4.18. 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	
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Double-click an item to edit details	
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Click the **New** button to add a new unit.

Note that you will need to h	ave sufficient user permissions to	o use this function.

Delete

Unit L Comment litre

to Add new Unit...

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

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.

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\$ •	Me	rge units	- 🗆 🗙
	Merge Unit Roll Comment	⊖ Keep	
		Cancel	You are current

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		
New Delete		
Description	Account	~
1000	Income	
2000	Stock	
3000	Drug purchases	
3001	Non drug purchases	
4001	Donations	
4002	Outbreaks account	
		_
		_
		_
		Ŧ
4		Þ.
Double-click an item to edit details		
bounded and the to edit details	OK	

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.

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Last update: **2019/10/21 19:38**

