

# Imprest work flow

Version : v3.11 or v3.12 or later

The impost 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 impost should now be carried out.

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

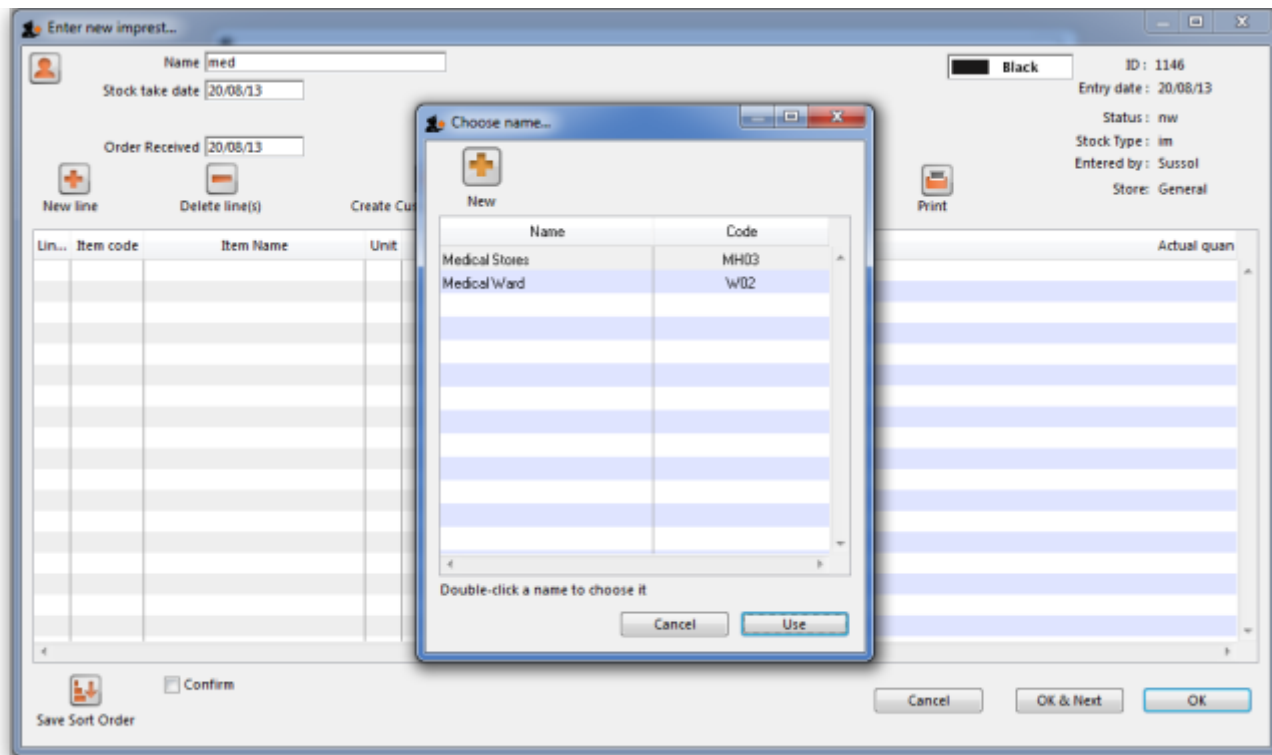
- Select Item > Show Item master list... from the menus to create a master list (see [here](#) for details).
- Assign the master list to the customer. See [Names: Using, adding and editing, the Item lists tab](#) for instructions.

## Create an Imprest

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

ID	Name	Date entered	Requisition date	Status

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/

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

[illegible]

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 Imprest quantity - stock remaining = order quantity is used to fill in these columns).

Enter new imprest  
faq:imprest\_edit\_qty.png

Name: Medical Ward W02

Stock take date: 20/08/13

Order Received: 20/08/13

Entry date: 20/08/13

Status: sg

Stock Type: im

Entered by: Sussol

Store: General

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

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	Glycsup	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

Save Sort Order

Confirm

Cancel OK & 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:

**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

New line      Delete line(s)      History      Confirm

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
1			Chloramphenicol 0.5% eye drop	5	1	none		0.00	0.00
2			Chloramphenicol 1% eye oint	5	1	none		0.00	0.00
3			Sabutamol 100mcg/puff aerosol	2	1	none		0.00	0.00
4			Sabutamol 5mg neb (neb vial)	30	1	none		0.00	0.00
5			Antihæmorrhoid 30g oint	3	1	none		0.00	0.00
6			Clotrimazole 100mg pessary (6 tabs = 1 unit/pack)	2	1	none		0.00	0.00
7			Glycerol 2.8g suppos	20	1	none		0.00	0.00
8			Paracetamol 250mg suppos	50	1	none		0.00	0.00
9			Adrenaline (Epinephrine) 1mg/ml amp	5	1	none		0.00	0.00
10			Aminophylline 250mg/10ml amp	30	1	none		0.00	0.00
11			Ampicillin 500mg vial	500	1	none		0.00	0.00
12			Atropine Sulfate 1mg/ml amp	5	1	none		0.00	0.00

Other charges      Item:      Amount: 0.00

Subtotal: 0.00

0 % tax: 0.00

Total: 0.00

☒ Hold      ☐ Finalize      Export batch: 0

OK & Next      Delete      OK

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:

**edit line**

Item: Ranitidine 25mg/mL amp      Raninj

Line: 1

Quan: 20 of 0

Pack: 1 each      Bulk/Outer pack size: 0

Add Place holder      Re-distribute all      Re-lookup Sell Price

Li...	Issue	Available	Tot in store	Pack	Hold	Batch	Expdate	Supplier	Location	Cost Price	Sell price	Status
1	20	0	0	1		none				0.00	0.00	
2	0	144	152	5		D751	30/06/10	Ansp	INJ	9.61	9.61	

Total quantity issued: 20

Total quantity available: 720


Cancel      OK      OK & Next

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:

edit line

Item

Ranitidine 25mg/mL amp

 Raninj

Line

2

Quan

4

of 144

Pack

5

each

Bulk/Outer pack size

0

Add Place holder

Re-lookup Sell Price

Li...	Issue	Available	Tot in store	Pack	Hold	Batch	Expdate	Supplier	Location	Cost Price	Sell price	Status
1	0	0	0	1	<input type="checkbox"/>	none				0.00	0.00	
2	4	144	152	5	<input type="checkbox"/>	D751	30/06/10	Ansp	INJ	9.61	9.61	

Total quantity issued

20

Total quantity available

720

Cancel

OK

OK & Next

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

New line      Delete line(s)      History      Confirm

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
166			Lancets Pricker (200s)	1	1	none		0.00	0.00
167			Specimen container - stool	10	1	none		0.00	0.00
168			Specimen container - urine	20	1	none		0.00	0.00
169			Urine teststrips Combo (Multistix) (50s/100s)	1	1	none		0.00	0.00
170			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

☒ 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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