

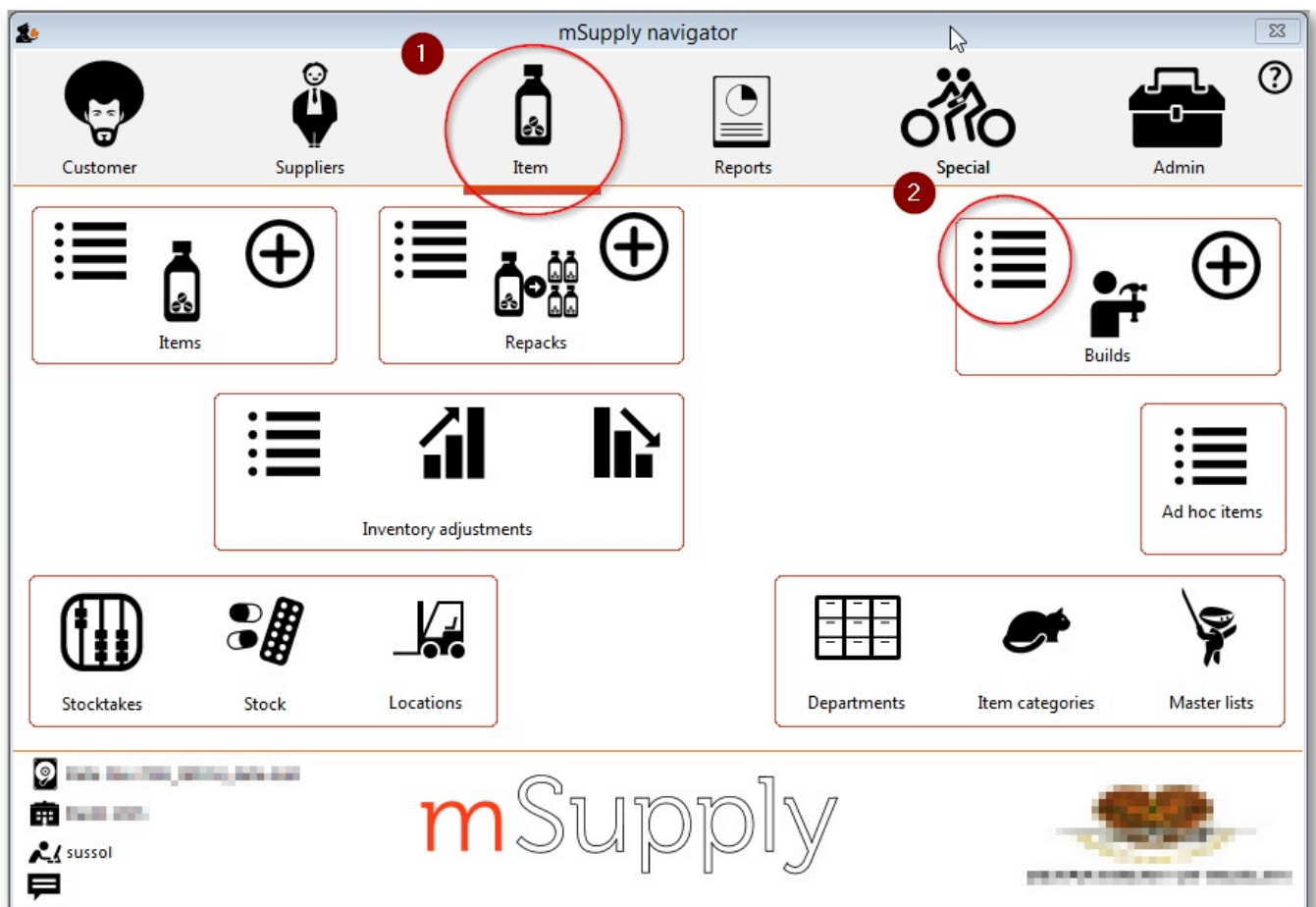
# Building (manufacturing) items

mSupply provides for a mechanism to manufacture (build) a new item from two or more existing items. A build is a way of recording items you have manufactured. That is, raw materials that are in your stock are used (taken out of stock), and a new stock item is created.

Note that you must have a version of mSupply® that allows use in manufacturing for this feature to be enabled.

## Show builds...

From the Items page of the Navigator, click on the Show Builds button:



You will be shown the standard find window to enter either the number of recent builds to display, or a particular build number.



You will then be shown a list as shown below:

Name	Type	St.	Entered	Confirmed	Innum	Total	Their ref	PS printed dt	Comment
build	bu	cn	12/10/10	12/10/10	59	0			paracetamol syrup 120mg/
build	bu	sg	13/10/10		60	0			Dhani lotion 10%
build	bu	cn	20/10/10	20/10/10	61	0			Aciclovir 0.1% spirit
build	bu	cn	26/10/10	23/11/10	62	0			paracetamol elixir 120mg/5
build	bu	cn	17/11/10	17/11/10	63	0			paracetamol elixir
build	bu	cn	17/11/10	17/11/10	64	0			symp.simple
build	bu	cn	17/11/10	23/11/10	65	0			aciclovir 0.1%
build	bu	cn	23/11/10	23/11/10	66	0			phenobarbitone elixir 15mg
build	bu	cn	23/11/10	23/11/10	67	0			benzoic acid
build	bu	cn	23/11/10	23/11/10	68	0			paracetamol elixir
build	bu	cn	02/12/10	02/12/10	69	0	2/12/10		simple. syrup
build	bu	cn	02/12/10	02/12/10	70	0	011210		Chlorhexidine mouth wash
build	bu	cn	22/12/10	22/12/10	71	0	221210		folc acid syrup
build	bu	sg	10/01/11		72	0			folc acid
build	bu	sg	07/02/11		73	0	form 10%		Formalin solution 10%

From this list you should select the required build by double-clicking on it.

Reference  Comment  Colour  Invoice   
Item to build or to edit  Category  Date  Store: General

Item to build (double-click to edit)

Item name	Quan	Item	Units	Batch	Expiry	Price	Price Exten
Syrup, simple	20000	1		021210	31/08/2027	0	0

**Ingredients** Bill of materials Manufacturing Method

New ingredient   This is a projected build

Line	Item code	Item name	Qty	Pack	Batch	Expiry	Price	Price Exten
1	wat01	Water, distilled	20000	1	ab...34	31/...027	0.00	0.00
2	sug01	Sugar BP powder gm	4800	1	q...9	31/...026	0.00	0.00
3	BASoln	Benzoic acid solution	800	1	as...67	31/...027	0.00	0.00

Summary

Total ingredient cost	0.00
Total built item selling price	0.00
Profit over ingredient cost	0.00
Margin on ingredient cost	0.00

Current status: nw  
Change status to:

## New build...

From the Items page of the Navigator, click on the New Builds button:



On choosing this menu item you are shown the build entry window:



 If you have restricted access to builds, you will not be able to see cost prices or the profit summary window at the bottom.

The build window has two parts:

- The top part of the window records the details of the item to be built
- The lower part lists ingredients that are used in the manufacture of the product.

click the **Item to build or to edit** icon



and in the next window enter the name of the product you're manufacturing (Syrup in our example)



and this window is displayed where you should complete the appropriate fields:



### Adding ingredients manually

Note that ingredients can be added automatically from the *Bill of materials* tab. If you regularly build the same item, we recommend that you enter a **Bill of Materials** for the item being built, and use the method outlined under the **Using a Bill of Materials** heading below.

First, if you are entering a projected build (one that you expect to perform in the future), check the **This is a projected build** check box. If checked, all items added will be placeholder lines rather than actual stock. Doing this allows you to enter your manufacturing schedule in advance of ordering raw materials. The schedule will be taken into account when ordering to ensure that you will have enough materials in stock when the time comes to manufacture.

- To add a new ingredient, click the **New ingredient** button. You will be shown the standard window for issuing goods from stock:



- Enter ingredients just as you would for entering a customer invoice.
- Once you have finished entering ingredient lines, click **OK** to return to the main window.

- If you wish to edit a line, double-click it, and change the details.
- To delete a line, double-click it, set it's quantity to zero, then click the *OK* button.

## Adding the item to be built.

- To add the item to build, click *Item to build or edit* button. You will be shown the *Add/edit supplier invoice line* window below for receiving goods.

The screenshot shows a dialog box titled "Add/edit supplier invoice line...". It contains the following fields and controls:

- Item:** Clindamycin 150mg cap (with a dropdown arrow and "cli150c" label)
- Quantity:** 1
- Pack size:** 20000 ea
- Total quantity:** 20000
- Batch:** cS21/11
- Expiry:** 31/12/17 (with a calendar icon)
- Location:** None (with a refresh icon)
- Volume per pack:** 0 m3 (with a refresh icon)
- Invoice line unit cost (NPR):** 0.0000
- Adjusted local cost:** 0.00
- % Margin:** 0.00
- Sell price:** 0.0000
- Price extension (NPR):** 0.00
- Donor:** (empty field)
- Buttons:** "New item" (plus icon), "Pack to one" (plus icon with arrow), "Cancel", and "OK" (blue button).

- The cost price for the item is automatically calculated for you. You may enter the margin or the selling price as you prefer.
- Once you have entered the item to build, click *OK* to return to the main window.
- If you wish to edit the item, simply double-click inside the "item to build" rectangle.
- At the bottom right of the window in *Summary* section is a summary of the cost, margin and selling prices for the build.
- Once you are satisfied with the details, click *OK* to enter the build into the system. You will be asked if you want to enter the details into stock. If you say yes, the newly created item will immediately be available for issuing to customers. If you click *later* then the stock will not be available until you open the build window at a later date and enter it into stock.
- Note that the ingredients used in a build are considered to have been "sold" for re-ordering purposes, and will be counted in your usage.

## Finishing build entry

- Understanding build status codes enables you to know what stage each build is at. The codes are the same as for other transactions.

### Each build transaction has a status code:

Code	Meaning
nw	A new build is being entered, but has not been saved.
sg	“Suggested”. A build has been entered, but has not yet been confirmed. If stock lines have been entered, raw material stock is reduced so that it is no longer available for other invoices, but the new item is not yet entered into stock. You should leave builds with this status while manufactured items are “in process” , or if it is a projected build for a future date.
cn	“Confirmed.” The item to build has been entered into stock.
fn	“finalised.” The build can no longer be edited

- When you click the **OK** button you may be asked if you want to enter the build into stock. You should only do so once the manufacturing and Quality Assurance (QA) process is complete. You will not be asked this question if there are any placeholder lines (those with a batch of “none”) entered as an ingredient. Such builds are presumed to be for projected manufacturing, and are kept with status **sg** automatically.
- To finalize builds, choose **File > Finalize builds** when the splash screen is showing.

### Converting projected builds into an actual build.

- Once your manufacturing of a projected build is about to take place, choose *Item > Show builds ...* to locate the build you want to edit.
- For each line whose batch is equal to “none” (a placeholder line) you will have to double-click it and choose an actual stock line from the item issue window (either by entering the line number or double-clicking the line you wish to use). Once you have done this, the stock you have chosen will be reserved, and manufacturing can take place.
- mSupply® calculates the number of items that will result from your build, and clicking on the *Print labels* icon prints the correct number of labels.

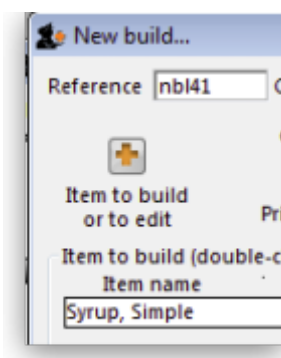
### Using a Bill of Materials

A Bill of materials can be thought of as a “recipe” or “formula” for building an item. It records the ingredients, and the quantity of each required to make the finished product. You should create a bill of materials for an item before you come to this screen. This is done in an item's *Item details window*: see [here](#) for details. Screenshots in this section are using Simple Syrup as an example, and for this product a Bill of Materials has already been created.

When you click the “Bill of materials” tab in the build window, this window appears:



First you need to choose the item to be manufactured:



in the next window you need to specify the quantity to be manufactured and other details:

The screenshot shows a dialog box titled "Add/edit supplier invoice line...". It contains several input fields and buttons. The "Item" field is set to "Syrup, Simple" with a dropdown arrow and a "New item" button. The "Quantity" field is "1", "Pack size" is "20000 mL", and "Total quantity" is "20000". The "Batch" field is "cs21/11", "Expiry" is "31/3/12", "Location" is "None", and "Volume per pack" is "0 m3". The "Adjusted local cost (AUD)" is "0.00", "% Margin" is "0.00", and "Sell price" is "0.00". The "Invoice line unit cost (AUD)" is "0.00". The "Manufacturer" field is "Search manufacturer" and the "Donor" field is empty. There are "Cancel" and "OK" buttons at the bottom.

When you click **OK**, you are returned to the **New Build** window, and when you click the **Add Bill of Materials Button**, a window appears where you can confirm or cancel the quantity to be manufactured:

The screenshot shows a dialog box titled "Confirm". It features a yellow warning triangle icon on the left. The text in the center reads "You are going to create ingredients for a quantity of 20000 .". At the bottom, there are "Cancel" and "Ok" buttons.

Assuming the quantity is correct, click **OK**, and you are returned to the **New Build** window, where the open tab is the **Bill of materials** tab. Click the **Add Bill of Materials** button, and the details on the Bill of Materials according to the formula previously entered for Simple Syrup is displayed:

**New build**

Reference  Comment  Colour  Invoice

Category

Item to build or to edit  Date  Store:

Item to build (double-click to edit)

Item name	Quan	Item	Units	Batch	Expiry	Price	Price Exten
Syrup, simple	20000	1		ABCD001	31/08/2024	0	0

**Ingredients** **Bill of materials** **Manufacturing Method**

Add Bill of Materials Calculate Yields Print Yield Report

Line	Item name	Units	Target Quan	Total used	Yield
1	Sugar BP powder gm		16000	0	0
2	Water, distilled	ml	20000	0	0
3	Benzoic acid solution	ml	800	0	0

Summary

Current status:  Change status to:

Cost adjusted yield   
 Theoretical yield   
 Actual amount built

Now click the **Ingredients** tab, where the ingredients are listed, but no stock is attached to any item - they are placeholder items (displayed in red). This is done as mSupply® cannot take into account all the factors that go into choosing an appropriate batch to use for each manufacturing run (The expiry, amount on hand, etc). click each line in turn to select the quantity and batch number of available stock lines for each ingredient. Note that there is a button displayed **Re-distribute all**. Clicking this button will take the “total quantity issued” figure and re-distribute it over the available batches, making it easy to move from using a placeholder line to issuing actual stock. The ingredient is repeated in black with appropriate details displayed. At this time (or later) you can also adjust the amount issued to reflect actual issued quantities and the actual batches of raw materials used, as opposed to the theoretical quantities that are initially entered.

Item name	Quan	Pack	Units	Batch	Expiry	Price	Price Exten
Syrup, Simple	1	20000		bat256	31/12/12	0	0

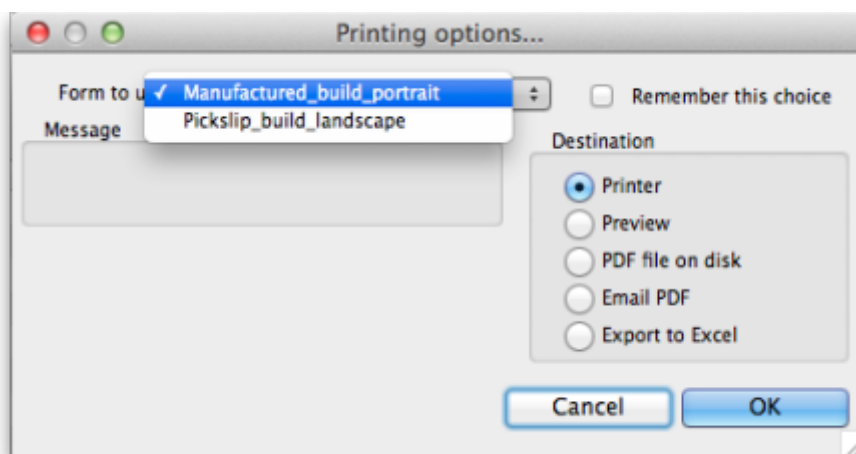
Line	Item name	Qty	Pack	Batch	Expiry	Price	Price Exten
1	Sugar BP	13340	1	none		0.00	0.00
2	Water, Purified	20000	1	none		0.00	0.00
3	benzoic acid solution	800	1	none		0.00	0.00
2	Sugar BP	13340	1			0.00	0.00
3	Water, Purified	20000	1	ZM2377	31/07/12	0.00	44.00
4	benzoic acid solution	800	1	BI2310	23/11/11	0.00	2.64

If you are manufacturing the product immediately, the status of the build transaction should be changed to **Confirmed** on completion of the manufacturing process.



### Print options:

It's possible to print either a Pick list, detailing the ingredients and quantities, or a summary of the manufactured product. To achieve this, check the print icon in the bottom right hand corner of the window and click the **OK** button. The printing options window will appear and you can choose which document to print:



**Calculate Yields button:** This button (on the **Bill of materials** tab) compares the actual quantities issued and the actual final quantity manufactured with the theoretical amounts that should have been used and made. This allows you to monitor production efficiency. Use the **Print yield report** button to print the yield information if required.

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