mSupply documentation wiki - https://docs.msupply.org.nz/

# 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.

| ,  | New customer requisition | New customer<br>imprest | New customer<br>stock history | Delete           |        |
|----|--------------------------|-------------------------|-------------------------------|------------------|--------|
| 10 | ) Name                   |                         | Date entered                  | Requisition date | Status |
|    |                          |                         |                               |                  |        |
|    |                          |                         |                               |                  |        |
| _  |                          |                         |                               |                  |        |
|    |                          |                         |                               |                  |        |

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.

|                 | st<br>Name med<br>ke date 20/08/13<br>eceived 20/08/13<br>Delete line(s) | Create Cut | Choose name                            |                     | × | Biz<br>Print | ID: 1146<br>Entry date: 20/08/13<br>Status: nw<br>Stock Type: im<br>Entered by: Sussol<br>Store: General |
|-----------------|--|------------|--|---------------------|---|--------------|--|
| Lin Item code   | Item Name  | Unit       | Name<br>Medical Stores<br>Medical Ward | Code<br>MH03<br>W02 |   |              | Actusi quan  |
| Save Sort Order | Confirm  |            |  |                     | ( | Cancel       | OK & Next OK   |

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.

| h |   | Ē |   | l |
|---|---|---|---|---|
| L |   |   | J | l |
| - | - | - | - | , |

Now print the list by clicking on the *Print* button <sup>Print</sup> 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.

|         | Stock take  | Vame AHKAMB ISLAND DISPENSARY<br>date 23/07/14 |        | AHKD                       |                                       |                     |   |                              |                             | Black ID: 222<br>Entry date : 23/07/14<br>Status : sg<br>Stock Type : im |   |
|---------|-------------|--|--------|----------------------------|---------------------------------------|---------------------|---|------------------------------|-----------------------------|--|---|
| ew line | e           | Delete line(s) Create                          | Custor | ner Invoice                | Reve                                  | it to suggested qui | an                                      |                              | Print                       | Entered by : sussol<br>Store: CMS Store                                  |   |
| Line    | . Item code | Item name                                      | Unit   | Our<br>stock<br>on<br>hand | Their<br>previous<br>stock<br>on hand | Imprest quantity    | Customer<br>current<br>stock<br>on hand | Our<br>suggested<br>quantity | Actual<br>quantity<br>given | Comment  |   |
| 1       | ALBT200     | Albendazole 200mg tablets                      | ea     | 0                          | 0                                     | 0                   | 0                                       | 0                            | 0                           |  |   |
| 2       | AMOXT       | Amoxycillin 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               | STRIP  | 2504                       | 0                                     | 0                   | 0                                       | 0                            | 0                           |  |   |
| 5       | AR+LUT12    | Artemether 20mg + lumefantrine 1               | STRIP  | 520                        | 0                                     | 0                   | 0                                       | 0                            | 0                           |  |   |
| 6       | AR+LUT18    | Artemether 20mg + lumefantrine 1               | STRIP  | 2580                       | 0                                     | 0                   | 0                                       | 0                            | 0                           |  |   |
| 7       | AR+LUT24    | Artemether 20mg + lumefantrine 1               | STRIP  | 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 table               | 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      | MICROGYNON ED CYCLE of 28 tab:                 | ea     | 40884                      | 0                                     | 0                   | 0                                       | 0                            | 0                           |  |   |
| 18      | MICT        | MICROLUT (POP) CYCLE                           | ea     | 4590                       | 0                                     | 0                   | 0                                       | 0                            | 0                           |  |   |
|         | MULT        | Multivitamin Coated tablet                     | ea     | 285559                     | 0                                     | 0                   | 0                                       | 0                            | 0                           |  |   |
| 4       |             |  |        |                            | -                                     | -                   | -                                       | -                            |                             |  |   |
|         |             | Confirm  |        |                            |                                       |                     |   |                              | Cancel                      | OK & Next OK   | 3 |

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 quantites 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).

| New line |         | Received 20/08/13<br>Delete line(s) Cr | eate Cu: | 👞       | Revert to :   | suggested quan   |                   | Stock Ty<br>Entered | us: sg<br>pe: im<br>by: Sussol<br>ore: General |
|----------|---------|--|----------|---------|---------------|------------------|-------------------|---------------------|--|
| .in Ite  | em code | Item Name                              | Unit     | Our SOH | Their Old SOH | Imprest quantity | Their current SOH | Suggested quan      | Actual quan                                    |
| 1 CAI    | Fdr     | Chloramphenicol 0.5% eye drop          | each     | 4938    | 5             | 5                | 0                 | 5                   | 5  |
| 2 CA     | Foint   | Chloramphenicol 1% eye oint            | each     | 73      | 5             | 5                | 0                 | 5                   | 5  |
| 3 Sal    | linh    | Salbutamol 100mcg/puff aerosol         | each     | 3210    | 2             | 2                | 0                 | 2                   | 2  |
| 4 Sal    | Ineb5   | Salbutamol 5mg neb (neb vial)          | each     | 31237   | 0             | 30               | 0                 | 30                  | 30   |
| 5 Ha     | emoint  | Antihaemorrhoid 30g oint               | each     | 1037    | 3             | 3                | 0                 | 3                   | 3  |
| 6 Clo    | opes    | Clotrimazole 100mg pessary (6 tab:     | each     | 11881   | 2             | 2                | 0                 | 2                   | 2  |
| 7 Gly    | ycsup   | Glycerol 2.8g suppos                   | each     | 568     | 12            | 20               | 0                 | 20                  | 20   |
| 8 Par    | rsup2   | Paracetamol 250mg suppos               | each     | 4820    | 30            | 50               | 0                 | 50                  | 50   |
| 9 Adi    | ir1     | Adrenaline (Epinephrine) 1mg/ml a      | each     | 1997    | 0             | 5                | 0                 | 5                   | 5  |
| 10 Am    | nininj  | Aminophylline 250mg/10ml amp           | each     | 2881    | 23            | 30               | 0                 | 30                  | 30   |
| 11 Am    | np5     | Ampicillin 500mg vial                  | each     | 21086   | 300           | 500              | 0                 | 500                 | 500  |
| 12 Atr   | r1      | Atropine Sulfate 1mg/ml amp            | each     | 0       | 0             | 5                | 0                 | 5                   | 5  |
| 13 Ber   | nzath2  | Benzathine Benzylpenicillin 2.4MU      | each     | 59      | 3             | 3                | 0                 | 3                   | 3  |
| 14 Ber   | nPen1   | BenzylPenicillin (Penicillin G) 1MU    | each     | 18993   | 0             | 100              | 0                 | 100                 | 100  |
| 15 Caf   | finj1   | Chloramphenicol 1g vial                | each     | 8192    | 30            | 50               | 0                 | 50                  | 50   |
| 16 Cp:   | zinj    | Chlorpromazine 50mg/2ml amp            | each     | 4450    | 1             | 5                | 0                 | 5                   | 5  |
| 17 De    | ::::4   | Dexamethasone 4mg/ml amp               | each     | 5314    | 0             | 10               | 0                 | 10                  | 10   |
|          | сA      | 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:

| c  |            | nent Invoi | ce from customer stock history                                   |       | Category  | None    |          | •          | Invoice : 3<br>Entry date : 2<br>Goods receive ID : 0 | 0/08/13 |     |
|----|------------|------------|--|-------|-----------|---------|----------|------------|---|---------|-----|
| Ne | +<br>w lin |            | Delete line(s)<br>by Item   Summary by Batch   Transport details | Log   |           | Mistory | (        | Confirm    | Status: s<br>Entered by: S<br>Store: G                | ussol   |     |
| ۱  | Li         | Location   | Item Name  | Quan  | Pack Size | Batch   | Exp date | Sell Price | Price exten   |         |     |
| Т  | 1          |            | Chloramphenicol 0.5% eye drop                                    | 5     | 1         | none    |          | 0.00       |   | 0.00    |     |
|    | 2          |            | Chloramphenicol 1% eye oint                                      | 5     |           | none    |          | 0.00       |   | 0.00    | Ξ   |
|    | 3          |            | Salbutamol 100mcg/puff aerosol                                   | 2     | 1         | none    |          | 0.00       |   | 0.00    |     |
|    | 4          |            | Sabutamol 5mg neb (neb vial)                                     | 30    |           | none    |          | 0.00       |   | 0.00    |     |
|    | 5          |            | Antihaemonhoid 30g oint  | 3     |           | none    |          | 0.00       |   | 0.00    |     |
| Y. | 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         |            | Ampicilin 500mg vial   | 500   | 1         | none    |          | 0.00       |   | 0.00    |     |
|    | 12         |            | Atropine Sulfate 1mg/ml amp                                      | 5     | 1         | none    |          | 0.00       |   | 0.00    | -   |
| h  | i          | <b>F 5</b> | Other charges  | Item: |           |         |          |            | Amount:   | 0.      | .00 |
|    | •          |            | J  |       |           |         |          |            | Subtotal:   | 0.      | .00 |
|    |            |            |  |       |           |         |          |            | 0 % tax:  | 0.      | .00 |
|    |            |            |  |       |           |         |          |            | Total:  | 0.      | .00 |

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:

|      | Institute | line 25mg | /mL amp      |          |       |         |           |            | 📕 📕 Ran  | inj        |            |        |  |
|------|-----------|-----------|--------------|----------|-------|---------|-----------|------------|----------|------------|------------|--------|--|
| Line |           | 1         |              |          |       |         |           |            |          |            |            |        |  |
| Quan |           | 20 of 0   |              |          |       |         |           |            |          |            |            |        |  |
| Pack |           | 1 each    | В            | ulk/Out  | er pa | ck size | 0         |            |          |            |            |        |  |
|      |           |           |              |          |       |         |           |            | ٦ r      |            |            |        |  |
|      | Add F     | lace hold | er F         | Re-distr | bute  | all     | Re-lookup | Sell Price | J        |            |            |        |  |
| 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       |        |  |
|      |           |           |              |          |       |         |           |            |          |            |            |        |  |
|      |           |           |              |          |       |         |           |            |          |            |            |        |  |
|      |           |           |              |          |       |         |           |            |          |            |            |        |  |

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:

| Lin         |       | dine 25mg              | /mL amp            |         |        |         |                      |                        | 📕 Rar    | iinj       |            |        |
|-------------|-------|------------------------|--------------------|---------|--------|---------|----------------------|------------------------|----------|------------|------------|--------|
| Quar<br>Pac |       | of 14                  | В                  | ulk/Out | ter pa | ck size | 0                    |                        | 1        |            |            |        |
| Li          | Add F | Nace hold<br>Available | er<br>Tot in store | Pack    | Hold   | Batch   | Re-lookup<br>Expdate | Sell Price<br>Supplier | Location | Cost Price | Sell price | Status |
|             | 0     | 0                      | 0                  | 1       |        | none    | _                    |                        |          | 0.00       |            |        |
| 1           |       |                        | 150                | 5       |        | D751    | 30/06/10             | Ansp                   | INJ      | 9.61       | 9.61       |        |
| 1           | 4     | 144                    | 152                |         | -      | 0.00    | 30/00/10             | p                      |          | 0.01       | 0.01       |        |
| 1           | 4     | 144                    | 152                |         |        | 0101    | 30/00/10             |                        |          | 0.01       | 0.01       |        |

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:

2025/06/28 00:12

|        | ment Invoi | ce from customer stock history                                 |         | Category  | None     |          | Ŧ          | Invoice : 30,03<br>Entry date : 20,08<br>Goods receive ID : 0 |        |
|--------|------------|--|---------|-----------|----------|----------|------------|---|--------|
| lew li |            | Delete line(s)<br>by Item Summary by Batch Transport details I | log     |           | Mistory  | C        | Confirm    | Status: sg<br>Entered by: Susso<br>Store: Gene                |        |
| 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   |
| 165    |            | Urine teststrips Combo (Multistix) (50s/100s)                  | 1       | 1         | none     |          | 0.00       |   | 0.00   |
| 170    |            | Urine teststrips Glucose (DiastixR) (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      |            | Antihaemorrhoid 30g oint                                       | 3       | 1         | GL08001  | 31/12/10 | 2.46       |   | 7.38   |
|        | LTE        | Clotrimazole 100mg pessary (6 tabs = 1 unit/pack               | 2       |           | ID9FMMCI |          | 2.71       |   | 5.43   |
| 8      |            | Glycerol 2.8g suppos   | 20      |           |          | 25/04/10 | 0.00       |   | 0.00   |
| 9      | LTE        | Paracetamol 250mg suppos                                       | 50      | 20        | B2555-2A | 30/07/10 | 10.16      |   | 508.00 |
|        | I 🚺 📑      | Other charges  | Item: [ |           |          |          |            | Amount:   | 0.0    |
|        |            | ,  |         |           |          |          |            | Subtotal:   | 544.0  |
|        |            |  |         |           |          |          |            | 0 % tax:  | 0.0    |
|        |            |  |         |           |          |          |            | Total:  | 544.0  |

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!

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