



computer**KIT**
NAMIBIA | PHARMACY - RETAIL
& IT SOLUTIONS

USER GUIDE

UNISOLV v8 – DAILY MANAGEMENT REPORT
(DMR)

MARCH 2022

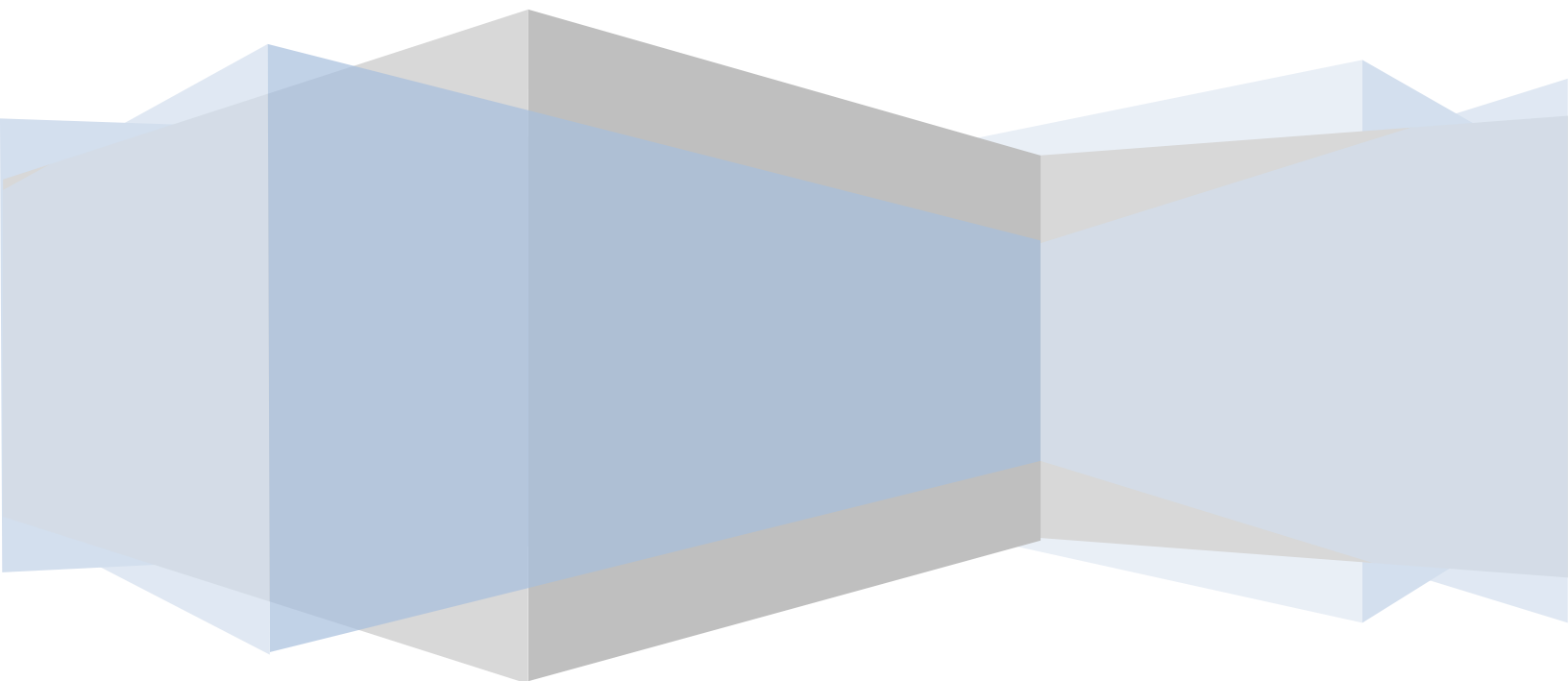


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1. Introduction

The Daily Management Report is designed to give a comprehensive overview of the day's trading. Figures are drawn from UNISOLV reports, placed in an easy to read format, and emailed at the end of each day. These figures can be balanced back to various reports within UNISOLV as explained in this manual

Please note the Daily Management Report is not a financial report but rather a summary of trading.

2. Sales Summary

The sales summary is an overview of funds that have been received for the day and for the month to date.

The Sales Description:

- **Cash Sales:** Total amount of monies received on cash sales
- **C.O.D Payments:** The total Monies received on C.O.D receipts.
- **Receipts on Account:** The total monies received on debtors receipts at the till.
Sub-Total - This is the total sum of the above monies received
- **Less Paid-Outs:** The total cash removed from the till for Paid Outs
- **Less: Cash Refunds:** The total amount of cash refunded to customers
TOTAL - The total monies received
- **Account Sales:** Total account sales excluding account type T
- **C.O.D Sales:** Total COD accounts
- **Less Account Refunds:** Any refunds done on the above accounts will be deducted from the total.

TOTAL POS TURNOVER – The total of the days'/months' take-in's at the till.

- **Average Number Of Items Per Basket:** The total number of stock items sold, divided by the number of invoices done for the day
- **Average Value Per Docket/Basket:** The total value of all the invoices charged, divided by the number of invoices done for the day

The Sales Summary will balance back to the invoicing audit trail

- TODAY
 - **# Trans Today:** The number of transactions that have been processed for the day for each transaction type
 - **Today's Value:** The total value of the day for each of the tender types
- THIS MONTH
 - **# Trans This Month:** The number of transactions that have been processed for the month for each transaction type
 - **This Month's Value:** The total value for the month for each of the tender types

3. Cash-up Reconciliation

Tenders are separated into the three main tenders:

- **Cash:** Cash received at the tills using the invoicing module.
- **Cheque:** Cheques received at the tills using the invoicing module.
- **Credit Cards:** Credit Cards processed at the till using the invoicing module.

- TODAY
 - **# Trans Today:** The number of transactions that have been processed for the day for each transaction type
 - **Today's Value:** The total value of the day for each of the tender types
- THIS MONTH
 - **# Trans This Month:** The number of transactions that have been processed for the month for each transaction type
 - **This Month's Value:** The total value for the month for each of the tender types
- **Total Banked:** The total of Cash and Cheques received that are to be deposited

CASH-UP RECONCILIATION				
Tender Type	TODAY		THIS MONTH	
	# Trans. Today	Today's Value	# Trans. this Month	This Month's Value
Cash Tenders	5	223.05	11	879.35
Cheque Tenders	1	51.75	2	95.75
Credit Card Tenders	1	57.00	2	108.75
TOTAL BANKED	6	R 274.80	13	R 975.10

The Cash-up Reconciliation report can be balanced back to both the Check Day Totals (inv012) and the Invoicing Audit Trail (inv014) when printed per tender type

Check Day Totals (inv012)

The difference between the cash on the DMR and Check Day totals can be explained when looking at the Audit trail – the COD sale was tendered as Cash but as not yet receipted.

CASH-UP TOTALS	TO-DAY	THIS-MONTH2
Cash Sales :	264.05	359.80
Cash Refunds :	51.75	51.75
Cash Total :	212.30	308.05
C.O.D. Receipts :	0.00	115.40
Receipts on Account :	41.00	241.00
Deposits :	0.00	
Sub-total :	253.30	664.45
Less Paid-Outs :	25.00	25.00
Sub-total :	228.30	639.45
Plus Float :	0.00	
Total in Drawer >>>>>>>>>>	228.30	Nosale #: 0000 Neg-Sale:N
CASH	119.55	2
CHEQUE	51.75	1
CRCARD	57.00	1

Please Press <RET> after Browsing

The Invoicing Audit Trail (inv014) (Tender Type Cash Only)

The receipt amount is reflected as a negative on the audit trail however, it is added to the total on the DMR as a positive amount.

***** INVOICING AUDIT TRAIL FOR CHECKOUT NO : ALL FOR CASHIER #: ALL DATE FROM : 2018/01/26 DATE TO : 2018/01/26												
Docket Type	Time	Date	Accno	Bch	<-Ref-->	Cash	Gross	Disc	Cost	V.a.t.	Total	GP% Tender
CASH SALE	09:44	2018/01/26	0000	C0645594	0005		136.24	0.01-	90.810	19.07	155.30	33.34 1
TRAN-COUNT:			1	TOTAL...			136.24	0.01-	90.810	19.07	155.30	33.34
C.O.D SALE	NO TRANSACTIONS											
C.O.D SALE	09:47	2018/01/26	5015	0000	E0269144	0005	90.82	0.04-	60.540	12.72	103.50	33.31 1
TRAN-COUNT:			1	TOTAL...			90.82	0.04-	60.540	12.72	103.50	33.31
INVOICE	NO TRANSACTIONS											
CASH REFUND	09:46	2018/01/26	8969	0000	D0006862	0005	45.41-	0.02	30.270-	6.36-	51.75-	33.31-1
TRAN-COUNT:			1	TOTAL...			45.41-	0.02	30.270-	6.36-	51.75-	33.31-
CREDIT NOTE	NO TRANSACTIONS											
RECEIPT	09:50	2018/01/26	5014	0000	R1111225	0005	41.00-	0.00			41.00-	1
TRAN-COUNT:			1	TOTAL...			41.00-	0.00			41.00-	
RECEIPT COD	NO TRANSACTIONS											
PAID OUT	09:42	2018/01/26	0000	P0013188	REASON#: 0001	REASON: COFFEE					25.00-	1
TRAN-COUNT:											25.00-	

4. Debtors Analysis

The Debtors Age Analysis is a summary of what is currently outstanding from debtors. The report also indicates the percentage of the overall outstanding amount.

COD debtors are displayed separately from the other debtor types.

- **Opening Balance:** This is the amount that was due at the end of the previous month
- **Current:** The amount that is outstanding for the current month.
- **30 days:** The amount that is outstanding in 30 Days.
- **60 Days:** The amount that is outstanding in 60 Days.
- **90 Days:** The amount that is outstanding in 90 Days.
- **120 Days:** The amount that is outstanding in 120 Days.
- **150 days:** The amount that is outstanding in 150 Days.
- **180 Days:** The amount that is outstanding in 180 Days.
- **210 Days:** The amount that is outstanding in 210 Days.
- **Total Private Debtors:** The total amount that is currently outstanding.
- **No of Outstanding C.O.D Accounts:** The total number of COD that have not been received
- **Outstanding C.O.D's Balance:** This is the amount that is currently due on COD accounts

DEBTORS AGE ANALYSIS					
Opening Balance		.00	120 Days	16.19 %	300.00
Current	36.58 %	677.95	150 Days	5.39 %	100.00
30 Days	.32 %	6.00	180 Days	3.72 %	69.00
60 Days	16.19 %	300.00	210 Days	0 %	.00
90 Days	21.58 %	400.00	TOTAL: Private Debtors		R 1,852.95
Nr of Outstanding C.O.D Accounts		1	Outstanding C.O.D's Balance		R 214.40

The Debtors Age Analysis can be balanced back to the Debtors Control Totals (deb012) and the Debtors Age Analysis report (deb013) type T accounts excluded (medical aid accounts are excluded from the total)
Debtors Control Totals (deb012)

```

Unisolv: Authorized and Developed by UCS-Technology Services (Pty) Ltd (DEB012)
MASTER FILE CONTROL TOTALS - ALL TYPES (Excluding Weekly Budgets !)
-----
NUMBER OF ACCOUNTS..... 3          0  NUMBER OF ACCOUNTS
BALANCE BROUGHT FORWARD.. 0.00   0.00  BALANCE BROUGHT FWD
CURRENT TOTAL..... 677.95  0.00  FEB TOTAL
30-DAY TOTAL..... 6.00    0.00  MAR TOTAL
60-DAY TOTAL..... 300.00  0.00  APR TOTAL
90-DAY TOTAL..... 400.00  0.00  MAY TOTAL
120-DAY TOTAL..... 300.00  0.00  JUN TOTAL
150-DAY TOTAL..... 100.00  0.00  JUL + TOTAL
180-DAY TOTAL..... 69.00   0.00  ARREARS TOTAL
TOTAL OUTSTANDING..... 1852.95  0.00  TOTAL OUTSTANDING
TOTAL SETT-DISCOUNT DUE.. 0.00   0.00
-----
GRAND TOTAL OUTSTANDING.. 1852.95  PRESS ANY KEY TO EXIT
    
```


5. Medical Aid Age Analysis

This report gives the total amount still outstanding from the Medical Aids. This can be balanced back to the

Claim Settlement Age Analysis Summary (phm777)

- **Current:** The current amount that is outstanding.
- **30 Days:** The amount that is outstanding in 30 Days.
- **60 Days:** The amount that is outstanding in 60 Days.
- **90 Days:** The amount that is outstanding in 90 Days.
- **120 Days:** The amount that is outstanding in 120 Days.
- **150 Days:** The amount that is outstanding in 150 Days.
- **180 Days:** The amount that is outstanding in 180 Days.
- **210 Days:** The amount that is outstanding in 210 Days.
- **Total Outstanding M/Aids:** The total amount that is currently outstanding

MEDICAL AID AGE ANALYSIS					
Current		00	120 Days		1,050.64
30 Days		00	150 Days		00
60 Days		00	180 Days		00
90 Days		00	210 Days		00
TOTAL: Outstanding M/Aids					R 1,050.64

Outstanding Script Age Analysis Report (PHM777)

(PHM777) Special Scripts - >150 Days | DEMO | LOC: 00 2018/01/26 14:33 PAGE: 1

Current Period: 2014/05 | ACCOUNTING REPORTS - OUTSTANDING SCRIPT AGE ANALYSIS

MEDAID NAME	CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS	150 DAYS	>150 DAYS	TOTAL
PR	0.00	0.00	0.00	0.00	1 050.64	0.00		1 050.64 Db.
Special Scripts Analysed In Totals								
GRAND TOTALS	0.00	0.00	0.00	0.00	1 050.64	0.00		1 050.64 Db.
	0.00	0.00	0.00	0.00	0.00	0.00		0.00 Cr.
	0.00	0.00	0.00	0.00	1 050.64	0.00		1 050.64 Tot.
	0.00 %	0.00 %	0.00 %	0.00 %	100.00 %	0.00 %	0.00 %	100.00 %
TOTAL NUMBER OF OUTSTANDING SCRIPTS								13
TOTAL OUTSTANDING IN CONTROL ACCOUNT								568 712.00

*** END OF REPORT ***

6. Stock Trading Account

The Stock Trading account is a summary of activities that have occurred within the stock file. This can be balanced back to the Trading account (stk021) and the Stock Audit Trail (stk003)

These amounts are all excluding VAT

- **Total Sales of Stock:** The total value of the stock that was sold.
- **Opening Stock:** The opening balance of stock at the beginning of the month
- **Purchases:** The total value of stock that has been batch received onto the system
- **Adjustments:** The total value of the adjustments made to the stock file
- **Total Value of Direct Amendments to Cost Prices:** Any changes to cost prices will be recorded and indicated
- **Total Stock Available for Sale:** The Retail value of the stock on hand
- **Closing stock valued at cost now:** The Cost of on hand stock
- **Cost of sales as recorded during sales:** The cost of the items at the time of the sales
- **Actual Cost Of Sales As Per Trading Account:** is calculated and can be balanced back to the Daily Cross profit report and the Monthly Gross profit report GP Report by date for daily and you can add monthly GP for monthly
- **Gross Profit (R) From Trading Of Stock Items:** The Gross Profit in Rands
- **Gross Profit (%) From Trading Of Stock Items:** The Gross Profit Percentage

STOCK TRADING ACCOUNT

Description	Today	This Month
Total Sales of Stock	619.69	1,488.93
Opening Stock (@ Cost at the Beginning of the Month)	.00	.00
Purchases	100.00	100.00
Adjustments	.00	24,310.06
Total Value of Direct Amendments to Cost Prices	.00	.00
Total Stock Available for Sale	24,410.06	24,410.06
Closing Stock Valued at Cost Now	23,439.79	23,439.79
Cost Of Sales As Recorded During Sales	430.25	970.27
Actual Cost Of Sales As Per Trading Acc		
GROSS PROFIT (R) From Trading of Stock Items	149.36	496.19
GROSS PROFIT (%) From Trading of Stock Items	28.49 %	%

Trading Account (stk021)

MANAGEMENT REPORTS - TRADING ACCOUNT - PRINCIPLE LOCATION	
SALES - PER STOCK MASTER FILE RECORDS (AT RETAIL)	1466.46
OPENING STOCK (VALUED AT COST BEGINNING OF MONTH)	0.00
+ PURCHASES - PER STOCK MASTER FILE RECORDS	100.00
+ ADJUSTMENTS - PER STOCK MASTER FILE RECORDS	24310.06
+ TOTAL VALUE OF DIRECT AMENDMENTS TO COST PRICES	0.000
= TOTAL OF STOCK AVAILABLE FOR SALE	24410.06
- CLOSING STOCK VALUED AT COST NOW	23439.79
- COST OF SALES (COST OF GOODS SOLD)	970.27
= GROSS PROFIT FROM TRADING OF STOCK ITEMS	496.19

NOTES:-

GROSS PROFIT AS A PERCENTAGE OF RETAIL SALES	=	33.84
TOTAL NUMBER OF STOCK RECORDS	=	28733
TOTAL NUMBER OF IN-STOCK RECORDS	=	7
FINAL STOCK AT PRICE-1 (Excluding V.A.T)		35161.22
FINAL STOCK AT PRICE-2 (Excluding V.A.T)		0.00
TOTAL VALUE OF COST AS RECORDED DURING SALES		970.270

7. Dispensary Summary

The dispensary summary is an indication of what has taken place in the dispensary; this can be balanced back to the Script Stats Report (phm080)

- **Dispensary Turnover/Revenue:** The total Turnover in the dispensary for the day.
- **Number of Scripts Dispensed:** The total number of prescriptions done for the day.
- **Average Value of a Script:** The average value of the prescriptions completed for the day.
- **Average Gross Value of an Item:** The average value of items dispensed.
- **Pharmacy Gross Profit:** The gross profit percentage (see the Pharmacy Gross profit report)
- **Outstanding Levies:** Can be found on the script tracking file

DISPENSARY SUMMARY		
Description	Today	This Month
Dispensary Turnover/Revenue	253.40	0.00
Number of Scripts Dispensed	1.00	0.00
Average Value of a Script	253.40	0.00
Average Number of Items Per Script	1.00	0.00
Average Gross Value of an Item	253.40	0.00
Pharmacy Gross Profit	20.22 %	20.22 %
Outstanding Levies	253.40	0.00

The Script Statistics is a live report and can be a bit bewildering at times. For a full explanation please refer to the Script Statistics manual.

```

(PHM080)          *****
                  ***          DEMO          ***
                  *****
SCRIPT STATISTICS 2018/01/26 - 2018/01/26 (INCLUSIVE)
ALL PAY OFFICES  00975171 - 00975171 Location:ALL Branch:ALL
                  *****
SCRIPT STATISTICS GROSS INCOME DISC ADMIN NETT INCOME MEMBER CLAIM DISP FEE OTHER FEES
CLAIMABLE SCRIPTS 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
PRIVATE SCRIPTS (100% LEVY) 253.40 0.00 0.00 253.40 253.40 0.00 20.00 0.00
DOCTOR SCRIPT TOTALS 253.40 0.00 0.00 253.40 253.40 0.00 20.00 0.00
DIRECT OTC CLAIMABLE SCRIPT 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
DIRECT OTC (100% LEVY) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
DIRECT OTC TOTAL(Doc+Pharm) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
TOTAL REVENUE 253.40 0.00 0.00 253.40 253.40 0.00 20.00 0.00
DOCUMENT STATISTICS
NUMBER OF DOCUMENTS - CANCELLED (a) 0
NUMBER OF DOCUMENTS - PRICED (b) 0
NUMBER OF DOCUMENTS - TOTAL N/D (c) 0
TOTAL ZERO VALUE SCRIPTS (a+b+c) 0
TOTAL CLAIMED - NO LEVY 0
<..... DOCTOR.....> <..... PAT/OTC.....>
Claimable 100% Total Claimable 100% Total TOTAL
NUMBER OF DOCUMENTS - DISPENSED 0 1 1 0 0 0 1
AVE GROSS VALUE OF A DOCUMENT 0.00 253.40 253.40 0.00 0.00 0.00 253.40
AVE NET VALUE OF A DOCUMENT 0.00 253.40 253.40 0.00 0.00 0.00 253.40
AVERAGE NO. OF ITEMS/DOCUMENT 0.00 1.00 1.00 0.00 0.00 0.00 1.00
AVE GROSS VALUE OF ITEMS/DOC 0.00 253.40 253.40 0.00 0.00 0.00 253.40
AVE NET VALUE OF ITEMS/DOC 0.00 253.40 253.40 0.00 0.00 0.00 253.40
DISPENSING FEES (OTHER) 0.00 20.00 20.00 0.00 0.00 0.00 20.00
CONTAINER FEES 0.00 2.50 2.50 0.00 0.00 0.00 2.50
COPY FEES 0.00 0.00 0.00 0.00 0.00 0.00 0.00
DISPENSING FEES 0.00 0.00 0.00 0.00 0.00 0.00 0.00
DISPENSING FEE ITEMS 0 0 0 0 0 0 0
AVERAGE FEE PER ITEM 0.00 0.00 0.00 0.00 0.00 0.00 0.00
OTHER 'FEES' - VALUE 0.00 0.00 0.00 0.00 0.00 0.00 0.00
OTHER 'FEES' - ITEMS 0 0 0 0 0 0 0
<..... DOCTOR.....> <..... PAT/OTC.....>
New Items Repeat Total New Items Repeat Total TOTAL
DISP. METHOD STATS (BY ITEM)
STANDARD DISPENSED ITEMS 1 0 1 0 0 0 1
OTC - ITEMS 0 0 0 0 0 0 0
N/C - NOT CLAIMABLE 0 0 0 0 0 0 0
N/D - NOT DISPENSED 0 0 0 0 0 0 0
MIXTURES 0 0 0 0 0 0 0
TOTAL ITEMS 1 0 1 0 0 0 1
***** END OF REPORT *****
    
```

The Script Tracking File

```

(PHM065)          *****
                  ***          DEMO          ***
                  *****
SCRIPT TRACKING FILE 2018/01/26 - 2018/01/26
SCRIPT TRACKING FILE 2018/01/26 - 2018/01/26
                  *****
Script # Value Disc % Y Date Prof. Surname Address 1 Del.T Telephone M/Aid Pharmacist
975171/0 253.40 0.00 0.0 Y 180126 70020 CALDWELL E 1 SMITH ST 0219751573 PR EDNA
253.40 0.00 GRAND TOTAL
***** END OF REPORT *****
    
```

8. Turnover Summary

The Turnover Summary gives an overview of the sales for both the current day and the month to date. The Turnover Summary can be balanced back to the Finalizing reports.

All these amounts are excluding VAT.

- **Retail Sales:** All sales for the day excluding type R accounts
- **Type R Sales (Sales @ Cost price):** Sales on cost accounts
- **Capitation Sales:** Capitation charges that were added to prescriptions.
- **Total Turnover:** The total turnover of the above sales.
- **Today:** The monies received/charged for the day.
- **This Month:** The monies received/charged month to date.

TURNOVER SUMMARY		
Description	Today	This Month
Retail Sales (Excl.)	R 528.90	R 1,367.88
Type R Sales (Sales @ Cost - Excl.)	R 90.79	R 121.05
Capitation Sales (Excl.)	R 00	R 00
TOTAL TURNOVER (Excl.)	R 619.69	R 1,488.93

(INV049) 16:37 *** DEMO *** 26 JAN 2018 PAGE: 1
 FINALIZING REPORT (TURNOVER SUMMARY) (ALL SYSTEMS) - FOR 2018/01/26 FINALS75 LOC: 0

TRANSACTION TYPE	GROSS	- DISC	+ V.A.T	= DOC.TOTAL	= (STD-RATE	+ ZERO-RATE	+ EXEMPT)	COUNT	AVE VAL
CASH SALES (INV)	231.67	0.05-	32.43	264.05	264.05	0.00	0.00	3	88.02
CASH SALES (REG)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
CASH REFUNDS (INV)	45.41-	0.02	6.36-	51.75-	51.75-	0.00	0.00	1	51.75
CASH REFUNDS (REG)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
** CASH TOTALS **	186.26	0.03-	26.07	212.30	212.30	0.00	0.00		
C.O.D. SALES (INV)	90.82	0.04-	12.72	103.50	103.50	0.00	0.00	1	103.50
INVOICES (INV)	75.03	0.03-	10.50	85.50	85.50	0.00	0.00	1	85.50
I TYPE-R (INV)	90.82	0.03-	12.71	103.50	103.50	0.00	0.00	1	103.50
CREDIT-NOTES (INV)	45.41-	0.02	6.36-	51.75-	51.75-	0.00	0.00	1	51.75
CRN TYPE-R (INV)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
** INV SUB TOTALS **	211.26	0.08-	29.57	240.75	240.75	0.00	0.00		
C.O.D. SALES (DEB)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
INVOICES (DEB)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
I TYPE-R (DEB)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
CREDIT-NOTES (DEB)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
CRN TYPE-R (DEB)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
LEVY CREDITS (INV)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
INVOICES (PHM)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
INVOICES (CAP)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
INVOICES (MED)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	
LEVIES (MED)	222.28	0.00	31.12	253.40	253.40	0.00	0.00	1	253.40
** DEB SUB TOTALS **	222.28	0.00	31.12	253.40	253.40	0.00	0.00		
** ACCOUNT TOTALS **	433.54	0.08-	60.69	494.15	494.15	0.00	0.00		
** GRAND TOTALS **	619.80	0.11-	86.76	706.45	706.45	0.00	0.00		