4.01.04. Stock tab

	item	code 10	03100								Store: PMC	2H Main Sto	are C
Show	x zero line		Print	J. Split)	Jpdate sell	prices	Show related	invoices	Consolid	ate L	abels	
Line	Available packs	Total packs	Hold	Pack size	Batch	Expdate	Supplier	Manufacturer	Location	Cost Price	Sell Price	Status	Total
1	10400	14800		1	140426	30/4/17	invad		A501	0.00	8.46		0
2	60000			1	140613	30/6/17			AS01	0.00	8.45		0
3	12000			1									0
4				1			BAD		A501				0
5	12000	12000		1	140617	30/6/17				0.00	0.00		0
Stoc	:k							No	on stock iter	ns			-
м	linimum st	tock	0	То	tal stock	value	0.0	0	Non sto	ck item		Che	ck ledger
	thank on h	hand	145.00	. A		cont	0.0		Default cust	omer		che	ck ledger
				-	-			•					
S	tock on or	rder		0	Total Vo	lume	0.0	0					
Mon	ths Cover	•											
	Based on	0	0	months	usage	Calculate		Exclude	stock with	expiry date I	ess than	3 m	onths
	F	or stock	on hand		(mc	onths cover	r)		Gener	ating an ord	ler for	0 m	onths stock
	Includia	ng stock	on order		(m	onths cover	0		will o	rder a quant	ity of		
	Line 1 2 3 4 5 5 5 5 5 5 5 5 5 5 5 5 5	Line Available packs 1 30400 2 60000 3 12000 4 48000 5 12000 5 12000 Stock Minimum st Stock on in Stock on or Months Cover Based on F	Show zero lines Line Available packs Total packs 1 10400 14800 2 60000 60000 3 12000 12000 4 48000 48000 5 12000 12000 4 48000 48000 5 12000 12000 5 12000 12000 6 4 48000 5 12000 12000 6 4 48000 5 12000 12000 6 12000 12000 6 12000 12000 7 12000 12000 8 12000 12000 9 12000 12000 9 12000 12000 9 12000 12000 9 12000 12000 9 12000 12000 9 12000 12000 9 12000 <td>Show zero lines Print Line Available packs Total packs Hold 1 10400 14800 10 2 60000 10 10 3 12000 12000 10 4 48000 48000 10 5 12000 12000 10 5 12000 12000 10 5 12000 12000 10 5 12000 12000 10 5 12000 12000 10 5 12000 12000 10 6 146,80 146,80 5 5tock on order 146,80</td> <td>Show zero lines Print Split Line Available Total Hold Pack 1 10400 14800 1 1 2 60000 0 1 1 3 12000 12000 1 1 4 48000 48000 1 1 5 12000 12000 1 1 5 12000 12000 1 1 5 12000 12000 1 1 5 12000 12000 1 1 5 12000 12000 1 1 6 1 1 1 1 10 1 1 1 1 10 1 1 1 1 11 12000 12000 1 1 10 1 1 1 1 10 1 1 1 1 1</td> <td>Show zero lines Print Spiit U Line Available Total Hold Pack Batch 1 10400 14800 1 140413 2 60000 1 140613 3 12000 1 140610 4 48000 1 140610 5 12000 12000 1 5 12000 12000 1 4 48000 4 140610 5 12000 12000 1 5 12000 12000 1 5 12000 12000 1 4 48000 48000 1 140610 5 12000 12000 1 140617 4 48000 48000 1 140617 5 12000 12000 1 140617 5 12000 12000 1 140617 5 146,800 Average uni</td> <td>Show zero lines Print Split Update sell Line Available Total Hold Pack Batch Expdate 1 10400 14800 1 140426 80/4/17 2 60000 0 1 140613 30/6/17 3 12000 1 140613 30/6/17 4 48000 0 1 140613 30/6/17 5 12000 1 140610 30/6/17 30/6/17 5 12000 1 140617 30/6/17 30/6/17 5 12000 1 140617 30/6/17 30/6/17 5 12000 1 140617 30/6/17 30/6/17 6 0 1 140617 30/6/17 30/6/17 5 12000 1 140617 30/6/17 30/6/17 5 12000 1 140617 30/6/17 30/6/17 5 12000 12000 <</td> <td>Show zero lines Print Split Update sell prices Line 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Average unit cost 0.00 0.00	Show zero lines Print Split Update sell prices Show related invoices Consolidate Labels Line Available Total Hold Pack Batch Expdate Supplier Manufacturer Location Cost Price Status 1 10400 144000 140613 30/6/17 BAD AS01 0.00 8.46 2 60000 1 140613 30/6/17 BAD AS01 0.00 8.46 3 12000 12000 1 140613 30/6/17 BAD AS01 0.00 8.46 5 12000 12000 1 140617 30/6/17 BAD AS01 0.00 8.46 5 12000 12000 1 140617 30/6/17 BAD AS01 0.00 0.00 Stock 0 1 140617 30/6/17 BAD AS01 0.00 0.00 Stock 0 Total stock value 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0

The "Stock" window shows the lines of stock for this item together with the stock on hand. mSupply® will calculate how many days this stock will last, based on your usage over a number of months - you can specify how many months.

If you have turned on any of the custom stock fields in store preferences they will be displayed as columns (between the Supplier and Manufacturer columns) in the list of stock lines on this tab and the information you entered for these fields when the stock was received will be shown in the appropriate cells.

Show zero lines: This button will show all the lines that are still in your data file, but which have no stock on hand. If you can think of a use for this information, please let us know! When you click the button the button title changes to "hide zero lines", which allows you to get back to the info you really wanted.

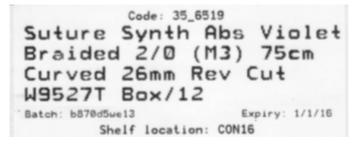
Splitting: There may be occasions when you need to split your stock- e.g. if you are moving it, say, from a store to a dispensary or clinic, or when you are repacking some stock; select the line to be split, and click on the Split icon to show a window allowing you to enter the quantity to be split, the new location, and - if applicable - the new pack size.

In the example shown, 2 packs of 1,000 Erythromycin tablets are being transferred to a new location, and the `outer' of 1,000 (actually 10 x100 shrink wrapped together) is being opened to yield 10 individual packs of 100.

Repack stock	-		×
Quantity to split	2	of	37
New shelf location A.0.	2.E1		
New pack size	100		
When you click OK a nor reflects the change in s automatically Print location movem	stock will b		
Car	ncel	(ж

Update sell prices: Clicking on this icon will update the selling prices of the highlighted line(s). mSupply® will use the figure entered in the **Default sell price of preferred packsize** field in the **General** tab, which must show the updated price before this will take effect. If you make use of the **Default margin** field, and you update this figure, then Supply® will calculate the updated sell price using it. Note that mSupply® looks first in the **Default sell price ...** field, and any figure entered there takes precedence.

Labels: Clicking this button will print shelf labels for the highlighted stock line(s). The shelf label includes the location, the item name and code, and the batch and expiry. Here's a (bad) example

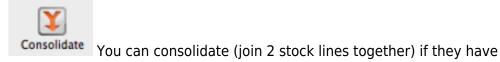


Show related invoices



Show related invoices Highlight a line then click on this button to display a list of transactions which used this particular line.

Consolidate



- The same batch #
- The same expiry
- The same pack size
- Are at the same location

If 2 stock lines you want to consolidate are at different locations, edit one of the stock lines to move it to the location of the other stock line, then consolidate. This reflects what you would have had to do physically anyhow!

- 1. Hold down the control key (command on Mac)
- 2. Click on the two lines you want to consolidate
- 3. Click consolidate
- 4. If the two stock lines are at different locations you'll be warned and asked if you want to continue.
- 5. You're shown this window

Batch	B302WV	Batch	B302WV
Pack size	50	Pack size	50
Location	BID	Location	INJ
Expiry date	30/3/15	Expiry date	30/3/15
Quantity	40	Quantity	1
Available	40	Available	1

- 6. Choose which stock line to keep.
- 7. Click **OK**

0

An example:

•

	- 19	l		l	-	5			3				
Sho	w zero line	s P	rint	S	plit	Update sel	ll prices	Show relat	ed invoices	Cor	nsolidate		
Line	Available	Total	Pack	Hold	Batch	Expdate	Supplier	Manufac	Location	Cost Price	Sell Price	Status	Total Volume
1	13550	14000	1		1004103	30/4/13	bouchm	YXKP	INJ	0.12	0.12		
2	399	399	50	\checkmark	B302WV	30/3/15	bouchm	dochemie	BID	32.96	32.96		
					B302WV	30/3/15	bouchm	dochemie	BID	32.96	32.96		
4	1	1	50		B302WV	30/3/15	invad		INJ	0.00	0.00		

• After:

Line Available Total Pack Hold Batch Expdate Supplier Manufac Location Cost Price Supplier 1 13550 14000 1 1004103 30/4/13 bouchm YXKP INJ 0.12		Total Volume
	0.12	0
		U U
2 399 399 50 🗹 B302WV 30/3/15 bouchm dochemie BID 32.96	32.96	0
3 41 41 50 B302WV 30/3/15 invad dochemie BID 32.96	0.00	0

Other information on the stock details page

Stock

<u>Minimum stock</u>: The minimum stock you wish to keep on hand. Note that you do not need to enter a quantity here for mSupply®'s ordering system to work. In fact, it is better in most cases to leave this number set to zero. This field should only be filled in if you absolutely must keep a minimum on hand. For example, if you stock naloxone for narcotic over dosage reduction, and even if you only use 1 vial every year, you have decided you need to keep five vials on hand, you would enter "5" as the minimum quantity for naloxone.

Stock on hand: The total stock of this item on hand.

Stock on order: The total quantity of stock of this item on order from suppliers

Non-stock items

If this is a non-stock item, you can check this check box. If there is one, you can specify the default customer for the item, otherwise leave this box blank. For more on this topic see Non-stock items

Months Cover

You can use this calculator to estimate the time left until the stock of this item runs out. The values which appear estimating the time it takes to use the stock on hand (and on order) are calculated from the average usage of the last few months. You can choose the number (from 1 to 24) of months used to calculate this in the drop down list.

You can also exclude stock that will expire soon. Enter a number of months and any stock that expires before your chosen time frame will be excluded from the calculation.

If you would like to know how much stock to order so that you have enough for the next few months, enter the number of months you would like stock for. After entering or changing any or all of these values, click **Calculate** to see the results.

Editing a stock line or viewing more stock line details

To edit the cost price and selling price for an item line, double-click the line you wish to edit.

The Item stock line details window is displayed:

	020	Item name	AMOXICILLINE	500 MG	GELULE		
		General	Ledger Status	Refe	rence documents	Log	
Quantity accord	ding to stock						
Total Quantit	ty 22150					Available 21150	
Cost price		35		Hold		Volume per pack	0 m3
Sell price		45	L	ocation	A.01.02	_	
Expiry date	01/07/2022		Pa	ck size	1		
Batch	B092		Quan p	er inner		0 Initial quantity	y 0
Supplier M	NPSP AGENCE	D'ABIDIAN	Inners pe	er Outer		0	
Note							
11012							
	n stock fields						
	n stock fields						
	n stock fields						
	n stock fields						
	n stock fields						
	n stock fields						

Stock lines > General tab

This tab shows the details of a stock line. It also gives you total and available quantity of that stock line.

Hold checkbox: To hold a stock line, check the *Hold* check-box. Once an stock line is held, it cannot be issued. It will still appear in the available stock window, but held stock lines will have a check box in the hold column, and if a user attempts to issue from the stock line they will be informed that the stock line is on hold.

The *Hold: do not issue* option in the General options takes precedence, and if that option is checked, then no stock may be issued, regardless of batch.

Stock lines > Ledger tab

This tab shows a list of transactions (supplier and customer invoices, inventory adjustments etc.) for the item being viewed. You can use this window to see a list of customers who have been supplied with this particular item:

			ieneral	Ledge	r	Status Ref	erence docun	nents				
Quantity acco	ording to	stock										
Total Quant	-							Availab	le 235	700		
Date	Invoice	Name	Type	In/Out	S	Expiry	Batch	Quan	Pack	Cost	Sell	Exten
09/05/2017	112	Inventtment	s si	in	cn	28/02/201	9 6MC130	2250	100	0	0	
14/06/2017	137	Inventtment	s si	in	cn	28/02/201	9 6MC130	108	100	0	0	
	1712	34 Milospita	ıl ci	out	sg	28/02/201	9 6MC130	1	100	0	0	
											_	
											_	
Item stock li	ine ledge	r										
Total Quar	ntity 235	800						Availa	ble 23	5700		
Descentile for												
Reconcile fr									hin 22			
Total Quar	ntity 235	800						Availa	ble 23	5700		

The *In/Out* column tells you whether the transaction on that line brought stock in to, or took stock out of, mSupply.

Stock lines > Status tab (vaccine vial monitoring)

A window appears with 4 columns:

- Date
- VVM status
- Entered by
- Comment

There are two buttons:

- New
- Delete.

This has been specifically designed to use the Vaccine Vial Monitoring (VVM) feature. All vaccines requiring cold storage bear a VVM label which registers cumulative heat exposure over time; the combined effects of heat and time cause the inner square of the label to darken gradually and irreversibly. A comprehensive description of VVM is available in WHO's pdf document accessible. Stock lines of vaccines should have their status VVM labels regularly checked, and assigned to the relevant status; Clicking on the *New* button allows the details to be recorded.



Should a stock line of vaccines have the status 3 (or 4), the Hold checkbox under the **General** tab should be checked.

Stock lines > Reference documents tab

eneral Ledger	Status Reference d	locuments				
Upload docum	nent Dele	ete document	Download document	Show:	Show All	•
	File Name	Created by	Created on	Saved on	Version no	*

The standard Document Management window appears. See section 18.05. Tender reference documents for more information on the use of such documents.

