

starts with “b”. Double-click the *Blue Cross Hospital* row to select it.

- In the *Their ref* field enter P0882.
- In the *Comment* field enter This afternoon by courier
- Click the *New line* button to add a line to the invoice. You are presented with the *Add item* window.

Add item...

Item

Line

Quan of 0

Pack Bulk/Outer pack size

New item

Cancel OK OK & Next

Enter the following details:

- Type a into the *Name* field then press *Tab*. In the list you are presented with, double-click on the *Amoxicillin 250mg tab/cap* row.

Item list...

Item name	Item code	Stock on Hand
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	120000
Amoxicillin 500mg tab/cap	amo500t	4000
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

Double-Click the item you want..

Cancel Use

- You will see that a list of available stock has appeared in the window, and the cursor has moved to the **Line number** field. Enter 2 to choose line 2. (The list is sorted so batches with the shortest expiry date are at the top - usually you would choose the shortest expiry batch, but today we're being different!).

Item: Amoxicillin 250mg tab/cap amo250t New item

Line: **1**

Quan: 100 of 190

Pack: 100 ea Bulk/Outer pack size: 0

Add Place holder

Li...	Issue	Availa...	Tot in st...	Pack	H...	Batch	Expdate	Supplier	Location	Cost Pr...	Sell pr...	Status
1	0	190	200	100	<input type="checkbox"/>	b39399	01/01/12	ar buck	A	343.00	343.00	
2	0	1000	1000	100	<input type="checkbox"/>	B93333	31/12/15	Ac mep		344.00	344.00	

Total quantity issued: 0
Total quantity available: 119000

Buttons: Cancel, OK, OK & Next

- Quantity field - the line we have chosen has a pack size of 100, so you will need to enter a quantity of 100 to make a total of 10,000

Click the *OK & Next* button to add the second line of the order.

This time enter *c* and press *Tab*. Double-click on the *Cotrimoxazole 240mg/5mL susp* row. The window will close and the list of available batches and quantities will be completed.

Item: Cotrimoxazole 240mg/5mL susp cot240s New item

Line:

Quan: 0 of 65

Pack: 60 ml Bulk/Outer pack size: 0

Add Place holder

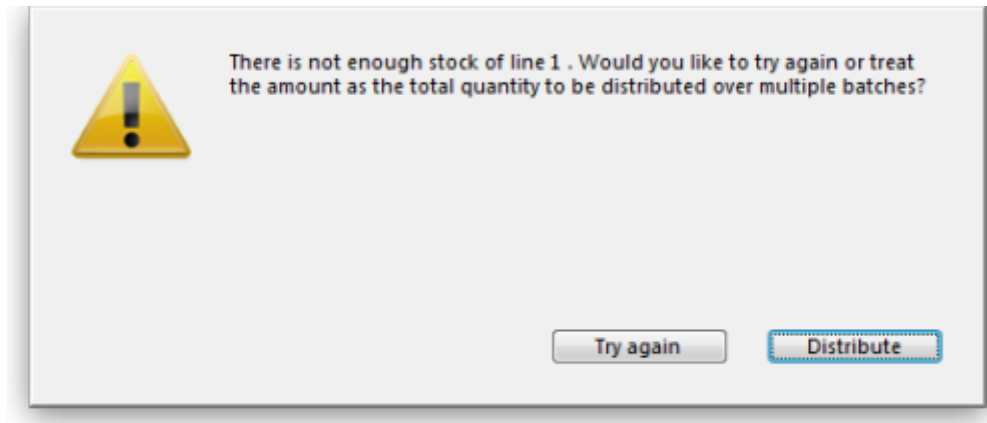
Li...	Issue	Availa...	Tot in st...	Pack	H...	Batch	Expdate	Supplier	Location	Cost Pr...	Sell pr...	Status
1	0	65	65	60	<input type="checkbox"/>	BB23D	31/10/15	Ac mep		21.00	21.00	
2	0	100	100	60	<input type="checkbox"/>	BB22D	31/01/16	Ac mep		21.00	21.00	

Total quantity issued: 0
Total quantity available: 9900

Buttons: Cancel, OK, OK & Next

Note that in the list of available stock, the stock we entered from “Acme Pharmaceuticals” earlier in this tutorial is at the top of the list. This is because the list is sorted so items with the shortest expiry date are at the top of the list.

Line 1 is selected, despite the insufficient stock of line 1 to meet the order of 120. Nevertheless, you should enter 120 in the *Quantity* field, press *Tab*, and the following message will appear:



For this tutorial, choose *Distribute*. Distribute is likely to be your normal choice. Distribute will mean that the stock needed to complete the order will be drawn from another batch/batches, starting with the batch which will be the first to expire. There will be occasions, however, when you wish to override this automatic means of distribution. If this is the case, you would select *Try Again* and manually select the batches from which you wish to meet the order.

Click the *OK & Next* button



Because the invoice has not been confirmed, the “available” amount for the line is decreased, but the “total stc” (total stock) will remain the same. mSupply includes these lines in the list so you can see stock that has been allocated to an invoice but has not yet left your store. You can then edit the other invoice if stock is urgently needed on the current invoice.

Click *OK* as we are finished entering lines. You will be returned to the main Customer invoice window.

Name: Blue Cross Hospital
 Their ref: PO882
 Comment: This afternoon by courier
 Confirm date: 00/00/00
 Colour: Black
 Invoice: 16
 Entry date: 16/06/11
 Goods receive ID: 0
 Status: nw
 Entered by: user 1 (pass= user1)
 Store: General

...	L...	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten
1	A		Amoxicillin 250mg tab/cap	100	100	b39399	01/01/12	343.00	34,300.00
2			Cotrimoxazole 240mg/5ml susp	65	60	BB23D	31/10/15	21.00	1,365.00
3			Cotrimoxazole 240mg/5ml susp	55	60	BB22D	31/01/16	21.00	1,155.00

Other charges Item: Courier charge Amount: 200.00
 Subtotal: 37,020.00
 0 % tax: 0.00
 Total: 37,020.00

Hold
 Finalize Export batch: 0
 OK & Next Delete OK

At the bottom right of the invoice you will see the invoice total.

- As the customer has requested an express courier, we will charge them Rs200 for the service (Rs = rupees the currency in our tutorial).
 - At the bottom of the window you will see the *Other charges* field. Enter Courier charge and press *Tab*.
 - In the *amount* field enter 200 and press *Tab*. The new total should be **37,020.00**.

Now we are ready to print a packing slip. Make sure that the *Print* checkbox is checked in the bottom right corner, and click *OK*. A window appears displaying your print options.

Printing options...

Form to use: pick_slip_1
 Remember this choice: ☐
 Message:
 Destination:
☒ Printer
☐ Preview
☐ PDF file on disk
☐ Email PDF
☐ Export to Excel
 Cancel OK

We want to print a packing slip, so the default settings are correct. You will notice the packing slip printed has a column where you can record the actual quantity packed.

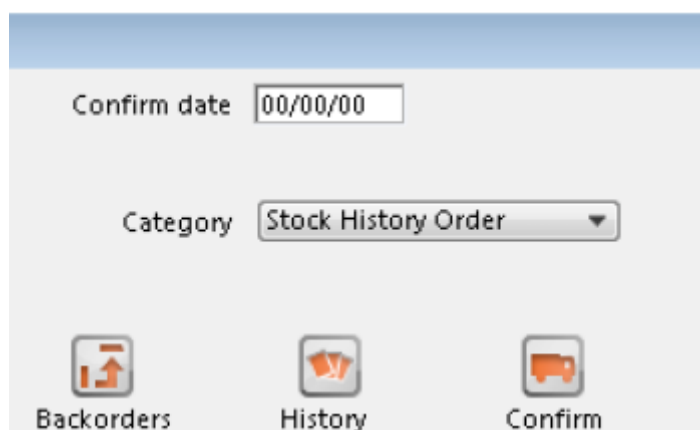
Confirming the invoice

Let's suppose the order was successfully packed according to the packing slip, and you now want to confirm the order and print an invoice to pack with the goods. (We're in a hurry - the express courier is on her way!)

First, we need to look up the invoice.

- Choose *Show invoices* from the *Customer invoices* menu.
- If you know the invoice number (printed on the packing slip) you can enter it. Or, to bring a list of the most recent invoices, you enter the number of invoices to view. As we know the invoice we want is the last one to be entered, you can type 1 and click *OK* - you will be taken straight to the invoice.

Click the *Confirm* truck icon.



The screenshot shows a dialog box titled 'Confirm date' with a date field set to '00/00/00'. Below the date field is a 'Category' dropdown menu currently set to 'Stock History Order'. At the bottom of the dialog are three icons: 'Backorders' (a box with an upward arrow), 'History' (a document with a magnifying glass), and 'Confirm' (a truck icon).

Today's date will appear in the Confirm date field. Click *OK* to confirm you want to proceed.

The invoice is confirmed, and you are given the opportunity to print an invoice.

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