

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

At the bottom of the form are four buttons: '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:

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- 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:

[illegible]

- 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/>

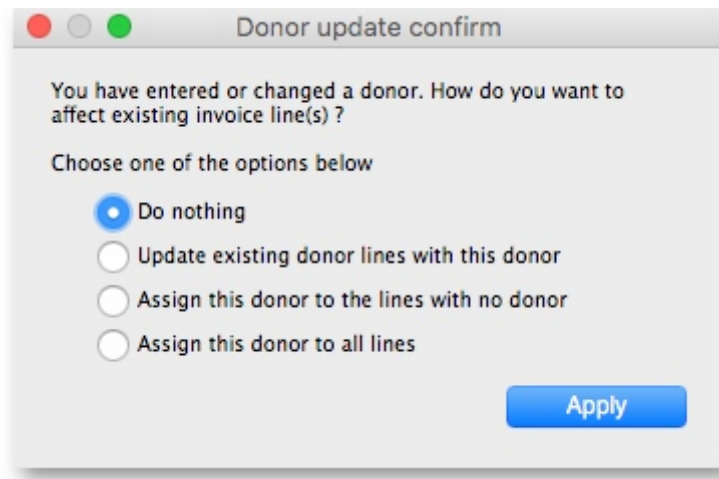
[illegible]

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: AMOXICILLIN 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		ANTUV00	30/06/2014	CMS		TAB	1.86000	1.86000	
2	0	0	2400	1		ANTUV00	30/06/2014	CMS		TAB	1.86000	1.86000	
3	0	160000	165000	1		ANTUV00	30/06/2014	CMS		TAB	1.86000	1.86000	
4	0	116500	116500	1		6771204	30/04/2014	CMS		TAB	1.86000	1.86000	
5	50	100000	100000	10		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!

Reporting

Obviously, one of the points of entering all this donor information is to be able to report on it. When the donor tracking preference has been turned on, many of the stock based report filters in mSupply will have an additional donor filter added to them. Simply enter the donor filter settings you need, as appropriate, to filter the reports accordingly.

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