

# Managing donors

## What/Who is a Donor?

In mSupply, we have the idea of a '*name*'. A name can be a customer, a supplier, a patient, ... or a donor.

A donor is the organisation that has either paid for, or somehow managed the supply of certain items.



A donor *can* also be a supplier and / or a manufacturer or they can be just a donor. mSupply allows for any combination of that.

mSupply allows you to specify the donor for each incoming stock line independently of the supplier.

For example, GlobalFund might agree to supply certain malaria medicines, and then contract a supplier to deliver them to you. mSupply allows you to record this accurately, and to track and report on all the stock and transactions relating to those medicines donated by GlobalFund.

## Using the Donor Module

To use the donor module, you must first turn it on:

- Click drop down menu **File>Preferences...**
- Click the **Invoice 1** tab in the left-hand list
- Check the box **Allow tracking of received stock by donor**



Once you have done this you can add donors and track stock by donor.

## Adding or Editing Donors

To add or edit a donor you should first bring up the list of donors. Do this from the Navigator:

- Go to the **Suppliers** tab > **Show Suppliers** and check the box beside **Donors** so that the list shows donors rather than suppliers. Click **Find**. This will bring up a new window showing any donors you have added
- You can edit a donor by double-clicking on it.
- You can add donors using the **New** tool bar at the top of the window. This will bring up a window like this:

The screenshot shows the 'New donor' form in the mSupply application. The form is organized into several sections:

- Name Section:** Includes fields for Code (arch), Charge to (arch), Name (Arch Foundation), Master ID (0), and Master name.
- Contact Section:** Includes fields for email, web site, Phone, and Fax.
- Status and Price Category:** Includes a 'Hold' checkbox and a 'Price Category' dropdown set to 'A'.
- Store and Currency:** Includes a 'Store' dropdown set to 'General' and a 'Currency' dropdown set to 'VUV'.
- Supplier details:** Includes 'Margin' (0) and 'Freight factor' (1).
- Printing:** Includes a checkbox for 'Print invoices alphabetically'.
- Category Section:** Includes checkboxes for 'Customer', 'Supplier', 'Manufacturer', 'Benchmark', and 'Donor' (checked).
- Other Section:** Includes dropdowns for 'Category 1' through 'Category 6' (all set to 'none') and a 'Flag' dropdown.
- Custom Fields:** Includes dropdowns for 'Custom 1', 'Custom 2', 'Custom 3', and a 'Comment' field.
- Address Section:** Includes 'Main/Billing Address' (Address 1-5, Post code, Country), 'Postal address' (multiple lines), and 'Shipping address' (multiple lines).

At the bottom of the form are buttons for 'Delete name', 'OK & Next', 'Cancel', and 'OK'.

- Now add your donor details and click **OK**.

## Track a Donor in mSupply

### Donors and the Purchase Order

- Create a Purchase Order in one of the usual ways - refer [Ordering Items From Suppliers](#).
- With donor tracking turned on, the Donor field will appear in the window - see below. The value you enter here will be tracked from this point on through to receipt, stock transfers and dispatch.

- In the **Donor** field type the first few characters of the donor name or code (or enter the wildcard character '@' in field) and press the **Tab** key on the keyboard. This opens the window below, showing the donor that match what you typed:

- If your donor does not exist, you can add it at this point by clicking on the **New** button - see [Adding or Editing Donors](#) above.
- Once you have selected your donor, click on the **OK** button and the donor's name will appear in the **Donor** field:

**New Purchase order...**

Order num : 87      Name: Central Medical Store      CMS      **Black**

Confirm date: 22/05/2013      Default donor: Arch Foundation      Reference:      Status: cn

Requested delivery: 22/05/2013      Store: General

General    Details    Ad Hoc items    Goods Received    Supplier Invoices    Log    Location

New line    Delete lines    Update EDD    Info    Print    Confirm

show all lines    Category: none    Currency: VUV    Forex rate: 1

Line	Item code	Item	Orig. Qty	Pack	Adj. Qty	Tot. rece...	Stock on...	On Order	Cust.b/o...	Price Ext	Requeste...	Store:
1	40	AMOXYCILLIN 250mg TAB/CAP	1000000	10	1000000	0	286600	0	0	178,000.000		General

Supplier discount: Percentage: 0    Discount amount: 0.0000

Estimated subtotal: 178,000.0000  
Estimated cost after discount: 178,000.0000

☐ Locked    ☐ Auto calc usage    ☐ Print long description    ☐ Print my signature

☐ Finalize order    ☐ Authorise

**OK & Next**    Delete    OK

- Add your Item line(s), check your order is correct and click the **Confirm** button to make the order available for Goods Receipt in the normal way - see [Ordering Items From Suppliers](#) for more details.

## Donors and the Goods Receipt function

Receive goods in the usual way - see [Receiving goods \(Goods Receipt function\)](#). The only difference is that the Donor's name is now present in the Donor field:

## Donors and the Supplier Invoice

- <https://docs.msupply.org.nz/>

[illegible]

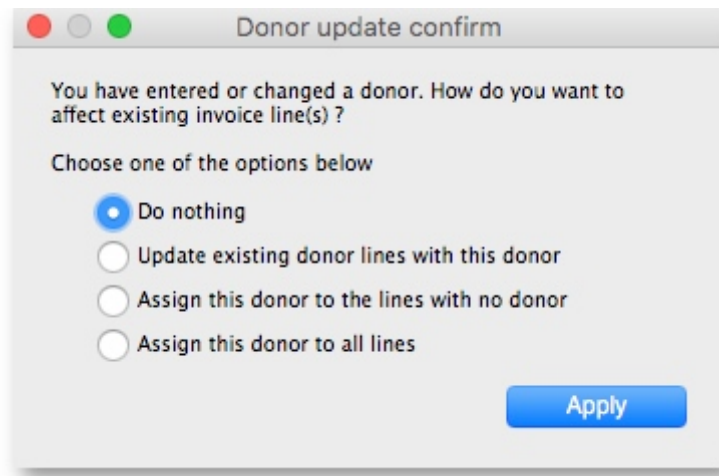
### Default donor for each stock line

- Each stock line on a Supplier Invoice will inherit the **Default donor** from the Supplier Invoice.
- The **Default donor** can be edited.

## Changing the donor for a particular supplier invoice line

- If you change the **Default donor**, you will be presented with the following options:






- “Do nothing”: The change will have no effect on existing invoice line(s).
- “Update existing donor lines with this donor”: existing donor lines will be updated to match the newly selected donor.
- “Assign this donor to the lines with no donor”: lines with no donor selected will be updated with the newly selected donor.
- “Assign this donor to all lines”: all lines will be updated with the newly selected donor.

## Donors and the Customer Invoice

Customer Invoices, including stock transfers for donated goods are created in the usual way - refer [Issuing Goods to a Customer \(Customer Invoices\)](#).

- They key thing to note is that when selecting from the stock lines to add to the Customer Invoice, the donated stock lines can be distinguished from the other stock lines by the donor name in the **Donor** column - see below:

edit line

Item: AMOXYCILLIN 250mg TAB/CAP  40

Line: 5 Item category: 6.2.1 Beta Lactam Antibiotic

Quan: 50 of 100000

Pack: 10 ea Bulk/Outer pack size: 0

Re-lookup Sell Price

L...	Issue	Available	Tot in st...	Pack	H...	Batch	Expdate	Supplier	Donor	Location	Cost Price	Sell price	Sta
1	0	0	2700	1	<input type="checkbox"/>	ANTUV00	30/06/2014	CMS		TAB	1.86000	1.86000	
2	0	0	2400	1	<input type="checkbox"/>	ANTUV00	30/06/2014	CMS		TAB	1.86000	1.86000	
3	0	160000	165000	1	<input type="checkbox"/>	ANTUV00	30/06/2014	CMS		TAB	1.86000	1.86000	
4	0	116500	116500	1	<input type="checkbox"/>	6771204	30/04/2015	CMS		TAB	1.86000	1.86000	
5	50	100000	100000	10	<input type="checkbox"/>	ABC1234	30/09/2014	CMS	arch	TAB	1.78000	1.78000	

Total quantity issued: 500  
Total quantity available: 1276500

Abbreviations

Abbreviation:

Expanded directions:

Cancel OK OK & Next



mSupply will still suggest a stock line according to its selection criteria (primarily, FEFO). You will need to manually select the donated stock line if it is not the first expiring!

Previous: [Outstanding Purchase Order](#) Next: [Issuing goods](#)

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