# 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	
1.1.3. Limitations	
1.1.4. Where it has been applied	
1.1.5. Language availability	
1.2. UIMSv4 Features	
1.2.1. General	
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	
1.2.8. Form 7B Entry	
1.2.9. Supply Plan Entry	
1.2.10. DDS Kits Entry	
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	
1.4.3. Receive Invoice	
1.4.4. Issue Voucher	
1.4.5. Indent	
1.4.6. Adjustment	

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	
4.1. Item Groups	31
4.2. Item List	33
4.3. Suppliers	
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
	Page <b>2</b> of <b>195</b>

5.2. Receive Invoice – Receive From Warehouse	65
5.3. Issue Voucher	76
5.4. Adjustment Invoice	87
5.5. Indent	
Chapter-6: Field	
6.1. LMIS Form 2	110
6.2. LMIS Form 3	
6.3. LMIS Form 7B	
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	
7.1. Stock Balance	
7.2. Stock Reports	
7.2.1. Stock Summary	
7.2.2. Stock Summary by Lot	
7.2.3. Digital ICR	
7.2.4. Receive Report	
7.2.5. Issue Details by Item	
7.2.6. Issue Details by Facility	
7.2.7. Stock Expiry by Lot	
7.2.8. Adjustment Report	
7.2.9. Stock Transaction by Lot	
7.2.10. Physical Inventory	
7.3. Slow Moving Item list	
Chapter-8: Administrator	
8.1. Options	
8.2. Data Download	
8.3. Data Upload	
8.4. Backup Database	
8.5. Unit	
8.6. Adjustment Type	
8.7. Employee Designation	
8.8. Indentors Designation	
8.9. Facility Group	
	Page <b>3</b> of <b>195</b>

	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
С	hapter-9: Help	.191
	9.1. Audit Log	.192
	9.2. Error Log	.193
	9.3. Data Upload Information	.194

UIMSv4 User's Guide

## **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 UMISv4 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.
- $\checkmark$  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

Page 11 of 195

## **2.1.** How to setup data for a Upazila

• **Step-1**: After installed UIMSv4 software, double clicking the **UMSv4** icon from desktop the following screen will be appeared:

S.	Lo	gin	×
	User Id:	•	
	Password:		
	ОК	Cancel	

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

Please, select the software starting mode.
Start with fresh database.
$\bigcirc$ Start with backup database file.
→ Next

#### (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:

	Upazila	Set Upazila and Next
Progress		

• **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:

Upazila	Jaintiapur, Sylhet         Set Upazila and Next
Progress	

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

Upazila	Jaintiapur, Sylhet	
Progress		27%

"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:

8	Login	×
	User Id:	
	Password:	
	OK Cancel	
		đ

After that the UIMSv4 software will be ready to use.

## 2.2. How to configure UIMSv4 for respective Upazila Users?



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

8	Login ×
	User Id:
	Password:
	OK Cancel

• 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:

							W	elcome - UIMS	v4.0					- 0	×
Fi	e Paramete	rs Invoice	Field S	tock Administr	ator Help					0					
-	+	1	-	<u>a</u>	. °•	<b>8</b>		0							
Options	Download	Upload	Database	Unit	Туре	Designation	Designation	Groups	Settings	Item Serial	Item Serial	Vince 2010 blue			
Welcome							1		1						
									. T	OTAL SDP				<b>STOCK</b> (	DUT
							Produ	icts in Sto	ick 1	11				9	
								61	94	4 FWA   13	3 FWV   4	NGO   0 Multisect	toral		
					Cus	AID DELIVER PROJECT		Supply	y Plan of S	ep 2019		Last Upload			
		Upazila Inventory			SP	Strengthening Pharmaceurical Systems	E7B of Aug 2019 Uploaded				12-Sep-2019	12-Sep-2019 08:46:01 AM			
		Manageme System	int									UPLOAD NOW			
		Directorate Gen Ministry of Healt	eral of Family	Planning		()	Current (	Contraceptiv	e Stock Sta	tus (as on 12	2/09/2019)	2 produ	ct lots expiring in 6	months	
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				<b>) v4</b> .	0 s	IAPS 7	IUD -								
			Upazila Kerani	Family Planning Si iganj, Dhaka	ore	D MTaPS Program	UNI -								
					0.040		Implant -								
							0	1	2	3	4				
							MOS	: 0.1-0.6 MOS	: 0.7-1.6 MOS:	1.7-3 MOS: 3-	+ MOS	<1Month 1	-2Months 2-3Months	3-6Months	
USER: Abdulla	Al Hadi												Thursday, Sept	ember 12, 2019 8:	39:43 AM

## 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:

	Options	Data Download	Data Uploa	d Backup Database	Unit	Adjustmen Type	t Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Supply Plan Item Serial	DDS Kit Item Serial	Of	ffice	2007 Blue 🔻			
V	elcome	Employee Entry	у															×
	Name			Designation		User ID	Password	Mobile No		Email		Active			Form Desc		View	Edit
Ę												[	8	>	Adjustment In	voice	V	V
2	Nicholas N	laian		UFPA (Store)		NN	**						√		Backup Form		V	V
	Sabiha Ka	bir		UFPO		SK	**						<b>V</b>		Data Download	ł		V
*												[	8		Data Upload		V	V
															DDS Kits Medic	ine Reporting	V	V
															Employee List		V	V
															Issue Voucher		V	V
															Item List		V	V
															LMIS Form 2		V	V
															LMIS Form 3		V	V
															LMIS Form 78		V	V
															Local Purchase		V	V
															Receive from V	Varehouse	V	V
															SDP List		V	V
															Software Optio	ons		V
															Supplier List		$\checkmark$	V
															Supply Plan		V	V
н	••• • R	ecord 1 of 2	* ** ** +	- • • × •									•	H	e ee ee ee	d 1 of 17 → → → + + - ▲	✓ X <	•

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

Item Groups	Item List	Suppliers E	Employee	Wareh Lis	ouse Distri	cts Upazla List	Unions	SDP List	SDP Active/ inactive Report			
Welcome Em	ployee Entry											x
Name		Designation		User ID	Password	Mobile No	Email		Active	Form Desc Vie	w Edit	
۹												
Nicholas Nai	an	UFPA (Store)	1	NN	**				7			
Sabiha Kabir	r	UFPO		SK	**				<b>V</b>			
Ø.												
H4 44 4 Reci	ord3of3 ► ₩ ₩	+ - * * X <							•	H 41 4 Record 0 of 0 > >> H + − ∧ √ X 4		+

- Type Name, Designation, User Id, Password then press Save vor 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** Sutton the following screen will be shown:

Iten	Groups	Item List	Suppliers	Employee	e Warel	house Dist	Licts Upazla List	Unions	SDP List	SDP Active/ inactive Report				
Weld	ome Emp	loyee Entry												x
N	ame		Designation		User ID	Password	Mobile No	Email		Active	Т	Form Desc	View	Edit
٩											•	Adjustment Invoice		
N	icholas Naiai	n	UFPA (Store)		NN	**				<b>V</b>	T	Backup Form		
s	abiha Kabir		UFPO		SK	**				<b>S</b>		Data Download		
► M	azeda Parvi	in	UFPA (Accour	its)	MAP	***	01682191200	Mazeda@yahoo.c	om			Data Upload		
*												DDS Kits Medicine Reporting		
											L	Employee List		
												Issue Voucher		
												Item List		
												LMIS Form 2		
												LMIS Form 3		
												LMIS Form 7B		
												Local Purchase		
												Receive from Warehouse		
												SDP List		
												Software Options		
												Supplier List		
											⊨	Supply Plan		
											$\mathbb{H}$			
H4 -4	< + Reco	rd3of3 ► ₩ ₩	+ - + - ×	4							161	( ≪	V X I	
	1000													
	Peport T			- Evport	Pre	wiew								Close

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

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

Item Groups	Suppliers Employe	e Wareho List	puse Distri	cts Upazila List	Unions	SDP List	SDP Active/ inactive Report			
Welcome Employee Entry										x
Name	Designation	User ID	Password	Mobile No	Email		Active	Form Desc	View	Edit
9								Adjustment Invoice		
Nicholas Naian	UFPA (Store)	NN	**				<b>V</b>	Backup Form		
Sabiha Kabir	UFPO	SK	**				<b>V</b>	Data Download		
Mazeda Parvin	UFPA (Accounts)	MAP	***	01682191200	Mazeda@yahoo.co	m	<b>V</b>	Data Upload		
*								DDS Kits Medicine Reporting		
								Employee List		
								Issue Voucher		
								Item List		
								LMIS Form 2		
								LMIS Form 3		
								LMIS Form 78		
								Local Purchase		
								Receive from Warehouse		
								SDP List		
								Software Options		
								Supplier List		
								Supply Plan		
Record 3 of 3 > >> +>+	X -							Record 1 of 17 > > > + + + - + +	X	
Report Type:	- Export	t no Previ	iew						4	Close

- 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:

Item Groups	Item List	Suppliers	Employee	e Warel	nouse Dist	eicts Upazia List	Unions	SDP List	SDP Active/ inactive Report			
Welcome Emp	loyee Entry											x
Name		Designation		User ID	Password	Mobile No	Email		Active	Form Desc	View	Edit
9										Adjustment Invoice		V
Nicholas Naia	n	UFPA (Store)		NN	**				7	Backup Form	1	V
Sabiha Kabir		UFPO		SK	**				<b>V</b>	Data Download	1	V
Mazeda Parvi	in	UFPA (Account	ts)	MAP	***	01682191200	Mazeda@yahoo.	com	<b>V</b>	I Data Upload	<b>V</b>	V
*										DDS Kits Medicine Reporting	<b>V</b>	V
										Employee List		V
										Issue Voucher	<b>V</b>	V
										Item List	1	V
										LMIS Form 2		V
										LMIS Form 3	<b>V</b>	V
										LMIS Form 7B	<b>V</b>	V
										Local Purchase	1	V
										Receive from Warehouse	V	V
										SDP List	1	×.
										Software Options	V	×.
										Supplier List	V	×.
										Supply Plan	V	×.
144 44 4 Reco	rd3of3 ▶ ₩ ₩	+ - • ~ ×	4							144 44 4 Record 4 of 17 >>>> >>> ++	× × 4	•
Report T	ype:	•	Export	C Pre	view						4	Close

## 2.5. How do we set Options for UIMSv4?

• Go to Administrator > Options from Administration menu

-	Ļ	1			•	<b>8</b>	2	6	Ē	Ē		Ø
Options	Data Download	Data Upload	Backup Database	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Supply Plan Item Serial	DDS Kit Item Serial	Office 2010 Blue *

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

ptions Da	ta Data Upload	Backup Database	Unit Adjustment Type	Employee In Designation De	ndentors esignation	Form Item Settings	Supply Plan Item Serial	DDS Kit Item Serial	Office 2010 Blue	
elcome Options										
	Upazila	Keraniganj, Dhaka	v							
	Warehouse	Dhaka CWH								
	Prepared By	MD. Jasim Uddin	•							
	Approved By	NAHID SHULTANA	•							
	Issued By	MD. Jasim Uddin	•							
	Store Type	In UHC Building	•							
	C	Save	Undo 🦸 Close							

- 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:

Options	Parameters In Data Download Uplo	voice Field Stoo Backup ad Database	k Administrator i k Unit Adjustr Type	ent Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Supply Plan Item Serial	DDS Kit Item Serial	Office 2010 Blue	
Welcome Op	Upazila	Keraniganj, Dhaka									1
	Warehouse Prepared By Approved By	Dhaka CWH MD. Jasim Uddin NAHID SHULTANA		* *							
	Issued By Store Type	MD. Jasim Uddin In UHC Building	Lindo Gose	•							
						7					

• 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.

UIMSv4 User's Guide

## Chapter-3: How to operate UIMSv4

Page 19 of 195

## 3.1. How to start UIMSv4

- Double click on in your desktop or
- Select Start > Programs > UIMSv4 > UIMSv4 from taskbar to run UIMSv4.
- Following login screen will appear:

\$ Login
User Id:
Password:
OK Cancel

- 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.

							W	elcome - UIMS	S v4.0					- 0	$\times$
Fi	le Paramete	rs Invoice	Field Stoc	k Administra	ator Help										
Options	Data Download	Data Upload	Backup Database	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Supply Plan Item Serial	DDS Kit Item Serial	Office 20 10 Blue			
Welcome							1				1				
							Produ	ucts in Sto 61	ock 9	FOTAL SDP   <b>11</b> 4 FWA   13	8 FWV   4	NGO   0 Multisec	toral	STOCK ( 9	OUT
	П	Upazila Inventory Manageme System	int		©9 SI	SAID DELIVER PROJECT		Suppl F7B of	y Plan of 9 Aug 2019	Sep 2019 Uploaded		Last Upload 12-Sep-2019	9 08:46:01 A	M UPLOAD	NOW
l	J	Directorate Gen Ministry of Healt	eral of Family Pic th and Family We Upazila Fa Keraniga	mily Planning Si mily Planning Si nj, Dhaka	0		Current C Condom Shukhi - IUD - INJ - Implant - 0	Contraceptiv	ve Stock Sta	tus (as on 12	4	2 produ	uct lots expiring in	6 months	
							MOS	5: 0.1-0.6 MOS	5: 0.7-1.6 MOS	: 1.7-3 MOS: 3+	MOS	<1Month 1	-2Months 2-3Months	3-6Months	
USER: Abdulla	a Al Hadi	_				_	_						Thursday, Se	otember 12, 2019 8:	:39:43 AM

• 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.

User Id:	•
Password:	]
ОК	Cancel

## **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:

Item Groups	Item List	Suppliers	Employee	e Warel Li	house Dist	ricts Upazia I	List Unions	SDP List	SDP Active/ inactive Report				
Welcome Em;	Velcome Employee Entry												
Name		Designation		User ID	Password	Mobile No	Email		Active	Form Desc	View	Edit	
9										Adjustment Invoice	7	<b>V</b>	
Nicholas Naiz	an	LIEPA (Store)		NN	**					Backup Form	1	V	
Sabiha Kabir		UFPO		SK	**					Data Download	1	V	
Mazeda Parv	<i>i</i> n	UFPA (Accoun	ts)	MAP	***	01682191200	Mazeda@yahoo	com	V	I Data Upload	1	<b>V</b>	
*										DDS Kits Medicine Reporting	1	V	
										Employee List	1	V	
										Issue Voucher	1	V	
										Item List	$\checkmark$	V	
										LMIS Form 2	$\checkmark$	V	
										LMIS Form 3	V	V	
										LMIS Form 7B	V	V	
										Local Purchase	1	V	
										Receive from Warehouse	$\checkmark$	V	
										SDP List	$\checkmark$	V	
										Software Options	$\checkmark$	V	
										Supplier List	V	V	
										Supply Plan	V	V	
141 41 A Reco	W (4 < Record 3 of 3 > >> + +												
Report 1	Гуре:	<b>•</b>	Export	C Pre	eview						4	Close	

• **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:

You	must l	logon b	efore o	pen th	is form	
				•		
				(	OV	

## **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.

V File	e Parameters	Invoice	Field	Stock	Administrator	Help								
Options	Data Download I	1 Data Jpload	Backup Database	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Form 2 Item Serial	Supply Plan Item Serial	DDS Kit Item Serial	Office 2010 Blue +	
Welcome C	Options			 										, 
File	e Parameters		Field	Stock	Administrator I	Help								
Welcome C	Change User Password	i	P	assword										3
	User Id:	A	DMIN		-									
	Old Passwo New Passwo	rd:												
	Confirm Pa	ssword:												
			🖌 Up	idate	Close									

- 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:

							Welcome - UIMS V3	- 0	×
	File	Parameters	Invoice	Field Stoc	c Administrator	Help			
Exit		Login	Logout	Change Password					

- ✓ 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**:



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

 Image: 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.

🤍 File	Parameters	Invoice	Field	Stock	Administrator H	Help	-									
LMIS Form 3	LMIS Form 2	LMIS Form 78	s Si	Upply Plan	Field Reports	DDS Kits Reporting										
Welcome LMIS	Form 78 LMIS Fo	orm 3								-						×
Jan 01, 2015 - Report Monti	Apr 30, 2015 👻	Uploaded	Upa	Date	Id 2		Upa	zila Kahaloo,	Bogra	District						
<ul> <li>P</li> <li>March</li> </ul>	2015	T T	Kahi	R	eported Year 2015		Reports Submi	sdP		56						
February	2015		Kan	SL#	Article		Opening Balance	Received	Distributed	Adjustment (+)	Adjustment (-)	Closing Balance	MOS	Total Useable	Total SDP	
	•				1 Condom (pcs)		61,461	200	5,740			55,921	2.6	106021	1	
	Α				2 Shukhi (cycles)		41,415	660	2,882	•		39,195	2.6	67320	1	
					3 ECP (cycles)					-						
					4 IUD CT-380A (pcs	)	130	44	221			130	5.7	236	1	
					6 Disposable Svringe	e (nos)	2,100	44	416		17	2 449	2.1	3962	1	
				•	Implant (nos)	. (100)	141		120			141	1.1	141		
					Implant Jadelle( 2	rod with canulla)	244					244	61.0	244		
					7 Implant		385					385	96.3	385		-
	Image: Market and Top 15     Image: Market and Top 15       Image: Market and Top 15															
44 4 Record	1of2 ▶ ₩ ◀	m		<b>±</b> N	ew 💽 Save	Undo 🔰	🕻 Delete 🔀	Preview	Print	Close	Post			Î	Had Form 78	

• **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:

To Insert a new record of any type
Undo To Undo the current record
Save To Save the current editing
<b>X</b> Delete the current record in a form
Preview To Proviow a report before printing
Print To Print a report before printing
To View print entions before one print from Draview
To Update of records to addition or deletion into stock data
Cancel
To Cancel any action or task
To Search/Filter of any records
To Insert a new record in a form

Paga

- 본 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:

	Iter	m Code	▲ Item Name 👻	Initial Stock (Usable)	Initial Stock (Unusable)	Unit	
			*con				
	Y	Group: CON	TRACEPTIVE				
1		CON002	CONDOM	50,300		pcs	
		CON008	ORAL CONTRACEPTIVE PILL (SHUKHI)	28,785		cycle	
			Group Total Items =2				
1	×	Group: IEM	& OTHER PRINTING MATERIALS				
		IEM010	CONDOM REGISTER			book	Ξ
		IEM011	CONSENT FORM FOR OPERATION (			pcs	
		IEM019	FORM 7B (CONT.)	3		pad	=
1		IEM028	IMPLANT CLIENT CONSENT FORM			pcs	=
		IEM038	INVENTORY CONTROL REGISTER (ICR)	27		book	=
1			Grand Total Items =15				
c		Contains([It	em Name], 'con')			[	Edit Filt

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

	Group Total Items =8		
🖃 Group: IEM 8	OTHER PRINTING MATERIALS		
IEM001	ADMISSION REGISTER	book	=
IEM002	ANESTHESIA RECORD	pcs	Ξ
IEM003	ANTENATAL CARD	pcs	Ξ
IEM004	ANTENATAL REGISTER	book	Ξ
IEM005	BIN CARD	pcs	Ξ
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:

Group 🔺							
Item Code	Item Name	Unit Name	Usable Qty	Unusable Qty	Lot No	Mfg 👻	Exp Date
🗐 Group: CO	NTRACEPTIVE						
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:

Group	•							
Item	Code	Item Name	Mfg 👻 🛽	Unit Name	Usable Qty	Unusable Qty	Lot No	Exp Date
2 • = G	Group: CO	NTRACEPTIVE	Mf	g Date				
C	CON002	CONDOM	17/12/2014	pcs	100,000		123	19/03/2018
C	CON001	AD SYRINGE (1 ml)	15/12/2014	pcs	12,600		345	20/02/2015
C	CON002	CONDOM	14/11/2014	pcs	3,900		123	19/02/2016

	Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusa	Unit	
7						
>	Group: CONT	RACEPTIVE				
	CON001	AD SYRINGE (1 ml)	9,274		pcs	Ξ
	CON002	CONDOM	52,500		pcs	≡
	CON003	ECP (2 TAB/PACK)			pack	Ξ
	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	3			

#### (5) Total Records Count:

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

🔫 4 4 Record 23 of 313	<b>&gt;</b>	Hecord 23 of 313	👭 🛃 🖌 Record 23 of 313
	Next	Next Page	Last

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

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

👒 Save As			×
	lew Volume (D:) > UIMS V4 >	✓ ບັ Search UIMS V4	Q
Organize 👻 New fol	der		::: • ?
This PC	Name	Date modified	Туре ^
3D Objects		14/09/2019 7:11 AM	File folder
Desktop	DevExpress.BonusSkins.v16.1.dll	12/09/2019 1:04 PM	Application e
	DevExpress.Charts.v16.1.Core.dll	12/09/2019 1:04 PM	Application e
Develoada	DevExpress.CodeParser.v16.1.dll	12/09/2019 1:04 PM	Application e
- Downloads	DevExpress.Dashboard.v16.1.Core.dll	12/09/2019 1:04 PM	Application e
J Music	DevExpress.Dashboard.v16.1.Win.dll	12/09/2019 1:04 PM	Application e
Pictures	DevExpress.Data.v16.1.dll	12/09/2019 1:04 PM	Application e
Videos	DevExpress.Data.v16.1	12/09/2019 1:04 PM	XML Docum
🏪 Local Disk (C:)	DevExpress.DataAccess.v16.1.dll	12/09/2019 1:04 PM	Application e
New Volume (D:	DevExpress.DataAccess.v16.1.UI.dll	12/09/2019 1:04 PM	Application e 🗸
N	<		>
File <u>n</u> ame: UIM	ISV4_SDP Closing Summary Status on July 2019_	14_09_2019_09_27	~
Save as <u>t</u> ype: All fi	iles (*.*)		~
<ul> <li>Hide Folders</li> </ul>		<u>S</u> ave	Cancel

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

x		<del>ნ</del> -	ð- ;	UIMSV4_	SDP Closin	g Summ	ary St.	. ?	*	_		×
F	ILE F	IMOH	NSER	PAGE FOR	M DATA	REVIE	VIEW	Foxit	Md.	Elias.	. <b>.</b> K	
Clip	board I	A Font A	≡ Alignme	nt Number	🔡 Cond 🐺 Form 🐺 Cell S	itional F at as Tał tyles <del>-</del> Style	ormati ble ₹	ting •	Ells	Edit	ting	^
A	L	-	: ]	XV	<i>fx</i>							¥
		Α	В		С				DE	F		
1 2 3 4 5			_						SDP	Upaz [ Closin <u>c</u>	ila Fami Debigan J Summ	1 1 6
6	Month Clo	osing Bal		Name					Union N	ame		
8	FWA	Ψ	1 no	Unit. Arifa Al	ter, FWA, S	aldanga			02. Salo	langa		
9			1 no	Unit. Rupali P	Rani, FWA, D	)ebiduba			09. Deb	iduba		
10			1 no	Unit. Sharmili	Rani Das, F	WA, Sun	dardigh	i	05.Sund	dardig	hi	
11			1 no.	. Unit. Sabi Ra	ani Das, FW	A(Inc), P	amuli		04. Pan	nuli		
12			1/ ka	, Deloara Beg	gum, FWA(Ir	nch.), Da	ndapal		08. Dan	Idapal		
13			1/ ka	i, Jahanara B	egum, FWA	(Inch.), (	Chilahat	i	01.Chila	ahati		
14			1/ ka	i, Khaleda Beg	gum, FWA(II	nch.), Sa	naher		06. Son	aher		
15			1/ ka	i, Kohinur Beg	jum, FWA , I	Debigonj			03. Deb	igonj		
16			1/ ka	, Mst. Jusna	Hegum, HVVA	, Teprigo		Dong	U7.Tep	igonj	Jama D	
1/			1/ ка	, Kowser Parv	/in, FWA(Inc	.), Cheng	, ,	ra Dang	10.Che	nguni r	nazra D	-
	${}  \rightarrow $		Sheet	$( \mathbf{+} )$			4				Þ	]
												,

## (8) Printing Option

- Press Preview button to preview the report/data.
- Press for direct print into a printer without previewing the report/data.

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 Close
  - 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:	
1. Suppliers	8. Adjustment Invoice
2. Employee	9. Indent
3. SDP List	Under Field Menu:
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:

File Parameters	Invoice Field Stock	Administrator	Help					
em Groups Item List	Suppliers Employee	e Warehouse List	Districts	Upazila List	Unions	SDP List	SDP Active/ inactive Repor	
elcome Item Group								
rag a column header here to gr	oup by that column							
Group Code	Group Name							
CON	CONTRACEPTIVE							
IEM	IEM & OTHER PRINTING MAT	ERIALS						
KIT	KITS & MEDICAL EQUIPMENT	s						
MCH	MCH & OTHER MEDICINE							
MSR.	MSRs (ALL)							
OEF	OFFICE EQUIPMENTS & FURI	NITURE						
отн	OTHERS							
VEH	VEHICLE							
Total Cour	it=8							
↔ ← Record 1 of 8 → →	н 4							
Report Type:	🔹 🛃 Export	Preview						Clos

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.

ss butte	on 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
мсн	MCH & OTHER MEDICINE
MSR	MSRs (ALL)
OEF	OFFICE EQUIPMENTS & FURNITURE
ОТН	OTHERS
VEH	VEHICLE
Total C	iount=8

### **Print Item Groups:**

- Preview • Pr

• 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

File         Parameters         Invoice         Field         Stock         Administrator         Help           Groups         Item List         Supplers         Employee         Marchane         List         List         SDP List	
Item List         Item List <t< td=""><td></td></t<>	
Tem List         Croup:         CONTRACEPTIVE           Item Lot         Item Name         Initial Stock (Jusable)         Initial Stock (Jusable) </td <td></td>	
Group:         CONTRACEPTIVE         Initial Stock (Linusabile)	
Group         Lot No/Description         Mfg. Date         Expiry Date         Init. Lot Qty         Init.           Item Code         Item Name         Initial Stock (Linusable)         Unit         Initial Stock         1,557         Initial Stock	
Group         Lot No/Description         Mfg. Date         Expiry Date         Init. Lot Qty         Init.           Item Code         Item Name         Initial Stock (Lisable)         Initial Stock (Lisable)         Unit            1         1,557   <	
Column         Item Name         Initial Stock (Usable)         Initial Stock (Unusable)         Unitial Stock (Unusable) <tht< td=""><td>. Lot Qty (Unusab</td></tht<>	. Lot Qty (Unusab
Item Name         Intel Stock (Usable)         Intial Stock (Unusable)         Unit         Item Name           V         Group: CONTRACEPTIVE         Intial Stock (Unusable)	
V         Group: CONTRA-CEPTIVE           CON001         AD SYRINGE (1 m)         1,557         pcs         Image: Control of	
Group: CONTRACEPTIVE           CON01         AD SYRINGE (1 ml)         1,557         pcs         Image: Control of the control of t	
CON001     AD STRNDEC (1 mi)     1,557     pcs       CON002     CONDOM     50,300     pcs       CON003     ECP (2 TAB/PACIC)     pack       CON004     IMPLANT (2 ROD)     sets       CON005     IMPLANT (SINGLE ROD)     sets       CON006     INECTABLES (DEPO-PROVERA)     1,450       CON007     IDD (CT-330A)     106       CON007     DEL CONTRACTER EUL (SH MH)     2735	
CON002         CON00M         S0,300         pcs           CON003         ECP (21A)PACI()         padk         E           CON004         IMPLANT (2ROD)         ests         E           CON005         IMPLANT (SINGLE ROD)         ests         E           CON006         INJECTABLES (DEPO-PROVERA)         1,450         vals         E           CON007         JUD (CT-380A)         106         pcs         E	
CON003     ECP (7 AB/PACK)     pack     Image: Control of the contr	
COM004         IMPLANT (2ROD)         sets         Implant           COM005         IMPLANT (SINGLE ROD)         sets         Implant           COM006         INJECTABLES (DEPO-PROVERA)         1,450         vials         Implant           COM007         IUD (CT-380A)         106         pcs         Implant           COM007         IDD (CT-380A)         106         pcs         Implant	
CON005         IMPLANT (SINGLE ROD)         sets           CON006         INJECTABLES (DEPO-PROVERA)         1,450         vials           CON007         ILD (CT-330A)         106         pcs           CON007         DEM CONTRACTOR FERLI (SH MHR)         28-25         code	
CON005         INJECTABLES (DEPO-PROVERA)         1,450         Vals           CON007         ILD (CT-380A)         106         pcs           DO007         DD (CT-380A)         106         pcs	
CON007 UD(CT-30A) 106 pcs	
CONDOS OPAL CONTRACERTIVE DI LI (SHI KHI) 28.785 orde	
Group Total Items =8	
Grand Total Items =8 1,557	
(4 < Record lof 8 ▷ ▷ ▷ ▷ ▷ ▷ ▷ ▷ ▷ ▷ ▷ ▷ ▷ ▷ ▷ ▷ ▷ ▷	
Report Type: 🗾 👻 🔂 Export 👌 Preview	
	Close
	Close

- 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:

Grou	ps Ib	em List	Suppliers	Employee	Warehouse List	Districts U	pazla List	Union	s SDI	P List	SDP Active/ nactive Repor				
me	Item List					W		14.							
				Group:	ALL			-							
Store									Lot No/Des	cription	Mfg. Date	Expiry Date	Init. Lot Qty	Init.	Lot Qty (Unusabl
Iten	n Code	Item Name			Initial Stock (Us 🔺 🕈	Initial Stock (Unusable)	Unit		*					1,557	
~	Group: COM	TRACEPTIVE													
	CON003	ECP (2 TA	/PACK)				pack	Ξ							
	CON004	IMPLANT (	ROD)				sets	=							
	CON005	IMPLANT (	SINGLE ROD)				sets	=							
	CON007	IUD (CT-3	0A)		106		pcs	Ξ							
	CON006	INJECTAB	es (depo-pro	VERA)	1,450		vials	=							
	CON001	AD SYRIN	E (1 ml)		1,557		pcs	=							
	CON008	ORAL COM	TRACEPTIVE P	ILL (SHUKHI)	28,785		cycle	≡							
	CON002	CONDOM			50,300		pcs	=							
			Group T	otal Items =8											
۲	Group: IEM	& OTHER PRI	ITING MATER	RIALS											
	< Record	1 of 337 🕨	Grand Tot	al Items =337				×	141 41 4 Re	cord 1 of	1 ⊨ ⊨ н ∢			1,557	

- 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**

File Pa	rameters Invoice Field	Stock Admir	nistrator H	lelp	120-2	kale e		1547			
n Groups I	tem List Suppliers	Employee V	Warehouse List	Districts (	Jpazila List	Unions	SDP List	SDP Active/ inactive Repor			
come Item List											
		Group: ALL									
Group 🔺							Lot No/Description	Mfg. Date	Expiry Date	Init. Lot Qty	Init. Lot Qty (Unusabl
Item Code	Item Name	Initial Sto	ock (Us 🔺 🎙	Initial Stock (Unusable)	Unit		*			1,5:	57
Group: CO	NTRACEPTIVE	Λ							D		
CON003	ECP (2 TAB/PACK)	A			pack	Ξ			D		
CON004	IMPLANT (2 ROD)				sets	Ξ					
CON005	IMPLANT (SINGLE ROD)				sets	Ξ					
CON007	IUD (CT-380A)		106		pcs	Ξ					
CON006	INJECTABLES (DEPO-PROVER	RA)	1,450		vials	Ξ					
CON001	AD SYRINGE (1 ml)		1,557		pcs	Ξ					
CON008	ORAL CONTRACEPTIVE PILL	(SHUKHI)	28,785		cycle	=					
CON002	CONDOM		50,300		pcs	Ξ					
	Group Tota	al Items =8									
✓ Group: IEI	1 & OTHER PRINTING MATERIA	ALS									
	Grand Total I	tems =337				-				1,55	7
4 4 4 Decord	LIOF 337 A NAME OF Y										
Report Type:	-	Export	Preview			C					Close

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.

2.88	-			-				1.0		10cm			
Groups	Ttem List	Suppliers	Ð	mployee	Warehouse List	Districts Upr	azila List	Unions	SDP List	SDP Active/ inactive Repor			
ome Item (	.ist									h			
				Group: CC	ONTRACEPTIVE			¥					
Group 🔺									Lot No/Description	Mfg. Date	Expiry Date	Init. Lot Qty	Init. Lot Qty (Unusab
these Conda				φ.	Total Charle Disable)	Town of the second seco	11-16	_	•			1,55	7
Item Code	- 10	m Name			Initial Stock (Usable)	Initial Stock (Unusable)	Unit	_	*				
La Carrie	CONTRACE	TDE											
* Group		NDOM			50.3	20	0.00	-					
CONOC	2 00	noom -			50,5		pcs	_					
K IZ Starte	with/fitem Nac	G	and Total I	tems =1				Edit Eilter				1 55	7
<ul> <li>✓ Starts</li> <li>I +I + Re</li> </ul>	with([Item Nar .ord 0 of 1 )	G ne], 'con') ೫ ೫	rand Total I	tems =1			[	Edit Filter	144 44 Record 1 of 1	[ >		1,55	7
< Starts (44 4 Re	with([Item Nar cord 0 of 1 →	G ne], 'con') ₩ ₩ ≏ ❤ X	rand Total I	tems =1			[	Edit Filter	144 44 4 Record 1 of :	I ► ₩ ◀		1,55	7

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.

i	=		3		9	Sec.	0-5		-	V.			
oups	Item List	Suppliers	Employee	Warehouse List	Districts I	Jpazila List	Unio	ns	SDP List	SDP Active/ inactive Repor			
e Item Lis	t			L						4 4.S.			
			Group:	ALL			-						
oup 🔺							4		Lot No/Description	Mfg. Date	Expiry Date	Init. Lot Qty	Init. Lot Qty (Unus
tem Code	▲ Item	Name		Initial Stock (Usable)	Initial Stock (Unusable)	Unit		*				1	,557
<ul> <li>Group: (</li> </ul>	CONTRACEPT	IVE											
CON001	AD S	YRINGE (1 ml)		1,557		pcs	Ξ						
CON002	CON	MOC		50,300		pcs	=						
CON003	ECP	(2 TAB/PACK)				pack	=						
CON004	IMPL	ANT (2 ROD)				sets	=						
CON005	IMPL	ANT (SINGLE ROD)				sets	≡						
CON006	INJE	CTABLES (DEPO-PRO)	/ERA)	1,450		vials	=						
CON007	IUD	(CT-380A)		106		pcs	=						
CON008	ORA	CONTRACEPTIVE PI	LL (SHUKHI)	28,785		cycle	≡						
		Group To	otal Items =8										
<ul> <li>Group: 1</li> </ul>	IEM & OTHEF	PRINTING MATER	IALS										
4 4 Rec	ord 0 of 337	Grand Tota ► ₩ ₩ + ✓ X	Items =337				•	н	4 Record 1 of	1 ⊨ ⊨ HI <		1,	557
													-

## View information about a specific Item

Grou	ps Ite	m List Suppliers Employe	e Warehouse List	Districts U	pazla List	Unior	is SDP L	ist SDP Active/ inactive Repor			
ome	Item List										
		Group:	ALL			*					
Grou	p 🔺						Lot No/Descri	iption Mfg. Date	Expiry Date	Init. Lot Qty 50,300	Init. Lot Qty (Unusab
Iter	n Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit		*				
~	Group: CON	TRACEPTIVE				_					
1	CON001	AD SYRINGE (1 ml)	1,557		pcs	Ξ					
	CON002	CONDOM	50,300		pcs	Ξ					
	CON003	ECP (2 TAB/PACK)			pack	Ξ					
	CON004	IMPLANT (2 ROD)			sets	Ξ					
	CON005	IMPLANT (SINGLE ROD)			sets	Ξ					
	CON006	INJECTABLES (DEPO-PROVERA)	1,450		vials	=					
	CON007	IUD (CT-380A)	106		pcs	=					
	CON008	ORAL CONTRACEPTIVE PILL (SHUKHI)	28,785		cycle	=					
		Group Total Items =8									
~	Group: IEM	& OTHER PRINTING MATERIALS				_					
	4 Decerd	Grand Total Items = 337	rİ			-	141 41 4 Reco	rd1of1 ⊨ ⊯ ⊮ ∢		50,300	

- 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.
| Grou | ps Iter     | m List Suppliers Employee             | e Warehouse<br>List    | Districts U              | bazila List | Unior | ns   | SDP List             | SDP Active/<br>nactive Repor |             |               |       |                     |
|------|-------------|---------------------------------------|------------------------|--------------------------|-------------|-------|------|----------------------|------------------------------|-------------|---------------|-------|---------------------|
| me   | Item List   |                                       |                        |                          |             |       |      |                      |                              |             |               |       |                     |
|      |             | Group:                                | MCH & OTHER MEDICIN    | E                        |             | ¥     |      |                      |                              |             |               |       |                     |
|      |             |                                       |                        |                          |             |       |      | Lot No/Description   | Mfg. Date                    | Expiry Date | Init. Lot Otv | In    | it. Lot Oty (Unusah |
| Grou | р 🔺         |                                       |                        |                          |             |       | ,    |                      |                              | 31/12/2017  |               | 2,500 |                     |
| Iter | n Code      | Item Name                             | Initial Stock (Usable) | Initial Stock (Unusable) | Unit        |       |      |                      |                              | 31/12/2018  |               | 2,500 |                     |
|      |             |                                       |                        |                          |             |       | *    |                      |                              |             |               |       |                     |
|      | MCH023      | TAB. PARACETAMOL 500 mg               | 5,000                  |                          | tab.        |       |      |                      |                              |             |               |       |                     |
|      | MCH024      | TAB. RANITIDINE 150 mg                |                        |                          | tab.        | =     |      |                      |                              |             |               |       |                     |
|      | MCH025      | TAB. VITAMIN B COMPLEX                |                        |                          | tab.        | Ξ     |      |                      |                              |             |               |       |                     |
|      | MCH026      | Tab. Folic Acid (5 mg)                |                        |                          | tab.        | Ξ     |      |                      |                              |             |               |       |                     |
|      | MCH027      | Tab. Antacid (650 mg)                 |                        |                          | tab.        | =     |      |                      |                              |             |               |       |                     |
|      | MCH028      | Tab. Drotaverin Hydrochloride (40 mg) |                        |                          | tab.        | =     | -    |                      |                              |             |               |       |                     |
|      | MCH029      | Tab. Pantoprazole (20 mg)             |                        |                          | tab.        | =     |      |                      |                              |             |               |       |                     |
|      | MCH030      | Tab. Chlorpheniramine Maleate 4 mg)   |                        |                          | tab.        | =     |      |                      |                              |             |               |       |                     |
|      | MCH031      | Tab. Salbutamol (4 mg)                |                        |                          | tab.        | =     |      |                      |                              |             |               |       |                     |
| 1    | MCH032      | Tab. Calcium Carbonate (500 mg)       |                        |                          | tab.        | =     |      |                      |                              |             |               |       |                     |
|      | MCH033      | Tab. Cotrimoxazole (120 mg) dispersi  |                        |                          | tab.        | =     |      |                      |                              |             |               |       |                     |
|      | 1 Record 23 | Grand Total Items =44                 | l.                     |                          |             |       | - 10 | ( +( + Record 1 of 2 | 2 + ++ ++ <                  |             |               | 5,000 |                     |

#### 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**

iroups	Item List	Suppliers Er	mployee Wareh	ouse t	Districts U	azila List	U	Jnions	SDP List	SDP Active/ inactive Repor			
ne Item List										I			
			Group: MCH & OTHER I	MEDICIN	Ę		-	+					
roup 🔺									Lot No/Description	Mfg. Date	Expiry Date	Init. Lot Qty	Init. Lot Qty (Unusab
Item Code	▲ Item I	Name	Initial Stock (Us	able)	Initial Stock (Unusable)	Unit							
MCH022	TAB. I	NAPAROXEN 500 mg				tab.	=						
MCH023	TAB.	PARACETAMOL 500 mg		5,000		tab.							
MCH024	TAB. I	RANITIDINE 150 mg				tab.							
MCH025	TAB.	VITAMIN B COMPLEX				tab.							
MCH026	Tab. F	Folic Acid (5 mg)				tab.	=						
MCH027	Tab. A	Antacid (650 mg)				tab.		=					
MCH028	Tab. D	Drotaverin Hydrochloride (4	Ю mg)			tab.	=						
MCH029	Tab. F	Pantoprazole (20 mg)				tab.	=						
MCH030	Tab. (	Chlorpheniramine Maleate 4	img)			tab.	Ξ						
MCH031	Tab. 9	Salbutamol (4 mg)				tab.	Ξ						
MCH032	Tab. 0	Calcium Carbonate (500 mg	0			tab.	Ξ						
++ + Recor	d 27 of 44 🕨	Grand Total Iten	ns =44		1.		,	-	H4 44 4 Record 0 of 0	ь н н ∢			0

• Select item from Item list and enter Initial Stock (Usable) and Initial Stock (Unusable) then press "Enter" from keyboard.

Group	s Item	List Suppliers Employee	e Warehouse List	Districts U	pazila List	Union	s SDP List	SDP Active/ inactive Repor			
ne	Item List										
		Group:	MCH & OTHER MEDICINE			-					
iroup	•					•	Lot No/Description	Mfg. Date	Expiry Date	Init. Lot Qty	Init. Lot Qty (Unusab
Item	Code ·	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit						
r	MCH022	TAB. NAPAROXEN 500 mg			tab.	=					
1	MCH023	TAB. PARACETAMOL 500 mg	5,000		tab.	=					
1	4CH024	TAB. RANITIDINE 150 mg			tab.	Ξ					
1	4CH025	TAB. VITAMIN B COMPLEX			tab.	=					
1	4CH026	Tab. Folic Acid (5 mg)			tab.	=					
r	MCH027	Tab. Antacid (650 mg)	5000		tab.	=					
1	4CH028	Tab. Drotaverin Hydrochloride (40 mg)			tab.	=					
1	4CH029	Tab. Pantoprazole (20 mg)			tab.	=	<u>ال</u>				
r	MCH030	Tab. Chlorpheniramine Maleate 4 mg)			tab.	=					
1	MCH031	Tab. Salbutamol (4 mg)			tab.	Ξ					
r	MCH032	Tab. Calcium Carbonate (500 mg)			tab.	=					
41	Record 27 d	Grand Total Items =44 f 44 ▶ ₩ ₩ ☆ ✔ 🗶 🖣				+	H4 44 4 Record 0 of	0 > >> >> >> >> >> >> >> >>> >>>>>>>>>>			0

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

irouns I	tem List Suppliers Employ	ee Warehouse	Districts I	Inazila List	Lini	ions	SDP List	SDP Active/			
	contract company and and a	List		putro tor				inactive Repor			
ne Item List											
	Group	MCH & OTHER MEDICIN	E.		-						
						<b>A</b>	Lot No/Description	Mfg. Date	Expiry Date	Init. Lot Qty	Init. Lot Qty (Unusat
oup 🔺							•			5,000	
tem Code	<ul> <li>Item Name</li> </ul>	Initial Stock (Usable)	Initial Stock (Unusable)	Unit			*				
MCH022	TAB. NAPAROXEN 500 mg			tab.	=						
MCH023	TAB. PARACETAMOL 500 mg	5,000		tab.	=						
MCH024	TAB. RANITIDINE 150 mg			tab.	=						
MCH025	TAB. VITAMIN B COMPLEX			tab.	Ξ						
MCH026	Tab. Folic Acid (5 mg)			tab.	Ξ						
MCH027	Tab. Antacid (650 mg)	5,000		tab.	Ξ						
MCH028	Tab. Drotaverin Hydrochloride (40 mg	)		tab.	=						
MCH029	Tab. Pantoprazole (20 mg)			tab.	Ξ						
MCH030	Tab. Chlorpheniramine Maleate 4 mg)			tab.	=						
MCH031	Tab. Salbutamol (4 mg)			tab.	Ξ						
	Tab. Calcium Carbonate (500 mg)			tab.	Ξ						
MCH032		1	h		_	-				5.000	1
MCH032	Grand Total Items =4	4								21000	

## Initial Lot QTY Entry

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

		Item List Lot D	etails		
Item Code: CON	003 Item Name: ECP (2 TAB/PACK)		Usable Stock	: 5000	Unusable Stock:
Lot No	Mfg. Date	Expiry Date	Init. Lot Qty	Init.	Lot Qty (Unusable)
>				5,000	0
*					
	Total :			5000	0
Hecord 1 of 1	▶ ₩ ₩ + - ▲ ✓ X 4				>

(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 dutton.
- If user need to give entry Mfg. Date, Expiry Date and Multiple Lot entered as shown in following screen:

		Item List Lot De	tails	
Item Code: CO	N003 Item Name: ECP (2 TAB/PACK)		Usable Stock: 5000	Unusable Stock:
Lot No	Mfg. Date	Expiry Date	Init. Lot Qty	Init. Lot Qty (Unusable)
1	01/02/2015	28/02/2018	2,	000
1	01/03/2015	31/03/2018	3,	000
	Total :		5	000
4 4 Record 2 of 2	Total : 2 → >> >> + → → → → × < <		5	000
<ul> <li>4 Record 2 of 2</li> </ul>	Total: 2		5	000

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

Grou	ps Iter	n List Suppliers Employee	e Warehouse List	Districts U	bazila List	Uni	ions	SDP List	SDP Active/ inactive Report				
me	Item List												
		Group:	MCH & OTHER MEDICIN	E		-							
irou	•						<b>^</b> ,	Lot No/Description	Mfg. Date	Expiry Date 31/12/2017	Init. Lot Qty	2,500	t. Lot Qty (Unusab
Iter	n Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit					31/12/2018		2,500	
	MCH023	TAB. PARACETAMOL 500 mg	5,000		tab.	=							
	MCH024	TAB. RANITIDINE 150 mg			tab.	Ξ							
	MCH025	TAB. VITAMIN B COMPLEX			tab.	≡							
	MCH026	Tab. Folic Acid (5 mg)			tab.	Ξ							
	MCH027	Tab. Antacid (650 mg)			tab.	=							
	MCH028	Tab. Drotaverin Hydrochloride (40 mg)			tab.	=							
	MCH029	Tab. Pantoprazole (20 mg)			tab.	=							
	MCH030	Tab. Chlorpheniramine Maleate 4 mg)			tab.	=							
	MCH031	Tab. Salbutamol (4 mg)			tab.	≡							
	MCH032	Tab. Calcium Carbonate (500 mg)			tab.	≡							
	MCH033	Tab. Cotrimoxazole (120 mg) dispersi			tab.	Ξ							
*	<ul> <li>Record 23</li> </ul>	Grand Total Items =44	Í	1. 		*	-	44 4 Record 1 of 2	2 <b>F FF FH</b> 4			5,000	

#### **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:

	l	tems List		
Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit
up: CONTRACEP	PTIVE	1		1
CON001	AD SYRINGE (1 ml)	9,274		pcs
CON002	CONDOM	52,500		pos
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		pos
CON008	ORAL CONTRACEPTIVE PILL (SHUKHI)	31,215		cycle
	Group Total Items =	8		
up: IEM & OTHE	R PRINTING MATERIALS			
IEM001	ADMISSION REGISTER	10		book
IEM002	ANESTHESIA RECORD			pos
IEM003	ANTENATAL CARD			pœ

## 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:

M File	Parameters	Invoice Field	d Stock	Administrator He	lp							
Item Groups	Item List	Suppliers	Employee	Warehouse List	Districts	Upazila List	Unions	SDP List	SDP Active/ inactive Report			
Welcome Item	n List Suppliers Ei	ntry										×
Supplier Cod	de Suppl	ier Name			Address				Phone	Fax	E-mail	
	1 M/S. I	Kamal Enterprise			Gabtoli,	Bogra						
141 41 4 Rec	cord 1 of 1 🕨 👐	ж + - + v ×	4									P.
Report Ty	ype:	•	Export	Preview								Close

## General Description of Suppliers Form

- File	Parameters	Invoice Field	Stock	Administrator H	lelp							
Item Groups	Ttem List	Suppliers	Employee	Warehouse List	Districts	Upazila List	Unions	SDP List	SDP Active/ inactive Report			
Welcome Item	List Suppliers E	ntry										×
Supplier Cod	ie Suppl	ier Name			Address				Phone	Fax	E-mail	
*	1 M/S. I	Kamal Enterprise			Gabtoli,	Bogra						
14 44 4 Rec	ord 1 of 1 🕨 🗰	н + - * ~ X	4								Þ	
Report Ty	mpe:	•	Export	Preview							Close	

## Enter a new Supplier:

File File	Parameters	Invoice	Field	Stock	Administrator	Help								
Item Groups	Item List	Suppliers		Employee	Warehouse List	Districts	Upazila List	Unions	SDP List	SDP Active/ inactive Report				
Welcome Item	List Suppliers E	Entry			ad.					1	, L.			×
Supplier Cod	de Supp	nier Name				Addres	s			Phone		Fax	E-mail	
	1 M/S.	Kamal Enterpris	se			Gabtoli	, Bogra							
0														

File	Parameters	Invoice Fiel	d Stock	Administrator Warehouse List	Help Districts	Upazila List	Unions	SDP List	SDP Active/ inactive Repor			
Welcome Item	List Suppliers E	ântry										)
Supplier Cod	de Supr	plier Name			Addr	ess			Phone	Fax	E-mail	
9												
	1 M/S.	. Kamal Enterprise			Gabr	.oli, Bogra						
a second a second	2 M/S.	. Rahman Enterprise			Gabt	oli, Bogr						
•												

#### **Print Suppliers List**

- Press button to view a printable list of suppliers.
   Supplier List
   <u>Supplier Code Supplier Name Address Phone Fax E-mail
   1 M/s. Kamal Enterprise Jaintapur
   2 M/s. Friends International Jaintapur
   Total=2
  </u>
- 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.

Options	Data	Data Upload	Backup	Unit	Adjustment	Employee	Indentors	Facility	Form Item	Supply Plan	DDS Kit	Off	fice 2	2007 Blue 🔻			
	Download		Database		Туре	Designation	Designation	Groups	Settings	Item Serial	Item Serial						
Welcome	Employee Entry	y															
Name			Designation		User ID	Password	Mobile No		Email		Active			Form Desc		View	Edit
₽											E	]	>	Adjustment Invoic	e	2	V
> Nicholas	Naian	l	JFPA (Store)		NN	**						1		Backup Form		V	V
Sabiha H	(abir	l	JFPO		SK	**					V	1		Data Download		V	V
*											E			Data Upload		V	V
														DDS Kits Medicine	Reporting	V	
														Employee List		V	V
														Issue Voucher		1	V
														Item List		V	V
														LMIS Form 2		1	V
														LMIS Form 3		V	V
														LMIS Form 7B		V	V
														Local Purchase		V	V
														Receive from Ware	ehouse	V	V
														SDP List		V	V
														Software Options		V	V
														Supplier List		V	V
														Supply Plan		1	V
H4 44 4	Record 1 of 2	× ₩ ₩ + -	- • v x (									•	144	H +H + Record 1	of 17 + ++ ++ -	• • • × •	•

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

- **A.** List of Employees: Shows a list of current employees in database. A label shows the total number.
- **B.** 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:



- 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.

Item Groups	Suppliers Employe	ee Warehouse List	Districts	s Upazila List	Unions	SDP List	SDP Active/ inactive Report				
Welcome Employee Entry											x
Name	Designation	User ID Pass	sword N	Aobile No	Email		Active		Form Desc	View	Edit
9								Þ	Adjustment Invoice		
Nicholas Naian	UFPA (Store)	NN **					V		Backup Form		
Sabiha Kabir	UFPO	SK **							Data Download		
Mazeda Parvin	UFPA (Accounts)	MAP ***	• 0	1682191200	Mazeda@yahoo.co	m			Data Upload		
*									DDS Kits Medicine Reporting		
								L	Employee List		
									Issue Voucher		
									Item List		
									LMIS Form 2		
									LMIS Form 3		
									LMIS Form 7B		
									Local Purchase		
									Receive from Warehouse		
									SDP List		
								L	Software Options		
								L	Supplier List		
									Supply Plan		
								_			
H4 44 4 Record 3 of 3 → → → H	$F = A \lor X \triangleleft$						•	H	$\leftrightarrow$ Record 1 of 17 $\mapsto$ $\Rightarrow$ $\Rightarrow$ $\Rightarrow$	× <	Þ
Report Type:	T Kong	t Rreview								1	Close

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

Item G	Groups	Item List	Suppliers	Employee	e Wareh Lis	iouse Die st	stricts	Upazila List	Unions	SDP List	SDP Active/ inactive Report				
Welcon	me Employ	ee Entry													:
Nam	me		Designation		User ID	Password	Mobile N	0	Email		Active	Т	Form Desc	View	Edit
٩												•	Adjustment Invoice		
Nich	holas Naian		UFPA (Store)		NN	**					3		Backup Form		
Sab	biha Kabir		UFPO		SK	**					3		Data Download		
► Maz	zeda Parvin		UFPA (Account	s)	MAP	***	0168219	1200	Mazeda@yahoo.d	om	2	Г	Data Upload		
*													DDS Kits Medicine Reporting		
												1	Employee List		
													Issue Voucher		
													Item List		
													LMIS Form 2		
													LMIS Form 3		
													LMIS Form 7B		
													Local Purchase		
													Receive from Warehouse		
													SDP List		
													Software Options		
													Supplier List		
													Supply Plan		
K4 44	Record 3	3of3 ► ₩ ₩	+ - * < X	4								ł	K ≪ < Record 1 of 17 ► >> >> + - ▲	✓ X <	Þ

- 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.

Item Groups	Item List	Suppliers	Employee	e Wareh Lis	nouse Distr	Upazila List	Unions	SDP List	SDP Active/ inactive Report				
Welcome Emp	oloyee Entry												x
Name		Designation		User ID	Password	Mobile No	Email		Active	Т	Form Desc	View	Edit
Ŷ										1	Adjustment Invoice	1	V
Nicholas Naia	in	UFPA (Store)		NN	**				8		Backup Form	V	V
Sabiha Kabir		UFPO		SK	**				<b>V</b>		Data Download	V	<b>V</b>
Mazeda Parv	in	UFPA (Accoun	ts)	MAP	***	01682191200	Mazeda@yahoo.	com	V	I	Data Upload	1	
*										Г	DDS Kits Medicine Reporting		V
										Г	Employee List	<b>V</b>	V
											Issue Voucher		V
											Item List	<b>V</b>	V
											LMIS Form 2	<b>V</b>	V
											LMIS Form 3	<b>V</b>	V
											LMIS Form 7B	<b>V</b>	V
											Local Purchase	$\checkmark$	V
											Receive from Warehouse	$\checkmark$	V
											SDP List	$\checkmark$	V
											Software Options	$\checkmark$	V
											Supplier List	$\checkmark$	V
											Supply Plan	$\checkmark$	V
144 44 4 Reco	rd3of3 ▶ ₩ ₩	+ - + v X	4								4 44 4 Record 4 of 17 ▷ ≫ ₩ + - ▲	× × I	
Derest			- Evmont	Dro									dua

- 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".
  - $\checkmark$  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 Preview button to view a printable list of Employee List.

		Jaintiapur, Syl Employee Li	het ist		
Employee ID	Name	Designation	User ID	Password	Active
	1 Nicholas Naian	UFPA (Store)	NN	**	-
1	2 Shabiha Kabir	UFPO	SK	**	
	3 Sakir Ahmmed	UFPA (Accounts)	SA	**	-
	4 Monir Hossain	Pharmacist	мн	**	

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

#### **Close Employees Form**

- Close
- Press button to exit from the Employees form.
- You can also exit by pressing the *integrable* 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.

File	Parameters	Invoice	Field	Stock	Administrator	Help					
em Groups	Item List	Supplier	s	Employee	Warehouse List	Districts	Upazila List	Unions	SDP List	SDP Active/ inactive Report	
elcome   Item Lis	t Warehous	e List									
ag a column nei	soer nere to gr	oup by that co	aumn		1.00	1					
Facility Code	Facilit	Ŷ			Phone N	D.					
C001	Dhaka	CWH			02-9881	001					
D002	Bhola	RWH			0491-62	954; Mobile:					
D003	Faridp	ur RWH			0631-64	414					
D004	Jamal	pur RWH			0981-63	107					
D005	Myme	nsingh RWH			091-667	30					
D006	Patua	khali RWH			0441-62	134 Mobile: 0					
D008	Tanga	iil RWH			0921-64	316					
D009	Dinajp	our RWH			0531-65	965					
D010	Pabna	RWH			0731-66	305					
D011	Rajshi	ahi RWH			0721-77	2196					
D012	Rangp	our RWH			0521-64	911					
D013	Banda	rbon RWH			0361-62	451					
D014	Comilla	a RWH			081-652	03					
D015	Noakh	ali RWH			0321-61	474					
D016	Ranga	amati RWH			0351-63	249					
Total Col	unt=21   d 1 of 21 →	ю ні ∢									1
Report Ty	pe:		-	Export	C Preview						Close

- ✓ 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 Preview 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.

File Parameters	s Invoice Field Stock	Administrator Help				
m Groups Item List	Suppliers Employee	Warehouse List	Upazla List Union	SDP List	SDP Active/ inactive Report	
come District Entry	· · · · · · · · · · · · · · · · · · ·					
District Code	District Name	Division	Geo Code			
	1 Dhaka	Dhaka	3026			
	2 Gazipur 3 Manikganj	Dhaka Dhaka	3033 3056			
	4 Munshiganj	Dhaka	3059			
	6 Narsingdi	Dhaka	3068			
	7 Barisal 8 Jhalokati	Barisal Barisal	1006			
	9 Bhola 10 Faridpur	Barisal Dhaka	1009			
	11 Gopalganj 12 Madarinur	Dhaka	3035			
	13 Rajbari	Dhaka	3082			
	14 Jamaipur 15 Sherpur	Dhaka	3039			
	16 Mymensingh 17 Kishoregonj	Dhaka Dhaka	3061 3048			
Total Cou	unt=64   > >> >> >> >> >> >> >> >> >> >> >> >> >					
port Type:	💌 🛃 Export	Preview				Cio

- ✓ 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
 Preview
 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.

	-		3				-	1	
Groups	Item List	Suppliers	Employee	Warehouse Dist	ricts Upa	izila List Unions	SDP List	SDP Active/ inactive Repor	
ome Upazila	a List								
ag a column he	eader here to g	roup by that column							
Facility Code	Facíli	ty		Geo Code	District	Warehouse Code	Warehouse Name	Phone No.	
T001	Dhan	nrai, Dhaka		302614	Dhaka	C001	Dhaka CWH		
T002	Doha	ir, Dhaka		302618	Dhaka	C001	Dhaka CWH		
T003	Kera	niganj, Dhaka		302638	Dhaka	C001	Dhaka CWH	02-7766333	
T004	Mirpu	ır, Dhaka		302648	Dhaka	C001	Dhaka CWH	028035630	
T005	Nawa	abganj, Dhaka		302662	Dhaka	C001	Dhaka CWH	02-7765066	
T006	Sava	r, Dhaka		302672	Dhaka	C001	Dhaka CWH	02-7745532	
T007	Tejga	aon, Dhaka		302690	Dhaka	C001	Dhaka CWH	02-8878371	
T008	Gaziç	our Sadar, Gazipur		303330	Gazipur	C001	Dhaka CWH	02-9205636	
T009	Kalial	kair, Gazipur		303332	Gazipur	C001	Dhaka CWH	0682252108	
TO 10	Kalig	anj, Gazipur		303334	Gazipur	C001	Dhaka CWH		
T011	Кара	sia, Gazipur		303336	Gazipur	C001	Dhaka CWH	0682452025	
T012	Sree	pur, Gazipur		303386	Gazipur	C001	Dhaka CWH	06825-52718	
T013	Tong	i, Dhaka		302693	Gazipur	C001	Dhaka CWH	02-9815668	
T014	Dauk	atpur, Manikganj		305610	Manikganj	C001	Dhaka CWH	02-7715213	
T015	Ghior	, Manikganj		305622	Manikganj	C001	Dhaka CWH	027727102	
Total Cor	unt-498				dee a c		-1 1	Leavenner	
44 4 Reco	ord 1 of 488	6 66 66 G							
Reco									

- ✓ 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
 Preview
 button to view a printable list of Upazila List.

Facility ii, Dhaka Janij, Dhaka Dhaka ganij, Dhaka Dhaka	Geo Code 302614 302618 302638 302648 302662 302662 302662	District Dhaka Dhaka Dhaka Dhaka Dhaka	Warehouse Code C001 C001 C001 C001 C001 C001	Warehouse Name Dhaka CWH Dhaka CWH Dhaka CWH Dhaka CWH Dhaka CWH	Phone No. 02-7766333 028035630 02-7765066
i, Dhaka Dhaka Janj, Dhaka Dhaka ganj, Dhaka Dhaka	302614 302618 302638 302648 302662 302662 302662	Dhaka Dhaka Dhaka Dhaka Dhaka	C001 C001 C001 C001 C001 C001	Dhaka CWH Dhaka CWH Dhaka CWH Dhaka CWH Dhaka CWH	02-7766333 028035630 02-7765066
Dhaka anij, Dhaka Dhaka ganj, Dhaka Dhaka	302618 302638 302648 302662 302662 302672	Dhaka Dhaka Dhaka Dhaka	C001 C001 C001 C001	Dhaka CWH Dhaka CWH Dhaka CWH Dhaka CWH	02-7766333 028035630 02-7765066
janj, Dhaka Dhaka ganj, Dhaka Dhaka	302638 302648 302662 302662 302672	Dhaka Dhaka Dhaka	C001 C001 C001	Dhaka CWH Dhaka CWH Dhaka CWH	02-7766333 028035630 02-7765066
Dhaka ganj, Dhaka Dhaka	302648 302662 302672	Dhaka Dhaka	C001 C001	Dhaka CWH Dhaka CWH	028035630
ganj, Dhaka Dhaka	302662 302672	Dhaka	C001	Dhaka CWH	02-7765066
Dhaka	302672	Dhales			
pl - l		DildKd	C001	Dhaka CWH	02-7745532
п, шпака	302690	Dhaka	C001	Dhaka CWH	02-8878371
r Sadar, Gazipur	303330	Gazipur	C001	Dhaka CWH	02-9205636
ir, Gazipur	303332	Gazipur	C001	Dhaka CWH	0682252108
ij, Gazipur	303334	Gazipur	C001	Dhaka CWH	
a, Gazipur	303336	Gazipur	C001	Dhaka CWH	0682452025
r, Gazipur	303386	Gazipur	C001	Dhaka CWH	06825-52718
Dhaka	302693	Gazipur	C001	Dhaka CWH	02-9815668
our, Manikganj	305610	Manikganj	Gazipur	Dhaka CWH	02-7715213
Manikganj	305622	Manikganj	C001	Dhaka CWH	027727102
npur, Manikganj	305628	Manikganj	C001	Dhaka CWH	02-7728034
	ij, Gazipur a, Gazipur r, Gazipur Dhaka Dur, Manikganj Manikganj npur, Manikganj ang Sadar, Manikganj	ij, Gazipur         303334           a, Gazipur         303336           r, Gazipur         303386           Ohaka         302693           brur, Manikganj         305610           Hanikganj         305622           opur, Manikganj         305622           opur, Manikganj         305642	jj, Gazipur         303334         Gazipur           a, Gazipur         303336         Gazipur           r, Gazipur         303386         Gazipur           Dhaka         302693         Gazipur           Dhaka         302693         Gazipur           Jungarij         305610         Manikgarij           Manikgarij         305622         Manikgarij           agi Sadar, Manikgarij         305628         Manikgarij	jj, Gazipur         303334         Gazipur         C001           a, Gazipur         303336         Gazipur         C001           r, Gazipur         30336         Gazipur         C001           Dhaka         302693         Gazipur         C001           pur, Manikgarj         305610         Manikgarj         Gazipur           Manikgarj         305622         Manikgarj         C001           pur, Manikgarj         305628         Manikgarj         C001           anj Sadar, Manikgarj         305646         Manikgarj         C001	ji, Gazipur     S03334     Gazipur     C001     Dhaka CWH       a, Gazipur     S03336     Gazipur     C001     Dhaka CWH       r, Gazipur     S03386     Gazipur     C001     Dhaka CWH       Dhaka     S03386     Gazipur     C001     Dhaka CWH       Dhaka     S02693     Gazipur     C001     Dhaka CWH       Dur, Manikgarj     S05610     Manikgarj     C001     Dhaka CWH       Dur, Manikgarj     S05622     Manikgarj     C001     Dhaka CWH       anj Sadar, Manikgarj     S05648     Manikgarj     C001     Dhaka CWH

## 4.8. Unions

- Run UIMSv4.
- Select **Parameters > Unions** from **Parameters** menu.
- The **Unions** form is displayed.

Item Groups	Item List	Suppliers	Employee	Warehouse	Districts	Upazila List	Unions	SDP List	SDP Active/ nactive Report		
Welcome Union	Item List										
Drag a column h	neader here to gr	oup by that column									
Union Code	Un	ion Name									
٩											
•	1 1.	Birkedar									
	2 2.	Durgapur									
	3 3.	Jamgram									
	44.	Kanaloo									
	5 5.	Malancha									
	7 7.	Muroil									
	8 8.	Narhatta									
	9 9.	Paikore									
	stal Union -Q										
TO	vd 1 of 9	H I									
Reco				10						 	

- ✓ 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 view 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.

Item Groups Item List Sup	pliers Employee	Warehouse List	Districts	Upazila List	Unions	SDP List	SDP Active/ Inactive Report		
Welcome SDP List									x
SDP Group			7) F						
SDP Name	SDP Code Un	ion		SDP Group	FWA	-	SDP Code	F001	
→ → SDP Group: FWA				Name	NARGIS BEGUM			744	
> SDP Group: FWV				Phone No Birth Date	30/11/1969		Designation	26/01/1989	
SDP Group: NGO     SDP Group: NON-SDP				National ID	100122456001242			6795	
> SDP Group: SACMO				National ID	198123430981342		HKIS ID#	0/03	
				Unit	1/Ka	<b>~</b>	Union	01. Basta	
				Facility		<b>*</b>		✓ In-charge ✓ Active	
				SDP Name	1/Ka, NARGIS BEGUM	, FWA, 01. Basta (I	In-Charge)		
						1	/ Edit		
144 44 4 Decord 1 of 185 b bb bb 4				ew 🚺 Sa	ave 🎽 Undo	X Delete	👌 Preview 📕	Print 🛬 SDP Serial 🖣 Close	

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

#### 3 Æ -----5 *i*İi . 9 Employee Districts SDP List SDP Active/ Inactive Report Warehouse List DP Group FWA B Name NARGIS BEGUM SDP Group: FWA Phone No 01727150891 SDP Group: FWV Birth Date 30/11/1969 Joining Date 26/01/198 SDP Group: NGO SDP Group: NON-SDF nal ID 198123456981342 HRTS TD# 6785 SDP Group: ACMO Unit 1/Ka 01. Bast 1/Ka, NARGIS BEGUM, FWA, 01. B С

#### **General Description of SDP List Form**

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 <u>Total number of SDPs</u> and <u>Non-SDPs</u>.

**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.

Surc.											
Item Groups Item List	Suppliers	Employee	Warehouse List	Districts	Upazila List	Unions	SDP List	SDP Active/ Inactive Report			
Velcome SDP List											
SDP Group 🔺											
SDP Name	S	DP Code Union			SDP Group		-	SDP Code			
				_	Name						
> SDP Group: FWA > SDP Group: FWV					Phone No			Designation			
> SDP Group: NGO					Birth Date		•	Joining Date		•	
> SDP Group: NON-SDP					National ID			HRIS ID#			
> SDP Group: SACMO					Unit		<b>.</b>	Union		Ŧ	
					Facêty		Ţ		In-charge	Active	
									E Indiaige	Active	
					SDP Name						
								Edit			
					New 🕞 Sav	ve 🧭 Undo	X Delete	👌 Preview 🚔	Print SDP S	erial 🚛 Close	

- 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

Item Groups	Suppliers I	Employee	Warehouse List	Districts	Upazila List	Unions	SDP List	SDP Active/ Inactive Report		
SDP Group										
SDP Name           v           > SDP Group: FWA           > SDP Group: NOI           > SDP Group: NOI           > SDP Group: NOI           > SDP Group: SACHO	SDP C	Code Union			SDP Group Name Phone No Birth Date National ID Unit Facilty SDP Name	FWA NARGIS BEGUM 01727150891 30/11/1969 198123456981342 1/Ka 1/Ka, NARGIS BEGUM	• • • • •	SDP Code Designation Joining Date HRI5 ID# Union In-Charge)	F001 FWA 26/01/1989 ↓ 6785 01. Basta ↓ ✓ In-charge ✓ Active	
				+	New 🕞 Sa	ave 🏼 😽 Undo	Delete	Edit	Print SDP Serial 🐗 Close	

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

Item Groups	Item List Supp	liers Empl	byee Warehouse List	Dis	stricts	Upazila List	Unions	SDP List	SDP Active/ Inactive Report		
Welcome SD	IP List										x
				1							
				_							
SDP Group	•										
SDP Name		SDP Code	Union	-11		SDP Group	FWΔ		SDP Code	E001	
9					-	or droup			J DD COUC		
	Group: EWA					Name	NARGIS BEGUM				
1/Ka	NARGIS REGIM EWA 01 Rad	ta (T _ E001	01 Rasta			Phone No	01727150891		Designation	FWA	
2/Ka	. Aniu Rani Sut. , FWA, Basta	F002	01. Basta			Birth Date	30/11/1969	<b>.</b>	Joining Date	26/01/1989 👻	
2/Kh	a, Ismo Tara Akhter, FWA, Bsta	F003	01. Basta						1		
3/ Ka	, Sabina Khanom, FWA, Basta	F004	01. Basta		N	ational ID	198123456981342		HRIS ID#	6/85	
3/ Kh	a, Shahazadi Parveen, FWA, Ba	sta F005	01. Basta			Unit	1/Ka		Union	01. Basta 👻	
1/ Ka	, Lutfun Nahar, FWA, Hazratpu	r(Ac F104	02. Hazratpur			Facility				Z In charges	
1/ Ka	, Momotaz Begum, FWA, Hazra	tpur F006	02. Hazratpur			racincy				W Incharge W Acuve	
1/ Ka	, Momotaz Begum, FWA, Hazra	tpur F007	02. Hazratpur		1	5DP Name	1/Ka, NARGIS BEGUM	, FWA, 01. Basta (I	In-Charge)		
1/ Kh	a, Lutfun Nahar, FWA, Hazratp	ur F008	02. Hazratpur						A		
2/ ka	, Jesmine, FWA, Hazratpur	F009	02. Hazratpur					2	Edit		
2/Ka,	Dilruba Sultana, FWA (Add), H	azra F130	02. Hazratpur								
3/ Ka	, Kamrun Nahar, FWA, Hazratp	ur F010	02. Hazratpur								
3/ Kh	a, Dilruba Sultana,FWA, Hazrat	pur F011	02. Hazratpur								
1/ Ka	, Iva Akhter, FWA, Kalatia	F013	03. Kalatia								
1/ kh	a, Helena Akhter, FWA(in-charg	e), F120	03. Kalatia								
1/ Kh	a, Rehena Begum, FWA, Kalatia	F012	03. Kalatia								
2/ ka	Helena Akhter, FWA, Kalatia	F015	03. Kalatia	•	🔶 Nev	i 🗘 s	ave 🏼 😽 Undo	X Delete	👌 Preview 🚔	Print 💲 SDP Serial 🚛 Close	

- 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.

2	=	-	<b></b>		1			-	1		
4	=	0 0	<u></u>				and the second se		8 <u>1</u>		
Item Groups	Item List	Suppliers	Employe	e Warehouse List	Districts	Upazila List	Unions	SDP List	SDP Active/ Inactive Report		
Welcome SDP	List										
Ξ											
SDP Group	•										
SDP Name			SDP Code	Union		SDP Group	FWA	•	SDP Code	F001	
9						Name	NARGIS BEGUM				
→ > SDP Gi	oup: FWA					Phone No	01727150891		Designation	FWA	
> SDP Gi	roup: FWV					Birth Date	30/11/1969	-	Joining Date	26/01/1989	
> SDP G	oup: NON-SDP									and	
> SDP G	oup: SACMO					National ID	198123456981342		HRIS ID#	6/85	
						Unit	1/Ka	-	Unior	01. Basta 🔻	
						Facility		~		☑ In-charge ☑ Active	
						SDP Name	1/Ka, NARGIS BEGU	4. FWA. 01. Basta (1	In-Charge)		
								.,,			
									Edit		
						New 🗅 s	ave 🗶 Undo	X Delete	Preview	Print SDP Serial I Close	

- 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.

	<b>4</b> 30	or cisc sorting		~	
Item Groups Item List Suppliers Employ	e		SDP Group FWA *		
Welcome LMIS Form 7B Supply Plan Items Serial Form Item	e SD	P Code	SDP Name	Active 🕆	×
	• v	Union Name	01. Basta		
		F001	1/Ka, NARGIS BEGUM, FWA, 01. Basta (In-Charge)	7	
SDP Group		F002	2/Ka, ANJU RANI SUT, FWA, 01. Basta	<b>V</b>	
		F003	2/ Kha, Ismo Tara Akhter, FWA, Bsta	<b>V</b>	
SDP Name SDP Code		F004	3/Ka, Sabina Khanom, FWA, Basta	<b>V</b>	
9		F005	3/ Kha, Shahazadi Parveen, FWA, Basta	<b>V</b>	
SDP Group: FWA	~	Union Name	02. Hazratpur		
> SDP Group: FWV		F104	1/Ka, Lutfun Nahar, FWA, Hazratpur(Acting)	7	
> SDP Group: NGO		F006	1/Ka, Momotaz Begum, FWA, Hazratpur	7	<b></b>
> SDP Group: NON-SDP		F008	1/Kha, Lutfun Nahar, FWA, Hazratpur	<b>V</b>	
> SDP Group: SACMO		F130	2/Ka, Dilruba Sultana, FWA (Add), Hazratpur	<b>V</b>	
		F010	3/Ka, Kamrun Nahar, FWA, Hazratpur	<b>V</b>	
		F011	3/ Kha, Dilruba Sultana,FWA, Hazratpur	<b>V</b>	✓ Active
	~	Union Name	03. Kalatia		
		F013	1/Ka, Iva Akhter, FWA, Kalatia	7	
		F120	1/kha, Helena Akhter, FWA(in-charge), kalatia	<b>V</b>	
		F015	2/ ka,Helena Akhter, FWA, Kalatia	<b>V</b>	
		F014	2/ Kha, Momotaz Begum, FWA, Kalatia	<b>V</b>	
	H4 44	F0.16 Record 1 o	3/Ka. Nowrin Jahan - FWA (in-charce) Kalatia f 94 → → → → ◀	▼ →	
			🗘 Save 🖣 Close		

- Select a SDP then drug and drop SDP name in the actual serial.
- Press "SAVE" button then you will see the SDP in actula serial.

#### Delete an existing SDP

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

#### **Print SDPs**

• Press "Preview" button to view a printable list of SDPs.

			Upaz	ila Famil	y Planning	Office, K	eraniganj	, Dhaka					
					SDI	P List							
Туре	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	~	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		01840304412	15/12/2013	01/11/1992	FWA	19237543873645	3455	01. Basta	2/Ka	
FWA	F003	2/ Kha, Ismo Tara Akhter, FWA, Bsta	2/Kha, Ismo Tara Akhter, FWA, Bsta	П	01828052496	12/12/2013	15/11/1993	FWA			01. Basta		
FWA	F004	3/Ka, Sabina Khanom, FWA, Basta	3/Ka, Sabina Khanom, FWA, Basta		01746153361	11/04/1989	02/05/1970	FWA			01. Basta		
FWA	F005	3/ Kha, Shahazadi Parveen, FWA, Basta	3/ Kha, Shahazadi Parveen, FWA, Basta		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)		01811016121	22/01/1989	06/05/1961	FWA			02. Hazratpur		
FWA	F006	1/Ka, Momotaz Begum, FWA, Hazratpur	1/Ka, Momotaz Begum, FWA, Hazratpur			17/05/2015		FWA			02. Hazratpur		
FWA	F008	1/Kha, Lutfun Nahar, FWA, Hazratpur	1/ Kha, Lutfun Nahar, FWA, Hazratpur		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			02/05/2019		FWA			02. Hazratpur		
FWA	F010	3/Ka, Kamrun Nahar, FWA, Hazratpur	3/Ka, Kamrun Nahar, FWA, Hazratuur		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

Item Gro	oups	Item List Suppliers	Employee	Warehouse List	Districts Up	azila List	Unions	SDP List	SDP Active/ Inactive Report					
Velcome	e SDP F	Report												
					Active SD	P 🔿 Inactive	SDP							
SDP Gr	roup 🔺	]												
SDP (	Code	SDP Name	Union	In-charge	Name	Mobile No	Birth Date	Joining Date	Designation	National Id	HRIS ID#	Unit	Facility	
7														
• • •	5DP Grou	up: FWA												-
F	F001	1/Ka, NARGIS BEGUM, FWA, 01. Bas	01. Basta	V	NARGIS BEGUM	01727150891	30/11/1969	26/01/1989	FWA	198123456981342	6785	1/Ka		
F	F002	2/Ka, ANJU RANI SUT, FWA, 01. Ba	ta 01. Basta		ANJU RANI SUT	01840304412	01/11/1992	15/12/2013	FWA	19237543873645	3455	2/Ka		
F	F003	2/ Kha, Ismo Tara Akhter, FWA, Bst	01. Basta		2/ Kha, Ismo Tara Akht	01828052496	15/11/1993	12/12/2013	FWA					
F	F004	3/Ka, Sabina Khanom, FWA, Basta	01. Basta		3/Ka, Sabina Khanom,	01746153361	02/05/1970	11/04/1989	FWA					
F	F005	3/ Kha, Shahazadi Parveen, FWA, B	01. Basta		3/ Kha, Shahazadi Parv	01743350450	02/06/1968	31/01/1989	FWA					
F	F104	1/Ka, Lutfun Nahar, FWA, Hazratpu	02. Hazratpur		1/Ka, Lutfun Nahar, F	01811016121	06/05/1961	22/01/1989	FWA					
F	F006	1/Ka, Momotaz Begum, FWA, Hazra	02. Hazratpur		1/Ka, Momotaz Begum			17/05/2015	FWA					
F	F008	1/ Kha, Lutfun Nahar, FWA, Hazratp	ur 02. Hazratpur		1/ Kha, Lutfun Nahar,	01811016121	06/05/1961	22/01/1989	FWA					
F	F130	2/Ka, Dilruba Sultana, FWA (Add), H	02. Hazratpur		2/Ka, Dilruba Sultana,			02/05/2019	FWA					
F	F010	3/Ka, Kamrun Nahar, FWA, Hazrat	ur 02. Hazratpur		3/Ka, Kamrun Nahar,	01916056399	01/02/1981	21/12/2008	FWA					
F	F011	3/ Kha, Dilruba Sultana, FWA, Hazrat	02. Hazratpur		3/ Kha, Dilruba Sultana	01818751824	18/03/1966	26/01/1989	FWA					
F	F013	1/Ka, Iva Akhter, FWA, Kalatia	03. Kalatia		1/Ka, Iva Akhter, FW	01940812364	05/09/1989	15/12/2013	FWA					
F	F120	1/kha, Helena Akhter, FWA(in-char.	03. Kalatia		1/ kha, Helena Akhter,	01777649322	30/09/1983	12/12/2013	FWA					
F	F015	2/ ka,Helena Akhter, FWA, Kalatia	03. Kalatia		2/ ka,Helena Akhter, F	01777649322	30/09/1983	12/12/2013	FWA					
41 4	Record	d 1 of 128 → → → →												•

- ✓ 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.

Item Groups	Item List S	uppliers	Employee	Warehouse List	Districts Up	azila List	Unions	SDP List	SDP Active/ Inactive Report						
Welcome SD	P Report														-
					Active SD	P 🔘 Inactive	SDP								
															_
SDP Group	▲		I												
SDP Code	SDP Name		Union	In-charge	Name	Mobile No	Birth Date	Joining Date	Designation	National Id	HRIS ID#	Unit	Facility		
7															
► Y SDP Gr	oup: FWA													-	
F001	1/Ka, NARGIS BEGUM, R	WA, 01. Bas	01. Basta	$\checkmark$	NARGIS BEGUM	01727150891	30/11/1969	26/01/1989	FWA	198123456981342	6785	1/Ka			
F002	2/Ka, ANJU RANI SUT, I	FWA, 01. Basta	01. Basta		ANJU RANI SUT	01840304412	01/11/1992	15/12/2013	FWA	19237543873645	3455	2/Ka			
F003	2/ Kha, Ismo Tara Akhti	er, FWA, Bsta	01. Basta		2/ Kha, Ismo Tara Akht	01828052496	15/11/1993	12/12/2013	FWA						
F004	3/Ka, Sabina Khanom, I	FWA, Basta	01. Basta		3/Ka, Sabina Khanom,	01746153361	02/05/1970	11/04/1989	FWA						
F005	3/ Kha, Shahazadi Parv	een, FWA, B	01. Basta		3/ Kha, Shahazadi Parv	01743350450	02/06/1968	31/01/1989	FWA						
F104	1/Ka, Lutfun Nahar, FV	VA, Hazratpu	02. Hazratpur		1/Ka, Lutfun Nahar, F	01811016121	06/05/1961	22/01/1989	FWA						
F006	1/Ka, Momotaz Begum,	FWA, Hazra	02. Hazratpur		1/ Ka, Momotaz Begum			17/05/2015	FWA						
F008	1/ Kha, Lutfun Nahar, F	WA, Hazratpur	02. Hazratpur		1/ Kha, Lutfun Nahar,	01811016121	06/05/1961	22/01/1989	FWA						
F130	2/Ka, Dilruba Sultana, F	WA (Add), H	02. Hazratpur		2/Ka, Dilruba Sultana,			02/05/2019	FWA						
F010	3/Ka, Kamrun Nahar, F	WA, Hazratpur	02. Hazratpur		3/ Ka, Kamrun Nahar,	01916056399	01/02/1981	21/12/2008	FWA						
F011	3/ Kha, Dilruba Sultana,	FWA, Hazrat	02. Hazratpur		3/ Kha, Dilruba Sultana	01818751824	18/03/1966	26/01/1989	FWA						
F013	1/Ka, Iva Akhter, FWA	, Kalatia	03. Kalatia		1/Ka, Iva Akhter, FW	01940812364	05/09/1989	15/12/2013	FWA						
F120	1/kha, Helena Akhter, I	FWA(in-char	03. Kalatia		1/ kha, Helena Akhter,	01777649322	30/09/1983	12/12/2013	FWA						
F015	2/ ka,Helena Akhter, F	WA, Kalatia	03. Kalatia		2/ ka,Helena Akhter, F	01777649322	30/09/1983	12/12/2013	FWA						
e el el Reci	ord 1 of 128 ▶ ₩ ₩ ◀														

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

We	lcome SDP	Report												:
					O Active SDF	• • Inactive !	SDP							
SL	JP Group	•												
:	SDP Code	SDP Name	Union	In-charge	Name	Mobile No	Birth Date	Joining Date	Designation	National Id	HRIS ID#	Unit	Facility	_
٩														1
Þ	✓ SDP Gro	oup: FWA												
	F007	1/ Ka, Momotaz Begum, FWA, Hazra	02. Hazratpur		1/Ka, Momotaz Begum	01832110919	14/08/1958	12/11/1976	FWA					
	F009	2/ ka, Jesmine, FWA, Hazratpur	02. Hazratpur		2/ka, Jesmine, FWA,	01868607463	03/06/1986	24/01/2012	FWA					
	F012	1/ Kha, Rehena Begum, FWA, Kalatia	03. Kalatia		1/ Kha, Rehena Begum	01731169606	07/04/1959	22/01/1989	FWA					
	F106	3/ ka, Momotaz Begum, FWA, Kalati	03. Kalatia		3/ ka, Momotaz Begum	01817682050	02/02/1967	23/01/1989	FWA					
	F107	3/ Kha, Helena Begum,FWA, Kalatia,	03. Kalatia		3/ Kha, Helena Begum,	01777649322	30/09/1983	12/12/2013	FWA					
	F018	1/ka, Meherun Nesa, Kalindy	04. Kalindy		1/ka, Meherun Nesa,	01729407075	08/11/1966	12/12/2013	FWA					
	F020	1/Ka, Sharifa Akhtar, FWA [in-charg	04. Kalindy		1/Ka, Sharifa Akhtar,	01713229335	01/01/1968	01/06/1992	FWA					
	F113	3/ ka, Nanda Rani Sarkar, FWA (in c	04. Kalindy		3/ ka, Nanda Rani Sark	01716844006	13/03/1964	04/06/1989	FWA					
	F022	3/Ka, Umme Salma, FWA, Kalindy	04. Kalindy		3/Ka, Umme Salma, F	01911091635	04/01/1971	26/01/1989	FWA					
	F114	3/ ka,Umme Salma,FWA, Kalindy	04. Kalindy		3/ ka,Umme Salma,FW			04/12/2017	FWA					
	F108	3/Ka, Rabya Akter, FWA(in-charge)	05. Konda		3/ Ka, Rabya Akter, F	01945194929	12/08/1993	05/12/2013	FWA					
	F030	3/ Kha, Baby Rany Sikde,rFWA, (In	05. Konda		3/ Kha, Baby Rany Sikd	01735342724	01/04/1969	01/09/1992	FWA					
	F109	3/ Kha, Bijle Rani Ray,FWA,Konda,(i	05. Konda		3/ Kha, Bijle Rani Ray,	01726592676	01/07/1967	28/01/1989	FWA					
	F098	2/ Kha, BAMANAEH, NGO, Ruhitpur	06. Ruhitpur		2/ Kha, BAMANAEH, N			12/06/2016	FWA					
144 4	e e Recor	rd 1 of 57 ▶ ₩ ₩ ◀												▶

#### Print SDPs

## • Press "**Preview**" button to view a printable list of Active/Inactive SDP Report.

				Upazila Fan	nily Plannir	ng Office						
				Active	e SDP Rep	ort						
SDP Code	SDP Name	Union	In-charge	Name	Mobile No	Birth Date	Joining Date	Designation	National Id	HRIS ID#	Unit	Facility
SDP Group	: FWA											
F001	1/Ka, NARGIS BEGUM, FWA, 0	01.Basta	~	NARGIS BEGUM	0172715089	30/11/196	26/01/1989	FWA	198123456981	6785	1/Ka	
F002	2/Ka, ANJU RANI SUT, FWA, 0	01.Basta		ANJURANISUT	0184030441	01/11/199	15/12/2013	FWA	192375438736	3455	2/Ka	
F003	2/ Kha, Ismo Tara Akhter, FW	01. Basta		2/ Kha, Ismo Tara	0182805249	15/11/199	12/12/2013	FWA				
F004	3/ Ka, Sabina Khanom, FWA,	01. Basta		3/ Ka, Sabina Khan	0174615336	02/05/197	11/04/1989	FWA				
F005	3/ Kha, Shahazadi Parveen, F	01. Basta		3/ Kha, Shahazadi P	0174335045	02/06/196	31/01/1989	FWA				
F104	1/ Ka, Lutfun Nahar, FWA, Ha	02. Hazratpur		1/ Ka, Lutfun Nahar	0181101612	06/05/196	22/01/1989	FWA				
F006	1/ Ka, Momotaz Begum, FWA,	02. Hazratpur		1/ Ka, Momotaz Be			17/05/2015	FWA				
F008	1/ Kha, Lutfun Nahar, FWA, H	02. Hazratpur		1/ Kha, Lutfun Nah	0181101612	06/05/196	22/01/1989	FWA				
F130	2/Ka, Dilruba Sultana, FWA (A	02. Hazratpur		2/Ka, Dilruba Sultan			02/05/2019	FWA				
F010	3/ Ka, Kamrun Nahar, FWA,	02. Hazratpur		3/ Ka, Kamrun Nah	0191605639	01/02/198	21/12/2008	FWA				
F011	3/ Kha, Dilruba Sultana, FWA,	02. Hazratpur		3/ Kha, Dilruba Sult	0181875182	18/03/196	26/01/1989	FWA				
F013	1/ Ka, Iva Akhter, FWA, Kalati	03. Kalatia		1/ Ka, Iva Akhter, F	0194081236	05/09/198	15/12/2013	FWA				
F120	1/ kha, Helena Akhter, FWA(in	03. Kalatia		1/ kha, Helena Akht	0177764932	30/09/198	12/12/2013	FWA				
F015	2/ ka,Helena Akhter, FWA, Ka	03. Kalatia		2/ ka,Helena Akhte	0177764932	30/09/198	12/12/2013	FWA				
F014	2/ Kha, Momotaz Begum, FWA	03. Kalatia		2/ Kha, Momotaz B	0181768205	02/02/196	23/01/1989	FWA				
F016	3/ Ka, Nowrin Jahan , FWA (in	03. Kalatia		3/ Ka, Nowrin Jaha	0182901593	03/03/198	15/12/2013	FWA				
F017	3/ Kha Nowrin Jahan,FWA, Kal	03. Kalatia		3/ Kha Nowrin Jaha	0182901593	03/03/198	15/12/2013	FWA				
F118	1/ Ka, Sharifa Akhter, FWA (in	04. Kalindy		1/ Ka, Sharifa Akhte	0171322933	01/01/196	01/06/1992	FWA				
F019	1/ Kha, Sharifa Akhtar, FWA,	04. Kalindy		1/ Kha, Sharifa Akht	0171322933	01/01/196	01/06/1992	FWA				
FOOT	Dilles Among Design Data Kali	04 Kalledu		2/ka Amana Ragu	0175407464	26/10/106	01/06/1002	EWA				

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

Sile File	Parameters	Invoice Field	Stock Admini	trator Help						
-	E.	0								
Local Purchase	Receive From Warehouse	Issue Voucher	Adjustment Invoice							
Welcome Local P	Purchase									
Jan 21, 2015 - A	pr 21, 2015 👻									
Drag a column he	ader here to group	by that column	Invoice No.		Supplier		Ŧ			
Invoice No	Receipt Date	Received By	Receive Date	•	Local Purchase In	nvoice No				
9			Received By	•	Local Purchase In	nvoice Date	*			
			Remarks			Updated	Cancel			
						*				
			Item Name			C	ty Unit	Lot No/Description	Mfg. Date	Expiry Date
			HI HI I Record 0 of	0 + + + + + +	XII					
44 4 Record 0 o	of0 > >> 4	•	🛨 New 🕻	Save 🛃 Undo	🗙 Delete 🗟	Preview 🦱 Print 🖌	Update	Close		

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**

File	Parameters	Invoice Fie	d Stock	Administrator	Help						
Local Purchase	Receive From Warehouse	Issue Voucher	Adjustment Invoice								
Welcome Loc	al Purchase										د
Jan 21, 2015	- Apr 21, 2015 *										
Drag a column	header here to grou	up by that column	Invoice N	».	9	upplier	_	*			
Invoice No	Receipt Date	▼ Received By	Receive E	ate	* L	ocal Purchase In					
			Received	Ву	* 1	ocal Purchase In	ivoice Date	-			
			Remarks				- Upda	ted Cancel			
			Them Nom					Ota Unit	Let No Description	Mfa Data	Expire Data
	Α		*					Qty Unit	Locitopbescription	Mig. Date	
							ſ				
							C				
			44 44 4 Re	cord 0 of 0 🕨							
			🛉 Ne	v 🗋 Sav	e 🌉 Undo 🕽	🕻 Delete 🔬	Preview (E) Prin	t 🖌 Update 🖣	Close		
44 4 Record	0 of 0 > > 4						D				
USER: Admin										(e) Tu	Jesday, April 21, 2015 8:35:34 Al

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

	Invoice No	Receipt Date 💌	Received		Invoice No	Receipt Date 💌	Received
4				8			
•	4	05/12/2014	anwar	+	4	05/12/2014	anwar
	3	03/12/2014	anwar		3	03/12/2014	anwar
	2	02/12/2014	anwar		2	02/12/2014	anwar
	1	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.

Dr	ag a column head	der here to group by	that colun	Dr	ag a column hea	der here to group by	that colun
(	Invoice No	Receipt Date 🔻 🡻	Received		Invoice No	Receipt Date 👻 Ϋ	Received
		02/12/2014		$\nabla$		02/12/2014	
1	2	02/12/2014	anwar		2	02/12/2014	anwar
	1	02/12/2014	anwar		1	02/12/2014	anwar
2	191			100			

# Enter a new Invoice

	Parameters	Invoice Field	Stock Adminis	trator Help					
16	()	6							
Local	Receive From	Issue Voucher	Adjustment						
Purchase	warehouse		Invoice						
Welcome L	ocal Purchase								
-		-	í						
Jan 21, 20	5 - Apr 21, 2015 *								
Drag a colur	in header here to grou	ip by that column	Invoice No. 1	Supplie	r [	-			
Invoice N	o Receipt Date	Received By	Receive Date 21/	04/2015 - Local P	urchase Invoice No				
7			Received By Me	Pazia Peruin T Local E	urchase Invoice Date	-			
			Received by						
			Remarks		- Update	d Cancel			
					<b>T</b>				
			Item Name			Qty Unit	Lot No/Description	Mfg. Date	Expiry Date
			*						
			141 44 4 Record 0 of	D > >> >> + + − × < × 4					

• The Invoice No. will be generated automatically.

File File	Parameters	Invoice	Field	Stock	Administrator Help	2	-				
Local Purchase	Receive From Warehouse	Issue Vou	ther .	Adjustment Invoice							
Welcome Loc	al Purchase										>
Jan 21, 2015 Drag a column Invoice No Y	- Apr 21, 2015 header here to gro Receipt Date	vup by that co	kumn ed By	Invoice No Receive D Received R Remarks	. 1 ate 21/04/2015 By Mst. Razia Pervin	Supplier M v Local Purchase v Local Purchase	S. Kamal Enterprise Invoice No Invoice Date Updated	v v Cancel			
				Item Name				Qty Unit	Lot No/Description	Mfg. Date	Expiry Date
	0 of 0 → → ◀	78	•	et et e Rec	ord 0 of 0 + ++ ++ Save	- A V X 4	Preview 📕 Print	Vpdate	Close		Þ

- 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.

	ield Stock Administrator Help	
Local Nurchase	Adjustment Invoice	
fcome Local Purchase		
lan 21, 2015 - Apr 21, 2015 👻		
ag a column header here to group by that column	1 Invoice No. 1 Supplier M/S. Kanal Enterprise *	
Invoice No Receipt Date   Received By	W         Receive Date         21/04/2015         *         Local Purchase Invoice No         120	
1 21/04/2015 Mst. Razia F	Received By Mst. Razis Pervin * Local Purchase Invoice Date 01/03/2015 *	
	Remarks	
	Item Name Qty Unit Lot No/Description Mrg. Date Ex	pry Date
	•	
	•	
	■ M (f < Record 0 of 0 > >> ++ + - < < < 4	

Press Save button.

•

• Your new Invoice no. will be visible in the Invoice list.

File	Parameters	Invoice Field	i Stock A	idministrator Help						
in the	1		*							
Local	Receive From	Teque Vourber	Q							
Purchase	Warehouse		Invoice							
Welcome Loca	al Purchase									,
Jan 21, 2015	- Apr 21, 2015 👻									
Dran a column	header here to grou	up by that column	Invoice No.	1	Supplier M/S.	Kamal Enterprise	*			
Invoice No.	Receipt Date	Received By	Describes Date	- 21/04/2015	Local Purchase T	munica No. 120				
7			Receive Dat	e 21/04/2013	Local Farchase a					
•	1 21/04/2015	Mst. Razia Pe	Received By	Mst. Razia Pervin	Local Purchase I	nvoice Date 01/03/2015	·			
			Remarks			🔺 🔲 Updated	Cancel			
						(V)				
			Item Name				Qty Unit	Lot No/Description	Mfg. Date	Expiry Date
			*							
			HI II I Recor	d0of0 + ++ ++	× <					Þ
			A New	Save × Undo	Y Delete	Preview Print	/ Undate	Close		
44 4 Record	1of1 > >> ◀	10	- WEW				- oposite 1			

• 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:

File Parameters Invoice Field	Stock Administrator Help
Welcome Local Purchase	
Jan 21, 2015 - Apr 21, 2015	Invoice No. 1 Supplier M/S. Kamal Enterprise  Receive Date 21/04/2015  Local Purchase Invoice No 120 Received By Mat. Razia Pervin  Local Purchase Invoice Date 01/03/2015  Remarks
	Item Name     Qty     Unit     Lot No/Description     Mfg. Date     Expiry Date       Item Name        • Item Code     Unit        • Item Code     Unit        • Expiry Date       S% Permethrin Gream (15 gm)     MCH041     bottle        • MGN01        cc         ACCESSORY SFFOR AJ SOFERATING TABLE       MCH041       bottle        cc        co         ACCESSORY SEFTOR AJ CORPARTING TABLE       CONVOI pcs        cc        co        co         ADMISSION REGISTER        co        co        co        co        co         AR CONDITIONER (WINDOW TYPE)-TOSHIBA-MODEL-RAC-18L, 18000        co        co        co        co         M # 4 < Record 1 of 1 > >> H # + - + + X <        co        co        co        co
et 4 Record 1 of 1 > >> 4 III >	🛨 New 💽 Save 🥂 Undo 🗶 Delete 🛕 Preview 🚍 Print 🗹 Update 📲 Cose

- 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.

File	Parameters	Invoice F	eld Stock	Administrator Help						
i.	1	~								
	Passive From	Teaux Neucher	Q-Q							
Purchase	Warehouse	1550E VOUCHER	Invoice							
Welcome Loca	al Purchase									x
lan 21, 2015 -	Apr 21, 2015 -		=							
		l.								
Drag a column h	header here to grou	p by that column	Invoice	No. 1	Supplier M/S.	Kamai Enterprise				
Invoice No	Receipt Date	<ul> <li>Received B</li> </ul>	Receive	Date 21/04/2015 -	Local Purchase In	nvoice No 120				
9			Receive	d By Mst. Razia Pervin	Local Purchase I	voice Date 01/03/2015	-			
•	1 21/04/2015	Mst. Razia	Perv							
			Remarks			L Updated	Cancel			
			Item Na	me			Qty Unit	Lot No/Description	Mfg. Date	Expiry Date
			B.P. BLA	ADE			120 pcs			-
			*							
			144 44 4	Record 1 of 1 > > > + + - +	Y X 4					P
			+ N	lew 🕞 Save 💌 Unde	X Delete	Preview 📻 Print 🗸	Update	Close		
44 4 Record	1of1 > >> ◀	101								

• Press "Enter" button from keyboard to save the line item and go for next line item entry.

File File	Parameters	Invoice	Field	Stock	Administrator Help						
Local Purchase	Receive From Warehouse	Issue Vou	ther	de of a construction of the construction of th							
Welcome Loca	al Purchase										×
Jan 21, 2015	- Apr 21, 2015 * header here to gro Receipt Date 1 21/04/2015	up by that co Receiv Mst. R	umn ed By azia Perv	Invoice No. Receive Da Received B Remarks	1 1te 21/04/2015 * by Mst. Rada Pervin *	Supplier M/S. Local Purchase In Local Purchase In	Kamal Enterprise avoice No 120 avoice Date 01/03/2015 Updated	v Cancel			
				Item Name				Oty Unit	Lot No/Description	Mfg. Date	Expiry Date
				B.P. BLADE				120 pcs			•
				*							
				141 44 4 Rec	cord i of 1 > >> >+ + = > >	X <	Preview 🚝 Print	🖌 Update 📲	Close		<u> </u>
44 4 Record	1of1 ▷ ≫ ◀	m	×		]						

#### Updating the Stock

• Entry of a new Invoice does not update the current stock position automatically. After the

Invoice entry is completed, press update button to recalculate the balance of Items from the current Invoice.

• A confirmation dialog will appear.



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

- Press "Yes" if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of Items for which stock was updated.
- 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 
   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
*					
Here A 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
3	CONDOM	180000	pcs	1200	25/10/2014	31/12/2018
1						
2						
Н	🛯 🕊 📢 Record 1 of 1 🕨 🍽 🕇 🗕 🔺 🗶 <					>
1						
	🛨 New 🔃 Save 📑 Undo 🗶 Delete	🛕 Preview 📕 Print !	🗸 Update	Close		
1						

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

	Item Name	Qty	Unit	Lot No	Mfg. Date	Expiry Date
Þ		180,000	pcs	1200	25/10/2014	31/12/2018
*						
100						5
164						2
	🛨 New 🔃 Save 📑 Undo 🗶 Delete	👌 Preview 🦱 Print	🖌 Update	Close		

- 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.

con

File Local Purchase	Parameters	Invoice Field	Stock Administrator H	qe					
Welcome Loca Jan 21, 2015 - Drag a column I Invoice No V	Apr 21, 2015 * header here to grou Receipt Date 1 21/04/2015	up by that olumn   Received By  Mst. Razia Per	Invoice No. 1 Receive Date 21/04/2015 Received By Mst. Razia Pervin Remarks	Supplier MC	. Kanal Enterprise Invoice No 120 Invoice Date (01/03/2015	v v Cancel			
			Item Name B.P. BLADE		Qt 12	Unit 0 pcs	Lot No/Description	Mfg. Date	Expiry Date
** * Record	1of1 ▶ ₩ 4	m 🕨	H* ** < Record l of 1 > >> >#	+ - + < × 4	Preview 📕 Print 🖌	Update	Close		

• To search go to

Page 63 of 195

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

File File	Parameters	Invoice	Field	Stock Adr	inistrator Help				
6	Ê			-					
Local	Receive From	Issue Voi	icher 4	Q-Q diustment					
Purchase	Warehouse	10000 100		Invoice					
									_
Welcome Loca	Purchase								_
Jan 21, 2015 -	Apr 21, 2015 👻								(
		1. 11. 1.							
Drag a column r	Description Deter	up by that co	nmuic	Cuentra	Logel Daraha	li sust Duraha	lundered.	Connel	
	Receipt Date	• Recen	ved ву	Supplier	Local Purcha	Local Purcha	Updated	Cancel	
	1 14/04/2015	Met 6	azia Pervin	M/S Kamal Ent	er 120	01/03/2015			
							_	-	
ecord Record	1011 > >> <								

- 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 dose 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.

File Parameters Invoice Field	Stock Administrator Help			
Local Receive From Use Voucher Structure	Adjustment Indent			
Welcome Receive From Warehouse				×
Jun 02, 2019 - Sep 02, 2019 🔻				
Drag a column header here to group by that column	Invoice No. 74 Received Fro	m Dhaka CWH 🗸		
Invoice No Receipt Date - Received By	Receive Date 22/08/2019 - Warehouse's	Invoice No 5747		
9	Received By MD. Jasim Uddin - Warehouse's	Invoice Date 22/08/2019 -		
▶ 74 22/08/2019 MD. Jasim U	Descala			
73 23/07/2019 MD. Jasim U	Remarks	Cancel		
72 23/06/2019 MD. Jasim U		<b>~</b>		
71 23/06/2019 MD. Jasim U	Item Name	Qty Unit	Lot No/Description Mfg. Date	Expiry Date
	CONDOM	46,800 pcs		31/05/2024
	ORAL PILL SHUKHI	17,280 cycle		31/05/2024
	IUD (CT-380A)	100 pcs		31/05/2025
	INJECTABLES (DEPO-PROVERA)	1,900 vials	sosthi	30/06/2021
	AD SYRINGE (1 ML)	1,900 pcs		30/11/2023
	DDS KIT	20 kit	MCH Drugs	01/04/2021
	TAB. RANITIDINE 150 MG	1,000 tab.	ccsdp	31/03/2020
	TAB. IBUPROFEN 400 MG	1,000 tab.	ccsdp	31/03/2020
	MAYER BANK	100 pcs		
	ORAL PILL APON	800 cyde		31/10/2022
	SAREE H4 44 4 Record 1 of 14 + ++ ++	100 pcs	CCSDP	
HI HI A Record 1 of 4 > >> >> +> 4	🛨 New 🔂 Save 🥙 Undo 🗶 Delete 🛕	Preview 🦱 Print 🖌 Update 📲	Close	Jownload Invoice

**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

File Parameters Invoice Field	Stock Administrator Help					
Local Receive From Warehouse Voucher	Adjustment Indent					
Welcome Receive From Warehouse						>
Jun 02, 2019 - Sep 02, 2019 👻 🔳						
	Invoice No. 74 Received Fro	Dhaka CWH				
Drag a column neader nere to group by that column	Parehouse's Warehouse's	Invoice No 5747				
Invoice No Receipt Date - Received By	Receive Date 22/06/2019					
	Received By MD. Jasim Uddin Warehouse's	s Invoice Date				
▶ 74 22/08/2019 MD. Jasim U 73 22/07/2019 MD. Jasim U	Remarks	Updated Cancel				
72 23/07/2019 MD. Jasim U						
71 23/06/2019 MD. Jasim U						
	Item Name	Qty Unit	Lot No/Description	Mfg. Date	Expiry Date	
		17,290 cride			21/05/2024	
Λ	100 (CT-380A)	100 pcs			31/05/2025	
A	INIECTABLES (DEPO-PROVERA)	1 900 vials	sosthi		30/06/2021	
	AD SYRINGE (1 ML)	1,900 pcs			30/11/2023	
	DDS KIT	20 kit	MCH Drugs		01/04/2021	
	TAB. RANITIDINE 150 MG	1,000 tab.	ccsdp		31/03/2020	
	TAB. IBUPROFEN 400 MG	1,000 tab.	ccsdp		31/03/2020	
	MAYER BANK	100 pcs				
	ORAL PILL APON	800 cyde			31/10/2022	
	SAREE	100 pcs	CCSDP			
	🛨 New 🔂 Save 🥰 Undo 🗙 Delete 🚊	Preview Prin D Update	Close		L Deniload Invoi	ce

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<sup>\*</sup> 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
				V				
•	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

CONDOM       CONDOM REGISTER         CONSENT FORM FOR OPERATION (EOC PROG.)       CONSENT FORM FOR OPERATION (EOC PROG.)	Item Name	0	Item Name	
CONDOM REGISTER     CONDOM REGISTER       CONSENT FORM FOR OPERATION (EOC PROG.)     CONSENT FORM FOR OPERATION (EOC PROG.)			CONDOM	
CONSENT FORM FOR OPERATION (EOC PROG.)	CONDOM REGISTER		CONDOM REGISTER	
	CONSENT FORM FOR OPERATION (EOC PROG.)		CONSENT FORM FOR OPERATION (E	DC 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.

File Parameters In	voice Heid	Stock Administrator Help							
🚣 😥	0								
Local Receive From	Issue Voucher	Adjustment Indent							
Purchase Warehouse		Invoice							
Velcome Receive From Warehouse		I							
Jun 02, 2019 - Sep 02, 2019 🔻									
		Invoice No. 74	Received Fro	m Dhaka CWH	~				
Today		Receive Date 22/08/2019	Warehouse's	Invoice No 5747					
Yesterday	- Ceived i	D i la MD lain Udda		z : p : 20/00/0040					
Last Week	la lacim	Received by MD. Jasim Oddin	warenouse s	Invoice Date 22/08/2019	· ·				
This Month	D. Jasim	U Remarks		<ul> <li>Updated</li> </ul>	Cancel				
Last Month	t D. Jasim	- U		-					
Last 3 Month	1 D. Jasim	U Item Name		Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date	
Last Year		+ CONDOM		46,800	pcs			31/05/2024	
Last Teal		ORAL PILL SHUKHI		17,280	cyde			31/05/2024	
Custom Range		IUD (CT-380A)		100	pcs			31/05/2025	
From To		INJECTABLES (DEPO-PROVERA)		1,900	vials	sosthi		30/06/2021	
		AD SYRINGE (1 ML)		1,900	pcs			30/11/2023	
Analy Consel		DDS KIT		20	kit	MCH Drugs		01/04/2021	
Appiy Cancel		TAB. RANITIDINE 150 MG		1,000	tab.	ccsdp		31/03/2020	
		TAB. IBUPROFEN 400 MG		1,000	tab.	ccsdp		31/03/2020	
				100	ovde.			31/10/2022	
		SAREE		100	pcs	CCSDP		01/10/2022	
		$\texttt{HI} \nleftrightarrow \texttt{Record 1 of 14} \Rightarrow \texttt{W} + - \texttt{A} \checkmark \texttt{X} \checkmark$							Þ
		📲 New 🛃 Save 🔤 Undo 👗	Delete Q	Preview 🦰 Print 🗹	Update 🛛 🔶 🔛	Close		🛛 🔶 Download Invo	oice

• 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.

🤍 File	Parameters	Invoice Field	Stock Adminis	trator Help						
Local Purchase	Receive From Warehouse	G Issue Voucher	Adjustment Invoice	Indent						
Welcome Rec	eive From Warehou	ise								х
Jun 02, 2019	- Sep 02, 2019 🔻									
Drag a column	header here to gro	up by that column	Invoice No.	74	Received Fr	om Dhaka CWH	Ŧ			
Invoice No	Receipt Date	<ul> <li>Received By</li> </ul>	Receive Date	22/08/2019 👻	Warehouse'	s Invoice No 5747				
٩			Received By	MD. Jasim Uddin 🗸	Warehouse'	s Invoice Date 22/08/2019	-			
•	74 22/08/2019	MD. Jasim U								
	73 23/07/2019	MD. Jasim U	Remarks			▲ ✓ Updated	Cancel			
	72 23/06/2019	MD. Jasim U				Y				
	71 23/06/2019	MD. Jasim U	Item Name			Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date
			► CONDOM			46,800	pcs			31/05/2024
			ORAL PILL SHU	кні		17,280	cyde			31/05/2024
			IUD (CT-380A)			100	pcs			31/05/2025
			INJECTABLES (I	DEPO-PROVERA)		1,900	vials	sosthi		30/06/2021 =
			AD SYRINGE (1	ML)		1,900	pcs			30/11/2023
			DDS KIT			20	kit	MCH Drugs		01/04/2021
			TAB. RANITIDI	NE 150 MG		1,000	tab.	ccsdp		31/03/2020
			TAB. IBUPROFE	EN 400 MG		1,000	tab.	ccsdp		31/03/2020
			MAYER BANK			100	pcs			
			ORAL PILL APO	N		800	cyde			31/10/2022
			SAREE	1-614 × ×××× +		100	pcs	CCSDP		Y
			Record.	10/14 / / / / / /						P
HI HI I Reco	ord 1 of 4 ▶ ₩ ₩	•	+ New	🕞 Save 본 Undo	🗙 Delete 🛕	Preview 🦱 Print 🖌	Update 📲	Close		🚽 Download Invoice

## Download a receive Invoice

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

					Re	ceive From	n Warehouse - UIMS v4.0						-	٥	×
File File	Parameters	Invoice Field	Stock Administ	trator Help											
Local Purchase	Receive From Warehouse	G Issue Voucher	Adjustment Invoice	O Indent											
Welcome Rec	ceive From Warehou	ise													x
Jun 02, 2019	- Sep 02, 2019 👻														
Drag a column	header here to gro	up by that column	Invoice No.	74	Rec	eived Fror	m Dhaka CWH		Ψ.						
Invoice No	Receipt Date	<ul> <li>Received By</li> </ul>	Receive Date	22/08/2019	→ Wa	rehouse's	Invoice No 5747								
9			Received By	MD. Jasim Uddin		rehouse's	Invoice Date 22/08/20	19	-						
•	74 22/08/2019	MD. Jasim U	Remarks												
	73 23/07/2019	MD. Jasim U	Relians				A Vpd	ted	Cancel						
	72 23/06/2019	MD. Jasim U					<b>Y</b>								
	71 23/06/2019	MD. Jasim U	Item Name					Qty	Unit	Lot No/Description	Mf	g. Date	Expiry Dat	te	
			► CONDOM				46	800	pcs				31/05/202	24	
			ORAL PILL SHUP	KHI			17	280	cyde				31/05/202	24	
			IUD (CT-380A)					100	pcs				31/05/202	25	
			INJECTABLES (D	DEPO-PROVERA)			1	900	vials	sosthi			30/06/202	21	=
			AD SYRINGE (1	ML)			1	900	pcs				30/11/202	23	
			DDS KIT					20	kit	MCH Drugs			01/04/202	21	
			TAB. RANITIDIN	NE 150 MG			1	000	tab.	ccsdp			31/03/202	20	
			TAB. IBUPROFE	EN 400 MG			1	000	tab.	ccsdp		Toy No :		_	
			MAYER BANK					100	pcs						
			ORAL PILL APO	N				800	cyde				PUSH INDEN	т	
			SAREE	1 of 14 → ₩ ₩	+ - * * X +			100	pcs	CCSDP			Download	Close	
HI +I A Reco	ord1of4 ► ₩ ₩	<	🛨 New	Save	Y Undo X Dele	ete 🚺	Preview 🦱 Print	<b>/</b> 1	Update 🕌	Close			<b>Download</b>	d Invoic	æ

- Parameters Invoice Field Ż 4 0 Indent •• Issue Voucher Adjustment Invoice Local Purchas Receive From Warehouse Welcome Receive From Warehouse Jun 03, 2019 - Sep 03, 2019 👻 Ξ Received From Dhaka CWH Invoice No. 74 Drag a column header here to group by that column Warehouse's Invoice No 5747 Receive Date 22/08/2019 Invoice No Receipt Date - Received By Received By MD. Jasim Uddin Warehouse's Invoice Date 22/08/2019 74 22/08/2019 MD. Jasim U ٠ Remarks ▲ ✓ Updated □ Cancel 73 23/07/2019 MD. Jasim U 72 23/06/2019 MD. Jasim U 71 23/06/2019 MD. Jasim U Qty Unit Item Name Lot No/Description Mfg. Date Expiry Date CONDOM 46,800 pcs 31/05/2024 ORAL PILL SHUKHI 17,280 cycle 31/05/2024 IUD (CT-380A) 100 pcs 31/05/2025 INJECTABLES (DEPO-PROVERA) 1.900 vials sosthi 30/06/2021 AD SYRINGE (1 ML) 1,900 pcs 30/11/2023 01/04/2021 31/03/2020 DDS KIT 20 kit MCH Drugs TAB. RANITIDINE 150 MG 1,000 tab. ccsdp TAB. IBUPROFEN 400 MG 1,000 tab. ccsdp Inv No : 5788 MAYER BANK 100 pcs ORAL PILL APON 800 cycle PUSH INDENT 100 pcs CCSDP ₽ Download 🛛 📲 Close 🛨 New 🔃 Save 📑 Undo 💥 Delete 🛕 Preview 🚔 Print 🖌 Update 📲 Close Download Invoice
- Enter the Inv No: (Push/Indent) like following screen.

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

File Parameters Invoice Field	Stock Administrator Help			
LMIS Form 2 LMIS Form 3 LMIS Form 78	Supply Plan Supply Plan Supply Plan			
Welcome Receive From Warehouse				×
Jun 03, 2019 - Sep 03, 2019 🔻				
Drag a column header here to group by that column	Invoice No. 75 Received Fr	om Dhaka CWH		
Invoice No Receipt Date   Received By	y Receive Date 03/09/2019 - Warehouse	5788		
Y	Received By MD. Jasim Uddin   Warehouse's	s Invoice Date 25/08/2019 -		
<ul> <li>75 03/09/2019 MD. Jasim U</li> <li>74 22/08/2019 MD. Jasim II</li> </ul>	Remarks	Updated Cancel		
73 23/07/2019 MD. Jasim U		<b>•</b>		
72 23/06/2019 MD. Jasim U				
71 23/06/2019 MD. Jasim U		Qty Unit	Lot No/Description Mtg. Date	Expiry Date
	EXTRA THIN GALIZE (10 X 5 CM)	3,000 bottle	CCSDP	30/05/2023
	FWA REGISTER (6TH EDITION)-SUPPLIMENTARY	200 book	22201	00/00/2020
	*			
	H1 11 1 Record 1 of 3 > >> >H + × × - 4	Preview 📻 Print 🖌 Update 🖣 Cioc	e	> Download Invoice

• 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:

У File	Parameters	Invoice	Field	Stock Ad	Iministrator	Help						
MIS Form 2	LMIS Form 3	LMIS F	orm 78	Supply Plan	Custom Supply Plan	Field Reports	DDS Kits Reporting					
Velcome Rec	eive From Wareho	JSE										
Jun 03, 2019	- Sep 03, 2019 🔻	•										
Drag a column	header here to gro	up by that	t column	Invoice	No. 76		Received	From Dhaka CWH	•			
Invoice No	Receipt Date	<b>▼</b> F	Received By	Receive E	Date 03/09/2	2019 -	Warehous	e's Invoice No				
				Receive	d By MD. Jas	sim Uddin 💌	Warehous	e's Invoice Date	-			
/	75 03/09/2019	1	4D. Jasim U	Rem	arks				Cancel			
	74 22/08/2019		4D. Jasim U						Cancer			
	73 23/07/2019		4D. Jasim U									1
	71 23/06/2019	,	4D. Jasim U	Item Name	e			Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date
				144 44 4 Recc	ord 0 of 0 <b>b</b>	→ HI + < ✓ X	4					
				Rec								-
				Nev	v 🚺 Sa	ave 🍊 Undo	X Delete	🚺 Preview 🥅 Print 🗸 U	odate 🔶	Close		Download Invoic

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.

File 🔨	Parameters	Invoice Field	Stock Adminis	trator Help								
LMIS Form 2	LMIS Form 3	LMIS Form 78	Supply Plan C Supply Plan Su	Custom pply Plan	s DDS Kits Reporting							
Welcome Rec	Velcome Receive From Warehouse											
Jun 03, 2019	Jun 03, 2019 - Sep 03, 2019 -											
Drag a column	header here to gro	up by that column	Invoice No.	Invoice IIo. 76 Received From Dhaka CWH								
Invoice No	Receipt Date	<ul> <li>Received By</li> </ul>	Receive Date	03/09/2019	+ Warehouse	's Invoice No						
٩			Received By	MD. Jasim Uddin	* Warehouse	's Invoice Date	*					
•	75 03/09/2019	MD. Jasim U	Remarks				ated Cancel					
	74 22/08/2019 73 23/07/2019	MD. Jasim U MD. Jasim U				·						
	72 23/06/2019	MD. Jasim U	Three Name				Ohu Unit	Lak Na Dasmislian	Mfa Data	European Danta		
	71 23/06/2019	MD. Jasim U	Item Name				Qty Unit	Lot No/Description	Mrg. Date	Expiry Date		
	# 4 4 Record 0 of 0 > > > + + − ∧ √ X 4 >>											
HI 4I 4 Reco	ord 1 of 5 ▶ ₩ ₩	۰ III )	New	🔁 Save 본 U	ndo 🗙 Delete 🚺	Preview 🦲 Print	🖌 Update 🕌	Close	4	Download Invoice		

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

<b>N</b>	File	Parameters	Invoice Field	Stock Admin	istrator	Help							
LM	IS Form 2	LMIS Form 3	LMIS Form 78	Supply Plan	Custom Cupply Plan	Field Reports	DDS Kits Reporting						
We	Velcome Receive From Warehouse												
5	un 03, 2019 -	Sep 03, 2019 👻											
D	ag a column h	neader here to gro	up by that column	Invoice No	. 76		Received	From Dhaka C	мн	-			
	Invoice No	Receipt Date	<ul> <li>Received</li> </ul>	By Receive Dat	e 03/09/20	019 -	Warehou	se's Invoice No	3444				
٩				Received B	y MD. Jasi	m Uddin 👻	Warehou	se's Invoice Date	03/09/2019	-			
Þ		76 03/09/2019	MD. Jasim	U									
		75 03/09/2019	MD. Jasim	U	>				Updated	Cancel			
		74 22/08/2019	MD. Jasim	U					<b>v</b>				
		73 23/07/2019	MD. Jasim	U Item Name					Qty	/ Unit	Lot No/Description	Mfg. Date	Expiry Date
		72 23/06/2019	MD. Jasim	*									
-		/1 23/06/2019	MD. Jasim	0									
				He ee ecord	0 of 0 ト ↦	+ + - × × ×	1						
				- New	C Sa	ve 💌 Undo	X Delete	n Preview	Print 🗸 I	Jodate 49 d	Close		Download Invoice
H	🔲 4 Recor	dlof6 ⊧ ⊮ ₩	4										

• 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:

File File	Parameters	Invoice Field	Stock Administ	trator Help							
Ċ,	Ċ,	Ċ.	18.		D.						
IMIS Form 2	I MIS Form 3	LMIS Form 78	Supply Plan	ustom Field Penorte	DDS Kite						
Lindo Form 2	Lindo Form o	Linis Form 75	Sup	oply Plan	Reporting						
Welcome Receive From Warehouse											
lun 03, 2019 - Sep 03, 2019 🔻 📃											
Descent and		and the sharehouse	Invoice No.	76	Received Fre	Dhaka CWH					
Drag a column	leader nere to gro	Sup by that column		Antone Marahausa's Tayloise No. 2444							
Invoice No	Receipt Date	<ul> <li>Received By</li> </ul>	Receive Date	03/04/2014	]		5111				
*			Received By	MD. Jasim Uddin	Warehouse's	s Invoice Date	03/09/2019	9 -			
•	76 03/09/2019	MD. Jasim U	Remarks				Updat	ed Cancel			
	75 03/09/2019	MD. Jasim U				-					
	73 23/07/2019	MD. Jasim L									
	72 23/06/2019	MD. Jasim L	Item Name					Qty Unit	Lot No/Description	Mfg. Date	Expiry Date
	71 23/06/2019	MD. Jasim U	I CONDOM				Itom Codo	box			
			CONDOM			-	CON002	DCS			
			CONDOM REGISTER				IEM010	book			
			CONSENT FORM		IEM011 OFF008	pcs nos					
			×								
			+ New	🖒 Save 💌 Undo	X Delete	Preview	Print	🖊 Update 🚚	Close		Download Invoice

• After select an Item from Item Name combo press <Enter> and type received Qty, Lot No/Description, Mfg Date, and Expire Date.
R	File	Parameters	Invoice	Field	Stock Adminis	trator i	Help									
LM	IS Form 2	LMIS Form 3	LMIS Form	n 78	Supply Plan C Sup	Custom oply Plan	Field Reports	DDS Kits Reporting								
We	come Rece	ive From Wareho	use													x
	un 03, 2019 -	Sep 03, 2019	•	Ξ												
	rag a column h	neader here to gro	oup by that co	lumn	Invoice No.	76		Receive	d From	Dhaka CW	н	Ŧ				
F	Invoice No	Receipt Date		eived By	Receive Date	03/09/20	19 💌	Wareho	use's Inv	voice No	3444					
٩					Received By	MD. Jasim	Uddin 👻	Wareho	use's Inv	voice Date	03/09/2019	-				
,		76 03/09/2019	MD.	Jasim U	Bomarka	_										
		75 03/09/2019	MD.	Jasim U	Remarks						Updated	Cancel				
		74 22/08/2019	MD.	Jasim U							<b>V</b>					
		73 23/07/2019	MD.	Jasim U	Item Name						Qt	y Unit	L	ot No/Description	Mfg. Date	Expiry Date
		72 23/06/2019	MD.	Jasim U	CONDOM						12,000	0 pcs				31/12/2021
		/1 23/06/2019	MD.	Jasim U	0.				-							
					HI II Record 2	t of 2 ▶ ₩	₩ <b>+</b> - <b>*                                  </b>	∢								
144	« 4 Recor	d1of6 ⊧ ⊮⊮	4	÷	🛨 New	💽 Savi	e 🥂 Undo	X Delete	C Pre	view 📒	Print 🖌	Update 🚽	Close			Download Invoice

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

File	Daramatara	Invoice Field	Stack Administr	atar Hala							
- rile	Parameters	Invoice Heid	Stock Administra	ator hep							
LMIS Form 2	LMIS Form 3	LMIS Form 7B	Supply Plan Cu	stom Field Reports	DDS Kits						
			Supp	oly Plan	Reporting						
Welcome Reco	erve From Wareho	use									
Jun 03, 2019	- Sep 03, 2019	- =									
					Deceived Fre	Dhaka CWH		-			
Drag a column l	header here to gro	oup by that column	Invoice No.	/6	Received in	III DHAKA CWIT					
Invoice No	Receipt Date	<ul> <li>Received E</li> </ul>	y Receive Date	03/09/2019 👻	Warehouse's	Invoice No 344	•				
9			Received By	MD. Jasim Uddin 🛛 👻	Warehouse's	Invoice Date 03/0	9/2019	-			
•	76 03/09/2019	MD. Jasim	J								
	75 03/09/2019	MD. Jasim	J				Updated 🛄 Can	cel			
	74 22/08/2019	MD. Jasim				<b>V</b>					
	73 23/07/2019	MD. Jasim	Item Name				Qty Unit	Lot N	lo/Description	Mfg. Date	Expiry Date
	72 23/06/2019	MD. Jasim	CONDOM				12,000 pcs				31/12/2021
	71 23/06/2019	MD. Jasim	8.		-	]					
			H4 44 4 Record 2 c	of $2 \mapsto \bowtie + - \land \checkmark \times$	4						
				a and a state	Y Dalata	anning 🚔 ann	Land Jundary La	fl day			Download Invoice
HI II Recor	rd 1 of 6 🕨 🗰		T New	Save Undo	A Delete	Preview Print	Update 4	Close			Download Invoice

#### 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.

?	Do you really want to update 1 items to stock? You will not be able to edit this invoice after update.
	<u>Y</u> es <u>N</u> o

- 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

1	Item Name	Qty	Unit	Lot No	Mfg. Date	Expiry Date
0.	CONDOM	120000	pcs	1200	25/10/2014	31/12/2018
*						
						-
144	4 4 Record 1 of 1 • • • • • • + - • • × <					>
	🛨 New 💽 Save 📑 Undo 🗶 Delete	Nreview 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	
I	CONDOM	180000	pcs	1200	25/10/2014	31/12/2018	
*							
-							
-							_
10	🛯 🕊 🖪 Record 1 of 1 🕨 🕨 🕂 🗕 🔺 🖌 🗶 🔇						>
1			15				
	🛨 New 💽 Save 🛒 Undo 🗙 Delete	🔦 Preview 🦱 Print 🔤	V Update	Close			

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

1	Item Name	Qty	Unit	Lot No	Mfg. Date	Expiry Date
		180,000	pcs	1200	25/10/2014	31/12/2018
*						
144	4 4 Record 1 of 1 >>>>+ - + + × <					2
	🛨 New 🔂 Save 🦉 Undo 🗙 Delete	Neview	🖌 Update	Close		

- 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.

1	Do you really want to delete the selected item?
	<u>Y</u> es <u>N</u> o

• 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.

Ø	File	Parameters	Invoice	Field	Stock Adr	ninistrator	Help							
LMI	S Form 2	LMIS Form 3	LMIS	Form 78	Supply Plan	Custom Supply Plan	Field Reports	DDS Kits Reporting						
Web	ome Recei	ve From Warehou	ise											×
x	n 03, 2019 -	Sep 03, 2019 🔻		Ξ										
Dri	Drag a column header here to group by that column				Invoice	No. 76		Received	d From Dha	(a CWH	*			
	Invoice No	Receipt Date	-	Received By	Receive D	ate 03/09/	2019 -	Warehou	ise's Invoice I	lo 3444				
٩					Received	By MD. Ja	sim Uddin 👻	Warehou	ise's Invoice [	Date 03/09/2019	*			
Þ	7	6 03/09/2019		MD. Jasim U	Pema	rke				. Distant	Const			
	7	5 03/09/2019		MD. Jasim U	Kellia	100				Updated	L Cancel			
	7	4 22/08/2019		MD. Jasim U						*				
	-	2 23/06/2019		MD. Jacim LI	Item Name					Qt	y Unit	Lot No/Description	Mfg. Date	Expiry Date
		1 23/06/2019		MD. Jasim U	CONDOM					12,00	0 pcs			31/12/2021
					α.				•					
					H4 44 4 Reco	rd 2 of 2 🕨		4						
	44 4 Dame	11-60 1 11 11	4 [ 101		🛨 New	💽 s	ave 본 Undo	X Delete	C Preview	🚔 Print 🗹	Update 📲	Close		Lownload Invoice
- HI	T T Record	11010 1 10 10		•										

• To search go to row

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

	Parameters	Invoice	Field	Stock	Administrator	Help			
Ċ.	Ċ,	Ċ		18	7	16	Ċ,		
LMIS Form 2	LMIS Form 3	LMIS For	- m 78	Supply Play	n Custom	Field Reports	DDS Kits		
a no rollin z	2. 40 · 0111 0	2.1510		Coppiny Fill	Supply Plan	r icio reporta	Reporting		
Welcome Rece	eive From Warehou	ise							
	0.00.0040								
Jun 03, 2019 -	Sep 03, 2019								
Drag a column h	neader here to gro	up by that c	olumn						
Invoice No	Receipt Date	▼ Re	ceived By		Received From	Warehouse	Warehouse	Updated	Cancel
<b>e</b>			,						
-	79 03/09/2019	MD	). Jasim Lk	ddin	Dhaka CWH	11	10/09/2019		
-	76 03/09/2019	MD	). Jasim Ur	ddin	Dhaka CWH	3444	01/09/2019		
	75 03/09/2019	MD	). Jasim Ur	ddin	Dhaka CWH	5788	25/08/2019		
5	78 01/09/2019	MD	). Jasim Ur	ddin	Dhaka CWH	1213	02/09/2019		
5	77 01/09/2019	MD	). Jasim Ur	ddin '	Dhaka CWH	122	01/09/2019		
7	74 22/08/2019	MD	). Jasim Ur	ddin I	Dhaka CWH	5747	22/08/2019	1	
7	73 23/07/2019	MD	). Jasim Ur	ddin I	Dhaka CWH	5633	23/07/2019		
3	72 23/06/2019	MD	). Jasim Uo	ddin I	Dhaka CWH	5508	23/06/2019		
5	71 23/06/2019	MD	). Jasim Uo	ddin I	Dhaka CWH	5505	23/06/2019	<b>V</b>	

• 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

V	File P	arameters	Invoice Field	Stock Administ	strator Help								
Loci Purch	al F iase	Receive From Warehouse	Issue Voucher	Adjustment Invoice	Indent								
Welcom	e Issue V	oucher											×
Jun 03	3, 2019 - Sep	• 03, 2019 👻											
Drag a	column hear	ler here to group	by that column	Invoice No. 6	6576	SDP Group	FWA	✓ Union 0	)1. Basta				
Invo	pice No	<ul> <li>Invoice Date</li> </ul>	Prepared By	SDP 3	3/Ka, Sabina Khanom, FWA, B	asta		-					
۹ ۲	657	5 02/09/2019	MD. Jasim U	Prepared By	MD. Jasim Uddin 💌	Date	02/09/2019	▼ Remarks		A			
	657	5 02/09/2019	MD. Jasim U	Approved By	NAHID SHULTANA	Date	02/09/2019	-		-			
	657	4 02/09/2019	MD. Jasim U	Tecued By	( MD. Janim Hiddin	Date	02/09/2019			Control			
	657	3 02/09/2019	MD. Jasim U	Issucu by	MD. Jasm Oddin	Date	02/03/2013		updated	Cancer			
	657	2 02/09/2019	MD. Jasim U	Itam			Issued Oby	Unit	Stack Oby	No Of Cartoos	Let Ne Description	Mfg. Data	Evolar Data
	657	1 02/09/2019	MD. Jasim U	IMPLANT (SING			1550E0 Q1y		3100K Q19	NO OF Cartoris	Lot No/Description	Mig. Date	31/05/2023
	657	0 02/09/2019	MD. Jasim U				20	) orde	-111				31/10/2023
	656	9 25/08/2019	MD. Jasim U		UKHI (3rd Generation)		50	) cyde	13 260				31/01/2022
	656	8 25/08/2019	MD. Jasim U	*	ord a (ord deneration)			, cyac	10,200				51/01/2022
	656	7 25/08/2019	MD. Jasim U	-									
	656	5 25/08/2019	MD. Jasim U										
	656	5 25/08/2019	MD. Jasim U										
	656	4 25/08/2019	MD. Jasim U										
	656	3 25/08/2019	MD. Jasim U										
	656	2 25/08/2019	MD. Jasim U										
	656	1 25/08/2019	MD. Jasim U	HI 4I 4 Record	1of3 > >> ++ + > >	K 4							Þ
	656	0 25/08/2019	MD. Jasim U										
	6559 25/08/2019 MD. Jasim U 🗸 🕂 New 🕃 Save 🦉 Undo 🗙 Delete 🛕 Preview 🚍 Print 🗹 Update 🖣 Close												
	Record 1 of	366 ▶ ₩ 4											

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.

🤍 File	Parameters	Invoice Field	Stock Administ	trator Help									
Local Purchase	Receive From Warehouse	Issue Voucher	Adjustment Invoice	Indent									
Welcome Issu	e Voucher												×
Jun 03, 2019 -	Sep 03, 2019 👻												
Drag a column h	eader here to grou	p by that column	Invoice No. 6	5576	SDP Group	FWA		Union 0:	1. Basta				
Invoice No	✓ Invoice Date	Prepared By	SDP 3	3/Ka Sabina Khanom EWA Ba	eta								
۲		<b>^</b>											
•	576 02/09/2019	MD. Jasim U	Prepared By	MD. Jasim Uddin 🔹	Date	02/09/2019		▼ Remarks		-			
	575 02/09/2019	MD. Jasim U	Approved By	NAHID SHULTANA	Date	02/09/2019		-		-			
	574 02/09/2019	MD. Jasim U	Issued By	MD. Incim Liddin	Data	02/09/2019		 	Updated	Cancel			
	573 02/09/2019	MD. Jasim U	155000 57	MD. Jasin Oddin	Date	02/03/2023			opuateu	Calicel			
	572 02/09/2019	MD. Jasim U	These			Tanual Ohi	1	1-14	Charle Ohi	No Of Contract	Labor Dansisting	Mfr. Data	Fusin Data
	571 02/09/2019	MD. Jasim U	Item	( 5 D O D)	-	Issued Qty		unit	Stock Qty	No Or Cartons	Lot No/Description	mig. Date	Expry Date
	570 02/09/2019	MD. Jasim U	IMPLANT (SING	ale KOD)	•	2	U Se	iets					31/05/2023
	569 25/08/2019	MD. Jasim U	ORAL PILL APC			3	.0 ci	:yde	600				31/10/2022
	568 25/08/2019	MD. Jasim U	ORAL PILL SHU	JKHI (3rd Generation)		5	.0 C	tyde	13,260				31/01/2022
	567 25/08/2019	MD. Jasim U	*										
	566 25/08/2019	MD. Jasim U											
	565 25/08/2019	MD. Jasim U											
	564 25/08/2019	MD. Jasim U											
	563 25/08/2019	MD. Jasim U											
	562 25/08/2019	MD. Jasim U											
	561 25/08/2019	MD. Jasim U	Martin de Danard	1.62	4								
	560 25/08/2019	MD. Jasim U	Record	1013 / / / / × × ×									P
	6559 25/08/2019 MD. Jasim U 🗸 📕 New 🕅 Save 🗶 Indo 🎗 Delate 🖒 Dreview 🚍 Drint 🖌 Indoa												
et ecord	1 of 366 → → 🔞						<u> </u>		- spoone 1				

#### **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 –

File Parameters Invoice Field	Stock Administrator Help
Local Purchase Receive From Warehouse Issue Voucher	Adjustment Indent
Welcome Issue Voucher	
Jun 03, 2019 - Sen 03, 2019	
Drag a column header here to group by that column	Invoice No. 6576 SDP Group FWA - Union 01. Basta -
Invoice No 👻 Invoice Date Prepared By	SDP 3/Ka, Sabina Khanom, FWA, Basta
۹	
▶ 6576 02/09/2019 MD. Jasim U	Prepared By MD. Jasim Uddin v Date 02/09/2019 v Remarks
6575 02/09/2019 MD. Jasim U	Approved By NAHID SHULTANA V Date 02/09/2019 V
6574 02/09/2019 MD. Jasim U	Issued By MD, Jasm Lidde + Date 02/09/2019 + Lindated Cancel
6573 02/09/2019 MD. Jasim U	
6572 02/09/2019 MD. Jasim U	na series de la companya de la company
6571 02/32019 MD. Jasim U	INPLANT (SING E ROD) 20 sets 444 31/05/2023
6570 0 0909 19 MD. Jasim U	084 PIL 420N 30 cv/e 600 31/10/2022
6569 25/08/2019 MD. Jasim U	ORAL PILL SHUKHI (3rd Generation) 50 cvde 13,260 31/01/2022
6568 25/08/2019 MD. Jasim U	
6566 25/08/2019 MD Jacim I	
6565 25/08/2019 MD. Jasim U	C
6564 25/08/2019 MD. Jasim U	$\sim$
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 🚽	🕂 New 🗅 Save 🗶 Unda 🗶 Delete 🖒 Preview 🚍 Pro
A Record 1 of 366      A M A M A M A M A M A M A M A M A	

### 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:

V	File	Parameters	Invoice Field	S	tock Admin	istrator	Help								
Pu	Local urchase	Receive From Warehouse	G Issue Voucher	A	djustment Invoice	Indent									
Web	come Issue	Voucher													х
Ju	n 03, 2019 - S	ep 03, 2019 🔻													
Dra	g a column he	ader here to gro	oup by that column	1	Invoice No.	6577		SDP Group	p	▼ Union		×			
	Invoice No	▼ Invoice Dat	e Prepared By		SDP					-					
9 }	6	576 02/09/2019	MD. Jasim U		Prepared E	y MD. Jasi	m Uddin 🗸 👻	Date	03/09/2019	▼ Remarks					
	6	575 02/09/2019	MD. Jasim U		Approved E	NAHID S	HULTANA	Date	03/09/2019	-		-			
	6	574 02/09/2019	MD. Jasim U		Tssued F	MD laci	m Liddin 🛛 💌	Date	03/09/2019	-	Updated	Cancel			
	6	573 02/09/2019	MD. Jasim U			110.303	in oddin .	Date			opuated	Carleer			
H	6	572 02/09/2019	MD. Jasim U		Item				Issued Oty	Unit	Stock Oty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
$\square$	6	571 02/09/2019	MD. Jasim U		*										
H	0	5/0 02/09/2019	MD. Jasim U												
H	6	568 25/08/2019	MD. Jasim U												
	6	567 25/08/2019	MD, Jasim U												
H	6	566 25/08/2019	MD. Jasim U												
	6	565 25/08/2019	MD. Jasim U												
	6	564 25/08/2019	MD. Jasim U												
	6	563 25/08/2019	MD. Jasim U												
	6	562 25/08/2019	MD. Jasim U												
	6	561 25/08/2019	MD. Jasim U	н	H H H Record	l0 of 0 ⊨ ≥	+ + + × ×	4							
	6	560 25/08/2019	MD. Jasim U												
	6	559 25/08/2019	MD. Jasim U 🚽	-	h New	🔁 Sa	ve 🦊 Undo	X De	elete 🚺 Preview	Print 🔄	🖉 Update 🖣	Close			
	Record 1	of 366 ▷ ₩	<b>▲ Ⅲ</b> ►												

- 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.

R	File	Paran	meters I	Invoice Field	Stock A	dminist	trator Help											
F	Local Purchase	Recei War	ive From ehouse	Issue Voucher	Adjustment Invoice		Indent											
We	lcome Issu	e Vouch	er															x
	- 02, 2010	See 02	2010 -															
	1103, 2019 -	Sep 05,	2019 +	=														
Dr	ag a column h	eader h	ere to group	by that column	Invoice	No. 6	577		SDP Group	FWA	-	Union	01. Basta	-				
	Invoice No	▼ In	voice Date	Prepared By				SUT EWA 01	Bacta		-							
٩				<b>A</b>				501,1100,01	bustu									
•	6	577 03	3/09/2019	MD. Jasim U	Prepar	ed By	MD. Jasim Udd	in 🔻	Date	03/09/2019	-	Remarks			A			
	e	576 02	2/09/2019	MD. Jasim U	Approv	ed By	NAHID SHULT	NA -	Date	03/09/2019	-				v			
	6	575 02	2/09/2019	MD. Jasim U	Ice	od Bu				02/00/2010								
	6	574 02	2/09/2019	MD. Jasim U	1550	ea by	MD. Jasim Udd	in 🔻	Date	05/09/2019	•		Updated	Cancel				
	6	573 02	2/09/2019	MD. Jasim U														
	6	572 02	2/09/2019	MD. Jasim U	Item					Issued Qty	Unit		Stock Qty	No Of Cartons	Lot No/Desc	ription Mfg.	. Date	Expiry Date
	e	571 02	2/09/2019	MD. Jasim U	*													
	6	570 02	2/09/2019	MD. Jasim U														
	6	5569 25	5/08/2019	MD. Jasim U														
	6	5568 25	5/08/2019	MD. Jasim U														
	6	567 25	5/08/2019	MD. Jasim U														
	6	5566 25	5/08/2019	MD. Jasim U														
	6	5565 25	5/08/2019	MD. Jasim U														
	6	5564 25	5/08/2019	MD. Jasim U														
	6	563 25	5/08/2019	MD. Jasim U														
	6	5562 25	5/08/2019	MD. Jasim U	He 44 4 R	cord 0	of0 ⊧ ⊮ ⊮ H	X	4									
	6	5561 25	5/08/2019	MD. Jasim U		1												
	6	5560 25	5/08/2019	MD. Jasim U 🚽	+ N	ew	🕞 Save	💾 Undo	🗙 De	lete 🛕 Previe	w 📕	Print	🖌 Update 🔺	Close				
•	Record	1 of 367	> >> 4															

Press Save

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.

R	File	Para	ameters In	nvoice Field	Sto	ock Admini	istrator F	lelp								
F	Local Turchase	Rec Wa	eive From arehouse	Issue Voucher	Adj I	ljustment Invoice	Indent									
We	come Issu	e Vouc	her													x
	- 02, 2010	See 0	2 2010 -													
	in 03, 2019 -	Sep 0.	5, 2019													
Dr	ag a column h	eader	here to group l	by that column	1	Invoice No.	6577		SDP Group	p FWA	▼ Union 0	1. Basta	*			
	Invoice No	<b>v</b> 1	Invoice Date	Prepared By		SDP		ANT SLIT EWA O	1 Bacta							
٩				<b></b>			2/10/ 11/001	2017110,01								
,	1	5577	03/09/2019	MD. Jasim U		Prepared B	y MD. Jasim	Uddin 💌	Date	03/09/2019	▼ Remarks					
	e	5576	02/09/2019	MD. Jasim U		Approved B	V NAHID SH	ULTANA 👻	Date	03/09/2019	-		-			
	(	5575	02/09/2019	MD. Jasim U		Iccued B				02/00/2010						
	e	5574	02/09/2019	MD. Jasim U		ISSUEU D	Y MD. Jasim	Udain	Date	03/03/2013		Updated	Cancel			
	6	5573	02/09/2019	MD. Jasim U		These				Include Obs	11-14	Church Ohi	No Of Contract	Lablis Description	Mfr. Data	Curring Data
	6	5572	02/09/2019	MD. Jasim U	-	Item				Issued Qty	Unit	Stock Qty	No Or Cartons	Lot No/Description	Mig. Date	Expry Date
H	e	5571	02/09/2019	MD. Jasim U	-											
	6	5570	02/09/2019	MD. Jasim U												
H	6	5569	25/08/2019	MD. Jasim U												
H		5568	25/08/2019	MD. Jasim U												
H		5567	25/08/2019	MD. Jasim U												
H		5565	25/06/2019	MD. Jasim U												
H	(	5564	25/08/2019	MD. Jasim U												
H	(	5563	25/08/2019	MD. Jasim U												
H		5562	25/08/2019	MD. Jasim U												
F	1	5561	25/08/2019	MD. Jasim U	Hel	* Record	0 of 0 ⊧ ⊮	+ + - × ×	4							•
	1	5560	25/08/2019	MD. Jasim U 🚽		L New	m an	× Jude		lata 🔯 Dension	- Dink	/	dara			
41	< Record	1 of 36	57 ▶ ₩ 4		Ľ	New	Save						Close			

### 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.

R	File	Parameters	Invoice Field	Stock Adn	ninistrator Help										
P	Local urchase	Receive From Warehouse	G Issue Voucher	Adjustment Invoice	Indent										
We	lcome Issu	e Voucher													×
J	ın 03, 2019 -	Sep 03, 2019 🔻													
Dri	ag a column h	eader here to gro	up by that column	Invoice No	6577	S	DP Group	FWA	- U	nion 01. B	asta	*			
	Invoice No		Prepared By	SDI	2/Ka, ANJU RANI S	UT, FWA, 01. Ba	ista		Ŧ						
٩			<b>^</b>				F								
•	e	577 03/09/2019	MD. Jasim U	Preparec	MD. Jasim Uddir		Date	03/09/2019	✓ Re	narks			^		
	6	576 02/09/2019	MD. Jasim U	Approved	By NAHID SHULTAI	▼ AV	Date	03/09/2019	-				~		
	6	575 02/09/2019	MD. Jasim U	Issued	By MD. Jasim Uddir	1 <b>-</b>	Date	03/09/2019	-	🗆 Up	dated	Cancel			
Н	6	574 02/09/2019	MD. Jasim U												
Н	6	573 02/09/2019	MD. Jasim U	Item				Issued Otv	Unit	Sto	ck Otv	No Of Cartons	Lot No/Des	cription Mfg. Date	Expiry Date
Н		5/2 02/09/2019	MD. Jasim U	8			-								
Н		571 02/09/2019	MD. Jasim U	Item Name	2		Item O	ode Lot No/De	scription	Mfg. Date	Expiry Date	Lot Qty Unit Name			
Н		5/0 02/09/2019	MD. Jasim U	7.1% CHL	OROHEXIDINE		MCH05	51				1200 bottle			
Н		569 25/08/2019	MD. Jasim U	AD SYRIN	GE (1 ML) GE (1 ML)		CON00	01			31/10/2023	2443 pcs 4500 pcs			
Н		567 25/08/2019	MD. Jasim U	ATRAUMA	TIC CATGUT 1.0		MSR00	2			50/11/2025	0 pcs			
Н		566 25/08/2019	MD. Jasim U	AUTOCLA	/E MACHINE		KIT006	5 Steam ste	rilizer, ccsdp			1 nos.			
H	6	565 25/08/2019	MD, Jasim U	B.P. MACH	- INE		KIT010	5				0 pcs	-		
H	6	564 25/08/2019	MD. Jasim U	×											
	e	563 25/08/2019	MD. Jasim U												
	6	562 25/08/2019	MD. Jasim U												
	6	561 25/08/2019	MD. Jasim U	HI II Rec	ord 1 of 1 🕨 👐 🚧 🚽	X - (									
	e	560 25/08/2019	MD. Jasim U 🚽	A New	Ch. Save	× Undo	Y Dele	te 🗟 Pre	rianu 🥮 Pr	nt 🖌		Close			
*	<ul> <li>Record :</li> </ul>	Lof 367 ► ₩	4 💷 🕨	Them them	Save		- Dele	ine ine		· ·		Close			

- 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.

🤍 Fi	le Pa	arameters	Invoice Field	Stock Admin	histrator Help										
Local Purchase	Re	eceive From Varehouse	G Issue Voucher	Adjustment Invoice	Indent										
Welcome	Issue Vou	ucher													×
Jun 03, 20	19 - Sep (	03, 2019 👻	=												
<u> </u>	-														
Drag a colur	mn heade	r here to grou	p by that column	Invoice No.	6577		SDP Group	FWA		Union	01. Basta	-			
Invoice N	No 🔻	Invoice Date	Prepared By	SDP	2/Ka, ANJU RANI SU	T, FWA, 01.	Basta		-						
۲			<b>_</b>												
•	6577	03/09/2019	MD. Jasim U	Prepared E	3y MD. Jasim Uddin	*	Date	03/09/2019		Remarks			*		
	6576	02/09/2019	MD. Jasim U	Approved E	By NAHID SHULTANA	-	Date	03/09/2019		-]			*		
	6575	02/09/2019	MD. Jasim U	Issued	8v MD. Jasim Uddin	-	Date	03/09/2019	-	-]		Cancel			
	6574	02/09/2019	MD. Jasim U		Mor Joann Occur.		Ducc		_		Opurcu				
	6573	02/09/2019	MD. Jasim U	Itom				Issued Oby	Linit		Stack Oby	No Of Cartons	Let No Description	Mfg. Data	Evoiry Date
	6572	02/09/2019	MD. Jasim U	CONDOM				Issued Qty	120 000		SLOCK QLY	NO OT Cartoris	LOT NO/Description	mig. Date	21/12/2021
	6571	02/09/2019	MD. Jasim U	a					120 pcs		12,	,000			51/12/2021
	6570	02/09/2019	MD. Jasim U	<i>a</i> .											
<u> </u>	6569	25/08/2019	MD. Jasim U												
<b></b>	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	HI II Recor	rd 2 of 2 ▶ ₩ ₩ +	X	4								Þ
	6561	25/08/2019	MD. Jasim U												
	6560	25/08/2019	MD. Jasim U 🚽	- New	Save	Undo	X De	lete 👌 Prev	view 🚔	Print	🖌 Update 🚽	Close			
44 4 Rec	ord 1 of 3	367 → ₩ 4									<u> </u>				

### • Press **<Enter>** to save Invoice line items.

- File	Parameters	Invoice Field	Stock Admin	istrator Help										
Local Purchase	Receive From Warehouse	Issue Voucher	Adjustment Invoice	Indent										
Welcome Is	sue Voucher													x
Jun 03, 2019	9 - Sep 03, 2019 🔻	Ξ												
Drag a colum	header here to group	by that column	Invoice No.	6577		SDP Group	FWA	~	Union (	1. Basta	-			
Invoice No	<ul> <li>Invoice Date</li> </ul>	Prepared By	SDP	2/Ka, ANJU RANI	SUT, FWA, 01	. Basta		~						
•	6577 03/09/2019	MD. Jasim U	Prepared B	MD. Jasim Udd	in 💌	Date	03/09/2019	-	Remarks					
	6576 02/09/2019	MD. Jasim U	Approved B	V NAHID SHULT	NA 👻	Date	03/09/2019	-				-		
	6575 02/09/2019	MD. Jasim U	Issued B	MD. Jasim Udd	in 🔻	Date	03/09/2019	-		Updated	Cancel			
	6574 02/09/2019	MD. Jasim U												
	6573 02/09/2019	MD. Jasim U	Item				Issued Otv	Unit		Stock Oty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
	6572 02/09/2019	MD. Jasim U	CONDOM				1	120 pcs		12,00	0			31/12/2021
	6570 02/09/2019	MD. Jasim U	a.			-								
	6569 25/08/2019	MD. Jasim II												
	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	HI HI I Record	12of2 b bb bbl	+ - + < ×	4								
	6561 25/08/2019	MD. Jasim U	Record	12012 1 11 11										
	6560 25/08/2019	MD. Jasim U 🚽	+ New	Save	× Undo	X Del	ete 👌 Previ	iew 🚔	Print	🗸 Update 🖣	Close			
44 4 Recor	d 1 of 367 🕨 🗰 🕯													

### 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.* 



• 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.

File File	Parameters I	Invoice Field	Stock Adm	nistrator Help									
4	Ê,												
	Leaning From	Contraction of the second	Q	Tedent									
Purchase	Warehouse	Issue voucrier	Invoice	Indent									
Welcome Issu	e Voucher												c
Jun 03, 2019 -	Sep 03, 2019 🔻	Ξ											
Drag a column h	eader here to group	by that column	Invoice No.	6577		SDP Group	FWA	- Union	01. Basta	<b>T</b>			
Invoice No		Prepared By	SDP	2/Ka, ANJU RAN	I SUT, FWA, 01.	Basta		~					
٩		<b>_</b>											
► €	5577 01/09/2019	MD. Jasim U	Prepared	By MD. Jasim Ud	din 👻	Date	01/09/2019	▼ Remarks		<b></b>			
6	5576 02/09/2019	MD. Jasim U	Approved	By NAHID SHULT	ANA 👻	Date	01/09/2019	-		-			
6	5575 02/09/2019	MD. Jasim U	Terund	Par			02/00/2010						
6	5574 02/09/2019	MD. Jasim U	ISSUEU	MD. Jasim Ud	an 👘	Date	03/09/2019	-	✓ Updated	Cancel			
é	5573 02/09/2019	MD. Jasim U						Leen	la ta				
é	5572 02/09/2019	MD. Jasim U	Item				Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No/Description	Mtg. Date	Expiry Date
6	5571 02/09/2019	MD. Jasim U	CONDOM				120	) pcs	12,00	00			31/12/2021
6	5570 02/09/2019	MD. Jasim U	*										
é	5569 25/08/2019	MD. Jasim U											
6	5568 25/08/2019	MD. Jasim U											
6	5567 25/08/2019	MD. Jasim U											
6	5566 25/08/2019	MD. Jasim U											
6	5565 25/08/2019	MD. Jasim U											
6	5564 25/08/2019	MD. Jasim U											
6	5563 25/08/2019	MD. Jasim U											
6	5562 25/08/2019	MD. Jasim U	HI HI I Reco	rd 1 of 1 ト ↦ ↦	+ - • v X	4							
6	5561 25/08/2019	MD. Jasim U		Y									
6	5560 25/08/2019	MD. Jasim U 👻	+ New	Save	😽 Undo	X Del	ete 🚺 Previev	/ 🚝 Print	🖌 Update 🕌	Close			
et e Record	1 of 367												

• 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.

2	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
1	CONSENT FORM FOR OPERATION	60,000	60,000	pcs	9,000,000				
1	NJECTABLES (DEPO-PROVERA)	10,000	10,000	vials	500,000				
	AD SYRINGE (1 ml)	10,000	10,000	pcs	500,000				
*									
44	المراجع (Record 1 of 4 کو کو کو کو کو کو کو کو کو کو کو کو کو								

• 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
Ø.	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				
*									
R	et a Record 1of 4 5 (*) (*)		1						
4	€ 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.

1	Do you really want to delete the selected invoice?
	<u>Y</u> es <u>No</u>

- 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.

Local Purchase	Issue Voucher	Adjustment Indent							
Nelcome Issue Voucher									
lun 03, 2019 - Sen 03, 2019									
Drag a column header here to gro	up by that column	Invoice No. 6577	SDP Group FWA	<ul> <li>Union</li> </ul>	01. Basta				
Invoice No 🔹 Invoice Date	Prepared By	SDP 2/Ka, ANJU RANI SUT, FWA, 01.	Basta	-					
٩	<b></b>								
6577 01/09/2019	MD. Jasim U	Prepared By MD. Jasim Uddin 🗸	Date 01/09/2019	▼ Remarks		-			
6576 02/09/2019	MD. Jasim U	Approved By NAHID SHULTANA	Date 01/09/2019	-		-			
6575 02/09/2019	MD. Jasim U	Towned By Long to 1915							
6574 02/09/2019	MD. Jasim U	MD. Jasim Uddin	Date 03/09/2019		Updated	Cancel			
6573 02/09/2019	MD. Jasim U		1	1	1				
6572 02/09/2019	MD. Jasim U	Item	Issued Qty	Unit	Stock Qty	No Of Cartons L	ot No/Description	Mfg. Date Expiry	Date
6571 02/09/2019	MD. Jasim U	CONDOM	120	pcs	12,000			31/12/	/2021
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	Hi di d Record 1 of 1 b bb bb + - + + X	4						
6561 25/08/2019	MD. Jasim U								
6560 25/09/2010	MD. Jasim U 🚽	+ New 🗅 Save 💌 Undo	X Delete C Preview	Print	🗸 Update 🚛	Close			
0300 23/08/2019			The second secon						
4 4 Record 1 of 367 + ++									

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

row

File	Parameters	Invoice Field	Stock Administrator	Help						
Local urchase	Receive Fron Warehouse	G Issue Voucher	Adjustment In Invoice	dent						
Icome Issue	e Voucher									
n 03, 2019 -	Sep 03, 2019	-								
ag a column h	eader here to g	roup by that column								
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		
	6576	02/09/2019	MD. Jasim Uddin	02/09/2019	NAHID SHULTANA	02/09/2019	MD. Jasim Uddin	3/Ka, Sabina Khanom, FWA, Basta		
	6575	02/09/2019	MD. Jasim Uddin	02/09/2019	NAHID SHULTANA	02/09/2019	MD. Jasim Uddin	2/Kha, Ismo Tara Akhter, FWA, Bsta		
	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		
	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		
	6572	02/09/2019	MD. Jasim Uddin	02/09/2019	NAHID SHULTANA	02/09/2019	MD. Jasim Uddin	2/Kha, Ismo Tara Akhter, FWA, Bsta		
	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		
	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		
	6569	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	Tania Jesmin, FWV (Additional Charage)	<b>V</b>	
	6568	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	Md. Motalib Hossain, Aganogor	<b>S</b>	
	6567	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	11. Joynab-Un-Nesa, SACMO, Konda U	<b>V</b>	
	6566	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	03. MD. Jhahid Hossine, Pharmacist, S	V	
	6565	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	Jenia Sultina,Sacmo,Zinzira	V	
	6564	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	Arifa Akhter, SACMO, Kalindi	V	
	6563	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	Md. Abdus Samad, Basta	<b>V</b>	
	6562	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	05. Sha Mohammad Anamul Haq, Pha	9	
	6561	25/08/2019	MD. Jasim Uddin	25/08/2019	NAHID SHULTANA	26/08/2019	MD. Jasim Uddin	Abdul Jalil, SACMO, Kolatia	V	
				25/22/22/2						

- 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.

File File	Parameters I	nvoice Field	Stock Admir	istrator Help										
Local Purchase	Receive From Warehouse	G Issue Voucher	Adjustment Invoice	Indent										
Welcome Issu	e Voucher													×
Jun 03, 2019 - Drag a column h Invoice No P 6	Sep 03, 2019 ▼ weater here to group ▼ Invoice Date 5577 5577 01/09/2019	Image: by that column       Prepared By       Image: box of the second sec	Invoice No. SDP Prepared I Approved I Issued I	6577 2/Ka, ANUU RANL IV MD. Jasim Udd IV NAHID SHULTA IV MD. Jasim Udd	SUT, FWA, 01. n v NA v n v	SDP Group Basta Date Date Date	FWA 01/09/2019 01/09/2019 03/09/2019		V Union V Remarks	01. Basta	v Cancel			
			Item				Issued Qty		Unit	Stock Qty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
			CONDOM					120	pcs	12,00	0			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.



- 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	
то	
Drint	Close

- To print all Issue Vouchers at a time or print a range of Vouchers by putting the range into the above **"FROM"** and **"TO"** boxes.
- In the mentioning range if there are any blank vouchers, those will not printed even generated.

#### **Close Issue Voucher Form**

- Press Close 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

File File	Parameters	Invoice Field	Stock	Administrator	Help							
Local Purchase	Receive From Warehouse	Sue Voucher	Adjustr Invoi	nent Inder	nt							
Welcome Adju	ustment Invoice											x
Jun 03, 20	19 - Sep 03, 2019	•										
Drag a column l	header here to gr	oup by that column		Invoice No.	52	T- 15	Verseland Dhale					
Invoice#	<ul> <li>Invoice Date</li> </ul>	Adj. Type	Prep	AjustmentType	Add to Stock	Date	25/08/2019	- Remarks				
• 5	2 25/08/2019	Add to Stock	MD.	Approved By	NAHID SHULTANA	Date	25/08/2019	<b>.</b>		-		
5	0 20/07/2019	Return from SDP (Us	. MD.	Received By	MD. Jasim Uddin	Date	25/08/2019	-	☑ Updated 🔲	Cancel		
-	23/00/2013	Add to Stock	ing.	Item			Unit		Qty	Lot No/Description	Mfg. Date	Exp Date
				B.P. MACHINE			pcs		2			
				STETHOSCOPE			pcs		2			
				*								
				HI II Record 1	of 2 + ++ + - + + ×	4						Þ
	1of4 ▶ ≫ ◀	Ш	Þ	🛨 New	🕒 Save 📑 Undo	X Delet	e 这 Preview	Print 🖌	🖞 Update 📲	Close		

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**

File Parameters Invoice Field	Stock Administrator Help
Local Receive From Issue Voucher Warehouse	Adjustment Indent
Welcome Adjustment Invoice	
Jun 03, 2019 - Sep 03, 2019 *	Invoice No. 52
Invoice#  Invoice Date Adj. Type	Prep AjustmentType Add to Stock To/From Keranigani, Dhaka
	Prepared By         MD. Jasm Uldin         Date         25/08/2019         Remarks           MD.         Approved By         NAHID SHULTANA         Date         25/08/2019         *
51 20/08/2019 Transfer to Unusable 50 20/07/2019 Return from SDP (Us., 49, 23/06/2019 Add to Stock	MD. MD. Received By MD. Jasim Uddin
19 23/00/2013 Add to 500k	Item Unit Qty Lot No/Description Mfg. Date Exp Date
Λ	+ B.P. MACHINE pcs 2
<b>A</b>	STETHOSCOPE pcs 2
	•
	C
	# # # Record l of 2   > > # # + - * * X #
≪ ∢ Record 1 of 4 ► ► ◀	📕 🛨 New 🔃 Save 📑 Undo 🗙 Delete 🖾 Preview 🚍 Prin 💭 Update 📲 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

	_													
	File	Parameters	Invoice	Field	Stock	Administrator	Help							
	<u></u>	$\overline{\mathbf{y}}$		0	~		i							
Pu	Local Irchase	Receive From Warehouse	Issue V	oucher	Adjustr Invoid	nent Inden ce	t							
Web	come Adjus	tment Invoice												X
	Jun 03, 201	9 - Sep 03, 2019	Ŧ											
	aa a column b	andar bara ta ar	our by that	column		Invoice No.	52							
		Invoice Date	Adi Tune	column	Pren	AjustmentType	Add to Stock	- To/Fron	Keraniganj, Dhaka					
Ŷ	1110102# 1	Invoice Date	Auj. Type		Thep	Prenared By	MD. Jasim Uddin	Date	25/08/2019	T Rema	arks			
•	52	25/08/2019	Add to Sto	ock	MD.	( contract of the second								
	51	20/08/2019	Transfer t	o Unusable	MD.	Approved By	NAHID SHULTANA	Date	25/08/2019	-		¥		
	50	20/07/2019	Return fro	om SDP (Us	MD.	Received By	MD. Jasim Uddin	Date	25/08/2019	*	✓ Updated	Cancel		
	49	23/06/2019	Add to Sto	ock	MD.									
						Item			Unit		Qty	Lot No/Description	Mfg. Date	Exp Date
						<ul> <li>B.P. MACHINE</li> </ul>			pcs		2			
						STETHOSCOPE			pcs		2			
						*								
						HI II I Record 1	of 2 ▶ ₩ ₩ + - ^ ✓	× <						Þ
41	Record 1	of4 ► >> 4			Þ	t New	💽 Save 📑 Und	Del 🗙 Del	ete 🛕 Preview	🛤 Print	Vpdate	Close		

- 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.

File File	Parameters	Invoice	e Field	Stock	Administrator	Help							
Local Purchase	Receive From Warehouse	Issu	G e Voucher	Adjustn	ent Inden	) nt							
Welcome Adj	ustment Invoice												×
Jun 03, 20	019 - Sep 03, 2019	-		Ξ	Trucico No.	52							
	Today		nat column		AiustmentType	Add to Stock	To/From	Keraniganj, Dhaka					
	Yesterday		rpe	Prep	Prepared By	MD. Jasim Uddin 🗸	Date	25/08/2019	▼ Remarks		4		
Т	his Month		Stock er to Unusable	MD.	Approved By	NAHID SHULTANA	Date	25/08/2019	Ŧ		-		
L	ast Month		from SDP (Us	. MD.	Received By	MD. Jasim Uddin 👻	Date	25/08/2019	¥	Vpdated 🔲 0	Cancel		
La	ist 3 Month		Stock	14104	Item			Unit		Qty	Lot No/Description	Mfg. Date	Exp Date
	Last Year				B.P. MACHINE			pcs		2			
Cu	stom Range				*			pcs		2			
From	То												
03/06/2019	- 03/09/2019	Ŧ											
App	ply Cancel												
					H H A Record 1	of 2 b bb bb +	4						
44 4 Record	1 of 4 ▶ ≫ ◀			Þ	+ New	💽 Save 본 Undo	X Delet	e 🛕 Preview 📻	Print 🕙	🖉 Update 🕂	Close		

#### Enter a new Adjustment Invoice

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

	File	Parameters	Invoice Field	Stock	Administrator	Help							
Pu	Local rchase	Receive From Warehouse	Issue Voucher	Adjust Invo	ment Inder	ht.							
Wek	ome Adjus	tment Invoice											د
	Jun 03, 2019	9 - Sep 03, 2019	-	Ξ									
Dra	ag a column h	eader here to gr	oup by that column		Invoice No.	53	<b>T</b> ( <b>F</b>						
	Invoice# 👻	Invoice Date	Adj. Type	Prep	AjustmentType	·	lo/From				·		
+ +	52	25/08/2019	Add to Stock	MD.	Prepared By	MD. Jasim Uddin 🔹	Date	03/09/2019	▼ Remarks		*		
	51	20/08/2019	Transfer to Unusa	ble MD.	Approved By	NAHID SHULTANA -	Date	03/09/2019	-		<b>v</b>		
	50	20/07/2019	Return from SDP (	Us MD.	Received By	MD. Jasim Uddin 💌	Date	03/09/2019	-	🔲 Updated 🛛	Cancel		
	49	23/06/2019	Add to Stock	MD.	These			11-14	1	Ohi	Labla Description	Mfr. Data	Eve Dete
					a litem			Unit		Qty	Loc No/Description	Hig. Date	LXp Date
					•								
					HI II Record 0	of $0 \mapsto \bowtie + - \land \checkmark \times$							Þ
41	<ul> <li>Record 1</li> </ul>	of4 ▶ ₩ 4	IIII	÷.	New New	🔂 Save 🎽 Undo	X Dele	te 这 Preview 📒	Print	🖉 Update 📲	Close		

- 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.

R	File	Parameters	Invoice Field Stor	ck Administrator	Help							
	Local Purchase	Receive From Warehouse	Issue Voucher Adj	ustment Inde	nt							
W	sicome Adj	ustment Invoice										x
	Jun 03, 20	19 - Sep 03, 2019	·		53							
	rag a column	header here to gro	oup by that column			T - / F	Kanalanai	Ohalia				
	Invoice#	<ul> <li>Invoice Date</li> </ul>	Adj. Type Pr	rep AjustmentType	Deduct from Stock	10/11011	ikei ai ligai ij, i	Dilana				
9				Prepared By	MD. Jasim Uddin 💌	Date	03/09/2019	▼ Remarks		<u>~</u>		
•		2 25/08/2019	Add to Stock M	D. Approved By	NAHID SHULTANA -	Date	03/09/2019	-		w.		
ŀŀ		0 20/08/2019	Return from SDP (Us M	D. Terund Ru	MD Jacim Liddin	Data	03/09/2019		Indated Cancel			
		9 23/06/2019	Add to Stock M	D.	HD. Jaam oddin	Date	03/03/2013		C opulated C cancel			
				Item		Unit		Stock Q	ty Qty	Lot No/Description	Mfg. Date	Exp Date
				•		*						
				HI II Record	1 of 1 → → → + × ×	4						
4	Record	1of4 ▶ ₩ 4	IIII ]	New	🔂 Save 🛃 Undo	X Delet	re 🛕 Pre	eview 📕 Print 🕙	🖞 Update 📲 Close			

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

File File	Parameters	Invoice Field	Stock	Administrator	Help								
Local Purchase	Receive From Warehouse	G Issue Voucher	¢ Adjusti Invo	e Inder	) It								
Welcome Adju	ustment Invoice											x	
Jun 03, 20	19 - Sep 03, 2019	•	Ξ	Tavaica No.	53								
Drag a column I	header here to gro Invoice Date	oup by that column Adj. Type	Prep	AjustmentType	Deduct from Stock	To/From	Keraniganj	, Dhaka		Ŧ			
9				Prepared By	MD. Jasim Uddin 💌	Date	03/09/201	9 👻 Rema	rks	A			
5	3 03/09/2019	Deduct from Stock	MD.	Approved By	NAHID SHULTANA	Date	03/09/201	9 🔻		-			
5	2 25/08/2019	Add to Stock	MD.										
5	0 20/08/2019	Deture from SDD (Up	MD.	Issued By	MD. Jasim Uddin	Date	03/09/201	9 🔻	Updated Cancel				
	9 23/06/2019	Add to Stock	MD.	Item		Unit		Stoc	k Qty Qty	Lot No/Description	Mfg. Date	Exp Date	
	5 25/00/2015	Add to block	1101	*									
	49       23/06/2019       Add to Stock       MD,       Item       Unit       Stock Qty       Qty       Lot No/Description       Mfg. Date       Exp. Date												
	++ + + Record 0 of 0 > >> >+ + >>												
+ + Record 1	Image: A second 0 of 0 >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>												

• 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:

~	File	Parameters	Invoice Field (	Stock	Administrator	Help									
		<b>i</b>				<u>ر</u>									
Local	1	Receive From	Issue Voucher	Adjustr	nent Inden	it									
Purchas	æ	Warehouse		Invoid	ze										
Volcome	Adjust	tment Invoice													
Vercome	nujuu	.IICITE BIVORCE													
Jun/	03, 2019	- Sep 03, 2019	-												
	1	1.1	· · · · · · · ·		Invoice No.	53									
Drag a ci	.olumn hea	ader here to grou	up by that column		AiustmentType	Deduct from Stock	To/From	Keranigar	nj, Dhaka				-		
Invoid	.ce# ▼ 1	Invoice Date	Adj. Type	Prep	Alescinent	Jedate non Jean			-						
*					Prepared By	MD. Jasim Uddin 💌	Date	03/09/201	19 × Re	marks			A		
•	53	03/09/2019	Deduct from Stock	MD.	Approved By	NAHID SHULTANA	Date	03/09/20	19 -				-		
	52	25/08/2019	Add to Stock	MD.	Townships	MD Insin Liddin	Dete	02/00/20			Undated .	Concel			
-	50	20/03/2019	Return from SDP (Us.,	MD.	Issued By	MD. Jäsim uddin	Date	03/09/203	19		Updated	Cancer			
-	49	23/06/2019	Add to Stock	MD.	Item		Unif	.t	S	tock Qty		Qty	Lot No/Description	Mfg. Date	Exp Date
_					Ø.		-								
					Item Name		Item Cr	ode Lot No	o/Description	Mfg. Date	Expiry Date	Lot Qty Unit			
					AD SYRINGE (1	HEXIDINE (ML)	CON00	01 01			31/10/2023	2443 pcs	,e 😑		
					AD SYRINGE (1	ML)	CON00	)1			30/11/2023	4500 pcs			
					ATRAUMATIC C	ATGUT 1.0 ACHINE	MSRUU KITOD6	.2 6 Stean	n sterilizer, ccsdp			0 pcs 1 nos.			
					B.P. BLADE		KIT008	3	roterineer) early			300 pcs			
					B.P. MACHINE		KIT010					0 pcs	<b>•</b>		
					×								111		
#(#( < Record 1 of 1 > > > #) + + - ★ → X <															
						m .			-						
					New /	Save 🛄 Undo	🛛 👗 Dele'	te Q /	Preview   🥅 Print	/ 🗸 U	ipdate 🛛 🖛 🎬	Close			

- 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.

File File	Parameters	Invoice Field S	tock	Administrator	Help								
Local Purchase	Receive From Warehouse	Issue Voucher A	djustmer Invoice	nt Inden	t								
Welcome Adj	ustment Invoice												x
Jun 03, 20	19 - Sep 03, 2019	•		Invoice No.	53								
Drag a column	header here to gr	oup by that column	A	iustmentType	Deduct from Stock	To/From	n Keranigar	j, Dhaka			-		
Invoice#	<ul> <li>Invoice Date</li> </ul>	Adj. Type	Prep **					-					
·	53 03/09/2019	Deduct from Stock	MD	Prepared By	MD. Jasim Uddin 👻	Date	03/09/20	19 👻 Rema	rks		^		
	52 25/08/2019	Add to Stock	MD.	Approved By	NAHID SHULTANA -	Date	03/09/20	19 🔻			*		
	51 20/08/2019	Transfer to Unusable	MD.	Issued By	MD. Jasim Uddin 👻	Date	03/09/20	9 👻	🗆 U(	pdated 🔲 Cancel			
	50 20/07/2019	Return from SDP (Us	MD.	1									
	19 23/06/2019	Add to Stock	MD.	Item	EVIDINE	Ur	nit attle	Stor	k Qty	Qty	Lot No/Description	Mfg. Date	Exp Date
			R	7.1% CHLOKOH	EXIDINE	- DC	Jue		1,200	20			
				9									
			-										
			144	e e Record 2	of 2 ▷ ↦ ↦ + - ▲ ✔ X	4							
++ + Record	1 of 5 🕨 ₩ 🖣		•	🛨 New	🚺 Save 본 Undo	X De	ete 🛕	Preview 📇 Print	🖌 Upd	date 📲 Close			

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

File Parameters Invoice Field	Stock Administrator	Help									
Local Purchase	Adjustment Invoice	2 2 ent									
Welcome Adjustment Invoice								x			
Jun 03, 2019 - Sep 03, 2019 🔻		53									
Drag a column header here to group by that column Invoice#   Invoice Date   Adj. Type	Prep AjustmentTyp	Deduct from Stock	To/From	Keraniganj, Dhaka							
•         53 03/09/2019         Deduct from Stock	MD.	MD. Jasim Uddin	Date	03/09/2019 • Rema	rks	4					
52 25/08/2019 Add to Stock 51 20/08/2019 Transfer to Unuse	MD. Approved by	MD lasim Liddin	Date	03/09/2019	Undated Cancel						
50 20/07/2019 Return from SDP (	Js MD.	Ho. Saam oodin	Date	03/03/2013	C opuncu C cuncer						
49 23/06/2019 Add to Stock	MD. Item		Unit	it Sto	k Qty Qty	Lot No/Description	Mfg. Date	Exp Date			
String     String     Note     String     String											
≪	New	Save Undo	- Dele	ete C Preview M Print							

### 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* 

<u>change any figure.</u>

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

1	This invoice will be posted to stock on current date.
	ОК



- 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

- File	e Parameters	Invoice Field !	tock Administrator	Help								
Local Purchase	Receive From Warehouse	Issue Voucher	Adjustment Inde Invoice	9 9 ent								
Welcome A	djustment Invoice											×
Jun 03,	2019 - Sep 03, 2019	•		. 54								
Drag a colur	nn header here to gr	oup by that column		Darkust from Stark	To/From	Keranigani	Dhaka					
Invoice#	• • Invoice Date	Adj. Type	Prep	e Deduct from Stock	,	rter ar igariy)	- Criteria					
9			Prepared By	MD. Jasim Uddin <	Date	03/09/2019	P 🔻 Ren	narks		-		
•	54 03/09/2019	Deduct from Stock	MD.		Dete	02/02/201				-		
	53 03/09/2019	Deduct from Stock	MD. Approved by		Date	03/09/2015	, .					
	52 25/08/2019	Add to Stock	MD. Issued By	MD. Jasim Uddin 👻	Date	03/09/2019	• •		Updated Cancel			
	51 20/08/2019	Transfer to Unusable	MD.					1.0				
	50 20/07/2019	Return from SDP (Us	MD. Item		Unit		St	ock Qty	Qty	Lot No/Description	Mfg. Date	Exp Date
	49 23/06/2019	Add to Stock	MD. 7.1% CHLORO	DHEXIDINE	bott	Je		1,180	10			
			M M A Record	lofi → → ₩ + - → ∨ X			aview Print		Indata 🚛 Chase			
≪ ∢ Reco	rd 1 of 6 🕨 ₩ 🖣 🗌	III	INEW				entre entre		Close			

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

Local L		File	Parameters	Invoice Field	Stock	Admin	histrator	Help									
Webcome       Adjustment Invoice       >         Ixn 03, 2019 - Gep 03, 2019 - Cep 03, 2019 - Cep 04, 2019 - C	Loca Purcha	l ise	Receive From Warehouse	G Issue Voucher	Adjusti Invo	ment	Inden	t									
In 03, 2019 - Sep 03, 2019     Drog a colum header here to group by that colum     Invoice Date     Invoice Date     Approved By     No. 33, 2019 - Sep 03, 2019     Invoice Date     Approved By     No. 33, 2019 - Sep 03, 2019     Invoice Date     Approved By     No. 33, 2019 - Sep 03, 2019     Invoice Date     Approved By     No. 33, 2019 - Sep 03, 2019     Invoice Date     Approved By     No. 33, 2019 - Sep 03, 2019     Invoice Date     Approved By     No. 33, 2019 - Sep 03, 2019     Invoice Date     Invoice Da	Welcome	Adjus	tment Invoice														×
Invoice P Invoice Date dij, Type   Prepared By MD. Jasm Uddn   S3 03/09/2019   Deduct from Stock MD.   S2 25/08/2019   Add to Stock MD.   S5 20/07/2019   Return from SDP (U.s., MD.)   49 23/06/2019   Add to Stock MD.   10 11   10 11   10 11   10 11   10 11   10 11   10 11   10 11   10 11   10 11   10 11   10 11   10 11   10 10   10 11   10 11   10 11   10 10   10 11   10 10   10 11   10 10	Jur Dran a	03, 201	9 - Sep 03, 2019	•		Inv	voice No.	54									
Involucion       Null, Type       Null         v	Inuga	vice# =	Invoice Date	Adi Tuno	Drop	Ajustm	entType	Deduct from St	ock 👻	To/From	Neraniga	nj, Dhaka					
▶       54 03/09/2019       Deduct from Stock       MD,         53 03/09/2019       Deduct from Stock       MD,         51 20/09/2019       Deduct from Stock       MD,         52 25/08/2013       Harder for Unuable       MD,         53 03/09/2019       Return from SDP (Us MD,       Item       Unit       Stock Qty       Qty       Lot No/Description       Mfg. Date       Exp Date         40 23/06/2019       Add to Stock       MD,          Unit       Stock Qty       Qty       Lot No/Description       Mfg. Date       Exp Date         40 23/06/2019       Add to Stock       MD, <t< th=""><th>9</th><th>лсе# •</th><th>Invoice Date</th><th>Auj. Type</th><th>ricp</th><th>Prej</th><th>pared By</th><th>MD. Jasim Uddi</th><th>n 🔻</th><th>Date</th><th>03/09/20</th><th>)19</th><th><ul> <li>Remarks</li> </ul></th><th></th><th><b>A</b></th><th></th><th></th></t<>	9	лсе# •	Invoice Date	Auj. Type	ricp	Prej	pared By	MD. Jasim Uddi	n 🔻	Date	03/09/20	)19	<ul> <li>Remarks</li> </ul>		<b>A</b>		
S3 03/09/2019             Deduct from Stock MD,                Issued By MD. Jasm Uddin              Date               03/09/2019             Updated             Cancel                 S5 02/07/2019             Return from SDP (Us MD,             49             23/06/2019             Add to Stock             MD,             47             7.3% CHLOROHEXIDDLE             bottle             1,180             10             H	•	54	03/09/2019	Deduct from Stock	MD.	App	roved By	NAHID SHULTA	NA 👻	Date	03/09/20	19	<b>-</b>		-		
S1       20/06/2019       Add to Stock       MD,         S2       20/06/2019       Return from SDP (Us MD,       Item       Unit       Stack Qty       Qty       Lot No/Description       Mfg. Date       Exp Date         49       23/06/2019       Add to Stock       MD,       7.1% CHLOROHEXIDINE       bottle       1.188       10         H       H       Record 1 of 1 > >> >+ + - ^ < X        Exp Date       Preview       Preview       Preview       Preview       Preview       Preview       Close		53	03/09/2019	Deduct from Stock	MD.												
1 20/06/2019       Refer to foundable with the stock of		52	25/08/2019	Add to Stock	MD.	Iss	sued By	MD. Jasim Uddi	n 🔻	Date	03/09/20	)19	<b>*</b>	Updated Cancel			
40       23/06/2019       Add to Stock       MD. <ul> <li> </li> <li></li></ul>		51	20/08/2019	Peturo from SDP (Us	MD.	Item				Un	it		Stock Qt	y Qt	y Lot No/Description	Mfg. Date	Exp Date
Image: Second lof1 > > > + + + - ∧ ∨ × 4         Image: Second lof1 > > + + + - ∧ ∨ × 4         Image: Second lof1 > + + + + + + + + + + + + + + + + + +		49	23/06/2019	Add to Stock	MD.	▶ 7.1%	6 CHLOROH	EXIDINE		bo	ttle		1,18	0 1	0	_	
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<pre>( &lt; Record 1of 6 &gt; &gt; &lt; III &gt; &gt; New  Save  Undo  Delete  Preview  Print  Update  Close</pre>							Decend 1	- <b>E</b> 1 - 14 - 14 - 14		4							
« « Record 1 of 6 > » 4 III >> Kew 🕞 Save 📑 Undo 🔀 Delete 🛕 Preview 🚍 Print 🖌 Update 📲 Close							Record 1	011 - 1 - 110	× ×	4							P
		Record 1	of6 ⊧ ⊮ ┥	III	Þ	±	New	🕃 Save	¥ Undo	X Dele	ete 🔼	Preview 📕	Print	Update 📲 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 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

- File	Parameters	Invoice Field	Stock	Administrator	Help								
Local Purchase	Receive From Warehouse	Sue Voucher	Adjust Invo	ment Inder	) It								
Welcome Adju	ustment Invoice												×
Jun 14, 20	)19 - Sep 14, 2019	•	Ξ	Invoice No.	53								
Drag a column	header here to gr <sup>▽</sup> Invoice Date	oup by that column	Prep	AjustmentType	Deduct from Stock	To/From	Keranigan	j, Dhaka					
5	53 03/09/2019	Deduct from Stock	MD.	Prepared By Approved By	MD. Jasim Uddin - NAHID SHULTANA -	Date Date	03/09/201	9 -	Remarks		*		
				Issued By	MD. Jasim Uddin 👻	Date	01/09/201	9 🔻		Updated Cancel			
				T 1% CHLOROF	EXIDINE	Un	.t ttle		1 200	20	Lot No/Description	Mrg. Date	Exp Date
				•		50			1/200	20			
				H +  ARecord 1	of 1	4							4
Image: wide wide wide wide wide wide wide wide	0 of 1  ▶  ₩  ◀ with([Invoice#], 's	53') E	► dit Filter	🛨 New	〕 Save 🥌 Undo	X Dele	te 🚺	Preview 📄 Pri	nt 🖌	Update Close			

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

 *con filter row header just*

writing Invoice no. and following window will appear:

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

File Parameters Invoice Field Stock	Administrator Help			
Local Receive From Warehouse	ment Indent			
Welcome Adjustment Invoice				x
Jun 03, 2019 - Sep 03, 2019 👻				
Drag a column beader here to group by that column	Invoice No. 54			
Invoice# - Invoice Date Adj. Type Prep	AjustmentType Deduct from Stock	To/From Keraniganj, Dhaka	<b>v</b>	
Ŷ	Prepared By MD. Jasim Uddin 💌	Date 03/09/2019  Remarks	A	
54         03/09/2019         Deduct from Stock         MD.           53         03/09/2019         Deduct from Stock         MD.	Approved By NAHID SHULTANA	Date 03/09/2019 -	v	
52 25/08/2019 Add to Stock MD.	Issued By MD. Jasim Uddin 💌	Date 03/09/2019 *	Updated Cancel	
50 20/07/2019 Return from SDP (J.S., MD.	Item	Unit Stock Qty	Qty Lot No/Description Mfg. Date	Exp Date
49 23/06/2019 Add to Stock MD.	7.1% CHLOROHEXIDINE	bottle 1,180	10	
	*	in the second second second second second second second second second second second second second second second		
	H4 44 4 Record 1 of 1 ► → → + + - + - × × 4			
		•• 1 1 1		
≪	🛨 New 🔂 Save 본 Undo	🗙 Delete 🛕 Preview 📒 Print 🖌	Update di Close	

### Print Adjustment Invoice

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

			Ups	arila Fa	mily I	lanning O	ffice			
				Ker	nigar NCT1	ij, Dhaka				
Invol	ice No. :	55						Print Date	05/09/2019	
Faci	lity :	Keraniganj, Dhaka						Pages	: Fage 1 of 1	
Deds	act from S	tock: Keraniganj, D	haka							
	Code	Article			Unit		Quar	utity	Lot No/	Exp. Date
						In Number	In Words		Description	
125 Dam	MC34051	7.1% CHLOROHE	NUCENE.		bottic	20	Toenty			
					******					
	1000					Simultan				
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65.0	Voucher 5	regard By : M	D. Jadm Uddin			Checked :	and Appro	ved By : NA	HD SHULTANA	
Deelg	mation :	LTTA (Store)	Dat	te : 05/05	2019	Designatio	on : 177	•	Date : 03/0	09/2019
S one	ture							Counter Signat	tune .	
								Name -		
1000	e ey	ALL HER LIGHT						CARGO I		
Deelg	pation :	UFFA (Store)						Designation :		
	: 01/09	2019						Date :		
Date										

# 5.5. Indent

File File	Parameters	Invoi	ce Field	Sto	ock Administ	trator Help							
Local Purchase	Receive From Warehouse	Iss	Generation States	Ad	djustment Invoice	Indent							
Welcome Indent	it												x
Jun 03, 2019 - Se	iep 03, 2019 🔻		Ξ										
Drag a column hea	ader here to grou	ip by t	that column		Indent No.	1		Warehouse	Dhaka	CWH		Ψ.	
Invoice No	▼ Invoice Date		Prepared By		Prepared By	MD. Jasim Uddin	Ŧ	Designation	UFPA	T	Date	01/09/2019	<b>•</b>
P	1 01/00/0010	_	MD Andre H		Approved By	NAHID SHULTANA	Ŧ	Designation	UFPO	Ŧ	Date	01/09/2019	•
	1 01/04/2019		MD. Jasim U		Remarks					*		✓ Updated	Cancel
										~			
					Item					Stock Qty	Indent Qty	Unit	
				•	ORAL PILL APC	N				570	10,000	cycle	
				*									
				He	Record :	1 of 1 → → → + +	- v >	L 4					•
					A New	Ch. Save X	Undo	Y Delete	1	Praview 🚔 Prin	Joda	close	
؇ 4 Record 1 of	of1 ▶ ₩ ◀ 💷		×.		- New							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**

File Parameters Invoice Field	Stock Administrator Help
Local Receive From Warehouse Issue Voucher	Aputtment Invoice Indent
Welcome Indent	×
Jun 03, 2019 - Sep 03, 2019 🔹	
Drag a column header here to group by that column	Indent No. 1 Warehouse Dhaka CWH
Invoice No	Prepared By MD. Jasim Uddin T Designation UFPA T Date 01/09/2019 T
	Approved By NAHID SHULTANA v Designation UFPO v Date 01/09/2019 v
	Remarks
	Li Strok Obji Instan (hu Linter )
Λ	0RAL PILL APON 570 10,000 cycle
A	
	C C
	L
	new 🛃 Save 🔄 Undo 📈 Delete 🔍 Preview 🚍 Print 📌 Ddate 🔞 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.

N File	Parameters	Invoice F	Field S	Stock Admin	istrator Help							
	r de la companya de l	1			105							
				<b>0</b>	0							
Purchase	Warehouse	Issue vouc	ner /	Invoice	Indent							
Velcome Inder	nt											
Jun 03, 2019 - S	Sep 03, 2019 🔻											
		J										
rag a column he	eader here to grou	up by that colu	imn	Indent No	. 1		Warehouse	Dhaka C	WH			
Invoice No	<ul> <li>Invoice Date</li> </ul>	Prepare	d By	Prepared By	MD. Jasim Udd	in 🔻	Designation	UFPA	-	Date	01/09/2019	<b>*</b>
,				Approved By	NAHID SHULTA	NA 👻	Designation	UFPO		Date	01/09/2019	-
> [	1 01/09/2019	MD. Jas	im U	Remark	s						✓ Updated	Cancel
									-			
				Item					Stock Oty	Indent Oty	Unit	
				ORAL PILL A	PON				570	10,000	cycle	
				•								
			1	Recor	d 1 of 1 ▷ ▷ ▷ ₩	+ - * * *	£ ∢					
				- Now	(n. caus	× Unda	Y Delata	Dr.	nuionu 🧰 Drin	t 🖌 Undat	dana	

#### 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.

File 😽	Parameters	Invoice Field	St	ock Adminis	strator Help									
4	$\hat{\boldsymbol{y}}$	0			0									
Local Purchase	Receive From Warehouse	Issue Voucher	Ac	djustment Invoice	Indent									
Welcome Inde	ent													x
Jun 03, 2019 -	Sep 03, 2019 🔽													
	Today	nat column		Indent No.	1		Warehouse	Dhaka	CWH		~			
Y	'esterday	Prepared By		Prepared By	MD. Jasim Uddir	• •	Designation	UFPA	·	Date	01/09/2019	-		
Li	ast Week	4D. Jasim U		Approved By	NAHID SHULTAI	VA 👻	Designation	UFPO	<b>▼</b>	Date	01/09/2019	*		
	nis Month			Remarka					Ţ		Updated	Cancel		
Las	st 3 Month			Item					Stock Qty	Indent Qty	Unit			
L	.ast Year		•	ORAL PILL AP	ON				570	10,000	cycle			
Cus	tom Range		*	1										
From	To	-												
Appl	ly Cancel													
			He	et et Record	1 of 1 ► ₩ ₩	+ - • ~ X	4							
					é .	*		les .						
«    Record 1	l of 1 🕨 😽 🖣 💷			New	Save	Undo	A Delete		Preview 🦰 Prin	t Upda	te <b>1 Close</b>			

#### Enter a new Indent

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

		nvoice Field	Stock Admi	histrator Help							
Local Purchase	Receive From Warehouse	G Issue Voucher	Adjustment Invoice	Indent							
elcome Inde	nt									 	
un 03, 2019 - :	Sep 03, 2019 👻										
ag a column h	eader here to group	by that column	Indent No	. 2		Warehouse	Dhaka CWH		•		
Invoice No	<ul> <li>Invoice Date</li> </ul>	Prepared By	Prepared B	y MD. Jasim Uddir	n 🔻	Designation	•	Date	03/09/2019 -		
	1 01/09/2019	MD. Jasim U	Approved B	y NAHID SHULTA	× AV	Designation	-	Date	03/09/2019 -		
			Remark	s			* *		Updated Cancel		
			Item				Stock Oty	Indent Oty	Unit		
			*					2.7			
			H1 41 4 Recor	d0of0 ► ಈ ₩ 4		4					

- 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.

File File	Parameters	Invoice Field	Stock	Administ	trator Help									
Local Purchase	Receive From Warehouse	Issue Voucher	Adjus Inv	stment	Indent									
Welcome Inde	ent													х
Jun 03, 2019 -	Sep 03, 2019 -													
Drag a column h	neader here to grou	up by that column	1	Indent No.	2		Warehouse	Dhaka	CWH		Ŧ			
Invoice No	▼ Invoice Date	Prepared By	Pr	repared By	MD. Jasim Udd	n 👻	Designation	UFPA	-	Date	03/09/2019	*		
P	4 04/00/0040	10.1-0-0	Ар	proved By	NAHID SHULTA	NA 👻	Designation	UFPO	•	Date	03/09/2019	*		
	1 01/09/2019	MD. Jasim U		Remarks					-		Updated	Cancel		
									<b>v</b>					
			It	tem					Stock Qty	Indent Qty	Unit			
			*											
			144 44	L 4 Record 0	lof0 ⊨ ⊮ ⊮ ·	+ X	4							
« 4 Record 1	lof1 ▶ ≫ ◀ 💷			New	🕃 Save	Yundo	X Delete		Preview 🦰 Print	t 🖌 Upda	te 🚽 Close	ļ		

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

button.

File File	Parameters	Invoice	Field	Stock Adminis	trator Help									
Local Purchase	Receive From Warehouse	Issue Vou	ther	Adjustment Invoice	Indent									
Welcome Inde	ent													×
Jun 03, 2019 -	Sep 03, 2019 🔻		Ξ											
Drag a column h	neader here to grou	up by that col	umn	Indent No.	2		Warehouse	Dhaka	CWH					
Invoice No	✓ Invoice Date	Prepare	ed By	Prepared By	MD. Jasim Uddin	-	Designation	UFPA	-	Date	03/09/2019	-		
Ŷ				Approved By	NAHID SHULTANA	-	Designation	UFPO	-	Date	03/09/2019	-		
•	2 03/09/2019	MD. Ja	sim U	Remarks							Curtard	- Consul		
	1 01/09/2019	MD. Ja	sim U						-		Updated	Cancel		
									a. 1 a.					
				*					Stock Qty	Indent Qty	Unit			
				M di d Deserd (			4							
				Record C	J 010 F F M T	X								P
؇ 4 Record 1	of 2 🕨 🗰 🗐	1	•	+ New	💽 Save 📑	Undo	X Delete		Preview 🦰 Prin	t 🖌 Upda	te 📲 Clos	e		

• 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:

File Parameters Invoice Field	Stock Administrator Help	
Local Purchase Receive From Warehouse Issue Voucher	Adjustment Indent	
Welcome Indent		1
Jun 03, 2019 - Sep 03, 2019 🔻		
Drag a column header here to group by that column	Indent No. 2 Warehouse Dhaka CWH 🗸	
Invoice No - Invoice Date Prepared By	Prepared By MD. Jasim Uddin	
♥         2         03/09/2019         MD. Jasim U           1         01/09/2019         MD. Jasim U	Approved By     NAHID SHULTANA <ul> <li>Designation</li> <li>UFPO</li> <li>Date</li> <li>03/09/2019</li> <li>Updated</li> <li>Cancel</li> </ul>	
	Item     Stock Qty     Indent Qty     Unit       Item Code	
	Liell robut         Liell robut         Juback (tr)         Unit Noise           CON007         LID (CT-30A)         286 pcs            CON008         ORAL PILL SHUKH         42945 cycle            CON009         ORAL PILL SHUKH         570 cycle            CON010         ORAL PILL SHUKH (3rd Generation)         13210 cycle            EM001         AMISSION REGISTER         0 book            EM002         AVIESNIHESIA RECORD         0 pcs	
	x	Þ
44 4 Record 1 of 2 > >> 4 III >>	🛨 New 💽 Save 본 Undo 🗶 Delete 🛕 Preview 🚍 Print 🖌 Update 📲 Gose	

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

		-														
0	File	Pa	arameters	Invoid	ce Field	St	ock Administ	trator Help								
	Local Purchase	Re	eceive From Varehouse	Iss	e Voucher	A	djustment Invoice	Indent								
W	scome In	dent														x
9	un 03, 2019	- Sep (	03, 2019 🔻		Ξ											
D	ag a column	heade	er here to grou	p by t	that column		Indent No.	2		Warehouse	Dhaka C	CWH .		*		
	Invoice No	•	Invoice Date		Prepared By		Prepared By	MD. Jasim Uddin	-	Designation	UFPA	-	Date	03/09/2019	-	
٩							Approved By	NAHID SHULTANA	-	Designation	UFPO	-	Date	03/09/2019	-	
•		2	03/09/2019	1	MD. Jasim U		Remarks	[								
		1	01/09/2019	1	MD. Jasim U							-		Updated	Cancel	
							Item					Stock Qty	Indent Qty	Unit		
							ORAL PILL SHU	жні				42,945	4,200	cycle		
						•					-					
						100	AL A Doctor	2 of 2 1 10 10 ± -		4						
							Record a	2012	- ~ >							
							+ New	🕄 Save	Undo	X Delete	C Pr	eview 📕 Print	t 🖌 Upda	te 🖣 Close		
	<ul> <li>Record</li> </ul>	1 of 2	▶ ₩ 4 💷		÷.											

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

File File	Parameters	Invoice Field	Stock Adminis	strator Help									
Local Purchase	Receive From Warehouse	G Issue Voucher	Adjustment Invoice	Indent									
Welcome Inde	ent												×
Jun 03, 2019 -	Sep 03, 2019 👻												
Drag a column h	neader here to gro	up by that column	Indent No.	2	Warehouse	Dhaka	CWH						
Invoice No	<ul> <li>Invoice Date</li> </ul>	e Prepared By	Prepared By	MD. Jasim Uddin 🔻	Designation	UFPA	-	Date	03/09/2019	-			
<b>9</b>	0.00/00/00/0		Approved By	NAHID SHULTANA	Designation	UFPO	•	Date	03/09/2019	*			
	1 01/09/2019	MD. Jasim U	Remarks				*		Updated	Cancel			
							•						
			Item				Stock Qty	Indent Qty	Unit				
			ORAL PILL SH	UKHI			42,945	4,200	cycle				
			<u> </u>			*							
			W. 41 4 Decend	2-62									
؇ 4 Record 1	l of 2 → ₩ 4 🗌	•	+ New	🕒 Save 📑 Undo	X Delete	<u></u>	Preview 📇 Print	🖌 Upda	te 📲 Clos	e			

### 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.

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

- 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'

0.	•						
<u>y</u>	File Para	meters	Invoice Field	d Stock Adr	ministrator	ielp	
6		Ê.					
Local	Pao	iva From	Toque Voucher	¢¢	Indent		
Purchas	e Wa	rehouse	1330C VOUCHEI	Invoice	Indene		
Velcome	Indent	ata Upload					
						1 Start Data Upload	
			Progre	ess		100%	
Drag a d	olumn heade	here to gro	oup by that column	ı			
Log S	Geq User	Termina	al	Created DateTime	Lo	Text	
9							
▶ 6	18256 Admin	DGFPIN	4S	03/09/2019 1:38:0	9 PM IN	ERT INTO logsynchinfo (FacilityCode,Id,UserId,Terminal,startTime,endTime,SynchTimeToTake,Success)	
H4 44 4	Record 1 of	1 + ++ ++					Þ
						Serves Refres	h 🕂 Close

### 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

V	File Pi	arameters	Invoice Field	Stock	Administ	trator Help										
Local Purchase	e I	eceive From Warehouse	G Issue Voucher	Adjustmen Invoice	t	Indent										
Welcome	Indent															×
Jun 03, 2	2019 - Sep	03, 2019 -	Ξ													
		• •				-										
Drag a co	lumn head	er here to grou	p by that column	Inde	nt No.	3		Warehouse	Dhaka	CWH		•				
• Invoice	= 1NO •	Invoice Date	Prepared by	Prepar	ed By	MD. Jasim Uddin	-	Designation	UFPA	-	Date	03/09/2019	-			
	3	03/09/2019	MD. Jasim U	Approv	ed By	NAHID SHULTANA	*	Designation	UFPO	<b></b>	Date	03/09/2019	-			
-	2	03/09/2019	MD. Jasim U	R	emarks					-		Updated	Cancel			
	1	01/09/2019	MD. Jasim U							<b>v</b>						
				Item						Stock Qty	Indent Qty	Unit				
				I IUD (C	T-380A)					286	1222	pcs				
				<b>Helet</b>	Record	1 of 1 ▷ ▷ ▷ + -	~ >	( ∢								•
				+	New	🖒 Save 🎴	Undo	X Delete	tà p	Preview 🚔 Print	Vpdat	e 🚛 Clos	e			
et et Rei	cord 1 of 3	► ₩ 4	•													

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

File File	Parameters	Invoice Fi	eld	Stock Adminis	trator Help									
Local	Receive From	S Issue Vouch	er	Adjustment	Indent									
Purchase	Warehouse			Invoice										
Welcome Ind	lent													x
Jun 03, 2019 -	- Sep 03, 2019 🔻													
Drag a column	header here to grou	p by that colum	in	Indent No.	3		Warehouse	Dnaka	CWH			•		
Invoice No	<ul> <li>Invoice Date</li> </ul>	Prepared	Ву	Prepared By	MD. Jasim Uddi	n 🔻	Designation	UFPA		-	Date	03/09/2019	<b>T</b>	
Y				Approved By	NAHID SHULTA	NA 👻	Designation	UFPO		-	Date	03/09/2019	-	
	3 03/09/2019	MD. Jasim	1U	Remarks						1		Updated	Cancel	
	1 01/09/2019	MD. Jasin	U							-				
				Item					Stock	Oty	Indent Oty	Unit		
				I IUD (CT-380A)	)				01001	286	1222	pcs		
										L				
				Record	1of1 ⊨ ⊮ ⊮	+ - + ~ >	< ∢							•
				- New	C. Save	× Upda	Y Delete	6	review 🚔	Print		e 🚛 chea	e	
🗧 4 Record :	1 of 3 → 🗰 🖣 🗍	I	•	- New	Save		- Delete			min		till Close	<b>N</b>	

- 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

7

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

File Parameters Invoice Field	Stock Administrator Help
Local Purchase Warehouse Issue Voucher	Adjustment Indent
Welcome Indent	
Jun 03, 2019 - Sep 03, 2019 👻	
Drag a column header here to group by that column	Indent No. 2 Warehouse Dhaka CWH *
Invoice No   Invoice Date Prepared By	Prepared By         MD. Jasm Uddn         •         Designation         UFPA         •         Date         03/09/2019         •
•	Approved By NAHID SHULTANA V Designation UFPO V Date 03/09/2019 V
2 03/09/2019 MD. Jasim U     1 01/09/2019 MD. Jasim U	Remarks Updated Cancel
	10ml PILSHIKHT 22.94 (V Ont
	# 4 4 Record 2 of 2 → >> >+ + - + - + - + - + + + + + + + + +
≪ ≺ Record 1 of 2 ► → 4 □□□ ►	🛨 New 💽 Save 본 Undo 🗶 Delete 🔔 Preview 🚍 Print 👽 Update 📲 Close

• 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.

V File	Parameters	Invoice Field	Stock Administrator	Help						
Local Purchase	Receive From Warehouse	G Issue Voucher	Adjustment Invoice							
Welcome Ind	ent									x
Jun 03, 2019	Sep 03, 2019 🔻									
Drag a column	header here to gro	up by that column								
Invoice No	•	Invoice Date	Prepared By	Approved Date	Approved By	Issued Date	Issued By	Facility	Updated	Cancel
٩										
•	3	3 03/09/2019	MD. Jasim Uddin		NAHID SHULTANA			Dhaka CWH		
	2	03/09/2019	MD. Jasim Uddin		NAHID SHULTANA			Dhaka CWH		
	1	01/09/2019	MD. Jasim Uddin		NAHID SHULTANA			Dhaka CWH		
Record :										

# Print Indent

- Press button to preview the invoice.
- Press on the printer icon. The print dialog box will appear.
|               |                 | Upazila Family                 | Planning Offi       | ce                |                 |
|---------------|-----------------|--------------------------------|---------------------|-------------------|-----------------|
|               |                 | Keraniga                       | nj, Dhaka           |                   |                 |
|               |                 | Ind                            | ent                 | Indent 7          | 4a. 2           |
| Indent To :   | Diala CWH       |                                |                     | Print Da          | te : 03/09/2015 |
|               |                 |                                |                     | Pages             | Fage 1 of 1     |
| SI# Code      | Item Name       | Jac.                           | on Ox               | Quantity In Words | 23              |
| 1 CONDOS      | ORAL FILL SHOWN |                                | 6,200 Four thousand | two hundred       | cycle           |
| Remarke:      |                 |                                |                     |                   |                 |
|               |                 |                                |                     |                   |                 |
|               |                 |                                |                     |                   |                 |
|               |                 |                                |                     |                   |                 |
|               |                 |                                |                     |                   |                 |
|               |                 |                                |                     |                   |                 |
|               |                 |                                |                     |                   |                 |
|               |                 |                                |                     |                   |                 |
|               |                 |                                |                     |                   |                 |
|               |                 |                                |                     |                   |                 |
|               |                 |                                |                     |                   |                 |
| Signature     |                 |                                | Signature           |                   |                 |
| Prenared Pro- | MD, Jacon Uddin |                                | Checked and America | NAME SHIT         | TANA            |
| Designation   | LTZA            | Date : 03/09/2019              | Designation : 1.57  | 0 Date            | 03/09/2019      |
|               |                 |                                |                     |                   |                 |
|               | s               | hould be filled up by reccipie | ntoffice            |                   |                 |
| Signature     |                 | _                              | Counter Signature   |                   |                 |
|               |                 |                                | Mana                |                   |                 |
| Receive By    |                 |                                |                     |                   |                 |

# **Chapter-6: Field**

# 6.1. LMIS Form 2

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

- File	Parameters	Invoice Field	Sto	ck A	dministrator	Help												
LMIS Form 2	LMIS Form 3	LMIS Form 78	Sup	oply Plan	Custom Supply Plan	Field	Reports	DDS Kits Reporting										
Welcome Inde	nt LMIS Form 2																	×
Jun 01, 2019 - S	ep 30, 2019 🔻				Id		623	Unio	n 01. Basta		<b>-</b>	Total FWAs		5				
Union Name	·	Entry Date		Reporte Repor	ed Month July		- 2019	Entry Dat	e 01/08/201	9	▼ Report	s Submitted		5				
→ July-201	9			Name	OFFWA		Opening Bala	Received	Total	Adjust Plus	Adjust Mi	Grand Total	Distribution	Closing Bala	SO Reaso	SO Days	Eligible	Non-eligibility re
> June-201	19		•	•														
				▶ 1/Ka, I	NARGIS BEGUM,	FW	564	405	i 969			969	317	652			<b>V</b>	
				2/Ka,	ANJU RANI SUT,	FW	375	315	690			690	280	410			V	
				2/ Kha	a, Ismo Tara Akht	er,	531	285	816			816	314	502			V	
				3/Ka,	Sabina Khanom,	FW	753	405	5 1158			1158	380	778			V	
				3/Kha	a, Shahazadi Parv	een	726	285	5 1011			1011	432	579			<b>V</b>	
			н	લનાન	Co Record 1 of 5	unt=5	2949	1695	4644	0	0	4644	1723	2921				•
				Shukhi	Apon Condo	n (PCS)	Injectables(Vi	als) Injecta	bles Syringe	ECP (Dose)	Misoprostol (i	Dose) MNP(SL	JSSET) Iron	n-Folic Acid pill (N	OS) CHLOR	OHEXIDINE		
				÷ s	k													
et 4 Record 10	of 24 🕨 😽 🖣		•	+ •	New 🗋 s	ave	💾 Undo	X Delete	Clos	e								

#### 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

File Parameters Invoice Field	Stock Administrator Help						
LMIS Form 2 LMIS Form 3 LMIS Form 78	Supply Plan Custom Field	Reports DDS Kits Reporting					
Welcome Indent LMIS Form 2							×
Jun 01, 2019 - Sep 30, 2019 -	Id		ion 01. Basta				
Union Name Entry Date	Reported Vear	2019 Entry D	ate 01/08/2019	Reports Submitted	5		
> July-2019	Name Of FWA	Opening Bala Received	Total Adjust Plus	Adjust Mi Grand Total	Distribution Closing Bala	SO Reaso SO Days	Eligible Non-eligibility re
> June-2019	P						
	▶ 1/Ka, NARGIS BEGUM, FW	564 4	05 969	969	9 317 652		
	2/Ka, ANJU RANI SUT, FW	375 3	15 690	690	280 410		<b>V</b>
Λ	2/ Kha, Ismo Tara Akhter,	531 2	85 816	81	5 314 502		
A	3/ Ka, Sabina Khanom, FW	753 4	05 1158	115	3 380 778		
	3/ Kha, Shanazadi Parveeh	/26 2	55 1011	101	1 432 579		M
	Count=5 ₩ ≪ 4 Record 1of 5 ► ₩ ₩	2949   16	95   4644   (	0   0   4644	+   1723   2921		
				· · · · · · · · · · · · · · · · · · ·			
4 4 Record 1 of 24 → ≫ 4 m →	New Q Save	🥰 Undo 🗶 Dele	e ┨ Close	D			

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

R		File Parameters	Invoice	Field S	Stock	Administrato	r Help												
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	<b>.</b>	Data	Data	Dadaur			-	Constants	Technologie					DDC Kit	046 201	D D L			
0	puons	Download U	Jpload	Database		Unit F	Type	Designation	Designation	Groups	Setti	ngs Ite	m Serial 1	tem Serial	Unice 201	) blue			
We	elcome	LMIS Form 2																	
Ju	ın 01, 2	019 - Sep 30, 2019 👻																	
						Id		645	Union			-	Total FWAs						
M	Ionth Ye	ear 🔻			Rep	orted Month	August	-	Entry Date	11/09/201	0	T Report	s Submitted						
	Union N	lame	<ul> <li>Entry D</li> </ul>	ate			. logoot		,	11/05/201	·	report							
ę			21070		Re	eported Year	L	2019											
H	× Au	aust-2019			Na	ame Of FWA		Opening Bala	Received	Total	Adjust Plus	Adjust Mi	Grand Total	Distribution	Closing Bala	SO Reaso	SO Days	Eligible	Non-eligibility re
•	02	. Hazratour	04/09/2	2019								-						-	
-	03	. Kalatia	04/09/2	2019	Ľ													(Maria)	
	04	. Kalindy	04/09/2	2019															
	05	. Konda	04/09/2	2019															
	06	. Ruhitpur	04/09/2	2019															
	07	. Sakta	04/09/2	2019															
	08	. Zinzira	04/09/2	2019															
	09	. Aganogar	04/09/2	2019															
	10	. Shuvadda	04/09/2	2019															
	11	. Taranogor	04/09/2	2019							1					1			
	12	. Tagoria	04/09/2	2019			Count=0	0	0		0	0		0	0				
	> Jul	ly-2019			H4 44	<ul> <li>Record 0 of</li> </ul>		4											
	> Ju	ne-2019			Shuk	khi Shukhi (3	rd Gen) Or	al Pill Apon Cor	ndom Iniecta	bles(Vials)	AD Svringe (1)	IL) ECP 1	Fab. Misoprosto	(Dose) 7.1	% CHLOROHEX		SUSSET) In	on-Folic Acid (	NOS)
									and a good of						and a contract hards				
					+	×													
					+	New [	Save	🦊 Undo	X Delete	Close	2								
44	<ul> <li>Re</li> </ul>	cord 1 of 35 🔸 🗰 ┥		- F															

- 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.

<b></b>	File Parameters	Invoice	Field S	tock Administr	ator Help												
Option	s Data Download	Data Upload	Backup Database	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form J Settir	tem Sup Igs Ite	pply Plan m Serial	DDS Kit Item Serial	Office 201	) D Blue			
Welcom	e LMIS Form 2																×
Jun 01,	2019 - Sep 30, 2019	-															
					Id	645	Union	01. Basta		-	Total FWAs						
Month	Year 👻			Reported Mon	th August	-	Entry Date	11/09/2019		- Report	s Submitted						
Unior	n Name	<ul> <li>Entry D</li> </ul>	ate	Reported Ye	ar	2019											
9	× August-2019         Opening Bala         Received         Total         Adjust Plus         Adjust Mi         Grand Total         Distribution         Closing Bala         SO Reaso         SO Days         Eligible         Non-eligibility re																
× 1	August-2019     Name Of FWA     Opening Bala     Received     Total     Adjust Plus     Adjust Plus     Adjust M     Grand Total     Distribution     Cosing Bala     SO Reaso     SO Days     Eligible     Non-eligibility re																
<b>F</b> 1	01. Basta	11/09/2	2019	9													
	02. Hazratpur	04/09/2	2019														
	03. Kalatia	04/09/2	2019														
	04. Kalindy	04/09/2	2019														
	)5. Konda	04/09/2	2019														
	06. Ruhitpur	04/09/2	2019														
	07. Sakta	04/09/2	2019														
	08. Zinzira	04/09/2	2019														
	9. Aganogar	04/09/2	2019														
	10. Shuvadda	04/09/2	2019				1				1		1 .	1			
	11. Taranogor	04/09/2	2019		Count=0	0	0		0	0		0	0				
	12. Tagoria	04/09/2	2019	He e e Record	0 0 1 0 1 0 10 0	4											
> :	uly-2019			Shukhi Shukh	i (3rd Gen) O	al Pill Anon Cor	dom Injectab	les(Vials) Af	) Svringe (1N	I) ECP 1	Tab. Misopros	tol (Dose) 7.1	1% CHLOROHEXT		SUSSET) In	n-Eolic Acid ()	NOS)
> 1	une-2019								, a ), a ge (a	.,							
				🛓 🗼													
44 4 F	Record 1 of 36 🕨 👾	•	•	hew New	Save	💌 Undo	X Delete	Close									

# LMIS Form 2 Details Entry

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

	File Parameters	Invoice	Field 5	Administra	tor Help												
	-	1		1 the	0_	22		6	Ê	k i	ê.		s s s s s s s s s s s s s s s s s s s	7			
Options	s Data	Data	Backup	Unit	Adjustment	Employee	Indentors	Facility	Form I	tem Sur	poly Plan	DDS Kit	Office 201	0 Blue			
	Download	Upload	Database		Type	Designation	Designation	Groups	Settin	igs Ite	m Serial	Item Serial	-				
Welcome	LMIS Form 2																×
Jun 01,	2019 - Sep 30, 2019	-															
					d	645	Union	01. Basta		-	Total FWAs						
Month 1	Year 👻			Reported Mon	h August	-	Entry Date	11/00/2010		T Report	e Submitted						
Union	Name	<ul> <li>Entry D</li> </ul>	ate	incported Ploin	nugdat		Lind y Date	11/03/2019		Keport	a adomitted						
•	- Hume		dic	Reported Ye	r	2019											
	1 2010			Name Of EWA		Opening Bala	Received	Total A	diust Plus	Adjust Mi	Grand Tot	al Distribution	Closing Bala	SO Reaso	SO Days	Eligible	Non-eligibility re
× A	ugust-2019	11/00/	20.10			opening building	in incourted		ojosernos	- tojober miti	Grand For		closing country	00110000111	0000,0	- Cigiore	nor eighting rent
	1. Dasta	04/00/	2019	P		(	UIMS V4				× 📃						
	2. Hazi alipui	04/09/	2019														
- 0	4 Kalindy	04/09/	2019					really want to	fill the For	m 2 Items?							
0	5. Konda	04/09/3	2019							-							
- 0	6. Rubitour	04/09/3	2019														
0	7. Sakta	04/09/2	2019						Yes	No							
0	8. Zinzira	04/09/2	2019														
0	9. Aganogar	04/09/3	2019														
1	0. Shuvadda	04/09/3	2019														
1	1. Taranogor	04/09/3	2019		Count=0		0 0		0	0		0	0				
1	2. Tagoria	04/09/2	2019	HI II Record 0	of0 ⊧ ⊮⊧₩	4											•
> 31	uly-2019			and the state	(2nd Cam)	al Dill Anna	andam Inic-t-b		Curinge (1)	1) 500	Tab Misson	antal (Dana)				n Enlis And A	
> Ji	une-2019			Shukhi Shukhi	(ard Geh) O	rai Mill Apon Co	ondom Injectab	es(viaiš) AD	Synnge (1M		ab. Misopre	ostoi (Doše) 7.3	1% CHEOROHEXI	IDINE MNP(	SUSSET) In	m-rolic Acid (I	105)
				1 x													
				- New	Save	× Lindo	Y Delete	Close									
44 4 R	ecord 1 of 36 🕨 😽 🕯	(	-	I INCAL	La Save			Close									

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

	File Parameter	s Invoice	Field S	tock Adminis	trator Help												
		1		_d <sup>2</sup> ≜	•	<b>3</b>	2	10	Ē	ł	<u>e</u>		s	,			
Options	Data Download	Data Upload	Backup Database	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Setti	item Suj ngs Ite	pply Plan em Serial	DDS Kit Item Serial	Office 2010	) Blue			
Welcome	LMIS Form 2																×
Jun 01, 2	2019 - Sep 30, 2019	-	=														
					Id	645	Union	01. Basta		Ŧ	Total FWAs		5				
Month Y	ear 👻			Reported Mo	nth August	-	Entry Date	11/09/2019	)	<ul> <li>Report</li> </ul>	ts Submitted		5				
Union I	Name	<ul> <li>Entry D</li> </ul>	Date	Penorted V	-	2019											
۹				Reported I	cur								1	1	1		
✓ At	igust-2019			Name Of FW	A	Opening Bala	Received	Total	Adjust Plus	Adjust Mi	Grand Total	Distribution	Closing Bala	SO Reaso	SO Days	Eligible	Non-eligibility re
► 01	I. Basta	11/09/	2019	٩													
02	2. Hazratpur	04/09/	2019				<b>a</b> 10	ading Data	Diasca W	ait							
03	3. Kalatia	04/09/	2019				<u> </u>	Loading Co	mponents								
04	ł. Kalindy	04/09/	2019														
05	5. Konda	04/09/	2019														
06	5. Ruhitpur	04/09/	2019														
07	7. Sakta	04/09/	2019														
08	3. Zinzira	04/09/	2019														
09	Aganogar	04/09/	2019														
10	). Shuvadda	04/09/	2019								1	1	1	1			
11	L. Taranogor	04/09/	2019		Count=0	0	0		0	0	1	0	0 0				
12	2. Tagoria	04/09/	2019	HI II I Record	10 010 1 10 10	4											P
> Ju	ily-2019			Shukhi Shuk	hi (3rd Gen) O	al Pill Apon Cor	dom Injectal	lec(Vialc)	D Swringe (1)	I) FCP	Tab Misoprostr	l (Dose) 7	1% CHLOROHEXT		USSET) In	n-Eolic Acid ()	105)
> Ju	ine-2019			Shakii Shak			idom   mjecta	ics(vidis) / v	co synnige (m		rab, misoprost	/ (DOSE) / 7.		Dates   Miner (d		ATT OIC ACC (	(03)
			6	Li Li													
44 4 Da	cord 1 of 35 b bb	4		+ New	🕃 Save	Undo	X Delete	Close									

F	File Parameter	Invoice	Field St	tock Administ	rator Help												
Options	Data Download	Data Upload	Backup Database	Unit	Contract Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Sett	Item Suj ings Ite	ply Plan Serial	DDS Kit Item Serial	Office 201	) O Blue			
Welcome	LMIS Form 2																×
Jun 01, 20 Month Yea Union Na	19 - Sep 30, 2019 ar 🔹	<ul> <li>Entry D</li> </ul>	Date	Reported Mor Reported Ye	Id hth August	645 	Union Entry Date	01. Basta 11/09/2019	9	▼ Report	Total FWAs	s	5				
✓ Aug	v August-2019         Name OFFWA         Opening Bala         Received         Total         Adjust Plus         Adjust Mi         Grand Total         Distribution         Closing Bala         SO Reaso         SO Reso         SO Pairs         Eligible         Non-eligibility re           01. Basta         11/09/2019         Y         11/04/5 V.4.         X         <																
▶ 01.1	Basta	11/09/	2019	٩			UIMS V4			×							
02.1	Hazratpur	04/09/	2019	1/Ka, NARGIS	BEGUM, FW	653						967	967			<b>V</b>	
03.1	Kalatia	04/09/	2019	2/Ka, ANJU R	ANI SUT, FW	410						725	725			V	
04.1	Kalindy	04/09/	2019	2/Kha, Ismo	Tara Akhter,	501	- <b>T</b>	rm 2 items ge	nerated suc	essfully.		787	787			V	
05.	Konda	04/09/	2019	3/Ka, Sabina	Khanom, FW	775	-					1153	1153			<b>V</b>	
06.	Ruhitpur	04/09/	2019	3/Kha, Shah	azadi Parveen	575						1014	1014			V	
07. 5	Sakta	04/09/	2019						L	OK							
08.	Zinzira	04/09/	2019			l					-						
09. /	Aganogar	04/09/	2019														
10.	Shuvadda	04/09/	2019				1 1						1	1			
11.	Taranogor	04/09/	2019		Count=5	2921	1725	4646	0	0		4646 0	4646				
12.	Tagoria	04/09/	2019	Record	1075 • •• ••	4											<u> </u>
> July	/-2019			Shukhi Shuk	i (3rd Gen) Or	al Pill Apop	ndom Injectal	lec(Viale)	D Svringe (1	MI) FCP	Tab Misoor	rostol (Dose) 7			SUSSET) In	on-Eolic Acid	
> Jun	e-2019								lo o / lo go (a								
++ + Reco	ord 1 of 36 🕨 ₩	▲ □		New	Save	Undo	X Delete	Close									

- 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 Of FWA	Opening Bal	Received	Total	Adjust Plus	Adjust Mi	Grand Total	Distribut	Closing Bal	SO Reaso	SO Days	Eligible	Eligibility Reason
٩													
•	1/Ka, Safura Khatun, Durgapur	409		409			409	209	200				
	1/ Kha, Saleha Khatun, Durgapur	485		485			485	200	285				
	2/Ka, Baby Akter, (acting) Durgapur	1911		1911			1911	250	1661			$\checkmark$	
	2/Kha, Baby Akhter, Durgapur	531		531			531	300	231			<b>V</b>	
	3/Ka, Moslama Khatun, Durgapur	1423		1423			1423	500	923				
	3/ Kha, Monwara Begum, Durgapur	482		482			482	450	32			$\checkmark$	
	Count=6	5241	0	5241	0	0	5241	1909	3332				
H	Record 1 of 6 > > > A												Þ

	Name Of FWA	Opening Bal	Received	Total	Adjust Plus	Adjust Mi	Grand Total	Distribut	Closing Bal	SO Reaso	SO Days	Eligible	Eligibility Reason
٩													
I	1/Ka, Safura Khatun, Durgapur	409		409			409	409					
	1/Kha, Saleha Khatun, Durgapur	485		485			485	200	285				
	2/Ka, Baby Akter, (acting) Durgapur	1911		1911			1911		Active/I	Deactivate T	tem	<b>V</b>	
	2/ Kha, Baby Akhter, Durgapur	531		531			531	P		Jeacavate 1	cern	<b>V</b>	
	3/Ka, Moslama Khatun, Durgapur	1423		1423			1423		eason			-	
	3/ Kha, Monwara Begum, Durgapur	482		482			482						
									Save	Cano	el		
	Count=6	5241	0	5241	0	0	5241	1909	3332				
н	Record 1 of 6 + ++ ++ 4												

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(3<sup>rd</sup> Gen), Apon, Condom, Injectables, Disposable Syringe, ECP, Tab. Misoprostol (Dose), 7% Chlorohexadine, MNP (Susset) and Iron-folic acid pill (Nos).

V Fi	ile Parameters	s Invoice	Field 5	Stock Adminis	trator Help												
-	1	+		at a	0	22		To	C.	1	Ê.		le la companya de la comp	7			
Ontions	Data	Data	Backup	Linit	Adjustment	Employee	Indentore	Facility	Eorm	Item Su	ooly Plan	DDS Kit	Office 201	0 Blue			
optiona	Download	Upload	Database	Onic	Туре	Designation	Designation	Groups	Sett	ngs Ite	m Serial I	tem Serial	-	oblac			
Welcome	LMIS Form 2																2
Jun 01, 201	19 - Sep 30, 2019	-															
					Id	645	Unior	01. Basta		-	Total FWAs		5				
Month Year	r 👻			Reported Mo	nth August	-	Entry Date	11/09/201	2	- Report	s Submitted		5				
Union Na	me	<ul> <li>Entry [</li> </ul>	Date				,	11/03/201	·	Report			-				
9	Owner/Tealing         Control Tealing         Control Teal         Control T																
V Aug	August-2019     Name Of FWA     Opening Bala Received     Total     Adjust Plus     Adjust M     Grand Total     Distribution     Closing Bala     SO Days     Eligible     Non-eligibility re																
▶ 01. E	Basta	11/09/	2019	Ŷ													
02. H	Hazratpur	04/09/	2019	1/Ka, NARG	S BEGUM, EW	652	315	967			96	7 400	567	,			1
03. K	Kalatia	04/09/	2019	2/Ka, ANJU	RANI SUT, FW	410	315	725			72	5 300	425			7	4
04. K	Kalindy	04/09/	2019	2/Kha, Ismo	Tara Akhter,	502	285	787			78	7 200	587			<b>V</b>	
05. K	Konda	04/09/	2019	3/Ka, Sabin	a Khanom, FW	778	375	1153			1153	3 600	553			V	
06. F	Ruhitpur	04/09/	2019	3/Kha, Shah	nazadi Parveen	579	435	1014			1014	1 500	514			V	
07.5	Sakta	04/09/	2019														
08. Z	Zinzira	04/09/	2019														
09. A	Aganogar	04/09/	2019														
10.5	Shuvadda	04/09/	2019		Count-F	2021	1705	AC AC	0		46.46	2000	26.46	1			
11. T	Faranogor	04/09/	2019	HI 41 4 Docor	diofe NNN	4	1/25	0404	0	0	4040	2000	2040				
12. T	Fagoria	04/09/	2019	In the Record	01015 / ////												/
> July	-2019			Shukhi Shuk	thi (3rd Gen) Or	al Pill Apon Con	ndom Injecta	bles(Vials)	AD Syringe (1)	IL) ECP	Tab. Misoprosto	(Dose) 7.1	% CHLOROHEX	IDINE MNP(	SUSSET) I	ron-Folic Acid (	NOS)
> June	2-2019																
				🛓 🗼													
								1									
				New New	Save	Undo	🗙 Delete	Close									
+ + Reco	rd 1 of 36 🕨 🕨	< III	•														

#### 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
8												8	
>	1/Ka, Malote Sarker (FWA)	547	360	907			907	400	507				
	1/ Kha, Mojerun Nesa, (FW	1175	720	1895			1895	1200	695			<b>V</b>	
	1/Ga, Kisuara Parveen, (F	624		624			624	400	224			1	
	2/ Kha, Nazma Khanom, (F	740	720	1460			1460	800	660				
	2/Ga, Rozina Akter (FWA),	785	420	1205			1205	600	605				
	3/Ka, Most.Monowara Beg	608	180	788			788	400	388			$\checkmark$	
	3/ Kha, Sammi Akter (FWA)	1295	90	1385			1385	1200	185			1	
	Count=7	5774	2490	8264	0	0	8264	5000	3264				
144	≪	H (											•

• 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
8													
a.	1/Ka, Malote Sarker (FWA)	547	360	907			907	400	507			V	
	1/ Kha, Mojerun Nesa, (FW	1175	720	1895			1895	1200	695			V	
	1/Ga, Kisuara Parveen, (F	624		624			624	400	224			V	
	2/ Kha, Nazma Khanom, (F	740	720	1460			1460	800	660			V	
	2/Ga, Rozina Akter (FWA),	785	420	1205			1205	600	605			V	
	3/Ka, Most.Monowara Beg	608	180	788			788	400	388			V	
	3/ Kha, Sammi Akter (FWA)	1295	90	1385			1385	1200	185			V	
	Count=7	5774	2490	8264	0	0	8264	5000	3264				
144	44 4 Record 1 of 7 ▶ ₩ 1	н											•

- 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.

Fil	e Parameters	s Invoice	Field 5	itock Administ	rator Help												
	Ļ	1	-		•	<b>8</b>	2	6	Ē	ŀ	<u>e</u>		s	r			
Options	Data Download	Data Upload	Backup Database	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Setti	Item Sup ngs Ite	oply Plan em Serial I	DDS Kit tem Serial	Office 201	) Blue			
Welcome	LMIS Form 2																×
Jun 01, 201	9 - Sep 30, 2019	-															
					Id	645	Union	01. Basta		-	Total FWAs		5				
	This Month			Reported Mo	nth August	~	Entry Date	11/09/201	Э	<ul> <li>Report</li> </ul>	s Submitted		5				
	Last Month         by Date         Reported Year         2019           Last 3 Month         Mame OFFWA         Opening Bala         Received         Total         Adjust Mi         Grand Total         Distribution         Closing Bala         SO Reaso         SO Days         Eligible         Non-eligibility re																
L	Last Month         Megorited Year         Color           Last 3 Month         Name OFFWA         Opening Bala         Received         Total         Adjust Mi         Grand Total         Distribution         Closing Bala         SO Reason         SO Reason         SO Reason         SO Reason         SO Reason         Non-eligibility re           Last Year         09/2019         V         Contract         V																
	Last 3 Month         Name OF FWA         Opening Bala         Received         Total         Adjust Plus         Adjust Mi         Grand Total         Distribution         Closing Bala         SO Reaso         SO Days         Eligible         Non-eligibility re           Last Year         y <td< td=""></td<>																
C	Last Year         09/2019         y         Image: Constraint of the second se																
		/09/	/2019	2/Ka, ANJU F	ANI SUT, FW	410	315	725			725	5 300	425			<b>V</b>	
From	10	/09/	/2019	2/Kha, Ismo	Tara Akhter,	502	285	787			787	7 500	287			<b>V</b>	
01/06/2019	30/09/20	/09/	/2019	3/Ka, Sabina	Khanom, FW	778	375	1153			1153	3 400	753			<b>V</b>	
A	pply Cancel	/09/	/2019	> 3/Kha, Shah	azadi Parveen	579	435	1014			1014	ŧ 600	414			2	
07. S	akta	04/09/	/2019														
08. Zi	inzira	04/09/	/2019														
09. A	ganogar	04/09/	/2019														
10. S	huvadda	04/09/	/2019									1					
11. Te	aranogor	04/09/	/2019		Count=5	2921	1/25	4646	0	0	4646	2000	2646				
12. T	agoria	04/09/	/2019	HI I RECORD	15015 1 19 19	4											F
> July-	2019			Shukhi Shuk	ni (3rd Gen) Or	al Pill Apon Con	dom Injectab	les(Vials)	AD Syringe (1)	1L) ECP 1	Tab. Misoprosto	(Dose) 7.1	% CHLOROHEXI		SUSSET) In	on-Folic Acid (	NOS)
> June	-2019																
				<u> </u>													
44 4 Recor	d1of36 ⊧⊮	4	•	+ New	🚺 Save	Undo	X Delete	Close									

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

# 6.2. LMIS Form 3

V	File	Parameters	Invoice	Field	Stock	Administrator	Help												
	Form 2	LMIS Form 3	LMIS Form	n 718	Supply Plan	Custom Supply Plan	Field Report	s DDS Repor	kits ting										
Welco	me LMIS	S Form 3																	×
Jun 0	01. 2019 - 9	Sep 30, 2019 🔻																	
Mont	th Year 🔸	•			SDP	Group FWV		T Par	SDP	01. Jinnat Sha	hida, FWV (Ind	harge), Hazrat	pur UH {	2019	<b>v</b>				
Fac	adity Name Entry Entry Study (3rd Oral Pill Cautor Injectables AD Syring and Implanon Jadele (2, pro 1748), and many 7,1%																		
•	August-	2019					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% CHLOROH
•	01. Jinna	t Shahida, FWV (In	charge),	04	Opening	Balance	84		88	344	180	168	1				16	3	30
	06. Shah	naj Parvin, FWV (In	ncharge),	04	Received	l this Month													
	1/Ka, Ha	asina Khatun,FWA,	Ruhitpur	04 🔳	Balance	this Month	84		88	344	180	168	1				16	3	30
	Ad-din m	edical college hospit	tal	04	Adjustme	ent (+)													
	BAMANE	+		04	Adjustme	ent (-)													
	Marie Sto	pes Maternity Clinc	:, h#45,k	04	Total this	Month	84		88	344	180	168	1				16	3	30
	Momotaz	Shirin, FWV, Zinzira	э	04	<ul> <li>Distributi</li> </ul>	on this Month	30		50	120	150	150					10	2	20
	Razia Beg	gum, FWV, Shuvado	da	04	Closing E	alance this Month	54		38	224	30	18	1				6	1	10
	Rehana	Parvin, FWV, Konda	э	04	Stock Ou	t Reason Code													
	Riva Sult	ana, FWV, Kalatia U	JH & FWC	04	Days Sto	ck Out													
	Rokeya I	Khatun FWV, Ruhit	pur	04	Eligible		1	1	1	1	1	1	1	1	1	1	1	1	1
	SAJEDA	HOSPITAL		04	Eligibility	Reason													
	Shahnaj I	Parvin.FWV.Kalindy		04	144 44 A R	ecord 7 of 12 🕨	нн 4							_					Þ
	Suchitra I	Roy, FWV, Tagoria		04		]													
	Sumsun	Nahar, FWV, Taran	iogar	04															
	Tania Jes	smin, FWV, Aganog	par	04															
	Tania Jes	min, FWV (Addition	al Chara	04 👻	🔶 Ne	N 🕄 Save	😽 Und	io 🗶 D	elete 🚚	Close									
-	Record 1	of 52 🕨 🗰 🖣		•															

• 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**

File Parameters Invoice Field	Stock Administrator	Help												
LMIS Form 3 LMIS Form 78	Supply Plan	Field Reports	s DDS I Repor	kits ting										
Welcome LMIS Form 3														ж
Jun 01, 2019 - Sep 30, 2019 👻 🗧							)							
	SDP Group FWV			SDP	01. Jinnat Sha	hida, FWV (	arge), Hazrat	pur UH {						
Month Year 👻	Description of the second seco						Enter D	ata lautaa						
Facility Name 🔺 Ent														
۲		Shukhi	Shukhi (3rd	Oral Pill	Condom	Injectables	AD Syringe	IUD	Implanon	Jadelle (2	ECP	TAB. MISOPRO	MRM (PACK)	7.1%
✓ August-2019			Gen)	Apon		(Vidis)	(IML)		(Single Rou)	Rouj		(Dose)		CHLOROH
<ul> <li>U1. Jinnat Snanida, FWV (Incharge), 04</li> <li>Of Chabasei Dawie, FWW (Incharge), 04</li> </ul>	Opening Balance	84		88	344	180	168	1				16	3	30
00. Shannaj Parvin, PWV (Incharge), 04	Received this Month													
1/ Ka, Hasina Khatun, PWA, Runitpur 04	Balance this Month	84		88	344	180	168	1				16	3	30
Ad-din medical college nospital 04	Adjustment (+)													
Maria Chara Mathaith Clina In #45 h	Adjustment (-)													
Memotaa Shirin EMU Zinaira 04	Total this Month	84		88	344	180	168	1				16	3	30
Davia Resum FMU Shuwadda 04	Distribution this Month	30		50	120	150	150					10	2	20
Rebana Parvin FWV Konda 04	Closing Balance this Month	54		38	224	30	18	1				6	1	10
Diva Cultana EMV, Kalafa LH & EWC 04	Stock Out Reason Code													
Pokeya Khatuo FMV - Pubitour 04	Days Stock Out													
SA IEDA HOSPITAL 04	Eligible		V		V			V				<u>v</u>	V	
Shahnai Parvin, EWV, Kalindy 04	Eligibility Reason													
Suchitra Roy, EWV, Tagoria 04	L													
Sumsun Nahar, FWV, Taranogar. 04	i x													
Tania Jesmin, FWV, Aganogar 04														
Tania Jesmin, FWV (Additional Chara 04	L New Ch. Cours	×			Class									
	Save				Close									

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 massage closing balance can't be less than zero. Please enter correct value. If user try to enter more than closing balance the entered data will not to be saved.
- MOS calculation on AMD on basis of last 6 months non zero distribution.
- If any SDP not eligible for to receive product in that case "Eligible" (Tick). Only who have Tick on Eligible can entry Form 3.
- If any SDP have Stock in hand (Closing Balance) cannot be un-tick the Eligible check box.

#### Enter a new LMIS Form 3

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

File Parameters Invoice Field	Stock Administrator H	Help												
LMIS Form 2 LMIS Form 3 LMIS Form 78	Supply Plan Custom Supply Plan	Field Reports	DDS K Report	its ting										
Welcome LMIS Form 3														2
Jun 01, 2019 - Sep 30, 2019 👻 🔳														
Marsh Vers	SDP Group		<b>T</b>	SDP				<b>•</b>						
Month Year 👻	Reported Month August		- Reno	rted Year		2019	Entry Da	ite 11/09/	2019	-				
Facility Name   Entry														
•         •           •         > August-2019		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% CHLOROH
> July-2019	Opening Balance													
> June-2019	Received this Month													
	Balance this Month													
	Adjustment (+)													
	Adjustment (-)													
	Total this Month													
	Distribution this Month													
	Closing Balance this Month													
	Stock Out Reason Code													
	Days Stock Out													
	Eligible													
	Eligibility Reason													
	HI +I + Record 1 of 12 + 1	₩ 4							<u> </u>					÷.
<pre></pre>	🛨 New 🗘 Save	Und Und	• 🗙 De	elete 📲	Close									

- 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.

	File	Parameters	Invoice	Field	Stock	Administrator	Help												
Ċ	Ł	<u>,</u>	G	ł	1	$\overline{2}$	10	G	Ł										
LMIS Fo	rm 2	LMIS Form 3	LMIS Fo	rm 78	Supply Pla	n Custom Supply Plan	Field Report	s DDS I Repor	Kits ting										
Welcome	E LMIS	Form 3																	×
Jun 01.	2019 - 5	ep 30, 2019 👻																	
		.,,	J	-	SDP	Group EWV		<b>.</b>	SDP	01. Tinnat Sha	hida, EWV (Ind	harne), Hazrati	n ×						
Month	Year 👻	•																	
Facilit	hy Name			Entry	Reported	Month August		* Repo	orted Year		2019	Entry Da	ite 11/09/	2019	-				
e la calina	August-2019 August-2019 August-2019																		
	ugust-2	2019					Shukhi	Shukhi (3rd Gen)	Oral Pill Apon	Condom	Injectables (Vials)	AD Syringe (1ML)	IUD	Implanon (Single Rod)	Jadelle (2 Rod)	ECP	MISOPRO (Dose)	MRM (PACK)	7.1% CHLOROH
• 0	)1. Jinnat	Shahida, FWV (Ir	ncharge),	. 11	Opening	Balance													
C	)6. Shahn	aj Parvin, FWV (I	Incharge),	. 04	Receive	d this Month													
1	l/Ka, Has	sina Khatun,FWA,	, Ruhitpur	04	Balance	this Month													
4	Ad-din me	dical college hosp	ital	04	Adjustm	ent (+)													
E	BAMANEH	I		04	Adjustm	ent (-)													
N	Marie Stop	oes Maternity Clin	nc, h#45,k	. 04	Total thi	s Month													
P	domotaz :	Shirin, FWV, Zinzir	ra	04	Distribut	ion this Month													
F	Razia Beg	um, FWV, Shuvad	dda	04	Closing B	Balance this Month													
F	Rehana P	Parvin, FWV, Kond	da	04	Stock O	ut Reason Code													
F	Riva Sulta	na, FWV, Kalatia	UH & FWC	04	Days St	ock Out													
F	Rokeya K	hatun FWV, Ruhi	itpur	04	Eligible														
5	SAJEDA H	HOSPITAL		04	Eligibility	Reason													
5	Shahnaj P	arvin.FWV.Kalind	ly .	04	141 44 4 5	ecord 1 of 12	66 661 4	1	1		1	1	1	- -					· · · · · · · · · · · · · · · · · · ·
5	Suchitra R	oy, FWV, Tagoria	3	04															
S	Sumsun N	lahar, FWV, Tara	nogar	04	Li Li	<b>L</b>													
1	Tania Jesr	min, FWV, Agano	ıgar	04															
1	Tania Jesr	min, FWV (Additio	nal Chara	04 🚽	🔶 Ne	w 🗊 Save	Unc	io 🗶 D	elete 🕌	Close									
44 4 R	lecord 1 o	of 52 🕨 🗰 🖣		- Þ															

# LMIS Form 3 Details Entry

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

File Parameters Invoice Field	Stock Administrator	Help													
LMIS Form 2 LMIS Form 3 LMIS Form 78	Supply Plan Custom Supply Plan	Field Reports	DDS Kit Reportin	ts ng											
Welcome LMIS Form 3														×	
Jun 01, 2019 - Sep 30, 2019 -															
	SDP Group FWV		-	SDP 0	1. Jinnat Shah	nida, FWV (Inch	arge), Hazratı	o 🔻							
Month Year 👻															
Facility Name      Facility Name	A Entry Date 1109/2019														
φ <b>▲</b>	scility Name   Entry  Shukhi (3rd  Gen)  Shukhi (3rd  Gen)  Shukhi (3rd  Gen)  Condom  Injectables  AD Syringe  IUD  IUD  III  III  IIII  IIII  IIII  IIII  IIII														
V August-2019		Shukhi	Shukhi (3rd ( Gen) /	Oral Pill Apon	Condom	Injectables (Vials)	AD Syringe (1ML)	IUD	Implanon (Single Rod)	Jadelle (2 Rod)	ECP	MISOPRO (Dose)	MRM (PACK)	7.1% CHLOROH	
O1. Jinnat Shahida, FWV (Incharge), 11	Opening Balance		UIM	IS V4			×					(/			
06. Shahnaj Parvin, FWV (Incharge), 04	Received this Month		0												
1/Ka, Hasina Khatun,FWA, Ruhitpur 04	Balance this Month														
Ad-din medical college hospital 04	Adjustment (+)			? Do yo	u really want	to fill Form 3?									
BAMANEH 04	Adjustment (-)														
Marie Stopes Maternity Clinc, h#45,k 04	Total this Month						-								
Momotaz Shirin, FWV, Zinzira 04	Distribution this Month				Yes	No									
Razia Begum, FWV, Shuvadda 04	Closing Balance this Month		_												
Rehana Parvin, FWV, Konda 04	Stock Out Reason Code														
Riva Sultana, FWV, Kalatia UH & FWC 04	Days Stock Out														
Rokeya Khatun FWV, Ruhitpur 04	Eligible														
SAJEDA HOSPITAL 04	Eligibility Reason														
Shahnaj Parvin.FWV.Kalindy 04	H H A Record 1 of 12	н ні <b>4</b>							_						
Suchitra Roy, FWV, Tagoria 04									,						
Sumsun Nahar, FWV, Taranogar 04	庄 🖹														
Tania Jesmin, FWV, Aganogar 04															
Tania Jesmin, FWV (Additional Chara 04 🖵	🕂 New Ď Save	¥ Unde	Dele	ete 🚚	Close										
44 4 Record 1 of 52 + >> 4															

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

LMIS Form 2 LMIS Form 3 LMIS Form 78 Supply Plan Custom Field Reports DDS Kits Supply Plan Reporting														
Welcome LMIS Form 3	×													
Jun 01, 2019 - Sep 30, 2019 -														
SDP Group FWV - SDP 01. Jimat Shahida, FWV (Incharge), Hazratpur UH {														
Month Year														
Facity Name														
August-2019         Shukhi Grid Geni         Shukhi Grid Geni         Shukhi Grid Geni         Condom         Ingetables (Me)         AD Syring (Me)         Ingetables (Me)														
01. Junat Shihida FWV (Indraroe)	2 20													
0 Opening Searche 0+ 00 3++ 100 100 1 10	3 30													
1/Ka, Hasina Khatun,FWA, Ruhitpur 04 Rajoona this Month 84 Inadiing Data. Please Wart.	3 30													
Ad-din medical college hospital 04 Advisement (a)	5 30													
BAMANEH 04 Advisement ()														
Marie Stopes Maternity Clinc, h#45,k 04 Trial His Month 84 88 344 180 168 1 16	3 30													
Momotaz Shirin, FWV, Zinzra 04 Distribution this Month														
Razia Begum, FWV, Shuvadda 04 Closing Balance this Month 84 88 344 180 168 1 16	3 30													
Rehana Parvin, FWV, Konda 04 Stock Out Reason Code														
Riva Sultana, FWV, Kalatia UH & FWC 04 Days Stock Out														
Rokeya Khatun FWV, Ruhitpur 04 Eigble 🗸 🗸 🗸 🖉 🖉 🖉 🖉 🖉 🖉	<b>V V</b>													
SAJEDA HOSPITAL 04 Eligibility Reason														
Shahnaj Parvin.FWV.Kalindy 04 // // // // Record 1 of 12 + H+ H 4														
Sudhitra Roy, FWV, Tagoria 04														
Sumsun Nahar, FWV, Taranogar 04 🛓 🗴														
Tania Jesnin, FWV, Aganogar 04														
Tania Jesmin, FWV (Additional Chara 04 🗸 🕂 New 🔃 Save 🐺 Undo 💥 Delete 📲 Close														
44 Record 1 of 52 > >> 4 >														



- 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 (D
	Opening Balance	54	890		Opening Balance	54	890	20	19	9		
	Received this Month		5000		Received this Month		5000					
	Balance this Month	54	5890		Balance this Month	54	5890	20	19	9		
_		51	5050		Adjustment (+)							
	Adjustment (+)				Adjustment (-)							
	Adjustment (-)				Total this Month	54	5890	20	19	9		
	Total this Month	54	5890		Distribution this Month	54	1000	10	10	2		
	Distribution this Month	5	1000		Closing Balance this Month		4890	10	Ac	tive/Deactiva	te Item	
	Closing Balance this Month	49	4890		Stock Out Reason Code				Reason	are, beatare		
	Stock Out Reason Code				Days Stock Out				Kedaon			-
	Days Stock Out			I	Eligible		<b>V</b>	<b>V</b>			Cancel	
۲	Eligible				Eligibility Reason				3	ave	Cancel	
	Eligibility Reason			н	↔ ↔ Record 11 of 12 →	₩ ₩ 4						

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.

8	File	Parameters	Invoice	Field	Stock	Administrator	Help												
LMIS	Form 2	LMIS Form 3	LMIS For	rm 78	Supply F	Plan Custom Supply Plan	Field Report	s DDS I Repor	Kits ting										
Welco	me LMIS	Form 3																	×
Jun (	)1, 2019 - S	ep 30, 2019 👻		Ξ															
					SI	OP Group FWV		-	SDP	01. Jinnat Sha	hida, FWV (Inc	harge), Hazrat	pur UH {						
Mon	th Year 🔻				Report	ed Month August		Rep	orted Year		2019	Entry Da	ate 04/09/	2019	-				
Fa	acitry Name Entry Shukhi (3rd Oral Pili Counter Injectables AD Syringe To Inglanon Jadele (2, pro 1748, unscription 7, 1%																		
•	Y         August-2019         Shukhi         Shukhi         Shukhi         Oral PII Apon         Condom         Ingletables (Vials)         AD Syringe (Mis)         ILD         Implanon (Single Rod)         Jadelle (2 Rod)         ECP         TAB: MISOPRO         MRM (PACI)         7.1% OLIORH (INC)																		
۱.	01. Jinnat	Shahida, FWV (In	ncharge),	. 04	Openi	ng Balance	84		88	344	180	168	1				16	3	30
	06. Shahr	iaj Parvin, FWV (I	incharge),	04	Recei	/ed this Month													
	1/Ka, Has	sina Khatun,FWA,	Ruhitpur	04	Balan	e this Month	84		88	344	180	168	1				16	3	30
	Ad-din me	dical college hosp	ital	04	Adjus	tment (+)													
	BAMANEH			04	Adjus	tment (-)													
	Marie Stop	oes Maternity Clin	ic, h#45,k	. 04	Total	this Month	84		88	344	180	168	1				16	3	30
	Momotaz	Shirin, FWV, Zinzi	ra	04	<ul> <li>Distrib</li> </ul>	ution this Month	30		50	120	150	150					10	2	20
	Razia Beg	um, FWV, Shuvad	lda	04	Closin	g Balance this Month	54		38	224	30	18	1				6	1	10
	Rehana P	arvin, FWV, Kond	da	04	Stock	Out Reason Code													
	Riva Sulta	na, FWV, Kalatia	UH & FWC	04	Days	Stock Out													
	Rokeya K	hatun FWV, Ruh	itpur	04	Eligible	•	<b>V</b>	1	<b>V</b>	<b>V</b>	<b>V</b>	1	<b>V</b>	1	1	<b>v</b>	<b>V</b>	2	<b>V</b>
	SAJEDA H	HOSPITAL		04	Eligibil	ity Reason													
	Shahnaj P	arvin.FWV.Kalind	У	04		Record 7 of 12	₩ 4												•
	Suchitra R	oy, FWV, Tagoria	9	04															
	Sumsun N	lahar, FWV, Tara	nogar	04		×													
	Tania Jesi	min, FWV, Agano	gar	04															
	Tania Jesr	min, FWV (Additio	nal Chara	04 👻	+	New 🕞 Save	Unc	io 🗶 D	elete 🚚	Close									
	Record 1	of 52 🕨 🗰 🖣 🚺		•															



- 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 (1ML)	IUD	Implanon (Single Rod)	Jadelle (2 Rod)	ECP	TAB. MISOPRO (Dose)	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
Þ	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	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	1	<b>V</b>	$\checkmark$	<b>V</b>		<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
	Eligibility Reason													
H		» ні 4 📃												) k

- 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.

1	Do you really want to delete of the all items in Form 3?
	<u>Y</u> es <u>N</u> o

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

Fil	e Parameters I	Invoice	Field	Stock Administrator	Help												
LMIS Form 2	LMIS Form 3	LMIS Form	1 78	Supply Plan Custom Supply Plan	Field Report	s DDS F Repor	Gts ting										
Welcome	MIS Form 3																x
Jun 01, 201	9 - Sep 30, 2019 🔽	_		SDP Group FWV		¥	SDP	06. Shahnaj i	'arvin, FWV (Inc	harge), Basta							
	This Month			Reported Month August		Repo	orted Year		2019	Entry Da	ate 11/09/	2019	-				
	Last Month ast 3 Month	e),	Entry 11		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% CHLOROH
	Last Year	pur	04	Opening Balance	252		63	100	357	355	24			3	56		20
C	ustom Range		04	Received this Month				300									
From	То		04	Balance this Month	252		63	400	357	355	24			3	56		20
01/06/2019	30/09/2019	- 5,k	04	Adjustment (+)													
	anti Carant		04	Adjustment (-)										-			
A	ppiy Cancel		04	Total this Month	252		63	400	357	355	24			3	56		20
Riva	Sultana, EWV, Kalatia U	H & EWC	04	Distribution this Month	0.000		<b>C</b> 2	40.0	0.57	255							
Roke	va Khatun FWV, Ruhito	Jur	04	Closing Balance this Mon	n 252		63	400	357	355	24			3	56		20
SAJE	DA HOSPITAL		04	Dave Stock Out													
Shah	naj Parvin.FWV.Kalindy		04	Flighte	7	7	2	7		V	7	7	7	7	7	7	7
Suchi	tra Roy, FWV, Tagoria		04	Eligibility Reason													
Sums	un Nahar, FWV, Tarano	ogar	04	W 44 4 Record 1 of 12	A AN AN												
Tania	Jesmin, FWV, Aganoga	ar	04	Record 10112													
Tania	Jesmin, FWV (Additiona	al Chara	04	🛓 🖹													
> July-	2019																
> June	-2019		-	🕂 New 🕃 Sa	/e 😽 Uni	io 🗶 D	elete 🖣	Close									
++ + Recor	rd 2 of 52 🕨 🗰 🖣 🗌		Þ														

How to filter month-wise LMIS Form 3 Reports

# 6.3. LMIS Form 7B

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

File File	Parameters 1	Invoice Fie	eld S	tock	Admi	nistrator	Help									
LMIS Form 2	LMIS Form 3	LMIS Form 7	78 S	upply	Plan	Custom Supply Plan	Field Reports	DDS K Report	its							
Welcome LM	IS Form 78															
Jun 01, 2019	- Sep 30, 2019 💌		Ξ													
Report Mor	nth Report Year	Uploaded	Upazi			Id	52		Up	azila Keraniga	anj, Dhaka	<ul> <li>District</li> </ul>	Dhaka			
9		+		1	Rep	orted Month	August	v	Tota	al SDP		111 Remarks				
August	2019	1	Keran	ŭ	Re	ported Yea	<b>r</b> 2019		Reports Subr	nitted					v	
July	2019	✓	Keran	ir	SI #	Article		One	ning Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS	
June	2019	<b>~</b>	Keran	i .	•	re dae		ope	ing boonce	The control	100000	najabanene (1)	(ind)abonene ()	clobing balance	1100	A
				16	• 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 G	ien)		13,260					13,260		-
					4	Oral Pill Apo	n		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	
				H		Implant (No Record 1 of	S) 28 b bb bbl d		660		216			999	19.3	
						×	Progr	ess								
				L	Upazila S	tore Fie	ld Stock									
44 4 Record	1of3 ► ₩ ◀	III.	Þ		🛉 Ne	ew 🔯	Save 🛃 Und		Delete	Preview	Print	Close	Post			1 Upload Form 78

## **Open LMIS Form 7B**

- Run UIMSV4
- Select Field > LMIS Form 7B... from Fields menu.
- The LMIS Form 7B screen is displayed.

#### **General Description of LMIS Form 7B**

🤍 File	Parameters	Invoice Fiel	ld St	ock Admin	histrator i	Help									
LMIS Form 2	LMIS Form 3	LMIS Form 78	3 Su	pply Plan	Custom Supply Plan	Field Reports	DDS Kits Reporting	9							
Welcome LMIS	S Form 78														×
Jun 01, 2019 - Report Mont 9	- Sep 30, 2019 ¥ th Report Year	Uploaded	Upazila	Repo	Id orted Month ported Year			Up Tota Reports Subr	azila Keraniga al SDP nitted	nj, Dhaka	District 111 Remarks				
July	2019		Kerani	SL#	Artide		Openin	g Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS	
		<u> </u>		+ 1 2	Condom Sukhi			83,768 49,980	46,800 17,280	43,500 24,315	ſ		87,068	3 1.8 5 1.9	
	Α			3	Sukhi (3rd G Oral Pill Apor	en) n		13,260 278	800	478	L		13,260	0.7	
				6	IUD Injectables (	(Vials)		216 7,693	100	30 2,786			286	5 3.8 7 2.1	
				8	AD Syringe ( Implant (Nos Record 1 of 2	(1ML) 5) 18 • • • • • • •		7,829 660	1,900	2,786 216			6,943 444	2.1 19.3	<b>~</b>
				De B	Fiel	Progre	ess								
4 4 Record 1	1of3 ▶ ₩ ◀	III	×	🛨 Ne	w	Save 🛃 Unde		Delete	Preview	Print	Close	Post			1 U: Tot Form 78

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 **w** button from the command buttons block and the form look like as follows:

S File Pa	rameters	Invoice Field	Sto	ock Administrator	Help							
LMIS Form 2 LI	MIS Form 3	LMIS Form 78	Sup	pply Plan Custom Supply Plan	Field Reports	DDS Kits Reporting						
Welcome LMIS For	m 78											
			_									
Jun 01, 2019 - Sep	30, 2019 💌											
Report Month	Report Year	Uploaded	Upazila		Id 52		Upazila Keraniganj, Dhaka	<ul> <li>District</li> </ul>				
9		1		Reported Mon	th August	-	Fotal SDP	111 Remarks			-	
A Toly	2010		Koroni	Reported Ye	ar 2019	Reports S	ubmitted				-	
P July	2019		Nerdin									
June	2019	<b>Y</b>	Kerani	SL# Article		Opening Balance	e Received Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS	
				Ÿ								
				HI HI H Record 0 of	0 ▶ ₩ ₩ ◀							)
					Pro	gress						
				Uppelo Stars	iald Stock	-						
				opazia store	nero o cock							
					Ĭ				0			
44 4 Decend 1 46	5 55 d			🛨 New 辽	Save 🛃 U	ndo 🗙 Delete	🔍 Preview 📒 Prin	t 🕂 Close	Post			
Record 1 of a			-									

- 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:

	Parameters	Invoice Field	Sto	ck A	dministrator	Help										
LMIS Form 2	LMIS Form 3	LMIS Form 78	Sup	pply Plan	Custom Supply Plan	Field Reports	DDS Kits Reportin	; g								
Welcome LMI	S Form 7B															×
Jun 01, 2019	- Sep 30, 2019 🔻															
Report Mor	th Report Year	Uploaded	Upazila		I	<b>d</b> 52		Upa	azila Keranig	anj, Dhaka	~	District	Dhaka			
9		1		R	eported Montl	h August	*	Tota	SDP			Remarks			-	
August	2019	1	Kerani		Reported Yea	r 2019		Reports Subm	itted						-	
July	2019	✓	Kerani	S	# Article		Openir	n Balance	Received	Issued	Adius	stment (+)	Adjustment (-)	Closing Balance	MOS	
June	2019	✓	Kerani	٩												
				HI HI Upazi	Record 0 of 0     Sore Fie	וווי איז איז איז איז איז איז איז איז איז אי	gress									*
+ + Record	1 of 3 ト ↦ ◀		Þ	-	New	Save Ur	ndo	Delete	Preview	Print	-	Close	Post			

## **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.

🤍 File	Parameters I	nvoice Field	d Sto	ck Administrator Help											
LMIS Form 2	LMIS Form 3	LMIS Form 78	Su	pply Plan Custom Fiel	Reports DD Rep	S Kits orting									
Welcome LM	IS Form 78														×
Jun 01, 2019	- Sep 30, 2019 🔻		Ξ												
Report Mor	nth Report Year	Uploaded	Upazila	Id 52			Upazila Ker	aniganj, Dhaka	~	District	Dhaka				
٩		1		Reported Month Aug	st	Ŧ	Total SDP		111	Remarks			-		
August	2019	1	Kerani	Type	Total Invoice	Updated	Not Updated	Cancelled					~		
July	2019	×	Kerani	Receive From Warehouse	1	1	0	0		1		let i p l	1100	1	i
June	2019	<b>V</b>	Kerani	Issue Voucher	114	114	0	0	Adju	Istment (+)	Adjustment (-)	Closing Balance	MOS		
				Adjustment Invoice	2	2	0	0							
				lota	:   11/	11/	0								
				Form 2/3 monthly repo	rting status										
				Report Type To	tal Reports F	leport Enter	red Repor	t Remaining							
				LMIS Form 3	12		12	1							
					e Close										
				÷ ×	Progress				,						
				Upazila Store Field Stor	k 🗌										
				🕂 New 🕃 Save	💌 Undo	Colete	e 👌 Preview	w 🚔 Print	4	Close	Post				
44 4 Record	1of3 → ₩ ◀ 🛛		Þ				1-			1					

• 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.

File 😽	Parameters	Invoice Fiel	ld St	ock Ad	ministrator i	Help								
LMIS Form 2	LMIS Form 3	LMIS Form 78	I SI	ipply Plan	Custom Supply Plan	Field Reports	DDS Kits Reporting							
Welcome LMIS	Form 7B			Form 2 8	L Form 3 SDP(s)	Name who have	Distribution entry	mistake (left side) and No	Distribution entere	d (right side)	1			×
Jun 01, 2019 -	Sep 30, 2019 🔻			Form Ty SDP C	ode 🔺 SDP	Name		Injectables Distribution	Injectables Sy	ringe Distribution	F	Form Type 🔺	SDP Name	
Report Mont	h Report Year	Uploaded	Upazil									Form Type     F062     F067	e: Form 2 01. 1/Ka, Aysha Begum (in-charge), FWA,	
August July	2019 2019		Kerani Kerani									F053 F057	<ol> <li>1/ Ka, Nurjanan Begum, HWA, Aganogar</li> <li>1/ Kha Suborna (in-charge) , FWA, Shu</li> <li>1/ Kha, Khaleda Begum, FWA, Aganogar</li> </ol>	
June	2019	✓	Kerani									F058 F046	03. 1/Ga, Hasina Begum, FWA, Aganogar 03. 2/Ka, Taslima Hossain, FWA, Zinzira 04. 1/Gba, Jasmin Begum, FWA, Aganogar	
												F064 F047	<ol> <li>Off, J. Gha, Jestini Deguni, FWA, Agarogai</li> <li>Off, J. Gha, Shahana Begum, FWA, Shuva</li> <li>Off, Z. Kha, Marufa Akhtar Mukti, FWA, Zin</li> </ol>	
				144 44 4	Record 0 of 0					•		F060 F065	05. 1/ Cha, Tasima Khatun, FWA, Aganogar 05. 1/ Uma, Sabina Asrafi, FWA, Shuvadda 1 of 106	-
					Do ye	ou really wa	nt to continue	with Form 2 or Fo	m 3 Distribu	tion entry mi	stal	ke(s) or No	Distribution entered ?	
				Upazila	Store Fiel	d Stock		<b></b>	Yes	lo	_			
	.of3 ► ₩ ◀	III	+	+	New	Save U	ndo 🗶 Delete	Preview 🚔 P	rint 🕌 Close	Post				

• 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.

#### UIMSv4 User's Guide

Q	File	Parameters	Invoice F	ield Sto	k Administrator	Help				
LM	IS Form 2	LMIS Form 3	LMIS Form 7	3 Suppl	Plan Custom Supply Plan	Field Reports				
						Form 2 & Form 3 SDP(s) Name wi	no have Distribution	entry mistake (left side) and	d No Distribution ent	tered (right side)
W	elcome LM	IIS Form 78 SD	P List Issue \	/oucher U	10					×
		24.01.0010		-	Form Type 🔺				Form Type 🔺	
	Apr 01, 2019	9 - Jul 31, 2019	×	=	SDP Code	SDP Name	Injectables Distribution	Injectables Syringe Distribution	SDP Code SDP	P Name
	Report Mor	nth Report Ye	ar Uploade	d Upazila	🕨 👻 Form Typ	e: Form 3				
9			1		W022	Tania Jesmin, FWV (Additional Charage), Sa	40	0		
,	June	2019	1	Kerani						
	May	2019	<ul> <li>✓</li> </ul>	Kerani						
	April	2019	<ul> <li>✓</li> </ul>	Kerani						
					141 41 4 Record	Lof1 → M MI <		, in the second s	H4 44 Record 0 of 0	ынн– < — »
					Upazila Store	Do you really want to continue w	vith Form 2 or Form	a 3 Distribution entry mi	stake(s) or No Dis	stribution entered ?
4	<ul> <li>Record</li> </ul>	1of3 ► ₩ ◀ 0		4	🛨 New	Save Undo X Delete	Preview 📕 Print	Close 🔒 Post		

• Else the following form will appear:

File 🔍	Parameters	Invoice Field	d Sto	ock Administrator	Help							
					<b>No</b>							
LMLS FORM 2	LMLS FORM 5	LMIS FORM 78	Sut	Supply Plan	Held Reports	Reporting						
Welcome LMIS	Form 7B											 ×
Jun 01, 2019 -	Sep 30, 2019 🔻											
Report Mont	h Report Year	Uploaded	Upazila	I	52		Upazila Keraniganj, Dhaka	<ul> <li>District</li> </ul>	Dhaka			
9		1		Reported Mont	a August	-	Total SDP	111 Remarks			*	
August	2019	1	Kerani	Reported Yea	r 2019	Rep	ports Submitted				~	
July	2019	✓	Kerani	SI# Article				ent (+)	Adjustment (-)	Closing Balance	MOS	
June	2019	✓	Kerani	<b>9</b>		UIMS V4		×	Aujustinent ()	closing bulance	1100	
						Do	o you really want to fill the Form 7B	items? No				
				141 41 4 Record 0 of 0	► ₩ ₩ 4							
					Pro	aress						
				Upazila Store Fie	ld Stock							
🕂 🕴 Record 1	.of3 ▶ ₩ 4		Þ	🛨 New 🔃	Save 🛃 Un	ndo 🗶 De	elete 🛕 Preview 📄 Print	Close	Post			

• Click "Yes" to continue and the following form will appear:

File 😽	Parameters I	Invoice Field	Sto	ock Administrator	Help					
LMIS Form 2	LMIS Form 3	LMIS Form 7B	Suj	pply Plan Custor Supply P	n Field Reports	DDS Kits Reporting				
Welcome LMIS	Form 7B									x
Jun 01, 2019 -	Sep 30, 2019 👻		Ξ							
Report Mont	h Report Year	Uploaded	Upazik		Id 52		Upazila Keraniganj, Dhaka	District Dhaka		
۹		1		Reported M	Ionth August	-	Total SDP	111 Remarks		•
August	2019	1	Kerani	Reported	Year 2019	Report	.s Submitted		2	-
July	2019	✓	Kerani	SL# Article		Opening Balar	nce Received Issued	Adjustment (+) Adjustment	(-) Closing Balance MOS	
June	2019	✓	Kerani	9						
				141 41 4 Record 0	lof0 ⊨ ₩ ₩ «		Loading Components			*
				i i	Pro	gress				
				Upazila Store	Field Stock	-				
44 4 Record 1	of 3 🕨 😽 🖣	III	Þ	🛨 New [	🕽 Save 본 U	ndo 🗙 Delete	e 这 Preview 🛤 Print	Close 🔒 Post		

- 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.

File 🔨	Parameters	Invoice Fie	ld Sto	ock /	Administrator	Help									
LMIS Form 2	LMIS Form 3	LMIS Form 78	s Su	pply Plan	Custom Supply Plan	Field Reports	DDS Kits Reporting	: 9							
Welcome LN	IS Form 78														×
Jun 01, 201	- Sep 30, 2019 🔻		=												
Depart Mr	ath Depart Vage	Uploaded			I	<b>d</b> 52		Upazila	Keraniganj	, Dhaka	District	Dhaka			
•	nui Report real		opazik		Reported Monti	h August	-	Total SDP		11	1 Remarks				
					Peported Vea	2019		Reports Submitted		11	.1			~	
August	2019	T	Kerani		Reported red										
July	2019	✓	Kerani	SL	# Artide			-			"stment (+)	Adjustment (-)	Closing Balance	MOS	
June	2019	✓	Kerani	٩			UIMS V	4		2	<		-		
				•	1 Condom								87,068	1.8	ā
					2 Sukhi			Form 7B items	generated	successfully.			42,945	1.9	-
					3 Sukhi (3rd (	Sen)							13,260		
					4 Oral Pill Apo	n					-		600	0.7	_
					5 ECP		-			OK					-
					6 IUD	6- 1 X		216	100	30			286	3.8	-
					/ Injectables	(Vials)	_	7,693	1,900	2,786			6,807	2.1	-
					Timplant (No	(1)(L)		660	1,500	2,700			444	19.3	
				141 41	4 Record 1 of	28 ▶ <del>I</del>				210				1515	
						Pro	ress					08/			
					1.0		gress					0%			
				Upaz	tila Store File	IU SIUCK									
					l cân			1.	Ĭ.	L r		0			
44 4 Record	1 of 3 🕨 🗰 🕯 🗌	III	Þ	-	New	Save 🤦 Un	ndo 👗	Delete Q P	review 📒	Print ┥	Close	Post			

Page **129** of **195** 

• 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.

FOR	RM-7B					4	8										
			GOVE	RNMENT	OF TH	TE PEC	PLE'S REF	UBLIC	OF BANG	LADESH							
TID	A 711 A MONTHLY SUPPLY			DIRECTO	DRATE	GENE	RAL OF FA	MILY	PLANNIN	G							
DIP	TRIBUTION & STOCK BALANCE PE	DOPT											10581	number of 3	SDP1-:		
D12	TRIBUTION & STOCK BALANCE RE	PORT	-								Total nun	iber of	f SDPs :	ubmitted r	eport :	111	
UPA	ZILA: Keraniganj, Dhaka	DISTRIC	T: Dhaka				MONTH	: Augi	ist .				YEAR	2019		moment	Tract
SL No	ITEM		UPA	ZILA STOP	RERO	DM			FIELD	STOCK (Fi	rom MIS 2, From Uania	FP St	NGO: 1 ore	aking Suppl	bes	USABLE	Numbe
		Opening Balance	Received (+)	Issued (•)	Adjus	Ament	Closing Balance	MOS	Opening Balance	Received (+)	Distributed to Acceptors	Adjus	stment	Closing Balance	MOS	STOCK BALANCE (8+15)	of SDP Stockou
					(+)	(-)					(•)	(+)	(•)				
1	2	3	4	5	6	7	8	9	10	- 11	12	13	14	15	16	17	18
1	Condom	83,768	46,800	43,500			\$7,068	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	123,597	2
3	Suldni (3rd Gen)	13,260					13,260									13,260	111
4	Oral Pill Apon	278	800	478			600	.7	5,860	478				6,338	7.4	6,938	2
5	ECP								106					106	5	106	
6	IUD	216	100	30			286	3.8	261	30				291	3.9	577	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	2,966	5
11	Normal Delivery Kit	19		1			18		19	1				20		38	9
12	MRM (Pack)					<u> </u>			10					10		10	15
13	7.1% CHLOROHEXIDINE					<u> </u>			1,042					1,042		1,042	9
14	INJ. MgSo4					<u> </u>											17
10	INJ. OXYTOCIN 5.10/ML				<u> </u>	-		-									17
10	MNP (Susset)				<u> </u>	-		-					-				
17	Santary Napkin Pad				<u> </u>	-		-	21				-	21		21	15
10	DDS KR	-	20	20	<u> </u>	<u> </u>		-	102				-	104		100	<u> </u>
19	MR(MVA) KII (NOS)				<u> </u>	<u> </u>		-	105				-	105		105	<u> </u>
20	Iron-Folic Acid pill (NUS)	3,300			<u> </u>	-	5,500	<u> </u>							<u> </u>	3,300	
21	Inj. Antenatal Conticosteroid	2/2		10	<u> </u>		020	<u> </u>						10	<u> </u>		17
22	Inj. Gantamicin	240		10	<u> </u>		250	<u> </u>		10				10	<u> </u>	240	10
25	COTTON (100GM) (N20)	684			<u> </u>		9//	<u> </u>							<u> </u>	4//	<u> </u>
*5	SDP=FWAs, FWVs/SACMO, MO(CI	inic), NGOs and	i Multi-sec	s total agenci	5		307									307	<u> </u>
Rem Prep	arks: ared by: MD Jasim Uddin					Ret	iewed and A	pprove	d by: N	AHID SHI	II.TANA						
Desie	mation: UFDA (Store)					Desi	enation:		0								
	,							· · · ·							_		

• 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

File 🔨	Parameters	Invoice F	Field S	tock	Administrator	Help										
LMIS Form 2	LMIS Form 3	LMIS Form	78 9	Upply	y Plan Custom Supply Plan	Field Reports	DDS I Repor	Kits ting								
Welcome LMIS	Form 78															
Jun 01 2019 -	Sep 30, 2019 -															
Benert Menti	h Bonort Yoor	Uplanded	Linaa		Id	52		Up	azila Keraniga	inj, Dhaka	⊤ Dis	strict [	Dhaka			
ę	in Report real		opuz		Reported Month	August	~	Tota	I SDP		111 Rem	arks				
August	2019		Kera		Reported Year	2019		Reports Subr	nitted		111				-	
July	2019		Kera						1	1			1			
June	2019		Kerar		SL# Article		Ope	ening Balance	Received	Issued	Adjustment	t (+)	Adjustment (-)	Closing Balance	MOS	
					t 1 Coodom			93 769	46 900	42 500				97.065	10	
				H	2 Sukhi			49,980	17.280	24 315				42.94	5 1.9	
					3 Sukhi (3rd G	en)		13,260	UIMS V4					×	0	
					4 Oral Pill Apo	1		278	-						0.7	
					5 ECP				A F	orm 7B field p	revious mon	th clo	sing balance doe	s not match		
					6 IUD			216	<u>!</u> v	vith this month	n opening b	alance	e for 7 item(s).		5 3.8	
					7 Injectables	Vials)		7,693							7 2.1	
					8 AD Syringe	(1ML)		7,829						ОК	3 2.1	
					Implant (No:	;)		660					1		4 19.3	
				H	Record 1 of 2	8 + ++ ++ 4										• •
					🛓 🖍	Prog	ress						0%			
					Upazila Store Fiel	d Stock										
	60 x x 6				🕂 New 〕	Save 🦉 Und	do X	Delete	Preview	Print	Close	- 6	Post			
44 4 Record 1	013 1 1 4															

Else the following screen will appear:

S	У File	Parameters Ir	nvoice Fie	eld St	ock	Admini	strator	Help										
U	MIS Form 2	LMIS Form 3	LMIS Form 7	18 SI	ylqqu	Plan Si	Custom upply Plan	Field Reports	DDS Repor	Kits ting								
W	/elcome LMIS	Form 78																x
	Jun 01, 2019 -	Sep 30, 2019 👻		≡														
	Report Mont	h Report Year	Uploaded	Upazil			Id	52		Up	azila Kerani	ganj, Dhaka	~	District	Dhaka			
	9		1			Repo	rted Month	August	T	Tota	al SDP		111	Remarks			-	
	August	2019	1	Kerani		Rep	orted Year	2019		Reports Subr	mitted		111				<b>v</b>	
	July	2019	<b>√</b>	Kerani		<b>G</b> . #	a sector		10	the Balance	Description	-	La de la		Adverteent ( )	Charles Delegas	1100	
	June	2019	<b>V</b>	Kerani		3L#	Arucie		Ope	aning balance	Received	Issued	Auju	isunerit (+)	Aujusunent (-)	closing balance	MUS	
						1	Condom			_						87.068	1.8	
					ŀ	2	Sukhi			UIMS V4					×	42,945	1.9	
						3	Sukhi (3rd G	ien)								13,260		
						4	Oral Pill Apo	n		1 📿 5	o you really ou will not b	want to post Fo	orm 7B1 his mor	for August.	e issue and	600	0.7	
						5	ECP				djustment in	voice after post	t.	in s recen	c,issue una			
						6	IUD									286	3.8	
						7	Injectables	(Vials)						Yes	No	6,807	2.1	
						8	AD Syringe	(1ML)					_			6,943	2.1	
							Implant (No	s)		660		21	.6			444	19.3	· ·
					H	4 4 4 F	Record 1 of 2	28 1 10 10 10										• •
					1	÷ 🗼		Prog	ress						0%			
					ī	Upazila Sto	re Fie	ld Stock										
	« • Record 1	of 3 🕨 😽 🖣 👘	11	•		Nev	v 🖸	Save 🦉 Und	do 🔰	Delete	Preview	Print 🗎	-	Close	Post			

• Press "Yes", After post the following screen will appeared:

V	File	Parameters I	nvoice	Field	Sto	dk	Admin	istrator	Help											
LM	IS Form 2	LMIS Form 3	LMIS F	orm 78	Sup	oply Pla	an S	Custom Gupply Plan	Field Reports	DDS K Report	îts ing									
We	lcome LMIS	Form 78																		×
	un 01, 2019 -	Sep 30, 2019 👻			Ξ															
	Report Mont	h Report Year	Uploa	ded	Upazila			Ic	52		Up	azila Keraniga	nj, Dhaka	Ŧ	District	Dhaka				
۴				t			Repo	rted Month	August	Ŧ	Tota	I SDP		111	Remarks			-		
,	August	2019		t	Kerani		Rep	ported Yea	2019		Reports Subn	nitted		111				T		
	July	2019		<ul> <li></li> </ul>	Kerani		01.44	a state								Adverteent ( )	Clasica Delegas	MOS	1	
	June	2019		<ul> <li></li> </ul>	Kerani	9	5L#	Article		UIMS V4				×	( ent (+)	Adjustment (-)	closing balance	MUS		
						H	1	Condom									87.068	1.8	8	
						H	2	Sukhi			Form 7B of A	ugust-2019 pc	sted successf	ully.			42,945	1.9		=
							3	Sukhi (3rd G	Gen)								13,260			
							4	Oral Pill Apo	n								600	0.7	7	
							5	ECP					0	К						
							6	IUD			216	100	30				286	3.8	8	
							7	Injectables	(Vials)		7,693	1,900	2,786				6,807	2.1		
							8	AD Syringe	(1ML)		7,829	1,900	2,786	i			6,943	2.1		
								Implant (No	s)		660		216	i			444	19.3	3	-
							4 4	Record 1 of	28 1 19 191 1											P
								¢	Pro	ogress						0%				
						Upa	azila St	ore Fie	ld Stock											
						+	Ne	w D	Save 😽 U	ndo 🗙	Delete	Preview	Print	4	Close 6	Post				
	<ul> <li>Record 1</li> </ul>	of 3 🕨 🗰 🖣 🚺			×							-				•				

• Press **"OK"** and following window will appear:

🤍 File	Parameters I	invoice Field	d Sto	ock A	dministrator	Help								
LMIS Form 2	LMIS Form 3	LMIS Form 78	Su	pply Plan	Custom Supply Plan	Field Reports	DDS Kits Reporting							
Welcome LMIS	S Form 7B													×
Jun 01, 2019	- Sep 30, 2019 🔻		Ξ											
Report Mon	th Report Year	Uploaded	Upazila			<b>Id</b> 52	Ut	azila Keraniga	nj, Dhaka	<ul> <li>District</li> </ul>	Dhaka			
۲		1		R	eported Mon	th August	<ul> <li>Tota</li> </ul>	al SDP		111 Remarks			<b>A</b>	
August	2019	1	Kerani		Reported Ye	ar 2019	Reports Subr	mitted					Ŧ	
July	2019	✓	Kerani		# Article		Opening Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS	1
June	2019	✓	Kerani	9	, , , , , , , , , , , , , , , , , , ,		opening balance	THE CONTENT	100000	najasanene (1)	najasanen ()	citoting balance	1100	A
				•	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 Ap	on	278	800	478			600	0.7	
					5 ECP									
					6 IUD		216	100	30			286	3.8	
					7 Injectable	s (Vials)	7,693	1,900	2,786			6,807	2.1	
					8 AD Syring	e (1ML)	7,829	1,900	2,786			6,943	2.1	
				144 44	Implant (M	105) F79 b bb bb 4	660		216			444	19.3	· · · · · · · · · · · · · · · · · · ·
					Kecord 10	20 7 77 77 1								
					X	Progre	255							
				Upazi	la Store F	ield Stock								
+ + Record	1of3 ▶ ₩ ◀ 📃		Þ	±	New 💭	Save 🛃 Undo	Delete	Preview	Print •	Close	Post			1 Upload Form 78

# Upload LMIS Form 7B Report

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

V	File	Parameters 1	Invoice Fi	eld Sto	ock	Admi	nistrator	Help								
LM	IS Form 2	LMIS Form 3	LMIS Form 7	B Su	pply P	Plan	Custom Supply Plan	Field Reports	DDS Kits Reporting							
We	come LMIS	Form 78														2
5	un 01, 2019 - :	Sep 30, 2019 🔻														
	Report Month	n Report Year	Uploaded	Upazila			I	<b>d</b> 52	U	pazila Keraniga	inj, Dhaka	<ul> <li>District</li> </ul>	Dhaka			
Ŷ			1			Rep	orted Monti	h August		tal SDP		111 Remarks			4	
	August	2019	+	Kerani		Re	ported Yea	r 2019	Reports Sub	mitted					Y	
	July	2019		Kerani						1	1	1	1	,		
	June	2019	<b>v</b>	Kerani		SL#	Article		Opening Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS	
							0.1				40.500			07.070		
					ŀ	1	Condom Sukhi		40.08	46,800	43,500			42 945	1.8	= .
							Sukhi (3rd 0	Sen)	13,26	) 17,200	21,313			13,260	1.5	
						4	Oral Pill Apo	2n	27	800	478			600	0.7	
						5	ECP									
						e	IUD		21	5 100	30			286	3.8	
						7	/ Injectables	(Vials)	7,69	3 1,900	2,786			6,807	2.1	
						8	AD Syringe	(1ML)	7,82	9 1,900	2,786			6,943	2.1	
							Implant (No	os)	66	)	216			444	19.3	· ·
					144		Record 1 of	28 1 14 14 4								
						£ L	×	Prog	ress							
					Up	pazila S	tore Fie	eld Stock								
41	< Record 1	of3 ▶ ₩ ◀	111	Þ	Ŀ	N	ew 💽	Save 🛃 Un	do 🗙 Delete	C Preview	Print	Close	Post			1 Upload Form 78

(Note: Make sure your computer have internet connected)

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

R	🖉 File	Parameters I	Invoice Fiel	d Sto	ock Administrator	Help										
u	IIS Form 2	LMIS Form 3	LMIS Form 78	Suj	pply Plan Custom Supply Plan	Field Reports	DDS Kits Reporting									
W	elcome LMIS	Form 78														×
	Jun 01, 2019 -	Sep 30, 2019 👻		Ξ		-										
	Report Mont	h Report Year	Uploaded	Upazila	Reported Mont	d 52		Upazila Total SDP	Keraniganj, D	naka 💌	District Remarks	Dhaka				
	August	2019	1	Kerani	Reported Yea	ar 2019	Rep	ports Submitted		111				T		
	July June	2019 2019	✓ ✓	Kerani Kerani	SL# Article	U	MS V4		I.		· · · (+)	Adjustment (-)	Closing Balance	MOS		
					1 Condom     Sukhi			u really want to	Upload Form	7B data to SCIP			87,068	1.8		=
					3 Sukhi (3rd 4 Oral Pill Ap	Gen)		,					13,260	0.7		
					5 ECP				<u>Y</u> es	<u>N</u> o						
					6 IUD	() ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( (		216	100	30			286	3.8		
					8 AD Syringe	e (IML)		7,829	1,900	2,786			6,943	2.1		
					Implant (N	os)		660		216			444	19.3		-
					HI HI A Record 1 of	28 1 10 10 1										<u> </u>
					÷ ×	Prog	gress					0%				
					Upazila Store F	ield Stock										
L	<ul> <li>Record 1</li> </ul>	.of3 ⊧ ⊮ ◀	III	Þ	🛨 New 〕	Save Un	do 🗶 De	elete 🛕 Pr	eview 📕	Print	Close	Post			1	Upload Form 7B

Press **"Yes"** button then after uploading look like following screen:

C	File	Parameters	Invoice Field	d Sto	ock Administrator	Help										
LIM	IS Form 2	LMIS Form 3	LMIS Form 78	Su	pply Plan Custom Supply Plan	Field Reports	DDS Kits Reporting									
We	lcome LMIS	Form 7B														×
	Report Mont	• Sep 30, 2019 🔻	Uploaded	Upazik	1	d 52		Upazila	Keraniganj, l	Dhaka 🔤	District	Dhaka				
9					Reported Mont	h August	-	Total SDP		11	1 Remarks			-		
		2242		10	Reported Yea	2019	Rep	orts Submitted		11	1			-		
,	August	2019	I	Kerani												
_	July	2019	<b></b>	Kerani	SL# Article					- J	djustment (+)	Adjustment (-)	Closing Balance	MOS		
	June	2019		Kerani	Ŷ		UIMSV	4		×					<u> </u>	
					▶ 1 Condom								87,068	1.8	=	
					2 Sukhi			Form 7B up	oaded succe	ssfully.			42,945	1.9		
					3 Sukhi (3rd	Gen)							13,260			
					4 Oral Pill Ap	on			·····				600	0.7		
					5 ECP				L	OK						
					6 IUD	01-1-2		216	100	30			286	3.8		
					7 Injectables	(VIBIS)		7,693	1,900	2,785			6,807	2.1		
					Implant (N	os)	_	660	1,500	216			444	19.3		
					HI 41 4 Record 1 of	28 ▶ ₩ ₩ ◀									• · · ·	
					ii ii	Pro	gress									
					Upazila Store Fi	eld Stock										
					+ New 🗊	Save 😽 Un	ndo 🗙 Del	lete 👌 Pre	view 🚔	Print 🚽	Close	Post				
44	<ul> <li>Record 1</li> </ul>	Lof3 → ₩ 4		Þ												

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.

V	File	Parameters	Invoice Field	Stock	Administrator	Help								
LM	IS Form 2	LMIS Form 3	LMIS Form 78	Supply	Plan Custom Supply Plan	Field Re	ports DDS Kits Reportin							
We	Icome Suppl	ly Plan												
	un 01, 2019 -	Sep 30, 2019	- =	Rei	orted Month Sa	otember	- Upa	zila Keranigani, Dh	naka 🔻	District Dhaka				
٩	Report Mont	h Rej	port Year	R	eported Year	ptember	2019 Rem	arks						
•	September August	20	19 19	SC	P		AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
F	July	20:	19	9										
	June	20	19	• •	FWA									
Г					1/Ka, NARGIS BEG	SUM, 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
				s	3/Ka, Sabina Khai tock as on 01/Jan/00	nom, FW 001:98,948	415	= 1,245 = 146,802	i 1,454 = 153,127	= 10,533	= 10,656		6582	6 🕶
				Con	dom (pcs) Shukhi	(cycles) IL	JD CT-380A (pcs) Inj	ectables (vials) AD	9 Syringe (1ML)					
				Rati	oning % Condom		Shukhi IU	D Injecta	able					Secalculate
	Record 1	of4 ► ₩ <	•	t	New 🔂 s	ave 🛃	Undo 🗙 Dele	te C Preview	🤗 Print	Close			🗛 Genera	te Issue Voucher

# **Open Supply Plan**

- Run UIMSv4
- Select Field > Supply Plan... from Field menu.
- The **Supply Plan** screen is displayed.

# General Description of Supply Plan Form

<b>N</b>	File	Parameters	Invoice Field	Stock A	dministrator H	Help									
LM	IIS Form 2	LMIS Form 3	LMIS Form 78	Supply Plan	Custom Supply Plan	Field Reports	DDS Kits Reporting								
We	lcome Sup	ply Plan													×
	lun 01, 2019 Report Mon	- Sep 30, 2019 ith Re	• E	Reporte	d Month Septe	mber	Upaz	tila Keraniganj, Dh	aka 🔻	B District Dhake					
ľ				Керог	ieu rear		.015								
ŀ	September August	20	19 19	SDP		AMD		Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month	
	July	20	19	P											
	June	20	19	► × FW	A					<b>^</b>					
		-		1/K	a, NARGIS BEGUM	I, FWA	584	1,752	1,929						6
		Α		2/1	(ha, Ismo Tara Ak	hter, F	637	1,911	2,033				6581		6
				2/K	a, ANJU RANI SUT	r, FW	304	912	922				6580	ł	6
				3/1	(a, Sabina Khanon	n, FW	415	1,245	1,454				6582		6 🔻
				Stock a	s on 01/Jan/0001	: 98.948	= 48.934	= 146.802	= 153.127	= 10	533 = 10.6	56			
				Condom (	pcs) Shukhi (cy	des)   IUD CT-38	30A (pcs) Inje	ctables (vials) AD	Syringe (IML)	D					
44	Record	1of4 ▶ ₩ ◀		t Ne	w 🗋 Save	e 🛃 Undo	X Delet	e Preview	Print	Close			Genera	ate Issue Vouche	er

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

V File	Parameters	Invoice Field	Stock Administra	tor Help								
MIS Form 2	LMIS Form 3	LMIS Form 78	Supply Plan Cus Supply	tom y Plan	ts DDS Kits Reporting							
Velcome Supp	oly Plan											
Jun 01, 2019 -	Sep 30, 2019	r 🔳	Reported Montl	September	→ Upazi	a Keraniganj, Dha	ka 🔻	District				
۲			Reported Yea	r	2019 Remark	s			* *			
September	201	9					at i			la re r		
August	201	9	SUP	AP	10	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
July	201	9										
June	201	9										
			Stock as on 12/	Sep/2019 : 98,948	= 0	= 0	= 0	= 0	= 0			
			Lì Lì									
			Condom (pcs) SI	nukhi (cycles) IUD C	T-380A (pcs) Injec	tables (vials) AD S	Syringe (1ML)					
			Rationing % Con	idom Shuk	hi 📃 IUD	Injectab	le 📃					🤹 Recalculate
K Kecord 1	.of4 ▶ ₩ ◀	Þ	🛨 New 🕻	} Save 🛃 U	ndo 🗙 Delete	C Preview	🚔 Print ┥	Close		<	Generate	Issue Voucher

- 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:

File File	Parameters	Invoice Field	Stock A	dministrator	Help								
LMIS Form 2	LMIS Form 3	LMIS Form 78	Supply Plan	Custom Supply Plan	Field Reports	DDS Kits Reporting							
Welcome Sup	ply Plan				· · · · · · · · · · · · · · · · · · ·								x
Jun 01, 2019	- Sep 30, 2019	. =											
Report Mon	ith Rep	port Year	Reporte	d Month Sept	ember	<ul> <li>Upazi</li> </ul>	a Keraniganj, Dha	ika 🔻	District				
Ŷ			Report	ed Year	20	19 Remark	S			*			
September	201	19	SDP		AMD		Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
July	201	19	Ÿ										
June	201	19											
			Stock a	s on 12/Sep/201	9:98,948	= 0	= 0	= 0	= 0	=	0		
				5. 10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0									
			Condom (	X Shukhi (c	(des) IUD CT-380	A (ncs) Injec	tables (vials) AD S	Syringe (1ML)					
			Rationing	% Condom	Shukhi	IUD	Injectab	le					Secalculate
K K Record	1of4 ⊧ ⊮ ∢	)	t Ne	V 🔂 Sav	e 🥂 Undo	X Delete	C Preview	🚔 Print ┥	Close			Generate	Issue Voucher

### **Generation of Supply Plan Details**

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

-			-											
V File	Parameters	Invoice	Field	Stock Ad	dministrator	Help								
MIS Form 2	LMIS Form 3		) orm 78	Supply Plan	Custom	Field Reports	DDS Kits							
					Supply Plan		Reporting							
/elcome Supp	ly Plan													
Jun 01, 2019 -	Sep 30, 2019	-	≡											
Report Mont	h Rep	oort Year		Reporte	d Month Sept	ember	<ul> <li>Upazila</li> </ul>	Keraniganj, Dhi	aka 🔻	District				
9				Report	ed Year	2	2019 Remarks				<b>4</b>			
<ul> <li>September</li> </ul>	201	.9				410			Classica	Allowed Occurrity	A share to constitut	(Indexed	Terrates Ma	AND Month
August	201	.9		9 SUP		AMD	M	ax Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	TUACICE NO	AMD Month
July	20:	.9					UIMS V4							
June	201	9					? Do you	u really want to f	ill the Supply Pla	n items?				
				Stock a	s on 12/Sep/20: cord 0 of 0 ▶ 1	19:98,948 → ₩ ∢	= 0	= 0	= 0	= 0	=	0		Þ
					×									
				Condom (r	ocs) Shukhi (c	/des) IUD CT-38	80A (pcs) Injecta	bles (vials) AD	Syringe (1ML)					
				Rationing	% Condom	Shukhi	IUD	Injectal	xle					🤹 Recalculate
C Record 1	of4 ► ₩ ◀		Þ		v 🗋 Sav	re 🥂 Undo	X Delete	C Preview	🚔 Print	Close			Q <sub>Q</sub> Generat	e Issue Voucher

- 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.

0	🔰 File	Parameters	Invo	xice Field	Stod	k A	dministrator	Help											
u	MIS Form 2	LMIS Form 3	3 LM	MIS Form 78	Supp	bly Plan	Custom Supply Plan	Field R	eports	DDS Kits Reporting									
W	elcome Sup;	oly Plan																	×
	Jun 01, 2019 ·	Sep 30, 2019	•	Ξ							u Verenieret Di			PLATE Dista					
	Report Mon	h I	Report Ye	ear	ĸ	eporte	d Month Sep	ember		Upa	ina Keranganj, Dr	idka 👘		District Driaka					
	7					Repor	ed Year		2019	Rema	rks				-				
	September		2019			500			AMD		May Ourable	Clasica	Allata	d Quantitu	Astual Supely Ourphity	Undated	Tourise No.	AMD Month	
	August		2019		•	SUP			AMD		Max Quartury	Closing	Alloter	u Quanuty	Actual Supply Quantity	opuateu	THVOICE NO	AMD MONUT	
	July		2019		H					न	Londing Data	Diance Wait	-						_E
	June		2019		-	V FW	4 4 - T T 1	lihan E		Δ.	Loading Cor	mponents							
					Ľ	2/1		m ew		20.4	012	022					6500		۰ د
						2/14	a, ANDO KANI S			415	1 245	1 454					6500		۰ د
						3/1	a, Sabina Maka			170	1,270						6502		<u> </u>
						Stock a	s on 01/Jan/000	)1:98,948		= 32,308	= 96,924	= 96,284		= 10,533	= 10,656		6363		• •
					H	44 4 F	ecord 1 of 63	► ₩ ₩											Þ
						ì.	×												
					C	ondom (j	ocs) Shukhi (d	ydes) II	JD CT-380A (p	ocs) Inje	ctables (vials) AD	Syringe (1ML)							
					Ra	tioning	% Condom		Shukhi	IUD	Injecta	able						S Recalcul	ate
	Record :	.of4 ► ₩ <		Þ		Ne	w 🚺 Sa	ve 🛃	Undo	Celet	e 🛕 Preview	🗎 Print		Close			Q Generat	e Issue Vouche	·

<u> </u>		0		0-								
Sile Parameter	rs Invoice Field	Stock Administrator H	Help									
MIS Form 2 LMIS Form	n 3 LMIS Form 78	Supply Plan Custom Supply Plan	Field Reports	DDS Kits Reporting								
/elcome Supply Plan												
Jun 01, 2019 - Sep 30, 201	19 -											
Report Month	Report Year	Reported Month Septer	mber	- Upazik	a Keraniganj, D	haka 🔻	District Dhak	a				
P		Reported Year	2	019 Remarks	3			4				
September	2019						Lan					
August	2019	SDP	AMD	M	lax Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month	4
July	2019	9	UIN	1S V4			×					_0
June	2019	✓ FWA		_								
		<ul> <li>1/Ka, NARGIS BEGUM</li> </ul>	1, FWA	Supply Pla	an generated su	ccessfully for Sep	tember - 2019					6
		2/ Kha, Ismo Tara Aki	hter, F	-						6581		6
		2/Ka, ANJU RANI SUT	r, FW				ОК			6580		6
		3/Ka, Sabina Khanom	n, FW		-/	,				6582		6 🕶
		Stock as on 01/Jan/0001	:98,948 ▶ ₩ ₩ ◀	= 48,934	= 146,803	2 = 153,127	= 10	),533 = 10,63	6			Þ
		Lì Ì										
		Condom (pcs) Shukhi (cy	des) IUD CT-38	0A (pcs) Inject	ables (vials) Al	D Syringe (1ML)						
		Rationing % Condom	Shukhi	IUD	Inject	able					Secalcul	late
<pre>« &lt; Record 1 of 4 &gt; &gt;&gt;</pre>	4	🛨 New 🗓 Save	e 📑 Undo	X Delete	C Preview	Print	Close			Q Genera	te Issue Vouche	s

•	Showing the	following	successful	message:
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<u>N</u>	File	Parameters	Invoice Field	Stor	ck Adı	ministrator	Help									
LM	IIS Form 2	LMIS Form 3	LMIS Form 7B	Sup	iply Plan	Custom Supply Plan	Field Re	ports DDS Ki Reporti	ts ng							
We	elcome Supp	ly Plan														
	Jun 01, 2019 - Report Monti	Sep 30, 2019 h F	• Report Year		Reported	Month Sept	ember	- UI	azila Keraniganj,	Dhaka 🔻	District D	haka				
٩					Reporte	ed Year		2019 Re	narks				4			
•	September		2019		SDP			AMD	Max Quantity	Closing	Alloted Quantity	Actual Su	upply Quantity	Updated	Invoice No	AMD Month
F	July		2019	٩												<b>A</b>
F	June	:	2019	Þ	✓ FWA											
					1/Ka	NARGIS BEGU	M, FWA	5	1,1	52 1,9	29					6
					2/ Kh	ia, Ismo Tara A	khter, F	6	1,9	11 2,0	33				6581	6
					2/Ka	, ANJU RANI SL	л, FW	3	14 9	12 9	22				6580	6
					3/ Ка	, Sabina Khano	m, FW	4	1,5 1,5	45 1,4	54				6582	6 💌
				144	Stock as	on 01/Jan/000	1:98,948	= 48,93	4 = 146,8	02 = 153,1	27 =	= 10,533	= 10,656			
					Condom (p	cs) Shukhi (c	ycles) IU	D CT-380A (pcs)	njectables (vials)	AD Syringe (1ML)						F
				Ra	ationing	% Condom	S	Shukhi I	JD Inje	ctable						Secalculate
*	Record 1	of4 ⊧ ⊮ ∢			e New	Sav	/e	Undo 🗶 De	lete 🛕 Previe	v 🦲 Print	Close				💊 Genera	te Issue Voucher

#### **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.

R	eported Year	2019 Rema	rks		DISULL	×			
SD	P	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated Invoice N	lo AMD Month	
2									
~	FWA	584	1.752	1 979					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
St	tock as on 01/Jan/0001 : 98,948	= 48,934	= 146,802	= 153,127	= 10,533	= 10,656			
*	Record 1 of 111 + ++ ++	4							,

 After putting the rationing percentage at the above "Rationing %" boxes and press "Recalculate" button, all the "Actual Supply Quantity" fields will be recalculated based on percentage assigned for respective items. For example we put 10% rationing on Condom and following screen show the effect:

SI	OP	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month	-
٩										=
• •	FWA		1							
	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
2	Stock as on 01/Apr/2015 : 50,100	= 21,115	= 3,744	= 55,921	= 14,287	= 16,100	1			×
144 4	Record 1 of 56 🕨 🗰	4								*

• 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	-
٩										
	3/ Ka, Moslama Khatun, Dur	223	669	320	315	400				5
Ø.	3/ Kha, Monwara Begum, D	198	594	1,420		β33				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				
144	44 4 Record 12 of 56 + ++ ++	1								1

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

SI	DP	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month
•									
	2/ Kha, Baby Akhter, Durga	437	1,311	1,245	63	100			
	3/ Ka, Moslama Khatun, Dur	223	669	320	332	400			
	3/ Kha, Monwara Begum, D	198	594	1,420					
	1/ ka, Nargis Ara, FWA - Ac	390	1,170	600	542	600			
	1/Kha, Nargis Ara, Jamgram	332	996	1,258					
	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.

				90	DI	RECI	FORA	TE G	ENER	ALO	FFAN	IILYF	PLANN	ING	UL51						
								S	innly P	lan Reg	ister										
							S.	unh nlan	of Raish	ahi RWH	Ianuar	2015									
			Condom		1		50	Shukhi	or reajon		-oanuar	,, 2010	IUD		1	-		Injectables			Impl
Facility Name	AMD	MAX Qty	Clossing Balance	Alloted Qty	Actual Supply Qty	AMD	MAX Qty	Clossing Balance	Alloted Qty	Actual Supply Qty	AMD	MAX Qty	Clossing Balance	Alloted Qty	Actual Supply Qty	AMD	MAX Qty	Clossing Balance	Alloted Qty	Actual Supply Qty	Act Suppl
l Baghmara, 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	5,588	31	100	
3 Boalia, Rajshahi	99,555	298,665	254,400	44,265	48,000	11,154	33,462	27,480	5,982	7,200	26	78	35	43	43	3,598	10,794	6,275	4,519	4,600	
4 Charghat, Rajshahi	24,060	72,180	69,500	2,680	5,000	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	1,648	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 Mohanpur, 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 Bholahat, Chapai Nawabganj	7,251	21,753	50,000			5,423	16,269	52,605			8	24	53			784	2,352	1,804	548	600	
<sup>2</sup> 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 Nachole, 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	37,646	112,938	86,000	26,938	30,000	26,000	78,000	74,010	3,990	4,320	38	114	82	32	32	3,453	10,359	6,983	3,376	3,400	
6 Baraigram, Natore	37,056	111,168	66,500	44,668	48,000	22,316	66,948	376,845			53	159	S	151	151	3,105	9,315	70	9,245	9,300	
17 Bagati Para, Natore	14,139	42,417	278,300			8,474	25,422	258,915			15	45		45	45	537	1,611	972	639	700	_
8 Gurudaspur, 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	
9 Lalpur, Natore	24,786	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	
0 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	
1 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	326,194	378,000	373511	1,120,533	4,992,360	48,342	54,720	684	2,052	1,105	1,089	1,089	48,498	145,494	92,238	53,256	54,100	

• 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:

🤍 File	Parameters	Invoice Field	Stock	Admini	istrator F	Help										
LMIS Form 2	LMIS Form 3	LMIS Form 78	Suppl	y Plan Su	Custom upply Plan	Field Rep	orts DDS Kits Reportin	s 19								
Welcome Sup	ply Plan															×
Jun 01, 2019	- Sep 30, 2019	• E	Re	ported Mo	onth Septer	mber		azila 🛛	Keraniganj, Dhi	aka 👻	District Dhaka					
•				Reported 1	Year		2019 Rem	arks				▲ ▼				
September	20	19	5	DP		1	AMD	Max Q	Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month	T.
July	20	19	٩													
June	20	19	•	FWA												
				1/Ka, NA	ARGIS BEGUM	1, FWA	584	4	1,752	1,929						6
				2/ Kha, I	Ismo Tara Akł	hter, F	637	7	1,911	2,033				6581		6
				2/Ka, AN	JU RANI SUT	r, FW	304	4	912	922				6580		6
				3/ Ka, Sa	abina Khanom	n, FW	415	5	1,245	1,454				6582		6 🔻
			144 4	Stock as on	01/Jan/0001	: 98,948	= 48,934	+	= 146,802	= 153,127	= 10,533	= 10,656				_
				ndom (pcs)	Shukhi (cyc	des) IUD	CT-380A (pcs) In	jectables	s (vials) AD	Syringe (1ML)						
			Rat	ioning %	Condom	sł	nukhi IU	D	Injectal	ole					S Recalcu	late
44 4 Record	1of4 ▶ ₩ <		H	New	Save		Undo 🗶 Dele	ete	Preview	i Print	Close			Genera	te Issue Vouche	27

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

File Parameter	rs Invoice	Field	Stock Adminis	trator Help											
Options Data Download	Data Upload	Backup Database	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Supply Plan Item Serial	DDS Kit Item Serial	Office 2010 Blue				
Welcome Supply Plan															x
Jun 01, 2019 - Sep 30, 2019           Report Month       Report Year         Report Month       Reported Month         September       Upazila         Keranigani, Dhaka       District         Dhaka           Reported Year       2019         Remarks															
September     August	2019 2019		SDP		UIMS V4			1	>	< Actual Su	pply Quantity U	Jpdated Invoice	No 4	AMD Month	T
July	2019		•												
June		<ul> <li>FWA</li> <li>1/Ka, NA</li> <li>2/Kha, I</li> <li>2/Ka, AN</li> </ul>	RGIS BEGUM, FW smo Tara Akhter, f JU RANI SUT, FW	· ? Ť	upply plan crea fotal Invoices Cru Jn-updated Invo Jn-updated invo Jo you want to u rom supply plan	ted date: 01/01/ eated: 63 bices: 63 bices: can be re-g delete the un-u h again?	generated. pdated invoices :	and generate				6581 6580		6	
			3/Ka, Sa Stock as on H4 44 4 Reco	Yes         No           Stock as on 01/Jan/00011 98,948         333         = 10,656           <											6 🕶
			Condom (pcs)	Shukhi (cydes)	IUD CT-380A (p	ocs) Injectables	s (vials) AD Sy	rringe (1ML)							
			Rationing %	Condom	Shukhi	IUD	Injectable	•						🤹 Recalcula	ate
≪ ≺ Record 1 of 4 ► ₩	4	•	+ New	🚯 Save	🗙 Undo 🔰	Celete	Preview	🛉 Print 🚽	Close			Q	Generate	Issue Voucher	

- After pressing "Generate Issue Voucher" the massage will shown
- Press "Yes" the massage will shown

V	File	Paramete	rs 1	Invoice	Field	Stock	Administrator Help	1									
LM	IS Form 3	LMIS Form	12	LMIS Form 78	3 Su	pply Plan	Field Reports	DDS Kits Reporting									
We	come Supp	oly Plan				Stock Administrator   Help   Supply Plan   Field Reports   DDS Kits   Reported Month   February   Upazila   Kahaloo, Bogra   Destrict Bogra   Reported Year   2015   Remarks     SDP   AMD   Max Quantity   Closing   Alloted Quantity   Actual Supply Quantity   Updated   Invoice No   AMD   Max Quantity   Closing   Alloted Quantity   Actual Supply Quantity   Updated   Invoice No   AMD   Max Quantity   Closing Components   J/Ka,Reshma Khatun Birkedar   J/Ka,Montaj Begun (acti   455   J/Kab, Montaj Begun, Birk   660   2/Ka, Montaj Begun, Birk   660   2,580   3,670   20,785   20,785   2,590   3,670   2,076   1,494   1,495   2,140   55   3											
1	an 01, 2015 · Report Mont May	Apr 30, 201:	5 + Report ' 2015	Year		Reporte Repor	d Month February	2015	<b>Upaz</b> Remai	ila Kahaloo, Bogra		District Bogra	×.				
-	April		2015			SDP		AMD		Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month	
	March		2015		۴				6								
•	February		2015		•	✓ FW 1/1	<b>A</b> ia,Reshma Khatun Birkedar	4	X	Loading Data. Loading Con	Please Wait. nponents		132 5	00		54	5
						1/1	ha, Monjuara O Nahid,		498	1,494	1,432		62 1	.00		55	5
						2/1	a, Momtaj Begum (actin		455	1,365	980		385 4	00	1	56	4
						2/1	ha, Momtaj Begum, Birk		860	2,580	3,670					57	3
						Stock a	s on 01/Feb/2015 : 50,300		= 20,786	= 3,690	= 64,323	= 11,4	85 = 12,8	00			-
					144	44 4	Record 1 of 56 + ++ ++	.4									¥

<b>V</b>	File Paramete	rs Invoice	Field	Stock	k Administ	ator Help												
Options	Data Download	Data Upload	Backup Database	2	Unit	Adjustment Type	Employee Designation	Indentors Designation	s Facility n Groups	Form Item Settings	Supply Pla Item Seri	an D al Ite	DS Kit m Serial	Office 2010 Blu	e			
Welcome	Supply Plan																	×
Jun 01, Repor	2019 - Sep 30, 20: t Month	19 V Report Year	=	R	eported Mon Reported Ye	th September ar	201	• Upazila 9 Remarks	Keraniganj, D	haka 💌	District	Dhaka						
Septe	mber	2019			SDP		AMD	Ma	x Quantity	Closing	Alloted Quant	ity	Actual Su	pply Quantity	Updated	Invoice No	AMD Month	
Augus		2019		۴				UIMS V4			×							
June		2019	→ ✓ FWA															
				Г	1/Ka, NAR	GIS BEGUM, FWA		l Is	sue Vouchers G	enerated Success	fully.					6646		6
					2/Kha, Isr	no Tara Akhter, F										6581		6
				2/Ka, ANJU RANI SUT, FW 6580									6					
					3/Ka, Sab	na Khanom, FW.		L	-/	-,						6582		6 💌
				H	Stock as on 0:	/Jan/0001:98,9	948 • PH - 4	= 48,934	= 146,80	2 = 153,127		= 10,533		= 10,656				-
					ondom (pcs)	Shukhi (cycles)	IUD CT-380A	(pcs) Injecta	bles (vials) A	D Syringe (1ML)								
				Ra	itioning % O	ondom	Shukhi	IUD	Injec	able							S Recalo	ulate
44 4 Re	cord 1 of 4 🕨 🗰	4	Þ		New	Save	× Undo	X Delete	C Preview	i Print	Close					🤤 Genera	te Issue Vouch	er

# • Press "OK"

Ø	File	Parameters	Invoice Field	Sto	ck Ad	ministrator	Help										
LM	/IS Form 2	LMIS Form 3	LMIS Form 78	Sup	oply Plan	Custom Supply Plan	Field Re	ports DDS Repo	Kits rting								
W	elcome Supp	oly Plan															×
	Jun 01, 2019 - Sep 30, 2019              Report Month         Reported Month         September              Upazila         Keranigani, Dhaka              District         Dhaka																
•	, 		010		Report	ed Year		2019 F	Remarks	s			4 V				
-	August	2	019		SDP			AMD	М	fax Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month	
	July	2	019	٩													
-	June 2019 V FWA																
-				E	1/Ka	, NARGIS BEGL	M, FWA		584	1,752	1,929						6
					2/ Kł	na, Ismo Tara A	khter, F		637	1,911	2,033				6581		6
					2/Ka	, ANJU RANI SI	Л <b>Т, F</b> W		304	912	922				6580		6
					3/ Ка	a, Sabina Khano	m, FW		415	1,245	1,454				6582		6 🕶
				Lete	Stock as	on 01/Jan/000	1:98,948	= 48,	934	= 146,802	= 153,127	= 10,533	= 10,656				_
	Image: Market All Record 1 of 111       Image: Market All Record 1 of 111       Image: Market All Record 1 of 111         Image: Market All Record 1 of 111       Image: Market All Record 1 of 111       Image: Market All Record 1 of 111         Image: Market All Record 1 of 111       Image: Market All Record 1 of 111       Image: Market All Record 1 of 111         Image: Market All Record 1 of 111       Image: Market All Record 1 of 111       Image: Market All Record 1 of 111         Image: Market All Record 1 of 111       Image: Market All Record 1 of 111       Image: Market All Record 1 of 111         Image: Market All Record 1 of 111       Image: Market All Record 1 of 111       Image: Market All Record 1 of 111         Image: Market All Record 1 of 111       Image: Market All Record 1 of 111       Image: Market All Record 1 of 111         Image: Market All Record 1 of 111       Image: Market All Record 1 of 111       Image: Market All Record 1 of 111         Image: Market All Record 1 of 111       Image: Market All Record 1 of 111       Image: Market All Record 1 of 111         Image: Market All Record 1 of 111       Image: Market All Record 1 of 111       Image: Market All Record 1 of 111         Image: Market All Record 1 of 111       Image: Market All Record 1 of 111       Image: Market All Record 1 of 111         Image: Market All Record 1 of 111       Image: Market All Record 1 of 111       Image: Market All Record 1 of 111         Image: Market All Recor																
				R	ationing	% Condom		Shukhi	IUD [	Injecta	ble					S Recalcu	late
4	e Record 1	lof4 ⊧ ⊮ ∢	•		e New	Sa	ve 💌	Undo 🗶	Delete	C Preview	🗎 Print 🖣	Close			Q Genera	te Issue Vouche	er

- 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.

Q	🏏 File	Parameters	Invoice Fiel	8 ) S	Stock A	dministrator	Help										
u	MIS Form 2	LMIS Form	3 LMIS Form 78		Supply Plan	Custom Supply Plan	Field Re	eports DC Rep	S Kits orting								
W	elcome Supp	oly Plan															×
	Jun 01, 2019 - Sep 30, 2019                    Upazila              Keranigani, Dhaka               District              Dhaka																
ŀ	Report Mon	th	Report Year	_	Reported Month August - Upazila Kerangan, Dhaka Y District Dhaka												
	·				Repo	ted Year		2019	Remarka	, 							
	September		2019		SDP			AMD	м	lax Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Updated	Invoice No	AMD Month	
-	August		2019		9					an quantity	all the second sec	· · · · · · · · · · · · · · · · · · ·	finder coppil ( control)	opentee			
ŀ	July		2019	_	▼ FWA												
-	June		2019	_	1/1	a. NARGIS BEGL	IM. FWA		584	1.752	1.029	72	3 90	A	6456		6
					2/	Kha. Ismo Tara A	Akhter, F		637	1.911	1,133	773	90		6458		6
					2/*	, (a, ANJU RANI SI	UT, FW		304	912	922			A	6457		6
					3/	Ka, Sabina Khand	om, FW		415	1,245	854	39	L 60	•	6459		6 🕶
						Stock as on 01/Ja	an/0001:0	= 4	3,934	= 146,802	= 109,627	= 44,064	= 42,90	0			
					H4 44 4	Record 1 of 109		4									
						×											
					Condom	(pcs) Shukhi (c	ycles) IU	JD CT-380A (pcs)	Inject	ables (vials) AD	Syringe (1ML)						
					Rationin	g % Condom	:	Shukhi		Injecta	ble					S Recalcu	late
	Record 2	2of4 ▶ ₩ <		•	🛨 Ne	w 🚺 Sa	ve 💌	Undo 🗶	Delete	Preview	🚔 Print 🖣	Close			💊 Genera	te Issue Vouche	r

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**

Form 2 LMIS Form 3 LMIS Form 78 Supply Plan Custom Supply Plan	DDS Ki Reporti	s g	
me Custom Supply Plan ep 1 of 3 : Select Products lect Products from left side list or Select from existing Profile . Enter defai	ılt Otv if Re	nuired.	
iroup  Item Name		Select Profile     Add New	Copy to New
		Item Code   Item Name	Qty
CON005         IMPLANT (SINGLE ROD)           CON009         ORAL PILL APON           CON010         ORAL PILL SHUHL (3rd Generation)	>>		
Group: Left & Other Print Ing. PATERIALS      IEM001 ADMISSION REGISTER      IEM002 ANESTHESIA RECORD      IEM003 ANTENATAL CARD	*		
IEM004         ANTENATAL CARE REGISTER           IEM005         BUN CARD           IEM006         BURTH CERTIFICATE			
IEM007 BIRTH REGISTER ≪		H4 44 Record 0 of 0 ▶ ≫ ≫ 4	

• Select products from left side product list and press on ">>" button to creating Custom Supply Plan

File P	Parameters Invoice Field	Stock Administrator	Help					
<b>11</b>								
Charde Dalarana C	And Departs Clau Marine							
Stock balance S	Report Report							
Welcome Custom	Supply Plan							
Step 1 of 3 : Sele	ect Products							
Select Produc	ts from left side list or Se	lect from existing Profi	ile . Enter defaul	t Qty if Re	quired.			
Group 🔺					Select Profile	·	🕂 🕂 Add New 🔄 Copy to Ne	ew
Item Code	▲ Item Name							
•	- Item teme				Group 🔺			
·	ONTRACERTINE				Item Code 🔺 Item Name		Qty	
CONID3	ECP (2 TAB/PACK)						· · · ·	
CON004	IMPLANT (2 ROD)							
CON005	IMPLANT (SINGLE ROD)							
CON009	ORAL PILL APON							
CON010	ORAL PILL SHUKHI (3rd Gene	ration)		~				
✓ Group: II	EM & OTHER PRINTING MATER	JALS		77				
IEM001	ADMISSION REGISTER							
IEM002	ANESTHESIA RECORD			Duefile I	Custom Supply Plan-1			
IEM003	ANTENATAL CARD			Prome	tame: Custom Supply Plan-1			
IEM004	ANTENATAL CARE REGISTER				🔁 Save 🕌 Close			
IEM005	BIN CARD							
IEM006	BIRTH CERTIFICATE				1			
IEM007	BIRTH REGISTER		-					
He ee econ	d 3 of 475 ► ₩ ₩ ◀		•		H4 44 4 Record 0 of 0 > >> H4 4			
				Next	→			Close

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

File	Parameters	Invoice	Field	Stock	Administrator	Help														
<b>11</b>	- <b>i</b>	-																		
ck Balance	Stock Reports	Slow Mr	oving																	
		Repo	ort																	
come Custo	om Supply Plan																			
Stop 1 of 2 : S	alact Draducta																			
Step 1015.5	elect Floudets					. Caboo	1-6IL OF	. 16 D												
Select Prod	ucts from lei	t side list	or see	ect from	existing profil	e . Enter d	ierault Qty	y ii kequ	iirea.								_			
Group 🔺									S	elect Profile	Custom Supply Pla	m-1		-	🕂 Add I	New	Copy	to New		
Item Code	<ul> <li>Item Nan</li> </ul>	10 N																		
•		~							Group	•										
	CONTRACTOR	105					- 8		Item C	ode -	<ul> <li>Item Name</li> </ul>						Qty			
Group	CONTRACEPT	VE						,	• ~ GI	roup: CONTR.	ACEPTIVE									
CONUC	3 ECP (21)	(2 DOD)							C	ON005	IMPLANT (SING	LE ROD)								
CONUC		(2 ROD)							C	ON009	ORAL PILL APC	N								
V Group		DECISTE		ALS					C	ON010	ORAL PILL SHU	KHI (3rd Genera	ation)							
TEMOO			R																	
TEMOO			,				- >	>												
TEMOO			CISTER																	
TEMOO	5 BIN CAR		out ren				- <	<b>K</b>												
TEMOOR	BIRTH CE	RTIFICATE																		
IEM00	7 BIRTH RE	GISTER																		
IEM008	BROCHU	RE FOR ECP	(PINK CO	LOUR)																
IEM009	BROCHU	RE FOR ECP	(ROSY CO	OLOUR)																
IEM010	CONDOM	REGISTER					-													
44 44 4 Rec	ord 3 of 472	• H H -					•	н	<b>e</b> e e	Record 1 of 3	► ₩ ₩ <									Þ
							N	lext 🔹	•										-	Close
									· ·											

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

Y File Parameters Invoice Field Stock Administrator Help							
ай 👔 🚅							
Stock Balance Stock Penarte Slow Moving							
Report							
Welcome Custom Supply Plan							
Step 1 of 3 : Select Products							
Select Products from left side list or Select from existing Profile . Enter defaul	t Oty if Re	nuired	Ι.				
Group 🔺			Select Profile	Custom Supply Plan-1	Add New	Copy to new	
Item Code 🔺 Item Name		Grou	in 🔺				
P			·P -			1	
Group: CONTRACEPTIVE		Ite	m Code	Item Name		Qty	
CON003 ECP (2 TAB/PACK)		⊢×	Group: CONTR	ACEPTIVE		20	
CON004 IMPLANT (2 ROD)			CON009			20	
Group: IEM & OTHER PRINTING MATERIALS			CON010	ORAL PILL SHUKHI (3rd Generation)		50	
IEM001 ADMISSION REGISTER		-		,			
IEM002 ANESTHESIA RECORD	<b>&gt;&gt;</b>						
IEMOUS ANTENATAL CARD							
TEMOOS BIN CAPD	<b>«</b>						
IEM006 BIRTH CERTIFICATE							
IEM007 BIRTH REGISTER							
IEM008 BROCHURE FOR ECP (PINK COLOUR)							
IEM009 BROCHURE FOR ECP (ROSY COLOUR)							
IEM010 CONDOM REGISTER			_				
H4 44 4 Record 3 of 472 + H+ H4 4		144 44	<ul> <li>Record 3 of 3</li> </ul>	3 • •• •• •• •			
	<b></b>						
	Next	-					Close
SER: Admin						Monday, Se	ptember 02, 2019 1:56:29

• Enter the product quantity which will be issued against SDP's. Press on "Next" after pressing will see the following massage.



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

<u>v</u>	File	Parameters	Invoice	Field	Stock	Administrator	Help									
á	í															
Stock B	alance	Stock Reports	Slow N Rep	loving port												
Welcon	ne Cust	tom Supply Plan														
																_
Ste	o 2 of 3 : !	Select SDP(s)														
Se	lect SD	P(s) name fro	om left si	de list.												
	Proup +								Gra	un •						
	stoup -									op -						4
	P Code	<ul> <li>SDP Name</li> </ul>	2						SI	DP Code 🔺	SDP Name					-
9									9							
	Group:	FWA					-									
	F001	1/Ka, NAF	RGIS BEGUN	4, FWA, 0	1. Basta (Ir	n-Charge)										
	F002	2/Ka, AN	JU RANI SU	T, FWA, 0	1. Basta											
	F003	2/Kha, Is	mo Tara Ak	hter, FWA	A, Bsta											
•	F004	3/Ka, Sal	bina Khanor	n, FWA, E	Basta											
	FUUS	3/ Kna, Si	nanazadi Pa	arveen, FV	VA, Basta											
	F008	1/Kha Li	ittiin Nabar	EWA H	aratour											
H	F010	3/Ka, Ka	mrun Nahar	. FWA. H	azratnur			•								
F	F011	3/Kha, D	iruba Sulta	ha.FWA. H	lazratour											
	F013	1/Ka, Iva	a Akhter, F\	VA, Kalatia	a											
	F014	2/Kha, M	lomotaz Beç	jum, FWA,	, Kalatia											
	F015	2/ ka,Hel	lena Akhter	, FWA, Ka	latia											
144	44 4 F	Record 4 of 128	► ₩ ₩ ·	(		110	•		H4 44	<ul> <li>Record 0 of 0</li> </ul>	► HE HE 4				)	
								_				 	 	 	_	
								Novt	-						Close	
								MEAL	-						ciose	
_																

• 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.

V Fi	le Param	eters Invoice	e Field	Stock	Administrato	r Help							
<u> 11</u>			4.00										
			MONTH I										
Stock Balance	e Stock F	Reports Slov	Moving Report										
Welcome	Custom Supp	ly Plan											x
Step 2 of	3 : Select SD	P(s)											
Select	SDP(s) na	me from left	side list.										
Group	<b>^</b>								Gro	Nup 🔺			
P Co	de 🔺 S	DP Name							S	DP Code ·	SDP Name		
۲							-		٩				
→ Gro	oup: FWA						=		•	Group: FWA			
FOO	05 3	/ Kha, Shahazadi	Parveen, FV	VA, Basta						F001	1/Ka, NARGIS BEGUM, FWA, 01. Basta (In-Charge)		
FOO	06 1	/Ka, Momotaz Be	igum, FWA, '	Hazratpur						F002	2/Ka, ANJU RANI SUT, FWA, 01. Basta		
FOO	08 1	/ Kha, Lutfun Nal	har, FWA, Ha	azratpur						F003	2/ Kha, Ismo Tara Akhter, FWA, Bsta		
F01	10 3	/Ka, Kamrun Nał	har, FWA, H	azratpur						F004	3/Ka, Sabina Khanom, FWA, Basta		
F01	11 3	/ Kha, Dilruba Su	.tana,FWA, H	Hazratpur				<b>&gt;&gt;</b>					
F01	13 1	/Ka, Iva Akhter,	FWA, Kalati	a									
F01	14 2	/ Kha, Momotaz B	Begum, FWA	, Kalatia				<b>«</b>					
FOI	15 2	!/ ka,Helena Akh	er, FWA, Ka	latia									
F01	16 3	/Ka, Nowrin Jah	an , FWA (in-	-charge) Kal	atia								
F01	17 3	/Kha Nowrin Jah	an,FWA, Kal	atia									
F01	19 1	/Kha, Sharifa Ak	ntar, FWA, K	Calindy									
F02	21 2	/ Kha, Amena Be	jum, FWA, K	Jalindy			•						
144 44 4	Record 1	of 124 🕨 👐 👐			111		•		144 44	Record 1 of	4 • • • • • • •		
								Next	+				Close
							l			J			
USER: Admin												Monday, Se	ptember 02, 2019 1:56:29 PM

• Press on "**Next"**. After pressing will see the following massage.

?	Do you really want to create custom supply plan items for selected SDP(s)?
	<u>Y</u> es <u>N</u> o

• Press on "Yes". After pressing will see the following screen -

File Parar	neters I	nvoice	Field	Stock	Administra	ator	Help				
í	<b>1</b>	M.C.M.									
	Describe	Class Mari									
ance Stock	Reports	Report	ng								
<ul> <li>Custom Sup</li> </ul>	oly Plan										
3 of 3 : Customi	ze Supply Pla	n									
late Oty if re	nuirod										
ace qey ii re	quireu										
em Name 🔺											
SDP Code	▲ SDP	Name						Iter	n Code	Oty	
		A Tabalia	Charden Ad		Color Course	L. Dlaw	0	0		 	
• IPPEART (.			SCUM EN		local Supp		Quantity. o		1005	20	
5002	1/14			VA, 01. 0	lasta (III-CII	iai ye)		0	1005	20	
F002	2/14	1, ANDO KAI	NI SUI, FV	EMA D	ata			0	1005	20	
5004	2/ 1	nd, Isilio nd	na Akriter,	, FWA, D	510			0	1005	20	
		d, Sduild N	600 and	Total S	unnhu Plan	Quanti	5# 120	CO	1005	20	
5001	1/2	NADOLE P			apply Fian	Qualiti	y. 120		1000	20	
5002	1/14			VA, 01. 0	lasta (III-CII	iai ye)		0	1009	20	
F002	2/14	ha Temo Ta	vi SUT, Fv	EWA B	eta.			0	1009	30	
E004	2/1	a Cabina K	hanom EV	VA Raci	500			0	1009	20	
	CUIIVUT (2)	d Conoral	tion) Tot	al in Sto	a ala 12.260	) and To	tal Cupphy	Plan Quanti	tuu 200	50	
F001	1/6		EGUM EN	VA 01 8	acta (In-Ch	arne)	cui Suppry	col	1010	50	
F002	2/6			VA 01 F	lasta lasta	urge)		0	1010	50	
ii i Becord 1	of 17 b b		1 301,11	NA, 01. L	10310			00	1010	50	
Necord 1	0112 / //										
								Ne	ext 🔿		

• Press on "Next". After pressing will see the following massage -

V	File	Parameters	Invoice Field Stock	Administrator H	Help						
	1		THE R.								
Stock	Balance	Stock Reports	Slow Moving Report								
Welco	me Cust	om Supply Plan									×
St	ep 3 of 3 : (	Customize Supply	Plan								
U	pdate Qt	ty if required									
	Them Name										
	roemivame										
	SDP Code	e 🔺 9	DP Name			Item Code	Qty				_
1	1										
	• • IMP	LANT (SINGLE R	OD) Total in Stock: 444 and	Total Supply Plan Q	uantity: UIMS	V4		×			
	F001	1 1	/Ka, NARGIS BEGUM, FWA, 01. I	Basta (In-Charge)							
	F002	2 2	Ka, ANJU RANI SUT, FWA, 01.	Basta	6	Do you want to	generate Issue Vouche	r from custom supply			
	F003	3 2	/ Kha, Ismo Tara Akhter, FWA, B	Bsta		plan?					
	F004	4 3	8/ Ka, Sabina Khanom, FWA, Bas	ata							=
	V ORA	L PILL APON To	tal in Stock: 600 and Total S	upply Plan Quantity	/: 120			Yes No			
	F001	1 1	I/Ka, NARGIS BEGUM, FWA, 01. I	Basta (In-Charge)							
	F002	2 2	Ka, ANJU RANI SUT, FWA, 01.	Basta		CON009	30				
	F003	3 2	/ Kha, Ismo Tara Akhter, FWA, B	Bsta		CON009	30				
	F004	4 3	8/ Ka, Sabina Khanom, FWA, Bas	ata		CON009	30				
	V ORA	L PILL SHUKHI	(3rd Generation) Total in Sto	ock: 13,260 and Tot	al Supply Plan Q	uantity: 200					
	F001	1 1	I/Ka, NARGIS BEGUM, FWA, 01. I	Basta (In-Charge)		CON010	50				
	F002	2 2	Ka, ANJU RANI SUT, FWA, 01.	Basta		CON010	50				-
н	H 44 4 R	ecord 1 of 12 🕨	₩ ₩ 4								
						Novt =				4	Close
											CIUSC

• Press on "**Yes**". After pressing massage displayed 'Issue voucher Generate successfully' like following screen -

Form 2 LM	IIS Form 3 LMI	S Form 78	Supply Plan	Custom	Field Reports	DDS Kit	2					
				Supply Plan		Reporti	ng					
me Custom Si	upply Plan											
ep 1 of 3 : Select	Products											
lect Product	s from left side	list or Sel	ect from exis	ting Profile	. Enter defaul	t Qty if Re	quired.					
iroup 🔺							Select Profile	Custom Supply Plan-1		<ul> <li>Add Nev</li> </ul>	v 🔄 Copy to New	
Item Code	<ul> <li>Item Name</li> </ul>											
							Group 🔺					
Y Group: CO	NTRACEPTIVE						there god	N			Qty	
CON003	ECP (2 TAB/PACK	0				UIMS	4	X				
CON004	IMPLANT (2 ROD	)							)		20	
CON005	IMPLANT (SINGLE	ROD)					Issue Vouchers G	enerated Successfully.			30	
CON009	ORAL PILL APON								Generation)		50	
CON010	ORAL PILL SHUK	II (3rd Gener	ation)									
✓ Group: IEF	1 & OTHER PRINT	NG MATERI	ALS					OK				
IEM001	ADMISSION REG	STER										
IEM002	ANESTHESIA REC	ORD				••						
IEM003	ANTENATAL CAR	э										
IEM004	ANTENATAL CAR	E REGISTER										
IEM005	BIN CARD											
IEM006	BIRTH CERTIFIC	ATE .										
IEM007	BIRTH REGISTER							6				
44 4 Record	1014/5 1014/5	4			P		He ee Record 1 c	#3 P PP PPI 4				
						· · · ·						<b>1</b>
						Next	-					Close

• Press on 'Ok'. After pressing generated issue voucher form will be displayed like following screen -

File	Parameters	Invoice Field	Stock Adm	ninistrator	Help									
LMIS Form 2	LMIS Form 3	LMIS Form 78	Supply Plan	Custom Supply Plan	Field Reports	DDS Kite Reportin	ş 9							
Welcome Issu	e Voucher													×
Jun 02, 2019 -	Sep 02, 2019 👻	Ξ												
Drag a column h	eader here to grou	p by that column	Invoice No	6576		SDP Group	FWA		Union 0:	1. Basta	*			
Invoice No	<ul> <li>Invoice Date</li> </ul>	Prepared By	SDI	P 3/Ka, Sabin	a Khanom, FWA, Ba	sta			*					
•	576 02/09/2019	MD. Jasim U	Prepared	i By MD. Jasir	n Uddin 👻	Date	02/09/2019	_	▼ Remarks		<b>A</b>			
6	575 02/09/2019	MD. Jasim U	Approved	By NAHID S	HULTANA 👻	Date	02/09/2019	_	*		•			
6	574 02/09/2019	MD. Jasim U	Issued	BV MD lacir	n Liddin 🛛 💌	Date	02/09/2019	_	-	Undated	Cancel			
6	573 02/09/2019	MD. Jasim U			il oddini	Dute				opulated	Curren			
6	572 02/09/2019	MD. Jasim U	Item				Issued Oty		Upit	Stock Oby	No. Of Cartons	Lot No Description	Mfg Date	Expiry Date
e	571 02/09/2019	MD. Jasim U	IMPLANT (	SINGLE ROD)		-	inter quy	20	sets	444		Lot Hojo Cocipatin	ringi bute	31/05/2023
e	570 02/09/2019	MD. Jasim U	ORAL PTU	APON				30	cycle	600				31/10/2022
e	569 25/08/2019	MD. Jasim U	ORAL PTU	SHUKHT (3rd G	eneration)			50	cycle	13,260				31/01/2022
e	568 25/08/2019	MD. Jasim U	*		,				-,	,				
	567 25/08/2019	MD. Jasim U												
	5566 25/08/2019	MD. Jasim U												
	565 25/08/2019	MD. Jasim U												
	5564 25/08/2019	MD. Jasim U												
-	5563 25/08/2019	MD. Jasim U												
	5562 25/08/2019	MD. Jasim U												
	5561 25/08/2019	MD. Jasim U	HI II Rec	ord 1 of 3 🕨	* ** + - + * × ×	4								
	25/08/2019	MD. Jasim U					1							
C Darred	1 -6 260	MD. Jasini U	🛨 New	Sav	/e 🥂 Undo	X De	lete 🖸 Previ	ew	🛤 Print 🕙	🖉 Update 🛛 🕂	Close			
Record	101300 P # 4													

# 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.

File File	Parameters	Invoice Field	Stock Administrator	Help					
LMIS Form 2	LMIS Form 3	LMIS Form 78	Supply Plan Custom Supply Plan	Field Reports	DDS Kits Reporting				
Welcome Field	Reports								×
SDP	Stock Out Rep	ort Form 2	/3 Submission Report	SDP Distribution	n Report SD	DP Distribution Summary	SDP Closing Summary	SDP Ledger Report	
Item Grou	ip: ALL		•	Reported Month	August	Sho	w		
Item Na	me: ALL		•	Reported Year	2019				
SE	OP : ALL		•						

## **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"

<b>W</b>	File	Parameters	Invoice Field	Stock Adm	ninistrator	Help						
LMIS F	) orm 2	LMIS Form 3	LMIS Form 7B	Supply Plan	Custom Supply Plan	Field Reports	DDS Kits Reporting					
Welcom	e Field R	Reports										×
	SDP S	tock Out Rep	Form 2	/3 Submission	Report	SDP Distribut	ion Report	SDP Distribution	Summary	SDP Closing Summary	SDP Ledger Report	
1	tem Group	: ALL			-	Reported Month	August	•	Show	v		
	Item Name	e: ALL			-	Reported Year	2019					
	SDP	: ALL			•							
Item	Name 🔺	Fadity Group	•									
Fac	ility Group	L	nion		SDP Code	SDP Na	ame					
9	CON001											
• •	V FWV	AD SYRINGE (1	ML)									
H	FWV				W001	1/ Ka,	Hasina Khatun,F\	WA, Ruhitpur				
			Total S	Stock Out SDP = 1								
			Total S	Stock Out SDP = 1								
×	CON002 (	CONDOM										
	✓ FWV				W001	1/Ka	Harina Khatun Fl	MA Pubitour				
	1		Total S	Stock Out SDP = 1	W001	1/10/	ridslind Known yr 1	wA, Kunipa				
H			Total	Stack Out SDD = 1	1							•
H4 44	Record	d 1 of 219 ▶ I	★ ₩ 4									
Report	t Type:		🔹 🛃 Expo	ort 🛕 Preview	и							Close

	UPAZIL SDP St	A FAMILY PLANN KAHALOO, BOG ock Out Report of	NG OFFICE RA March 2015	
Facility Group	Union	SDP Code	SDP Name	
tem Name: CON002 CONDOM To	tal Stock Out SDP = 1, Total SDPs = 1,	, Total SDPs = 1,		
Facility Group: FWV Total Sto	ck 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.

V File	Parameters	Invoice Field	Stock Adn	ninistrator	Help						
LMIS Form 2	LMIS Form 3	LMIS Form 78	Supply Plan	Custom Supply Plan	Field Reports	DDS Kits Reporting					
Welcome Fie	ld Reports										x
SDF	Stock Out Re	port Form 2/	3 Submission	Report	SDP Distributio	on Report	SDP Distribution Sum	nary SDF	P Closing Summary	SDP Ledger Report	
					Reported Month	August	•	Show			
					Reported Year	2019		·			
Report Statu	SDP Grou	nb 🔻									
SDP Group	1	Union		Facility ID	FacilityN	lame					
9									_		
▶ ∨ Repor	ts submitted										
✓ FV	VA VA	04 D1-		5004	1.00-01						
FV		01. Basta		F001	1/Ka, N	ARGIS BEGUM, F	WA, UI. Basta (In-Charge)				
FV		01. Basta		F002	2/ NId, 2/Ka Al		WA 01 Basta				
FV	VA	01. Basta		F004	3/Ka, S	abina Khanom, F	WA, Basta				
FV	VA	01. Basta		F005	3/ Kha,	Shahazadi Parve	en, FWA, Basta				
FV	VA	02. Hazratpur		F104	1/Ka, L	utfun Nahar, FW	A, Hazratpur(Acting)				
FV	VA	02. Hazratpur		F006	1/ Ka, M	lomotaz Begum, I	FWA, Hazratpur				
FV	VA	02. Hazratpur		F008	1/ Kha,	Lutfun Nahar, FV	VA, Hazratpur				-
HI II Rec	cord 1 of 111 🕨	₩ ₩ 4									•
Report Type:		💌 🛃 Expor	t	N							Close

	SDP	Report Submission Status	on March 2015
SDP Group	Union	Facility D	FacilityName
ort Status: Reports s	ubmitted Total Stock Out SDP = 56, To	tal SDPs = 56, , Total SDPs = 56	6,
SDP Group: FWA Tot	al Stock Out SDP = 46, Total SDPs = 4	6, , 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, Momtaj Begum (acting), 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	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.

							<u> </u>						
File	Parameters	Invoice Field	Stock Adm	ninistrator	Help								_
LMIS Form 2	LMIS Form 3	LMIS Form 7B	Supply Plan	Custom Supply Plan	Field Reports	DDS Kits Reporting							
Welcome Fiel	ld Reports												×
SDP	Stock Out Rep	port Form 2/	3 Submission	Report	SDP Distributi	on Report	SDP Distribution	Summary	SDP	Closing Summary	SDP Ledger Re	port	
Item Gro	up: ALL			Ŧ	Start Date:	01/08/2019	-	Shor	w				
Item Na	ame: ALL			٣	End Date:	31/08/2019	•						
s	SDP: ALL			*									
Item Name	Facility Group	p 🔺											
Facility Grou	up U	Jnion		SDP Code	SDP Na	me				Month-Year	Distribution		
٩													
► × CONOO	1 AD SYRINGE (1	ML)											۳
✓ FW	IA												
FW	/A 0	2. Hazratpur		F008	1/Kha,	Lutfun Nahar, F	WA, Hazratpur			Aug-19			
FW	/A 0	2. Hazratpur		F010	3/ Ka, H	(amrun Nahar, F\	NA, Hazratpur			Aug-19			
FW	VA 0	2. Hazratpur		F011	3/ Kha,	Dilruba Sultana,	FWA, Hazratpur			Aug-19			
FW	VA 0	2. Hazratpur		F104	1/Ka, l	utfun Nahar, FW	/A, Hazratpur(Acting)			Aug-19			
FW	/A 0	02. Hazratpur		F130	2/Ka, D	ilruba Sultana, F	WA (Add), Hazratpur			Aug-19			
FW	VA 0	2. Hazratpur		F006	1/Ka, I	domotaz Begum,	FWA, Hazratpur			Aug-19			
FW	VA 0	3. Kalatia		F013	1/Ka, I	va Akhter, FWA,	Kalatia			Aug-19			
FW	VA 0	)3. Kalatia		F014	2/ Kha,	Momotaz Begum	, FWA, Kalatia			Aug-19			Ŧ
HI II Re	cord 1 of 1034 🔸	► ₩ 4										÷.	
Report Type:		💌 🛃 Expo	rt 🛕 Preview	//								Close	

		UPAZILA FAMILY PL KAHALOO, SDP Distributi Between March 01, 2015	ANNING OFFICE BOGRA on Report and March 31, 2015
Facility Group	Union	SDP Code	SDP Name
Item Name: CON001 AI	D SYRINGE (1 ml) Total Stock Out SD	P = 51, Total SDPs = 51, 331	, Total SDPs = 51, 331
Facility Group: FW	A Total Stock Out SDP = 41, Total SD	Ps = 41, 331, Total SDPs = 4:	1, 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.

<b>W</b>	File	Parameters	Invoice	Field	Stock Ac	Iministrator	Help						
LMIS F	orm 2	LMIS Form 3	LMIS F	Ĵ Form 78	Supply Plan	Custom Supply Plan	Field Reports	DDS Kits Reporting					
Welcor	ne Field	d Reports											×
	SDP	Stock Out Rep	port	Form 2	/3 Submissio	n Report	SDP Distribut	ion Report	SDP Distribution Sur	ımary	SDP Closing Summa	ary SDP Ledger Rep	ort
							Reported Month	July	-	Sh	ow		
							Reported Year	2019		9			
Drop F	ilter Field	s Here											
Distri	oution				Item Name	•							
. N	ame of Un	nion/ Ward No.		•	Condom (PC	S)	Implant Total		Injectables(Vials)	IU	JD (Pcs)	Shukhi	
1 0	1. Basta					3,4	38	0		111	3	1,780	<u> </u>
0	2. Hazratç	bur				2,9	16	0		192	1	1,057	
0	3. Kalatia					2,2	34	0		97	0	1,557	
0	4. Kalindy					2,8	05	0		198	6	2,012	
0	5. Konda					6,0	57	0		239	2	3,641	-
0	5. Ruhitpu	ır				7	90	0		75	3	518	
0	7. Sakta					5,7	32	103		93	5	1,496	
0	3. Zinzira					7,3	80	0		281	1	4,067	
0	<ol> <li>Aganog</li> </ol>	jar			-	2,3	56	0		328	9	1,886	
1	J. Shuvad	Ida				6,1	19	0		601	11	4,334	
	1. Tarano	gor				2,48	10	0		990	15	1,390	
	z. ragona	I			_	2,3	10	0		04	3	1,525	·
Repo	t Type:		-	🤌 Expo	ort 🔯 Previ	ew							Close

		UPAZ	ILA FAMILY PL KAHALOO, tribution Summa	ANNING OFFIC BOGRA ary Status on Ma	E rch 2015	
Di	stribution	Item Name				
SL	Name of Union/ Ward No.	Condom (Nira	apad) (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
17	Fotal		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.

File File	Parameters	Invoice Field	Stock Ad	ministrator	Help											
LMIS Form 2	LMIS Form 3	LMIS Form 78	Supply Plan	Custom Supply Plan	Field Reports	DDS Kits Reporting										
Welcome Field	Reports		1													x
																-
SDP 5	Stock Out Rep	ort Form 2	2/3 Submission	n Report	SDP Distributi	on Report	SDP Distribu	ition Summary	SDP C	Closing Summary	SDF	P Ledger Report				
					Reported Month	July		- 🎵 Sha	w							
					Reported Year	2019										
Drop Filter Fields	Here															
Month Closing B	alance					Item Name 🔺										
SDP Group 🔺	SDP Name		•	Union Name	• •	Condom (PCS)		Implant Total		Injectables(Vials)		IUD (Pcs)	Shukhi			
✓ FWA	✓ 01. 1/Ka,	Aysha Begum (in-ch	harge), FWA, Sh	. 10. Shuvad	da		252				19			:	227	4
	✓ 01. 1/Ka,	Nurjahan Begum, F	WA, Aganogar	09. Aganog	ar		844				14			:	574	
	✓ 02. 1/Kha	a Suborna (in-charge	e) , FWA, Shuva	. 10. Shuvad	da		422				26			:	309	
	✓ 02. 1/Kha	a, Khaleda Begum, F	WA, Aganogar	09. Aganog	ar		1,416				36				554	
	✓ 03. 1/Ga,	Hasina Begum, FW	A, Aganogar	09. Aganog	ar		1,064				22			3	312	
	✓ 03. 2/Ka,	Taslima Hossain, F\	NA, Zinzira	08. Zinzira			996				34				527	
	✓ 04. 1/Ghi	a, Jesmin Begum, FV	VA, Aganogar	09. Aganog	ar		800				74			1,	100	
	✓ 04. 1/ Gha	a, Shahana Begum, I	FWA, Shuvadda	10. Shuvad	da		1,476				76			-	154	
	✓ 04. 2/ Kha	, Marufa Akhtar Mu	ikti, FWA, Zinzira	08. Zinzira			544				32				584	
	✓ U5. 1/Cha U5. 1/Um	a, Tasima Khatun, F	WA, Aganogar	09. Aganog	ar J-		824				41				545	
	v 05.1/0m	A, SAULIA ASPAIL, FV	VA, Shuvadda	10. Shuvad	ua		540				20				200	
	v 05.2/68,	wasini Kafillian, Fw	in, anald	uo. Zinzira			0.00				50			•	350	•
Report Type:		💌 🛃 Exp	ort	ew											lose	

		UPAZILA FAMILY PLAN KAHALOO, BO SDP SDP Closing Summary S	NING OFFICE JGRA Jatus 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, Ja	mgram 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, Birkeda	r 1. Birkedar	270	
	1/ Kha, Monwara Begum, Malanch	a 6. Malancha	330	
	1/ Kha, Nargis Ara, Jamgram	3. Jamgram	1258	- 11
	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) Durgap	ur 2. Durgapur	2225	
	2/ Ka, Julaikha Aktre Bobi, Kalai	5. Kalai	1020	
	2/Ka, Momtaj Begum (acting), Birk	edar 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.

	File	Parameters	Invoice Field	Stock Ad	ministrator	Help							
(	3	٩	٩	1	$\overline{2}$	10	Ġ						
LMIS	Form 2	LMIS Form 3	LMIS Form 7B	Supply Plan	Custom	Field Reports	DDS Kits						
					Supply Plan		Reporting						
Welco	ome Fiel	d Reports		1									×
	SDP	Stock Out Rep	oort Form 2	/3 Submission	n Report	SDP Distributi	on Report	SDP Distributio	n Summary	SDP Closing	Summary	SDP Ledger Report	
	Item Grou	Jp: ALL			*	Start Date:	01/08/2019	÷	🚺 Shov	N			
	Item Na	me: ALL			-	End Date:	31/08/2019	-					
	S	DP: ALL			*								
Fac	ility Group	SDP Name											
					000 G 1	0.001		Production of	11: (1)	11:73	ch i n h		
•	tem ivame				SDP Code	Opening Bai.	Received	Distribution	A0].(+)	A0].(-)	Closing Bal.		
Ľ.													
Ľ,	y 01.	1/ Ka. Avsha Be	oum (in-charge).	FWA. Shuvadda	a								
-	co	N001 AD SYRINGE	(1 ML)		F062	34					34	ł	
	CO	N002 CONDOM			F062	252	300				552	2	
	CO	N006 INJECTABLE	5 (DEPO-PROVERA)		F062	19					19		
	CO	N008 ORAL PILL S	HUKHI		F062	227	90				317	,	
	co	N009 ORAL PILL A	PON		F062	33					33		
	MC	H021 TAB. MISOPF	ROSTOL 200 MCG (2	tab. = 1 dose)	F062	14					14	+	
_	MC	HU51 7.1% CHLOP	OHEXIDINE		F062	5		1			5	1	
						584	390	0	0	0	974	1	
14 4	ч кео	ord 1 or 626 🕴	m m N										
Rep	ort Type:		💌 🛃 Exp	ort 🛕 Previe	ew								Close

	UPAZILA		NING OFFICE				
	ł	SDP Ledger Re	DHAKA				
	Between Aug	just 01, 2019 an	d August 31, 201	19			
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 = 67	2,2000					
SDP Name: 01. 1/ Ka, Aysha Begum (in-charge), FWA, Shuvado	la Total Stock Oi	ut SDP = 7, Total S	DPs = 7, Total SDP	's = /, 0		1	
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
MCH0517.1% 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
MCH0517.1% CHLOROHEXIDINE	F056	8					8
		1,534	524	0	0	0	2,058
SDP Name: 02. 1/ Kha Suborna (in-charge) , FWA, Shuvadda T	otal Stock Out SE	OP = 7, Total SDPs	= 7, Total SDPs =	7,0			
CON001 AD SYRINGE (1 ML)	F063	42	7				49
COND02 CONDOM	E063	422	300				722

# 6.7. DDS Kits Reporting

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

Sile File	Parameters	Invoice	Field	Stock	Administrator	Help								
LMIS Form 3	LMIS Form 2	LMIS Form	7B	Supply Plan	Field Reports	DDS Kits Reporting								
Welcome LMIS	Form 3 LMIS Fo	rm 2 DDS K	its Repor	ting										×
Jan 01, 2015 -	Apr 30, 2015 🔻													
Marsh Mars					ID	1 SDP 0	FWV		SDP 02.	Anwara Akter, FW	V, Bahadurshadi.			
Month Tear	•									/				
Facility Name	e	•	Entry	Reported M	Ionth March	Reported	Year	2015	13/	J4/2015	<b>–</b>			
9							I	1	1	1	1	1	T	
March-	2015			SI No Na	ame of medicine		Opening Balance	Received	Total	Distribution	Adjustment(+)	Adjustment (-)	Closing Balance	
				▶ 1 Ta	ab. Iron and Folic Acid	I (200 mg ferusfumaret +								
				2 Ta	ab. Folic Acid (5 mg)									=
				3 Ta	ab. Vitamin B Complex									
				4 Ta	ab. Albendazole (400	mg)								
				5 Ta	ab. Paracetamol (500	mg)								
				6 Ta	ab. Antacid (650 mg)									
				7 Ta	ab. Drotaverin Hydrod	thloride (40 mg)								
				8 Ta	ab. Pantoprazole (20 i	mg)								
				9 Ta	ab. Metronidazole (40	0 mg)								
				10 Ta	ab. Chlorpheniramine	Maleate 4 mg)								
				11 Ta	ab. Salbutamol (4 mg)									
				12 Ta	ih. Calcium Carbonati ecord 1 of 28 → ₩	• (500 mn) · ⊯ ∢								-
				1 x										
++ + Record	1of1 → → ◀	III	•	+ New	Save	≚ Undo 🗶 Dele	te 📢 Close							

# **Open DDS Kits Reporting Form**

- Run UIMSv4
- Select Field > DDS Kits Reporting... from Field menu.
- The DDS Kits Reporting Form is displayed.

File Parameters	Invoice Fie	eld Stock	Administrator	Help								
LMIS Form 3 LMIS Form 2	LMIS Form 78	Supply Plan	Field Reports	DDS Kits Reporting								
Welcome LMIS Form 3 LMIS For	orm 2 DDS K s R	eporting										×
Jan 01, 2015 - Apr 30, 2015 •			ID	1 SDP G	roup FWV		B SDP 02.	Anwara Akter, FV	/V, Bahadurshadi.			
Facility Name	<b></b> 510			Reported	rear							
March-2015		SI No N	lame of medicine		Opening Balance	Received	Total	Distribution	Adjustment(+)	Adjustment (-)	Closing Balance	
Α		<ul> <li>1 T</li> <li>2 T</li> <li>3 T</li> <li>4 T</li> <li>5 T</li> <li>6 T</li> <li>7 T</li> <li>8 T</li> <li>9 T</li> <li>10 T</li> <li>11 T</li> <li>12 T</li> </ul>	ab. Iron and Folic Aci ab. Folic Acid (5mg) ab. Vitamin B Complex ab. Altendazole (400 ab. Antacid (550 mg) ab. Antacid (550 mg) ab. Drothweitin Hydro ab. Pantoperazole (20 ab. Metronidazole (44 ab. Chlorpheniramine ab. Sablutamol (4 mg) ab. Calviur Orchnons	4 (200 mg ferusfumaret + c mg) chioride (40 mg) mg) to mg) Melaete 4 mg) (500 mm) c 500 mm)			с					
≪ ≺ Record 1of 1 ▷ ≫ ∢		New	Save	🗳 Undo 🔀 Delet	e 🕂 Close		D					

### **General Description of DDS Kits Reporting**

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:

File Parameters Invoice Field	Stock Administrator Help
LMIS Form 3 LMIS Form 2 LMIS Form 78	Supply Plan Field Reports DOS Kits Reporting
Welcome LMIS Form 3 LMIS Form 2 DDS Kits Rep	orting X
Jan 01, 2015 - Apr 30, 2015         *           Month Year         *           Facility Name         Entry	ID     2     SDP Group     FWV     *     SDP     *       Reported Month     March     *     Reported Year     2015     Entry Date     15/04/2015     *
Aarch-2015	SI No Name of medicine Opening Balance Received Total Distribution Adjustment(+) Adjustment(-) Closing Balance
	(( ( ( Record 0 of 0 ) ) ) ( )
A Record 1 of 1 >> >> 4      A	🛨 New 💽 Save 🛃 Undo 🗶 Delete 📲 Close

- 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.

File Parameters Invoice Field	Stock Administrator Help	
LMIS Form 3 LMIS Form 2 LMIS Form 78	Supply Plan Reports DOS Kits Reporting	
Welcome LMIS Form 3 LMIS Form 2 DDS Kits Repo	răng	×
Jan 01, 2015 - Apr 30, 2015 -	ID         2         SDP Group         FWV         *         SDP         01. Asma Begum, FWV, Sadar Clini *           Reported Month         March         *         Reported Year         2015         Entry Date         16/04/2015         *	
✓ March-2015	SI No Name of medicine Opening Balance Received Total Distribution Adjustment(+) Adjustment(-) Closing Balance	
Ol. Asma Begum, FWV, Sadar Clinic, 16/04     O2. Anwara Akter, FWV, Bahadurshad. 13/04	M « « Record 0 of 0 > >> >> >> >> >> >> >> >>> >>>>>>>>>	
≪ ∢ Record 1 of 2 → ≫ ∢ Ⅲ →	Image: Save in the second s	

# **DDS Kits Details Entry**

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

File 👽	Parameters	Invoice	Field	Stock Ad	ministrator	Help										
IIS Form 2	LMIS Form 3	LMIS F	orm 7B	Supply Plan	Custom Supply Plan	Field Reports	DDS Kits Reporting									
elcome DDS	S Kits Reporting															
Jun 01, 2019 Month Year Facility Nan	- Sep 30, 2019	-	Entry	Reported M	ID Ionth August	17	8 SDP Gr	oup FWV	20	SDP     Entry Date	Reh	ana Parvin, FWV, 09/2019	, Konda			
> Augus	t-2019			SI No N	ame of medicine			Opening Balance	Received	Total		Distribution	Adjustment(+)	Adjustment (-)	Closing Balance	
				<ul> <li>1 T</li> <li>2 T</li> <li>3 T</li> <li>4 T</li> <li>5 T</li> <li>6 T</li> </ul>	AB. IRON AND I AB. FOLIC ACIE AB. VITAMIN B AB. ALBENDAZC AB. PARACETAI AB. ANTACID (6	=OLIC ACID (200 M ) (5 MG) COMPLEX DLE (400 MG) MOL (500 MG) 550 MG)		o you really want	to fill DDS ki Yes	s Medicine?	1 1 1 1 1 1					1 1 1 1 1 1 1
				8 T	AB. PANTOPRA	ZOLE (20 MG)				1	1					1
				9 T 10 T	AB. METRONID. AB. CHLORPHEI	AZOLE (400 MG) NIRAMINE MALEATE	E 4 MG)			1	1					1
				11 T	AB. SALBUTAMO AB. CALCIUM C cord 1 of 28	DL (4 MG) ARBONATE (500 MG	G)			1	1					1
				Li 🗼	]											
4 Perord	1of1 ▶ ₩ ◀		k	+ New	Sav	e 📑 Undo	X Delete	Close								

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

V File	Parameters	Invoice	Field	Stock	Administrator	Help								
LMIS Form 3	LMIS Form 2	LMIS Form	17B 5	Supply Plan	Field Reports	DDS Kits Reporting								
Welcome LM	IS Form 3 LMIS Fo	orm 2 DDS	Kits Report	ing										x
Jan 01, 2015	5 - Apr 30, 2015 💌	)				2 600	Comm These		SDB 01	Arma Daguna EM	/ Sadas Clinis Kali			
Month Year Facility Nat	• ne		Entry	Reported M	ID Narch	Reporte	d Year	2015 E	intry Date 16/	04/2015				
۴								1	1				1	
✓ Marcl	h-2015			SI No Ni	ame of medicine		Opening Balance	Received	Total	Distribution	Adjustment(+)	Adjustment (-)	Closing Balance	
▶ 01. As	ma Begum, FWV, Sa	dar Clinic,	16/04	▶ 1 Ta	ab. Iron and Folic Aci	d (200 mg ferusfumaret +.	•							
02. Ar	wara Akter, FWV, B	ahadurshadi.	13/04	2 Ta	ab. Folic Acid (5 mg)									
			-	3 Ta	ab. Vitamin B Comple	x								
			-	4 Ta	ab. Albendazole (400	img)								
				5 Ta	b. Paracetamol (500	) mg)								_
			-	6 Ta	ab. Antacid (650 mg)									_
			-	7 Ta	ab. Drotaverin Hydro	chloride (40 mg)								_
			-	8 Ta	ab. Pantoprazole (20	mg)								_
			-	9 18	ab. Metronidazole (4	00 mg)								_
			-	10 Ta	ab. Chlorpheniramine	Maleate 4 mg)								_
			-	11 18	ab. Salbutamol (4 mg	)								
				H4 44 4 R	ecord 1 of 28	▶ ₩ <								•
				1										
44 4 Recon	d 1 of 2 → → 4		•	+ New	Save	🥂 Undo 🗶 De	lete 🕂 Close							

- 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.

- File	Parameters	Invoice	Field	Stock	Administrator	Help								
LMIS Form 3	LMIS Form 2	LMIS Form	n 78 !	Supply Plan	Field Reports	DDS Kits Reporting								
Welcome LMIS	Form 3 LMIS Fo	orm 2 DDS	Kits Report	ing										x
Jan 01, 2015 - Month Year Facility Name	Apr 30, 2015 -	]	Entry	Reported I	ID Month March	2 SDP G	roup FWV Year	2015 <b>E</b>	SDP 01 ntry Date 16	Asma Begum, FWV 04/2015	, Sadar Clinic, Kali			
•										law di n				
✓ March-	2015			SI No N	lame of medicine		Opening Balance	Received	Total	Distribution	Adjustment(+)	Adjustment (-)	Closing Balance	î
<ul> <li>01. Asm</li> </ul>	a Begum, FWV, Sa	dar Clinic,	16/04	1 T	ab. Iron and Folic Aci	d (200 mg ferusfumaret +	100		10	0 5				95
02. Anv	ara Akter, HWV, Ba	anadurshadi.	13/04	21	ab. Folic Acid (5 mg)		200		20	13				187
				31	ab. Vitamin B Complex	( ma)	200		10	2 20				85
				R 5 T	ab. Albertudzole (400	ing)	20		4	20				
				α. 5 ·	ab. Antacid (650 mg)						9			
				7 1	ab. Drotaverin Hydro	chloride (40 mg)								
				8 T	ab. Pantoprazole (20	mg)								
				9 T	ab. Metronidazole (40	00 mg)								
				10 T	ab. Chlorpheniramine	Maleate 4 mg)								
				11 T	ab. Salbutamol (4 mg	)								
				12 T	ah. Calcium Carbonat Record 5 of 28 → H	e (500 mm) ▶ ₩ 4								<b>•</b>
				1 x	]									
++ + Record	1of2 ► ₩ ◀	III	•	🕂 New	Save	🔮 Undo 🗶 Delet	e 🖣 Close							

#### 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
9									
a.	5	7 MCH001	CAP. AMOXICILLIN 500 mg	12	0	1	Ĵ		2
	1	3 MCH013	TAB. ALBENDAZOLE 400 mg	11	0				11
	8	8 MCH014	TAB. CIPROFLOXACINE 500 mg	13	0				13
	6	6 MCH016	TAB. DIAZEPAM 5 mg	14	0	3	5		9
	-	1 MCH018	TAB. IRON (FS 200 mg + FOLIC ACID 200 mcg)	12	0	1			12
	3	5 MCH020	TAB. METRONIDAZOL 400 mg	9	0	1			9
		4 MCH023	TAB. PARACETAMOL 500 mg	12	0		5		6
					10				

- 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.

File Parameters Invoice Field	Stock Administrator Help	
LMIS Form 2 LMIS Form 3 LMIS Form 78	Supply Plan Custom Supply Plan Pield Reports Pield Reports	
Welcome DDS Kits Reporting		×
Jun 01, 2019 - Sep 30, 2019         •           Month Year         •           Facility Name         •           •         •	ID         178         SDP Group         PWV         *         SDP         Rehana         Pervin, FWV, Konda           Reported Month         August         *         Reported Year         2019         Entry Date         14/09/2019         *	
> August-2019	SI No.         Name of medicine         Chemises Balance         Zecessed         Total         Distribution         Adjustment(+)         Adjustment(+)         Adjustment(+)         Closing Balance           1         TAB, IRON AND FOLIC ACID (c 2         UIMS V4         1	
4 < Record 1 of 1 > >> 4	12       TAB. CALCLUM CARBONATE (500 MG)       1       1         If # Record 1of 28       > >> >> >> >>>>>>>>>>>>>>>>>>>	
USER: ADDUIIA AI HADI	Saturday, September 14, 2019 5:0:	:23 PM

- 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

🤍 File	Parameters	Invoice	Field	Stock	Administrator H	lelp										
LMIS Form 3	LMIS Form 2	LMIS For	rm 78	Supply Plan	Field Reports	DDS Kits Reporting										
Welcome LMIS	S Form 2 LMIS Fo	rm 3 DDS	5 Kits Repor	ting												х
Jan 01, 2015	- Apr 30, 2015 🔽				10	2 SDP G	roup EW/V		SDP	01.4	sma Begum EWV	Sadar Clinic Kali				
TI Li	his Month ast Month		Entry	Reported M	onth March	Reported	Year	2015	Entry Date	16/0-	4/2015	*				
La	st 3 Month			SI No Na	me of medicine		Opening Balance	Received	Total		Distribution	Adjustment(+)	Adjustment (-)	Closing Balance	:	
	Last Year			<ul> <li>1 Ta</li> </ul>	b. Iron and Folic Acid	(200 mg ferusfumaret +	100			100	5				95	
Cus	stom Range			2 Ta	b. Folic Acid (5 mg)		200			200	13				187	=
From	То			3 Ta	b. Vitamin B Complex		100			100	15				85	
PIOIII	70 004/2015	T-1		4 Ta	b. Albendazole (400 n	ng)	20			20	20					
01/01/2013	100000000	TO P		5 Ta	b. Paracetamol (500 n	ng)										
App	ply Cancel			6 Ta	b. Antacid (650 mg)											
		_		7 Ta	b. Drotaverin Hydroch	nloride (40 mg)										
				8 Ta	b. Pantoprazole (20 m	ig)										
				9 Ta	b. Metronidazole (400	mg)										
				10 Ta	b. Chlorpheniramine N	laleate 4 mg)										
				11 Ta	b. Salbutamol (4 mg)										_	
				12 Ta	h. Calcium Carbonate ecord 1 of 28 → →	(500 mm) ₩ ◀									- F	
				🛓 🗼	💽 Save	Undo 🔀 Delet	e 📲 Close									
Record	11of2 > >> 4	111														

# **Chapter-7: Stock**

Page 162 of 195

# 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.



#### **View Stock Balance**

- Run UIMSv4
- Select Stock > Stock Balance... from Stock menu.
- The Stock Balance form is displayed.

	🛍 🔎								
Balance Stock	Reports Slow Moving Report								
me Stock Balanc	e								
Croups All		* Ralance Dates 2	2/04/2015	*					
Group. Nec		balance bate.	GO (72013						
O Show	Only Unusable Stock 🔘 Show Only Non-Zero Stock 🔘	Show Only Zero Stock 🔘 Sho	ow All Items						
					i T				
Group 🔺				<b>^</b>	Lot No/Description	Mfg. Date	Expiry Date	Lot Qty	Lot Qty (Unual
								1,513	
Item Code	Item Name	Usable Qty *	Unusable Qty	Unit					
<ul> <li>Group: CONT</li> </ul>	IRACEPTIVE								
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 =3	137		*	Total =			1,513	
++ + Record 1	lof337 ▶ ₩ ₩ 4			P.	HI + Record 1 of	1 > >> >> >> >> >> >> >> >> >> >> >> >>			

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.

Balance Stock	Reports Slow Moving Report								
me Stock Balanc	e								
Group: ALL	·	Balance Date:	2/04/2015	*					
O Show (	Only Imurable Stack	Only Zero Stack ( S	oow All Items						
O Show			IOW AN ICENS						
					Lot No/Description	Mfg. Date	Expiry Date	Lot Qty	Lot Qty (Unua
aroup					•			1,513	
Item Code	Item Name     T	Usable Qty	Unusable Qty	Unit					
	con								
✓ Group: CONT	TRACEPTIVE								
CON002	CONDOM	55,100		pcs					
	Group Total Items = 1								
✓ Group: IEM	& OTHER PRINTING MATERIALS								
IEM010	CONDOM REGISTER			book					
IEM011	CONSENT FORM FOR OPERATION (EOC PROG.)			pcs					
	Group Total Items = 2								
✓ Group: OFFI	CE EQUIPMENTS & FURNITURE								
OEF008	CONVERTIBLE NETBOOK			nos.					
	Grand Total Items =4								
Starts with([I	item Name], 'con')			Edit Filter 🗸	Total =			1,513	
+ + Record 0	of4 ⊨ ⊨ ⊨ H ∢			÷	He Hecord 1 of 1	• • • • •			

• 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:

	Administrator Help							
Leports Slow Moving Report								
nly Unusable Stock 🔿 Show Only Non-Zero	Balance Date: 2	2/04/2015 *						
				Lot No/Description	Mfg. Date	Expiry Date	Lot Qty	Lot Qty (Unuabi
				•			55,100	
Item Name	Usable Qty	Unusable Qty Unit						
RACEPTIVE								
AD SYRINGE (1 ml)	1,513	pcs						
CONDOM	55,100	pcs						
CONDOM ECP (2 TAB/PACK)	55,100	pcs pack						
CONDOM ECP (2 TAB/PACK) IMPLANT (2 ROD)	55,100	pcs pack sets						
CONDOM ECP (2 TAB/PACK) IMPLANT (2 ROD) IMPLANT (SINGLE ROD)	55,100	pcs pack sets sets						
CONDOM ECP (2 TAB/PACK) IMPLANT (2 ROD) IMPLANT (SINGLE ROD) INJECTABLES (DEPO-PROVERA)	55,100	pcs pack sets sets vials						
CONDOM ECP (2 TAB/PACK) IMPLANT (2 ROD) IMPLANT (SINGLE ROD) INUECTABLES (DEPO-PROVERA) IUD (CT-380A)	55,100 1,405 106	pcs pack sets sets vials pcs						
CONDOM           ECP (2 TAB/PACK)           IMPLANT (2 ROD)           IMPLANT (SINGLE ROD)           INJECTABLES (DEPO-PROVERA)           ILD (CT-380A)           ORAL CONTRACEPTIVE PILL (SHUHH)	55,100 1,406 106 28,125	pcs pack sets sets vials pcs cycle						
CONDOM ECP (2 TAB/PACK) IMPLANT (2 ROD) IMPLANT (5 INGLE ROD) INUECTABLES (DEPO-PROVERA) ILUD (CT-380A) ORAL CONTRACEPTIVE PILL (SHUNH) Group To	55,100 1,406 106 28,125 tal Items = 8	pcs padk sets sets vials pcs cyde						
CONDOM ECP (2 TAB/PACK) IMPLANT (2 ROO) IMPLANT (SINGLE ROO) INJECTABLES (DEPO-PROVERA) ILIO (CT-380A) ORAL CONTRACEPTIVE PILL (SHJAH) Group To Grand Tota	55,100 1,406 28,125 tal Items = 8	pcs pack sets viais pcs cycle		Total =			55.100	
	eports Slow Moving Report  nly Unusable Stock  Show Only Non-Zero  Item Name  RACEPTIVE  AD SYRINGE (1 mt)	eports Slow Moving Report Balance Date: Z Balance Date: Z Balance Date: Z I litem Name Usable Qty AD SYRINGE (1 m) 1.513	Peports Slow Moving Report Slow Moving Report Balance Date: 22/04/2015  P Report Bal	eports Slow Moving Report Slow Moving Report Balance Date: 22/04/2015 • Item Name Usable Qty Unusable Qty Unit Unusable Qty Unusable Qty Unit Unusable Qty Unus Unusable Qty Unus Unus Qty Unus Unus Qty Unus Unus Qty Unus Qty Unus Qty Unus Qty Unus Qty Unus Qty Unus Qty Unus Qty Unus Qty Unus Qty Unus Qty Unus Qty Qty Unus Qty Qty Qty Qty Qty Qty Qty Qty Qty Qty	eports Slow Moving Report Slow Moving Report Balance Date: 22/04/2015    Balance Date: 22/04/2015    Inter Name Usable Qty Unusable Stock Items Item Name Usable Qty Unusable	eports Slow Moving Report Slow Moving Report Balance Date: 22/04/2015  Balance Date: 22/04/2015  Inter Show Only Non-Zero Stock Show Only Zero Stock Show All Items  Item Name Usable Qty Unusable Qty	eports Slow Moving Report Slow Moving Report Balance Date: 22/04/2015  Balance Date: 22/04/2015  Item Name Lot No,Description Mfg. Date Expiry Date Lot No,Description Mfg. Date Expiry Date AD SYRDREF (1m) Lot No,Description Mfg. Date Expiry Date	eports Slow Moving Report Slow Moving Report Balance Date: 22/04/2015  Balance Date: 22/04/2015  Balance Date: 22/04/2015  The Mane Lot No/Description Mfg. Date Expiry Date Lot Qty Lot No/Description Mfg. Date Expiry Date Lot Qty AD SYNCH Comparison Co

# Print Stock Balance

• Press "**Preview"** button to view a printable list of Stock Balance.

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

• 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 Export 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 vote 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:

/elcome Stock	Reports							
Stock Sumn	nary Stock Summary by Lot	Digital ICR Receive Rep	ort Issue Details by I	Item Issue Details by Facility	Stock Expiry by Lot	Adjustments Report	Stock Transactions by Lot	Physical Inventory
Group : Item :	ALL ALL Show Only I Investile Stock		Summary Date: 12/0	09/2019 🔹	Show			
Group 🔺								
Item Code	Item Name	Unit Name	Usable Qty Unusi	able Qty				
v Group: C	ONTRACEPTIVE							
CON001	AD SYRINGE (1 ML)	pcs	6,943					
CON002	CONDOM	pcs	98,948					
CON005	IMPLANT (SINGLE ROD)	sets	424					
CON006	INJECTABLES (DEPO-PROVERA)	vials	6,807					
CON007	IUD (CT-380A)	pcs	286					
CON008	ORAL PILL SHUKHI	cycle	42,945					
CON009	ORAL PILL APON	cycle	570					
CON010	ORAL PILL SHUKHI (3rd Generati	on) cycle	13,210					
44 4 Recon	Grand d 1 of 61 ► >> >> d	i Total Items =61						
eport Type:	👻 Expo	rt C Preview						
R: Abdulla Al H	ladi						Thursda	7, September 12, 2019 8:3

Press

Preview button to continue.

	Stock Stock Stock	ummary ary 03, 2015		
Item Code	Item Name	Unit Name	Usable Qty	Unusable Qt
oup: CONTRACE	PTIVE			
CON001	AD SYRINGE (1 ml)	pcs	5,474	
CON002	CONDOM	pas	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)	pas	33	
CONIDOR	ORAL CONTRACEPTIVE PILL (SHUKHI)	cycle	23,565	

• If you need to export select export format and press Export 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:

- File	Parameters	Invoice Field	Stock /	Administrator He	łp						
<b>A</b>	<b>1</b>	and the second se									
Stock Balance	Stock Reports	Slow Moving Report									
Welcome Stor	k Reports										×
Stock Sum	mary Stock S	Summary by Lot	Digital ICF	R Receive Repo	rt Issue Details by Ite	m Issue Details by Facili	y Stock Expiry by Lot	Adjustments Report	Stock Transactions by Lot	Physical Inventory	
Group :	ALL			<b>v</b> 5	Summary Date: 12/09/2	2019 👻	Show				
Item :	ALL			-							

- 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:

Welcome	stock	Reports	s											×
Stoc	k Summ	nary	Stock Sum	mary by Lot	Digital ICR R	eceive Report Issu	ie Details by I	em Issue	Details by Facility	Stock Expiry by	Lot Adjustments Report	Stock Transactions by Lot	Physical Inventory	
(	Group : Item : (	ALL ALL O Shov	v Only Unusa	ble Stock ) ම Shov	w Only Non-Zero S	Summary	Poate: 12/0	0/2019 ow All Items	•	, Show				
Group	• I	Item Nar	ne 🔺											
Item	Code	•	Unit Name	Usable Qty	Unusable Qty	/ Lot No/Description	Mfg Date	Exp Date 🔺						
٩														
<b>)</b> v (	Group: C	ONTRA	CEPTIVE											
	✓ Item	n Name	: AD SYRING	5E (1 ML)										_
	CON	001	pcs	2,443				31/10/2023						
	CON	1001	pes	4,300	0.00			50/11/2025						
	v Item	n Name	CONDOM	0,945.00	0.00	4								
	CON	002	nos	11,880				31/12/2021						
	CON	002	pcs	40,268				28/02/2024						
	CON	002	pcs	46,800				31/05/2024						
				98,948.00	0.00									-
144 44 4	Record	d 1 of 79	► ₩ ₩1 ·	4										•
Report	Type:			💌 🛃 Export	C Preview	v							di 🕌	ose
USER: Ab	dulla Al Ha	ladi										Thursda	y, September 12, 2019 8:	39:43 AM

• Press "Preview" button to continue.

		Jaintiap Stock Sur As on Feb	our, Sylhet mmary by Lot ruary 03, 2015				
Item Code	Item Name	Unit Name	Usable Qty	Unusable Qty	Lot No/Description	Mfg Date	Exp Date
oup: CONTRAC	EPTIVE						
CON001	AD SYRINGE (1 ml)	pcs	5,474				
CON002	CONDOM	pcs	18,900				
CON003	ECP (2 TAB/PACK)	padk	2,000		1	01/02/2015	28/02/2018
CON003	ECP (2 TAB/PACK)	padk	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)	pos	33				
CON008	ORAL CONTRACEPTIVE PILL (SHUKHI)	cycle	23,565				
	Group Total Items =	10					

• If you need to export select export format and press select 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:

🤍 File	Parameters	Invoice Field	Stock A	dministrator	Help								
â j													
Stock Balance	Stock Reports	Slow Moving Report											
Welcome Stoc	k Reports												×
Stock Sum	nary Stock S	Summary by Lot	Digital ICR	Receive Re	port Issue Detail	by Item	Issue Details l	by Facility	Stock Expiry by Lot	Adjustments Report	Stock Transactions by Lot	Physical Inventory	
Group :	ALL			T	Start Date:	12/08/2019	1	•	Show				
Item :	ALL			-	End Date:	12/09/2019	1	-					

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

you click on vou 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:

	6				1			1		1			
ck Summary	Stock Su	mmary by Lot	Digital ICR	Receive Report	Issue Det	ails by Item	Issue Details by Facilit	Stock Ex	cpiry by Lot	Adjustment	s Report	Stock Transactions by Lot	Physical Inventory
Group : ALL				Ŧ	Start Date:	12/08/201	9	Chou					
Item : Al I				-	End Date:	12/09/201		Silow					
					cha bate.	12/03/201							
Name 🔺 🗖		_											
I	tem Name	•											
L									-			1	
			RECEIPTS				ISSUES		Quantity	BALANCE O	N HAND		
Date	IIN/IV Number	Received From		Quantity Received	mfg/ exp Date	IIN/IV Number	sued to	Quantity Issued	Transfered/ Returned	Usable	Not Usable	Remarks	
v Item Nam	e: AD SYRT	IGE (1 ML)											
12/0	[PREV B	-		224531				216702		7829			
18/08/2					31/10/2023	6456 1	Ka, NARGIS BEGUM, FWA	15		7814			
18/08/2		-			31/10/2023	6457 2	Ka, ANJU RANI SUT, FWA	5		7809			
18/08/2		•			31/10/2023	6458 2,	/ Kha, Ismo Tara Akhter, F	7		7802			
18/08/2		•			31/10/2023	6459 3	/ Ka, Sabina Khanom, FWA	16		7786			
18/08/2		-			31/10/2023	6460 3	/ Kha, Shahazadi Parveen,	55		7731			
<ul> <li>Record 1 of</li> </ul>	709 ▶ ₩	₩ 4											
:Type:		💌 🛃 Expo	rt 🛕 Previe	2W									- <b></b>
dulla Al Hadi												Thursday	/ Sentember 12, 2019 8
												mulsua	r, ocpremoer 12, 2019 0

Press Preview button to continue.

FORM NO	D6-ICR Nat	me of Article : <u>AD SYRINGE (1 N</u>	IL)		Upazil ] INVEN	a Family Planning Office Keraniganj, Dhaka TORY CONTROL SYSTEM Accounting Unit : pcs						
		RECEIPTS				ISSUES		Quantity	BALANCE C	N HAND		
Date	IIV/IV Number	Received from	Quantity Received	Mfg/Exp Date	IIV/IV Number	Issue To	Quantity Issued	Transfered/ Returned/ Destroyed	Usable	Not Usable	Signature of Store Keeper	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
12/08/2019	[PREV BALANCE]	-	224,531				216,702		7,829			
18/08/2019		-		31/10/2023	6456	1/Ka, NARGIS BEGUM, FWA, 01. Basta (In- Charge)	15		7,814			
18/08/2019		-		31/10/2023	6457	2/Ka, ANJU RANI SUT, FWA, 01. Basta	5		7,809			
18/08/2019		-		31/10/2023	6458	2/Kha, Ismo Tara Akhter, FWA, Esta	7		7,802			
18/08/2019		-		31/10/2023	6459	3/Ka, Sabina Khanom, FWA, Basta	16		7,786			
18/08/2019		-		31/10/2023	6460	3/Kha, Shahazadi Parveen, FWA, Basta	55		7,731			
18/08/2019		-		31/10/2023	6461	1/Ka, Lutfun Nahar, FWA, Hazratpur(Acting)	28		7,703			
18/08/2019		-		31/10/2023	6462	1/Kha, Lutfun Nahar, FWA, Hazrapur	57		7,646			
18/08/2019		-		31/10/2023	6463	2/Ka, Dilruba Sultana, FWA (Add), Hazapur	25		7,621			
18/08/2019		-		31/10/2023	6464	3/Ka, Kamrun Nahar, FWA, Hazrapur	27		7,594			
18/08/2019		-		31/10/2023	6465	3/Kha, Dilruba Sultana, FWA, Hazatpur	36		7,558			
18/08/2019		-		31/10/2023	6466	l/Ka, Iva Akhter, FWA, Kalatia	15		7,543			
18/08/2019		-		31/10/2023	6467	1/kha, Helena Akhter, FWA(in-charge), kalatia	10		7,533			
18/08/2019		-		31/10/2023	6468	2/ ka,Helena Akhter, FWA, Kalatia	26		7,507			
18/08/2019		-		31/10/2023	6469	2/Kha, Momotaz Begum, FWA, Kalatia	11		7,496			
18/08/2019		-		31/10/2023	6471	3/Kha Nowrin Jahan, FWA, Kalatia	13		7,483			
18/08/2019		-		31/10/2023	6472	1/Ka, Sharifa Akhter, FWA (in-	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.

🤍 File	Parameters	Invoice Field	Stock Adm	inistrator Help						
1	<u>i</u>	No. of Lot of Lo								
Stock Balance	Stock Reports	Slow Moving Report								
Welcome Stod	k Reports									×
Stock Sumr	mary Stock S	ummary by Lot	Digital ICR	Receive Report	Issue Details by It	em Issue Details by Fa	cility Stock Expiry by Lo	Adjustments Report	Stock Transactions by Lot	Physical Inventory
Group :	ALL			Ŧ	Start Date: 12/08/	2019 👻	Show			
Item :	ALL			-	End Date: 12/09/	2019 👻				
	I AI	) Local Purchase	O Receive From	n Warehouse						

- 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 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:

Welcome	Stock Reports											×
Stock	Summary Stock Summ	ary by Lot Digital I	CR Receive	Report Issue	e Details by It	em Issue De	etails by Facil	ity Stock Exp	iry by Lot Adjustments Re	port Stock Transactions by	Lot Physical Inventory	
Gro	Group:     ALL     *     Start Date:     12/08/2019     *       Item:     ALL     *     End Date:     12/09/2019     *       Item:     ALL     *     End Date:     12/09/2019     *											
Group	Item Name											
Supplie	er Name	Supplier Reference	Supplier Date	Invoice No	Invoice Date	Receive Qty	Return Qty	Balance Qty				
9												
) ∨ Gr	roup: CONTRACEPTIVE											=
_ ×	Item Name: AD SYRINGE	(1 ML)										_
	Dhaka CWH	5747	22/08/2019	74	22/08/2019	1,900	0	0				
	Group Total Items =	1				1,900	0	0				
×	Item Name: CONDOM											
	Dhaka CWH	5747	22/08/2019	74	22/08/2019	46,800	0	0				
	Dhaka CWH	3444	01/09/2019	76	03/09/2019	12,000	0	0				
	Group Total Items =	2				58,800	0	0				
~	Item Name: INJECTABLES	6 (DEPO-PROVERA)										- 1
W4 44 4	Dhaka CWH	5747	22/08/2019	74	22/08/2019	1,900	0	0				
Report Ty	ype:	Export	Preview								Close	e
USER: Abdu	ulla Al Hadi				_					Thu	rsday, September 12, 2019 8:39	:43 AM

#### 7.2.5. Issue Details by Item

Ӯ File	Parameters	Invoice	Field	Stock	Administrator	Help								
<b>A</b>														
tock Balance	Stock Reports	Slow Me Repo	oving ort											
Velcome Stod	k Reports													
Stock Sum	mary Stock s	Summary I	by Lot	Digital IC	R Receive F	Report <mark>Issue D</mark>	etails by Item	Issue Details by	Facility	Stock Expiry by Lot	Adjustments Report	Stock Transactions by Lot	Physical Inventory	•
Group :	ALL				<b>v</b>	Start Date	: 12/08/201	19 .	] (m)	Show				
Item :	ALL				-	End Date	: 12/09/201	19 -		Chion				

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:

Icome Stock Reports											
Stock Summary Stock Summary I	oy Lot Digital	ICR Receive F	Report <mark>Issue Detail</mark>	ls by Item Iss	ue Details by Facili	ty Stock Expir	y by Lot	Adjustments Report	Stock Transactions by Lot	Physical Inventory	
Group : ALL			Start Date:	12/08/2019	<b>T</b>	Ehow .					
Item : ALL		-	End Date:	12/09/2019	<b>.</b>	- Silow					
			End Dater	12/03/2013							
iroup  Item Name  Item Name											
Receiver	Invoice No	Issue Date	Issue Qty								
			0,								ī
Group: CONTRACEPTIVE											
<ul> <li>Item Name: AD SYRINGE (1 M</li> </ul>	L)										
1/Ka, NARGIS BEGUM, FWA, 01.	6456	18/08/2019	15								
2/Ka, ANJU RANI SUT, FWA, 01	. 6457	18/08/2019	5								
2/Kha, Ismo Tara Akhter, FWA, .	. 6458	18/08/2019	7								
3/Ka, Sabina Khanom, FWA, Bas	ta 6459	18/08/2019	16								
3/Kha, Shahazadi Parveen, FWA	6460	18/08/2019	55								
1/Ka, Lutfun Nahar, FWA, Hazra	6461	18/08/2019	28								
1/ Kha, Lutfun Nahar, FWA, Hazr.	6462	18/08/2019	57								
2/Ka, Dilruba Sultana, FWA (Add.	. 6463	18/08/2019	25								
portType:	Export	Preview								elo 🗧	9
Abdula Al Hadi									Thursday	. Contombor 12, 2010 8:2	

• Press "Preview" button to continue

	Upazila Family Planning Office Jaintiapur, Sylhet Issue Details by Item Between December 01, 2014 and March 15, 2	015		
Item Name	Receiver	Invoice No	Issue Date	Issue Qty
Group: CONTRACEPTIVE	1944 - 1960 - 1950 - 19			
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, UzzalaBala 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

File 🔨	Parameters	Invoice Field	Stock A	dministrator Hel	p								
<b>A</b>		and the second second											
Stock Balance	Stock Reports	Slow Moving Report											
Welcome Stoc	k Reports												х
Stock Sumr	nary Stock S	ummary by Lot	Digital ICR	Receive Repor	t Issue Details	by Item	Issue Details by Fa	ility Stock Exp	oiry by Lot	Adjustments Report	Stock Transactions by Lot	Physical Inventory	
Group :	ALL			-	Start Date:	12/08/2019	-	Show					
Item :	ALL			-	End Date:	12/09/2019	-						
Facility :	ALL			-									

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.

Stoc	k Summary	Stock Summary by Lot	Digital ICR	Receive Repo	rt Issue Deta	ails by Item	Issue Details by Fa	stock Ex	piry by Lot	Adjustments Report	Stock Transactions by Lot	Physical Inventory
(	Group : ALI	L		-	Start Date:	12/08/2019	-	Show				
	Item : ALL	-		-	End Date:	12/09/2019	-	(4.3)				
F	acility : ALI	L		-								
acilit	у 🔺											
Item	1 Code	Item Name		Invoice No	Invoice Date	Issue Qty	Lot No/Description	Mfg Date	Exp Date			
~	Facility: 01.	1/ Ka, Aysha Begum (in-charg	e), FWA, Shuv	adda								
	CON002	CONDOM		6516 (ISSUE)	18/08/2019	300			28/02/2024			
	CON008	ORAL PILL SHUKHI		6516 (ISSUE)	18/08/2019	90			31/03/2024			
					Group Total =	390						
~	Facility: 01.	1/ Ka, Nurjahan Begum, FWA, /	Aganogar									
	CON001	AD SYRINGE (1 ML)		6510 (ISSUE)	18/08/2019	7			31/10/2023			
	CON002	CONDOM		6510 (ISSUE)	18/08/2019	300			28/02/2024			
	CON006	INJECTABLES (DEPO-PROVERA)		6510 (ISSUE)	18/08/2019	7			31/10/2021			
	CON008	ORAL PILL SHUKHI		6510 (ISSUE)	18/08/2019	210			31/03/2024			
					Group Total =	524						
44 4	Record 1	of 512 + ++ ++ -(										
Poort	Type:	👻 🛃 Export	t 👌 Previ	ew								<b>4</b>

- 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 Fam Jainti Issue De	ily Planning Off apur, Sylhet tails by Facility	ice			
	Be	tween December 0	1, 2014 and Ma	rch 15, 2015			
Item Code	Item Name	Invoice No	Invoice Date	Issue Qty	Lot No/Description	Mfg Date	Exp Date
Facility: 1/Ka,Ha	awarun 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, Ja	han 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,Jo	inab 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			2
CON008	ORAL CONTRACEPTIVE PILL (SHUKHI)	17 (PUSH)	12/01/2015	270			
			Group Total =	4,570			

#### 7.2.7. Stock Expiry by Lot

File File	Parameters	Invoice Field	Stock A	dministrator He	p							
a j		a state										
Stock Balance	Stock Reports	Slow Moving Report										
Welcome Stoc	k Reports											×
Stock Sumr	nary Stock S	ummary by Lot	Digital ICR	Receive Repo	t Issue Details b	y Item I	Issue Details by Facility	Stock Expiry by Lot	Adjustments Report	Stock Transactions by Lot	Physical Inventory	
Group :	ALL			-	Expiry Date:	12/03/2020	•	Show				
	Show Only Un	usable Stock 🔘 Sl	now Only Non-Z	ero Stock 🔘 Shov	Only Zero Stock 🤇	) Show All I	Items					

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.

lcome	Stock Repo	orts										
toc	k Summary	Stock Summary by Lot	Digital ICR	Receive Report	Issue Details by	Item Is	ssue Details by Faci	lity <mark>Stoc</mark>	k Expiry by Lot	Adjustments Report	Stock Transactions by Lot	Physical Inventory
(	Group : ALL			-	Expiry Date: 12/	/03/2020	-		w			
	() sh	now Only Unusable Stock 🔘 Sh	how Only Non-Zer	o Stock O Show	Only Zero Stock 🔘	Show All It	tems					
OUD	•											
	Carda	These blasse		Linik Manag	Useble Obv	-H- Oh-	Labela Dansiation	Mér Data	Fire Data			
tem	Code	Item Name		Unit Name	Usable Qty Unus	able Qty	Lot No/Description	Mig Date	Exp Date			
		NORMAL DELIVERY KIT		kit	18				28/02/2020			
		Grou	in Total Items = 1									
~ 1	Group: MCH 8	& OTHER MEDICINE		1								
	MCH021	TAB. MISOPROSTOL 200 MCG (2	tab. = 1 dose)	tab.	450				28/02/2020			
		Grou	p Total Items = 1									
44 4	Record 1 of	2 ▶ ₩ ₩ ◀										
	Type:	- 🛃 Expo	et 📑 Broui									Jan a
ort			it i i i i i i i i i i i i i i i i i i	ew								

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

you click on preview 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 Preview button to continue.

		Rajshahi RWH, Regional Warehous Stock I As before	e, FP, Med Expiry by Ite on May 02,	lical subdepot em , 2022	t, Rajshahi-60	00	
	Item Code	Item Name	Unit Name	Usable Qty	Unusable Qty	Lot No	Mfg Date
Gr	oup: CONTRA	CEPTIVE					
	CON002	CONDOM	pos	570,000		120	31/01/2014
	CON002	CONDOM	pas	180,000		1200	25/10/2014
	CON002	CONDOM	pas	600,000		125	28/02/2014
		Group Items = 3	3				

• If you need to export select export format and press state button

#### 7.2.8. Adjustment Report

-												
File	Parameters	Invoice Field	Stock Ad	ministrator Help	)							
a j		at the										
Stock Balance	Stock Reports	Slow Moving Report										
Welcome Stor	k Reports											×
Stock Sum	mary Stock S	ummary by Lot	Digital ICR	Receive Report	Issue Details b	oy Item	Issue Details by Facility	Stock Expiry by Lot	Adjustments Report	Stock Transactions by Lot	Physical Inventory	
Group :	ALL			Ŧ	Start Date: 1	2/08/2019	<b>T</b>	Show				
Item :	ALL			-	End Date: 1	2/09/2019	-					
Adj Type :	ALL			Ŧ								

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.

Gn	oup:	ALL			-	Start Date:	12/08/201	9	- <b>T</b> :	Show			
1	item :	ALL			-	End Date:	12/09/201	9	•				
Adj T	ype :	ALL			-								
tem (	inde	Item Nar	Me 🔺	To/From	Inv. Date	Invoice No	Linit Name	Adjusted Oty	Lot No/Description	Mfn Date	Evp Date	Remarks	
	.000	_	hoji i jpe	- oprion	Introduc	21101000110	onicitanic	Augusteu gey	cornojocscipion	nig bate	Exp Dute	Rendrito	
~ 6	noun: K	115.8	MEDICAL FOUTPMENTS										
~	Iten	n Name	B.P. MACHINE										
	KIT0	10	Add to Stock	Keraniganj, Dhaka	25/08/2019	52	pcs	2					
				Group Total Items=1				2					
~	Iten	n Name	: STETHOSCOPE										
	KIT0	52	Add to Stock	Keraniganj, Dhaka	25/08/2019	52	pcs	2					
				Group Total Items=1				2					
				Group Total Items=2	2								
Y GI	roup: N	1CH & 0	OTHER MEDICINE										
H A	Record	n Name I 1 of 6	Note: 1.1% CHLOROHEXIDI I → I → III	NE									

• The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If C Preview 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:
- Q Preview Press button to continue.

			Bet	ween Augi	Keraniga Adjustmei Jst 12, 2019	nj, Dhaka nts Report and Septer	mber 12, 20	19			
Item	Code	Adj. Type	To/From	Inv. Date	Invoice No	Unit Name	Adjusted Qty	Lot No/Description	Mfg Date	Exp Date	Remarks
roup: KI	TS & MED	ICAL EQUIPMENTS									
Item N	Name: B.F	P. MACHINE									
KI	T010	Add to Stock	Keraniganj, Dhaka	25/08/2019	52	pas	2				
			Group Total Items=1				2				
Item N	lame: ST	ETHOSCOPE						4			
KI	T052	Add to Stock	Keraniganj, Dhaka	25/08/2019	52	pos	2				
			Group Total Items=1				2				
			Group Total Items=2								

Export • If you need to export select export format and press button

### 7.2.9. Stock Transaction by Lot

🤍 File	Parameters	Invoice Field	Stock Ad	ministrator Help							
<b>A</b>	<u>, i</u>	a constant									
Stock Balance	Stock Reports	Slow Moving Report									
Welcome Stoc	k Reports										×
Stock Sumr	nary Stock S	ummary by Lot	Digital ICR	Receive Report	Issue Details by Item	Issue Details by Facility	Stock Expiry by Lot	Adjustments Report	Stock Transactions by Lot	Physical Inventory	
Group : Item :	CONTRACEPTIV AD SYRINGE (11	Е ИL)		<b>•</b>	Lot No: Exp Date: 31/01/202	0 -	Show				

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.

Velc	me St	tock Report	s											
St	ock Sur	mmary	Stock Summary by	Lot Digita	I ICR Recei	ve Report	Issue Details b	y Item Issue De	tails by Facil	ity Stock	Expiry by Lot	Adjustments Report	Stock Transactions by Lot	Physical Inventory
	Group	: CONT	RACEPTIVE			•	Lot No:			Sho	w			
	Item	n : AD SY	RINGE (1 ML)			•	Exp Date: 31	/01/2020	-					
Gro	up 🔺	Item Na	me 🔺											
I	em Code	•	To/From	Inv. Date	Invoice No	Unit Name	Quantity	Lot No/Description	Mfg Date	Exp Date	Remarks			
,	Group	p: CONTR/	CEPTIVE											
	∽ It	tem Name	: AD SYRINGE (1 ML)											
	C	CON001	Dhaka CWH	14/10/2015	7 (REV)	pcs	2,200			31/01/2020				
	C	CON001	Rehana Parvin, FW	03/11/2015	787	pcs	300			31/01/2020				
	C	CON001	Sumsun Nahar, FW	03/11/2015	793	pcs	600			31/01/2020				
	C	CON001	Rahima Begum, FWV	25/11/2015	801	pcs	102			31/01/2020				
	C	CON001	BAMANEH	25/11/2015	806	pcs	1,198			31/01/2020				
4	1 Rec	rord 1 of 5	<b>F IF IFI</b> 4											
	, Keu													
,	ort Type:	:	- 4	Export	Preview									Clos

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

				Ste As	Keraniganj, ock Transaci on Septemb	Dhaka tions by Lot per 12, 2019				
Item C	ode	To/From	Inv. Date	Invoice No	UnitName	Quantity	Lot No/Description	Mfg Date	Exp Date	Remarks
Group: CONT	RACEPTI	/E								
Item Nan	ne: AD SY	RINGE (1 ML)								
CON	001	Dhaka CWH	14/10/2015	7 (REV)	pos	2,200			31/01/2020	
CON	001	Rehana Parvin, FWV, Kon	03/11/2015	787	pos	300			31/01/2020	
CON	001	Sumsun Nahar, FWV, Tar	03/11/2015	793	pos	600			31/01/2020	
CON	001	Rahima Begum, FWV, Kala	25/11/2015	801	pas	102			31/01/2020	
				0.00					24/24/2222	

Export • If you need to export select export format and press

button

#### 7.2.10. Physical Inventory

File File	Parameters	Invoice Field	Stock Ad	lministrator Help						
1	<u>i</u>	No.								
Stock Balance	Stock Reports	Slow Moving Report								
Welcome Stor	k Reports									x
Stock Sum	mary Stock S	Summary by Lot	Digital ICR	Receive Report	Issue Details by Iten	Issue Details by Facilit	y Stock Expiry by Lot	Adjustments Report	Stock Transactions by Lot	Physical Inventory
Group :	ALL			Ŧ	Start Date: 01/07/20	9 💌	Show			
	<ul> <li>Usable Sto</li> </ul>	ick 🔿 Unus	able Stock		End Date: 12/09/20	9 -				

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. •

ock Summary Stock Summary by Lo	t Digital ICR	Receive Report	Issue Details	by Item Issue	e Details by Facili	ty Stock Exp	iry by Lot	Adjustments Report	Stock Transactions by Lot	Physical Inventory
Group : ALL		-	Start Date:	01/07/2019	-	Show				
Usable Stock     Ur	nusable Stock		End Date:	12/09/2019	-					
aup 🔺										
tem Name	Opening Bal	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					
Record tol Hoo P W M										

- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If • you click on vote 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. ٠
- Select an Item Group. The form may appear as follows:
- Preview button to continue. Press

	_	Upazil Physi	a Family Plan Keraniganj, Dl ical Inventoy (	ning Office haka Unusable)				
Item Name	Opening Balance	Received	Issued Issued	Returned	, 2019 Closing Balance	Physical Count	Difference (+/-	Remarks
oup: 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			

Export • 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 Preview button to continue.

		Slow Moving Item Li	ist		
Item C	ode Item Nam	e Last Receive D	ate Last Issue Date	Unit I	Not Moving (Days)
	Grand T	otal Items = 0			

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

# **Chapter-8: Administrator**

# 8.1. Options

• Go to Administrator > Options from Administration menu

	Ļ	1		<u>a</u> ta	•	<b>3</b>	2	6	È	È		Ø
Options	Data Download	Data Upload	Backup Database	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Supply Plan Item Serial	DDS Kit Item Serial	Office 2010 Blue *

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

File 🔍	Parameters	Invoice	Field Stor	ck Adminis	trator Help								
Options	Uata	1 Data	Backup	Unit	Contract Adjustment	Employee	2000 Indentors	Facility	Eorm Item	Supply Plan	DDS Kit	Office 2010 Blue	
	Download	Upload	Database		Туре	Designation	Designation	Groups	Settings	Item Serial	Item Serial	÷	
Welcome O	ptions											1	
	Upaz	la Ke	raniganj, Dhaka		Ŧ								
	Ware	house Dh	aka CWH		Ŧ								
	Prepa	red By MD	. Jasim Uddin		*								
	Appro	ved By NA	HID SHULTANA		*								
	Issued	i By MD	. Jasim Uddin		*								
	Store	Type In	UHC Building		-								
		Ċ.	Sava	Lindo	Close								
		1			Close								

When an employee transfer or join in an UFPO/UFPAs 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.

Welcome Options			
	Upazila	Keraniganj, Dhaka	-
		Dhales Citital	_
	Warehouse	Driaka CWH	
	Prepared By	MD. Jasim Uddin	•
	Approved By	NAHLD SHULTANA	•
	Issued By	Abdulla Al Hadi	_
		D. M. Ali Asgar	
	Store Type	Dr.Musaddek Habib	
		NAHID SHULTANA	
	0	S	
		x	4
		L	

- 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 -
  - 1. One Storied Store
  - 2. Two Stories Office Cum Store
  - 3. 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

Store Type	In UHC Building	*
	Store Type	A
	One Storied Store Two Storied Office cum Store Three Storied Building In DDFP Office Building In Divisional Director Office Building In UHC Building	
	In upazila Parishad	

• If you need to cancel settings Press button before save.

• After setting "Prepared By, Approved By & Issued By" and "Store type" then press button.

									(	Options - UIMS	v4.0					-	٥	×
<b>V</b>	File P	arameters	Invoice	Field	Stock	Administrate	r Help											
		L .	1			<u>_</u>	•	<u></u>		6	Ē.	Ē		Ø				
Options	s Da Dow	ta nload	Data Upload	Backup Databas	se	Unit	djustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Supply Plan Item Serial	DDS Kit Item Serial	Office 2010 Blue				
			· · · · · · · · · · · · · · · · · · ·															
Welcome	Options																	×
		Upazila	Ker	raniganj, Dł	naka		~											
		Wareho	Dhanne Dh	aka CWH			+											
		Prepared	i By MD	. Jasim Udd	lin		-											
		Approve	d By NA	HID SHULT	ANA		-											
		Issued B	y MD	. Jasim Udd	din		-											
		Store Ty	pe In	UHC Buildin	g		Ŧ											
				Save	💾 Ur	ndo 🕂	Close											
USER: Ab	dulla Al Hadi														Saturday, S	eptember 14.	2019 11:23	2:52 AM
Julia Abi															outerday) a	up terriber 1 ly :		

 Press
 Close button.

# 8.2. Data Download

- Run UIMSv4
- Select Administrator > Data Download from Administrator menu.
- The Data Download form is displayed.

						'								
Options	Data Download	Data Upload	Backup Database	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Supply Plan Item Serial	DDS Kit Item Serial	Office 2010 Blue ▼		
Welcome	Data Download													×
				Progre	255	📕 Sta	art Data	Downlo	bad					
Drag a col	lumn header here	to group by tha	t column											
Sr No	Table Name		Download M	leta Sql										
٩														
-	Record 0 of 0 >	<b>₩ ₩</b> 4												÷
													1	lose

• 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.

Welcome         Data Upload           Image: Start Data Upload           Progress           Drag a column header here to group by that column           Log Seq         User         Terminal         Created Date Time         Log Text           V         Start Data Upload           P         Start Data Upload           P         Start Data Upload           V         Start Data Upload           V         Start Data Upload           V         Start Data Upload           V         Start Data Upload           Start Data Upload         V           Start Data Upload         V           Start Data Upload         V           Deal Start Data Upload         V           Data Ubload         NEERT INTO employee(FacilyCode,EmpCode,EmpCode,EmpCode,Acces) values(T375,fmAdutteneTryer, 3,1)           St4478 ADMIN         TOSHIBA-PC         Z1/08/2016 12:05:S8 PM         NEERT INTO formaccess(facilyCode,Formd,EmpCode,Acces) values(T375,fmAdutteneTryer, 3,1)           St4480 ADMIN         TOSHIBA-PC         Z1/08/2015 12:05:S8 PM         NEERT INTO formaccess(facilyCode,Formd,EmpCode,Acces) values(T375,fmData GargeBass, 3,1)           St4482 ADMIN TOSHIBA-PC         Z1/08/2015 12:05:S8 PM         NEERT INTO formaccess(facilyCode,Formd,EmpCode,Acces) values(T375,fmDased, 3,1)			Office 2010 Blue *	DDS Kit Item Serial	Supply Plan Item Serial	Form Item Settings	Facility Groups	Indentors Designation	Employee Designation	Adjustment Type	Unit	Backup Database	Data Upload	Data Download	ptions
Y       Y         Y       Created DateTime       Log Text         Y       State ADMIN       TOSHBAPC       Ll08/2016 12:05:58 PM       NERT INTO formacc	>													ata Upload	elcome
Drag a column header here to group by that column           Log Seq         User         Terminal         Created DateTime         Log Text         V           V         Image: Seq User         Terminal         Created DateTime         Log Text         V           V         Image: Seq User         Terminal         Created DateTime         Log Text         V           V         Image: Seq User         Terminal         Created DateTime         Log Text         V           V         Image: Seq User         Terminal         Created DateTime         Log Text         V           V         S4479         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         NSERT INTO employee(FacilityCode,EmpCode,EmpCode,EnpName,DesigCode,LiserId,LiserPod,Jactime,MobieNo,Email) VALUES (T375', fim.AdjustmentType', 3, 1)           S4480         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         NSERT INTO formaccess(facilityCode,Formtd,EmpCode,JAccess) values(T375', fim:ChangePass', 3, 1)           S4481         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         NSERT INTO formaccess(facilityCode,Formtd,EmpCode,JAccess) values(T375', fimDDStitter, 3, 1)           S4483         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         NSERT INTO formaccess(facilityCode,Formtd,EmpCode,JAccess) values(T375',fimDDStitter, 3, 1)           S						d	a Uploa	tart Dat	t S			Progress			
Log Seq         User         Terminal         Created DateTime         Log Text <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>t column</th><th>e to group by tha</th><th>nn header he</th><th>Drag a colu</th></t<>												t column	e to group by tha	nn header he	Drag a colu
P         Image: Constraint of the constraint of the		۴								Log Text	DateTime	Created	Terminal	User	Log Seq
54478         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO employee(FaciltyCode,EmpCode,EmpCode,EmpCode,LiserId,UserPwd,bActive,Mobielio,Email) VALUES (T375',3,Mazeda Parviri,2,MAP',MAP',           54478         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmAdjustmentType', 3, 1)           54480         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmAuditLog', 3, 1)           54481         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmAuditLog', 3, 1)           54482         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmDatrict', 3, 1)           54483         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmDatrict', 3, 1)           54483         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmDatrict', 3, 1)           54484         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmDatrict', 3, 1)           54484         ADMIN															7
54479         ADMIN         TOSHIBA-PC         21/08/2016         12:05:58 PM         INSERT INTO formaccess(faciltyCode,FormId,EmpCode,bAccess) values(T375',frmAdjustmentType', 3, 1)           54480         ADMIN         TOSHIBA-PC         21/08/2016         12:05:58 PM         INSERT INTO formaccess(faciltyCode,FormId,EmpCode,bAccess) values(T375',frmAuditLog', 3, 1)           54481         ADMIN         TOSHIBA-PC         21/08/2016         12:05:58 PM         INSERT INTO formaccess(faciltyCode,FormId,EmpCode,bAccess) values(T375',frmAuditLog', 3, 1)           54481         ADMIN         TOSHIBA-PC         21/08/2016         12:05:58 PM         INSERT INTO formaccess(faciltyCode,FormId,EmpCode,bAccess) values(T375',frmDstrict', 3, 1)           54482         ADMIN         TOSHIBA-PC         21/08/2016         12:05:58 PM         INSERT INTO formaccess(faciltyCode,FormId,EmpCode,bAccess) values(T375',frmDstrict', 3, 1)           54483         ADMIN         TOSHIBA-PC         21/08/2016         12:05:58 PM         INSERT INTO formaccess(faciltyCode,FormId,EmpCode,bAccess) values(T375',frmDstrict', 3, 1)           54484         ADMIN         TOSHIBA-PC         21/08/2016         12:05:58 PM         INSERT INTO formaccess(faciltyCode,FormId,EmpCode,bAccess) values(T375',frmDstrict', 3, 1)           54484         ADMIN         TOSHIBA-PC         21/08/2016         12:05:58 PM         INSERT INTO formaccess(faciltyCode,FormId,EmpCode,bAccess) values(T375',frmDs		/in',2,'MAP','MAP',	ALUES ('T375', 3, 'Mazeda Par	,MobileNo,Email) 1	UserPwd,bActive	esigCode,UserId,	de,EmpName,D	acilityCode,EmpCo	NTO employee(Fa	1 INSERT I	016 12:05:58 PM	21/08/2	TOSHIBA-PC	78 ADMIN	54
54480         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmAuditLog', 3, 1)           54481         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmChangePass', 3, 1)           54482         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmDDSrkItemGeriaf', 3, 1)           54483         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmDDSrkItemGeriaf', 3, 1)           54483         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmDbritcr', 3, 1)           54484         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmDbritcr', 3, 1)           54484         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmDbritcr', 3, 1)           54484         ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmDbritcr', 3, 1)           54484         ADMIN         TOSHIBA-PC         2				tType', 3,1)	75','frmAdjustmen	cess) values(T37	Id,EmpCode,bAc	facilityCode,Form	NTO formaccess(	INSERT I	016 12:05:58 PM	21/08/2	TOSHIBA-PC	79 ADMIN	54
54481 ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(facilityCode,FormId,EmpCode,bAccess) values(T375',frmChangePass', 3,1)           54482 ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(facilityCode,FormId,EmpCode,bAccess) values(T375',frmDDS/cittemSerial', 3,1)           54483 ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(facilityCode,FormId,EmpCode,bAccess) values(T375',frmDDS/cittemSerial', 3,1)           54483 ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(facilityCode,FormId,EmpCode,bAccess) values(T375',frmDbristict', 3,1)           54484 ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(facilityCode,FormId,EmpCode,bAccess) values(T375',frmDbristict', 3,1)           54484 ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(facilityCode,FormId,EmpCode,bAccess) values(T375',frmDbristict', 3,1)           54484 ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(facilityCode,FormId,EmpCode,bAccess) values(T375',frmDbristict', 3,1)           54484 ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(facilityCode,FormId,EmpCode,bAccess) values(T375',frmDbristict', 3,1)				3,1)	75','frmAuditLog',	cess) values(T37	Id,EmpCode,bAc	facilityCode,Form	NTO formaccess(	1 INSERT I	016 12:05:58 PM	21/08/2	TOSHIBA-PC	80 ADMIN	54
54482 ADMIN         TOSHBA-PC         21/08/2016 12:05:58 PM         DISERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmDDSRittemSerial', 3,1)           54483 ADMIN         TOSHBA-PC         21/08/2016 12:05:58 PM         DISERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmDDSRittemSerial', 3,1)           54484 ADMIN         TOSHBA-PC         21/08/2016 12:05:58 PM         DISERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmDsritcf', 3,1)           54484 ADMIN         TOSHBA-PC         21/08/2016 12:05:58 PM         DISERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmDsritor), 3,1)           54484 ADMIN         TOSHBA-PC         21/08/2016 12:05:58 PM         DISERT INTO formaccess(faciltyCode,Formid,EmpCode,bAccess) values(T375',frmDsritor), 3,1)				ss', 3,1)	75','frmChangePa	cess) values(T37	Id,EmpCode,bAo	facilityCode,Form	NTO formaccess(	INSERT I	016 12:05:58 PM	21/08/2	TOSHIBA-PC	81 ADMIN	54
54483 ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(facilityCode,Formid,EmpCode,bAccess) values(T375'/frmDistrict', 3,1)           54484 ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(facilityCode,Formid,EmpCode,bAccess) values(T375'/frmDistrict', 3,1)           54484 ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(facilityCode,Formid,EmpCode,bAccess) values(T375'/frmDistrict', 3,1)           54484 ADMIN         TOSHIBA-PC         21/08/2016 12:05:58 PM         INSERT INTO formaccess(facilityCode,Formid,EmpCode,bAccess) values(T375'/frmDistrict', 3,1)				nSerial', 3,1)	75','frmDDSKitIten	cess) values(T37	Id,EmpCode,bAo	facilityCode,Form	NTO formaccess(	1 INSERT I	016 12:05:58 PM	21/08/2	TOSHIBA-PC	82 ADMIN	54
54494 ADMIN TOSHIBA-PC 21/08/2016 12:05:55 PM INSERT INTO formaccess(facilityCode,FormId,EmpCode,bAccess) values(T375'/frmEhvision', 3,1)				,1)	75','frmDistrict', 3	cess) values(T37	Id,EmpCode,bAo	facilityCode,Form	NTO formaccess(	1 INSERT I	016 12:05:58 PM	21/08/2	TOSHIBA-PC	83 ADMIN	54
54485 ADMIN TOSHTRADC 21/08/2016 12:05:58 PM INSERT INTO formaccess(facilityCode FormId EmpCode báccess) values(T1375' frmEmpDesignation' 3.1)				,1)	75','frmDivision', 3	cess) values(T37	Id,EmpCode,bAc	facilityCode,Form	NTO formaccess(	1 INSERT I	016 12:05:58 PM	21/08/2	TOSHIBA-PC	84 ADMIN	54
a nos never ros item ros item ros item ros item ros item costructory of item costructo				nation', 3,1)	75','frmEmpDesigr	cess) values(T37	Id,EmpCode,bAo	facilityCode,Form	NTO formaccess(	INSERT I	016 12:05:58 PM	21/08/2	TOSHIBA-PC	85 ADMIN	54
54486 ADMIN TOSHIBA-PC 21/08/2016 12:05:58 PM INSERT INTO formaccess(facityCode,Formid,EmpCode,bAccess) values(T375',firmErrorLog', 3, 1)	Ŧ			3, 1)	75','frmErrorLog',	cess) values(T37	Id,EmpCode,bAo	facilityCode,Form	NTO formaccess(	INSERT I	016 12:05:58 PM	21/08/2	TOSHIBA-PC	86 ADMIN	54
(# 4 4 Record 1 of 8986 ► >> >> * 4	•											4	1986 F HF HF	Record 1 of	H 44 4

• 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.

Options	Data Download	Data Upload	Backup Database	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Supply Plan Item Serial	DDS Kit Item Serial	Office 2010 Blue *		
Welcome	Backup Databa	se												x
Process	s Completed	Table Name				1	Total Records		Records P	ocessed				
٣														
•		MonthList							12	0				
		LookAndFeel							1	0				=
		Warehouse							1	0				
		FormList							47	0				
		unions							6	0				
_		SOReason							4	0				
_		sdp_deselect_re	ason						7	0				
		Designation							9	0				
		IndentDesig							20	0				
-		Employee							3	0				
		Supplier							0	0				
		Division							7	0				
		District							64	0				
		FGroup							11	0				
		Facility							556	0				
		ItemGroup							9	0				_
To	tal Tables = 51				Ta	tal Records =		36	109	0				•
144 44 4	Record 1 of 5	1 + ++ ++ -(												
													B. CO	

Ξ	2	1	1	a <sup>l</sup> a	- Co			0				s s s s s s s s s s s s s s s s s s s	
Opti	ons Data Download	Data Upload	Backup Database	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Supply Plan Item Serial	DDS Kit Item Serial	Office 2010 Blue 🔻	
Velco	ome Backup Datab	ase											
P	Process Completed	Table Name				1	Fotal Records		Records Pr	ocessed			
۴													
•	V	MonthList							12	12			
	X	LookAndFeel							1	1			
	1	Warehouse							1	1			
	V	FormList							47	47			
	×.	unions							6	6			
		SOReason							4	0			
		sdp_deselect_re	ason						7	0			
		Designation							9	0			
		IndentDesig							7	0			
		UnitOfMeas							29	0			
		Supplier							0	0			
		Division							7	0			
		District							64	0			
		FGroup							11	0			
		Facility							556	0			
		ItemGroup							9	0			
	Total Tables = 51				Ta	tal Records =		36	109	67			

After completing the backup generation the following screen will appear:

📙   🛃 🥃 🗸 l backup	Extract		_	
File Home Share View	Compressed Folder Tools			~ 🕐
$\leftarrow \rightarrow \checkmark \uparrow \square \ll UIMS V4 \rightarrow$	backup >	~ Ū	Search backup	Q
🖆 Documents 🖈 ^ Name	^		Date modified	Туре
📰 Pictures 🖈 🔤 lo	gupload		12/09/2019 1:16 PM	File folder
📕 F7B 🔡 D	biganj_Panchagarh_14_Sep_201	9_07	14/09/2019 7:11 AM	Compressed (:
Supply_Plan	biganjPanchagarh_14_Sep_201	9_09	14/09/2019 9:31 AM	Compressed (
UIMSv4	51_04_09_2019_05_44		04/09/2019 5:44 PM	Compressed (
UIMSv4_Docum	51_04_09_2019_05_48		04/09/2019 5:48 PM	Compressed (:
T S	51_08_09_2019_12_32		08/09/2019 12:32 PM	Compressed (:
OneDrive	51_08_09_2019_12_37		08/09/2019 12:37 PM	Compressed (:
💻 This PC	51_09_09_2019_11_00		09/09/2019 11:00 AM	Compressed (:
T 3D Objects	86_12_09_2019_01_06		12/09/2019 1:06 PM	Compressed (:
Desktop	ns		12/09/2019 1:04 PM	Text Documer
🖆 Documents				
🕂 Downloads				
👌 Music				
Pictures				
📑 Videos				
# 1(Di-1-(C)) V <				>
10 items 1 item selected 1.16 MB				

- 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 -

	•	1		2ª	0	<b>3</b>		6	<u>e</u>	Ê		Ø		
Options	Data Download	Data Upload	Backup Database	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Supply Plan Item Serial	DDS Kit Item Serial	Office 2010 Blue 🔻		
lelcome l	Jnit Entry			1						1			1	
Unit Id		Ur	nit Name											
,														
•		0 [N	lone]											
		1 pc	IS I											
		2 ca	irton											
		3 se	ts											
		4 cy	rde											
		5 da	ozen											
		6 an	np.											
		7 ta	b.											
		8 ca	ю.											
		9 ro 10 ro												
		10 re												
		12 ia	r											
		13 pa	air											
		14 no	05.											
		15 pc	ound											
		16 bo	ottle											
	Total	Count= 29												
1 44 4	Record 1 of 29	► ₩ ₩ 4												
Report T	ype:		- 🛃 Expo	rt 👌 Pi	review								Go:	se

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
 Preview

button to view a printable list of Item Groups.

	Upazila Family Planning Office Jaintiapur, Sylhet Unit List
Unit Id	Unit Name
0	[None]
1	pos
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.

Options	Data Download	Data Upload	Backup Database	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Supply Plan Item Serial	DDS Kit Item Serial	Office 2010 Blue 🔻	
Welcome A	ldjustment Typ	e Entry											:
Adjustm	ent Type	Adjustment Type	Name	Usable Ir	1	Usable Out	Unusable II	ı	Unusable Out				]
۹													
•	1	Add to Stock			1		0	0		0			
	2 [	Deduct from Stoc	k Alesele)		0		1	0		0			
	4	Return from SDP	(Usable) (Unusable)		1		0	1		0			
	5 1	Transfer to Unus	able		0		1	1		0			
_	6 (	Unusable Destroy	/		0		0	0		1			
	7 1	Return to Wareho	ouse		0		1	0		0			
	8 1	Transfer to Anoth	her Upazila		0		1	0		0			
	9 1	Receive from And	other Upazila		1		0	0		0			
To	otal Count=9												
HI 41 4 F	Record 1 of 9	<b>F H4 4</b>											
Report Typ	e:	<b>.</b>	Export	Revi	ew								Gose Close

*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:

	Upa	azila Family Plann Jaintiapur, Syl Adjustment Ty	iing Office het /pe		
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
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.

Options	Data Download	Data Upload	Backup Database	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Supply Plan Item Serial	DDS Kit Item Serial	Office 2010 Blue +	
Welcome	Employee Design	ation Entry											×
Designa     V	ation Code		Designation UIFPO UIFPA (Account UIFPA (General) UIFPA (Store) Store-in-Charge MO-MCH OFPI FPI PI Pharmacist	s) = t									
	Record 1 of 9	Total Count =9 → → → → <	1										 

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	мо-мсн
8	Office Assistant
9	FPI
10	Pharmacist
Total Count =	

• 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.

-	•	1		<u>a</u>	00	<b>8</b>	2	6	Ē	Ê		Ø	
Options	Data Download	Data Upload	Backup Database	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Supply Plan Item Serial	DDS Kit Item Serial	Office 2010 Blue *	
Welcome 1	indentor Designa	ation Entry											
Designa	tion Code		Designation										
9			-										
•			2 Store Keeper										
		6	5 SLPP										
		:	7 DDFP										
		9	9 Superentenden	t									
		1											
		1	2 LDA cum Tvpist										
		Total Count=7	r										
141 41 4	Record 1 of 7												)
Report Tv	ne:	-	- Export	D Pre	view								- 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	Superentendent
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.

Options	Data Download	Data Upload	Backup Database	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Supply Plan Item Serial	DDS Kit Item Serial	Office 2010 Blue +	
Welcome	Facility Group En	try											x
Fadity P C D F	Group Code		Facility Group N Central Wareho Regional Wareh	iame iuse iouse									
M			MULTISECTORA	NL .									
R			Regional Wareh SACMO	iouse(old)									
T			Upazila										
x			NON-SDP										
		Total Count=11	.										
** ** *	Record 1 of 11	► ₩ ₩ 4											Þ
Report	Type:		- 🏑 Expo	rt 🗟 P	review								La Close

- 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 Preview button to view a printable list of Facility Group.

	Upazila Family Planning Office Jaintiapur, Sylhet Facility Group
Facility Group Code	Facility Group Name
с	Central Warehouse
D	Regional Warehouse
F	FWA
м	MULTISECTORAL
N	NGO
0	SDP-OTHERS
R	Regional Warehouse(old)
S	SACMO
т	Upazila
w	FWV
x	NON-SDP
Total Cou	nt=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:

Sile 🔍	Parameters	Invoice	e Field	Stock	Administrat	or Help										
-	Ļ	1	~	2	at a	۰.	<b>**</b>	2		<u>e</u>	Ê		Ø			
Options	Data Download	Data Upload	Back Datab	up ase	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Supply F Item Se	Plan DDS Kit erial Item Serial	Office 2010	Blue		
Welcome F	orm Item Serial									1						x
Drag a column	header here to g	roup by th														
Set		-	Set No	6		Fro	m Date 01/08/2	)19	<ul> <li>To Date</li> </ul>	31/12/2025		<b>v</b>				
•		6	Item Co	de	Ite	m Name			Linked Item	s	Print	SDP Assign Group	Field Calculate			
		5	٩													-
		4	CON002	2	Co	ndom			CON002			F,W,M,N				
		3	CON008	3	Su	dhi			CON008		1	F,W,M,N	2			
		2	CON010	)	Su	dhi (3rd Gen)			CON010		<b>V</b>	F,W,M,N	V			=
		1	CON009	9	Or	al Pill Apon			CON009		<b>v</b>	F,W,M,N	V			
			CON003	3	EC	P			CON003		1	F,W,M,N	V			
			CON007	7	IU	)			CON007		V	W,M,N	M			
			CON006	5	In	ectables (Via	ls)		CON006		$\checkmark$	F,W,M,N	×.			
			CON001	1	AD	Syringe (1M	L)		CON001		1	F,W,M,N	V			
			CON005	5	Im	olant (Nos)			CON005			W,M,N	1			
			CON004	4	Im	plant Jadelle	2 rod with canulla	)	CON004			W,M,N	×			
			CON005	5+CON004	Im	olant (Total)			CON005, C	ON004	$\checkmark$	W,M,N	<b>N</b>			
			MCH021	1	TA	B MISOPROS	TOL (Dose)		MCH021		$\checkmark$	F,W,M,N	V			
			VITOTA	Total	Count-28	mal Daliment	1/14		1070			147	128			-
			H4 44 4 F	Record 1 o	f 28 ▶ +> +>	4										-
			1													
			Form2	Form3 F	orm7B											
			Depart Tu				Evport	Draviau							L Class	
			Report Ty	pe:			CAPOIL Q	FICHEW								<u> </u>

- This form is used to view and print Month List and this have two Tabs: 1) Form2 2) Forn3 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.

File	Parameters	Invoice	Field Stoc	k Administrat	or Help								
-	Ŧ	1		a <sup>2</sup> a	•	<b>3</b>	2	10	ė	Ē		Ø	
Options	Data Download	Data Upload	Backup Database	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Supply Plan Item Serial	DDS Kit Item Serial	Office 2010 Blue	
Welcome S	upply Plan Items	Serial											x
Item Co	de Item N	ame		Rounding	Factor	Mul Factor							
۴													
► CON002	Condor	n (pcs)			12	3.0							
CON008	Shukhi	(cydes)			15	3.0							
CON007	IUD CT	-380A (pcs)			1	3.0							
CON006	Injecta AD Sur	bles (vials)			1	3.0							
Control	no sy	nge (ane)				1.0							
Tatal	and the												
HI HI H R	ecord 1 of 5 🕨	+ HH 4											*
				Y									
Report Typ	e:	•	Sec. Export	C Previev									Close

- 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.

Op	tions	Data Download	Data Upload	Backup Database	Unit	Adjust Typ	e ment pe	Employee Designation	Indentors Designation	Facility Groups	Form Item Settings	Supply Item S	y Plan Serial	DDS Kit Item Serial	Office 2010 Blue +		
Wel	come	Form DDS Kit Seri	ial													x	
			_						1	1							1
	Prod Se	rial Item Co	de	Name of medicine			Linked Ite	ems	Sort Order	Print Type	Multiple Facto	r					
9																	
•		1 MCH018	3	TAB. IRON AND F	OLIC ACID (200 M	G FE	MCH018		1	V	1	.00					
		2 MCH026	;	TAB. FOLIC ACID	(5 MG)		MCH026		2	2	1	1.00					
		3 MCH025	5	TAB. VITAMIN B C	OMPLEX		MCH025		3	3	1	1.00					1
		4 MCH013	3	TAB. ALBENDAZO	LE (400 MG)		MCH013		4	- V	1	1.00				-	
		5 MCH023	3	TAB. PARACETAM	IOL (500 MG)		MCH023		5	5	1	1.00					
		6 MCH027	,	TAB. ANTACID (6	50 MG)		MCH027		6	5	1	1.00					
		7 MCH028	3	TAB. DROTAVERI	N HYDROCHLORID	E (4	MCH028		7	7	1	1.00					
		8 MCH029	)	TAB. PANTOPRAZ	OLE (20 MG)		MCH029		8	3	1	1.00					
		9 MCH020	)	TAB. METRONIDA	ZOLE (400 MG)		MCH020		9		1	1.00					
		10 MCH030	)	TAB. CHLORPHEN	IRAMINE MALEATE	E 4 M	MCH030		10		1	1.00					1
		11 MCH031	L	TAB. SALBUTAMO	L (4 MG)		MCH031		11		1	1.00					
		12 MCH032	2	TAB. CALCIUM CA	ARBONATE (500 MC	G)	MCH032		12	2	1	1.00					1
		13 MCH016	5	TAB. DIAZEPAM (	5 MG)		MCH016		13	3	1	1.00					
		14 MCH033	3	TAB. COTRIMOXA	ZOLE (120 MG) DI	SPE	MCH033		14		1	1.00					
		15 MCH034	ŧ	TAB. COTRIMOXA	ZOLE (960 MG)		MCH034		15	5 V	1	1.00					
		16 MCH001	L	CAP. AMOXYCILLI	IN (500 MG)		MCH001		16		1	1.00					1
		17 MCH014	÷	TAB. CIPROFLOXA	ACINE (500 MG)		MCH014		17	<b>v</b>	1	1.00					
		18 MSR007		CAP. DOXYCYCLI	NE (100 MG)		MSR007		18	<b>V</b>	1	.00				<b>*</b>	1
H		Record 1 of 28	► ₩ ₩ ×	(												•	1
R	eport Ty	pe:	-	Export	Previe	w										Close	

# 8.13. How to change UIMSv4 Themes

Ø

- 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 -

							W	/elcome - UIM	S v4.0				- 0 ×
- File	Parameter:	s Invoice	Field Sto	k Adminis	trator Help						_		
Options	Data Download	Data Upload	Backup Database	Unit	Adjustment Type	Employee Designation	Indentors Designation	Facility Groups	Form Iter Settings	n Supply Plan Item Serial	DDS Kit Item Serial	Office 2010 Black	
Welcome C	options												
							Produ	ucts in Sto 63	ock	TOTAL SDP 1111 94 FWA   13	FWV   4	NGO   0 Multisectoral	STOCK OUT 1
T	П	Upazila Inventory Managem System	ent		© USA SPS	DeLIVER PROJECT		Suppl	y Plan o Aug 201	f Aug 2019 9 Uploaded		Last Upload No Data Found	UPLOAD NOW

UIMSv4 User's Guide

# **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.

												Audit Log - Ull	//S ∨4.0					-	٥	×
V	File	Paramet	ers	Invoice F	ield	Stock	Admi	inistrator	Help											
		×		1																
A	udit Log	Error L	og	Data uploa Informatio	n															
We	lcome Aud	lit Log																		×
	Start Da	ite: 14/0	8/2019		-	E	nd Date:	15/09/	/2019		-									
D	rag a columr	header her	e to gro	oup by that col	umn											Column Name	Old Values	New Valu	es	
	Log Seq		User		Termi	inal		Creation	Time		Table	Query Type	Sql Text	Copied	Т					_
٩																				
•		663553	HAD		TOSH	IBA		12/09/20	19 09:06:5	io am	supplyplanitems	Update	update supplyplanitems set A							
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		663549	HAD		TOSH	IBA		12/09/20	19 09:06:5	io am	supplyplanitems	Update	update supplyplanitems set A							
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		663546	HAD		TOSH	IIBA		12/09/20	19 09:06:5	io am	supplyplanitems	Update	update supplyplanitems set A							
		663545	HAD		TOSH	IBA		12/09/20	19 09:06:5	io am	supplyplanitems	Update	update supplyplanitems set A							
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		663543	HAD		TOSH	IBA		12/09/20	19 09:06:5	io am	supplyplanitems	Update	update supplyplanitems set A							
		663542	HAD		TOSH	IBA		12/09/20	19 09:06:5	io am	supplyplanitems	Update	update supplyplanitems set A							
		663541	HAD		TOSH	IBA		12/09/20	19 09:06:5	io am	supplyplanitems	Update	update supplyplanitems set A							
		663540	HAD		TOSH	IBA		12/09/20	19 09:06:5	io am	supplyplanitems	Update	update supplyplanitems set A		-					
144	e e e e R	ecord 1 of 2	7354	► ₩ ₩ 4											Þ	He e e Record 1 of 1	► HE HI ◀			•
Rep	ort Type:			•	Export		Preview	Refe	sh									ŀ	e ci	ose
USEF	R: Abdulla Al	Hadi															Saturday, Septer	nber 14, 2(	)19 11:2	2:52 AM

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 alreav exists in the database, that will raise an error. Again, if a user is trying to delete a record that has a relavent 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.

						Error Log - UIMS v4.0	– 0 X
0	2	File	Parameters	Invoice Field Sto	ock Administrator Help		
	Audit I	Log	Error Log	2 Data upload Information			
W	elcom	e Erro	r Log				x
		Start D	ate: 14/08/20	19 💌	End Date: 15/09/2019	×	
	Drag	g a colum	in header here to	group by that column			
	5	Seq	User Id	Error Number	Error Time	Error Text	Error Sql
	٩						
	۶.	263	2 HAD	2627	11/09/2019 10:31:38 AM	Violation of UNIQUE KEY constraint 'UQ_Form3Mas_17A9CF35762C88DA'. Cann	INSERT INTO form3master(UpazilaCode,FormID, FacilityCode,ReportDate ,SubmissionD
		26	1 HAD	2627	11/09/2019 10:31:34 AM	Violation of UNIQUE KEY constraint 'UQ_Form3Mas_17A9CF35762C88DA'. Cann	INSERT INTO form3master(UpazlaCode,FormID, FadilityCode,ReportDate ,SubmissionD
		260	D HAD	2627	11/09/2019 09:10:03 AM	Violation of UNIQUE KEY constraint 'UQ_Form2M_UnionCode_RptDate'. Cannot in	INSERT INTO form2master(UpazilaCode,FormID,UnionCode,ReportDate ,SubmissionDa
		259	9 HAD	0	09/09/2019 01:51:02 PM	Collection was modified; enumeration operation may not execute.	Data restore.
	HH 4	H I Re	cord 1 of 4 ▹ ₩	₩ 4			•
F	eport	t Type:		💌 🛃 Export	C Preview		Close
1100		1.0.414	1 B				

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.

Ne         Parameters         Invice         Red         Stock         Administrator         Help           Weit Lip	<u></u>				Data upload Information - UIM	S v4.0		- 0
Image: Second	File	Parameters Invoice	Field Stock	Administrator Help				
Env ro         Data upload           Inc         Data upload         Data upload           Inc         Data upload         Data upload         Data upload           Inc         Data upload         Dipload is 10:05:53:63:01         Inc         Dipload is 10:05:74:74         Inc/09/2019:90:90:90:90:90:90:90:90:90:90:90:90:90	π.		•					
Ltop       Error top       Patha upload         me       Data upload       Information	1	×						
Bit Data upload Information         East upload Information           ag a column header here to group by that column         Imme         End Time         Find Time         Find Time         Find Time         Find Time         Start Time         Imme         Find Time         Find Time <td< td=""><td>t Log</td><td>Error Log Dat</td><td>a upload rmation</td><td></td><td></td><td></td><td></td><td></td></td<>	t Log	Error Log Dat	a upload rmation					
ag a column header here to group by that colum User Id Torminal Star Time End Time Pacifity Code Time To Sync Success HAD TOSHIBA 12(09/2019 84:56:52 AM 12(09/2019 84:56:01 AM 1003 00:00:08,5466811 0 0 HAD TOSHIBA 11(09/2019 11:10:55 AM 11(09/2019 11:10:45 AM 1003 00:00:09,7444229 0 HAD TOSHIBA 11(09/2019 10:39:01 AM 11(09/2019 10:39:56 AM 1003 00:00:09,7444229 0 HAD TOSHIBA 09/09/2019 4:06:35 FM 09/09/2019 4:06:40 FM 1003 00:00:05,5555580 0 HAD TOSHIBA 09/09/2019 4:06:35 FM 09/09/2019 4:06:40 FM 1003 00:00:05,5555580 0 HAD TOSHIBA 09/09/2019 4:06:35 FM 09/09/2019 4:06:40 FM 1003 00:00:05,5555580 0 HAD TOSHIBA 09/09/2019 4:06:35 FM 09/09/2019 4:06:40 FM 1003 00:00:05,5555580 0 HAD TOSHIBA 09/09/2019 4:06:35 FM 09/09/2019 4:06:40 FM 1003 00:00:05,5555580 0 HAD TOSHIBA 09/09/2019 4:06:35 FM 09/09/2019 4:06:40 FM 1003 00:00:05,5555580 0 HAD TOSHIBA 09/09/2019 4:06:35 FM 09/09/2019 4:06:40 FM 1003 00:00:05,5555580 0 HAD TOSHIBA 09/09/2019 4:06:35 FM 09/09/2019 4:06:40 FM 1003 00:00:05,5555580 0 HAD TOSHIBA 09/09/2019 4:06:35 FM 09/09/2019 4:06:40 FM 1003 00:00:05,5555580 0 HAD TOSHIBA 09/09/2019 4:06:35 FM 09/09/2019 4:06:40 FM 1003 00:00:05,5555580 0 HAD TOSHIBA 09/09/2019 4:06:35 FM 09/09/2019 4:06:40 FM 1003 00:00:05,5555580 0 HAD TOSHIBA 09/09/2019 4:06:35 FM 09/09/2019 4:06:40 FM 1003 00:00:05,5555580 0 HAD TOSHIBA 09/09/2019 4:06:35 FM 09/09/2019 4:06:40 FM 1003 00:00:05,5555580 0 HAD TOSHIBA 00:00 FM HAD TOSHIBA	ne Data u	pload Information						
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AD       TOSHEA       11/09/2019 11:10:35 AM       11/09/2019 11:10:45 AM       TOO3       00:00:09.744029       If         HAD       TOSHEA       11/09/2019 10:39:01 AM       11/09/2019 10:39:36 AM       TOO3       00:00:05.7536580       If         HAD       TOSHEA       09/09/2019 4:06:35 PM       09/09/2019 4:06:40 PM       TOO3       00:00:05.5536580       If         HAD       TOSHEA       09/09/2019 4:06:35 PM       09/09/2019 4:06:40 PM       TOO3       00:00:05.5536580       If	HAD		TOSHIBA	12/09/2019 8:45:52 AM	12/09/2019 8:46:01 AM	T003	00:00:08.5466811	
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4AD       TOSHIBA       09/09/2019 4:06:35 PM       09/09/2019 4:06:40 PM       TOO3       00:00:05.5536580       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	HAD		TOSHIBA	11/09/2019 10:39:01 AM	11/09/2019 10:39:36 AM	T003	00:00:34.1989004	<b>V</b>
K ≤ Record 1 of 4 ≥ >> >> M ≤	HAD		TOSHIBA	09/09/2019 4:06:35 PM	09/09/2019 4:06:40 PM	T003	00:00:05.5536580	V
<pre>« &lt; Record 10f4 &gt; &gt; &gt; &gt; </pre>								
rt Type: 🔹 Export 🛕 Preview								
	44 4 Reco	rd 1 of 4 F H+ H+ 4						

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

- END -