

# Editing Pack Sizes

New: version 3.03

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## 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. <sup>1)</sup>

## Allowing editing of pack sizes

The screenshot shows the 'Edit user...' dialog box with the 'Permissions' tab selected. The user 'sussol' is listed. The 'Permissions' tab contains several sections with checkboxes for various permissions:

- Ordering**
  - ☒ View purchase orders
  - ☒ Delete purchase orders
  - ☒ Edit purchase orders
  - ☒ Edit purchase order pricing
  - ☒ Manage tenders
  - ☒ Finalize purchase orders
  - ☒ Create purchase orders
  - ☒ Confirm purchase orders
  - ☒ Create & edit backorders
  - ☒ Create new quotes
  - ☒ Edit & delete quotes
  - ☒ Duplicate purchase orders
- Items**
  - ☒ Create new items
  - ☒ View and edit items
  - ☒ Edit items
  - ☒ Create repacks
  - ☒ Edit repacks
  - ☒ View pricing information for items
  - ☒ Edit item units list
  - ☒ Merge two items...
  - ☒ Add / edit departments
  - ☒ Modify sell and cost prices of existing stock
  - ☒ View inventory adjustments
  - ☒ Enter inventory adjustments
  - ☒ Edit Inventory adjustments
  - ☒ View cost prices of stock
  - ☒ Edit item names, codes and units
  - ☒ View DDD information for items
  - ☒ Manage item access...
  - ☒ manage drug interaction groups
  - ☒ Manage locations
  - ☒ Make item in-active
- Goods receiving**
  - ☒ View goods received
  - ☒ Add/edit goods received
- Special**
  - ☒ Add / edit currencies
  - ☒ Add / edit reminders
  - ☒ Add / edit misc labels
  - ☒ Add / edit abbreviations
  - ☒ Add / edit warnings
  - ☒ Add / edit prescribers
  - ☒ Add / edit transaction categories
  - ☒ Add / edit contacts
  - ☒ Merge prescribers
- Tenders...**
  - ☒ Create & edit tenders
- Supplier invoices with issued stock** (highlighted with a red box)
  - ☒ Can update pack size, cost and sell price

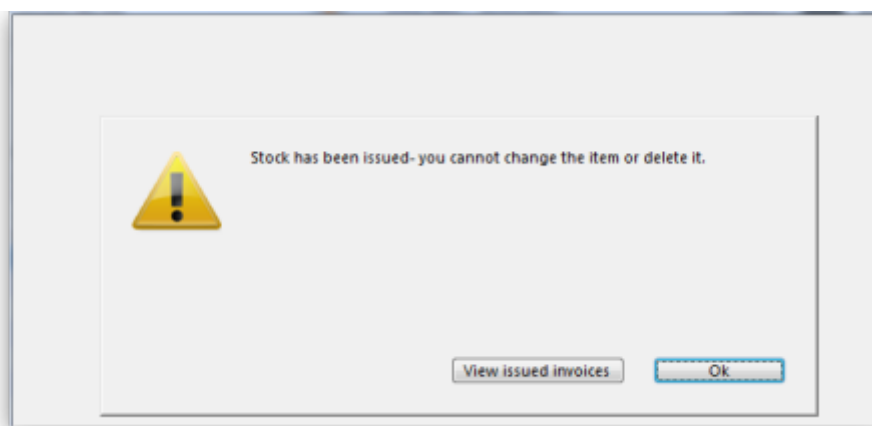
At the bottom right, there is an 'All on' button. At the bottom, there are 'Delete', 'Cancel', and 'OK' buttons.

## 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**.

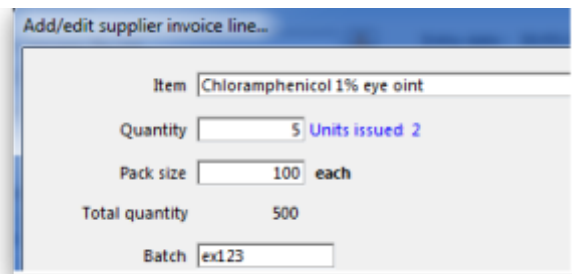
Line	Location	Item name	Batch	Exp date	Pack Size	Quan
1	LTE	Chloramphenicol 1% eye oint	ex123	31/01/13	1	5

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.



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

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.



Add/edit supplier invoice line...

Item: Chloramphenicol 1% eye oint

Quantity: 5 Units issued: 2

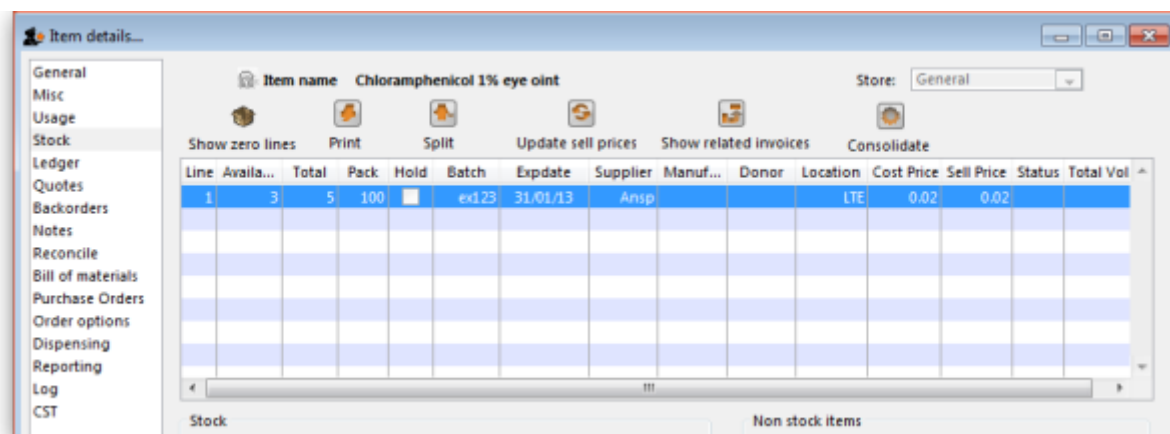
Pack size: 100 each

Total quantity: 500

Batch: ex123

## 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:



Item details... window showing stock information for Chloramphenicol 1% eye oint.

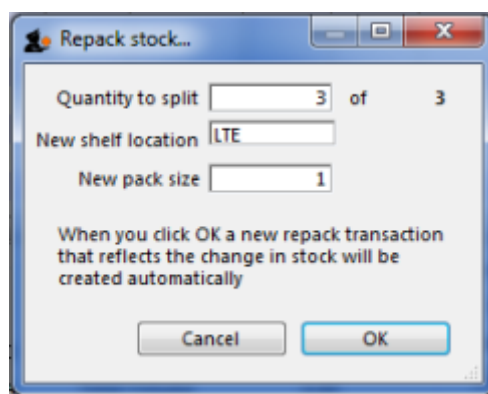
Store: General

Buttons: Show zero lines, Print, Split, Update sell prices, Show related invoices, Consolidate

Line	Availa...	Total	Pack	Hold	Batch	Expdate	Supplier	Manuf...	Donor	Location	Cost Price	Sell Price	Status	Total Vol
1	3	5	100		ex123	31/01/13	Ansp			LTE	0.02	0.02		

Stock Non stock items

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.



Repack stock...

Quantity to split: 3 of 3

New shelf location: LTE

New pack size: 1

When you click OK a new repack transaction that reflects the change in stock will be created automatically

Buttons: Cancel, OK

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.

Item details...

General  
Misc  
Usage  
Stock  
Ledger  
Quotes  
Backorders  
Notes  
Reconcile  
Bill of materials  
Purchase Orders  
Order options  
Dispensing  
Reporting  
Log  
CST

Item name Chloramphenicol 1% eye oint

Store: General

Show zero lines Print Split Update sell prices Show related invoices Consolidate

Line	Availa...	Total	Pack	Hold	Batch	Exdate	Supplier	Manuf...	Donor	Location	Cost Price	Sell Price	Status	Total Vol
1	0	2	100	<input type="checkbox"/>	ex123	31/01/13	Ansp			LTE	0.02	0.02		
2	300	300	1	<input type="checkbox"/>	ex123	31/01/13	Ansp			LTE	0.00	0.00		

Stock Non stock items

Previous: [New Supplier credit....](#) Next: [Show outstanding Purchase Order lines](#)

1)  
If you don't want to allow this, then simply turn the user preference off

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