

## 7.06. Managing donors

### What / who is a donor?

In mSupply, we have the idea of a '*name*'. A name can be a customer, a supplier, a patient, ... or a donor.

A donor is the organisation that has either paid for, or somehow managed the supply of certain items.



A donor *can* also be a supplier and / or a manufacturer or they can be just a donor. mSupply allows for any combination of that.

mSupply allows you to specify the donor for each incoming stock line independently of the supplier.

For example, GlobalFund might agree to supply certain malaria medicines, and then contract a supplier to deliver them to you. mSupply allows you to record this accurately, and to track and report on all the stock and transactions relating to those medicines donated by GlobalFund.

### Using the donor module

To use the donor module, you must first turn it on:

- Click drop down menu **File>Preferences...**
- Click the **Invoice 1** tab in the left-hand list
- Check the box **Allow tracking of received stock by donor**

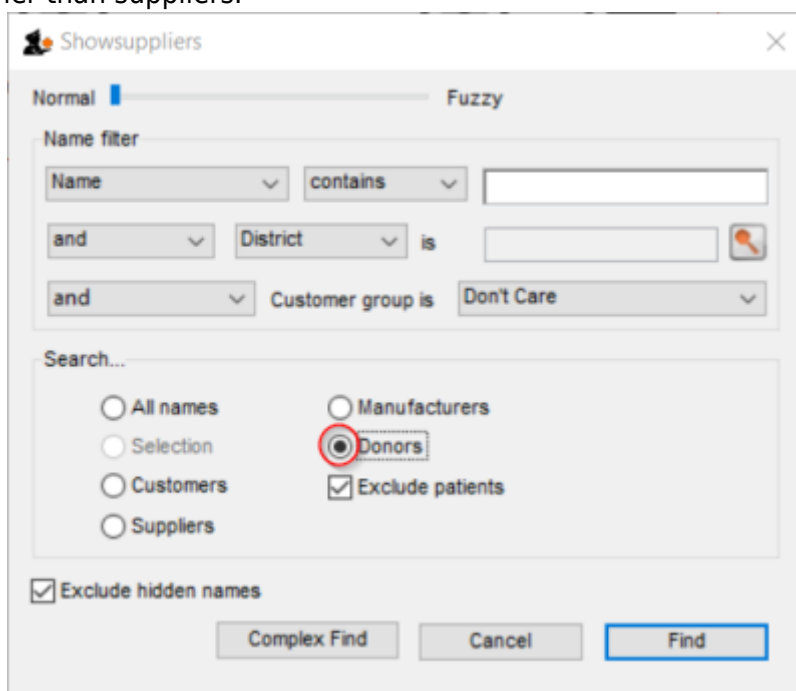


Once you have done this you can add donors and track stock by donor.

## Adding or editing donors

To add or edit a donor you should first bring up the list of donors. Do this from the Navigator:

- Go to the **Suppliers** tab > **Show Suppliers** and check the box beside **Donors** so that the list shows donors rather than suppliers.



- Click **Find**. This will bring up a new window showing any donors that have been added to

mSupply in your system

- You can edit a donor by double-clicking on it.
- You can add donors using the **New** tool bar at the top of the window. This will bring up a window like this:

The screenshot shows the 'New donor' window with the following fields and values:

- Name:** Code: arch, Charge to: arch, Name: Arch Foundation, Master ID: 0
- Contact:** email, web site, Phone, Fax
- Supplier details:** Margin: 0, Freight factor: 1
- Category:** Customer (checked), Supplier, Manufacturer, Benchmark, Donor (checked)
- Other:** Category 2: none, Category 3: none, Category 4: none, Category 5: none, Category 6: none, Flag
- Main/Billing Address:** Address 1-5, Post code, Country
- Postal address:** (empty)
- Shipping address:** (empty)

- Now add your donor details and click **OK**.

## Track a donor in mSupply

### Donors and the purchase order

- Create a Purchase Order in one of the usual ways - refer [Ordering Items From Suppliers](#).
- With donor tracking turned on, the Donor field will appear in the window - see below. The value you enter here will be tracked from this point on through to receipt, stock transfers and dispatch.



- In the **Donor** field type the first few characters of the donor name or code (or enter the wildcard character '@' in field) and press the **Tab** key on the keyboard. This opens the window below, showing the donor that match what you typed:



- If your donor does not exist, you can add it at this point by clicking on the **New** button - see [Adding or Editing Donors](#) above.
- Once you have selected your donor, click on the **OK** button and the donor's name will appear in the **Donor** field:



- Add your Item line(s), check your order is correct and click the **Confirm** button to make the order available for Goods Receipt in the normal way - see [Ordering Items From Suppliers](#) for more details.

## Donors and the goods receipt function

Receive goods in the usual way - see [Receiving goods \(Goods Receipt function\)](#). The only difference is that the Donor's name is now present in the Donor field:

The screenshot shows a 'New goods receipt...' window. At the top, there are three window control buttons (red, yellow, green). The title bar reads 'New goods receipt...'. Below the title bar, there are several input fields and labels:

- Supplier: Central Medical Store
- Received date: 22/05/13
- Tender reference: (empty)
- Supplier reference: (empty)
- Default donor: Arch Foundation
- Store: General
- Goods received ID: 34
- Created by: sussol
- Modified by: (empty)
- Entry date: 22/05/13
- Purchase order: 87
- Supplier invoice: 0
- Status: nw

Below these fields are five icons with labels:

- Add from purchase order
- Add an un-ordered item
- Delete line
- Check space
- Print goods receipt

The main part of the form is a table with the following data:

Line	Location	Item name	Batch	Exp date	Pack Size	Quan
1	TAB	AMOXICILLIN 250mg TAB/CAP	ABC1234	30/09/2018	10	100000

At the bottom of the form, there are three buttons: 'Finalize' (with a checked checkbox), 'OK & Next', 'Delete', and 'OK'.

### Donors and the supplier invoice

- Clicking **Finalise** on the Goods Receipt generates the Supplier Invoice in the usual way (see [Receiving Goods - a Supplier Invoice](#)). Note that you can see the donor identified in the Purchase Order in the **Default donor** field:

Supplier invoice

Name: Central Medical Store    Entry date: 22/05/2013    Colour: **Black**

Their ref:    CMS    Confirm date: 00/00/00    Invoice number: 2,229

Comment: goods received ID : 34    Status: nw

Category: None    Goods receive ID : 34

Default Donor: Arch Foundation    Purchase Order ID : 87

Entered by: sussol    Store: General

...	Lo...	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension
1	TAB	AMOXYCILLIN 250mg TAB/CAP	100000	10	ABC1234	30/09/2018	1.78000	1.78000	178,000.00000

Other charges:    Subtotal: 178,000.00000

Item(s):    Amount: 0.00000    0 % tax: 0.00000

Total: 178,000.00000

Hold    Export batch: 0

Finalize    Margin: 0.00

OK & Next    Delete    OK

### Default donor for each stock line

- Each stock line on a Supplier Invoice will inherit the **Default donor** from the Supplier Invoice.
- The **Default donor** can be edited.

### Changing the donor for a particular supplier invoice line

- There may be circumstances when delivered stock may be from a mix of donated and non-donated, or from different donors. You can change the donor for any stock line on a supplier invoice when editing the details of the stock line (double-click on the stock line).

If you change the **Default donor**, you will be presented with the following options:



- “Do nothing”: The change will have no effect on existing invoice line(s).
- “Update existing donor lines with this donor”: existing donor lines will be updated to match the newly selected donor.
- “Assign this donor to the lines with no donor”: lines with no donor selected will be updated with the newly selected donor.
- “Assign this donor to all lines”: all lines will be updated with the newly selected donor.

## Donors and the customer invoice

Customer invoices, including stock transfers for donated goods are created in the usual way - refer [Issuing Goods to a Customer \(Customer Invoices\)](#).

- They key thing to note is that when selecting from the stock lines to add to the Customer Invoice, the donated stock lines can be distinguished from the other stock lines by the donor name in the **Donor** column - see below:

edit line

Item  40

Line  Item category : 6.2.1 Beta Lactam Antibiotic:

Quan  of 100000

Pack  ea Bulk/Outer pack size 0

Re-lookup Sell Price

L...	Issue	Available	Tot in st...	Pack	H...	Batch	Expdate	Supplier	Donor	Location	Cost Price	Sell price	Sta
1	0	0	2700	1	<input type="checkbox"/>	ANTUV00	30/06/2014	CMS		TAB	1.86000	1.86000	
2	0	0	2400	1	<input type="checkbox"/>	ANTUV00	30/06/2014	CMS		TAB	1.86000	1.86000	
3	0	160000	165000	1	<input type="checkbox"/>	ANTUV00	30/06/2014	CMS		TAB	1.86000	1.86000	
4	0	116500	116500	1	<input type="checkbox"/>	6771204	30/04/2015	CMS		TAB	1.86000	1.86000	
5	50	100000	100000	10	<input type="checkbox"/>	ABC1234	30/09/2014	CMS	arch	TAB	1.78000	1.78000	


Total quantity issued 500  
Total quantity available 1276500

Abbreviations

Abbreviation

Expanded directions

mSupply will always suggest stock lines according to selection criteria (primarily, FEFO). If you want to override this:



- If a donated stock line is **not** the first expiring and you **do** want to issue it, you will need to manually select it.
- If a donated stock line **is** the first expiring and you **don't** want to issue it, you will need to manually **de**-select it.

## Reporting

Obviously, one of the points of entering all this donor information is to be able to report on it. When the donor tracking preference has been turned on, many of the stock based report filters in mSupply will have an additional donor filter added to them. Simply enter the donor filter settings you need, as appropriate, to filter the reports accordingly.

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