1/3

## Units

\*

Choose **Show units** from the **Items** menu. When you have defined your units, a list is displayed:

Show Unit			x	
New	Save Sort order	Merge		
	De	scription		
each				^
grams				
mL				
blister				
tab				
				-
•			•	
Double-clic	k an item to edit d	etails		_
			ОК	

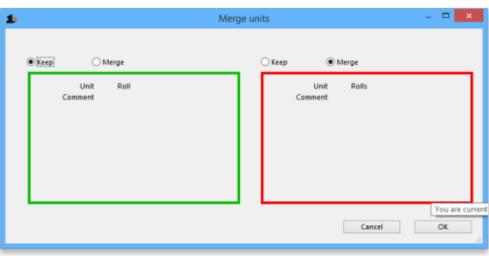
Click the **New** button to add a new unit.

Le Add new Unit	1	
Unit L		
Comment litre		
Delete	Cancel	ОК
L		

Note that you will need to have sufficient user permissions to use this function.

<note important>Do not change the record for one unit into a different unit, as all items using that unit will be updated.</note>

Click the **Merge** button to merge two units. Note that duplicated units can occur on inport of units or a user may duplicate a unit being unaware of one existing already. The below window appears to merge the units. The green boxed unit is the one that will be kept, the red boxed unit will be deleted.



## Accounts...

Choose **Show accounts** from the **Items** menu. This window allows you to manage the range of accounts that can be assigned to items.

Show Account		X
New Delete Description	Account	
1000	Income	_
2000	Stock	
3000	Drug purchases	
3001	Non drug purchases	
4001	Donations	
4002	Outbreaks account	
		_
		_
		Ŧ
٩		•
Double-click an item to edit detai	ils Of	

Account codes are used when exporting transaction data from mSupply® to external accounting software. Double-click a line to edit its details. Changing an account code or description will affect all items that are assigned to that account.

Click the **New** button to add a new account.

🏚 Add new /	Account
Code	9000
Account type	Expense
Description	
Items that use this account code	*
Delete	Cancel OK

Fill in the code, description field and select the account type. The field **Items that use this account code** will display such items for each account code. Account types are **Expense, Income** and **Asset** .Click on **OK** button to add a new account, and **Delete** button to delete an account.

Previous: Inventory adjustments Next: Names: Using, adding and editing

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