

# 2. Customer Invoices

An example to work on: 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.

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Customer Invoices	Supplier Invoices	Current Stock
Customer Requisitions	Supplier Requisitions	Stocktakes

# 2.2. Start a new Customer Invoice

#### Click New Invoice'

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CUSTOMER	٥	INVOICE 0	STATUS Ø	ENTERED DATE	- COMMENT	DELETE
Patients		187	Finalised	Tue Apr 11 2017		0
Patients		188	Finalised	Tue Apr 11 2017		0
Patients		182	Finalised	Fri Apr 07 2017		0
Patients		183	Finalised	Fri Apr 07 2017		0
Patients		184	Finalised	Fri Apr 07 2017		0
Patients		185	Finalised	Fri Apr 07 2017		0
Patients		186	Finalised	Fri Apr 07 2017		0
Patients		179	Finalised	Fri Mar 31 2017		0
Patients		180	Finalised	Fri Mar 31 2017		0
Patients		181	Finalised	Fri Mar 31 2017		0
Patients		177	Finalised	Tue Mar 28 2017		0
Patients		178	Finalised	Tue Mar 28 2017		0

## Add the customer you are ordering for

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## 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'

Entry Date: Confirm Date: Entered By:	12/8/2016 12/8/2016 kate	Customer: Ami Their Ref: Comment:	СНС			New Item Master List Items
CODE	¢	ITEM NAME		AVAILABLE STOCK \$	QUANTITY	REMOVI
03_0452		Amoxicillin 500mg tabs		11	11	0
04_2744		Diazepam Injection 5mg/ml Amp/2ml		100	50	0
03_7020		Paracetamol 500mg tabs		100	100	0

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 item'.

Here you can see we have completed this invoice by adding the 3 items we need.

### 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.

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