28.07. How to correct wrong pack sizes

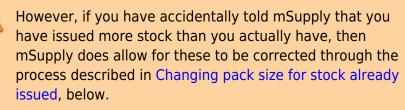
Introduction

In a warehouse or dispensary, stock may be received in 'bulk' (larger pack sizes) which then need to be physically and logically broken down in to smaller, 'issue size', packs before the stock is issued. It often makes sense to keep last-expiring stock in bulk quantities until closer to the time it will be issued:

- It makes for easier stock-taking; just counting the number of cartons, rather than working out how many inner packs are in the cartons, and then multiplying that by the number of cartons.
- If you will be splitting a stock line to move a carton(s) to a more accessible location for issue, then keeping the 'carton' pack size makes it easier to identify how much stock needs to be to split off.

In any case, whenever it is done, you will need to change the pack size of your stock.

It is important that changing pack size does **NOT** change the total amount of stock that you have. mSupply is carefully designed to ensure this.



Changing pack size for stock on hand

The pack size for Stock on hand is changed through either of two methods:

- Repack items
- Splitting a stock line

Changing pack size for stock already issued

If your staff have forgotten to tell mSupply about the new pack size through a Repack or Split, then stock may be issued without noticing the large pack sizes. This will result in mSupply being told that much more stock has been issued than actually has been.

In an pharmacy environment, the same could also be true if the 'Pack to one' preference has not been set. 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 doesn't pay attention to the pack sizes and accidentally tells mSupply that they are issuing stock with large pack sizes.

In both cases the customer or patient receives drug quantities that are generally much less than what mSupply has been told.

It is **much** better to take measures to ensure that these errors do not occur frequently, but if you find that you haven't, mSupply does have the facility to correct the pack size for stock that has already been issued. As you can imagine, this is a powerful and potentially harmful feature and so there is a special user permission to allow this. Only high level users should have the 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)

	Edit user	
User ujwal		
General	missions 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 guotes 	View goods received Add/edit goods received
Manage tenders	Edit & delete guotes	Special
Finalize purchase orders	Duplicate purchase orders	Add / edit currencies
Items		Add / edit currencies
 Create new items View items Edit items Duplicate items Create repacks Edit 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 warnings Add / edit prescribers Add / edit transaction categories Add / edit contacts Merge prescribers Tenders Create & edit tenders
Modify sell and cost prices of existing st Supplier invoices with issued stock		All on
Can update pack size, cost and sell pric	*	Delete Cancel OK

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	letails								
General	<u>⊜</u> ⊨ Ite	m name Am	oxicillin	250mg ta	b/cap				Store:	General		\$		
disc Jsage		4	6	٨.	5	1				a				
tock	Show zero line	es Print	5	plit	Update sel) I prices	Show related in	nunices	Consoli	j doto				
edger	Line Available										Cantore	Total Volume		
uotes	Line Available	13 10		Batch		arbuck	Manufacturer	Location			Status			
ckorders	2 100000		1 0		01/01/2008 31/12/2014	acmep		~	343.00			0		
otes	2 100000	100000		093333	51/12/2014	acmep			344.00	370.40		0		
concile														
I of materials														
rchase Orders														
der options														
spensing														
porting														
9														
я	Stock						Non stock items							
ores	Minimum s	tork	0	Total sto	ck value 34	404,459.00 Non stock item								
			_			Default sustance								
	Stock on h	and 10	1,300	Average	unit cost	339.6	2							
	Stock on o	rder	0	Total	Volume	0.0	0	None			_			
	Months Cover													
	Based on		months u		C.1		clude stock wi	the number of	ate loce the	-	3 mo	nths		
	based on	0 ÷	months u	sage:	Calculate					_	-	ntns		
	F	or stock on ha	nd 0			G	enerating an or	der for		0 days st	ock			
	Includir	ng stock on or	der 0				w	vill order a	quantity of	0				
Delete						OK	& Previous		& Next	Can	rel	ОК		
Derete						OK	arrevious		AHCAL	Can				

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	nera	Les	lger	status Re	ference doc	uments				
Quantity acco	ording to	stock		-								
Total Quant	tity 1300	Y.						Avail	lable 3	00		
Date	Invoice	Name	Тур	e In/Out	Stat	Expiry	Batch	Quan	Pack	Cost	Seli	Exten
05/02/2007	10	Arbuckle distrib	si	in	cn	01/01/2008	b39399	200	100	343	343	68600
	15	Pharmacy	ci	out	59	01/01/2008	b39399	10	100	343	343	343(
24/05/2011	16	Blue Cross hosp	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	639399	5	100	343	343	1715
13/02/2012	18	Parker, Jennie	ci	out	cn	01/01/2008	b39399	2	100	343	343	68€
Item stock I	ine ledge											1
Total Qua	ntity 130	0						Ava	ilable	300		
Reconcile fr	om start (of year										
Total Qua	ntity 130	0						Ava	ilable	300		
Local Con	and also								in and the			

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.

	Item details										
Item name Amoxicillin 250mg tab/cap Store: Centeral 2 Image: Show zero lines Print Split Update sell prices Show related involces Consolidate											
Line Available Total Pack Hold B	atch Expdate Supplier Manufacturer Lo	ocation Cost Price Sell Price Status Total Volume									
		A 341.00 343.00 0 344.00 378.40 0									
Stock	No	Non stock items									
Minimum stock 0 Total stock value 34,404,459,00 Non stock item Stock on hand 101,300 Average unit cost 339,62 Default customer Stock on order 0 Total Volume 0.00 None											
Months Cover Based on 0 + months usag For stock on hand 0 Including stock on order 0	Generating an order	expiry date less than 3 months r for 0 days stock order a quantity of 0									
	Show zero lines Print Spit Line Available Total Pack Hold B 2 100000 100000 1 b 2 100000 100000 1 b Stock Minimum stock 0 To Stock 0 To Stock on hand 101,300 Av Stock on order 0 Months Cover Based on 0 ‡ months usag For stock on hand 0	Item name Amoxicillin 250mg tab/cap Show zero lines Print Split Update sell prices Show related involution 1 100 1300 1433290 01/0302000 Amufaturer Line 2 100000 1 193333 31/12/2014 armep 2 100000 1 193333 31/12/2014 armep 2 100000 1 1093333 31/12/2014 armep 2 100000 1 1093333 31/12/2014 armep 3 100 1 1093333 31/12/2014 armep 2 100000 1 1093333 31/12/2014 armep 3 100 1 100 100000 100000 Stock 0 Total stock value 34,404,459,000 100000 3 Stock on 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.

... . Z 1 1 2 • 6 ** T Finalize Duplicate Customise Modify Expert to MYCE Frint Cancel Find Order by Filters Sum. Type Sta Their ref PS printed dt. Name Entered Confirmed Total * Types m Corr Exp btch 77518 3933 Customer Impices Pharmacy ng cn 15 16 3875.9 24/05/2011 ti. Supplier Involces Blue Cross hospital ci 24/05/2011 24/05/2011 37072 po882 24/05/2011 Express Courier please inventory adjusts Inventory adjustments SC. cn 24/05/2011 24/05/2011 16 -27620 Reduced stock 0 Supplier credits 13/02/2012 13/02/2012 Smith, John d CD. 17 1715 Parker, Jermie tn 13/02/2012/13/02/2012 18 686 **Customer** credits ÷. Builds Repacks 4 Find_ . By date. . By Status My transaction · My custom filters 1/6/34

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

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:

00	e 1			_	20	ppner	invoice								
Name Arbuckle distribution Their ref b933 arbuck Comment Short Expiry					Cor		ite : 05/02 ite : 05/02 Vone								
			General	Sumn	nary by	ltem	Summar	ry by Batch	Price						
Li Loc.		lter	m Name		Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension				
		lin 250mg t			-210	100	03333	01/01/2000		343:00	58,500.00				
•	. 1	Other char Item(s):	rges	0.00						Subtotal 13 % tax Total	c 8,918.0				

Correcting pack size

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

Item	Amoxicillin 250mg tal	nican			(*)
item	Amonicum 250mg tat)/cap	amo2	Contraction of the second s	New item
Quantity	200 Juits i	ssued: 197			New iten
Pack size	100) ea				
Total quantity:	20000		Lo	cation A	
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.

Starting with mSupply v4.12.06 the pack size field is only enabled if there are no pending repacks connected to the stock. If suggested repacks are encountered, they either need to be deleted or finalised.

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 invo	oice line	
Item	Amoxicillin 250mg tab	b/cap	(1
Quantity	20000 Units i	ssued: 197	amo250t	New item
Pack size	1 ea			
Total quantity:	20000		Location	A 🔕
Batch	b39399		Volume per pack	c 🛛 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 O	K 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":

eral C ge K		ell prices	Show related a	NAME OF COMPANY	Store:		ut.	1							
edger wortes ackorders obtes econcile ill of materially wichase Ordiers rider options ispensing eporting og ST ST tores	Line Available Total Pack Hold Batch Expdate 1 19803 19813 1 539399 01/01/200 2 100000 100000 1 693333 31/12/201	Suppli 8 arbu 4 acre	er Manufacturer ick		Cost Price	2011	0	Total Volum	0						
			tem code amo2				eicillin	250mg tab/c Status	Ap leference do	cuments)					
	Stock		Total Quant Date 05/02/2007	Invoice	Name rbuckle distr		n/Out S		Batch	Availa Quan 20000	Pack	1222	Sell 343	Exten 6860000	
	Minimum stock 0 Total stock value 4 Stock on hand 101,300 Average unit cost Stock on order 0 Total Volume	1,19	24/05/2011 24/05/2011 13/02/2012	15 P 16 B 16 In	harmacy lue Cross hos wentory adju	ci i ICCI i SSC i	n u sut s sut o sut o	01/01/200 01/01/200 01/01/200	6 539399 6 539399 6 539399	10 100 80	1	343 343 343 343	343 343 343 343 343	3430 3430 -27440 1715	
	Months Cover Based on 0 2 months usage: Calculate		13/02/2012		arker, Jennie		aut ci	and the second second second second		i	i	343	143	681	
	For stock on hand 0 Including stock on order 0	H	Item stock line ledger Total Quantity 15813								Available 19803				
Deleta.			Reconcile fro Total Quar							Avail	able 1	9803			
			Reconcile								_	Canc		ОК	

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: 28.06. Why is my stock on hold? || Next: 28.08. 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

Last update: 2021/10/08 11:41

