# **Repacking Items**

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### Creating a New repack

The command **Items > New repack** will display a window where you can repack a particular item into smaller packs.

MOX	VCILLIN 25	Omo TAR/C	ΔP	_								Entry date : 08/08/2013
unov.	(TCICLIN 2)	only more	Ar									Entered by : sussol
2. Double-click a line to choose a batch											Store: General	
L	Available	Total	Pack	Hold	Batch	Expiry date	Supplier	Location	Cost pri	Sell price		
1	0	2700	1		ANTUV000	30/06/2014	CMS	TAB	1.86	1.86		
2	0	2400	1		ANTUV000	30/06/2014	CMS	TAB	1.86	1.86		
3	160100	165100	1			30/06/2014	CMS	TAB	1.86	1.86		
4	116500	116500	1		677120417	30/04/2015	CMS	TAB	1.86	1.86		
Enter Qu	r Quantity ian	to be repa			Pack si:	ze O		Total qu	antity used	0	*	
Qu		of S	0	creat		ze O		Total qu	antity used	0	Ŧ	
Qu Enter	ian [ r details of	of S	0 (s) to be	e creat Pack		ze 0 Sell	Batch	Total qu Locatior		0	*	Note
Qu Enter	an [	of new lines	0 (s) to be		ed		Batch			0 Categ		Note
Qu Enter R New	ian [ r details of	of new lines	0 (s) to be		ed		Batch			Cates		
Qu Enter Rew	ian r details of 된 v line	of new lines	0 (s) to be		ed		Batch					
Qu Enter Rew	ian r details of 됩 v line	of new lines	0 (s) to be		ed		Batch			Categ Comm	nent	

There are 4 steps for creating a repack. The window is numbered from top to bottom to help you follow the correct steps

- 1. **Choose item to be repacked:** At [1.] type the first characters or code of the item to be repacked, then press the *Tab* key. If only one item text or code matches your entry, it will be filled in automatically, otherwise you will be shown a standard choice list from where you can select the item.
- 2. **Choose a batch:** At [2.] double click a line to choose the batch; for repacking, batches cannot be mixed, and a single batch must be used.
- 3. **Quantity to be repacked:** At [3.] enter the quantity which is to be repacked; the pack size field is automatically completed.
- 4. **Details of new line(s) i.e. the repacks:** At [4.] click the **New line** icon to bring up this window calling for the details of the repacks, and enter the details as appropriate.

New repack
4. Enter details of new lines(s) to be created
New pack size 30
New quantity 100
Total 3000
Sell price 1.20
% markup 0
Batch A0188
New location TAB
Cancel OK

Note that repacks of different sizes may be created at this stage - e.g. 5,000 Paracetamol tablets may be repacked into  $40 \times 50$  and  $30 \times 100$ . The **Sell price**, the **Batch number** and the **New Location** are automatically completed, but all these fields may be edited as required.

Not infrequently, because some tablets may be broken, for example, the total quantity of the item repacked will be less than the quantity selected for re-packing at [2.]. To maintain the accuracy of your stock record, an inventory stock adjustment should be performed - see the stock adjustments section here for this.

#### **Printing a repack**

	Status :	nw	
c	hange status to:	Suggested (sg)	•
	Cancel	ОК	

While the status of the repacking transaction is suggested (sg), checking the box beside the print icon will produce a picking slip of the number and size of packs of the original item; once the status is finalised, the same operation will produce a detailed record of the re-packs.

On clicking the OK button, a transaction is created showing the original line taken out of stock, and the new line(s) put into stock. The total value of the transaction is always zero.

<note>You cannot edit a repack transaction after you have clicked the **OK** button, so get it right the first time! (Tip: You can always "re-repack" an item to adjust a mistake however!)</note>

### **Deleting a repack**

If you click on the **Delete** button, then the repack will be deleted. Only repacks whose status is "sg" (suggested) or "nw" (new) can be deleted.

## **Viewing repacks**

Repacked items can be viewed in the normal transaction list window - (**Item > Show repacks**) and select **Repacks** from the drop down list

	repacks	-
	all transactions	
	customer invoices	, or:
	supplier transactions	
invoice numb		
	builds cash receipts	
	cash payments	
	Inventory adjustments	
C	Customer web order - finalised	Find

Note that repacks created with versions of mSupply® prior to v1.4 will not show up using the "recent transactions" section of the window- you will have to enter the number directly.

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Find	Sum	Order by	Print	Finalize	Dup	licate	Cancel	Filters	Custom	ise M	odify Expo	ort to MYOB		
Types			None		Туре	St	Entered	Confirmed	Immum	Total	Their ref	PS printed dt.	Comment	
Custom	er Invoices	repack.			91	fn	30/05/11	30/05/11	2960		0			
Supplie	r Invoices	repack.			81	fn	21/06/11	21/06/11	2961		0			
	ry adjustments	repack.			81	ſn	28/06/11	28/06/11	2862		0			
	r credits	repack.			81	ſn	28/06/11	28/06/11	2863		0			
	er credits	repack.			81	зg	11/07/11		2864		0			
Builds	er creaits													
Repack	1				_									
Find														
<ul> <li>By date</li> </ul>														
<ul> <li>By State</li> </ul>	US .													
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