

# Repacking Items

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## Creating a New repack

The command **Items > New repack** will display a window where you can repack a particular item into smaller packs.

1. Choose item to be repacked....

AMOXICILLIN 250mg TAB/CAP

Invoice : 0  
Entry date : 08/08/2013  
Entered by : sussol  
Store: General

2. Double-click a line to choose a batch

L...	Available	Total	Pack	Hold	Batch	Expiry date	Supplier	Location	Cost pri...	Sell price
1	0	2700	1	<input type="checkbox"/>	ANTUV000	30/06/2014	CMS	TAB	1.86	1.86
2	0	2400	1	<input type="checkbox"/>	ANTUV000	30/06/2014	CMS	TAB	1.86	1.86
3	160100	165100	1	<input type="checkbox"/>	ANTUV000	30/06/2014	CMS	TAB	1.86	1.86
4	116500	116500	1	<input type="checkbox"/>	677120417	30/04/2015	CMS	TAB	1.86	1.86

3. Enter Quantity to be repacked

Quan  of 0      Pack size 0      Total quantity used 0

4. Enter details of new line(s) to be created

Quan	Pack	Total	Sell	Batch	Location

Total Sell price 0      Total quantity created 0

Category       Comment

Status : mw      Change status to:

Delete      Cancel      OK

There are 4 steps for creating a repack. The window is numbered from top to bottom to help you follow the correct steps

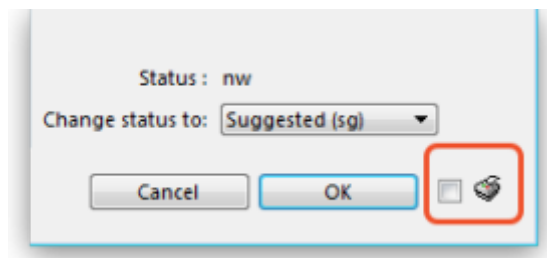
- 1. Choose item to be repacked:** At [1.] type the first characters or code of the item to be repacked, then press the *Tab* key. If only one item text or code matches your entry, it will be filled in automatically, otherwise you will be shown a standard choice list from where you can select the item.
- 2. Choose a batch:** At [2.] double click a line to choose the batch; for repacking, batches cannot be mixed, and a single batch must be used.
- 3. Quantity to be repacked:** At [3.] enter the quantity which is to be repacked; the pack size field is automatically completed.
- 4. Details of new line(s) - i.e. the repacks:** At [4.] click the **New line** icon to bring up this window calling for the details of the repacks, and enter the details as appropriate.



Note that repacks of different sizes may be created at this stage - e.g. 5,000 Paracetamol tablets may be repacked into 40x50 and 30x100. The **Sell price**, the **Batch number** and the **New Location** are automatically completed, but all these fields may be edited as required.

Not infrequently, because some tablets may be broken, for example, the total quantity of the item repacked will be less than the quantity selected for re-packing at [2.]. To maintain the accuracy of your stock record, an inventory stock adjustment should be performed - see the stock adjustments section [here](#) for this.

### Printing a repack



While the status of the repacking transaction is suggested (sg), checking the box beside the print icon will produce a picking slip of the number and size of packs of the original item; once the status is finalised, the same operation will produce a detailed record of the re-packs.

On clicking the OK button, a transaction is created showing the original line taken out of stock, and the new line(s) put into stock. The total value of the transaction is always zero.

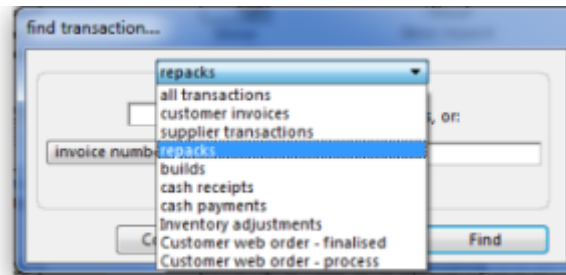
<note>You cannot edit a repack transaction after you have clicked the **OK** button, so get it right the first time! (Tip: You can always “re-repack” an item to adjust a mistake however!)</note>

### Deleting a repack

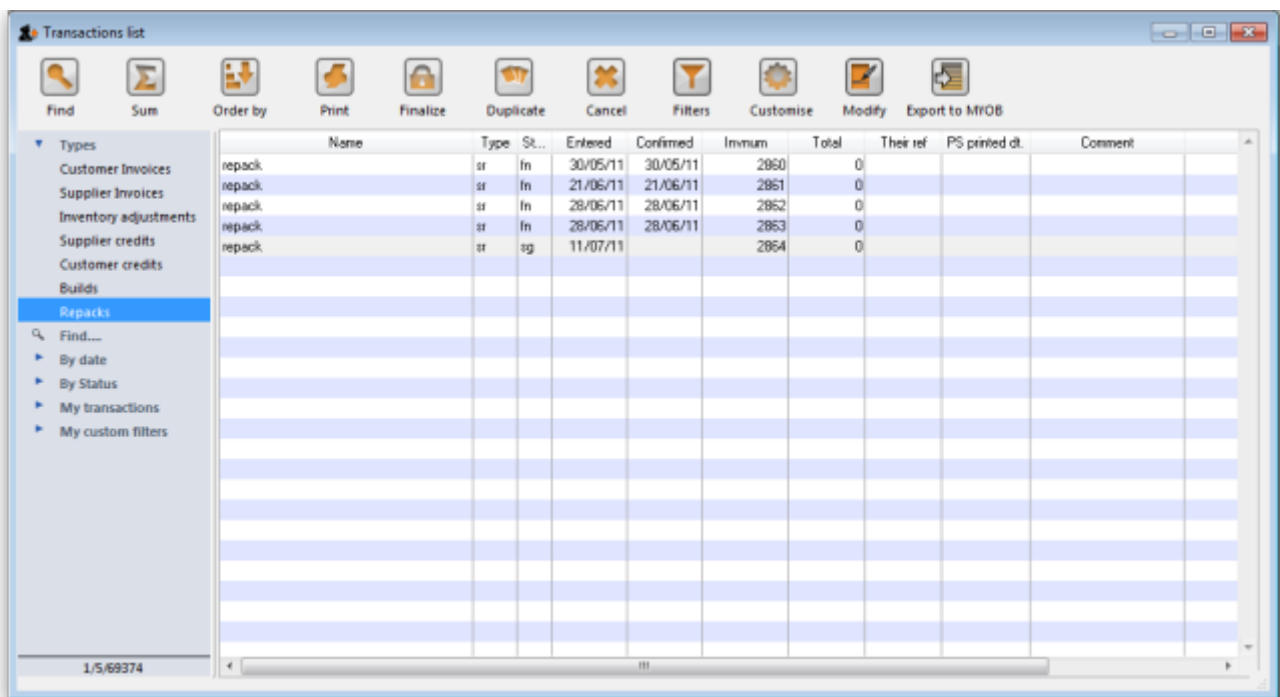
If you click on the **Delete** button, then the repack will be deleted. Only repacks whose status is “sg” (suggested) or “nw” (new) can be deleted.

## Viewing repacks

Repacked items can be viewed in the normal transaction list window - (**Item > Show repacks**) and select **Repacks** from the drop down list



Note that repacks created with versions of mSupply® prior to v1.4 will not show up using the “recent transactions” section of the window- you will have to enter the number directly.

A screenshot of the "Transactions list" window. The window has a toolbar with icons for Find, Sum, Order by, Print, Finalize, Duplicate, Cancel, Filters, Customise, Modify, and Export to MYOB. On the left, there is a sidebar with a tree view showing transaction types: Customer Invoices, Supplier Invoices, Inventory adjustments, Supplier credits, Customer credits, Builds, and Repacks (which is selected). The main area is a table with columns: Name, Type, St..., Entered, Confirmed, Invnum, Total, Their ref, PS printed dt, and Comment. The table contains five rows of repack transactions:

Name	Type	St...	Entered	Confirmed	Invnum	Total	Their ref	PS printed dt	Comment
repack	sr	In	30/05/11	30/05/11	2860	0			
repack	sr	In	21/06/11	21/06/11	2861	0			
repack	sr	In	28/06/11	28/06/11	2862	0			
repack	sr	In	28/06/11	28/06/11	2863	0			
repack	sr	sg	11/07/11		2864	0			

<note>To continue to the next section of the mSupply® user guide click [here](#)</note>

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