Editing Pack Sizes

<HTML> New: version 3.03 </HTML> *

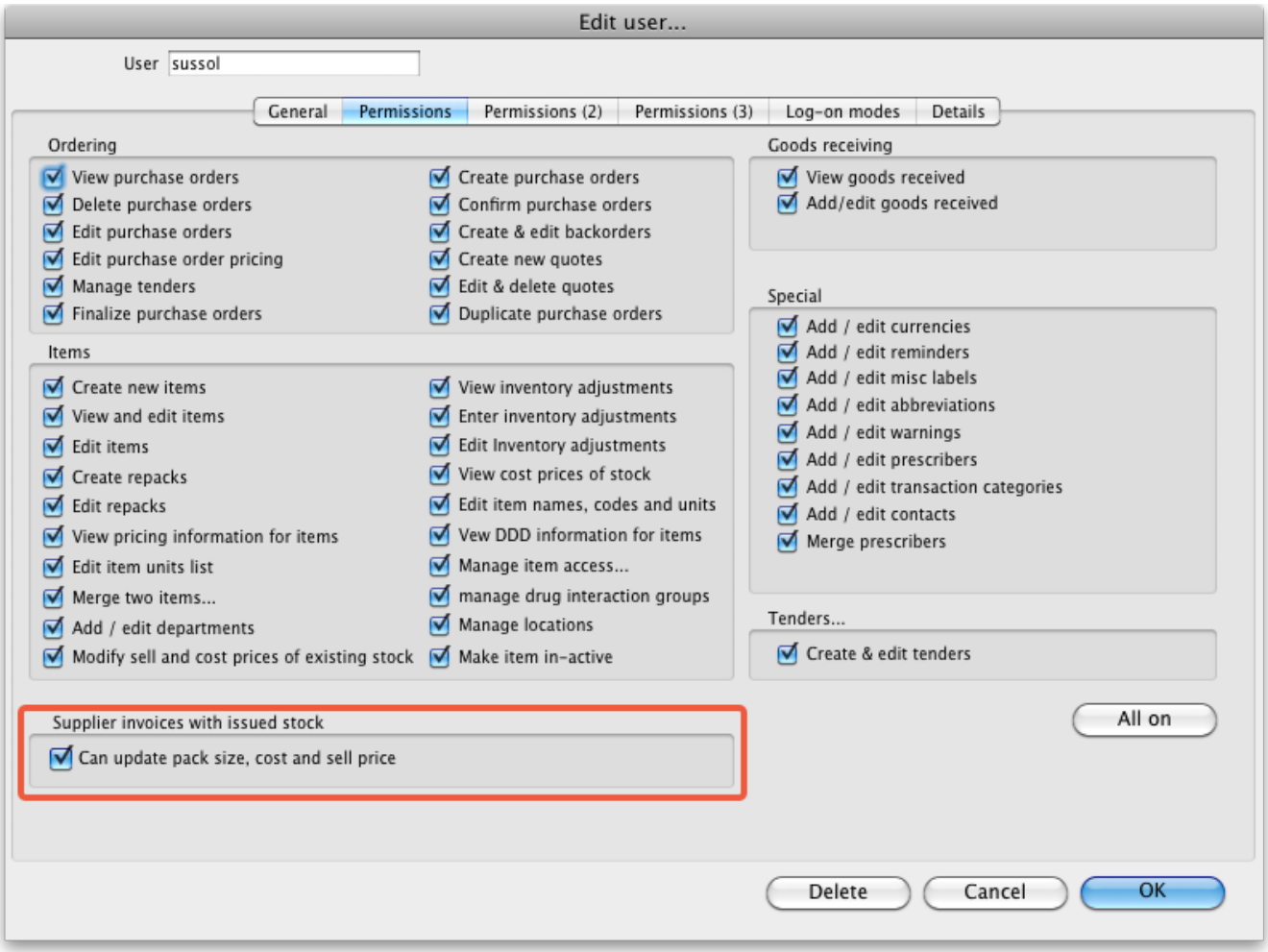
Changing pack sizes for items already received

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



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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