

Manual for PSI APPS/CTL

This manual is to provide step-by-step for CTL data entry in PSI APPS. The CTL is open from the 1st through the 12th of the month. The opening balance will be carried over from ending balance of the previous month. To add new project codes, new products, or new brands, please contact Lek Ngamkitpaiboon (lengamkitpaiboon@psi.org) by the end of the month.

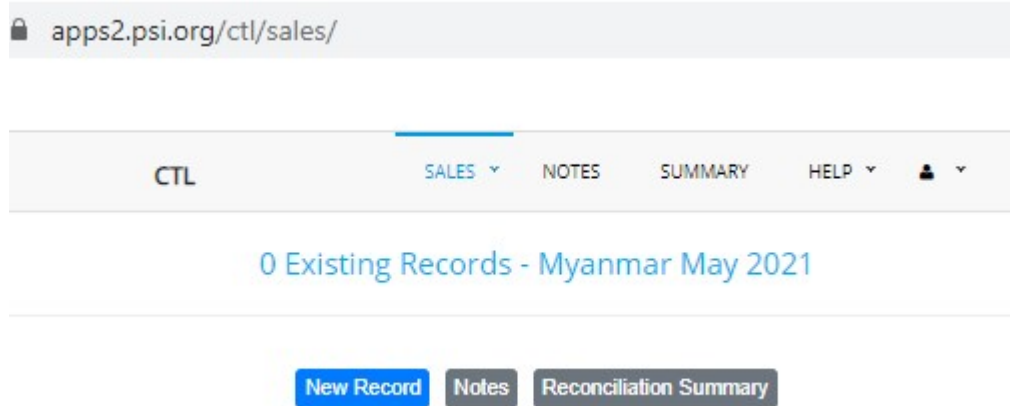
Login Page

Instructions:

1. Go to <http://apps2.psi.org/ctl/>
2. Enter Username and Password
username: country name or network member name, no punctuation, no spaces, all lower cases, example: myanmar;
password: 4-digit code (example: 0001)
3. Click "Log In"

The screenshot shows a web browser window with the address bar containing 'apps2.psi.org/ctl/login/'. The page title is 'CTL ='. Below the title, the text 'Country Log In' is displayed in blue. The login form consists of two input fields: 'Username' with the value 'myanmar' and 'Password' with four dots. A blue 'Log In' button is positioned below the password field.

Main Page



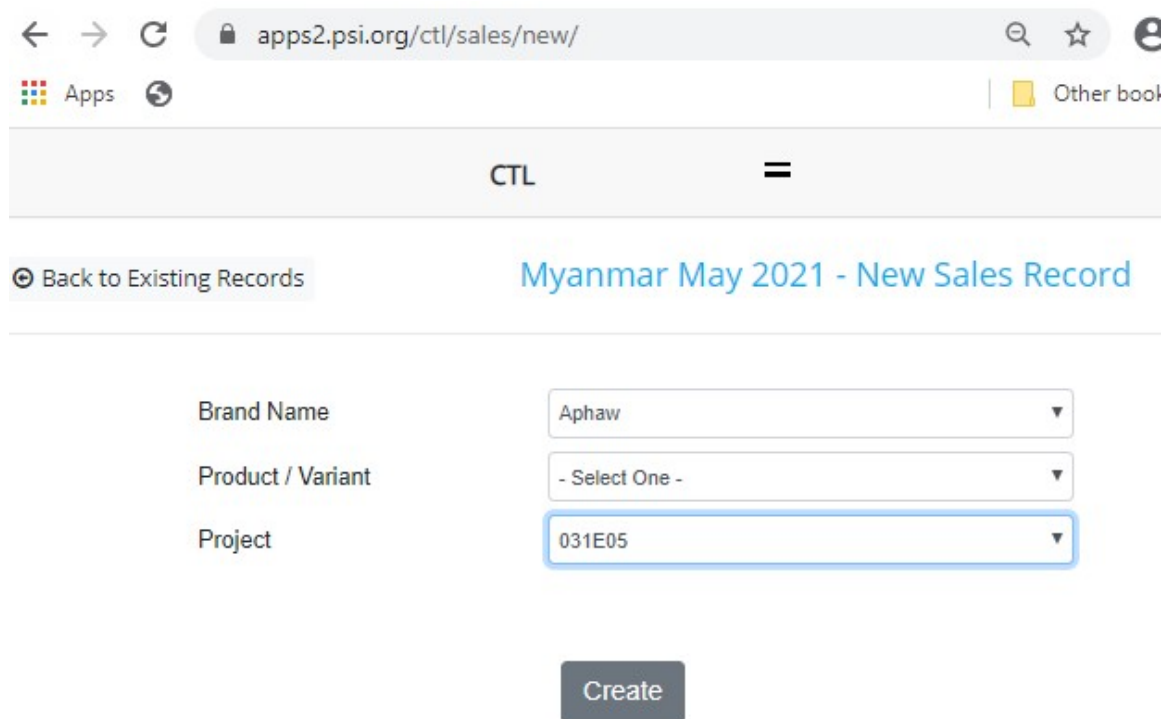
Instructions:

1. Click "New Record" button to start the data entry or click on "SALES" from the top menu bar and select "New Record".
2. Once a record has been created and saved, you will be able to select "Notes" or "Reconciliation Summary" to print these reports for your reference.

Data Entry Page

Instructions:

1. Select "Brand Name" from the drop-down list. For example, "Aphaw".
2. Select "Product/Variant" (if applicable) from the drop-down list. In most cases, leave this unselected.
3. Select "Project" from the drop-down list. For example, "031E05"
4. Click "Create"
5. The data from previous period will show up; (1) "Opening Balance" for inventory.



← → ↻ 🔒 apps2.psi.org/ctl/sales/new/ 🔍 ☆ e

Apps 🌐 | 📖 Other book

CTL =

🔍 Back to Existing Records Myanmar May 2021 - New Sales Record

Brand Name Aphaw ▼

Product / Variant - Select One - ▼

Project 031E05 ▼

Create

Data Entry Page (cont'd)

CTL		=
Back to Existing Records	Myanmar May 2021 - Aphaw\031E05	
Inventory		
1. Opening Balance		8,184.807
2. Quantity In		0
3. Quantity Out (As Sales)		0.00
4. Other Quantity Out		0
5. Ending Balance		8,184.807.00
Sales		
6. Credit Sales		0
7. Cash Sales		0
8. Quantity Samples		0
9. Total Quantity Sales		0.00
Additional Comments		
<div style="border: 1px solid #ccc; height: 60px;"></div>		
Delete		Update

Instructions: Enter your data in the following fields where applicable:

- :: (2) Quantity In (do not enter the return amount here!! The return amount must be entered as negative sales in rows 6 – 8 where it was originally booked)
 - :: (4) Other Quantity Out (for stock adjustments, transfers and others that won't be counted toward sales/distribution and health impact)
 - :: (6) Credit Sales (quantity)
 - :: (7) Cash Sales (quantity)
 - :: (8) Quantity Samples or free distribution
- The amount from (6) to (8) will be summed and showed in (3) "Quantity Out (As Sales) and (9) Total Quantity Sales.

:: Additional Comments: please leave a note here for future reference
:: "Click to Save"

Data Entry Page (cont'd)

CTL		=
⊖ Back to Existing Records	Myanmar May 2021 - Aphaw\031E05	
Inventory		
1. Opening Balance		8,184,807
2. Quantity In		1000000
3. Quantity Out (As Sales)		80,200.00
4. Other Quantity Out		0
5. Ending Balance		7,104,807.00
Sales		
6. Credit Sales		30000
7. Cash Sales		50000
8. Quantity Samples		200
9. Total Quantity Sales		80,200.00
Additional Comments		
<div style="border: 1px solid #ccc; padding: 5px; min-height: 50px;">Qty in 1,000,000 condoms were PSI/W purchased goods during the period of May 2021.</div>		



 Delete

Click to Save

Data Entry Page (cont'd)

:: Once a record is saved, you will see the green "Saved" button at the bottom of the page.

:: Click "Back to Existing Records" to return to the Main page.

CTL		=
⊖ Back to Existing Records	Myanmar May 2021 - Aphaw\031E05	
Inventory		
1. Opening Balance		6,184,807
2. Quantity In		1000000
3. Quantity Out (As Sales)		80,200.00
4. Other Quantity Out		0
5. Ending Balance		7,104,607.00
Sales		
6. Credit Sales		30000
7. Cash Sales		50000
8. Quantity Samples		200
9. Total Quantity Sales		80,200.00
Additional Comments		
<p>Qty in 1,000,000 condoms were PSI/W purchased goods during the period of May 2021.</p>		
		

Main Page

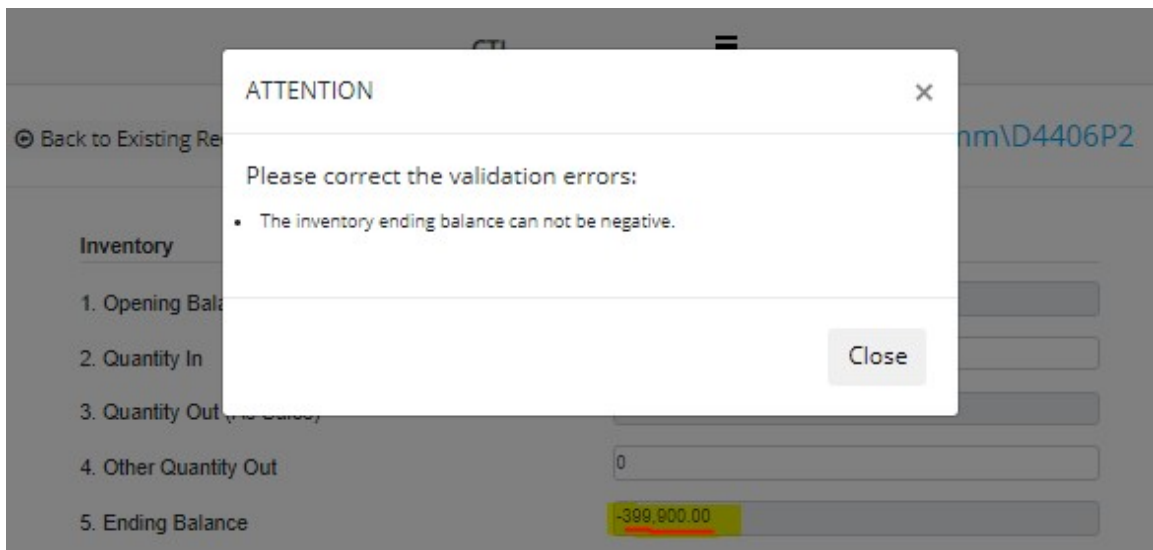
The screenshot shows a web browser at the URL `apps2.psi.org/ctl/sales/`. The page header includes a search icon, a star icon, and a tab labeled "Other". The main content area displays "CTL" and an equals sign. Below this, it states "1 Existing Records - Myanmar May 2021". A navigation bar contains three buttons: "New Record" (blue), "Notes" (grey), and "Reconciliation Summary" (grey). A record with ID "Aphaw031E05" is listed, with a "view / update" button next to it.

Instructions:

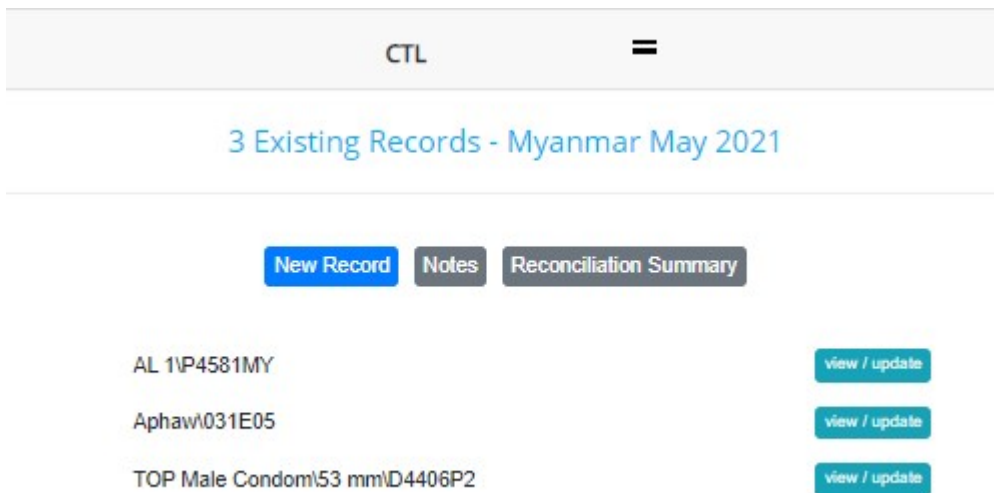
1. This page will show a list of record(s) you have created and saved.
2. If you need to go back to an existing record, click "view/update" button next to it. It will bring you to the data entry page so that you can make any adjustment to the data. Then click "Update" button at the bottom of the page to save the record. There is a "Delete" button at the bottom of the page as well in case you need it.
3. Select "New Record" to continue your data entry

The screenshot shows the "New Sales Record" page in a web browser at the URL `apps2.psi.org/ctl/sales/new/`. The page header includes a search icon, a star icon, and a profile icon. The main content area displays "CTL" and an equals sign. Below this, it states "Myanmar May 2021 - New Sales Record". A navigation bar contains a "Back to Existing Records" button. The form includes a "Brand Name" label and a dropdown menu with the text "- Select One -".

4. A record with negative inventory balance cannot be saved, see a warning message below. You need to review and correct your data entry.



5. Once the data entry is complete, check a list of records in Main page.



6. Click "Notes" or "Reconciliation Summary" to print a report for your reference.

Reconciliation Report – Just Notes

CTL =

Reconciliation Report - Just Notes

Country: Myanmar
Date:5/2021

[← Back to Existing Records](#) [PDF](#)

Brand Name	Variant Name	Contract Name	Notes	Edit
AL 1		P4581MY		
Aphaw		031E05	Qty in 1,000,000 condoms were PSI/W purchased goods during the period of May'2021.	
TOP Male Condom	53 mm	D4406P2		

Instructions:

1. Review information you have entered
2. Click the pencil icon if you need to edit an existing record
3. Click “PDF” to print as PDF format, click “←” to return to the previous page

apps2.psi.org/ctl/sales/notes/pdf/

Reconciliation Report - Just Notes 1 / 1

Reconciliation Report - Just Notes

Country: Myanmar
Sales Date: 5/2021

Brand Name	Variant Name	Contract Name	Notes
AL 1		P4581MY	
Aphaw		031E05	Qty in 1,000,000 condoms were PSI/W purchased goods during the period of May'2021.
TOP Male Condom	53 mm	D4406P2	

4. Click “Back to Existing Records” to go back to the Main page

Monthly Reconciliation Summary

CTL =

Monthly Reconciliation Summary

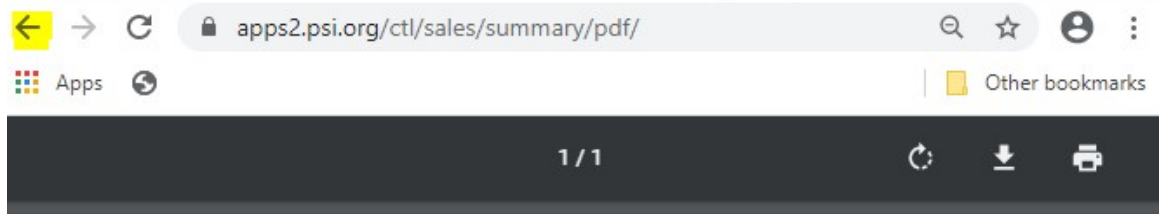
Country: Myanmar
Date: 5/2021

[← Back to Existing Records](#)
[PDF](#)

Brand Name	Variant Name	Contract Name	Inventory In	Inventory End. Balance	Total Qty Sales	Other Qty Out	Total Qty Out	Total Cash Deposits (LCU)	Total Value Sales (LCU)	Flag	Edit
AL 1		P45B1MY	0	1,42B	200	0	200	0	0		
Aphaw		031E05	1,000,000	7,104,607	80,200	0	80,200	0	0	X	
TOP Male Condom	53 mm	D4406P2	0	50,100	50,000	0	50,000	0	0		

Instructions:

1. Review information you have entered
2. Click the pencil icon if you need to edit an existing record
3. Click “PDF” to print as PDF format, click “←” to return to the previous page



Monthly Reconciliation Summary

(Print in landscape mode)

Myanmar
5/2021

Country Representative Signature

Exchange Rate

* If an X exists in the flagged column then the value in the fields Other Qty Out, Inventory In, or Write Offs is other than 0.
 Please print the corresponding records page and send it along with this page.
 ** Total Qty Sales is the sum of Credit, Cash, and Sample sales.

Brand Name	Variant Name	Contract Name	Inventory In	Inventory End. Balance	Total Qty Sales	Other Qty Out	Total Qty Out	Total Cash Deposits (LCU)	Total Value Sales (LCU)	Flag
AL 1		P45B1MY	0	1,42B	200	0	200	0	0	
Aphaw		031E05	1,000,000	7,104,607	80,200	0	80,200	0	0	X
TOP Male Condom	53 mm	D4406P2	0	50,100	50,000	0	50,000	0	0	

4. Click “Back to Existing Records” to go back to the Main page

5. In the Main page, you can use the menu bar at the top to navigate the page as well
6. Log out when finished

The screenshot shows a web browser at the URL `apps2.psi.org/ctl/sales/`. The page features a navigation menu with options: CTL, SALES (highlighted), NOTES, SUMMARY, and HELP. A user profile dropdown is visible, showing 'Myanmar' and a 'Log Out' button. The main content area displays '3 Existing Records - Myanmar May 2021'. Below this, there are three buttons: 'New Record', 'Notes', and 'Reconciliation Summary'. A table lists three records with their respective IDs and 'view / update' links.

Record ID	Action
AL 1P4581MY	view / update
Aphaw031E05	view / update
TOP Male Condom\53 mm\ID4406P2	view / update