

# 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/ none

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:  Raninj

Line:

Quan:  of 144

Pack:  each Bulk/Outer pack size:

| 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

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 |
|------|-------|----------|---|------|-----------|----------|----------|------------|-------------|
| 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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Last update: **2018/03/20 03:35**

