

Splitting a batch

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The Split Batch feature of mSupply provides us with the ability to break down stock into smaller pack sizes, consolidate it into larger pack sizes or move part or all of a batch to a new location. Here's how to use it:

- 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 and you will see this window:

Item details...

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	Expdate	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

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

Repack stock...

Quantity to split: 1 of 2566

New shelf location: L.03.B2

New pack size: 1

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

☐ Print location movement report

Cancel OK

- In the **Quantity to split** field enter the number of packs you want to move/split (if you're repacking the whole lot, then enter the total quantity - the number to the right of the word 'of'!)
- In **New location** enter the new location for the packs that are being split (leave it alone if you're not changing the location)
- In the **New pack size** field enter the The new pack size for the split items (leave this as it is if you're not changing the pack size!).
- Click **OK** and you're done - the changes will be immediately visible in the item stock details window.

So, to summarise, you can use the split command to perform these actions:

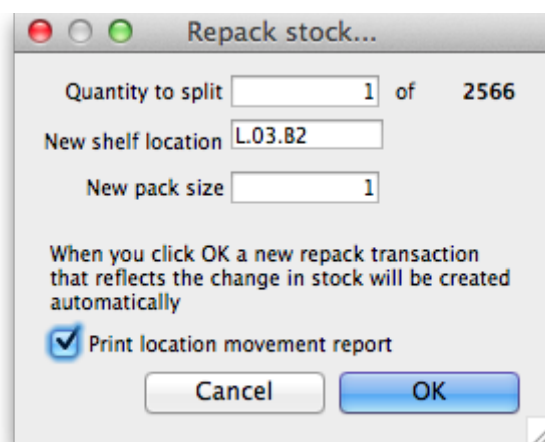
- Change the location of some or all of a batch
- Repack some of a batch into a different pack size
- Both of the above at the same time!

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**:



- The following report is displayed:



National Medical Store

Supporting A Healthy Solomon Islands

National Medical Store

Kukum Highway Ranadi, Honiara, Solomon

Our ref:

Page 1 of 1

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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