



SVMore
GROUP OF COMPANIES

OPR Posting User Guide

Unit Sales (OPR 104-B) and Sales and Collection (OPR 103-B)

COMMON FORMS

LOGIN FORM

Upon opening the program, A **Login Form** will prompt where the user can enter their username and password. Click the *[Login]* button or simply press *[Enter]*.

MAIN FORM

When the user has successfully logged in, the **Main Form** will show. This is where the user can navigate the functions of the system.

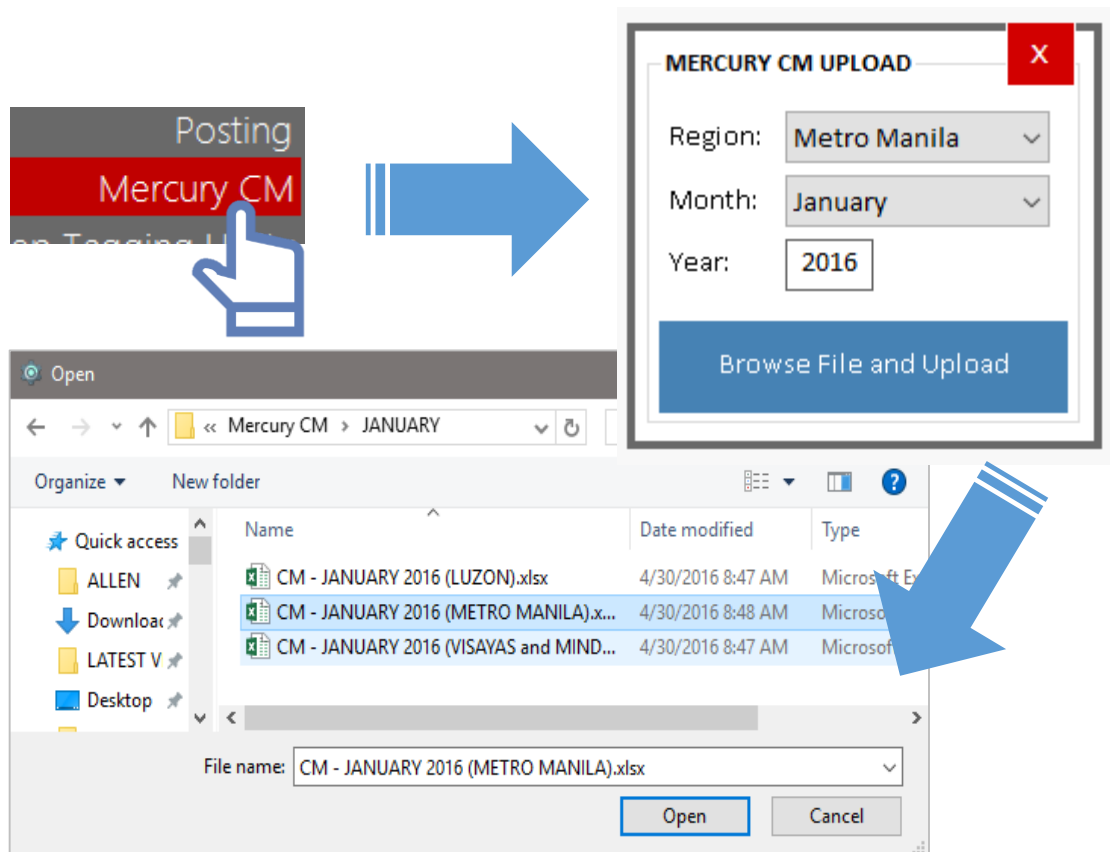
BEFORE POSTING

CHECK AND UPDATE DATA SOURCES

1. Check if **MERCURY Offtake** data is already uploaded for the month of OPR you are posting. This is where the system gets the data used for the computation of **MERCURY Sharing**.
2. Check for **MERCURY CM** data. This data is coming from the **MERCURY CM Report** generated by **CAMO** that is uploaded to the system. If you don't have the data uploaded yet, kindly refer to the following instructions below.

UPLOADING MERCURY CM

- a. From the **Main Form**, select **Mercury CM**. A new form will pop-up. This is where the user selects the *Region, Month and Year* of the file that will be uploaded.
- b. Once the *Region, Month and Year* has been selected, press the button saying [*Browse File and Upload*]. This will open a dialog box where the user will select the **MERCURY CM Report** file that will be uploaded to the system.



CHECK AND UPDATE DATA SOURCES

UPLOADING MERCURY CM (continuation...)

- c. After selecting the report file, press *[Open]*. The system will now begin uploading the CM data inside the file. The system will prompt a message once the process is done.

REMINDERS

- The system cannot identify the **Region, Month and Year** of the report that the users are uploading. The users are advised to be cautious on selecting the report.
- The system always check the **Product Codes** in the **5th row** of the worksheet and the **Branch Codes** in **Column B**.
- Make sure that the **Product Codes** in the files are valid.

POSTING

OPR 104-B UNIT SALES

1. From the **Main Form**, select **Posting**. A new form will pop-up. This is where the user will select what **Type** of report to post, the **Month** and **Year** of the report and which **Columns** to post.



A screenshot of a 'DATA' pop-up form. The 'Posting' dropdown is set to 'UNIT SALES (OPR 104-B)', the 'Month' is 'January', and the 'Year' is '2016'. Below this is a 'COLUMNS' section with a checked box for 'ALL COLUMNS' and a table listing various report columns.

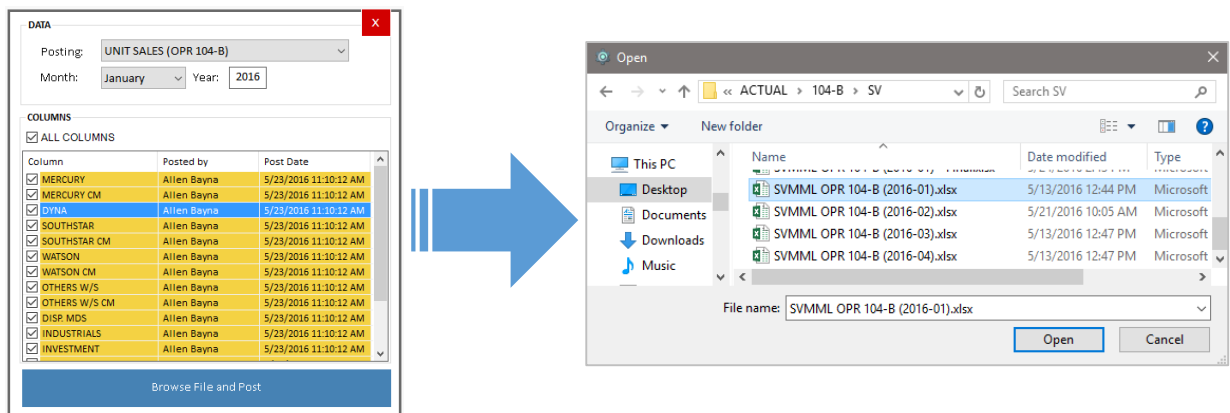
Column	Posted by	Post Date
<input checked="" type="checkbox"/> MERCURY	Allen Bayna	5/23/2016 11:10:12 AM
<input checked="" type="checkbox"/> MERCURY CM	Allen Bayna	5/23/2016 11:10:12 AM
<input checked="" type="checkbox"/> DYNA	Allen Bayna	5/23/2016 11:10:12 AM
<input checked="" type="checkbox"/> SOUTHSTAR	Allen Bayna	5/23/2016 11:10:12 AM
<input checked="" type="checkbox"/> SOUTHSTAR CM	Allen Bayna	5/23/2016 11:10:12 AM
<input checked="" type="checkbox"/> WATSON	Allen Bayna	5/23/2016 11:10:12 AM
<input checked="" type="checkbox"/> WATSON CM	Allen Bayna	5/23/2016 11:10:12 AM
<input checked="" type="checkbox"/> OTHERS W/S	Allen Bayna	5/23/2016 11:10:12 AM
<input checked="" type="checkbox"/> OTHERS W/S CM	Allen Bayna	5/23/2016 11:10:12 AM
<input checked="" type="checkbox"/> DISP. MDS	Allen Bayna	5/23/2016 11:10:12 AM
<input checked="" type="checkbox"/> INDUSTRIALS	Allen Bayna	5/23/2016 11:10:12 AM
<input checked="" type="checkbox"/> INVESTMENT	Allen Bayna	5/23/2016 11:10:12 AM

At the bottom of the form is a blue button labeled 'Browse File and Post'.

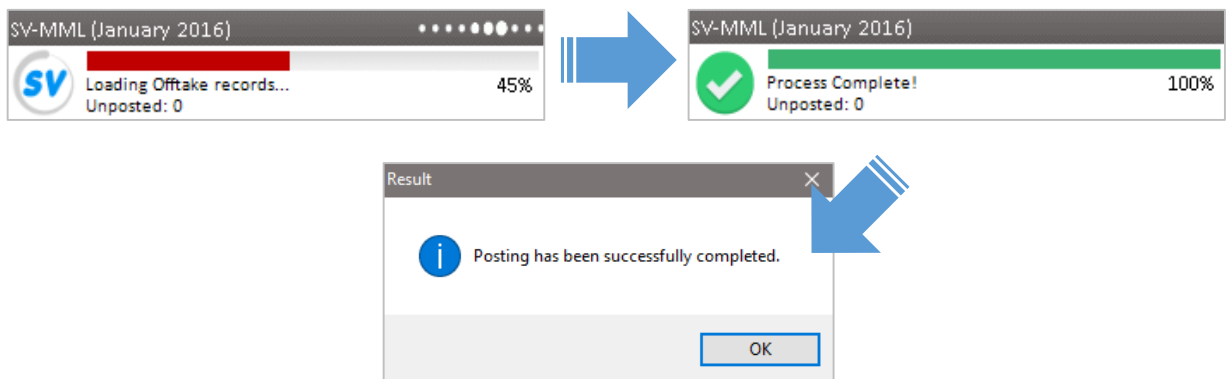
OPR 104-B UNIT SALES

Per column posting is only available for **OPR 104-B** since this process takes more time compared to **OPR 103-B**. The system will only compute for the checked columns. The list also includes **Posted by** and **Post Date**. These are the logs where the user can see the last user who posted for that column along with the date when it is posted. These logs are based on the month and year selected.

- After selecting **UNIT SALES (OPR 104-B)** from the dropdown selection, *Month, Year* and **Columns**, press *[Browse File and Post]*. This will prompt a dialog box where the user will select the Excel template in which the system will post for the records it computed. Once the template was selected, press *[Open]*. The system will now start to compute and post.

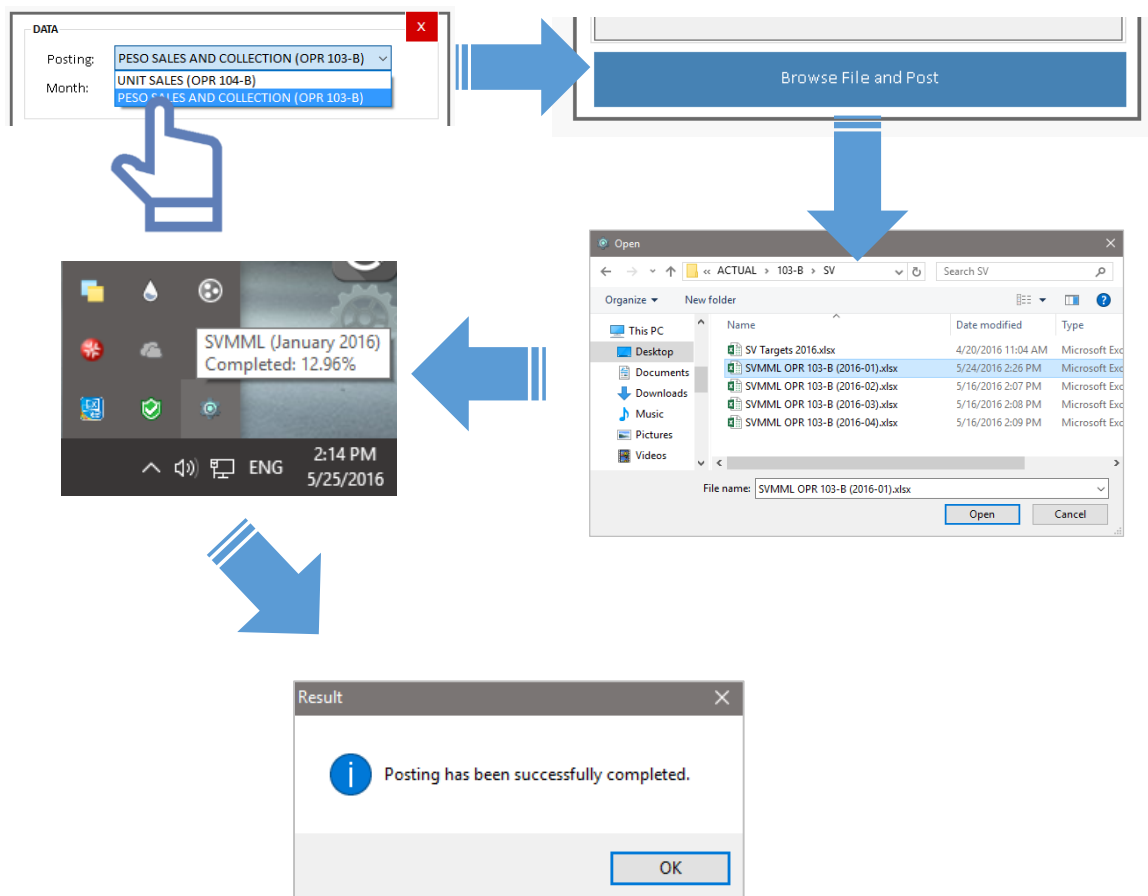


- The system provides a form located in the lower-right of the users screen which includes details regarding the process. A message prompt will show regarding the result of the process.



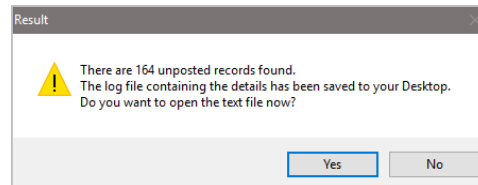
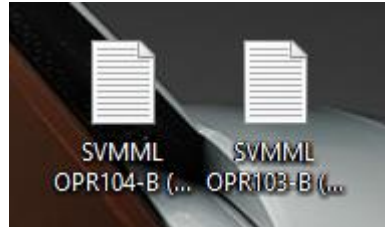
OPR 103-B PESO SALES AND COLLECTION

1. From the same form where the user posted for OPR 104-B, the user needs to select **PESO SALES AND COLLECTION (OPR 103-B)** from the dropdown selection and the *Month* and *Year* for the report.
2. Once the *Region, Month and Year* has been selected, press the button saying [*Browse File and Post*]. This will prompt a dialog box where the user will select the Excel template in which the system will post for the records it computed. Once the template was selected, press [*Open*]. The system will now start to compute and post.



OUTPUT

UNPOSTED LOGS



If the system has found unposted records in the process, it will prompt a message and a log (automatically saved in the *Desktop*) including the details of the records. The logs contain details regarding the records that are not posted. It includes the **Report** worksheet (Sales or Collection), **Region, Column, Quantity / Amount, Rep. Code, MG Code** and the **Details** that can help the user determine the problem.

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SVMML OPR103-B (2016-01)1464162337157.txt - Notepad
File Edit Format View Help
=====
SV OPR 103-B (Peso Sales and Collection) Unposted Logs
Report Date: January 2016
Date Posted: May 25, 2016
Posted By: Sani Tangcuangco
=====
METRO MANILA (MM) - SALES
- [OTHERS W/S] [Rep. Code: 2300 | MG Code: SVA-TMC-01] [Amount: 2625.7369370928] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
- [MERCURY] [Rep. Code: 2300 | MG Code: SVA-TMC-01] [Amount: 157897.1268] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
- [DYNA] [Rep. Code: 2300 | MG Code: SVA-TMC-01] [Amount: 3118.97149605745] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
- [SOUTHSTAR] [Rep. Code: 2300 | MG Code: SVA-TMC-01] [Amount: 5774.83963710208] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
- [WATSON] [Rep. Code: 2300 | MG Code: SVA-TMC-01] [Amount: 13890.308353713] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
- [DISP. MDS] [Rep. Code: 2300 | MG Code: SVA-TMC-01] [Amount: 2146.5] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
- [OTHER D/S] [Rep. Code: 2300 | MG Code: SVA-TMC-01] [Amount: 1252.58] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
- [OTHERS W/S] [Rep. Code: 2457 | MG Code: SVB-NC-01] [Amount: 3088.38441533048] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
- [MERCURY] [Rep. Code: 2457 | MG Code: SVB-NC-01] [Amount: 135120.797777778] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
- [DYNA] [Rep. Code: 2457 | MG Code: SVB-NC-01] [Amount: 1989.00773522235] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
    
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SVMML OPR104-B (2016-01)1464141407808.txt - Notepad
File Edit Format View Help
=====
SV OPR 104-B (Unit Sales) Unposted Logs
Report Date: January 2016
Date Posted: May 25, 2016
Posted By: Sani Tangcuangco
=====
BEARSE TABLET 10'S (21101) - MM
- [MERCURY CM] [Qty: 1.09426827452732] [Rep. Code: 2457 | MG Code: SVB-NC-01] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
- [MERCURY] [Qty: 165.972222222222] [Rep. Code: 2457 | MG Code: SVB-NC-01] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
- [DYNA] [Qty: 0.319000005722046] [Rep. Code: 2457 | MG Code: SVB-NC-01] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
GASTREC 40 40MG TABLET 50'S (21054) - MM
- [MERCURY CM] [Qty: 0.140676117775354] [Rep. Code: 2457 | MG Code: SVB-NC-01] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
- [MERCURY] [Qty: 5.75] [Rep. Code: 2457 | MG Code: SVB-NC-01] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
MACROBEE W/ IRON TABLET 60'S (01223) - MM
- [MERCURY CM] [Qty: 0.0495994173343044] [Rep. Code: 2300 | MG Code: SVA-TMC-01] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
- [MERCURY] [Qty: 6.4] [Rep. Code: 2300 | MG Code: SVA-TMC-01] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
- [OTHER D/S] [Qty: 2] [Rep. Code: 2300 | MG Code: SVA-TMC-01] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
- [DYNA] [Qty: 0.075599982357025] [Rep. Code: 2300 | MG Code: SVA-TMC-01] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
- [OTHERS W/S] [Qty: 0.294117659330368] [Rep. Code: 2300 | MG Code: SVA-TMC-01] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
- [WATSON] [Qty: 2.17260003089095] [Rep. Code: 2300 | MG Code: SVA-TMC-01] [Details: Either Rep. Code and MG Code doesn't match or Targets in Template is not updated.]
    
```

VISMIN LOGS

The program also provides the records of the regions **Visayas and Mindanao**. It contains the shares that the system has computed based on the percentage distribution to its **Market Groups**. It contain details regarding the **Market Group, Wholesalers, Product Name and Product Code (OPR 104-B) and Quantity / Amount** of the records.

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VISMIN OPR104-B (2016-01)1463983143998.txt - Notepad
File Edit Format View Help
- [BACOLOD] [WATSON] [Product: MEGANERV E CAPSULE 60'S (01339)] [Qty: 5.27280044555664]
- [BACOLOD] [WATSON] [Product: POLYNERV 1000 TABLET 80'S (01143)] [Qty: 9.93720054626465]
- [BACOLOD] [WATSON] [Product: MOLVITE W/ IRON SYRUP 120ML (01201)] [Qty: 12.573600769043]
- [BACOLOD] [WATSON] [Product: MACROBEE W/ LYSINE SYRUP 120ML (01304)] [Qty: 14.939600944519]
- [BACOLOD] [WATSON CM] [Product: POLYNERV 1000 TABLET 80'S (01143)] [Qty: 0.0380250024609268]
- [BACOLOD] [WATSON CM] [Product: POLYNERV FORTE TABLET 100'S (01131)] [Qty: 0.0422500027343631]
- [BACOLOD] [WATSON CM] [Product: MOLVITE W/ IRON SYRUP 120ML (01201)] [Qty: 0.101400006562471]
- [BACOLOD] [WATSON CM] [Product: MACROBEE W/ LYSINE SYRUP 120ML (01304)] [Qty: 0.101400006562471]
- [BACOLOD] [WATSON CM] [Product: MEGANERV 300 CAPSULE (SF) 100'S (01146)] [Qty: 0.116610007546842]
- [BACOLOD] [WATSON CM] [Product: MEGANERV E CAPSULE 60'S (01339)] [Qty: 0.461933363229036]
- [BACOLOD] [WATSON CM] [Product: MEGANERV 1000 TABLET 50'S (01119)] [Qty: 0.589472038149834]
- [BACOLOD] [OTHERS W/S] [Product: PROLIX 20MG TABLET 100'S (08104)] [Qty: 14.9400005340576]
- [CAGAYAN DE ORO] [DYNA] [Product: MACROBEE W/ IRON TABLET 60'S (01223)] [Qty: 0.0015000001303852]
- [CAGAYAN DE ORO] [DYNA] [Product: MEGANERV 300 CAPSULE (SF) 100'S (01146)] [Qty: 0.0050000035390258]
- [CAGAYAN DE ORO] [DYNA] [Product: PROLIX 20MG TABLET 100'S (08104)] [Qty: 0.0050000035390258]
- [CAGAYAN DE ORO] [DYNA] [Product: BEARSE TABLET 10'S (21101)] [Qty: 0.0050000035390258]
- [CAGAYAN DE ORO] [DYNA] [Product: MEGANERV E CAPSULE 60'S (01339)] [Qty: 0.0060000005215406]
- [CAGAYAN DE ORO] [DYNA] [Product: MOLVITE W/ IRON SYRUP 120ML (01201)] [Qty: 0.012000001043081]
- [CAGAYAN DE ORO] [DYNA] [Product: MACROBEE W/ LYSINE SYRUP 120ML (01304)] [Qty: 0.012000001043081]
- [CAGAYAN DE ORO] [DYNA] [Product: POLYNERV FORTE TABLET 100'S (01131)] [Qty: 0.015000005960464]
- [CAGAYAN DE ORO] [DYNA] [Product: NUTRICAP TABLET 100'S (99122)] [Qty: 0.015000005960464]
- [CAGAYAN DE ORO] [DYNA] [Product: POLYNERV 1000 TABLET 80'S (01143)] [Qty: 0.02500000372529]
- [CAGAYAN DE ORO] [DYNA] [Product: PROLIX 10MG/5ML SUSPENSION 60ML (08106)] [Qty: 0.111000008881092]
- [CAGAYAN DE ORO] [SOUTHSTAR] [Product: POLYNERV E W/ LECITHIN TABLET 100'S (99130)] [Qty: 0.581399977207184]
- [CAGAYAN DE ORO] [SOUTHSTAR] [Product: MEGANERV 1000 TABLET 50'S (01119)] [Qty: 1.19340002536774]
- [CAGAYAN DE ORO] [SOUTHSTAR] [Product: NUTRICAP TABLET 100'S (99122)] [Qty: 1.31579995155334]
    
```



REMINDERS

- **DO NOT OPEN THE EXCEL TEMPLATE OR ANY OTHER EXCEL FILES** while it is used for posting by the system. This can cancel out the process.
- Make sure that the month and year you are posting and the month and year of the template matches.
- If there are some necessary changes in the templates like **changing column names**, kindly inform the system administrators so that the proper adjustments can be performed.