

# 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

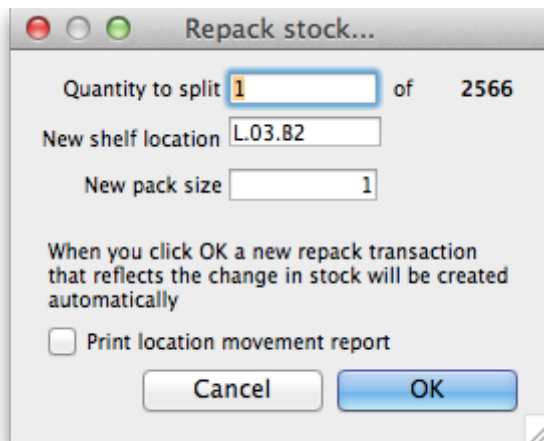
will order a quantity of: 0

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

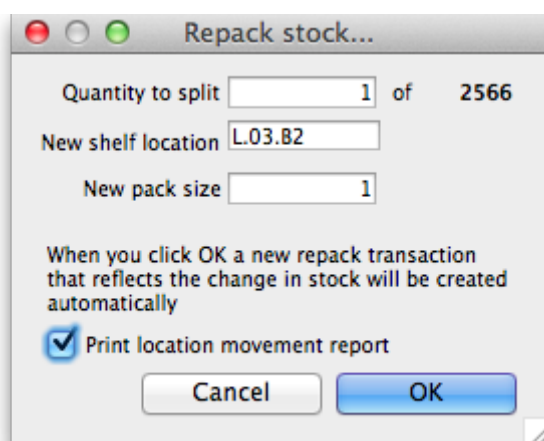
- Now we will move half of our stock to a different location
- Enter:
  - In field **Quantity to split** the number of packs you want to move/split (if you're repacking the whole lot, then enter the total quantity)
  - The new location (leave it alone if you're not changing the location)
  - The new 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 into a different pack size
  - Both of the above!

## Produce a Movement report

mSupply provides a feature to produce a 'Movement report' for stock that you have moved to a different location using the split function. It's useful for printing off and giving to the person who is going to physically move the stock in the store.

Here's how to create one:

- Once you have entered the details of your split/new stock location, click on the checkbox labelled **Print Location Movement report** and click **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		S41/S42	

From this location

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New

Location	Pack	Batch	Quantity
M.01.A1		S41/S42	

To this location

- Note that the original and new locations are clearly identified so a printed version of this report can be easily referred to when physically carrying out the move 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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