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.

| Nev | v customer equisition | New customer imprest | New co stock | ustomer history | Delete | |
|-----|--------------------------|-------------------------|-----------------|--------------------|------------------|--------|
| ID | 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.

| Enter new impre | st Name med ke date 20/08/13 | - | | | | Blac | ck ID: 1146 Entry date: 20/08/13 |
|-----------------|------------------------------------|------------|--|---------------------|---|--------|--|
| Order Re | eceived 20/08/13 | Create Cur | Choose name | | × | Print | Status: nw Stock Type: im Entered by: Sussol Store: General |
| Lin Item code | Item Name | Unit | Name Medical Stores Medical Ward | Code MH03 W02 | | | Actual 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.



Now print the list by clicking on the *Print* button ^{Print} 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.

| | Customer stock | take for :Amnesty Hospital date : 20, none 🗘 |
|-------------------|-----------------------------------|--|
| Footer | | |
| | | page |
| Destination | | |
| Printer | Preview on screen before printing | Choose report default |
| Open in Excel | | type |
| Save as HTML file | | |
| Save as Text file | | |
| | | |

| O St N | Name rder Received ock take date | Amnesty Hospital (20/03/18 20/03/18 Delete line(s) Creat | AN | IN mer Invoice | T Co Rev | heir ref | sted quan | | | Black Print | ID: 9 Entry date: 20/03/18 Status: sg Type: im Entered by: Admin Store: General V | 8 Varehouse |
|--------------|--|---|--------|----------------------------|---------------------------------------|----------|---|------------------------------|-----------------------------|----------------|--|----------------|
| Line | Item code | item name | Unit | Our stock on hand | Their previous stock on hand | Imprest | Customer current stock on hand | Our suggested quantity | Actual quantity given | | Comment | |
| 1 | 030453 | Amoxicillin 250mg tabs | Tab | 2457600 | 0 | 5 | 0 | 5 | 5 | | | |
| 2 | 038423 | Salbutamol scored 2mg tabs | Tab | 35000 | 0 | 4 | 0 | 4 | 4 | | | |
| 3 | 042744 | Diazepam Injectimg/ml Amp/2ml | Ale | 1675 | 0 | 4 | 0 | 4 | 4 | | | |
| - 4 | 850804 | Oral Rehydration1 litre/ CAR-100 | Saet | 16000 | 0 | 5 | 0 | 5 | 5 | | | |
| 5 | 030062 | Acetylsalicylic Acid 300mg tabs | Tablet | 7000 | 0 | 3 | 0 | 3 | 3 | | | |
| 6 | 201116 | Bandage W.O.W m wide x 5m roll | Roll | 4560 | 0 | 2 | 0 | 2 | 2 | | | |
| 7 | 031661 | Captopril scored 25mg tabs | Tablet | 50000 | 0 | 4 | 0 | 4 | 4 | | | |
| 8 | 037020 | Paracetamol 500mg tabs | Tablet | 129000 | 0 | 6 | 0 | 6 | 6 | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Save S | ort order | Confirm | | | | | | | (| Cancel OF | (& Next OK | - |

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 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 Delete line(s) Create Customer Invoice Revert to suggested quan Print 1 CAFGr Chloramphenicol 0.5% eye drop (Chloramphenicol 0.5% eye drop (CAFoint Unit Our SOH Their Old SOH Imprest quantity Their current SOH Suggested quan Actual quantity 1 CAFGr Chloramphenicol 0.5% eye drop (CAFoint each 4938 S S 0 S 2 CAFoint Chloramphenicol 1.5% eye oint (Chloramphenicol 1.5% eye oint) each 73 S S 0 S 3 Salinth Salbutamol 100mcg/puff aerosol each 31237 0 300 0 300 3 5 Haemoint Antinaemorrhoid 30g oint each 1037 3 3 0 3 3 0 3 3 0 3 3 0 3 3 0 3 3 0 3 3 0 3 3 0 3 3 0 3 3 0 3 3 | Stock 1 | Name Medical Ward take date 20/08/13 Received 20/08/13 | | W02 | | 8 | | Blac Entry da Statu Stock Typ Entered t | k 16 te: 20/08/13 us: sg ue: im uy: Sussol us: General |
|--|--------------|--|---------|----------------|---------------|------------------|-------------------|---|---|
| Item code Item Name Unit Our SOH Their Old SOH Imprest quantity Their current SOH Suggested quan Actual quantity 1 CAFdr Chloramphenicol 0.5% eye drop each 4938 S S 0 S 2 CAFoint Chloramphenicol 1% eye oint each 73 5 5 0 0 2 3 Sallot Manol 100mg/puff aerosol each 3210 2 2 0 2 0 2 4 Sallot Manol 15m greb (neb vial) each 11037 3 3 0 33 0 33 0 33 0 33 0 33 0 33 0 33 0 33 0 33 0 33 0 33 33 0 33 33 0 33 33 0 33 33 33 33 33 33 33 33 33 33 33 33 33 33 33 | New line | Delete line(s) Cr | eate Cu | stomer Invoice | Revert to : | suggested quan | | Print | |
| 1 CAFdr Chloramphenicol 0.5% eye drop each 4938 5 5 0 5 2 CAFoint Chloramphenicol 1% eye oint each 73 5 5 0 5 3 Salinh Salbutamol 100mcg/puff aerosol each 3210 2 2 0 2 4 Salneb5 Salbutamol 100mcg/puff aerosol each 3210 2 2 0 2 4 Salneb5 Salbutamol 100mcg/puff aerosol each 31237 0 30 0 30 3 3 0 30 3 3 0 30 3 3 0 30 3 3 0 30 3 3 0 30 3 3 0 30 3 3 3 0 30 3 <td< th=""><th>in Item code</th><th>Item Name</th><th>Unit</th><th>Our SOH</th><th>Their Old SOH</th><th>Imprest quantity</th><th>Their current SOH</th><th>Suggested quan</th><th>Actual quan</th></td<> | in Item code | Item Name | Unit | Our SOH | Their Old SOH | Imprest quantity | Their current SOH | Suggested quan | Actual quan |
| 2 CAFoint Chloramphenicol 1% eye oint each 73 5 5 0 5 3 Salinh Salbutamol 100mcg/puff aerosol each 3210 2 2 0 2 4 Salinb5 Salbutamol 100mcg/puff aerosol each 31237 0 30 0 30 3 5 Haemoint Antihaemorrhoid 30g oint each 1037 3 3 0 30 3 6 Clopes Clotimazole 100mg pessary (6 tab: each 11881 2 2 0 20 3 7 Glycsup Glycerol 2.8g suppos each 4680 30 50 0 50 3 9 Adri Adrenaline (Epinephrine) 1mg/ml z each 1997 0 5 0 50 3 3 0 30 30 3 3 3 0 30 3 </td <td>1 CAFdr</td> <td>Chloramphenicol 0.5% eye drop</td> <td>each</td> <td>4938</td> <td>5</td> <td>5</td> <td>0</td> <td>5</td> <td>5</td> | 1 CAFdr | Chloramphenicol 0.5% eye drop | each | 4938 | 5 | 5 | 0 | 5 | 5 |
| 3 Salinh Salbutamol 100mcg/puff aerosol each 3210 2 2 0 2 4 Salneb5 Salbutamol 5mg neb (neb vial) each 31237 0 30 0 30 30 5 Haemoint Antinaemorrhoid 30g oint each 1037 3 3 0 30 3 6 Clopes Clotimazole 100mg pessary (6 tab: each 11881 2 2 0 2 2 7 Glycsup Glycerol 2.8g suppos each 4820 30 50 0 50 3 8 Parsup2 Paracetamol 250mg suppos each 1881 23 30 0 30 3 10 Amininj Adrenaline (Epinephrine) Img/ml a each 1997 0 5 0 5 3 3 0 30 30 30 3 <td< td=""><td>2 CAFoint</td><td>Chloramphenicol 1% eye oint</td><td>each</td><td>73</td><td>5</td><td>5</td><td>0</td><td>5</td><td>5</td></td<> | 2 CAFoint | Chloramphenicol 1% eye oint | each | 73 | 5 | 5 | 0 | 5 | 5 |
| 4 Salneb5 Salbutamol 5mg neb (neb vial) each 31237 0 30 0 31 30 3 | 3 Salinh | Salbutamol 100mcg/puff aerosol | each | 3210 | 2 | 2 | 0 | 2 | 2 |
| S Haemoint Antihaemorrhoid 30g oint each 1037 3 3 0 3 6 Clopes Clotrimazole 100mg pessary (6 tab: each 11881 2 2 0 2 7 Glycsup Glycerol 2.8 g suppos each 566 12 20 0 20 3 8 Parsup2 Paracetamol 250mg suppos each 4820 30 50 0 50 3 9 Adr1 Adrenaline (Epinephrine) 1mg/ml e each 1997 0 5 0 50 30 <td>4 Salneb5</td> <td>Salbutamol 5mg neb (neb vial)</td> <td>each</td> <td>31237</td> <td>0</td> <td>30</td> <td>0</td> <td>30</td> <td>30</td> | 4 Salneb5 | Salbutamol 5mg neb (neb vial) | each | 31237 | 0 | 30 | 0 | 30 | 30 |
| 6 Clopes Clotrimazole 100mg pessary (6 tab: each 11881 2 2 0 2 7 Glycsup Glycerol 2.8g suppos each 568 12 20 0 20 2 8 Parsup2 Paracetamol 250mg suppos each 4820 30 50 0 50 2 9 Adr Adrenaline (Epinephrine) 1mg/ml z each 1997 0 5 0 5 10 Amininj Aminophylline 250mg/10ml amp each 2881 23 30 0 30 31 11 Amp5 Ampicillin 500mg vial each 21086 300 500 0 500 551 12 Atra Atropine Sulfate 1mg/ml amp each 59 3 3 0 3 13 Benzath2 Benzathine BenzylPenicillin (Penicillin G) 1MU each 18993 0 100 0 101 15 Grinj1 Chloramphenicol 1g vial each 81992 30 50 0 55 16 Cpzinj <td< td=""><td>5 Haemoint</td><td>Antihaemorrhoid 30g oint</td><td>each</td><td>1037</td><td>3</td><td>3</td><td>0</td><td>3</td><td>3</td></td<> | 5 Haemoint | Antihaemorrhoid 30g oint | each | 1037 | 3 | 3 | 0 | 3 | 3 |
| 7 Glycsup Glycerol 2.8g suppos each 568 12 20 0 20 1 8 Parsup2 Paracetamol 250mg suppos each 4820 30 50 0 50 9 9 Adri Adrenaline (Epinephrine) 1mg/ml z each 1997 0 5 0 50 9 10 Amininj Aminophylline 250mg/10ml amp each 2881 23 30 0 30 31 11 Amp5 Ampicillin 500mg vial each 21086 300 500 0 500 51 12 Atri Atropine Sulfate 1mg/ml amp each 21086 300 500 0 500 51 13 Benzath2 Benzathine Benzylpenicillin 2.4MU each 59 3 3 0 10 10 14 14 BenPen1 BenzylPenicillin (Penicillin G) 1MU each 8192 30 50 0 50 11 15 Cafinj1 Chloramphenicol 1g vial each 8192 30 50 | 6 Clopes | Clotrimazole 100mg pessary (6 tab | each | 11881 | 2 | 2 | 0 | 2 | 2 |
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| 9 Adr1 Adrenatine (Epinephrine) 1mg/ml z each 1997 0 5 0 5 10 Amininj Aminophylline 250mg/10ml amp each 2881 23 30 0 30 31 11 Amp5 Amplcillin 500mg vial each 21086 300 500 0 500 500 500 12 Atr1 Atropine Sulfate 1mg/ml amp each 0 0 5 0 500 | 8 Parsup2 | Paracetamol 250mg suppos | each | 4820 | 30 | 50 | 0 | 50 | 50 |
| 10 Aminophylline 250mg/10ml amp each 2881 23 30 0 30 31 11 Amp5 Ampicillin 500mg vial each 21086 300 500 0 500 500 12 Atr1 Atropine Sulfate 1mg/ml amp each 0 0 5 0 500 13 Benzath2 Benzathine BenzylPenicillin 2.4MU each 59 3 3 0 33 14 BenzylPenicillin (Penicillin G) 1MU each 18993 0 1000 0 100 110 15 Catinul Chloramphenicol 1g vial each 8192 30 50 0 50 111 16 Cpzinj Chlorpromazine Somg/2ml amp each 5314 0 10 0 10 111 18 DicA Diclofenac 25mg/3ml amp each 227 14 20 0 20 20 20 20 | 9 Adr1 | Adrenaline (Epinephrine) 1mg/ml a | each | 1997 | 0 | 5 | 0 | 5 | 5 |
| 11 Amp5 Amplcillin 500mg vial each 21086 300 500 0 500 500 500 12 Atr1 Atropine Sulfate 1mg/ml amp each 0 0 5 0 500 500 500 13 Benzath2 Benzathine BenzylPenicillin 2.4MU each 59 3 3 0 3 14 BenzylPenicillin (Penicillin G) 1MU each 18993 0 100 0 100 101 15 Cafinj1 Chloramphenicol 1g vial each 8192 30 500 50 50 11 16 Cpzinj Chloramphenicol 1g vial each 83192 30 50 0 50 | 10 Amininj | Aminophylline 250mg/10ml amp | each | 2881 | 23 | 30 | 0 | 30 | 30 |
| 12 Atri Atropine Sulfate 1mg/ml amp each 0 0 5 0 5 13 Benzath2 Benzathine Benzylpenicillin 2.4MU each 59 3 3 0 3 14 BenzylPenicillin (Penicillin G) 1MU each 18993 0 100 0 100 110 15 Cafinj1 Chloramphenicol 1g vial each 8192 30 50 0 50 110 16 Cpzinj Chloramphenicol 1g vial each 4450 1 5 0 5 11 18 DicA Diclofenac 25mg/3ml amp each 527 14 20 0 20 12 | 11 Amp5 | Ampicillin 500mg vial | each | 21086 | 300 | 500 | 0 | 500 | 500 |
| 13 Benzath2 Benzathine Benzylpenicillin 2.4MU each 59 3 3 0 3 14 BenPen1 BenzylPenicillin (Penicillin G) 1MU each 18993 0 100 0 100 101 15 Cafinj1 Chloramphenicol 1g vial each 8192 30 50 0 50 11 16 Cpzinj Chlorpromazine 50mg/2ml amp each 4450 1 5 0 5 11 17 Dex4 Dexamethasone 4mg/ml amp each 5314 0 10 0 10 11 18 DicA Dictofenac 25mg/3ml amp each 227 14 20 0 20 20 20 | 12 Atr1 | Atropine Sulfate 1mg/ml amp | each | 0 | 0 | 5 | 0 | 5 | 5 |
| 14 BenPen1 BenzylPenicillin (Penicillin G) 1MU each 18993 0 100 0 100 10 15 Cafinj1 Chloramphenicol 1g vial each 8192 30 50 0 50 9 16 Cpzinj Chlorpromazine 50mg/2ml amp each 4450 1 5 0 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 | 13 Benzath2 | Benzathine Benzylpenicillin 2.4MU | each | 59 | 3 | 3 | 0 | 3 | 3 |
| 15 Cafinj1 Chloramphenicol 1 g vial each 8192 30 50 0 50 9 16 Cpzinj Chlorpromazine 50mg/2ml amp each 4450 1 5 0 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 | 14 BenPen1 | BenzylPenicillin (Penicillin G) 1MU | each | 18993 | 0 | 100 | 0 | 100 | 100 |
| 16 Cpzinj Chlorpromazine 50mg/2ml amp each 4450 1 5 0 5 17 Dex4 Dexamethasone 4mg/ml amp each 5314 0 10 0 10 | 15 Cafinj1 | Chloramphenicol 1g vial | each | 8192 | 30 | 50 | 0 | 50 | 50 |
| 17 Dex4 Dexamethasone 4mg/ml amp each 5314 0 10 0 10 18 DicA Diclofenac 25mg/3ml amp each 227 14 20 0 20 | 16 Cpzinj | Chlorpromazine 50mg/2ml amp | each | 4450 | 1 | 5 | 0 | 5 | 5 |
| 18 DicA Diclofenac 25mg/3ml amp each 227 14 20 0 20 | 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 |
| La Confirm | | | | | | | | | Þ |
| Cancel OK & Next OK | L + | Confirm | | | | | Cancel | OK & Next | ОК |

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:

| Le Cu | | Name Name heir ref mment | invoice e [Media f [| cal Ward W02 ce from customer stock history | Cor | nfirm date Category | 00/00/00 None History | | • Confirm | Colour : Invoice : Entry date : Goods receive ID : Status : Entered by : Store : | Black 30,030 20/08/13 0 5g Sussol General |
|-------|---|---|----------------------------|---|--|---|--|----------|---|--|---|
| | Li 1 2 3 4 5 7 8 9 1 1 1 | i Lo 1 2 3 3 4 4 5 5 6 6 7 7 8 9 0 0 1 1 2 2 2 3 3 4 4 5 5 6 6 7 7 8 9 9 0 0 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 | ication | Item Name Item Name Chloramphenicol 0.5% eye drop Chloramphenicol 1% eye drop Chloramphenicol 1% eye drop Salbutamol 100mcg/pulf aerosol Salbutamol 5mg neb (neb vial) Antihaemorrhoid 30g oint Clotrimazole 100mg pessary (6 tabs = 1 unit/pack Glycerol 2.8g suppos Paracetamol 250mg suppos Adrenaine (Epinephrine) 1mg/ml amp Aminophyline 250mg/10ml amp Aminophyline 250mg/10ml amp Chter charges | Quan 5 5 2 30 3 2 20 50 50 50 50 50 5 5 30 500 5 5 5 5 5 5 | Pack Size 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | Batch none none none none none none none non | Exp date | Sel Price 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0. | Price exter | |
| V H | old | 1 lize | | Export batch: 0 | | | | OK & | Next | Subtotal: 0 % tax: Total: Delete | 0.00 0.00 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 | ke-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:

| Line | Ranitio | dine 25mg | /mL amp | | | | | | 🛃 Ran | inj | | |
|--------------|---------|-----------|--------------|---------|--------|---------|-----------|------------|----------|------------|------------|--------|
| Quan Pack | | of 14 | 4 В | ulk/Out | ter pa | ck size | 0 | | | | | |
| | Add F | lace hold | er | | | | Re-lookup | Sell Price |] | | | |
| Li | ssue | Available | Tot in store | Pack | Hold | Batch | Expdate | Supplier | Location | Cost Price | Sell price | Status |
| | 0 | 0 | 0 | 1 | | none | | | | 0.00 | 0.00 | |
| 1 | · · · · | | | | | D751 | 20/06/10 | Anon | INJ | 0.01 | 0.01 | |
| 1 | 4 | 144 | 152 | 5 | | 0751 | 30/06/10 | Ansp | | 3.61 | 3.01 | |
| 1 | 4 | 144 | 152 | 5 | | 0751 | 30/06/10 | Ansp | 110 | 3.61 | 3.01 | |

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 02:57

| 2. | Cu | ston | mer invoice | | | | | | | | | x |
|----|-----------|--------------|-------------|--|-------|------------|----------|----------|------------|--------------------|----------|-----|
| 2 | 2 | N | lame Medi | cal Ward | Cor | nfirm date | 00/00/00 | | | Colour : | Black | |
| | c | | nent Invoir | re from customer stock history | | Category | None | | - | Entry date : | 20/08/13 | |
| | | | neme parten | | | | | | | Goods receive ID : | 0 | |
| | | | | | | | | | | Status : | sa | |
| | | + | | | | | 10 | | - | Entered by : | Succol | |
| | Ne | w lin | ne D | Delete line(s) | | | History | (| Confirm | Cherry . | Canada | |
| G | ene | eral | Summary b | y Item Summary by Batch Transport details | og | | | | | Store : | General | |
| N | I | Li | Location | Item Name | Quan | Pack Size | Batch | Exp date | Sell Price | Price extern | ı | |
| | | 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 | |
| | ų | 7 | LTE | Clotrimazole 100mg pessary (6 tabs = 1 unit/pack | 2 | 1 | IDSEMMC | 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 | Ŧ |
| G | | : | | Other charges | Item: | | | | | Amount: | 0 | .00 |
| 0 | | | | 1 | | | | | | Subtotal: | 544 | .06 |
| | | | | | | | | | | 0 % tax: | 0 | .00 |
| | | | | | | | | | | Total: | 544. | .06 |
| | Ho Fir | old naliz | e | Export batch: 0 | | | | OK & | Next | Delete | ОК | Ŷ |

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

