



## 1. About mSupply

- 1.01. Introduction
- 1.02. Why mSupply?
- 1.03. Who uses mSupply?
- 1.04. Which combination of mSupply products best suits your organisation?
- 1.05. Terms, definitions and conventions used in this user guide

## 2. Setting Up mSupply: Technical Guide

- 2.01. Requirements
- 2.02. Installation
- 2.03. Starting mSupply for the first time
- 2.04. Client/Server FAQ

## 3. Tutorial

- 3.01. The tutorial like no other
- 3.02. Logging in
- 3.03. Opening the example data file
- 3.04. Navigator
- 3.05. Creating and viewing items
- 3.06. Customers and suppliers
- 3.07. Viewing Names in Google Maps
- 3.08. Enter incoming goods (supplier invoices)
- 3.09. Enter outgoing goods (customer invoices)
- 3.10. Entering quotations
- 3.11. Working with lists

## 4. Items

- 4.01. About items
- 4.02. Adding a new item
- 4.03. Item categories
- 4.04. Item master lists
- 4.05. Programs
- 4.06. Stock locations and location types
- 4.07. Building (manufacturing) items
- 4.08. Merging two items
- 4.09. Ad hoc items
- 4.10. Non-stock items
- 4.11. Managing drug interaction groups
- 4.12. Managing item access with Departments
- 4.13. Prices in mSupply
- 4.14. Repacking items
- 4.15. Show items with stock
- 4.16. Splitting a stock line
- 4.17. Stocktakes
- 4.18. Phased stocktakes
- 4.19. Inventory adjustments
- 4.20. Units
- 4.21. Forecasting
- 4.22. Pickfaces and Replenishments setup
- 4.23. Pickfaces and Replenishments

## 5. Customers and Suppliers

- 5.01. Names: using, adding and editing
- 5.02. Contacts
- 5.03. Merging two names
- 5.04. Name categories
- 5.05. Name tags
- 5.06. Suppliers: adding

## 6. Purchasing

- 6.01. Ordering stock from suppliers
- 6.02. Managing purchase orders
- 6.03. Purchase order categories
- 6.04. Ordering from one store to another (internal orders)
- 6.05. Multi-store Purchase Orders

## 7. Receiving Goods

- 7.01. Supplier invoices
- 7.02. Goods receipts
- 7.03. Editing pack sizes
- 7.04. Managing outstanding purchase order lines (pipeline stock)
- 7.05. Custom stock fields
- 7.06. Managing donors

## 8. Issuing Goods

- 8.01. Issuing goods to a customer (customer invoices)
- 8.02. Viewing customer invoices
- 8.03. Backorders
- 8.04. Electronic invoices
- 8.05. Transferring goods to another store
- 8.06. Box management
- 8.07. Stock control methods for your customers (requisitions)
- 8.08. Customer budgets

## 9. Returning Goods

## 10. Departmental Goods

- 10.01. Introduction
- 10.02. Why Departmental Goods?
- 10.03. Who uses Departmental Goods?
- 10.04. Which combination of Departmental Goods products best suits your organisation?
- 10.05. Terms, definitions and conventions used in this user guide
- 10.06. Setting up Departmental Goods
- 10.07. Adding items to Departmental Goods
- 10.08. Managing Departmental Goods
- 10.09. Issuing Departmental Goods
- 10.10. Receiving Departmental Goods
- 10.11. Returning Departmental Goods
- 10.12. Departmental Goods and mSupply



08e  
 • 10n  
 02r  
 04r  
 06r  
 08r  
 10r  
 12r  
 14r  
 16r  
 18r  
 20r  
 22r  
 24r  
 26r  
 28r  
 30r  
 32r  
 34r  
 36r  
 38r  
 40r  
 42r  
 44r  
 46r  
 48r  
 50r  
 52r  
 54r  
 56r  
 58r  
 60r  
 62r  
 64r  
 66r  
 68r  
 70r  
 72r  
 74r  
 76r  
 78r  
 80r  
 82r  
 84r  
 86r  
 88r  
 90r  
 92r  
 94r  
 96r  
 98r  
 100r  
 102r  
 104r  
 106r  
 108r  
 110r  
 112r  
 114r  
 116r  
 118r  
 120r  
 122r  
 124r  
 126r  
 128r  
 130r  
 132r  
 134r  
 136r  
 138r  
 140r  
 142r  
 144r  
 146r  
 148r  
 150r  
 152r  
 154r  
 156r  
 158r  
 160r  
 162r  
 164r  
 166r  
 168r  
 170r  
 172r  
 174r  
 176r  
 178r  
 180r  
 182r  
 184r  
 186r  
 188r  
 190r  
 192r  
 194r  
 196r  
 198r  
 200r  
 202r  
 204r  
 206r  
 208r  
 210r  
 212r  
 214r  
 216r  
 218r  
 220r  
 222r  
 224r  
 226r  
 228r  
 230r  
 232r  
 234r  
 236r  
 238r  
 240r  
 242r  
 244r  
 246r  
 248r  
 250r  
 252r  
 254r  
 256r  
 258r  
 260r  
 262r  
 264r  
 266r  
 268r  
 270r  
 272r  
 274r  
 276r  
 278r  
 280r  
 282r  
 284r  
 286r  
 288r  
 290r  
 292r  
 294r  
 296r  
 298r  
 300r  
 302r  
 304r  
 306r  
 308r  
 310r  
 312r  
 314r  
 316r  
 318r  
 320r  
 322r  
 324r  
 326r  
 328r  
 330r  
 332r  
 334r  
 336r  
 338r  
 340r  
 342r  
 344r  
 346r  
 348r  
 350r  
 352r  
 354r  
 356r  
 358r  
 360r  
 362r  
 364r  
 366r  
 368r  
 370r  
 372r  
 374r  
 376r  
 378r  
 380r  
 382r  
 384r  
 386r  
 388r  
 390r  
 392r  
 394r  
 396r  
 398r  
 400r  
 402r  
 404r  
 406r  
 408r  
 410r  
 412r  
 414r  
 416r  
 418r  
 420r  
 422r  
 424r  
 426r  
 428r  
 430r  
 432r  
 434r  
 436r  
 438r  
 440r  
 442r  
 444r  
 446r  
 448r  
 450r  
 452r  
 454r  
 456r  
 458r  
 460r  
 462r  
 464r  
 466r  
 468r  
 470r  
 472r  
 474r  
 476r  
 478r  
 480r  
 482r  
 484r  
 486r  
 488r  
 490r  
 492r  
 494r  
 496r  
 498r  
 500r  
 502r  
 504r  
 506r  
 508r  
 510r  
 512r  
 514r  
 516r  
 518r  
 520r  
 522r  
 524r  
 526r  
 528r  
 530r  
 532r  
 534r  
 536r  
 538r  
 540r  
 542r  
 544r  
 546r  
 548r  
 550r  
 552r  
 554r  
 556r  
 558r  
 560r  
 562r  
 564r  
 566r  
 568r  
 570r  
 572r  
 574r  
 576r  
 578r  
 580r  
 582r  
 584r  
 586r  
 588r  
 590r  
 592r  
 594r  
 596r  
 598r  
 600r  
 602r  
 604r  
 606r  
 608r  
 610r  
 612r  
 614r  
 616r  
 618r  
 620r  
 622r  
 624r  
 626r  
 628r  
 630r  
 632r  
 634r  
 636r  
 638r  
 640r  
 642r  
 644r  
 646r  
 648r  
 650r  
 652r  
 654r  
 656r  
 658r  
 660r  
 662r  
 664r  
 666r  
 668r  
 670r  
 672r  
 674r  
 676r  
 678r  
 680r  
 682r  
 684r  
 686r  
 688r  
 690r  
 692r  
 694r  
 696r  
 698r  
 700r  
 702r  
 704r  
 706r  
 708r  
 710r  
 712r  
 714r  
 716r  
 718r  
 720r  
 722r  
 724r  
 726r  
 728r  
 730r  
 732r  
 734r  
 736r  
 738r  
 740r  
 742r  
 744r  
 746r  
 748r  
 750r  
 752r  
 754r  
 756r  
 758r  
 760r  
 762r  
 764r  
 766r  
 768r  
 770r  
 772r  
 774r  
 776r  
 778r  
 780r  
 782r  
 784r  
 786r  
 788r  
 790r  
 792r  
 794r  
 796r  
 798r  
 800r  
 802r  
 804r  
 806r  
 808r  
 810r  
 812r  
 814r  
 816r  
 818r  
 820r  
 822r  
 824r  
 826r  
 828r  
 830r  
 832r  
 834r  
 836r  
 838r  
 840r  
 842r  
 844r  
 846r  
 848r  
 850r  
 852r  
 854r  
 856r  
 858r  
 860r  
 862r  
 864r  
 866r  
 868r  
 870r  
 872r  
 874r  
 876r  
 878r  
 880r  
 882r  
 884r  
 886r  
 888r  
 890r  
 892r  
 894r  
 896r  
 898r  
 900r  
 902r  
 904r  
 906r  
 908r  
 910r  
 912r  
 914r  
 916r  
 918r  
 920r  
 922r  
 924r  
 926r  
 928r  
 930r  
 932r  
 934r  
 936r  
 938r  
 940r  
 942r  
 944r  
 946r  
 948r  
 950r  
 952r  
 954r  
 956r  
 958r  
 960r  
 962r  
 964r  
 966r  
 968r  
 970r  
 972r  
 974r  
 976r  
 978r  
 980r  
 982r  
 984r  
 986r  
 988r  
 990r  
 992r  
 994r  
 996r  
 998r  
 1000r

- [19. Resupply User Interface](#)
- [20. Configuration](#)
- [21. Order Entry](#)
- [22. Reporting](#)
- [23. Integration](#)
- [24. Troubleshooting](#)
- [25. Appendix](#)
- [26. Glossary](#)
- [27. Index](#)







02i  
ngs  
itpp  
hys,  
Mop  
bite  
tec  
itei  
oas  
ansd  
stot  
ickn  
• 17.  
for.  
Exp  
opti  
• 20.  
02  
atso  
app  
• 17.  
ickn  
figp  
oati  
og  
for  
me  
bile  
• 22.  
08.  
Exp  
opti  
hg  
Nec  
bite  
ase  
• 17.  
09i  
Exp  
orti  
ng  
inv  
oic  
es  
• 17.  
20.  
Exp  
orti  
ng  
inv  
oic

es  
to  
Mo  
ney  
wor  
ks

- 17. 21. Exporting to MYOB
- 17. 22. Exporting sites
- 17. 23. Exporting assets
- 17. 24. Exporting to the dashboard



**28. Deleted Topics**  
**29. Administ**  
**30. systems**

- 20. 01.
- 20. 02. All
- 20. 03. All
- 20. 04.



- 22ef  
00e  
kkt7  
srad  
E8R  
bns
- 26/  
00ti  
00s  
R0pp
- 25t  
07e
- 07ed  
00n
- 03r  
000  
000s
- 00X
- 27ie  
00a  
00a
- 207ie  
000  
000r  
000c  
000d  
000s  
000o  
000n
- 25o  
09.
- 20a  
000  
000c  
000c  
000c
- 25.  
00r  
000i  
000i  
000d  
000n
- 26a  
000  
000h
- 25.  
000e  
000s
- 24p  
000  
000n

**24. Data Tables and Fields**

- [026. Get help with the installation](#)
- [027. Get help with the installation](#)
- [028. Get help with the installation](#)
- [029. Get help with the installation](#)
- [030. Get help with the installation](#)
- [031. Get help with the installation](#)
- [032. Get help with the installation](#)
- [033. Get help with the installation](#)
- [034. Get help with the installation](#)
- [035. Get help with the installation](#)
- [036. Get help with the installation](#)
- [037. Get help with the installation](#)
- [038. Get help with the installation](#)
- [039. Get help with the installation](#)
- [040. Get help with the installation](#)
- [041. Get help with the installation](#)
- [042. Get help with the installation](#)
- [043. Get help with the installation](#)
- [044. Get help with the installation](#)
- [045. Get help with the installation](#)
- [046. Get help with the installation](#)
- [047. Get help with the installation](#)
- [048. Get help with the installation](#)
- [049. Get help with the installation](#)
- [050. Get help with the installation](#)
- [051. Get help with the installation](#)
- [052. Get help with the installation](#)
- [053. Get help with the installation](#)
- [054. Get help with the installation](#)
- [055. Get help with the installation](#)
- [056. Get help with the installation](#)
- [057. Get help with the installation](#)
- [058. Get help with the installation](#)
- [059. Get help with the installation](#)
- [060. Get help with the installation](#)
- [061. Get help with the installation](#)
- [062. Get help with the installation](#)
- [063. Get help with the installation](#)
- [064. Get help with the installation](#)
- [065. Get help with the installation](#)
- [066. Get help with the installation](#)
- [067. Get help with the installation](#)
- [068. Get help with the installation](#)
- [069. Get help with the installation](#)
- [070. Get help with the installation](#)
- [071. Get help with the installation](#)
- [072. Get help with the installation](#)
- [073. Get help with the installation](#)
- [074. Get help with the installation](#)
- [075. Get help with the installation](#)
- [076. Get help with the installation](#)
- [077. Get help with the installation](#)
- [078. Get help with the installation](#)
- [079. Get help with the installation](#)
- [080. Get help with the installation](#)
- [081. Get help with the installation](#)
- [082. Get help with the installation](#)
- [083. Get help with the installation](#)
- [084. Get help with the installation](#)
- [085. Get help with the installation](#)
- [086. Get help with the installation](#)
- [087. Get help with the installation](#)
- [088. Get help with the installation](#)
- [089. Get help with the installation](#)
- [090. Get help with the installation](#)
- [091. Get help with the installation](#)
- [092. Get help with the installation](#)
- [093. Get help with the installation](#)
- [094. Get help with the installation](#)
- [095. Get help with the installation](#)
- [096. Get help with the installation](#)
- [097. Get help with the installation](#)
- [098. Get help with the installation](#)
- [099. Get help with the installation](#)
- [100. Get help with the installation](#)

- 20. Doc  
with  
little  
reser  
stay  
nag  
em
- 27. Help**  
ert
- 25.
- 28. Dab  
Sup  
prin  
ter  
had  
the  
app  
bet  
Up-
- 25. Dat  
The  
sys  
tem  
log
- 23. 00.  
res  
vop  
tyo  
Sup  
esh  
boti  
Mge
- 25. 20r  
tel
- 27. 02e  
Hel
- 25> 200  
Eitel  
thS  
dep  
crip  
tion  
s





- neg  
ativ  
e?
- 28.04. How to remove stock lines that have '0' available
- 28.05. What do I need to set up mSupply Mobile?
- 28.06. Why is my stock on hold?
- 28.07. How

- to
- correct
- wrong
- packing
- sizes
- 28.08. How to report by invoice category
- 28.09. Imprest work flow
- 28.10. Tips and tricks
- 28.11. Benefits of a multi-store system
- 28.

- 12. How to access Temp folder
- 28. 13. Fixing incorrect y received stock
- 28. 14. Navigating inactive windows or form
- 28. 15. Wastage Prediction due to expiry when

ord  
erin  
g

30 Tips  
and  
Tricks

A PDF version of this guide can also be downloaded from the mSupply site

