

Editing Pack Sizes

New: version 3.03

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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

The screenshot shows the 'Edit user...' dialog box with the 'Permissions' tab selected. The user 'sussol' is listed. The 'Permissions' section is divided into several categories: Ordering, Goods receiving, Special, Items, and Tenders... Each category contains a list of permissions with checkboxes. The 'Supplier invoices with issued stock' section is highlighted with a red box, and the checkbox 'Can update pack size, cost and sell price' is checked. At the bottom right, there is an 'All on' button and 'Delete', 'Cancel', and 'OK' buttons.

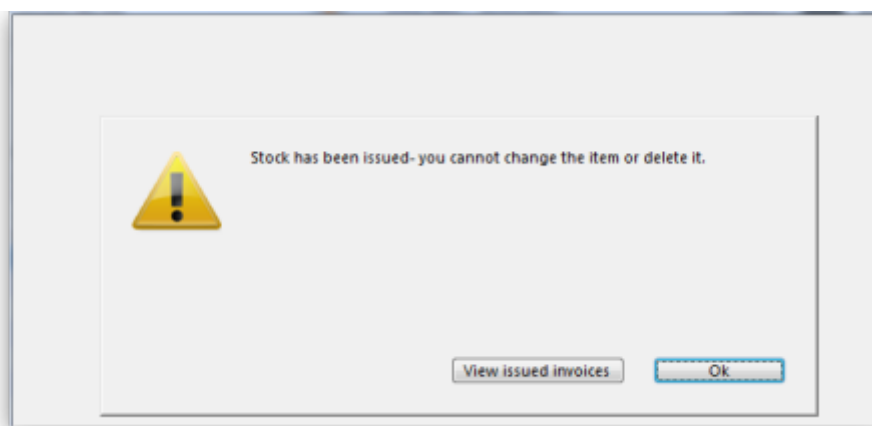
Category	Permission	Checked
Ordering	View purchase orders	Yes
	Delete purchase orders	Yes
	Edit purchase orders	Yes
	Edit purchase order pricing	Yes
	Manage tenders	Yes
	Finalize purchase orders	Yes
	Create purchase orders	Yes
	Confirm purchase orders	Yes
	Create & edit backorders	Yes
	Create new quotes	Yes
Goods receiving	View goods received	Yes
	Add/edit goods received	Yes
Special	Add / edit currencies	Yes
	Add / edit reminders	Yes
	Add / edit misc labels	Yes
	Add / edit abbreviations	Yes
	Add / edit warnings	Yes
	Add / edit prescribers	Yes
	Add / edit transaction categories	Yes
	Add / edit contacts	Yes
Items	Create new items	Yes
	View and edit items	Yes
	Edit items	Yes
	Create repacks	Yes
	Edit repacks	Yes
	View pricing information for items	Yes
	Edit item units list	Yes
	Merge two items...	Yes
	Add / edit departments	Yes
	Modify sell and cost prices of existing stock	Yes
Tenders...	Create & edit tenders	Yes
	View inventory adjustments	Yes
	Enter inventory adjustments	Yes
	Edit Inventory adjustments	Yes
	View cost prices of stock	Yes
	Edit item names, codes and units	Yes
	Vew DDD information for items	Yes
	Manage item access...	Yes
	manage drug interaction groups	Yes
	Manage locations	Yes
Supplier invoices with issued stock	Can update pack size, cost and sell price	Yes

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 packs 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.

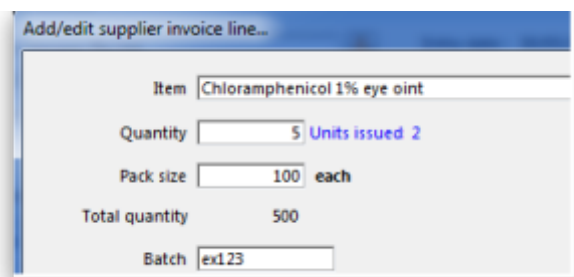
Line	Location	Item name	Batch	Exp date	Pack Size	Quan
1	LTE	Chloramphenicol 1% eye oint	ex123	31/01/13	1	5

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.



It should be noted that adjustments may be necessary on these invoices.

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.



Add/edit supplier invoice line...

Item: Chloramphenicol 1% eye oint

Quantity: 5 Units issued: 2

Pack size: 100 each

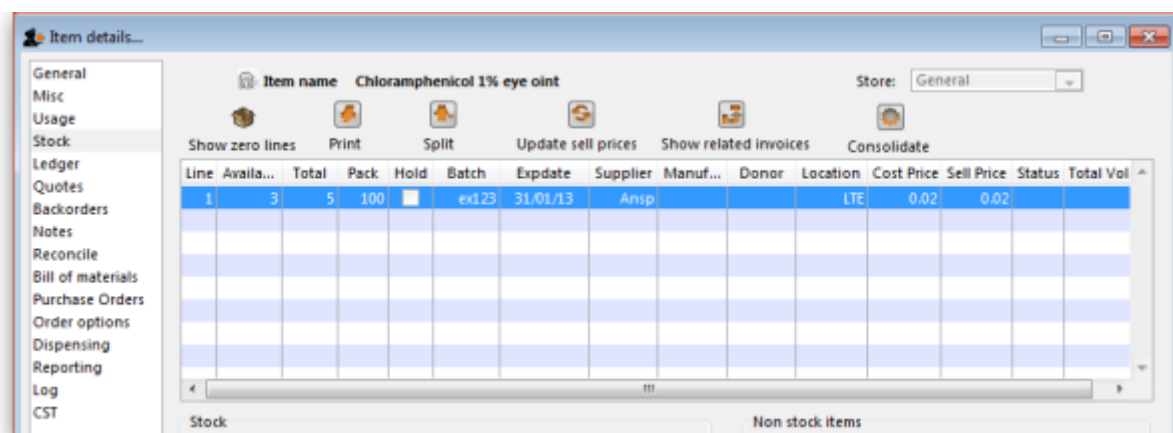
Total quantity: 500

Batch: ex123

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 pack, 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:



Item details... window showing stock information for Chloramphenicol 1% eye oint.

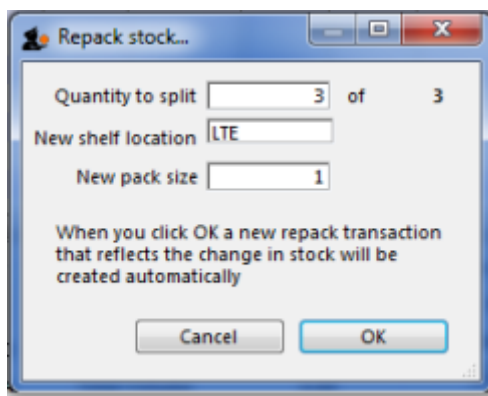
Store: General

Buttons: Show zero lines, Print, Split, Update sell prices, Show related invoices, Consolidate

Line	Availa...	Total	Pack	Hold	Batch	Exdate	Supplier	Manuf...	Donor	Location	Cost Price	Sell Price	Status	Total Vol
1	3	5	100		ex123	31/01/13	Ansp			LTE	0.02	0.02		

Stock Non stock items

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.



Repack stock...

Quantity to split: 3 of 3

New shelf location: LTE

New pack size: 1

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

Buttons: Cancel, OK

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.

Line	Availa...	Total	Pack	Hold	Batch	Exdate	Supplier	Manuf...	Donor	Location	Cost Price	Sell Price	Status	Total Vol
1	0	2	100	<input type="checkbox"/>	ex123	31/01/13	Ansp			LTE	0.02	0.02		
2	300	300	1	<input type="checkbox"/>	ex123	31/01/13	Ansp			LTE	0.00	0.00		

Previous: [New Supplier credit....](#) Next: [Show outstanding Purchase Order lines](#)

1)

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

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