Transaction categories

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From the *Special* menu, choose *Categories* to allow you to group transactions together. Each type of transaction can have its own list of categories. For example customer invoices might have a category "normal" and "urgent". Inventory adjustements might have categories "expired", "damaged" and "stocktake"

Click on "New" button to create a new category.

The categories can be added to customer, customer credit, supplier, supplier credit, repack, build, inventory adjustment while creating or editing transactions.

Once you have assigned categories they will show as a drop-down list when you enter a new invoice or transaction.

(In versions of mSupply prior to v1.8 categories were set in the Preferences, and there were only categories for supplier and customer invoices).

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