

Manual for PSI APPS/CTL – INMs

This manual is to provide step-by-step for CTL data entry in PSI APPS for independent network members (INMs). 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 (Ingamkitpaiboon@psi.org) by the end of the month.

What has changed for INMs' data entry?

- :: Each record will need to select “INM” under a drop-down list for “Project” or an active PSI's project code under subawards/subcontracts.
- :: The opening inventory balance and ending balance will always be zero.
- :: Only inventory out; i.e., qty. cash sales, qty. credit sales, or qty samples will be reported. The line “Other Quantity Out” will be used as an offset to keep the inventory balance zero, see details as follow:

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: pakistan;
 - password: 4-digit code (example: 0001)
3. Click "Log In"

CTL Login

apps2.psi.org/ctl/login/

Apps

CTL SALES NOTES SUMMARY HELP

Country Log In

Username: pakistan

Password:

Log In

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.

CTL Pakistan Existing

apps2.psi.org/ctl/sales/

Apps

CTL SALES NOTES SUMMARY HELP

0 Existing Records - Pakistan June 2021

New Record Notes Reconciliation Summary

Data Entry Page

Instructions:

1. Select "Brand Name" from the drop-down list. For example, "Sathi".
2. Select "Product/Variant" (if applicable) from the drop-down list. In most cases, leave this unselected.
3. Select "INM" from the Project's drop-down list.
4. Click "Create"

The screenshot shows a web browser window with the URL `apps2.psi.org/ctl/sales/new/`. The page title is "CTL Pakistan Add New". The main heading is "Pakistan June 2021 - New Sales Record". Below the heading, there is a "Back to Existing Records" link. The form contains three dropdown menus: "Brand Name" (selected: Sathi), "Product / Variant" (selected: - Select One -), and "Project" (selected: INM, which is highlighted with a red box). A "Create" button is located at the bottom right of the form.

5. All data entry fields including "Opening Balance" for inventory will always be zero.

Data Entry Page (cont'd)

[apps2.psi.org/ctl//sales/view/?id=286002](#)

CTL

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[⌂ Back to Existing Records](#)

Pakistan June 2021 - SathiINM

Inventory

1. Opening Balance

0

2. Quantity In

0

3. Quantity Out (As Sales)

0.00

4. Other Quantity Out

0

5. Ending Balance

0.00

Sales

6. Credit Sales

0

7. Cash Sales

0

8. Quantity Samples

0

9. Total Quantity Sales

0.00

Additional Comments

Delete

Update

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

- :: (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.

- :: The return amount must be entered as “negative sales” in rows 6 – 8 where it was originally booked
- :: (4) Other Quantity Out, this will be an offset line to keep “ZERO” ending inventory balance by entering the same figure as (9) Total Quantity Sales but with “negative sign”
- :: Additional Comments: please leave a note here for future reference
- :: “Click to Save”

Data Entry Page (cont'd)

apps2.psi.org/ctl//sales/view/?id=286002

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🔍 Back to Existing Records
Pakistan June 2021 - Sathi\INM

Inventory

1. Opening Balance	<input type="text" value="0"/>
2. Quantity In	<input type="text" value="0"/>
3. Quantity Out (As Sales)	<input type="text" value="1,001,000.00"/>
4. Other Quantity Out	<input style="border: 2px solid red;" type="text" value="-1001000"/>
5. Ending Balance	<input type="text" value="0.00"/>

Sales

6. Credit Sales	<input type="text" value="1000000"/>
7. Cash Sales	<input type="text" value="0"/>
8. Quantity Samples	<input type="text" value="1000"/>
9. Total Quantity Sales	<input style="border: 2px solid red;" type="text" value="1,001,000.00"/>


Additional Comments

🗑 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.

 apps2.psi.org/ctl//sales/view/?id=286002


CTL


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 Back to Existing Records

Pakistan June 2021 - Sathi\INM

Inventory


1. Opening Balance	<input type="text" value="0"/>
2. Quantity In	<input type="text" value="0"/>
3. Quantity Out (As Sales)	<input type="text" value="1,001,000.00"/>
4. Other Quantity Out	<input type="text" value="-1001000"/>
5. Ending Balance	<input type="text" value="0.00"/>

Sales

6. Credit Sales	<input type="text" value="1000000"/>
7. Cash Sales	<input type="text" value="0"/>
8. Quantity Samples	<input type="text" value="1000"/>
9. Total Quantity Sales	<input type="text" value="1,001,000.00"/>

Additional Comments

In June 2021, the quantity credit sales for Sathi = 1,000,000 condoms with 1,000 condoms for sales incentive.

 Delete

Saved

Main Page

The screenshot shows the main page of the PSI system. At the top, the browser address bar displays 'apps2.psi.org/ctl/sales/'. Below this is a navigation bar with tabs: 'CTL', 'SALES' (which is active and underlined), 'NOTES', 'SUMMARY', and 'HELP'. To the right of the 'HELP' tab is a user profile icon. Below the navigation bar, the page title is '1 Existing Records - Pakistan June 2021'. Underneath the title, there are three buttons: 'New Record' (blue), 'Notes' (grey), and 'Reconciliation Summary' (grey). At the bottom of the page, the record name 'SathiNNM' is displayed, followed by a 'view / update' button.

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. The browser address bar displays 'apps2.psi.org/ctl/sales/new/'. The navigation bar is identical to the main page, with 'SALES' as the active tab. Below the navigation bar, there is a link 'Back to Existing Records' and the page title 'Pakistan June 2021 - New Sales Record'. The main content area contains three dropdown menus: 'Brand Name' (selected: DepoTone-3), 'Product / Variant' (selected: - Select One -), and 'Project' (selected: INM). At the bottom of the form is a 'Create' button.

Data Entry Page

apps2.psi.org/ctl/sales/view/?id=286003

CTL

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🔍 Back to Existing Records

Pakistan June 2021 - DepoTone-3\INM

Inventory

1. Opening Balance	0
2. Quantity In	0
3. Quantity Out (As Sales)	50,150.00
4. Other Quantity Out	-50,150
5. Ending Balance	0.00

Sales

6. Credit Sales	50,000
7. Cash Sales	0
8. Quantity Samples	150
9. Total Quantity Sales	50,150.00

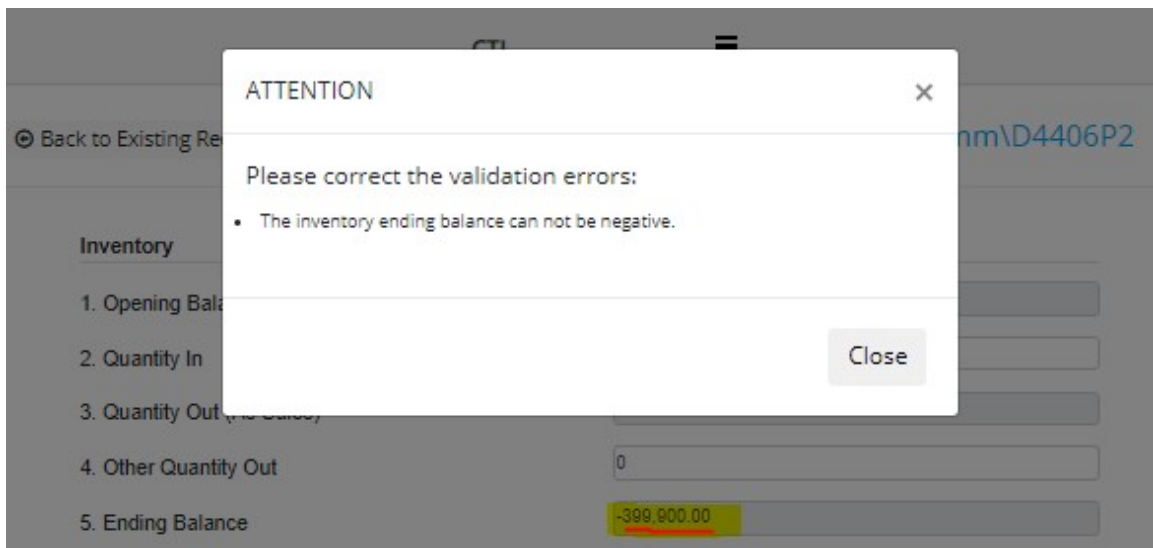
Additional Comments

In June 2021, the quantity credit sales for Depotone = 60,000 units minus 10,000 units return from our distributor.

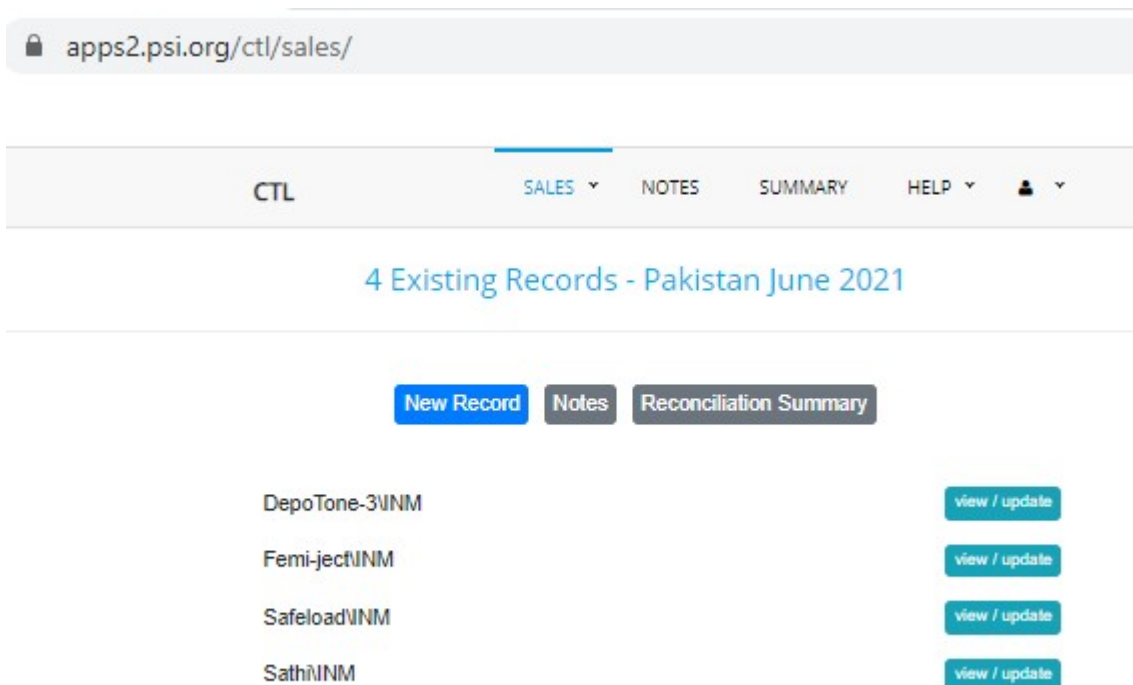
🗑 Delete

💾 Saved

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

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

CTL SALES NOTES SUMMARY HELP

Reconciliation Report - Just Notes

Country: Pakistan
Date: 6/2021

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

Brand Name	Variant Name	Contract Name	Notes	Edit
DepoTone-3		INM	In June 2021, the quantity credit sales for Depotone = 60,000 units minus 10,000 units return from our distributor.	
Femi-ject		INM	In June 2021, 2000 units were sold as credit	
Safeload		INM	In June 2021, 20 units of Safeload were giving away for free to a health facility.	
Sathi		INM	In June 2021, the quantity credit sales for Sathi = 1,000,000 condoms with 1,000 condoms for sales incentive.	

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
4. Click “←” to return to the previous page

Reconciliation Report - Just Note x +

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

Apps | Other b

Reconciliation Report - Just Notes

Country: Pakistan

Sales Date: 6/2021

Brand Name	Variant Name	Contract Name	Notes
DepoTone-3		INM	In June 2021, the quantity credit sales for Depotone = 60,000 units minus 10,000 units return from our distributor.
Femi-ject		INM	In June 2021, 2000 units were sold as credit
Safeload		INM	In June 2021, 20 units of Safeload were giving away for free to a health facility.
Sathi		INM	In June 2021, the quantity credit sales for Sathi = 1,000,000 condoms with 1,000 condoms for sales incentive.

5. Click "Back to Existing Records" to go back to the Main page

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

CTL SALES NOTES SUMMARY HELP

Reconciliation Report - Just Notes

Country: Pakistan

Date: 6/2021

Back to Existing Records PDF

Brand Name	Variant Name	Contract Name	Notes	Edit
DepoTone-3		INM	In June 2021, the quantity credit sales for Depotone = 60,000 units minus 10,000 units return from our distributor.	
Femi-ject		INM	In June 2021, 2000 units were sold as credit	
Safeload		INM	In June 2021, 20 units of Safeload were giving away for free to a health facility.	
Sathi		INM	In June 2021, the quantity credit sales for Sathi = 1,000,000 condoms with 1,000 condoms for sales incentive.	

Monthly Reconciliation Summary

apps2.psi.org/ctl/sales/summary/

CTL SALES NOTES SUMMARY HELP

Country: Pakistan
Date: 6/2021

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
DepoTone-3		INM	0	0	50,150	-50,150	0	0	0	0	X
Femi-ject		INM	0	0	2,000	-2,000	0	0	0	0	X
Safeload		INM	0	0	20	-20	0	0	0	0	X
Sathi		INM	0	0	1,001,000	-1,001,000	0	0	0	0	X

Instructions:

1. Review information you have entered
2. Make sure "Inventory In" and "Inventory End Balance" are all "ZERO"
3. Click the pencil icon if you need to edit an existing record
4. Click "PDF" to print as PDF format, click "←" to return to the previous page

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

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Monthly Reconciliation Summary

(Print in landscape mode)

Country Representative Signature

Exchange Rate


Pakistan
6/2021

* 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
DepoTone-3		INM	0	0	50,150	-50,150	0	0	0	X
Femi-ject		INM	0	0	2,000	-2,000	0	0	0	X
Safeload		INM	0	0	20	-20	0	0	0	X
Sathi		INM	0	0	1,001,000	-1,001,000	0	0	0	X

5. Click "Back to Existing Records" to go back to the Main page

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

 apps2.psi.org/ctl/sales/


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4 Existing Records - Pakistan June 2021

New Record

Notes

Reconciliation Summary

DepoTone-3\INM	<div>view / update</div>
Femi-ject\INM	<div>view / update</div>
Safeload\INM	<div>view / update</div>
Sathi\INM	<div>view / update</div>