7.03. Editing pack sizes

New: mSupply version 3.03

Changing pack sizes for items already received

If you have received goods and the supplier invoice is taken off hold, these goods will go into stock and be available for issue.

You can still edit the pack size if.

- 1. No stock has been issued, or:
- 2. You have the user preference set that allows editing pack sizes even after issue.¹⁾

Allowing editing of pack sizes

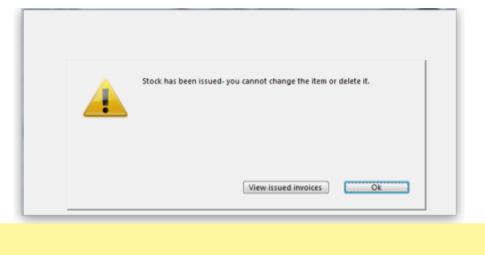
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Delete Cancel OK	 View purchase orders Delete purchase orders Edit purchase order pricing Manage tenders Finalize purchase orders Finalize purchase orders Items Create new items View and edit items Edit items Create repacks Edit repacks View pricing information for items Edit item units list Merge two items Add / edit departments Modify sell and cost prices of existing stock 	 Confirm purchase orders Create & edit backorders Create new quotes Edit & delete quotes Duplicate purchase orders View inventory adjustments Enter inventory adjustments Edit 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 locations 	 View goods received Add/edit goods received Special Add / edit currencies Add / edit reminders Add / edit misc labels Add / edit abbreviations Add / edit warnings Add / edit transaction categories Add / edit contacts Merge prescribers Tenders Create & edit tenders
			Delete Cancel OK

Changing a received pack size after items have been issued

Take as an example chloramphenicol eye ointment; a delivery has been received, comprising 500 tubes, packed in packs of 100 - i.e. 5 boxes, each containing 100 tubes. When the entry is made into mSupply the operator in error enters a quantity of 5 and a pack size of 1, instead of a quantity of 5 and a pack size of 100.

🌆 New goods red	eipt			
Supplier	Anspec Pty Ltd		Store:	General 🚽
Received date	30/05/11	Tender reference :		
Supplier reference		Purchase order :	429 Goods	received ID: 906
Period	01/01/11 - 31/12/11	Created by :	Sussol	Entry date : 30/05/11
		Modified by:		Status : nw
•	.	*	-	
Add from purchas	e order Add an un-ordered item	Delete line	Check space	Print goods receipt
Line Location	Item name	Batch	Exp date Pac	k Size Quan 🔺
1 LTE	Chloramphenicol 1% eye oint	ex123	31/01/13	1 5

Provided the user permission described above has been set, the error can be rectified, and the invoice altered to show the correct pack size of 100. From the **Supplier** menu, choose **Show invoices** to access the required invoice. Select the line *Chloramphenicol 1% eye oint*, and double click on it. If stock has already been issued, a window will appear to alert you, and allowing you immediate access to the customer invoices detailing the issues.



It should be noted that adjustments may be necessary on these invoices.

Click **OK** to display the **Add/edit supplier invoice line** where the correction can be made by changing the **Pack size** entry from 1 to 100.

Add/edit supplier inv	oice line
Item	Chloramphenicol 1% eye oint
Quantity	5 Units issued 2
Pack size	100 each
Total quantity	500
Batch	ex123

How is this different to splitting a stock line?

Splitting a stock line is required when a store receives and manages an item whose pack size contains a number of units in the pack, but typically issues the item to the store's customers in smaller quantities. Taking the example above, the store *receives* and *manages* chloramphenicol eye ointment in a pack size of 100, but *issues* in single tubes.

- Editing the pack size in a supplier invoice, changes the total stock on hand (and / or issued)
- Splitting a stock line does not change the total stock on hand (and / or issued)

The **Item details** screen is displayed from the **Item > Show items** menu, by entering the first few characters of the item in the **Find item** window. From the list on the side bar, click **Stock**, and on the window which appears click on the appropriate line to select it; the window should now have this appearance:

General Misc		🛞 Ite	m name	Chio	ramph	S	Store: General 🗸									
Usage	🔹 🙆 🕭					S										
itock	Sho	w zero lin	es F	Print Split			Update sell prices		Show rela	ted invoid	es Co	nsolidate				
edger	Line	Availa	Total	Pack	Hold	Batch	Expdate	Supplier	Manuf	Donor	Location	Cost Price	Sell Price	Status	Total Vo	-
Quotes Backorders	1	3	5	100		ed.23	31/01/13	Ansp			LTE			_		
lotes																
econcile ill of materials																
urchase Orders																
order options Dispensing																
eporting																
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Click the **Split** button, and fill in the appropriate details on the form - in this example the 3 packs of 100 are to be changed to 300 packs of 1.

Last update: 2020/03/13 17:37	receiving_goods:editing_pack_sizes https://docs.msupply.org.nz/receiving_goods:editing_pack_sizes



Looking again at the Item details window, the stock is now displayed as 300 single units, and the store is now able to issue as little as a single tube, or any quantity up to the total available.

General		🗇 Iter	n name	Chio	ramph	enicol 1%	eye oint				st	ore: Ger	eral	[Ŧ	
Misc Jsage		1	1	ي	6	.	5		6	3						
itock	Sho	w zero line	es P	rint	S	plit	Update se	II prices	Show rela	ted invoice	ts Co	nsolidate				
edger	Line	Availa	Total	Pack	Hold	Batch	Expdate	Supplier	Manuf	Donor	Location	Cost Price	Sell Price	Status	Total Vol	
Quotes	1	0	2	100		ex123	31/01/13	Ansp			LTE	0.02	0.02			
ackorders lotes	2	300	300	1		ex123	31/01/13	Ansp			LTE	0.00	0.00			
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If you don't want to allow this, then simply turn the user preference off

