

# Editing Pack Sizes

New: version 3.03

## 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. <sup>1)</sup>

## Allowing editing of pack sizes

The screenshot shows the 'Edit user...' dialog box with the 'Permissions' tab selected. The 'User' field contains 'sussol'. The 'Permissions' tab is active, showing various permission categories. 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. Other sections include 'Ordering', 'Items', 'Goods receiving', 'Special', and 'Tenders...'. The 'All on' button is visible at the bottom right of the permissions section.

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

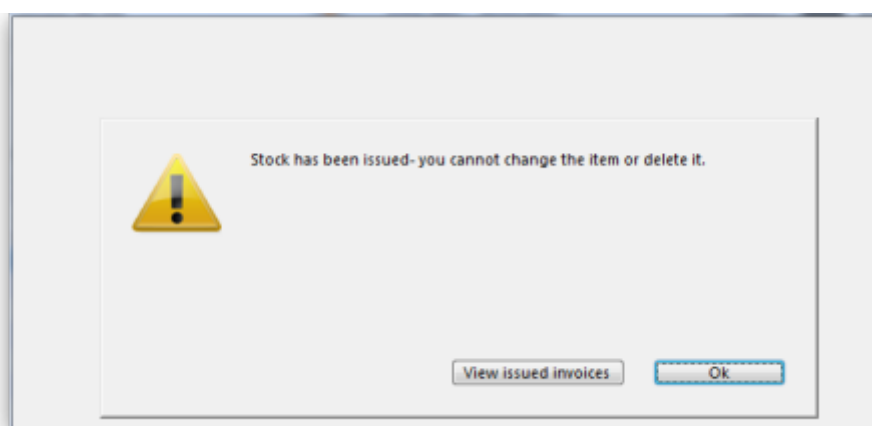
Buttons: Delete, Cancel, OK, All on

## 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 stock line?

Splitting a stock line is required when a store receives and manages an item whose pack size contains a 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* and *manages* chloramphenicol eye ointment in a pack size of 100, but *issues* in single tubes.



- **Editing** the pack size in a supplier invoice, changes the total stock on hand (and / or issued)
- **Splitting** a stock line does *not* change the total stock on hand (and / or issued)

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...

General

Misc

Usage

Stock

Ledger

Quotes

Backorders

Notes

Reconcile

Bill of materials

Purchase Orders

Order options

Dispensing

Reporting

Log

CST

Item name

Chloramphenicol 1% eye oint

Store:

General

Show zero lines

Print

Split

Update sell prices

Show related invoices

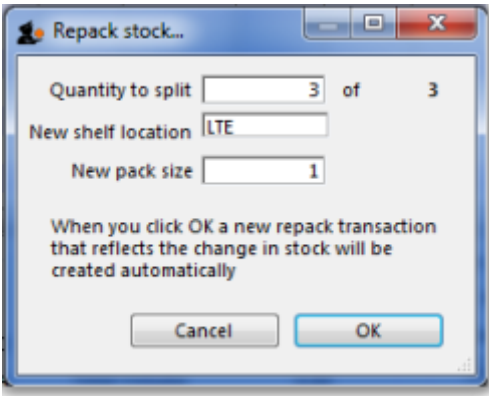
Consolidate

Line	Availa...	Total	Pack	Hold	Batch	Expdte	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		

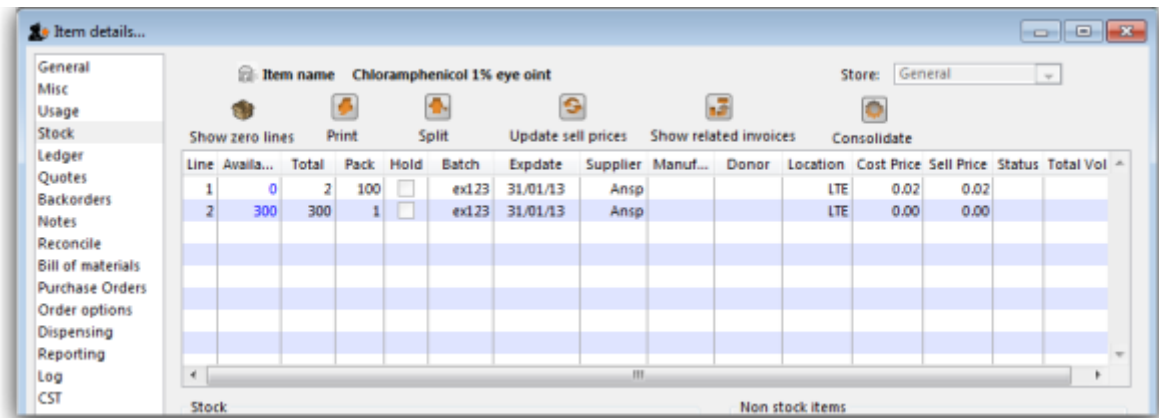
Stock

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.



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.



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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