

## 9.02. Receiving goods back from a customer



It is important to be able to receive goods back from a customer without it being counted as goods coming from a supplier. If your customer issues the goods to you on a Customer Invoice, and you then receive it through a Supplier Invoice, then those goods will be counted as part of your store's 'supply' from suppliers, which is not correct. A Customer credit is the right way to receive goods back from a customer.



If you have accidentally confirmed (and finalised) a Customer Invoice, then you should be able to [cancel it](#) to bring the stock back in, rather than creating a customer credit.

If one of your customers wishes to return goods to you, you should receive them back into your store using a customer credit transaction.

You can create a customer credit manually or it can be created automatically in your store if your customer is a store in mSupply and they create a supplier credit to return the goods to you - see the [9.01. Return goods to a supplier](#) page for details about that.

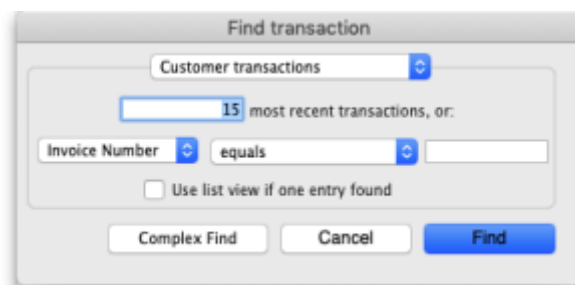
Customer credits created automatically will have the status *new* (nw) and placed on hold so that they do not affect stock in your store. When the goods physically arrive at your store, you can check them over, verify quantities, batches, condition, etc., make any necessary adjustments to the customer credit before taking it off hold and receiving the returned goods in to stock in mSupply.

### Viewing and editing customer credits

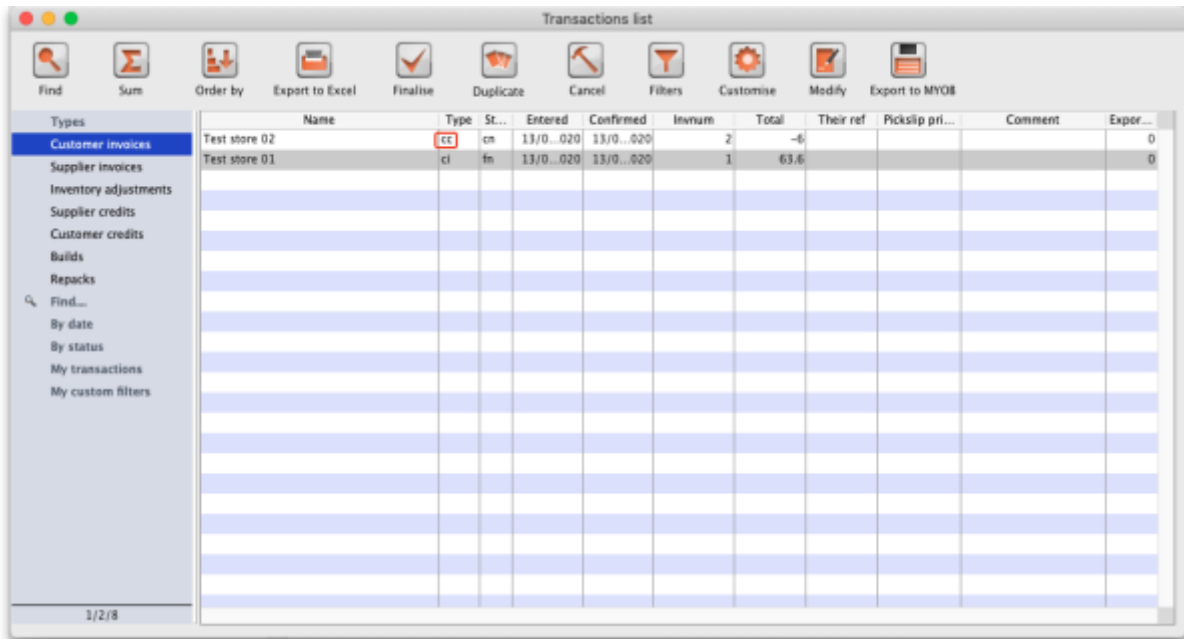
Choose *Customer* > *Show invoices...* from the menu or click on the Show customer invoices icon on the Customers tab of the navigator:



This will show you the search filter window:



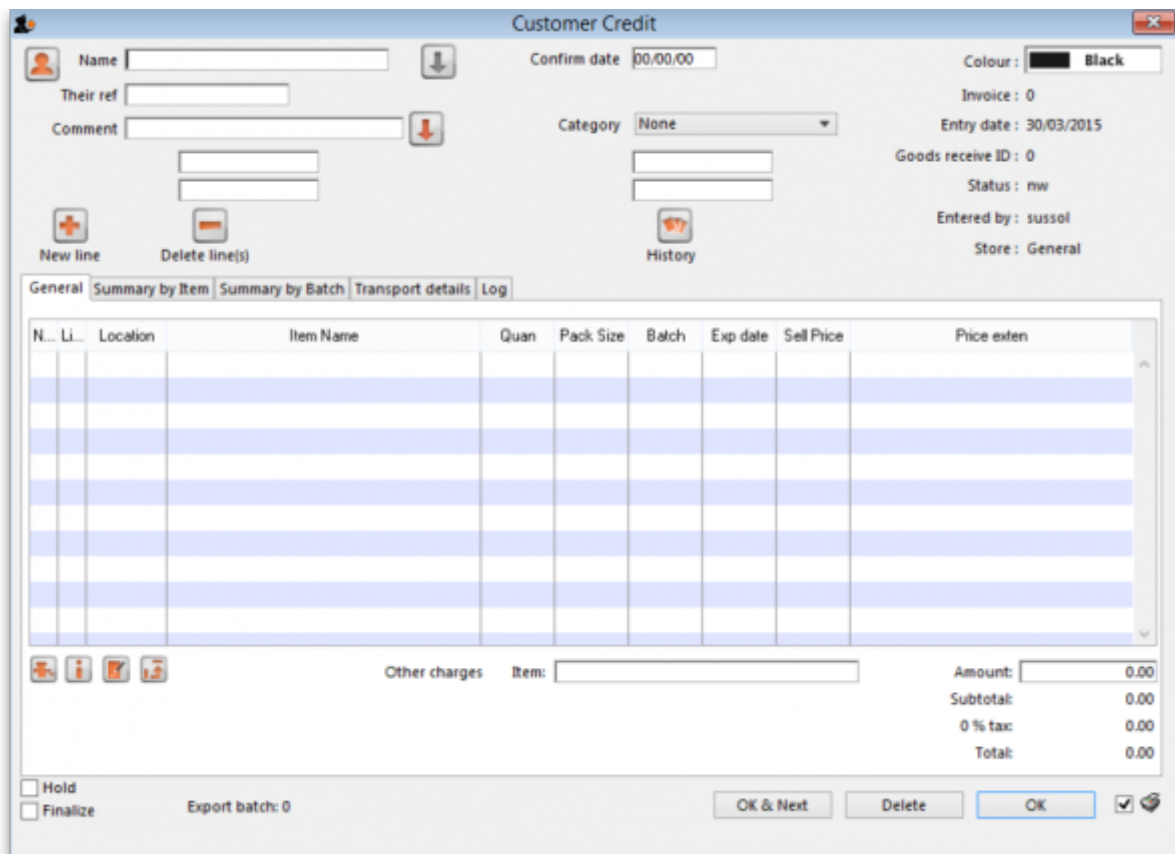
Note that the drop down list at the top is set to Customer transactions. Edit the other filter selections as required (leave the top drop down list as it is) and click on the OK button to see a list of all customer transactions (invoices, credits etc.). The customer credits are the ones with “cc” in the Type column:



Double click on any transaction in the list to view or edit it.

## Creating customer credits

Choose **Customer > New credit...** from the menu bar or click on the *New credit...* icon on the Customer tab of the navigator to open this window:



Enter the name of the customer you are receiving the goods from in the *Name* field by typing the first

few characters of the name and pressing the *Tab* key on the keyboard to select it.



If the customer is on hold you will be warned and asked if you wish to proceed with receiving the goods back from them.

Enter a reference and comment in the *Their ref* and *Comment* fields if required.

Now you need to add the goods that are being returned to you. There are two ways of doing this:

1) Click on the **New line** button to add a line to the credit and this window will open:

Here you can enter the details of the first batch you are receiving. This is exactly the same as filling out the details for a supplier invoice line. Enter the name of the item first by typing the first few characters of the name or code then press the *Tab* key on the keyboard to select the right item. Now enter the rest of the details as required, to match the stock being returned.

Note that on the customer credit you should enter items with zero margin. This is because *mSupply* uses the cost price entered to calculate the amount to credit the customer, so you must enter the amount you charged them as the cost price for each line. Presumably you want to sell the item again for the same price you sold it originally, hence the cost and selling price should be the same.

When you have finished entering this line's details, click on the *OK* button if you're finished or the *OK & Next* button to add another line. When you've finished adding lines you'll be back at the customer credit window:

**Customer credit**

Name: Test customer 01    Confirm date: 00/00/00    Colour: **Black**

Their ref: testc01    Invoice: 3

Comment:    Category: None    Entry date: 13/03/2020

Goods received ID: 0

Status: nw

Entered by: user 1 (pass= user1)

Store: General

Buttons: New line, Delete line(s), History

Notes	Line	Location	Item code	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten
	1		PAR500T	Paracetamol 500mg Tablet	15	100	DFGH567	31/08/2021	2.00	-30.00
	2		AMOS00T	Amoxicillin 500mg Capsule	200	1	RTYU890	30/09/2022	1.40	-280.00

Other charges    Item:    Amount: 0.00

Subtotal: -310.00  
 OK tax: 0.00  
 Total: -310.00

Buttons: Hold, Finalise, Export batch: 0, OK & Next, Delete, OK

2) Click on the **History** button. This window will open:

**History for**

Date	Number	Prescriber	Item	Quantity	Credit Qua...	Batch	Direction
18/09/2020	1		AMOXICILLINE 500 MG GELULE	100	100	B092	
18/09/2020	1		PARACETAMOL 500 MG CP	150	150	000724	
26/08/2020	2372		NEVIRAPINE 10 MG/ML FL/100 ML	2	2	LA90342	
14/08/2020	2335		PARACETAMOL 100 MG SCH	120	120	3704	
13/08/2020	2327		AMODIAQUINE/...ADULTE PLQ/6 CP	25	25	PA0819C	
13/08/2020	2327		AMODIAQUINE/...4 ANS) PLQ/3 CP	50	50	CY2499065	
13/08/2020	2327		AMODIAQUINE/...1 MOIS) PLQ/3 CP	10	10	PA0859C	
13/08/2020	2327		ARTEMETHER/LU...ANS) PLQ/12 CP	30	30	KU816	
13/08/2020	2327		ARTEMETHER/LU...3ANS) PLQ/6 CP	10	10	PA2390B	
13/08/2020	2327		ARTEMETHER/LU...ULTE PLQ/24 CP	30	30	DJ0150B	
13/08/2020	2320		BOITE DE SECURI...OBJETS SOUILLES	3	3	NEANT	
13/08/2020	2320		DETERMINE HIV TEST KIT/100	2	2	06285K200R	
13/08/2020	2320		DOLUTEGRAVIR /...mg comp. bte/90	4320	4320	19071711	
13/08/2020	2320		EFAMIRENZ/LAMI...300/300 MG CP	4800	4800	3096204	
13/08/2020	2320		GANT DEXAMEN LATEX MM PQT/100	2	2	21208...9LPZA	

Buttons: Add to credit, OK

The list shows all the items that have been issued to this customer in date order, most recent at the top. Click on the line you wish to be returned and click on the **Add to credit** button. If you do not want to return the whole of the line then click on the *Credit quantity* cell and enter the quantity to be returned. Click on the **Add to credit** button to add the entered quantity of that line to the credit.

You can only add a single line to the credit at a time. If you wish to close the window without adding anything to the credit, click on the **OK** button.

Repeat the process as many times as you wish until you have added all the items to be returned.



If the *Limit patient and customer credits to previously prescribed items* preference is turned on (see [15.03. Invoice preferences](#)) then the History button is the only way you



can add items to the customer credit (the **New line** button will be disabled).

Whichever way you add the lines to the credit, when you have finished doing so, click on the **OK** button to save the customer credit. This will automatically confirm it and put the items on it into your stock in mSupply.



There is no need to enter negative values for quantities or prices in mSupply. Even when you are entering returned goods from customers, or returning goods to suppliers, enter positive values. mSupply automatically converts the amounts to negative values as required to keep all the figures in correct balance.

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