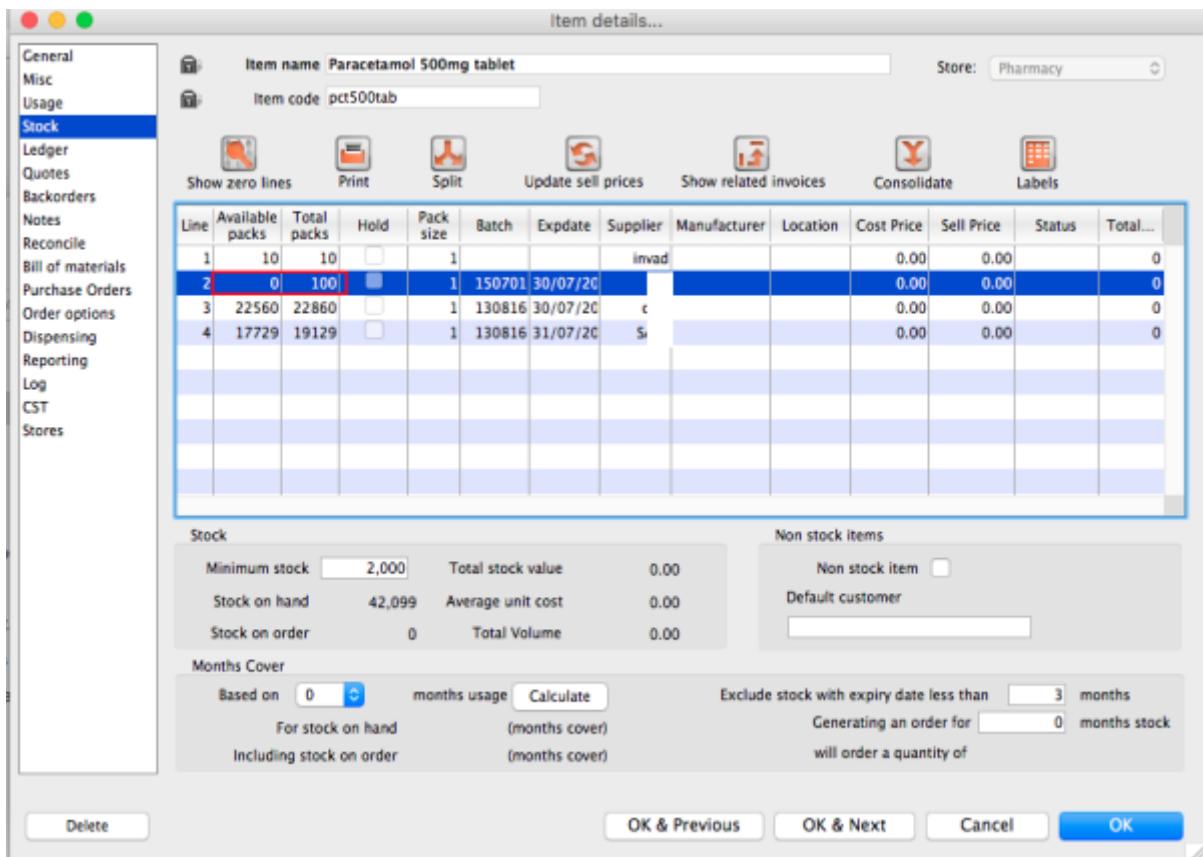


26.04. How to remove stock lines that have '0' available

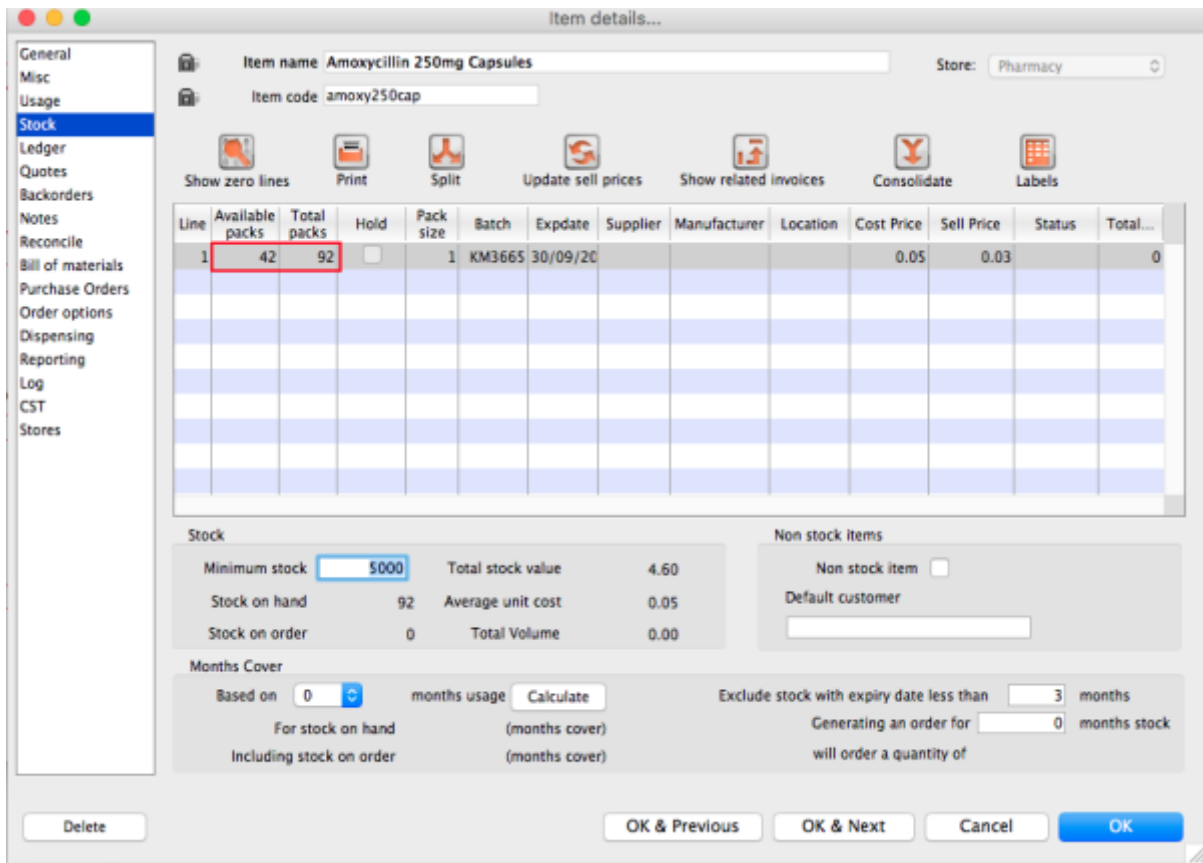
Occasionally users will come across stock lines in mSupply that cannot be removed easily. It almost like you have stock but you cannot carry our stock take or inventory adjustment to reduce the stock level to zero.

Below are two examples :



Above we have Paracetamol 500mg where for the highlighted batch (red square) we have a total of 100 but available is 0. This means that 100 in stock but all of this has be reserved for a customer.

Below is another example :



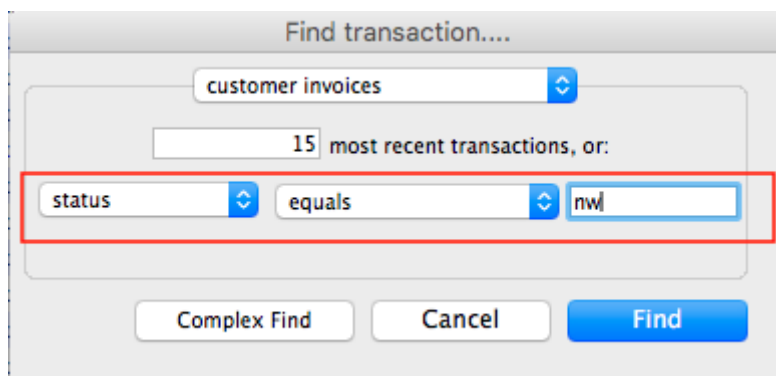
For Amoxicillin 250mg we have 92 in total and 42 available. This means that we have $92 - 42 = 50$ reserved for customers.

Handling reserved stock


Customer invoices that are of status “nw” or “sg” will end up reserving stock. This theoretically means that you have the stock but it cannot be used as it has been reserved by the invoices.

You as a manager will be required to view the “nw” and “sg” invoices and decide if they are still valid or not. If the invoices are valid then you should **“confirm”** them if not they can be deleted.

So search for customer or prescription that are of “nw” status. Follow the image below. Do customer > Show invoices... or patient > Show Prescriptions...



Search for "Status" equal to "nw" as above. If the "nw" invoices exist, then you will be shown a list. Double click to review. Delete if the invoice is not valid otherwise "Confirm".

 "nw" invoices will exist in the database if you have suffered un-expected hardware or network communication failure.

Now repeat similar for "sg" type invoices :

Find transaction....

customer invoices

15 most recent transactions, or:

status equals sg

Use list view if one entry found

Complex Find Cancel Find

 "sg" invoices are part of the warehouse functions. You may have simply forgotten about these invoice or the customer lost interest in the order.

Your search for "nw" or "sg" invoice may result is the list below.

Transactions list

Find Sum Order by Print Finalize Duplicate Cancel Filters Customise Modify Export to MYOB

Types	Name	Type	St	Entered	Confirmed	Invnum	Total	Their ref	PS printed dt.	Comment	Exp btch
Customer Invoices	NUR	WTS	ci	sg	02/12/2015		129747				0
Supplier Invoices	NAN	TRE	ci	sg	07/01/2016		131104	40			0
Inventory adjustments	NUR	WTS	ci	sg	20/05/2016		138199	0.2			0
Supplier credits	NUR	WTS	ci	sg	14/06/2016		139327	0			0
Customer credits	OUT	T	ci	sg	12/09/2016		143994	0			0
Builds	NUR	WTS	ci	sg	23/08/2016		143002	15.3			0
Repacks	ER 2		ci	sg	12/09/2016		143996	6.56			0
Find...	NUR	WTS	ci	sg	03/10/2016		144847	6.72			0
By date	NAN	IE	ci	sg	05/10/2016		144848	0	05/10/2016		0
By Status	NUR	WTS	ci	sg	06/12/2016		147791	0			0
My transactions	OUT	T	ci	sg	07/12/2016		147911	0			0
My custom filters	NUR	WTS	ci	sg	05/01/2017		148911	0			0
	NUR	WTS	ci	sg	09/01/2017		148992	0			0
	NUR	WTS	ci	sg	09/01/2017		149001	0			0
	NUR	WTS	ci	sg	13/01/2017		149242	0		Weekend Inprest	0
	NUR	WTS	ci	sg	15/01/2017		149248	0			0
	NUR	WTS	ci	sg	01/02/2017		150145	37.8			0

1/17/155873

Note the highlighted "Status" column

Your job is now to review each invoice and to either **“confirm”** them or to delete them. These invoices may no longer be valid, you have to decide on this.

Confirming an invoice

To confirm a customer invoice, open it and click on the **Confirm** button:



Note the status detail. This will show *cn* when the invoice is confirmed, not *nw* or *sg*. The **Confirm** button will not be shown if the invoice is already confirmed.

For prescriptions, you won't see the **Confirm** button because they are automatically confirmed when you close them by clicking on the **OK** button.

The result

Once all the “sg” and “nw” invoices are processed, then your stock figures should update and they shouldn't be any stock that has been held as reserve.

Below the images should speak for themselves. Please compare the image below with the ones above at the start of this topic.

Paracetamol 500mg:

Item name: Paracetamol 500mg tablet
 Item code: pct500tab
 Store: Pharmacy

Line	Available packs	Total packs	Hold	Pack size	Batch	Expdate	Supplier	Manufacturer	Location	Cost Price	Sell Price	Status	Total...
1	10	10	<input type="checkbox"/>	1			in			0.00	0.00		0
2	22560	22560	<input type="checkbox"/>	1	130816	30/07/20				0.00	0.00		0
3	17729	17729	<input type="checkbox"/>	1	130816	31/07/20	S			0.00	0.00		0

Stock
 Minimum stock: 2000
 Stock on hand: 40,299
 Stock on order: 0
 Total stock value: 0.00
 Average unit cost: 0.00
 Total Volume: 0.00

Months Cover
 Based on: 0 months usage
 For stock on hand: (months cover)
 Including stock on order: (months cover)

Non stock items
 Non stock item:
 Default customer:

Exclude stock with expiry date less than: 3 months
 Generating an order for: 0 months stock will order a quantity of

Buttons: Delete, OK & Previous, OK & Next, Cancel, OK

Amoxicillin 250mg:

Item name: Amoxicillin 250mg Capsules
 Item code: amoxy250cap
 Store: Pharmacy

Line	Available packs	Total packs	Hold	Pack size	Batch	Expdate	Supplier	Manufacturer	Location	Cost Price	Sell Price	Status	Total...
1	42	42	<input type="checkbox"/>	1	KM3665	30/09/20				0.05	0.03		0

Stock
 Minimum stock: 5000
 Stock on hand: 42
 Stock on order: 0
 Total stock value: 2.10
 Average unit cost: 0.05
 Total Volume: 0.00

Months Cover
 Based on: 0 months usage
 For stock on hand: (months cover)
 Including stock on order: (months cover)

Non stock items
 Non stock item:
 Default customer:

Exclude stock with expiry date less than: 3 months
 Generating an order for: 0 months stock will order a quantity of

Buttons: Delete, OK & Previous, OK & Next, Cancel, OK

Previous: **[28.03. Why is my stock balance report showing negative?](#)** | | Next: **[28.05. What do I need to set up mSupply Mobile?](#)**

From:
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Permanent link:
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Last update: **2020/06/19 08:59**

