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Report Basics

Click Report , and this menu appears:

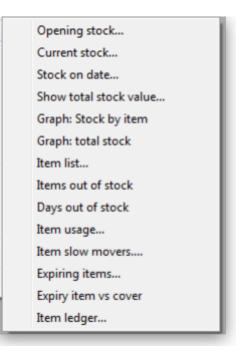
Patient		Special	Help		
	c	stom repor	t		
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	Us	er transacti	on totals		
	Ba	ckorder rep	ort		
	Su	ggest price	list additions		
	Up	date price l	ist		
	Pri	ce list			
	Lo	cation repo	rt		
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<note important>For some reports, the default setting includes *all items*, and as most stores will have several hundred items - maybe over 1,000 - reports on all items will, if printed, use a great deal of paper. If you must have a printout of your report, please exercise caution when selecting the criteria, and so avoid wasting paper.</note>

Reports on purchasing are displayed when *Purchasing* is selected:

Purchase orders
Purchases
Suggest order quantities

Reports on items and stock are displayed when *Items and Stock* is selected:



Reports on debtors and creditors are displayed when *Debtors and Creditors* is selected.

Many reports are available from the Reports page of the Navigator, as shown below:

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	ustomer	Suppliers	Item	Reports	Special	Admin	
	k and items Show total stock value Current stock Opening stock Stock on date Graph: total stock Graph: stock by item Item List Item usage Item slow movers Location report		ABC analysis Management summary User transaction totals Backorder report Custom report Manage reports piring Expiring items	Transactions Transactions Purchase orders Purchases Debit/credit Debtors Aged debtors Customer stater Creditors		Quotation summary Transport report Suggest price list addtns Update price list Price list Category Analysis Item ledger Users report	
	Data File: mSupply_data_ne Seneral	w.4DD	mSu	pply			

Many of the reports present you with a window like this before printing the report:

	ABC analysis for date: 15	5/02/09 - 15/02/12 , Store none 💌
Footer		
		page 💌
Destination		
Printer	Preview on screen before printing	default
Open in Excel		uelauit
Save as HTML file		
Save as Text file		

This window allows you to set various options:

Report destinations

Printer: Select this option to display.the print window. The preview of the report can be displayed by turning on the print preview.

Open in Excel: If the `Open in Excel' box is checked, mSupply will immediately open the report as a spreadsheet in MS Excel, assuming MS Excel is installed on your computer; this feature also opens the

report as a spreadsheet in Staroffice/Openoffice. [We've included special code to make sure they open using the "Calc" module of these applications.]

- When this box is checked, you will first be asked to save the report. Once you have given it a name, the report will be saved, and then automatically opened in spreadsheet form.
- The first time you use this option, mSupply may ask you for the location of your spreadsheet program, which is then stored for future reference.
- The location can also be set by choosing **File > Preferences** and clicking on the *This Computer* tab.

Save to HTML file: If this option is selected, your report will be saved with extension ".html". Hence, it can be opened by any web-browser or spreadsheet application on any platform or operating system.

Save as Text file: Your report will be saved to a file as a tab-delimited text file. (That is, a tab character between each column and a return character at the end of each row). After saving, you can open the file in a spreadsheet or word processing program.

Header and footer

You can choose what information will be displayed at the top and bottom of each page. The default report heading is set according to the report you are printing. By default, the date will print on the left and the page number on the top right of each page.

If you have filled in a default header and footer in the Preferences, these will be displayed at the top left (for the header) and the bottom centre (for the footer)

Preview on screen before printing

This option turns on print preview. Note that you can also turn on print preview from the print window that is displayed after you click the OK button.

Previous: General preferences Next The PagePro Report Editor

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