## **Barcode scanning and receiving goods**

## Added: Version 4.01

When you receive goods into mSupply, that is when you tell mSupply about the barcode that belongs to each line of stock. At the moment it is not possible to receive stock using a barcode scanner (the functionality is coming soon though - watch this space) but this is still the point in your process where you tell mSupply about the barcode that belongs to each line of stock.

This is a vitally important step: once the barcode associated with the stock you receive is recorded, mSupply can recognise it anywhere when you scan it later.

The linking of barcodes with received stock is carried out on a supplier invoice.

Create a supplier invoice in the normal way (either manually or by finalising a goods received note). If the *We use barcode scanners* preference is turned on (see <u>Barcode scanning preferences</u>), this is what a blank supplier invoice invoice window looks like:

Supplier invo	pice								
Name Name	Test supplier 01			Confir	m date : 00/0	0/00		Colour	Black
Their ref Comment		testsup(	_	Category N	lone	¥		Invoice number : 0 Entry date : 28/01/2 Status : nw rods received D : 0 rchase Order D : 0	
New line		arcode els						Entered by : user 1 Store: Genera	
General Summ	nary by Item Summary by E								
L Lo	Item Name	Qty	Pack	Batch	Ехрігу	Cost Price	Sell Price	Price extension	^
									- 1
<									>
	Other charge	8						Subtotal	0.00
S S S A Rem(s):					0 % tax:	0.00			
	Amount	0.00						Total:	0.00
] Hold ] Finalise	Export batch: 0 Margin: 0.00					OK & Next	Dele	ste OK	

It is exactly the same as a standard supplier invoice, except for an additional *Print barcode labels* button (see <u>Barcode label printing</u> for details)

Clicking on the Add line button shows an extra Barcode field on the invoice line window:

1 Add/edit suppli	er invoice line				×
ltem Quantity	0				New item
Pack size Total quantity: Batch	0	Barcode	~	Pack to one	<u>S</u>
Expiry Invoice line unit cost (USD)	0.00	Adjusted local cost 0.00	Volume % Margin 0.00	e per pack Sell price	m3 🎦
Price extension (USD)		C	ancel	ок	OK & Next

When the item has been selected in the usual way, the *Barcode* drop down list is filled with a list of all the barcodes assigned to the item, showing the pack size and manufacturer for each:

1 Add/edit supplie	er invoice line		×
item Quantity Pack size		test01	New item
Total quantity: Batch Expiry		Barcode Please select Location None Please select Add one Pack 1, Manuf. Test manufacturer 01 Adjuste Pack 10 Sell price	0 m3
Invoice line unit cost (USD) Price extension (USD)		0.00 0.00 0.00	K & Next

If one of the barcodes matches the stock that is being received, select it: this will set the *Pack size* field to match the pack size that belongs to the barcode. You can still manually edit the *Pack size* field but if it doesn't match the barcode you have selected when you click on the *OK* or *OK* & *Next* buttons, you will be warned and told to correct it (either select another barcode with a matching pack size or alter the pack size).

If none of the barcodes in the drop down list match the one on the stock, you can click on the *Add one...* option. This will immediately open the Add barcode window so you can add the new barcode. See Adding barcodes to items for details.

When you are using barcode scanning, you must select a barcode from the *Barcode* drop down list, you will not be allowed to add the line without it.

Previous: Adding barcodes to items Next: Barcode scanning and stocktaking

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