JOB AID: 3
TITLE: ASI Program Monthly Stock Report

JOB AID: Completing the Monthly Stock Report

This job aid will guide you through the process of completing the Monthly Stock Report.

Task:	Completing the Monthly Stock report.
Completed by:	The designated person at the SDP responsible for filling the report (logistics focal point)
Purpose:	To provide logistics data to the central level To provide a report on the stock status of ASI commodities at the facility
When to perform:	At the end of the order interval (every month)
Materials needed:	A blank Monthly Stock report, Stock cards, calculator and pen

Note: This form is prepared in two copies (one original and one copy).

Also, remember to write "0" in the boxes if no quantity was received or dispensed, and there were no losses or adjustments. Do not leave boxes blank.

For each ASI commodity:		
Steps	**Actions**	**Notes**
1.	**ASI Unit:** Fill in name of Service Delivery Point	Example: LL Clinic
2.	**Emergency Stock Report**	Circle YES or NO
3.	**District**: Fill in District name	Example:
4.	**Province:** Fill in Province name	Example:
5.	**Month:** Note down month	Example: April
6.	**Year:** Note down year	Example: 2011

7.	**Item:** Pre filled	Normally prefilled. For items not on list use empty lines at the bottom of form
8.	**Product:** Pre filled	Normally prefilled. For items not on list use empty lines at the bottom of form
9.	**Opening Balance:** Write the balance at the beginning of the period of reporting.	You can find the Opening Balance on the stock card or in column "Stock on Hand" of the previous month report.
10.	**Quantity Received:** Write the quantity you received during the month covered by the report.	Add all received items in the Quantity issued column for that month period.
11.	**Quantity Issued:** Write the quantity that was dispensed to patients during the month covered by the report.	Add all issued items in the Quantity issued column for that month period.
12.	**Losses and/or Adjustments:** Write any losses or adjustments that occurred during the month covered by the report.	You can find losses and adjustments on the stock card in the Remarks and Initials column. Be sure to write a minus (–) sign for a negative adjustment or loss.
13.	**Closing Balance:** Write the total stock on hand at the end of the month covered by the report.	The closing balance is calculated as the beginning balance plus quantity received minus quantity dispensed plus or minus losses or adjustments. Using the column headings on the form, the formula for the calculation is: $$E = A + B +/- C - D$$ The closing balance is the closing balance on the last day of the month order covered by the report and needs to be verified by conducting a physical inventory of quantities in the storeroom. See Job Aid 2 for conducting a Physical Stock take.

14.	**First Expire Date:** Enter date for first expiring batch of product	Example: 23/09/2012
15.	**Remarks:** Write additional comments and any explanations related to losses and adjustments.	For example, if you reported losses or adjustments, give a brief description of the loss/adjustment.
After completing the Stock data for all stock keeping units		
16.	**Prepared by:** Name and signature of the person who prepared the form.	Mrs S.Dlamini
17.	**Date:** Enter the date the form was prepared.	03/08/2011
18.	**Verified by:** Name of the person who checked the form.	Mr B. Dlamini
19:	**Date:** Enter the date the form was verified	04/08/2011
20:	**Sent by:** Name of sender of the report	C. Thulani
21:	**Date:** Enter the date the form was sent	04/08/2011 **NOTE:** The Monthly Stock report needs to be send to the Central level before the 5th of the month (reporting the previous month)

The task is complete when—

- ❑ The opening balances, quantities received, quantities dispensed, and losses or adjustments are filled in for each product.
- ❑ The closing balances are correctly filled in, and checked against the stock cards.
- ❑ The report/request is signed and dated; losses and adjustments are explained.