

# Chapter 12

## Demander Transfers

### **This chapter—**

- Provides an overview of the use of Demander Transfers in RxSolution
- Deference between Requisitions and Demander Transfers
- Familiarizes the user with how to—
  - Generate and complete demander transfers
  - Delete or edit products listed on a demander transfers
  - Issue products on demander transfers
  - Edit demander transfers



## What is the difference between a Requisition and a Demander Transfer?

### Requisition

A requisition is a financial transaction by means of which a demander or client (e.g., a ward or a clinic) requests products from your store. This stock can only be issued in whole units meaning if the item is a pack of 100 Tablets, only packs of 100's can be issued.

Once the requisition has been issued, the stock moves from the Bulk store to the Demander stock. Demander stock is viewed in Demanders, Stock levels tab.


Authorised Items Issues Address Staff members Notes Stock Levels Item Edit History					
Description	ICN	ECN	Pack	SKU	Date
Acetic Acid in Alcohol 2% Ear Drops; 25 mL [OTIC]	3917	PHC		1	25/05/2009 10:13:31
Amitriptyline 25mg Tablet; 28 Tablet [PO]	0519/28	DIS		4	112/30/09/2009 16:06:26
Amitriptyline 25mg Tablet; 28 Tablet [PO]	3984	PHC		58	1624/17/01/2011 11:16:27
Amitriptyline 25mg Tablet; 28 Tablet [PO]	5663	DIS		9	252/14/10/2010 09:08:26
Amlodipine 5mg Tablet; 30 Tablet [PO]	2781	PHC		1	30/14/05/2009 13:51:15
Arachis Oil, Dichlorobenzene, Chlorbutol BP Ear Drops; 1 Bottle [OTIC]	0129	DIS		3	3/13/08/2010 08:48:02



Demander stock is now in Dispensing Stock-keeping unit (SKU) such as Tablets, Ampoules, Milliliters This Stock can be used to Dispense from or issue to another Demanders in SKU's

To Summaries, A requisition is to move Bulk stock from the main store to Demander stock such as wards and pharmacies.

### Demander Transfer

A Demander Transfer is a financial transaction by means of which a Demander or client requests products from another Demander. The Stock then moves between Demanders in SKU sizes.

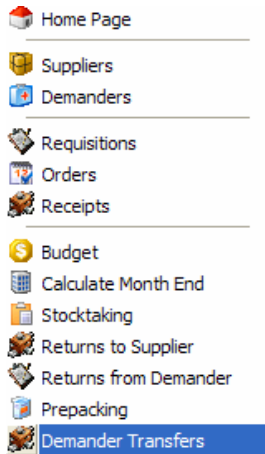
All transaction of Demander stock can be viewed in the Demander Stock levels Audit trail. Click on the Pencil  and click on View Audit Trail.

PP	LT	Budget:	R 0.00		
Authorised Items	Issues	Address	Staff members	Notes	Stock Le
 					
Des	View Audit Trail				
Ace	Transfer	r Drops; 25 mL [OTIC]			
Amitriptyline 25mg Tablet; 28 Tablet [PO]					
Amitriptyline 25mg Tablet; 28 Tablet [PO]					
Amitriptyline 25mg Tablet; 28 Tablet [PO]					
Amitriptyline 25mg Tablet; 28 Tablet [PO]					

Now the Transactions and stock on hand can be viewed, See Chapter 10

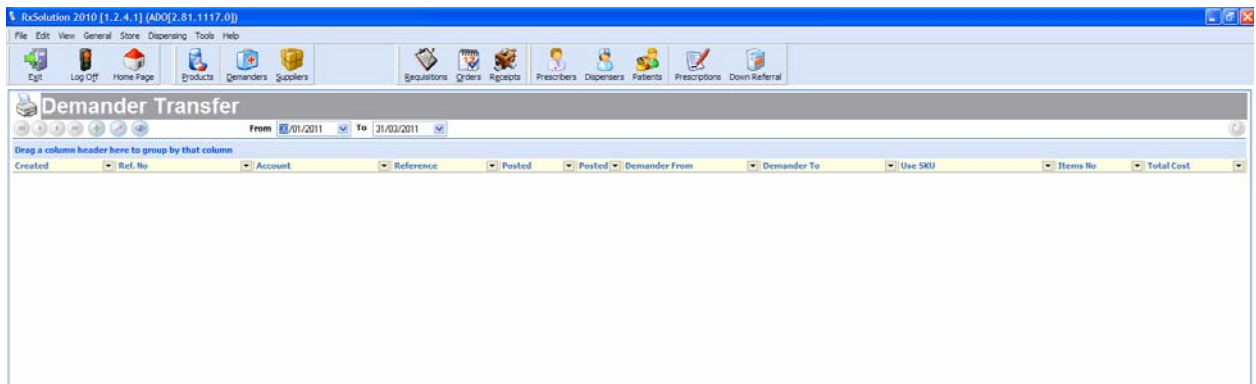
### ***How Do I Get to the Demander Transfers Screen?***

1. Click on **Store** on the menu bar.
2. Choose **Demander Transfers** from the drop-down list.



### ***What Does the Demander Transfers Screen Look Like?***

The image below shows what *Demander Transfers* screen looks like when RxSolution has no list in the system.



The following image shows what the screen looks like when RxSolution has Demander Transfers in the system. Summary information, status appears here.

Created	Ref. No	Account	Reference	Posted	Posted	Demander From	Demander To	User SNG	Status No	Total Cost
11/02/2010 11:57:28	DT 01/09/01-0001	Purchase Orders/Receipts Buy Out	34587			Bophelong Occupational Health	Speech & Hearing			R 0.00
11/02/2010 11:58:18	DT 01/09/01-0002					Bophelong Occupational Health	Bophelong Occupational health Donat			R 0.00
03/05/2010 11:19:35	DT 01/09/05-0003	Requisition - Wards	REQ/10/05-0005	03/05/2010 11:20:3		Bophelong Occupational Health	Bophelong Occupational health Donat			R 0.00
03/05/2010 11:32:37	DT 01/09/05-0004	Requisition - Wards	REQ/10/05-0009	03/05/2010 11:34:3		Bophelong Occupational Health	Bophelong Occupational health Donat			R 0.00
11/05/2010 14:40:16	DT 01/09/05-0005	Requisition - Wards				Thuthuzela Care				R 0.00

If you double click on a requisition, you open up the detail screen for that requisition. Descriptions of the various parts of the detail screen are provided below.

### Demander Transfer Reference Number

**MAF-DT/11-03-0007**

The *Demander Transfer* number is displayed in the top right-hand corner of the **Demander Transfer** screen. Each Transfer number is computer generated and is unique. Table 12 -1 describes the components of a requisition number in RxSolution.

**Table 12 -1. Components of a Requisition Number in RxSolution**

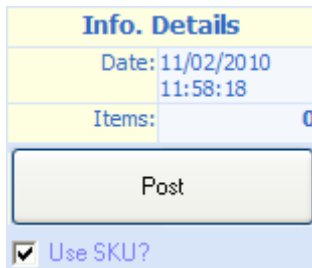
Component	Definition
MAF	The <b>System Prefix</b> location entered by a user (see “Record Numbering Tab” in chapter 2). Here, “MAF” is short for Mafikeng Hospital.
DT	The <b>Type Prefix</b> in the system. “DT” means Demander Transfer (see “Record Numbering Tab” in chapter 2).
11	The year of the receipt (here, 2011).
03	The month of the receipt (here, March).
0007	The number of the receipt for this month (here, the Seventh).

### Detail Section

Account:		
Demander (From):		
Issued By		
Demander (To):		
Requested by:		
Reference:		

The detail section lists information about the from and to **Demanders**, the **Account** (which is set up in system settings), the person who made the request (**Requested By**), the person who issued the requisition (**Issued By**). Click on the arrow next to the desired field to reveal a list of possible options, dates, or both. The Reference from the (To) Demander.

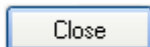
### *DT Information*




The screenshot shows a section titled "Info. Details" in a yellow header. Below it, there are two rows: "Date: 11/02/2010 11:58:18" and "Items: 0". Below these is a large "Post" button. At the bottom is a checkbox labeled "Use SKU?" which is checked.

Demander Transfer information is summarized in the top left-hand corner of the Transfer screen. The date the Transfer was created in RxSolution, the number of items on the Transfer Posting is done by clicking on the **Post** button. A Transfer should not be posted until no further changes need to be made to it. When posting is complete, the issued stock will be deducted from your From Demander stock. The Use SKU? Represents if the quantity is to be issued as Bulk stock units (packs) or SKU. The SKU is default.

### *Close Button*



Even if the Demander Transfer is not yet finalized and needs further work, the screen can be closed by clicking on the **Close** button located on the bottom left-hand side of the screen.

select which columns to display on the screen by clicking the “eye” icon  and choosing through the screen shown below.

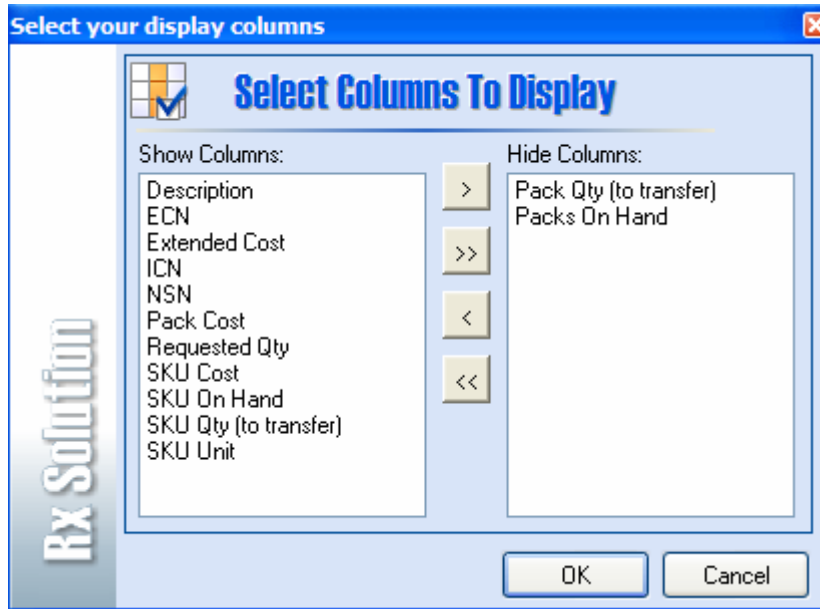






Table 12-2. Requisition Terms Used in RxSolution

Term	Description
<b>Description</b>	The Items Description as defined in Products
<b>ECN</b>	External Code Number
<b>ICN</b>	Internal Code Number
<b>SKU Cost</b>	The cost of the item based on SKU e.g a Pack of 100 tablets cost 20.00, the SKU Cost is $20.00/100 = 0.20$
<b>SKU On Hand</b>	Stock on hand in the From Demander in SKU
<b>SKU Qty (to transfer)</b>	The Quantity to transfer in SKU
<b>SKU Unit</b>	The Actual unit usually the dispensing unit such as Tablet, Milliliter
<b>Pack Cost</b>	The actual cost price per pack charged by the supplier.
<b>Packs on Hand</b>	The number of Bulk Packs on hand (Stores Units)
<b>Packs Qty (to transfer)</b>	If the Use SKU? Tick box is unticked, then the system transfers in Stores Pack and not SKU. One can only use <b>Packs Qty (to transfer)</b> OR <b>SKU Qty (to transfer)</b>
<b>Extended Cost</b>	The Quantity X Cost
<b>Total Cost</b>	The total cost of the quantity actually issued for the List

## Notes Tab

Additional notes regarding the Transfers can be entered here. The screen below provides an example of a notes entry.

Demander Transfer Detail		DT-07/09-01-0001	
<div>  <b>Posted</b> </div>			
<b>Info Details</b> Date: 11/02/2015 15:57:29 Items: 1		Account: P003 Demander (From): Epoh Issued By: TYOLO, EM   Demander (To): Speech Requested by: Mabo   Reference: 24567	
Post		Purchase Orders/Receipts Buy Out Repeating Occupational Health Speech & Hearing	
<input checked="" type="checkbox"/> Use SK17		<div> <div>21/03/2011</div> <div>21/03/2011</div> </div>	
<div>    </div>			
Details		Notes	


Close

### Item Edit History Tab

This section is where all the changes made (i.e., additions, deletions, editing) to the requisition are automatically tracked by RxSolution. The screen below provides examples of history records.



## How Do I Create a Demander Transfers?

1. Click on the Stores menu and select Demander Transfers
2. Click on the add new record icon  and the following screen appears—

Demander Transfer Detail

MAF-DT/11-03-0008

Info. Details

Date: 31/03/2011 16:18:05  
Items: 0  
Post  
☒ Use SKU?

Account:  
Demander (From):  
Issued By:  
Demander (To):  
Requested by:  
Reference:

Details Notes Item Edit History

Drag a column header here to group by that column

ECN	ICN	N...	Description	Pack Cost	SKU Cost	Extended...	Requested Qty	SKU Qty ...	SKU U...	Packs On...	SKU On H...
R 0.0000											

Close

- Fill in the requested information by clicking on the gray down-facing arrow and choosing from the drop-down list that appears for each entry **Demander (From) and (To), Requested By, Issued By, Account and Reference** ) along with the date for each. To select a user in the first, second, and fourth fields, that user's name must have previously been entered in the demander staff members list. Decide to issue by SKY or Stores Pack sizes by ticking or Un-ticking the Use SKU?



Demander Transfer Detail

MAF-DT/11-03-0008

Info. Details

Date: 31/03/2011 16:18:05  
Items: 0  
Post  
☒ Use SKU?

Account:  
Demander (From):  
Issued By:  
Demander (To):  
Requested by:  
Reference:

- Click on the add new record icon for a User determined products (Product Selector) .
- Alternatively, click on the edit the current record icon .
- Choose one of the first three options from the drop-down list.

Add (Single Product)
Add Demander (From) Items
Add Demander (To) Items
Delete (selected Product)
Delete (ALL Products from this Transfers)

Table 12-3 describes the options available.

**Table 12-3. Options for Adding Products to a Requisition**

Option	Description
Add (Single Product)	The Product Selector screen will be displayed so you can select products to add to the requisition.
Add Demander (From) Items	The whole list of items as found in the From Demanders kept items list.
Add Demander (To) Items	The whole list of items as found in the Transferring To Demanders kept items list.




### How Do I Add Single Products to My Requisition?

1. After choosing the First option described in Table 12-3, the following **Product Selector** screen appears— (Note, stock on hand here is the Main stores stock on hand)

Product Selector									
Institutional EDL									
ICN	ECN	Description	Trade Name	Cost	G...	Group 2	On Hand		
0536	DIS	Glutaraldehyde (Cidex) 2% Liquid, External; 5 Litre	Cidex	R 50.74	10	DEPOT PHAR	10		
0633	DIS	Glycerine Adult Suppository; 12 Supp [RECT]		R 21.78	15	DEPOT PHAR	52		
3056	DIS	Glycerine BP Liquid, Internal; 500 ml		R 9.26	50	DEPOT PHAR	0		
0632	DIS	Glycerine Peadiatric Suppository; 12 Supp [RECT]		R 23.25	15	DEPOT PHAR	0		
0253	PHC	Glyceryl Trinitrate ( ) 0.5mg Tablet; 50 Tablet [SL]		R 21.46	05	DEPOT PHAR	57		
0834	REG	Glyceryl Trinitrate 5mg/ml IV Ampoule; 5 ml [IV]		R 33.84	30	DEPOT PHAR	0		
0836	REG	Glycopyrrolate 0.2mg/ml Ampoule; 2 ml [INJ]	Robinul	R 6.61	30	DEPOT PHAR	410		
3311	PHC	Griseofulvin 125mg Tablet; 28 Tablet [PO]		R 13.60	00	DEPOT PREP	65		
2196	PHC	Griseofulvin 500mg Tablet; 14 Tablet [PO]		R 15.25	00	DEPOT PREP	0		
3312	PHC	Griseofulvin 500mg Tablet; 28 Tablet [PO]		R 30.58	00	DEPOT PREP	26		
1267	DIS	Haemacel (Gelatin and Electrolyte Infusion) (Voluven) 500ml LVP; 1 Bag	Voluven	R 60.00	25	DEPOT PHAR	260		
0837	PHC	Haloperidol (Serenace) 5mg/ml Ampoule; 1 ml [INJ]	Serenace	R 15.40	30	DEPOT PHAR	0		
0254	PHC	Haloperidol 0.5mg Capsule; 60 Capsule [PO]		R 39.85	05	DEPOT PREP	22		
0255	PHC	Haloperidol 1.5mg Tablet; 100 Tablet [PO]		R 14.75	05	DEPOT PREP	4		
2197	PHC	Haloperidol 5mg Tablet; 28 Tablet [PO]		R 4.03	05	DEPOT PREP	0		
0537	DIS	Halothane USP . Anaesthetic Sol.; 250 ml		R 257.20	10	DEPOT PHAR	27		
0844	DIS	Heparin Sodium 1000IU/ml Vial; 5 ml [INJ]		R 4.59	30	DEPOT PHAR	22		
<input checked="" type="checkbox"/> Select <input type="checkbox"/> Cancel									

2. Select products to add to the requisition by using any of the methods shown in Table 12-4.

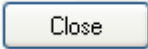
**Table 12-4. Methods of Selecting Products for a Requisition**

Action	Results
Click on one product, and click on <b>Select</b> 	One product is added to the list.
Click on the first product you are choosing, hold down the <i>Ctrl</i> key and click on other products required, and then click on <b>Select</b> 	Many nonconsecutive products can be added to the list.
Hold down the <i>Shift</i> key, press the <i>Page Down (PgDn)</i> key or down-facing arrow on the keyboard ( ↓ ) and click on <b>Select</b> 	Many consecutive products can be added to the list.

3. The products you have selected have been added to the Transfer List.

Details Notes Item Edit History											
Drag a column header here to group by that column											
FCN	ICN	NSN	Description	Pack Cost	SKU Cost	Extended Cost	Requested Qty	SKU Qty (to transfer)	SKU Unit	Packs On Hand	SKU On Hand
DVS	2470	18971167	Staptokinase 1,500,000U Vial (NU)	R 2,629.0240	R 2,629.0240	R 0.0000	0	0	0 Vial	0	0
DVS	2916	18028179	Stopcock - Three Way - 1 Stopcock (SUPG)	R 1.2000	R 1.2000	R 0.0000	0	0	0 Stopcock	0	0
DVS	3001	QUOTE	Stomachic Paste 56.7G (S105) - 1 Tube (SUPG)	R 75.0000	R 75.0000	R 0.0000	0	0	0 Tube	0	0
DVS	0886	QUOTE	Stomachic Skin Barrier 10x10cm S100 - 10 Water (SUPG)	R 66.5000	R 66.5000	R 0.0000	0	0	0 Water	0	0
DVS	0345	18000521	Stopcock - Three Way 10cm Extension Tubing - 1 Stopcock (SUPG)	R 1.7080	R 1.7080	R 0.0000	0	0	0 Stopcock	0	0
DVS	3525	18000512	Stopcock - Three Way 50cm Extension Tubing - 1 Stopcock (SUPG)	R 1.7980	R 1.7980	R 0.0000	0	0	0 Stopcock	0	0
TD FHC	0007	18970005	Dispersion To Vial 1 Vial (NU)	R 5.0000	R 5.0000	R 0.0000	0	0	0 Vial	0	0

4. Enter the Requested and SKU or Pack quantity to transfer (Depending what was selected to be used)

5. Click on the **Close** button  to close the Transfer List

### How Do I Post a Transfer?

1. When you are sure you have finished with the requisition, click on **Post**.

Info. Details

Date: 11/02/2010  
11:58:18

Items: 7

Post

- The following warning screen will appear—



- Click on **Yes** if you are sure that no further changes need to be made to the Transfer, or click on **No** to cancel.
- The Transfer is now posted and marked as such. This Action Subtracts the Stock from the Demander (From) and adds the stock transferred to the Demander (To)

### How Do I Print a Transfer?



- Choose the requisition, and right click on the printer icon .

Choose the **Print Demander Transfers** option. The preview screen will look like the one below, and you can follow the normal procedure to print a hard copy. Note: If a customized invoice has been set up, it will be printed instead of the standard report below.

#### Demander Transfer

Printed: Thu, 31 March 2011 @ (17:43)

Number DT-DT/11-03-0006

Reference eere

Date 31/03/2011

Items No. 2

Total Cost R 115.7320

#### Transferred from

Name Bophelong Occupational Health

Issued By TYOLO, EM ( )

Date: 31-Mar-11

#### Tranferred to

Code Speech & Hearing

Requested By , Mabilo ( )

Date: 31-Mar-11

ICN	ECN	Description	Pack Cost	SKU Cost	Pack Qty	SKU Qty	Value
1 0705/30	REG	Sucralfate 1g Tablet; 30 Tablet [PO]	R 39.3300	R 1.3110	0	12	R 15.7320
2 0083	TB PHC	Streptomycin 1g Vial; 1 Vial [BU]	R 5.0000	R 5.0000	20	20	R 100.0000

## How Do I View a List of My Demander Transfers?

Click on the **Stores** menu and select the **Demander Transfers** option

RxSolution 2010 [1.2.4.1] (ADD)2.81.1117.0]

File Edit View General Store Dispensing Tools Help

Log Off Home Page Products Demanders Suppliers Requisitions Orders Receipts Prescriptions Dispensers Patients Prescriptions Down Referral

### Demander Transfer

From 09/03/2009 To 31/03/2011

Drag a column header here to group by that column

Created	Ref. No	Account	Reference	Posted	Posted	Demander From	Demander To	Use SKU	Items No	Total Cost
11/02/2010 11:57:28	DT-07/09-01-0001	Purchase Orders/Receipts Buy Out	34567	31/03/2011 15:16:59		Biophelung Occupational Health	Speech & Hearing		1	R 15.73
11/02/2010 11:58:18	DT-07/09-01-0002	Requisition /Wards	12432	31/03/2011 17:09:5		Biophelung Occupational Health	Unit 5 Health Centre		7	R 175,943.43
03/05/2010 11:15:35	DT-07/09-05-0003	Requisition /Wards	REQ/10-05-0009	03/05/2010 11:28:3		Biophelung Occupational Health	Biophelung Occupational health Donat		1	R 0.00
03/05/2010 11:32:37	DT-07/09-05-0004	Requisition /Wards	REQ/10-05-0009	03/05/2010 11:34:3		Biophelung Occupational Health	Biophelung Occupational health Donat		1	R 0.00
11/05/2010 14:48:16	DT-07/11-03-0005	Requisition /Wards				Truthsoda Case			0	R 0.00
31/03/2011 15:17:05	DT-07/11-03-0006	Purchase Orders/Receipts DDV		31/03/2011 15:41:1		Biophelung Occupational Health	Speech & Hearing		2	R 115.73
31/03/2011 16:06:40	MAF-DT/11-03-0007								0	R 0.00
31/03/2011 16:18:05	MAF-DT/11-03-0008								0	R 0.00

## How Do I Open an Existing Transfer?

Double click on the Transfer list to be opened. The following screen appears—

Demander Transfer Detail

Posted

Info Details

Date: 11/02/2010 11:58:18

Demander (From): Bphk

Demander (To): Unit

Account: R002

Requisition /Wards

Biophelung Occupational Health

Unit 5 Health Centre

Requested by: SCATE, S (E.M)

Reference: 12432

Use SKU?

Details Notes Item Edit History

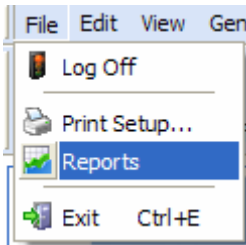
Drag a column header here to group by that column

ICN	ICN	SKU	Description	Pack Cost	SKU Cost	Extended Cost	Requested Qty	SKU Qty (to transfer)	SKU Unit	Packs On Hand	SKU On Hand
DIS	2470	18971167	Stopcock - Three Way 1 Stopcock (SURG)	R 2,629.8240	R 2,629.8240	R 180,306.7360	0	64	64	64	64
DIS	2916	18000179K	Stopcock - Three Way 1 Stopcock (SURG)	R 1.2000	R 1.2000	R 115.2000	0	90	90	90	90
DIS	3001	QUOTE	Stomachless Paste 56.7G (S105) 1 Tube (SURG)	R 75.0000	R 75.0000	R 6,675.0000	0	69	69	69	69
DIS	0086	QUOTE	Stomachless Skin Barrier 10x10cm 5100 10 Wafer (SURG)	R 66.5000	R 66.5000	R 510.7000	0	78	78	78	78
DIS	0345	180005211	Stopcock - Three Way 100cm Extension Tubing 1 Stopcock (SURG)	R 1.7000	R 1.7000	R 114.4360	0	67	67	67	67
DIS	3525	180005125	Stopcock - Three Way 50cm Extension Tubing 1 Stopcock (SURG)	R 1.7300	R 1.7300	R 41.3540	0	23	23	23	23
TS PHC	0083	188700098	Stopcock - Three Way 1 Stopcock (SURG)	R 5.0000	R 5.0000	R 170.0000	0	34	34	34	34

### *How Do I Print a List of Un-posted Demander Transfers?*

The list of un-posted Demander Transfers is a customized user report. To run it, do the following—

1. From the menu bar, select **File**.
2. Select **Reports**.



3. Select re report.
4. If the report cannot be located, request the report from your RxSolution support team.

### *How Do I Unlock a Demander Transfer?*

If a transfer list has been exited illegally and no other person is entering items on the same requisition, the transfer list will remain locked and uneditable. Follow this procedure to unlock the transfer list —

1. Right Click on the problematic transfer list, and select UnLock Transfer.

