

# PHARMA SUITE NEW YEAR PROCEDURE 2010-11 to 2011-12



Dear Sir,

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 and services for the same. Your suggestions are always welcome in this process.

Please, follow the following steps to enter smoothly into the New Year.

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

**Step 1:** 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.

- a. It is recommended to take backup of pharmasuite folder in CD.
- b. Check manually that the backup has been taken properly.
- c. No need to take company wise - location wise separate backup.

**Done by :**

**Date & Time :**

**Step 2:** Execute option Utility→Update Effective Rate→

- a. Other Make Transfer
- b. Reclassification Transfer
- c. Stock Transfer

**Done by :**

**Date & Time :**

**Step 3:** Execute data verification process as per Annexure A

**Done by :**

**Date & Time :**

**Step 4:** Resolve any issues if found in step 3

**Done by :**

**Date & Time :**

**Step 5:** Enter the "completion date" for all the completed batch using

Transaction daily→PPMC→Batch Closure.

Note: You will not be able to dispense material or create bond slip for completed batch.

**Done by :**

**Date & Time :**

**Step 6:** It is advisable to destroy Expired Material and Finished product stock of old year, instead of carrying it forward in next year.

**Done by :**

**Date & Time :**

**Step 7: New Year Data Transfer**

**Important Notes :**

- a. All Material stock, Finished Goods Stock, Under Process, Pending Orders 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. **This process can be done only once.** You cannot repeat the process after changing the data in old year.
- b. Accounting data will be transferred for selected year, company with all locations i.e. if you have multiple locations accounting new year will be done together for all locations. For multiple companies you must do New Year procedure for each company wise separately.
- c. New Year Process can be done only once a year but Accounting New Year Process can be done multiple times.

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

**e.g.** If you want to transfer the data from Year 2010-11 to Year 2011-12 then login into the year 2010-11.

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

Following screen will appear.

New Year Transfer Data

**Please Enter Correct PassWord**

Series creation

Transfer Of Materials

Transfer Of Allocated Materials

Transfer Of UnderProcess

Transfer Of Bonding Stock

Transfer Of Trading Stock

Transfer of Under Testing Prod.

Exit

Material Messages

Clear Messages

Print Messages

**Enter Password = HINDUSTAN (do not press Enter after entering password, directly click on the button **Series Creation**).**

### 1. Series Creation

This option 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.

Logout from the Old Year e.g. 2010-11

Login in New Year e.g. 2011-12.

Execute : Utility-->Admin-->New Year Series Setting

**(This can be done only one time)**

**Note: Now check the new series as there is 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 check and set the series in New Year execute as per following :**

Parameter->Accounts->Series Master

Correct all "**Latest Usable No.**" against each entry screen. e.g MATERIAL REQUISITION SLIP, Old Year=VDMR100496 New Year= VDMR110001

Logout from the New Year e.g. 2011-12

**Done by :**

**Date & Time :**

## 2. Transfer Of Materials

Login in Old Year e.g. 2010-11.

Execute : Utility->Admin->New Year data transfer

**Transfer of Materials.** <- Click on

- 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.**

**Done by :**

**Date & Time :**

## 3. Transfer Of Allocated Materials

Pending Requisition slips whose dispensing slip is pending.

**Note:** 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.**

**Done by :**

**Date & Time :**

## 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.**

**Done by :**

**Date & Time :**

**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.**

**Done by :**

**Date & Time :**

**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.**

**Done by :**

**Date & Time :**

**8. Exit**

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

**Step 8:** Take the **new backup** (Don't overwrite old backup) of the software which will now have new year information also.

Utility➔Backup option and physically write DMP files on CD for security.

a. No need to take company wise - location wise separate backup.

**Done by :**

**Date & Time :**

**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).**

<b>No.</b>	<b>Old Year</b>	<b>No.</b>	<b>New Year</b>	<b>Done By</b>	<b>Checked By</b>
1.	<b>Series Master</b> 1.Parameter→Account→Series Master	1.	<b>Series Master</b> 1.Parameter→Account→Series Master		
2.	<b>Raw Materials Stock</b> 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.	<b>Raw Materials Stock</b> 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.	<b>Packing &amp; Other Materials Stock</b> 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.	<b>Packing &amp; Other Materials Stock</b> 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.	<b>Material Stock Status</b> 1. Check Different following Stock Status likes <b>A</b> Approved <b>B</b> Quarantine <b>C</b> Undertest <b>D</b> Rejected ❖ Reports->QC->Material status list ❖ Utility -> Materials Stocks	4.	<b>Material Stock Status</b> 1.Check Different following Stock Status likes <b>A</b> Approved <b>B</b> Quarantine <b>C</b> Undertest <b>D</b> Rejected Reports->QC->Material status list Utility -> Materials Stocks		
5.	<b>Hold Qty</b> 1. Reports->Qc->Material Hold Statement 2. Utility -> Materials Stocks [Show Hold]	5.	<b>Hold Qty</b> 1. Reports->Qc->Material Hold Statement 2. Utility -> Materials Stocks [Show Hold]		
6.	<b>Pending Purchase Bill</b> 1. Utility->Pendings->Purchase	6.	<b>Pending Purchase Bill</b> 1. Utility->Pending->Purchase		

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	Bill 2. Reports->Purchase->Pending Purchase Bills		Bill		
7.	<b><u>Pending Purchase Order</u></b> 1. Utility->Pendings->Orders 2. Reports->Purchase->Pending Order Register(Materialwise) 3. Reports->Purchase->Pending Order Register(Supplier Wise)	7.	<b><u>Pending Purchase Order</u></b> 1. Utility->Pendings->Orders 2. Reports->Purchase->Pending Order Register(Materialwise) 3. Reports->Purchase->Pending Order Register(Supplier Wise)		
8.	<b><u>Pending Purchase Requisitions (Indent)</u></b> 1. Utility->Pendings-> Purchase Requisitions 2. Reports->Purchase->Pending Purchase Requisition	8.	<b><u>Pending Purchase Requisitions (Indent)</u></b> 1. Utility->Pendings->Purchase requisitions 2. Reports->Purchase->Pending Purchase Requisition		
9.	<b><u>Batch Creation</u></b> 1. Reports->Production->Under Process statement (WIP)	9.	<b><u>Batch Creation</u></b> 1. Reports->Production->Under process statement(WIP) <b>Note:</b> Also transferred last year batches, which have bonded stock <b>Qty</b> even batch completed in previous year.		
10.	<b><u>Pending Requisition Slips</u></b> 1. Utility->Pending->Pending Dispense /Requisition Slips.	10.	<b><u>Pending Requisition Slips</u></b> 1. Reports->P.P.M.C.->Material Requisition Slip.		
11.	<b><u>Pending Dispensing Slips</u></b> 1. Reports->Rm/Pm Store->Mis reports->Material Allocation Report (BatchWise)	11.	<b><u>Pending Dispensing Slips</u></b> 1. Report->RM/PM Store ->Outward report->Dispensing for Mfg.		
12.	<b><u>Bonded Opening Stock</u></b> 1. Reports->FG Store-> Bonded stock Summary(Format - I) & (Format -II) 2. Reports->F.G.Store Bonded Stock & Sales Statement (Batchwise) 3. Reports->F.G.Store -> Bonded Stock & Sales Statement 4. Reports->F.G.Store->Bonded Stock Register 5. Utility->Bonded Stock Status	12.	<b><u>Bonded Opening Stock</u></b> 1. Reports->FG Store-> F. P. Bonding Opening Stock Statement 2. Reports->FG Store-> Bonded stock Summary (Format - I) & (Format -II) 3. Reports->F.G.Store Bonded Stock & Sales Statement (Batchwise) 4. Reports->F.G.Store-> Bonded Stock & Sales Statement 5. Reports->F.G.Store->Bonded Stock Register 6. Utility->Bonded Stock Status		
13.	<b><u>Trading Stock</u></b> 1. Reports->Trading Store-> Present Trading Stock Statement	13.	<b><u>Trading Stock</u></b> 1. Reports->Trading Store->FP Trading stock Opening 2. Reports->Trading Store->		

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	2. Reports->Trading Store-> Present Trading Stock Statement Batchwise 3. Reports->Trading Store Stock & Sales Statement 4. Reports->Trading Store Stock & Sales Statement (Batchwise) 5. Utility->Trading Stock Status		Present Trading Stock Statement Batchwise 3. Reports->Trading Store Stock & Sales Statement 4. Reports->Trading Store Stock & Sales Statement (Batchwise) 5. Utility->Trading Stock Status		
14.	<b><u>Pending Material Outside Laboratory</u></b> 1. Transaction Daily->QC ->Outside Laboratory->Material ->Analytical reports received. ->Right Click->Pending Reports	14.	<b><u>Pending Material Outside Laboratory</u></b> 1. Transaction Daily->QC ->Outside Laboratory->Material ->Analytical reports received.		
15.	<b><u>Pending F.P. Outside Laboratory</u></b> 1. Transaction Daily ->QC ->Outside Laboratory ->Product ->F. P .Outside report received entry ->Right Click Pending Reports	15.	<b><u>Pending F.P. Outside Laboratory</u></b> 1. Transaction Daily ->QC ->Outside Laboratory ->Product ->F. P .Outside report received entry		
16.	<b><u>Pending Sale Order</u></b> 1. Transaction Daily ->Sales Order	16.	<b><u>Pending Sale Order</u></b> 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 unmatched JV problem. After solved problem checked Trial Balance Debit-Credit Transactions difference must be Zero.

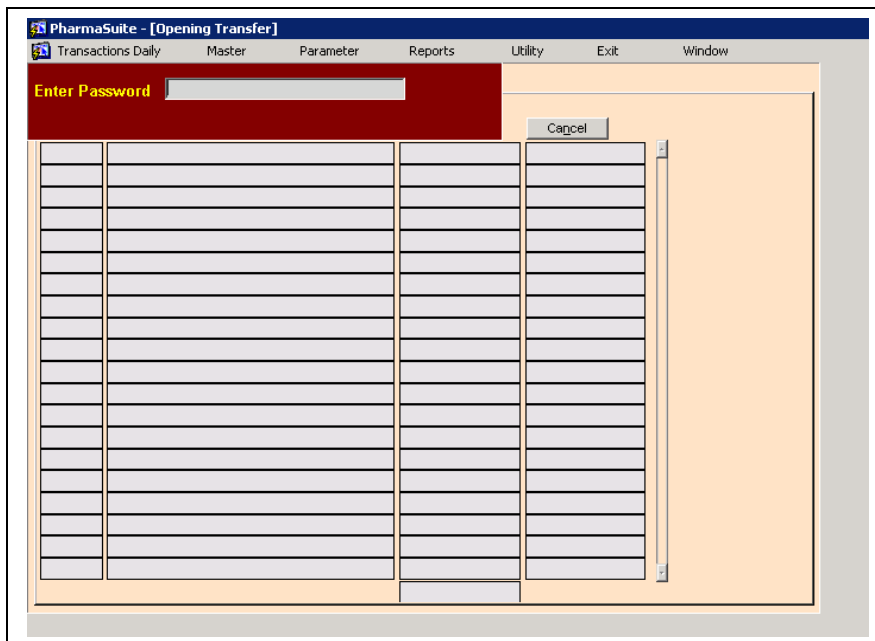
	Opening	Debit	Credit	Balance
<b>Total</b>	0.00	68,49,65,361.84	68,49,65,361.84	0.00

Go to option Utility→Account→Year Transfer.

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

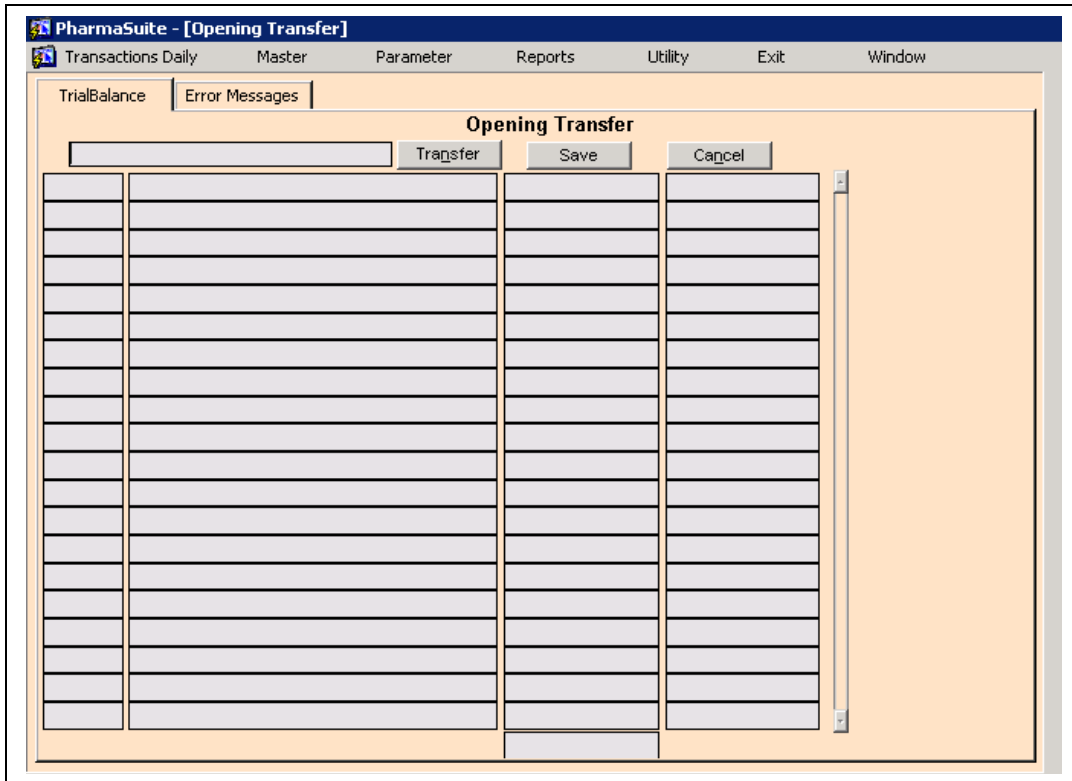
**E.g.** If you want to transfer the data from Year 2010-11 to Year 2011-12 then login into the year 2010-11.

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

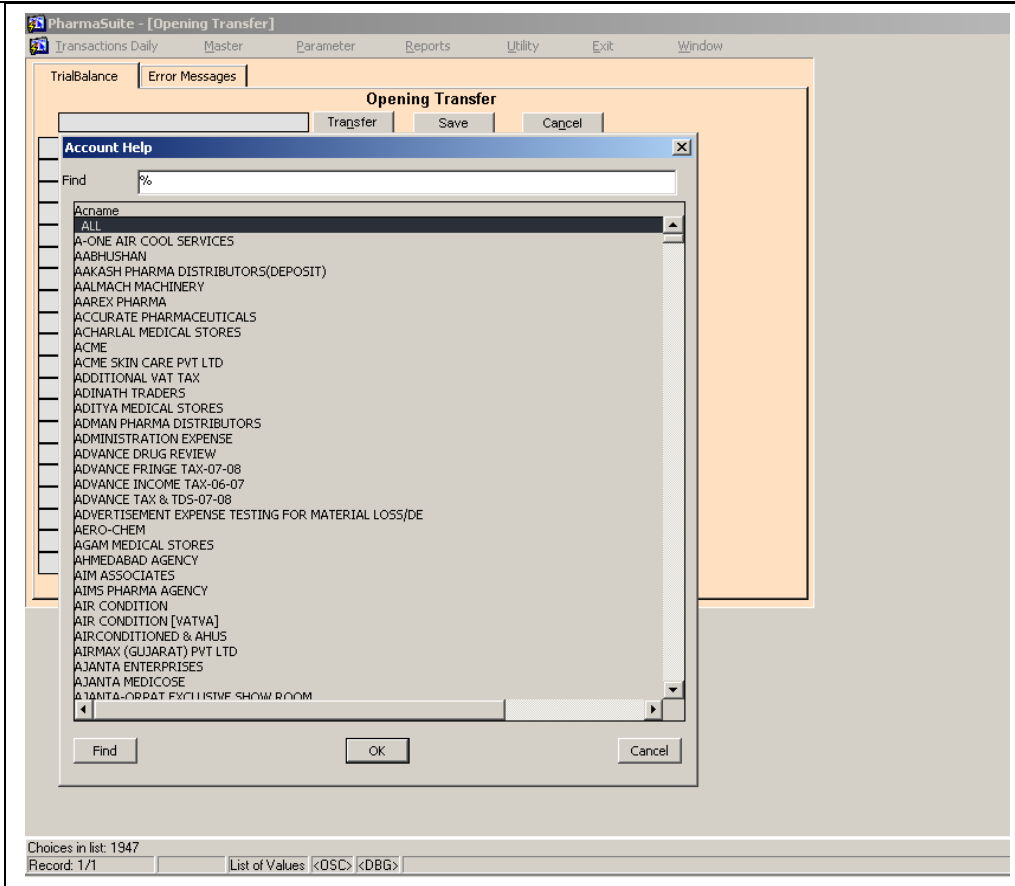


If you enter an incorrect password, it will give an error message – UnAuthorised

After entering the correct password it will display the below screen.

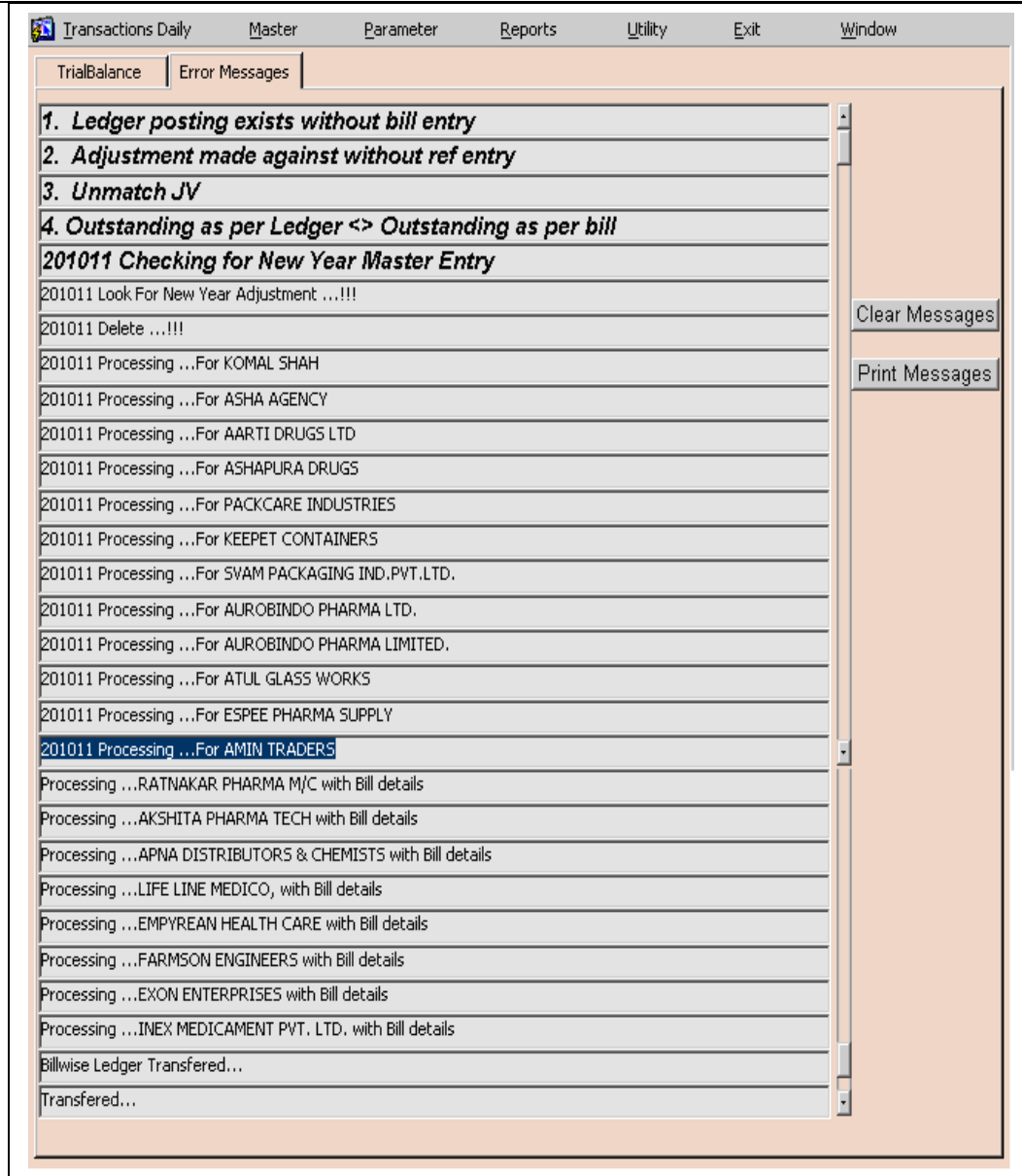


Now press F9 and select the ledger name – ALL. It will transfer balance for all the ledgers affecting the Balance sheet. It will also transfer the balance for the accounts marked as '**Obsolete**'. In case you want to transfer the balance only for some accounts then select that particular account name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



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

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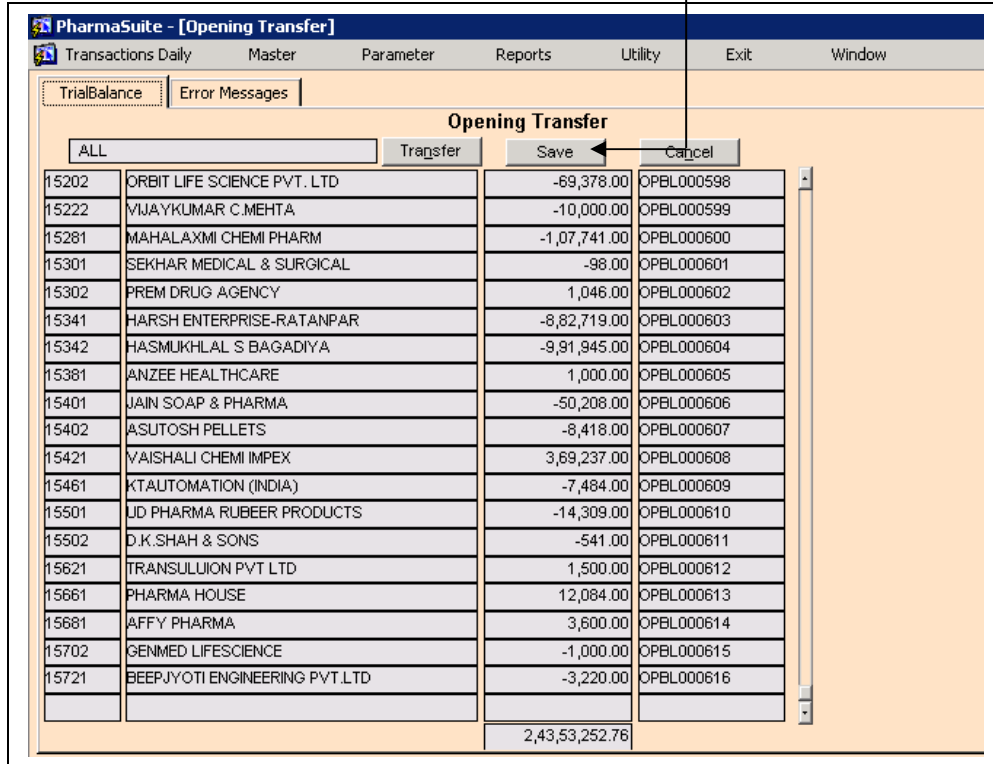


→Also you can take print from “**Print Messages**” button as well remove messages by pressing “**Clear Messages**” button.

→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.**



**\*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.	<b>Account Ledger</b> 1. Reports→Accounts→Final Statement→Balance Sheet	1.	<b>Account Ledger</b> 1.Reports→Accounts→Opening Balance Statement		
2.	<b>Billwise Receivable Outstanding</b> 1. Reports→Accounts→ Outstanding Reports→Receivable Reports→Partywise Ageing (Receivable) Billwise Statement	2.	<b>Billwise Receivable Outstanding</b> 1. Reports→Accounts→ Outstanding Reports→Receivable Reports→Partywise Ageing (Receivable) Billwise Statement		
3.	<b>Billwise Payable Outstanding</b> 1. Reports→Accounts→Outstanding Reports→Payable Reports→Partywise Ageing (Payable) Billwise Statement	3.	<b>Billwise Payable Outstanding</b> 1. Reports→Accounts→Outstanding Reports→ Payable Reports→Partywise Ageing (Payable) Billwise Statement		

**\*\*HAPPY NEW FINANCIAL YEAR FROM SOHAM FAMILY\*\***