

Editing Pack Sizes

<HTML><p class="version">New: version 3.03</p></HTML> *

Changing pack sizes for items already received

If you have received goods and the supplier invoice is taken off hold, these goods will go into stock and be available for issue.

You can still edit the pack size if.

1. No stock has been issued, or:
2. You have the user preference set that allows editing pack sizes even after issue. ¹⁾

Allowing editing of pack sizes

Edit user...

User: sussol

General Permissions Permissions (2) Permissions (3) Log-on modes Details

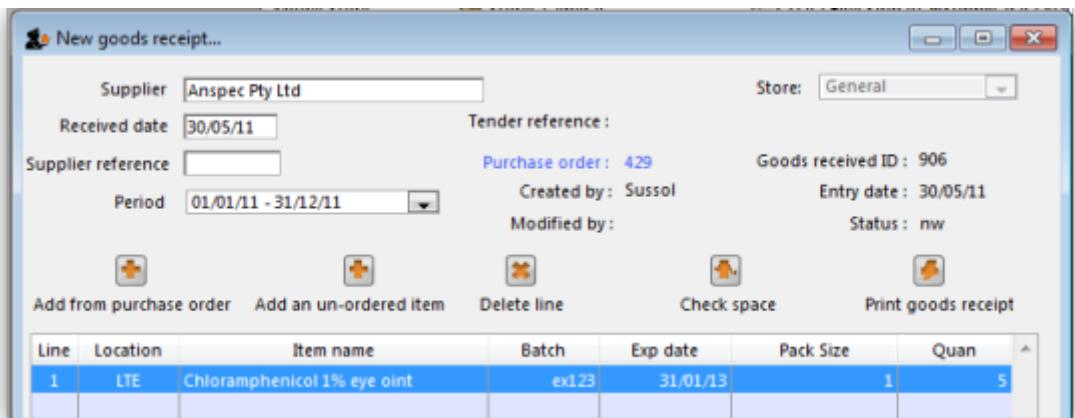
Ordering	Goods receiving
<input checked="" type="checkbox"/> View purchase orders	<input checked="" type="checkbox"/> Create purchase orders
<input checked="" type="checkbox"/> Delete purchase orders	<input checked="" type="checkbox"/> Confirm purchase orders
<input checked="" type="checkbox"/> Edit purchase orders	<input checked="" type="checkbox"/> Create & edit backorders
<input checked="" type="checkbox"/> Edit purchase order pricing	<input checked="" type="checkbox"/> Create new quotes
<input checked="" type="checkbox"/> Manage tenders	<input checked="" type="checkbox"/> Edit & delete quotes
<input checked="" type="checkbox"/> Finalize purchase orders	<input checked="" type="checkbox"/> Duplicate purchase orders
Items	Special
<input checked="" type="checkbox"/> Create new items	<input checked="" type="checkbox"/> Add / edit currencies
<input checked="" type="checkbox"/> View and edit items	<input checked="" type="checkbox"/> Add / edit reminders
<input checked="" type="checkbox"/> Edit items	<input checked="" type="checkbox"/> Add / edit misc labels
<input checked="" type="checkbox"/> Create repacks	<input checked="" type="checkbox"/> Add / edit abbreviations
<input checked="" type="checkbox"/> Edit repacks	<input checked="" type="checkbox"/> Add / edit warnings
<input checked="" type="checkbox"/> View pricing information for items	<input checked="" type="checkbox"/> Add / edit prescribers
<input checked="" type="checkbox"/> Edit item units list	<input checked="" type="checkbox"/> Add / edit transaction categories
<input checked="" type="checkbox"/> Merge two items...	<input checked="" type="checkbox"/> Add / edit contacts
<input checked="" type="checkbox"/> Add / edit departments	<input checked="" type="checkbox"/> Merge prescribers
<input checked="" type="checkbox"/> Modify sell and cost prices of existing stock	<input checked="" type="checkbox"/> Create & edit tenders
Supplier invoices with issued stock	
<input checked="" type="checkbox"/> Can update pack size, cost and sell price	

All on

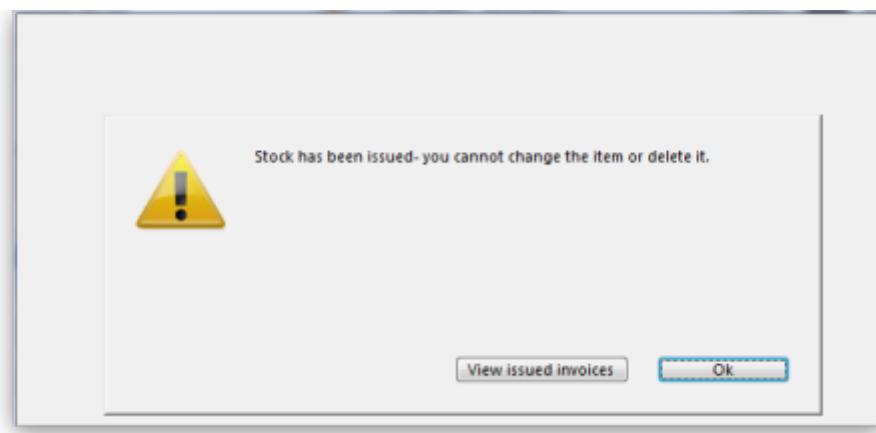
Delete Cancel OK

Changing a received pack size after items have been issued

Take as an example chloramphenicol eye ointment; a delivery has been received, comprising 500 tubes, packed in outers of 100 - i.e. 5 boxes each containing 100 tubes. When the entry is made into mSupply the operator in error enters a quantity of 5 and a **pack size of 1**, instead of a quantity of 5 and a **pack size of 100**.

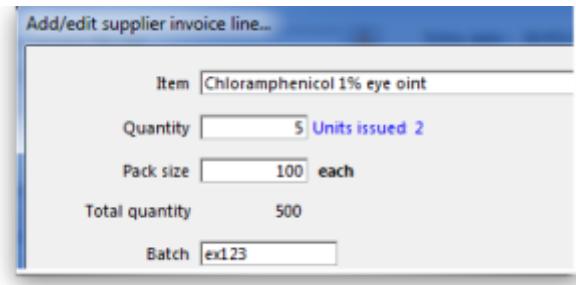


Provided the user permission described above has been set, the error can be rectified, and the invoice altered to show the correct pack size of 100. From the **Supplier** menu, choose **Show invoices** to access the required invoice. Select the line *Chloramphenicol 1% eye oint*, and double click on it. If stock has already been issued, a window will appear to alert you, and allowing you immediate access to the customer invoices detailing the issues.



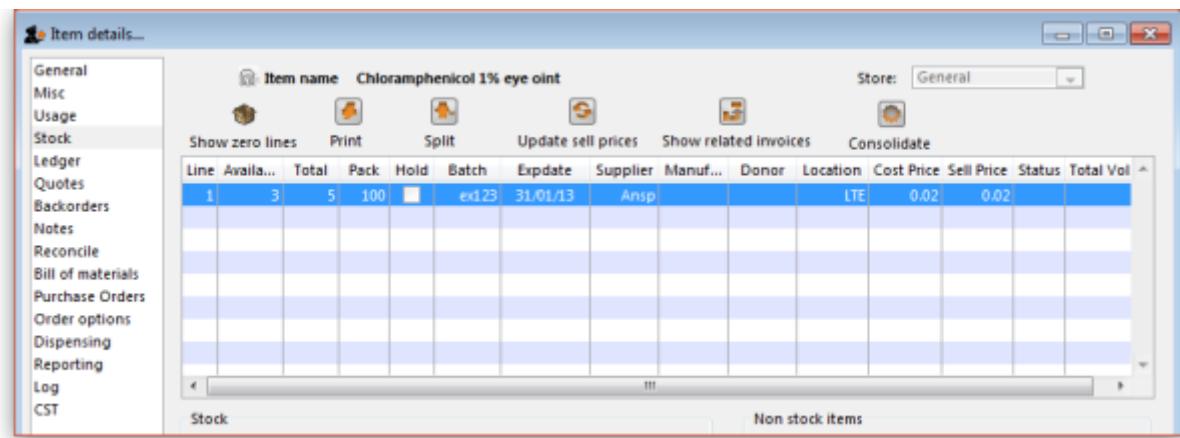
<note>It should be noted that adjustments may be necessary on these invoices.</note>

Click **OK** to display the **Add/edit supplier invoice line** where the correction can be made by changing the **Pack size** entry from 1 to 100.

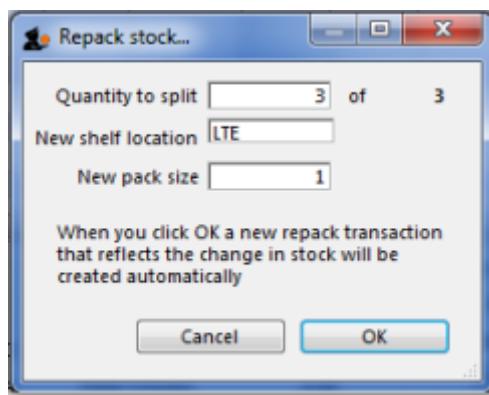


How is this different to splitting a batch?

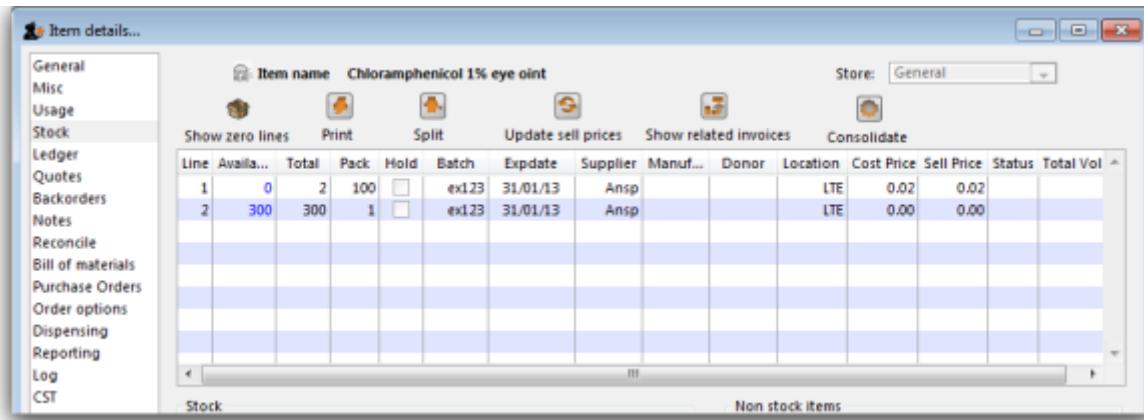
Splitting a batch is required when a store receives an item whose pack size contains the number of units in the outer, but typically issues the item to the store's customers in smaller quantities; taking the example above, the store **receives** chloramphenicol eye ointment in a pack size of 100, but **issues** in single tubes. The **Item details** screen is displayed from the **Item > Show items** menu, by entering the first few characters of the item in the **Find item** window. From the list on the side bar, click **Stock**, and on the window which appears click on the appropriate line to select it; the window should now have this appearance:



Click the **Split** button, and fill in the appropriate details on the form - in this example the 3 packs of 100 are to be changed to 300 packs of 1.



Looking again at the Item details window, the stock is now displayed as 300 single units, and the store is now able to issue as little as a single tube, or any quantity up to the total available.



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

1)

If you don't want to allow this, then simply turn the user preference off

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