

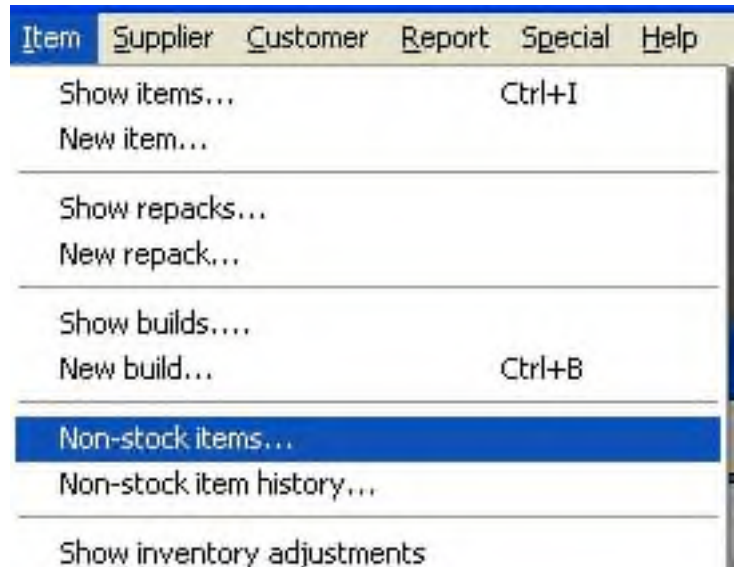
# Ordering and Issuing Non-stock items

## Customer demands a Non stock item

One of your customer requests two items which you normally do not stock.

1. Sodium Polystyrene Sulphate
2. Potassium Citrate BP)

It is possible to create new items in mSupply but if you do not feel that this is necessary (e.g. it is not a common item that you would want to record), mSupply's Non Stock item recording feature may be what you are after. Work through this tutorial to find out. Choose Menu, Item> Non-stock items..

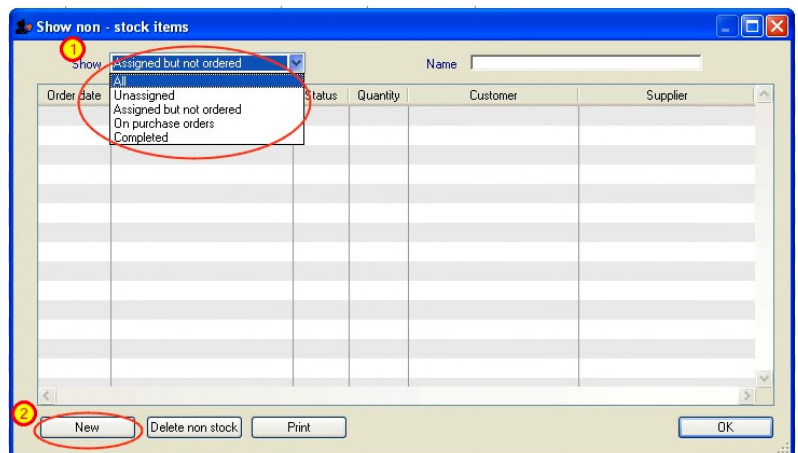


## The "Show- non stock items" Window is shown.

Non stock items status changes as they are processed.

You can choose the status to display from the drop-down list.

Click on the "New" button on this window to create non stock item.

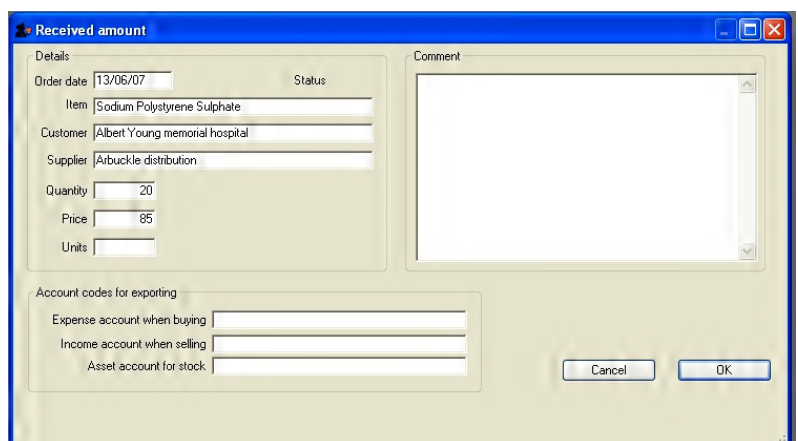


## Enter item details

Fill in the exact Item name in the Item name field.

Type in the customer's name in the Customer field.

If you may know the Supplier that you would like to use to order this non-stock item, fill in the Supplier field. (For this tutorial, fill in the supplier with one of your choice).



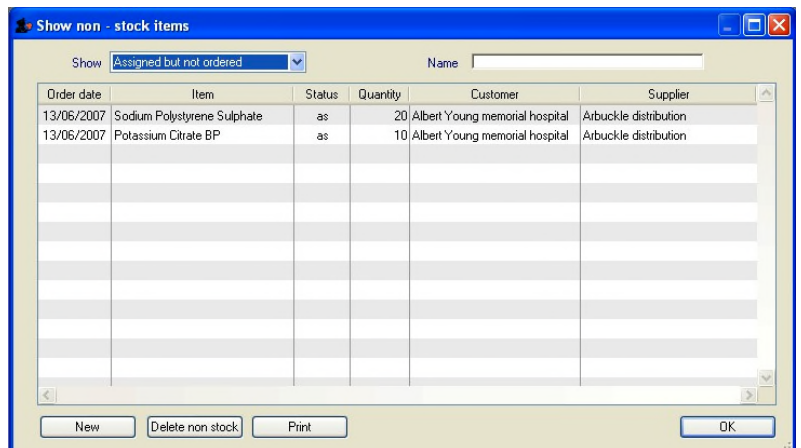
Fill other details and click the OK button to save details.

Click on the **New** button to add another non-stock line.

*Note:- The packsize field is not available in this window. We hope to have this ready by mSupply v2.0. For now the packsize can be set while ordering, receiving and issuing goods.*

## Back to the item list

This window will show 2 items "Assigned but not ordered" as the suppliers have been chosen but the items have not yet been ordered. Click the **OK** button.



## Ordering the Non stock items

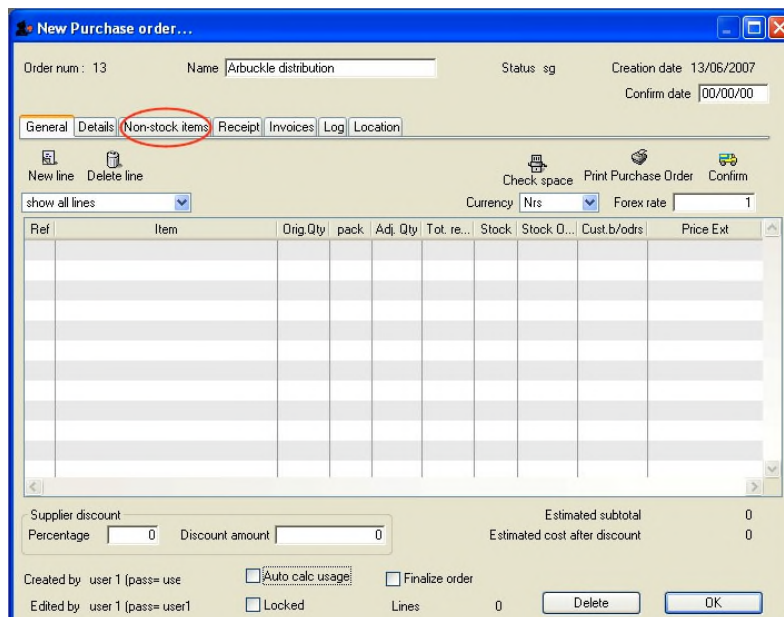
Choose Supplier > New blank purchase order...



## Assigning Non-stock items to a Purchase order

In the **Name** field at the top type the supplier name from whom you will order the non-stock items. (The same supplier you assigned to the items earlier).

Click on the **Non-stock items** tab.



The screenshot shows the 'New Purchase order...' window. The 'Name' field is set to 'Arbuckle distribution'. The 'Non-stock items' tab is selected and circled in red. The window includes a table with columns: Ref, Item, Orig Qty, pack, Adj. Qty, Tot. re..., Stock, Stock O..., Cust.b/vodrs, and Price Ext. At the bottom, there are fields for 'Supplier discount' (Percentage: 0, Discount amount: 0), 'Estimated subtotal' (0), and 'Estimated cost after discount' (0). Buttons for 'New line', 'Delete line', 'Check space', 'Print Purchase Order', and 'Confirm' are visible. The 'Created by' and 'Edited by' fields are both 'user 1 (pass= use)'. There are also checkboxes for 'Auto calc usage', 'Finalize order', and 'Locked'. The 'Lines' count is 0. Buttons for 'Delete' and 'OK' are at the bottom right.

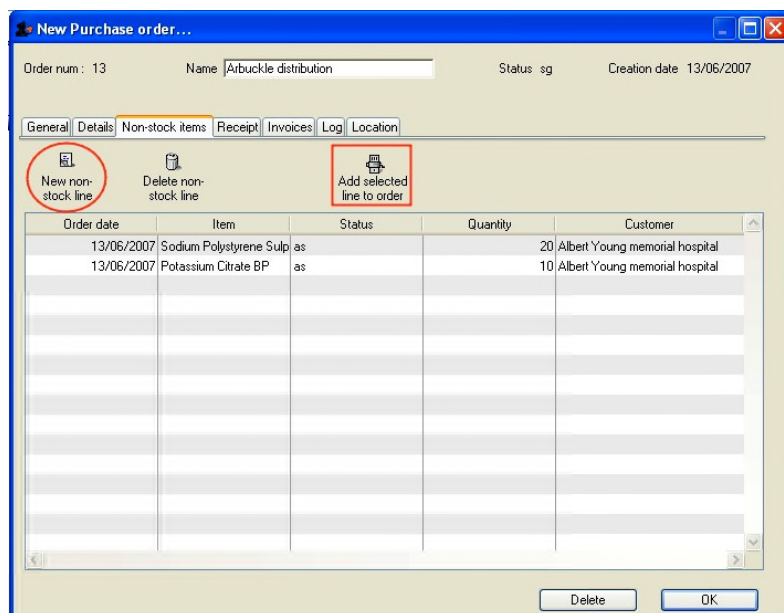
## Non stock item waiting to be ordered.

If you are following the tutorial, there will be two non-stock item lines in this window. Select the line and click on the "Add selected line to order" button.

Repeat with the other item.

If you have another new non stock item that needs ordering from the supplier, you can create that item by clicking on the "New non-stock line" button. This opens a window where you can create the non-stock item. Once created use the "Add selected line to order" to order the new non stock item.

Now you can view these two or three non stock items on the **General** tab.



The screenshot shows the 'New Purchase order...' window with the 'Non-stock items' tab selected. The 'New non-stock line' button is circled in red. The 'Add selected line to order' button is also circled in red. The table below shows two items:

Order date	Item	Status	Quantity	Customer
13/06/2007	Sodium Polystyrene Subp	as	20	Albert Young memorial hospital
13/06/2007	Potassium Citrate BP	as	10	Albert Young memorial hospital

Buttons for 'Delete' and 'OK' are at the bottom right.

## Modifying non-stock lines on a purchase order

In the "General" tab of the purchase order, double-click on one of the non stock line to edit its details. Feel free to modify the details as you please. You can specify a packsize here if you want to.

Note that all non-stock items have an item code of "NSI" which stands for non stock item.

Click **OK** to close the window.

On this general tab, click the **Confirm** button to confirm the order. Note the purchase order number for future use. Click **OK** once you have finished with the order.

## Receiving non-stock purchase order lines

Choose Supplier > New goods received..

Supplier	Customer	Report	Special	Hel
Show invoices...			Ctrl+J	
New invoice...			Ctrl+H	
show suppliers...			Ctrl+U	
new supplier...				
New supplier credit...				
Import invoice...				
Show tenders...				
Show purchase orders...			Ctrl+O	
New purchase order...				
New blank purchase order...				
Show goods received...				
New goods received...				
Show cash payments...				

## The "New goods receipt..." window

Let's assume that your supplier has now supplied the non-stock items that you have ordered from them.

Type the Supplier name in the supplier field. You will be shown a list of purchase orders. Choose the order number that you want to receive. Add the purchase order lines by clicking on the "Add from purchase order" button.

Once the lines have been added to the goods receipt, you can double-click and modify values. You may want to specify batch and expiry dates for the non-stock items.

Check the "Finalize" box and click the **OK** button. You will be presented with "Supplier invoice" Window as shown in the next section.

Line	Location	Item name	Batch	Exp date	Pack Size	Quan
1		Sodium Polystyrene Sulphate			1	20
2		Potassium Citrate BP			1	10

## The "Supplier invoice" Window

Once you are satisfied with the details, uncheck the **Hold** checkbox and click **OK**. This will change the supplier invoice status from "nw" to "cn". At this point any "normal" lines have been entered into stock.

However, non-stock items, where the intended customer is known, results in the goods receipt module also creating customer invoices.

Line	Location	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension
1		Sodium Polystyrene Sulphate	20	1			85	85	1,700
2		Potassium Citrate BP	10	1			32	32	320

## Customer invoices for Non-stock items

Look at the most recent customer invoices by doing the following :

Choose Customers > Show invoices..

Click the "Find" button for a list of the last 15 customer invoices.

Double-click on the latest customer invoice to view it. You will notice that it will contain the non stock items which you have ordered and received. At this point you can modify the information. For example, you can update the sell price before issuing it to your customer.

Be sure to uncheck the "Hold" checkbox, once you are satisfied with the details. This will change the invoice status from "nw" to "sg" or "cn" depending on your mSupply preferences.

----- end of section -----

**Customer invoice**

Name: Albert Young memorial hospital      Confirm date: 00/00/00      Invoice: 16  
Their ref: albert      Entry date: 13/06/2007  
Comment: goods received ID : 12      Category: None      Purchase order: 12  
Status: nw  
Entered by: user 1 (pass= u)

New line      Delete line(s)      Backorders      Confirm

General      Summary      Transport details

Line	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten
1		Sodium Polystyrene Sulphate	20	1			85	1,700
2		Potassium Citrate BP	10	1			32	320

Other charges:  
Item:      Subtotal: 2,020  
Amount: 0      % tax: 0  
Total: 2,020

Hold       Finalize      Export batch: 0                       

## Receiving and Issuing Non-stock items Manually...

Note that with non-stock items there is no real link to a "normal" item. You can create a non-stock item, and add it to a supplier or customer invoice. However, the only record of the item is the invoice itself. The item is not stored anywhere else.

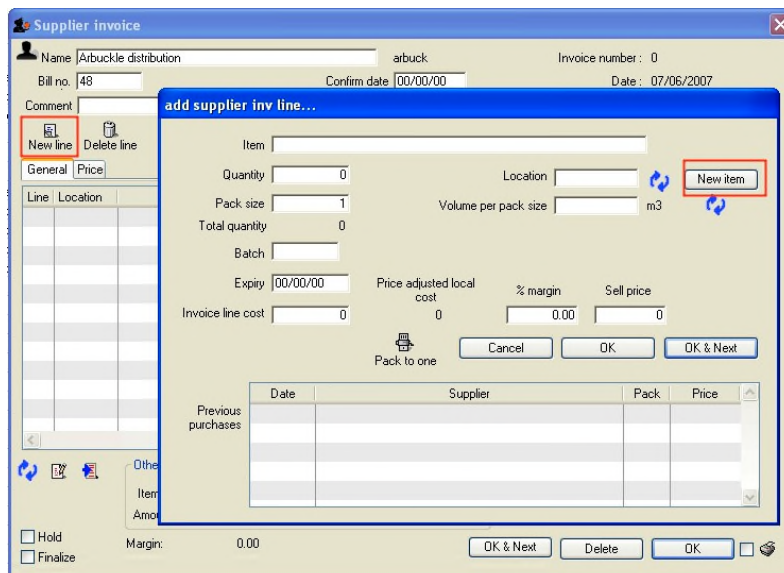
So far you have learn't to receive and issue non stock item through the Purchase Order and Goods receipt modules. Supplier invoices and customer invoices with non-stock lines have been created for you.

In this part of the tutorial, you will see that mSupply also allows you to manually create supplier and customer invoices with non stock lines.

## Supplier invoice : Manually receiving non stock lines.

Do the following : Choose Supplier > New Invoice....

Clicking on the "New line" button displays the "add supplier inv line..." window . On this window, click the **New item** button. This will display the window shown in the next section.



The screenshot shows the 'Supplier invoice' window for 'Arbuckle distribution' with invoice number 0 and date 07/06/2007. The 'add supplier inv line...' dialog box is open, showing fields for Item, Quantity (0), Location, Pack size (1), Total quantity (0), Batch, Expiry (00/00/00), Invoice line cost (0), Price adjusted local cost (0), % margin (0.00), and Sell price (0). The 'New item' button is highlighted with a red box. A table for 'Previous purchases' is visible at the bottom of the dialog.

## Choose the item type

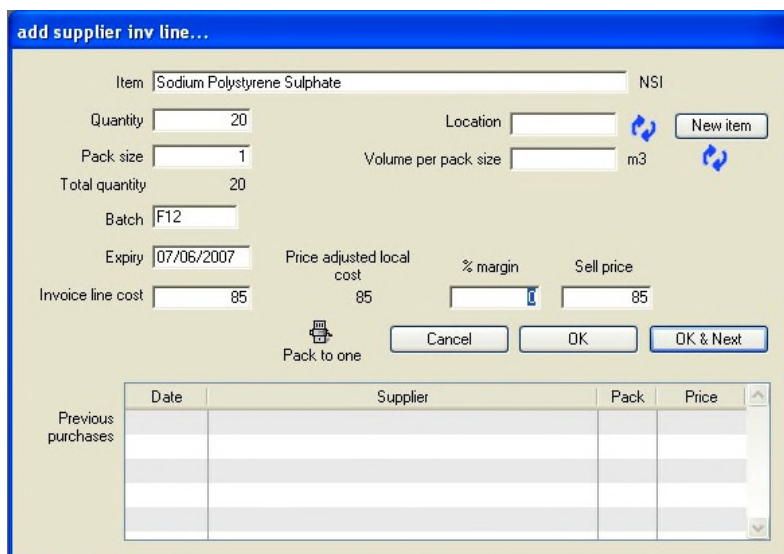
Choose the option "Add a non stock item to invoice" and then click on "OK" button. You get the familiar window shown below.



The screenshot shows the 'item type choice...' dialog box with two radio button options: 'Add normal stock item' and 'Add a non stock item to invoice'. The second option is selected and highlighted with a red box. 'Cancel' and 'OK' buttons are at the bottom.

## Specify your non-stock item

Type the non-stock item name in the "Item" field at the top. Fill the other details and click the "OK" button. The procedure is shown in the above two steps has to be repeated to add further non-stock lines.



The screenshot shows the 'add supplier inv line...' dialog box with the following details: Item: Sodium Polystyrene Sulphate (NSI), Quantity: 20, Location: (empty), Pack size: 1, Total quantity: 20, Batch: F12, Expiry: 07/06/2007, Invoice line cost: 85, Price adjusted local cost: 85, % margin: (empty), Sell price: 85. The 'New item' button is highlighted with a red box. A table for 'Previous purchases' is visible at the bottom.

## In the "Supplier invoice" Window

Once you are satisfied, Click the "OK" button to save the invoice.

There is no need to finalise the invoice

The screenshot shows the 'Supplier invoice' window. At the top, there are fields for Name (Arbuckle distribution), Invoice number (13), Bill no., Confirm date (00/00/00), Date (13/06/2007), Comment, Status (nw), Goods receive ID (0), and Entered by (user 1). Below these are buttons for 'New line', 'Delete line', and a 'Category' dropdown set to 'None'. A table with columns 'Line', 'Location', 'Item Name', 'Qty', 'Pack', 'Batch', 'Expiry', 'Cost Price', 'Sell Price', and 'Price extension' contains two rows:

Line	Location	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension
1		Sodium Polystyrene Sulphate	20	1		07/09/200	0	0	0
2		Potassium Citrate BP	10	1		09/09/201	32	32	320

At the bottom, there are 'Other charges' fields, a 'Margin' field (0.00), and buttons for 'OK & Next', 'Delete', and 'OK'. Summary statistics show Subtotal: 320, % tax: 0.00, and Total: 320.

## To manually issue a non-stock item to a customer

Do the following : Choose Customer > New invoice...

Type the customer name in the "Name" field at the top. Enter the other details and click on the "New line" button. You will be shown the "Add item..."

Window. Now click the **New item** button.

The screenshot shows the 'Customer invoice' window. Fields include Name (Balance Mem Hosp), Invoice number (0), Their ref (ballh), Confirm date (00/00/00), Entry date (13/06/2007), Comment, Category (None), Purchase order (0), Status (nw), and Entered by (user 1). Buttons for 'New line', 'Delete line(s)', 'Backorders', and 'Confirm' are visible. The 'Add item...' dialog box is open, showing fields for Item, Line (0), Quan (0 of 0), and Pack (0). A 'Bulk/Outer pack size' field is set to 0. The 'New item' button is highlighted with a red box. At the bottom, there are 'Other charges' fields, 'Export batch' (0), and buttons for 'Cancel', 'OK', and 'OK & Next'. Summary statistics show Subtotal: 0, % tax: 0, and Total: 0.



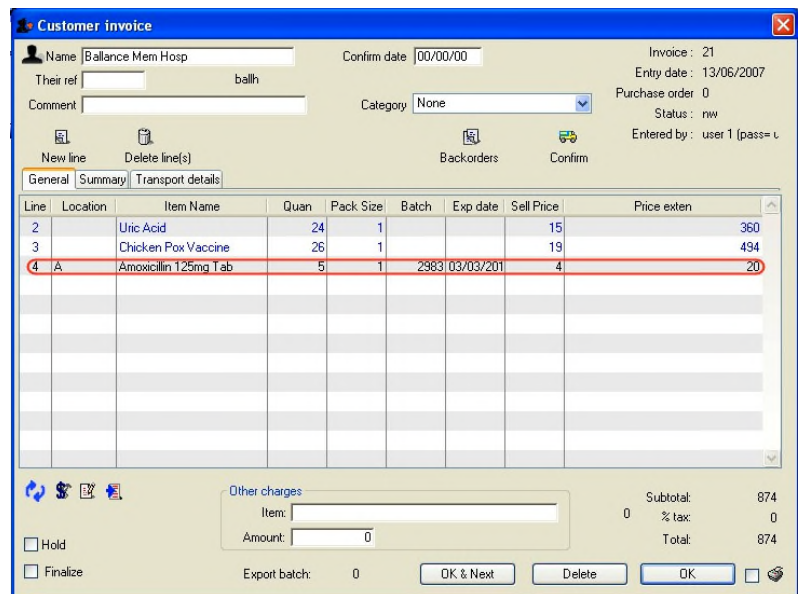
## The "Non stock item choice..." Window

Choose "Add non stock item to invoice"  
Click the **OK** button.



## Back to the Customer invoice Window

In this window line 1 & 2 are the non-stock item where and Line 3( inside the rounded rectangle ) is a normal stock item. In this way, you can even issue normal stock item while issuing the non-stock item. If you are satisfied with this customer invoice, click the **Confirm** button.  
---- End of section -----



## Adding a non-stock item to a backorder for future ordering

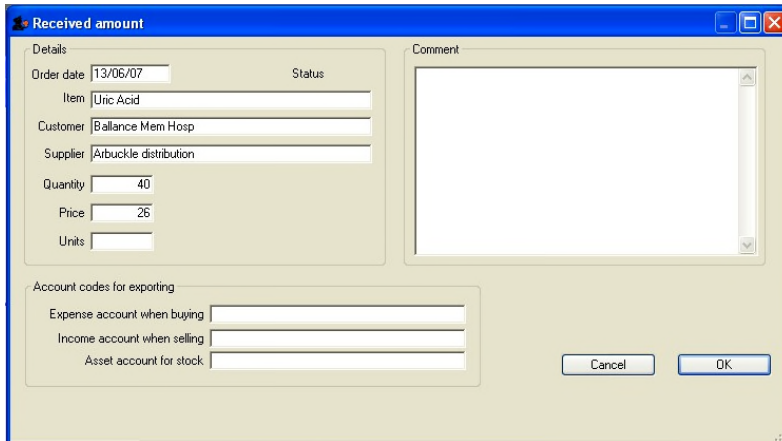
A customer orders some items from you. He/She also requests a non-stock item which you are unable to supply. The customer agrees to collect the non stock item at a future date. mSupply allows you to create a non-stock item which can be ordered from a supplier later. Do the following  
Step 1. Customer > New Invoice...  
Step 2. Click **New Line** then click **New item** in the next window.



Step 3. The "Non stock item choice..." Window Appears (shown here) .  
 Choose the "Add non stock item on back order" option. Click the **OK** button....

**The usual non-stock item window is shown**

Enter all the necessary details as described above. Click the **OK** button. Now to make purchase order and rest other procedures, refer to above portion which begins from the statement shown below...



**Back to the customer invoice window....**

On the **general** tab Line 1 is a normal stock item. The non-stock items are shown by clicking the **Backorders...** button. A window which is displayed listing items on backorder. Later you will want to find a supplier for the item, then make purchase order, as described earlier in this guide.

