Balance.

Upazila Family Planning Office Jaintiapur, Sylhet Stock Balance on February 03, 2015				
Item Code	Item Name	Usable Qty	Unusable Qty	Unit
Group: CONTRACEPTIVE				
CON001	AD SYRINGE (1 ml)	5,474		pcs
CON002	CONDOM	18,900		pcs
CON003	ECP (2 TAB/PACK)	5,000		pack
CON004	IMPLANT (2 ROD)	300		sets
CON005	IMPLANT (SINGLE ROD)	200		sets
CON006	INJECTABLES (DEPO-PROVERA)	46,301		vials
CON007	IUD (CT-380A)	33		pcs
CON008	ORAL CONTRACEPTIVE PILL (SHUKHI)	23,565		cycle
Group Total Items = 8				
Group: IEM & OTHER PRINTING MATERIALS				
IEM001	ADMISSION REGISTER			book
IEM002	ANESTHESIA RECORD			pcs
IEM003	ANTENATAL CARD			pcs
IEM004	ANTENATAL REGISTER			book
IEM005	BIN CARD			pcs
IEM006	BIRTH CERTIFICATE			book
IEM007	BIRTH REGISTER			book
IEM008	BROCHURE FOR ECP (PINK COLOUR)			pcs
IEM009	BROCHURE FOR ECP (ROSY COLOUR)			pcs
IEM010	CONDOM REGISTER			book
IEM011	CONSENT FORM FOR OPERATION (EOC P			pcs
IEM012	COUPLE FORM-1			pcs

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

7.2. 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:

The controls in the Stock Reports Form is grouped in 4 (four) blocks –

- A. Tab of Reports:** Currently there are 6 (Six) reports – first one is a summary report and others are transaction details.
- B. Filter Dates:** Provide the date(s) which will be used to filter the report data.
- C. Group/Item and Facility Criteria:** A number of optional filter criteria that control the output of the report.
- D. Command Buttons:** Export, Preview and Close button.

How to Print a Report

- Select a report from the "List of Reports" menu.
- Provide date(s) in the "Filter Date(s)" block.
- Optionally select options from "Group/Item and Facility Criteria" block.
- Press button to preview the Invoice.
- Press on the printer icon. 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 leftmost  button to close the preview window.

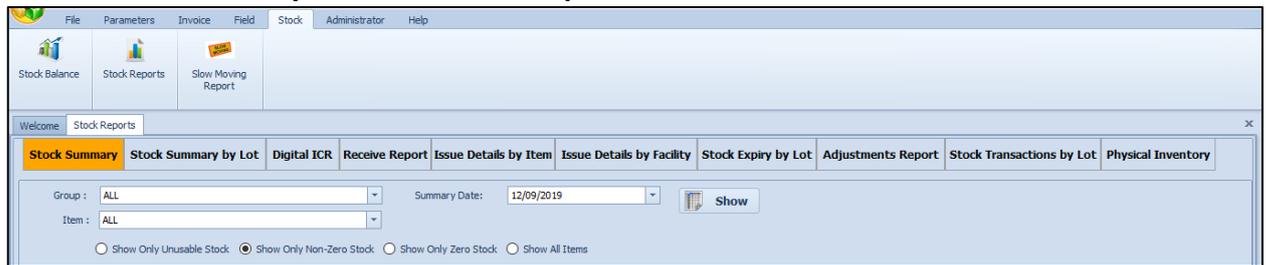
How to Export a Report

- If you need to export select export format and press  button
- After pressing windows dialog will be shown save the export document.

7.2.1. Stock Summary

This report shows the stock status at a certain date. To print the report follow the following steps:

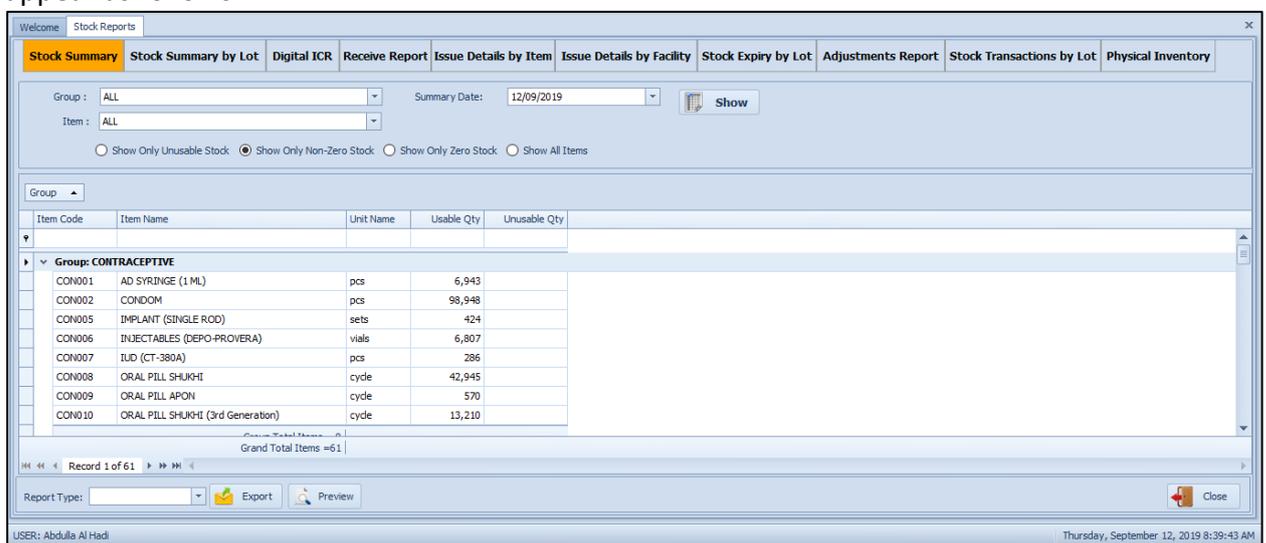
- Select 'Stock Summary' tab from 'Stock Reports' menu.

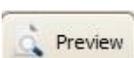


The 'Summary Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If

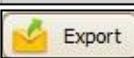
you click on  button now, stock summary of all the items on current date will be printed.

- 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  button to continue.

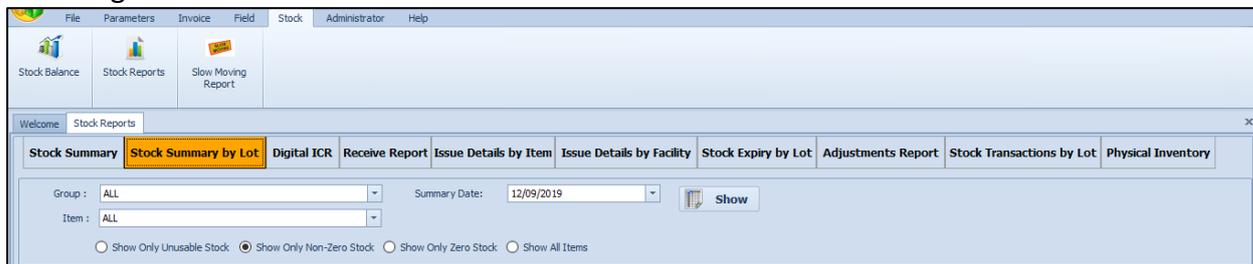
Upazila Family Planning Office Jaintiapur, Sylhet Stock Summary As on February 03, 2015				
Item Code	Item Name	Unit Name	Usable Qty	Unusable Qty
Group: CONTRACEPTIVE				
CON001	AD SYRINGE (1 ml)	pcs	5,474	
CON002	CONDOM	pcs	18,900	
CON003	ECP (2 TAB/PACK)	pack	5,000	
CON004	IMPLANT (2 ROD)	sets	300	
CON005	IMPLANT (SINGLE ROD)	sets	200	
CON006	INJECTABLES (DEPO-PROVERA)	vials	46,301	
CON007	IUD (CT-380A)	pcs	33	
CON008	ORAL CONTRACEPTIVE PILL (SHUKHI)	cycle	23,565	
Group Total Items = 8				

- If you need to export select export format and press  button.

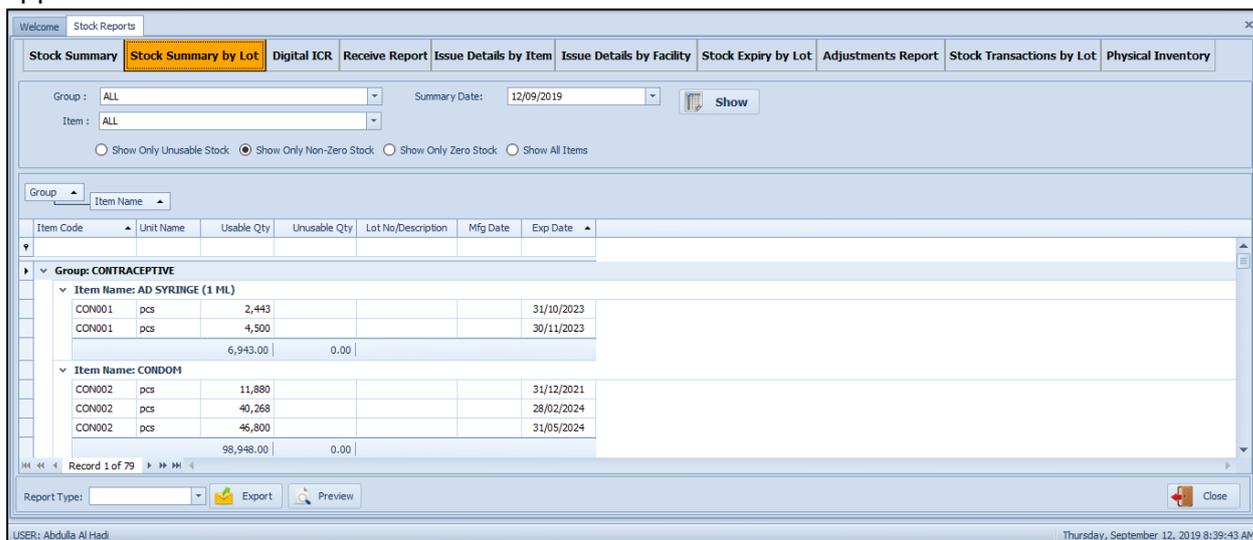
7.2.2. Stock Summary by Lot

This report shows the lot-wise stock status at a certain date. To print the report, follow the following steps:

- Select **'Stock Summary by Lot'** tab from **'Stock Reports'** block. The form will look like the following screen:

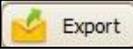


- The **"Summary Date"** box is filled with current date, and **'(ALL)'** is selected in the **'Item Group'** box. If you click on **"Preview"** button now, stock summary of all the items on current date will be printed.
- If you want to know the stock status of a previous date, type in the date in **'Summary Date'** box.
- To print stock status of a specific group select the group from **'Item Group'** box. The form appear as follows:



- Press **"Preview"** button to continue.

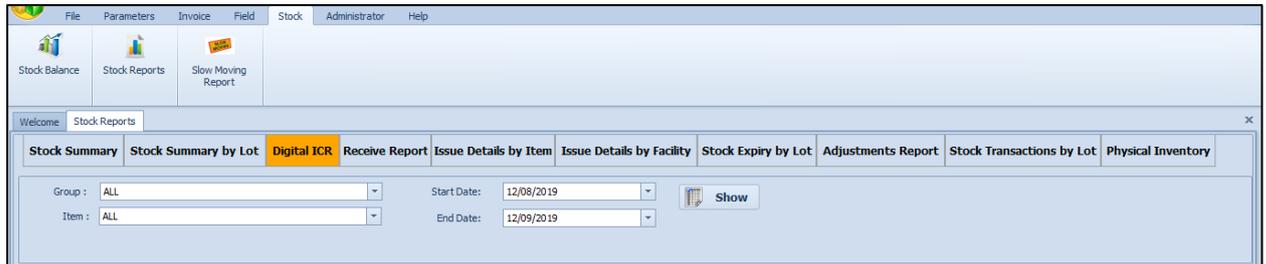
Upazila Family Planning Office Jaintiapur, Sylhet Stock Summary by Lot As on February 03, 2015							
Item Code	Item Name	Unit Name	Usable Qty	Unusable Qty	Lot No/Description	Mfg Date	Exp Date
Group: CONTRACEPTIVE							
CON001	AD SYRINGE (1 ml)	pcs	5,474				
CON002	CONDOM	pcs	18,900				
CON003	ECP (2 TAB/PACK)	pack	2,000		1	01/02/2015	28/02/2018
CON003	ECP (2 TAB/PACK)	pack	3,000		1	01/03/2015	31/03/2018
CON004	IMPLANT (2 ROD)	sets	300				
CON005	IMPLANT (SINGLE ROD)	sets	100				31/05/2018
CON005	IMPLANT (SINGLE ROD)	sets	100				31/05/2019
CON006	INJECTABLES (DEPO-PROVERA)	vials	46,301				
CON007	IUD (CT-380A)	pcs	33				
CON008	ORAL CONTRACEPTIVE PILL (SHUKHI)	cycle	23,565				
			Group Total Items =10				

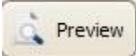
- If you need to export select export format and press  **Export** button.

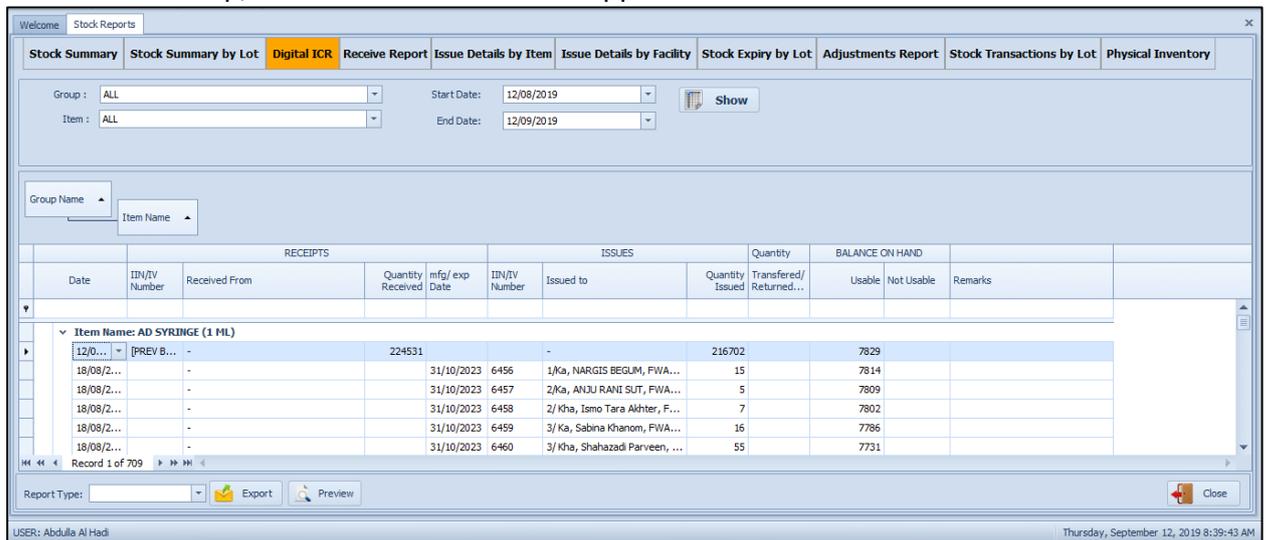
7.2.3. Digital ICR

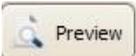
This report shows the details transaction of items between specific dates. To print the report, follow the following steps:

- Select 'Digital ICR' tab from 'List of Reports' block. 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  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  button to continue.

FORM NO 6 - ICR

**Upazila Family Planning Office
Keraniganj, Dhaka**

INVENTORY CONTROL SYSTEM

Name of Article : AD SYRINGE (1 ML) Accounting Unit : pcs

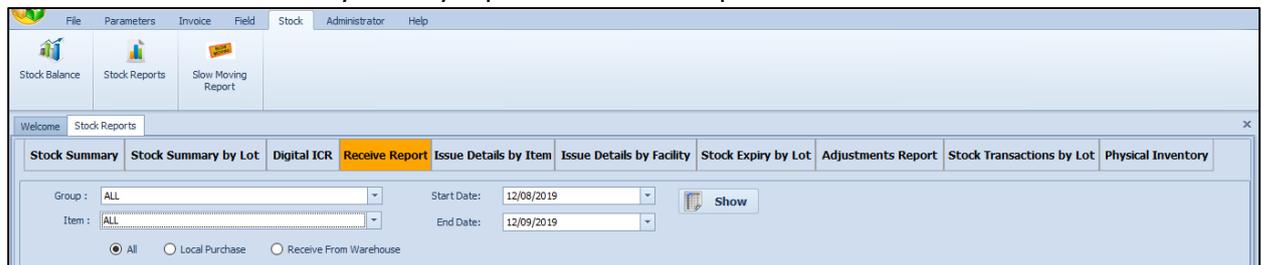
Date	IIN/IV Number	Received from	RECEIPTS		ISSUES		Quantity Issued	Quantity Transferred/ Returned/ Destroyed	BALANCE ON HAND		Signature of Store Keeper	Remarks
			Quantity Received	Mfg/ Exp Date	IIN/IV Number	Issue To			Usable	Not Usable		
1	2	3	4	5	6	7	8	9	10	11	12	13
12/082019	[PREV BALANCE]	-	224,531				216,702		7,829			
18/082019	-	-	-	31/102023	6456	1/Ka, NARGIS BEGUM, FWA, 01. Basm (In-Charge)	15	-	7,814	-	-	-
18/082019	-	-	-	31/102023	6457	2/Ka, ANJU RANI SUT, FWA, 01. Basm	5	-	7,809	-	-	-
18/082019	-	-	-	31/102023	6458	2/ Kha, Ismo Tara Akhter, FWA, Basm	7	-	7,802	-	-	-
18/082019	-	-	-	31/102023	6459	3/ Kha, Sabina Khanom, FWA, Basm	16	-	7,786	-	-	-
18/082019	-	-	-	31/102023	6460	3/ Kha, Shahzadi Parveen, FWA, Basm	55	-	7,731	-	-	-
18/082019	-	-	-	31/102023	6461	1/ Ka, Lutfun Nisar, FWA, Haatapur/Acting)	28	-	7,703	-	-	-
18/082019	-	-	-	31/102023	6462	1/ Kha, Lutfun Nisar, FWA, Haatapur	57	-	7,646	-	-	-
18/082019	-	-	-	31/102023	6463	2/ Ka, Dilruba Sultana, FWA (Add), Haatapur	25	-	7,621	-	-	-
18/082019	-	-	-	31/102023	6464	3/ Ka, Kamrun Nisar, FWA, Haatapur	27	-	7,594	-	-	-
18/082019	-	-	-	31/102023	6465	3/ Kha, Dilruba Sultana, FWA, Haatapur	36	-	7,558	-	-	-
18/082019	-	-	-	31/102023	6466	1/ Ka, Iva Akhter, FWA, Kalata	15	-	7,543	-	-	-
18/082019	-	-	-	31/102023	6467	1/ Kha, Hafsa Akhter, FWA(In-charge), Kalata	10	-	7,533	-	-	-
18/082019	-	-	-	31/102023	6468	2/ Iva Hafsa Akhter, FWA, Kalata	26	-	7,507	-	-	-
18/082019	-	-	-	31/102023	6469	2/ Kha, Momotaz Begum, FWA, Kalata	11	-	7,496	-	-	-
18/082019	-	-	-	31/102023	6471	3/ Kha, Norvin Jahan, FWA, Kalata	13	-	7,483	-	-	-
18/082019	-	-	-	31/102023	6472	1/ Ka, Sharifa Akhter, FWA(In-charge), Kalady	5	-	7,478	-	-	-

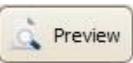
- If you need to export select export format and press  button.

7.2.4. Receive Report

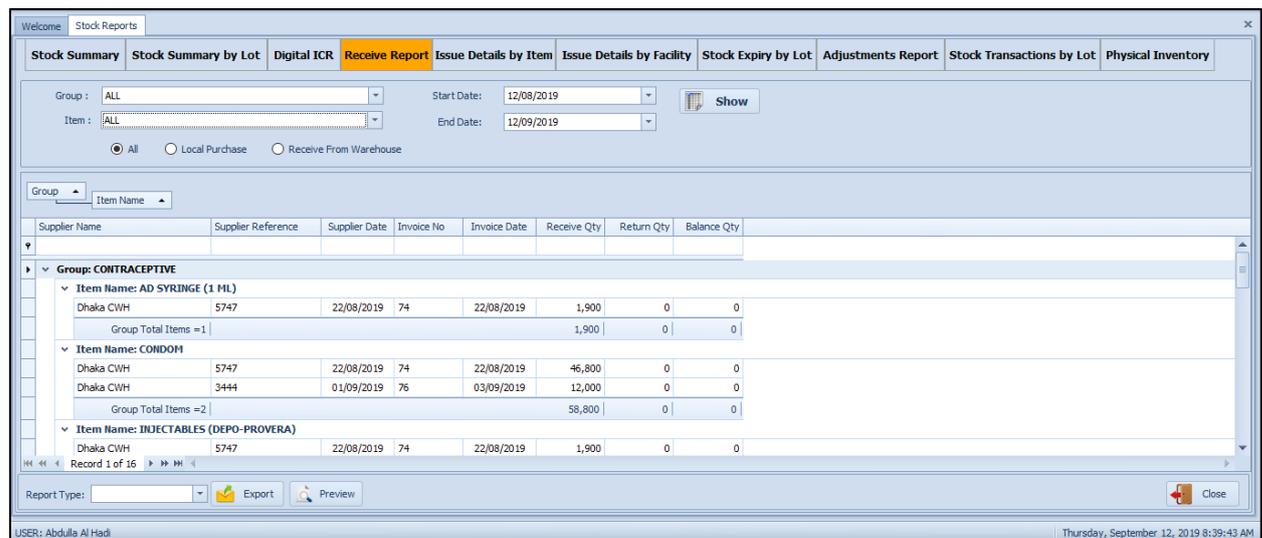
This report shows the details of issued items by facility between the specific dates. To print the report, follow the steps -

- Select 'Stock Details by Facility' option in 'List of Reports' block.

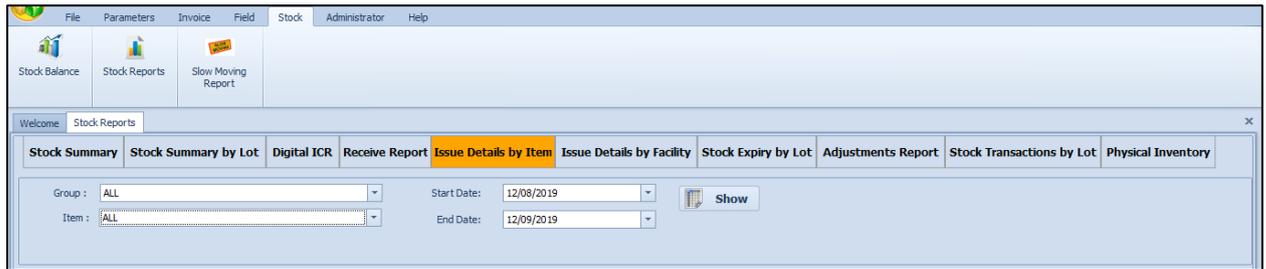


- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on  button now, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select an Item Group and then an Item Name & Facility (optional).
- The form have extra 3 (three) radio button 1) All, 2) National Receive and 3) Receive from Warehouse. Details are given below:

All Receive:

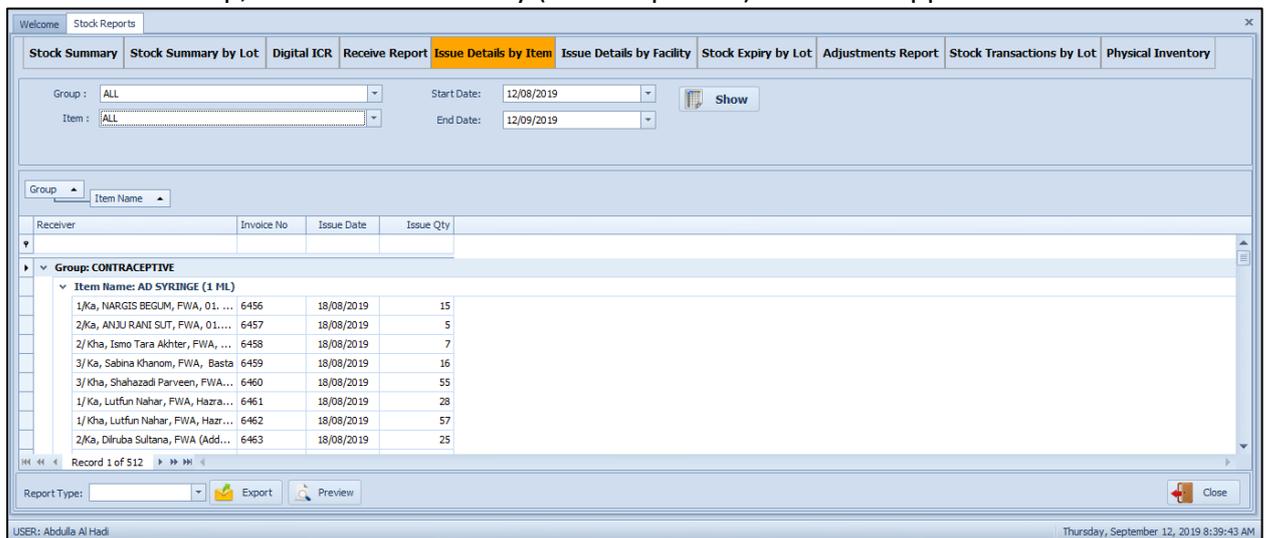


7.2.5. Issue Details by Item



This report shows the details of issued items by Item between the specific date ranges. To print the report, follow the steps -

- Select 'Stock Details by Item' option in 'List of Reports' block.
- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on **“Preview”** 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:

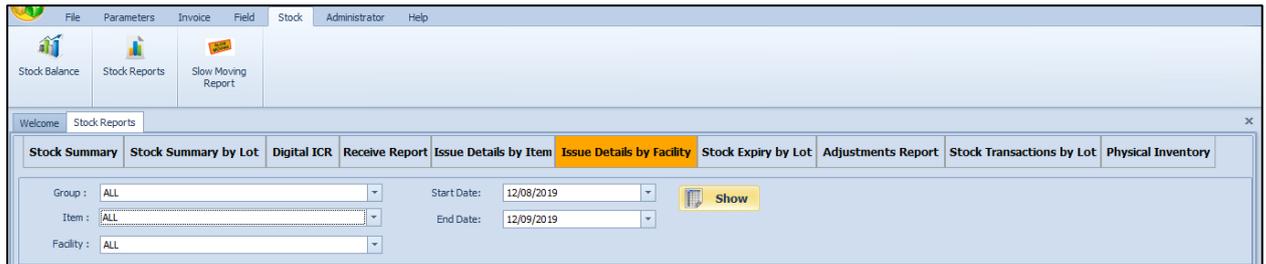


- Press **“Preview”** button to continue

Upazila Family Planning Office Jaintiapur, Sylhet Issue Details by Item Between December 01, 2014 and March 15, 2015					
Item Name	Receiver	Invoice No	Issue Date	Issue Qty	
Group: CONTRACEPTIVE					
CONDOM	1/ Ka, Hawarun Nessa, Nizpat	1	12/01/2015	600	
CONDOM	2/ Ka, Bashona Rombai, Nizpat	2	12/01/2015	100	
CONDOM	2/ Kha, Masuda Begum, Nizpat	3	12/01/2015	1,000	
CONDOM	3/ Ka, Minoti Datta, Nizpat	4	12/01/2015	400	
CONDOM	1/ Ka, Jahan Ara Begum, Jointapur	5	12/01/2015	700	
CONDOM	2/ Ka, Saleha Begum, Jointapur	6	12/01/2015	900	
CONDOM	2/ Kha, Saleha Parvin, Jointapur	7	12/01/2015	1,800	
CONDOM	1/ Ka, Ratna Akhter, Chowdhury, Charikata	8	12/01/2015	300	
CONDOM	2/ Ka, Shafiqun Nessa Chowdhury, Charikata	9	12/01/2015	200	
CONDOM	3/ Ka, Afia Begum, Charikata	10	12/01/2015	1,300	
CONDOM	1/ Kha, Uzzala Bala Dey, Dorbosht	12	12/01/2015	1,300	
CONDOM	2/ Ka, Hanifa Begum, Dorbasht	13	12/01/2015	2,100	
CONDOM	2/ Kha, Samsun Nahar, Dorbasht	14	12/01/2015	700	

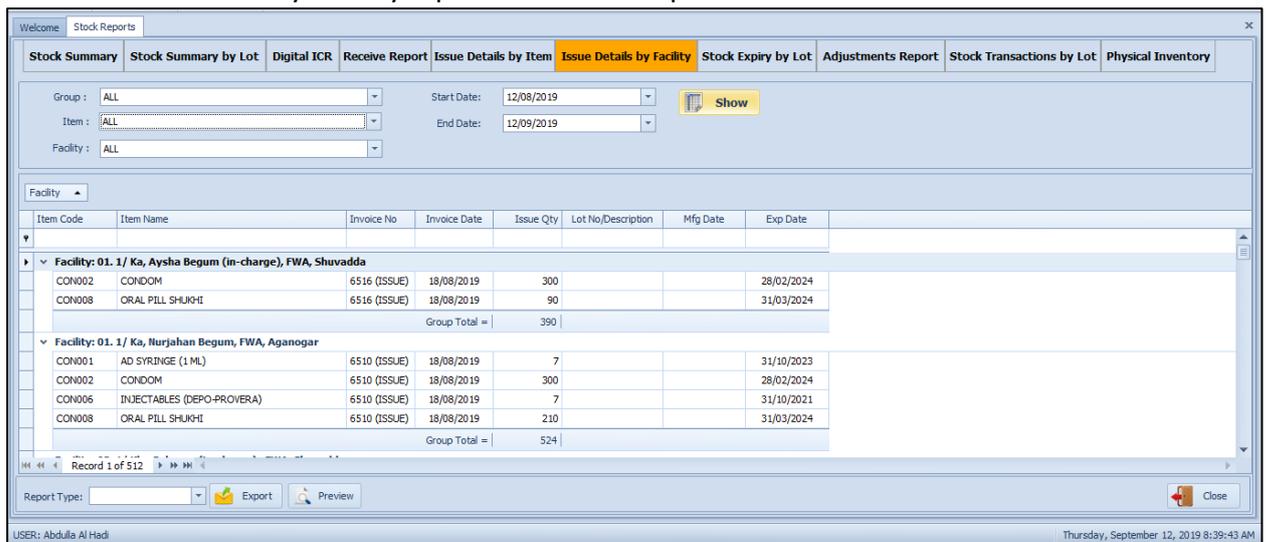
- If you need to export select export format and press  **Export** button.

7.2.6. 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:

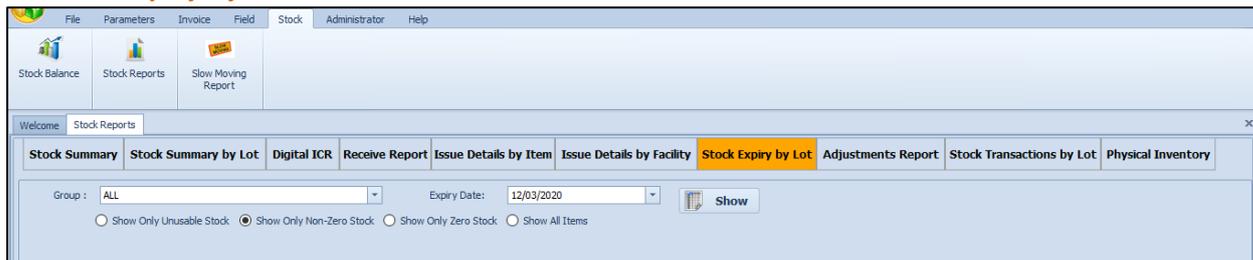
- Select 'Stock Details by Facility' option in 'List of Reports' block.



- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on "Preview" 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 "Preview" button to continue.

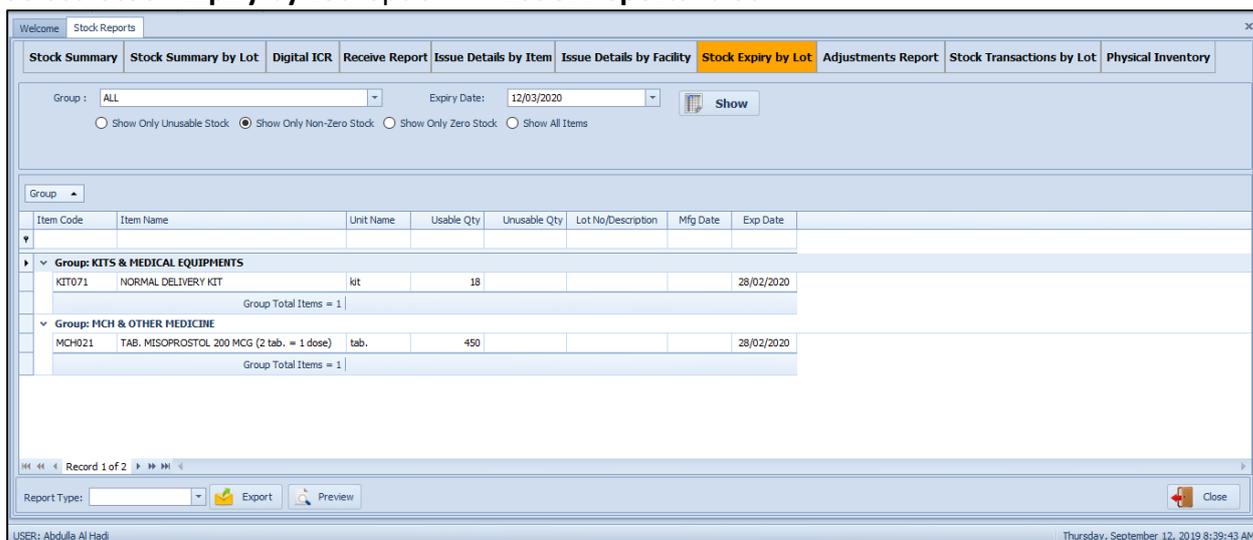
Upazila Family Planning Office Jaintiapur, Sylhet Issue Details by Facility Between December 01, 2014 and March 15, 2015							
Item Code	Item Name	Invoice No	Invoice Date	Issue Qty	Lot No/Description	Mfg Date	Exp Date
Facility: 1/ Ka, Hawarun Nessa, Nizpat							
CON001	AD SYRINGE (1 ml)	1 (PUSH)	12/01/2015	100			
CON002	CONDOM	1 (PUSH)	12/01/2015	600			
CON002	CONDOM	29 (PUSH)	14/03/2015	150			
CON006	INJECTABLES (DEPO-PROVERA)	1 (PUSH)	12/01/2015	100			
CON008	ORAL CONTRACEPTIVE PILL (SHUKHI)	1 (PUSH)	12/01/2015	120			
				Group Total =	1,070		
Facility: 1/ Ka, Jahan Ara Begum, Jointapur							
CON002	CONDOM	5 (PUSH)	12/01/2015	700			
CON008	ORAL CONTRACEPTIVE PILL (SHUKHI)	5 (PUSH)	12/01/2015	555			
				Group Total =	1,255		
Facility: 1/ Ka, Joinab Begum, Fatehpur							
CON001	AD SYRINGE (1 ml)	17 (PUSH)	12/01/2015	100			
CON002	CONDOM	17 (PUSH)	12/01/2015	4,100			
CON006	INJECTABLES (DEPO-PROVERA)	17 (PUSH)	12/01/2015	100			
CON008	ORAL CONTRACEPTIVE PILL (SHUKHI)	17 (PUSH)	12/01/2015	270			
				Group Total =	4,570		

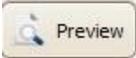
7.2.7. Stock Expiry by Lot



This report shows the details of Stock expiry by lot between specific dates. To print the report, follow the steps:

- Select **'Stock Expiry by Lot'** option in **'List of Reports'** block.

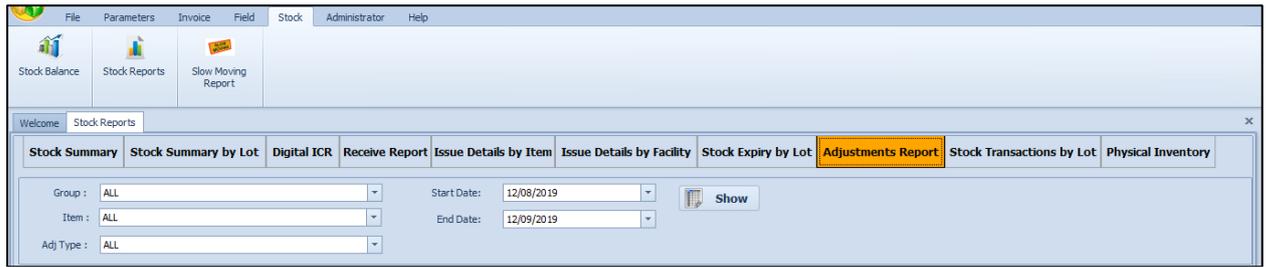


- The **'End Date'** box is filled with current date, and **'(ALL)'** is selected in the **'Item Group'** box. If you click on  button, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in **'Start Date'** and **'End Date'** box.
- Select an Item Group and then an Item Name & Facility (Optional). The form may appear as follows:
- Press  button to continue.

Rajshahi RWH, Regional Warehouse, FP, Medical subdepot, Rajshahi-6000						
Stock Expiry by Item						
As before on May 02, 2022						
Item Code	Item Name	Unit Name	Usable Qty	Unusable Qty	Lot No	Mfg Date
Group: CONTRACEPTIVE						
CON002	CONDOM	pcs	570,000		120	31/01/2014
CON002	CONDOM	pcs	180,000		1200	25/10/2014
CON002	CONDOM	pcs	600,000		125	28/02/2014
Group Items = 3						

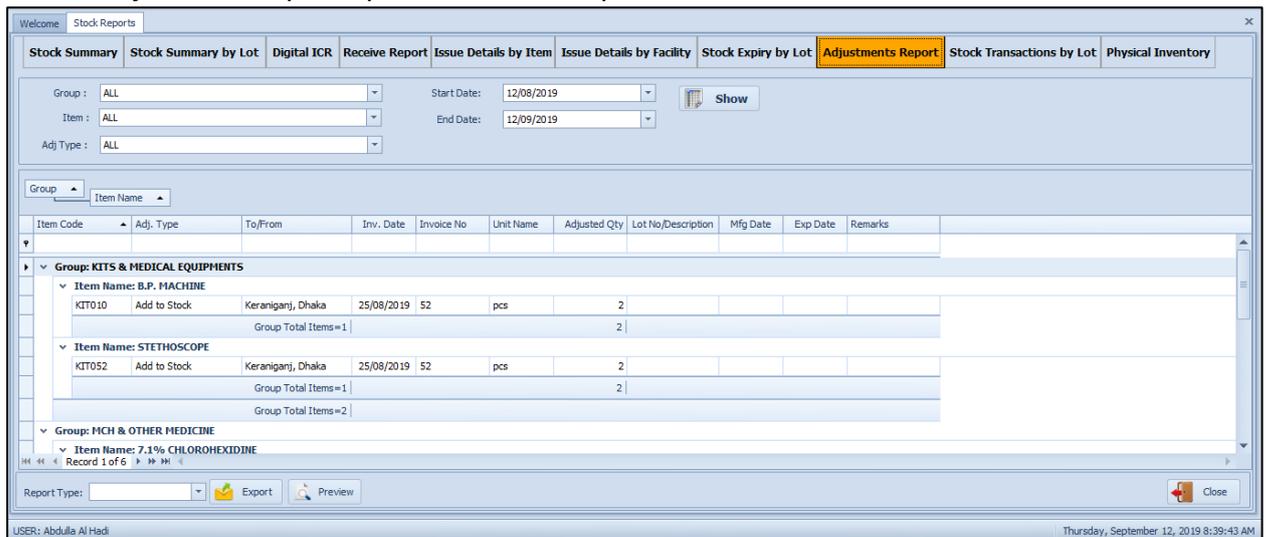
- If you need to export select export format and press  button

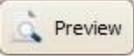
7.2.8. Adjustment Report



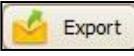
This report shows the details of Stock adjustment between specific dates. To print the report, follow the steps:

- Select 'Adjustment report option in 'List of Reports' block.



- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on  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  button to continue.

Upazila Family Planning Office Keraniganj, Dhaka Adjustments Report Between August 12, 2019 and September 12, 2019											
Item Code	Adj. Type	To/From	Inv. Date	Invoice No	Unit Name	Adjusted Qty	Lot No/Description	Mfg Date	Exp Date	Remarks	
Group: KITS & MEDICAL EQUIPMENTS											
Item Name: B.P. MACHINE											
KIT010	Add to Stock	Keraniganj, Dhaka	25/08/2019	52	pcs	2					
						Group Total Items=1	2				
Item Name: STETHOSCOPE											
KIT052	Add to Stock	Keraniganj, Dhaka	25/08/2019	52	pcs	2					
						Group Total Items=1	2				
						Group Total Items=2					

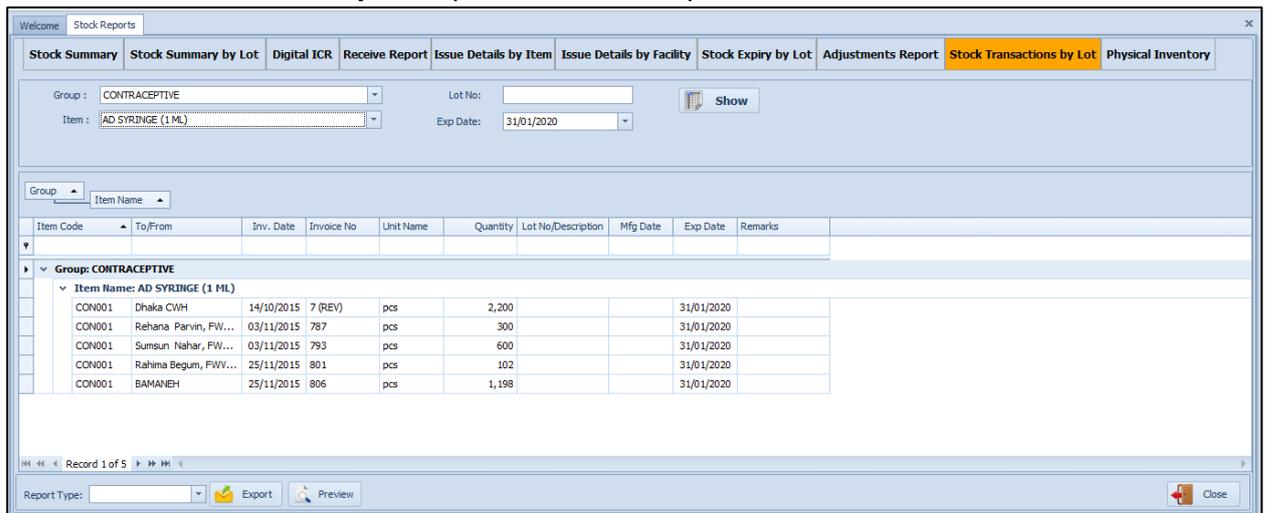
- If you need to export select export format and press  button

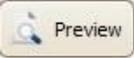
7.2.9. Stock Transaction by Lot



This report shows the details of Stock Transaction by lot between specific dates. To print the report, follow the steps:

- Select **'Stock transaction by Lot'** option in 'List of Reports' block.



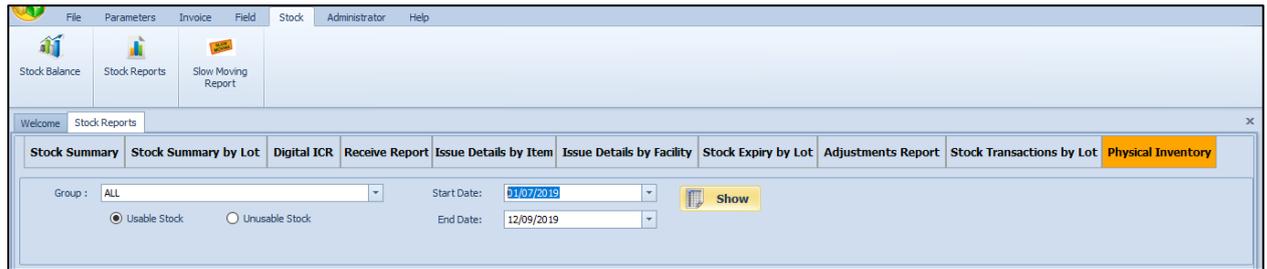
- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on  button, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select an Item Group and then an Item Name & Facility (Optional). The form may appear as follows:
- Press  button to continue.

Upazila Family Planning Office
Keraniganj, Dhaka
Stock Transactions by Lot
As on September 12, 2019

Item Code	To/From	Inv. Date	Invoice No	Unit Name	Quantity	Lot No/Description	Mfg Date	Exp Date	Remarks
Group: CONTRACEPTIVE									
Item Name: AD SYRINGE (1 ML)									
CON001	Dhaka CWH	14/10/2015	7 (REV)	pcs	2,200			31/01/2020	
CON001	Rehana Parvin, FWV, Kon	03/11/2015	787	pcs	300			31/01/2020	
CON001	Sumsun Nahar, FWV, Tar	03/11/2015	793	pcs	600			31/01/2020	
CON001	Rahima Begum, FWV, Kala	25/11/2015	801	pcs	102			31/01/2020	
CON001	BAMANBH	25/11/2015	806	pcs	1,198			31/01/2020	

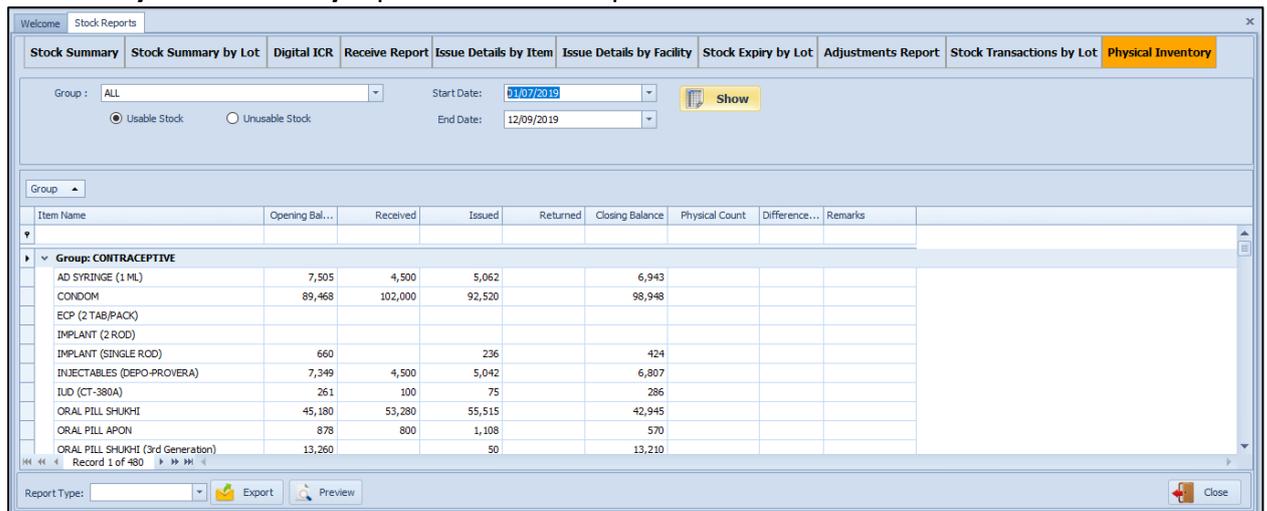
- If you need to export select export format and press  button

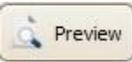
7.2.10. Physical Inventory



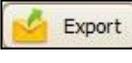
This report shows the details of Physical Inventory between specific dates. To print the report, follow the steps:

- Select **'Physical Inventory'** option in 'List of Reports' block.



- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on  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. The form may appear as follows:
- Press  button to continue.

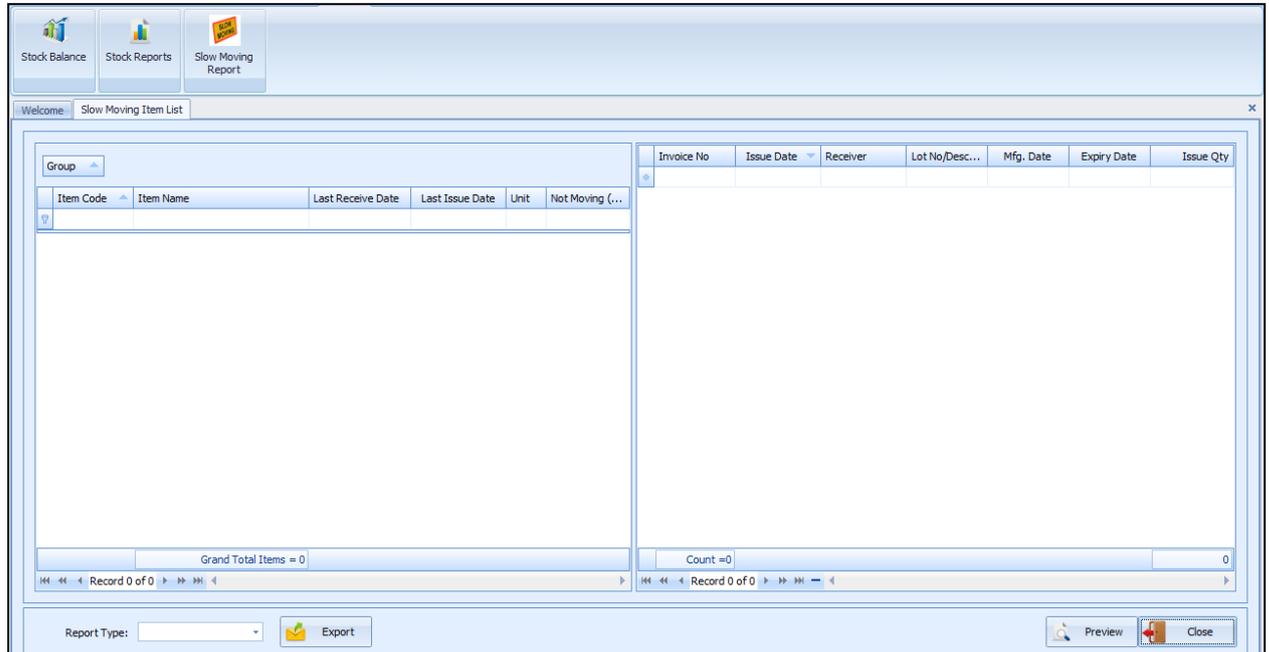
Upazila Family Planning Office Keraniganj, Dhaka Physical Inventory (Unusable) Between July 01, 2019 and September 12, 2019									
Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference (+/-)	Remarks	
Group: CONTRACEPTIVE									
AD SYRINGE (1 ML)	7,505	4,500	5,062		6,943				
CONDOM	89,468	102,000	92,520		98,948				
ECP (2 TAB/PACK)									
IMPLANT (2 ROD)									
IMPLANT (SINGLE ROD)	660		236		424				
INJECTABLES (DEPO-PROVERA)	7,349	4,500	5,042		6,807				
IUD (CT-380A)	261	100	75		286				
ORAL PILL SHUKHI	45,180	53,280	55,515		42,945				
ORAL PILL APON	878	800	1,108		570				
ORAL PILL SHUKHI(3rd Generation)	13,260		50		13,210				

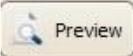
- If you need to export select export format and press  button

7.3. 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:



- Press  button to continue.

Slow Moving Item List						
Item Code	Item Name	Last ReceiveDate	Last Issue Date	Unit	Not Moving (Days)	
Grand Total Items = 0						

- If you need to export select export format and press  button

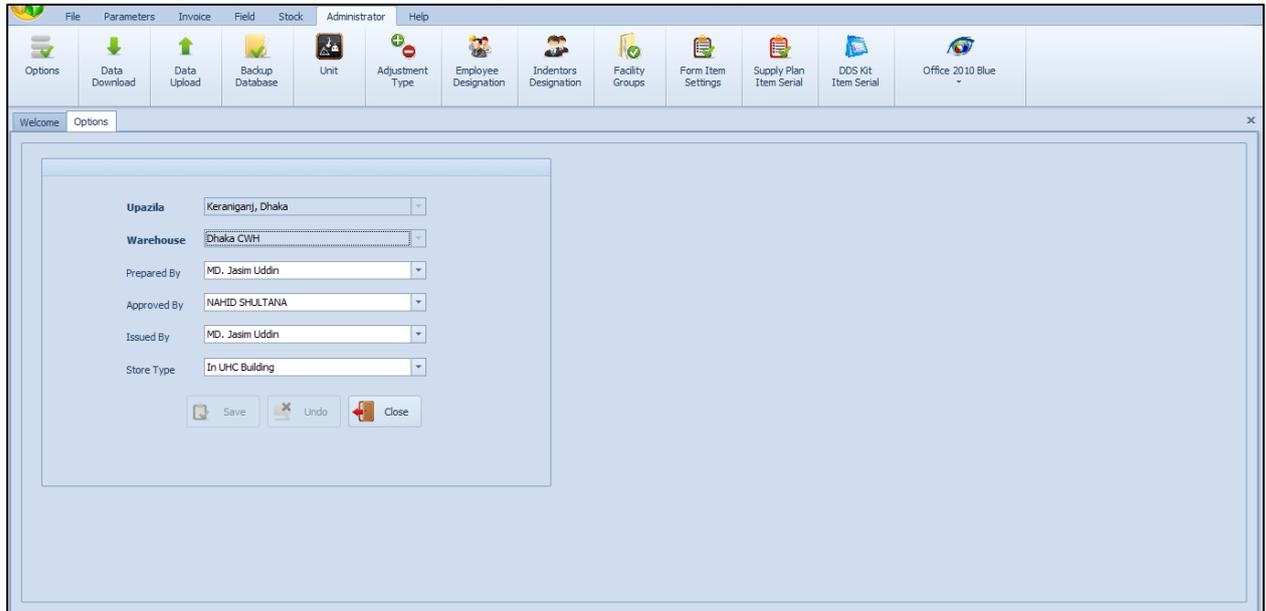
Chapter-8: Administrator

8.1. Options

- Go to **Administrator > Options** from **Administration** menu



- After pressing "**Options**" the following screen will be appeared:



When an employee transfer or join in an UFPO/UFPA's who signatories in the UIMS software then you have to add his/her name in UIMS software. For this you need to update options for signatory assign.

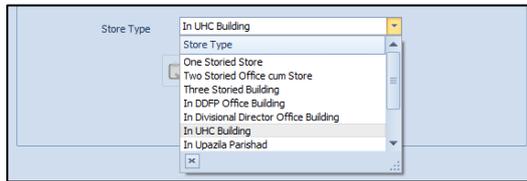
Update Options

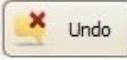
- The set of "**Prepared By, Approved By & Issued By**" of Issue Invoice are come from Options menu. When any of these three signatories will change you need to edit.

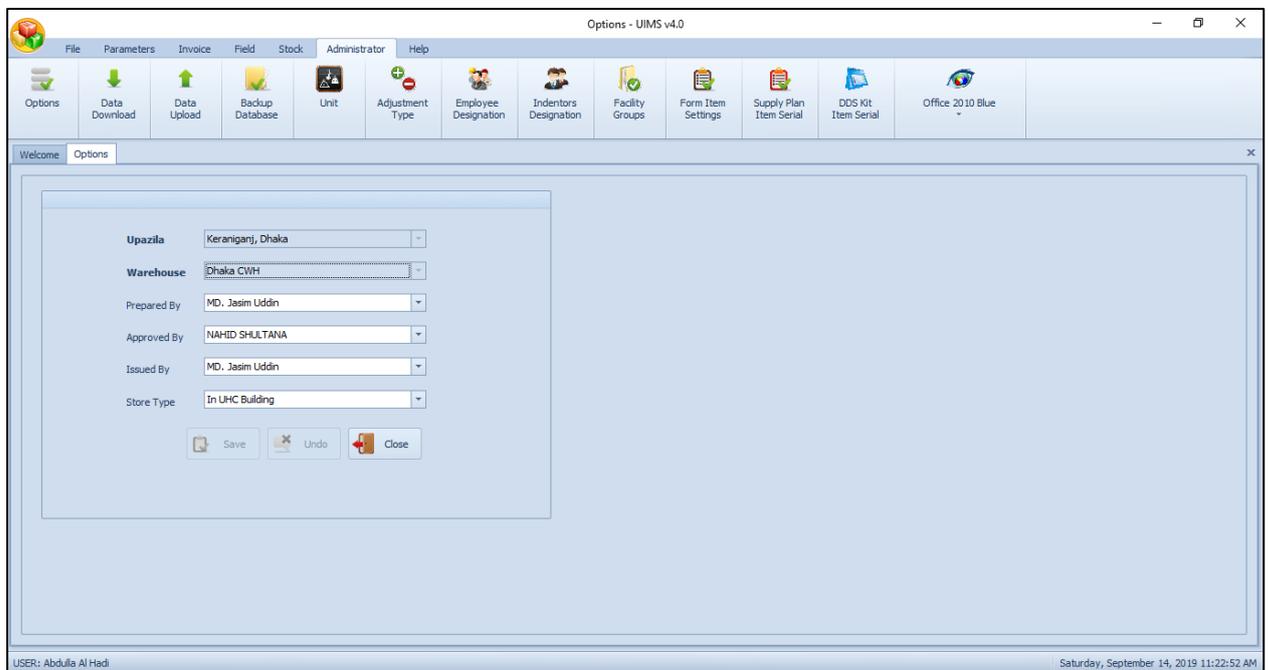


- From the prelisted **Employee** list you have to select/edit the name for **Prepared By, Approved By** and **Issued By** if any change require.
- To set Store type from '**Store Type**' combo where you found all type of stores available in DGFP. The list of stores are given below -
 - One Storied Store
 - Two Stories Office Cum Store
 - Three Storied Building

4. In DDFP Office Building
5. In Divisional Director Office Building
6. In UHC Office Building
7. In Upazila Parishad
8. In Rental House, In MCWC and
9. Others



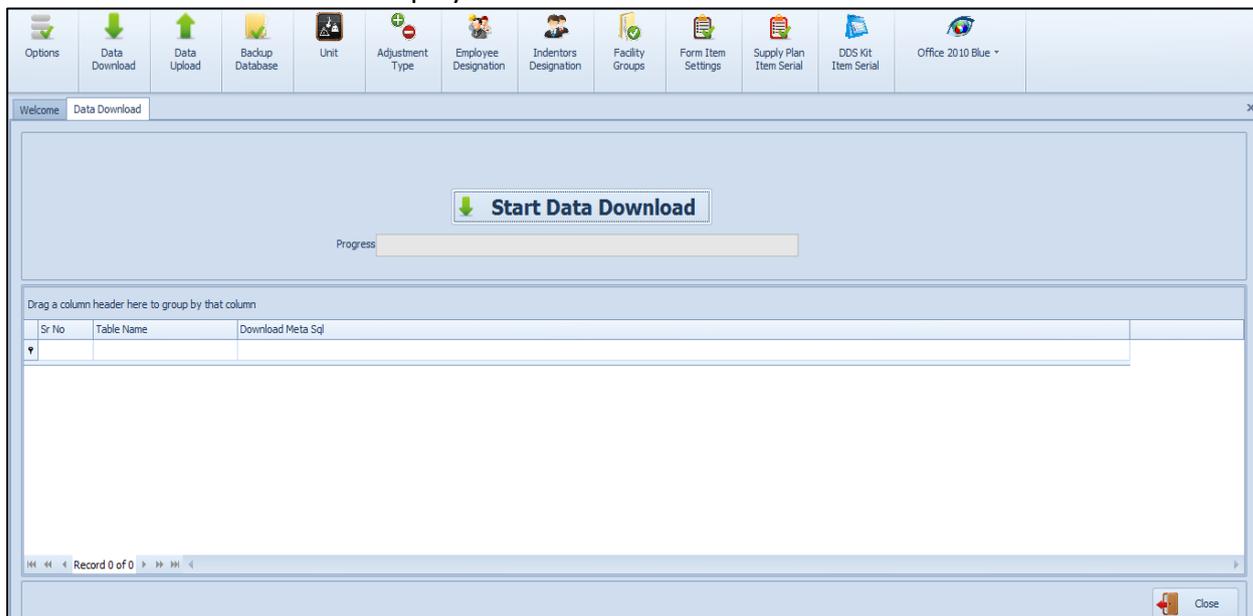
- If you need to cancel settings Press  button before save.
- After setting **“Prepared By, Approved By & Issued By”** and **“Store type”** then press  button.



- Press  button.

8.2. Data Download

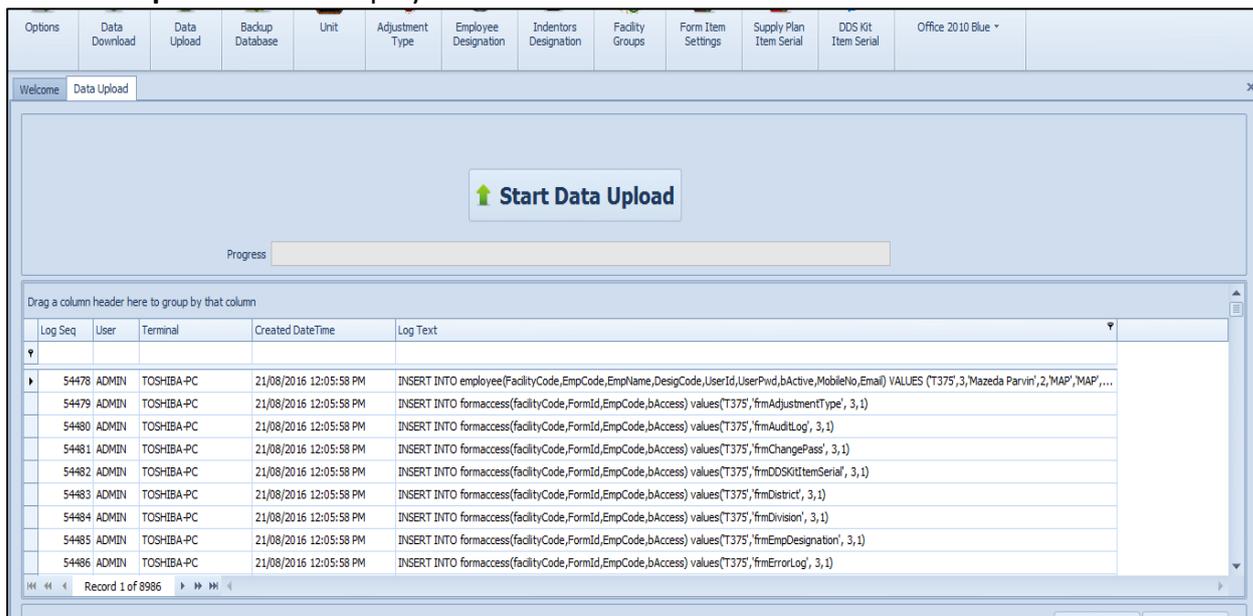
- Run UIMSV4
- Select **Administrator > Data Download** from **Administrator** menu.
- The **Data Download** form is displayed.



- After showing data download press **"Start Data Download"** button.
(N.B. Make sure your computer have internet connected)

8.3. Data Upload

- Run UIMSV4
- Select **Administrator > Data Upload** from **Administrator** menu.
- The **Data Upload** form is displayed.



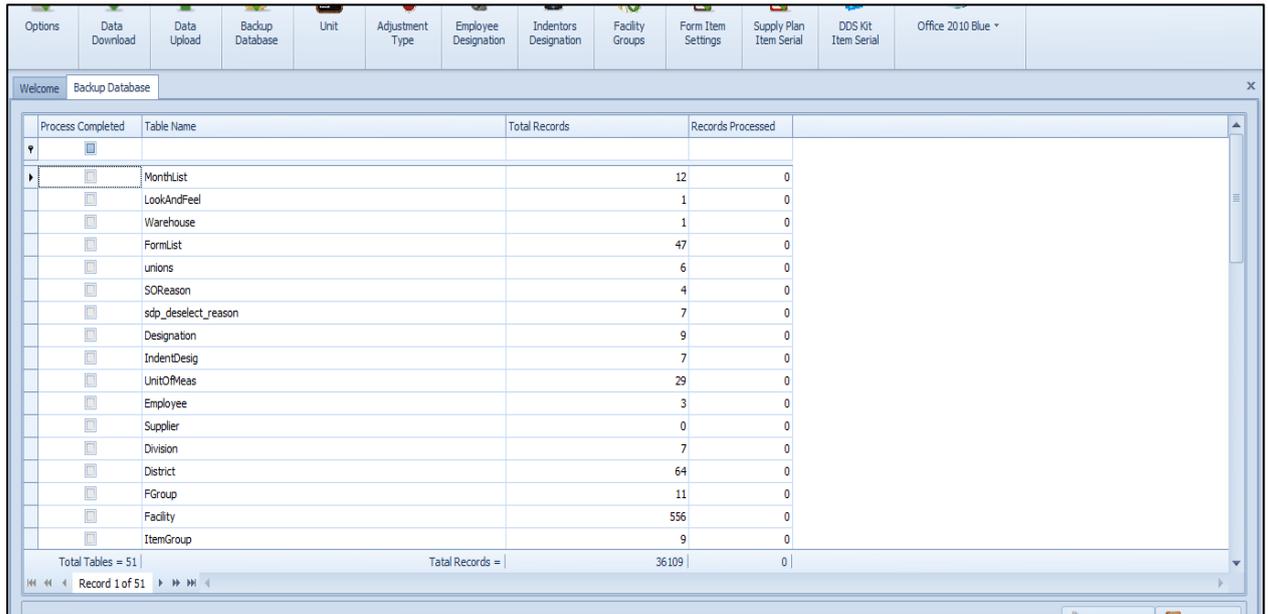
- After showing Data Upload press **"Start Data Upload"** button.
(N.B. Make sure your computer have internet connected)

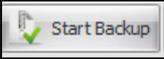
8.4. Backup Database

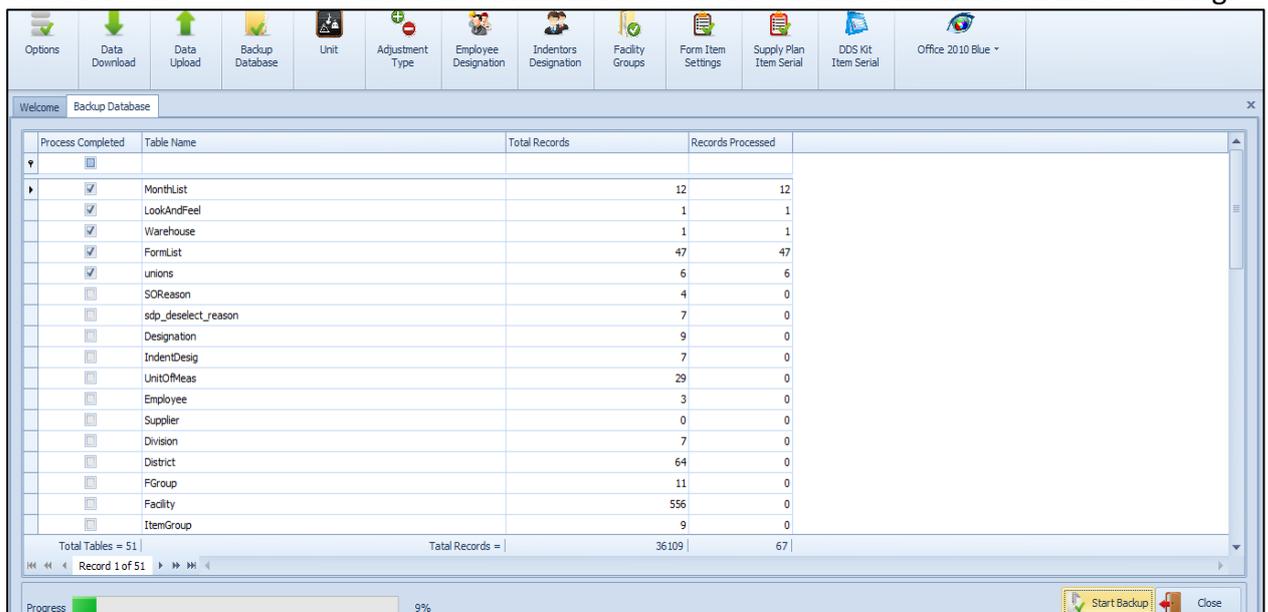
From this form, you can take backup of the entire database. The backup will be generated as a computer-generated file in a pre-defined directory. The file can be copied and or moved to another folder in the same computer, remote another computer or e-mail to CWH. If the computer crashes or data becomes corrupt this backup can be used to get all data backup.

How Backup database:

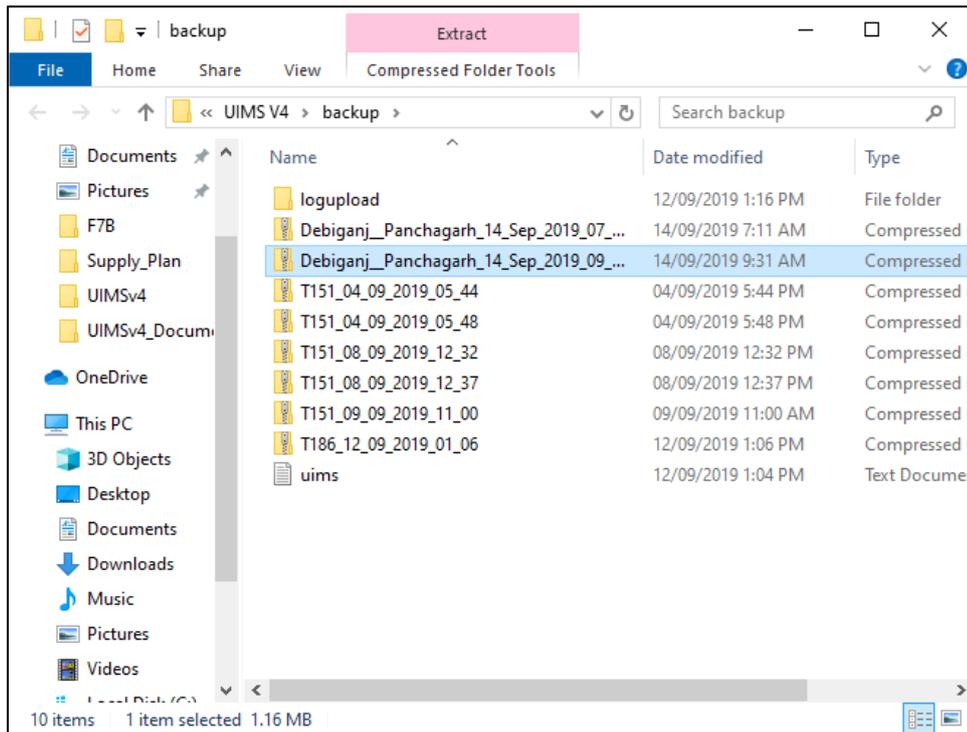
- Run UIMsv4
- Select **Administrator > Backup Database** from **Administrator** menu.
- The **Backup Database** form is displayed.



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



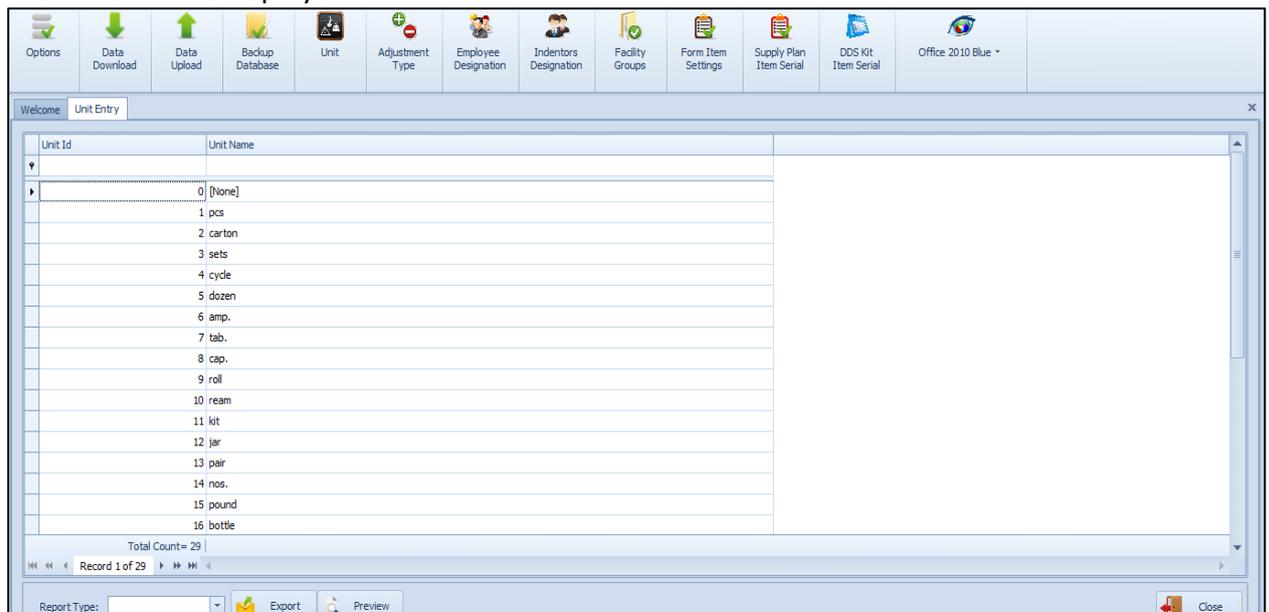
After completing the backup generation the following screen will appear:



- To make a copy of the file or email it, you have to find the file from its location which is normally the Backup folder under the software installation folder.
- To make a copy of the file to pen drive, locate the file from its location, and then copy to pen drive.
- After backup is complete, you can close the form using **Close** button.

8.5. Unit

- Run UIMsv4
- Select **Administrator > Unit** from **Administrator** menu.
- The **Unit** form is displayed -



This form is used to edit, create, delete, print Unit. The form are grouped into one block –

View Fields: Unit Id and Unit

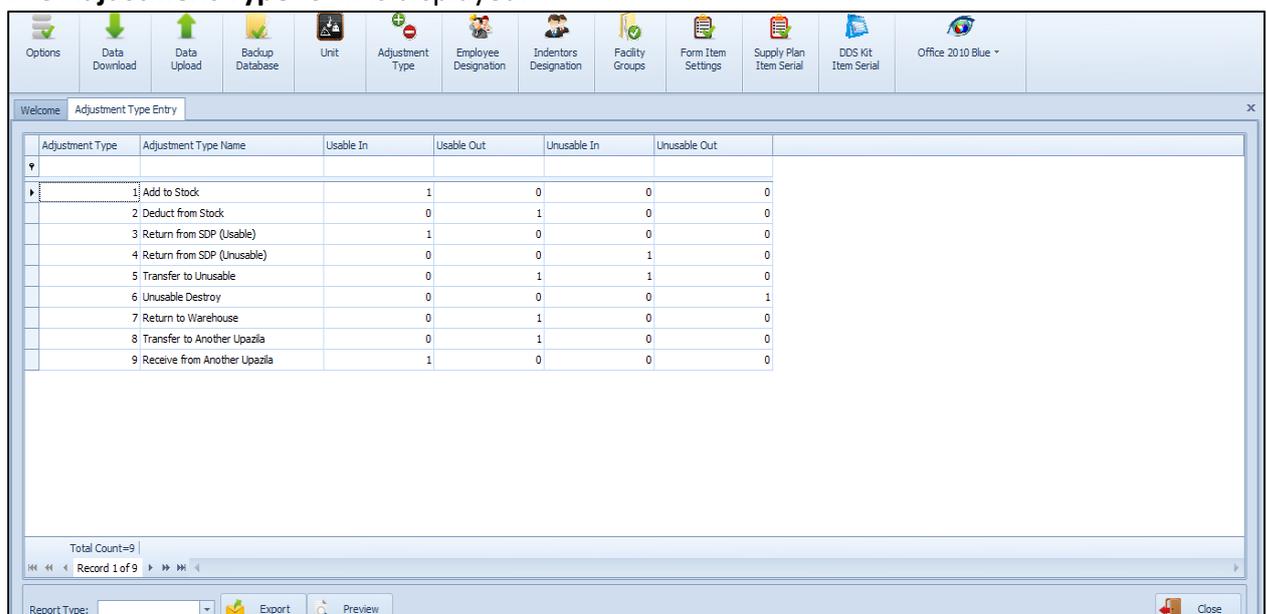
Print Unit List:

- Press  button to view a printable list of Item Groups.

Upazila Family Planning Office Jaintiapur, Sylhet Unit List	
Unit Id	Unit Name
0	[None]
1	pcs
2	carton
3	sets
4	cycle
5	dozen
6	amp.
7	tab.
8	cap.
9	roll
10	ream
11	kit
12	jar
13	pair
14	nos.
15	pound

8.6. Adjustment Type

- Run UIMsv4
- Select **Administrator > Adjustment Type** from **Administrator** menu.
- The **Adjustment Type** form is displayed.



Adjustment Type	Adjustment Type Name	Usable In	Usable Out	Unusable In	Unusable Out
1	Add to Stock	1	0	0	0
2	Deduct from Stock	0	1	0	0
3	Return from SDP (Usable)	1	0	0	0
4	Return from SDP (Unusable)	0	0	1	0
5	Transfer to Unusable	0	1	1	0
6	Unusable Destroy	0	0	0	1
7	Return to Warehouse	0	1	0	0
8	Transfer to Another Upazila	0	1	0	0
9	Receive from Another Upazila	1	0	0	0

View Fields: Adjustment type, Adjustment name, Usable In, Usable Out, Unusable In and Unusable Out.

Print Adjustment Type list:

- Press **“Preview”** button to view a printable list of Adjustment Type:

Upazila Family Planning Office Jaintiapur, Sylhet Adjustment Type					
Adjustment Type	Adjustment TypeName	Usable In	Usable Out	Unusable In	Unusable Out
1	Add to Stock	1	0	0	0
2	Deduct from Stock	0	1	0	0
3	Return from SDP (Usable)	1	0	0	0
4	Return from SDP (Unusable)	0	0	1	0
5	Transfer to Unusable	0	1	1	0
6	Unusable Destroy	0	0	0	1
7	Return to Warehouse	0	1	0	0
8	Transfer to Another Upazila	0	1	0	0
9	Receive from Another Upazila	1	0	0	0
Total Count=9					

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

8.7. Employee Designation

Store Commodities are used by designated Employee in every Store as like (Store Keeper, Store Manager)

- Run UIMSV4
- Select **Administrator > Employee Designation** from **Administrator** menu.
- The **Employee Designation** entry form is displayed.

This form is used to edit, create, delete, export and print Designation. The form are grouped into 2 blocks –

View Fields: Designation Code and Designation

Print Designation list:

- Press **“Preview”** button to view a printable list of Designation.

Upazila Family Planning Office Jaintiapur, Sylhet Employee Designation	
Designation Code	Designation
1	UFPO
2	UFPA (Accounts)
3	UFPA (General)
4	UFPA (Store)
5	Store-in-Charge
6	MO-MCH
8	Office Assistant
9	FPI
10	Pharmacist
Total Count =9	

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

8.8. Indentors Designation

- Run UIMsv4
- Select **Administrator > Indentors Designation** from **Administrator** menu.
- The **Indentors Designation** form is displayed.

Designation Code	Designation
2	Store Keeper
6	SLPP
7	DDFP
9	Superintendent
10	UFPO
11	UFPA
12	LDA cum Typist

Total Count=7

Record 1 of 7

Report Type: [Dropdown] Export Preview Close

- This form is used to edit, create, delete and print Indentors Designation.
- The form are grouped into 2 fields: Designation Code and Designation.
- Press **“Preview”** button to view a printable list of Indentors Designation.

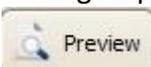
Upazila Family Planning Office Jaintiapur, Sylhet Indentor Designation	
Designation Code	Designation
2	Store Keeper
6	SLPP
7	DDFP
9	Superintendent
10	UFPO
11	UFPA
12	LDA cum Typist
Total Count=7	

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

8.9. Facility Group

- Run UIMsv4
- Select **Administrator > Facility Group** from **Administrator** menu.
- The **Facility Group Entry** form is displayed.

Facility Group Code	Facility Group Name
C	Central Warehouse
D	Regional Warehouse
F	FWA
M	MULTISECTORAL
N	NGO
O	SDP-OTHERS
R	Regional Warehouse(old)
S	SACMO
T	Upazila
W	FWW
X	NON-SDP

- This form is used to edit, create, delete, export and Print Facility Group Unit.
- The form is grouped into 2 View Fields: Facility Group Code and Facility Group Name.
- Press  button to view a printable list of Facility Group.

Upazila Family Planning Office Jaintiapur, Sylhet Facility Group	
Facility Group Code	Facility Group Name
C	Central Warehouse
D	Regional Warehouse
F	FWA
M	MULTISECTORAL
N	NGO
O	SDP-OTHERS
R	Regional Warehouse(old)
S	SACMO
T	Upazila
W	FWV
X	NON-SDP
Total Count=11	

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

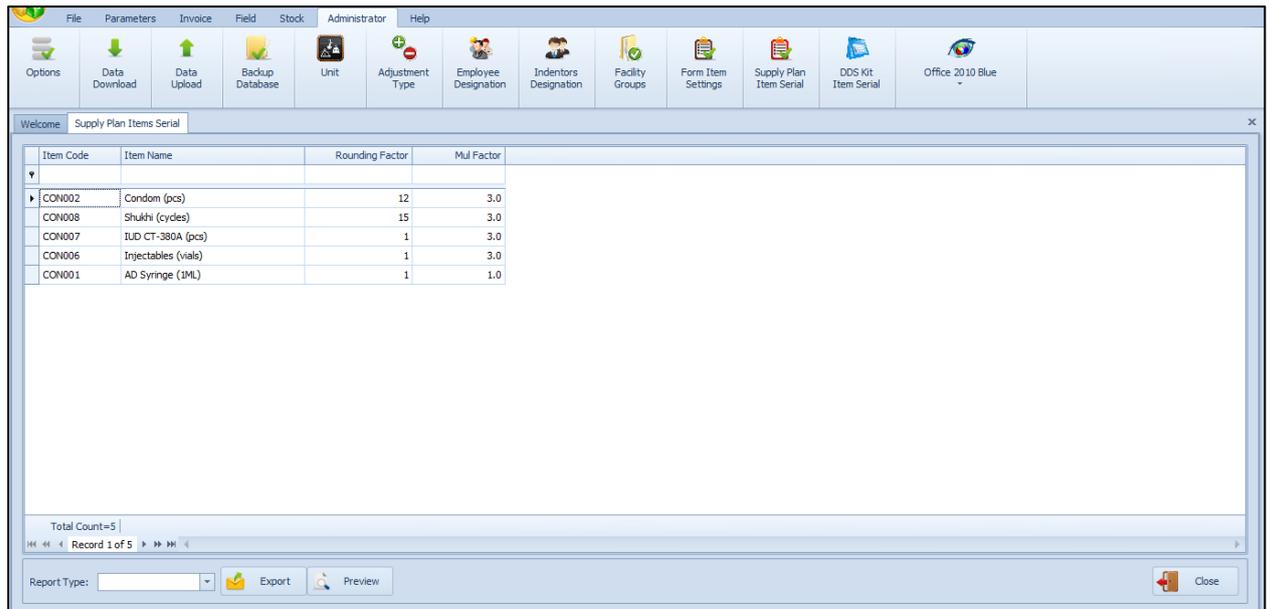
8.10. Form Item Settings

- Run UIMsv4
- Select **Administrator > Form Item Settings** from **Administrator** menu.
- The **Form Item Settings** form is displayed as follows:

- This form is used to view and print Month List and this have two Tabs: 1) Form2 2) Form3 and 3) Form7B
- The form is grouped into 4 fields 1) Set, 2) From Date, 3) To Date and 4) Set Items (Item Code, Item Name, Linked Item, Print).

8.11. Supply Plan Item Serial

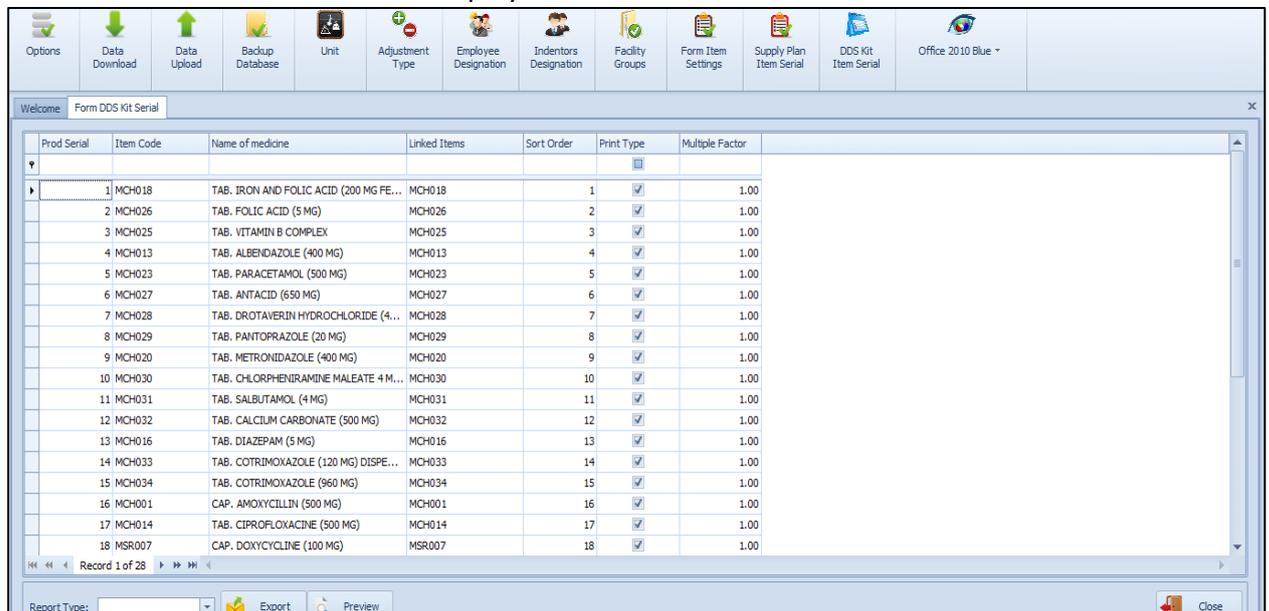
- Run UIMsv4
- Select **Administrator > Supply Plan Item Serial** from **Administrator** menu.
- The **Supply Plan Item Serial** form is displayed.



- This form is used to edit, create, delete and print Supply Plan item serial.
- The form is grouped into 2 View Fields: Item Code, Item Name, Rounding Factor and Multiplying Factor.

8.12. DDS Kits Item Serial

- Run UIMsv4
- Select **Administrator > DDS Kits Item Serial** from **Administrator** menu.
- The **DDS Kits Item Serial** form is displayed.



8.13. How to change UIMsv4 Themes

- Run UIMsv4



- Select **Administrator** > from **Administrator** menu.
- Click on the available **“Themes”** icon and select your favorite theme for displaying UIMS screen. Look like the following screen:



- The **“Office 2010 Blue”** theme has changed to **“Office 2010 Black”** theme -



Chapter-9: Help

9.1. Audit Log

Audit Log keeps track of all the User Actions of Data Entry (i.e., Insert, Update and Delete) in a specific Table of the UIMsv4 Database. If a user adds a new record into the system, each field value of this record treated as new value to the system. In this case the old value of that field is empty. If user removes a record then the audit log will record the old value only. Because already existing value i.e., old value can be deleted or removed. Otherwise if user edit a record and save it, the old and new values are saved to the audit log at that time. In other words, all the changes made by a user to the system are logged automatically to avoid the unauthorized changes to the system.

- Run UIMsv4
- Select **Help > Audit Log** from **Help** menu.

There are two panels in this page: a left panel and a right panel. The left panel shows the user action of insert, update and delete command. The fields in the left side table -

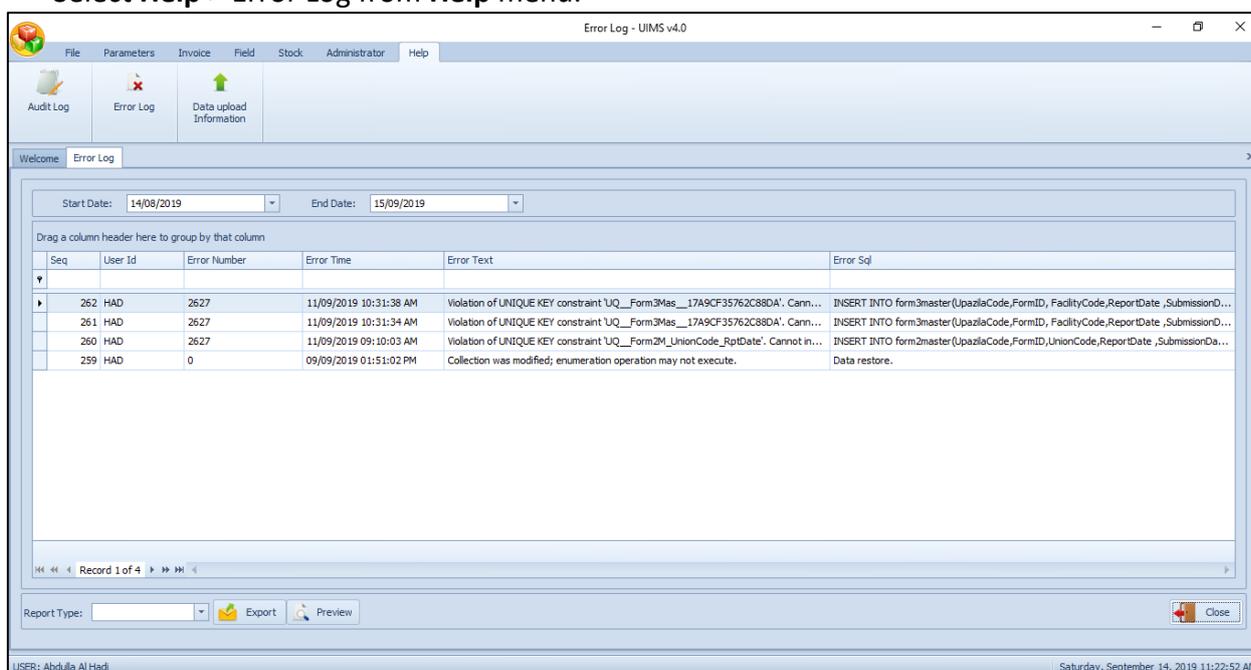
- **Log Seq:** It is the serial number of the records viewing in the page, latest records first.
- **User:** Name of the user who is responsible to execute a command.
- **Create Time:** It is the date and time of a command executed by the user.
- **Terminal:** IP address of the user PC in the network.
- **Table:** Name of the table on which the user command is being executed.
- **Query Type:** Command type executing by the user – INSERT/UPDATE/DELETE.
- **SQL Text:** Standard query language text that is being executed to the database but this a short notation of the command. When you click on the 'more' button you will be able to see the full text of the command.

When you select a record from the left side table, the right side table will show the list of values based on command executed. The fields are - field name, old value and new value. If the command is INSERT, it will show only new values. The old values are empty in this case. If the command is DELETE, it will show only old values new values are empty. It is only the case where both the old and new values are encountered when user edit a record. These are the changes the system will keep track.

9.2. Error Log

When a user tries to Add, Edit and Remove a record and if any error occurs during database operations, i.e., a user is trying to add a record that already exists in the database, that will raise an error. Again, if a user is trying to delete a record that has a relevant record(s) or reference with other table(s) may raise an error. For clarification to the System Administrator an Error Log is implemented as per previous user experience.

- Run UIMSV4
- Select **Help > Error Log** from **Help** menu.



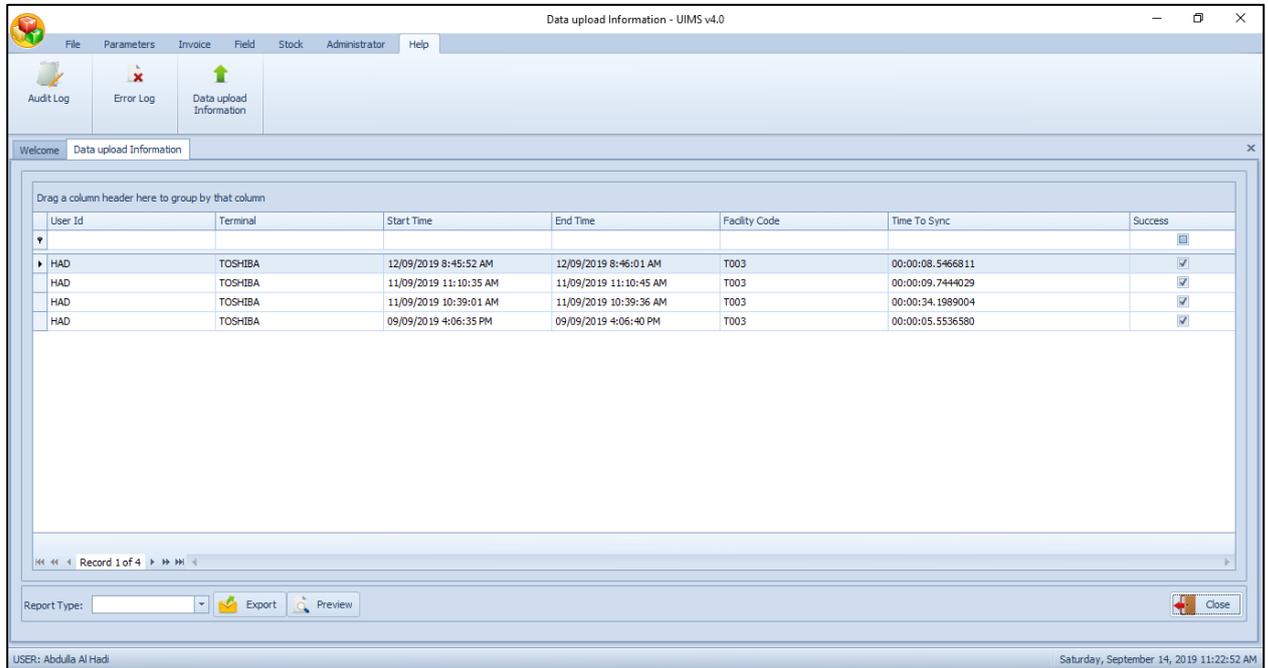
The above image shows the errors which occurred during data entry in UIMSV4. The columns in the table are –

- Remote IP: IP address of the computer where the error initiated
- User: UIMSV4 User ID
- Date: It is the date and time of a command executed by the user.
- Type: Command type executing by the user – INSERT/UPDATE/DELETE.
- Query: The SQL command which is the source of error
- Error No: SQL Error number if available
- Error Message: Error message that explains more about the error.

This error messages can be used by the Administrators to find out what exact errors that happens in UIMSV4 and try to solve those.

9.3. Data Upload Information

- Run UIMSV4
- To view data upload information Select **Help** > Data upload Information from **Help** menu. See the following screen.



- User Id, Terminal, Start Time, End Time, Facility Code, Time to Sync, Status of success.

- END -