

## 4.01.05. Ledger tab

The item **Ledger** tab lists individual transactions for the item in question. By default it 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

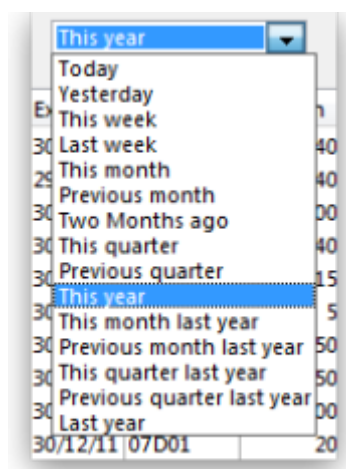
Show: all transactions ▼
 From: 1/01/2015
 To: 26/03/2015
This year ▼

Two drop down lists are available to filter the transactions you see in the table:

You can use the **Show....** drop-down list to show:

- All transactions (the default)
- Only supplier transactions (supplier invoices)
- Only customer transactions (customer invoices)
- Inventory adjustments
- Repacks
- Transactions whose status is `New'
- Transactions whose status is `Suggested'
- Transactions whose status is `New or suggested'
- Transactions for just one name (click on a transaction line for the name you are interested in)
- Transactions for one particular item line. This will show the supplier invoice on which the item line was received, and all subsequent issues of that item line to customers.
- Same batch as selected - this will show all the supplier invoice on which the batch was received, and all subsequent issues of that batch to customers. This can be useful for tracing a particular batch of medicines.

The other drop down list allows selection from a variety of periods during which transactions occurred.



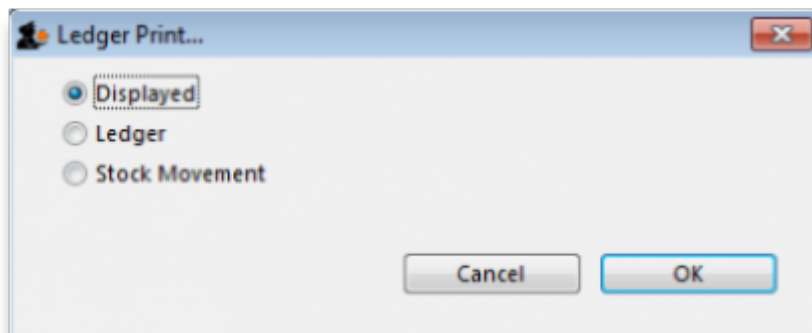
Clicking on the column headings of the transaction list will sort the list by the information in that column. The column header will be underlined to show by which column the list is sorted.



If the cost price column is blank, this is because the current user does not have permission to view cost prices. (This option can be turned on or off for each user from the "File > edit users..." menu item).

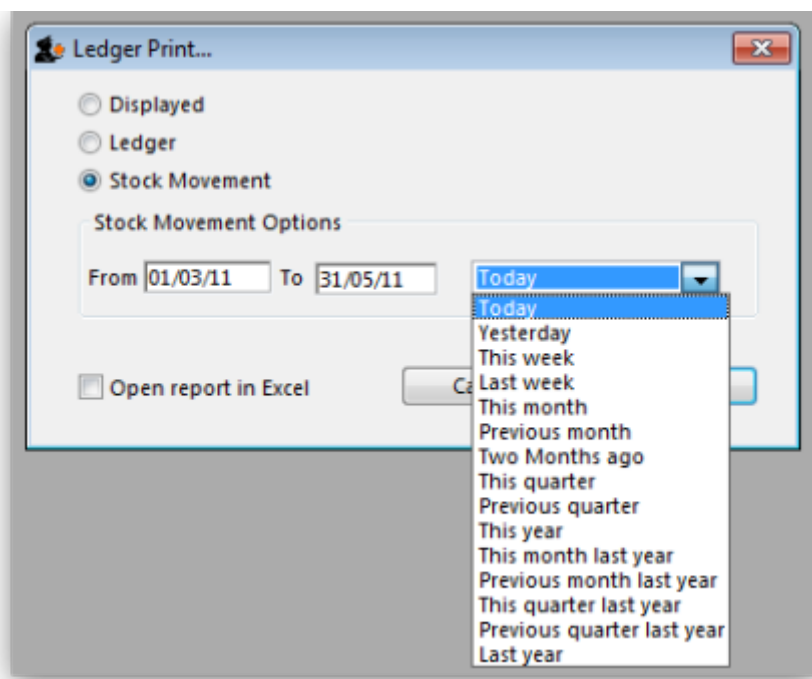
If you want to view an invoice for one of the displayed lines, simply double-click the line you are interested in. The invoice (or payment, as the case may be) will be shown in a new window.

## 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



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