

15.10. Options (standard reasons)

You can create a list of options (or reasons) for the user to select from when they use perform certain actions in mSupply (in drop down lists etc.). Options are an alternative to the user typing free text, and can help standardise information being recorded in mSupply.

You can enter options for:

- **Requisition Line Variance:** Reasons for a variation between the suggested quantity and entered quantity in a requisition line.
- **Positive Inventory Adjustment:** Reasons for a positive adjustment between the snapshot quantity and entered quantity in a stocktake line (to help answer the question *why is there more stock than expected?*).
- **Negative Inventory Adjustment:** Reasons for a negative adjustment between the snapshot quantity and entered quantity in a stocktake line (to help answer the question *why is there less stock than expected?*).
- **New Cash Out Transaction:** Reasons for a cash out transaction.

Creating options

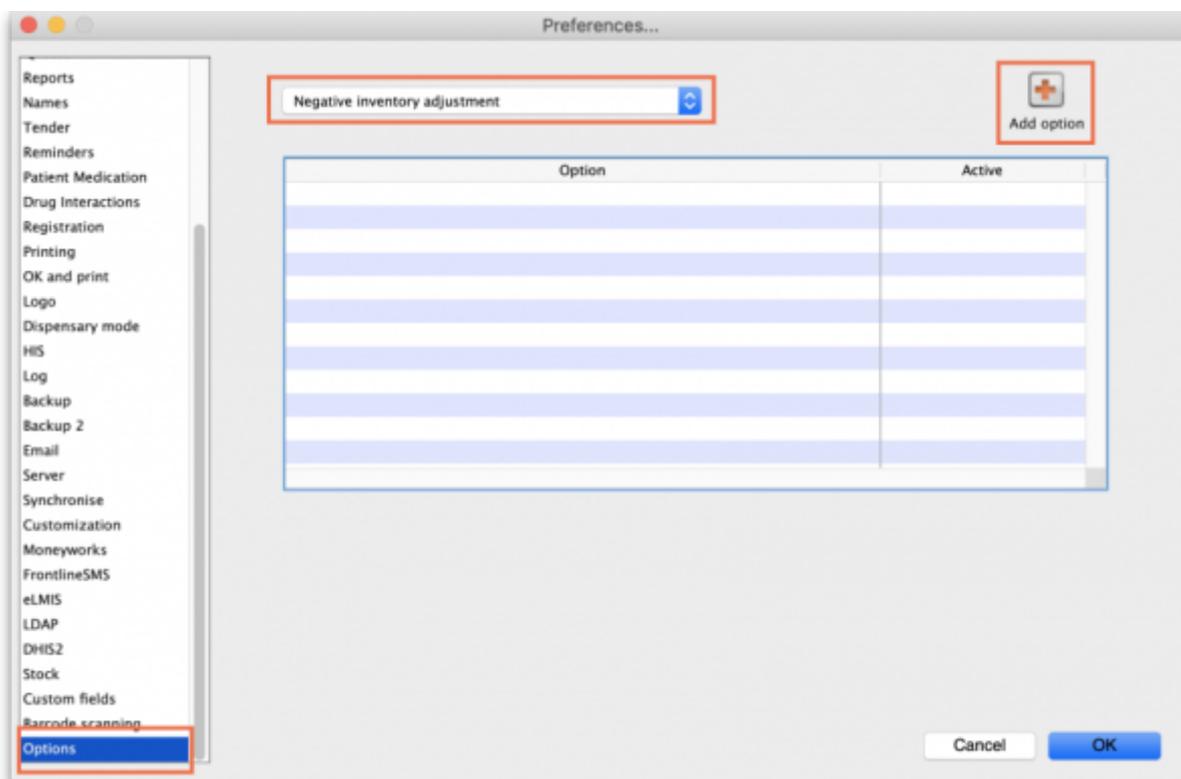


In a sync system, Options must be added on the **central server** and will then sync to other sites.

1. Go to the **Admin** tab on the Navigator and click the **Preferences** button:

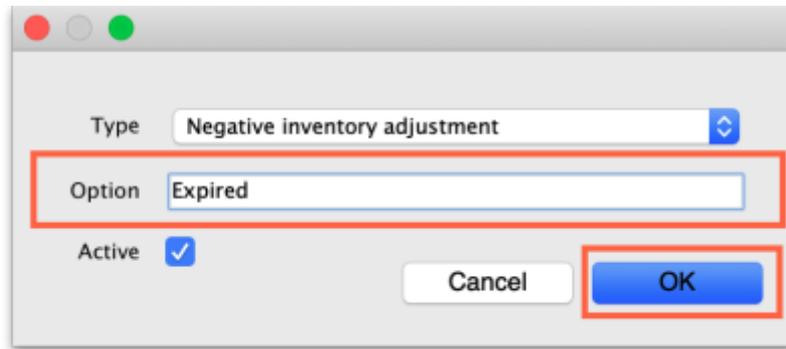


2. Click on the *Options* tab in the list on the left hand side to see this page:



3. Select the transaction type requiring options from the dropdown list at the top. When you do that, the table will show all the existing options for that type.

4. Click the **Add Option** button and this window will open:



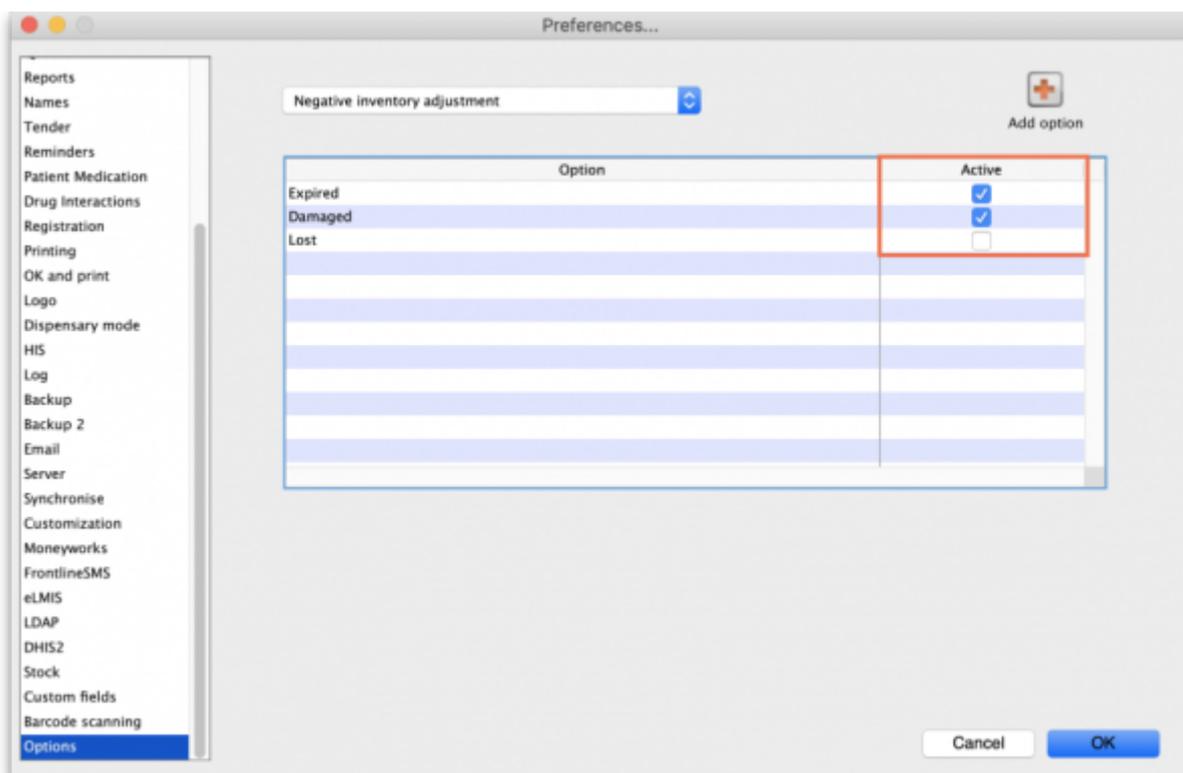
5. Enter a name for the option in the **Option** field, then click on the **OK** button to save it.

 **Once an option is saved, it *cannot* be deleted.** Check carefully before pressing OK! If you need to prevent an option being available for selection by users then make it inactive. This will mean old options can be displayed correctly in historical records but they are no longer available for use by users.

All options in use have the **Active** box ticked and will now appear for selection in the given transaction type.

If an option is no longer in use, find it in the list, double-click on it and uncheck the **Active** checkbox. This will remove it from the list of options available for a user to select.

This is what the list looks like with some active and some inactive options:



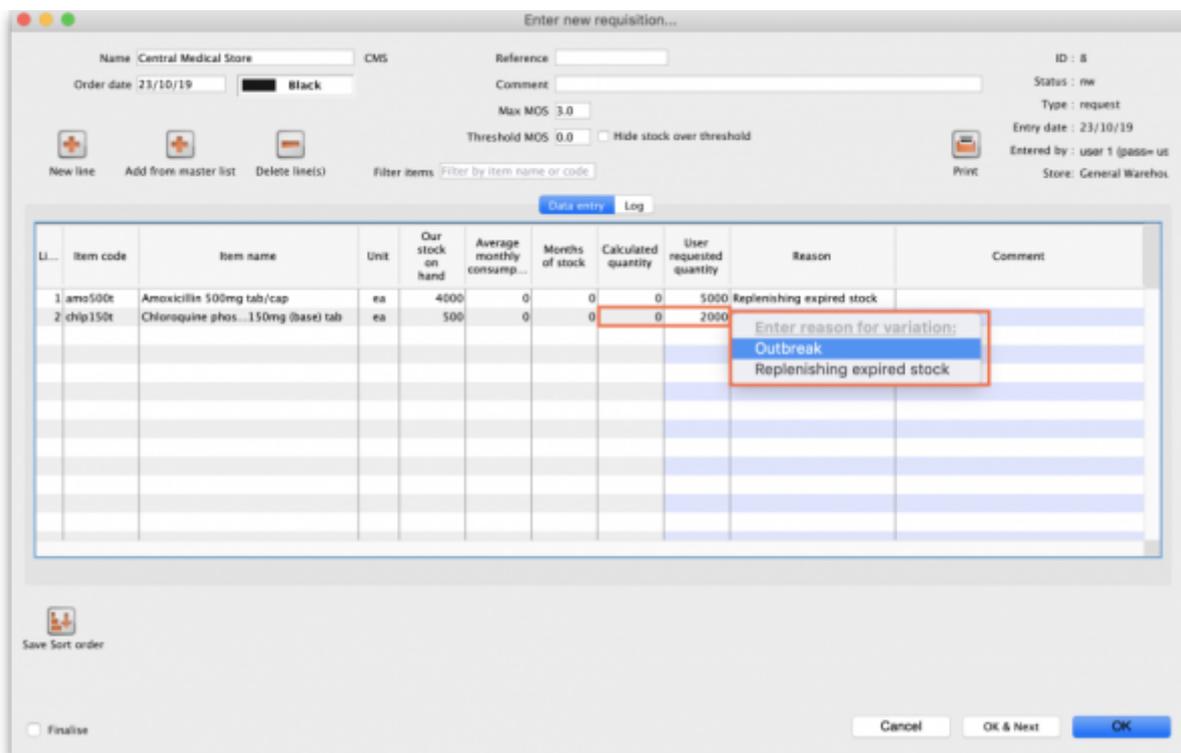
Using options

This section shows how options appear in each transaction type after they are created.

Requisition line variance

This type appears when creating a [Requisition](#).

If there are any active options of this type, when a user enters a **User Requested Quantity** that is different from the **Calculated Quantity**, the list of active *Requisition line variance* options automatically appears in the **Reason** column and one must be selected:



Positive or negative inventory adjustment

When creating a [Stocktake](#):

If the **Enter Quantity** or **Stock Take Quantity** (actual stock count) differs from the **Snapshot Quantity** (what mSupply thinks you should have), a reason must be selected from the **Adjustment Reason** dropdown list.

Stock take line edit...

Item Acetylsalicylic Acid 100mg tabs Black

Total stock for this item : 1300

Snapshot quantity 13

Stock take qty 11

Adjustment reason Please select...

Pack size 100

Batch b56578

Expiry date 31/12/20

Location A1

Cost price 0.80 12 month average

Sell price 0.80

Comment

Cancel OK OK & Next

If an adjustment reason is not selected, an error message will appear. You will not be able to proceed until an option is selected.



New cash out transaction

When creating a new **Cash Out** transaction:

A reason must be selected from the **Option** dropdown list.

The screenshot shows a window titled "Add cash transaction" with the following fields and controls:

- Copy ID to Clipboard**: A button with a clipboard icon.
- Invoice Number**: Text input field containing "1".
- Entered by**: Text input field containing "Admin".
- Entry date**: Text input field containing "18/07/19".
- Confirm date**: Empty text input field.
- Name**: Text input field containing "Alders Store" with a dropdown arrow on the right.
- ALD**: Text input field containing "ALD".
- Transaction type**: Dropdown menu showing "Cash out".
- Amount**: Text input field containing "10".
- Option**: Dropdown menu showing "Refund", which is highlighted with a red border.
- Description**: Large empty text area.
- New cash register balance:** Text input field containing "0".
- USD**: Text label below the balance field.
- Buttons**: "Cancel" and "OK" buttons at the bottom.

Payment type

When creating a **Prescription in a dispensary where you receive payments:**

An option must be selected from the **Payment Type** dropdown list when confirming the payment.

The screenshot shows the 'Prescription Entry' window with the following details:

- Patient details:** Name: Patient, Test; Date of birth: 23/11/1974; Female: ; Store: AKPESSEKRO (CSR-D PUBLIC); Entered: 04/06/2020; Invoice: 431; Entered by: Susael.
- Payment section:** Includes 'To Pay' (Invoice total: 300.00, Total to pay: 300), 'Patient's credit status' (Current balance: 100.00, Credit limit: 100.00, Available credit: 100.00), and 'Payment details' (Amount paid by credit: 50.00, Amount paid by patient: 250.00, Total payment: 250, Amount given: 0, Change to give back: 0).
- Other details:** A red message states 'This invoice will be automatically finalised if a payment is entered.' Below it are fields for 'Cheque #' and 'Note'.
- Bottom bar:** Contains buttons for 'Finalise', 'Export batch: 0', 'Status: on', 'Print receipt', 'OK & Next', 'Delete', and 'OK'.

Previous: [16.09. Barcode scanning preferences](#) | | Next: [16.11. Custom fields](#)

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Permanent link: <https://docs.msupply.org.nz/preferences:options?rev=1591953031>

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