

8. Stocktakes (General)

mSupply Mobile will automatically keep track of your stock levels for you, as you receive stock and give it out.

But sometimes data gets entered incorrectly or stock goes out without anyone making an entry in the system.

Of course, we try not to let that happen BUT, if it does happen, we can make corrections. The easiest way to correct mistakes is to do a **Stocktake**.

With mSupply Mobile, you can easily do a stocktake for:

- The full inventory; or
- A limited range of items (such as all your anti-malarials); or
- A single item (if you notice that the quantity on your shelves is wrong)

Stocktakes

You should already be doing stocktakes with your current ordering systems.



Stocktakes are a very important way to ensure that the orders we are placing are accurate and that the stock will be correct if anyone checks!

Ideally, you should be doing a physical stocktake of each item **EVERY** time you place a main order but this depends on your local policies and procedures (and it may not be possible in larger facilities).

Let's learn how to do a stocktake... Using mSupply Mobile makes doing stocktake a lot easier than before!

1. Click on Stocktakes

•	STRUIR PROUMESS
Supplier Invoices	1.) Current Stock
Supplier Requisitions	Stocktakes
	Supplier Invoices Supplier Requisitions

This brings up a list of all your previous stocktakes.

The description of each stocktake will be shown, with its **Date** and **Status**.

There are two stocktake statuses: In Progress (current) and Finalised (past).

An **In Progress** stocktake is one you are still working on. If you want to keep working on an In Progress stocktake, double click on it.

In Progress stocktakes	
In Progress stocktakes are the stocktakes you are still working on and haven't finalised.	
We strongly recommend only having one In Progress stocktake at any time. This will prevent mistakes when moving between them.	
Finalise or delete old stocktakes before starting new	

Stocktakes (General)

3/5

Let's start a new stocktake now...

ones!

2. Click on New Stocktake

NAME Stocktake 11/8/2016 14:21	CREATED DATE	🗸 STATUS	A DELET
Stocktake 11/8/2016 14:21			V DESET
	Thu Aug 11 2016	In Progress	0
tocktake 11/8/2016 14:20	Thu Aug 11 2016	In Progress	0
pril fuil stocktake take	Thu Aug 11 2016	In Progress	0
nay full stocktake	Thu Aug 11 2016	In Progress	0
une full stocktake take	Thu Aug 11 2016	In Progress	0
ully full stocktake	Thu Aug 11 2016	In Progress	0
ugust full stocktake	Thu Aug 11 2016	In Progress	0

3. Select the items you wish to count

Select items by highlighting them in the far right **Selected** column.

If you want to include every item or most items, click **All Items Selected**.

4. Give your stocktake a logical name

For example, 'April Full Stocktake'.

Then click Create.

New Stocktake	X mSupply	3 STP ENABLED	•=
Q		Hide Stockouts All Iter	ns Selected
ITEM CODE 💠	ITEM NAME	* SEI	ECTED \$
03_0061	Acetylsalicylic Acid double scored 500mg tabs		۲
04_0084	Adrenaline HCL (Epinephrine) Injection 1mg/ml Amp/1ml		۲
03_0200	Albendazole scored 400mg tabs		۲
03_0280	Aluminium Hydroxide 500mg tabs		۲
03_0452	Amoxicillin 500mg tabs		۲
05_0457	Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/60ml		۲
04_0505	Ampicillin Injection Powder Vial/1gm		۲
04_0654	Artemether Injection 80mg/ml Amp/Iml		۲
03_0630	Artemether/Lumefantrine 20mg/120mg (>35 kg) tabs 6x4		۲
03_0651	Artemether/Lumefantrine 20mg/120mg (15-25 kg) tabs 6x2		۲
4. 03_0632	Artemether/Lumefantrine 20mg/120mg (25-35kg) tabs 6x3		۲
	ويستعد والمتحافظ والمتحاد والمتحدي		-

5. This will bring up the Stocktake Editor

Last undato.

This lists each item, its **Snapshot Quantity** and its **Actual Quantity** (from the physical count).

The **Snapshot Quantity** is what the system THINKS you have. If it is correct (when compared with your physical count), you don't need to do anything!

The **Actual Quantity** is what you have actually counted. You can change this by clicking in that column and typing in the correct quantity.

6. For each item, compare your physical count with the Snapshot Quantity

Update incorrect item quantities by clicking in the **Actual Quantity** column.

If you change the amount of stock you have in the **Actual Quantity** column, this variation will now show in in the **Difference** column.

This can take some time but remember - if the Snapshot Quantity is correct, you don't need to do anything!

Stocktake 25/	10/2016 12:09	Supply	7	FINALISE
l		(6)	<u>(</u>	Manage Stocktake
ITEM CODE 💠	ITEM NAME	▲ SNAPSHOT ↓ QUANTITY ↓	ACTUAL \$	DIFFERENCE
ace250t	Acetazolamide 250mg tab	9500	9480	
ace100t	Acetylsalicylic acid 100mg tab	30	No change	
ace300t	Acetylsalicylic acid 300mg tab	0	No change	
aci200t	Aciclovir 200mg tab	7650	No change	
aci250t	Aciclovir sodium 250mg inj	100	No change	
alb400t	Albendazole tab 400mg	300	No change	
alb25i	Albumin, human injectable sol, 25%	500	No change	
abl5i	Albumin, human injectable sol, 5%	5000	No change	
alci10	Alcuronium chl 10mg/2ml inj	5000	No change	
all100t	Allopurinol 100mg tab	2000	No change	
alu13s	Aluminium diacetate solution, 13%	9000	No change	
alu500s	Aluminium hydroxide 320mg/5ml oral susp	9950	No change	
alu500t	Aluminium hydroxide 500mg tab	420	No change	

7. When you are finished...

Click Finalise.



This will update all your stock levels to match the quantities you have entered in the **Actual Quantity** column.

Like always with mSupply Mobile, you don't need to be connected to the internet to do this - the information will sync in the background when internet becomes available.

From: https://wiki.msupply.foundation/ - mSupply Foundation Documentation

Permanent link: https://wiki.msupply.foundation/en:mobile:user_guide:stocktakes?rev=1571844048



Last update: 2019/10/23 15:20