

# 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.

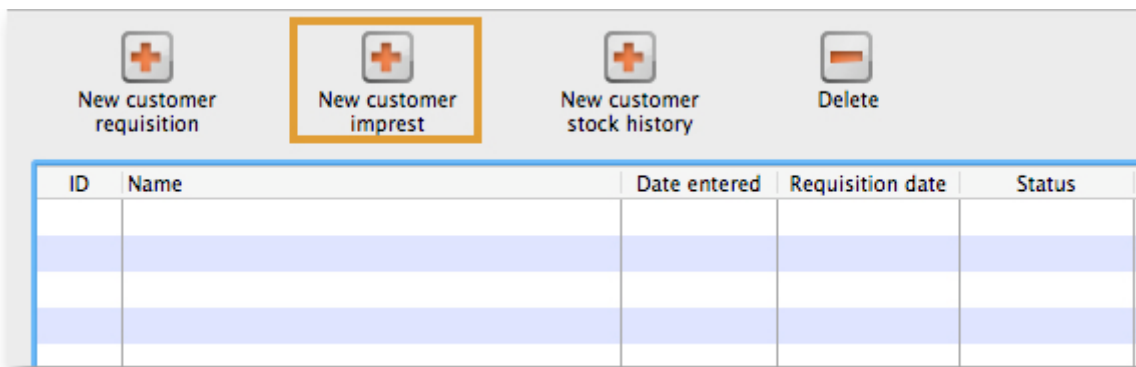
The tutorial below suggest how an *imprest* should now be carried out.

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:

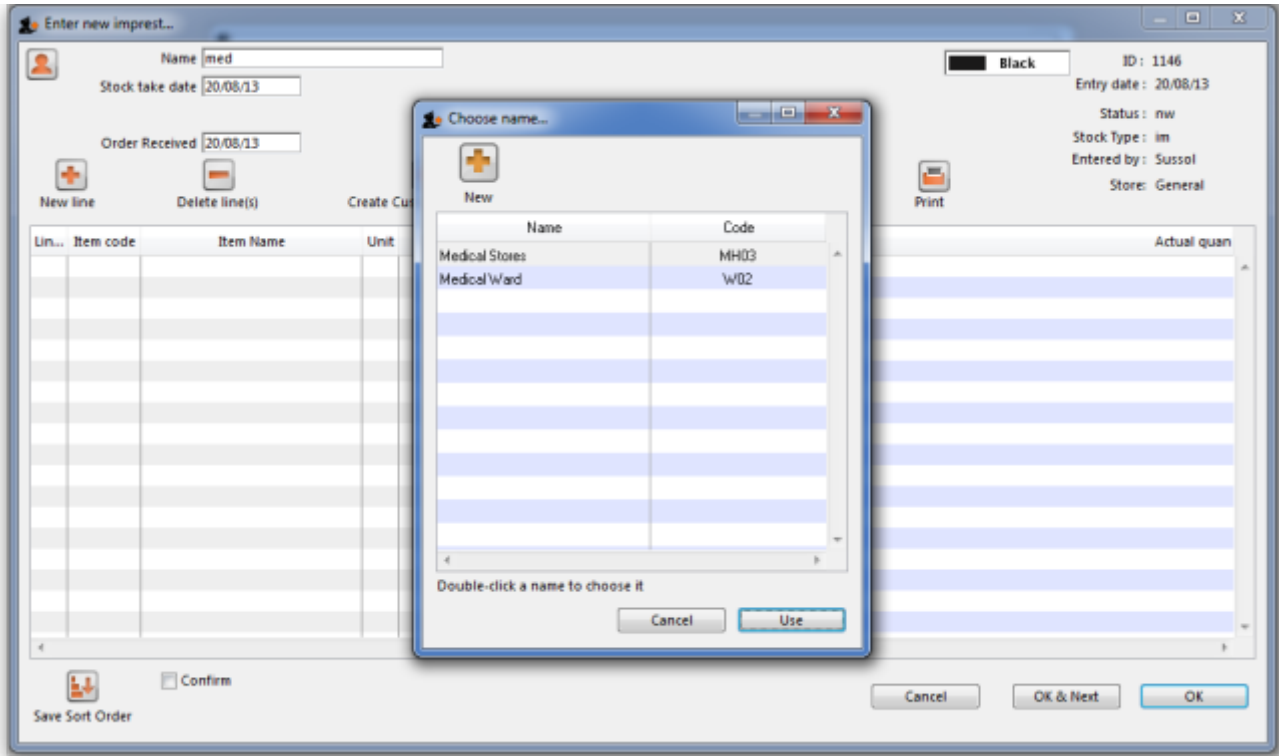
- Select Item > Show Item master list... from the menus to create a master list (see [here](#) for details).
- Assign the master list to the customer. See [Names: Using, adding and editing, the Item lists tab](#) for instructions.

## Create an Imprest

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



Type the first 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.



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.

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 and selecting the “Customer stock takes” option.

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

**Header**

Customer stock take for :Amnesty Hospital date : 20/03/18 none

**Footer**

page

**Destination**

Printer  Preview on screen before printing

Open in Excel

Save as HTML file

Save as Text file

Choose report type: default

Report name : customer\_stock\_takes

Cancel OK

Name: Amnesty Hospital AMN

Order Received: 20/03/18

Stock take date: 20/03/18

Their ref: [ ]

Comment: [ ]

Black

ID: 9

Entry date: 20/03/18

Status: sg

Type: im

Entered by: Admin

Store: General Warehouse

New line Delete line(s) Create Customer Invoice Revert to suggested quan Print

Line...	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 Injecti...mg/ml Amp/2ml	A...le	1675	0	4	0	4	4	
4	850804	Oral Rehydration...1 litre/ CAR-100	Sa...et	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 500mg tabs	Tablet	129000	0	6	0	6	6	

Save Sort order  Confirm

Cancel OK & Next OK

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 *Their current SOH* column with the stock take quantities you've written on the print out for each item (Note: SOH means Stock On Hand).

mSupply automatically completes other two columns, *Suggested Quantity* and *Actual Quantity* (The

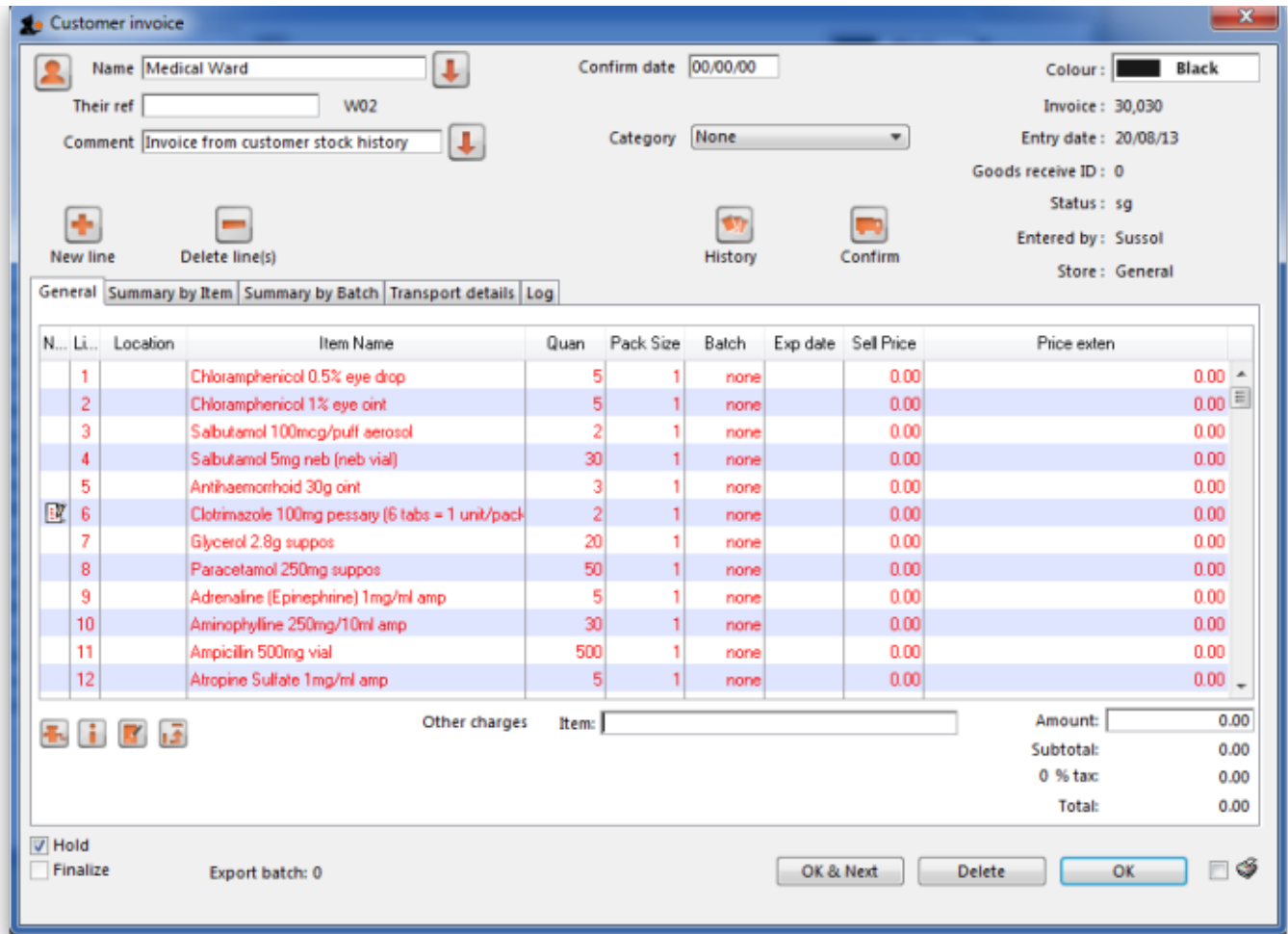
simple formula  $\text{Imprest quantity} - \text{stock remaining} = \text{order quantity}$  is used to fill in these columns).

The screenshot shows a software interface for entering new imprest. At the top, there are fields for 'Name' (Medical Ward), 'W02', 'Stock take date' (20/08/13), and 'Order Received' (20/08/13). On the right, there are fields for 'Black' (I6), 'Entry date' (20/08/13), 'Status' (sg), 'Stock Type' (im), 'Entered by' (Sussol), and 'Store' (General). Below these are several icons: a plus sign for 'New line', a minus sign for 'Delete line(s)', a document with a plus sign for 'Create Customer Invoice', a circular arrow for 'Revert to suggested quan', and a printer for 'Print'. The main part of the window is a table with the following columns: Lin..., Item code, Item Name, Unit, Our SOH, Their Old SOH, Imprest quantity, Their current SOH, Suggested quan, and Actual quan. The table contains 18 rows of data for various medical items. At the bottom, there is a 'Confirm' checkbox, a 'Save Sort Order' button, and three buttons: 'Cancel', 'OK & Next', and 'OK'.

Lin...	Item code	Item Name	Unit	Our SOH	Their Old SOH	Imprest quantity	Their current SOH	Suggested quan	Actual quan
1	CAFdr	Chloramphenicol 0.5% eye drop	each	4938	5	5	0	5	5
2	CAFoint	Chloramphenicol 1% eye oint	each	73	5	5	0	5	5
3	Salinh	Salbutamol 100mcg/puff aerosol	each	3210	2	2	0	2	2
4	Salneb5	Salbutamol 5mg neb (neb vial)	each	31237	0	30	0	30	30
5	Haemoint	Antihæmorrhoid 30g oint	each	1037	3	3	0	3	3
6	Clopes	Clotrimazole 100mg pessary (6 tab	each	11881	2	2	0	2	2
7	Glycup	Glycerol 2.8g suppos	each	568	12	20	0	20	20
8	Parsup2	Paracetamol 250mg suppos	each	4820	30	50	0	50	50
9	Adr1	Adrenaline (Epinephrine) 1mg/ml	each	1997	0	5	0	5	5
10	Amininj	Aminophylline 250mg/10ml amp	each	2881	23	30	0	30	30
11	Amp5	Ampicillin 500mg vial	each	21086	300	500	0	500	500
12	Atr1	Atropine Sulfate 1mg/ml amp	each	0	0	5	0	5	5
13	Benzath2	Benzathine Benzylpenicillin 2.4MU	each	59	3	3	0	3	3
14	BenPen1	BenzylPenicillin (Penicillin G) 1MU	each	18993	0	100	0	100	100
15	Cafinj1	Chloramphenicol 1g vial	each	8192	30	50	0	50	50
16	Cpzinj	Chlorpromazine 50mg/2ml amp	each	4450	1	5	0	5	5
17	Dex4	Dexamethasone 4mg/ml amp	each	5314	0	10	0	10	10
18	DicA	Diclofenac 25mg/3ml amp	each	227	14	20	0	20	20

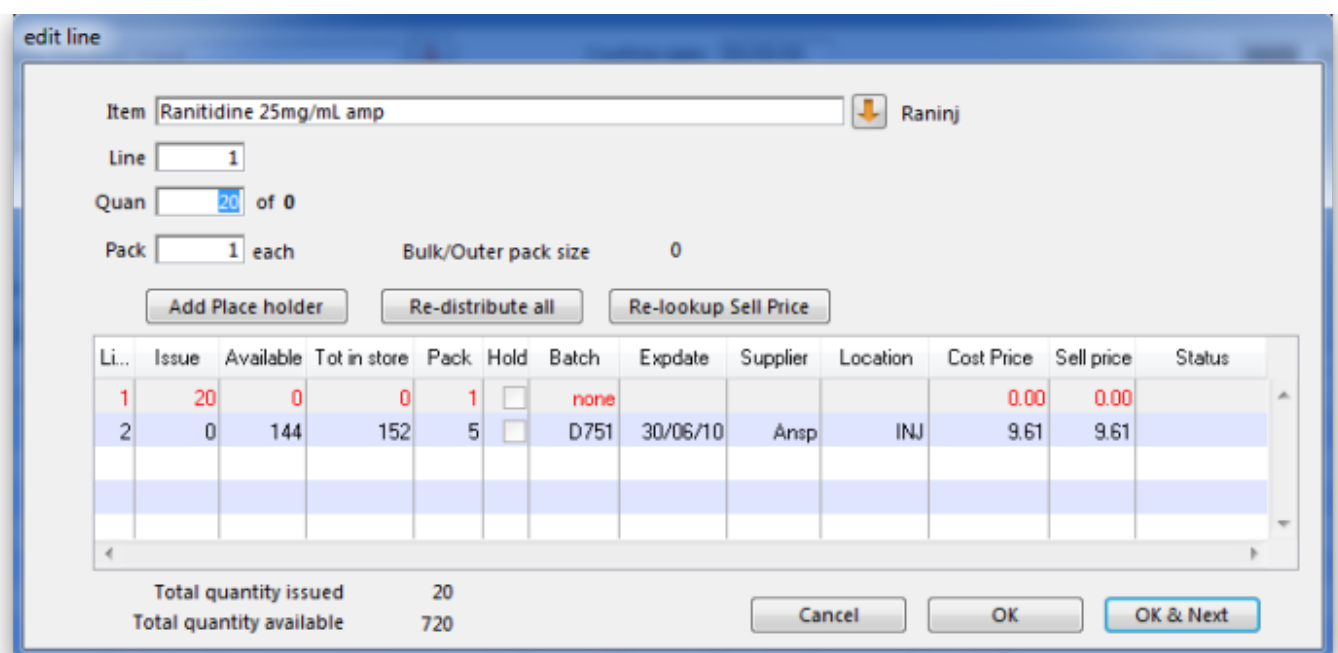
## Assigning stock

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:

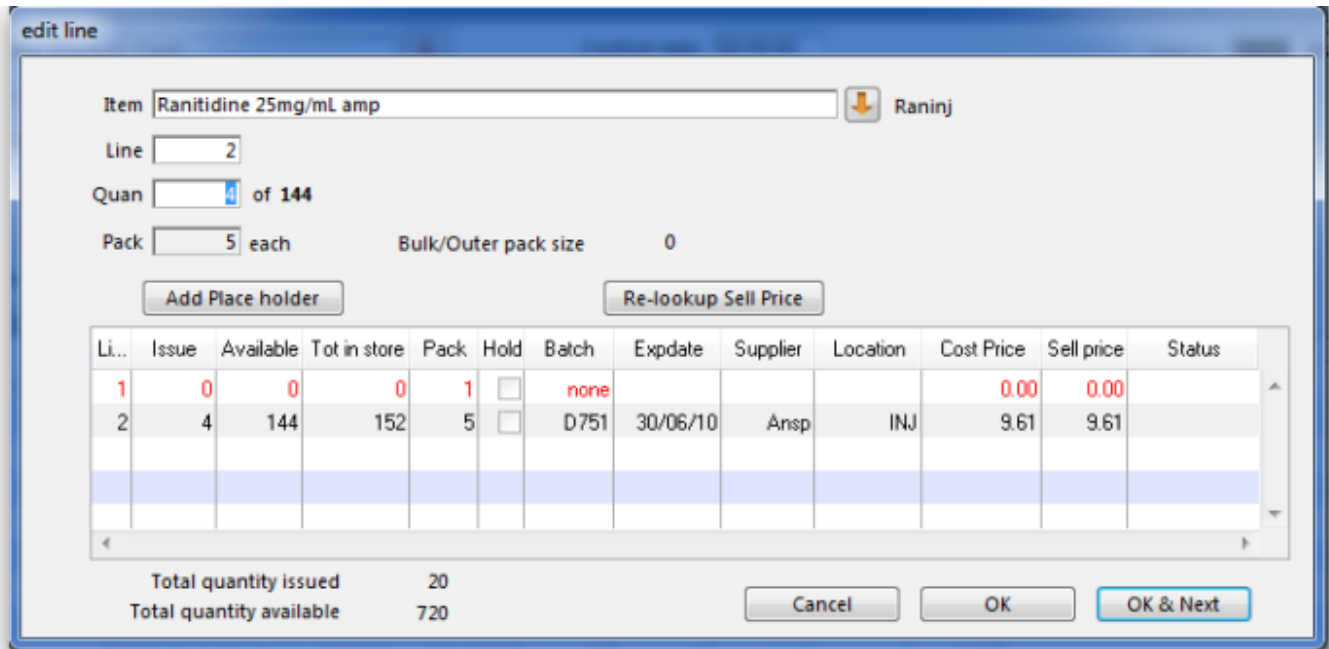


All the entries appear in red - they are **placeholder** lines which have the correct quantity but have no batch chosen (notice 'none' in the batch column for each line). You have to double-click each line in turn and select which batches you wish to assign to the customer.

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



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:



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:

Customer invoice

Name: Medical Ward      Confirm date: 00/00/00      Colour: Black

Their ref: W02      Invoice: 30,030

Comment: Invoice from customer stock history      Category: None      Entry date: 20/08/13

Goods receive ID: 0

Status: sg

Entered by: Sussol

Store: General

Buttons: New line, Delete line(s), History, Confirm

Tabs: General, Summary by Item, Summary by Batch, Transport details, Log

N...	Li...	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten
16E			Lancets Pricker (200s)	1	1	none		0.00	0.00
167			Specimen container - stool	10	1	none		0.00	0.00
16E			Specimen container - urine	20	1	none		0.00	0.00
16E			Urine teststrips Combo (Multistix) (50s/100s)	1	1	none		0.00	0.00
17C			Urine teststrips Glucose (DiasixR) (50s/100s)	1	1	none		0.00	0.00
171			Urine bag 2000ml	20	1	none		0.00	0.00
1	LTE		Chloramphenicol 0.5% eye drop	5	1	0908126	31/08/11	1.95	9.75
5			Salbutamol 5mg neb (neb vial)	30	1	Fw0256	31/07/10	0.45	13.50
6			Antihæmorrhoid 30g oint	3	1	GL08001	31/12/10	2.46	7.38
7	LTE		Clotrimazole 100mg pessary (6 tabs = 1 unit/pack)	2	1	ID9FMMC	13/04/12	2.71	5.43
8			Glycerol 2.8g suppos	20	1	821142	25/04/10	0.00	0.00
9	LTE		Paracetamol 250mg suppos	50	20	B2555-2A	30/07/10	10.16	508.00

Other charges: Item: \_\_\_\_\_ Amount: 0.00

Subtotal: 544.06

0 % tax: 0.00

Total: 544.06

Buttons: Hold, Finalize, Export batch: 0, OK & Next, Delete, OK

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: [How To Report by Invoice Category](#) Next: [FAQ: Tips and Tricks](#)

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Last update: 2018/03/20 03:35

