

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 oû hold, 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 editing¹⁾ pack sizes ev

Allowing editing of pack sizes

Changing a received pack size after items have

Take as an example chloramphenicol eye ointment; a delivery has been received in 5 tubes, packed in packs of 100 - i.e. 5 boxes, each containing 100 tubes. The operator in error entered a pack size of 1 instead of a quantity of 5 and a pack size of

Provided the user permission described above has been set, the error can be corrected. The pack size can be changed from 1 to 5. From the invoices screen, click on the required invoice. Click on the line item 1% and double click on it. If stock has already been issued, a window will appear to alert you, and to the customer invoices detailing the issues.

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

Click OK to display and edit supplier invoice where the correction can be made by changing pack size entry from 1 to 100.

How is this different to splitting a stock line?

Splitting a stock line is required when a store receives and manages a number of units in the pack, but typically issues the item to the store in quantities. Taking the example above, the store receives chloramphenicol eye ointment in a pack size of 100, but issues single tubes.

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

The item details screen is displayed from the Show items screen, by entering the first 3 characters of the item code in the search window. From the list on the Stock and on hand window which appears click on the appropriate line to select it; the window appearance:

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

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

// Previous: [New Supplier check](#) Next: [How outstanding Purchase Order lines](#)

1)

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

From:

<https://docs.msupply.org.nz/>documentation wiki

Permanent link:

https://docs.msupply.org.nz/receiving_goods:editing_pack_size = 14899

Last updated: 2024/03/20 02:52

