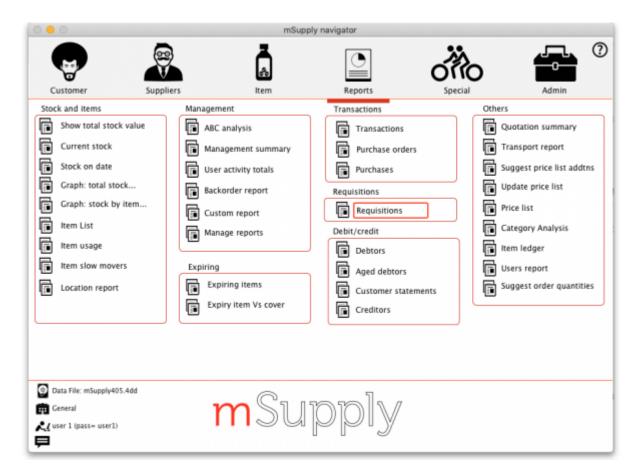
2020/10/17 12:12 1/3 13.05. Requisition reports

13.05. Requisition reports

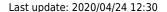
You can report on requisitions in 2 ways:

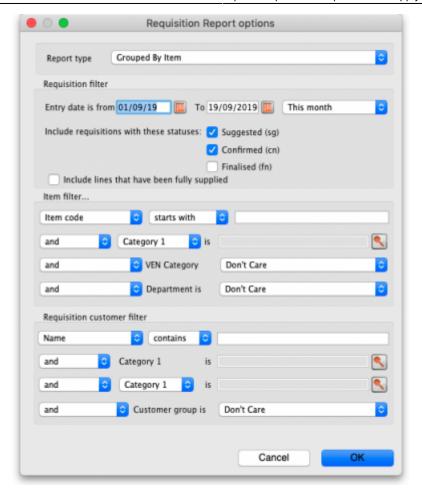
- grouped by item, showing which customers the item was requisitioned by, what has been sent and what is outstanding or
- grouped by customer, showing which items a customer has requisitioned, what has been sent and what is outstanding.

You can access the reports from the *Reports > Requisitions* menu option of by clicking on the *Requisitions* option on the Reports tab of the navigator:



Whichever way you choose, the requisition report options filter is displayed:





Use the **Report type** drop down list to select which type of report you would like: Grouped by item or grouped by customer.

The **Requisition filter** settings enable you to select which requisitions you want to include in the reports, based on their entry date (this month so far is set by default but note the quick date selection drop down list and the date pickers to enable quick selection of reporting dates) or status.

If you leave the **Include lines that have been fully supplied** checkbox unchecked, the report will only include lines where not all the stock requested has been sent to the customer i.e. outstanding requisition lines only. If you check the checkbox, all requisition lines will be included in the report.

The **Item filter** section allows you to select which items will appear in the report (only requisition lines for items matching these filters will be included in the report. If you don't set any of these, there will be no filtering by item.

Finally, the **Requisition customer filter** section allows you to select the customers whose requisitions will be included in the report. If you don't set anything in this section, requisitions for all customers will be included in the report.

Example output

These are examples of what the requisition reports like like:

Grouped by item

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		Requisitions en	ouped by item for requisitions ente	red from "From date"	to "To d	ate"			_		
		redaminens 8	ouped by Hemilion requisitions emile	TO HOME THOMAS	100						
		,		•				Their		Quantity	
				Requisition			Requisition	stock on	Quantity	already	To be
Item name	Our stock on hand	Requisition ID	Customer name	comment	Status	Type	Date	hand	requested	issued	Supplied
ALBENDAZOLE, 200mg, tab	5000	1234	CPI	R234	sg	request	10/11/17	0	500	100	400
		1235	Metta	R296	sg	request	11/11/17	1	22	4	18
		1236	DRC-Mindat	R245	sg	request	04/12/17	20	750	70	680
		1237	DRC-Madupi	R233	sg	request	12/12/17	15	600	450	150
							Total	36	1,872	624	1,248
COTRIMOXAZOLE, 200mg, tab	5000	1234	CPI	R234	sg	request	10/11/17	0	500	100	400
		1235	Metta	R296	sg	request	11/11/17	1	22	4	18
		1236	DRC-Mindat	R245	sg	request	04/12/17	20	750	70	680
		1237	DRC-Madupi	R233	se	request	12/12/17	15	600	450	150
							Total	36	1,872	624	1,248

Grouped by customer

	Requisitions grouped by name for requisitions entered from "From date" to "To date"									
Our stock on hand	Requisition ID	Item name	Requisition	Status	Type	Requisition Date	Their stock on hand	Quantity	Quantity already issued	To be Supplied
5000	_		R234				0	500	100	400
4000	1235	COTRIMOXAZOLE, 200mg, tab	R296	sg	request	11/11/17	1	22	4	18
3000	1236	PARACETAMOL, 500mg, tab	R245	sg	request	04/12/17	20	750	70	680
2000	1237	AMOXYCILLIN, 500mg, tab	R233	sg	request	12/12/17	15	600	450	150
5000	1244	ALBENDAZOLE, 200mg, tab	R235	sg	request	10/11/17	0	500	100	400
4000	1245	COTRIMOXAZOLE, 200mg, tab	R297	sg	request	11/11/17	1	22	4	18
3000	1246	PARACETAMOL, 500mg, tab	R246	sg	request	04/12/17	20	750	70	680
2000	1247	AMOXYCILLIN, 500mg, tab	R236	sg	request	12/12/17	15	600	450	150
	\$000 4000 3000 2000 \$000 4000 3000	Our stock on hand Requisition ID 5000 1234 4000 1235 3000 1236 2000 1237 5000 1244 4000 1245 3000 1246	Our stock on hand Requisition ID Item name 5000 1234 ALBENDAZOLE, 200mg, tab 4000 1235 COTRIMOXAZOLE, 200mg, tab 3000 1236 PARACETAMOL, 500mg, tab 2000 1237 AMOXYCILUN, 500mg, tab 5000 1244 ALBENDAZOLE, 200mg, tab 4000 1245 COTRIMOXAZOLE, 200mg, tab 3000 1246 PARACETAMOL, 500mg, tab	Dur stock on hand Requisition ID Item name Comment	Our stock on hand Requisition ID Item name Requisition comment Status 5000 1234 ALBENDAZOLE, 200mg, tab R234 sg 4000 1235 COTRIMOXAZOLE, 200mg, tab R296 sg 3000 1236 PARACETAMOL, 500mg, tab R245 sg 2000 1237 AMOXYCILLIN, 500mg, tab R233 sg 5000 1244 ALBENDAZOLE, 200mg, tab R235 sg 4000 1245 COTRIMOXAZOLE, 200mg, tab R297 sg 3000 1246 PARACETAMOL, 500mg, tab R246 sg	Our stock on hand Requisition ID Item name Requisition comment Status Type 5000 1234 ALBENDAZOLE, 200mg, tab R234 sg request 4000 1235 COTRIMOXAZOLE, 200mg, tab R296 sg request 3000 1236 PARACETAMOL, 500mg, tab R245 sg request 2000 1237 AMOXYCILLIN, 500mg, tab R233 sg request 5000 1244 ALBENDAZOLE, 200mg, tab R235 sg request 4000 1245 COTRIMOXAZOLE, 200mg, tab R297 sg request 3000 1246 PARACETAMOL, 500mg, tab R246 sg request	Requisition Status Type Date	Requisition Status Type Requisition Status Type Status Type Status Type Status Status Type Status S	Requisition Status Type Requisition Status Type Type	Requisition Dur stock on hand Requisition Item name Comment Status Type Date Date Hand Paragraphic Status Type Date Dat

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