



- 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 is equivalent to 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 Quant	Cost Price	Sell Price	Price Extension
Axiphen sulfate / ABCI 300mg, Tabs	Axiphen 1000 Health post	axu	09-04-12	810	10.00	80.00	800	14.49	14.49	114.90
Total										114.90
Exacrine 100mg, Oral/100mg tabs	Axiphen 1000 Health post	axu	09-04-12	810	1.00	100.00	100	8.32	8.32	8.32
Total										8.32
Gemvars solution 800mcg/ml	Axiphen 1000 Health post	axu	09-04-12	810	10.00	1.00	10	4.00	4.00	40.00
Total										40.00
Grand Total										164.22

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