

PHARMA SUITE NEW YEAR PROCEDURE



Dear Client,

We are entering in to the New Financial Year and our best Wishes for Happy & Prosperous New Year are with you.

We promise better & better client support for the next coming years and we are continuously upgrading our software for the same. Your suggestions are always welcome in this process. Please, follow the following steps to enter smoothly into the New Year.

Precautions:-

1. Before doing Data Verification Process, run option Utility→Update Effective Rate→
 - a. Other Make Transfer
 - b. Reclassification Transfer
 - c. Stock Transfer
2. Before New Year Transfer, whatever batch has been completed, enter the "completion date" for that batch in Option Transaction daily→PPMC→Batch Creation.
Note: You will not be able to dispense material or create bond slip for completed batch.
3. It is advisable to destroy Expired Material and Finished product stock of old year, instead of carrying it forward in next year.
4. Other than account data will be transferred only for the selected year, company and location you have been logged in i.e. if you have multiple locations or multiple companies you must do New Year procedure for each company wise - location wise separately.
Account data will be transferred only selected year, company with all locations i.e. if you have multiple locations or multiple companies you must do New Year procedure for each company wise separately.
5. Check manually that the backup has been taken properly.
6. No need to take company wise - location wise separate backup.
7. Run the utility of Data Verification (Utility→Diagnosis→Data Verification) before New Year Transfer process.
8. New Year Process can be done only once a year but Accounting New Year Process can be done multiple times.
9. Take the backup of the software for the safety point of view from Utility→Backup option and physically write DMP files on CD for security.
It is recommended to also take backup of pharماسuite folder in CD.

None of the users should be using the software till all these processes are not completed.

New Year Data Transfer SOP

Go to option **Utility→Admin→New Year Data Transfer**.

Login in the year from which year you want to transfer the data.

E.g. If you want to transfer the data from Year 2009-10 to Year 2010-11 then login into the year 2009-10.

Following screen will appear.

Enter Correct Password = HINDUSTAN

***Note:** Pls do not press **Enter** after writing the password, directly click on the button **Series Creation**.

1. Series Creation

→ Transfers all series from old year to New Year with new series like OPRM, OPPM, OPBD, OPTR.

Note: Series Master can be transferred only one time.

The message “Series Transferred Completed” appears after all the series are copied in New Year.

To set the series other than mentioned above in New Year automatically.

1. Go to Utility-->Admin-->New Year Series Setting (This can be done only one time)

2. Login in New Year 2010-11. **Please check the new series as there is a 10% possibility of some uneven series. So set them manually. If you have already made entry for Bank Payment in New Year, you will have to change it manually.**

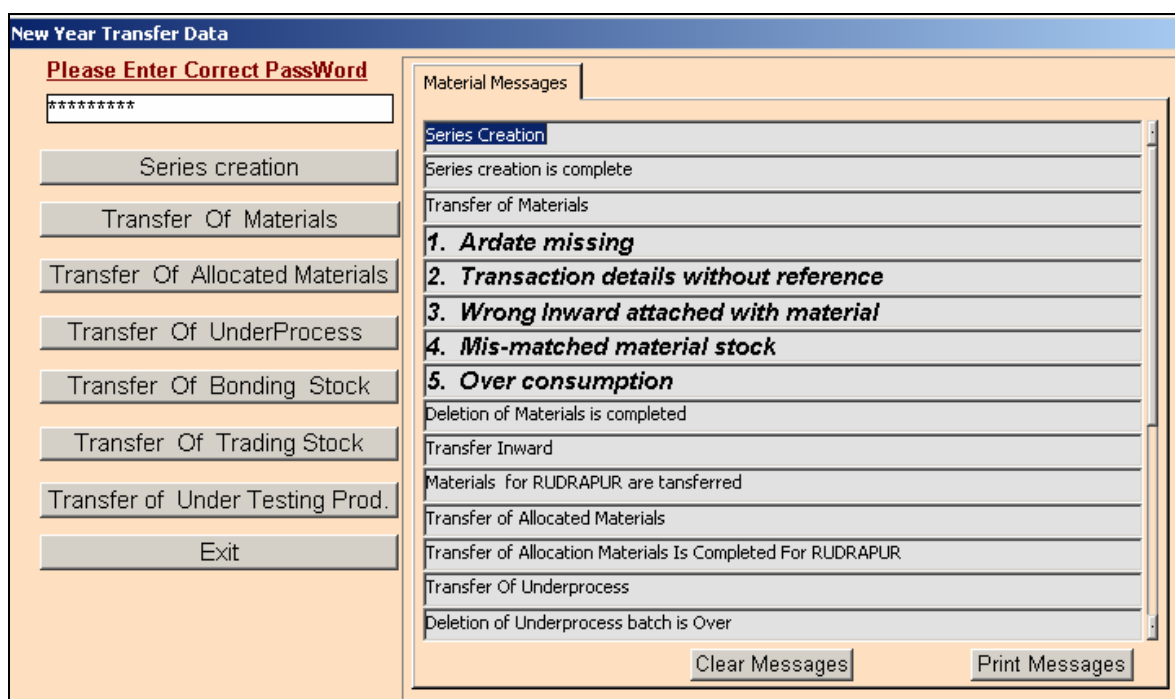
→ To correct all “Latest Usable No.” against each entry screen.

E.g. MATERIAL REQUISITION SLIP

Old Year=VDMR090496 New Year= VDMR100001

2. Transfer Of Materials

- ➔ After correction of series, again log in old year and select Option Utility->Admin->New Year data transfer, click on **Transfer of Materials**.



- You can take the printout by clicking on **“Print Messages”** button as well remove messages by clicking on **“Clear Messages”** button.
- ❖ After successful transfer of **“Materials Stock”** below message is displayed.
- ➔ **Transfer of Materials stock is completed.**

3. Transfer Of Allocated Materials

Pending Requisition slips whose dispensing slip is pending.

Tips:-Transfer allocated materials only if you are using Option Transactions Daily➔PPMC➔Material Requisition Slip.

- ❖ After transferring **“Allocated Materials”** below message is displayed.
- ➔ **Transfer of Allocated Materials is completed.**

4. Transfer Of Under Process

Old Year **“Work In Progress”** batches transferred in New Year.

- ❖ After transfer of **“WIP”** batches below message is displayed.
- ➔ **Transfer of Under Process Batch is completed.**

5. Transfer Of Bonding Stock

- ❖ On click of this button Batch wise Bonded Stock transfers in New Year.
- ❖ After transfer of **“Bonded Stock”** below message is displayed.
- ➔ **Transfer of Bonding Stock Completed.**

6. Transfer of Trading Stock

- ❖ On clicking this button Batch wise Trading Stock is transferred to New Year.
- ❖ After transfer of "Trading Stock" below message is displayed.
- ➔ **Transfer of Trading Stock Completed.**

7. Transfer Of Under Testing Product

- ❖ On clicking this button all make **Under Test Finished Products** transfers in New Year.
- ❖ After transfer of "Under Test F.P." below message is displayed.
- ➔ **Under test Finished Product is transferred.**

8. Exit

- ❖ Click this button to exit from New Year procedure menu.

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Compare data from Old year to New Year with the help of following Options

❖ Carefully check all the data transferred properly in New Year, before starting work in New Year.

(NOTE: It is Mandatory to print all the reports, check the entries and put signature & date for Done By – Checked By and file it).

No.	<u>Old Year</u>	No.	<u>New Year</u>	<u>Done By</u>	<u>Checked By</u>
1.	<u>Series Master</u> 1.Parameter→Account→Series Master	1.	<u>Series Master</u> 1.Parameter→Account→Series Master		
2.	<u>Raw Materials Stock</u> 1.Reports→Rm/Pm Store→Stock Reports→ Material Stock Summary ❖ Raw Materials Over all Stock Summary 2. Stock by Therapeutic category Raw Materials Inward no. wise Stock	2.	<u>Raw Materials Stock</u> 1.Reports→Rm/Pm Store→Stock Reports→Material Opening Stock Statement 2.Reports→Rm/Pm Store→Stock Reports→Material Stock Summary ❖ Raw Materials Over all Stock Summary 3.Stock by Therapeutic category Raw Materials Inward No. wise stock		
3.	<u>Packing & Other Materials Stock</u> 1. Reports→Rm/Pm Store->Stock Reports-> Material Stock Summary ❖ Packing & Other Materials Over all Stock Summary 2. Stock by Therapeutic category ❖ Packing & Other Materials Inward No. wise stock.	3.	<u>Packing & Other Materials Stock</u> 1. Material Opening Stock Stat. 2. Material Stock Summary ❖ Packing & Other Materials Over all Stock Summary 3. Stock by Therapeutic category ❖ Packing & Other Materials Inward No. wise stock		
4.	<u>Material Stock Status</u> 1. Check Different following Stock Status likes A Approved B Quarantine C Undertest D Rejected ❖Reports->QC->Material status list ❖Utility -> Materials Stocks	4.	<u>Material Stock Status</u> 1.Check Different following Stock Status likes A Approved B Quarantine C Undertest D Rejected ❖ Reports->QC->Material status list ❖ Utility -> Materials Stocks		
5.	<u>Hold Qty</u> 1. Reports->Qc->Material Hold Statement 2. Utility -> Materials Stocks [Show Hold]	5.	<u>Hold Qty</u> 1. Reports->Qc->Material Hold Statement 2. Utility -> Materials Stocks [Show Hold]		
6.	<u>Pending Purchase Bill</u> 1. Utility->Pendings->Purchase Bill 2. Reports->Purchase->Pending Purchase Bills	6.	<u>Pending Purchase Bill</u> 1. Utility->Pending->Purchase Bill		

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7.	<p><u>Pending Purchase Order</u></p> <ol style="list-style-type: none"> Utility->Pendings->Orders Reports->Purchase->Pending Order Register(Materialwise) Reports->Purchase->Pending Order Register(Supplier Wise) 	7.	<p><u>Pending Purchase Order</u></p> <ol style="list-style-type: none"> Utility->Pendings->Orders Reports->Purchase->Pending Order Register(Materialwise) Reports->Purchase->Pending Order Register(Supplier Wise) 		
8.	<p><u>Pending Purchase Requisitions (Indent)</u></p> <ol style="list-style-type: none"> Utility->Pendings-> Purchase Requisitions Reports->Purchase->Pending Purchase Requisition 	8.	<p><u>Pending Purchase Requisitions (Indent)</u></p> <ol style="list-style-type: none"> Utility->Pendings->Purchase requisitions Reports->Purchase->Pending Purchase Requisition 		
9.	<p><u>Batch Creation</u></p> <ol style="list-style-type: none"> Reports->Production->Under Process statement (WIP) 	9.	<p><u>Batch Creation</u></p> <ol style="list-style-type: none"> Reports->Production->Under process statement(WIP) <p>Note: Also transferred last year batches, which have bonded stock Qty even batch completed in previous year.</p>		
10.	<p><u>Pending Requisition Slips</u></p> <ol style="list-style-type: none"> Utility->Pending->Requisition Slips. 	10.	<p><u>Pending Requisition Slips</u></p> <ol style="list-style-type: none"> Transaction Daily->P.P.M.C.->Material Requisition Slip. 		
11.	<p><u>Pending Dispensing Slips</u></p> <ol style="list-style-type: none"> Reports->Rm/Pm Store->Mis reports->Material Allocated For Manufacturing(Pending Dispatch) 	11.	<p><u>Pending Dispensing Slips</u></p> <ol style="list-style-type: none"> Transaction Daily->P.P.M.C.->Material Dispensing for Mfg. 		
12.	<p><u>Bonded Opening Stock</u></p> <ol style="list-style-type: none"> Reports->FG Store-> Bonded stock Summary Reports->F.G.Store Bonded Stock & Sales Statement (Batchwise) Reports->F.G.Store Bonded Stock & Sales Statement Reports->F.G.Store->Bonded Stock Register Utility->Bonded Stock Status 	12.	<p><u>Bonded Opening Stock</u></p> <ol style="list-style-type: none"> Reports->FG Store-> F. P. Bonding Opening Stock Statement Reports->FG Store-> Bonded stock Summary Reports->F.G.Store Bonded Stock & Sales Statement (Batchwise) Reports->F.G.Store Bonded Stock & Sales Statement Reports->F.G.Store->Bonded Stock Register Utility->Bonded Stock Status 		
13.	<p><u>Trading Stock</u></p> <ol style="list-style-type: none"> Reports->Trading Store-> Present Trading Stock Statement Reports->Trading Store-> Present Trading Stock Statement Batchwise Reports->Trading Store Stock & Sales Statement Reports->Trading Store Stock & Sales Statement 	13.	<p><u>Trading Stock</u></p> <ol style="list-style-type: none"> Reports->Trading Store->FP Trading stock Opening Statement Reports->Trading Store-> Present Trading Stock Statement Batchwise Reports->Trading Store Stock & Sales Statement Reports->Trading Store Stock & Sales Statement 		

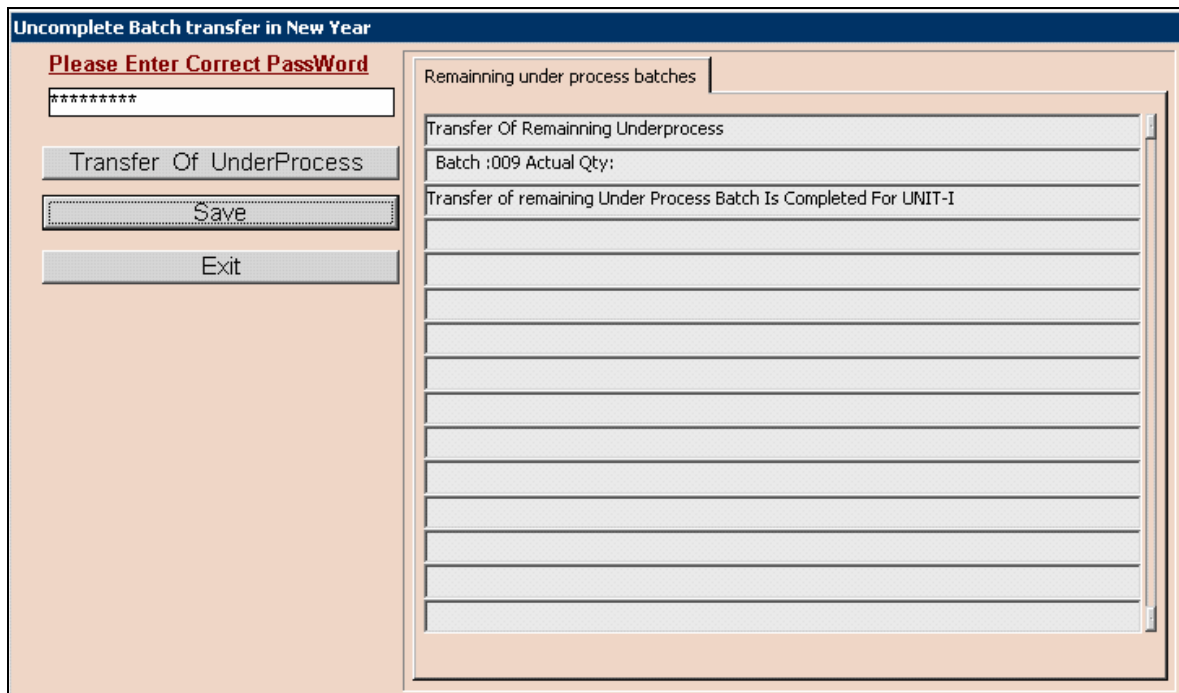
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	(Batchwise) 5. Utility->Trading Stock Status		(Batchwise) 5. Utility->Trading Stock Status		
14.	<u>Pending Material Outside Laboratory</u> 1. Transaction Daily->QC ->Outside Laboratory->Material ->Analytical reports received. ->Right Click->Pending Reports	14.	<u>Pending Material Outside Laboratory</u> 1. Transaction Daily->QC ->Outside Laboratory->Material ->Analytical reports received.		
15.	<u>Pending F.P. Outside Laboratory</u> 1. Transaction Daily ->QC ->Outside Laboratory ->Product ->F. P .Outside report received entry ->Right Click Pending Reports	15.	<u>Pending F.P. Outside Laboratory</u> 1. Transaction Daily ->QC ->Outside Laboratory ->Product ->F. P .Outside report received entry		
16.	<u>Pending Sale Order</u> 1. Transaction Daily -> Sales Order	16.	<u>Pending Sale Order</u> 1. Transaction Daily -> Sales Order		

*In case there is a new batch created in Old Year, after New Year Transfer Process is done, you can transfer it by using the below option:

Path: Utility→Admin→Uncomplete Batch Transfer in New Year

1. Enter the password: **HINDUSTAN**
2. Click on "Transfer Of UnderProcess" – transfer message will be displayed in the right pane.
3. Then click on "Save" and "Exit".



PHARMA SUITE NEW YEAR PROCEDURE FOR ACCOUNT

***Note: None of the users should be using the software till this process is not completed.**

Precautions:-

1. Before doing Account New Year Data Run Utility->Diagnosis->UnMatch Jv. and Solved unmatch JV problem. After solved problem checked Trial Balance Debit-Credit Transactions difference must be Zero.

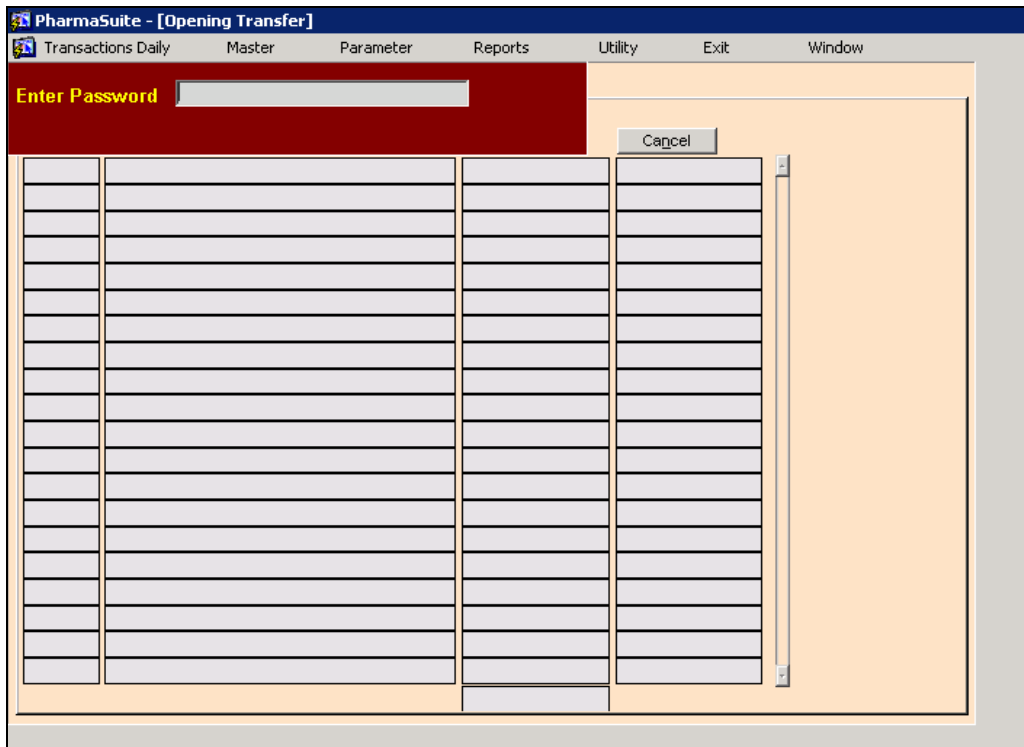
	Opening	Debit	Credit	Balance
Total	0.00	68,49,65,361.84	68,49,65,361.84	0.00

Go to option Utility→Account→Year Transfer.

Login in the year from which year you want to transfer the data.

E.g. If you want to transfer the data from Year 2009-10 to Year 2010-11 then login into the year 2009-10.

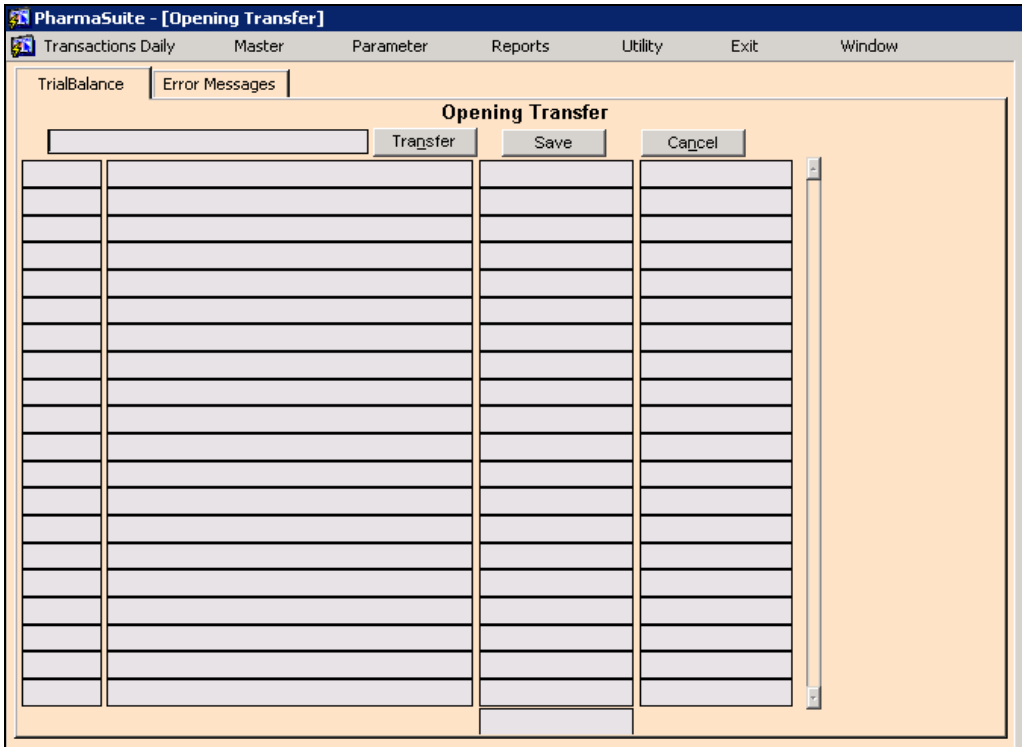
Below screen will appear. **Enter Correct Password = PharmaIndia**



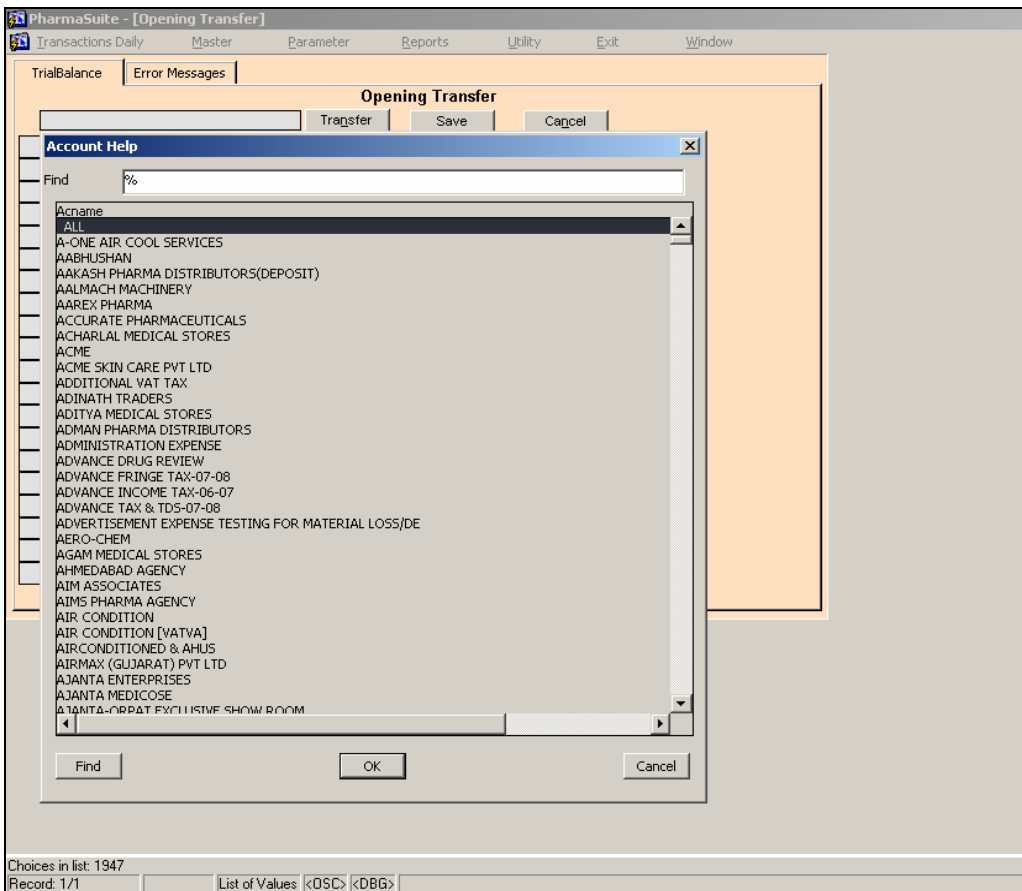
If you enter an incorrect password, it will give an error message – UnAuthorised

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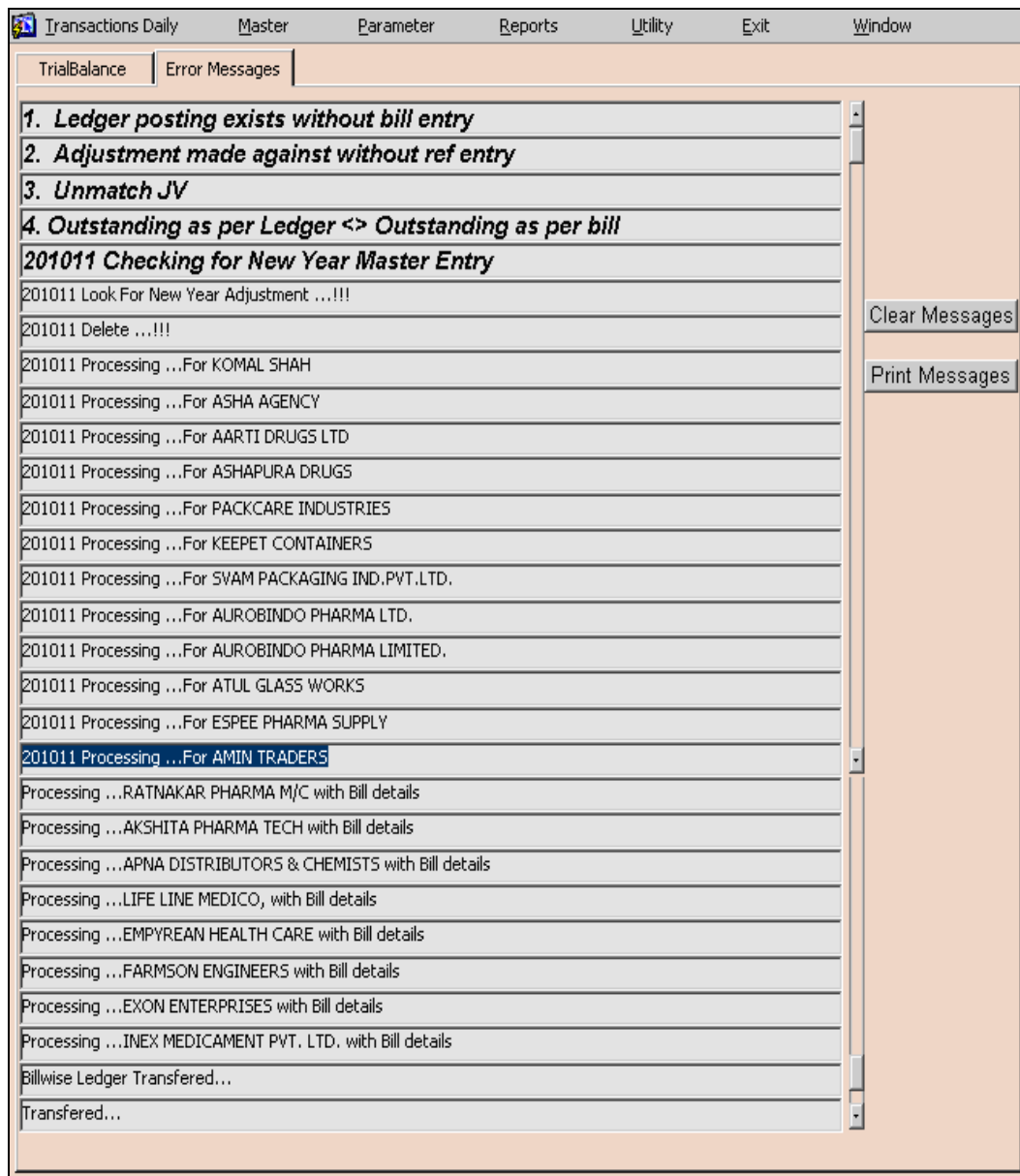
After entering the password it will display the below screen.



Now press F9 and select the ledger name – ALL. It will transfer balance for all the ledgers affecting the Balance sheet. It will also transfer the balance for the accounts marked as '**Obsolete**'. In case you want to transfer the balance only for some accounts then select that particular account name one by one and click on OK.



Now when you click on “**Transfer**” button it will automatically show the **Error Messages** page.



→Also you can take print from “**Print Messages**” button as well remove messages by pressing “Clear Messages” button.

→After the process gets completed it will display the message “**Transferred**”.

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THEN GO TO TRIALBALANCE TAB AND CLICK ON "SAVE" BUTTON. IT IS VERY IMPORTANT TO SAVE IT OR ELSE THE TRANSFER WILL NOT SHOW ANY EFFECT IN THE NEW YEAR.

Opening Transfer				
ALL		Transfer	Save	Cancel
15202	ORBIT LIFE SCIENCE PVT. LTD	-69,378.00	OPBL000598	
15222	VIJAYKUMAR C.MEHTA	-10,000.00	OPBL000599	
15281	MAHALAXMI CHEMI PHARM	-1,07,741.00	OPBL000600	
15301	SEKHAR MEDICAL & SURGICAL	-98.00	OPBL000601	
15302	PREM DRUG AGENCY	1,046.00	OPBL000602	
15341	HARSH ENTERPRISE-RATANPAR	-8,82,719.00	OPBL000603	
15342	HASMUKHLAL S BAGADIYA	-9,91,945.00	OPBL000604	
15381	ANZEE HEALTHCARE	1,000.00	OPBL000605	
15401	JAIN SOAP & PHARMA	-50,208.00	OPBL000606	
15402	ASUTOSH PELLETS	-8,418.00	OPBL000607	
15421	VAISHALI CHEMI IMPEX	3,69,237.00	OPBL000608	
15461	KT AUTOMATION (INDIA)	-7,484.00	OPBL000609	
15501	UD PHARMA RUBBER PRODUCTS	-14,309.00	OPBL000610	
15502	D.K.SHAH & SONS	-541.00	OPBL000611	
15621	TRANSULUION PVT LTD	1,500.00	OPBL000612	
15661	PHARMA HOUSE	12,084.00	OPBL000613	
15681	AFFY PHARMA	3,600.00	OPBL000614	
15702	GENMED LIFESCIENCE	-1,000.00	OPBL000615	
15721	BEEPJYOTI ENGINEERING PVT.LTD	-3,220.00	OPBL000616	
		2,43,53,252.76		

***Note: Account New Year process can be done multiple times.**

Compare data from Old year to New Year with the help of following Options

❖ **Carefully check all the data transferred properly in New Year, before starting work in New Year. (NOTE: It is Mandatory to print all the reports, check the entries and put signature & date for Done By – Checked By and file it).**

No	Old Year	No	New Year	Done By	Checked By
1.	<u>Account Ledger</u> 1. Reports→Accounts→Final Statement→Balance Sheet	1.	<u>Account Ledger</u> 1. Reports→Accounts→Opening Balance Statement		
2.	<u>Billwise Receivable Outstanding</u> 1. Reports→Accounts→Outstanding Reports→Receivable Reports→Partywise Ageing (Receivable) Billwise Statement	2.	<u>Billwise Receivable Outstanding</u> 1. Reports→Accounts→Outstanding Reports→Receivable Reports→Partywise Ageing (Receivable) Billwise Statement		
3.	<u>Billwise Payable Outstanding</u> 1. Reports→Accounts→Outstanding Reports→Payable Reports→Partywise Ageing (Payable) Billwise Statement	3.	<u>Billwise Payable Outstanding</u> 1. Reports→Accounts→Outstanding Reports→Payable Reports→Partywise Ageing (Payable) Billwise Statement		

HAPPY NEW YEAR FROM SOHAM FAMILY