2024/05/05 07:31

~~SLIDESHOW~~

How to correct wrong packsizes

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Within a warehouse or pharmacy, it is quite common for procurement managers to introduce bulk stock into mSupply and then for the dispenser to issue the bulk stock wrongly to the customer or patient. So physically the bulk stock may have been broken down to smaller pack sizes and distributed but this activity may not have been registered properly within mSupply.

In an warehouse environment, bulk stock from the supplier may have been received and the stock may have been issued by the dispenser without paying attention to the pack sizes. An administrator may have forgotten to carry out a "Repack" or "Split" process within mSupply.

In an pharmacy environment, the above could also be true. However, most users tend to rely on the stock being introduced to the system in the correct pack sizes (suitable for patient consumption) and when this is not done, the dispenser simply issues stock with large pack sizes.

In both cases the customer or patient receives drug quantities that tend to be less than what mSupply says. Depending on the user permission allocated to an mSupply user, the pack sizes can be corrected. However we emphasise that our clients should take measures to ensure that these errors do not occur frequently. Only high level users should have the appropriate user permissions to carry out the task below.

User permissions

Firstly to correct pack sizes you need to have the following user permission :

• Can update pack size, cost and sell price

Do the following :

- View File > Edit Users...
- Double click on the user that requires the right to correct pack size mistakes.
- View the "Permissions" tab
- Make sure the permission "Can update pack size, cost and sell price" is ticked (see image below)

Ordering God View purchase orders Create purchase orders Delete purchase orders Confirm purchase orders Edit purchase orders Confirm purchase orders Edit purchase order pricing Create ew quotes Manage tenders Edit & delete quotes Finalize purchase orders Duplicate purchase orders Items View inventory adjustments View items Enter inventory adjustments						
View purchase orders Create purchase orders Delete purchase orders Confirm purchase orders Edit purchase order s Create & edit backorders Edit purchase order pricing Create new quotes Manage tenders Edit & delete quotes Finalize purchase orders Duplicate purchase orders Create new items View inventory adjustments View items Enter inventory adjustments	View goods received Add/edit goods received cial Add / edit currencies					
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🗹 Edit items 🛛 🗹 Edit Inventory adjustments	Add / edit warnings					
Duplicate items 🗹 View cost prices of stock	Add / edit prescribers Add / edit transaction categories					
Create repacks	Add / edit contacts					
🖌 Edit repacks	Merge prescribers					
View pricing information for items 🗹 Manage item access						
✓ Edit item units list						
Manage locations	ders					
	Create & edit tenders					
Modify sell and cost prices of existing stock						
Supplier invoices with issued stock Can update pack size, cost and sell price	All on					

Locating the item

For this tutorial let's assume that we are inside a pharmacy where Amoxicillin 250mg tab/cap should have been introduced as single tablets rather than boxes of 100 tablets. The pharmacy never has to dispense the whole bottle (100 tablets) to one patient.

View the item where the pack size needs to be adjusted :

- Item > Show items... from the mSupply menu. Use the search filter
- Navigate to the item in the list and double click.
- Go to the "stock" section. View the image below:

00	Item	details							
General Misc	📾 Item name Amoxicillin 250mg tab/cap		Store: General ‡						
Jsage	🌒 🍝 🐔		۲						
Stock	Show zero lines Print Split Update se	Il prices Show related invoices	Consolidate						
edger	Line Available Total Pack Hold Batch Expdate	Supplier Manufacturer Locatio	n Cost Price Sell Price Status Total Volume						
uotes ackorders	1 3 13 100 b39399 01/01/2008	arbuck	A 343.00 343.00 0						
otes	2 100000 100000 1 🕒 b93333 31/12/2014	acmep	344.00 378.40 0						
sconcile									
I of materials									
rchase Orders									
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9g ST									
ores	Stock	ck items							
	Minimum stock 0 Total stock value 34	,404,459.00 No	0 Non stock item						
	Stock on hand 101,300 Average unit cost	customer							
	Stock on order 0 Total Volume								
		0.00							
	Months Cover								
	Based on 0 Calculate Calculate	Exclude stock with expin	y date less than 3 months						
	For stock on hand 0	Generating an order for	0 days stock						
	Including stock on order 0	will order	a quantity of 0						
Delete		OK & Previous O	K & Next Cancel OK						

The image above shows that a batch of Amoxicillin 250mg tab/cap has been received in packs of "100".

Double click on this stock line and view the ledger associated with this batch:

		Ge	neral	Led	ger	status Re	eference doo	uments				
Quantity acco	ording to	stock		<u> </u>								
Total Quant	tity 1300)						Avai	lable 3	00		
Date	Invoice	Name	Type	In/Out	Stat	Expiry	Batch	Quan	Pack	Cost	Seli	Exten
05/02/2007	10	Arbuckle distrit	si	in	cn	01/01/2008	b39399	200	100	343	343	68600
	15	Pharmacy	ci	out	5g	01/01/2008	b39399	10	100	343	343	343(
24/05/2011	16	Blue Cross host	ci	out	cn	01/01/2008	b39399	100	100	343	343	34300
24/05/2011	16	Inventory adjus	SC	out	cn	01/01/2008	b39399	80	100	343	343	-2744(
13/02/2012	17	Smith, John	ci	out	cn	01/01/2008	b39399	5	100	343	343	1715
13/02/2012	18	Parker, Jennie	ci	out	cn	01/01/2008	b39399	2	100	343	343	686
Item stock i	ine ledge											
Total Qua								Ava	illable	300		
Reconcile fr	om start (of year										
Total Qua	ntity 130	0						Ava	ilable	300		

The image above shows that two patients (John Smith and Jennie Parker) were issued in total 500 and 200 tablets when the correct amount should have been 5 and 2 tablets. Let's assume that the pack size on all should in fact be "1"

Now close the item stock line details window and view the item again.

Getting to the source

To correct the pack size from "100" to "1", we now need to locate the invoice that initially introduced this batch (b39399) of Amoxicillin 250mg tab/cap to our stock.

Do the following :

- Get back to the item detail window showing the batch lines.
- Select the batch line.
- Then click on the "Show related invoices" icon
- You will now be presented with a list of invoices connected to this particular batch of stock.

ieral	0.0			in the second	250-00 10					Charles .	(Description)					
c 94 ck	Item name Amoxicillin 250mg tab/cap Image: Show zero lines Image: Show zero lines Show zero lines									Store: <u>Ceneral</u>						
ger	Line Available	Total	Pack	Hold	Batch	Expdate	Supplier	Manufacturer	Location	Cost Price	Sell Price Stat	us Total Volume				
otes	1 1	13	160	8	h39399	01/01/2008	arbuck		Ą	343.00	343.00					
korders es oncile	2 100000 10000		000 I 🔄 b93333		b93333	31/12/2014	acmep			344.00	378.40					
of materials																
hase Orders																
options										_	_					
gning																
	Stock Non-stock items															
es	E											itock item				
											customer					
		stock on hand 101,300 Average unit cost. 333,62									ustomer					
	Stock on o	rder		0	Total	Volume	0.0	0	None							
	Months Cove	r														
	Based on		156	onths u	isage:	Calculate		xclude stock w enerating an o	200305566	late less than 0		months				
	For stock on hand 0 Generating an order for Including stock on order 0 will order										0					

Locating the stock introducing invoice

From the list of invoices we now need to view the invoice that initially introduced the stock.

The image below contains customer and patient invoices ("ci" type), an inventory adjustment ("sc" type) and a supplier invoice ("si" type). The supplier invoice has been highlighted.

Double click on the line for the supplier invoice to open it.

000		_	_	_	_	_	Transacti	ons output.					
Sind Find	Sum	Order by	Frint .	Finalize	0u	plicate	Cancel	Filters	Cuterris		rt to MYOS		
* Types			Name		and the second second	Sta.		Confirmed	Texasim		PS printed dt.		Exp btch
Custom	er brecks	Arbuckle da Pharmacy	STANDON .		31	cn	15/02/2007 15/02/2007		10	77518 5933	24/05/2011	Short Expline	0
Supplier	r involces	Blue Cross H	and the second se		CI CI	10.40	24/05/2011		15	37072 po882		Express Courier please	
invento	ry adjustments	Inventory ad	and the second sec		50		24/05/2011		16	-27620	2414312011	Reduced stock	0
Supplie	r credits	Smith, John			d		13/02/2012		17	1715		NUMBER OF STREET	0
	er credits	Parker, Jerm			di		13/02/2012		18	686			0
Builds													
Repack												-	
Find_	80				-								
e													
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Viewing the invoice

View the invoice and you will see one or more lines showing items that have been introduced to stock. Among them will be one containing the item you're interested in - make sure you identify the right one because there could be more than one batch of that particular item. For this example the invoice only contains one line. This invoice line was responsible for introducing an unsuitable pack size for dispensing purposes.

Double click on the line to open up the supplier invoice line:

Last update: 2015/08/06 03:52	faq:how_to_correct_packsize https://docs.msupply.org	J.nz/fag:how to correct packsize?rev=1438833151

Their ref Comment	b933		arbuck	Cor		ate : 05/02 ate : 05/02 None			Invoice numb	us : cn ID : 0		
New line		ne	Summary by	ltem	Summar	y by Batch	Price	Entered by : ujwal Store : General				
Li Loc.		Item Nam	e	Qty	Pack	Batch	Expiry	Cost Pr	ice Sell Price	Price extension		
¢ 🖻	•	Other charges Item(s): Amount:		0.00]					Subtota 13 % ta Tota	x: 8,918.00		

Correcting pack size

You should now see a window similar to the image below :

	Ad	d/edit supplier invo	pice line		
Item	Amoxicillin 250mg tab	o/cap			-
Quantity	200 Jnits is	ssued: 197	amo2	50t	New item
Pack size	100 ea				
Total quantity:	20000		Lo	cation A	9
Batch	b39399		Volume per	pack	0 m3 S
Expiry	01/01/2008	Adjusted local cost (USD)	% Margin	Sell price	
Invoice line unit cost (USD)	343.00	343.00	0.00	343.00	
	Pack to one		Cancel	ок 💽	0K & Next

For this example lets assume that the total quantities are correct. Here we did indeed receive 20,000 tablets. So we are going to make the following adjustments. <note>The step below is only possible if you have the user permission "Can update pack size, cost and sell price" set as described above. If this permission is not set, the pack size is disabled but still viewable.</note>

Below we have changed the packsize to "1" and pushed the quantity to 20,000

So, as before, the total tablets we have received is : $20,000 \times 1 = 20,000$

Click "OK" to save the changes.

	Ad	ld/edit supplier inv	oice line		
Item	Amoxicillin 250mg tal	b/cap			-
Quantity	20000 Units i	ssued: 197	amo	250t	New item
Pack size	1 ea				
Total quantity:	20000		L	ocation A	3
8atch	b39399		Volume p	er pack	0 m3 🕞
Expiry	01/01/2008	Adjusted local cost (USD)	% Margin	Sell pri	ce
Invoice line unit cost (USD)	343.00	343.00	0.00	343.0	00
	Pack to one		Cancel	ОК	OK & Next

We are done. Close the invoice.

Review of the changes

Now, to see the result of the pack size adjustment, view the item and its ledger associated with batch "b39399":

ieral c ge ck	Show zero lines. Firmt Split Update se	TO STORE S	Show related in	waites	Store:								
Ledger Quotes Backerders Notes Reconcile Bill of materials Parchase Orders Order options Dispensing Log Coff Stores	Line Available Total Pack Hold Batch Explaite 1 19803 19813 1 53399 01/01/2008 2 100000 100000 1 59333 31/12/2014	arbu acre		Location	343.00	0 Price 343.00 378.40		Total Volume 0 stock line details.					
			em code amo2 Quantity acco	rding to sto	Gen	Amoxi eral	icillin 2	50mg tab/cap	documents]				
	Steck		Total Quanti Date	lavoice		Type lin/	Out Stat	Expiry Bat		ble 19 Pack 10		Sell	Exten
	Minimum stock 0 Total stock value 41 Stock on hand 101,00 Average unit cost Stock on order 0 Total Volume	.19	05/02/2007 24/05/2011 24/05/2011 13/02/2012	15 Pt 16 81 16 In	rbuckle distrit harmacy lue Cross hose wentory adjus nith, John	ci out ci out sc out	t en	01/01/2008 b3939 01/01/2008 b3939 01/01/2008 b3939 01/01/2008 b3939 01/01/2008 b3939 01/01/2008 b3939	9 10 9 100 9 80	1	343 343 343 343 343 343	143 343 343 343 343	6860000 3430 34300 -27440 3715
	Months Cover Based on 0 + months usage: Calculare For stock on hand 0		13/02/2012		urker, Jennie –			01/01/2008 63939		-	341	143	681
	Including stock on order 0	Item stock line ledger Total Quantity 19813 Available 19801											
.Deleta			Reconcile fro	m start of tity 19813					200	able 11	1000		

From the image above we see that the available and total stock figures have changed.

We can also see that pack sizes on past ledgers have been converted from "100" to "1".

Previous: The log Next: How to report by invoice category

From: https://docs.msupply.org.nz/ - mSupply documentation wiki

Permanent link: https://docs.msupply.org.nz/faq:how_to_correct_packsize?rev=1438833151



Last update: 2015/08/06 03:52