

## 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

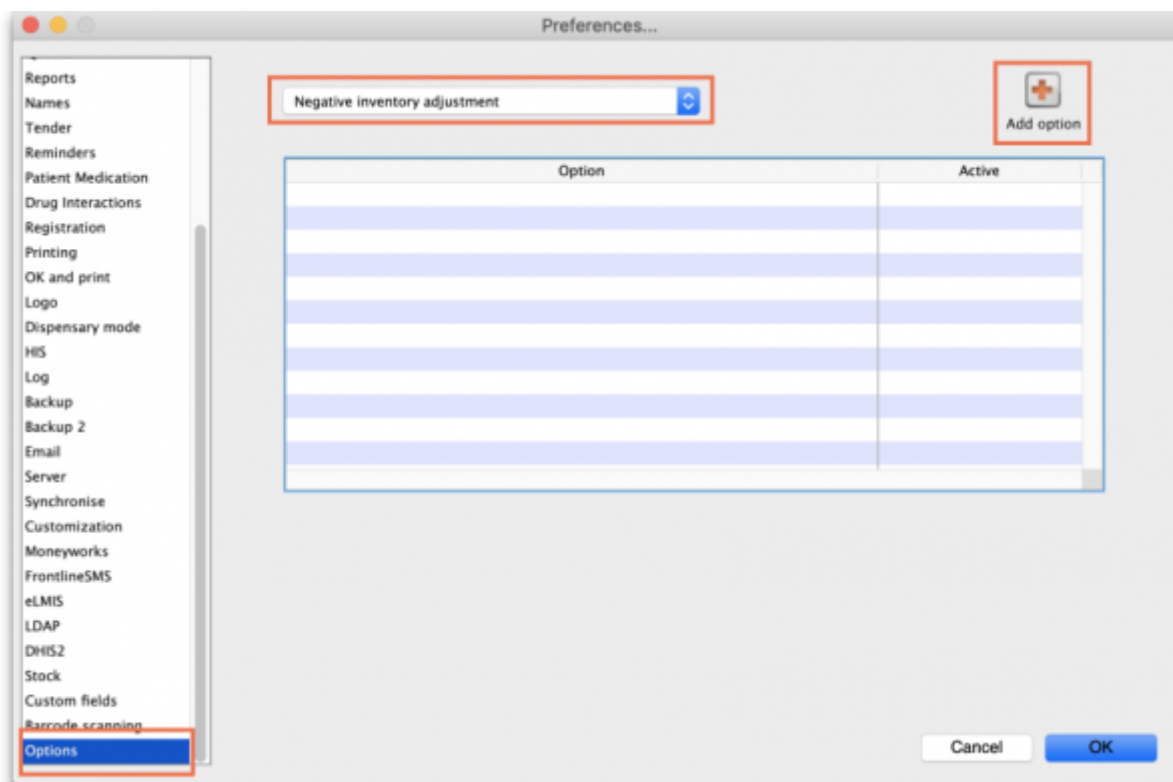


In a sync system, Options must be added on the **central server** and will then sync to other sites.

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:

A screenshot of a dialog box titled 'Options' for the transaction type 'Negative inventory adjustment'. The 'Option' field contains the text 'Expired'. The 'Active' checkbox is checked. There are 'Cancel' and 'OK' buttons at the bottom right. Red boxes highlight the 'Option' field and the 'OK' button.

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:

A screenshot of the 'Preferences...' dialog box. On the left is a sidebar with a list of categories: Reports, Names, Tender, Reminders, Patient Medication, Drug Interactions, Registration, Printing, OK and print, Logo, Dispensary mode, HIS, Log, Backup, Backup 2, Email, Server, Synchronise, Customization, Moneyworks, FrontlineSMS, eLMIS, LDAP, DHIS2, Stock, Custom fields, Barcode scanning, and Options (which is selected). The main area shows a table for the 'Negative inventory adjustment' transaction type. The table has two columns: 'Option' and 'Active'. The 'Option' column lists 'Expired', 'Damaged', and 'Lost'. The 'Active' column has checkboxes: 'Expired' is checked, 'Damaged' is checked, and 'Lost' is unchecked. A red box highlights the 'Active' column. There is an 'Add option' button with a plus icon in the top right. At the bottom are 'Cancel' and 'OK' buttons.

Option	Active
Expired	<input checked="" type="checkbox"/>
Damaged	<input checked="" type="checkbox"/>
Lost	<input type="checkbox"/>

## 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:

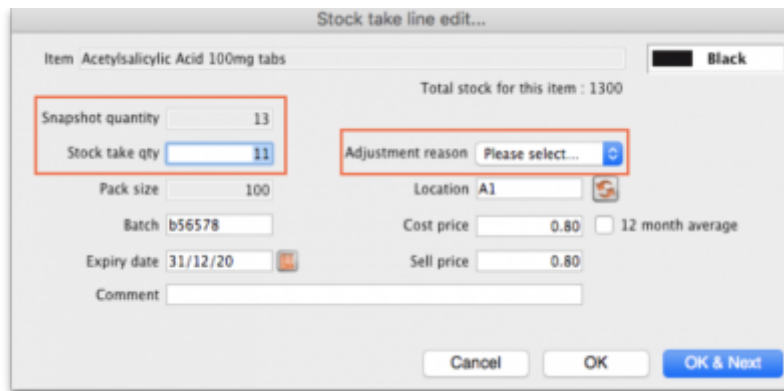
The screenshot shows the 'Enter new requisition...' window. At the top, there are fields for Name (Central Medical Store), CMS, Reference, Order date (23/10/19), Black, Comment, Max MOS (3.0), Threshold MOS (0.0), and a checkbox for 'Hide stock over threshold'. Below these are buttons for 'New line', 'Add from master list', 'Delete line(s)', and 'Filter items'. A 'Data entry' tab is selected. The main table has columns: LI..., Item code, Item name, Unit, Our stock on hand, Average monthly consump..., Months of stock, Calculated quantity, User requested quantity, Reason, and Comment. Two lines are visible: Line 1 for Amoxicillin and Line 2 for Chloroquine. Line 2 has a calculated quantity of 0 and a user requested quantity of 2000. A dropdown menu is open for the 'Reason' column of Line 2, showing the following options: 'Enter reason for variation;', 'Outbreak', and 'Replenishing expired stock'. At the bottom, there are buttons for 'Save Sort order', 'Finalise', 'Cancel', 'OK & Next', and 'OK'.

LI...	Item code	Item name	Unit	Our stock on hand	Average monthly consump...	Months of stock	Calculated quantity	User requested quantity	Reason	Comment
1	ams500t	Amoxicillin 500mg tab/cap	ea	4000	0	0	0	5000	Replenishing expired stock	
2	chqp150t	Chloroquine phos...150mg (base) tab	ea	500	0	0	0	2000	Enter reason for variation; Outbreak Replenishing expired stock	

### 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

Total stock for this item : 1300

Snapshot quantity 13

Stock take qty 11

Adjustment reason Please select...

Pack size 100

Location A1

Batch b56578

Cost price 0.80

12 month average

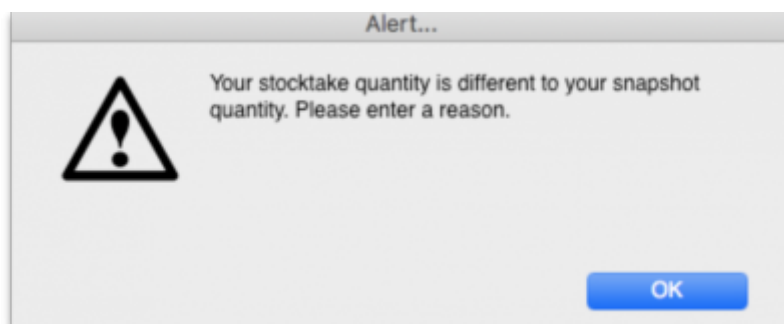
Expiry date 31/12/20

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.

**Add cash transaction**

Copy ID to Clipboard

Invoice Number: 1

Entered by: Admin

Entry date: 18/07/19

Confirm date:

Name: Alders Store

ALD

Transaction type: Cash out

Amount: 10

Option: Refund

Description:

New cash register balance: USD 0

Cancel OK

## 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.

**Prescription Entry**

**Patient details**

Name: Patient, Test Date of birth: 23/11/1974 Female  
New Patient Code: Testp01 Address: Store: AKPESSEKRO (CSR-D PUBLIC)  
Entered: 04/06/2020 Invoice: 431 Entered by: Sussel

**Prescription details**

Prescriber: Confirm date: 04/06/2020  
Code: Prescription date: 04/06/2020

**Payment**

**Other details**

This invoice will be automatically finalised if a payment is entered.

Cheque #  
Note

**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

**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

Select the payment type

☐ Finalise Export batch: 0 Status: on ☐ Print receipt OK & Next Delete OK

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