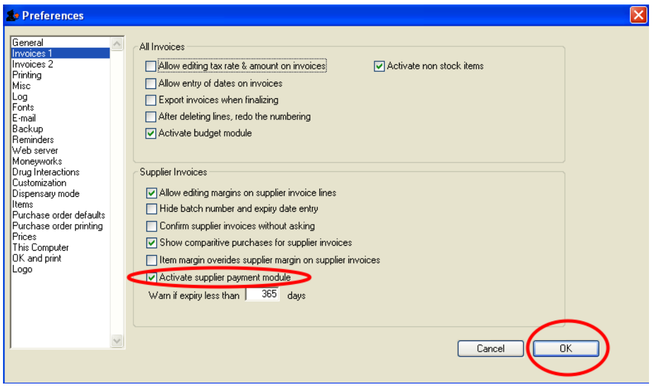
Making supplier and customer payments

Setting up you mSupply preference to be able to pay suppliers

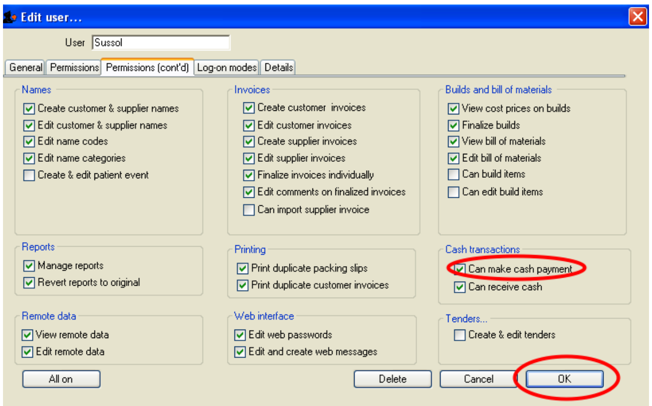
Choose File > Preferences... and click on the "Invoice 1" section.
Make sure the check box "Activate supplier payment module" is checked.
Click the **OK** button to save your preference.

Note : During this tutorial "cash" can also be understood as a cheque, bank draft or any other way of making payment.



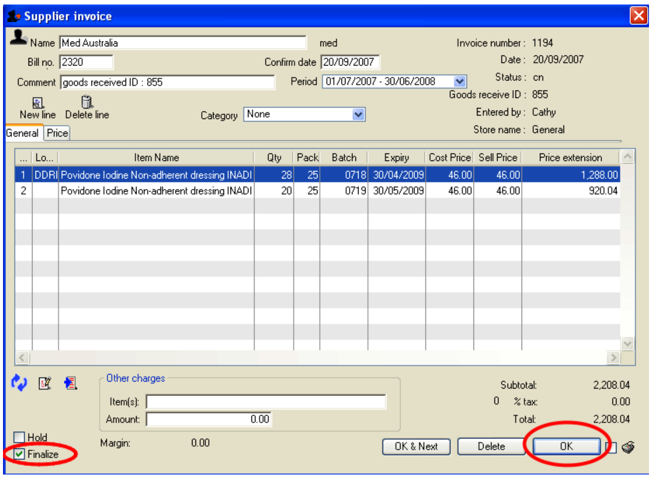
Making sure that you are entitled to make cash payment to the supplier.

Once the supplier payment module has been initiated. You now need to make sure that your own user preference is set to allow you to make cash transaction.
Choose File > Edit users & groups... from the mSupply menu. (You may need to contact a mSupply user with administration right)
Double click on the user of interest. Go to the second "permission" tab. Make sure the check box "Can make cash payment" is ticked.
Click "OK" to continue.



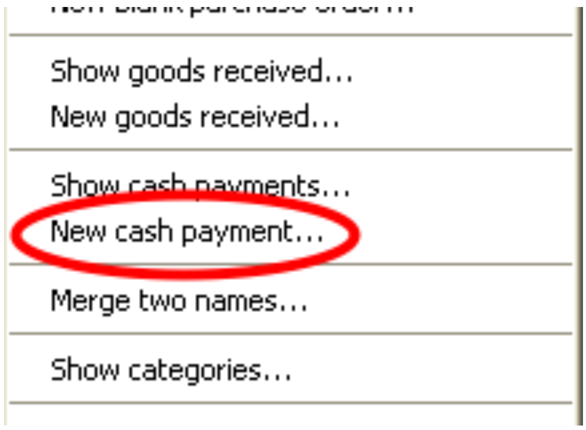
Paying your supplier

Suppose you are ready to pay your suppliers. View the supplier invoice that you want to pay.
Make sure the supplier invoice is finalized.
Finalize the invoice if it isn't.
Click "OK" to continue.



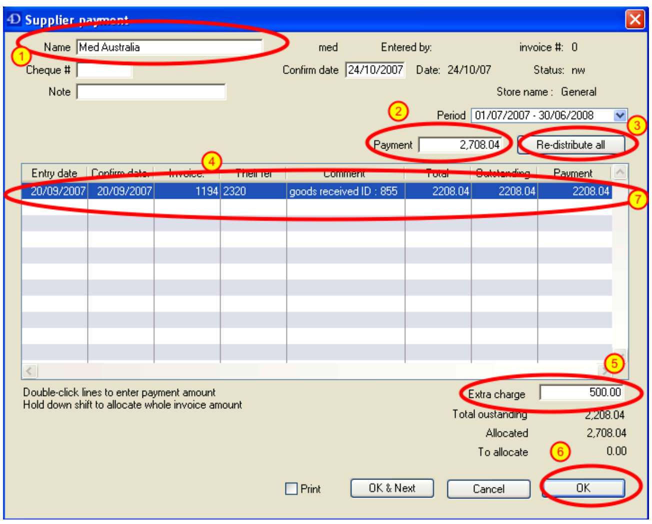
Making payment

You need to clear the invoice above. Your organization has already transfered the money to the supplier.
You now need to tell mSupply the the above invoice is paid.
Choose Supplier > New cash payment... (this option is only in the menus, not the Navigator)



Making a cash transaction

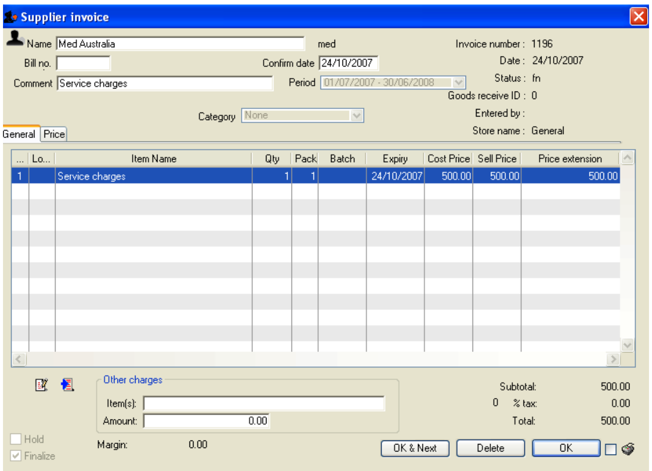
A "Supplier payment" window should appear.
1) For the "Name" field, choose the supplier whose invoices you would want to clear. Once a supplier is chosen, all finalized but outstanding transaction will be shown.
2) Payment : Enter in a figure. The amount can be higher than the invoice amount. The extra charge could represent bank charges, agent commissions... etc.
3) Click the "Re-distribute" button distribute the payment amount.
4) If you double click on the invoice line, you could manually pay off the amount. This allows you to



partially pay the supplier.
5) Enter extra charges that may be included in the "payment" amount. Enter "0" if there are no extra charges.
6) The "OK" button will appear enabled once the entries have been properly filled.
Hint for correct data entry :
    * Payment amount must be equal to the Allocated amount, at which point the "To allocate" amount should be "0"
Click "OK" once you are satisfied.
Congratulation you have now paid off an invoice !

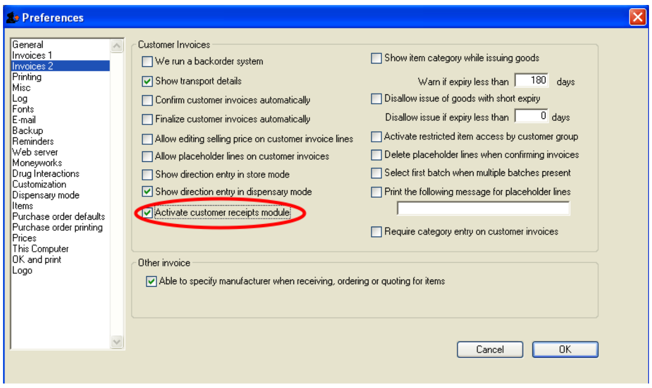
One last thing : What happened to the extra service charge ?

Look at your list of Supplier invoices and you will notice that mSupply has created a finalized supplier invoice for you.
Double click to view the invoice. mSupply has automatically created a supplier invoice and the extra charge has been billed out as service charge.



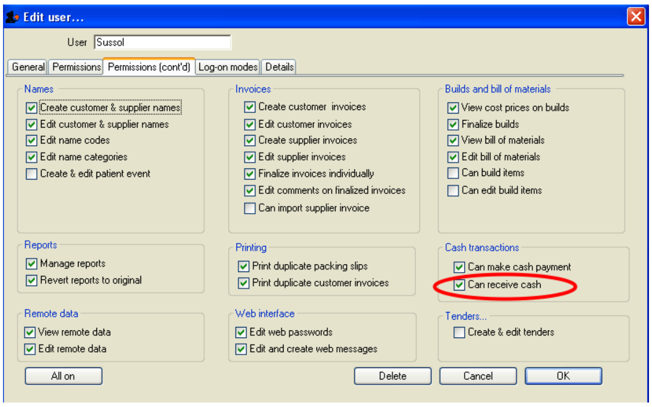
Receiving cash from your customers.

To receive payment from customers, you must activate the "customer receipt module".
Go to File > Preferences... from the mSupply menu.
Choose the "Invoice 2" section. Click on the "Activate customer receipt module" check box.
Click "OK" once satisfied.



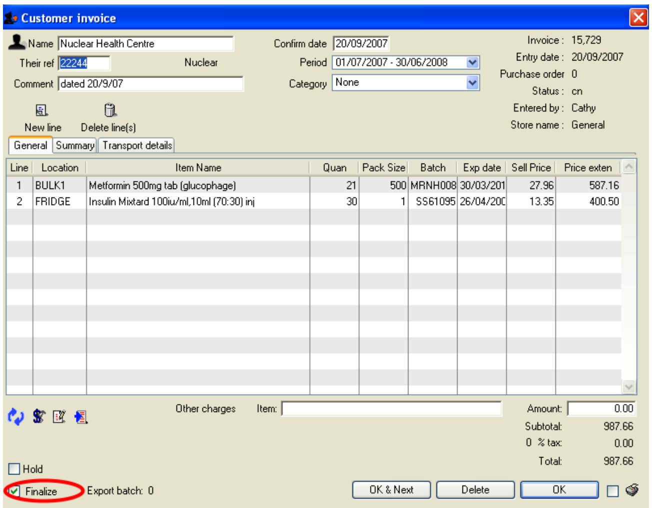
Checking your own user access rights

Once the Customer receipt module has been initiated. You now need to make sure that your own user preference is set to allow you to receive cash transaction.
Choose File > Edit users & groups... from the mSupply menu. (You may need to contact a mSupply user with administration right)
Double click on the user of interest. Go to the second "permission" tab. Make sure the check box "Can receive cash" is ticked.
Click "OK" to continue.



Finalizing your customer invoice

You have been informed that a customer has paid you.
View the customer invoice and finalize the invoice.
Click "OK" once it's done.



Creating a cash receipt

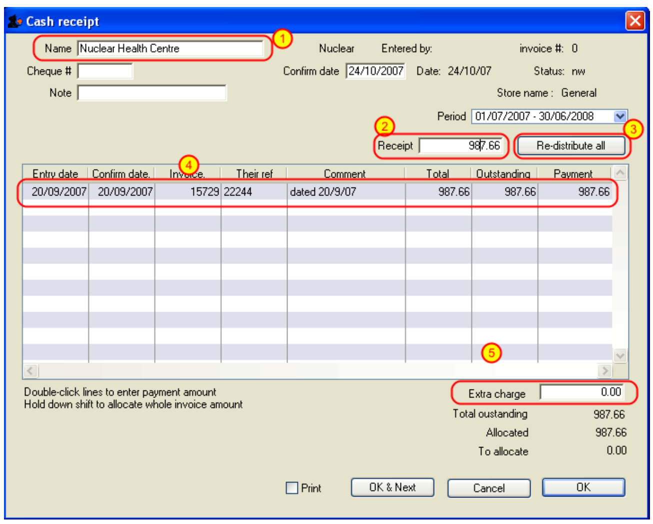
From the customer menu, Choose Customer > New cash receipt...
This should display a "Cash receipt" form.

A "Supplier payment" window should appear.

1) For the "Name" field, choose the customer whose invoices you would want to clear. Once a customer is chosen, all finalized but outstanding transaction will be shown.

2) Receipt : Enter in a figure. The amount can be higher than the invoice amount. The extra amount will be saved by mSupply and can be used to pay-off a future sales.

3) Click the "Re-distribute" button distribute the receipt amount.



4) If you double click on the invoice line, you could manually receive the amount. This allows you to partially receive from the customer.

5) Enter extra : The label is wrong, it should really be "excess receipt". Enter the remaining amount if the customer has paid you more than the outstanding transaction. This amount can be used to pay - off a future sale.

6) The "OK" button will appear enabled once the entries have been properly filled.
Hint for correct data entry :
* Payment amount must be equal to the Allocated amount.
* The "To allocate" should show "0"

Click "OK" once you are satisfied.

Congratulation you have now received cash for an invoice !