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~~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)

General	1011(00) Permissions (2) Permissions (3) Log-on modes Details
Ordering		Goods receiving
View purchase orders Delete purchase orders Edit purchase orders Edit purchase order pricing	Create purchase orders Confirm purchase orders Create & edit backorders Create new quotes	 ✓ View goods received ✓ Add/edit goods received
Manage tenders	🗹 Edit & delete quotes	Special
Finalize purchase orders	Ouplicate purchase orders	Add / edit currencies
Items		Add / edit reminders
Create new items View items Edit items Duplicate items Create repacks Edit repacks View pricing information for items Edit item units list Merge two items Add / edit departments	 View inventory adjustments Enter inventory adjustments Edit inventory adjustments View cost prices of stock Edit item names, codes and units Vew DDD information for items Manage item access Manage drug interaction groups Manage locations Make item in-active 	 Add / edit misc labels Add / edit abbreviations Add / edit abbreviations Add / edit prescribers Add / edit transaction categories Add / edit contacts Merge prescribers Tenders Create & edit tenders
Modify sell and cost prices of existing sto Supplier invoices with issued stock	ck	All on
Can update pack size, cost and sell price		

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 d	etails						
General Alisc	🗐 Item	name Amo	xicillin 250mg t	ab/cap				Store:	General		\$
lsage		🝊	-	9		.3		۲]		
itock	Show zero lines	Print	Split	Update sel	prices	Show related in	nvoices	Consoli	date		
edger	Line Available	Total Pack	Hold Batch	Expdate	Supplier	Manufacturer	Location	Cost Price	Sell Price	Status	Total Volume
uotes ickorders	1 3	13 100	D b39399	01/01/2008	arbuck		A	343.00	343.00		0
ckorders ites	2 100000 10	00000 1	b93333	31/12/2014	acmep			344.00	378.40		0
concile											
l of materials											
rchase Orders											
der options											
spensing											
porting											
9 ST											_
pres	Stock						Non stock	items			
0123	Minimum stor	ck	0 Total st	ock value 34,	404,459.0	0	Non s	tock item			
	Stock on har	101	.300 Average	unit cost	339.6		Default o	ustomer			
						-	None			_	
	Stock on ord	er	0 Tota	il Volume	0.0	0					
	Months Cover										
	Based on	0 0 0	nonths usage:	Calculate	E	xclude stock w	ith expiry d	late less tha	n	3 mo	nths
	For	stock on har	d 0		C	enerating an or	rder for	(days st	ock	
	Including	stock on orde	er 0			W	vill order a	quantity of	0		
Delete					OK	& Previous	OK	& Next	Can	cel	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:

				-	lger	status Re		uments				
Quantity accor	rding to	stock		-		<u></u>						
Total Quanti	ity 1300	l.						Avai	lable 3	00		
Date	Invoice	Name	Тур	e 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	68€
			-							0		
Item stock lin	ne ledger	6										
Total Quan	tity 130	0						Ava	ilable	300		
Reconcile fro	m start (of year										
T	tity 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.

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c 94 ck	Show zero lin	1	Amox	6	250mg ta Ali piit	b/cap Opdate sei	prices	Show related i	nvoices	Consolid	General	
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	100000	1		b93333	31/12/2014	acmep			344.00	378.40	0
of materials												
hase Orders er options												
ensing										_	_	
gning												
	Stock								Non stock	Jame		
es	E	0.02011		-	12010000		2224223				50	
	Minimum s			0	Total sto		404,459.0			tock item	<u>.</u>	
	Stock on I		101,3		Average		339.6	S	None	ustomer		1
	Stock on o	rder		0	Total	Volume	0.0	0	INCORE			
	Months Cove	r										
	Based on	0 For stock	156	onths u	isage:	Calculate		xclude stock w enerating an o	200305566	late less than 0		months
		ng stock	101101					S	vill order a	quantity of	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.

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0.0			Transactions output			
Find Sum	Order by Print Fina		e Cancel Fibers		T to MYOR	
Types Customer Involces Supplier involces Invertory adjustments Supplier credits Customer credits Ruids Repacks Find Ny date Ny fatte Ny fatte Ny custom filters	Rame Arbackic distrilucion Fharmacy Bias Cross boxpital Inventory adjustments Smith, John Parker, Jermie	Type Sta al cn cl sg ci cn	Entered Confirmed 15/02/2007 15/02/2007 15/02/2007 14/05/2011 14/05/2011 14/05/2011 24/05/2011 13/02/2012 13/02/2012	Invitant Total Their ref 10 77518 5933 15 15 3675.9 16 16 -27620 17 17 1715 18 18 586 586		Exp bitch
1/6/34	-					

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: 2016/03/23 23:32	fag how to correct	_packsize https://docs.	msupply org nz/fag.hg	w to cor	rect_nacksize?rev=	1458775952
Lust updute. 2010/05/25 25.52	iuq.now_co_concet	_pucksize mcps.//uocs.	mouppiy.org.mz/ruq.m		reet_packsizerrev=	1450775552

Name Their ref Comment	b933	distribution arbuck			ate: 05/02 ate: 05/02			nvoice numb	us : cn
E New line	Delete I	Genera		ategory (ID : 0 by : ujwal re : Ceneral
Li Loc.		Item Name		Pack		Expiry	Price	Sell Price	Price extension
		Hin 250mg tab/cap	1144	00 100		01/01/2008	The second se	and the second se	68,500.00
۵ 🗈		Other charges Item(s): Amount: ort batch: 0	0.00					Subtota 13 % tau Tota	x: 8,918.00

Correcting pack size

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

-	Ad	ld/edit supplier invo	pice line		_
Item	Amoxicillin 250mg tal	b/cap			-
Quantity	200 Juits i	ssued: 197	amo2	50t	New item
Pack size	100 ea				
Total quantity:	20000		Lo	cation A	- S
Batch	b39399		Volume per	pack	0 m3 😂
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	OK & 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.



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.

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	d/edit supplier invo	pice line	
Item	Amoxicillin 250mg tab	/cap		•
Quantity	20000 Units is	ssued: 197	amo250t	New item
Pack size	l ea			
Total quantity:	20000		Location	n 🗛 🦳 🚱
Batch	b39399		Volume per pac	c 💿 m3 🥯
Expiry	01/01/2008	Adjusted local cost (USD)	% Margin	Sell price
Invoice line unit cost (USD)	343.00	343.00	0.00	343.00
	A Pack to one		Cancel C	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":

Last update: 2016/03/23 23:32	faq:how_to_correct_packsize https://docs.msupply.org.nz/faq:how_to_correct_packsize?rev=1458775952

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ieral c ge ck		Store: Consultan
ger nes corders es	Line Available Total Pack Hold Batch. Explate 1 1 19803 19613 1 059399 01/01/2008 2 100000 100000 1 09333 31/12/2014	pplier Manufacturer Location Cost Price Sell Price Status Total Volume arbuck A 343.00 343.00 0 acmep 344.00 378.40 0
oncile of materials hase Orders er options ensing		Item stock line details Item code amo250t Item name Amoxicillin 250mg tab/cap General Common Status Reference documents
orting		Quantity according to stock Total Quantity 19813 Available 19803
в	Stock	Date Invoice Name Type In/Out Stat Expiry Batch Quan Pack Cost Sell Exten 05/02/2007 10 Arbuckle district si in on 01/01/2008 b39399 20000 1 343 343 6660000
B	Minimum stock 0 Total stock value 41,1 Stock on hand 101,300 Average unit cost Stock on order 0 Total Volume	05/02/2007 10 Actinuctic diameter int in
	Months Cover Based on 0 4 months usage: Coloulare	13/02/2012 18 Parker, Jennie ci out cn 01/01/2008 539399 7 1 343 143 68t
	For stock on hand 0 Including stock on order 0	Item stock line ledger Total Quantity 19813 Available 19803
.Ueleta:		Reconcile from start of year Total Quantity 19813 Available 19803

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

