

## 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

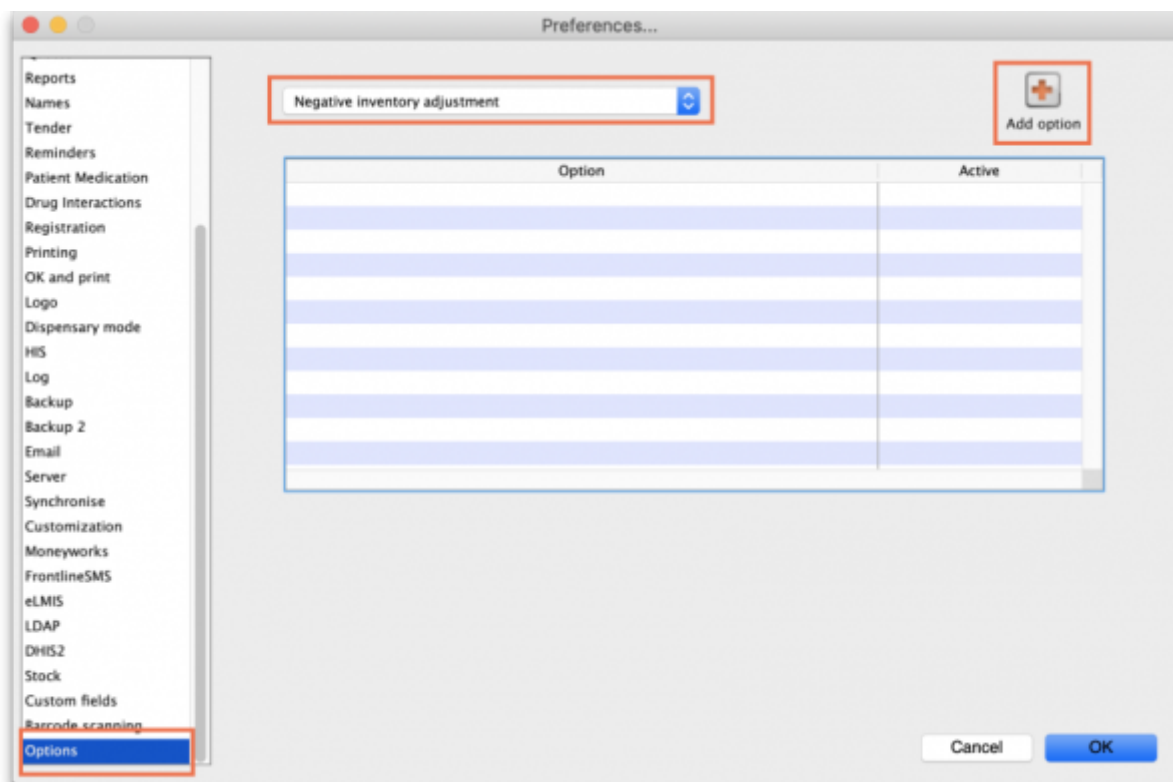


In a sync system, Options must be added on the **central server** and will then sync to other sites.

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 'Negative inventory adjustment' with columns 'Option' and 'Active'. The table contains three rows: 'Expired' (Active checked), 'Damaged' (Active checked), and 'Lost' (Active unchecked). A red box highlights the 'Active' column. There is an 'Add option' button with a plus icon in the top right. 'Cancel' and 'OK' buttons are at the bottom right.

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



Stock take sheet...

Description: 12/06/2020 Stocktake

Comment:

Stock take date: 12/06/2020

Stock take number: 21

Stock take entered date: 12/06/2020

Stock take status: sg

New line, Delete line(s), Print, Create Inventory adjustments, Order by

Search by item name and code

Location	Item code	Item name	Batch	Expiry	Snapsh...	Pack Size	Enter Quantity	Adjustment reason	Comment
	SS08044	ARTEMETHER injection 20mg/ml 2ml Amp	AAN146010	30/11/2018	40	6	50		
	SS08043	ARTESUNATE + AMO...O pre-qualified FDC	CYX086008	30/04/2018	800	75	800		
	SS08043	ARTESUNATE + AMO...O pre-qualified FDC	CYX296020	30/11/2018	25	75	25		
	SS08042	ARTESUNATE + AMO...O pre-qualified FDC	CYY307003	31/12/2018	25	75	25		

then the edit stocktake line edit window is automatically opened and you must select an option from the **Adjustment reason** drop down list:

Stock take line edit...

Item: Acetylsalicylic Acid 100mg tabs

Total stock for this item: 1300

Snapshot quantity: 13

Stock take qty: 11

Pack size: 100

Batch: b56578

Expiry date: 31/12/20

Location: A1

Cost price: 0.80

Sell price: 0.80

Adjustment reason: Please select...

Comment:

Cancel, OK, OK & Next

If you click on the OK button before selecting a reason you'll be prompted to choose one:

Alert...

Your stocktake quantity is different to your snapshot quantity. Please enter a reason.

OK

Of course, the same is true if you double-click on a line and edit the **Stock take qty** value to be different from the **Snapshot Quantity**; you must select a reason from the **Adjustment reason** drop down list before you can proceed.

If the *Counted quantity* is greater than the **Snapshot quantity** the **Adjustment reason** drop down list is populated with *Positive inventory adjustment* options, if it is smaller then it will be populated with *Negative inventory adjustment* options.

## 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 (dropdown arrow)

ALD

Transaction type: Cash out (dropdown arrow)

Amount: 10

**Option: Refund (highlighted with a red rectangle)**

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 | Store: AKPESSEKRO (CSR-D PUBLIC)

New Patient | Code: Testp01 | Address: | Entered: 04/06/2020 | Invoice: 431 | Entered by: Sussel

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

**Items: 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	

Select the payment type

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

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