

9. Stocktakes (Program)

You would like to perform a stocktake for all the items in a program.

You need to create a **Program Stocktake**, which will automatically populate your stocktake with items in the program.

1. Click on Stocktakes

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Customer Invoices	Supplier Invoices	1.) Current Stock
Customer Requisitions	Supplier Requisitions	Stocktakes
O LOG OUT		

When your store has access to at least one program, creating a Stocktake will prompt you to choose from either a **Program Stocktake** or a **General Stocktake**.

(To create a regular stocktake, click the General Stocktake button and continue as usual.)

Let's create a program stocktake...

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2. Click on Program Stocktake

Select the **Program** from the dropdown list and give the stocktake a logical name.

Click OK.



3. This will bring up the Stocktake Editor

The stocktake is pre-populated with items from the program.



The Stocktake Editor 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.

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< Stocktake		ŝ.	Supply			pimalise 📀
program: Stocktake Name: Comment:	Tuberculosis TB Program stocktake - March 3rd 2019	/]			
ITEM CODE \$	ITEM NAME	^	SNAPSHOT GUANTITY	ACTUAL QUANTITY 0	DIFFERENCE Ø	BATCHES
030063	Acetylsalicylic Acid 100mg tabs		0	Not Counted	0	*
12763	Glipizide 5 mg tablets		0	Not Counted	0	
12763	Glipizide 5 mg tablets	L	0	Not Counted	0	•

4. 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.

5. 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.

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		030063 050457 122763 088882	ITEM NAME Acetylisalicylic Acid 100mg tabs Amoxicillin Dry Powder for Suspension 125mg/5ml B Glipizide 5 mg tablets Duprofen 200mg tablets	SNAPSHOT ¢ GUANTITY ¢ 100 200 300	ACTUAL GUANTITY © 50 Not Counted Not Counted 220	DIFFERENCE ¢ -50 0 -80	REASON (C Expired Not applicable Not applicable C Expired	BATCHI A A A A
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To change the reason, click on the cell again.

7. Edit batch-specific information

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

Comment: Q						nage Stocktake
ITEM CODE \$	ITEM NAME	SNAPSHOT QUANTITY	ACTUAL GUANTITY ©	DIFFERENCE Ø	REASON ©	BATCHES
030063	Acetylsalicylic Acid 100mg tabs	100	50	-50	C 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	C Expired	*
037020	Paracetamol 500mg tabs	1000	980	-20	C Expired	A

In this example there is only one batch of paracetamol.

<	Stocktake	ŝ	mSupply		finalise 💟
ſ	By batch Paracetamol 500mg tabs				Add Barch
	BATCH NAME	EXPIRY	SNAPSHOT QUANTITY	ACTUAL QUANTITY	DIFFERENCE
	supplierinvoice_2	mm/yy	1000	980	-20
ŀ					ОК

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.

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Stocktake			Supply			PINALISE
By batch Ibupr	ofen 200mg tablets					Add Balch
BATC	H NAME	EXPIRY	SNAPSHOT GUANTITY	ACTUAL QUANTITY	DIFFERENCE	REASON
suppli	erinvoice_3	07/2012	100	20	-80	🕼 Broken
suppli	erinvolce_3	07/2012	100	Not Counted	0	
suppl	erinvolce_3	07/2012	100	Not Counted	0	
	_					ок

- 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	ACTUAL QUANTITY	DIFFERENCE	REASON
supplierinvoice_3	07/2012	100	60	-40	C Expired
supplierinvoice_3	07/2012	100	80	-20	C Expired
supplierinvoice_3	07/2012	100	80	-20	C Wastage

Note: The main stocktake screen will only show the most common reason among the batches.

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.

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

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