



2021/10/08 11:36 faq:how\_to\_report\_by\_invoice\_category [https://docs.msupply.org.nz/faq:how\\_to\\_report\\_by\\_invoice\\_category?rev=1633692993](https://docs.msupply.org.nz/faq:how_to_report_by_invoice_category?rev=1633692993)

- Choose the category from the list and click on the OK button. For reporting purposes, the invoice will need to be confirmed.
- For reporting, from mSupply menu or Navigator , View Report → Transactions.

**Transaction report...**

**Type of report**

Report

- Each invoice grouped by name
- Each invoice grouped by date
- Each invoice line by item
- Each invoice showing profit
- Each invoice line grouped by item department then item
- Each invoice line grouped by name
- Totals for each item category
- Totals for each item
- Totals for each item-Net Inventory Adjustment
- Totals for each name
- Totals for each item broken down by name
- Totals for each name broken down by item
- Totals for each item department
- Totals for each item grouped by day
- Totals for each item grouped by month

**Date range**

☒ Confirmed Date ☐ Shipping Date

From 09/04/2012 To 09/04/2012 Today

Donated by equals

**Which mode?**

☒ Both modes ☐ Store mode ☐ Dispensary mode

☒ Exclude transfers from calculations

☒ Exclude Ad hoc and non stock items

☒ Exclude hidden items

**Transaction type**

☒ Sales to customers

☐ Sales to and credits from customers

☐ Purchases from suppliers

☐ Purchases from and credits to suppliers

☐ Inventory adjustment - Add stock

☐ Inventory adjustment - Reduce stock

☐ Inventory adjustment - Net movement

**Transaction filter**

Code contains govern

**Name filter**

Name code equals

and Category Don't care

**Prescriber filter**

Code equals

**Item filter...**

Item code equals

and category is Don't Care

and department is Don't care

☐ Open report in Excel

Cancel OK

- On the right hand side of that window, you will see the section "Transaction filter". Here we have chosen to search for "Code" *contains* "govern", which produces the same results as searching for "Code" *equals* "Government".
- Click on the OK button and you will now have the opportunity to view items issued to government facilities.

Print Preview

Sales, Confirm date : 09/04/2012 to 09/04/2012, Store : General Mode: Both Transaction category : Code contains @govern@

Item	To/From	Code	Date	Invoice	#Packs	Pack Size	Total	Cost Price	Sell Price	Price Extension
Alcedin sulfate / ABCI 300mg Tabs	Avu bel 10 m Health post	av1	09/04/12	810	10.00	80.00	800	14.49	14.49	144.90
Total										144.90
Salafin 120mg, Cikt 120mg 300g	Avu bel 10 m Health post	av1	09/04/12	810	1.00	100.00	100	9.32	9.32	9.32
Total										9.32
Gemars solution 900mc0000	Avu bel 10 m Health post	av1	09/04/12	810	10.00	1.00	10	9.00	9.00	90.00
Total										90.00
Grand Total										194.22

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