

# 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.

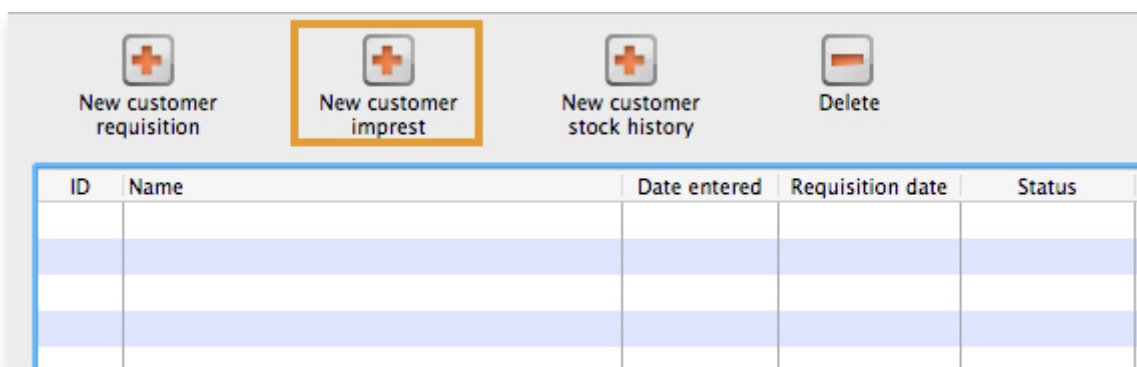
The tutorial below suggest how an *imprest* should now be carried out.

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:

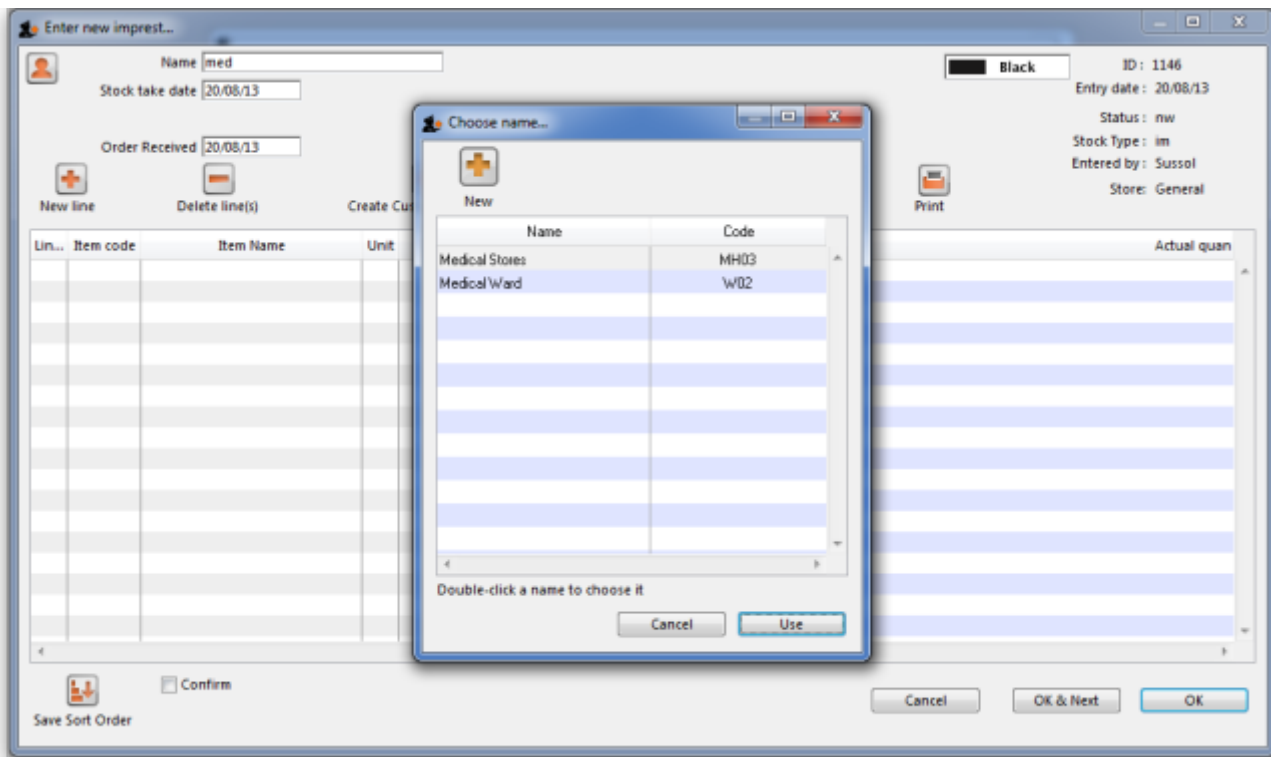
- Select Item > Show Item master list... from the menus to create a master list (see [here](#) for details).
- Assign the master list to the customer. See [Names: Using, adding and editing, the Item lists tab](#) for instructions.

## 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.

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 : 20/03/18 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

Name **Amnesty Hospital** AMN

Order Received 20/03/18

Stock take date 20/03/18

Their ref

Comment

Black

ID : 9

Entry date : 20/03/18

Status : sg

Type : im

Entered by : Admin

Store : General Warehouse

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...	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 Injecti...mg/ml Amp/2ml	A...le	1675	0	4	0	4	4	
4	850804	Oral Rehydration...1 litre/ CAR-100	Sa...et	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 Sort order  Confirm

Cancel OK & 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 *Customer Current Stock on Hand* column with the stock take quantities you've written on the print out for each item.

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).

Name: Amnesty Hospital AMN  
Order Received: 20/03/18  
Stock take date: 20/03/18  
Their ref: [ ] Black  
ID: 9  
Entry date: 20/03/18  
Status: sg  
Type: im  
Entered by: Admin  
Store: General Warehouse

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	4	1	5	
2	038423	Salbutamol scored 2mg tabs	Tab	35000	0	4	4	0	4	
3	042744	Diazepam Inject...mg/ml Amp/2ml	A...le	1675	0	4	4	0	4	
4	850804	Oral Rehydration...1 litre/ CAR-100	Sa...et	16000	0	5	3	2	5	
5	030062	Acetylsalicylic Acid 300mg tabs	Tablet	7000	0	3	3	0	3	
6	201116	Bandage W.O.W....m wide x 5m roll	Roll	4560	0	2	3	0	2	
7	031661	Captopril scored 25mg tabs	Tablet	50000	0	4	4	0	4	
8	037020	Paracetamol 500mg tabs	Tablet	129000	0	6	6	0	6	

Buttons: New line, Delete line(s), Create Customer Invoice, Revert to suggested quan, Print

Save Sort order  Confirm

## 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:

Name: Amnesty Hospital      Confirm date: 00/00/00      Colour: Black

Their ref: AMN      Invoice: 21

Comment: Invoice from requisition      Category: None      Entry date: 20/03/18

Goods received ID: 0

Status: sg

Entered by: Admin

Store: General Warehouse

Buttons: New line, Delete line(s), History, Confirm

Tabs: General, Summary by Item, Summary by Batch, Transport details, Log

L...	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten
1		Amoxicillin 250mg tabs	5	1	none		0.00	0.00
2		Salbutamol scored 2mg tabs	4	1	none		0.00	0.00
3		Diazepam Injection 5mg/ml Amp/2ml	4	1	none		0.00	0.00
4		Oral Rehydration Solut...t for 1 litre/ CAR-100	5	1	none		0.00	0.00
5		Acetylsalicylic Acid 300mg tabs	3	1	none		0.00	0.00
6		Bandage W.O.W. 15cm wide x 5m roll	2	1	none		0.00	0.00
7		Captopril scored 25mg tabs	4	1	none		0.00	0.00
8		Paracetamol 500mg tabs	6	1	none		0.00	0.00

Other charges:      Item:      Amount: 0.00

Subtotal: 0.00

0 % tax: 0.00

Total: 0.00

Buttons: OK & Next, Delete, OK

Options:  Hold,  Finalise, Export batch: 0

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:

Item: Amoxicillin 250mg tabs      030453

Line: 1

Quan: 5 of 0      Total: 5

Pack: 1 Tablet      Bulk/Outer pack size: 0

Buttons: Add Place holder, Re-distribute all, Re-lookup Sell Price

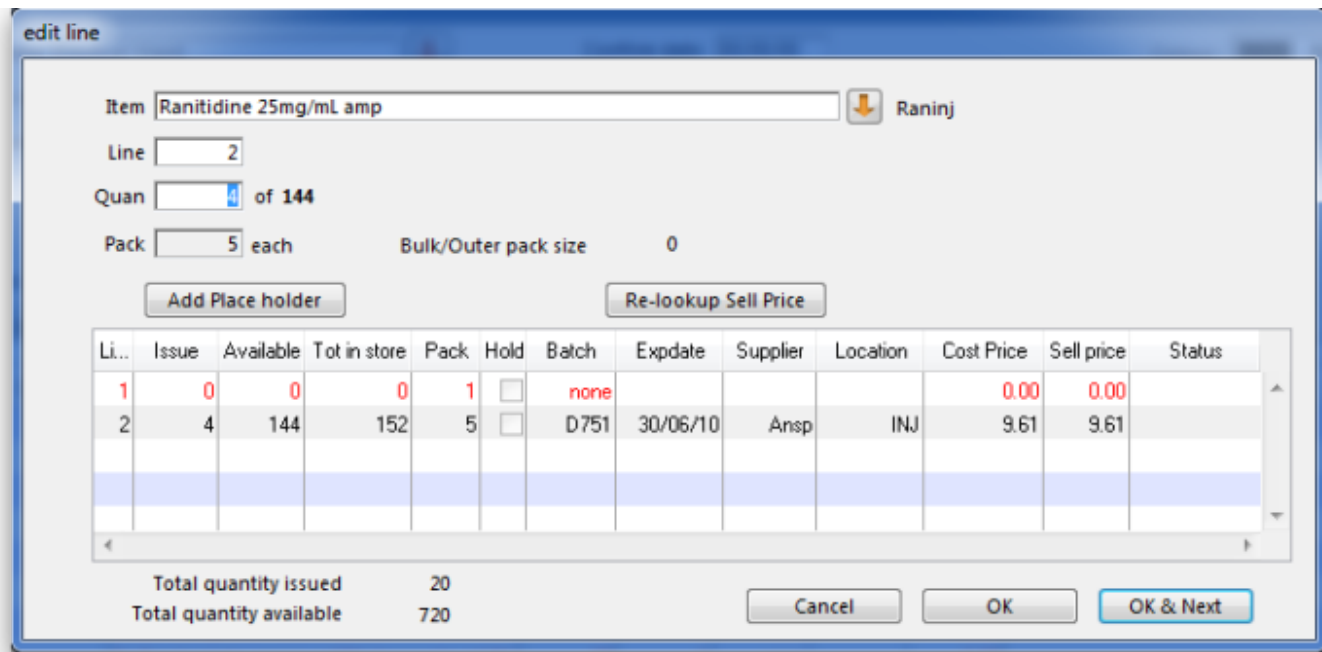
L...	Issue	Available	Tot in st...	Pack	H...	Batch	Expdate	Supplier	Location	Cost Price	Sell price	Status
1	5	0	0	1		none				0.00	0.00	
2	0	21....595	2397.595	1000				inval	B1	0.00	0.00	
3	0	14	20	500		17KD003	9/12/17		B1	0.01	0.01	
4	0	0	50	1000		K568672	9/12/17		B1	0.03	0.03	

Total quantity issued: 5

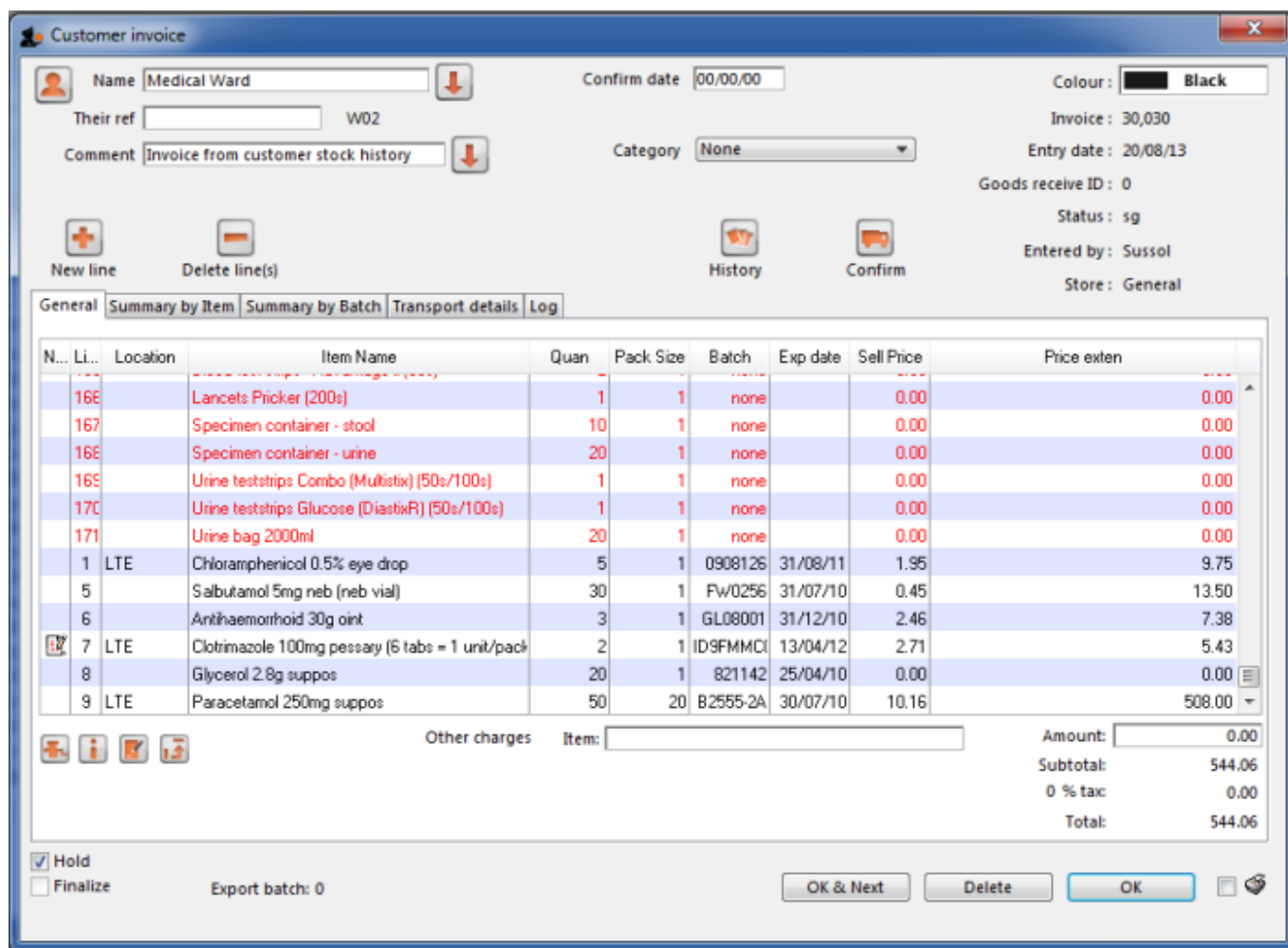
Total quantity available: 2204595

Buttons: 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:



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:



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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