



# mSupply

## Issuing an item to a customer

Enter the item name here & press tab to view a list of matches.

To choose a line, type the line number here (or if you like using the mouse, double-click the line you want to issue).

### Placeholder lines

Click this button to add a placeholder line. A line with red text will be added to the item list. (Only shown if you have enabled placeholder lines in the preferences).

### The "issue" column is now enterable!

The amount of each batch to be issued is shown here. Click once to select the row, pause, click again in the column to edit.

Total quantity issued and total quantity available are updated dynamically

### To issue manually from multiple batches:

- Select a line by entering line number, by double-clicking, or by clicking once on the line and again in the issue column.
- Enter the quantity to issue
- Repeat the process for other lines

### To issue automatically from multiple batches:

- Select a line by entering line number, by double-clicking, or by clicking once on the line and again in the issue column.
- Enter a quantity greater than the available amount
- Click "Distribute" in the message window that is shown.

### When editing a line:

Note that all lines on the invoice for this item will be shown in the list, not just the line you double-clicked. The "Total quantity issued" field will show the total for all lines

Click this button to add a new item. Obviously, there will be no stock, so you will have to add a placeholder line.

If you have specified a bulk pack size for the item it will be shown here, to help you issue in easy-to-manage quantities.



### Remember!

If you are editing a line and you change the item to a totally different item, all lines on the invoice for the old item will be deleted when you click OK.

If you have allowed sell price editing in the preferences, the sell price field will be shown here

Click OK & Next to add another line (or go to the next line if editing).

### Add item

Item  22

Line

Quan  of

Pack  ear  Bulk/Outer pack size

Lin	Issue	Available	Tot in stor	Pack	Hold	Batch	Expdate	Supplier	Location	Cost Price	Sell price
1	1	1	1	500	<input type="checkbox"/>	030	01/07/2007		RM15	6.62	6.62
2	19	494	494	500	<input type="checkbox"/>	030	01/07/2007		BULK 2	6.62	6.62
3	0	9	9	1000	<input type="checkbox"/>	GCK01	30/10/2007	MC	RM15	12.10	12.10
4	0	156	156	1000	<input type="checkbox"/>	GCK01	30/10/2007	MC	BULK 2	12.10	12.10
5	0	74	74	1000	<input type="checkbox"/>	GCK01	30/10/2007	MC	BULK 2	12.10	12.10
Total quantity issued		10000									
Total quantity available		830500									