

Opening Balance

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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” → “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

 **Drug Office**
Department of Health
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

Opening Balance Login as: ABC PHARMACEUTICAL CO. LTD. (Trader Supervisor - User Two)
Date: 22.08.2019 15:58:07

Ref No.:

Manufacturer batch no.: **1 - 3**

Drug name:

Ref No.	Drug name	Manufacturer batch no.	Expiry date: (dd.mm.yyyy)	Export out before (dd.mm.yyyy)	Manufacturer Batch Quantity
UR00000503	TEST DRUG TWO	12345	10.07.2014	25.05.2020	840000(gram)
UR00000504	TEST DRUG 3				0(milliliter)
UR00000603	TEST 123	1223	11.06.2015	23.01.2016	10000(gram)
UR00000744	ROACCUTANE CAP 200MG	20160910/140907	13.03.2015	23.01.2016	3000(capsule)
UR00000764	MAC1				0(milliliter)
UR00000883	DRUG TEST A	1234	12.11.2014	25.05.2020	160000(gram)
UR00001143	ECC DRUG	123456	24.01.2015	23.01.2016	10000000(tablet(s))
UR00010005	DRUGOP1	123456789	25.04.2015	23.01.2016	1500(milliliter)
UR00010006	DRUG01				0(milliliter)
UR00010007	DRUG02	123456789	25.06.2015	23.01.2016	1000(milliliter)

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ii. Create Opening balance

From the navigation menu, user can select “Balance” → “Opening Balance”

1. Click “New” button to create an opening balance

Logon as: ABC PHARMACEUTICAL CO. LTD. (Trader Supervisor - User Two)
Date: 22.08.2019 15:58:07

Ref No.:
 Manufacturer batch no.:
 Drug name:

Ref No.	Drug name	Manufacturer batch no.	Expiry date: (dd.mm.yyyy)	Export out before (dd.mm.yyyy)	Manufacturer Batch Quantity
UR00000503	TEST DRUG TWO	12345	10.07.2014	25.05.2020	840000(gram)
UR00000504	TEST DRUG 3				0(milliliter)
UR00000603	TEST 123	1223	11.06.2015	23.01.2016	10000(gram)
UR00000744	ROACCUTANE CAP 200MG	20160910/140907	13.03.2015	23.01.2016	3000(capsule)
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UR00010005	DRUGOP1	123456789	25.04.2015	23.01.2016	1500(milliliter)
UR00010006	DRUG01				0(milliliter)
UR00010007	DRUG02	123456789	25.06.2015	23.01.2016	1000(milliliter)

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[User manual](#) | [Terms and Conditions](#) | Version 1.11.20190717U (C012001)

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

- i. Tick on the “Opening Balance is empty” box

3Ai

Opening Balance is empty	Drug name	Manufacturer batch no.	Expiry date: (dd.mm.yyyy)	Pack size(Unit)	No. of pack	Manufacturer Batch Quantity	Batch unit
<input checked="" type="checkbox"/>	TEST290702			100(milliliter/amp)	x 0	= 0	milliliter

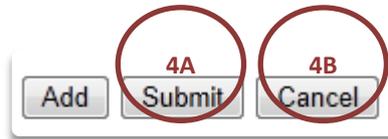
2

B) If stock is available, then input following:

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

Opening Balance is empty	Drug name	Manufacturer batch no.	Expiry date: (dd.mm.yyyy)	Pack size(Unit)	No. of pack	Manufacturer Batch Quantity	Batch unit
<input type="checkbox"/>	TEST290702	O001	29.08.2019	100(milliliter/amp)	x 1000	= 0	milliliter
		3Bi	3Bii		3Biii		Add Submit Cancel

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.



Validation Rules for Opening Balance Initialization:

Validation	Warning messages
Duplicate record exist with the same Ref no / drug name	Opening balance for drug are already 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 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

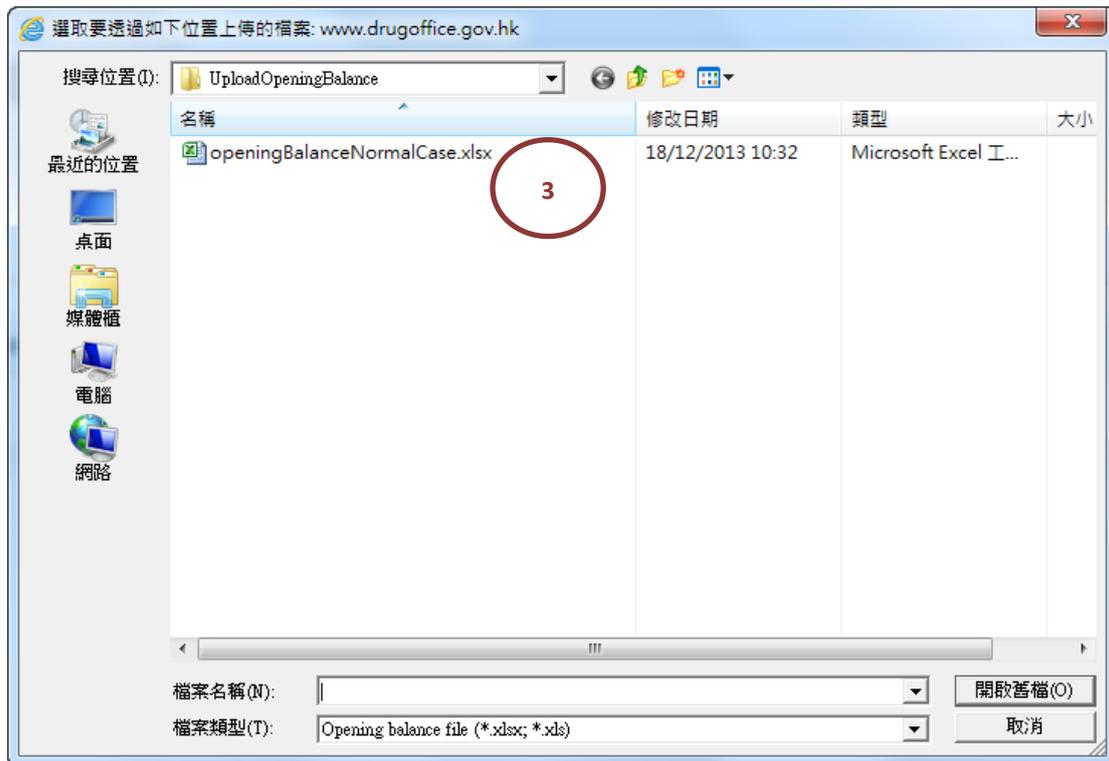
iii. Group Upload Opening Balance

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” → “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

3. Upload the selected file



4. Click “Submit” button if all records are valid.



“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 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 drug id	Duplicate record with Temp ID with no 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