



## Making supplier and customer payments

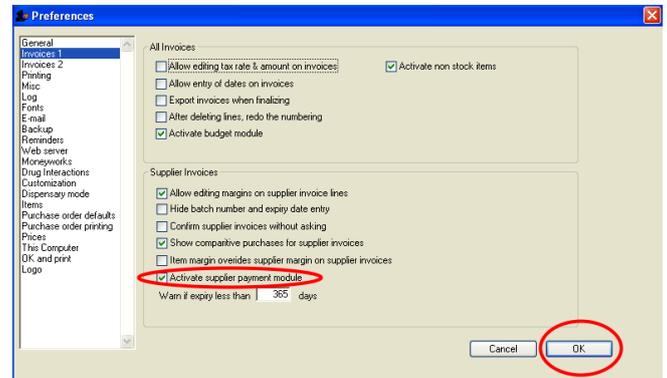
### Setting up you mSupply preference to be able to pay suppliers

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.

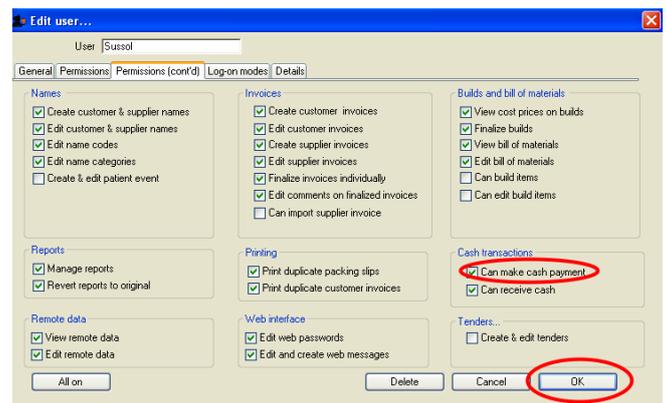


### Making sure that you are entitled to make cash payment to the supplier.

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.

Supplier invoice

Name: Med Australia med Invoice number: 1194  
 Bill no: 2320 Confirm date: 20/09/2007 Date: 20/09/2007  
 Comment: goods received ID: 895 Period: 01/07/2007 - 30/06/2008 Status: cn  
 Goods receive ID: 895 Entered by: Cathy  
 Store name: General

Lo...	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension
1	DDR1 Povidone Iodine Non-adherent dressing INADI	28	25	0718	30/04/2009	46.00	46.00	1,288.00
2	Povidone Iodine Non-adherent dressing INADI	20	25	0719	30/05/2009	46.00	46.00	920.04

Other charges  
 Item(s):  
 Amount: 0.00

Subtotal: 2,208.04  
 % tax: 0.00  
 Total: 2,208.04  
 Margin: 0.00

Hold  
 Finalize

OK & Next Delete OK

## Making payment

You need to clear the invoice above. Your organization has already transferred 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)

Show goods received...  
 New goods received...  
 Show cash payments...  
 New cash payment...  
 Merge two names...  
 Show categories...

## 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

Supplier payment

Name: Med Australia med Entered by: invoice #: 0  
 Confirm date: 24/10/2007 Date: 24/10/07 Status: rw  
 Store name: General

Payment: 2,708.04 Re-distribute all

Entry date	Confirm date	Invoice	Invoice	Comment	Total	Outstanding	Payment
20/09/2007	20/09/2007	1194	2320	goods received ID: 895	2,208.04	2,208.04	2,208.04

Extra charge: 500.00  
 Total outstanding: 2,208.04  
 Allocated: 2,708.04  
 To allocate: 0.00

Print OK & Next Cancel OK



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.

...	Lo...	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension
1		Service charges	1	1		24/10/2007	500.00	500.00	500.00

## 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.

Customer Invoices

- We run a back-order system
- Show transport details
- Confirm customer invoices automatically
- Finalize customer invoices automatically
- Allow editing selling price on customer invoice lines
- Allow placeholder lines on customer invoices
- Show direction entry in store mode
- Show direction entry in dispensary mode
- Activate customer receipts module**



## 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.

The screenshot shows the 'Edit user...' dialog box with the 'Permissions (cont'd)' tab selected. The user name is 'Susso'. The 'Cash transactions' section has 'Can receive cash' checked and circled in red. Other sections include 'Names', 'Invoices', 'Builds and bill of materials', 'Reports', 'Printing', 'Web interface', and 'Tenders...'. Buttons for 'All on', 'Delete', 'Cancel', and 'OK' are at the bottom.

## 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.

The screenshot shows the 'Customer Invoice' dialog box. The invoice is for 'Nuclear Health Centre' with a confirm date of 20/09/2007. The invoice number is 15,729. The entry date is 20/09/2007. The purchase order is 0. The status is 'cn'. The entered by is 'Cathy' and the store name is 'General'. The table below shows two lines of items:

Line	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten
1	BULK1	Metformin 500mg tab (glucophage)	21	500	MRNH008	30/03/201	27.96	587.16
2	FRIDGE	Insulin Mixtard 100iu/ml,10ml (70.30) inj	30	1	SS61095	26/04/200	13.35	400.50

At the bottom, the 'Finalize' button is circled in red. Other buttons include 'OK & Next', 'Delete', and 'OK'. The total amount is 987.66.



## Creating a cash receipt

From the customer menu, Choose Customer > New cash receipt...

This should display a "Cash receipt" form.

Customer	Report	Special	Help
Show invoices...			Ctrl+E
New invoice...			Ctrl+N
Show customers...			Ctrl+Y
New customer...			
New credit...			
Show cash receipts...			
New cash receipt...			
Export invoice...			
Export HTML invoice...			
Print special invoice...			
Print invoice series...			
Show groups...			
Invoice from supplier invoice..			
Merge two names....			
Show categories...			
Show shipping methods...			

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.

**Cash receipt**

Name: Nuclear Health Centre (1) Nuclear Entered by: invoice #: 0  
Confirm date: 24/10/2007 Date: 24/10/07 Status: nw  
Store name: General  
Period: 01/07/2007 - 30/06/2008  
Receipt: 987.66 (2) Re-distribute all (3)

Entry date	Confirm date	Invoice	Their ref	Comment	Total	Outstanding	Payment
20/09/2007	20/09/2007	15729	22244	dated 20/9/07	987.66	987.66	987.66

Extra charge: 0.00 (5)  
Total outstanding: 987.66  
Allocated: 987.66  
To allocate: 0.00

Print OK & Next Cancel OK



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 !**