

## 4.01.04. Items - Stock tab

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Item details

Item name: Amitriptyline 25mg Tabs  
Item code: amtr25t  
Store: Central Contracepti...

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

| Line | Available packs | Total packs | Hold | Pack size | Batch  | Expiry date | Supplier | Manufacturer | Location | Cost Price | Sell Price | Status | Total... |
|------|-----------------|-------------|------|-----------|--------|-------------|----------|--------------|----------|------------|------------|--------|----------|
| 1    | 10400           | 14800       |      | 1         | 140426 | 30/4/17     | Invad    |              | AS01     | 0.00       | 8.46       |        | 0        |
| 2    | 60000           | 60000       |      | 1         | 140613 | 30/6/17     | BAD      |              | AS01     | 0.00       | 8.46       |        | 0        |
| 3    | 12000           | 12000       |      | 1         | 140615 | 30/6/17     | BAD      |              | AS01     | 0.00       | 8.46       |        | 0        |
| 4    | 48000           | 48000       |      | 1         | 140610 | 30/6/17     | BAD      |              | AS01     | 0.00       | 8.46       |        | 0        |
| 5    | 12000           | 12000       |      | 1         | 140617 | 30/6/17     |          |              |          | 0.00       | 0.00       |        | 0        |

Stock

Minimum stock: 0 Maximum stock: 0  
Stock on hand: 0 Total stock value: 0.00  
Stock on order: 0 Average unit cost: 0.00  
Total Volume: 0.00

Non stock items

Non stock item: ☐  
Default customer:

Months Cover

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

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

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.



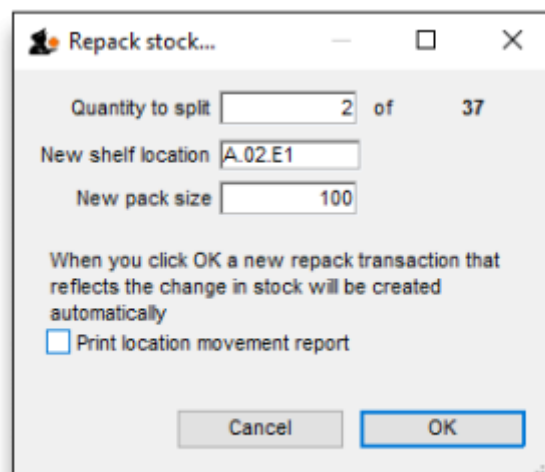
If you have turned on any of the custom stock fields in [store preferences](#) they will be displayed as columns (between the Supplier and Manufacturer columns) in the list of stock lines on this tab and the information you entered for these fields when the stock was received will be shown in the appropriate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

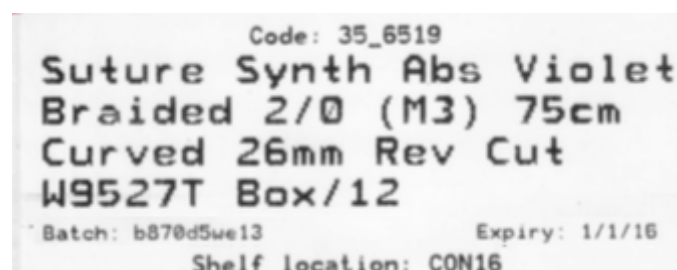


A dialog box titled "Repack stock..." with a close button (X) in the top right corner. It contains the following fields and options:

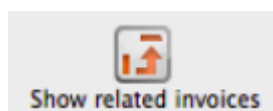
- "Quantity to split" with a text input field containing "2" and "of 37" to its right.
- "New shelf location" with a text input field containing "A.02.E1".
- "New pack size" with a text input field containing "100".
- A paragraph of text: "When you click OK a new repack transaction that reflects the change in stock will be created automatically".
- A checkbox labeled "Print location movement report" which is currently unchecked.
- At the bottom, there are two buttons: "Cancel" and "OK".

**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



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

## Consolidate



You can consolidate (join 2 stock lines together) if they have

- 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

Consolidate batches

☒ Keep ☐ Merge

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

☐ Keep ☒ Merge

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

Cancel OK

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

An example:

- Before:

| <div> <div>Show zero lines</div> <div>Print</div> <div>Split</div> <div>Update sell prices</div> <div>Show related invoices</div> <div>Consolidate</div> </div> |           |       |      |                                     |         |         |          |            |          |            |            |        |              |
|---|-----------|-------|------|-------------------------------------|---------|---------|----------|------------|----------|------------|------------|--------|--------------|
| Line  | Available | Total | Pack | Hold                                | Batch   | Expdate | Supplier | Manufac... | Location | Cost Price | Sell Price | Status | Total Volume |
| 1   | 13550     | 14000 | 1    | <input type="checkbox"/>            | 1004103 | 30/4/13 | bouchm   | YXKP       | INJ      | 0.12       | 0.12       |        | 0            |
| 2   | 399       | 399   | 50   | <input checked="" type="checkbox"/> | B302WV  | 30/3/15 | bouchm   | dochemie   | BID      | 32.96      | 32.96      |        | 0            |
| 3   | 40        | 40    | 50   | <input type="checkbox"/>            | B302WV  | 30/3/15 | bouchm   | dochemie   | BID      | 32.96      | 32.96      |        | 0            |
| 4   | 1         | 1     | 50   | <input type="checkbox"/>            | B302WV  | 30/3/15 | invad    |            | INJ      | 0.00       | 0.00       |        | 0            |
|   |           |       |      |                                     |         |         |          |            |          |            |            |        |              |
|   |           |       |      |                                     |         |         |          |            |          |            |            |        |              |
|   |           |       |      |                                     |         |         |          |            |          |            |            |        |              |
|   |           |       |      |                                     |         |         |          |            |          |            |            |        |              |

- After:

| <div>  Show zero lines            Print            Split            Update sell prices            Show related invoices            Consolidate         </div> |           |       |      |                                     |         |         |          |            |          |            |            |        |              |
|---|-----------|-------|------|-------------------------------------|---------|---------|----------|------------|----------|------------|------------|--------|--------------|
| Line  | Available | Total | Pack | Hold                                | Batch   | Expdate | Supplier | Manufac... | Location | Cost Price | Sell Price | Status | Total Volume |
| 1   | 13550     | 14000 | 1    | <input type="checkbox"/>            | 1004103 | 30/4/13 | bouchm   | YXKP       | INJ      | 0.12       | 0.12       |        | 0            |
| 2   | 399       | 399   | 50   | <input checked="" type="checkbox"/> | B302WV  | 30/3/15 | bouchm   | dochemie   | BID      | 32.96      | 32.96      |        | 0            |
| 3   | 41        | 41    | 50   | <input type="checkbox"/>            | B302WV  | 30/3/15 | invad    | dochemie   | BID      | 32.96      | 0.00       |        | 0            |

## Other information on the stock details page

### Stock

**Minimum stock:** 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 section [4.10. 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:

**Item stock line details...**

Item code say104      Item name Sayana Press 160mg/ml 200\*0.65ml

General   Ledger   Status   Reference documents   Log

Quantity according to stock

Total Quantity 1289      Available 0

Cost price 2.5      Hold ☐      Volume per pack 0 m3

Sell price 2.5      Location None      Weight per pack 0 kg

Expiry date 31/03/2028      Pack size 1 each

Batch ABCD1234      Quan per inner 1      Initial quantity 0

Supplier UNFPA      Inners per Outer 1

Donor       Program Please select...

Note

Custom stock fields

Cancel   OK

## 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 a 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:

Item stock line details...

Item code S1555370      Item name Albendazole, 400mg, tabs, chewable

General **Ledger** Status Reference documents

Quantity according to stock

Total Quantity 235800      Available 235700

| Date       | Invoice | Name             | Type | In/Out | S... | Expiry     | Batch  | Quan | Pack | Cost | Sell | Exten |
|------------|---------|------------------|------|--------|------|------------|--------|------|------|------|------|-------|
| 09/05/2017 | 112     | Invent...tments  | si   | in     | cn   | 28/02/2019 | 6MC130 | 2250 | 100  | 0    | 0    |       |
| 14/06/2017 | 137     | Invent...tments  | si   | in     | cn   | 28/02/2019 | 6MC130 | 108  | 100  | 0    | 0    |       |
|            | 1712    | 34 Mil...ospital | ci   | out    | sg   | 28/02/2019 | 6MC130 | 1    | 100  | 0    | 0    |       |
|            |         |                  |      |        |      |            |        |      |      |      |      |       |
|            |         |                  |      |        |      |            |        |      |      |      |      |       |
|            |         |                  |      |        |      |            |        |      |      |      |      |       |
|            |         |                  |      |        |      |            |        |      |      |      |      |       |
|            |         |                  |      |        |      |            |        |      |      |      |      |       |
|            |         |                  |      |        |      |            |        |      |      |      |      |       |
|            |         |                  |      |        |      |            |        |      |      |      |      |       |

Item stock line ledger

Total Quantity 235800      Available 235700

Reconcile from start of year

Total Quantity 235800      Available 235700

Reconcile      Cancel      OK

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)

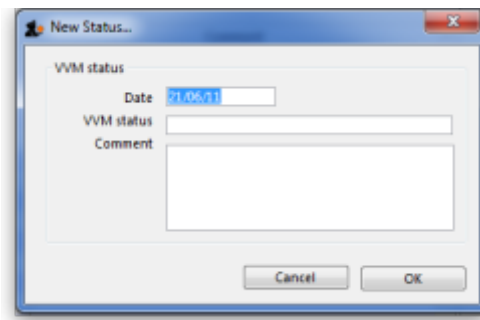
A window appears with 4 columns:

- Date
- VVM status
- Entered by
- Comment

There are two buttons:

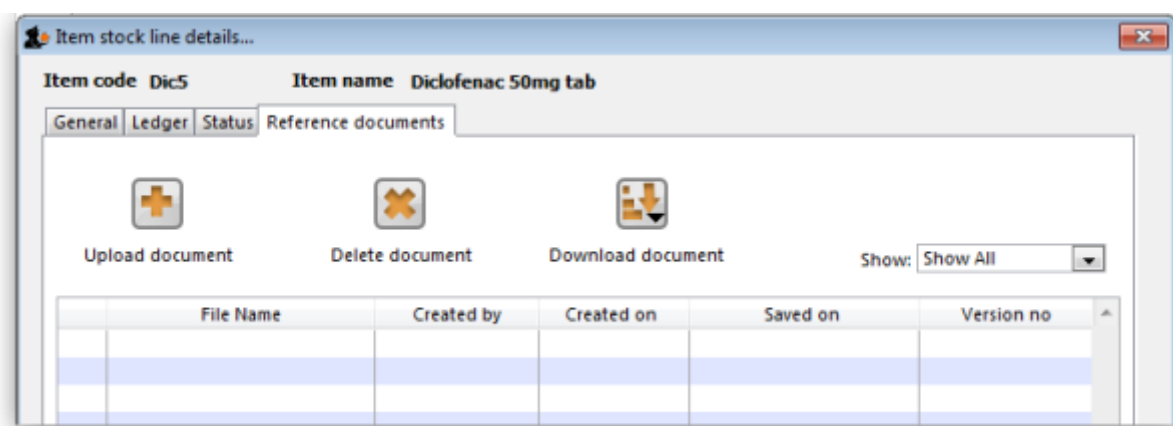
- New
- Delete.

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.

## Reference documents tab



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

## Log tab

This tab will show any logs that have been recorded against this stock line (e.g. for changes made during a stocktake that weren't included on any inventory adjustment). These logs will also be visible in [25.19. The system log](#).

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