

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.

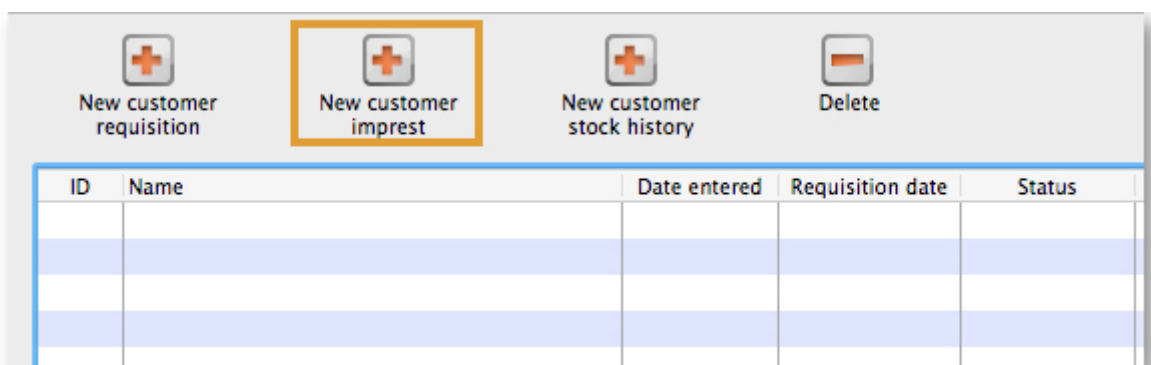
The tutorial below suggest how an impost should now be carried out.

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 [Item Lists > Assigning a list to a customer](#) for instructions.

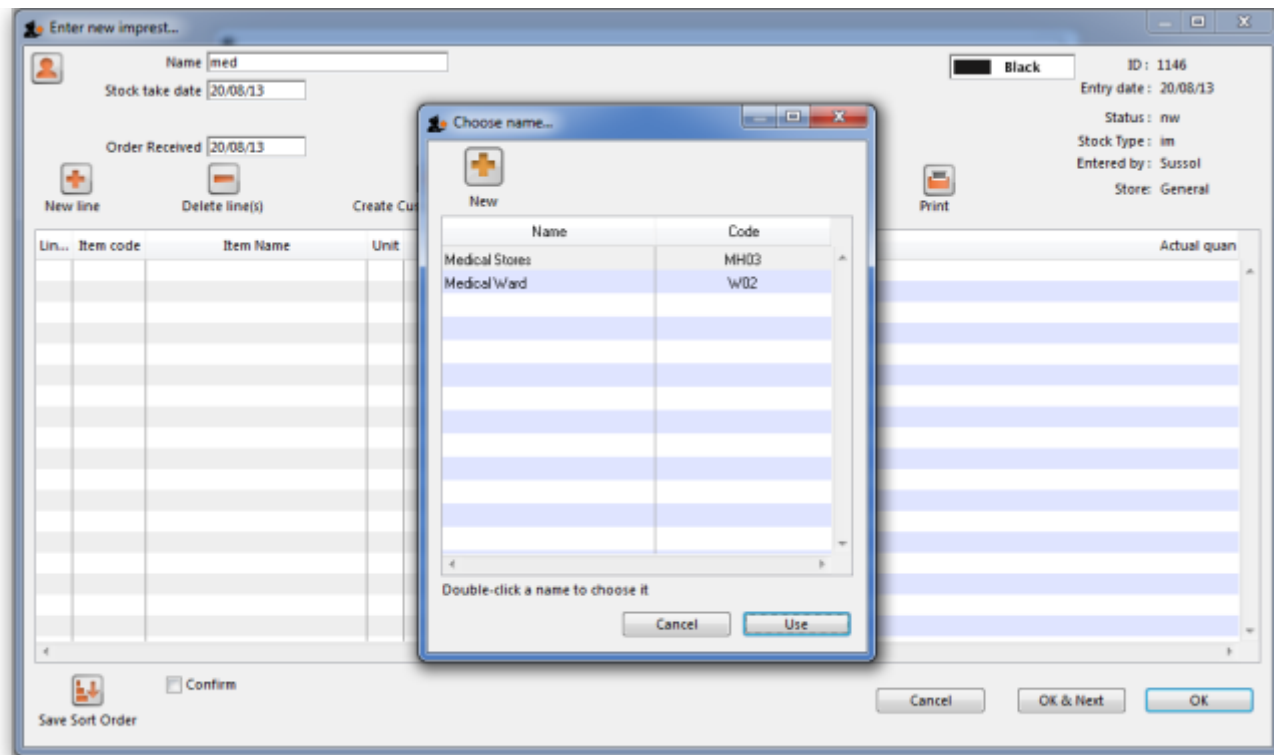
Create an Imprest

Click on 'Requisitions' in the 'Customer' (or Patients) tab.. Click on the *New customer 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

Footer

Destination

☒ Printer ☐ Preview on screen before printing

☐ Open in Excel

☐ Save as HTML file

☐ Save as Text file

Choose report type

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 *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*)

- Our suggested quantity = Maximum of
 - 0, and
 - Imprest quantity - Customer current stock on hand

Printed on 2025/08/12 10:38

Name: Amnesty Hospital Confirm date: 00/00/00 Colour: Black

Their ref: AMN Invoice: 21

Comment: Invoice from requisition Category: None Entry date: 20/03/18

Goods received ID: 0

Status: sg

Entered by: Admin

Store: General Warehouse

New line Delete line(s) History Confirm

General Summary by Item Summary by Batch Transport 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 Solut...t 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 |

Other charges Item: Amount: 0.00

Subtotal: 0.00

0 % tax: 0.00

Total: 0.00

☒ Hold Export batch: 0

☐ Finalise

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:

Item: Amoxicillin 250mg tabs 030453

Line: 1

Quan: 5 of 0 Total: 5

Pack: 1 Tablet Bulk/Outer pack size: 0

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


| L... | Issue | Available | Tot in st... | Pack | H... | Batch | Expdate | Supplier | Location | Cost Price | Sell price | Status |
|------|-------|-----------|--------------|------|------|---------|---------|----------|----------|------------|------------|--------|
| 1 | 5 | 0 | 0 | 1 | | none | | | | 0.00 | 0.00 | |
| 2 | 0 | 21....595 | 2397.595 | 1000 | | | | inval | 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 | |

Total quantity issued: 5

Total quantity available: 2204595

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:

Item  030453

Line

Quan of 2197.59 Total

Pack Tablet Bulk/Outer pack size

| L... | Issue | Available | Tot in st... | Pack | H... | Batch | Expdate | Supplier | Location | Cost Price | Sell price | Status |
|------|-------|-----------|--------------|------|--------------------------|---------|---------|----------|----------|------------|------------|--------|
| 1 | 0 | 0 | 0 | 1 | <input type="checkbox"/> | none | | | | 0.00 | 0.00 | |
| 2 | 1 | 2197.595 | 2397.595 | 1000 | <input type="checkbox"/> | | | invad | B1 | 0.00 | 0.00 | |
| 3 | 0 | 14 | 20 | 500 | <input type="checkbox"/> | 17KD003 | 9/12/17 | | B1 | 0.01 | 0.01 | |
| 4 | 0 | 0 | 50 | 1000 | <input type="checkbox"/> | K568672 | 9/12/17 | | B1 | 0.03 | 0.03 | |

Total quantity issued 1000
Total quantity available 2204595

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

From:

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https://docs.msupply.org.nz/faq:imprest_work_flow?rev=1529911162

Last update: **2018/06/25 07:19**

