9.02. Receiving goods back from a customer

It is important to be able to receive goods back from a customer without it being counted as goods coming from a supplier. If your customer issues the goods to you on a Customer Invoice, and you then receive it through a Supplier Invoice, then those goods will be counted as part of your store's 'supply' from suppliers, which is not correct. A Customer credit is the right way to receive goods back from a customer.

If you have accidentally confirmed (and finalised) a Customer Invoice, then you should be able to cancel it to bring the stock back in, rather than creating a customer credit.

If one of your customers wishes to return goods to you, you should receive them back into your store using a customer credit transaction.

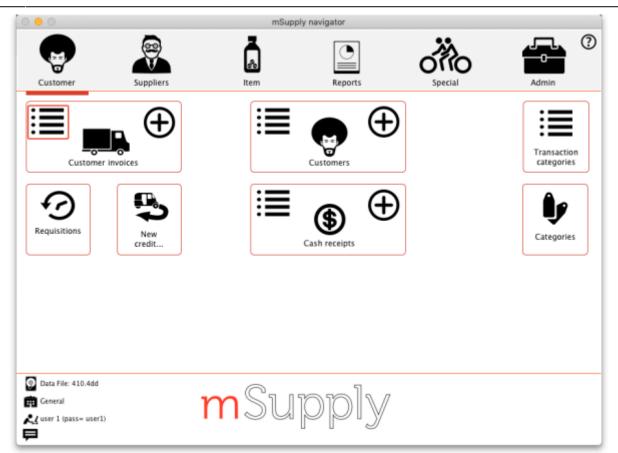
You can create a customer credit manually or it can be created automatically in your store if your customer is a store in mSupply and they create a supplier credit to return the goods to you - see the 9.01. Return goods to a supplier page for details about that.

Customer credits created automatically will have the status *new* (nw) and placed on hold so that they do not affect stock in your store. When the goods physically arrive at your store, you can check them over, verify quantities, batches, condition, etc., make any necessary adjustments to the customer credit before taking it off hold and receiving the returned goods in to stock in mSupply.

Viewing and editing customer credits

Choose *Customer > Show invoices...* from the menu or click on the Show customer invoices icon on the Customers tab of the navigator:

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This will show you the search filter window:

Customer trans	sactions ᅌ
15 m	ost recent transactions, or:
Invoice Number 🟮 equals	0
Use list view	if one entry found
Complex Find	Cancel Find

Note that the drop down list at the top is set to Customer transactions. Edit the other filter selections as required (leave the top drop down list as it is) and click on the OK button to see a list of all customer transactions (invoices, credits etc.). The customer credits are the ones with "cc" in the Type column:

	•					Trans	actions list						
S.	d Sum	Grder by	Export to Excel	Finalise	Duplic			Titers	Customise	Modify	Export to MYOB		
		order by	Name		pe St		Confirmed	Invnum	Total		Pickslip pri	Comment	Expor
	Fypes	Test store		CC			13/0020		2 -4		Picksip pri	Comment	Exper
	Customer invoices	Test store		ci	fn		13/0020		1 63.0				0
	supplier invoices	1.601.0101.0	**			20100.000							
	nventory adjustments												
	supplier credits												
	Customer credits												
	builds												
	tepacks												
	Find												
	By date												
	By status				_								
	My transactions												
R	Wy custom filters												
													-
	1/2/8												

Double click on any transaction in the list to view or edit it.

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Manually creating customer credits

Choose **Customer > New credit...** from the menu bar or click on the *New credit...* icon on the Customer tab of the navigator to open this window:

•		Custo	omer Cre	dit				-
Name Name	1	Con	firm date	00/00/00			Colour :	Black
Their ref							Invoice : 0	
Comment	•		Category	None		-	Entry date : 30/	03/2015
							Goods receive ID: 0	
							Status : nw	1
•	-			10			Entered by : sus	sol
New line Delete	line(s)			History			Store : Ge	neral
Seneral Summary by Item	Summary by Batch Transport details	Log						
N Li Location	Item Name	Quan	Pack Size	Batch	Eun date	Sell Price	Price exten	
the coolden	nem redne	Quan	1 000 0120	Data	Exp date	JOITING	Plice exert	
	Other charge	rs Item:					Amount:	0.0
	Other charge	rs Item:					Amount: Subtotal:	
	Other charge	ts Item:						0.0 0.0 0.0

Enter the name of the customer you are receiving the goods from in the *Name* field by typing the first

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few characters of the name and pressing the *Tab* key on the keyboard to select it.

If the customer is on hold you will be warned and asked if you wish to proceed with receiving the goods back from them.

Enter a reference and comment in the *Their ref* and *Comment* fields if required.

Now you need to add the goods that are begin returned to you. There are two ways of doing this:

1) Click on the **New line** button to add a line to the credit and this window will open:

		Add/edit supplier invoice line
ltem		
Received quantity	0	Sent quantity 0 New item
Pack size	1	
Total quantity:	0	_
Batch		Location
Expiry	00/00/00	Volume per pack m3 🕥
Invoice line unit cost (USD)		Adjusted local cost % Margin Sell price 0.00 0.00 0.00
Price extension (USD)	0.00	
		Cancel OK OK & Next

Here you can enter the details of the first batch you are receiving. This is exactly the same as filling out the details for a supplier invoice line. Enter the name of the item first by typing the first few characters of the name or code then press the *Tab* key on the keyboard to select the right item. Now enter the rest of the details as required, to match the stock being returned.

Note that on the customer credit you should enter items with zero margin. This is because *mSupply* uses the cost price entered to calculate the amount to credit the customer, so you must enter the amount you charged them as the cost price for each line. Presumably you want to sell the item again for the same price you sold it originally, hence the cost and selling price should be the same.

When you have finished entering this line's details, click on the *OK* button if you're finished or the *OK* & *Next* button to add another line. When you've finished adding lines, click on the OK or Cancel button and you'll be taken back top the customer credit window, now showing the lines added.

2) Click on the **History** button. This window will open:

Date	Number	Prescriber	ltem	Quantity	Credit Qua	Batch	Direction
18/09/2020	1		AMOXICILLINE 500 MG GELULE	100	100	8092	
18/09/2020	1		PARACETAMOL 500 MG CP	150	150	000724	
26/08/2020	2372		NEVIRAPINE 10 MG/ML FL/100 ML	2	2	LA90342	
14/08/2020	2335		PARACETAMOL 100 MG SCH	120	120	3704	
13/08/2020	2327		AMODIAQUINE/ADULTE PLQ/6 CP	25	25	PA0819G	
13/08/2020	2327		AMODIAQUINE/4 ANS) PLQ/3 CP	50	50	CYZ499065	
13/08/2020	2327		AMODIAQUINE/1 MOIS) PLQ/3 CP	10	10	PA0859G	
13/08/2020	2327		ARTEMETHER/LUANS) PLQ/12 CP	30	30	KU816	
13/08/2020	2327		ARTEMETHER/LU 3ANS) PLQ/6 CP	10	10	PA23908	
13/08/2020	2327		ARTEMETHER/LUULTE PLQ/24 CP	30	30	DJ0150B	
13/08/2020	2320		BOITE DE SECURIOBJETS SOUILLES	3	3	NEANT	
13/08/2020	2320		DETERMINE HIV TEST KIT/100	2	2	06285K200R	
13/08/2020	2320		DOLUTEGRAVIR / mg comp. bte/90	4320	4320	19071711	
13/08/2020	2320		EFAVIRENZ/LAMI300/300 MG CP	4800	4800	3096204	
13/08/2020	2320		GANT DEXAMEN LATEX MM PQT/100	2	2	212089LPZA	
							-
Add to (credit						OK

The list shows all the items that have been issued to this customer in date order, most recent at the top. Click on the line you wish to be returned and click on the **Add to credit** button. If you do not want to return the whole of the line then click on the *Credit quantity* cell and enter the quantity to be returned. Click on the **Add to credit** button to add the entered quantity of that line to the credit.

You can only add a single line to the credit at a time. If you wish to close the window without adding anything to the credit, click on the **OK** button.

Repeat the process as many times as you wish until you have added all the items to be returned.

If the *Limit patient and customer credits to previously prescribed items* preference is turned on (see 15.03. Invoice preferences) then the History button is the only way you can add items to the customer credit (the **New line** button will be disabled).

Whichever way you add the lines to the credit, when you have finished doing so, click on the **OK** button to save the customer credit. This will automatically confirm it and put the items on it into your stock in mSupply.

There is no need to enter negative values for quantities or prices in mSupply. Even when you are entering returned goods from customers, or returning goods to suppliers, enter positive values. mSupply automatically converts the amounts to negative values as required to keep all the figures in correct balance.

Creating a customer credit from a finalised customer invoice

If a user has the *Return stock from customer invoices* preference set (see the 25.15. Managing users section for details), then, when they open a finalised cuatomer invoice, a **Return selected lines** button will be displayed:

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1	Na Their	ame Test suppli	er 01				Confin	m date : 13/0	3/2020	Colour	Black
	ome		J				Category	None	0	Entry date : 13/03/ Status : fn	2020
				F	1					Goods received ID : 0 Purchase Order ID : 0	
				_	 um					Requisition ID : 0	
				selecte						Entered by : user 1 ((pass= user1)
			_							Store: General	1
				eneral Se	ummar	y by item	Summary b	y Batch P	rice Log		
	Lo	Item code	Item Name		Pack			Cost Price		Price extension	
1		AM0500T	Amoxycillin 500mg Capsule		1000		30/04/2022				396.00
z		PARSOUT	Paracetamol 500mg Tablet	2000	100	KLDR452	31/08/2023	2.40	2.40		4,800.00
Т											
				_							
_	_										
			Other charges								
S		r 🐔	item(s):							Subtotal: 0 % tax:	5,196.00 0.00
_			Amount: 0.00							0 % tax. Total:	5,196.00
										Total.	3,196.00
	ьd	Ex	port batch: 0								

Select the lines you wish to return by clicking on them in the table (the usual Shift and Ctrl/Cmd+click and Ctrl/Cmd+A combinations are available) then click on the button to see the window where you enter the number of packs you wish to return:

Item code	Item name	Location	Batch	Expiry	Pack size	Number of packs available for return	Number of packs to return
AMO500T	Amoxycillin 500mg Capsule		MDO345/56	2022000Z	1000	197	197
PARSOOT	Paracetamol 500mg Tablet		KLDR452	2023000Z	100	2000	2000

Each line you selected on the supplier invoice is shown in the table. In the *Number of packs to return* column, enter the number of packs you wish to return for each line. If you wish, select the reason for return in the drop down list in the top right hand corner of the window. This drop down list is populated with your supplier credit transaction categories (see the 22.07. Transaction categories section for details on this).

When you're done, click on the *OK* button. mSupply will check you have the quantity you selected in stock. If you do not, you will be warned and you must set a different quantity. If all is well you are asked for confirmation and then a finalised supplier credit (with the transaction category you selected in the *Reason for return* drop down list) is created for you, which you can view as described in Viewing supplier credits.

If the supplier is a store, you will be informed that a customer credit has automatically been created in the supplier's store, just as when you create a supplier credit manually. Note that, if you selected a reason for the return, mSupply will look for a customer credit transaction category with a code matching that of the reason you selected and, if it finds one, will apply that to the customer credit.

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