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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:

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USER'S MANUAL

Retail MEDICAL STORE INVENTORY

Retail
MEDICAL STORE
INVENTORY



Version-5
May-2021

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<i>User's Manual for:</i> Retail MEDICAL STORE INVENTORY May 2021, Version 5.00 (Available Free with Application Software) Published by: SofexIndia Software Solutions, Zeenat Manzil, Shamsheernagar (Wasseyapur) PO: B. Polytechnic - 828130 Dhanbad, Jharkhand (India) Available in English only © SofexIndia Software Solutions, Dhanbad Software Developer, Architect & Author: Mohammad Zahoor Ali, M. Tech., FIE(India), CE(India) Ex-Lecturer of Elect. Engg., BIT Sindri Ex-Dy. Chief Engineer (Coal India) Shamsheernagar, PO: B. Polytechnic – 828130 Dhanbad, Jharkhand (India) Email: sofexindia@gmail.com	
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Drug License Requirement The following are minimum requirements for obtaining drug license or starting a pharmacy in India: • Area: The minimum area of 0 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 (glue prim) 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: SofexIndia Software Solutions, Dhanbad Visit our website: http://www.sofexindia.com	
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When new arrivals of medicines are recorded through the <i>AddData</i> worksheet, the date of entry is also recorded automatically in column M of the <i>StockIn</i> worksheet. This also reflects in <i>FindCode</i> worksheet in column H. K. PROHIBITING BACK DATE ENTRIES Current date appears in the following locations: Worksheet StockIn Cell no.: D1 Worksheet AddSales Cell no.: D1 Worksheet CreateBill Cell no.: G5 Worksheet Balance Cell no.: G1 Worksheet AddData Cell no.: D1 Worksheet PDWiseCumul Cell no.: F1 None of the above cells date can be changed by user. However this prohibition is not foolproof.	
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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 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. Mohammad Zahoor Ali Ex- Lecturer of Elect. Engg. (BIT Sindri) Ex- Dy. Chief Engineer (Coal India Ltd.) FIE & CE of Institute of Engineers Website: http://www.sofexindia.com Dhanbad 19th January 2019	
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➤ Address of the Pharma Company: Cell number B5 ➤ Company's Contact Mobile Number: Cell number G2 ➤ Email/ Webpage: Cell number G3 E. ENTRY OF ACTUAL AMOUNT OF SALE & PATIENT'S DETAILS ➤ Actual amt recd. against raised bill: Cell number G4 ➤ Doctor's name: Cell number C7 ➤ Patient's name: Cell number G6 ➤ Patient's contact number: Cell number G7 F. RECORDING OF ACTUAL & SALE VALUES IN PDWiseCumul SHEET ➤ Sale Amount: records in Column E ➤ Amount Paid: records in Column D G. REAL TIME VALUES OF ACTUAL & SALE AMOUNTS ➤ Actual Total (Daily Real Time): records in Column F ➤ Virtual Total (Daily Real Time): records in Column H H. RELIABILITY INCREASED Reliability of the macro programmed software has been increased by disallowing back date entry of any addition in <i>StockIn</i> worksheet and Sale or Return of medical items. I. AUDITING OF MEDICINES Two files generated by the program viz <i>memosum.txt</i>, <i>rmsi</i> (saved in userprofile) and cashmemo generated and saved as pdf can be used to <i>AUDIT</i> each and every item of the items in <i>StockIn</i> worksheet. J. DATE ENTRY OF ADDITION IN StockIn ENTRY	
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H. The macro based software has been made more reliable, easy and user friendly. I. Provision has been made countable for each and every retail medicine whether it is tablet, capsule, kit, can, bottle or injection etc. J. Date of entry of a stock is now recorded in the <i>StockIn</i> sheet. K. No back date sale or stock entry is possible in this version. A. UPDATE OF BASIC REQUIREMENTS If Excel 2007 has no option for saving contents in PDF format then a Microsoft plugin <i>SaveAsPDFandXPS.exe</i> must be installed else this software will show error and will not work. It is advised to SET <i>AutoSave</i> and <i>Save a Backup copy</i> options in Excel 2007 options. B. FREE DOWNLOAD LINKS These are provided in the following sheets: <table><tr><td>Sheet <i>StockIn</i></td><td>Cell no. J1</td></tr><tr><td>Sheet <i>AddSales</i></td><td>Cell no. H14</td></tr><tr><td>Sheet <i>Balance</i></td><td>Cell no. H1</td></tr><tr><td>Sheet <i>AddData</i></td><td>Cell no. M1</td></tr><tr><td>Sheet <i>PDWiseCumul</i></td><td>Cell no. H1</td></tr></table> C. CURRENT BEFORE SALE CASH MEMO NUMBER The Current Sale Cash Memo Number is visible in <i>AddSales</i> sheet in Cell number E13. D. PERSONALIZATION OF CreateBill WORKSHEET Bill or Cash Memo can be personalized according to user's choice/ requirement. The following information can be personalized: ➤ Name of the Pharma Retailer Company: Cell no. B3 & F23			Sheet <i>StockIn</i>	Cell no. J1	Sheet <i>AddSales</i>	Cell no. H14	Sheet <i>Balance</i>	Cell no. H1	Sheet <i>AddData</i>	Cell no. M1	Sheet <i>PDWiseCumul</i>	Cell no. H1
Sheet <i>StockIn</i>	Cell no. J1											
Sheet <i>AddSales</i>	Cell no. H14											
Sheet <i>Balance</i>	Cell no. H1											
Sheet <i>AddData</i>	Cell no. M1											
Sheet <i>PDWiseCumul</i>	Cell no. H1											
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PREFACE TO VERSION 5 This macro based software in EXCEL 2007 platform is being used by many retailers. Bugs found during its use have been removed. The following additions have been incorporated in this new version 5.00: 1. Some Basic requirements have been added for smooth functioning. 2. FREE Download link of this software has been added in sheets <i>StockIn</i>, <i>AddSales</i> and <i>AddData</i>. 3. Current Sale Cash Memo number can be seen in the <i>AddSales</i> sheet before selling medicine(s). 4. <i>CreateBill</i> sheet has been redesigned to PERSONALIZE the auto generated Cash Memo. 5. Recording of Sale Value & Actual Amount Paid by customer has been added in the <i>CreateBill</i> sheet. 6. Recording of Sale Value & Actual Amount Paid by customer has been added in the <i>PDWiseCumul</i> sheet. 7. Daily updates of Current Sales has been incorporated, both Actual & Virtual amounts can now be obtained at any real time. 8. The macro based software has been made more reliable, easy and user friendly. 9. Provision has been made countable for each and every retail medicine whether it is tablet, capsule, kit, can, bottle or injection etc. 10. Date of entry of a stock is now recorded in the <i>StockIn</i> sheet. 11. No back date sale or stock entry is possible in this version. Note: Version 5 updates have been described in details in page no.25, 26 and 27. Dhanbad 25th April 2021 Mohammad Zahoor Ali Ex- Lecturer of Elect. Engg. (BIT Sindri) Ex- Dy. Chief Engineer (Coal India Ltd.) FIE & CE of Institute of Engineers Website: http://www.sofexindia.com		
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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 or '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	
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➤ 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 SOME SELECTED MEDICINES

SN	DESCRIPTION	SN	DESCRIPTION	SN	DESCRIPTION
1	A to Z WOMAN	24	CHERI-XT6/20	40	DOLO 500 TAB
2	A To Z-NS TA	25	CIPLOX 500	41	DOXINATE OD
3	AB-FLO CAP	26	CIPLOX EYE/EAR DRP	42	DOXY-1 L-DR FORTE
4	AGLOZYME SYRUP	27	CIPLOX TZ	43	DULCOFLEX 5TAB
5	AKT - 4	28	CITRALKA SYP	44	DUPHALAC [B]
7	ALPRAX 0.25mg	30	CLAVAM DRY SYR	46	DUPHALAC [S]
18	AUTRIN CAP		CROCIN 650	64	ENTRUFLORA C
19	AZITHRAL 200 SYP		CTD 12.5	65	ETIREST 0.5
20	B BACT 10GM		CTD 6.25 TAB	66	FEMILON TAB
21	BANDY 400MG		CYCLOSET SYP [B]	67	FOLVITE MB TAB ...
22	BANOCIDE FORTE		DECANOVA 50 ING	179	ZERODOL TH4
23	BECOSULE WOMEN		DEFCORT 6 TAB	180	ZINCOVIT TAB

APPENDIX OF CHANGES MADE IN VERSION 5.00

A. Some Basic requirements have been added for smooth functioning.

B. FREE Download link of this software has been added in sheets *StockIn*, *AddSales* and *AddData*.

C. Current Sale Cash Memo number can be seen in the *AddSales* sheet before selling medicine(s).

D. *CreateBill* sheet has been redesigned to PERSONALIZE the auto generated Cash Memo.

E. Recording of Sale Value & Actual Amount Paid by customer has been added in the *CreateBill* sheet.

F. Recording of Sale Value & Actual Amount Paid by customer has been added in the *PDWiseCumul* sheet.

G. Daily updates of Current Sales has been incorporated, both Actual & Virtual amounts can now be obtained at any real time.

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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:



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. SOFEX 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. Qnty. Unitized
- #10. Pack Retail
- #11. Retail MRP /Tab /CAP sale

#1. SOFEX 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

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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: <table border="1"> <thead> <tr> <th>Manufacturer Package</th><th>Pack Retail (Derived)</th></tr> </thead> <tbody> <tr> <td>1x30mg</td><td>30mg</td></tr> <tr> <td>1*100ML</td><td>100ML</td></tr> <tr> <td>1x10 CAP</td><td>1 CAP</td></tr> <tr> <td>1*15 tab</td><td>1 TAB</td></tr> <tr> <td>21TAB</td><td>1 TAB</td></tr> <tr> <td>1x10 TAB</td><td>1 TAB</td></tr> </tbody> </table> #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.		Manufacturer Package	Pack Retail (Derived)	1x30mg	30mg	1*100ML	100ML	1x10 CAP	1 CAP	1*15 tab	1 TAB	21TAB	1 TAB	1x10 TAB	1 TAB
Manufacturer Package	Pack Retail (Derived)														
1x30mg	30mg														
1*100ML	100ML														
1x10 CAP	1 CAP														
1*15 tab	1 TAB														
21TAB	1 TAB														
1x10 TAB	1 TAB														
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14 Medicine IDs and their importance Medicine ID is the basic number (In this application software it i 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 <i>FindCode</i> 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 <i>Memosum.txt</i> is generated by the program in the <i>CashMemo</i> 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 <i>Becosule Capsule</i> during the period from 15th January 2019 to 31st March 2019 and so on. HOW TO TRACK A MEDICINE Open the text file <i>Memosum.txt</i> located in the <i>CashMemo</i> folder by just double clicking it. Select all by pressing Ctrl+A and the copy the selection in the buffer.	
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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.

(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	SOFEX Code	7	Pack as per Bill
2	Product Name	8	MRP as per Bill
3	Manuftr	9	Qnty. Unitized
4	Batch No.	10	Pack Retail
5	Expiry	11	Retail MRP /Tab /CAP sale
6	Pack Purchased	12	Bal Qnty Units

1. **SOFEX 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. **Qnty. 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

Picture-2

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>>**

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.xlsm*, go to CashMemo folder and open it. Set search criteria based on the

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.

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:

- ✓ SOFEX 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-3 below:

A	B	C	D	E	F	G	H	I	J
A Code	Retail Quantity	Total Cost	Medicine Description (Max 100)	Registered Quantity	Registered Price	Registered Qty	Registered Price	Registered Qty	Registered Price
1006	5	34.00	SIBELUM 10MG	27	4.60				
1090	10	41.50	WALYTE (H)	15	4.15				

Picture-3

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

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<i>HITS</i> of command button next to it. The trial mode has a limitation of 100 (one hundred) <i>HITS</i>. 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 <i>Welcome</i>, <i>Registered</i> 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 <i>Name</i>, <i>Balance Quantity</i>, <i>Retail Rate MRP</i> and <i>Pack</i> 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.	
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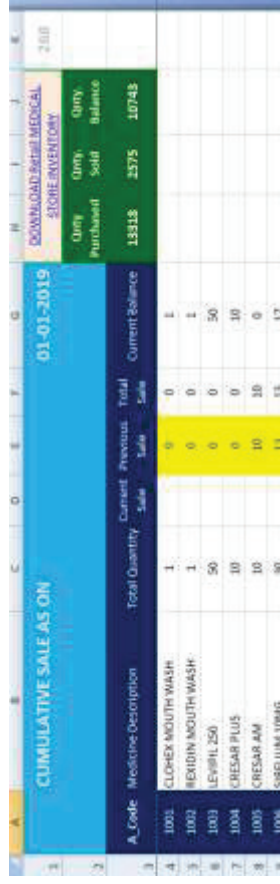
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By default the Worksheets <i>StockIn</i>, <i>PDWiseCumul</i> and <i>NilStock</i> are hidden for security reasons of your data. User can find the Expiry date of all the stock in increasing or decreasing order of the Current Stock. This is useful in 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 <i>Retail MEDICAL STORE INVENTORY.xlsm</i>. Press tab <i>AddData</i> to open this worksheet. Read about <i>AddData</i> worksheet in page-4 & 5 of this manual. In <i>AddData</i> 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 <i>AddData</i> worksheet press the command button <i>Add to Current Stock</i> and observe that the items added successfully in the <i>StockIn</i> worksheet (normally hidden).	
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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. 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	
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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 time. e.g.: Memo-13 -Mrs Razia- 7004723289- 20215151111599308.pdf Here, Memo-13 : is reference number Mrs Razia : Name of patient 7004723289 : Mobile number of patient 2021515 : Date of Cash Memo 2021 May 15 11599308 : Time with a reference Pdf : File type The pdf files generated in A5 size are saved in a folder CashMemo where the main EXCEL Macro Application File '<i>Retail Medical Store Inventory.xlsm</i>' 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.	
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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
1	CUMULATIVE SALE AS ON	01-01-2019	QTY PURCHASED	QTY SOLD	QTY BALANCE	
2			13318	2575	10743	
3	A_Code	Medicine Description	Total Quantity	Current Sale	Previous Sale	Current Balance
4	1001	CLODEX 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	0	0
9	1006	SIBELIUM 10MG	30	13	15	17

Picture-5

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
In Columns A, B, C, D, E, F & G Rows varies from Row-4 to Row 1003	

(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-6

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