4.18. Units

Choose **Show units** from the **Items** menu. When you have defined your units, a list is displayed:

show Unit	
New Save Sort order Merge	
Description	
each	~
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blister	
tab	
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4	F.
Double-click an item to edit details	
	ОК

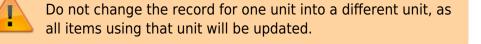
Click the **New** button to add a new unit.

Note that you will need to have sufficient user	r permissions to use this function.
---	-------------------------------------

Delete

Unit L Comment litre

to Add new Unit...



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.

Last update: 2019/07/31 08:15 items:item_units_and_item_accounts https://docs.msupply.org.nz/items:item_units_and_item_accounts?rev=15645	560919
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\$ М	erge 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		
		-	
٠	1	•	
Double-click an item to edit details			
Double-click an item to edit details	ОК		

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	^
	Ψ
Delete	Cancel OK
	E.

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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