



User Guide - mSupply Mobile

2. Customer Invoices

An example: Aspen Medical Centre sends an order to your facility. They are doing an outreach tour to households in a nearby village and would like to collect some items to take.

The **customer** is Ami CHC

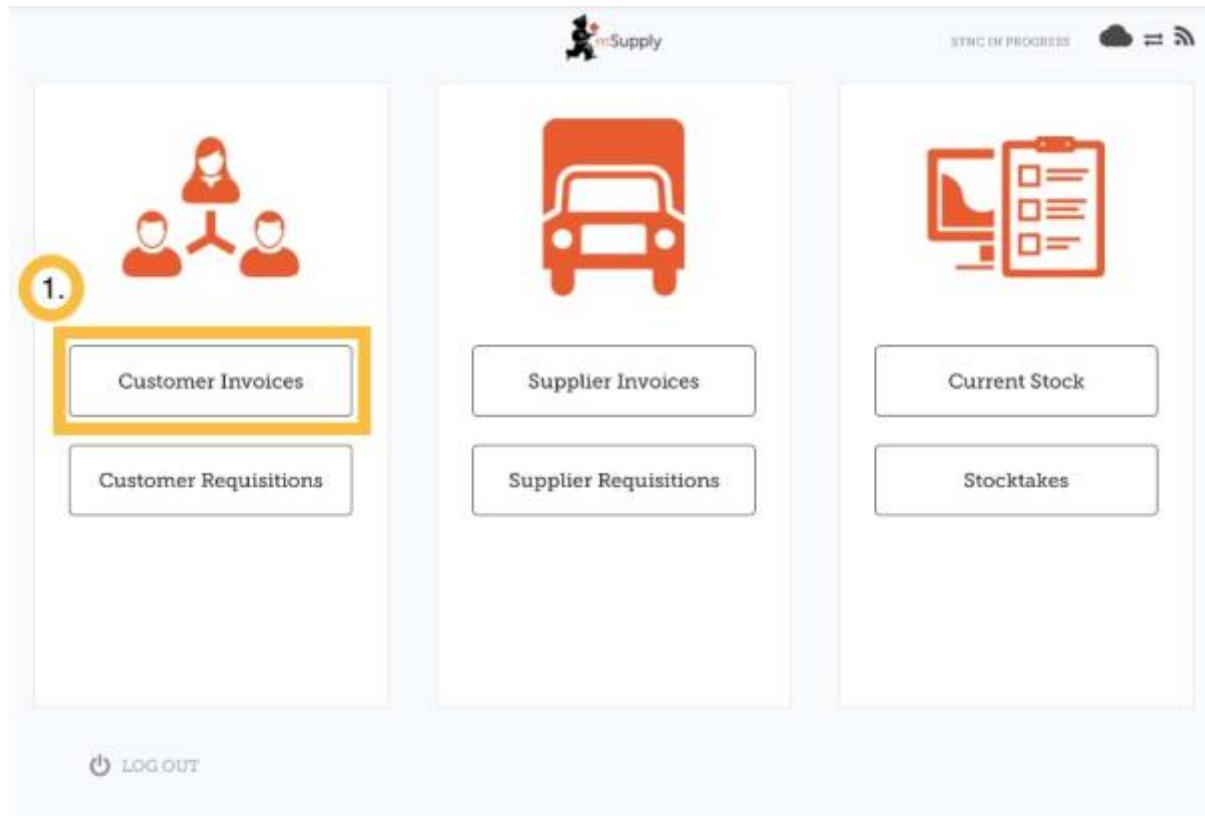
They have ordered:

- Amoxicillin 500mg tabs x 11
- Paracetamol 500mg tabs x 100
- Diazepam Injection 5mg/ml Amp/2ml x 50

Let's create a customer invoice...

2.1. Click on Customer Invoices

The **Customer Invoice** button will bring up a list of invoices. If you haven't finished working on an invoice and you have not confirmed it, you can click on it now to bring it up and keep working on it.



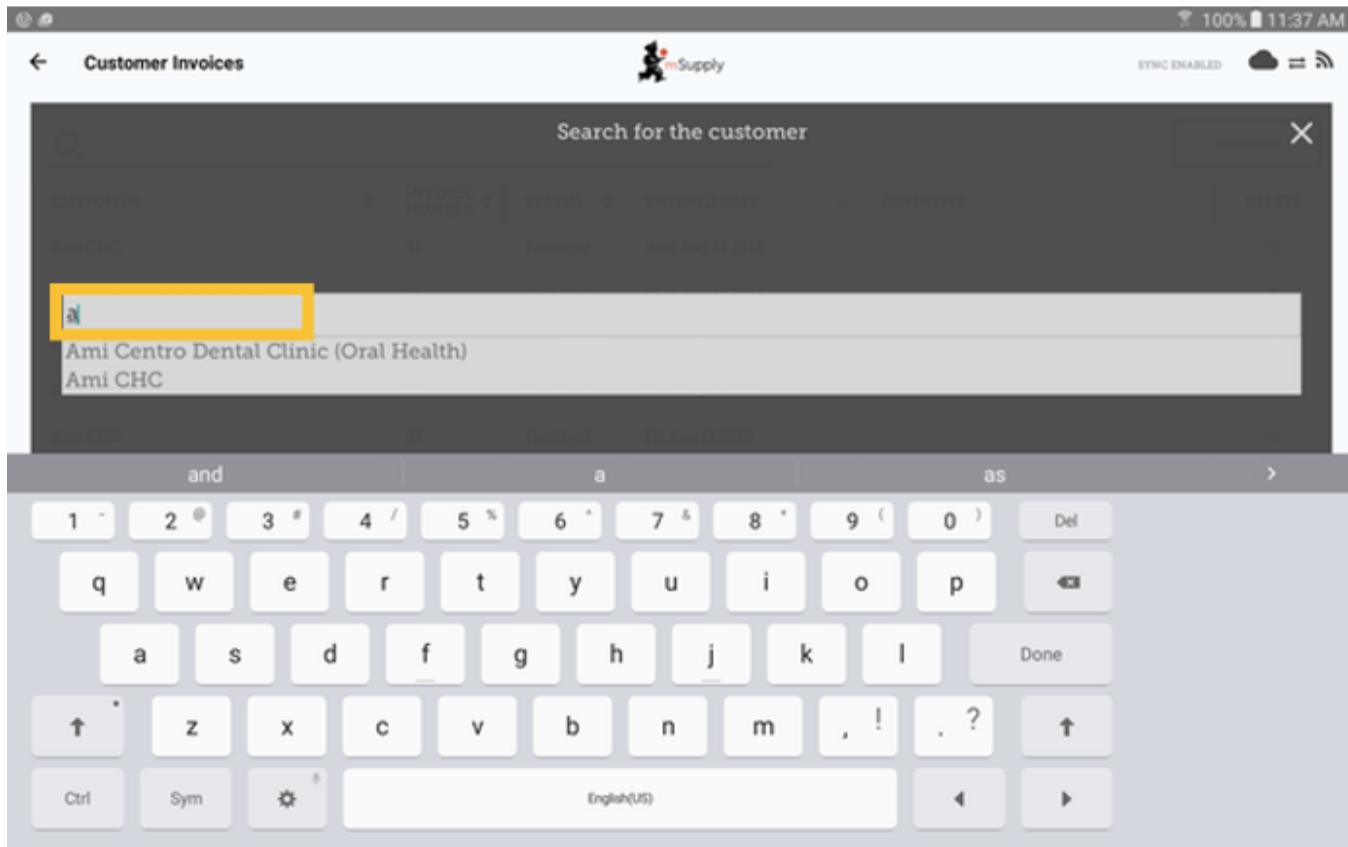
2.2. Start a new customer invoice

Click **New Invoice**

The image shows the 'Customer Invoices' list screen. At the top, there is a back arrow, the text 'Customer Invoices', a logo, and a 'Sync Error, last sync 15.6.2017' message. The table has columns for CUSTOMER, INVOICE NUMBER, STATUS, ENTERED DATE, COMMENT, and DELETE. Each row represents an invoice with a 'Patients' customer, an invoice number, a 'Finalised' status, an entered date, an empty comment field, and a delete icon. A yellow circle labeled '2.' highlights the 'New Invoice' button in the top right corner of the table header.

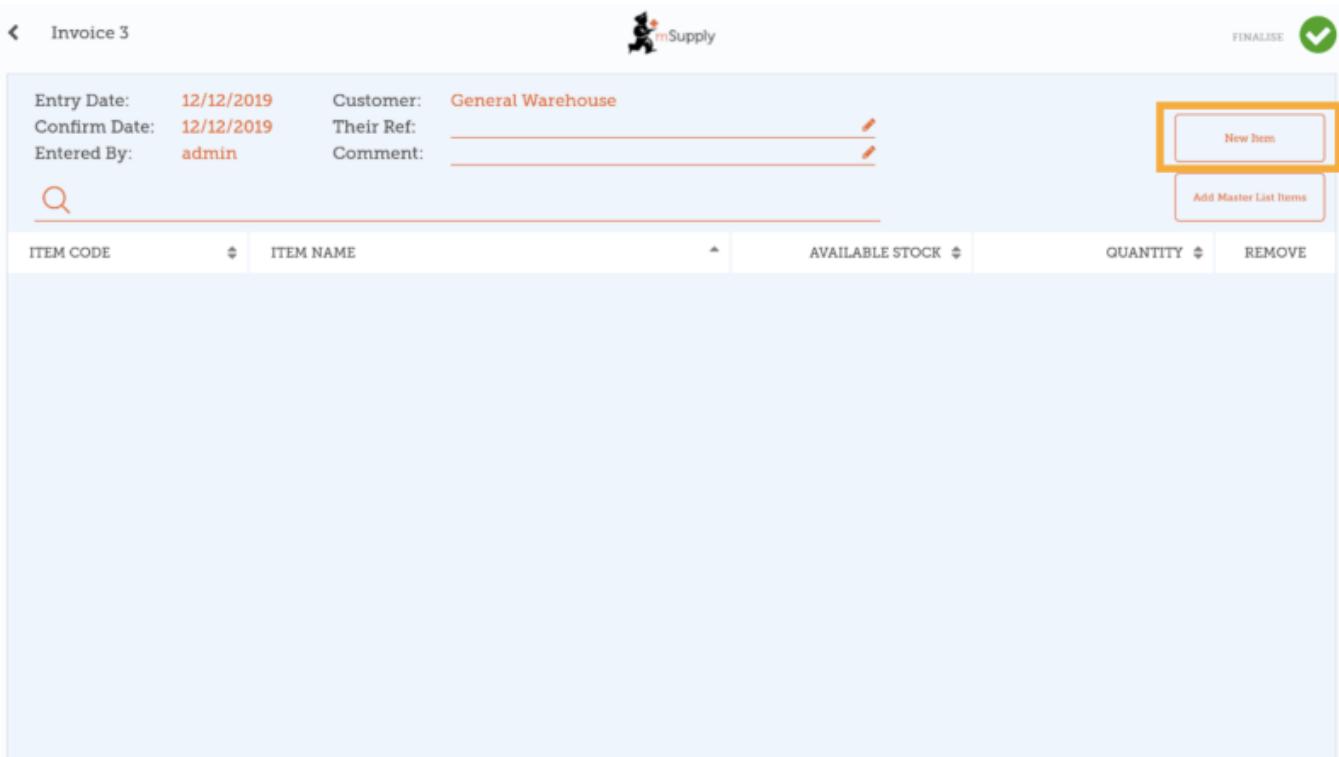
CUSTOMER	INVOICE NUMBER	STATUS	ENTERED DATE	COMMENT	DELETE
Patients	187	Finalised	Tue Apr 11 2017		...
Patients	188	Finalised	Tue Apr 11 2017		...
Patients	182	Finalised	Fri Apr 07 2017		...
Patients	183	Finalised	Fri Apr 07 2017		...
Patients	184	Finalised	Fri Apr 07 2017		...
Patients	185	Finalised	Fri Apr 07 2017		...
Patients	186	Finalised	Fri Apr 07 2017		...
Patients	179	Finalised	Fri Mar 31 2017		...
Patients	180	Finalised	Fri Mar 31 2017		...
Patients	181	Finalised	Fri Mar 31 2017		...
Patients	177	Finalised	Tue Mar 28 2017		...
Patients	178	Finalised	Tue Mar 28 2017		...
Patients	174	Finalised	Thu Mar 23 2017		...

Add the customer you are ordering for

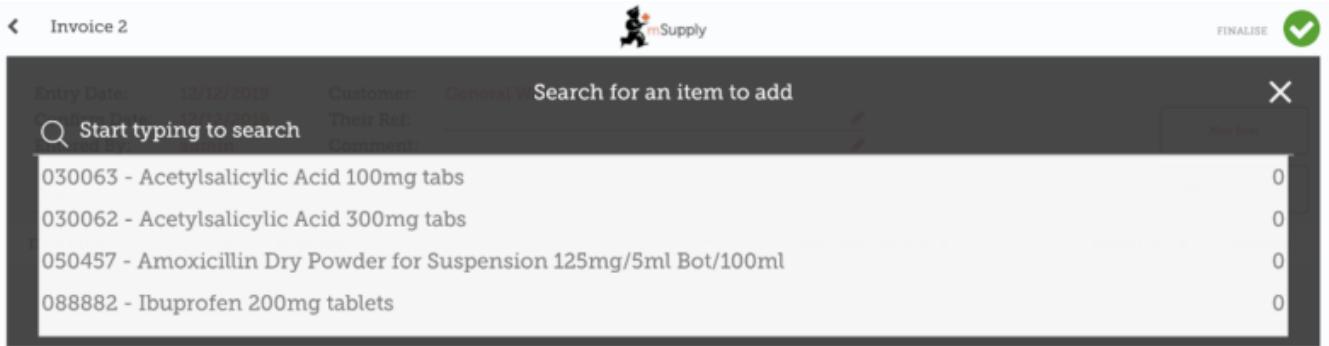


2.3. Add items to the customer invoice

You can add items to the customer invoice one by one - to do this, click on **New Item**.



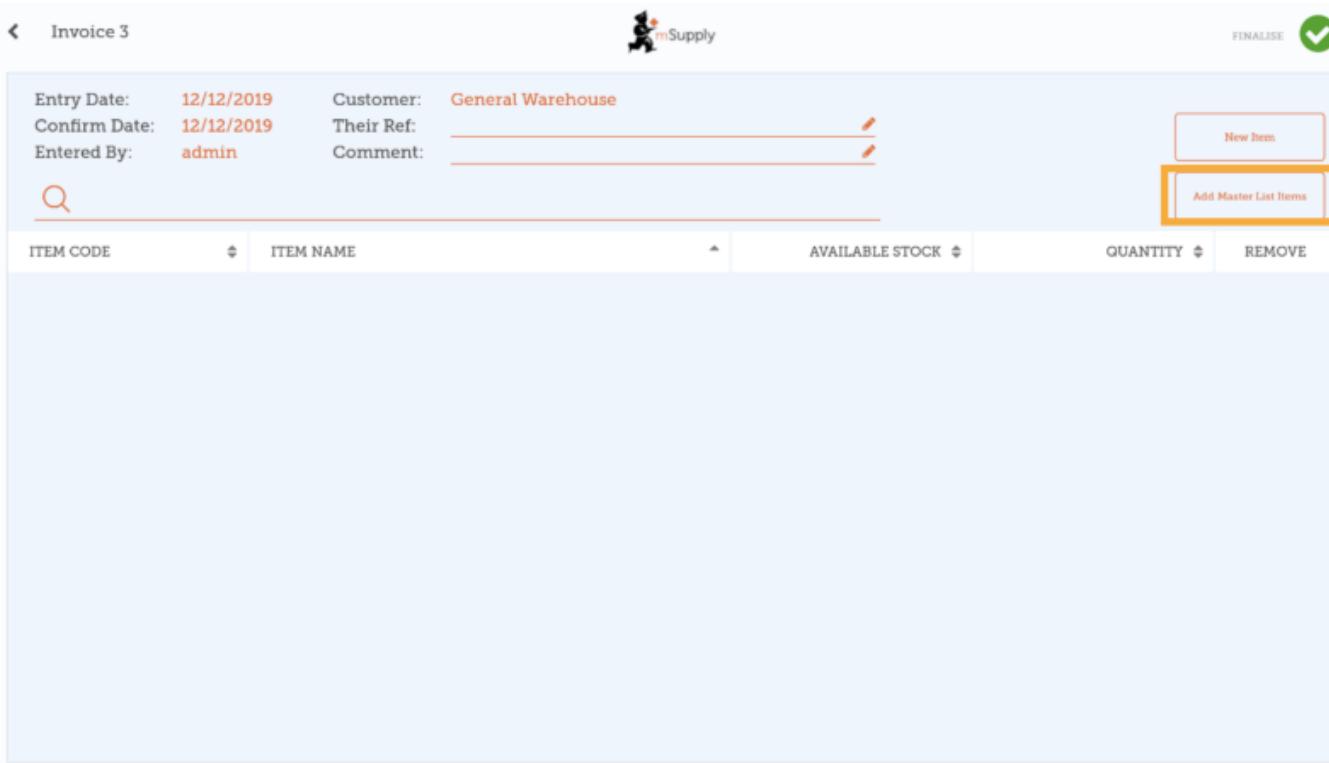
Start typing to search for the item.



The screenshot shows the mSupply mobile application interface for creating an invoice. At the top, there are fields for 'Entry Date' (12/12/2019), 'Customer' (General Warehouse), and 'Comment'. A search bar contains the placeholder 'Start typing to search' and the text 'Search for an item to add'. Below the search bar is a list of items with their codes and names: 030063 - Acetylsalicylic Acid 100mg tabs, 030062 - Acetylsalicylic Acid 300mg tabs, 050457 - Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100ml, and 088882 - Ibuprofen 200mg tablets. Each item has a quantity field to its right, all of which are currently set to 0. At the top right of the screen are buttons for 'FINALISE' and a checkmark icon.

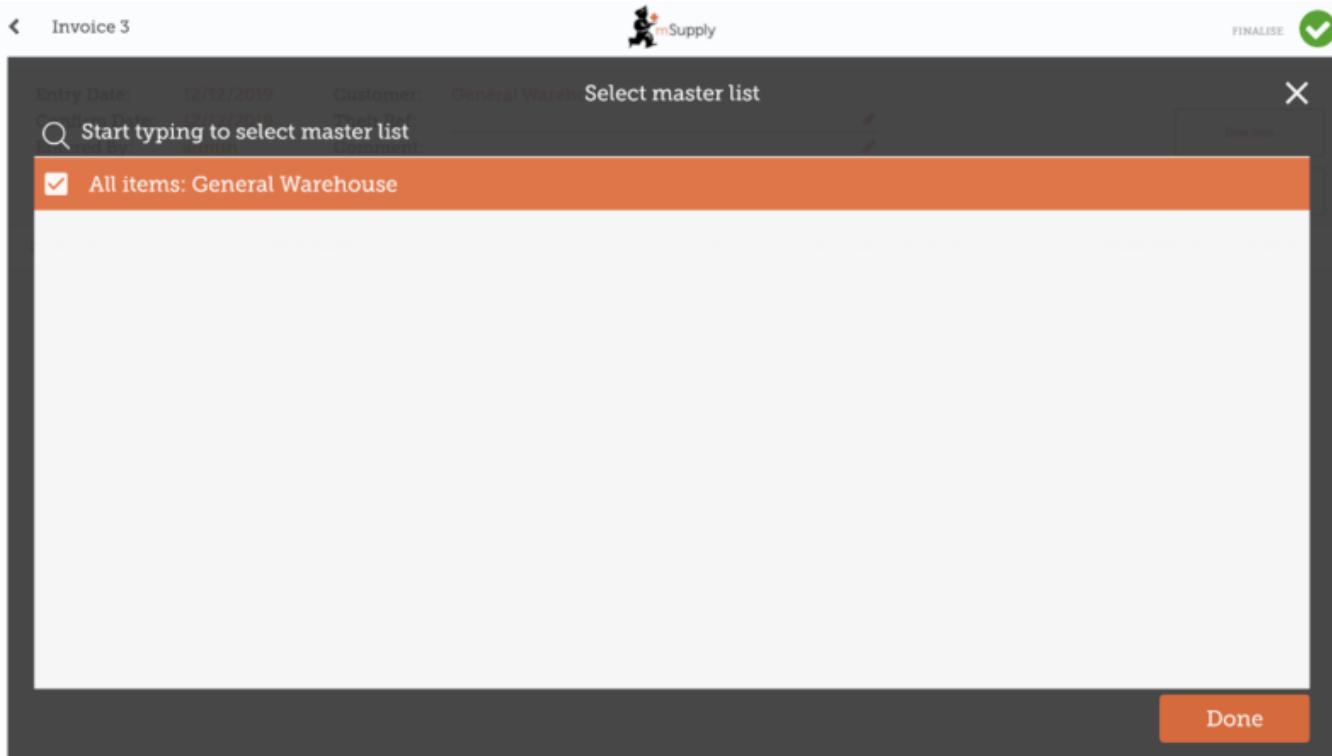
If you have a lot of items to add to the invoice, it can be slow to add them one by one.

To add a lot of items at once, click **Add Master List Items**.

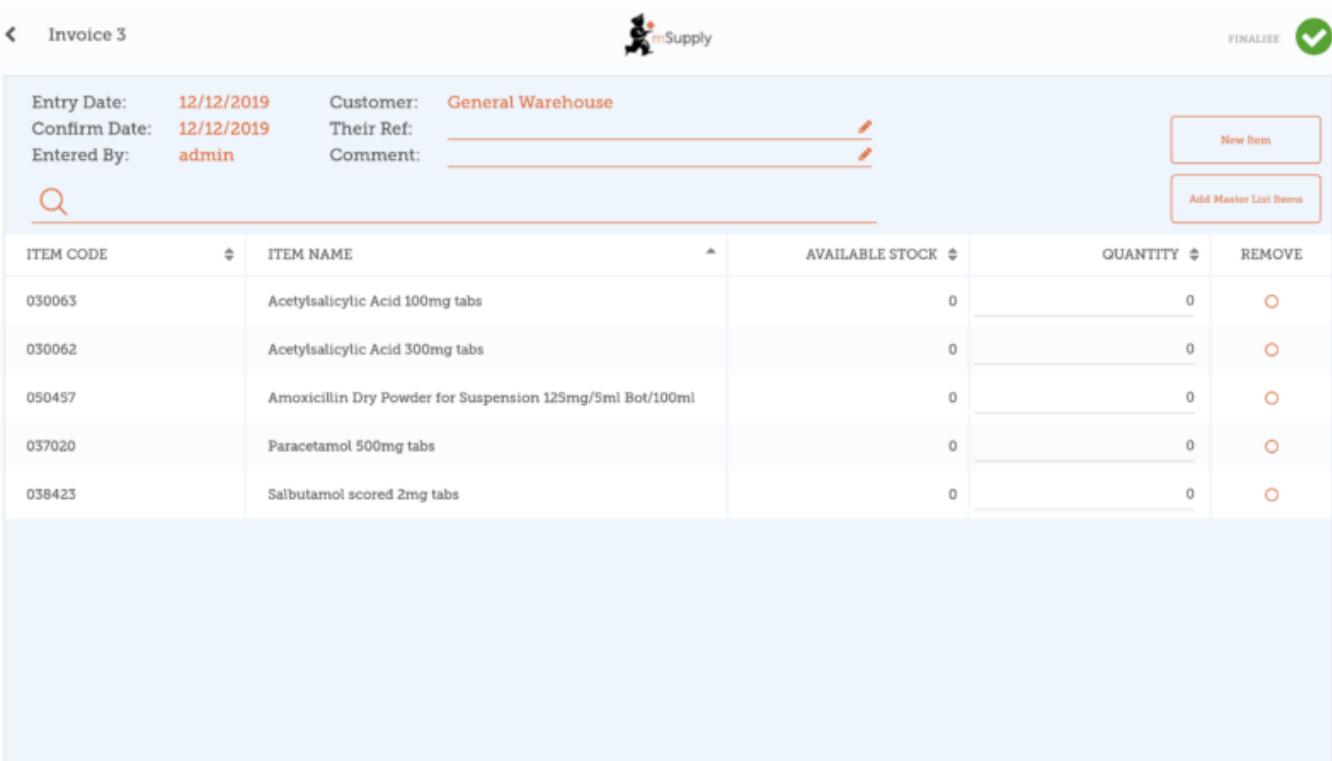


The screenshot shows the mSupply mobile application interface for creating an invoice. At the top, there are fields for 'Entry Date' (12/12/2019), 'Customer' (General Warehouse), 'Confirm Date' (12/12/2019), 'Entered By' (admin), and 'Comment'. Below these fields is a search bar with a magnifying glass icon. To the right of the search bar are buttons for 'New Item' and 'Add Master List Items', with the latter button highlighted by a yellow box. The main area of the screen is a table with columns: ITEM CODE, ITEM NAME, AVAILABLE STOCK, QUANTITY, and REMOVE. The table is currently empty.

Select one or more master lists from the list. Only master lists visible to the customer are shown.



The items on the selected master list(s) will then automatically appear in the customer invoice.



2.4. When you have finished

Click the **Finalise** button at the top, and then **Confirm**.



What is a Master List?

The **Master List** is a list of all the items available to you at your facility. The list is set by your supplier and/or the Ministry of Health.

Previous: [Getting Started](#) | | Next: [Customer Requisitions](#)

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