4.18. Phased stocktakes

General

Phased stocktakes are commonly carried out in larger warehouses. In this type of stocktake, stocktakes are created for each aisle and level combination in the warehouse. When a stocktake is finalised then a new stocktake is created from it containing only the lines with discrepancies. When the third count is finalised then adjustments are made to make the stock in mSupply match any discrepancies. Thus, there is a maximum of 3 phases for each stocktake.

Setup

Store preferences

Before using phased stocktakes you must tell mSupply which parts of your shelf location codes (see the 4.06. Stock locations and location types page for details) represent the aisle, level and position of the location (aisle = rack, level = horizontal level within the rack, position = vertical 'column' within the rack).

See the 26.07. Virtual stores page for details on how this is set.

Confirm Customer Invoices

mSupply will not allow stock that is on a Customer Invoice with status of new (nw) or suggested (sg) to be taken out of stock by *any* other transaction process, including an inventory adjustment flowing from a stocktake - refer Creating inventory adjustments.



It is **HIGHLY RECOMMENDED** to process (take the stock off the shelves) and confirm any customer invoices with a status of new (nw) or suggested (sg) *before* doing a stocktake please see Issuing Goods to a Customer (Customer Invoices), Confirming an invoice for details on how to do that.

This is so important that mSupply will show you a warning message when you try to create a new stocktake if it detects any customer invoices with suggested status. Please read the warning and take suitable action.

Creating a phased stocktake

Choose *Items > Show Stocktakes...* from the menus or click on the *Stocktakes* button on the *Item* tab of the Navigator. This window will open, showing a list of the current stocktakes:

lew stocktake	New phased stocktake	New blank stocktake	Delete stocktake	Print	Show: Current
ID	Descript	tion	Stocktake date	Status	Reference
1 07/07/	2023 Stocktake		07/07/20	23 sg	

Note that only phased stocktakes will have a value in the *Reference* column.

The *Show:* filter allows you to choose which stocktakes are displayed in the list. Options are:

- All: shows all stocktakes in the current store with any status for all time. Could be many of them!
- Current: selected by default when the window is displayed and shows all 'suggested' stocktakes (status = sg). These are stocktakes which have not yet been processed into inventory adjustments (finalised; status = fn)
- **This year:** shows all stocktakes of any status that have been created in the current year.
- Last year: shows all stocktakes of any status that were created in the year before the current one.

To create a phased stocktake click on the **New phased stocktake** button. The options window opens:

C	ount reference				
ltem filter					
Search for ite	ms whose				
Item code	•	starts with	0		
and	٢	Category 1 🟮	is		
and	8	VEN category is		Don't Care	0
and	0	Department is		Don't Care	0
And		is on Master List		Don't Care	0
And	Expiry date	is on or before	0	00/00/00	
And	Donor	equals	0		
Ra	ndomly select	0 items fr	om reti	irned list.	
Stock location					
		Aisle Level			
				_	

- **Count reference**: This is mandatory and is the unique reference for this phased stocktake (that is, the collection of all the individual stocktakes that makeup this one). It must be unique so you will be shown an alert if it isn't.
- **Item filter**: Make settings here to select the stock that is included in the stocktake. The filters work the same as for standard stocktakes as described on the 4.17. Stocktakes page.
- **Stock location**: Here you can select a particular aisle or level of the warehouse to include in the stocktake. Enter the identifier of an aisle in the **Aisle** textbox or the identifier of a level in the **Level** textbox:
 - If you enter an **Aisle** value only, then a stocktake will be created for each level in that aisle.
 - If you enter a **Level** value only, then a stocktake will be created for that level in each aisle in the warehouse.
 - If you enter an **Aisle** and **Level** value then a single stocktake will be created for the level in the aisle specified.
 - If you enter neither value then a stocktake will be created for every level in every aisle in the warehouse.

When you click on the **OK** button mSupply will create a stocktake for each level in each aisle you have selected to be included in the phased stocktake. Each stocktake will contain one line for each line of stock found in a location that beloings to the aisle/level combination that the stocktake is for.

When the stocktake creation is complete you will be told how many stocktakes were created in an alert message. When you close the message, the stocktakes will be displayed in the table like this:

• • •			Stocktake list			
+	+	+				
iew stocktake	New phased stocktake	New blank stocktake	Delete stocktake	Print	Show: Current	(
ID	Descrip	tion	Stocktake da	te Status	Reference	
157 13/12/2	023 Stocktake		13/12	/2023 sg	ABCDE-00001-3B-A/1	
158 13/12/2	023 Stocktake		13/12	/2023 sg	ABCDE-00002-3B-B/1	
159 13/12/2	023 Stocktake		13/12	2023 sg	ABCDE-00003-3B-C/1	
					OF	

The reference in the *Reference* column is constructed as Count reference-Number-Aisle-Level/Phase where:

- Count reference is the Count reference value entered in the stocktake options
- Number is an incrementing number starting at 1 and padded to 5 digits with leading zeroes
- Aisle is the aisle this stocktake is for
- Level is the level this stocktake is for
- Phase is the phase of this stocktake, a number from 1 to 3

Carrying out a phased stocktake

To open a phased stocktake, double click on it in the list. The stocktake detail window is opened:

e e ser qu	tion 13/12/	2023 Stocktake					Stocktake number 157		
Refere	nce ABCDE-	ABCDE-00001-38-A/1 Stocktake entered date 13/12/2023							
Comm	ent							Stocktake status sq	
torktake d	ate 13/12/	2023							
torestant a									
1	_								
J									
e Dele	ste line(s)	Print Finalise					Reported by item	nums and code	
							pearch by teen	name and code	
				General	Log				
							Counted		
ocation	Item code	Item name	Pack Size	Unit	Counted batch	Counted Expiry date	number of packs	Comment	
09A	102A07U	Dolutegravir/Lamivu00/300mg, 180 tabs	180	Tab		İ İ	0		
10A	102A07U	Dolutegravir/Lamivu00/300mg, 180 tabs	180	Tab			0		
11A 2	102A07U	Dolutegravir/Lamivu00/300mg, 180 tabs	180	Tab			0		
12A	102A07U	Dolutegravir/Lamivu00/300mg, 180 tabs	180	Tab			0		
13A	102. A07U	Dolutegravir/Lamivu00/300mg, 180 tabs	180	Tab			0		
14A 2	102A07U	Dolutegravir/Lamivu00/300mg, 180 tabs	180	Tab			0		
15A	102A07U	Dolutegravir/Lamivu00/300mg, 180 tabs	180	Tab			0		
16A	102A07U	Dolutegravir/Lamivu00/300mg, 180 tabs	180	Tab			0		
17A	102A07U	Dolutegravir/Lamivu00/300mg, 180 tabs	180	Tab			0		
24A 2	102A07U	Dolutegravir/Lamivu00/300mg, 180 tabs	180	Tab			0		
28A	102A07U	Dolutegravir/Lamivu00/300mg, 180 tabs	180	Tab			0		
43A 3	102AA07	Dolutegravir/Lamivu300/300mg, 90 tabs	90	Tab			0		
44A 2	102AA07	Dolutegravir/Lamivu300/300mg, 90 tabs	90	Tab			0		
45A 3	102AA07	Dolutegravir/Lamivu300/300mg, 90 tabs	90	Tab			0		
46A	102A07U	Dolutegravir/Lamivu00/300mg, 180 tabs	180	Tab			0		
48A 3	102720	Lopinavir/Ritonavir 200/50mg, 120 tabs	120	Tab			0		
49A	102A07U	Dolutegravir/Lamivu00/300mg, 180 tabs	180	Tab			0		
	Comm tocktake d e Dele bcation 99A 10A 11A 12A 13A 10A 11A 12A 13A 10A 11A 12A 13A 10A 11A 12A 13A 10A 11A 12A 13A 14A 15A 16A 16A 16A	Comment tocktake date 13/12/ tocktake date 13/12/ Delete line(s) control 102_A07U 104_102_A00_0 104_102_A00_	Comment Finalise booktake date 13/12/2023 Image: Delete line(s) Image: Print Print Finalise booktake Item name 194 102_A07U Delutegravir/Lamivu00/300mg, 180 tabs 104 102_A07U Delutegravir/Lamivu00/300mg, 180 tabs 105 207U Delutegravir/Lamivu00/300mg, 180 tabs 102_A07U Delutegravir/Lamivu00/300mg, 180 tabs 103_A07U Delutegravir/Lamivu00/300mg, 180 tabs 104_A07 Delutegravir/Lamivu00/3000mg, 90 tabs	Comment Finalise bocktake date 13/12/2023 	Inclusion Precision Print E Delete line(s) Print Finalise E Delete line(s) Print Finalise Scation Item code Item name Pack Size Unit 194 102_A07U Delutegravir/Lamivu00/300mg, 180 tabs 180 Tab 104 102_A07U	Notice vision of the second procession of the second procesind procession of the second procesion procession of	Norment Comment Comment Contract Contract <	Inclusion Notice Comment Image: Comment <thimage: comment<="" th=""></thimage:>	

- **Description**: An editable description of the stocktake. Set to the date the stocktake was created followed by "Stocktake" by default
- Reference: The count reference, read only
- **Comment**: Enter anything you need to remember about this stocktake
- Stocktake date: the date the stocktake count was started, set to the creation date by default

Print the count sheets

The next thing to do is to print out the count sheets so that the warehouse operatives can take them into the warehouse to carry out the count. At this stage, when the stocktake is at sg (suggested) status, this is the only thing you can print and it looks like this:

Count Type	3B]	Stock count reference	ABCDE	Date: 13/12/2023
Level	A]	Stock count sheet	00001/1	Page 1 of 2

Emplace	Code	Description	Lot #	Peremption	Quantite	Unite de Sortie
3801A						
3802A						
3803A						
3804A						
3805A						
3806A						
3807A						
3808A						
3809A	102762AAA07U	Doluteoravin/Lamivudine/Tenofovir 50/300/300mg, 180 tabs				Tab
3810A	102762AAA07U	Doluteoravin/Lamivudine/Tenofovir 50/300/300mg, 180 tabs				Tab
3811A	102762AAA07U	Doluteoravin/Lamivudine/Tenofovir 50/300/300mg, 180 tabs				Tab
3812A	102762AAA07U	Doluteoravin/Lamivudine/Tenofovir 50/300/300mg, 180 tabs				Tab
3813A	102762AAA07U	Doluteoravin/Lamivudine/Tenofovir 50/300/300mg, 180 tabs				Tab
3814A	102762AAA07U	Doluteoravin/Lamivudine/Tenofovir 50/300/300mg, 180 tabs				Tab
3815A	102762AAA07U	Doluteoravin/Lamivudine/Tenofovir 50/300/300mg, 180 tabs				Tab
3816A	102762AAA07U	Doluteoravin/Lamivudine/Tenofovir 50/300/300mg, 180 tabs				Tab
3817A	102762AAA07U	Doluteoravin/Lamivudine/Tenofovir 50/300/300mg, 180 tabs				Tab
3818A						
3819A						
3820A						
3821A						
3822A						
3823A						
3824A	102762AAA07U	Doluteoravin/Lamivudine/Tenofovir 50/300/300mg, 180 tabs				Tab
3828A	102762AAA07U	Doluteoravin/Lamivudine/Tenofovir 50/300/300mg, 180 tabs				Tab
3829A						
38304						



NOTE: When the **Reference** value ends in /1 the count sheets contain a line for every location in the aisle/level combination this stocktake is for. These are the blank lines with a value only in the *Location* (Emplace) column. When the **Reference** value ends in /2 or /3 then only lines in the stocktake are printed.

Using the count sheets, the warehouse operatives count the stock in the warehouse.

After counting the stock

After counting the stock, the count sheets are brought back to mSupply and the information is entered into the stocktake.

The stocktake is completely blind so the batch, expiry date and number of packs of each line entered on the count sheets should be entered in the *Counted batch*, *Counted Expiry date* and *Counted number of packs* columns. Optionally, you can enter a value in the *Comment* column if there is something you need to remember about this line.

To enter something in one of the columns, simply click into it and type what you want to enter. If you need to enter more than the batch, expiry date, number of packs or comment then double-click on the line to make more fields available for entry:

				102762	AAA07U
number of packs		0			
Pack Size	18	0 Tab			
Batch					
Expiry date	00/00/00		Cost Price	0.00	12 month average
Location	3813A	5	Sell price	0.00	
Dopor	USAID				
	number of packs Pack Size Batch Expiry date Location	number of packs Pack Size Batch Expiry date 00/00/00 Location 3813A	number of packs 0 Pack Size 180 Tab Batch Expiry date 00/00/00 00 Location 3813A	number of packs 0 Pack Size 180 Tab Batch Expiry date 00/00/00 E Cost Price Location 3813A Sell price	number of packs 0 Pack Size 180 Tab Batch Expiry date 00/00/00 E Cost Price 0.00 Location 3813A Sell price 0.00

- Counted number of packs: The number of packs counted on the shelf
- Pack size: The number of units that are in a pack
- **Batch**: The batch of the stock
- **Expiry date**: The expiry date of the stock. Enter is manually or select it by clicking on the calendar button
- **Location**: The location the stock was found in. Type the first few characters of the location and press the *Tab* key to select the location from a list of locations that begin with what you typed (if there is only one that matches then it will be selected and filled in for you)
- **Donor**: The donor of this stock (only shown if the option to track donor is turned on see the 16.03. Invoice preferences page for details). Type the first few characters of the donor's name and press the *Tab* key to select the location from a list of locations that begin with what you typed (if there is only one that matches then it will be selected and filled in for you)
- **Cost price**: The cost price of one pack
- **12 month average checkbox**: Check this to replace the cost price with an average of the cost prices for stock of the same item received in the last **12** months
- Sell price: The sell price of one pack

If a new line of stock was found which isn't in mSupply then add it using the **New line** button (see the Add a new line to a stocktake section below for details).

When all the count sheet details have been entered into the stocktake and checked, it is time to finalise the stocktake. To do this, click on the **Finalise** button. After confirming that you want to finalise the stocktake, this will do two things:

- 1. The stocktake will be made read-only and no further changes can be made to it.
- If there are any differencies between the the batch, expiry date or number of packs that were entered for a line and the actual batch, expiry date or number of packs of the stock line in mSupply then:
 - if the **Reference** value of the stocktake ends in /1 or /2, a new stocktake containing only the lines that showed a discrepancy is created. This sticktake will have the same reference value as this stocktake except that its phase number will be incremented by 1. So, if the **Reference** ended in /1, the new stocktake's reference will end in /2, if it ended in /2 then the new stocktake's reference will end in /3.
 - if the **Reference** value of the stocktake ends in /3 then inventory adjustments are created to make the stock of the lines with discrepancies match what was counted in the stocktake. Note: any lines that only have a discrepancy in the batch or expiry date will not appear in an inventory adjustment but the changes will be made and logged.

3. If there are no differences between the batch, expiry date or number of packs that were entered for all lines and the actual batch, expiry date or number of packs of the matching stock lines in mSupply then nothing further is done and the user is shown an alert message to say that the count for this aisle/level combination is complete.

Add a new line to the stocktake

To add a new line to the stocktake (for stock that you find during the stocktake that is not in mSupply already), click on the **New line** button. This window will open:

• •	Add st	ocktake lines	
Item Search items			Black
New stock line			
Counted number of packs	0		
Pack Size	0		
Batch			
Expiry date	00/00/00	Cost Price 0.00	12 month average
Location	None S	Sell price 0.00	
Donor			
		Cancel	Add new

Enter the first few characters of the item the stock is for in the **Item** text box and press the *Tab* key on the keyboard to select the right item from a list of items beginning with what you typed (if there is only one item that matched it will be selected for you and entered in the **Item** text box).

Now enter the details of the stock in the *New stock line* section:

- Counted number of packs: The number of packs counted on the shelf
- **Pack size**: The number of units that are in a pack
- **Batch**: The batch of the stock
- **Expiry date**: The expiry date of the stock. Enter is manually or select it by clicking on the calendar button
- **Location**: The location the stock was found in. Type the first few characters of the location and press the *Tab* key to select the location from a list of locations that begin with what you typed (if there is only one that matches then it will be selected and filled in for you)
- **Donor**: The donor of this stock (only shown if the option to track donor is turned on see the 16.03. Invoice preferences page for details). Type the first few characters of the donor's name and press the *Tab* key to select the location from a list of locations that begin with what you typed (if there is only one that matches then it will be selected and filled in for you)
- **Cost price**: The cost price of one pack
- **12 month average checkbox**: Check this to replace the cost price with an average of the cost prices for stock of the same item received in the last **12** months
- Sell price: The sell price of one pack

When you've added all the details click on the **Add new** button to add the line to the stocktake. It will appear at the bottom of the table of stocktake lines.

Delete a line from the stocktake

To delete one or more lines from the stocktake, select them in the table and click on the **Delete line(s)** button. After confirmation the selected lines will be deleted.

Please note, you can only delete lines from the stocktake that you manually added to it uysing the **New line** button.

Previous: 4.17. Stocktakes | | Next: 4.19. Inventory adjustments

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

Permanent link: https://docs.msupply.org.nz/items:phased_stocktakes?rev=1702488463



Last update: 2023/12/13 17:27