

# 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.

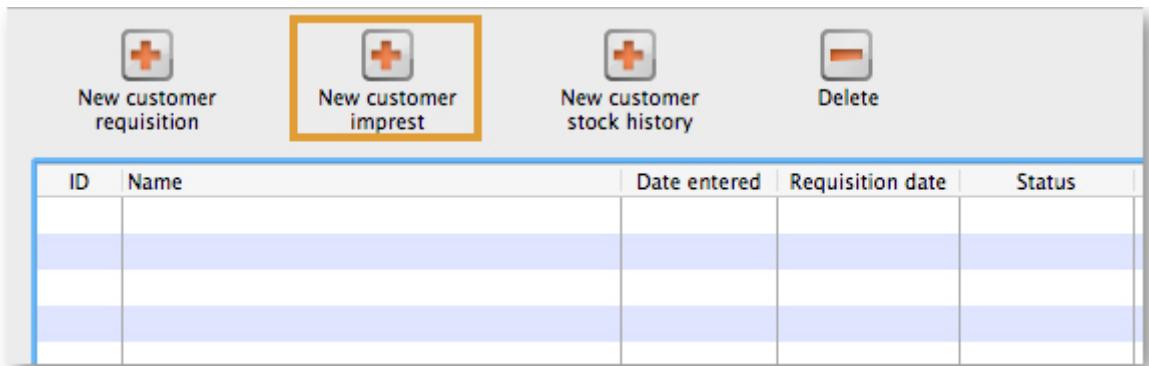
The tutorial below suggest how an imprest should now be carried out.

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:

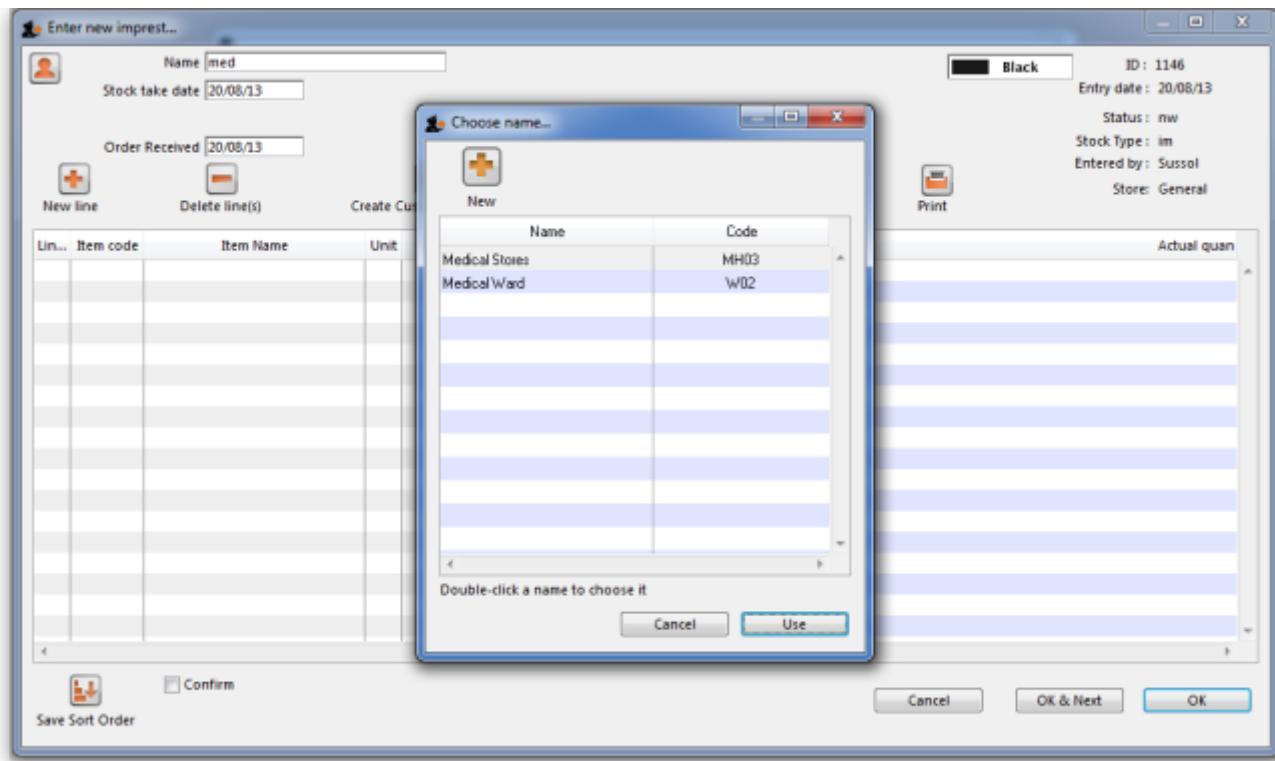
- Select Item > Show Item master list... from the menus to create a master list (see [here](#) for details).
- Assign the master list to the customer. See [Names: Using, adding and editing, the Item lists tab](#) for instructions.

## Create an Imprest

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



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.



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.

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).

The screenshot shows a Windows application window titled 'Enter new imprest'. The window has a header with fields for 'Name' (Medical Ward), 'Stock take date' (20/08/13), 'Order Received' (20/08/13), and a color palette (Black, 16). On the right, there are status and entry details: 'Entry date: 20/08/13', 'Status: sg', 'Stock Type: im', 'Entered by: Sussol', and 'Store: General'. Below the header are buttons for 'New line', 'Delete line(s)', 'Create Customer Invoice' (highlighted in red), and 'Revert to suggested quan'. A 'Print' button is also present. The main area is a grid 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 grid contains 18 rows of stock items. At the bottom of the grid are buttons for 'Save Sort Order' (with a checkbox), 'Confirm', '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	Antihaemorrhoid 30g oint	each	1037	3	3	0	3	3
6	Clopes	Clotrimazole 100mg pessary (6 tabs)	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 amp	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:

**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

**Tab Selection:** 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		Salbutamol 100mcg/puff aerosol	2	1	none		0.00	0.00
4		Salbutamol 5mg neb (neb vial)	30	1	none		0.00	0.00
5		Antihaemorrhoid 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

Buttons: OK & Next, Delete, OK, Cancel

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																																							
<input type="button" value="Add Place holder"/> <input type="button" value="Re-distribute all"/> <input type="button" value="Re-lookup Sell Price"/>																																								
<table border="1"> <thead> <tr> <th>Li...</th> <th>Issue</th> <th>Available</th> <th>Tot in store</th> <th>Pack</th> <th>Hold</th> <th>Batch</th> <th>Expdate</th> <th>Supplier</th> <th>Location</th> <th>Cost Price</th> <th>Sell price</th> <th>Status</th> </tr> </thead> <tbody> <tr><td>1</td><td>20</td><td>0</td><td>0</td><td>1</td><td><input type="checkbox"/></td><td>none</td><td></td><td></td><td></td><td>0.00</td><td>0.00</td><td></td></tr> <tr><td>2</td><td>0</td><td>144</td><td>152</td><td>5</td><td><input type="checkbox"/></td><td>D751</td><td>30/06/10</td><td>Ansp</td><td>INJ</td><td>9.61</td><td>9.61</td><td></td></tr> </tbody> </table>		Li...	Issue	Available	Tot in store	Pack	Hold	Batch	Expdate	Supplier	Location	Cost Price	Sell price	Status	1	20	0	0	1	<input type="checkbox"/>	none				0.00	0.00		2	0	144	152	5	<input type="checkbox"/>	D751	30/06/10	Ansp	INJ	9.61	9.61	
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Total quantity issued: 20 Total quantity available: 720																																								
<input type="button" value="Cancel"/> <input type="button" value="OK"/> <input type="button" value="OK &amp; 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	Exdate	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**

<input type="button" value="New line"/>	<input type="button" value="Delete line(s)"/>	<input type="button" value="History"/>	<input type="button" value="Confirm"/>																																																																																																																																		
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Other charges: <input type="text" value="Item:"/> Amount: <input type="text" value="0.00"/> Subtotal: <input type="text" value="544.06"/> 0 % tax: <input type="text" value="0.00"/> Total: <input type="text" value="544.06"/>																																																																																																																																					
<input checked="" type="checkbox"/> Hold <input type="checkbox"/> Finalize		<input type="button" value="OK &amp; Next"/> <input type="button" value="Delete"/> <input type="button" value="OK"/> <input type="button" value="Print"/>																																																																																																																																			
Export batch: 0																																																																																																																																					

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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