

# Chapter 5

## Stocktaking

**This chapter—**

- Explains why to do a stock take
- Explains how to do a stock take

## Why Do I do a stock take?

Stock on hand quantities are captured onto the system, initially and subsequently by means of a stock take. A stock take can be used to :

- Capture initial stock on hand onto the system
- Correct stock on hand in the event that the Stock on the system and stock on hand do not tally.
- Cyclical stock counts evaluate the efficiency of the stock management procedures.
- Monthly, Quarterly or Annual stock counts to establish the true stock on hand as per legal requirements laid down by a Region, Province, State or Country.

## How Do I prepare for a stock take?

Print a Detailed Stock Valuation report from reports that shows Items that are not Institutional but have stock on hand. See an example as in Fig. 5.1

<b>Stock Valuation Report By Bin Location Detailed</b> <small>Show all data where the Institution Active is equal to False</small>				
Bin	Bin Description	Qty On Hand	Value	Active
P1	Pre-Packs			
0565/10	Cyclizine Hcl 50mg Tablet; 10 Tablet [PO]	61	R 151.28	<input type="checkbox"/>
S1	Tablets and caps			
5434	Haloperidol 5mg Tablet; 56 Tablet [PO]	200	R 1,184.00	<input type="checkbox"/>

Fig 5.1.

These Items need to be activated in Products for the stock take. To do this ,in products select All Products (Fig 5.2)

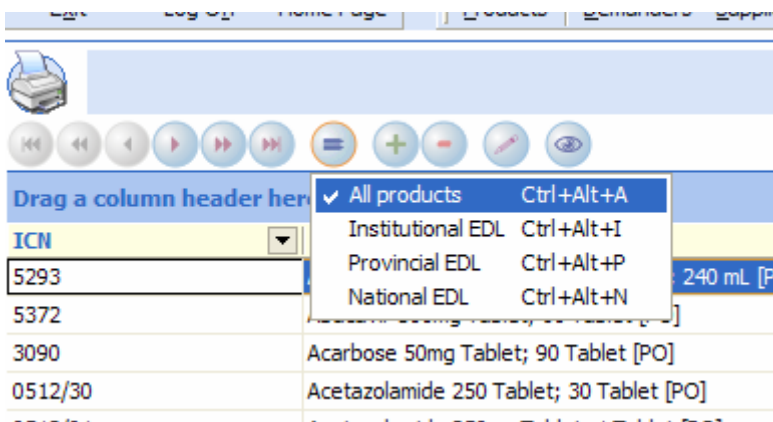


Fig 5.2

Click on Institution tick box(Fig 5.3) and save.

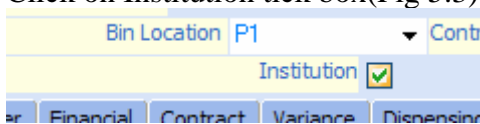



Fig 5.3

Ensure that there are no Un-posted Receipts, Returns from Demanders, Returns to Suppliers, and Requisitions on the system. Print the Unposted Lists (Before stock Take) in Reports and Post or delete items on the list(s). See Fig 5.4

Mafikeng Provincial Hospital  
 Privar Bag X0231  
 Mafikeng  
 Mafikeng  
 018-3832005  
 North West

  
 North West Province

### Unposted Lists (Before Stock Take)

#### Receipts

Date	List Reference	Items on List	Corrected
19/11/2010	REC/10-11-0129	97	<input type="checkbox"/>
10/02/2011	REC/11-02-0081	20	<input type="checkbox"/>
15/02/2011	REC/11-02-0112	223	<input type="checkbox"/>

#### Returns to Supplier

Date	List Reference	Items on List	Corrected
04/11/2009	RT-RT/08-11-0012	1	<input type="checkbox"/>

#### Requisition

Date	List Reference	Items on List	Corrected
21/01/2011	REQ/11-01-0370	2	<input type="checkbox"/>
27/01/2011	REQ/11-01-0510	3	<input type="checkbox"/>

Fig 5.3

Print stock-taking lists in the format agree by the Report Standardization Committee. An example can be seen in Fig 5.4.

Icon	Description	Expiry	Batch#	Stock Take	Pack Size	Captured
<b>Bin Location</b>	<b>A1</b>					
3427	Amikacin 100mg Vial; 2mL <small>Amikacin Inj 100Mg/2ml</small>			<input type="text"/>	x 2 mL	<input type="checkbox"/>
2292	Amikacin 500mg Vial; 2mL <small>Amikacin Inj 500Mg/2ml 10'S</small>	31/05/2014	90CE143	<input type="text"/>	x 2 mL	<input type="checkbox"/>
2292	Amikacin 500mg Vial; 2mL <small>Amikacin Inj 500Mg/2ml 10'S</small>	30/06/2014	90CF181	<input type="text"/>	x 2 mL	<input type="checkbox"/>
0004	Amoxycillin 125mg/5mL Suspension; 100mL <small>Zaloxyc 125Mg/5ml 100Ml</small>			<input type="text"/>	x 100 mL	<input type="checkbox"/>
2827/01	Amoxycillin 250mg Capsule; 1Capsule			<input type="text"/>	x 1 Capsule	<input type="checkbox"/>
2638	Amoxycillin 250mg Capsule; 100Capsule <small>Zaloxyc Caps 250Mg 100'S</small>			<input type="text"/>	x 100 Capsule	<input type="checkbox"/>
3320	Amoxycillin 250mg Capsule; 15Capsule <small>Moxypen Caps 250Mg 15'S</small>	30/04/2011	MP10033	<input type="text"/>	x 15 Capsule	<input type="checkbox"/>

Fig 5.4

Capture the counted figures on the list. The lists can be by Bin location, Group 1, or Group 2 classification of items.

Print a detailed Stock-Valuation report for all items as a baseline. See Fig 5.5

Mafikeng Provincial Hospital  
Privar Bag X0231  
Mafikeng  
Mafikeng  
018-3832005  
North West



**Health & Soc Dev**  
Department:  
Health & Social Development  
North West Provincial Government  
**REPUBLIC OF SOUTH AFRICA**

Total Value	R 187,772.29
Total Items	42

### Stock Valuation Report By Bin Location Detailed

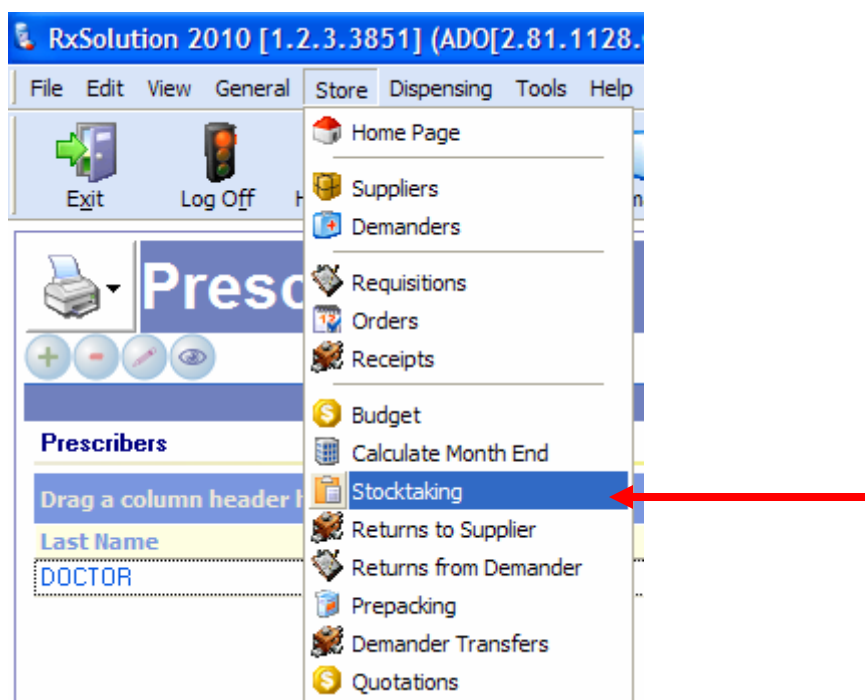
Show all data where the Bin\_str matches one of the values in this list a1


Bin	Bin Description	Qty On Hand	Value
<b>A1</b>	<b>Antibiotics</b>		
2292	Amikacin 500mg Vial; 2 mL [INJ]	993	R 5,262.90
3320	Amoxycillin 250mg Capsule; 15 Capsule [PO]	2018	R 4,208.94
5715	Amoxycillin 250mg Capsule; 15 Capsule [PO]	500	R 0.00
3429	Amoxycillin,Clavulanic Acid 1000/200mg Vial; 1 Vial [PO]	72	R 1,080.00
3430	Amoxycillin,Clavulanic Acid 125/31.25/5mL Suspension; 100 mL [PO]	438	R 4,842.01

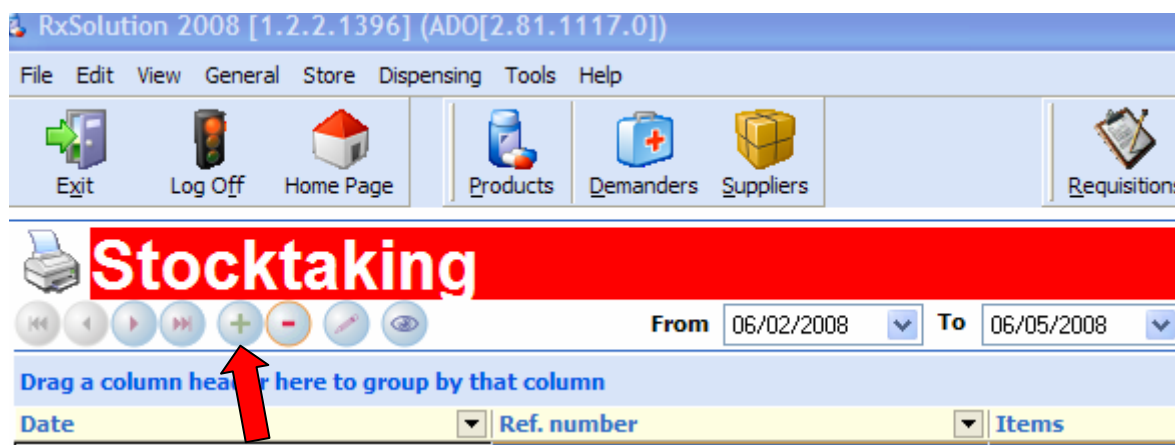
**Fig 5.5**


### How Do I do a stock take?

1. Select **Stocktaking** from the store drop-down menu.

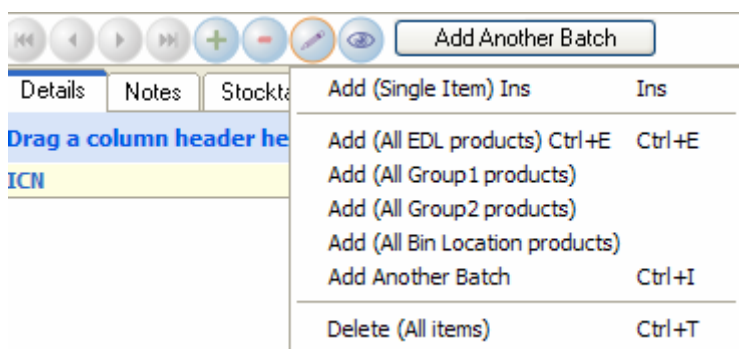


2. Start a new stock-taking list by clicking on the  icon



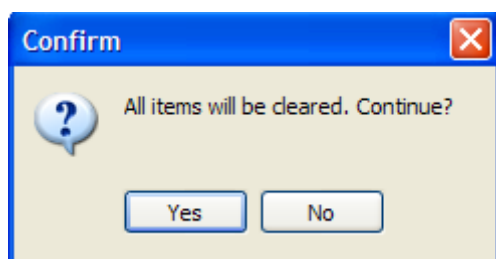
3. Click on the Edit Pencil  to fetch the items to be captured. The items can be single-item capture, by bin location, Group 1 or 2, or all institutional items. The method depends on how the stock-take lists were printed.

The most common method is Bin Location



For example, if the bin location was chosen, then one has the option to select which bin location will be used for this list. Highlight the desired bin location and click on **OK**.


The following warning appears meaning that if other items have been captures on the list and are not to be overwritten, click on No otherwise click on Yes.



Code	Description
ARV	Anti-ret
E	Eye preparations
F	Fridge
Fr-P	Frere-Prepacks
Fr-WS	Frere-Ward Stock
Galen	Galenicals
I	Injections
L	Liquids
L/5	Level 5
L/Ext	External Liquids
MTCT	Mother to child tran
O	Creams, Ointments
Onc-F	Oncology Fridge
OncO	Oncology
P	Pre-Packs
S	Special
S5	Schedule 5
S7	Schedule 7
T	Tablets
TPN	TPN
W	Vaculiters
X	X-Ray diagnostics

OK Cancel

If there are still unresolved on hold items a warning is issued

Warning	
	There are items that are placed on hold. Please resolve any unposted requisitions.
OK	

And on clicking on OK the problem items and list numbers is displayed. NOTE: One needs to resolve these items first.

- Enter the List details. In the reason record the BIN Location Number for easy identification of the list by Bin Number. NOTE: One List for a Bin Location **not** many list for a Bin location as the items will become Zero stock on hand for un-captured stock quantities on the duplicate BIN Location stock take list.

Info. Details	
Date: 31/03/2011 10:57:28	Captured By: Manyeneng, Timothy(Pharmacy Assistant) 31/03/2011
Items: 2	Verified By: SAMBAE, PRISCILLA(Pharmacy Assistant) 31/03/2011
Reason: BIN 53 Annual Stock Take	

5. Capturing Quantities


5.1. **In a Non-Batch Driven system**, there will be one product per row. Enter the Quantity for the particular product. If there is Zero Stock on hand for a particular product, enter '0'

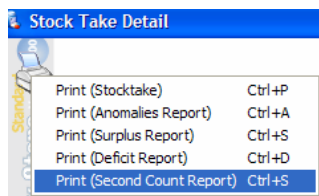
5.2. **In a Batch expiry date driven system**, enter the quantity against a particular batch/expiry date. DO NOT OVERWRITE BATCH NUMBERS AND EXPIRY DATES OF EXISTING BATCHES WITH ANOTHER, ONE MUST CLICK ON



IF THERE IS A BATCH ON THE SHELF THAT DOES NOT APPEAR ON THE SYSTEM STOCK TAKE SHEET.

NOTE: you can close a list and return later to capture the remaining items.

6. Right click on the printer icon  and print the **Second Count Report**. This report will show where the system and the actual stock on hand are not equal.



Recount those items that show discrepancies, and correct the stock-take list if necessary.

7. Post the stock-taking list.
8. Print the **Stock Take Report** and the **Anomalies Report** and attach these to the hand-captured stock-taking lists for audit purposes.
9. Print a detailed Stock-Valuation report for all items to obtain the full stock value after the stock-taking and file this report with the stock-taking sheets for audit purposes.
10. Print a consolidated Stock Take report for all list from the reports menu.

See Example below. **Fig 5.5**

Mafikeng Provincial Hospital  
Privar Bag X0231  
Mafikeng



Before ST Value	After ST Value	Difference Value
R 286,270.41	R 263,265.68	R-23,004.73

## Stock Take Results By BIN

Show all data where the Date Verified is between 01/03/2010,  
31/03/2010  
and the Bin\_str matches one of the values in this list a1

BIN	A1	ICN	Product	Exp.Date	Old Qty	New Qty	Old Value	New Value	Diff. Value
3427			Amikacin 100mg Vial; 2mL	31/08/2013	73	70	416.25	399.14	-17.11
3427			Amikacin 100mg Vial; 2mL	30/04/2013	0	30	0.00	171.06	171.06
0004			Amoxycillin 125mg/5mL Suspension; 100mL	30/09/2011	622	0	2,705.70	0.00	-2,705.70
0004			Amoxycillin 125mg/5mL Suspension; 100mL	31/08/2011	530	1000	1,574.10	2,970.00	1,395.90
0004			Amoxycillin 125mg/5mL Suspension; 100mL	31/08/2011	0	370	0.00	1,086.32	1,086.32
2638			Amoxycillin 250mg Capsule; 100Capsule	31/10/2011	1	1	14.21	14.21	0.00
3320			Amoxycillin 250mg Capsule; 15Capsule	31/07/2013	1108	797	6,958.24	5,005.16	-1,953.08
3320			Amoxycillin 250mg Capsule; 15Capsule	31/12/2010	197	928	508.26	2,394.24	1,885.98
3320			Amoxycillin 250mg Capsule; 15Capsule	31/12/2010	1950	1800	4,407.00	4,088.00	-339.00
3320			Amoxycillin 250mg Capsule; 15Capsule	31/12/2010	0	600	0.00	1,356.00	1,356.00
2772			Amoxycillin 250mg/5mL Suspension; 100mL	30/09/2011	70	70	282.10	282.10	0.00
0002			Amoxycillin 500mg Capsule; 15Capsule	30/11/2010	449	223	1,751.10	869.70	-881.40
0002			Amoxycillin 500mg Capsule; 15Capsule	31/12/2010	1294	691	4,588.52	2,450.29	-2,138.24
0002			Amoxycillin 500mg Capsule; 15Capsule	31/01/2011	1569	1518	5,563.67	5,382.83	-180.85
3429			Amoxycillin,Clavulanic Acid 1000/200mg Vial; 1Vial	31/03/2013	169	1	3,145.09	18.61	-3,126.48
3429			Amoxycillin,Clavulanic Acid 1000/200mg Vial; 1Vial	30/06/2011	3136	2440	41,262.86	32,105.03	-9,157.83
3429			Amoxycillin,Clavulanic Acid 1000/200mg Vial; 1Vial	31/05/2011	0	1	0.00	13.16	13.16
3429			Amoxycillin,Clavulanic Acid 1000/200mg Vial; 1Vial	30/06/2011	0	5	0.00	65.79	65.79
3429			Amoxycillin,Clavulanic Acid 1000/200mg Vial; 1Vial	31/03/2011	0	1	0.00	13.16	13.16
3429			Amoxycillin,Clavulanic Acid 1000/200mg Vial; 1Vial	31/03/2011	0	219	0.00	2,881.56	2,881.56
3430			Amoxycillin,Clavulanic Acid 125/31.25/5mL Suspension; 100mL	31/07/2011	17	0	186.69	0.00	-186.69
3430			Amoxycillin,Clavulanic Acid 125/31.25/5mL Suspension; 100mL	30/09/2011	24	0	242.16	0.00	-242.16
3430			Amoxycillin,Clavulanic Acid 125/31.25/5mL Suspension; 100mL	30/09/2011	103	82	1,038.96	827.13	-211.83
3431			Amoxycillin,Clavulanic Acid 250/125mg Tablet; 15Tablet	31/10/2011	13	52	446.55	1,786.20	1,339.65
3431			Amoxycillin,Clavulanic Acid 250/125mg Tablet; 15Tablet	31/10/2011	253	128	3,640.67	1,841.92	-1,798.75
3431			Amoxycillin,Clavulanic Acid 250/125mg Tablet; 15Tablet	30/08/2010	230	265	2,795.97	3,843.26	1,047.29

Fig 5.6