Units

*

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

🐅 Show Uni	t			_	x
New	Save Sort order	Merge			
	De	scription			
each					^
grams					
mL					
blister					
tab					
					Ŧ
•				÷.	
Double-clic	k an item to edit d	etails			
			C	OK	

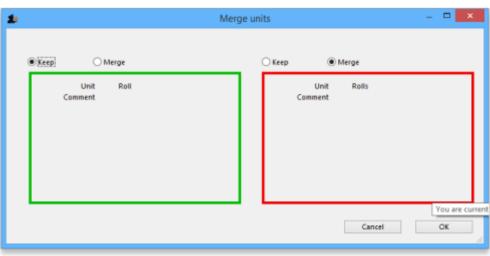
Click the **New** button to add a new unit.

Le Add new Unit	
Unit L	
Comment litre	
Delete	Cancel OK
	All J

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

<note important>Do not change the record for one unit into a different unit, as all items using that unit will be updated.</note>

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.



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		x
New Delete		
Description	Account	~
1000	Income	
2000	Stock.	
3000	Drug purchases	
3001	Non drug purchases	
4001	Donations	
4002	Outbreaks account	
		-
٠		Þ.
Double-click an item to edit detail	e	
Double-thek an item to edit detail	OK	

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 i	Account
Code	9000
Account type	Expense
Description	
Items that use this account code	*
Delete	

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.

Previous: Inventory adjustments Next: Names: Using, adding and editing

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