

to make reporting easier (see section [11.03. Transaction reports](#) for details of how master transaction categories can be used in reporting). Master transaction categories are fixed in the system and cannot be edited. Those available are:

- Damaged
 - Expired
 - Found
 - Lost
 - Stocktake
 - Stolen
 - Other
- **Category code:** the code of the transaction category. Not displayed in mSupply but you can filter categories by this so it provides another way to select relevant categories when reporting.
 - **Category Description:** the name of the category, visible throughout mSupply. Also filterable when reporting.

Once you have created transaction categories they will be selectable in a drop down list when you create a new invoice or transaction.



For systems using [Remote Synchronisation](#), Transaction Categories are '**System**' data and can only be edited on the Primary Server. Any edits then synchronise to all relevant satellites.



There is a 'server' preference to [Require category entry on customer invoices](#). This would apply to all customer invoices issued for all stores **Active** on the server.

See the [How to report by invoice category](#) section for details on how to use the transaction categories in reporting.

Previous: [26.05. Edit menu](#) | | Next: [26.07. Virtual stores](#)

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