20	25/	06/	07	11:	04

Units

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

to Show Unit	
New Save Sort order Merge	
Description	
each	^
grams	
mL	
blister	
tab	
	-
٠	F.
Double-click an item to edit details	
	OK

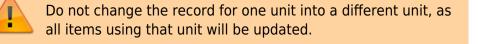
Click the **New** button to add a new unit.

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

Delete

Unit L Comment litre

to Add new Unit...



Cancel

OK

Click the **Merge** button to merge two units. Note that duplicated units can occur on import 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.

Last update: 2017/07/17 22:15 items:item_units_and_item_accounts https://docs.msupply.org.nz/items:item_units_and_item_accounts?rev=15003	329726
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\$,		Merge units	- 🗆 🗙
	● Keep O Merge Unit Roll Comment	⊖ Keep	5
		c	ancel OK

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	
		-
٠	1	•
Double-click an item to edit details		
Double-click an item to edit details	ОК	

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.

1 Add new Accou	unt		x
Code 9000)		
Account type Expe	ense	•	
Description			
Items that use this account code			*
Delete	Cancel	ОК	

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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