

Splitting a batch

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- From the **Item** menu choose **Show items** to find the item to be split
- Enter the start of the item name and click **Find**
- Once the **Item details** window is displayed, choose **Stock** from the side bar list.

Item details...

General Misc Usage **Stock** Ledger Quotes Backorders Notes Reconcile Bill of materials Purchase Orders Order options Dispensing Reporting Log CST

Item name: Amoxycillin 250mg cap Store: General

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

Line	Available	Total	Pack	Hold	Batch	Manufacturer	Exdate	Supplier	Location	Cost Price	Sell Price	Status	Total Volume
1	0	200	1	<input type="checkbox"/>	1005108		29/5/13	bouchm	TAB	0.02	0.02		0
2	27750	27950	1	<input type="checkbox"/>	1005108		29/5/13	bouchm	TAB	0.02	0.02		0
3	0	1001	1	<input type="checkbox"/>	1005108		30/5/13	bouchm	TAB	0.02	0.02		0
4	1490.669	15.869	1000	<input type="checkbox"/>	1005108	YXKP	30/5/13	bouchm	AAA	16.29	16.29		0

Stock

Minimum stock: 0 Total stock value: 25,276.52

Stock on hand: 1,545,020 Average unit cost: 0.01

Stock on order: 0 Total Volume: 0.00

Non stock items

Non stock item: ☐

Default customer: None

Days Cover

Based on: 12 months usage:

For stock on hand: 929

Including stock on order: 929

Generating an order for: 0 days stock

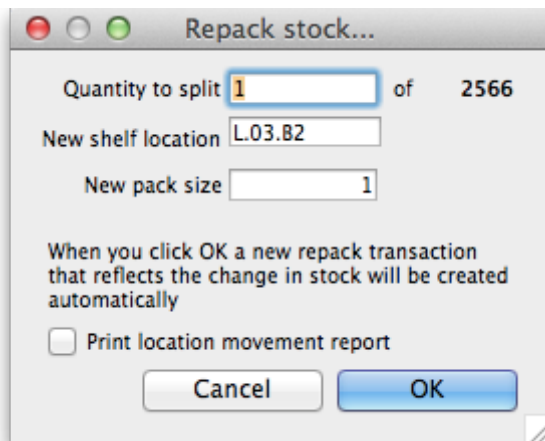
will order a quantity of: 0

Delete OK & Previous OK & Next Cancel OK

Split a batch

The Split Batch feature of mSupply provides us with the ability to break down stock into small pack sizes, consolidate to larger pack size or move the location of a batch or part of a batch.

- Click on the line you want to split, then click **Split**



Repack stock...

Quantity to split of 2566

New shelf location

New pack size

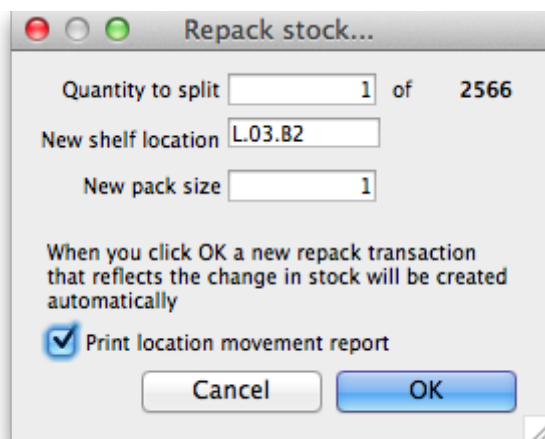
When you click OK a new repack transaction that reflects the change in stock will be created automatically

☐ Print location movement report

- Now we will move half of our stock to a different location
- Enter:
 - In field **quantity to split** to move/split (if you're repacking the whole lot, then enter the total quantity)
 - The new location (leave it alone if you're not changing the location)
 - The new pack size.
 - Click **OK**
- You can use the split command to perform these actions:
 - Change the location of a batch
 - Repack some of a batch
 - Change the pack size of a batch

Produce a Movement report

- mSupply provides the feature of producing a 'Movement report' for stock that is split.
- Once you have entered the details of your split/new stock location, click on the checkbox labelled **Print Location Movement report** and click button **OK**.



Repack stock...

Quantity to split of 2566


New shelf location

New pack size

When you click OK a new repack transaction that reflects the change in stock will be created automatically

☒ Print location movement report

- The following report is displayed.



National Medical Store

Supporting A Healthy Solomon Islands

National Medical Store

Kukum Highway Ranadi, Honiara, Solomon

Our ref:

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Item code2011

Item nameACRIFLAVINE 0.2% IN SPIRIT 70% BOT/50ML

Original

Location	Pack	Batch	Quantity
L.03.B2		541/542	

From this location

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New

Location	Pack	Batch	Quantity
M.01.A1		541/542	

To this location

- Note that in this report the original and new locations are clearly identified so a printed version of this report can be easily referred to in the warehouse.

Previous: [Show items with stock](#) Next: [Stocktakes](#)

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

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