

**USER'S MANUAL**

# **MEDICAL STORE**

**INVENTORY SOFTWARE**

**VERSION: 3.00**



**DEVELOPED BY:**

**SOFEXINDIA SOFTWARE SOLUTIONS**

**DHANBAD (JHARKHAND) - INDIA**

**EMAIL: [SOFEXINDIA@GMAIL.COM](mailto:SOFEXINDIA@GMAIL.COM)**

**WEBSITE: [HTTP://WWW.SOFEXINDIA.COM](http://WWW.SOFEXINDIA.COM)**

Published for SofexIndia by:  
Mohd. Rashid Ali, Aman Publications,  
Zeenat Manzil, Idgah Road  
Shamshernagar,  
PO: Polytechnic, Dhanbad – 828130.  
JHARKHAND (INDIA)

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Second Edition October 2013

Under the guidance of:  
An experienced software engineer,  
M.Tech., Chartered Engr.(India), F.I.E.(India)  
Ex-Lecturer of Electrical Engg., BIT Sindri  
Ex-Dy. Chief Engineer (E&M), Coal India Ltd.  
Email: [sofexindia@gmail.com](mailto:sofexindia@gmail.com)

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## **INTRODUCTION**

Computers have made our life style too simple to enjoy. Use of computers in smaller business needs smaller and simple software for use.

Consider a medical store of medium size dealing with not more than 2000 (two thousand) medicines. The owner of the store cannot attend the shop from morning to evening and that too 7-days a week. He may make mistakes in accounting his inward stocks and outward sales and the amount involved on day to day basis. Moreover, a continuous monitoring is required on stock of medicines like which item is in short and what items are in excess, how much a particular medicine is sold in a certain period etc. etc.

Keeping the above factors in mind, this application software has been developed in Microsoft Excel 2007 and is compatible to Excel 97-2003.

Care has been taken to protect the stocks and sale at various levels. Users are advised to take backup of stocks, sales and available stocks on daily or weekly or at least monthly basis. The program gives a total view of the business at a glance. It tells as to how much is your investment and what are your sales and whether the business is in profit or loss.

In case of any problem in handling this application software users can directly contact with the developer at the address given elsewhere in this manual.

Wishing a happy and protected business with this software.

❖ *Developer*

## STRUCTURE OF THE PROGRAM

Following are the main program files:

1. RandomMedicineList.txt
2. Listz.xls
3. Medical Store Inventory.xls

Following are the supporting program files:

1. User's Manual Medical Inventory.pdf
2. PrintCodes.xls
3. User's Manual Print Booklet.pdf

## CODING OF MEDICINES LIST CREATING AND EDITING

### ***RandomMedicineList.txt***

If there is no file named *RandomMedicineList.txt* then it is advisable to create a random medicine list in an excel file (*one time task*). It should be noted that maximum usable medicine names should be entered here. This list in a column in excel is then sorted alphabetically from A to Z. Now copy the Excel's sorted list to any text editor and finally save the file as *RandomMedicineLis.txt*.

However, if exists, open the file *RandomMedicineList.txt*. Go on entering (appending only) the names of medicines randomly, one medicine per line without any comma (,) or semi colon (;) and finally save the file as *RandomMedicineLis.txt*.

### *Medicine Names Starting with Numerals or Special Characters*

Entry/ Appending of Medicine Names Starting with Special Characters require a bit tricky method as only medicines starting with A to Z characters are considered in the Master Medicine List. A medicine

named as **25% Dextrose** should be entered as **Dextrose 25%** and so on.

Once the entry of medicines is over save it and close this text file *RandomMedicineLis.txt*.

**Listz.xls**

**CREATING MASTER MEDICINE LIST**

Open the file *Listz.xls*. You will find a worksheet named *List*. Here you will see names of medicines with their unique code and arranged alphabetically from A to Z. You can create your own medicine list just by editing them as mentioned above in *RandomMedicineLis.txt* and updating this Excel file *Listz.xls*.

Provision has been given here also to open the text file *RandomMedicineList.txt* directly by clicking the command button shown in green under column D/ E with the caption 'Open *RandomMedicineList.txt* to EDIT'. However, if you have already entered the new names of medicines then there is no need to do anything here with this command button.

	A	B	C	D	E	F	G
1	<b>MASTER MEDICINE LIST</b>						Listed
2	A_Code	Medicine Description (2000)	Create List from RandomMedicineList	Note: Codify your Items alphabetically to ensure easy access.			87
3	A001	ALKASOL SYP 300ML					
4	A002	AMILOSAPF 30 MG TAB					
5	A003	AMILOSAPF 5MG TAB					
6	A004	ANXET 0.25 TAB					
7	A005	ANXET 0.50 TAB					
8	A006	ARISTOZYME SYP 200 ML					
9	A007	AVIL 50 TAB					

Now, to arrange the randomly entered medicine list of the text file *RandomMedicineList.txt* and transferring them to this Excel file *Listz.xls* you have to press the command button in cell C2 shown in red color with caption 'Create List from *RandomMedicineList.txt*'. This action will transfer all the listed medicines of the file *RandomMedicineList.txt* to this Excel file in alphabetical order and allocating unique Code to each.

The list created so will be known as MASTER MEDICINE LIST. Save this file as *Listz.xls* and close it.

### LIMITATIONS OF MASTER MEDICINE LIST

Each Medicine has a name that starts with either some alphabet or some special character. The following limitations have been set to codify the Medicine List:

1. Set number of medicine names as 2000
2. Code limits allocated to various alphabets are set as under:

A=100	B=100	C=100	D=100	E=100
F=50	G=50	H=50	I=50	J=50
K=50	L=100	M=100	N=100	O=100
P=50	Q=25	R=100	S=100	T=100
U=100	V=50	W=50	X=25	Y=100
		Z=100	Total 2000	

### ***Medical Store Inventory.xls***

This is the main application file where you will keep & update records of your purchase, sales, profit and loss etc.

This simple inventory application, *Medical Store Inventory.xls* is a safe, secured and protected macro program created in Microsoft Excel, consists the following Worksheets:

1. List (Codified list *MASTER MEDICINE LIST*)
2. AddStock (Inward medicines purchased are added through it)
3. CumStock (keeps information of Cumulative stock)
4. dWiseStock (Displays date-wise medicine procurements)
5. AddSales (Outward medicines sold are entered through it)
6. CumSale (keeps information of Cumulative sales)
7. dWiseStock (Records & displays date-wise medicine sales)
8. CurrentStock (Displays current available stock of medicines)

9. ResetAll (Resets all worksheets to zero value)

Worksheet at #1 is common to all, Worksheets at #2, 3 and 4 are related to inward stocks while worksheets at #5, 6 & 7 are related to outward stocks i.e. Sales. Worksheet at #8 is summary of purchase & sales. Worksheet at #9 is a common utility worksheet. Description of each worksheet alongwith the jobs they can perform are given in the following paragraphs.

**FINAL MASTER MEDICINE LIST (LIST WORKSHEET)**

The *LIST* worksheet consists standard codes for various medicines. Your medicine code is now ready for use. Typical codes are of 4 characters viz. A001, K034, C100, Z099 etc. It must be noted that *Code* allocated once cannot be changed at a later stage. However, you can add (append) any medicine in any series.

**ADDING NEW ARRIVALS OF MEDICINE STOCK (AddStock worksheet)**

AddStock worksheet provides way to add medicines in the existing stock. A screenshot of AddStock is given here under:

	A	B	C	D	E	F
1	DATE				07-05-13	
					Licence Required	
2	A_Code	Quantity	Cost	Medicine Description (2000)	Add Stock	
3	A008	150	39.98	AVIL 50 TAB		
4	M002	100	55.22	METROGYL 400 TAB		
5	C003	90	437.00	CCM TAB		
6	D001	90	167.12	DEORANGE CAP		
7	Z002	90	253.14	ZINCOFER NUTRURE TAB		
8	D003	80	112.12	DEXORANGE CAP		
9	R001	80	22.81	RANTAC 150 TAB		
10	L002	63	333.46	LOETE TAB		
11	A004	60	135.17	AMLOSAFE 5MG TAB		
12				#N/A		
13				#N/A		
14				#N/A		

Enter bill date in the cell D1. The following entries of each medicine are then required:

- a. Medicine code in column A.
- b. Quantity of medicine in column B. Retailers should mention number of tablets/ capsules instead of number of stripes e.g. 3 stripes of a 1x10 capsules should be shown as 30.
- c. Cost of medicine is to be entered in column C.

Once, the medicine details of the bill are entered, press the '**Add Stock**' command button located near the cell E2.

This is all about your stock entry. Other details are updated automatically.

### **SALES ENTRY OF MEDICINES SECTION** **(AddSales worksheet)**

Enter billing date in the cell D1. The following entries of each medicine sold are required:

- a. Medicine code in column A.
- b. As soon as you type the medicine code, you will see the balance stock quantity and average rate of that medicine in the corresponding columns H & I respectively.
- c. Quantity of medicine sold in column B. Quantity must not be more than the balance projected in column H and should be in line with the stock added i.e. whether it is in terms of number of tablets or strips of tablets.
- d. Selling price of medicine is to be entered in column C.

Once, the sold medicine details are entered, press the '**Enter Sale Records**' command button located near the cell F2.

This is all about your sale entry. Other details are updated automatically.

DATE				22-10-2013		Remaining hits	153
A_Code	Quantity	Cost	Medicine Description (2000)	Enter Sale Records		CurrentQty	AvgRate
L002	50	320.00	LOETE TAB			63	5.293
A004	45	145.00	ANXIT 0.25 TAB			60	2.253
A008	80	32.00	AZITHRAL 500 TAB			150	0.267
D001	90	200.00	DEORANGE CAP			90	1.857
R001	79	32.00	RANTAC 150 TAB			80	0.285
M002	90	63.00	METROGYL 400 TAB			100	0.552
			#N/A			0	0.000
			#N/A			0	0.000
			#N/A			0	0.000
			#N/A			0	0.000
			#N/A			0	0.000
			#N/A			0	0.000
			#N/A			0	0.000
			#N/A			0	0.000
			#N/A			0	0.000
			#N/A			0	0.000
			#N/A			0	0.000
			#N/A			0	0.000
			#N/A			0	0.000
			#N/A			0	0.000



Entry of inward and outward medicine details is the only job you have to do. The application software will provide required details & information as and when you need.

In the coming sections, we will see what various types of information can be extracted from the input data.

### FEATURES IN THE CUMULATIVE STOCK SECTION (CumStock Worksheet)

In the CumStock worksheet the cells F1 & K2 display date & cumulative total investment on medicines respectively.

There are three types of views in the CumStock worksheet:

CUMULATIVE STOCK AS ON				25-04-13		11033.97	
NORMALIZE				Sort Q	Sort C	Cumulative Total	
A_Code	Medicine Description (2000)	Qty	Cost	C+E	D+F		
A008	AVIL 50 TAB	0	0.00	150	39.98		
M002	METROGYL 400 TAB	0	0.00	100	55.22		
C003	CCM TAB	0	0.00	90	437.00		
D001	DEORANGE CAP	0	0.00	90	167.12		
Z002	ZINCOFER NUTRURE TAB	0	0.00	90	253.14		
D003	DEXORANGE CAP	0	0.00	80	112.12		
R001	RANTAC 150 TAB	0	0.00	80	22.81		
L002	LOETE TAB	0	0.00	63	333.46		
A004	AMLOSAFE 5MG TAB	0	0.00	60	135.17		
C001	CALCIMAX ISO TAB	0	0.00	60	651.84		
C004	CETRIZ TAB	0	0.00	50	168.97		
C006	CIPILOX TZ TAB	0	0.00	50	436.40		
C007	CLAVAM 625 TAN	0	0.00	50	719.97		

1. *Normal view* – Press the command button ‘NORMALIZE’. In this view all 2000 medicine codes are displayed in sequence from A001 to Z100. Column E displays the Cumulative Stock Quantity since inception (or the date of start of the current Excel WORKBOOK) while column F displays the corresponding cost of medicines.
2. *Sort by Quantity (Sort Q)* - Press the command button ‘Sort Q’. The column will be highlighted and will display the quantity of medicines procured in descending order. This is important information.
3. *Sort by Cost (Sort C)* - Press the command button ‘Sort C’. The column will be highlighted and will display the cost of medicines procured in descending order. This is important information.

### FEATURES IN THE DATEWISE STOCK SECTION (dWiseStock Worksheet)

In the dWiseStock worksheet the columns A, B, C & D displays the stocks entered on a particular date. The Bill Date & Amount can be seen in the columns E & F respectively.

Column G of this worksheet displays individual medicine-wise cumulative total. This total must match your total investment.

DATE WISE STOCK						
A_Code	Quantity	Cost	Medicine Description/10000	Date	Bill Amount	Cumulative Total
A008	150	39.98	AVIL 50 TAB	25-04-13	11033.97	39.98
M002	100	55.22	METROGYL 400 TAB			95.19
C003	90	437.00	CCM TAB			532.20
D001	90	167.12	DEORANGE CAP			699.32
Z002	90	253.14	ZINCOPHER NUTRURE TAB			952.46
D003	80	112.12	DEKORANGE CAP			1,064.58
R001	80	22.81	RANTAC 150 TAB			1,087.39
L002	63	333.46	LOETE TAB			1,420.85
A004	60	135.17	AMLOSAFE 5MG TAB			1,556.02
C001	60	651.84	CALCIMAX ISO TAB			2,207.86
C004	50	168.97	CETRIZ TAB			2,376.83
C006	50	436.40	CIPLOX TZ TAB			2,813.23
C007	50	719.97	CLAVAM 625 TAN			3,533.20
D008	50	106.82	DOM DT TAB			3,640.02
N002	50	198.62	NORFLOX 400 TAB			3,838.65

### FEATURES IN THE CUMULATIVE SALE SECTION (CumSale Worksheet)

In the CumSale worksheet the cells F1 displays the date upto which cumulative sales is recorded.

Columns E & F show cumulative quantity and cumulative sales value respectively. Columns I & J show Balance Stock's quantity and estimated cost respectively.

A summarized Purchase value, Sale value, Balance Stock value and Profit/ Loss value in terms of Rupees may be observed in the following cells:

Purchase value	Cell L1
Sales value	Cell L2
Balance stock value	Cell L3
Profit(+)/ Loss (-)	Merged Cells M1:M3

There are three types of views in the CumSale worksheet:

A	B	C	D	E	F	I	J	K	L	M
<b>CUMULATIVE SALE AS ON</b>					<b>22-10-2013</b>	<b>BALANCE STOCK</b>		<b>PURCHASED</b>	<b>1556.02</b>	
<b>NORMALIZE</b>				<b>Sort Q</b>	<b>Sort C</b>	<b>Sort Q</b>	<b>Sort C</b>	<b>SOLD</b>	<b>792.00</b>	<b>165.31</b>
A. Code	Medicine Description (2000)	Qty	Sale Value	CumQty	CumSale	Qty	Cost	STOCK	929.33	
M002	METROGYL 400 TAB	0	0.00	90	63.00	10	5.52			
D001	DEORANGE CAP	0	0.00	90	200.00	0	0.00			
A008	AZITHRAL 500 TAB	0	0.00	80	32.00	70	18.66			
R001	RANTAC 150 TAB	0	0.00	79	32.00	1	0.29			
L002	LOETE TAB	0	0.00	50	320.00	13	68.81			
A004	ANXIT 0.25 TAB	0	0.00	45	145.00	15	33.79			

1. *Normal view* – Press the command button 'NORMALIZE'. In this view all 2000 medicine codes are displayed in sequence from A001 to Z100. Column E displays the Cumulative Sale Quantity since inception (or the date of start of the current Excel WORKBOOK) while column F displays the corresponding sale value of medicines.

2. *Sort by Quantity (Sort Q)* - Press the command button 'Sort Q'. The column will be highlighted and will display the quantity of medicines sold in descending order. This is important information.
3. *Sort by Sale Value (Sort C)* - Press the command button 'Sort C'. The column will be highlighted and will display the sale value of medicines sold in descending order. This is important information.

## FEATURES IN THE DATEWISE SALE SECTION (dWiseSale Worksheet)

In the *dWiseSale* worksheet the columns A, B, C & D displays the sales entered on a particular date. The sale date & sale amount can be seen in the columns E & F respectively.

Column G of this worksheet displays individual medicine-wise cumulative total. This final amount must match your total Sale.

	A	B	C	D	E	F	G
1	<b>DATE WISE SALE</b>						
2	A Code	Quantity	Cost	Medicine Description/10000	Date	Sale Amount	Cumulative Total
3	L002	30	180.00	LOETE TAB	07-05-13	985.50	180.00
4	A004	25	62.50	AMLOSAFE 5MG TAB			242.50
5	C001	10	120.00	CALCIMAX ISO TAB			362.50
6	C004	5	18.00	CETRIZ TAB			380.50
7	C006	15	140.00	CIPLOX TZ TAB			520.50
8	C007	25	435.00	CLAVAM 625 TAN			955.50
9	D008	10	30.00	DOM DT TAB			985.50
10				#N/A			0.00
11				#N/A			0.00
12				#N/A			0.00
13				#N/A			0.00
14				#N/A			0.00

A	B	C	D	E	F	G	H	I	J	K	L	M
CURRENT STOCKS ON		Cumulative Stock		Cumulative Sales		Balance Stock		Execute the Command below to create a Carry over data file 'carrydata.txt'. The required data of your business is to be copied in the new WORKBOOK from the said text file.				
A_Code	Medicine Description (2000)	Sort Q	CumQty	Sort C	CumCost	Sort Q	CumQty	Sort C	CumCost	Create carryover File		
		Sort Q	CumQty	Sort C	CumCost	Sort Q	CumQty	Sort C	CumCost	Note: Unhide 'Resell' Worksheet & Execute the Command there in to start afresh.		
1	Rs. 11033.37											
2	NORMALIZE											
5	A008 AVIL 50 TAB	150	39.98	0	0.00	150	39.98					
6	M002 METROGYL 400 TAB	100	55.22	0	0.00	100	55.22					
7	C003 CCM TAB	90	437.00	0	0.00	90	437.00					
8	D001 DEORANGE CAP	90	167.12	0	0.00	90	167.12					
9	Z002 ZINCOFER NUTRURE TAB	90	253.14	0	0.00	90	253.14					
10	D003 DEXORANGE CAP	80	112.12	0	0.00	80	112.12					
11	R001 RANTAC 150 TAB	80	22.81	0	0.00	80	22.81					
12	L002 LOETE TAB	63	333.46	0	0.00	63	333.46					
13	A004 AMLOSAFE 5MG TAB	60	135.17	0	0.00	60	135.17					
14	C001 CALCIMAX ISO TAB	60	651.84	0	0.00	60	651.84					
15	C004 CETRIZ TAB	50	168.97	0	0.00	50	168.97					
16	C006 CIPOX TZ TAB	50	436.40	0	0.00	50	436.40					
17	C007 CLAVAM 625 TAN	50	719.97	0	0.00	50	719.97					
18	D008 DOM DT TAB	50	106.82	0	0.00	50	106.82					
19	N002 NORFLOX 400 TAB	50	198.62	0	0.00	50	198.62					
20	O002 OMEG 20 CAP	50	348.17	0	0.00	50	348.17					
21	T002 TRNEXA 500 TAB	50	438.29	0	0.00	50	438.29					
22	B001 BECOSULE CAP	45	52.35	0	0.00	45	52.35					
23	D010 DOXINATE	45	96.00	0	0.00	45	96.00					
24	F002 FOLVITE TAB	45	75.22	0	0.00	45	75.22					
25	C005 CIPOX 500 TAB	42	307.22	0	0.00	42	307.22					
26	R002 REGISTRON TAB	40	255.60	0	0.00	40	255.60					
27	S002 SHELCAL M TAB	40	133.38	0	0.00	40	133.38					
28	G001 GLACYPHASE TAB	39	22.85	0	0.00	39	22.85					
29	R004 ROXID 150 TAB	39	192.36	0	0.00	39	192.36					
30	Z003 ZINCOVIT TAB	34	168.12	0	0.00	34	168.12					



## CURRENT STOCK SECTION (CurrentStock Worksheet)

Current Stock section is the summary of inward and outward stocks on a particular date as displayed in the cell H1. This summary section is useful in finding the following:

1. How much quantity of a particular medicine has been procured since the inception (or the date of start of the current Excel WORKBOOK) and the investment therein (Refer column C & D).
2. How much quantity of a particular medicine has been sold since the inception (or the date of start of the current Excel WORKBOOK) and the sale amount received therein (Refer column E & F).
3. How much quantity of a particular medicine is in *Current Stock* (Difference of Purchase & Sale) and its estimated value (Refer column G & H). The Current Stock or Balance Stock value is based on the average cost of medicines.  
If the purchase cost of qt quantity of a medicine is Rupees pc then its average price will be  $pc/qt$ .
4. You can sort any of the above 6 columns by the respective command buttons at the top of each column to extract a desired information.
5. The entire table can be normalized by pressing the *NORMALIZE* command button.
6. Total estimated value of the balance stock on date is displayed in the cell A1:B1.
7. **CARRY OVER DATA:** If you want to carry your account in other WORKBOOK due to:
  - a. *Large* size of the existing file or
  - b. You want separate account for each month or
  - c. Start a new similar business or
  - d. Reset the entire Workbook to start afresh or
  - e. Due to any other reason

Then you need the balance stocks of quantities & their estimated values to be carried out to next file (Excel

Workbook). This application makes this tedious task to a simple one. **JUST** press the command button 'Create carry over File' given on the right top of this *Current Stock* section. It will create a file **carrydata.txt**. All the required carry over/carry forward data is saved in this file in a given sequence and will be used to update the new file (Workbook).

## **RESET ALL SECTION (ResetAll Worksheet)**

This Worksheet is *Hidden*. Right click the worksheet pad and select unhide *ResetAtt*. This action of setting all the data values in all the worksheets to 0 (zero) is required only when you have saved your existing data in a safe custody by some other name.

Press the command button *RESET ALL DATA TO ZERO VALUE* and your work is over. After reset you can:

1. Start a new business account
2. Carry over (carry forward- C/F) your accounts in new file (for this you will have to bring the balance account (B/F) from the previous file. Such file has already been created as '*carrydata.txt*'

## **BRING FORWARD THE DATA IN NEW WORKBOOK**

Go to the *AddStock* worksheet. A command button '*Load the Carry Over Data*' is available on the right top part of the sheet. Press this command button. The action will look for the required data file *carrydata.txt* in the working folder. If found, it will load all the data therein and will be transferred in the columns A, B, C & D for all the items of medicines limited to 2000.

If you feel a slower filling speed, just click anywhere on the sheet and feel the difference.

Once, all the data of the *carrydata.txt* file is loaded just press the command button *Add Stock*. You will all the data from the previous file is carried forward to this new file.

## **TRIAL VERSION & LICENSE FOR THE APPLICATION PROGRAM**

This application software is a free Trial version with 200 hits of *addstock* or/and *AddSales* commands both combined. Number of hits is displayed in cell no. K1 of *AddStock* worksheet. A licensed copy will show *Unlimited* hits. The Trial version can be made regular by asking a License from the developer through email or phone. The email & phone numbers are as under:

Email: [sofexindia@gmail.com](mailto:sofexindia@gmail.com)

## **PRODUCT REGISTRATION**

Open the main file *Medical Store Inventory.xls*. Go to *AddStock* worksheet. Double click/ click the merged cells E1:F1. Enter the Registration Code received from the software vendor/ dealer/ developer. Save the file. Now your product is **Registered**. Next addition or sale of medicine will set the *Remaining Hits* value to **Unlimited**.