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 or larger packs and/or move all or part of a batch to another location. It is a more complex version of the split functionality and will allow you to handle several batches at a time.

MOX	VCILLIN 250	Omg TAB/C	AP									Entry date : 08/08/2013
												Entered by: sussol
. 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		ANTUV000	30/06/2014	CMS	TAB	1.86	1.86		
4	116500	116500	1		677120417	30/04/2015	CMS	TAB	1.86	1.86		
Enter Qui	Quantity	to be repa	icked 0		Pack siz	ze O		Total qu	antity used	0	-	
Enter Qui Enter	r Quantity an r details of	to be repa	icked 0 (s) to be	create	Pack siz	ze O		Total qu	antity used	0	*	
Enter Qui Enter	r Quantity an r details of	to be repa	icked 0 (s) to be	create Pack	Pack siz ed Total	ze O Sell	Batch	Total qu Location	antity used	0	Ŧ	Note
Enter Qui Enter New	r Quantity an r details of 긴 v line	to be repa	icked 0 (s) to be	e create Pack	Pack siz ed Total	ze 0 Sell	Batch	Total qu Location	antity used	0 Categ	T	Note
Enter Qui Enter New Delet	r Quantity an r details of <u>1</u> v line <u>1</u> e line	to be repa	icked 0 (s) to be	e create Pack	Pack siz ed Total	ze 0 Sell	Batch	Total qu Location	antity used	0 Categ Comm	gory	Note None •
Enter Qui Enter New Delet	r Quantity an r details of <u>51</u> v line <u>11</u> te line	to be repa	ocked 0 (s) to be	e create Pack	Pack siz	ze 0 Sell	Batch	Total qu Location	antity used	0 Categ Comm)ory nent	Note None •

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	ОК

Note that repacks of different sizes may be created at this stage - e.g. 5,000 Paracetamol tablets may be repacked into 40×50 and 30×100 . 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

1	
Status :	nw
Change status to:	Suggested (sg)
	-
Cancel	OK 🗆 🗐

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 give you the choice to produce a detailed record of the re-packs or a stock movement report (for when you're moving stock - perfect for giving to the people physically moving the stock in the warehouse because it shows what is to be moved to which location).

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.



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!)

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 supplier transactions	, or:
invoice num	b repacks builds	
	cash receipts	
	cash payments Inventory adjustments	

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 Modi	fy Expo	rt to MYOB		
Types			Name		Туре	St	Entered	Confirmed	Immum	Total	Their ref	PS printed dt.	Comment	
Customer	Invoices	repack.			12	fn	30/05/11	30/05/11	2960	0				
Supplier	nypices	repack.			51	fn	21/06/11	21/06/11	2961	0				
Inventory	adjustments	repack.			81	fn	28/06/11	28/06/11	2862	0				
function	augustite	repack.			81	fn	28/06/11	28/06/11	2863	0				
Supplier	creans	repack.			81	8g	11/07/11		2864	0				
Customer	credits													
Builds														
Repacks														
Find					_									_
By date														
By Status														
Mutrane	retions													
my uans	accordina													
My custo	minners													

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