## **Opening Balance**

- i. <u>Search Opening Balance</u>
- ii. <u>Create Opening balance</u>
- iii. Group Upload Opening Balance

## 7. **Opening Balance**

User is required to provide an opening balance for each batch of newly enlisted pharmaceutical product in PLAMMS that match with existing storage record.

i. Search Opening Balance

From the navigation menu, user can select "Balance"  $\rightarrow$  "Opening Balance"

- 1. Input Ref No. (support partial match); or
- 2. Input Manufacturer batch no. (support partial match); or
- 3. Input Drug name (support partial match); and
- 4. Click "Search" button to start the search

| Depa<br>The G  | Prug Office<br>Department of Health<br>The Government of the Hong Kong Special Administrative Region              |                      |         |                |                    |     |                              |           |               |                      |           |      |          |                     |          |   |        |
|--|---|----------------------|---------|----------------|--------------------|-----|------------------------------|-----------|---------------|----------------------|-----------|------|----------|---------------------|----------|---|--------|
| Dash Board   | Drug Enlisting  | Form3 Import Licence | Form6 E | Export Licence | Import Certificate | Dar | ngerous Drug Licence         | Report Sh | pment         | Balance              | Ledger    | Prof | file     |                     |          | ф | Logout |
| 🔍 Openin   | Opening Balance Logon as: ABC PHARMACEUTICAL CO. LTD. (Trader Supervisor - User Two)<br>Date: 22.08.2019 15:58:07 |                      |         |                |                    |     |                              |           |               |                      |           |      |          |                     |          |   |        |
| <ul> <li>Ref No</li> <li>Manufa</li> <li>Drug n</li> </ul> | Ref No.:     Manufacturer batch no.:     P 1-3     P     Geärch New      e Page 1 / 22 • 8                        |                      |         |                |                    |     |                              |           |               |                      |           |      |          |                     |          |   |        |
| Ref No.  | ¢   | Drug name            | \$      | Manufactur     | er batch no.       | \$  | Expiry date:<br>(dd.mm.yyyy) | ¢         | Expo<br>(dd.r | rt out be<br>nm.yyyy | fore<br>) | ¢    | Ma<br>Qu | nufacture<br>antity | er Batch | h | ¢      |
| UR0000050  | 03  | TEST DRUG TWO        |         | 12345          |                    | 1   | 10.07.2014                   |           | 25.05         | .2020                |           |      | 84       | )000(gram)          | )        |   |        |
| UR0000050  | )4  | TEST DRUG 3          |         |                |                    |     |                              |           |               |                      |           |      | 0(r      | nilliliter)         |          |   |        |
| UR0000060  | 03  | TEST 123             |         | 1223           |                    | 1   | 11.06.2015                   |           | 23.01         | .2016                |           |      | 10       | )00(gram)           |          |   |        |
| UR0000074  | 14  | ROACCUTANE CAP 200   | MG      | 20160910/14    | 0907               | 1   | 13.03.2015                   |           | 23.01         | .2016                |           |      | 30       | 00(capsule)         | )        |   |        |
| UR0000076  | 54  | MAC1                 |         |                |                    |     |                              |           |               |                      |           |      | 0(r      | nilliliter)         |          |   |        |
| UR0000088  | 33  | DRUG TEST A          |         | 1234           |                    | 1   | 12.11.2014                   |           | 25.05         | .2020                |           |      | 16       | 0000(gram)          | )        |   |        |
| UR0000114  | 43  | ECC DRUG             |         | 123456         |                    | 1   | 24.01.2015                   |           | 23.01         | .2016                |           |      | 10       | 000000(tab          | let(s))  |   |        |
| UR0001000  | 05  | DRUGOP1              |         | 123456789      |                    | 1   | 25.04.2015                   |           | 23.01         | .2016                |           |      | 15       | 00(milliliter       | )        |   |        |
| UR0001000  | 06  | DRUG01               |         |                |                    |     |                              |           |               |                      |           |      | 0(r      | nilliliter)         |          |   |        |
| UR0001000  | 07  | DRUG02               |         | 123456789      |                    | 1   | 25.06.2015                   |           | 23.01         | .2016                |           |      | 10       | 00(milliliter       | )        |   |        |

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## ii. Create Opening balance

From the navigation menu, user can select "Balance"  $\rightarrow$  "Opening Balance"

1. Click "New" button to create an opening balance

| Departme<br>The Gover  | Drug Office           Department of Health           The Government of the Hong Kong Special Administrative Region |  |         |   |                    |  |             |  |                            |   |   |            |
|--|--|--|---------|---|--------------------|--|-------------|--|----------------------------|---|---|------------|
| ash Board Dru  | ug Enlisting   | Form3 Import Licence   | Form6 E | xport Licence   | Import Certificate | Dangerous Drug Licence   | Report Ship | ment Balance   | Ledger                     | Profile   | ф   | Logou      |
| Opening E  | Balance  |  |         |   |                    |  |             | Logon as: A<br>Date: 2   | BC PHARMAC<br>2.08.2019 15 | CEUTICAL CO<br>5:58:07                              | D. LTD. (Trader Supervisor  | - User Tv  |
| Ref No.:     P       Manufacturer batch no.:     P   |  |  |         |   |                    |  |             |  |                            |   |   |            |
| Drug name  | e:   |  |         |   |                    |  |             | P  |                            |   | Seach   | New        |
|  |  |  |         |   |                    |  |             |  |                            | e   | ) 📵 Page 🚺 / 22   | <b>b</b> H |
| Ref No.  | ¢  | Drug name  | ¢       | Manufacture   | er batch no.       | Expiry date:<br>(dd.mm.yyyy)   | ¢           | Export out b<br>(dd.mm.yyy   | efore<br>/)                | ¢ M   | anufacturer Batch   | ¢          |
| UR00000503   |  |  |         |   |                    |  |             |  |                            | ~   | uantity   |            |
|  |  | TEST DRUG TWO  |         | 12345   |                    | 10.07.2014   |             | 25.05.2020   |                            | 84  | 10000(gram)   |            |
| UR00000504   |  | TEST DRUG TWO  |         | 12345   |                    | 10.07.2014   |             | 25.05.2020   | .,                         | 84  | i0000(gram)<br>milliliter)  |            |
| UR00000504<br>UR00000603   |  | TEST DRUG TWO<br>TEST DRUG 3<br>TEST 123   |         | 12345<br>1223   |                    | 10.07.2014   |             | 25.05.2020<br>23.01.2016   |                            | 84<br>0(  | HOOOO(gram)<br>milliliter)<br>HOOO(gram)  |            |
| UR00000504<br>UR00000603<br>UR00000744   |  | TEST DRUG TWO<br>TEST DRUG 3<br>TEST 123<br>ROACCUTANE CAP 200   | )MG     | 12345<br>1223<br>20160910/14                                | 0907               | 10.07.2014<br>11.06.2015<br>13.03.2015   |             | 25.05.2020<br>23.01.2016<br>23.01.2016   |                            | 84<br>0(<br>10<br>30                                | 0000(gram)<br>milliliter)<br>0000(gram)<br>000(capsule)   |            |
| UR00000504<br>UR00000603<br>UR00000744<br>UR00000764   |  | TEST DRUG TWO<br>TEST DRUG 3<br>TEST 123<br>ROACCUTANE CAP 200<br>MAC1   | DMG     | 12345<br>1223<br>20160910/14                                | 0907               | 10.07.2014<br>11.06.2015<br>13.03.2015   |             | 25.05.2020<br>23.01.2016<br>23.01.2016   |                            | 84<br>0(<br>10<br>30<br>0(                          | 40000(gram)<br>milliliter)<br>0000(gram)<br>000(capsule)<br>milliliter)   |            |
| UR00000504<br>UR00000603<br>UR00000744<br>UR00000764<br>UR00000883   |  | TEST DRUG TWO<br>TEST DRUG 3<br>TEST 123<br>ROACCUTANE CAP 200<br>MAC1<br>DRUG TEST A                                  | DMG     | 12345<br>1223<br>20160910/14<br>1234                        | 0907               | 10.07.2014<br>11.06.2015<br>13.03.2015<br>12.11.2014                             |             | 25.05.2020<br>23.01.2016<br>23.01.2016<br>25.05.2020                             |                            | 84<br>0(<br>10<br>30<br>0(<br>16                    | 40000(gram)<br>milliliter)<br>0000(gram)<br>000(capsule)<br>milliliter)<br>50000(gram)  |            |
| UR00000504<br>UR00000603<br>UR00000744<br>UR00000764<br>UR00000883<br>UR00001143                             |  | TEST DRUG TWO<br>TEST DRUG 3<br>TEST 123<br>ROACCUTANE CAP 200<br>MAC1<br>DRUG TEST A<br>ECC DRUG                      | DMG     | 12345<br>1223<br>20160910/14<br>1234<br>123456              | 0907               | 10.07.2014<br>11.06.2015<br>13.03.2015<br>12.11.2014<br>24.01.2015               |             | 25.05.2020<br>23.01.2016<br>23.01.2016<br>25.05.2020<br>23.01.2016               |                            | 84<br>0(<br>10<br>30<br>0(<br>16<br>10              | 0000(gram)<br>milliliter)<br>000(gram)<br>000(capsule)<br>milliliter)<br>0000(gram)<br>000000(tablet(s))  |            |
| UR00000504<br>UR00000603<br>UR00000744<br>UR00000764<br>UR00000883<br>UR00001143<br>UR00010005               |  | TEST DRUG TWO<br>TEST DRUG 3<br>TEST 123<br>ROACCUTANE CAP 200<br>MAC1<br>DRUG TEST A<br>ECC DRUG<br>DRUGOP1           | DMG     | 12345<br>1223<br>20160910/14<br>1234<br>123456<br>123456789 | 0907               | 10.07.2014<br>11.06.2015<br>13.03.2015<br>12.11.2014<br>24.01.2015<br>25.04.2015 |             | 25.05.2020<br>23.01.2016<br>23.01.2016<br>25.05.2020<br>23.01.2016<br>23.01.2016 |                            | 844<br>0(<br>100<br>300<br>0(<br>16<br>100<br>15    | 0000(gram)<br>milliliter)<br>000(gram)<br>000(capsule)<br>milliliter)<br>00000(gram)<br>000000(tablet(s))<br>0000000(tablet(s))                     |            |
| UR00000504<br>UR00000603<br>UR00000744<br>UR00000764<br>UR00000883<br>UR00001143<br>UR00010005<br>UR00010005 |  | TEST DRUG TWO<br>TEST DRUG 3<br>TEST 123<br>ROACCUTANE CAP 200<br>MAC1<br>DRUG TEST A<br>ECC DRUG<br>DRUGOP1<br>DRUG01 | DMG     | 12345<br>1223<br>20160910/14<br>1234<br>123456<br>123456789 | 0907               | 10.07.2014<br>11.06.2015<br>13.03.2015<br>12.11.2014<br>24.01.2015<br>25.04.2015 |             | 25.05.2020<br>23.01.2016<br>23.01.2016<br>25.05.2020<br>23.01.2016<br>23.01.2016 |                            | 844<br>0(<br>10<br>30<br>0(<br>16<br>10<br>15<br>0( | k0000(gram)<br>milliliter)<br>0000(gram)<br>000(capsule)<br>milliliter)<br>00000(gram)<br>000000(tablet(s))<br>000000(tablet(s))<br>000(milliliter) |            |

- 2. Input Drug Name (Input %%% for full list or any 3 consecutive characters for wildcard search) and
- 3. A) If there is no existing stock, then

3Ai

i. Tick on the "Opening Balance is empty" box

|   | Opening<br>Balance<br>is<br>empty | Drug name  | Manufacturer batch no. | Expiry date:<br>(dd.mm.yyyy) | Pack size(Unit)     |   | No. of pack |   | Manufacturer<br>Batch Quantity | Batch<br>unit |      |
|---|-----------------------------------|------------|------------------------|------------------------------|---------------------|---|-------------|---|--------------------------------|---------------|------|
|   |                                   | TEST290702 |                        |                              | 100(milliliter/amp) | x | 0           | = | 0                              | milliliter    |      |
| l |                                   | 2          |                        |                              |                     |   |             |   | Add                            | Submit Ca     | ncel |

B) If stock is available, then input following:

- i. Manufacturer batch no.; and
- ii. Select expiry date; and
- iii. Input number of pack

| Opening<br>Balance<br>is<br>empty | Drug name   | Manufacturer batch no. | Expiry date:<br>(dd.mm.yyyy) | Pack size(Unit)     |   | No. of pack |   | Manufacturer<br>Batch Quantity | Batch<br>unit |      |
|-----------------------------------|---|------------------------|------------------------------|---------------------|---|-------------|---|--------------------------------|---------------|------|
|                                   | TEST290702  | 0001                   | 29.08.2019                   | 100(milliliter/amp) | x | 1000        | = | 0                              | milliliter    |      |
|                                   |   | ( 3Bi )                | ЗВіі                         |                     |   | ЗВііі       | ) | Add S                          | ubmit Ca      | ncel |
|                                   |   |                        |                              |                     |   |             |   |                                |               |      |
|                                   | 4. A) Click "Submit" button to submit the form or                         |                        |                              |                     |   |             |   |                                |               |      |
|                                   | B) Click "Cancel" button to terminate the Opening Balance Initialization. |                        |                              |                     |   |             |   |                                |               |      |

"Record uploaded successfully" message box will be shown and click "確定" button.

Add

4B

Cancel

**4**A

Submit

| 網頁訊息 | ×                           |
|------|-----------------------------|
| À    | Record updated successfully |
|      | 確定                          |

| Validation                           | Warning messages                     |
|--------------------------------------|--------------------------------------|
| Duplicate record exist with the same | Opening balance for drug are already |
| Ref no / drug name                   | existing                             |
| Incorrect Ref no                     | Invalid Ref No was inputted          |
| Invalid number of batch quantity     | Invalid Batch Quantity format        |
| Missing manufacturer batch no        | Manu Batch No is blank               |
| Missing Expiry date                  | Expiry Date is blank                 |
| Missing batch quantity               | Batch Quantity is blank              |
| Duplicate record exist with the same | The record was repeated input        |
| Ref no                               | The record was repeated input        |
| No of pack must be greater than zero | No of pack must be greater than zero |
| Invalid number of pack               | Invalid format number of pack        |

Validation Rules for Opening Balance Initialization:

## iii. Group Upload Opening Balance

PLAMMS allows user to create opening balance for the newly enlisted products in group by excel file, in the same format as the template file (in the following screen capture), downloaded from PLAMMS.

From the navigation menu, user can select "Balance"  $\rightarrow$  "Group Upload Opening Balance"

- 1. Download the template file, fill-in the information into the downloaded template file and save it into local computer
- 2. Click "Upload" button and select the corresponding file from local computer

| Dru<br>Dep<br>The | Drug Office<br>Department of Health<br>The Government of the Hong Kong Special Administrative Region |                      |                      |                    |                        |                 |                         |                          |                        |                      |         |           |
|-------------------|--|----------------------|----------------------|--------------------|------------------------|-----------------|-------------------------|--------------------------|------------------------|----------------------|---------|-----------|
| Dash Board        | Drug Enlisting   | Form3 Import Licence | Form6 Export Licence | Import Certificate | Dangerous Drug Licence | Report Shipment | Balance                 | Ledger                   | Profile                |                      | 中       | Logout    |
| 🖊 Group           | Upload Ope   | ning Balance         |                      |                    |                        | Lo              | gon as: AB<br>Date: 22. | C PHARMAC<br>.08.2019 15 | CEUTICAL CO<br>5:58:07 | . LTD. (Trader Super | visor - | User Two) |
| 1 N               | ew 🔊   | 2 Complete           |                      |                    |                        |                 |                         |                          | $\frown$               |                      |         |           |
| Upload            | excel file   |                      |                      |                    |                        |                 |                         | (                        | 1                      | Download ten         | nplate  | e file    |
| Upload            | 2  | )                    |                      |                    |                        |                 |                         |                          |                        |                      |         |           |
| Ref No.           | $\sim$   | Batch no.            | Batch quanti         | ty                 | Batch un               | it              | Me                      | essage                   |                        | Status               |         |           |
|                   |  |                      |                      |                    |                        |                 |                         |                          |                        |                      | Sub     | omit      |

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| 3  | Upload the selected file |
|----|--------------------------|
| 5. | opioud the selected file |

| <i>誉</i> 選取要透過如1 | 下位置上侍的檔案: www.drugoffice.gov.hk               |                  | l                 | x    |
|------------------|---|------------------|-------------------|------|
| 搜尋位置(I):         | 🐌 UploadOpeningBalance 💽 🔇                    | ⊅ 🗈 🖽            |                   |      |
| Ca.              | 名稱 ^  | 修改日期             | 類型                | 大小   |
| 最近的位置            | openingBalanceNormalCase.xlsx                 | 18/12/2013 10:32 | Microsoft Excel ⊥ |      |
|                  |   |                  |                   |      |
| 点面               | $\smile$                                      |                  |                   |      |
| il the test      |   |                  |                   |      |
|                  |   |                  |                   |      |
| 電腦               |   |                  |                   |      |
|                  |   |                  |                   |      |
| 網路               |   |                  |                   |      |
|                  |   |                  |                   |      |
|                  |   |                  |                   |      |
|                  |   |                  |                   |      |
|                  | •   |                  |                   | •    |
|                  | 檔案名稱(N):                                      |                  | ▼ 開啟舊檔            | ¥(O) |
|                  | 檔案類型(T): Opening balance file (*.xlsx; *.xls) |                  | ▼ 取消              |      |

4. Click "Submit" button if all records are valid.

| Upload excel file              |              |                |            |         | Download template file |
|--------------------------------|--------------|----------------|------------|---------|------------------------|
| Upload                         |              |                |            |         |                        |
| openingBalanceNor<br>Complete. | malCase.xlsx |                |            |         |                        |
| Hk Ref No                      | Batch no     | Batch quantity | Batch unit | Message | Status                 |
| UR00000104                     |              | 0              |            |         | ~                      |
|                                |              |                |            |         | 4 Submit               |

"Record insert successfully" message box will be shown and click "確定" button.



Validation Rules for Group Upload Opening Balance:

| Validation  | Warning messages   |
|---|--|
| Incorrect ref no  | Invalid Ref No   |
| Incorrect batch quantity  | Please input batch quantity as number value  |
| Incorrect Expiry date   | Invalid date format of Expiry date   |
| Missing Drug id or batch quantity or<br>batch No or Expiry date or batch unit | Empty field value  |
| Duplicate Ref no  | Ref No is existed  |
| Incorrect batch unit  | Invalid batch unit   |
| Duplicate record exist with the same  | Duplicate record with Temp ID with no  |
| drug id   | opening balance  |
| Max length of batch quantity more than 10 character                           | Max length of batch quantity   |
| Max length of batch no more than 10 character                                 | Max length of batch No   |
| Returns the remainder after batch quantity is divided by pack size            | Invalid value of pack quantity (batch quantity)/pack size (pack size) return the remainder |
| Incorrect drug type   | Drug type should be unregistered drug  |