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—

    o Generate and complete demander transfers

    o Delete or edit products listed on a demander transfers

    o Issue products on demander transfers

    o 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 26/05/2009 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. Dichlorbenzene. 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]		

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

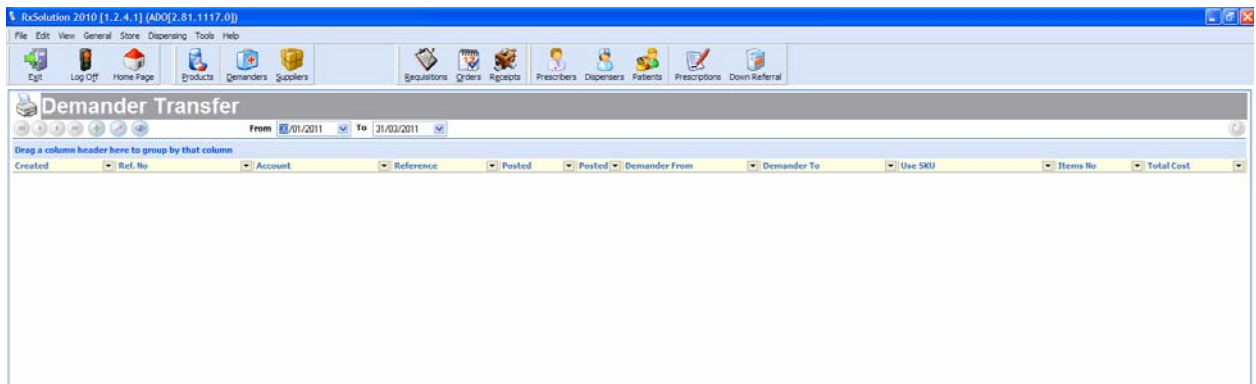## *How Do I Get to the Demander Transfers Screen?*

1.   Click on **Store** on the menu bar.

2.   Choose **Demander Transfers** from the drop-down list.
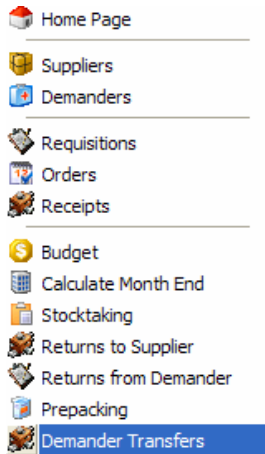
What Does the Demander Transfers Screen Look Like?

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.

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

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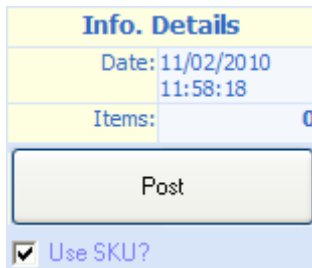
Component	Definition
MAF	The **System Prefix** location entered by a user (see "Record Numbering Tab" in chapter 2). Here, "MAF" is short for Mafikeng Hospital.
DT	The **Type Prefix** in the system. "DT" means Demander Transfer (see "Record Numbering Tab" in chapter 2).
11	The year of the receipt (here,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

Detail Section

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

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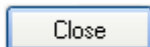
Even if the Demander Transfer is not yet finalized and needs further work, the screen can be closed by clicking on the **Close** button located on the bottom left-hand side of the screen.

select which columns to display on the screen by clicking the "eye" icon and choosing through the screen shown below.
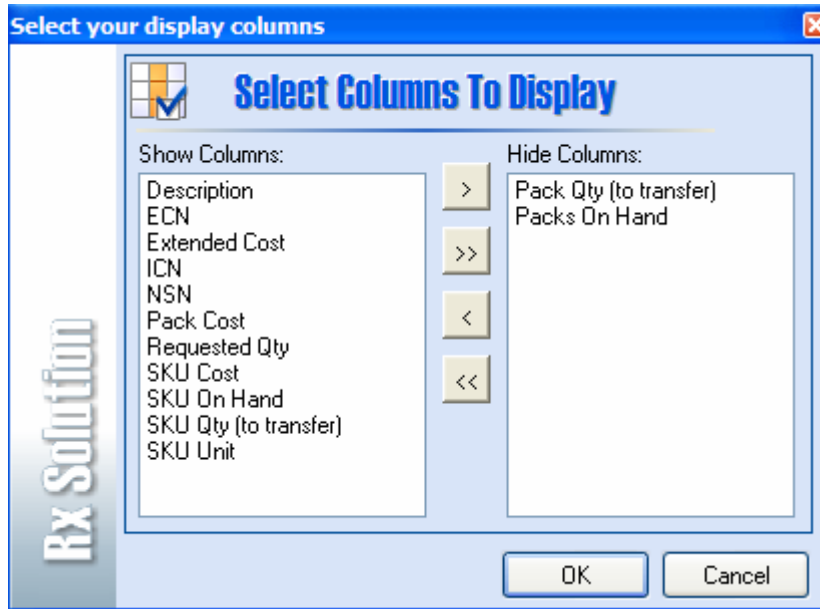
Table 12-2. Requisition Terms Used in RxSolution

Term	Description
Description	The Items Description as defined in Products
ECN	External Code Number
ICN	Internal Code Number
SKU Cost	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
SKU On Hand	Stock on hand in the From Demander in SKU
SKU Qty (to transfer)	The Quantity to transfer in SKU
SKU Unit	The Actual unit usually the dispensing unit such as Tablet, Milliliter
Pack Cost	The actual cost price per pack charged by the supplier.
Packs on Hand	The number of Bulk Packs on hand (Stores Units)
Packs Qty (to transfer)	If the Use SKU? Tick box is unticked, then the system transfers in Stores Pack and not SKU. One can only use **Packs Qty (to transfer) OR SKU Qty (to transfer)**
Extended Cost	The Quantity X Cost
Total Cost	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.

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.

Using RxSolution to Manage and Track Demander Transfers

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—

3. 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?

4. Click on the add new record icon for a User determined products (Product Selector).

5. Alternatively, click on the edit the current record icon.

6. 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)

2. Select products to add to the requisition by using any of the methods shown in Table 12-4.
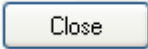
Table 12-4. Methods of Selecting Products for a Requisition

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

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

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

5. Click on the **Close** button   Close   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**.

2. The following warning screen will appear—

3. Click on **Yes** if you are sure that no further changes need to be made to the Transfer, or click on **No** to cancel.

4. 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?

1. 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	**Transfered from**		**Tranfered to**		
Date	31/03/2011	Name	Bophelong Occupational Health	Code	Speech & Hearing	
Items No.	2	Issued By	TYOLO, EM ( )	Requested By	, Mabilo ( )	
Total Cost	R 115.7320	Date:	31-Mar-11	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 [INJ]	R 5.0000	R 5.0000	20	20	R 100.0000

Demander Transfer Number	DT-DT/11-03-0006	R 115.7320
		Page 1 of 1

How Do I View a List of My Demander Transfers?
Click on the **Stores** menu and select the **Demander Transfers** option

How Do I Open an Existing Transfer?

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

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**.
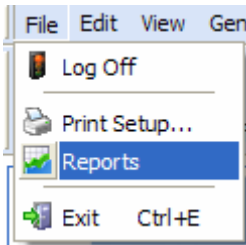
3. Select re report.

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.