Introduction

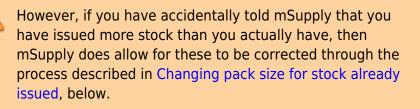
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In a warehouse or dispensary, stock may be received in 'bulk' (larger pack sizes) which then need to be physically and logically broken down in to smaller, 'issue size', packs before the stock is issued. It often makes sense to keep last-expiring stock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

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)

General	Distances Permissions (2) Permissions (3) Log-on modes Details				
Ordering		Goods receiving				
View purchase orders Delete purchase orders Edit purchase orders Edit purchase order pricing Manage tenders	 Create purchase orders Confirm purchase orders Create & edit backorders Create new quotes Edit & delete quotes 	View goods received Add/edit goods received				
 Finalize purchase orders 	Duplicate purchase orders	Special				
items	C cohiere barciant aracis	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 reminders 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 st	ock	All on				
Supplier invoices with issued stock Can update pack size, cost and sell prio	*					

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
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I of materials												
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der options												
spensing												
porting												
9												
я	Stock							Non stock	items			
ores	Minimum s	tork	0	Total sto	ck value 34	404 459 0	0	Non s	tock item			
			_					Default o				
	Stock on h	and 10	1,300	Average	unit cost	339.6	2		ustomer			
	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:

Last update: 2018/08/02 23:27	faq:how_to_correct_packsize https://docs.msupply.org.nz/faq:how_to_correct_packsize?rev=1533252435
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		Ge	nera	a Lei	iger	status Re	ference doo	tuments				
Juantity acco				-	_	<u>_</u>		200				
Total Quant	ity 1300	Y						Avail	lable 3	300		
Date	Invoice	Name	Тур	e In/Ou	t Stat	Expiry	Batch	Quan	Pack	Cost	Seli	Exten
5/02/2007	10	Arbuckle distrit	si	in	cri	01/01/2008	b39399	200	100	343	343	68600
	15	Pharmacy	ci	out	59	01/01/2008	b39399	10	100	343	343	343(
4/05/2011	16	Blue Cross hosp	ci	out	cn	01/01/2008	b39399	100	100	343	343	34300
4/05/2011	16	Inventory adjus	SC	out	cn	01/01/2008	b39399	80	100	343	343	-2744(
3/02/2012	17	Smith, John	ci	out	cn	01/01/2008	b39399	5	100	343	343	1715
3/02/2012	18	Parker, Jennie	ci	out	cn	01/01/2008	b39399	2	100	343	343	686
										_		
Item stock li	ine ledger	r S										
Total Quar								Ava	ilable	300		
Reconcile fro	om start (of year										
Total Quar		11						Ava	ilable	300		
Torial Quar	and you	<i>w</i>							manne	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.

000	Item detail	s						
eneral lisc sage tock	Item name Amoxicillin 250mg tab/cap	s Show related invoices						
dger	Line Available Total Pack Hold Batch Expdate Supp	lier Manufacturer Location Cost Price Sell Price Status Total Volume						
iotes ckorders concile I of materials rchase Orders der options		A 341.00 343.00 0 mep 344.00 378.40 0						
Dispensing Reporting Log CST Stores	Stock	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 usage: Calculate For stock on hand 0 Including stock on order 0	Exclude stock with expiry date less than 3 months Generating an order for 0 days stock will order a quantity of 0						
Delete		will order a quantity of 0 OK & Previous OK & Next Cancel OK						

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 Print 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:

	-					CALCELED AND AND AND AND AND AND AND AND AND AN	invoice						
Name	Arbuckle	distributi	on	1		Entry da	ite : 05/02	/2007		Colou	r: Black		
Their ref	b933		arbuck		Co	nfirm da	ite : 05/02	/2007	- tr	woice number			
omment	Short Ex	piry		4	1						is : cn		
					Cate	gory T	lone			ods receive l			
8	0.				Catt	adora Ci	worne		• Purc	hase Order I Entered b			
lew line	Delete I	ne									re : General		
			General	Sum	mary b	y Item	Summar	y by Batch	Price				
Li Loc			tem Name		Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension		
1 A	Amoxic	illin 250m	g tab/cap		268	100	639399	01/01/200	8 343.00	343.00	58,500.00		
				_									
	_			_									
						-							
				-									
								-					
				_									
	-	Other cl	arges										
2 🗉	1	item(s);	-					12		Subtotal: 68,600.00			
		Amount:		0.0	0			-		13 % tax			
			2							Total	77,518.00		
Hold	Expo	ort batch:	0										

Correcting pack size

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

Item	Amoxicillin 250mg tal	o/cap			-
Quantity	200 Juits i	ssued: 197	amo2	Contraction of the second s	New item
Pack size	100) ea				
Total quantity:	20000		Lo	cation A	- S
Batch	b39399		Volume pe	r pack	0 m3 😂
Expiry	01/01/2008	Adjusted local cost (USD)	% Margin	Sell price	
nvoice 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	oice line	
Item	Amoxicillin 250mg tab	/cap		•
Quantity	20000 Units is	sued: 197	amo250t	New item
Pack size	1 ea			
Total quantity:	20000		Location	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 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":

Stack 05/02/2007 10 Arbuckle district si in on 01/01/2008 b39399 20000 1 s Minimum stock 0 Total stock value 41,11 Stock on hand 101,100 Average unit cost 15 Pharmacy ci out ng 01/01/2008 b39399 10 1 3 Stock on hand 101,100 Average unit cost 24/05/2011 16 Blue Cross hos, ci out on 01/01/2008 b39399 10 1 3 Monthe Cover 0 Total Volume 13/02/2012 15 Immine ci out cn 01/01/2008 b39399 80 1 3 Monthe Cover 3/02/2012 16 Inventory adjus sc out cn 01/01/2008 b39399 3 1 3 Monthe Cover 3/02/2012 18 Inventory adjus sc out cn 01/01/2008 b39399 3 1 3 Based on 0 2 months usa	
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Stock Total Quantity 19813 Available 198 Stock Total Quantity 19813 Available 198 Minimum stock 0 Total stock value 41,11 Stock on hand 101,300 Average unit cost 101,400x18 district si in ci 01/01/2008 b39399 101,31 3 Stock on hand 101,300 Average unit cost 15 Pharmacy ci out 01/01/2008 b39399 101,31 3 Months Cover 0 Total Volume 13/02/2012 15 Pharmacy ci out cn 01/01/2008 b39399 101,31 3 3/02/2012 17 Smith, John ci out cn 01/01/2008 b39399 101,31 3 3/02/2012 18 Parker, Jennie ci out cn 01/01/2008 b39399 3 3 3/02/2012 18 Parker, Jennie ci out cn 01/01/2008 b39399 3 3 3/02/2012 18 Parker, Jennie ci out cn 01/01/2008 b39399 3 3 3/02/2012 18	
Stock 0 Total stock value 41,11 Stock on hand 101,100 Average unit cost 15 Pharmacy ci out sg 01/01/2008 539399 100 1 3 Stock on hand 101,100 Average unit cost 324/05/2011 16 Blue Cross hosp ci out cn 01/01/2008 539399 100 1 3 Months Cover 0 Total Volume 13/02/2012 17 Immit, John ci out cn 01/01/2008 539399 80 1 3 Months Cover 33/02/2012 16 Immentory adjus sc out cn 01/01/2008 539399 80 1 3 13/02/2012 18 Parker, jennie ci out cn 01/01/2008 539399 3 1 3 13/02/2012 18 Parker, jennie ci out cn 01/01/2008 539399 3 1 3 13/02/2012 18 Parker, jenni	803
Minimum stock 0 Total stock value 41,13 Stock on hand 101,000 Average unit cost 24/05/2011 15 Pharmacy out np 01/01/2008 539399 10 1 3 Stock on hand 101,000 Average unit cost 24/05/2011 16 Blue Cross hosp ci out on 01/01/2008 539399 10 1 3 Months Cover 0 Total Volume 13/02/2012 17 Smith, John ci out on 01/01/2008 539399 5 1 3 3/02/2012 13 Smith, John ci out on 01/01/2008 539399 5 1 3 3/02/2012 18 Parker, Jennie ci out on 01/01/2008 539399 3 1 3 3/02/2012 18 Parker, Jennie ci out out 01/01/2008 539399 3 1 3 13/02/2012 18 Parker, Jennie ci out <td< td=""><td>lost Sell Exten 343 343 686000</td></td<>	lost Sell Exten 343 343 686000
Months Cover Based on 0 1 months usage: Calculate For stock on and 0 Including stock on order 0 Item stock line ledger Total Quantity 15513 Available 19	343 343 343 343 343 343 343 343 343 343 343 343 343 343 343 343 343 343 343 343 343
Including stock on order 0 Total Quantity 15513 Available 19	343 143 68
	9803
Deleta Reconcile from start of year Total Quantity 19813 Available 19	4603

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: How To Remove Stock Lines That Have '0' Available Next: How to report by invoice category

