

# Chapter 7

## Purchase Orders

### **This chapter—**

- Familiarizes the user with how to—
  - Generate a Purchase Order (PO)
  - Edit a PO
  - Complete a PO

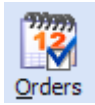


## Working with Purchase Order Data

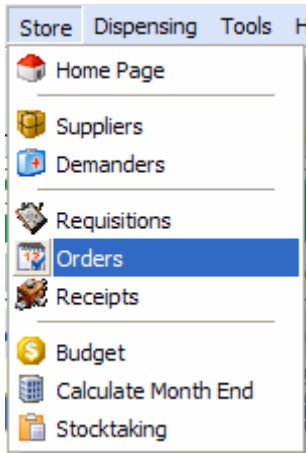
### What Is a Purchase Order?

A PO is a financial transaction by means of which a facility, such as a hospital pharmacy or health center, buys products from a supplier.

### How Do I Get to the Purchase Orders Screen?



1. Click on the **Orders** icon on the toolbar.
2. Alternatively, click on **Store** on the menu bar.
3. Choose **Orders** from the drop-down list.



### What Does the Purchase Orders Screen Look Like?

The following screen is the main **Purchase Orders** screen. This example shows how the screen looks when RxSolution contains POs; the screen shows one row for each PO in the system.

Purchase Orders										
From 11/22/2008 To 12/22/2008										
Drag a column header here to group by that column										
Order Ref.	Type	Ordered	Supplier	Account	Items	Cost	Date Posted	All Received	Posted	
TC/08-0933	D	11/27/2008	Depot Pharmaceutical [dep pha]	170008 Depo Pharmaceuticals	0	\$0.00		<input checked="" type="checkbox"/>		
TC/08-0932	D	11/25/2008	Depot Pharmaceutical [dep pha]	170008 Depo Pharmaceuticals	1	\$2,444.80	11/25/2008	<input type="checkbox"/>		
TC/08-0930	D	11/25/2008	Depot Pharmaceutical [dep pha]	170008 Depo Pharmaceuticals	1	\$53.76	11/25/2008	<input type="checkbox"/>		
TC/08-0929	D	11/25/2008	Depot Pharmaceutical [dep pha]	170008 Depo Pharmaceuticals	7	\$7,218.00	11/25/2008	<input type="checkbox"/>		
TC/08-0928	D	11/25/2008	Depot Pharmaceutical [dep pha]	170008 Depo Pharmaceuticals	11	\$14,848.08	11/25/2008	<input type="checkbox"/>		
TC/08-0927	D	11/25/2008	Depot Pharmaceutical [dep pha]	170008 Depo Pharmaceuticals	1	\$469.26	11/25/2008	<input checked="" type="checkbox"/>		
TC/08-0931	D	11/25/2008	Depot Pre-Pack Unit [pre pac]	170008 Depo Pharmaceuticals	28	\$49,140.22		<input type="checkbox"/>		
TC/08-0926	D	11/24/2008	Depot Pharmaceutical [dep pha]	170008 Depo Pharmaceuticals	148	\$359,771.75	11/25/2008	<input type="checkbox"/>		
TC/08-0925	D	11/24/2008	Depot Pharmaceutical [dep pha]	170008 Depo Pharmaceuticals	1	\$89.50	11/24/2008	<input type="checkbox"/>		

If you double click on an entry in this screen, RxSolution will open a more detailed view of that PO. Descriptions of the various parts of the Purchase Order screen are provided below.

Purchase Order Number

**NDS ORD/08 11 0003**

This number is computer generated and unique for each purchase order. Table 6-1 describes the components of this number.

**Table 6-1. Components of the Purchase Order Number**

Component	Definition
NDS	The <b>System Prefix</b> entered by a user (see “Record Numbering Tab” in chapter 2). Here, “NDS” is short for National Drug Supply.
ORD	The <b>Type Prefix</b> in the system. “ORD” means order (see “Record Numbering Tab” in chapter 2).
08	The year of the order (here, 2008).
11	The month of the order (here, November).
0003	Sequential number of POs in this month (here, the third).

Note: Clients may not want to include the month in purchase order numbers, preferring instead to have the numbers show year-to-date annual increments. This preference is set up in the **System Information** tab for **Record Numbering**. See below, where

this client does not want the order numbers to accrue for months, so the **Month** column for **Order** is set to 0 and the **On/Off** box is not checked.

**System Information**

Code: 0001	Name: Ermelo Hospital	Address: Private Bag X9005	Management Model: <input checked="" type="radio"/> Store	System Logo: Right click to add logo...
District: Ermelo	Region: Mpumalanga	Location: Ermelo	<input type="radio"/> In-Transit Store	
Phone: 017 8112031	Postal Code: 2351	Contact: 017 8112031	<input type="radio"/> Budget Management	
Fax: 017 8115104			<input checked="" type="checkbox"/> Batch management driven	

System Defaults	Accounts	Administration Unit	Allergies	ATC	Batch Route	Bin Locations	Comparison Unit	Contracts	Demandor Authority	Demandor Type	Departments	Dispensing Intervals	Dispensing Units
Dispensing Directions	DRP Intervention	DRP Problem	Form	Form Range	Generic Name	Group 1	Group 2	ICD10 Codes	Lab Tests	Language	Level 1	Level 2	Level 3
Level 4	Opportunistic Infections	Packsize Range	Patient Classification	Posts	Prescriber Levels	Product Restriction	Product Startup	Race	Record Numbering	Reasons	Route	Rx Levels	Specialisation
Strength Range	Trade Name	Title											

Description	System Prefix	Type Prefix	Month	Record Number	Divider	On/Off
Consultant	C		1	0		<input checked="" type="checkbox"/>
Credits	CR	CRD	1	1	1	<input checked="" type="checkbox"/>
Dispenser Number	VC	DIS	4	0	0	<input checked="" type="checkbox"/>
Medical Intern	I		1	0	0	<input checked="" type="checkbox"/>
Medical Officer	M		1	0	0	<input checked="" type="checkbox"/>
Order	TC		0	933		<input type="checkbox"/>
Patient Number			10	13		<input checked="" type="checkbox"/>
Prescriber Number	TC	PRS	3	0	0	<input type="checkbox"/>
Prescription Number	F	P	10	13		<input checked="" type="checkbox"/>
Primary Health	P		1	0	0	<input checked="" type="checkbox"/>
Receipt	TC	REC	9	1823		<input checked="" type="checkbox"/>
Requisition	TC	REQ	9	4172		<input checked="" type="checkbox"/>
Returns Out	RTS	RTS	11	2		<input checked="" type="checkbox"/>
Route Number	TC	RTE	2	0	0	<input checked="" type="checkbox"/>
Stocktake	ST	STK	10	18		<input checked="" type="checkbox"/>

## Detail Section

**Detail**

Supplier: 001BAY	BAYER (PTY) LTD
Account: PN	Purchase - Non-Tender Item
Ordered By: Sigl, Ernst (Implim. Admin. )	2008/11/06
Authorised By: Sigl, Ernst (Implim. Admin. )	2008/11/06
Voucher: PO243534	

The **Detail** section lists information about the **Supplier**, the **Account** number you are using for this PO (see “Accounts Tab” in chapter 2), the people or organizations who ordered and authorized the PO, and the relevant dates. If desired, use the **Voucher** field to record the financial voucher number for this PO. If the Voucher Number is not ordinarily used, use it to record the order number section of the system order number e.g. **11-02-0019** where one captures 11020019. This can be done so that one can easily locate the order on receipts. The **Voucher** field can also be used if an institution uses another electronic method of transmitting an order to a supplier or if a pre-numbered order book is used for a supplier. The electronic order number generated by the supplier’s software or from the order book can be entered in the **Voucher** field to allow the two numbers to be cross-referenced when the stock is received.

## Order Information

**Order Info**

Date:	2008/11/06
Items:	2
Expected:	2009/01/05
Posted?:	Post this Order

Information relating to the order is summarized in the top left-hand corner. The date of entry of the PO and the number of items are displayed. Enter the expected date of delivery if known. This field is useful for reporting the orders that have passed the expected delivery date. Posting is done by clicking on the **Post this Order** button. Once an order has been posted, no further changes can be made to it.

*Note:* All information on the PO *must* be correct before the **Post this Order** button is pressed. Posting finalizes a transaction, and editing the order is not possible after this is done.

Clicking on the **Post this Order** button ensures that the quantity on order is registered and displayed in the product list. A PO must be posted for your facility to be able receive the order.

### Financial Information

Financial Profile	
Items:	R 404,060.00
Charges:	R 0.00
<b>TOTAL:</b>	<b>R 404,060.00</b>
<b>TYPE</b>	
<input checked="" type="radio"/> Depot	<input type="radio"/> Buy Out <input type="radio"/> DDV

The **Financial Profile** is summarized in the top right-hand corner. This profile provides the detail of the costs involved in purchasing the selected items. Select the type of PO to indicate whether the PO should go to the—

- **Depot** (i.e., a governmental or central warehouse)
- **Buy Out** (i.e., a purchase from a manufacturer or supplier for items not kept at the governmental or central warehouse)
- **DDV** (direct delivery, i.e., a purchase made by the governmental or central warehouse directly to the supplier, with the supplier delivering directly to the institution)

### Close Button



Even if the PO 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.

### Notes Tab

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

Purchase Order - Add/Edit/Delete Products

**Purchase Order**

Order Info		Detail	
Date:	2008/11/06	Supplier:	001BAY BAYER (PTY) LTD
Items:	2	Account:	PN Purchase - Non-Tender Item
Expected:	2009/01/05	Ordered By:	Sigl, Ernst (Imprim. Admin. )
Posted?:	<input type="button" value="Post this Order"/>	Authorised By:	Sigl, Ernst (Imprim. Admin. )
		Voucher:	PO243534

Items Notes History

Please Phone Julie if the delivery is late in VA.


### History Tab

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

Items	Notes	History
Drag a column header here to group by that column		
Date	Type	Description
2008/11/06 12:04:49 PM	ADDED	.
2008/11/06 12:06:19 PM	ADDED	.
2008/11/06 12:06:24 PM	EDITED	Acetylsalicylic Acid, Codeine 500/8mg Tablet; 1000 Tablet [PO]
2008/11/06 12:06:31 PM	EDITED	Acetylsalicylic Acid, Codeine 500/8mg Tablet; 500 Tablet [PO]

## Using RxSolution to Manage and Track Purchase Orders

### How Do I Create a Purchase Order?

1. Click on the add new record icon  on the main **Purchase Orders** screen shown previously (page 6-3).
2. The following screen appears—

**Purchase Order - Add/Edit/Delete Products**

**Purchase Order** NDS ORD/08 11 0004

Order Info		Detail		Financial Profile	
Date:	2008/11/06	Supplier:	001BAY BAYER (PTY) LTD	Items:	R 0.00
Expected:		Account:		Charges:	R 0.00
Ordered By:				TOTAL:	R 0.00
Posted?:		Authorised By:		TYPE:	
Post this Order		Voucher:		<input checked="" type="radio"/> Depot <input type="radio"/> Buy Out <input type="radio"/> DDV	

Items | Notes | History

ECN	Description	On Stock	Qty Rec	Qty Ord	Pack Cost	TOTAL	All Rec...	NSN	ICN	On Order	Trade name	
						R 0.00						

**Purchase Order** Cost



Close R 0.00

- Fill in the information requested in the screen by clicking on the gray down-facing arrow and choosing from the drop-down list that appears for each entry. To select a user in the **Ordered By** and **Authorised By** fields, that user must have access to **[Store] Orders** (see “How Do I Add a User and Allow the User Access Rights to the System” in chapter 2). Enter the order and authorization dates to the right of these fields.

The **Voucher** reference is an authorization reference obtained from a purchasing office, where applicable. The draft PO is printed and submitted to the purchasing office for approval. Once the PO has been approved, the purchasing office issues an authorization reference. This authorization reference is then recorded in the **Voucher** field. The field may be left empty if this system is not used. The **Voucher** field can also be used if an institution uses an electronic method of transmitting an order to a supplier or if a prenumbered order book is used for a supplier. The electronic order number generated by the supplier's software or from the order book can be captured in the **Voucher** field to allow field to allow the two numbers to be cross-referenced when the stock is received. If the Voucher Number is not ordinarily used, use it to record the order number section of the system order number e.g. **11-02-0019** where one captures 11-02-0019. This can be done so that one can easily locate the order on receipts.



Purchase Order			
Order Info		Detail	
Date:	2008/11/06	Supplier:	003UNI UNICEF
Items:		Account:	PS Purchase - Special Item
Expected:	2009/01/01	Ordered By:	Sigl, Ernst( Implm. Admin. )
Posted:		Authorised By:	Sigl, Ernst( Implm. Admin. )
Post this Order		Voucher:MM1251223	


4. Click on the add new record icon  to add products to the order.
5. Alternatively, click on the edit icon .
6. Choose an option from the list that appears. In this example, **Add (Single Product)** will be selected from the drop-down list.

Add (Single Product)	Ins
Add (Auto Generate Purchase Order)	Ctrl+U
Add (Auto Generate Purchase Order for Group2)	Ctrl+G
Add (All Institutional EDL Products)	
Mark all as Complete	Ctrl+M
Change (selected Product)	Ctrl+E
Delete (selected Product)	Del
Delete (ALL Products)	Ctrl+T
Create Text File	




7. The following **Product Selector** screen appears—

ICN	ECN	Description	Trade Name	Cost	Group 1	Group 2
3294	PHC	Acetazolamide 250mg Tablet; 20 Tablet [PO]		R 6.09	05	DEPOT PREP
3055	DIS	Acetic Acid (Glacial) 1% Liquid, External; 500 ml	Glacial	R 0.34	10	DEPOT PHAR
3054	DIS	Acetone BP Liquid, External; 500 ml		R 7.45	10	DEPOT SURG
0679	DIS	Acetylcholine Chl 20Mg; Mann. 60Mg; Eye Drops B/p 2Ml . Eye Drops; 1 ml [OPHTH]	Miochol-E	R 133.33	20	DEPOT PHAR
0680	MOT	Acetylcholine Chl 40Mg; Mann.200Mg Eye Drops 4.5Ml V+d . Eye Drops; 1 Each [OPHTH]	Covochol	R 55.26	20	MOT_PHARM
0767	DIS	Acetylcysteine 200mg/ml Ampoule; 10ml ml [INJ]		R 177.60	30	DEPOT PHAR
0169	DIS	Aciclovir 200mg Tablet; 25 Tabs Tablet [PO]	Activir	R 5.35	05	DEPOT PHAR
3949	DIS	Aciclovir 200mg/5ml Suspension; 125 ml [PO]		R 223.03	10	DEPOT PHAR
1947	REG	Aciclovir 250mg Vial; 1 Vial [INJ]		R 42.40	30	DEPOT PHAR
0599	DIS	Aciclovir 3% Eye Ointment; 4 gm [OPHTH]		R 0.01	15	DEPOT PHAR
1977	DIS	Aciclovir 5% Cream; 2 gm [TOP]		R 3.18	15	DEPOT PHAR
3035	REG	Acitretin 25mg Capsule; 30 Capsule [PO]		R 435.34	05	DEPOT PHAR
0861	PHC	Actraphane 100U/ml (30/70) Cartridge, Penfill; 3 ml [SC]	Actraphane	R 26.00	30	DEPOT PHAR
0857	PHC	Actraphane 100U/ml (30/70) Vial; 10ml ml [SC]	Actraphane	R 29.50	30	DEPOT PHAR
2131	PHC	Actraphane NM (ye) 100U/ml (30/70)	Actraphane NM (ye)	R 25.07	30	DEPOT PHAR

8. Select products to add to your PO using any of the methods in Table 6-2. Remember that you

can easily find a product in the list by clicking on the gray down-facing arrow  next to a column heading, then starting to type an entry in that list. The cursor will jump to that entry and you can click on it to select it.

**Table 6-2. Methods of Selecting Products for a Purchase Order**

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

The products you selected have been added to the order.

Purchase Order - Add/Edit/Delete Products

**Purchase Order** NDS ORI

Order Info		Detail		Financial	
Date:	2008/11/06	Supplier:	003UNI UNICEF	Items:	
Items:	7	Account:	PS Purchase - Special Item	Charges:	
Expected:	2009/01/01	Ordered By:	Sigl, Ernst( Implm. Admin. )	2008/11/06	TOTAL:
Posted?:	<input type="button" value="Post this Order"/>	Authorised By:	Sigl, Ernst( Implm. Admin. )	2008/11/06	TYPE:
		Voucher:	MM1251223	<input type="radio"/> Depot <input checked="" type="radio"/> Buy	

Items | Notes | History

ECN	Description	On Stock	Qty Rec	Qty Ord	Pack Cost	TOTAL	All Rec...	NSN	ICN	On Order	Trade name
1461	Gilbenclamide 5mg Tablet; 100 Tablet [PO]	4784	0	0	R 0.84	R 0.00	<input type="checkbox"/>		109450	0	Gilbenclamide 5g tabs 10
1470	Gilbenclamide 5mg Tablet; 1000 [PO]	110	0	0	R 11.56	R 0.00	<input type="checkbox"/>		109300	700	Gilbenclamide 5mg tabs
1480	Gilbenclamide 5mg Tablet; 500 Tablet [PO]	0	0	0	R 0.00	R 0.00	<input type="checkbox"/>		109350	0	Gilbenclamide 5mg tabs
1460	Gilbenclamide 5mg Tablet; 84 Tablet [PO]	0	0	0	R 0.00	R 0.00	<input type="checkbox"/>		109400	0	Gilbenclamide 5mg tabs
1492	Gliclazide 80mg Tablet; 100 Tablet [PO]	1707	0	0	R 12.75	R 0.00	<input type="checkbox"/>		109650	0	Gliclazide 80mg tabs 100
1491	Gliclazide 80mg Tablet; 56 Tablet [PO]	0	0	0	R 3.70	R 0.00	<input type="checkbox"/>		109550	0	Gliclazide 80mg tabs 56
1490	Gliclazide 80mg Tablet; 60 Tablet [PO]	0	0	0	R 25.20	R 0.00	<input type="checkbox"/>		109500	0	Gliclazide 80mg tabs 60

9. Type the quantities that you are ordering in the **Qty Ord** (quantity ordered) column.


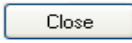
Qty Ord

0
0
0
0
0

10. Your order now looks like this—

Items | Notes | History

ECN	Description	On Stock	Qty Rec	Qty Ord	Pack Cost	TOTAL	All Rec...	NSN	ICN	On Order	Trade name
1461	Gilbenclamide 5mg Tablet; 100 Tablet [PO]	4784	0	500	R 0.84	R 420.00	<input type="checkbox"/>		109450	0	Gilbenclamide 5g tabs 100
1470	Gilbenclamide 5mg Tablet; 1000 [PO]	110	0	100	R 11.56	R 1,156.00	<input type="checkbox"/>		109300	700	Gilbenclamide 5mg tabs
1480	Gilbenclamide 5mg Tablet; 500 Tablet [PO]	0	0	50	R 0.00	R 0.00	<input type="checkbox"/>		109350	0	Gilbenclamide 5mg tabs
1460	Gilbenclamide 5mg Tablet; 84 Tablet [PO]	0	0	2000	R 0.00	R 0.00	<input type="checkbox"/>		109400	0	Gilbenclamide 5mg tabs
1492	Gliclazide 80mg Tablet; 100 Tablet [PO]	1707	0	1000	R 12.75	R 12,750.00	<input type="checkbox"/>		109650	0	Gliclazide 80mg tabs 100
1491	Gliclazide 80mg Tablet; 56 Tablet [PO]	0	0	5000	R 3.70	R 18,500.00	<input type="checkbox"/>		109550	0	Gliclazide 80mg tabs 56
1490	Gliclazide 80mg Tablet; 60 Tablet [PO]	0	0	6000	R 25.20	R 0.00	<input type="checkbox"/>		109500	0	Gliclazide 80mg tabs 60

11. Click on **Close**   and your PO is completed.

*Note:* Remember, you need to post the order to be able to receive it and to show the stock as “on order” in RxSolution.

### How Do I Post a Purchase Order?

Each receipt is for a particular PO that you have placed with your supplier. To receive it, the order must be listed as being “ready” to be received. The PO must therefore be posted.

Posting the order also means that the quantities on the order are shown as “Ordered” on both the product summary screen and the supplier outstanding transactions screen.

1. After typing the quantities to be ordered, click on **Post this Order**.

Order Info	
Date:	2008/11/06
Items:	7
Expected:	2009/01/01 ▼
Posted?:	<input type="button" value="Post this Order"/>

2. A warning screen will be displayed.



3. Click on **Yes** if you are sure, or click on **No** to cancel.
4. The PO is posted and marked as such.

Purchase Order - Add/Edit/Delete Products

**Purchase Order** **Posted**

Order Info	
Date:	2008/11/06
Items:	7
Expected:	2009/01/01 ▼
Posted?:	2008/11/06
Supplier: UNICEF [003UNI]	
Account: PS Purchase - Special Item	
Ordered By: Sigl, Ernst( Implim. Admin. )	
Authorised By: Sigl, Ernst( Implim. Admin. )	
Voucher: MM1251223	

Rx Store Standard Version

### ***How Do I Use the Editing Options on the Purchase Order Screen?***

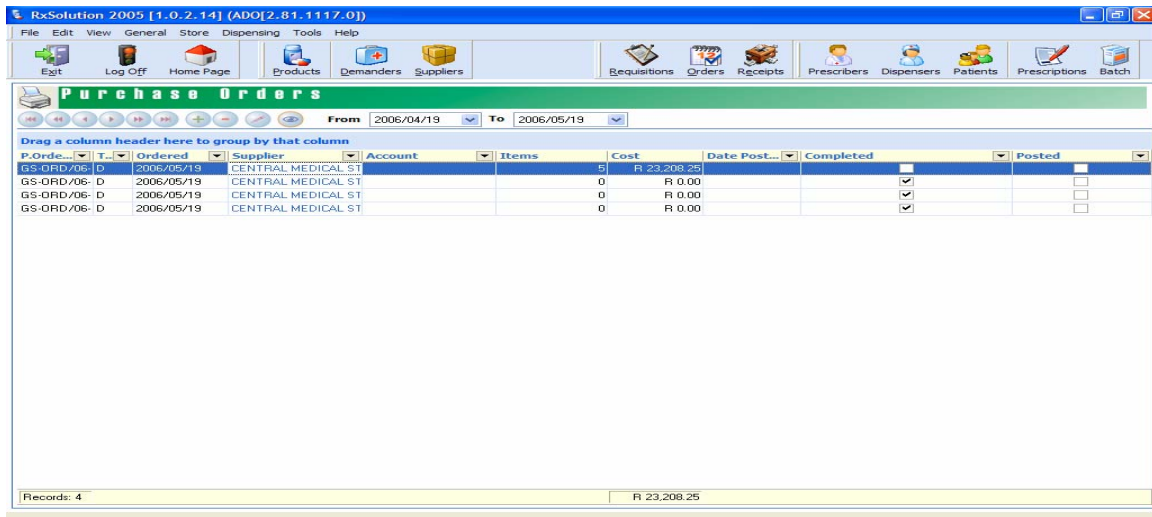
The available options and shortcuts are described in Table 6-3.

**Table 6-3. Editing Options in the Purchase Order Screen**

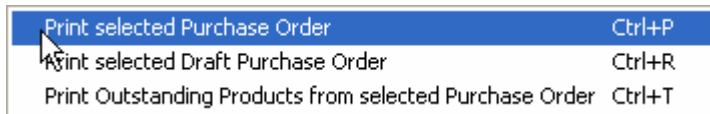
Options	Description
Add (Single Product)      Ins	Choose one or a few products as explained in Table 6-2.
Add (Auto Generate Purchase Order)      Ctrl+J	RxSolution is able to “suggest” what to order only after you have used RxSolution for three months or longer. The suggested quantities <i>must</i> still be reviewed before purchasing. See Annex 5 for details on auto-generating POs.
Add (Auto Generate Purchase Order for Group2)      Ctrl+G	This option allows you to select products to order by Group 2 (defined in System Settings) as set up in the product details. For example, a supplier may be Group 2 and then a PO for that supplier’s products can be easily generated. To do this, set up the default supplier as Group 2 in Products setup. Then when you want to place an order for that supplier’s products, select the supplier from the drop-down list of suppliers. The Group 2 supplier is selected and all the products related to the selected supplier are placed on the order. See Annex 5 for details on auto-generating POs.
Add (All Institutional EDL Products)	RxSolution is able to add all items classified as EDL products in the products catalog.
Mark all as Complete      Ctrl+M	This option is used when you want to “recall” an order. Once marked as completed, the ordered items are regarded as received although the stock level is not adjusted by these quantities. The items are removed from the PO even if they were outstanding. This option is commonly used in the case of an item being out of stock for a long period or if a product has been discontinued.
Change (selected Product)      Ctrl+E	This option is a shortcut method of changing a selected product in a PO.
Delete (selected Product)      Del	This option is a shortcut for deleting an item in an unposted PO.
Delete (ALL Products)      Ctrl+T	This option is a shortcut for deleting all products in an unposted PO.
Create Text File	This option exports a text file of the order that can be imported into an electronic warehouse system.

## How Do I Print a Purchase Order?

1. Click on the PO to be printed. It is highlighted in blue.



2. Right click on the printer icon  and three printing options are displayed.



A standard printed PO looks like this—

Purchase Order		Ordered By	Supplied By	Office
<b>Ermelo Hospital</b>		Code: 0001 Name: Ermelo Hospital Address: Private Bag X9005 Ermelo	Code: MOT PHA Name: Motivations Pharmaceutical Address:	Posted: <input checked="" type="checkbox"/> Date: 19/06/2008 Authoriser: Basson, Ralda (Principal) Amount: R 172,367.84
Number: TC/08-00-0547	Date: Thu 19 June 2008	Ordered By: Ally, Shibrab (Pharmacist) 19-Jun-08		
Account: Depo Pharmaceuticals	Pages: 1			

No.	ICN	ECN	Description	Unit Ordered	Ordered	Pack Cost	Est. Cost
1	3294	PHC	Acetazolamide 250mg Tablet; 20 TabletPO	(20 Tablet)	12	R 6.09	R 73.08
2	3055	DIS	Acetic Acid 1% Liquid, External; 500 ml	(500 ml)	33	R 0.34	R 11.22
3	3054	DIS	Acetone BP Liquid, External; 500 ml	(500 ml)	52	R 7.45	R 387.40
4	0679	DIS	Acetylcholine Chi 20Mg; Mann. 60Mg; Eye Drops B/p 2Ml . Eye Drops; 1 mLOPTH	(1 ml)	23	R 133.33	R 3,066.59
5	0680	MOT	Acetylcholine Chi 40Mg; Mann.200Mg Eye Drops 4.5Ml V+d . Eye Drops; 1 EachOPTH	(1 Each)	22	R 55.26	R 1,215.61
6	0767	DIS	Acetylcysteine 200mg/ml Ampoule; 10ml mLINJ	(10ml ml)	344	R 177.60	R 61,094.40
7	1977	DIS	Acidovir 5% Cream; 2 gmTOP	(2 gm)	33	R 3.18	R 104.94
8	0599	DIS	Acidovir 3% Eye Ointment; 4 gmOPTH	(4 gm)	223	R 0.01	R 2.23
9	3949	DIS	Acidovir 200mg/5ml Suspension; 125 mlPO	(125 ml)	3	R 223.03	R 669.08
10	0169	DIS	Acidovir 200mg Tablet; 25 Tabs TabletPO	(25 Tabs Tablet)	11	R 5.35	R 58.85
11	1947	REG	Acidovir 250mg Vial; 1 VialINJ	(1 Vial)	34	R 42.40	R 1,441.60
12	3035	REG	Acitretin 25mg Capsule; 30 CapsulePO	(30 Capsule)	234	R 435.34	R 101,870.03
13	0857	PHC	Insulin Soluble, Isophane Premix, Human, E. Coli 100U/ml (30/70) Vial; 10ml mSC	(10ml ml)	33	R 29.50	R 973.50
14	0861	PHC	Insulin Soluble, Isophane Premix, Human, Yeast 100U/ml (30/70) Cartridge, Penfil; 3 mSC	(3 ml)	22	R 26.00	R 572.00
15	2131	PHC	Insulin Soluble, Isophane Premix, Human, Yeast 100U/ml (30/70) PenSet; 3 mSC	(3 ml)	33	R 25.07	R 827.31

From Ermelo Hospital To Motivations Pharmaceutica 19-Jun-08 Number TC/08-00-0547 Authoriser sign: \_\_\_\_\_ Date: \_\_\_\_\_ Page 1 of 1

The format of the printed purchase orders can be customized for special needs. This is set up on installation of RxSolution.

Print selected Draft Purchase Order

Ctrl+R

A printed draft PO looks like this—

Purchase Order		Ordered By	Supplied By	Office
<b>Ermelo Hospital</b>		Code: 0001 Name: Ermelo Hospital Address: Private Bag X9005 Ermelo	Code: MOT PHA Name: Motivations Pharmaceutical Address:	Posted: <input checked="" type="checkbox"/> Date: 19/06/2008 Authoriser: Basson, Ralda (Principal) Amount: R 172,367.84
Number: TC/08-00-0547	Date: Thu 19 June 2008	Prepared By: Ally, Shibrab (Pharmacist) 19-Jun-08		
Account: Depo Pharmaceuticals	Pages: 1			

No.	ICN	ECN	Description	Dues Out	On Hand	Ordered	Pack Cost	Est. Cost
1	3294	PHC	Acetazolamide 250mg Tablet; 20 TabletPO	12	50	12	R 6.09	R 73.08
2	3055	DIS	Acetic Acid 1% Liquid, External; 500 ml	33	0	33	R 0.34	R 11.22
3	3054	DIS	Acetone BP Liquid, External; 500 ml	52	0	52	R 7.45	R 387.40
4	0679	DIS	Acetylcholine Chl 20Mg; Mann. 60Mg; Eye Drops B/p 2Ml . Eye Drops; 1 mlOPHT	23	0	23	R 133.33	R 3,066.59
5	0680	MOT	Acetylcholine Chl 40Mg; Mann.200Mg Eye Drops 4.5Ml V+d . Eye Drops; 1 EachOPHT	22	0	22	R 55.26	R 1,215.61
6	0767	DIS	Acetylcysteine 200mg/ml Ampoule; 10ml mlINJ	344	50	344	R 177.60	R 61,094.40
7	1977	DIS	Aciclovir 5% Cream; 2 gmTOP	33	9	33	R 3.18	R 104.94
8	0599	DIS	Aciclovir 3% Eye Ointment; 4 gmOPHT	223	36	223	R 0.01	R 2.23
9	3949	DIS	Aciclovir 200mg/5ml Suspension; 125 mlPO	3	0	3	R 223.03	R 669.08
10	0169	DIS	Aciclovir 200mg Tablet; 25 Tabs TabletPO	11	62	11	R 5.35	R 58.85
11	1947	REG	Aciclovir 250mg Vial; 1 VialINJ	34	8	34	R 42.40	R 1,441.60
12	3035	REG	Actretin 25mg Capsule; 30 CapsulePO	234	0	234	R 435.34	R 101,870.03
13	0857	PHC	Insulin Soluble, Isophane Premix, Human, E. Coli 100U/ml (30/70) Vial; 10ml mlISC	33	467	33	R 29.50	R 973.50
14	0861	PHC	Insulin Soluble, Isophane Premix, Human, Yeast 100U/ml (30/70) Cartridge, Penfil; 3 mlISC	22	0	22	R 26.00	R 572.00
15	2131	PHC	Insulin Soluble, Isophane Premix, Human, Yeast 100U/ml (30/70) PenSet; 3 mlISC	33	100	33	R 25.07	R 827.31

Purchase Order	Summary	Provisional	Was Requested to Supply	15	Products	
		Motivations Pharmaceutical		1112	Items @ TOTAL	R 172,367.84

**Draft** Thu, 19 June 2008 @ (16:58) Number TC/08-00-0547 Authoriser sign: Date: Time: Page 1 of 1

The draft PO shows the **Dues Out** (back orders) and **On Hand** stock quantities, so that a purchasing officer can decide before posting if he or she should adjust the order quantity. The draft PO can also be used for obtaining authorization from your finance office.

The final PO does not show the dues out and stock-on-hand fields because you do not want to show the supplier what your stock on hand is and what is still outstanding, especially if the stock is outstanding from another supplier.

Print Outstanding Products from selected Purchase Order Ctrl+T

A screen showing outstanding products from a PO looks like this—



Purchase Order			Ordered By	Received By	Office	
SeaSide Hospital			Code: 7101348 Name: SeaSide Hospital	Received By: _____ Date: _____	Date: Wed, 07 February 2007	
Number: RDMRDM/07020012			Supplied By			
Date: Wed 07 February 2007			Code: DEPOT Name: Medical Depot			
Account: Main Account						
<b>Outstanding Items</b>						
No.	ICN	ECN	Description	Ordered	Outstanding	Received
1		L0120	Acetic Acid 2% Ear Drops; 1 Bottle	12	12	
2		L0120	Acetic Acid in Sodium Chloride 1% Liquid, External; 1L Litre	3	3	
3		L0120	Acetic Acid in Water 1% Ward Stock, Prefill; 1000 ml	4	4	
4		L0120	Acetic Acid in Water 3% Ward Stock, Prefill; 1000 ml	54	54	
5	180075476	L0120	Aciclovir 250mg Vial; 1 Vial	1	1	
6	181781208	L0120	Abacavir 20mg/1ml Solution, Internal; 240 mlPO	12	12	
7	189707408	L0120	Acriflavine 0,1% Emulsion, External; 500 ml	23	23	
8	189710142	L0120	Acetazolamide 250mg Tablet; 100 TabletPO	12	12	
9	189712344	L0120	Aciclovir 3% Eye Ointment; 4 gm	343	343	
10	189714841	L0120	Acetone BP Liquid, External; 500 ml	234	234	
Purchase Order			Summary		Products: 10	
			Medical Depot		Items: TOTAL	

Wed, 07 February 2007 @ (10:43) Number: RDMRDM/07020012 Page 1 of 1

## How Do I Use the Alternate Method of Printing a Purchase Order?

1. Click on the PO to be printed. It is highlighted in blue.

Purchase Orders									
Order Ref.	Type	Account	Ordered	Supplier	Items	Cost	Date Posted	All Received	Posted
02/07-00-2016	D	0001 ARV	05/30/2007	CENTRAL MEDICAL STORE (00)	6	\$182,356.00	05/30/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02/07-00-2015	D	0001 ARV	05/30/2007	CENTRAL MEDICAL STORE (00)		\$0.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
02/07-00-2014	D	0001 ARV	05/30/2007	CENTRAL MEDICAL STORE (00)	37	\$162,548.50		<input checked="" type="checkbox"/>	<input type="checkbox"/>
02/07-00-2013	D	0001 ARV	05/30/2007	CENTRAL MEDICAL STORE (00)	37	\$993,328.79		<input checked="" type="checkbox"/>	<input type="checkbox"/>
02/07-00-2012	D	0001 ARV	05/30/2007	CENTRAL MEDICAL STORE (00)		\$0.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
02/07-00-2011	D	0001 ARV	05/30/2007	CENTRAL MEDICAL STORE (00)		\$0.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
02/07-00-2010	D	0001 ARV	05/30/2007	CENTRAL MEDICAL STORE (00)	0	\$0.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
02/07-00-2009	D	0001 ARV	05/30/2007	CENTRAL MEDICAL STORE (00)	0	\$0.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
02/07-00-2008	D	0001 ARV	05/29/2007	CENTRAL MEDICAL STORE (00)	0	\$0.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
02/07-00-2007	D	0001 ARV	05/29/2007	CENTRAL MEDICAL STORE (00)	0	\$0.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>

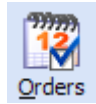
Records: 10 R 1,330,234.28



- Right click on the PO, and the following options are displayed—

Add new Purchase Order	Ins
Edit selected Purchase Order	Ctrl+E
Mark all as complete	Ctrl+M
Print selected Purchase Order	Ctrl+P
Print selected Draft Purchase Order	Ctrl+R
Print Outstanding Products from selected Purchase Order	Ctrl+T
UnLock Record	

### How Do I View a List of My Purchase Orders?



- Click on the **Orders** icon on the toolbar.
- The following screen appears—

RxSolution 2006 [1.2.0.388] (ADO[2.82.1830.0])

File Edit View General Store Dispensing Tools Help

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

### Purchase Orders

From 05/01/2007 To 05/31/2007

Drag a column header here to group by that column

Order Ref.	Type	Account	Ordered	Supplier	Items	Cost	Date Posted	All Received	Posted
02/07-05-0004	D	0001 ARV	05/03/2007	CENTRAL MEDICAL STORE [00]	2	\$0.00		<input type="checkbox"/>	<input type="checkbox"/>
02/07-00-2016	D	0001 ARV	05/30/2007	CENTRAL MEDICAL STORE [00]	6	\$182,356.00	05/30/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02/07-00-2015	D	0001 ARV	05/30/2007	CENTRAL MEDICAL STORE [00]		\$0.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
02/07-00-2014	D	0001 ARV	05/30/2007	CENTRAL MEDICAL STORE [00]	37	\$162,548.50		<input checked="" type="checkbox"/>	<input type="checkbox"/>
02/07-00-2013	D	0001 ARV	05/30/2007	CENTRAL MEDICAL STORE [00]	37	\$393,329.78		<input checked="" type="checkbox"/>	<input type="checkbox"/>
02/07-00-2012	D	0001 ARV	05/30/2007	CENTRAL MEDICAL STORE [00]		\$0.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
02/07-00-2011	D	0001 ARV	05/30/2007	CENTRAL MEDICAL STORE [00]		\$0.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
02/07-00-2010	D	0001 ARV	05/30/2007	CENTRAL MEDICAL STORE [00]	0	\$0.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
02/07-00-2009	D	0001 ARV	05/30/2007	CENTRAL MEDICAL STORE [00]	0	\$0.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
02/07-00-2008	D	0001 ARV	05/29/2007	CENTRAL MEDICAL STORE [00]	0	\$0.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
02/07-00-2007	D	0001 ARV	05/29/2007	CENTRAL MEDICAL STORE [00]	0	\$0.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Records: 11 R 1,338,234.28

- Refer to chapter 3, “Understanding the Features and Navigation,” for information on customizing the screen view and searching for records.

## How Do I View a Purchase Order?

Double click on the PO to be viewed to open the detail screen. The following screen appears—

Purchase Order - Add/Edit/Delete Products

**Purchase Order** **Posted** **NDS ORD/1**

Order Info		Detail		Financial Pr	
Date:	2008/11/06	Supplier:	UNICEF [003UNI]	Items:	
Items:	7	Account:	PS Purchase - Special Item	Charges:	
Expected:	2009/01/01	Ordered By:	Sigl, Ernst (Implm. Admin.)	2008/11/06	TOTAL:
Posted?:	2008/11/06	Authorised By:	Sigl, Ernst (Implm. Admin.)	2008/11/06	TYPE:
	Sigl, Ernst	Voucher:	MM1251223		<input type="radio"/> Depot <input checked="" type="radio"/> Buy D

Items | Notes | History

ECN	Description	On Stock	Qty Rec	Qty Ord	Pack Cost	TOTAL	All Rec...	NSN	ICN	On Order	Trade name
1461	Gibencamide 5mg Tablet; 100 Tablet [PO]	4784	0	500	R 0.84	R 420.00			109450		500 Gibencamide 5g tabs 100
1470	Gibencamide 5mg Tablet; 1000 [PO]	110	0	100	R 11.56	R 1,156.00			109300		800 Gibencamide 5mg tabs 10
1480	Gibencamide 5mg Tablet; 500 Tablet [PO]	0	0	50	R 0.00	R 0.00			109350		50 Gibencamide 5mg tabs 50
1460	Gibencamide 5mg Tablet; 84 Tablet [PO]	0	0	2000	R 0.00	R 0.00			109400		2000 Gibencamide 5mg tabs 84
1492	Gliclazide 80mg Tablet; 100 Tablet [PO]	1707	0	1000	R 12.75	R 12,750.00			109650		1000 Gliclazide 80mg tabs 10
1491	Gliclazide 80mg Tablet; 56 Tablet [PO]	0	0	5000	R 3.70	R 18,500.00			109550		5000 Gliclazide 80mg tabs 56
1490	Gliclazide 80mg Tablet; 60 Tablet [PO]	0	0	6000	R 25.20	R 151,200.00			109500		6000 Gliclazide 80mg tabs 60

## How Do I Unlock a locked Purchase order?

In the event that the power went down and the PO is left in a locked state, **ensure firstly that nobody else is presently accessing the same PO.**

1. Right Click on the relevant PO in the Purchase Order List screen.

DDV PHARMACEUTICALS [dc P001	126/11/03/2011	<input checked="" type="checkbox"/>
DDV PHARMACEUTICALS [dc P001		<input checked="" type="checkbox"/>
DDV PHARMACEUTICALS [dc P003		<input type="checkbox"/>
DEPOT SURGICALS [DEPSUF P001		<input checked="" type="checkbox"/>
DEPOT PHARMACEUTICALS P001		<input checked="" type="checkbox"/>
DDV PHARMACEUTICALS [dc P001		<input checked="" type="checkbox"/>
DEPOT SURGICALS [DEPSUF P001		<input type="checkbox"/>
DDV PHARMACEUTICALS [dc P001		<input checked="" type="checkbox"/>

Add new Purchase Order  
Edit selected Purchase Order  
Mark all as complete  
Print selected Purchase Order  
Print selected Draft Purchase Order  
Print Outstanding Products from selected Purchase Order  
UnLock Record

2. Click on the UnLock Record.
3. The List will now be unlocked.