

# Chapter 11

## Requisitions

### **This chapter—**

- Provides an overview of the use of requisitions in RxSolution
- Explain the difference between Requisitions and Demander Transfers.
- Familiarizes the user with how to—
  - Generate and complete requisitions
  - Delete or edit products listed on a requisitions
  - Issue products on requisitions
  - Edit requisitions
  - Produce a picking lists
- Explains how RxSolution can be used to manage demander requests, receipts, and budgets



## 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. See below, **Demander Transfer**.


Authorised Items Issues Address Staff members Notes Stock Levels Item Edit History						
Description	ICN	FCN	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]	3994	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
Amitriptyline 5mg Tablet; 30 Tablet [PO]	2781	PHC		1	30	14/05/2009 13:51:15
Arachis Oil, Dichlorobenzene, Chlorobutol BP Ear Drops; 1 Bottle [OTIC]	0123	DIS		3	3	13/08/2010 08:48:02


Demander stock is now in Dispensing Stock-Keeping Units (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.

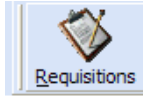
All transaction of Demander stock can be viewed in the Demander Stock levels Audit trail. Click on the Pencil  and click on View Audit Trail.

PP	LT	Budget:	R 0.00
Authorised Items Issues Address Staff members Notes Stock Levels			
			
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]			

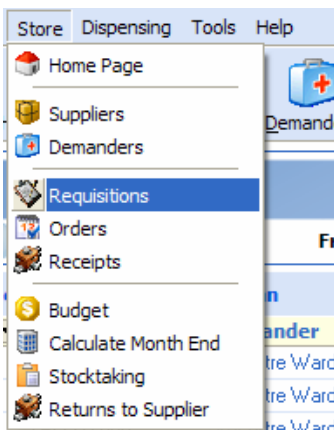
Now the Transactions and stock on hand can be viewed, See Chapter 10

# Requisitions

## *How Do I Get to the Requisitions Screen?*

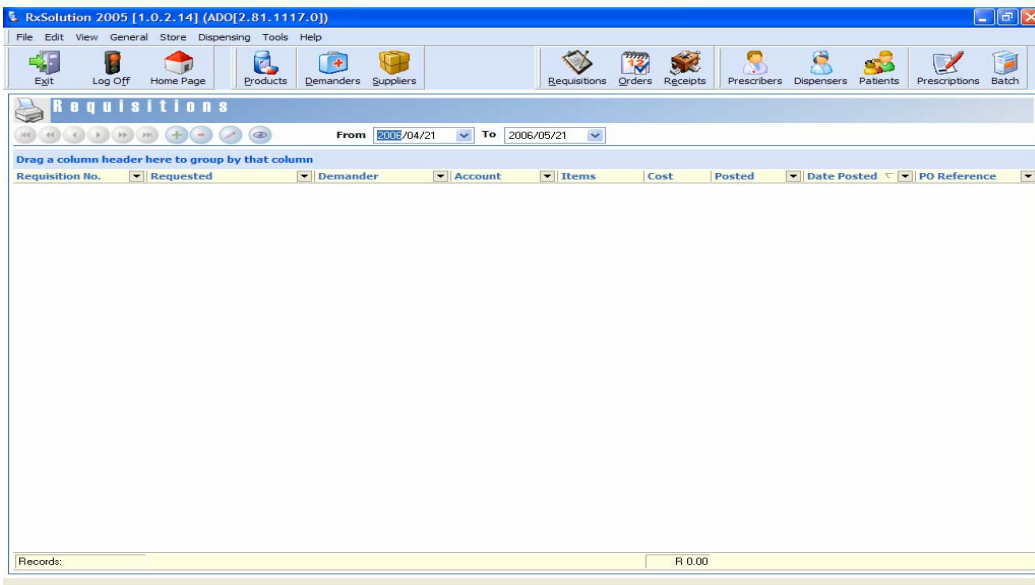


1. Click on the **Requisitions** icon on the toolbar.
2. Alternatively, click on **Store** on the menu bar.
3. Choose **Requisitions** from the drop-down list.



## *What Does the Requisitions Screen Look Like?*

The image below shows what a requisitions screen looks like when RxSolution has no requisitions in the system.



The following image shows what the screen looks like when RxSolution has requisitions in the system. Summary information, including the demander, cost, number of items, and requisition status appears here.

RxSolution 2008 [1.2.2.2467] (ADO[2.81.1128.0])

File Edit View General Store Dispensing Tools Help

Requisitions

From 10/31/2008 To 11/30/2008

Drag a column header here to group by that column

R#	Reque...	Demander	Account	Items	Cost	Posted	Date Posted	Completed	Voucher No
TC REC 10/31/2008	Secondary Care / Thrombo	170000 Depo Pharma	7	\$2,350.40	✓	10/31/2008	✓		
TC REC 10/31/2008	Female Medical 1 - S	170000 Depo Pharma	0	\$0.00	✓		✓		
TC REC 10/31/2008	Out Patients Department (OI)	170000 Depo Pharma	14	\$4,775.15	✓	10/31/2008	✓	variance on today	
TC REC 11/03/2008	Out Patients Department (OI)	170000 Depo Pharma	11	\$11.40	✓	11/03/2008	✓	ARV	
TC REC 11/03/2008	Female Medical (ward 8)	170000 Depo Pharma	13	\$1,664.26	✓	11/03/2008	✓		
TC REC 11/03/2008	Children Ward (ward 1)	170000 Depo Pharma	11	\$369.09	✓	11/03/2008	✓		
TC REC 11/03/2008	Primary Health (ward 13)	170000 Depo Pharma	2	\$16.20	✓	11/03/2008	✓		
TC REC 11/03/2008	Out Patients Department (OI)	170000 Depo Pharma	5	\$147.64	✓	11/07/2008	✓		
TC REC 11/03/2008	Female Medical (ward 8)	170000 Depo Pharma	2	\$4,889.94	✓	11/03/2008	✓		
TC REC 11/03/2008	Female Surgical (ward A)	170000 Depo Pharma	1	\$46.54	✓	11/03/2008	✓		
TC REC 11/03/2008	Male Surgical (ward C)	170000 Depo Pharma	3	\$245.36	✓	11/03/2008	✓		
TC REC 11/03/2008	Voluntary Counseling & Test	170000 Depo Pharma	1	\$34.17	✓	11/03/2008	✓		
TC REC 11/03/2008	Casualty (ward 5)	170000 Depo Pharma	10	\$2,003.30	✓	11/03/2008	✓		
TC REC 11/03/2008	Male Medical (ward 3)	170000 Depo Pharma	6	\$193.05	✓	11/03/2008	✓		
TC REC 11/03/2008	Theatre (ward 6)	170000 Depo Pharma	2	\$233.90	✓	11/03/2008	✓		
TC REC 11/03/2008	Female Surgical (ward A)	170000 Depo Pharma	11	\$1,622.47	✓	11/05/2008	✓		
TC REC 11/03/2008	Maternity (ward 4)	170000 Depo Pharma	6	\$1,494.10	✓	11/03/2008	✓		
TC REC 11/03/2008	Out Patients Department (OI)	170000 Depo Pharma	6	\$6,326.20	✓	11/05/2008	✓		
TC REC 11/03/2008	Linen Room (Linen)	170000 Depo Pharma	1	\$4.36	✓	11/05/2008	✓		
TC REC 11/03/2008	Vaccine Ward 5 (Vac Ward)	170000 Depo Pharma	1	\$597.00	✓	11/05/2008	✓		
TC REC 11/03/2008	Vaccine Ward 3 (Vac Ward)	170000 Depo Pharma	4	\$4,643.06	✓	11/05/2008	✓		
TC REC 11/03/2008	Vaccine Ward 6 (Vac Ward)	170000 Depo Pharma	5	\$2,898.04	✓	11/05/2008	✓		
TC REC 11/03/2008	Vaccine Ward 1 (Vac Ward)	170000 Depo Pharma	3	\$670.62	✓	11/05/2008	✓		
TC REC 11/03/2008	Vaccine Ward 8 (Vac Ward)	170000 Depo Pharma	5	\$2,695.54	✓	11/05/2008	✓		
TC REC 11/03/2008	Vaccine Ward 4 (Vac Ward)	170000 Depo Pharma	5	\$2,730.52	✓	11/05/2008	✓		
TC REC 11/03/2008	Vaccine Ward D (Vac Ward)	170000 Depo Pharma	4	\$406.36	✓	11/05/2008	✓		
TC REC 11/03/2008	Vaccine Ward A (Vac Ward)	170000 Depo Pharma	3	\$728.65	✓	11/05/2008	✓		
TC REC 11/03/2008	Secondary Breyten TLC (Bn)	170000 Depo Pharma	4	\$1,032.00	✓	11/03/2008	✓		
TC REC 11/03/2008	Out Patients Department (OI)	170000 Depo Pharma	1	\$24.00	✓	11/03/2008	✓	Jaweta Phindoo	
TC REC 11/03/2008	Out Patients Department (OI)	170000 Depo Pharma	1	\$42.30	✓	11/03/2008	✓	R Khabonane	
TC REC 11/03/2008	Out Patients Department (OI)	170000 Depo Pharma	2	\$42.30	✓	11/03/2008	✓	B P Ngobho	
Records:				500,373.03					

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.

### Requisition Number



The requisition number is displayed in the top right-hand corner of the **Requisitions** screen. Each requisition number is computer generated and is unique. Table 11-1 describes the components of a requisition number in RxSolution.

**Table 11-1. Components of a Requisition Number in RxSolution**

Component	Definition
FRE	The <b>System Prefix</b> location entered by a user (see "Record Numbering Tab" in chapter 2). Here, "FRE" is short for Frere Hospital.
RQ	The <b>Type Prefix</b> in the system. "RQ" means requisition (see "Record Numbering Tab" in chapter 2).
05	The year of the receipt (here, 2005).
02	The month of the receipt (here, February).
0002	The number of the receipt for this month (here, the second).

### Detail Section

<b>Demander:</b>	▼	▼
<b>Account:</b>	001 ▼	Main Account ▼
Requested By:	▼	▼
Authorised By:	▼	▼
Issued By:	▼	▼
Received By:	▼	▼

The detail section lists information about the **Demander**, the **Account** (which is set up in system settings and where the tax rate is set up), the person who made the request (**Requested By**), the person who authorized the requisition (**Authorised By**), the person who issued the requisition (**Issued By**), and the person who received the delivery of the requisition (**Received By**). Click on the arrow next to the desired field to reveal a list of possible options, dates, or both.

### Requisition Information

Requisition	
Office Details	
Date:	2006/05/21
Items:	
Voucher:	
Posted?:	<input type="button" value="Post this Req."/>

Requisition information is summarized in the top left-hand corner of the **Requisitions** screen. The date the requisition was created in RxSolution, the number of items on the requisition, and the voucher number are displayed. Posting is done by clicking on the **Post this Req.** button. A requisition should not be posted until no further changes need to be made to it. When the requisition is posted, the issued stock will be deducted from your stock. Stock quantities are placed on hold in RxSolution (as can be viewed on the **Product Catalog** screen) when an issue quantity is entered for an item and not yet posted. When the requisition is posted, the “on hold” notation will be deleted, and the stock on hand is deducted from the store stock.

### Financial Information

Costs	
Pot Cost:	\$86,355.43
Diff:	-\$86,293.57
Iss. Cost:	\$61.86
Charges:	\$0.00
<b>TOTAL:</b>	<b>\$61.86</b>


Financial information is summarized in the top right-hand corner of the **Requisitions** screen. This section provides the detail of the cost of the requisition. The potential cost (**Pot Cost**) is the amount if the full quantities requested were issued. The issued cost (**Iss. Cost**) is the cost of the actual quantities issued. **Diff** indicates the difference between the two amounts.

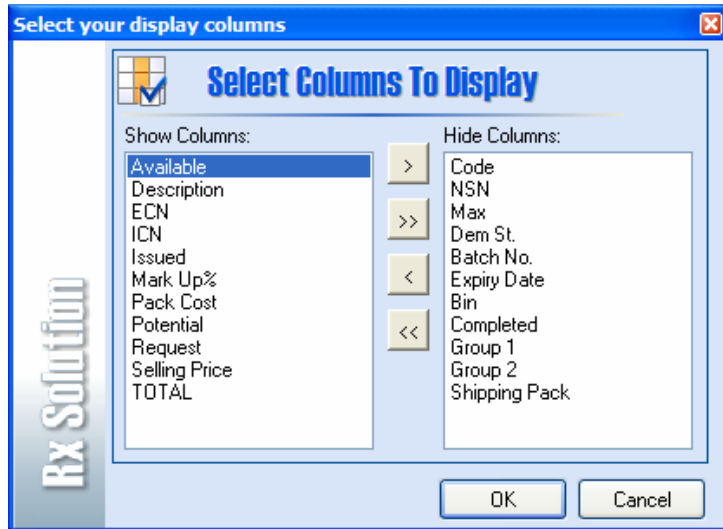
### Close Button



Even if the requisition 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.

### Items Tab

This tab summarizes the items on the requisition. The item description and codes were defined in the system defaults. The terms specific to requisitions are detailed in Table 11-2. You may select which columns to display on the screen by clicking the “eye” icon  and choosing through the screen shown below.



**Table 11-2. Requisition Terms Used in RxSolution**

Term	Description
<b>Available</b>	The available stock quantity in your facility's bulk store. This amount is calculated as quantity on hand minus quantity on hold.
<b>Balance before this Transaction</b>	How much the demander still has available before this requisition is issued.
<b>Batch No.</b>	Type in the number of the batch product issued. The batch number was issued by the supplier and is normally shown on the delivery slip.
<b>Completed</b>	RxSolution checks the completed column automatically when you issue the same quantity or more than what the demander has requested. If the quantity issued is less than requested and you do not consider back orders (requisitions) to demanders, check the box; otherwise, leave it empty.
<b>Dem St.</b>	The demander stock balance. The amount is to be captured from a demander order stock-take.
<b>Demander Budget</b>	How much money was allocated to the demander (see chapter 9, “Demanders” for details).



<b>Term</b>	<b>Description</b>
<b>Expiry Date</b>	The date on which the product expires, as indicated on the individual items (if applicable)
<b>Issued</b>	The quantity actually issued to a demander.
<b>Mark Up%</b>	The additional percentage to apply to the cost of an item, as specified in the product setup.
<b>Max</b>	The suggested maximum stock level of an item that the demander should keep on the shelf. The <b>Max</b> is used in the requested stock requisition quantity calculation from stock on hand and is defined in the demander module of the program.
<b>Pack Cost</b>	The actual cost price per pack charged by the supplier.
<b>Potential</b>	The potential cost of an item is based on the quantity requested.
<b>Request</b>	The quantity requested or demanded by the demander or client, or the quantity calculated from the formula: maximum stock minus demander stock on hand.
<b>Selling Price</b>	The price at which the product is sold: pack cost plus markup %.
<b>TOTAL</b>	The total cost of the quantity actually issued.

### *Notes Tab*

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

Requisition - Add, Edit, Delete Products

**Posted** VC-REQ/07-01-0003

Office Details		Demander: Mataffin [Mataffin]		Costs	
Date:	01/26/2007	Account:	170020 Depo Pharmaceutical	Post Cost:	\$86,255.43
Items:	5	Requested By:	Soter, Soter	Diff:	\$86,253.57
Voucher:		Authorized By:	Soter, Soter	Iss. Cost:	\$61.86
Posted:	01/26/2007	Issued By:	Dehmann, Andria (Pharmacist)	Charges:	\$0.00
	RPM, MSH	Received By:	Soter, Soter	<b>TOTAL:</b>	<b>\$61.86</b>

Items Notes History

This customer may need additional assistance with calculating requisition quantities.

Requisition Demander Budget: \$0.00  
Balance (Before Transaction): -\$1,385.83

Requisition \$61.86

## 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.

Requisition - Add, Edit, Delete Products

**Posted** VC-REQ/07-01-0003

Office Details		Demander: Mataffin [Mataffin]		Costs	
Date:	01/26/2007	Account:	170020 Depo Pharmaceutical	Post Cost:	\$86,255.43
Items:	5	Requested By:	Soter, Soter	Diff:	\$86,253.57
Voucher:		Authorized By:	Soter, Soter	Iss. Cost:	\$61.86
Posted:	01/26/2007	Issued By:	Dehmann, Andria (Pharmacist)	Charges:	\$0.00
	RPM, MSH	Received By:	Soter, Soter	<b>TOTAL:</b>	<b>\$61.86</b>

Items Notes History

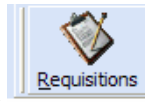
Drag a column header here to group by that column

Date	Type	Description	User
01/26/2007 11:43:46 AM	ADMIN OVERRIDE*	Acetazolamide 250mg Tablet, 20 Tablet [PO] Request [10] Issue [10] Over By [10] Administrator override on authorized stock issue!	RPM, MSH
01/26/2007 11:42:35 AM	ADMIN OVERRIDE*	Acetazolamide 500mg Val 1 Val [NU] Request [5] Issue [5] Over By [5] Administrator override on authorized stock issue!	RPM, MSH
01/26/2007 11:42:25 AM	EDITED	Acetazolamide 250mg Tablet, 20 Tablet [PO] Request [10] Issue [5]	RPM, MSH
01/26/2007 11:42:29 AM	EDITED	Prazosin 5mg Tablet, 30 Tablet [PO] Request [50] Issue [0]	RPM, MSH
01/26/2007 11:42:24 AM	EDITED	Prazosin 5mg Tablet, 1000 Tablet [PO] Request [200] Issue [0]	RPM, MSH
01/26/2007 11:42:21 AM	EDITED	Acetazolamide 250mg Tablet, 100 Tablet [PO] Request [10] Issue [0]	RPM, MSH
01/26/2007 11:42:19 AM	EDITED	Acetazolamide 500mg Val 1 Val [NU] Request [5] Issue [0]	RPM, MSH
01/26/2007 11:42:08 AM	ADDED	Adding product(s)	RPM, MSH
01/26/2007 11:42:07 AM	ADDED	Adding product(s)	RPM, MSH
01/26/2007 11:41:54 AM	ADDED	Adding product(s)	RPM, MSH
01/26/2007 11:41:31 AM	ADDED	Adding product(s)	RPM, MSH
01/26/2007 11:41:30 AM	ADDED	Adding product(s)	RPM, MSH

Requisition Demander Budget: \$0.00  
Balance (Before Transaction): -\$1,385.83

Requisition \$61.86

## Using RxSolution to Manage and Track Requisitions

*How Do I Create a Requisition?*

1. Click on the **Requisitions** icon on the toolbar.

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**, **Requested By**, **Authorised By**, and **Received By**) 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.

<b>Demander:</b>		
<b>Account:</b>	001	Main Account
<b>Requested By:</b>		
<b>Authorised By:</b>		
<b>Issued By:</b>		
<b>Received By:</b>		

4. Click on the add new record icon .

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

6. Choose one of the first three options from the drop-down list.

Add (Demander Authorised Products)	Ctrl+U
Add (Institutional EDL)	Ctrl+E
Add (Single Product)	Ins
Mark all as Complete	Ctrl+M
Change (selected Product)	Ctrl+C
Delete (selected Product)	Del
Delete (ALL Products from this Requisition?)	Ctrl+T
Refresh (Products list)	Ctrl+R
Update VAT for all items	
Unlock Requisition	

Table 11-3 describes the options available.

**Table 11-3. Options for Adding Products to a Requisition**

Option	Description
Add (Demander Authorised Products)      Ctrl+U	All authorized products for the demander will be added to the requisition and you have to enter only the quantities.
Add (Institutional EDL)      Ctrl+E	The whole institutional formulary or essential drugs list (EDL) will be added to the requisition.
Add (Single Product)      Ins	The Product Selector screen will be displayed so you can select products to add to the requisition.

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

1. After choosing the last option described in Table 11-3, the following **Product Selector** screen appears—

Deleted: 10

**Product Selector**




**Institutional EDL**

Navigation icons: [Back] [Forward] [Home] [Search] [Print] [Close]

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	Haemaccel (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

2. Select products to add to the requisition by using any of the methods shown in Table 11-4.

**Table 11-4. 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 requisition.

**Requisition - Add/Edit/Delete Products**

**Posted**

**TC-REQ/08-09-4107**

**Office Details**

Demander: Out Patients Department (OPD)

Date: 25/11/2008

Account: 170008 Depo Pharmaceuticals

Item: 5

Requested By: Van Aardt, Lorette

Authorized By: Aliy, Shikrah

Voucher: 25/11/2008

Issued By: Puella, Mahube (Program Associate)

Sig, Unit: 25/11/2008

Received By: Gredler, Korn

**Costs**

Post Cost: R 113.60

Diff: R 705.15

Est. Cost: R 818.75

Charges: R 0.00

**TOTAL: R 818.75**

Item	ECR	Description	Available	Request	Issued	Pack Cost	Mark Up%	Potential	Selling Price	TOTAL
0564	DIS	Paracetamol 120mg/5ml Syrup, 100 ml (PO)	1200	0	149	R 1.88	0	R 0.00	R 1.88	R 280.12
0564	DIS	Paracetamol 120mg/5ml Syrup, 100 ml (PO)	1200	0	100	R 1.88	0	R 0.00	R 1.88	R 188.00
2147	PHC	Aspirin Soluble 300mg Tablet, 14.1 ml (PC)	100	10	90	R 1.71	0	R 17.10	R 1.71	R 153.90
0125	DIS	Atenolol 50mg Tablet, 20 Tablet (PO)	40	10	10	R 1.94	0	R 19.40	R 1.94	R 19.40
0776	PHC	Atropine Sulphate 0.5mg/ml Ampoule, 1 ml (	100	10	23	R 7.71	0	R 77.10	R 7.71	R 177.33

**Demander Budget: R 0.00**

**Budget Balance: R 1,541,508.50**

**Requisition: R 113.60**

**Total: R 818.75**

The default value for the demander stock is –1 to differentiate it from 0 stock on hand.

4. You can use either of two methods to add quantities requested to the requisition—
- Type the quantities being requested in the **Request** column.

Request
0
0
0
0
0
0
0
0

- Use the **Maximum** option. In this method, the amounts requested are calculated automatically, using the difference between the demander's maximum and the demander's stock on hand (**Dem St.**). The amounts suggested may be changed if necessary. For example, an item has an authorized maximum quantity of 100 as set up in the demander screen. The demander stock on hand is 20. Then the system will calculate  $100 - 20 = 80$ , and 80 is automatically entered into the **Requested** column. (See chapter 9, "Demanders" for details.)

## Chapter 11. Requisitions and Demander Transfers

Requisition - Add/Edit/Delete Products

Office Details: Demander: **COPENSE** • Pharmacy Dispensary  
 Date: 20/10/2019 Account: 7107348 • Main Account

Requested By: [Blank]  
 Authorised By: [Blank]  
 Issued By: [Blank]  
 Received By: [Blank]

Costs: Pot Cost: R 2,219.48  
 Diff: R 2,038.48  
 Net Cost: R 181.00  
 Charges: R 0.00  
 TOTAL: R 181.00

Items | Notes | History

Select Batch: [Blank] Click to add another batch item Click to select batch

ICN	ICN	Description	Max	Dem St	Avail	Request	Issued	Pack Cost	TOTAL	Potential	Completed	Group 1	Group 2
L1007		Acetic Acid 1% Vial Stock Phell 1000 ml	0	10	4	3	3	R 8.88	R 28.64	R 28.64	<input checked="" type="checkbox"/>		
A0011		Aspirin 100mg 100 Tablets	0	17	26	6	6	R 20.57	R 123.42	R 123.42	<input checked="" type="checkbox"/>		
H0127		Suture, Silk 4/0 Suture, 1 Box	0	-1	3	0	0	R 118.92	R 0.00	R 0.00	<input type="checkbox"/>		
T1021		Mefenamic Acid 500mg Vial Stock Phell 60 Tablet	0	10	1	8	1	R 4.37	R 4.37	R 4.37	<input checked="" type="checkbox"/>		
T1023		Mefenamic Acid 500mg Vial Stock Phell 100 Tablet	0	1	0	0	0	R 15.52	R 0.00	R 0.00	<input checked="" type="checkbox"/>		
L1003		Sodium Bicarbonate without buffer (200mg/100ml) 45 Ltr	0	-1	0	0	0	R 65.90	R 0.00	R 0.00	<input type="checkbox"/>		
L1003		Vitamin E (Tocopherol) 250mg/100ml 25 ml	0	-1	7	12	5	R 4.73	R 23.65	R 56.76	<input checked="" type="checkbox"/>		
L0091		Succinate 600 Liquid, Internal, 1 ml	0	14	264	10	0	R 189.81	R 0.00	R 1,898.10	<input type="checkbox"/>		
R0014		Magnesium, Sodium Chloride (Eutectic) 70% Vial, 20 ml	0	-1	8	0	0	R 71.82	R 0.00	R 0.00	<input type="checkbox"/>		
R0014		Magnesium, Sodium Chloride (Eutectic) 70% Vial, 20 ml	0	-1	8	0	0	R 71.82	R 0.00	R 0.00	<input type="checkbox"/>		
18975372		Sodium Chloride 500 Powder, Internal, 500 g	0	-1	50	10	0	R 7.66	R 0.00	R 76.60	<input type="checkbox"/>		
G2095		Colony Range 50 Disposable, 1 Strip	0	-1	185	0	0	R 16.10	R 0.00	R 0.00	<input type="checkbox"/>		
C0022		Cyclophosphamide 1g Vial, 1 Vial	0	-1	74	0	0	R 54.94	R 0.00	R 0.00	<input type="checkbox"/>		
G1750		Ureteral Bag 50 Disposable, 1 Bag	0	-1	0	0	0	R 15.77	R 0.00	R 0.00	<input type="checkbox"/>		
H0125		Suture, Silk 5/0 Suture, 1 Box	0	-1	10	0	0	R 909.90	R 0.00	R 0.00	<input type="checkbox"/>		
T1015		Indomethacin 25mg Vial Stock Phell 70 Capsule	0	-1	5	0	0	R 3.03	R 0.00	R 0.00	<input type="checkbox"/>		
C0062		Mifeprex 2 Vial, 1 Vial	0	-1	2	0	0	R 87.49	R 0.00	R 0.00	<input type="checkbox"/>		C
G0023		Dilution Na 12-Seg Suppository, 1 Box	0	-1	220	0	0	R 9.48	R 0.00	R 0.00	<input type="checkbox"/>		
V0077		Dilution solution, pectinase 1.5% ingesting Solution, 1 Ltr	0	-1	253	0	0	R 58.36	R 0.00	R 0.00	<input type="checkbox"/>		
G0140		Puride Sheath, Latex 40 Disposable, 1 Sheath	0	-1	300	0	0	R 13.20	R 0.00	R 0.00	<input type="checkbox"/>		
G2036		Conformal transparent small Dressing, 1 Box	0	-1	0	0	0	R 91.88	R 0.00	R 0.00	<input type="checkbox"/>		
L0006		Amprolium 100mg 100ml Syringe, Phellid, 1 Each	0	-1	0	0	0	R 8.63	R 0.00	R 0.00	<input type="checkbox"/>		
C0025		Cyclophosphamide 500 Vial, 1 Vial	0	-1	50	0	0	R 49.29	R 0.00	R 0.00	<input type="checkbox"/>		
G0019		Humalog 2% Eye Drops/Unit Unit Dose, 1 Ml	0	-1	220	0	0	R 8.86	R 0.00	R 0.00	<input type="checkbox"/>		
P0210A		Erythropoietin (Eprex) 20000 Syringe, Phellid, 1 Each	0	-1	500	0	0	R 107.86	R 0.00	R 0.00	<input type="checkbox"/>		
H0053		Suture, Vicryl 2/0 Suture, 1 Box	0	-1	0	0	0	R 299.00	R 0.00	R 0.00	<input type="checkbox"/>		
C0025		Humalog 2% Eye Drops/Unit Unit Dose, 1 Ml	0	-1	9	0	0	R 536.26	R 0.00	R 0.00	<input type="checkbox"/>		C
T1008		Aspirin Soluble 300mg Vial Stock Phell 60 Tablet	0	-1	6	0	0	R 3.62	R 0.00	R 0.00	<input type="checkbox"/>		
181779523		Stavudine 20mg Capsule, 60 Capsule [P]	0	-1	0	0	0	R 0.00	R 0.00	R 0.00	<input type="checkbox"/>		
G0000		Colony bag (MC2000) 15 Disposable, 1 Bag	0	-1	842	0	0	R 11.58	R 0.00	R 0.00	<input type="checkbox"/>		
R0010		Magnesium, Sodium Bicarbonate (Eutectic) 1 Vial, 1	0	-1	24	0	0	R 209.33	R 0.00	R 0.00	<input type="checkbox"/>		
P1006		TPN Solution 1000 Solution, Internal, 200 ml [P]	0	-1	0	0	0	R 192.50	R 0.00	R 0.00	<input type="checkbox"/>		
M0006		Glucose 0 Diagnostic Agent, 1 Bottle	0	-1	36	0	0	R 51.62	R 0.00	R 0.00	<input type="checkbox"/>		
T1032		Flucloxacillin 250mg Vial Stock Phell 60 Capsule	0	-1	3	0	0	R 21.95	R 0.00	R 0.00	<input type="checkbox"/>		A
G0029		Hepatitis B, purified antigen 20mg/1ml Vial, 1 Vial	0	-1	0	0	0	R 48.40	R 0.00	R 0.00	<input type="checkbox"/>		

Requisition: Demander Budget: R 0.00  
 Balance (Before Transactions): R 0.00  
 Requisition: R 181.00

- The **Available** quantity shown is the quantity on hand minus the on hold quantity from unposted requisitions.
- Enter the quantity expected to be issued. Do this by double clicking on the issued field for a required product, or press the **F2** key, or click on the **Qty To Issue (F2)** button.
- Enter the quantity to issue from the appropriate batch/expiry date. If more than one batch number/expiry date needs to be used, enter the quantities for each. Normally, you should choose to issue the batch that is expiring soonest.

**Available Product Batches for Griseofulvin 125mg Tablet; 28 Tablet [PO]**

PHC  
3311

Requested:   
Total Issued:

**Griseofulvin 125mg Tablet; 28 Tablet [PO]**

Available to issue for this batch: **50**

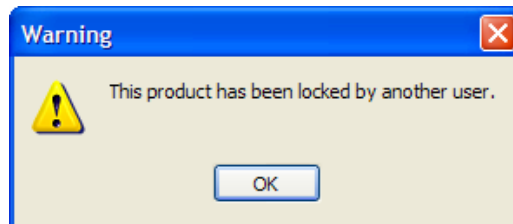
Drag a column header here to group by that column

Batch Number	Expiry	Pack Cost	Qty Issued	On Hand
080214L7	30/03/2009	R 13.60	15	15
080501L4	30/08/2009	R 13.60	10	50

25

Save and Close    Cancel and Close

8. Click on the **Save and Close** button to register your changes. If more than one batch number is used, two lines will be created for the same product on the requisition. Use the same procedure to edit quantities. Note: No two persons can enter this screen for the same product at the same time. If a second user tries to enter the screen when it is already in use, a locked warning will be displayed.



9. In the event of an illegal exit of the program, the item will remain locked. To unlock, go to **Products**, find the item, and double click to display the product details. Right click anywhere on the screen and the following message will be displayed . Click on the message to unlock.

10. Click on the **Close** button to close the requisition.

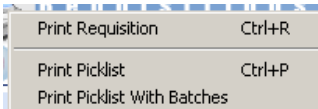


*Note:* The issue quantity of the stock is placed on hold when the number is entered into the requisition field. The issued products are not deducted from your stock balance until the requisition is posted.

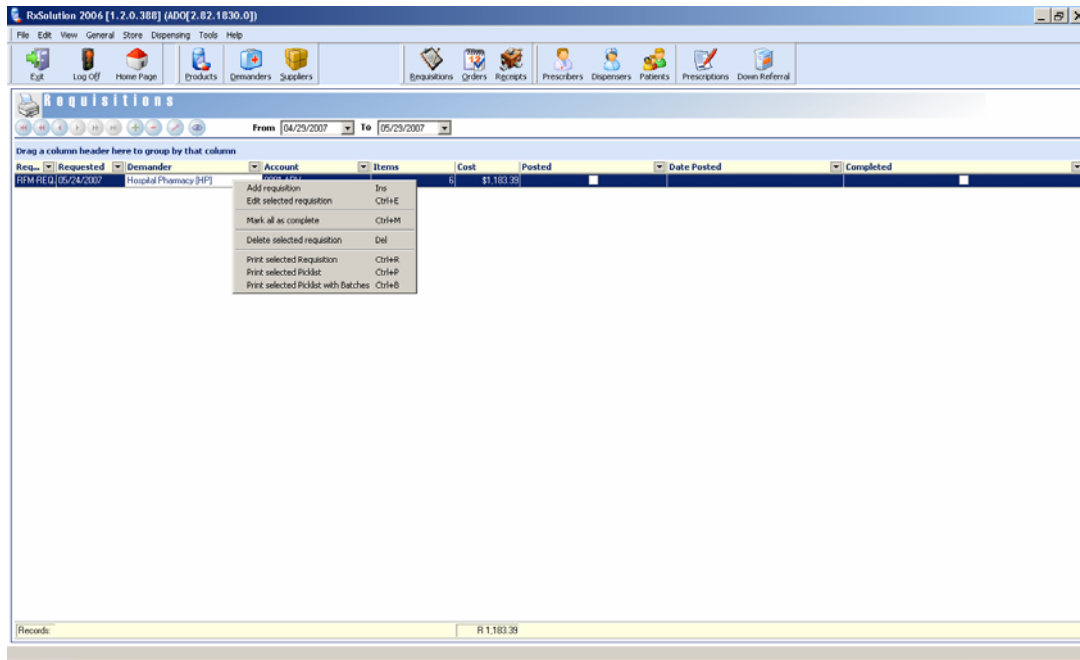
### How Do I Print My Picking List?



1. Choose the requisition, and right click on the printer icon .
2. Choose one of the **Print Picklist** options.



3. Alternatively, right click on the selected requisition, and choose one of the **Print selected Picklist** options. If you are managing stock by batch and want to issue specific batches in a requisition, print the picking list with batches so that the picker knows what to select from the shelves.



4. The **Picking List** preview is displayed.

The screen below shows the picking list without batches—

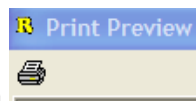
Picking List		Supplier	Demander	Office					
<b>Rob Ferreira</b> Number: VC-REQ/07-01-0005 Account: Depo Pharmaceutical Date: Fri 26 January 2007 Products: 3		Code: 0091 Name: Rob Ferreira Address: Private (Baz) X11273 Moleguit Issued By: Jonker, Mariska (Pharmacist) 26-Jan-07	Code: School Name: School Health Services Address: Ordered By: sister, sister 26-Jan-07	Authorized: Received: Estimate: \$3,522.80					
ICN	ECN	Item	Description	Available Stock	Demander Stock	Requested Stock	Issued Stock	Pack Cost	Potential Cost
1947	22	Adcove 250mg Vial, 1 Vial		5000	10	50		\$40.00	\$2,000.00
0000	1	Acetazolamide 500mg Vial, 1 Vial		155	50	10		\$0.00	\$0.00
0392	RE	Pracozin 5mg Tablet, 30 Tablet		0	-1	100		\$15.23	\$1,522.80
REGISTRATION: Summary Provisional		School Health Services * Exempted * 3 * Items @ TOTAL *		Estimate: \$3,522.80					


**Draft** Wed, 31 January 2007 @ (19:35) Number VC-REQ/07-01-0005 Page 1 of 1

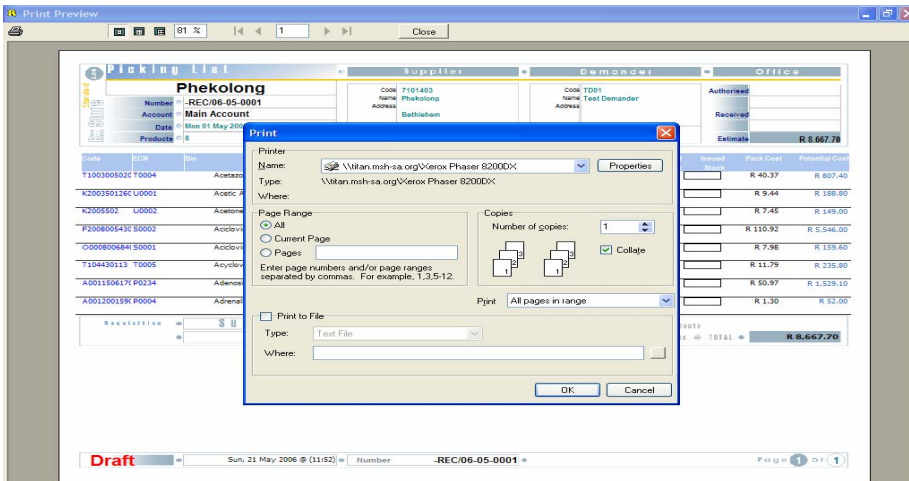
The picking list with batch and expiry date information is shown below—

Picking List		Supplier	Demander	Office					
<b>RFM ART Centre</b> Number: RFM-REQ/07-05-0002 Account: ARV Date: Thu 24 May 2007 Products: 4		Code: 02 Name: RFM ART Centre Address: Baz 16 Streeklind Issued By: HSH, Emort 24-May-07	Code: 02 Name: Hospital Pharmacy Address: Ordered By: Shabangu, Khuliso 24-May-07	Authorized: Shabangu, Khuliso Received: 02/05/2007 Estimate: \$1,193.29					
ICN	ECN	Item	Description	Available Stock	Batch Number	Expiry Date	Stock In	Issued Stock	Pack Cost
2533	ARV	Didanosine 500mg Tablet, 60 Tablet [PO]		12			12		\$101.32
2540	ARV	Lamivudine 30mg/2ml Liquid, Internal; 100 ml [PO]		348	03/03/99	06/06/2007	12		\$19.70
2541	ARV	Lamivudine 30mg/2ml Liquid, Internal; 240 ml [PO]		606	05/12/40	12/06/2007	12		\$40.50
2544	ARV	Nevirapine 30mg/2ml Liquid, Internal; 240 ml [PO]		254	18/05/02/27	06/06/2008	12		\$40.50
REGISTRATION: Summary Provisional		Hospital Pharmacy * Exempted * 4 * Items @ TOTAL *		Estimate: \$1,193.29					

**Draft** Tue, 29 May 2007 @ (11:13) Number RFM-REQ/07-05-0002 Page 1 of 1

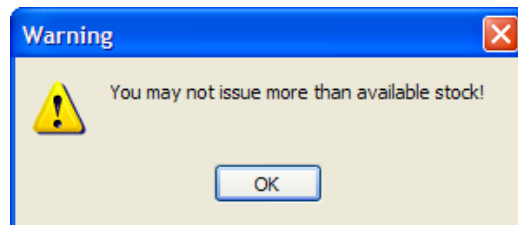


- Click on the printer icon , and click on **OK** on the print screen to print the picking list.



6. A picker takes the printed list, goes to the store, and physically picks the products to be issued. Listing the batch numbers and expiry dates on the picking list is important if the store procedure requires picking specific batches and expiry dates. If the picker does not collect what the list states, he or she must record any difference on the picking list and that information must be entered in RxSolution.
7. Open the requisition (if closed) to change the quantities to the actually issued quantity in the **Issued** column.
8. If you had set a maximum for the demander, you would need to issue only the difference between demander stock and maximum.
9. RxSolution checks the **Completed** column automatically when you issue the same quantity or more than what the demander has requested.

*Note:* You cannot issue more than the available quantity of a product. If the amount of your request exceeds the amount of available stock, you will see the warning below.



**Requisition - Add/Edit/Delete Products**

**Requisition** -REC/06-05-0001

**Office Details** **Demander:** TD01 **Test Demander**  
**Date:** 2006/05/21 **Account:** 001 **Main Account**  
**Items:** 8 **Requested By:** AK, Bh **2006/05/01**  
**Voucher:** **Authorised By:** AK, Bh **2006/05/02**  
**Posted:** **Issued By:** Khabu, Paulina( Pharm Ass ) **2006/05/02**  
**Received By:** AK, Bh **2006/05/02**

**Costs**  
**Pot Cost:** R 8,667.70  
**Diff:** -R 1,439.70  
**Iss. Cost:** R 7,228.00  
**Charges:** R 0.00  
**TOTAL:** R 7,228.00

**Post this Req.**

**Items** **Notes** **History**

Description	NSN	Max	Dem St.	Avail	Request	Issued	Compl.	Pack Cost	Potential	TOTAL
Aciclovir 3% Eye Ointment: 4 gm [OPHTH]	189712344	0	-1	300	50	50	<input checked="" type="checkbox"/>	R 110.92	R 5,546.00	R 5,546.00
Adrenaline 1/1000 Ampoule: 1 ml [INU]	180075485	0	-1	245	40	45	<input checked="" type="checkbox"/>	R 1.30	R 52.00	R 59.50
Acetic Acid 1% Liquid, External: 500 ml	189714840	0	-1	125	20	10	<input type="checkbox"/>	R 9.44	R 188.80	R 94.40
Adenosine 3mg/ml Ampoule: 2 ml [INU]		0	-1	100	30	30	<input checked="" type="checkbox"/>	R 50.97	R 1,529.10	R 1,529.10
Acetone BP Liquid, External: 500 ml	189714841	0	-1	0	20	0	<input type="checkbox"/>	R 7.45	R 149.00	R 0.00
Aciclovir 5% Cream: 2 gm [TOP]		0	-1	0	20	0	<input type="checkbox"/>	R 7.98	R 159.60	R 0.00
Acetazolamide 250mg Tablet: 100 Tablet [PO]	189710142	0	-1	0	20	0	<input type="checkbox"/>	R 40.37	R 807.40	R 0.00
Acyclovir 200mg Tablet: 25 Tablet		0	-1	0	20	0	<input type="checkbox"/>	R 11.79	R 235.80	R 0.00

**Requisition** **Demander Budget:** R 0.00 **Cost**  
**Balance (Before Transaction):** R 0.00 **R 7,228.00**

**Close**

10. Click on **Post this Req.** to post the requisition. (See “How Do I Post a Requisition?” for details.)

**Requisition - Add/Edit/Delete Products**

**Requisition** -REC/06-05-0001

**Office Details** **Demander:** TD01 **Test Demander**  
**Date:** 2006/05/21 **Account:** 001 **Main Account**  
**Items:** 8 **Requested By:** AK, Bh **2006/05/01**  
**Voucher:** **Authorised By:** AK, Bh **2006/05/21**  
**Posted:** **Issued By:** **Charges:**  
**Received By:**

**Costs**  
**Pot Cost:** R 8,667.70  
**Diff:** -R 1,439.70  
**Iss. Cost:** R 0.00  
**Charges:** R 0.00  
**TOTAL:** R 0.00

**Post this Req.**

**Items** **Notes** **History**

Description	NSN	Max	Dem St.	Avail	Request	Issued	Compl.	Pack Cost	Potential	TOTAL
Aciclovir 3% Eye Ointment: 4 gm [OPHTH]	189712344	0	-1	300	50	0	<input type="checkbox"/>	R 110.92	R 5,546.00	R 0.00
Adrenaline 1/1000 Ampoule: 1 ml [INU]	180075485	0	-1	245	40	0	<input type="checkbox"/>	R 1.30	R 52.00	R 0.00
Acetic Acid 1% Liquid, External: 500 ml	189714840	0	-1	125	20	0	<input type="checkbox"/>	R 9.44	R 188.80	R 0.00
Adenosine 3mg/ml Ampoule: 2 ml [INU]		0	-1	100	30	0	<input type="checkbox"/>	R 50.97	R 1,529.10	R 0.00
Acetone BP Liquid, External: 500 ml	189714841	0	-1	0	20	0	<input type="checkbox"/>	R 7.45	R 149.00	R 0.00
Aciclovir 5% Cream: 2 gm [TOP]		0	-1	0	20	0	<input type="checkbox"/>	R 7.98	R 159.60	R 0.00
Acetazolamide 250mg Tablet: 100 Tablet [PO]	189710142	0	-1	0	20	0	<input type="checkbox"/>	R 40.37	R 807.40	R 0.00
Acyclovir 200mg Tablet: 25 Tablet		0	-1	0	20	0	<input type="checkbox"/>	R 11.79	R 235.80	R 0.00

**Requisition** **Demander Budget:** R 0.00 **Cost**  
**Balance (Before Transaction):** R 0.00 **R 0.00**

**Close**

## How Do I Post a Requisition?

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

Requisition	
<b>Office Details</b>	
Date:	2006/05/21
Items:	8
Voucher:	
Posted?:	<input type="button" value="Post this Req."/>

- The following warning screen will appear—

Warning	
	<p><b>WARNING</b></p> <p>Once you post this record, it can no longer be edited.</p> <p>Continue and Post?</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p>

- Click on **Yes** if you are sure that no further changes need to be made to the requisition, or click on **No** to cancel.
- The requisition is now posted and marked as such. Taking this action subtracts the issued quantities from your available stock balance. Posting requisitions when they are ready is important to help keep stock balances up to date.

Requisition - Add, Edit, Delete Products

**Posted**

TC-REQ/08-09-4143

Office Details		Demander: Male Surgical Ward D		Costs	
Date:	11/24/2008	Account:	1700000 Depo Pharmaceuticals	Put Cost:	\$616.37
Items:	13	Requested By:	Khabea, Y.D.	Diff:	\$299.75
Voucher:		Authorized By:	Khabea, A.K.	Iss. Cost:	\$316.62
Posted:	11/24/2008	Issued By:	Demogel, Mariel S. Pharmacist	Change:	\$0.00
Received By:	Khabea, A.K.	Received:	11/24/2008	TOTAL:	\$316.62

Item	ECN	Description	Mass	Dem St.	Available	Request	Issued	Pack Cost	TOTAL	Potential	Selling Price	Completed	Group 1	Group 2	Bin
0099	DIS	Moraclo 500mg BP Syrup 200 ml	0	-1	40	1	4	\$20.00	\$11.00	\$12.00	\$12.00	✓	05	DEPOT PHAR	A2
4007	MDT	Sodium Phosphate Buffered Preparation 25	0	-1	0	5	0	\$20.47	\$0.00	\$197.35	\$20.47	✓	40	MDT PHARM	A5
0484	DIS	Vitamin C (Ascorbic Acid) 250mg Tablet	0	-1	0	1	1	\$4.20	\$4.20	\$4.20	\$4.20	✓	05	DEPOT PHAR	A2
0368	PHC	Prindopril (Coveryl) 4mg Tablet, 28 Tab	0	-1	5245	4	4	\$11.54	\$46.16	\$46.16	\$12.00	✓	05	DEPOT PHAR	A2
0269/100	PHC	Ibuprofen 200mg Tablet, 100 Tablet (PO)	0	-1	2	5	5	\$3.19	\$15.95	\$15.95	\$3.19	✓	05	DEPOT PHAR	A2
0023	PHC	Benzylpenicillin Na 1MU Vial, 1 Vial (INJ)	0	-1	5	50	0	\$1.28	\$0.00	\$64.00	\$1.28	✓	00	DEPOT PHAR	A1
0660	DIS	Soft Paraffin White BP Jelly, 500 gm (TOI)	0	-1	0	2	0	\$10.95	\$0.00	\$21.90	\$10.95	✓	15	DEPOT PHAR	A4
0624	DIS	Sodium Chloride BP Granules, 60 gm	0	-1	88	4	4	\$5.54	\$22.16	\$22.16	\$5.54	✓	15	DEPOT PHAR	A4
0565	DIS	Paracetamol 120mg/Text Syrup, 500 ml (P)	0	-1	2	2	2	\$9.30	\$18.60	\$18.60	\$9.30	✓	10	DEPOT PHAR	A1
0854	PHC	Metoprolol (Maxinor) 50mg/50mg Ampou	0	-1	520	10	10	\$9.84	\$9.84	\$9.84	\$9.84	✓	30	DEPOT PHAR	A7
0894	PHC	Metoprolol (Maxinor) 50mg/50mg Ampou	0	-1	520	40	40	\$9.84	\$39.36	\$39.36	\$9.84	✓	30	DEPOT PHAR	A7
0552	DIS	Povidone Iodine (Betadine) 10% Ointment	0	-1	50	5	5	\$23.11	\$115.55	\$115.55	\$23.11	✓	15	DEPOT PHAR	A4
0359/100	PHC	Paracetamol 500mg Tablet, 100 Tablet (P)	0	-1	717	10	10	\$4.30	\$43.00	\$43.00	\$4.30	✓	05	DEPOT PHAR	A2

Demander Budget: \$0.00  
Budget Balance: -\$127,809.53

R 316.62 R 616.37

Close

## How Do I Print a Requisition?



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

Choose the **Print Selected Requisition** 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.

**Print Preview**

**Requisition**  
 Number: VC-REQ07-01-0005  
 Account: Depo Pharmaceutical  
 Date: Fri 26 January 2007  
 Products: 3

**Supplier**  
 Code: 0001  
 Name: Rob Ferreira  
 Address: Private Bag X11223  
 Bellville

**Demander**  
 Code: School  
 Name: School Health Services  
 Address:

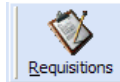
**Office**  
 Authorized: v1000000  
 Received: v1000000  
 Amount: \$2,000.00

Item	Quantity	Unit Price	Total Price
0000	10	\$0.00	\$0.00
1947	50	\$40.00	\$2,000.00
1948	100	\$13.23	\$1,323.00

**Summary**  
 Budget: \$0.00  
 Balance: (\$1,305.00)  
 Requested: 3  
 Total: \$2,000.00

Page 1 of 1

## How Do I View a List of My Requisitions?



Click on the **Requisitions** option on the menu bar and the requisitions are listed.

## Chapter 11. Requisitions and Demander Transfers

Requisition - Add/Edit/Delete Products

VC-REQ-07-01-0005

Office Details: Demander: School Health Services (School)

Date: 01/26/2007 Account: 170020 Depo Pharmaceutical

Items: 3 Requested By: sister, sister

Voucher: 01/26/2007 Authorized By: sister, sister

Posted: 01/26/2007 Issued By: Jonker, Mariska (Pharmacist)

SPH, MSH Received By: sister, sister

Costs:

Costs	Post Cost:	Diff:	Iss. Cost:	Charges:	TOTAL:
	\$13,522.80	\$1,522.80	\$2,000.00	\$0.00	\$2,000.00

Items | Notes | History

Select Batch: Del-H to Add another batch item Del-VH-B to select batch

Code	ECN	NNN	Description	Max	Dem St.	Avail	Request	Issued	Pack Cost	TOTAL	Potential	Completed	Gr...	Gr...
A1000007400	0000	180710916	Acetaminophen 500mg Tab. 1 Val (BU)	0	50	145	10	10	\$0.00	\$0.00	\$0.00	✓	30	DEPT
T1571507801	0392	180710355	Plavix 75mg Tablet 30 Tablet (PD)	0	-1	0	100	0	\$15.23	\$0.00	\$1,522.80	✓	05	
A100000015	1547	180075476	Aspirin 250mg Tab. 1 Val (BU)	0	10	4950	50	50	\$40.00	\$2,000.00	\$2,000.00	✓	30	HOT_P

Requisition: Demander Budget: \$0.00

Balance (Before Transaction): -\$1,385.83

Requisition: \$2,000.00

Close

### How Do I Open an Existing Requisition?

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

### ***How Do I Edit a Requisition?***

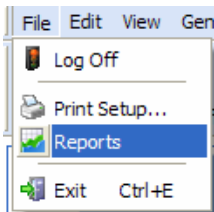
1. Right click on the requisition to be edited.
2. Choose the appropriate option

Add requisition	Ins
Edit selected requisition	Ctrl+E
Mark all as complete	Ctrl+M
Print selected Requisition	Ctrl+R
Print selected Picklist	Ctrl+P
Print selected Picklist with Batches	Ctrl+B

### ***How Do I Print a List of Unposted Requisitions?***

The list of unposted requisitions is a customized user report. To run it, do the following—


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



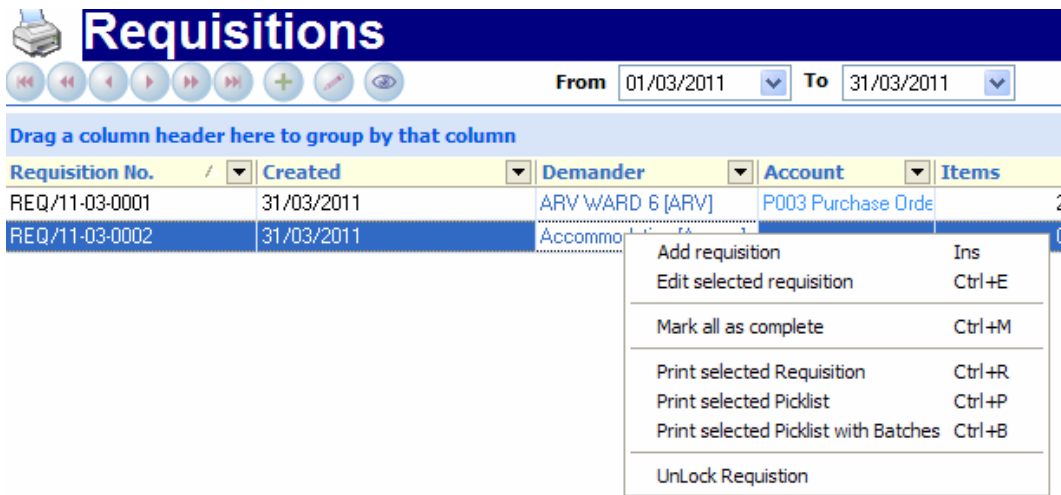
3. Select unposted requisitions as defined in the customized user report.
4. If the report cannot be located, request the report from your RxSolution support team.

### ***How Do I Unlock a Requisition?***

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

1. In the Requisitions list, click on the locked requisition to highlight it.
2. Click on edit the current record icon .





The screenshot shows the 'Requisitions' application window. At the top, there is a title bar with a printer icon and the word 'Requisitions'. Below the title bar is a toolbar with several icons: a left arrow, a right arrow, a double left arrow, a double right arrow, a plus sign, a pencil, and an eye. To the right of the toolbar are two date pickers labeled 'From' and 'To', both set to '01/03/2011' and '31/03/2011' respectively. Below the toolbar is a light blue bar with the text 'Drag a column header here to group by that column'. Below this is a table with the following columns: 'Requisition No.', 'Created', 'Demander', 'Account', and 'Items'. The table contains two rows of data. The first row is 'REQ/11-03-0001', '31/03/2011', 'ARV WARD 6 [ARV]', 'P003 Purchase Order', and '2'. The second row is 'REQ/11-03-0002', '31/03/2011', 'Accommodation', 'P003 Purchase Order', and '0'. A context menu is open over the second row, showing the following options: 'Add requisition' (Ins), 'Edit selected requisition' (Ctrl+E), 'Mark all as complete' (Ctrl+M), 'Print selected Requisition' (Ctrl+R), 'Print selected Picklist' (Ctrl+P), 'Print selected Picklist with Batches' (Ctrl+B), and 'UnLock Requisition'.

Requisition No.	Created	Demander	Account	Items
REQ/11-03-0001	31/03/2011	ARV WARD 6 [ARV]	P003 Purchase Order	2
REQ/11-03-0002	31/03/2011	Accommodation	P003 Purchase Order	0

- Add requisition (Ins)
- Edit selected requisition (Ctrl+E)
- Mark all as complete (Ctrl+M)
- Print selected Requisition (Ctrl+R)
- Print selected Picklist (Ctrl+P)
- Print selected Picklist with Batches (Ctrl+B)
- UnLock Requisition

3. Select the **UnLock Requisition** option.