



User Guide - mSupply Mobile

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.

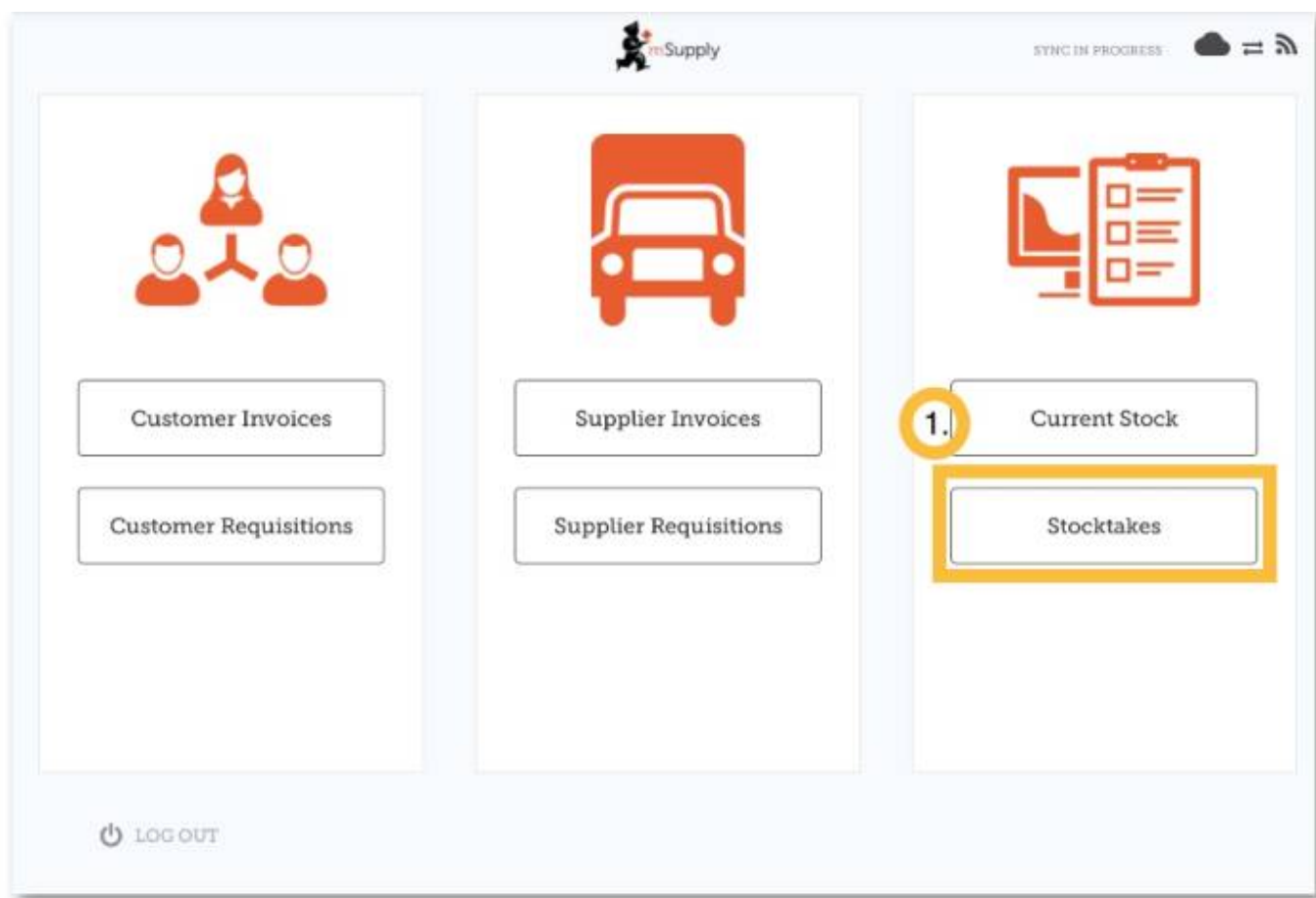


Stocktakes are a very important way to ensure that the orders we are placing are accurate and that the stock will be correct if anyone checks!

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



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



ones!

Let's start a new stocktake now...

2. Click on New Stocktake

The screenshot shows the 'Stocktakes' screen in the mSupply application. At the top, there's a header with a back arrow, the title 'Stocktakes', the mSupply logo, and a '2.' in a circle next to a 'New StockTake' button which is highlighted with an orange box. Below the header, there are two tabs: 'Current' (selected) and 'Past'. A table lists existing stocktakes with columns for NAME, CREATED DATE, STATUS, and DELETE. The table contains seven rows of stocktakes, all with a status of 'In Progress'. Below the table is a large blue rectangular area.

NAME	CREATED DATE	STATUS	DELETE
Stocktake 11/8/2016 14:21	Thu Aug 11 2016	In Progress	⊘
Stocktake 11/8/2016 14:20	Thu Aug 11 2016	In Progress	⊘
April full stocktake take	Thu Aug 11 2016	In Progress	⊘
may full stocktake	Thu Aug 11 2016	In Progress	⊘
June full stocktake take	Thu Aug 11 2016	In Progress	⊘
July full stocktake	Thu Aug 11 2016	In Progress	⊘
august full stocktake	Thu Aug 11 2016	In Progress	⊘

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

3. **All Items Selected**

ITEM CODE	ITEM NAME	SELECTED
03_0061	Acetylsalicylic Acid double scored 500mg tabs	<input type="radio"/>
04_0084	Adrenaline HCL (Epinephrine) Injection 1mg/ml Amp/1ml	<input type="radio"/>
03_0200	Albendazole scored 400mg tabs	<input type="radio"/>
03_0280	Aluminium Hydroxide 500mg tabs	<input type="radio"/>
03_0452	Amoxicillin 500mg tabs	<input type="radio"/>
05_0457	Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/60ml	<input type="radio"/>
04_0505	Ampicillin Injection Powder Vial/1gm	<input type="radio"/>
04_0654	Artemether Injection 80mg/ml Amp/1ml	<input type="radio"/>
03_0630	Artemether/Lumefantrine 20mg/120mg (>35 kg) tabs 6x4	<input type="radio"/>
03_0651	Artemether/Lumefantrine 20mg/120mg (15-25 kg) tabs 6x2	<input type="radio"/>
03_0632	Artemether/Lumefantrine 20mg/120mg (25-35kg) tabs 6x3	<input type="radio"/>

4. **Give your stocktake a name** **Create**

5. This will bring up the Stocktake Editor

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!

ITEM CODE	ITEM NAME	SNAPSHOT QUANTITY	ACTUAL QUANTITY	DIFFERENCE
030063	Acetylsalicylic Acid 100mg tabs	100	50	-50
050457	Amoxicillin Dry Powder for Suspension 125mg/5ml B...	10	Not Counted	0
12763	Glipizide 5 mg tablets	200	Not Counted	0
088882	Ibuprofen 200mg tablets	300	220	-80
037020	Paracetamol 500mg tabs	1000	980	-20

7. If prompted, enter a reason for inventory adjustments

If your stocktake screen shows a **Reason** column, you must enter a reason for any positive or negative inventory adjustments.



Options must be enabled for **Stocktake Line Adjustments** on the mSupply desktop server and synced to mSupply Mobile to enable this feature.

If the **Actual Quantity** entered is different from the **Snapshot Quantity**, you will be prompted to select a **Reason** for the **Difference** from a standard list. You will not be able to continue until a reason is selected.

Select a reason

Wastage

Broken

Spillage

Expired

Stocktake

msupply

FINALISE

Stocktake Name: February 3rd - 2019

Comment:

Q

Manage Stocktake

ITEM CODE	ITEM NAME	SNAPSHOT QUANTITY	ACTUAL QUANTITY	DIFFERENCE	REASON	BATCHES
030063	Acetylsalicylic Acid 100mg tabs	100	50	-50	Expired	
050457	Amoxicillin Dry Powder for Suspension 125mg/5ml B...	10	Not Counted	0	Not applicable	
12763	Glipizide 5 mg tablets	200	Not Counted	0	Not applicable	
088882	Ibuprofen 200mg tablets	300	220	-80	Expired	
037020	Paracetamol 500mg tabs	1000	980	-20	Expired	

To change the reason, click on the cell again.

8. Edit batch-specific information

You can adjust batch-specific information or add new batches by clicking the item's **Batches** icon.

Stocktake

msupply

FINALISE

Stocktake Name: February 3rd - 2019

Comment:

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Manage Stocktake

ITEM CODE	ITEM NAME	SNAPSHOT QUANTITY	ACTUAL QUANTITY	DIFFERENCE	REASON	BATCHES
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12763	Glipizide 5 mg tablets	200	Not Counted	0	Not applicable	
088882	Ibuprofen 200mg tablets	300	220	-80	Expired	
037020	Paracetamol 500mg tabs	1000	980	-20	Expired	

In this example there is only one batch of paracetamol.

Stocktake

By batch Paracetamol 500mg tabs

FINALISE

BATCH NAME	EXPIRY	SNAPSHOT QUANTITY	ACTUAL QUANTITY	DIFFERENCE
supplierinvoice_2	mm/yy	1000	980	-20

OK

If there are multiple batches:

- **Inventory adjustments will be automatically made to the batch that arrived first (i.e. first in - first out).**

- In this example there are three batches of ibuprofen. The **Snapshot Quantity** was 300 and the **Actual Quantity** was 220. The **Difference** of 80 was automatically taken away from the batch that arrived first. However, this can be manually changed in this screen.

Stocktake

By batch Ibuprofen 200mg tablets

FINALISE

BATCH NAME	EXPIRY	SNAPSHOT QUANTITY	ACTUAL QUANTITY	DIFFERENCE	REASON
supplierinvoice_3	07/2012	100	20	-80	Broken
supplierinvoice_3	07/2012	100	Not Counted	0	
supplierinvoice_3	07/2012	100	Not Counted	0	

OK

- **The inventory adjustment reason selected will automatically apply to all batches.**
 - However, separate reasons for different batches can be manually changed in this screen. In this example we have updated the inventory adjustment of 80 among the batches of ibuprofen, with separate reasons for each batch.

BATCH NAME	EXPIRY	SNAPSHOT QUANTITY	ACTUAL QUANTITY	DIFFERENCE	REASON
supplierinvoice_3	07/2012	100	60	-40	Expired
supplierinvoice_3	07/2012	100	80	-20	Expired
supplierinvoice_3	07/2012	100	80	-20	Wastage

When you are finished making changes in the **Batches** screen, click **OK**.

Note: The main stocktake screen will only show the most common reason among the batches for an item's inventory adjustment.

9. 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=1571867300

Last update: **2019/10/23 21:48**

