

# 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.

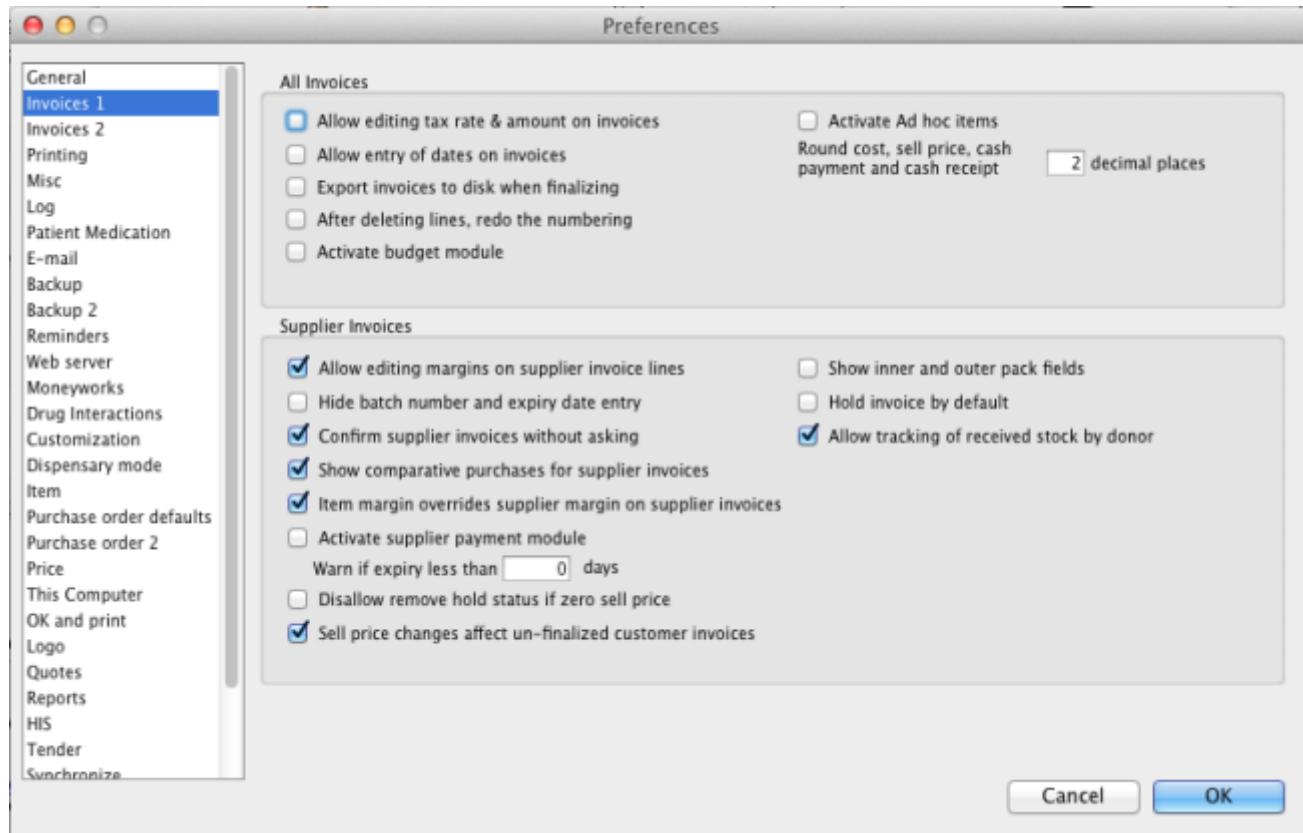
mSupply allows you to specify the donor for each incoming stock line independently of the supplier.

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:

New donor

<b>General</b> Arch Foundation Name Code: arch Charge to: arch Name: Arch Foundation Master ID: 0		Contact email: <input type="text"/> web site: <input type="text"/> Phone: <input type="text"/> Fax: <input type="text"/> Status: Hold <input type="checkbox"/> Price Category: A	Store: General Currency: VUV Supplier details Margin: 0 Freight factor: 1 Printing Print invoices alphabetically: <input type="checkbox"/>
Category Customer: <input checked="" type="checkbox"/> Supplier: <input type="checkbox"/> Manufacturer: <input type="checkbox"/> Benchmark: <input type="checkbox"/> Donor: <input checked="" type="checkbox"/>		Other none: <input type="text"/> Category 2: none Category 3: none Category 4: none Category 5: none Category 6: none Flag: <input type="text"/>	Custom 1: <input type="text"/> Custom 2: <input type="text"/> Custom 3: <input type="text"/> Comment: <input type="text"/>
Main/Billing Address Address 1: <input type="text"/> Address 2: <input type="text"/> Address 3: <input type="text"/> Address 4: <input type="text"/> Address 5: <input type="text"/> Post code: <input type="text"/> Country: <input type="text"/>		Postal address <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Shipping address <input type="text"/>
<input type="button" value="Delete name"/>		<input type="button" value="OK &amp; Next"/> <input type="button" value="Cancel"/>	<input type="button" value="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.

New Purchase order...

Order num : 3509	Name : <input type="text"/>	Black
Confirm date <input type="text"/> 00/00/00	Donor : <input type="text"/>	Reference : <input type="text"/>
Requested delivery: <input type="text"/> 02/03/2015	Status sg	
Store: Munda SLMS		
<input type="button" value="General"/> <input type="button" value="Details"/> <input type="button" value="Ad Hoc items"/> <input type="button" value="Goods Received"/> <input type="button" value="Supplier Invoices"/> <input type="button" value="Log"/> <input type="button" value="Location"/>		
<input type="button" value="New line"/> <input type="button" value="Delete"/> <input type="button" value="Update EDD"/> <input type="button" value="Info"/> <input type="button" value="Print"/> <input type="button" value="Confirm"/>		
Category <input type="text"/> none		
Currency <input type="text"/> SBD		
Forex rate <input type="text"/> 1		
<input type="button" value="show all lines"/>		
Line	Item code	Item
		Orig Qty
		Pack
		Adj. Qty
		Tot. recei...
		Stock on ...
		On Order
		Cust.b/odrs
		Price Ext
		Expected...
		Store:

Supplier discount

<input type="checkbox"/>	Percentage <input type="text"/> 0	Discount amount <input type="text"/> 0.00	Estimated subtotal <input type="text"/> 0.00
<input type="checkbox"/> Locked		<input type="checkbox"/> Auto calc usage	<input checked="" type="checkbox"/> Print long description <input type="checkbox"/> Print my signature
<input type="checkbox"/> Finalize order		<input type="button" value="OK &amp; Next"/> <input type="button" value="Delete"/> <input type="button" value="OK"/>	

- 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:

Choose name...

<input type="button" value="New"/>
Double-click a name to choose it
<input type="button" value="Cancel"/> <input type="button" value="Use"/>

- 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: <input type="text"/>	Status: cn									
Requested delivery: 22/05/2013	Store: General											
<input type="button" value="General"/> <input type="button" value="Details"/> <input type="button" value="Ad Hoc items"/> <input type="button" value="Goods Received"/> <input type="button" value="Supplier Invoices"/> <input type="button" value="Log"/> <input type="button" value="Location"/>												
<input type="button" value="New line"/> <input type="button" value="Delete lines"/> <input type="button" value="Update EDD"/> <input type="button" value="Info"/> <input type="button" value="Print"/> <input type="button" value="Confirm"/>	Category: none <input type="button" value="none"/>											
<input type="button" value="show all lines"/>		Currency: VUV <input type="button" value="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 <input type="button" value="S"/> Percentage: 0 Discount amount: 0.0000 Estimated subtotal: 178,000.0000 <input type="checkbox"/> Locked <input type="checkbox"/> Auto calc usage <input type="checkbox"/> Print long description <input type="checkbox"/> Print my signature <input type="checkbox"/> Finalize order <input type="checkbox"/> Authorise												
<input type="button" value="OK &amp; Next"/> <input type="button" value="Delete"/> <input type="button" value="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**

- Clicking **Finalise** on the Goods Receipt generates the Supplier Invoice in the usual way (see [Receiving Goods - a Supplier Invoice](#)). Note that you can see the donor identified in the Purchase Order in the **Default donor** field:

## **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.

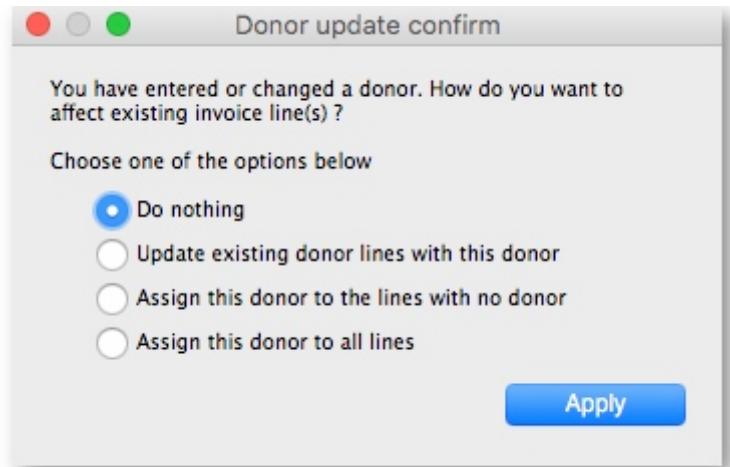
## Changing the donor for a particular supplier invoice line

- There may be circumstances when delivered stock may be from a mix of donated and non-donated, or from different donors. You can change the donor for any stock line on a supplier invoice when editing the details of the stock line (double-click on the stock line).

Add/edit supplier invoice line...

Item	Sensitivity disc Doxycycline	<input type="button" value="↓"/>	<input type="button" value="New item"/>
Quantity	1	77/3310	
Pack size	1 Cart/5		
Total quantity:	1	Location	<input type="button" value="S"/>
Batch	1091060	Volume per pack	0 m3 <input type="button" value="S"/>
Expiry	30/9/14	Adjusted local cost (USD)	% Margin
Invoice line unit cost (USD)	142.38000	142.38000	0.00
		Donor	UNFPA

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 \(Customer Invoices\)](#).

- The 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		<input style="border: none; width: 20px; height: 20px; vertical-align: middle;" type="button" value="Download"/>	40	
Line	5		Item category : 6.2.1 Beta Lactam Antibiotic		
Quan	50 of 100000				
Pack	10 ea		Bulk/Outer pack size		0
<input type="button" value="Re-lookup Sell Price"/>					
L...	Issue	Available	Tot in st...	Pack	H...
1	0	0	2700	1	<input type="checkbox"/> ANTUV00
2	0	0	2400	1	<input type="checkbox"/> ANTUV00
3	0	160000	165000	1	<input type="checkbox"/> ANTUV00
4	0	116500	116500	1	<input type="checkbox"/> 6771204
5	50	100000	100000	10	<input type="checkbox"/> ABC1234
Total quantity issued 500					
Total quantity available 1276500					
Abbreviations					
Abbreviation	<input type="text"/>				
Expanded directions	<input type="text"/>				



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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