



## Imprest : Creating and Issuing out imprest

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For mSupply v2r1 and above

### Introductions to the Imprest module

A Government distribution system generally dictate the quantity of stock their customers should have. Perhaps once a month the customers fills out a imprest sheet outlining their current stock levels and the Government store replenish what's been consumed to bring the balance stock to the stated imprest level.

The new Imprest module in mSupply is designed to stream line the process described above.

### Defining the Imprest levels

Item	Quantity
Amoxicillin 125mg/5ml syrup	100
Paracetamol 500mg tab (panadol)	1000
Ferrous Sulphate 200mg tab	500

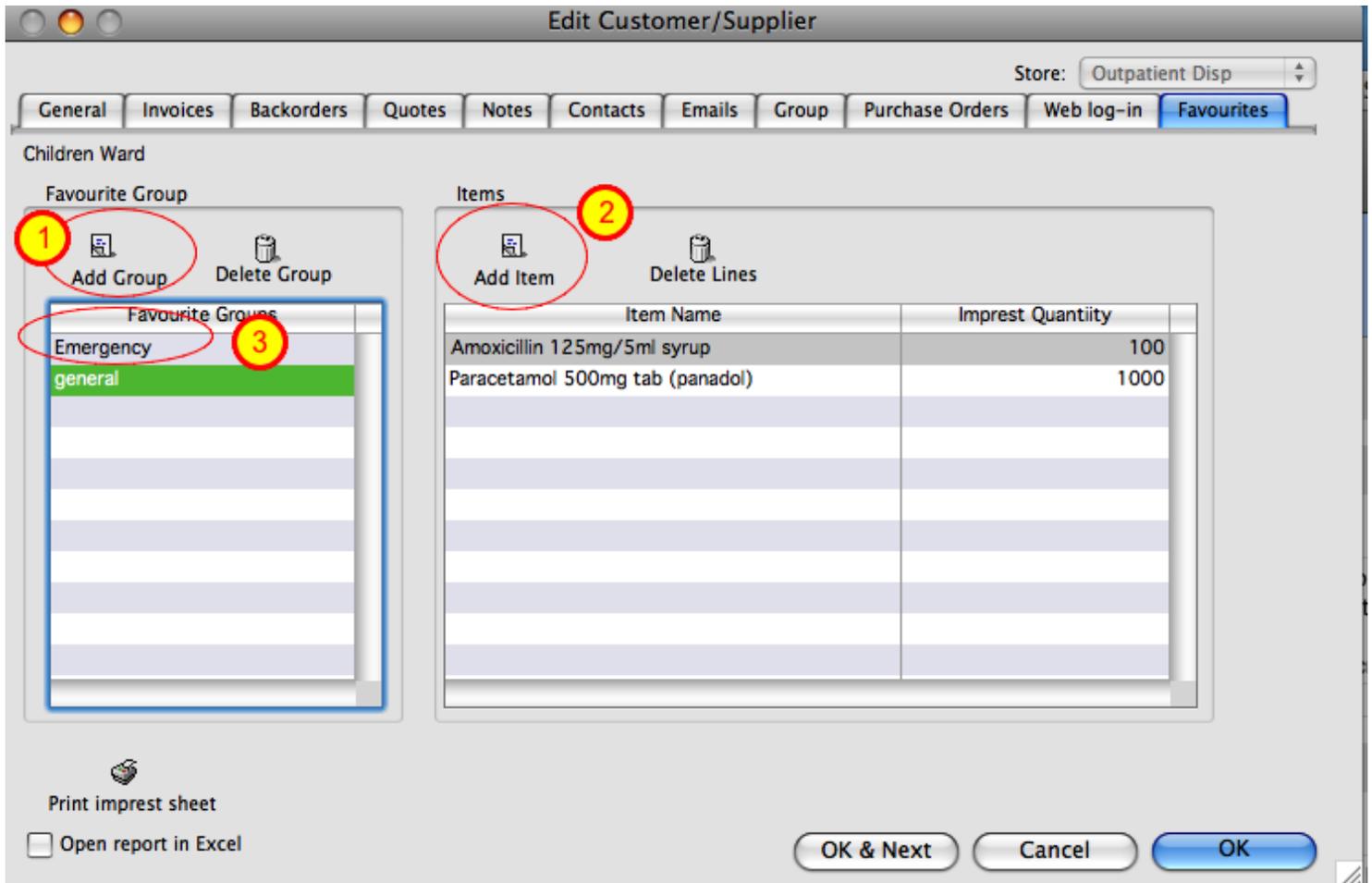
Imagine that a main hospital pharmacy has to supply medicines to its ward. The hospital management has specified the stock levels that the wards are allowed to maintain.

For the Children's ward the displayed image is the imprest level defined by the management.

For the scope of this tutorial we have kept the above list small.



## Assigning items to the Children ward



View the customer Children ward : Customer > View Customer... Locate the ward and view the name details window which should look similar to this image.

- 1 : Immediately you should add a favorite Group called "general" by using the "Add Group" icon.
- 2: Make sure that the "general" group is selected. Then click on the "Add Item" icon to start adding a list of favorite items. For this tutorial add the following items :
  - \* Amoxicillin 125mg/5ml syrup 100
  - \* Paracetamol 500mg tab (panadol) 1000
- 3: Add another favorite group category such as "Emergency" . Then select the "Emergency" group in the left-hand list so it is highlighted, and then add the item to this group by clicking the "Add item" icon :
  - \* Ferrous Sulphate 200mg tab 500



## Printing an Imprest list

Children Ward

Store: Outpatient Disp

General Invoices Backorders Quotes Notes Contacts Emails Group Purchase Orders Web log-in **Favourites**

Favourite Group

Add Group Delete Group

Favourite Groups

Emergency general

Items

Add Item Delete Lines

Item Name	Imprest Quantity
Amoxicillin 125mg/5ml syrup	100
Paracetamol 500mg tab (panadol)	1000

Print impress sheet

Open report in Excel

OK & Next Cancel OK

Once all the favorite items have been entered you can print out the impress list, which the children ward can fill.

1: Firstly select all the "Favorite Group" . A quick way of doing this is to click inside the list and to press "Control + A" on your keyboard. For MAC users "Command + A" would work just the same.

2: Click on the "Print impress sheet" icon. This will create a print out similar to below.



## Imprest form printout

**Imprest for Children Ward**

Date :29/8/08

1 Stock take date: \_\_\_\_\_

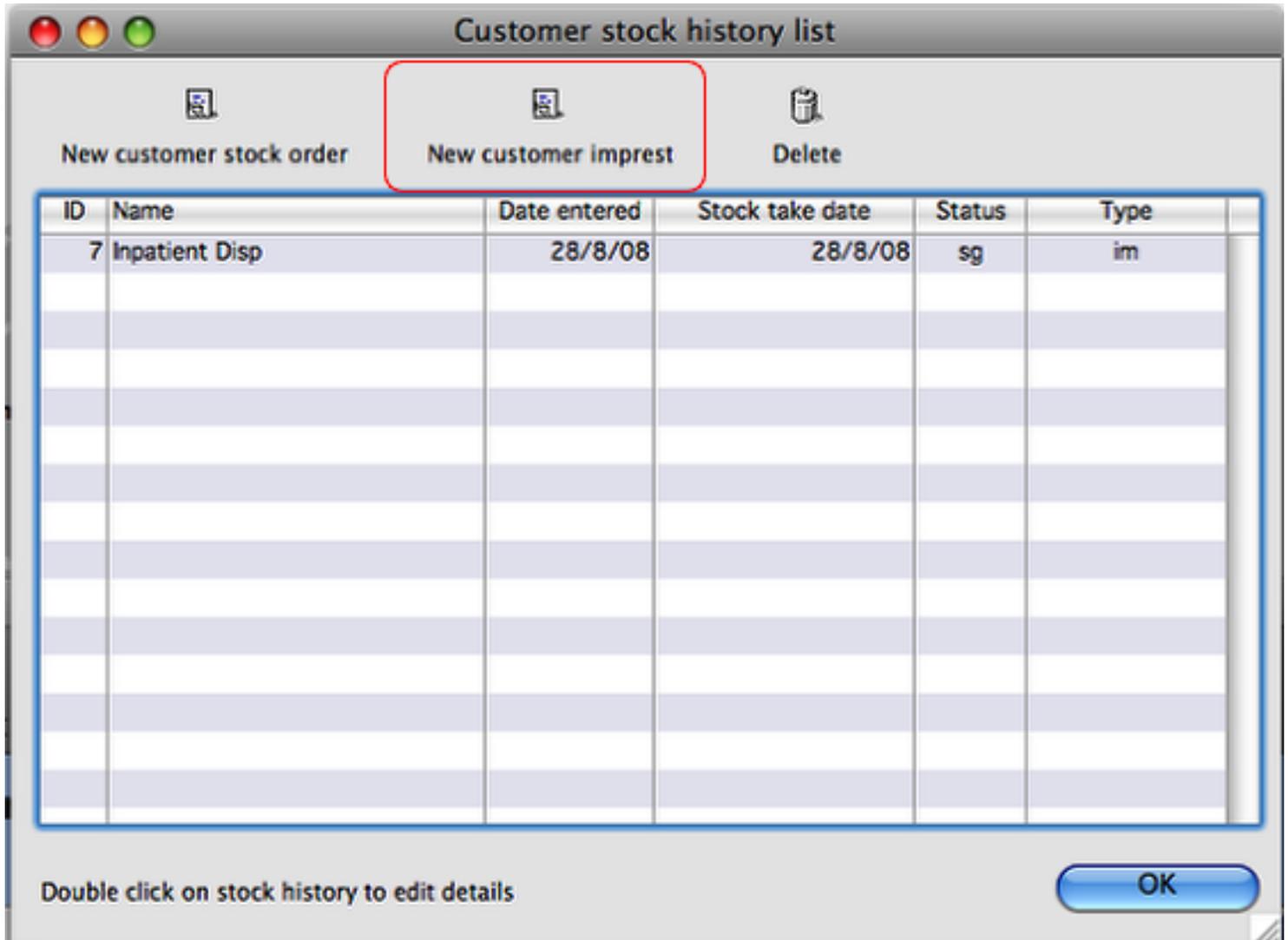
Group	Item	Pack size	Imprest Level	Current stock
Emergency	Ferrous Sulphate 200mg tab	1	500	2 _____
general	Amoxicillin 125mg/5ml syrup	1	100	_____
	Paracetamol 500mg tab (panadol)	1	1000	_____

Once you have printed the displayed form, you are expected to allow your customer to fill their current stock level.

- 1: get your customer to enter in the date
- 2: Here they should accurately fill in their stock quantities.



## Filling in your customer's stock level



Choose Customer > Show Customer stock takes... and you will get to see a window similar to the one shown.

Click on the "New customer imprest" icon.





## Modifying stock levels

Customer stock history

Name: Children Ward chward Customer inv. key 0 ID : 8  
Stock take date: 29/08/08 Entry date : 29/08/08  
Status : sg  
Stock Type : im  
Entered by : sussol  
Store name : Outpatient Dis

Item code	Item Name	Our SOH	Imprest qu...	Their Current ..	Suggested quan	Actual quan
ams	Amoxicillin 125mg/5ml syrup	805	100	30	70	70
FE2	Ferrous Sulphate 200mg tab	2160	500	300	200	200
PAS	Paracetamol 500mg tab (panadol)	81463	1000	260	740	740

Buttons: Cancel, OK & Next, OK

- 1 : Note that the customers actual stock levels have been entered. To modify the cell, simply click on the cell and wait patiently until the cursor enters the cell (Windows) or the numbers are highlighted. Note : Column lines that are shaded with a blue background can be modified.
- 2: Suggested quantity column : mSupply will suggest a quantity that should be supplied to the customer. If supplied this should bring the customers stock level to the agreed imprest level.
- 3: Actual quantity : mSupply again fills this column with it's calculated quantities. However you are able to modify the figures. Occasionally you may find that your stock levels are not adequate enough to fully supply the customer, in which case you may choose to ration of the issues.
- 4: Revert to suggested quan icon : Click this icon if you want to change the quantities in column 3 to match the numbers in column 2. **Important:** This will change all lines back to the original values- not just the line you are currently editing.
- 5: Create Customer Invoice icon : When you are happy with the quantities that you want to issue in



column 3, you can now click on this icon. So click "Create Customer Invoice" icon carefully.

## Creating Customer invoice

Customer invoice

Name: Children Ward      Confirm date: 00/00/00      Invoice: 285,807  
Their ref:      chward      Entry date: 29/8/08  
Comment: Invoice from customer stock history      Category: None      Purchase order: 0  
Status: sg  
Entered by: sussol  
Store name: Outpatient Dis

New line      Delete line(s)

General      Summary      Transport details

Line	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten
1		Amoxicillin 125mg/5ml syrup	70	1	none		0.00	0.00
2		Ferrous Sulphate 200mg tab	200	1	none		0.00	0.00
3		Paracetamol 500mg tab (panadol)	740	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

Immediately you will notice that a customer invoice has been generated for you. You now have to assign the line with actual batches.

1: First uncheck the "Hold" icon. This is important.

2: Now double click on each read line and assign actual batches.



## Processing red lines

edit line

Item: Amoxicillin 125mg/5ml syrup ams New item

Line: 1 Item category: Level 2

Quan: 70 of 0

Pack: 1 Bulk/Outer pack size: 0

1 Re-distribute all Re-lookup Sell Price

Line	Issue	Available	Tot in store	Pack	Hold	Batch	Expdate	Supplier	Location	Cost Price	Sell price
1	70	0	0	1	<input type="checkbox"/>	none				0.00	0.00
2	0	805	805	1	<input type="checkbox"/>	E8702	30/9/10	cpms		1.47	1.47

Total quantity issued: 70  
Total quantity available: 805

Cancel OK OK & Next

2

Double clicking on one of the lines should open a window similar to the image shown.

1: Click the "Re-distribute all" button if available. If the button is missing then you may need to change your mSupply preferences. E-mail [info@msupply.org.nz](mailto:info@msupply.org.nz) if you are not sure. The "Re-distribute all" button tries to exchange placeholder line (red lines) with actual stock if available.

2: Alternatively it is also possible to modify the "issue" column manually.



## Red (placeholder) lines to actual stock

edit line

Item: Amoxicillin 125mg/5ml syrup ams

Line:  Item category: Level 2

Quan:  of 805

Pack:  Bulk/Outer pack size: 0

Line	Issue	Available	Tot in store	Pack	Hold	Batch	Expdate	Supplier	Location	Cost Price	Sell price
1	0	0	0	1	<input type="checkbox"/>	none				0.00	0.00
2	70	805	805	1	<input type="checkbox"/>	E8702	30/9/10	cpms		1.47	1.47

Total quantity issued: 70  
Total quantity available: 805

1: whether you have used the "re-distribute" button or modified the columns manually, the end result should look similar to this image- the quantity in column one should be on the black coloured rows (that is, actual stock)



## Fully processed customer invoices

Customer invoice

Name: Children Ward      Confirm date: 00/00/00      Invoice: 285,807  
Their ref:      chward      Entry date: 29/8/08  
Comment: Invoice from customer stock history      Category: None      Purchase order: 0  
Status: sg  
Entered by: sussol  
Store name: Outpatient Dis

New line      Delete line(s)

General      Summary      Transport details

Line	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten
1		Amoxicillin 125mg/5ml syrup	70	1	E8702	30/9/10	1.47	102.90
2		Ferrous Sulphate 200mg tab	200	1	061004	30/10/09	0.00	1.48
3		Paracetamol 500mg tab (panadol)	30	1	7002EA	30/8/12	0.01	0.39
4		Paracetamol 500mg tab (panadol)	710	1	7003EA	30/8/12	0.01	9.23

Other charges      Item:      Amount: 0.00  
Subtotal: 114.00  
0 % tax: 0.00  
Total: 114.00

Hold       Finalize      Export batch: 0      OK & Next      Delete      OK

Similarly process the two remaining red lines and your customer invoice may look similar to the image. Click "OK" and start issuing stock to your customer.

Congratulations! You have just completed your first use of the imprest module in mSupply.