Now let's suppose we have just received an order as follows: <HTML>

</HTML>

From:	Blue Cross Hospital						
Order number:	PO882						
Delivery: Express courier please							
Item	Quan						
Amoxycillin 250mg tab/caps	10,000						
Cotrimoxazole 240mg/5mL susp	120						

<HTML>

</HTML>

Choose New Invoice from the Customer menu, and the following window appears:

00		Cus	tomer inv	voice				
Name	Ļ	Co	nfirm date	00/00/00			Colour : Black	ĸ
Their ref							Invoice : 0	
Comment	↓		Category	None		\$	Entry date : 11/02/13	
Scripts			ITems				Goods receive ID : 0	
				-			Status : nw	
-				1			Entered by : sussol	
New line De	lete line(s)			History		Confirm	Store : CMS Store	
	General Summar	v by Item	Summary	by Batch	Transport	details -		
								_
L Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten	- 1
								- 11
								- 11
	Other charges	tem:					Amount	0.00
							Subtotal:	0.00
							0 % tax:	0.00
							Total:	0.00
Hold Finalize	Export batch: 0				OK &	Next	Delete OK	- 🏈

Type "b" into the Name field, and press the Tab key. You will be presented with a list of customers

whose name starts with "b". Double-click the "Blue Cross Hospital" entry to select it.

- In the Their ref field enter "PO882".
- In the **Comment** field enter "This afternoon by courier"
- Click the **New line** button to add a line to the invoice. You are presented with the "Add item" window.

			Add item		
ltem	0				New item
Quan	0 of 0	Bulk/Outer pack size	0		
Tack		buik/outer pack size	Ū.		
				Cancel Of	OK & Next

Enter the following details:

• Type "a" into the *Name* field then press the Tab key. In the list you are presented with, doubleclick the "Amoxycillin 250mg tab/cap" entry.

Item name	Item code	Stock on Hand	^
Aluminium diacetate solution, 13%	alu13s	0	
Aluminium hydroxide 320mg/5ml oral susp	alu500s	0	
Aluminium hydroxide 500mg tab	alu500t	0	
Amiloride hydrochloride 5mg tab	ami5t	0	
Amoxicillin + clavulanic ac 500mg tab	amoc500t	0	
Amoxicillin 125mg Tab	amo125tab	78	
Amoxicillin 250mg tab/cap	amo250t	120000	
Amoxicillin 500mg tab/cap	amo500t	4000	Ξ
Amphotericin b 50mg inj	amp50i	0	
Ampicillin sod 500mg inj.	amp500i	0	
Anti-d immunoglobulin (human) 250mcg inj	antd250i	0	
Antiscorpion sera inj	antsi	0	
Antitetanus immunoglob (human) 500IU inj	antt500i	0	
Antivenom serum	antvi	0	
Artemether 80mg/ml inj	art80i	0	-

• You will see that a list of available stock has appeared in the window, and the cursor has moved to the **Line number** field. Enter "2" to choose line 2. (The list is sorted so batches with the shortest expiry date are at the top - usually you would choose the shortest expiry batch, but today we're being different!).

Line Quan		1 100 of	190	cop.						Jamozsor		Ne	w item
Pack	Ad	100 ea d Place h	older	Bulk/Ou	iter pac	k size	0						
	U	Issue	Availa	Tot in st	Pack	H	Batch	Expdate	Supplier	Location	Cost Pr	Sell pr	Status
	2	0	1000	1000	100		893333	31/12/15	Acmep	Ŷ	344.00	344.00	

 Quantity field - the line we have chosen has a pack size of "100", so we need to enter a quantity of "100" to make a total of 10,000

Click the **OK & next** button to add the second line of the order.

This time enter "c" and press the tab key. Double-click the "Cotrimoxazole 240mg/5mL susp" entry. The window will close and the list of available batches and quantities will be completed.

Item Line	Cotr	imoxazol	e 240mg/5	iml susp					1	cot240s		Nev	w item	
Quan		0 of	65											
Pack		60 ml		Bulk/Ou	ter pac	k size	0							
	Ad	id Place I	holder											
	U	Issue	Availa	Tot in st	Pack	н	Batch	Expdate	Supplier	Location	Cost Pr	Sell pr	Status]
	1	0	65	65	60		BB23D	31/10/15	Acmep		21.00	21.00		
	2	0	100	100	60		BB22D	31/01/16	Acmep		21.00	21.00		
														g

Note that in the list of available stock, the second line we entered from "Acme pharmaceuticals" is now at the top of the list - this is because the list is sorted so that the item with the shortest expiry date comes to the top of the list.

Line 1 is selected, despite the fact that there is insufficient stock of line 1 to meet the order of 120. Nevertheless, you should enter "120" in the *Quantity* field, press **Tab**, and the following message will appear:



For this tutorial, choose **Distribute** (which is likely to be your normal choice), and the necessary stock to complete the order will be drawn from another batch/other batches, starting with the batch which will be the first to expire. There will be occasions, however, when you wish to override this automatic means of distribution, and in this event you would select *Try Again* and manually select the batches from which you wish to meet the order.

Click the OK & Next button

Because the invoice has not been confirmed, the "available" amount for the line has been reduced, but the "total stc" (total stock) is still showing as "100". mSupply® includes these lines in the list so you can see stock that has been allocated to an invoice but has not yet left your store. You can then edit the other invoice if stock is urgently needed on the current invoice.

Click *OK* as we are finished entering lines. You will be returned to the main Customer invoice window.

-		lame	Blue Cros	ss Hospital		Cont	firm date	00/00/00				Colour :	Black	
	The	ir re	f PO882		bluec							Invoice :	16	
0	om	ment	t This after	noon by courie	er 📕	-	Category	None			En	try date :	16/06/11	
						_					Goods re	ceive ID :	0	
				8			n.		r 🖪	-		Status :	nw	
	N	ew li	ine Del	ete line(s)			Backo	µ rders ⊢	listory	60	Ent	ered by:	user 1 (pass=)	user1
			ine bei	ere inte(s)			bucko	idens i	instory	Confirm	Store Constal			
Γ	Gen	eral	Summary	by Item Summ	ary by Batch Trans	port details						Store .	ocheran	
		L	Location		Item Name		Ouan	Pack Size	Batch	Exp date	Sell Price	Pri	ce exten	*
		1	A	Amoxicillin 25	0mg tab/cap		100	100	b39399	01/01/12	343.00		34,300.00	
		2		Cotrimoxazole	240mg/5ml susp		65	60	BB23D	31/10/15	21.00		1,365.00	
		з		Cotrimoxazole	240mg/5ml susp		55	60	BB22D	31/01/16	21.00		1,155.00	
														-
					Other charges	The second second	ien eksense					Amount:	20/	
	4	i) 📔 🛃]	Other charges	item: [Cour	ier charge					ubtotal:	37.02	0.00
											2	0 % tax:	57,020	0.00
												Total	37.02	0.00
	_													
	He	old	e Evo	ort batch: 0					UK & NEXT		Jelete		UK	-6
Ľ		Idiliz	e cxpo	are buttern v										

At the bottom right of the invoice you will see the invoice total.

- As the customer has requested an express courier, we will charge them Rs200 for the service (Rs = "rupees" the currency in our tutorial). At the bottom of the window you will see the *Other charges* field:
- There, enter "Courier charge" and press the Tab key
- In the "amount" field enter "200" and press the **Tab** key. The new total should be "37,020.00"

Now we are ready to print a packing slip. Make sure that **Print** is checked in the bottom right corner, and click **OK**; a window appears displaying your print options:

Form to use pick_slip_1	Remember this choice
Message	Destination
	Printer
	O Preview
	O PDF file on disk
	Email PDF
	Export to Excel

We want to print a packing slip, so the default settings suit our purpose. You will notice the packing slip printed has a column where you can write down the actual quantity packed.

Confirming the invoice:

Let's suppose the order was successfully packed according to the packing slip, and you now want to confirm the order and print an invoice to pack with the goods. (We're in a hurry - the express courier is on her way!)

First, we need to look up the invoice. Here's an easy way to look up the last invoice you have entered:

- Choose Show invoices.. from the Customer menu.
- If you know the invoice number (printed on the packing slip) you can enter it. To bring a list of the most recent invoices, you enter the number of invoices to view. As we know the invoice we want is the last one to be entered, we just type "1" and click **OK** - you will be taken straight to the invoice.

Click the **Confirm** truck icon,

Confirm date	00/00/00	
Catagony	Stock History Orde	
Category	Stock History Orde	. •
Backorders	History	Confirm

and today's date will appear in the **Confirm date** field. Click **OK** to confirm you want to proceed.

The invoice is confirmed, and you are given the opportunity to print an invoice.

Previous: 3.1. Logging in || Next: 3.3. Working with lists

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Last update: 2019/08/28 04:38