

# 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.

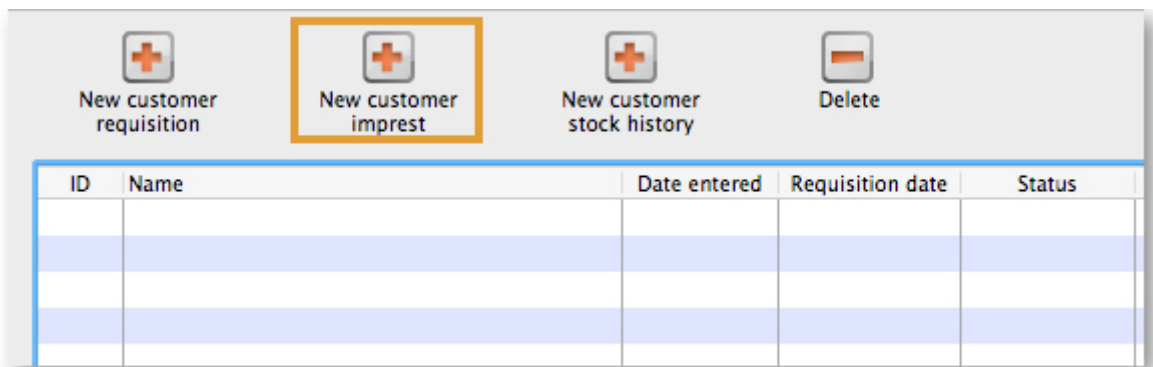
The tutorial below suggest how an *imprest* should now be carried out.

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:

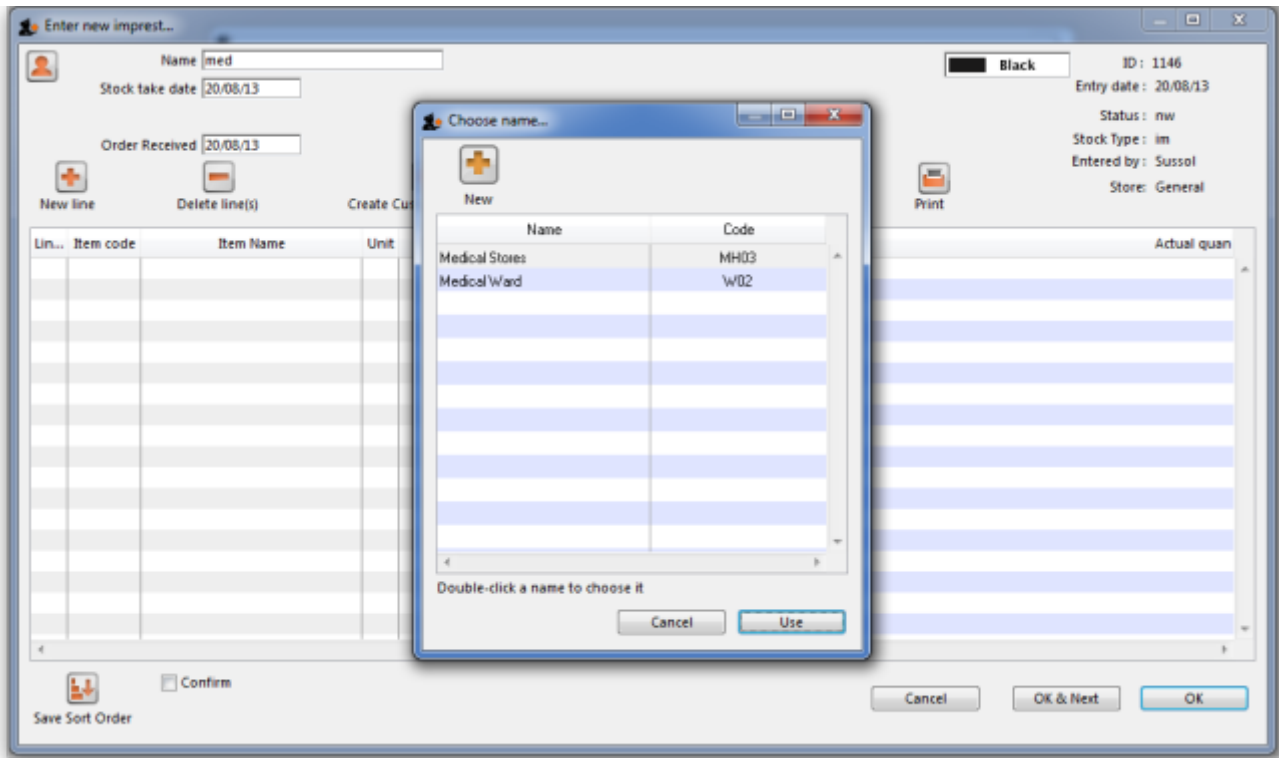
- Select Item > Show Item master list... from the menus to create a master list (see [here](#) for details).
- Assign the master list to the customer. See [Names: Using, adding and editing, the Item lists tab](#) for instructions.

## 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 as show below. 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.

Edit imprest...

Name: AHKAMB ISLAND DISPENSARY AHKD      ID: 222  
 Stock take date: 23/07/14      Entry date: 23/07/14  
 Order Received: 23/07/14      Status: sg  
    Stock Type: im  
    Entered by: sussol  
    Store: CMS Store

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 quantity	Customer current stock on hand	Our suggested quantity	Actual quantity given	Comment
1	ALBT200	Albendazole 200mg tablets	ea	0	0	0	0	0	0	
2	AMOXT	Amoxicillin 250mg tablets	ea	10424000	0	0	0	0	0	
3	ANTAT	Antacid tablets	ea	1421000	0	0	0	0	0	
4	AR+LUT6	Artemether 20mg + lumefantrine 1	STR3P	2504	0	0	0	0	0	
5	AR+LUT12	Artemether 20mg + lumefantrine 1	STR3P	520	0	0	0	0	0	
6	AR+LUT18	Artemether 20mg + lumefantrine 1	STR3P	2580	0	0	0	0	0	
7	AR+LUT24	Artemether 20mg + lumefantrine 1	STR3P	18870	0	0	0	0	0	
8	ASPT	Aspirin 300mg tablets (not enteric	ea	836000	0	0	0	0	0	
9	BIST	Bisacodyl 5mg tablets	ea	61000	0	0	0	0	0	
10	CHLT	Chloroquine 150mg (as base) table	ea	265000	0	0	0	0	0	
11	CHLORPRT	Chlorpromazine 25mg tablets	ea	63410	0	0	0	0	0	
12	COTRIT	Cotrimoxazole 480mg tablets	ea	1131600	0	0	0	0	0	
13	DOXT	Doxycycline 100mg tablets	ea	289000	0	0	0	0	0	
14	FEFT	Fefolic 200mg+250microgram tabl	ea	900000	0	0	0	0	0	
15	IBUT	Ibuprofen 400mg tablets	ea	1651000	0	0	0	0	0	
16	METROT	Metronidazole 200mg tablets	ea	601000	0	0	0	0	0	
17	MICEDT	MICROGINON ED CYCLE of 28 tab:	ea	40884	0	0	0	0	0	
18	MICT	MICROLUT (POP) CYCLE	ea	4990	0	0	0	0	0	
19	MULT	Multivitamin Coated tablet	ea	285559	0	0	0	0	0	

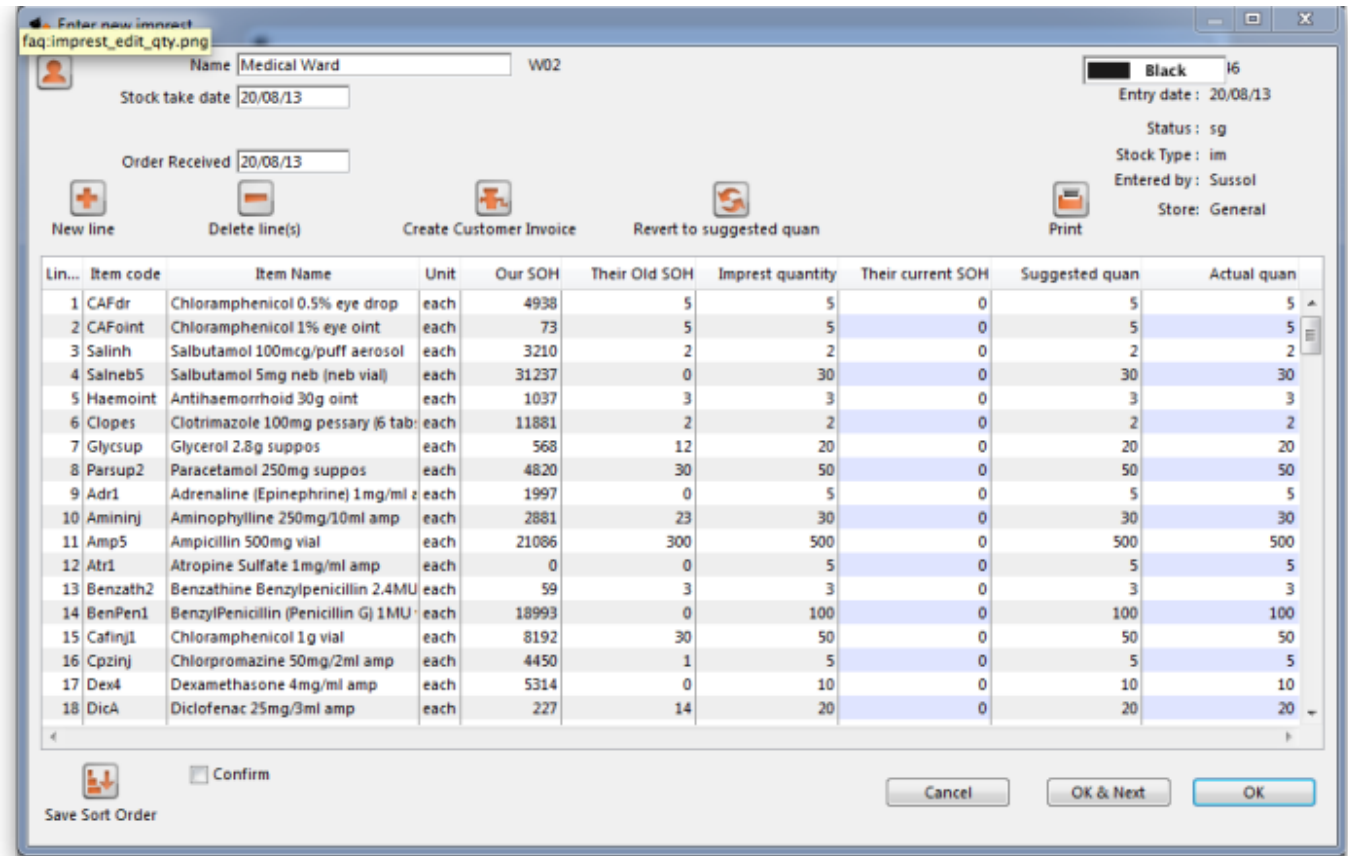
Save Sort Order       Confirm      Cancel      OK & Next      OK

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

## Updating the stock quantities

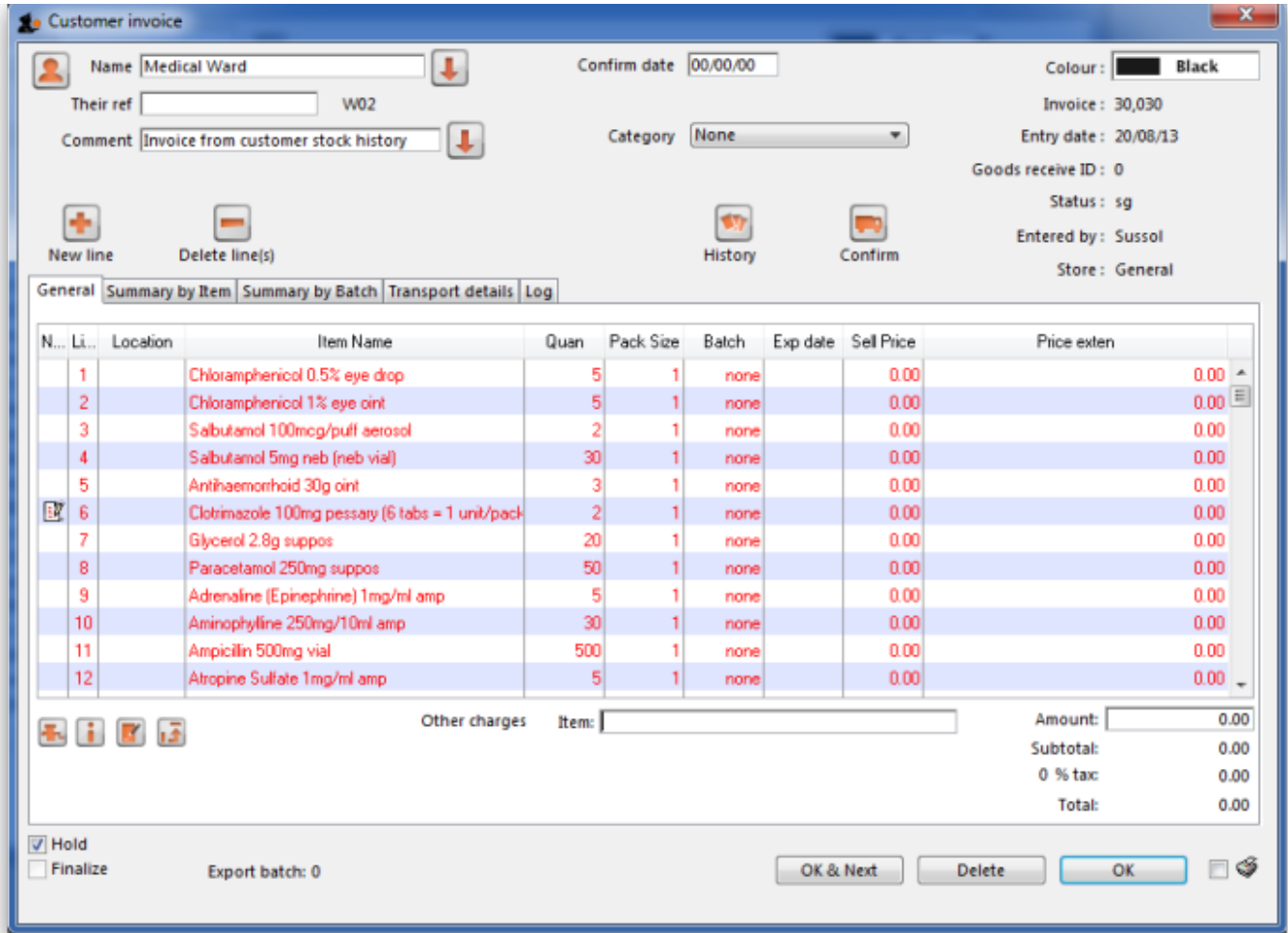
After carrying out actual stock take at the customer's site it's time to enter the actual stock quantities. In the window displayed below, edit the value in the *Their current SOH* column with the stock take quantities you've written on the print out for each item (Note: SOH means Stock On Hand).

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).



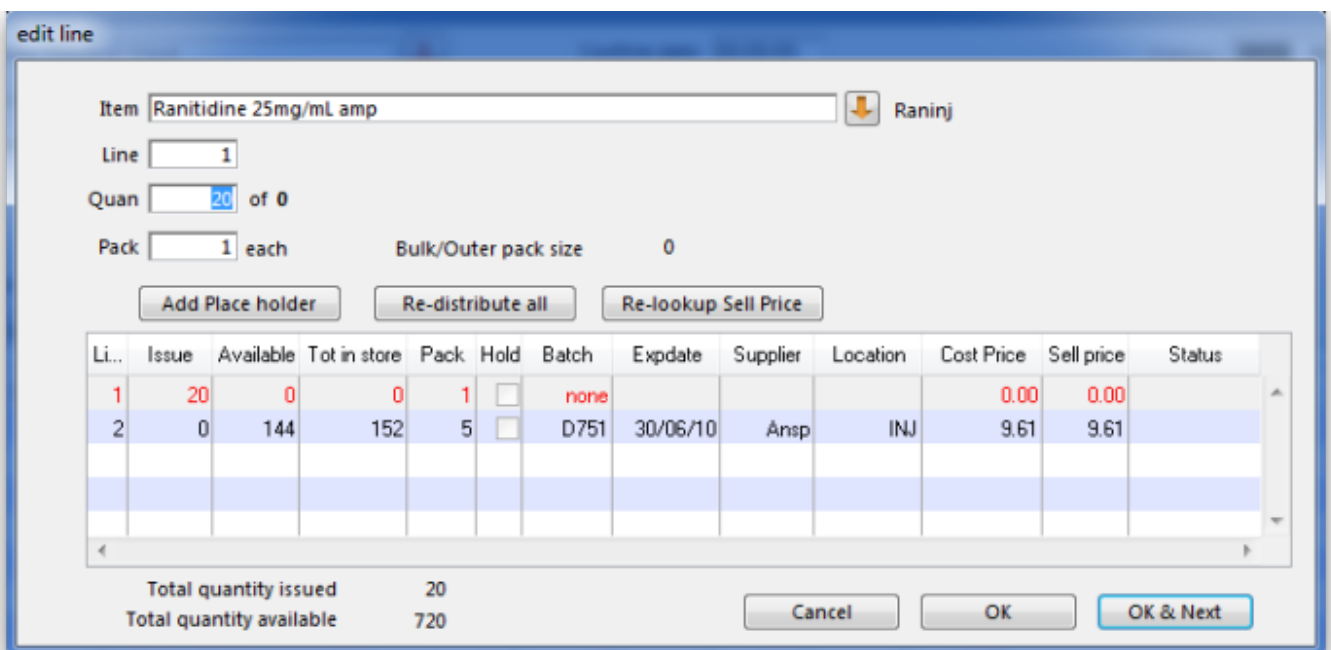
## Assigning stock

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:

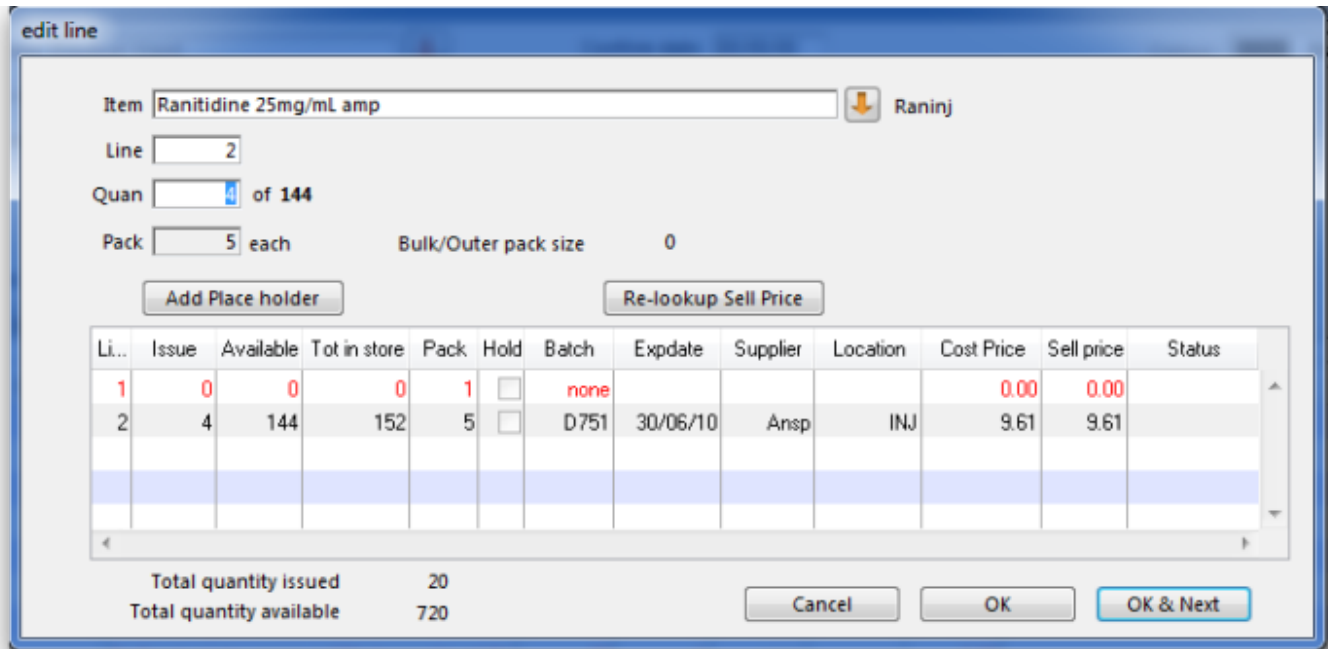


All the entries appear in red - they are **placeholder** lines which have the correct quantity but have no batch chosen (notice 'none' in the batch column for each line). You have to double-click each line in turn and select which batches you wish to assign to the customer.

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  
 Their ref: W02  
 Comment: Invoice from customer stock history  
 Confirm date: 00/00/00  
 Category: None  
 Colour: Black  
 Invoice: 30,030  
 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
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

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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