

## 4.01.05. Items - Stock tab

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Item details

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

Item code: amtr25t

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:

Check ledger

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

The **Show zero lines** button will show all the lines that are still in your data file, but which have no stock on hand. This is very useful if you are trying to find out what happened with a stock line for which there is not stock on hand. 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.

## Split

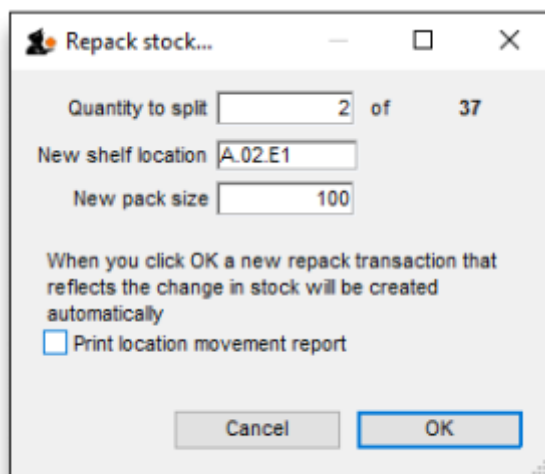
The **Split** button allows you to do any of:

- Split a single stock line into two stock lines.
- Change the pack size of the 'split' portion.
- Change the location of the 'split' portion.

Usage:

1. Select the line to be split
2. Click on the **Split** button
3. Enter the
  - Quantity (number of packs) of the current stock line to be split - this can be the same as the total number of packs, i.e. all of the stock, in which case the 'split' portion is all of the stock line.
  - The new location - this can be the same as the current location.
  - The new pack size - this can be the same as the current 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.



## Update sell prices

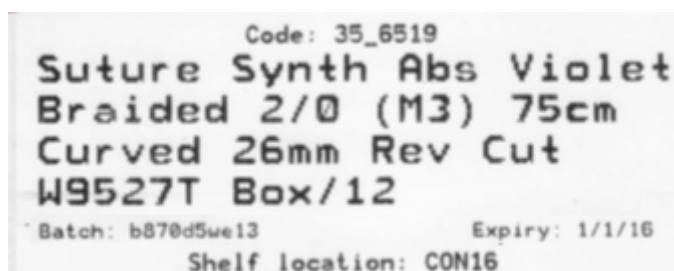
The **Update sell prices** button will update the selling prices of the highlighted line(s). mSupply® will update the sell price for the selected stock line(s) with the figure entered in the **Default sell price of preferred packsize** field in the **General** tab, which must show the updated price before 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.



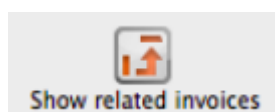
If the **Default sell price ...** field is populated, mSupply will use that figure and will ignore the **Default margin** method of generating a sell price.

## Labels

Clicking the **Labels** 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

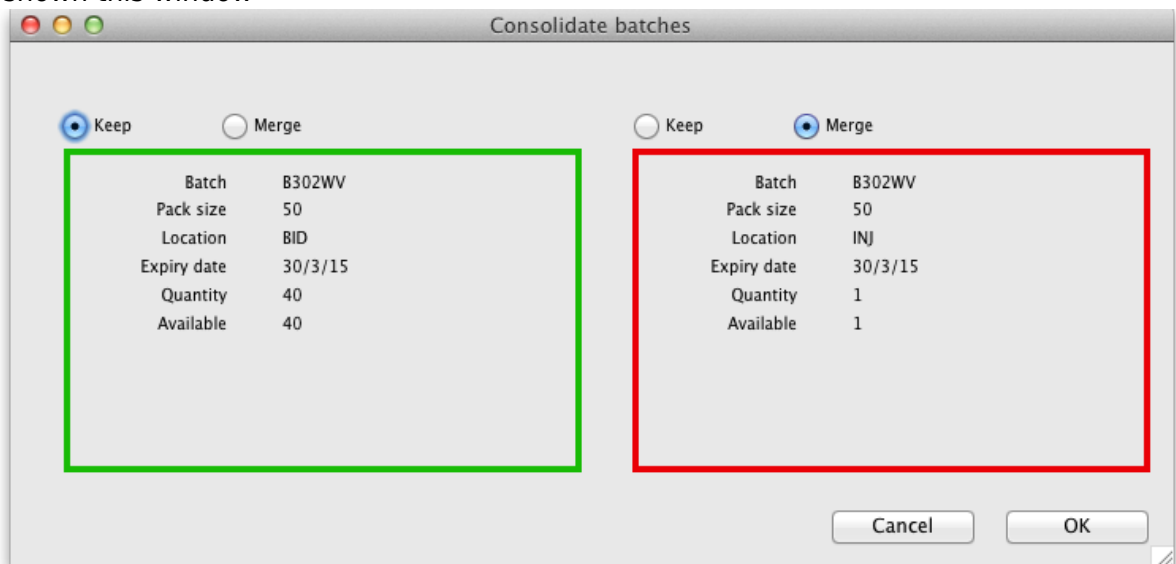


- If 2 stock lines you want to consolidate are at different locations, edit one of the stock lines to move it to the location of the other stock line, then consolidate. This reflects what you would have had to do physically anyhow!
- If 2 stock lines are of different pack size, [split](#) one of the stock lines to have the same pack size as the other stock line, then consolidate.

## Usage:

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



The 'Consolidate batches' dialog box shows two panels. The left panel is highlighted with a green border and has the 'Keep' radio button selected. The right panel is highlighted with a red border and has the 'Merge' radio button selected. Both panels display the following details for a batch:

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

Buttons at the bottom: Cancel, OK.

6. Choose which stock line to keep.

7. Click **OK**

An example:

## • Before:

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:

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

**Check ledger**

Click on this to check that the current stock balance for all stock lines is the sum of all in and out transactions.

Exceptional conditions (e.g. sudden, unexpected shutdown of computer) can sometimes cause there to be a discrepancy which can lead to the appearance of too much or too little stock when compared

to mSupply's internal ledger. This button will help determine if there are any problematic lines for this item.

If there are any lines with ledger issues they will be highlighted for you - please get in touch with Sustainable Solutions to fix the problem.

The same check can be made for all items by choosing *Special > Diagnostics* from the menus (see the [25.09. Diagnostics](#) page for details).

## 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

### 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 **Item details > General** tab takes precedence. If that option is checked, then no stock of the item may be issued, regardless of the stock line's *Hold* checkbox setting.

Please note: if you are using barcode scanning then there will be an additional **Barcode** drop down list below the **Supplier** field. For details on its use, see the [14.03. Barcode scanning and receiving goods](#) page.

## 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.

## Status tab (vaccine vial monitoring)

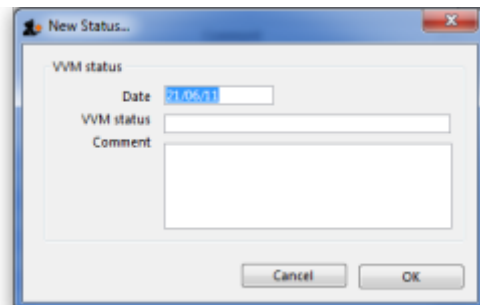
A window appears with 4 columns:

- Date
- VVM status
- Entered by
- Comment

There are two buttons:

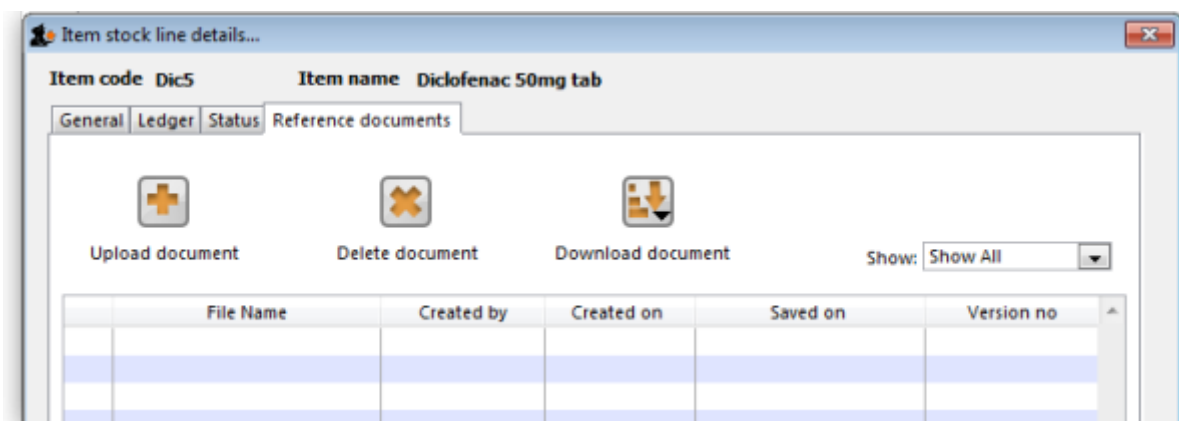
- New
- Delete.

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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