

USER'S MANUAL

Retail MEDICAL STORE INVENTORY

Retail
MEDICAL STORE
INVENTORY



Version - 4
January-2019



SafexIndia®
Software Engineers

User's Manual for:
Retail MEDICAL STORE INVENTORY,
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(Available Free with Application Software)

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PREFACE

There are several software available for retail medical shop's inventory in markets, some are free also. However, most of the available software are not user friendly and requires not only training on it but they are expensive also, which a small business person can't afford.

I, therefore, decided to make a simple and user-friendly application software in a platform which is much in use and accepted in our Indian market. Microsoft's Office 2007 Excel was my first priority of selection.

The macro based application software/ program is now ready for use of interested general people having Excel 2007 or above compatible versions installed in their system.

The architect and developer of this macro based application program wishes all the best to all those who are using or likely to use it.

Dhanbad
19th January 2019

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BASIC SETTINGS

This macro based application software has been developed in Microsoft's EXCEL 2007 platform. There are some basic settings in the Excel Software for smooth functioning of this application.

Since the program is macro based, Excel asks to **enable** macros of this workbook every time on execution. To enable macros permanently (though not recommended by Excel), the following setting is preferred:

Setting-1:

Open Excel 2007 → Open Office Icon at top left → Excel Options → Trust Center → Trust Center Settings → Macro Settings → Enable All macros (not recommended, potentially dangerous code can run)

If you are using other versions of Excel, then do the corresponding setting in that version.

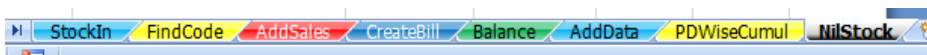
Setting-2:

As per our Indian style the system date should preferably be set to 'dd/MM/yyyy' format.

PROGRAM STRUCTURE

The macro based application program, as the name applies, is divided in two parts viz.:

- I. Normal Excel Worksheets
 - II. Macro codes in VBA known as Modules
- I. Normal Excel Worksheets (Refer Picture-1)**
- a. AddData Worksheet
 - b. StockIn Worksheet
 - c. FindCode Worksheet
 - d. AddSales Worksheet
 - e. CreateBill Worksheet
 - f. Balance Worksheet
 - g. PDWiseCumul Worksheet
 - h. NilStock Worksheet



Picture-1

- II. Macro codes in various Modules are run from the Command Buttons placed in different worksheets. They are described here under:
- FIND>>** and **FULL LIST** Command Buttons in FindCode Worksheet
 - Show Bill Before Update** Command Button in AddSales Worksheet
 - Save & Update Stock** Command Button in CreateBill Worksheet
 - Refresh List** Command Buttons in NilStock Worksheet
 - Refresh Available IDs** and **Add to Current Stock** Command Buttons in AddData Worksheet

DESCRIPTION OF WORKSHEETS

(a) AddData Worksheet

This is the first worksheet you need to fill up. The Worksheet is by default Protected partially. Only the cells which are required to be filled in are unprotected. The following Data is required, which are part of your Medicine purchase Bill:

- #1. APEX Code
- #2. Product Name
- #3. Manuftr
- #4. Batch No.
- #5. Expiry
- #6. Pack Purchased
- #7. Pack as per Bill
- #8. MRP as per Bill
- #9. **Qty. Unitized**
- #10. **Pack Retail**
- #11. **Retail MRP /Tab /CAP sale**

#1. APEX Code: This column is filled by the specific Code or ID given to the items/ medicines by the program. An ID or Code is **unique** for a medicine having same Manufacturer, Batch Number and Expiry. In this software, the Code or ID starts from 1001 and may go continuously upto any integer value defined by Excel 2007. However the upper limit has been kept at 2000.

It is important to note that initially the first column of this AddData worksheet starts from 1001 and goes upto 2000. After few days when some of your balance stocks reduce to zero and you want to add some more items in the stock, you will find that those cells having zero Balance will again appear in the list here before the remaining rows of blank cells.

Data for items #2 to #8 can be directly taken from the purchase bill, while some effort is required to fill up items at #8, #9 and #10. These can be filled as per the norm described hereunder:

#9. Qnty. Unitized: This column is filled by the total number of tablets or capsules etc. of the product. If 7 numbers of packs/ strips containing 1x21TABS each then unitized quantity Qnty. Unitized= 7x21=147.

#10. Pack Retail: This column is filled by a derived value based on the Package supplied by the manufacturer for example:

| Manufacturer Package | Pack Retail (Derived) |
|----------------------|-----------------------|
| 1x30GM | 30GM |
| 1*100ML | 100ML |
| 1x10 CAP | 1 CAP |
| 1*15 tab | 1 TAB |
| 21TAB | 1 TAB |
| 1x10 TAB | 1 TAB |

#11. Retail MRP /Tab /CAP sale: This column is filled by Retail MRP. If the package is of 1x10 TAB or 1*10 CAP then Retail MRP= MRP/10.

However, Retail MRP is equal to MRP in case of package which cannot be sold by unpacking 1x300ML liquid medicines etc.

(b) StockIn Worksheet

This Worksheet is by default Protected and Hidden. To unhide it right click any Tab and select Unhide. Choose StockIn to unhide the worksheet.

StockIn worksheet contains the Basic Data of the program. The Basic Data again has been divided in two parts viz. the Crude Data taken from the Bill/ Invoice/ Cash Memo of the purchased medicines/ items and some other data derived from the Crude Basic Data. The Crude & Derived Data are shown in **Bold** and Normal font size respectively in the table below:

| SN | Column Header | SN | Column Header |
|----|----------------|----|---------------------------|
| 1 | APEX Code | 7 | Pack as per Bill |
| 2 | Product Name | 8 | MRP as per Bill |
| 3 | Manuftr | 9 | Qty. Unitized |
| 4 | Batch No. | 10 | Pack Retail |
| 5 | Expiry | 11 | Retail MRP /Tab /CAP sale |
| 6 | Pack Purchased | 12 | Bal Qty Units |

1. **APEX Code:** Refer to item #9 descriptions in AddData Worksheet section above.
2. **Product Name:** This is name of the product as given by its manufacturer.
3. **Manuftr:** This column is filled by the name of the Manufacturer of the product.
4. **Batch No.:** This column is filled by the Batch Number of the product.
5. **Expiry:** This column is filled by the expiry date of the product.
6. **Pack Purchased:** Packs like Strips of Tabs or Capsules or packed bottles purchased.
7. **Pack as per Bill:** This column is filled by the manufacturer's packs like 1x10TAB, 1*300ML, 1x10GM etc.
8. **MRP as per Bill:** MRP of the product package for sale.

9. **Qty. Unitized:** Refer to item #9 descriptions in AddData Worksheet section above.
10. **Pack Retail:** Refer to item #10 descriptions in AddData Worksheet section above.
11. **Retail MRP /Tab /CAP Sale:** This column is filled by Retail MRP. If the package is of 1x10 TAB or 1*10 CAP then Retail MRP= MRP/ 10. However, Retail MRP is equal to MRP in case of package which cannot be sold by unpacking 1x300ML liquid medicines etc.
12. **Bal Qty Units:** This column is automatically filled up from the data obtained from the **Balance** Worksheet.

FEATURES IN StockIn Worksheet

- All Data is protected and can't be changed manually. Entry to respective cells is made through the AddData Worksheet.
- CELL no. **D1:** Should show current date of your system.
- CELL no. **G1:** Shows Total number of items in the List of products.
- This Worksheet contains valuable business data. It is advised to have its backup at regular intervals and save it elsewhere.
- Save your file 'Retail Medical Store Inventory.xlsm' after every change.

(c) FindCode Worksheet

| | A | B | C | D | E | F | G |
|----|-----------|---------------------|-----------|-------|----------------------|------------------|------------|
| 1 | Full List | APEX MEDICINE CODES | | | FIND >> | ze | |
| 2 | APEX Code | Product Name | Unit Pack | Pack | M.R.P. | Balance Quantity | Expiry |
| 43 | 1041 | ZENFLOX OZ TAB | 1 TAB | 1*6 | 50.82 | 66 | 31-05-2020 |
| 77 | 1075 | ZERODOL-SP TAB | 1 TAB | 1*10T | 84.68 | 100 | 31-01-2021 |

This Worksheet has search facility and is very much helpful to FIND whether any specific medicine is in your stock or not. The worksheet has two command buttons as under:

- i. **FIND>>**
- ii. **FULL LIST**

i. FIND>>

On the right of FIND>> command button is the CELL **F1** having yellow background. If you desire to search any medicine then write first 1 or 2 or more initial letters and then press ENTER key. This will display all the items/ medicines starting with the letters you wrote in the yellow cell F1. The displayed columns will show the following:

- ✓ APEX Code
- ✓ Product Name
- ✓ Unit Pack
- ✓ Pack
- ✓ M.R.P.
- ✓ Balance Quantity
- ✓ Expiry


The **FIND>>** command will give the same result as the pressing of **ENTER** key mentioned above. User may choose either of them.

ii. FULL LIST

This command button, on pressing, will display the entire list of items/ medicines in your stock with the headers mentioned above in **FIND>>** section. This action can also be performed by pressing the combination keys **Ctrl+Shift+L** (Capital or small).

(d) AddSales Worksheet

This is the most usable worksheet for retail selling of an item/ medicine. It looks like as in Picture-2 below:

| | A | B | C | D | E | F | G | H | I |
|---|---------------|------------------------|-------------------|--------------------------------------|-------------------------|---------------------------|---|-----------------------|---------|
| 1 | DATE | | 30-12-2018 | | Welcome | Registered | Show Bill Before Update | 10458669-ZEN-27734885 | |
| 2 | A_Code | Retail Quantity | Total Cost | Medicine Description (Max 10) | Balance Quantity | RETAIL RATE M.R.P. | TV = 47352576 TP = 10170368 | | Pack |
| 3 | 1006 | 5 | 24.00 | SIBELIUM 10MG | 27 | 4.80 |  | | 1 x30ta |
| 4 | 1090 | 10 | 41.50 | WALYTE (S) | 15 | 4.15 | | | 1 *4.2g |

Picture-2

Here, CELL **D1** displays current system date. If it is blank then write current date here.

CELLS **E1** & **F1** shows whether this macro software is Registered or is in *TRIAL* mode. If in Trial mode, these two cells will display the number of *HITS* of command button next to it. The trial mode has a limitation of 100 (one hundred) *HITS*. After that the program will ask you to Register it. The Registration Code is to be inserted by writing, pasting or inserting in the CELL **H1**. The Registration Code can be obtained at a very nominal cost from the vendor or from the developer directly through Email at sofexindia@gmail.com by providing the values of **TV** and **TP** provided in CELLS **G1** and **H1**. This information is required to generate Registration Code.

In the Registered version the CELLS **E1**, **F1** and **H1** will display *Welcome*, *Registered* and Registration Code something like 10458669-ZEN-27734885 respectively.

Now, first of all inspect the worksheet. Row 2 is filled up with Column Headings and then start filling up corresponding CELLS as under:

- **A_Code:** Write here the medicine ID/ Code like 1006 or so. If you don't know the medicine ID/ Code then take help of *FindCode* worksheet. It may be noted that you can't enter an ID or Code more than once in column A. Secondly, a maximum of 10 (ten) items can be entered in this worksheet. This limitation is due to the size of CASH MEMO to be given to customer. On entering the Medicine ID/ Code its *Name*, *Balance Quantity*, *Retail Rate MRP* and *Pack size* will appear in Columns **D**, **E**, **F** and **I** respectively.
- **Retail Quantity:** Before entering quantity of the item, check the Balance Quantity appeared in Column **E**. It will not accept more than the Balance Quantity. Enter Retail Sale quantity in Column **B**. However, it may be noted here that if a negative number is filled in the retail quantity cell, it will treat it, as if the item is being returned back by the customer. This has also some limitations. If the returned quantity is more than the procured quantity then it will be rejected giving the reason thereof.
- **Total Cost:** The Total Cost of quantified item/ medicine will appear automatically in Column **C**.

- **Medicine Description (Max 10):** Appears automatically corresponding to the ID entered in column A.
- **Balance Quantity:** Appears automatically corresponding to the ID entered in column A.
- **RETAIL RATE M.R.P.:** Appears automatically corresponding to the ID entered in column A.
- **TV = 47352576:** Pre-Filled value required to get Registration Code.
- **TP = 10170368:** Pre-Filled value required to get Registration Code.

What you do you see? You require only two data to sell an item. One is *Medicine ID/ Code* and second is *quantity* to be sold. Rest is automated.

You may go on entering these two data for different medicines limiting upto 10 (ten) only.

Finally, Press the command button **Show Bill Before Update** located near cell G1.

(e) CreateBill Worksheet

| | B | C | D | E | F | G |
|----|---|--------------------|---------------------------|--------------|-------------------------------|----------------------|
| 1 | | | | | | |
| 2 | AP-0002 | | RETAIL INVOICE/ CASH MEMO | | | Mobile: 6207 640 639 |
| 3 | | | | | | 7004 7232 89 |
| 4 | APEX MEDICAL STORE | | | | Save & Update Stock | |
| 5 | Ali Market, GT Road, Topchanchi, Dhanbad | | | | Date: | 01-01-2019 |
| 6 | | | | | Patient's Name: | Mohd Zahoor Ali |
| 7 | Doctor: | Dr. Zeenat Parveen | | | Patient' Mobile No.: | |
| 8 | Qty. | DESCRIPTION | Mfg's | Batch | Expiry | Amount in |
| 9 | | | Name | No. | Date | Rupees |
| 10 | 5 | GABAPIN NT TAB | INTAS | KX1369 | 31-05-2021 | 178.00 |
| 11 | 10 | CLAVAM 625MG | ALK | 84252 | 31-12-2019 | 188.80 |
| 12 | 10 | AMARYL 1MG | AVENT | 7NA0025 | 20-07-2018 | 113.23 |
| 13 | | | | | | 0.00 |
| 14 | | | | | | 0.00 |
| 15 | | | | | | 0.00 |
| 16 | | | | | | 0.00 |
| 17 | | | | | | 0.00 |
| 18 | | | | | | 0.00 |
| 19 | | | | | | 0.00 |
| 20 | [Four Hundred Eighty Rupees and Three Paise only] | | | | G. TOTAL | 480.03 |
| 21 | | | | | Payment received in full | |
| 22 | GST No.: | | | | | |
| 23 | Cut strips will not be taken back | | | | For APEX MEDICAL STORE | |
| 24 | | | Paytm Accepted | | | E & O E |

Picture-3

This worksheet is simply a sample cash memo that will be given to the customer/ patient. The contents of this worksheet are as under:

- ✓ Cash Memo Reference number
 - ✓ Mobile nos. of Medical Store
 - ✓ Medical Store Name & Address
 - ✓ Date of cash memo
 - ✓ Patient's Name
 - ✓ Patient's mobile number
 - ✓ Doctor's Name
 - ✓ Sold Medicines with cost
 - ✓ Total cost in numbers & words
 - ✓ GST No.
-
- ✓ **Cash Memo Reference number:** Ref. no. appears automatically in cell **B2**.
 - ✓ **Mobile nos. of Medical Store:** Mob. nos. may be entered in cells **G2 & G3**.
 - ✓ **Medical Store Name & Address:** May be entered in cells **B4 & C4**.
 - ✓ **Date of cash memo:** It is entered in cell **G5**.
 - ✓ **Patient's Name:** Enter it in cell **G6**.
 - ✓ **Patient's mobile number:** Enter it in cell no. **G7**.
 - ✓ **Doctor's Name:** Enter doctor's name in cell **C7**.
 - ✓ **Sold Medicines with cost:** These will appear automatically from row 10 to row 19 for each medicine giving details of Quantity, Medicine Name, Manufacturer's name, Batch no., Expiry date and amount.
 - ✓ **Total cost in numbers & words:** Total cost in number and words will appear automatically in cell **G20** and **B20**.
 - ✓ **GST No.:** This may be entered in cell no. **C22**.

In case of **refund** of medicines/ items by the customer/ patient, the amount of individual and total items will not appear in rows from 10 to 20. However, the total refund value will appear in cell number **B21** in numerals only.

It is worth to mention here that a pdf file of the cash memo thus generated is saved with a filename formed by taking parts of memo number, Patient's name, patient's mobile no., date and Doctor's name e.g.:

Memo-4 -Mohd Zahoor Ali- 8409815189- 201911- Dr. Zeenat Parveen.pdf

Here,

| | |
|----------------------------|------------------------------|
| Memo-4: | is reference number |
| <i>Mohd Zahoor Ali-</i> | Name of patient |
| <i>8409815189-</i> | Mobile number of patient |
| <i>201911-</i> | Date of Cash Memo 01-01-2019 |
| <i>Dr. Zeenat Parveen:</i> | Doctor's Name |
| Pdf: | File type |

The pdf files generated in A5 size are saved in a folder **CashMemo** where the main EXCEL Macro Application File '*Retail Medical Store Inventory.xlsm*' is located.

This method of naming a File helps to locate/ identify a specific cash memo when, in due course of time, the number of memos increases to a large number. The search can be performed by date or by name or by mobile no. or by memo number whichever is available.

Once, all the required fields of this worksheet are filled up then press the command button **Save & Update Stock** (in red) located just below the header Retail Invoice/ Cash Memo.

All other entries in the worksheets **Balance, PDWiseCumul, NilStock and StockIn** are done and updated automatically by the macro program. Cash memo data is also appended in a file *Memosum.txt* for reference & record.

(f) Balance Worksheet

| | A | B | C | D | E | F | G | H | I | J | K |
|---|-----------------------|----------------------|----------------|--------------|---------------|------------|-----------------|---|--------------|-----------------|-----|
| 1 | CUMULATIVE SALE AS ON | | | | | | 01-01-2019 | DOWNLOAD Retail MEDICAL STORE INVENTORY | | | 268 |
| 2 | | | | | | | | Qty. Purchased | Qty. Sold | Qty. Balance | |
| 3 | A_Code | Medicine Description | Total Quantity | Current Sale | Previous Sale | Total Sale | Current Balance | 13318 | 2575 | 10743 | |
| 4 | 1001 | CLOHEX MOUTH WASH | 1 | | 0 | 0 | 1 | | | | |
| 5 | 1002 | REXIDIN MOUTH WASH | 1 | | 0 | 0 | 1 | | | | |
| 6 | 1003 | LEVIPIL 250 | 50 | | 0 | 0 | 50 | | | | |
| 7 | 1004 | CRESAR PLUS | 10 | | 0 | 0 | 10 | | | | |
| 8 | 1005 | CRESAR AM | 10 | | 10 | 10 | 0 | | | | |
| 9 | 1006 | SIBELIUM 10MG | 30 | | 13 | 13 | 17 | | | | |

Picture-4

The Balance Worksheet is just an informative sheet and a user has nothing to do any entry or deletion in this worksheet. The Information available in this sheet is as under:

| INFORMATION ABOUT | CELL NO./ Column |
|---|------------------|
| Current System Date | G1 |
| Free Download Link of this Macro Software | Range(H1:J1) |
| Total number of items/ Medicines in your stock | K1 |
| Total Retail Quantity purchased for stock | H3 |
| Total Retail Quantity sold from stock | I3 |
| Total Retail Balance Quantity in stock | J3 |
| A_Code (Medicine/ Item ID) from 1001 to 2000 | Column A |
| Medicine Description | Column B |
| Total Retail Quantity | Column C |
| Current Retail Sale | Column D |
| Previous Retail Sale | Column E |
| Total Retail Sale | Column F |
| Current Retail Balance | Column G |
| <i>In Columns A, B, C, D, E, F & G Rows varies from Row-4 to Row 1003</i> | |

(g) PDWiseCumul Worksheet

The *PDWiseCumul* Worksheet is a Record of all sales of the Medical Store. It keeps record of each and every sale in the following heads:

| | |
|-------------------|----------------------------------|
| DATE | Column B |
| NAME | Column C |
| SALE AMOUNT | Column D |
| AMOUNT PAID | Column E (For hard copy purpose) |
| CUMULATIVE AMOUNT | Column F |
| MEMO_NO | Column G |

Furthermore, cell **A1** will show the total number of sales. Cell **F1** is used to enter the month of the year or date as required.

(h) NilStock Worksheet

| | A | B | C | D | E | F | G |
|---|---|------------------|------------|--------|-------|--------|---|
| 1 | THE CURRENT STOCK OF THE FOLLOWING ITEMS IS NIL | | | | | | |
| 2 | 25 | Refresh List | | | 268 | | |
| 3 | ID | ITEM DESCRIPTION | Last Purch | PACK | REQD. | ID_Bal | |
| 4 | 1005 | CRESAR AM | 1 | 1X10 | | 8 | |
| 5 | 1009 | TONACT 10 | 1 | 10CAP | | 12 | |
| 6 | 1023 | TRENAXA 500 | 2 | 6 Cap. | | 26 | |

Picture-5

This is a very useful worksheet for adding additional medicines afterwards and assessment of quantity of additional medicines. Suppose you are having 268 medicines/ items in the current stock with individual ID. Now, on pressing the **Refresh List** command button provided in the header, a list of items/ medicines having zero current balance is obtained and is displayed here in columns from Row-4 onwards. Out of these 268 say 25 items/ Medicines are out of stock, i.e. their Current Balance is 0 (zero). The IDs having zero Current Balance are extracted here and shown in column **A** alongwith their name, last purchase quantity and size of pack. This information will help to procure further medicines for the shop.

This information can be used in two ways:

- 1) Re-use the IDs having zero current balance
- 2) Assess the additional medicines quantity for further procurement

1) Re-use the IDs having zero current balance

It is to be noted that we have restricted and confined Medicine IDs between 1001 and 2000 simply to speed up the background calculations and instant display of results on the Excel Interface. Hence, it will be a wise decision to reuse those IDs which have no further use due to zero stock balance against those. The program has thus been developed keeping these facts in mind.

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|-----------|---------------------------|---------------|---------|------------|-----------------------|------------------|----------------------|---------------------|-------------------|----------------------|-----------------|---|---|
| 4 | DATA ENTRY IN MASTER LIST | | | | | | | | | | | | |
| 1 | Today is: 29-12-2018 | | | | Refresh Available IDs | | | 0 | | Add to Current Stock | | | |
| 2 | Availabl e Codes | 2Product Name | 3Manufr | 4Batch No. | 5Expiry | 6Pack Purchas | 7Pack as per Bill | 8MRP as per Bill | 9Qty- Unitised | 10Pack Retail | 11Retail MRP | | |
| 3 | 1005 | | | | | | | | | | | | |
| 4 | 1009 | | | | | | | | | | | | |
| 5 | 1023 | | | | | | | | | | | | |
| 6 | 1029 | | | | | | | | | | | | |
| 7 | 1042 | | | | | | | | | | | | |
| 8 | 1054 | | | | | | | | | | | | |
| 9 | 1078 | | | | | | | | | | | | |
| 10 | 1089 | | | | | | | | | | | | |
| 11 | 1134 | | | | | | | | | | | | |
| 12 | 1135 | | | | | | | | | | | | |
| 25 | 1269 | | | | | | | | | | | | |
| 26 | 1270 | | | | | | | | | | | | |
| 27 | 1271 | | | | | | | | | | | | |
| 28 | 1272 | | | | | | | | | | | | |
| 29 | 1273 | | | | | | | | | | | | |
| 30 | 1274 | | | | | | | | | | | | |
| 31 | 1275 | | | | | | | | | | | | |
| 32 | 1276 | | | | | | | | | | | | |
| 33 | 1277 | | | | | | | | | | | | |
| 34 | 1278 | | | | | | | | | | | | |
| 35 | 1279 | | | | | | | | | | | | |
| 36 | 1280 | | | | | | | | | | | | |
| 37 | 1281 | | | | | | | | | | | | |
| 38 | 1282 | | | | | | | | | | | | |
| 39 | 1283 | | | | | | | | | | | | |
| 40 | 1284 | | | | | | | | | | | | |
| 41 | 1285 | | | | | | | | | | | | |
| 42 | 1286 | | | | | | | | | | | | |
| 43 | 1287 | | | | | | | | | | | | |
| Picture-6 | | | | | | | | | | | | | |
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To understand it, the AddData Worksheet is referred again. A sample screen shot of the AddData Worksheet is given in Picture-6. Here, you will see two command buttons as under:

- I. Refresh Available IDs
- II. Add to Current Stock

I. Refresh Available IDs

On pressing *Refresh Available IDs* command button, IDs having zero current balance and Blank IDs will be displayed in different colors in column A of the worksheet. Zero balance IDs will be in light blue color while Blank IDs will be in deep blue color. You may observe here that the zero balance IDs are not consecutive (in most of the cases) while the blank IDs are consecutive upto the maximum limit 2000.

II. Add to Current Stock

Before pressing this *Add Current Stock* command button you must have data filled up in at least one row (first row) as suggested earlier. However, data can be filled up to any number of rows upto the limiting ID number 2000.

It is again reminded that care should be taken to enter calculated data in the columns **I, J & K**. Short hints to fill up these columns is also given in the worksheet. Any error in filling these columns may lead to monetary error. Method of filling these columns has been described in section *Description of Worksheet AddData* in page-4 & 5.

Once the data is filled properly just click the command button *Add Current Stock* and you are done. Observe the number displayed in column **I1** before and after adding the data successfully.

OTHER FEATURES OF THE APPLICATION PROGRAM

All worksheets and macros are protected with passwords. Any effort to unprotect the sheets may lead to a corrupt file.

By default the Worksheets *StockIn*, *PDWiseCumul* and *NilStock* are hidden for security reasons of your data.

User can find the Expiry date of all the stock in increasing or decreasing order of the Current Stock. This is useful in dispensing the medicines in a proper time and way.

User can find the name of medicines to be procured on priority basis.

User can find sale history of any medicine during any defined period.

II. Macro codes in VBA known as Modules

Macro codes are copyright of the author and are encrypted.

5 Adding data to the Stock

Open the Excel file *Retail MEDICAL STORE INVENTORY.xlsm*. Press tab *AddData* to open this worksheet. Read about *AddData* worksheet in page-4 & 5 of this manual. In *AddData* worksheet observe that Medicine ID column viz. **A** is already filled up to ID number 2000. All the data for columns **B, C, D, E, F, G** and **H** (#2 to #8) are to be taken from the Bill of the Supplier(s) of Medicines.

The calculated data is to be filled up in columns **I, J & K** (#9, #10 & #11). Detailed description for calculating these data is given in page-5 of this manual.

After filling up the data in the *AddData* worksheet press the command button *Add to Current Stock* and observe that the items added successfully in the *StockIn* worksheet (normally hidden).

Command button *Refresh Available IDs* provided in the AddData worksheet is optional. It may be pressed to find out if any ID is having zero current stock. In case of zero current stock against the ID, the background color of the cell will be light blue instead of deep blue.

6 Medicine IDs and their importance

Medicine IDs provided in this software starts from numeric value 1001 and goes upto numeric 2000. These are unique and any duplicate value will not be accepted. However, IDs having zero current stock can be used for any other medicine/ item. The program recognizes a medicine with its ID only. It has been observed that one thousand (1001-2000) types of medicines/ items are sufficient enough to run a big retail medical store. See page-20 also.

7 How to Find a specific medicine by its name or ID

Normally, common people know medicines by its Trade Name. Doctors also prescribe medicines by their Brand Name or Trade Name and not by their Chemical Name or Generic Name. This program has used only Trade Names of the medicines.

To find a specific medicine by its name open the Excel file *Retail MEDICAL STORE INVENTORY.xlsm*. Press tab *FindCode* to open this worksheet.

In the cell **F1** of this FindCode worksheet type first few letters of the specific medicine to be searched in your stock (StockIn Worksheet) and press enter or Click on command button *FIND>>*. List of all available medicines with details and matching the search character will appear. Note down the ID corresponding to the required medicine for further use in the Sale section.

For more details read the FindCode Worksheet details given in this manual in page-7 and 8.

8 How to Sale a medicine

Once, medicine codes are obtained from the FindCode worksheet, enter the codes in the AddSales worksheet in cell **A3, A4**,... and their sale quantities in cell **B3, B4**,... respectively. Observe that as you go on entering medicine quantities, total cost appears in cell C13. One can adjust this amount by changing quantity of the medicine to be supplied.

For more details read about AddSales Worksheet in page-8, 9 and 10 of this manual.

Finally, Press the command button **Show Bill Before Update** located near cell **G1**. CreateBill worksheet will appear. Fill up date, patient name, mobile number and Doctor's name in respective cells and press the command button **Save & Update Stock**. Note down the Reference number appeared in cell B2 of CreateBill worksheet (Cash Memo).

Take print of the generated pdf file (cash memo) with the same reference no. located in CashMemo folder.

9 Inserting own Store's details

Open the Excel file *Retail MEDICAL STORE INVENTORY.xlsm*. Press tab *CreateBill* to open this worksheet. Profile/ personal details of Medical Store using this application can be filled up in cells **B4, C4, G2, G3** and **C22**.

10 Finding details of an earlier cash memo.

In the location of Excel file *Retail MEDICAL STORE INVENTORY.xls*, go to CashMemo folder and open it. Set search criteria based on the cash memo to be searched like patient's name or mobile no., date of cash memo, doctor's name, number or reference number of the cash memo etc. Cash memo file names will be displayed. Select the required file.

11 How to manage return of sold medicines

If an item/Medicine sold is returned due to any reason or you have entered more sale quantity or extra item then your Stock will show wrong quantity of current balance. To adjust such things you just do the following:

- ✓ Find the ID of the item/ Medicine
- ✓ Go to AddSales worksheet and in the quantity column enter the quantity to be adjusted with a negative sign like -4 Or -6 etc. and complete the sale procedure. Adjustment will be done successfully.

12 Viewing details of sales during a period

Open the Excel file *Retail MEDICAL STORE INVENTORY.xlsm*. Press tab *PDWiseCumul* to open this worksheet. To view details of Sale Amount for a defined period do the following:

- ✓ Mark the start of Row of given Date in Column **B**
- ✓ Observe each row after the given Date and view
- ✓ Cash Memo number in column **G**
- ✓ Sale amount in the cash memo in Column **D**
- ✓ Cumulative sale amount in Column **F**
(Cumulative sale amount starts and continues from Row A3)
- ✓ Move up to the Row of Date specified in Column **B**

13 Adding data to the Stock

This has been described in details in AddData worksheet section. Refer page nos. 4, 5, 15 & 16 for details.

14 Medicine IDs and their importance

Medicine ID is the basic number (In this application software it is between 1001 & 2000) which describes a medicine i.e. its name, Manufacturer, Batch, Expiry etc. See page-18 also.

ACCOUNTING FOR SOLD MEDICINES

When the Current Balance of a Medicine becomes zero, the ID associated with it also becomes FREE. This ID can be re-used to accommodate any other Medicine/ Item introduced in the Stock of Medicines appearing in StockIn worksheet. In this way the same ID may be used several times for different Medicines, which makes it possible for the program to restrict IDs between 1001 and 2000.

The quantity of an item/ medicine can immediately be found from the *FindCode* worksheet. If the quantity being shown in records does not tally with the physical stock of that item in the store then there is some anomaly/ misuse of that item or error in entry or any other type of loss. If such loss becomes huge then it becomes a matter of concern.

To account for such actions, the program has provided a solution. A text file *Memosum.txt* is generated by the program in the *CashMemo* folder which can be used to find quantity of any medicine sold in any specified period. For example one can find total quantity of say *Becosule Capsule* during the period from 15th January 2019 to 31st March 2019 and so on.

HOW TO TRACK A MEDICINE

Open the text file *Memosum.txt* located in the *CashMemo* folder by just double clicking it. Select all by pressing Ctrl+A and the copy the selection in the buffer.

Now open a New Excel file and Paste the buffer contents to any worksheet of the Excel file. You will observe that each column has been filled by appropriate values in the given sequence as under:

| Ref _ No | Date | Quan -tity | DESCRIP -TION | Mfg's_ Name | Batch_ No | Expiry_ Date | Amt _ Rs |
|----------------|------|---------------|------------------|----------------|--------------|-----------------|-------------|
|----------------|------|---------------|------------------|----------------|--------------|-----------------|-------------|

Additionally you may observe the following lines of text file on the top of Excel file above the headers.

Now, as usual the contents of DESCRIPTION (Product Name) can be sorted out alphabetically. Extend the sorting to the entire worksheet.

Now, see whether *Becosule Cap* exists in the list. If found then you will see all the *Becosule Cap* items at one place. Now, check for the specified starting date and finishing dates. Sum up all the respective quantities to get the total sale of the said capsules during the period.

Let, for example:

Total capsules before starting date 15-01-2019 = 500 Caps

Total capsules sold during 15-01-19 to 31-03-19 = 285 Caps

Current Balance as per program = $500 - 285$ = 215 Caps

Physical Balance in the Store (Counted) = 150 Caps

Had the Physical Balance in the Store been 215 then there is nothing to worry. However, if the Physical Balance in the Store is 150 then a shortage of $215 - 150 = 65$ Caps is detected. Necessary action, if required, may be taken up.

Such actions can be performed for any desired Medicine.

THE SOFTWARE PACKAGE

The Excel 2007 based application software is comprised of the following files:

- Retail Medical Store Inventory.xlsm
- Retail Medical Store Inventory Sample.xlsm
- Retail Medical Store Inventory BLANK.xlsm
- CashMemo (Folder) ->>Memosum.txt

LIST OF COMMONLY USED SELECTED MEDICINES

| SN | DESCRIPTION | SN | DESCRIPTION | SN | DESCRIPTION |
|----|------------------|----|--------------------|----|---------------------|
| 1 | A to Z WOMAN | 31 | CHERI-XT6/20 | 61 | DOLO 500 TAB |
| 2 | A To Z-NS TA | 32 | CIPLOX 500 | 62 | DOXINATE OD |
| 3 | AB-FLO CAP | 33 | CIPLOX EYE/EAR DRP | 63 | DOXY-1 L-DR FORTE |
| 4 | AGLOZYME SYRUP | 34 | CIPLOX TZ | 64 | DULCOFLEX 5TAB |
| 5 | AKT - 4 | 35 | CITRALKA SYP | 65 | DUPHALAC [B] |
| 6 | ALKASOL SYP | 36 | CLAVAM 625MG | 66 | DUPHALAC [M] |
| 7 | ALPRAX 0.25mg | 37 | CLAVAM DRY SYR | 67 | DUPHALAC [S] |
| 8 | ALPROVIT POW | 38 | COBADEX FORT | 68 | DUPHASTON 10MG |
| 9 | AMARYL MV 1MG | 39 | COLICAID EZ DROPS | 69 | ECOSPRIN 75MG |
| 10 | AMLOKIND 5MG | 40 | COLIMEX DF DROP | 70 | ECOSPRIN AV 75 |
| 11 | AMROX LS SYP | 41 | COLIMEX MF TAB | 71 | ELECTRAL POWDER |
| 12 | ANAFORTAN SYP | 42 | CONSTICALO 1MG | 72 | ELIXIR NEOGA |
| 13 | ANAFORTAN TAB | 43 | COREX DX SYP [B] | 73 | ELXR NEOGADINE SP |
| 14 | ARG 9 | 44 | CREMAFFIN PLUS SP | 74 | ELTROXIN 25 MG |
| 15 | ARGIHOPE SACHET | 45 | CREMALAX TAB | 75 | ELTROXIN 50 |
| 16 | ARISTOZYME SYP | 46 | CRESAR PLUS | 76 | E-MAL AMP |
| 17 | ASCABIOL | 47 | CRINA NCR 15 MG | 77 | ENTEROGERMINA SP |
| 18 | AUTRIN CAP | 48 | CROCIN 650 | 78 | ENTRUFLOA C |
| 19 | AZITHRAL 200 SYP | 49 | CTD 12.5 | 79 | ETIREST 0.5 |
| 20 | B BACT 10GM | 50 | CTD 6.25 TAB | 80 | FEMILON TAB |
| 21 | BANDY 400MG | 51 | CYCLOSET SYP [B] | 81 | FERIPRO SYP |
| 22 | BANOCIDE FORTE | 52 | DECANOVA 50 ING | 82 | FLUNIL 20MG |
| 23 | BECOSULE WOMEN | 53 | DEFCORT 6 TAB | 83 | FOLVITE MB TAB |
| 24 | BECOSULES CAP | 54 | DEVIRY 10MG | 84 | GABAPIN ME 300 |
| 25 | B-LONG TAB | 55 | DEXORANGE SYRUP | 85 | GABAPIN NT TAB |
| 26 | CADVITOL CAP | 56 | DIANE-35 TAB | 86 | GELUSIL MPS SYP [S] |
| 27 | CALCIMAX 500 TAB | 57 | DIET-EASY SYP | 87 | GERBISA TAB |
| 28 | CANDID B CREAM | 58 | DIGENE GEL(M) SYP | 88 | GESTOFIT-300SR |
| 29 | CEFTAS 100 TAB | 59 | DIGENE ORANGE | 89 | GLYCIPHAGE 500 |
| 30 | CHERICOF SYP [S] | 60 | DIN DS TAB | 90 | GRILINCTUS SYRUP |

LIST OF COMMONLY USED SELECTED MEDICINES

| SN | DESCRIPTION | SN | DESCRIPTION | SN | DESCRIPTION |
|-----|-----------------|-----|-----------------|-----|-----------------|
| 91 | HEMFER 225 SYP | 121 | O2 TAB | 151 | TAXIM O SYRUP |
| 92 | HEPAMERZ TAB | 122 | ONDEM-MD 4 | 152 | T-BACT OINT |
| 93 | HERPEX 5% OINT | 123 | ONECAN 150mg | 153 | TELMA H TAB |
| 94 | INDERAL 10MG | 124 | ONECAN 200 | 154 | TIXYLIX SYP |
| 95 | LASILACTONE 50 | 125 | OVACARE TABS. | 155 | TOBA DROPS |
| 96 | L-CIN 250MG TAB | 126 | OVAFIRM | 156 | TONACT 10 |
| 97 | LEVIPIL 250 | 127 | OVRAL-G | 157 | TRANLOK M |
| 98 | LIBRAX TAB | 128 | OVRAL-L | 158 | TRENAXA MF |
| 99 | LIMCEE 500 TAB | 129 | P-250 TAB | 159 | ULTRACET TAB |
| 100 | LIV 52 SYP [S] | 130 | P-500 TAB | 160 | URIMAX 0.4mg |
| 101 | LIV 52 TAB | 131 | P-650 TAB | 161 | URIMAX F |
| 102 | LIV COOLZYME | 132 | PACITANE TAB | 162 | URISPAS TAB |
| 103 | LUMERAX 80 TAB | 133 | PAN 40 TAB | 163 | UROFIZZ SACH |
| 104 | LYSER-D TAB | 134 | PAN MPS SYP | 164 | VALEST 1MG |
| 105 | MEFTAL SPAS | 135 | PAN-D | 165 | VERTIGON 25MG |
| 106 | METROGYL 200 | 136 | PANTOCID DSR | 166 | VITAZYME SYP |
| 107 | MONOCEF 250MG | 137 | PANTOP 40 | 167 | VOLINI GEL 30GM |
| 108 | MONTAIR LC TAB | 138 | PHENERGAN SP[B] | 168 | WALACORT TAB |
| 109 | MOVON-MR TAB | 139 | PHYTOFLAM D | 169 | WALYTE (S) |
| 110 | MULTILITE SYP | 140 | PILEX OINT | 170 | WALYTE ORANGE |
| 111 | MYOCYST-M | 141 | PRO-PL POWDE | 171 | WYSOLONE 10MG |
| 112 | NEO TAB | 142 | PROTINULES-P | 172 | XONE 250MG |
| 113 | NITROCONTIN 2.6 | 143 | RANTAC 150 | 173 | ZENFLOX EYE DP |
| 114 | NORFLOX TZ T | 144 | REGESTRONE TAB | 174 | ZENFLOX OZ TAB |
| 115 | NOVELON TAB | 145 | ROXID 150 | 175 | ZENGADINE SYP |
| 116 | NOWORM TAB | 146 | ROXID M | 176 | ZENTEL SYP |
| 117 | NUPENTA DSR | 147 | RUBIRED TAB | 177 | ZERODOL MR T |
| 118 | NUROKIND-LC | 148 | SHECAL 500 | 178 | ZERODOL PT |
| 119 | NUTIACTIV PWD | 149 | SIBELIUM 10MG | 179 | ZERODOL TH4 |
| 120 | O2 SYR | 150 | SILVEREX IONIC | 180 | ZINCOVIT TAB |

Drug License Requirement

The following are minimum requirements for obtaining drug license or starting a pharmacy in India:

- **Area:** The minimum area of 10 square meters is required to start a medical shop or pharmacy or wholesale outlet.
- **Storage Facility:** The store must have refrigerator & air conditioner in the premises. According to the labeling specifications certain drugs like vaccines, Sera, Insulin Injections etc., are required to be stored in the refrigerator.
- **Technical Staff:** The sale of drug by retail must be made in the presence of registered pharmacist approved by the department, Registered pharmacist is required throughout the working hours.

Documents required for Drug License

The documents required for starting a pharmacy business varies from state to state. However, the following is an indicative list

1. Application form in the prescribed format
2. Covering Letter with the intent of the application signed with name and designation of the applicant
3. Proof of fee deposited for obtaining drug license
4. Declaration form in the format prescribed
5. Key plan (Blue print) for the premises
6. Site plan (Blue print) for the premises
7. Basis of possession of the premises
8. Proof of ownership of the premises, if rented
9. Partnership Deed / MOA of constitution of the business
10. Affidavit of non conviction under Drugs & Cosmetics Act, 1940
11. Affidavit of registered pharmacist or competent person working full time

Courtesy: APEX MEDICAL STORE, Ali Market, Topchanchi
Visit our website: <http://www.sofexindia.com/apex>



POPULAR SOFTWARES OF THE AUTHOR

Some of the softwares are Evaluation Packages while others are Free Packages. Both type of softwares can be downloaded free of cost from the following websites:

- (1) <http://www.sofexindia.com> (2) <http://www.download.com>



ELECT 7.07 Software deals with Electrical Engineering of Overhead Transmission lines and Selection of Most Economical Conductor. Unique software for Energy Audit, Power Bill checking, recording and analysis, Sag and Tension of overhead lines, Costing of overhead lines of any given specification.



CABLE SELECTION Software deals with selection of most suitable cable for a specific purpose, cable network analysis, properties, costing of PVC, PILC & XLPE Cables of any specification. Unique software on Power Cables.



TRANSFORMERS Standard Transformers, Transformer Selection and Power Balance, Power Factor improvement capacitor bank selection, Transformer connections and vector diagrams, Star-Delta Conversion, Winding temperature rise, percentage impedance calculations etc.



±10000 YEAR HIJRI CALENDAR displays dates in Hijri and Gregorian system of calendars right from 01-01-01 AD to ±10000 AD. Convert Hijri dates into Greg. and vice versa. Displays Sunrise & Sunset of any place. The Date Conversion from 1 Muharram 1 AH to 30th Jumadis-sani 20874 AH. It displays Sunrise & Sunset of your city and many other features.



WIRASAT As per Muslim Law of inheritance, the estate of a person, after death, is distributed among his/ her legal heirs. The WIRASAT computer software, deals with distribution of deceased's estate/ wealth as guided by the Holy Quran, Hadith & Muslim Personal Laws. WIRASAT is unique software of its kind, first time in India as well as in the Muslim world. WIRASAT software will help you to find it with logical and legal explanations.



PC ALARM for those who concentrate deep during some work. Just set the time and get free. A number of alarm sounds have been provided with a facility to add your own voice.



ANNIVERSARIES Set of Happy Birthday, Happy Wedding Anniversary, Death Anniversary, Lunar Festival Celebrations and National Anniversary programs. If installed, will wish/ remind respective dates to celebrate the occasion.



FILE NAVIGATOR software is a unique software for music lovers, entrepreneurs, audio and video editors, audio cassette makers, CD/ DVD writers etc. In addition to number of various types of jobs can easily be done

Other feathers in the cap of SofexIndia are LIBRARY MANAGER, Loan-Interest Calculator, Abjad numbers, HCF-LCM calculator, You Can Win this Game, ListFolders, Hayya Alas Salah, My Family Tree, Material Manager and many more.

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