# **28.07.** How to correct wrong pack sizes

## Introduction

In a warehouse or dispensary, stock may be received in 'bulk' (larger pack sizes) which then need to be physically and logically broken down in to smaller, 'issue size', packs before the stock is issued. It often makes sense to keep last-expiring stock in bulk quantities until closer to the time it will be issued:

- It makes for easier stock-taking; just counting the number of cartons, rather than working out how many inner packs are in the cartons, and then multiplying that by the number of cartons.
- If you will be splitting a stock line to move a carton(s) to a more accessible location for issue, then keeping the 'carton' pack size makes it easier to identify how much stock needs to be to split off.

In any case, whenever it is done, you will need to change the pack size of your stock.

It is important that changing pack size does **NOT** change the total amount of stock that you have. mSupply is carefully designed to ensure this.



## Changing pack size for stock on hand

The pack size for Stock on hand is changed through either of two methods:

- Repack items
- Splitting a stock line

## Changing pack size for stock already issued

If your staff have forgotten to tell mSupply about the new pack size through a Repack or Split, then stock may be issued without noticing the large pack sizes. This will result in mSupply being told that much more stock has been issued than actually has been.

In an pharmacy environment, the same could also be true if the 'Pack to one' preference has not been set. Most users tend to rely on the stock being introduced to the system in the correct pack sizes

(suitable for patient consumption) and when this is not done, the dispenser doesn't pay attention to the pack sizes and accidentally tells mSupply that they are issuing stock with large pack sizes.

In both cases the customer or patient receives drug quantities that are generally much less than what mSupply has been told.

It is **much** better to take measures to ensure that these errors do not occur frequently, but if you find that you haven't, mSupply does have the facility to correct the pack size for stock that has already been issued. As you can imagine, this is a powerful and potentially harmful feature and so there is a special user permission to allow this. Only high level users should have the user permissions to carry out the task below.

## **User permissions**

Firstly to correct pack sizes you need to have the following user permission :

• Can update pack size, cost and sell price

Do the following :

- View File > Edit Users...
- Double click on the user that requires the right to correct pack size mistakes.
- View the "Permissions" tab
- Make sure the permission "Can update pack size, cost and sell price" is ticked (see image below)

User ujwal		
General Per	missions (2) Permissions (	3) Log-on modes Details
Ordering	1000	Goods receiving
<ul> <li>View purchase orders</li> <li>Delete purchase orders</li> <li>Edit purchase orders</li> <li>Edit purchase order pricing</li> </ul>	<ul> <li>Create purchase orders</li> <li>Confirm purchase orders</li> <li>Create &amp; edit backorders</li> <li>Create new quotes</li> </ul>	<ul> <li>View goods received</li> <li>Add/edit goods received</li> </ul>
🗹 Manage tenders	🗹 Edit & delete guotes	Special
🗹 Finalize purchase orders	Ouplicate purchase orders	Add / edit currencies
Items		Add / edit reminders
Create new items View items Edit items Duplicate items Create repacks	<ul> <li>View inventory adjustments</li> <li>Enter inventory adjustments</li> <li>Edit Inventory adjustments</li> <li>View cost prices of stock</li> <li>Edit item names, codes and units</li> </ul>	<ul> <li>Add / edit misc labels</li> <li>Add / edit abbreviations</li> <li>Add / edit warnings</li> <li>Add / edit prescribers</li> <li>Add / edit transaction categories</li> <li>Add / edit contacts</li> </ul>
<ul> <li>Edit repacks</li> <li>View pricing information for items</li> <li>Edit item units list</li> </ul>	Manage item access Manage drug interaction groups	Merge prescribers
🗹 Merge two items	Manage locations	Tenders
🗹 Add / edit departments	Make item in-active	Create & edit tenders
Modify sell and cost prices of existing s Supplier invoices with issued stock Can update pack size, cost and sell pri	tock ce	All on
		Delete Cancel OK

## Locating the item

For this tutorial let's assume that we are inside a pharmacy where Amoxicillin 250mg tab/cap should have been introduced as single tablets rather than boxes of 100 tablets. The pharmacy never has to dispense the whole bottle (100 tablets) to one patient.

View the item where the pack size needs to be adjusted :

- Item > Show items... from the mSupply menu. Use the search filter
- Navigate to the item in the list and double click.
- Go to the "stock" section. View the image below:

Image       Image       Amoxicillin 250mg tab/cap       Store:       General         Misc       Usage       Image	÷ Volume 0 0
Usage Usage Stock Show zero lines Print Split Update sell prices Show related invoices Consolidate Ledger Quotes 1 3 13 100 b39399 01/01/2008 arbuck A 343.00 343.00 Backorders 2 100000 100000 1 b93333 31/12/2014 acmep 344.00 378.40 378.40 Notes 2 100000 100000 1 b93333 31/12/2014 acmep 344.00 378.40 378.40 Reconcile Bill of materials Purchase Orders Corders Corder and the second secon	Volume 0 0
Stock         Show zero lines         Print         Split         Update sell prices         Show related invoices         Consolidate           Ledger         Line         Available         Total         Pack         Hold         Batch         Expdate         Supplier         Manufacturer         Location         Cost Price         Sell Price         Status         Total         Otal         Dispassion         Sell Price         Status         Total         Total         Otal         Dispassion         Sell Price         Status         Total         Total         Otal         Dispassion         Sell Price         Status         Total         Total         Dispassion         Sell Price         Status         Total         Sell Price         Status         To	Volume 0 0
Ledger       Line       Available       Total       Pack       Hold       Batch       Expdate       Supplier       Manufacturer       Location       Cost Price       Stell Price       Status       Total         Quotes       1       3       13       100       b39399       01/01/2008       arbuck       A       343.00       344.00       378.40 <t< td=""><td>Volume 0 0</td></t<>	Volume 0 0
Quotes         1         3         13         100         b39399         01/01/2008         arbuck         A         343.00         343.00         343.00         A         343.00         343.00         343.00         A         343.00         343.00         A         A         344.00         378.40         A         A         344.00         378.40         A         A         344.00         378.40         A <td>0</td>	0
Sackoroers       2       100000       1       b93333       31/12/2014       acmep       344.00       378.40       378.40         Notes       Reconcile       Image: Sackoroers	0
Notes Reconcile Bill of materials Purchase Orders Order options Dispensing Reconcile	
Recording Control Cont	
Purchase Orders Order options Dispensing Reporting	
Order options Dispensing Reporting Dispensing Dispensin	
Dispensing Reporting	
Reporting	
The second se	
	_
CST Stock Non stock items	
Stores Minimum stork 0 Tetal stork value 34 404 450 00 Non stock item	
The full state and state a	
Stock on hand 101,300 Average unit cost 339.62 Default costonie	
Stock on order 0 Total Volume 0.00 None	
Months Cover	
Based on 0 = months usage: Calculate Exclude stock with expiry date less than 3 months	
For stack on band 0. Generating an order for 0 days stock	
For stock on hand U will ender a quantitie of D	
including stock on order 0 will order a quantity of 0	
Delete OK & Previous OK & Next Cancel	04

The image above shows that a batch of Amoxicillin 250mg tab/cap has been received in packs of "100".

Double click on this stock line and view the ledger associated with this batch:

		Ge	neral	Ledg	ier	status Re	ference doo	uments				
Quantity acco	ording to	stock		<u> </u>		J						
Total Quant	tity 1300	1						Avail	lable 3	00		
Date	Invoice	Name	Туре	In/Out	Stat	Expiry	Batch	Quan	Pack	Cost	Seli	Exten
05/02/2007	10	Arbuckle distrib	si	in	cn	01/01/2008	b39399	200	100	343	343	68600
	15	Pharmacy	ci	out	sg	01/01/2008	b39399	10	100	343	343	343(
24/05/2011	16	Blue Cross hosp	ci	out	cn	01/01/2008	b39399	100	100	343	343	34300
24/05/2011	16	Inventory adjus	SC	out	cn	01/01/2008	b39399	80	100	343	343	-2744(
13/02/2012	17	Smith, John	ci	out	cn	01/01/2008	b39399	5	100	343	343	1715
13/02/2012	18	Parker, Jennie	ci	out	cn	01/01/2008	b39399	2	100	343	343	686
Item stock li	ine ledge	r	-									
Total Quar	ntity 130	0						Ava	ilable	300		
Reconcile fro	om start (	of year										
Total Quar	ntity 130	0						Ava	ilable	300		

The image above shows that two patients (John Smith and Jennie Parker) were issued in total 500 and 200 tablets when the correct amount should have been 5 and 2 tablets. Let's assume that the pack size on all should in fact be "1"

Now close the item stock line details window and view the item again.

### Getting to the source

To correct the pack size from "100" to "1", we now need to locate the invoice that initially introduced this batch (b39399) of Amoxicillin 250mg tab/cap to our stock.

Do the following :

- Get back to the item detail window showing the batch lines.
- Select the batch line.
- Then click on the "Show related invoices" icon
- You will now be presented with a list of invoices connected to this particular batch of stock.

000	Item details	
General Misc Usage Stock		Store: <u>General</u> =
edger	Line Available Total Pack Hold Batch Expdate Supplier Manufacturer	Location Cost Price Sell Price Status Total Volume
uotes ackorders iotes econcile ill of materials urchase Orders irder options	I I I 100 B h19399 0I/01/2008 arbitk 2 100000 100000 I b93333 31/12/2014 acmep	A 341.00 343.00 0 344.00 378.40 0
spensing sporting 19 iT ores	Stock  Minimum stock  0 Total stock value 34 404 459 00	Non stock items
	Stock on hand 101,300 Average unit cost 339,62	Default customer
	Stock on order 0 Total Volume 0.00	1.000
	Based on 0 + months usage: Calculate Exclude stock with For stock on hand 0 Generating an oro Including stock on order 0 wi	h expiry date less than 3 months fer for 0 days stock II order a quantity of 0
Delete	OK & Previous	OK & Next Cancel OK

### Locating the stock introducing invoice

From the list of invoices we now need to view the invoice that initially introduced the stock.

The image below contains customer and patient invoices ("ci" type), an inventory adjustment ("sc" type) and a supplier invoice ("si" type). The supplier invoice has been highlighted.

.... ... Z 1 2 2 • 6 \*\* T Finalize Duplicate Customise Modify Expert to MYCE Frint Cancel Find Order by Filters Sum. Type Sta Their ref PS printed dt. Name Entered Confirmed Total \* Types m Corr Exp btch 77518 8933 Customer Impices Pharmacy ng cn 15 16 3875.9 24/05/2011 ti Supplier Involces Blue Cross hospital ci 24/05/2011 24/05/2011 37072 po882 24/05/2011 Express Courier please inventory adjusts Inventory adjustments SC. cn 24/05/2011 24/05/2011 16 -27620 Reduced stock 0 Supplier credits 13/02/2012 13/02/2012 Smith, John d CD 17 1715 Parker, Jermie tn 13/02/2012/13/02/2012 18 686 **Customer** credits ėi. Builds Repacks 4 Find\_ By date . By Status My transaction · My custom filters 1/6/34

Double click on the line for the supplier invoice to open it.

### Viewing the invoice

View the invoice and you will see one or more lines showing items that have been introduced to stock.

Among them will be one containing the item you're interested in - make sure you identify the right one because there could be more than one batch of that particular item. For this example the invoice only contains one line. This invoice line was responsible for introducing an unsuitable pack size for dispensing purposes.

Double click on the line to open up the supplier invoice line:

00				Si	upplier	invoice			-	
Name Their ref comment	Arbuckle o b933 Short Expl Delete lin	distribution ry e	arbuck	Co Cat	Entry di onfirm di egory	ate : 05/02 ate : 05/02 None	2/2007	In Go Purc	Colou ivoice numbe Statu ods receive II hase Order II Entered b Store	r: 10 s: cn 0: 0 0: 0 y: ujwal e: General
_			General	Summary b	y Item	Summar	y by Batch	Price		
1 A	Amaxici	ltem In 250mg tal	Name. D/Cdp	Qty 20	Pack 0 100	Batch 539399	Expiry 01/01/2008	Cost Price	Sell Price	Price extension 58,500.00
¢, @	. •	Other charg	es						Subtotal 13 % tax	68,600.01 : 8,918.01

#### Correcting pack size

You should now see a window similar to the image below :

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Item	Amoxicillin 250mg tal	b/cap		
Quantity	200 Jnits i	ssued: 197	amo250t	New item
Pack size	100 <b>)</b> ea			
Total quantity:	20000		Locatio	on 🗛 🦳 🧕
Batch	b39399		Volume per pa	ck 0 m3 🚱
Expiry	01/01/2008	Adjusted local cost (USD)	% Margin	Sell price
Invoice line unit cost (USD)	343.00	343.00	0.00	343.00
	•	(	Cancel	OK & Next

For this example lets assume that the total quantities are correct. Here we did indeed receive 20,000 tablets. So we are going to make the following adjustments.

The step below is only possible if you have the user permission "Can update pack size, cost and sell price" set as described above. If this permission is not set, the pack size is disabled but still viewable.

Starting with mSupply v4.12.06 the pack size field is only enabled if there are no pending repacks connected to the stock. If suggested repacks are encountered, they either need to be deleted or finalised.

Below we have changed the packsize to "1" and pushed the quantity to 20,000

So, as before, the total tablets we have received is :  $20,000 \times 1 = 20,000$ 

Click "OK" to save the changes.

Item	Amoxicillin 250mg tab	o/cap		4	-
Quantity	20000 Units i	ssued: 197	amo250t	_	New iten
Pack size	1 ea				
Total quantity:	20000		Locati	on A	9
Batch	b39399		Volume per pa	ck	0 m3 S
Expiry	01/01/2008	Adjusted local cost (USD)	% Margin	Sell price	
nvoice line unit cost (USD)	343.00	343.00	0.00	343.00	
	<b>4</b>		Cancel	ok 🗌 🗖	OK & Next

We are done. Close the invoice.

#### **Review of the changes**

Now, to see the result of the pack size adjustment, view the item and its ledger associated with batch "b39399":

Line Available:       Total Pack       Hold       Batch       Explain       Suppler       Manufacturer:       Location       Cost Price:       Status       Total Volume       Batch       Batch <t< th=""><th></th><th>Show zero lines Pri</th><th>Amoxicillir</th><th>250mg tal</th><th>h/cap Update sel</th><th>prices</th><th>Show related in</th><th>svoites</th><th>Store:</th><th>Gene</th><th>ot.</th><th></th><th><u>(</u>‡)</th><th></th><th></th><th></th><th></th><th></th><th></th></t<>		Show zero lines Pri	Amoxicillir	250mg tal	h/cap Update sel	prices	Show related in	svoites	Store:	Gene	ot.		<u>(</u> ‡)						
Her       Them code amo250t       Herm name: Amoxicillin 250mg tab/cap         General       General       General       General         Stack       General       General       General       General         Stack       Otal stock value: 41,11       Stack 0       Total stock value: 41,11       Stack no ntand       101,000       Average unit cost         Stack no ntand       101,000       Average unit cost       Stack no ntand       101,000       Average unit cost         Stack no ntand       101,000       Average unit cost       Stack no ntand       101,000       343       343         13/02/20102       18       Parker, jennie ci       out       not       01/01/2008       53399       100       1       343       343         13/02/2012       18       Parker, jennie ci       out       not       01/01/2008       53399       10       1       343       343       1343         13/02/2012       18       Parker, jennie ci       out       not       01/01/2008       53399       10       1       343       343       131         13/02/2012       18       Parker, jennie ci       out       not       01/01/2008       53399       1       343       143       134     <	ders	Line Available Total 1 19803 19513 2 100000 100000	Pack Hold	Batch b39399 b93333	Expdate 01/01/2008 31/12/2014	Suppli arbi	er Manufacturer uck nep	Location	Cost Price 343.00 344.00	Sell Pric 343.) 378./	e Stati 00 40	us To	otal Volume	0 0					
99       Seack       Date       Nowing 19813       Available 19803         Seack       Minimum steck       0       Total stock value       41,13         Stock on hand       101,100       Average unit cost       56,02/2007       10       Available       19803         Stock on order       0       Total volume       15       Pharmacy       ci       out       no       01/01/2008       39399       10       1       343 <t< td=""><td>e aterials e Orders ptions ing</td><td></td><td></td><td></td><td></td><td></td><td>tem code amo2 Quantity acco</td><td>5<b>01</b> rding to st</td><td>Item nan</td><td>ie Am ieneral</td><td>oxicilli</td><td>n 250</td><td>mg tab/ci Status R</td><td>eference do</td><td>cuments )</td><td>_</td><td>_</td><td></td><td></td></t<>	e aterials e Orders ptions ing						tem code amo2 Quantity acco	5 <b>01</b> rding to st	Item nan	ie Am ieneral	oxicilli	n 250	mg tab/ci Status R	eference do	cuments )	_	_		
Stack       Date       Invalue       Date       Name       Type In/Out Stat       Expiry       Batch       Quan       Parts       Cost       Sel         Minimum stack       0       Total stock value       41.11       Stock no hand       101,100       Average unit cost       13       343	ng i			ļ)			Total Quant	ity 19813							Availa	ble 1	9803		
Minimum stock       0       Total stock value       41,11         Stock on hand       101,100       Average unit cost       15       Permitting view       10       101/01/2008       53339       100 st       1       343       343       343         Stock on hand       101,100       Average unit cost       15       Permitting view       10       10       10       10       10       10       10       10       10       13       343       343       343         24/05/2011       16       Buentony adjus sc out       0       0       1       343		Stock					Date	Invoice	Name chuckle dire	Type	In/Out S	Stat	Expiry	Batch	Quan	Pack	Cost	Sell	Exten
Stack on hand         101,300         Average unit cost           Stack on order         0         Total Volume           Months Cever         343         343           Based on         0         1         343         343           13/02/2012         17         Senth, John         ci         out         cn         01/01/2008         53399         5         1         343         343         171           13/02/2012         17         Senth, John         ci         out         cn         01/01/2008         53399         5         1         343         343         171           13/02/2012         17         Senth, John         ci         out         cn         01/01/2008         53399         5         1         343         343         01           13/02/2012         18         Parker, Jernie         out         out         cn         01/01/2008         53399         3         1         343         343         01           13/02/2012         18         Parker, Jernie         out         out         cn         01/01/2008         53399         3         1         343         688           Intem stock line ledger         Total Quantity		Minimum stock	0	Total stor	ck value 41.		15/02/2007	15 0	Philocole distr	ei .	in a		11/01/2008	630300	20000		343	343	1435
Stock in hand       101,100       Average unit cost         Stock on order       0       Total Volume         Months Cover       0       Total Volume         Based on       0       3         For stock on order       0       Calculate         including stock on order       0         Including stock on order       0         Total Quantity       19813         Available       19803		Providence based					24/05/2011	16.8	he Cross bo	ur ri	out	cm 0	11/01/2004	619199	100	- 1	343	143	14100
Stock on order       0       Total Volume         Months Cover       13/02/2012       12       Smith, John       out       on       01/01/2008       539399       5       1       343       343       1711         Based on       0       2       months usage:       Calculate       out       on       01/01/2008       539399       7       1       343       343       688         For stock on order       0       including stock on order       0       0       0       1       343       343       688         Reconcile from start of year       Total Quantity 19813       Available       19803       0       0		SCOCK ON Hand	101,100	Average u	INIT COST		24/05/2011	16 Ir	wentory adju	5 50	out	cn 0	11/01/2008	b39399	80	1	343	343	-2744
Months Caver       Based on 0 2 months usage. Calculate         For stock on hand 0       Imcluding stock on order 0         Including stock on order 0       Months Usage. Calculate         eleta       Reconcile from start of year         Total Quantity 19813       Available 19803		Stock on order	0	Total	Volume		13/02/2012	17 5	mith, John	ci	out	0 0	11/01/2008	639399	5	-1	343	343	1715
Based on 0 1 months usage: Calculate For stock on hand 0 Including stock on order 0 eleta: eleta: Intern stock line ledger Total Quantity 19513 Available 19503 Available 19503		Months Cover					13/02/2012	18 P.	arker, Jennie	ci	out (	in 0	1/01/2008	b39399	2	1	343	343	681
For stock on hand 0 Including stock on order 0 recome recome reco		Based on 0	months	usage:	Calculate					14	-				-	_		- 1	
eleis: Reconcile from start of year Total Quantity 19813 Available 19803		For stock o Including stock of	n band 0 n order 0				Item stock in Total Quar	ne ledger itity 19813	1			-			Avail	able	19803		
Total Quantity 19813 Available 19803	elete						Recording for		1912										
							Total Ouar	tity 19813	i i						Avail	able	19801		
						11		ing teen	2							(55)			

From the image above we see that the available and total stock figures have changed.

We can also see that pack sizes on past ledgers have been converted from "100" to "1".

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# 28.08. How to report by invoice category

Within mSupply if you have categorised invoices (or transactions) in a particular manner then you will be able to run reports based on this category. In dispensary mode Prescriptions can also be categorised. For example you may be required to tag your customer invoices as "Government" or "Private" facilities.

Follow these steps to generate a report by invoice category :-

• Make sure there is at least one transaction category available in your data file. If not, then follow the instructions at 26.06. Transaction categories to create a transaction category.

Image: New       Image: New <th>transaction</th> <th>categories</th> <th></th> <th></th> <th>٢.</th>	transaction	categories			٢.
New     Delete     Modify       Code     Categories       government     Government facility       private     Private facility	-	*		Transaction type Customer	
Code       Categories         government       Government facility         private       Private facility         a	New	Delete	Modify		
government       Government facility         private       Private facility	Code			Categories	
private       Private facility         Image: Im	government	Governm	ent facility		
	private	Private fa	cility		
	_				
	_				
	_				
	_				
-					
*					
-	_				

For this example the image above shows the addition of two categories for customer invoices.

• On your Invoices window, all of your categories will be displayed under the "Category" dropdown list.

heim	ir rel nen	e (Arubari M r t	aru	Confirm date	Governm None Private fa	ent facility citity	•	Ent Goods rec	Colour: 1000 Invoice: 510 ny date: 09/04/20 teive ID: 0 Status: mw	llack 12
N	园 ew l	ine Deli	Cl. ete lime(s)	[ Back	ال orders	園 History	Confirm	Enti	ered by : sussol Store : General	
en	eral	Summary	by Item Summary by Batch Transport	details						
ii.)	Lo.	Location	Rem Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten	
	1	C 21	Abacavir sulfate (A8C) 300mg, Tabs	1	60	1082375	01/10/201	14.49	1	44.90
	2	H13	Dapsone 120mg, Oral 120mg tabs.	1	L 100	144	11/01/201	9.32		9.32
	3	Expire Roo	Giemsa's Solution, S00ml/bottle	1	5 1	V0810026	01/09/201	4.00		40.00
	6	2	Other charges iter	n: [				A Si	mount: ubtotal: ) % tax: Total:	0.0 194.2 0.0 194.2

- Choose the category from the list and click on the OK button. For reporting purposes, the invoice will need to be confirmed.
- For reporting, from mSupply menu or Navigator , View Report  $\rightarrow$  Transactions.

Transaction report						1
Type of report		Transaction type				
Report		Sales to cust	omers			
Each invoice grouped by name		🖱 Sales to and	credits f	rom customers		
Each invoice grouped by date		Purchases fro	m supp	liers		
Each Invoice line by item		Di Duncharas fra	manda	and the the summittee		
Each invoice showing profit	-	O Purchases inc	in and c	reality to supplie	3	
Each invoice line grouped by item department then item		Inventory add	ustment	- Add stock		
Each invoice line grouped by name	13	Inventory adj	ustment	- Reduce stock		
Totals for each item category		Inventory adj	ustment	- Net movement		
Totals for each item		Transaction filter	6			_
Totals for each item-Net Inventory Adjustment		mansaction miter	-		- 112	
Totals for each name		Code	+	contains	· govern	
Totals for each item broken down by name		Name filter		1		_
Totals for each name broken down by item		F			-1	
Totals for each item department		Name code		equals	1000	
Totals for each item grouped by day						
The second secon		and	*	Category	Don't care	
Date range		Prescriber filter				
Confirmed Date O Shipping Date		Code	•	equals	•	
From 09/04/2012 To 09/04/2012 Today	•	Item filter				
		Item code	•	equals		
Donated by equals		and	•	category is	Don't Care 🔹	1
Which mode?		and	•	department is	Don't care 🔹	-
💩 Both modes 👘 Store mode 👘 Dispensary mod	de					
Exclude transfers from calculations						
Exclude Ad hoc and non stock items						
ℤ Exclude hidden items		Open report in	Excel	Car	icel OK	-

- On the right hand side of that window, you will see the section "Transaction filter". Here we have chosen to search for "Code" *contains* "govern", which produces the same results as searching for "Code" *equals* "Government".
- Click on the OK button and you will now have the opportunity to view items issued to government facilities.

Sales, Confirm date : I	29/04/2012 to 09/04/2012; 5	kore : Ge	eneral Mod	e Both Tr	ransactio	n catego	ry : Cot	le contains	@govern	G.
**	Tolfram	Code	Dete	Invoice	#aps	Parts \$128	Total	Cost Price	Sell Price	Pros
Alecent suffer (ABC) 2001g. Tells	Any ben sing meanin poel		09:04/12	818	10,00	80.00	600	14.49	14.48	144.90
Departy 100 mp. Drain 20mp table	Acuder from Heath poet		09.0412	810	1.20	too po	100	*10	9.32	944.90
									Total	9.32
Sie raas abutot abbrcoote	Avader NTN: Health poet		09-06/12	810	10.00	1.00	12	8.00	# .00	80.00
	Grand Turni	-							1000	15422

Previous: 28.07. How to correct wrong pack sizes | | Next: 28.09. Imprest work flow

# 28.09. Imprest work flow

Version : v3.11 or v3.12 or later

The imprest module allows a pharmacy or warehouse to decide on quantities of drugs its receiver facilities (customers or Virtual stores) should receive. Periodically a stock take is carried out at the customer's site and drugs are replenished to meet the predefined (imprest) level.

The tutorial below suggest how an imprest should now be carried out.

We will assume that the facility or customer has been assigned with a suitable imprest list. If this is not the case then please do the following:

- Select Item > Show Item master list... from the menus to create a master list (see here for details).
- Assign the master list to the customer. See Item Lists > Assigning a list to a customer for instructions.

## Create an imprest

Click on 'Requisitions' in the 'Customer' (or Patients) tab.. Click on the *New customer imprest* icon in he window which appears.

Nev	v customer equisition	New customer imprest	New customer stock history	Delete	
ID	Name		Date entered	Requisition date	Status

Type the first few few characters of the customer name in the Name field and press tab. A List of matching customers is displayed (unless only one customer name matches what you entered). Choose the intended customer and click the *Use* button.

Enter new imprest      Name med		8	lack ID: 1146
Stock take date 20/08/13 Order Received 20/08/13	Le Choose name		Entry date : 20,08,13 Status : nw Stock Type : im Entered by : Sussol Store: General
Un Item code Item Name Unit	Name Cod Medical Stores MH0 Medical Ward W02		Actual quan
<	< Double-click a name to choose it Cancel	Use	, •
Save Sort Order		Cancel	OK & Next OK

At this point the master list of items associated with the customer is displayed in its default sort order.

## **Print the imprest**

The image below shows an example of what you now see: a list of items with their required imprest quantities. The next task is to print the list and carry out a physical stock take at the customer site.

option.

First of all, make sure the list is in the correct order. If it is, fine. If not, re-order it as appropriate (by clicking on the column headers or dragging items up or down the list) and click on the *Save Sort Order* button.

_	_	
_	-	

Now print the list by clicking on the *Print* button <sup>Print</sup> and selecting the "Customer stock takes"

The print dialogue opens. Here you can add header and footer information for your printouts. Press OK when ready and print the list.

	Customer stock	take for :Amnesty Ho	ospital date : 20/	none ᅌ
Footer				
				page ᅌ
Destination	_			
Printer	Preview on screen before printing	Choose report	default	•
Open in Excel		type		
Save as HTML file				
Save as Text file				

	Name	Amnesty Hospital	AN	4N	1	Their ref				Black	ID: 9	
0	der Received	20/03/18			C	omment					Entry date : 20/0	3/18
St	ock take date	20/03/18									Status : sg	
											Type : im	
			_	_							Entered by : Adm	
[	+			2		5					Cincred by . Adm	al March and
Ne	w line	Delete line(s) Creat	te Custo	mer Invoice	Re	vert to sugge	sted guan			Print	Store: Gene	ral warehouse
ne	Item code	item name	Unit	Our stock on hand	Their previous stock on hand	Imprest	Customer current stock on hand	Our suggested quantity	Actual quantity given		Comment	
1	030453	Amoxicillin 250mg tabs	Tab	2457600	0	5	0	5	5			
2	038423	Salbutamol scored 2mg tabs	Tab	35000	0	4	0	4	4			
3	042744	Diazepam Injectimg/ml Amp/2ml	Ale	1675	0	4	0	4	4			
4	850804	Oral Rehydration1 litre/ CAR-100	Saet	16000	0	5	0	5	5			
5	030062	Acetylsalicylic Acid 300mg tabs	Tablet	7000	0	3	0	3	3			
6	201116	Bandage W.O.W m wide x 5m roll	Roll	4560	0	2	0	2	2			
7	031661	Captopril scored 25mg tabs	Tablet	50000	0	4	0	4	4			
8	037020	Paracetamol \$00mg tabs	Tablet	129000	0	6	0	6	6			
		1 m.	÷		2							
_												
_												
-												
-												
_			_					-				
_												

Please note that after printing the list you should not re-order it - it will be confusing later when you

come to enter the counted quantities for each item.

Now, using the printout, carry out the actual stock take.

# Updating the stock quantities

After carrying out actual stock take at the customer's site it's time to enter the actual stock quantities. In the window displayed below, edit the value in the *Customer current stock on hand* column with the stock take quantities you've written on the print out for each item.

mSupply automatically completes other two columns (*Our suggested quantity* and *Actual quantity given*).



O St ( Ne	rder Received tock take date	Delete line(s) Creat	e Custo	mer Invoice	Ci	omment	) ested quan			Print	Entry date : 20/03/18 Status : sg Type : im Entered by : Admin Store: General Warehouse
ine	item code	ltem name	Unit	Our stock on hand	Their previous stock on hand	Imprest	Customer current stock on hand	Our suggested quantity	Actual quantity given		Comment
1	030453	Amoxicillin 250mg tabs	Tab	2457600	0	5	4	1	5		
2	038423	Salbutamol scored 2mg tabs	Tab	35000	0	4	4	0	4		
3	042744	Diazepam Injectimg/ml Amp/2ml	Ale	1675	0	4	4	0	4		
- 4	850804	Oral Rehydration1 litre/ CAR-100	Saet	16000	0	5	3	2	5		
5	030062	Acetylsalicylic Acid 300mg tabs	Tablet	7000	0	3	3	0	3		
6	201116	Bandage W.O.W m wide x 5m roll	Roll	4560	0	2	3	0	2		
7	031661	Captopril scored 25mg tabs	Tablet	50000	0	4	4	0	4		
8	037020	Paracetamol \$00mg tabs	Tablet	129000	0	6	6	0	6		
		Confirm								Cancel	IK & Next OK

## **Assigning stock**

Once the updating of stock quantities is done and you are satisfied, you can click the *Create customer* 

*invoice* button to assign stock to the customer. Clicking the button will open the following window:

<b>2</b> ) (	N Thei Comn	ame Amr	AMN	Con	firm date : Category	00/00/00 None		0	Colour Invoice : 21 Entry date : 20/0	Black
( Ne	+ w lin	e	Delete line(s)	h-m 6		History	Confir	m	Status : sg Entered by : Adm Store : Gene	in eral Warehouse
			General Summary by	item St	immary by	saten Trans	port details	Log		
	L	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten	
	1		Amoxicillin 250mg tabs	5	1	none		0.00		0.00
	2		Salbutamol scored 2mg tabs	- 4	1	none		0.00		0.00
_	3		Diazepam Injection 5mg/ml Amp/2ml	4	1	none		0.00		0.00
	4		Oral Rehydration Solutt for 1 litre/ CAR-100	5	1	none		0.00		0.00
	5		Acetylsalicylic Acid 300mg tabs	3	1	none		0.00		0.00
	6		Bandage W.O.W. 15cm wide x 5m roll	2	1	none		0.00		0.00
	7		Captopril scored 25mg tabs	4	1	none		0.00		0.00
	8		Paracetamol 500mg tabs	6	1	none		0.00		0.00
h	i	🗾 🛃	Other charges	Item:	1				Amount:	0.00
									Subtotal:	0.00
									0 % tax:	0.00
									Total:	0.00
H	old nalise	e	Export batch: 0				OK & Next	Dele	te OK	- 6

All the entries appear in red - they are **placeholder** lines which have the correct quantity but have no batch chosen (notice 'none' in the batch column for each line). You have to double-click each line in turn and select which batches you wish to assign to the customer.

As an example, you will see the window below when you double click an item line:

LIII	e	1										
Qua	n	5 of 0	Tota		5							
Pac	k	1 Tablet		Bulk	/Out	er pack size	. 0					
	Add Pla	ice holder		Re-distr	ibute	all	Re-lookup Se	II Price				
L	Issue	Available	Tot in st	Pack	Н	Batch	Expdate	Supplier	Location	Cost Price	Sell price	Status
1	5	0	0	1		none				0.00	0.00	
2	0	21595	2397.595	1000				invad	B1	0.00	0.00	
3	0	14	20	500		17KD003	9/12/17		B1	0.01	0.01	
4	0	0	50	1000		K568672	9/12/17		B1	0.03	0.03	

Normally you would click on the *Re-distribute all* button to have mSupply make the appropriate selection for you (it chooses batches with shortest expiry first). Having done that, the window now appears like this:

Qua	n	1 of 21	97.59 Tota	I Bulk	1000 /Out	ar nach siza	0					
	Add Pla	ace holder		DUIK	/040		Re-lookup Sel	I Price				
L	Issue	Available	Tot in st	Pack	Н	Batch	Expdate	Supplier	Location	Cost Price	Sell price	Status
1	0	0	0	1		none				0.00	0.00	
3	0	14	20	500		17KD003	9/12/17		B1	0.01	0.01	
4	0	0	50	1000		K568672	9/12/17		B1	0.03	0.03	

Clicking on *OK* & *Next* displays the next item on the invoice. When the final item has been processed, clicking on *OK* or *OK* & *Next* will display the complete invoice (all red lines replaced with black lines with the chosen batch displayed). The image below shows the invoice part way through this process:

When you've selected batches for every line, make sure the *Hold* checkbox is not checked then confirm the invoice to assign the stock to the customer. Now all you have to do is print off the pick list, physically pick the stock off the shelves and send it to the customer. Congratulations - job done!

#### Previous: 28.08. How to report by invoice category || Next: 28.10. Tips and tricks

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