

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 :

Item details...

Item name: Paracetamol 500mg tablet Store: Pharmacy

Item code: pct500tab

Show zero lines Print Split Update sell prices Show related invoices Consolidate Labels

| Line | Available packs | Total packs | Hold | Pack size | Batch | Expdate | Supplier | Manufacturer | Location | Cost Price | Sell Price | Status | Total... |
|------|-----------------|-------------|------|-----------|--------|----------|----------|--------------|----------|------------|------------|--------|----------|
| 1 | 10 | 10 | | 1 | | | invad | | | 0.00 | 0.00 | | 0 |
| 2 | 0 | 100 | | 1 | 150701 | 30/07/20 | | | | 0.00 | 0.00 | | 0 |
| 3 | 22560 | 22860 | | 1 | 130816 | 30/07/20 | c | | | 0.00 | 0.00 | | 0 |
| 4 | 17729 | 19129 | | 1 | 130816 | 31/07/20 | Si | | | 0.00 | 0.00 | | 0 |

Stock

Minimum stock: 2,000 Total stock value: 0.00

Stock on hand: 42,099 Average unit cost: 0.00

Stock on order: 0 Total Volume: 0.00

Months Cover

Based on: 0 months usage Calculate

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

Delete OK & Previous OK & Next Cancel OK

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 :

Item details...

Item name: Amoxycillin 250mg Capsules Store: Pharmacy

Item code: amoxy250cap

Show zero lines Print Split Update sell prices Show related invoices Consolidate Labels

| Line | Available packs | Total packs | Hold | Pack size | Batch | Expdate | Supplier | Manufacturer | Location | Cost Price | Sell Price | Status | Total... |
|------|-----------------|-------------|------|-----------|--------|----------|----------|--------------|----------|------------|------------|--------|----------|
| 1 | 42 | 92 | | 1 | KM3665 | 30/09/20 | | | | 0.05 | 0.03 | | 0 |

Stock

Minimum stock: 5000 Total stock value: 4.60

Stock on hand: 92 Average unit cost: 0.05

Stock on order: 0 Total Volume: 0.00

Non stock items

Non stock item: ☐

Default customer:

Months Cover

Based on: 0 months usage Calculate

Exclude stock with expiry date less than: 3 months

Generating an order for: 0 months stock will order a quantity of

Delete OK & Previous OK & Next Cancel OK

For Amoxycillin 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...

Find transaction....

customer invoices

15 most recent transactions, or:

status equals nw

Complex Find Cancel Find

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

Customer Invoices

Supplier Invoices

Inventory adjustments

Supplier credits

Customer credits

Builds

Repacks

Find...

By date

By Status

My transactions

My custom filters

| Name | Type | St | Entered | Confirmed | Innum | Total | Their ref | PS printed dt. | Comment | Exp bch |
|------|------|----|---------|------------|--------|-------|-----------|----------------|-----------------|---------|
| NUR | WTS | ci | sg | 02/12/2015 | 129747 | 0 | | | | 0 |
| NAN | TRE | ci | sg | 07/01/2016 | 131104 | 40 | | | | 0 |
| NUR | WTS | ci | sg | 20/05/2016 | 138199 | 0.2 | | | | 0 |
| NUR | WTS | ci | sg | 14/06/2016 | 139327 | 0 | | | | 0 |
| OUT | IT | ci | sg | 12/09/2016 | 143994 | 0 | | | | 0 |
| NUR | WTS | ci | sg | 23/08/2016 | 143002 | 15.3 | | | | 0 |
| ER 2 | | ci | sg | 12/09/2016 | 143996 | 6.56 | | | | 0 |
| NUR | WTS | ci | sg | 03/10/2016 | 144847 | 6.72 | | | | 0 |
| NAN | IE | ci | sg | 05/10/2016 | 144848 | 0 | | 05/10/2016 | | 0 |
| NUR | WTS | ci | sg | 06/12/2016 | 147791 | 0 | | | | 0 |
| OUT | IT | ci | sg | 07/12/2016 | 147911 | 0 | | | | 0 |
| 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 |

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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:

The screenshot shows the 'Customer invoice' window. At the top, there are fields for Name (ER), Their ref (er2), Comment, Confirm date (00/00/00), Category (Imprest), Colour (Blue), Invoice (143,996), Entry date (12/09/2016), Goods receive ID (0), Status (sg), Entered by, and Store. Below these are buttons for New line, Delete line(s), Backorders, History, and Confirm (highlighted with a red box). The main area is a table with columns: Location, Item Name, Quan, Pack Size, Batch, Exp date, Sell Price, and Price exten. The table contains 12 rows of items. At the bottom, there are fields for Other charges, Item, Amount, Subtotal, 0 % tax, and Total. There are also checkboxes for Hold and Finalize, and buttons for OK & Next, Delete, and OK.

| Location | Item Name | Quan | Pack Size | Batch | Exp date | Sell Price | Price exten |
|----------|-----------------------------------|------|-----------|----------|----------|------------|-------------|
| 1 | Ibuprofen 400mg tablet | 50 | 1 | | | 0.00 | 0.00 |
| 2 | Amoxycillin 125mg/5ml Susp | 2 | 1 | | | 1.53 | 3.06 |
| 3 | Cloxacillin 125MG/5ML | 2 | 1 | none | | 0.00 | 0.00 |
| 4 | Cloxacillin 250mg capsules | 50 | 1 | 14184002 | 30/04/20 | 0.04 | 2.00 |
| 6 | Amoxycillin 250mg Capsules | 50 | 1 | KM3665 | 30/09/20 | 0.03 | 1.50 |
| 7 | Paracetamol 500mg tablet | 100 | 1 | 150701 | 30/07/20 | 0.00 | 0.00 |
| 8 | Paracetamol 120mg/5ml elixir | 4 | 1 | | | 0.00 | 0.00 |
| 9 | Oral rehydration salts | 30 | 1 | | | 0.00 | 0.00 |
| 10 | Salbutamol 100mcg Inhaler | 2 | 1 | none | | 0.00 | 0.00 |
| 11 | Salbutamol 4mg tablet | 50 | 1 | | | 0.00 | 0.00 |
| 12 | Salbutamol 5mg/ml Resp. Soln 20ml | 2 | 1 | | | 0.00 | 0.00 |

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 will update and they shouldn't be any stock that has been held as reserve.

Below the images should speak for themselves - the *Total packs* matches the *Available packs*. Please compare the image below with the ones above at the start of this topic.

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

From:
<https://docs.msupply.org.nz/> - mSupply documentation wiki

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