

4.01.05. Ledger tab

The item **Ledger** tab lists individual transactions for the item in question. By default is shows all transactions for the current year:

| Ty... | Entry date | Confirm date | Inv # | Name | Sta... | Expiry | Batch | Quan | Pack | Total |
|-------|------------|--------------|-------|-----------------------|--------|------------|--------|---------|------|-------|
| si | 17/06/2016 | 17/06/2016 | 3197 | Warehouse | fn | 31/0...018 | 14E076 | 100800 | 1 | 1008 |
| si | 17/06/2016 | 17/06/2016 | 3197 | Warehouse | fn | 31/0...018 | 14E074 | 302400 | 1 | 3024 |
| si | 17/06/2016 | 17/06/2016 | 3197 | Warehouse | fn | 31/0...018 | 14H069 | 90720 | 1 | 907 |
| si | 17/06/2016 | 17/06/2016 | 3197 | Warehouse | fn | 31/0...018 | 14H067 | 100800 | 1 | 1008 |
| si | 17/06/2016 | 17/06/2016 | 3197 | Warehouse | fn | 31/0...018 | 14A027 | 10080 | 1 | 100 |
| si | 17/06/2016 | 17/06/2016 | 3197 | Warehouse | fn | 31/0...018 | 14E073 | 201600 | 1 | 2016 |
| si | 17/06/2016 | 17/06/2016 | 3197 | Warehouse | fn | 31/0...018 | 14H068 | 50400 | 1 | 504 |
| si | 17/06/2016 | 17/06/2016 | 3197 | Warehouse | fn | 28/0...018 | 14B027 | 100800 | 1 | 1008 |
| si | 17/06/2016 | 17/06/2016 | 3197 | Warehouse | fn | 31/0...018 | 14A028 | 30240 | 1 | 302 |
| si | 17/06/2016 | 17/06/2016 | 3197 | Warehouse | fn | 31/0...018 | 14E075 | 319200 | 1 | 3192 |
| si | 17/06/2016 | 17/06/2016 | 3197 | Warehouse | fn | 28/0...018 | 14B026 | 8610 | 1 | 86 |
| si | 17/06/2016 | 17/06/2016 | 3197 | Warehouse | fn | 28/0...018 | 14B026 | 122430 | 1 | 1224 |
| sc | 27/09/2016 | 27/09/2016 | 3321 | Inventory adjustments | fn | 31/0...018 | 14H067 | -100800 | 1 | 1008 |
| sc | 27/09/2016 | 27/09/2016 | 3321 | Inventory adjustments | fn | 31/0...018 | 14A028 | -30240 | 1 | 302 |
| sc | 27/09/2016 | 27/09/2016 | 3321 | Inventory adjustments | fn | 31/0...018 | 14E075 | -131040 | 1 | 1310 |
| si | 27/09/2016 | 27/09/2016 | 3320 | Inventory adjustments | cn | 31/0...018 | 14E076 | 20160 | 1 | 201 |
| sc | 27/09/2016 | 27/09/2016 | 3321 | Inventory adjustments | fn | 28/0...018 | 14B026 | -1470 | 1 | 14 |
| sc | 27/09/2016 | 27/09/2016 | 3321 | Inventory adjustments | fn | 31/0...018 | 14H068 | -50400 | 1 | 504 |
| sc | 27/09/2016 | 27/09/2016 | 3321 | Inventory adjustments | fn | 31/0...018 | 14E074 | -100800 | 1 | 1008 |
| sc | 27/09/2016 | 27/09/2016 | 3321 | Inventory adjustments | fn | 31/0...018 | 14E073 | -80640 | 1 | 806 |
| sc | 27/09/2016 | 27/09/2016 | 3321 | Inventory adjustments | fn | 28/0...018 | 14B026 | -8610 | 1 | 86 |
| sc | 27/09/2016 | 27/09/2016 | 3321 | Inventory adjustments | fn | 31/0...018 | 14H069 | -90720 | 1 | 907 |
| sc | 27/09/2016 | 27/09/2016 | 3321 | Inventory adjustments | fn | 28/0...018 | 14B027 | -100800 | 1 | 1008 |
| si | 27/09/2016 | 27/09/2016 | 3320 | Inventory adjustments | cn | 31/0...018 | 14A027 | 120960 | 1 | 1209 |

The **Type** column has a shorthand label for the type of transaction:

- si = supplier invoice and inventory adjustment to increase the amount of stock
- ci = customer invoice column describe
- sc = supplier credit or inventory adjustment to reduce the amount of stock
- cc = customer credit

Note that all supplier lines have a grey background and customer lines have a white background to help you identify them easily.

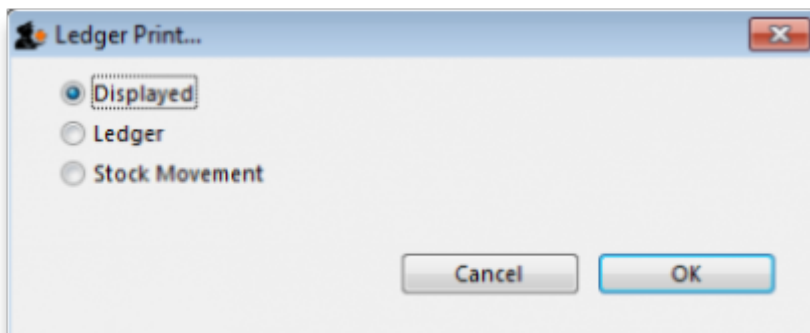
The **Quan** column shows the number of packs of pack size shown in the **Pack** column that were involved in the transaction.

As a quick indicator, if the transaction reduced the amount of stock in mSupply then the number is negative.

Filtering the ledger list

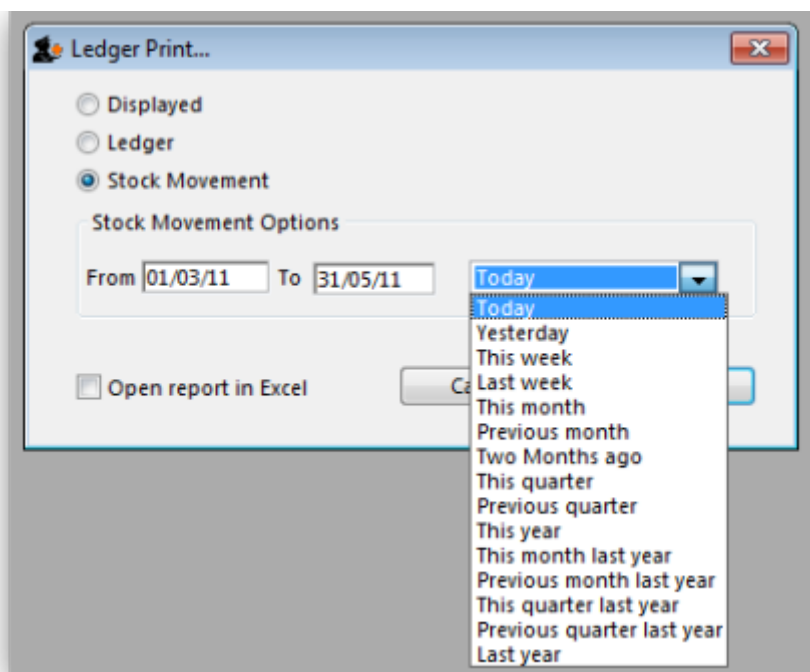
If you want to view an invoice for one of the displayed lines, simply double-click the line you are interested in. The invoice (or payment, as the case may be) will be shown in a new window.

Printing the ledger list



Clicking this button will give you the following printing choices:

- the information currently displayed in the window
- a complete ledger from the start of your year
- stock movement for a specific period or between two dates of your choice



From: <https://docs.msupply.org.nz/> - **mSupply documentation wiki**

Permanent link: https://docs.msupply.org.nz/items:item_basics:tab_ledger?rev=1578907425

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