# 7.01. Supplier invoices

## Introduction

All received goods should be recorded in mSupply either by:

- Manually creating a supplier invoice
- Working with a supplier invoice that has been created automatically as a result of a stock transfer from another store in your mSupply system.
- Using the purchase order system, which leads to the automatic creation of a supplier invoice when you finalise a **goods receipt** associated with that purchase order (PO).



In some countries a supplier invoice is called a "bill", a "creditor invoice" or a "purchase invoice"



Confirming the supplier invoice also calculates the selling price based on the margin you have chosen for that supplier or for that item, depending on how you have set your mSupply preferences.

You will notice there is a **Prices** tab in the supplier invoice window - this is for use with invoices received in foreign currencies, which will usually be done via the **goods receipt system**.

Each line received on a supplier invoice will be treated as a separate line in your stock. You can manually **consolidate** these later, or set a preference to **automatically consolidate** items with the same batch, expiry date, pack size, location, donor, cost and sell price.

## Creating a new supplier invoice

**STOP!** Don't proceed with creation of a new supplier invoice if the stock came as a result of:



- Your store created a Purchase order to a supplier, in which case you should be following the procedures described under Ordering items from suppliers
- Your store created an internal order to an 'internal' supplier (a virtual store in mSupply), in which case they should have followed the procedure for handling

Response requisitions. Provided that they have finalised their customer invoice, a new supplier invoice will be created automatically in your store, populated with the stock lines that they are sending to you.
 A stock transfer to your store from another store in mSupply (and they are not responding to a purchase order or internal order from your store), in which case they should have followed the procedure for transferring goods to another store. Provided that they have finalised their customer invoice, a new supplier invoice will be created automatically in your store, populated with the stock lines that they are sending to you.
 In these cases, you should NOT create a new Supplier invoice, and can skip most of the following section.
 Search for these automatically created invoice using Suppliers>Show invoices...
 Depending on the store preferences, the supplier invoice may be finalised. If not, you will be able to add, edit or delete lines on the supplier invoice if what you actually received is different to what the supplier invoice states...

To create a new supplier invoice, navigate to the **Suppliers** tab and click the **New Supplier Invoice** button.



The supplier invoice entry window will open:

		_	supp	mer Invo	nce						
2 Name		+		Cor	rfirm da	te: 00/00/	00			Colour Black	
Their ref									Invoice n	umber: 0	
Comment				Category	None		•		Entr	y date: 19/01/2023 Status: mw	
				Donor	-				Goods re	ceived: 0	
📥 🛋			2						Purchase	order: 0	
New line Add items from	Delete line	Dupli	ate						Requ	isition: 0	
requisition		line	5						Ente	red by: mSupply Suppor	t
										Store: Main warehouse	
		General Summary	by Item Sum	mary by B	atch Pr	ice Docu	ments Log				
Lo Item code	Item Name	Program	Dener	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension	
											- 1
				-							_
C	ther charges										
	hamiri:									Subtotal:	0.00
S 🗉 📶	Amount: 0.00									0 % tax:	0.00
	2.00									Total:	0.00

If you have turned on any of the custom stock fields in store preferences they will be displayed as columns (between the Batch and Expiry columns) in the list of invoice lines and the information you entered for these fields will be shown in the appropriate cells.

### Information to enter in the main window

**Name:** The first thing to do is enter the Supplier's name in the **Name** field. Type the first few characters of the supplier's name or code, and then press the *Tab* key. If only one supplier name matches the entry, the supplier's name will be filled in. Otherwise, a list will be displayed:

Choose i	name –	×
New		
Name	Code	
ABA CORPORATION LTD	200001	^
Abbott Australasia Pty Ltd	abb	
ABBOTT DIAGNOSTICS DIVISION	200002	
ACCORD	ACCORD	
ACOR BOOKSHOP & STATIONER	200003	
Actavis Ltd	acta	
ACTAVIS, UK	actauk	
ADVANCE TECHNOLOGY LTD	20058	
AGFA-GEVAERT LTD	200004	
AILONGA SHIPPING SERVICES	200005	
AK CONSTRUCTION	200006	
AKORN	akom	
ALBERT KONARE	200100	~
<		>
Double-click a name to choose it		
	Cancel	Use

Double-click the appropriate entry, or click *Cancel* to try again. You can also use the *up* and *down* arrow keys or the "u" and "d" keys on the keyboard to move the highlighted item up or down, then click the **Use** button or use the *Enter* key to choose the highlighted item.

At this point the supplier's name will normally just appear in the **Name** field (and their code will appear at the end of the **Their ref** field) and you can continue as below. However, if the **Can manually link requisition to supplier invoice** preference is turned on for this store (see Store preferences), a list of requisitions the store previously made to that supplier will appear. Select a requisition to associate with this supplier invoice, then click OK:

se select	the requisition you	want to associate with	your new invoice from Central M	edical Store
ID	Entered date	Entered by	Reference	Comment
42	8/11/19	Admin		
41	8/11/19	Admin		
32	8/11/19	Admin		
24	31/10/19	userl		

The supplier invoice window will appear with the name of the supplier you have chosen in the **Name** field:

Name Central Med	cal Store				Confirm	m date : 00/	00/00	Colour Blac	tk
Comment	1				Category	None	Ð	Entry date : 13/11/2019 Status : nw	
• •	-							Coods received ID : 0 Purchase Order ID : 0	
w line Add items	from Delete line							Requisition ID : 32	
requisiti	on							Entered by : Admin	
	_							Store: General Ware	house
	Genera	Summar	y by iten	i Sumr	nary by Batch	Price	Log Custom data	1	
Lo Item code	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension	
	Other charges								
	Item(s):							Subtotal:	0.0
	Amount: 0.00							0 % tax:	0.0
								Total.	0.0

The arrow next to the **Name** field takes you directly to the *Edit Customer/Supplier* window, giving access to all the information relating to the supplier entered.

Their ref: Enter the serial number or delivery note number on the bill the supplier gave you.

**Comment:** Enter anything that needs to be remembered about this invoice. If you need more room, click on the arrow next to the **Comment** field to give a large area for entering the comment.

**Category:** Categories created for supplier invoices in *File > Preferences > Invoices 1* are listed here.

**Colour:** Clicking the colour box presents you with a selection of eight colours. When the list of supplier invoices is displayed, the text of this particular supplier invoice will appear in your chosen colour. The colour does not appear on the supplier invoice itself.

**Confirm date:** This is normally read only but will be editable if the **Allow entry of dates on invoices** preference is turned on (see the <u>Invoice preferences</u> page for details).

### Read-only information at the top of the invoice

There is some information at the top of the invoice that is read-only and cannot be edited:

Last update: 2023/01/19 receiving_goods:supplier_invoices https://docs.msupply.org.nz/receiving_goods:supplier_invoices?rev=167413	32219
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Confirm date : 00/00/00	Colour Black
	Invoice number : 0
Category None	Entry date : 13/11/2019
	Status : nw
	Goods received ID : 0
	Purchase Order ID : 0
	Requisition ID : 32
	Entered by : Admin
	Store: General Warehouse

**Invoice number:** This is the invoice number. The number is automatically incremented and assigned when the invoice is first saved (which actually occurs when the first line is added to it) and is unique within a store. Note that supplier invoices in different stores could have the same invoice number.

Entry date: The date the invoice was created.

**Confirm date:** The date the invoice was confirmed. Will be "00/00/00" if the invoice has not been confirmed.

**Status:** The current status of the supplier invoice:

- nw = new (just created, can still be edited, stock not yet added to mSupply)
- sg = suggested (has been opened since first creation, still editable, stock not yet added to mSupply)
- cn = confirmed (stock has been added to mSupply but invoice is still editable)
- fn = finalised (stock has been added to mSupply and the invoice is no longer editable)

**Goods received ID:** If the supplier invoice was created automatically when a goods received note was finalised then the goods received note's ID will appear here in blue, indicating that it is a link and, if clicked, will open the goods received note. A 0 here indicates there is no linked goods received note.

**Purchase order ID:** Again, if the supplier invoice was created automatically when a goods received note was finalised then the ID of the purchase order which the goods were ordered on will appear here in blue, indicating that it is a link and, if clicked, will open the purchase order. A 0 here indicates there is no linked purchase order.

**Requisition ID:** If the supplier invoice was linked to a requisition, the requisition number appears here. You can click on it to be taken directly to the requisition. A 0 here indicates there is no linked requisition.

**Entered by:** The user name of the user who created the invoice.

**Store:** The name of the store the invoice belongs to.

### Buttons in the supplier invoice window

The	ir ref	81061										
Com		1	_							Invoice number :	0	
	ment		1		Catego	ry None		0		Entry date :	06/02/2022	
					Dor	IOF			6	: eutore : Ol basisnes sho	0	
•		7							Bu	rchase Order ID :	0	
<u> </u>			<b></b>							Requisition ID :	0	
wline Addit reg	tems from Delete line juisition	<i>t</i>	Duplicate lines							Entered by :	Admin	
				<u> </u>						Store :	Central Medical S	tore
		Cen	ral Summary by	y item	Summ	ary by Batch	Price	Log				
Lo., Item	code	Item Name	Donor	Qtv	Pack	Batch	Expiry	Cost Price	Sell Price	Prio	e extension	
				-			24.7					
												_
												_
												_
	Other charg	es.										
	1 Number									Sub	total:	0.00
	Amount	0.00		- 11						01	6 tax:	0.00
	Anount.	0.10									Total:	0.00

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**New line:** Add an item to the invoice. See *Adding lines to an invoice* below for more details. To edit a line, double-click on it.

**Add items from requisition:** Only visible if the supplier invoice is linked to a requisition. Displays a list of items from the linked requisition, which you can add to the supplier invoice. You can add one or more items by highlighting them and clicking OK. To edit a line, double-click on it.

**Delete line:** Delete item(s) from an invoice. Highlight the line(s), then click this button. Multiple lines can be deleted simultaneously.

**Duplicate lines:** Select one or more lines on the invoice and click this button to add duplicates of those lines. Great time saver when receiving large quantities of the same item with similar batches into different shelf locations, for example.

Hold checkbox: If checked, the invoice status cannot be changed.

Items on a supplier invoice with new (nw) status have not been entered into the system yet. Putting a new invoice on hold allows you to enter the supplier invoice, but not allow the stock to be available for issuing until all the details have been checked.

**Finalise check box:** If checked, clicking the OK button will finalise the supplier invoice. Once finalised, the invoice can no longer be edited so be sure first that all the details are correct. Only users with the *Can finalise individual invoices* permission can check this box. Other users will be warned if they try to turn it on, and the check box will automatically uncheck.

When the OK button is clicked, you will be asked to Confirm invoice and enter into stock now?

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- If you click **Later** the invoice will still have a new (nw) status
- If you click **Confirm** and the **Finalise box was** not checked, the invoice will be confirmed (cn)
- If you click Confirm and the Finalise box was checked, the invoice will be confirmed (cn) and finalised (fn)

#### A finalised invoice cannot be edited.

Should a finalised invoice need to be changed, the entire invoice may be cancelled, and the correct data may be entered as a replacement.

In order to maintain the accuracy of any subsequent audit trail, mSupply creates a transaction which reverses all the stock movements on the invoice being cancelled, having due regard to all appropriate details, such as batch numbers, etc. See Cancelling finalised invoices

If *Confirm supplier invoices without asking* is checked in the "Invoices 1" tab of the Preferences window, then all invoices will be finalised automatically.



If you have the store preferences set to force supplier invoice authorisation, you will not be able to confirm supplier invoices until they have been authorised. See here for details.

**Copy:** Copies the invoice details to the clipboard, allowing you to paste them into a spreadsheet or email message.

**Delete:** Deletes the entire invoice. When deleted, there will be no trace of your entry and the invoice number assigned will be reused.

Unless the invoice has a new (nw) status, if you have added lines to an invoice, you must manually delete each line using the **Delete line** button before deleting the invoice. This is intentional, to save the "Oops, I just deleted my invoice with 100 lines on it" feeling.

<HTML>

</HTML>

Invoice status	Description
nw	The invoice has just been created - clicking Delete will automatically delete each line and the entire invoice
sg	The Delete button will only delete the invoice if you have first deleted all lines using the <b>Delete line</b> button
cn	Same as for suggested (sg) status
fn	No changes or deletions can be made and the Delete button will be disabled

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**Print checkbox**: If checked, the supplier invoice or packing slip will be printed when the OK button is clicked. If the supplier invoice has a suggested (sg) status, a packing slip will be printed; otherwise an invoice will be printed.

**OK:** Saves the changes you have made and exits the window.

**OK and Next:** Saves the changes you have made and opens a new supplier invoice.

### Tabs in the supplier invoice window

#### **General tab**

This shows a detailed view of each line on the invoice. This is the tab you see when you first open or create a supplier invoice.

#### Summary by item tab

Displays a summary of each item's requested quantity, sent quantity and received quantity. Different batch numbers of the same item are consolidated into a single line.

		General	Summary by Item	Summary by Batc	h Price Log	Custom da	ta
Line	Item Name		Requested Qty	Sent Qty	Received Qty	Cost Price	Price extension
	1 Allopurinol 100mg tab		100	100	100	5.30	530.00
	2 Erythromycin ethylsuccinate 250mg tab/cap		200	200	200	2.80	560.00
	3 Albendazole tab 400mg		400	400	300	1.50	450.00

#### Summary by batch tab

This tab shows each batch but grouped by item and showing summary price information for each batch.

Last update: 2023/01/19 12:43 receiving\_goods:supplier\_invoices https://docs.msupply.org.nz/receiving\_goods:supplier\_invoices?rev=1674132219

		General Summa	ry by Item Summary I	oy Batch Price	Log Cu	stom data	
Line	Location	Item Name	Batch	Quantity	Pack Size	Cost Price	Price extension
	1	Allopurinol 100mg tab	JR667	100	1	5.30	530.00
;	2	Erythromycin ethylsuccinate 250mg tab/cap	QOP876	200	1	2.80	560.00
1	3	Albendazole tab 400mg	LMN667	200	1	1.50	300.00
	4	Albendazole tab 400mg	YRN779	100	1	1.50	150.00

#### **Price tab**

There can be a lot of information on this tab! It is all detailed in the Price tab section below.

#### **Unsupplied items tab**

This tab is only shown if this supplier invoice is the result of a stock transfer from another mSupply store and the supplying store has the *Use EDD placeholder lines in supplier invoices from this store* store preference turned on (see the 26.08. Virtual stores page for details).

•••			Supplier Invo	ice	
2	Name Central Medical Store	1	Con	firm date : 00/00/00	Colour Black
	Their ref From invoice number: 33 Comment Stock transfer	Tamaki	Category Donor Be aware: modifyin invoice which gener	None Control C	Invoice number : 1 Entry date : 07/02/2022 Status : nw Goods received ID : 0 Punchase Order ID : 0 Regulation ID : 0 Entered by : Admin Store : Hufflepuff Health Centre
		General Summary by Ite	em Summary by Batch	Price Unsupplied items Log	
item code	Item Name	Quantity	Pack Size	Ne	otes
83933	Salburantoi inhaier	30	1 800: 30/00/20	22 PD. 19	
Hold Finalise	Export batch: 0 Margin: 0.00			OKA	Next Delete OK 🛛 🖶

The table on this tab shows all placeholder lines that were present on the customer invoice in the supplying store (they represent the quantities of items that could not be supplied). If the item is also present on a purchase order in the supplying store then the *Notes* column contains the Expected Delivery Date of the item and the purchase order this date is taken from. **Note:** this is the expected date the item will be delivered to the supplying store, not your store.

#### **Documents tab**

The *Documents* tab on a supplier invoice enables you to save documents and other files relating to the invoice. The tab looks like this:

General Summary by	Confirm date: 00 Category None Donor Item Summary by Batch Price	Cocuments Leg	Colour Black Involce number: 0 Entry date: 19/01/2023 Satus: nw Coods recorder: 0 Purchase order: 0 Regulation: 0 Entered by: mSupply Support Store: Main warehouse Show Show all Version no	8
General Summary by	Category None Donor Item Summary by Batch Price	Bocuments Log	Show Show all	•
General Summary by d document Created by	Item Summary by Batch Price	Saved on	Show Show all Version no	•
Created by	Created on	Saved on	Version no	

The table shows you all the files currently uploaded to this invoice.

- Upload document button: Click this to upload a document to the invoice. This will open a window enabling you to search for and select the file on your computer. After you've selected it, click on the **Open** button to upload it. If you upload a file with the same name as one already uploaded, mSupply will upload it as a new version of the already uploaded file.
- Delete document button: Select a file in the table by clicking on it and click this butotn to remove it from the invoice.
- Download document button: When you click on this button you are presented with two options:
  - **Download:** this will download the file to a location you select on your computer.
  - Download and open: this will download the file to a location you select on your computer and then attempt to open it using the default application on your computer for that file type. If there is no application associated with the file type on your computer then mSupply will tell you that the file could not be opened.

### Log tab

The log tab displays all the log entries that have been made regarding this invoice. All log entries are stored in the mSupply log and this tab will display all the log entries in there which were made for this invoice.

### **Custom data tab**

This tab shows the custom fields that have been set up for supplier invoices.

All custom data will be saved with the invoice (i.e. when you click the OK or OK & Next button).

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## Adding new lines to a supplier invoice

Click the New line button to add a line to the invoice. This window appears:

Item	
Received quantity 0	Invoice quantity 0
Pack size 1	Invoice pack size 0
Total quantity: 0.00	Invoice total quantity 0.00
Batch	Location S
Expiry 00-00-00	Volume per pack m3 🕵
	Weight per pack 🛛 🛛 🛛 kg 🕵
Invoice line unit cost (PGK) 0.000	Adjusted local cost % Margin Sell price
Price extension (PGK) 0.00	Donor
	Cancel OK & Next

The cursor will be in the field ready for you to enter the item name.

**Item:** Enter as much of the item name (or code) as you know, then press the *Tab* key. As usual, if only one entry matches, it will be filled in. More than one matching entry will present you with a list from you should double-clicking on the required item. The text you type will be matched against both the item name and the code. A match for either will display the item.

To query for an item name or code that *contains*, rather than *starts with*, a string of text, use the asperand (@) wild character. So, for example, to search for "250mg" within an item, enter @250mg in the search field.

Hint: you can use the "up" and "down" arrow keys to change the highlighted item (You can also press *u* to move up and *d* to move down!). Pressing the enter key will choose the highlighted item.

e Item list				×
Rem name	Item code	Stock on Hand		
Acetazolamide 250mg tab	ace250t	0		^
Acetylsalicylic acid 100mg tab	ace100t	0		
Acetylsalicylic acid 300mg tab	ace300t	0		
Aciclovir 200mg tab	aci200t	5000		
Aciclovir sodium 250mg inj	aci250t	0		
Albendazole tab 400mg	alb400t	3800		
Albumin, human injectable sol, 25%	alb25i	0		
Albumin, human injectable sol, 5%	abl5i	0		
Alcuronium chl 10mg/2ml inj	alci10	0		
Allopurinol 100mg tab	all100t	3000		
Aluminium diacetate solution, 13%	alu13s	0		
Aluminium hydroxide 320mg/5ml oral susp	alu500s	0		
Aluminium hydroxide 500mg tab	alu500t	0		
Amiloride hydrochloride 5mg tab	ami5t	0		
Amoxicillin + clavulanic ac 500mg tab	amoc500t	0		
Amoxicillin 125mg Tab	amo125tab	78		
Amoxicillin 250mg tab/cap	amo250t	20100		
Amoxicillin 500mg tab/cap	amo500t	6700		
Amphotericin b 50mg inj	amp50i	0		
Ampicillin sod 500mg inj.	amp500i	0		
Anti-d immunoglobulin (human) 250mcg inj	antd250i	0		
Antiscorpion sera inj	antsi	0		
Antitetanus immunoglob (human) 500IU inj	antt500i	0		
Antivenom serum	antvi	0		
Artemether 80mg/ml inj	art80i	0		~
ouble-Click the item you want		Cancel	Use	

If you did wish to apply a different margin to the whole invoice, click the cancel button, and edit the margin for that supplier by choosing *Supplier* >*Edit supplier* and change the margin. If you wish to apply a different margin to just some lines, you can do this as you enter the lines, as long as *Editing margins* is enabled in the Preferences.

If the the item you are entering is not listed, you can click New item to add it.

*Note: it is a good idea to agree upon a standard form for entering items. For example, will you enter an "infant feeding tube" as:* 

- "infant feeding tube"
- "feeding tube, infant"
- "tube, infant feeding"

Duplicated items can later be merged, but it is better to get it right first time!

If you need to see the full details of the item itself after selecting it, click on the down arrow icon ( ) to the right of the item name field and you will be taken to the item's details window.

Now there are a series of fields to enter to fill in the basic information for the line

Received quantity: How many packs did you receive?

**Pack size:** How many units are in each pack? Once the item has been selected the item's unit will be displayed after this field. If you also want to enter the number of packs in a carton (the "inner" pack size) and the number of cartons on a pallet (the "outer" pack size) then you can turn on a preference, as described on the 16.03. Invoice preferences page.

**Total quantity:** mSupply will automatically calculate the total quantity of individual units (received quantity x pack size).

Say you receive 50 boxes of amoxycillin caps, each box containing 10 strips of 10 caps. You would normally enter 50 in the received quantity field and 100 in the pack size field. However, if you normally issue the capsules in strips of 10 to customers (e.g. you allow them to order 20 or 30 capsules), then it will be more convenient to enter a quantity of 500 and a pack size 10.

**Pack to one:** Clicking this button will automatically redistribute the total quantity received to pack size to 1.

**Invoice quantity:** How many packs did the supplier claim to have sent? (Sometimes this is different to the quantity received!)

**Invoice pack size:** What is the pack size stated on the supplier invoice? It *should* match the received pack size, but if **Pack-to-one** has been applied to the received quantity (see above), this value will show the original pack size on the supplier invoice.

**Invoice total quantity:** mSupply will automatically calculate the total quantity of individual units stated on the supplier invoice (Invoice quantity x Invoice pack size).

**Batch:** The batch number or other identifying information. The batch appears on the invoice, so you can use this field to differentiate between brands if you need to (eg you operate using generic names, but occasionally want to give a specific brand- you can put an abbreviation for the brand name here as well as the batch).

**Expiry:** You can use "/" or "." to separate the day/month/year.

Use whichever date format you have set in your computer (dd/mm/yy or mm/dd/yy or yy/mm/dd). You can enter the year as 2 digits, which will be understood as a date between 1961 and 2060. This should cover the expiry date on most things you receive in the next 52 years!

**Location:** The location of the item should be entered in this field.

**Volume per pack:** How much space the pack occupies in metres cubed (m3).

Weight per pack: The weight of the pack in kilograms (kg).

**Invoice line unit cost:** Enter your **cost price** for one pack of the pack size you entered above. If your supplier's currency is different to that of mSupply the cost price will appears in the supplier's currency.

If you have set a default selling price for this item, if you set the **Invoice line unit cost** to zero after setting it to some value, you will be asked to confirm whether you want to zero the cost price. If you confirm the change, the **Sell price** and **Price extension** will be set to zero.

**Adjusted local cost**: Displays the cost of a single unit of the item in local currency.

**% Margin and sell price**: If you have allowed editing of these fields in Preferences, you can adjust the margin (and the sell price will adjust automatically), or you can adjust the sell price (and the margin will adjust automatically).



If you do not set it to something else, the sell price will be set to the item's default sell price.

**Manufacturer:** This field displays the name of the manufacturer of the item. It will only be shown if you have turned the *Able to specify manufacturer when receiving, ordering or quoting for items* preference on in the store preferences.

Entering a manufacturer follows the same pattern as entering an item or supplier - type the first few letters of the manufacturer's name or code, and press the *Tab* key. Choose the required manufacturer from the list if more than one is displayed.

You can add a new manufacturer by clicking on the New button.

**Donor**: The donor of the item can be entered to this field. A valid donor should be entered, type the wildcard character '@' and press the TAB button to view your list of donors.

**Price extension**: This information field provides the cost price in local currency for the total quantity of the item you have entered.

**Custom fields 1-8:** The appearance of these fields is controlled by the Custom stock field preferences. Any information you enter in these fields will be displayed wherever stock information is displayed (e.g. when issuing stock on a customer invoice or when viewing the stock of an item on the stock tab of the item details window). The fields can also be reported on so they are an important and powerful way of tracking different categories of stock. For full details please see Custom stock fields.

Click *OK* if you are finished, or *OK* & *next* to add another line. (The invoice lines added will be displayed in Items Display Field.)Click *Cancel* to exit to the main screen without saving any of the details.



mSupply provides the feature of receiving service items into stock. Service items are items that are not normally held in stock and are called non-stock items in mSupply. See here for more information on those. You might be tempted to use service items to manage assets - if you are you might find the mSupply asset management functionality better. See the 21.02. Asset management page for details.



If the *Convert pack to 1 when receiving* preference is turned on for the item (see the 4.01.01. Items - General tab page for details), the **Pack size** field will be changed to 1 and the **Cost price**, **Volume per pack** and **Weight per pack** field values will all be recalculated when you enter the **Cost price** field value or click on the **OK** button. A warning in red text will be displayed on the window if the preference is turned on so that you don't get any nasty surprises when the values suddenly change!

## Editing lines on a supplier invoice

Supplier invoice lines can be edited at any time until the invoice is finalised.



To edit a line, simply double-click on the line you wish to edit.

### Editing lines if stock has been issued

If you have already issued stock of this line to a customer, you will be warned with a window like this:



Clicking **View issued invoices** will show you a list of customer invoices containing stock entered on this particular line:

Name	Invoice #	Status	Туре	Quantity	1
ARARA CLINIC	3722	sg	ci	100	
					1
		Total	quantity:	100	

Clicking **OK** will take you to the item issue window:

	Add/e	dit supplier invoice line
ltem	Amoxycillin 500mg Tablet	amo500t
Received quantity	250 Units issued: 10	Invoice quantity 0
Pack size	1000 Tablet	Invoice pack size 0
Total quantity:	250,000.00	Invoice total quantity 0.00
Batch	LOT2356/45	Location C1
Expiry	30/06/2026	Volume per pack 0 m3 🕵
		Weight per pack 0 kg 🕵
Invoice li	ne unit cost (USD) 1.74	Adjusted local cost % Margin Sell price 1.74 0.00 1.74
Pric	e extension (USD) 435.00	
		Cancel OK OK & Next

The item and pack size fields will not be editable and you may not reduce the received quantity to a figure lower than the quantity already issued. However, if you have the *Update pack size, cost and sell price* preference turned on (see the 24.15 Managing users page for details) you will also be able to edit the pack size field. There is a caveat; if the stock has been involved in a repack or a split, the pack size field will always remain uneditable.

In the screenshot above you will notice the "units issued: 10" text in blue to the right of the *Quantity* field. This will only be present if stock has already be issued to customers. You can click on that text to display a list of issued invoices as described above with the **View issued invoices** button.

Note that the **OK & Next** button is very useful for editing a whole invoice. Simply double-click the first line of the invoice, then use the **OK & Next** button to go from line to line.

## Working with the list of invoice lines

**Resizing columns:** These columns are resizable. If any of the column data is cut-off or remains hidden, the column width can be increased or decreased by positioning the mouse at the borders of the column. The cursor changes to a cross with arrowheads on the horizontal bar. Click and drag the cursor to the left or right.

Line	Item Name 🕂	Qty	Pack	Batch	Expiry	Price	Price exten
1	BOTTLE, TABLET, PLASTIC, W/SCRE	1000	1			0.54	545.90
2	BOTTLE, TABLET, PLASTIC, W/SCRE	42678	1			0.45	19,475.25
3	BOTTLE, TABLET, PLASTIC, W/SCRE	94810	1			0.69	66,077.83
4	BOTTLE, TABLET, PLASTIC, W/SCRE	15408	1			1.05	16,291.65
5	BOTTLE, LIQUID, PLASTIC, W/SCREW	14800	1			1.69	25,100.80
6	BOTTLE, LIQUID, PLASTIC, W/SCREW	7812	1			2.85	22,275.14
7	BOTTLE, LIQUID, PLASTIC, W/SCREW	864	1			8.42	7,280.93

**Sorting columns:** Columns may be sorted either in ascending or descending order by clicking on the header.

ine	Item Name	Qty
5	BOTTLE, LIQUID, PLASTIC, W/SCREW	1480

ine	Item Name 🛛 🔻	Qty
3	BOTTLE, TABLET, PLASTIC, W/SCRE	9481

The order of the columns can be re-arranged by clicking on the header and dragging it to the new position.

## Deleting a line on a supplier invoice

To delete a line, do one of the following:

- Click on the line you wish to delete, then click on the **Delete line** button
- Double-click the line to edit it (see above) and set its quantity to zero.

Click the **OK** button. You will be asked for confirmation. Click **OK** to proceed.



You cannot delete a line from a supplier invoice that has been finalised.

### Selling price calculations in mSupply

mSupply uses a number of items of information to calculate the selling price of an item. This enables you to have the price calculated just the way you like it.

Here's the logic mSupply uses:

- Does the item have a selling price specified? If it does, this price will be used regardless of any other information. Note that the price entered for the item is for one unit. The price will be multiplied by the pack size to get the selling price for the line.
- If either the supplier margin or the item margin is specified as zero, then the other (non-zero) value will be used?
- If a margin is specified for both the supplier and the item, the Preference *Item margin overrides supplier margin* will be examined to see if it is on or off. If it is set, the item margin will be used, if not the supplier margin will be used.

For example: <HTML>

Cost price	Pack size	Supplier margin	ltem margin	Preference set for Item margin overriding Supplier margin	ltem price	Price used
100	100	6	10	yes	1.15	115
100	100	6	10	no	1.15	115
100	100	6	10	yes	0	110
100	100	6	10	no	0	106
100	100	0	10	no	0	110
100	100	6	0	yes	0	106

</HTML>

<HTML>

</HTML>

Note that if you have turned on "allow editing margins and sell prices on supplier invoices" in the Preferences you will be able to over-ride the prices mSupply calculates.

### Price tab

This tab provides functions for applying discounts and apportioning different charges to items.

#### Applying a discount to the whole invoice

If a supplier gives a discount at the bottom of the invoice rather than adjusting the price of each invoice line, you can use the discount button.

•		Su	pplier	invoice	;						
2	Name ALPHAMED P/L			Entry	date : 27/02	/2015			Colour:	Blac	ck
Their ref 17222 200010 Confirm date : 27/02/2015 Invoice number : 8,086									8,086		
Co	mment goods received ID : 6076		P	eriod Ur	nconfirmed o	r none	Ŧ		Status :	cn	
	1-						_	Good	s receive ID :	6076	
			Cate	egory No	one		Ŧ	Purcha	se Order ID :	3499	
									Entered by:	KONAREA	
Gener	al Summary by Item Summary by Batch Price	log							Store :	National Me	dical
Tend	er reference		Sup	plier sub	total 3	9617	Local cha		0		1
		Extra fore	ion cur	rency cha	rnes 🗌	0			_		j.
				iency cha	- ges					Discou	unt
- C	urrency rate 6.4922	Total fore	ign cur	rency cha	rges 3	9617					_
Line	Item Name	Qty	Pack	Batch	Expiry	Price	Extension FC	Price	Local c	Price exten	
1	INSULIN INJ HUMAN ACTRAPID 10ML	300	1	D56L04	30/09/2016	27.88	8,364.00	181.00	0.00	54,300.76	$\sim$
2	INSULIN INJ HUMAN ISOPHANE 10ML	500	1	D56L79	31/07/2016	27.91	13,955.00	181.19	0.00	90,598.65	
3	SALBUTAMOL METERED DOSE INHALERS 10	4000	1	G0J05;	31/10/2015	3.89	15,560.00	25.25	0.00	101,018.63	
4	DOXORUBICIN INJ 2MG IN 1ML/5ML	40	1	801233	31/10/2016	8.65	346.00	56.15	0.00	2,246.30	
5	DOXORUBICIN INJ 2MG IN 1ML/25ML	80	1	DX3140	31/03/2017	17.40	1,392.00	112.95	0.00	9,037.14	
1											~
1	Other charges										
									Subtotal	257,2	01.4
2	Item(s):										0.0
	Amount: 0	0.00							Total	257,2	01.4
Hel	d Evenet betelv 0										
Eina	dize Margin: 10.00					DK & Ne	wt l	Delete		OK	
	inter intergrate average					SIX COM		Paced		UK I	

This window will be shown:

<b>X</b> •	Apply discount – 🗖 ⋗							
Apply disco Discou	unt on Cost Price	Recalculat	e sell price					
What will he Enter a positi invoice by th Enter a nega Check the "R the basis of t	appen? ve number to redu e percentage you f tive number to incr ecalculate sell price the new cost price	ce the cost price of have entered. rease prices. e" button to adjust to Cancel	each line on the the sell prices or OK	1				

If you enter "5" the cost price of each line will be reduced by 5%, and the invoice total will be recalculated. It should then match the amount the supplier is actually charging you.

If you want the sell price calculated based on the new cost price, check the "Recalculate sell price" checkbox. The selling price rules as described above will still apply.

### Applying local charges

Local charges are any charges you want to add to the cost of individual items on this invoice in your data file's local currency (i.e. the default currency used in your data file - this might not be the same as the currency you use when you visit a local shop!). These could be administration charges, local freight charges, handling charges etc.

You can either enter the amount of local charge to apply to each invoice line or the total amount of charges to apply to the invoice.

### Entering local charge amounts on each invoice line

You do this by directly entering the amounts to apply to each line in the cells of the *Local charge* column in the table. As you do this, mSupply will automatically increase the sell price per pack by the amount you have entered divided by the number of packs for the line and will add the amount you entered to the current value in the **Local charges** field above the table.

### Entering the total amount to apply to the whole invoice

To do this, you simply enter the total amount in the **Local charges** field above the table. When you do that, mSupply will automatically apply a portion of the local charges to each invoice line's sell price, according to the ratio of that line's *Price extension* to the sum of all the Price extensions of all lines on the invoice. You can see how much mSupply added to each line in the *Local charge* column. If you wish, you can edit the local charges applied to each line after this by simply clicking on the appropriate *Local charge* cell in the table and typing in the cost to apply. As you do that, mSupply will keep track of the total local charges applied to all lines in the **Local charges** field.

### Applying foreign currency charges

These charges are applied in the currency selected in the currency selected in the **Currency** drop down list, following the rate displayed in the **Currency rate** field (which you can manually adjust if the default shown by mSupply is not what you require). The charges could be, for example, international freight charges or administration charges.

Simply type the amount of foreign currency charges to apply to the whole invoice in the **Extra foreign currency charges** field and mSupply will apply a portion of the whole amount to each line, according to the ratio of the line's *Price extension* to the sum of the Price extensions of all lines. mSupply will automatically update the sell price value for each item.

### Applying other charges

These charges will NOT be added to the sell or cost prices of the items on the invoice. You enter them in the *Other charges* section below the table of items:

- Item(s) field: Enter what the charges are for in this field.
- **Amount** field: Enter the total amount of the other charges in here. When you do this, you will see the amount added directly to the *Subtotal* and *Total* amounts and none of it will be added to the sell or cost prices of the individual items in the table.

### Applying tax to the invoice

Tax, like other charges, will not be added to the sell or cost prices of the individual items. To add tax, click on the % *tax* rate below the *Subtotal* field on the right hand side below the table of items and enter the rate you wish to use. mSupply will calculate the amount of tax (the % you entered of the *Subtotal* value) and automatically add it to the *Subtotal* value to give you the new *Total*.



If you have set a default tax rate in the preferences (see General preferences) you will see it applied as soon as you open the invoice. Also, you will only be able to edit the tax rate if the *Allow editing tax rate and amount on invoices* preference is turned on (see Invoices preferences).

## Viewing supplier invoices

To view or edit any supplier invoice, choose *Supplier>Show invoices*. The details of how this works is virtually identical to that of viewing customer invoices.

# Rapid access to Goods Received note from Supplier invoice, and vice versa

If the Supplier Invoice came from a Goods Receipt, (which in turn came from a Purchase Order), Supplier invoices show the *Goods Received* transaction number in the upper right area of the window. By clicking on that, the *Goods received* transaction will be displayed. Similarly, the *Edit goods received* list has a link *Click here to open Supplier inv* ...... which will display the required invoice.

## **Processing supplier invoices**

In order to bring the stock on a supplier invoice in to your store, you will need to confirm it.



- If the supplier invoice is **On hold**, then the supplier invoice can not be processed (moved from one status to another). You will need to take the supplier invoice off Hold in order to process it.
- To toggle the supplier invoice between on and off Hold, click on the Hold checkbox.
- You can print the supplier invoice even if it is on Hold.
- If the supplier invoice was finalised when you first opened it, then the stock has *already* been (logically) brought in to your store, and you don't need to do any processing! (In fact, you can't do any processing of it, even if you wanted to.)
- If the supplier invoice status is nw, then the stock as described on the supplier invoice has *not* been brought in to your store yet.
- To close the supplier invoice, click on the **OK** button. If the supplier invoice is not on *Hold*, then you should be prompted with the pop-up message below.



- If you click **Later**, the supplier invoice will close, the supplier invoice status will stay at nw, and the stock will *not* be brought in to your store.
- :Once you are happy with the details of the stock as described on the supplier invoice (taking special notice of the Cost Prices), and you are ready to bring the stock in to your store, click on the OK button, and then click Confirm. The supplier invoice will close, the stock *will* be brought in to your store, and the supplier invoice status will change to cn.
- Depending on your user permissions, you may be able to edit details of the stock even after it

has been brought in to your store - provided that the status remains at cn

• If you click on the Finalise tick-box, then the status will change to fn and you will no longer be able to edit any details on the supplier invoice.

## **Printing supplier invoices**

There are 2 ways to print a supplier invoice but both require it to be open. The first way is to check the print checkbox in the bottom right hand corner of the supplier invoice window:

<b>\$</b>	Su	pplie	r invoice				-	• 🗙
Name Their ref Comment  New line Delete line  General Summary by Batch Price	Entry date : 19/03/2015 Confirm date : 00/00/00 Period 1/01/2014 - 31/12/20 * Category None *			3/2015 Colour : 0.00 Invoice number : 0 1/2/20  Goods receive ID : 0 Purchase Order ID : 0 Entered by : SUSS Store : National States - Substates - Substa			Black Medical St	
L Lo Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension	
								~
Other charges								
Amount: 0	.00						Subtotal: Total:	0.00 0.00 0.00
Hold Export batch: 0 Finalize Margin: 0.00					OK & Next	Delete	OK	] 🗆 🏈

When the checkbox is checked and you click on the **OK** button, the printing options window is displayed. The invoice will be **closed** after printing.

The second way is to hold down the Shift key on the keyboard and click on the printer icon in the bottom right hand corner instead of checking it. This will also open the printing options window but the invoice will **stay open** after printing.

This is the printing options window:

• •	Printing optic	ons
Form to use	Summary landscape no logo	<ul> <li>Remember this choice</li> <li>Print pallet labels</li> </ul>
Message		Destination
		Printer
		O Preview
		O PDF file on disk
		Email PDF
		Export to Excel
		Cancel OK

- Form to use drop down list: Select the form you want to use to print the invoice. There may be several in the list. There is also a *None* option if you don't want to print the invoice but just want to print pallet labels.
- **Remember this choice** checkbox: The form you choose in the Form to use drop down list will be selected (and everyone else!) next time the supplier invoice printing options window is opened if this checkbox is checked.
- **Print pallet labels** checkbox: Check this if you want 100x150mm pallet labels in a specific format to be printed out from a label printer. A label will be printed for each line on the supplier invoice. Note: the label printer has to be installed and configured in mSupply before this option will work see Label printer installation and Printing preferences (setup) for details.
- **Destination** radio buttons:
  - **Printer**: the invoice will be printed out straight away.
  - **Preview**: a preview of what the invoice will look like when it is printed will be displayed in your installed PDF file reader. You might be able to print the invoice from the PDF reader, depending on its features.
  - **PDF file on disk**: the invoice will be saved to disk in PDF format.
  - Email PDF: the invoice will be created as a PDF file and attached to an email for you to send. You can double-click the email attachment to see a preview of the invoice. The email preferences in *File > Preferences* should be setup correctly before using this feature.
  - **Export to Excel**: the invoice will be exported as a spreadsheet file and opened for you (provided you have a spreadsheet application installed).

When you click on the OK button the invoice will be printed in the form you have chosen.

### Previous: 7. Receiving Goods | | Next: 7.02. Goods receipt

