

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

- 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 Tablet	Avu bel 10 m Health post	avu	09/04/12	810	10.00	80.00	800	14.49	14.49	144.90
Total										144.90
Cladexin 120mg, Clad 120mg tablet	Avu bel 10 m Health post	avu	09/04/12	810	1.00	100.00	100	9.32	9.32	9.32
Total										9.32
Gemfars solution 800mcg/ml	Avu bel 10 m Health post	avu	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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