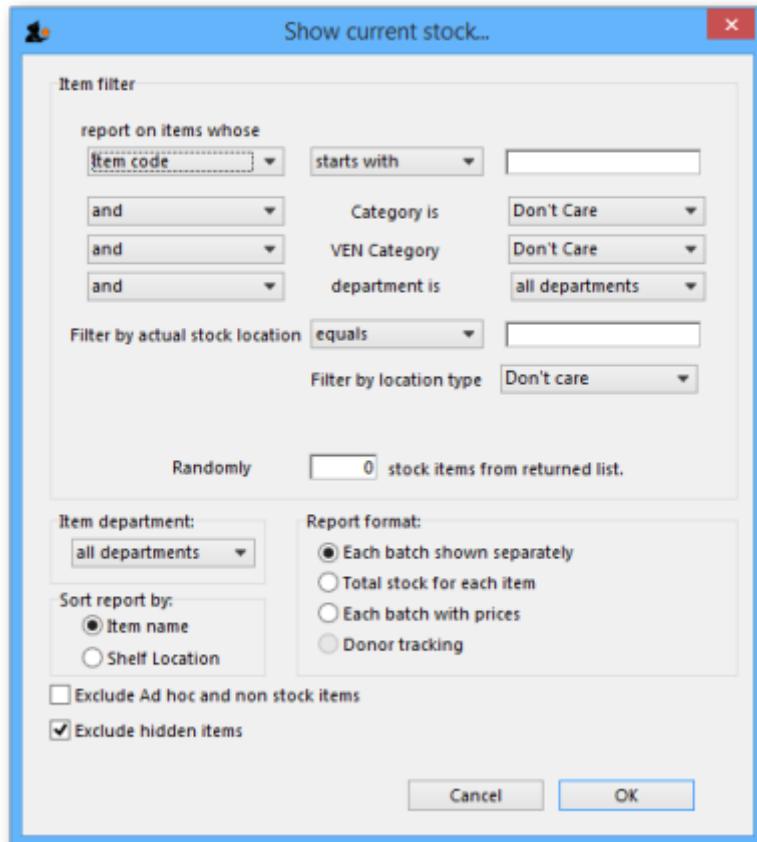


## 13.02. Stock and items reports

When **Reports > Items and Stock** is chosen, a range of available reports are displayed; click on the one you require to select it:



### Current stock



A report will be produced that lists each stock line that is currently showing stock greater than zero. Should you wish the report to include items/batches with zero stock, the box in the lower left needs to be checked.

## Item filter

A “Item filter” allows you to enter the normal find item filter criteria to choose which items to include.

### Random

A 'Randomly' filter allows you to enter a number of items that will be randomly chosen, and stocktake sheets for those items printed. This facilitates spot checking of your actual stock situation.

### Additional options

Should you wish the report to be department specific, then that department should be selected from the drop down list of the departments which you have created.

Should you wish the report to give information on a particular location, then that location should be specified , selecting the appropriate operator of the three available in the drop down box alongside the *Filter by actual stock location* option.

### Report format

You can choose from three formats:

- “Each batch shown separately” will also give you a column on the right where, having done a physical stocktake, you can enter the quantity that is actually in stock, allowing any corrections to be made in mSupply.
- “Total stock for each item” will not show individual batches, but the total quantity on hand of each item.
- List the price of each batch in stock, with a total at the end of the report.

The lines are reported alphabetically either by item name or shelf location, depending on what you have chosen in the “Sort report by” options

### Donor reporting

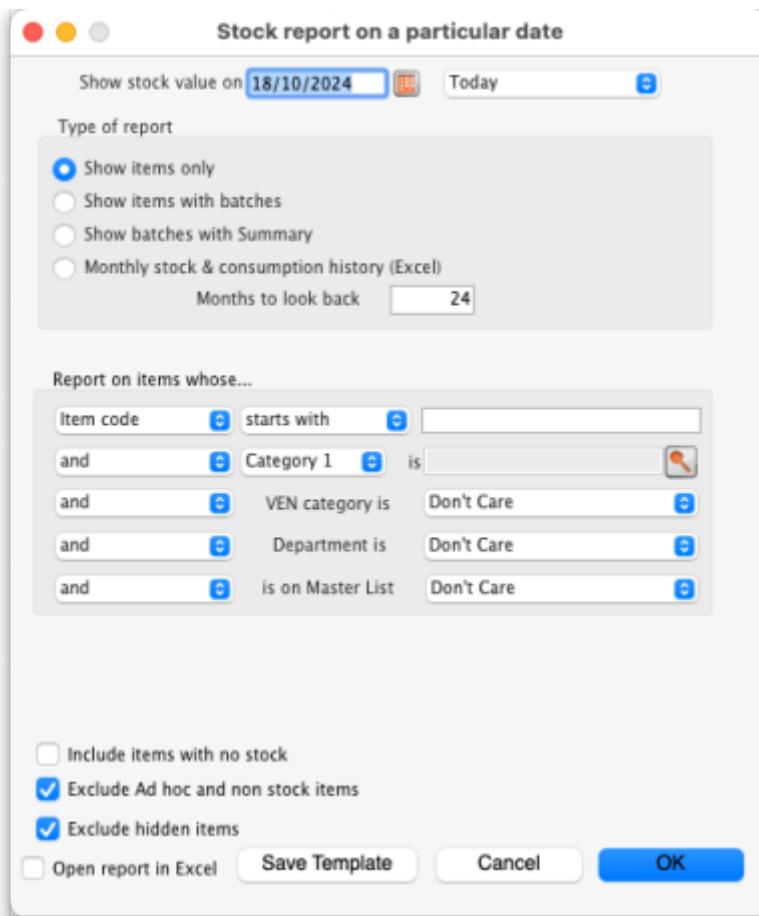
mSupply provides the feature of printing the Donor name on the Current Stock report so that organisation donating the goods can be identified and tracked.

Stock detail for store(s) General							
Loc	Item Name	Batch	Expiry Date	Pack	Quan	Actual Stock	Donor
Main-B-3-1	Amoxicillin 500 mg	AB00251J	30/08/15	1.00	4,670.400	00	
	Amoxicillin 500 mg	batch	01/01/15	1.00	20.00	-----	Donar
	Amoxicillin,dry powder for Suspension 125mg/5ml	1204-0896	30/04/15	1.00	30,000.00	-----	
	Amoxicillin,dry powder for Suspension 125mg/5ml	1012-0896	31/03/15	1.00	28,522.00	-----	
	Amoxicillin,dry powder for Suspension 125mg/5ml	1012-0896	30/05/15	1.00	51,000.00	-----	
	Amoxicillin,dry powder for Suspension 125mg/5ml	1012-0896	31/05/15	1.00	65,880.00	-----	
	Amoxicillin,dry powder for Suspension 125mg/5ml	size	01/01/15	1.00	12.00	-----	SAMES
	Amoxicillin/Clevulante Potassium 500 mg/125 mg	1148019	31/08/14	1.00	92,500.00	-----	

## Stock on date

This report allows you to produce a report for the stock in your store on a particular date. The stock shown will be the stock at the END of the day. If you want to see the stock at the beginning of the day, choose the day before in the date selector.

You are shown a window like this:



Enter the date for which you wish to show the stock for.

## Type of report

You have 3 options:

1. *Show items only*: each item in your system will have a single entry with the total quantity on that date.
2. *Show items with batches*: each batch, its expiry and batch number along with the quantity of stock will be shown.
3. *Show batches with summary*: as 2, but every item has an aggregate line before the lines for each batch, showing the total quantity for all batches of the item. So it's a bit like a combination of 1 and 2.
4. *Monthly stock & consumption history (Excel)*: Each item has 3 rows showing its consumption, days it was in stock and its mean stock on hand for each month from the current month to the number of months in the past selected in the **Months to look back** field.

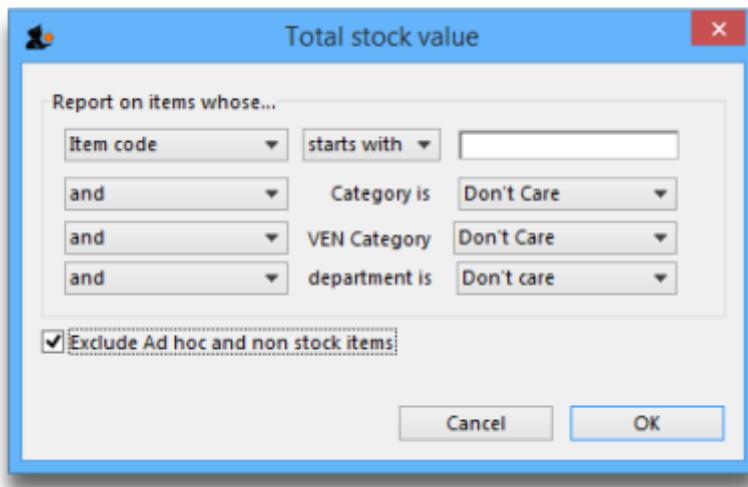
The *Report on items whose* box allows you to restrict the report to certain items only, using item properties or different categories as filters.

If custom stock fields are set to be used in the datafile then they will also be shown in filters beneath the item filters.

## Open report in Excel

Check this checkbox to view the report directly in your chosen Spreadsheet program.

## Show total stock value



This report is used to find the total stock value either for a particular department or all departments. The drop down menus allow customisation of your report by entering appropriate search criteria from the many options.

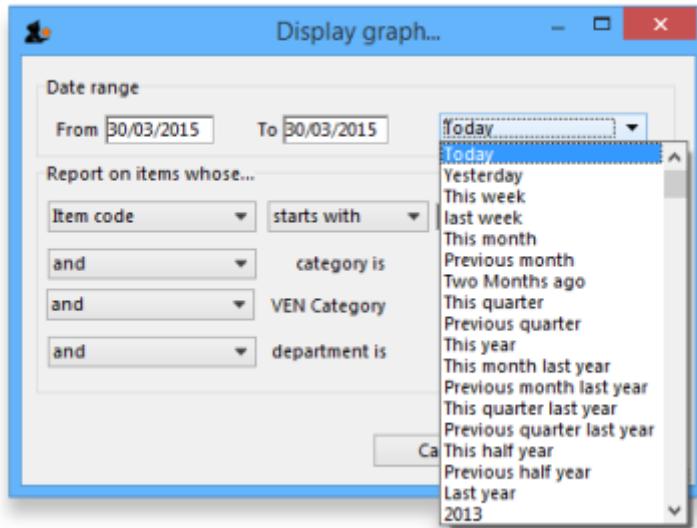
Check this checkbox to directly open the report in Excel rather than printing.

## Graph: stock by item

This report shows a graph for an item or items showing the quantity of stock on hand for each day over a defined period.

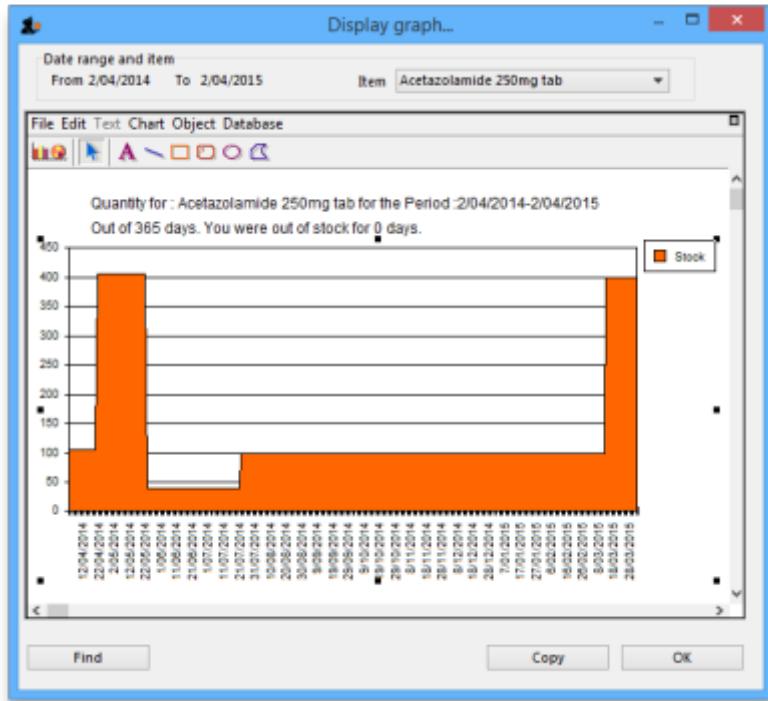
Note that if you have allowed editing of *confirm dates* on transactions, mSupply's ability to calculate accurately the data used in this report may be affected.

Choosing this item from the menu displays this window:



Enter the date range, or select the required period from the drop down list, the items on which you wish to report, and appropriate filters, if any. Remember you can use the item flag field to select an ad hoc list of items to include in your report.

Clicking OK displays a window where you are shown a graph of the quantity in stock on each day for the first item that matched the criteria you entered.



This window also displays a list of items that were found. To display the graph for a different item, choose it from the list.

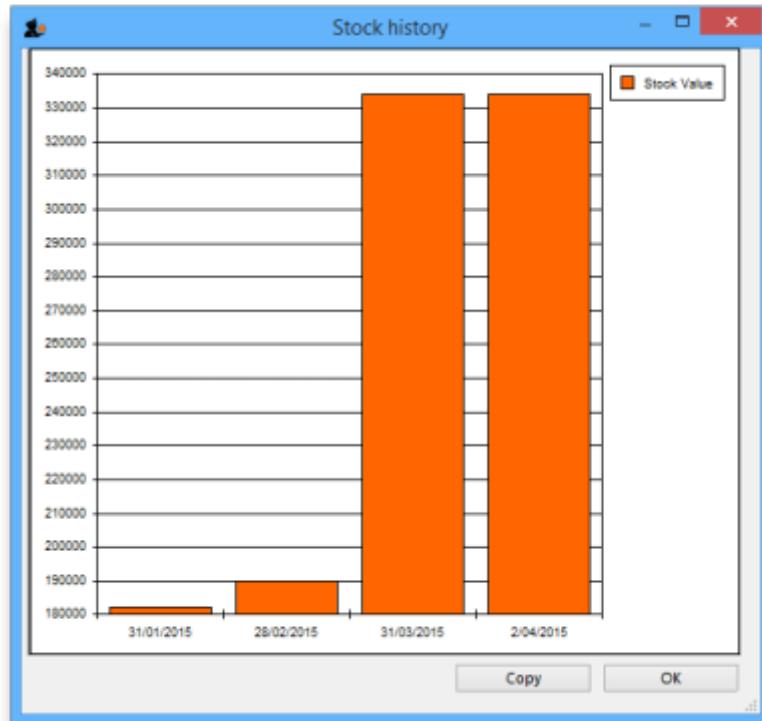
This report can be used as one of a set of key indicators for performance of a facility by comparing days out-of-stock of key items from one year to the next.

## Graph: total stock

The total stock graph report allows you to view the value of your stock over a desired period of time. When you choose total stock graph, you are able to enter the required period which you would like to view:

The screenshot shows the 'Display graph...' window with the 'Date range' section highlighted. The 'From' field is set to '30/03/2015' and the 'To' field is set to '30/03/2015'. A dropdown menu is open for the 'To' field, showing a list of time periods. The list includes: Today, Yesterday, This week, last week, This month, Previous month, Two Months ago, This quarter, Previous quarter, This year, This month last year, Previous month last year, This quarter last year, Previous quarter last year, This half year, Previous half year, Last year, and 2013. The 'Today' option is currently selected.

Select OK and a graphical stock history report showing stock value will be displayed



## Item list

The 'Find items whose...' dialog box allows users to search for items based on various criteria. It includes fields for item code, category, VEN category, department, and a complex find option. A checkbox for excluding hidden items is also present.

Find items whose...

Report form to use: **Code, Name & Shelf Location**

Exclude hidden items

Cancel OK

This report allows you to print a list of your items in certain formats.

There are 3 options in the **Report form to use** drop down list:

- **Code, Name and Shelf Location:** Shows exactly what it says with current stock on hand:

### Item list report: for store(s) Tamaki Central Medical Store

code	item name	Item Location	Stock on hand
030063	Acetylsalicylic Acid 100mg tabs	A1.B01.C3	199300
030062	Acetylsalicylic Acid 300mg tabs	B1	4000
030453	Amoxicillin 250mg tabs	-	6506500
050457	Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100ml	B1	420
041011	Artesunate Injection Ampoule/60 mg	A1.B01.C3	5750
201116	Bandage W.O.W. 15cm wide x 5m roll	A1.B01.C3	4308
047288	Benzyl penicillin Injection 1000000 Unit	B3	850
047290	Benzyl penicillin Injection 500.0000 Unit ( 300 mg )	A2.01.C	50150
031661	Captopril scored 25mg tabs	A2.01.C	47000
78373	Clotrimazole cream 60 ml	-	2300
042304	Cloxacillin Sodium Injection Powder Vial/500mg	A1.B01.C3	350
12653	Cotrimoxazole syrup 5ml	-	7350

- *Code, Name, Shelf Location with Item Long Description:* Shows the same as the previous one but includes the Item long description.
- *List of items in Catalogue:* Shows item details including the catalogue pack size and item custom field 6 value all separated out by the hierarchical item category 1. Looks like this:

#### List of Items in Catalogue

##### Dressings

##### Dressings

##### DRESSINGS

Code	Description	Item	Catalogue
		Category 2 VEN	Pack size user_field_6
201116	Bandage W.O.W. 15cm wide x 5m roll	V	12 534

##### Medicines

##### Anit-infectives

##### ANTI-INFECTIVES

Code	Description	Item	Catalogue
		Category 2 VEN	Pack size user_field_6
050457	Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100ml	V	10 273
042304	Cloxacillin Sodium Injection Powder Vial/500mg		50 201
047283	Penicillin Benzyl Penicillin PFI 1 MU=600 mg	V	50 238
047287	Penicillin Procaine Benzyl PFI 3 MU=3g		25 241
038510	Potassium Permanganate Aqueous Solution 1:10,000	E	1
049542	Vancomycin HCL Injection Vial/250mg		1 264
049543	Vancomycin HCL Injection Vial/500mg	E	1 265

##### ANTI-TUBERCULOSIS

Code	Description	Item	Catalogue
		Category 2 VEN	Pack size user_field_6
098350	TB Rifampicin+Isoniazid (R+H) 150/150mg tabs		672 419

##### Cardiac

##### ANTI-ANGINAL

Code	Description	Item	Catalogue
		Category 2 VEN	Pack size user_field_6
030063	Acetylsalicylic Acid 100mg tabs	V	100

##### ANTI-HYPERTENSIVE

Code	Description	Item	Catalogue
		Category 2 VEN	Pack size user_field_6
031661	Captopril scored 25mg tabs		250 52

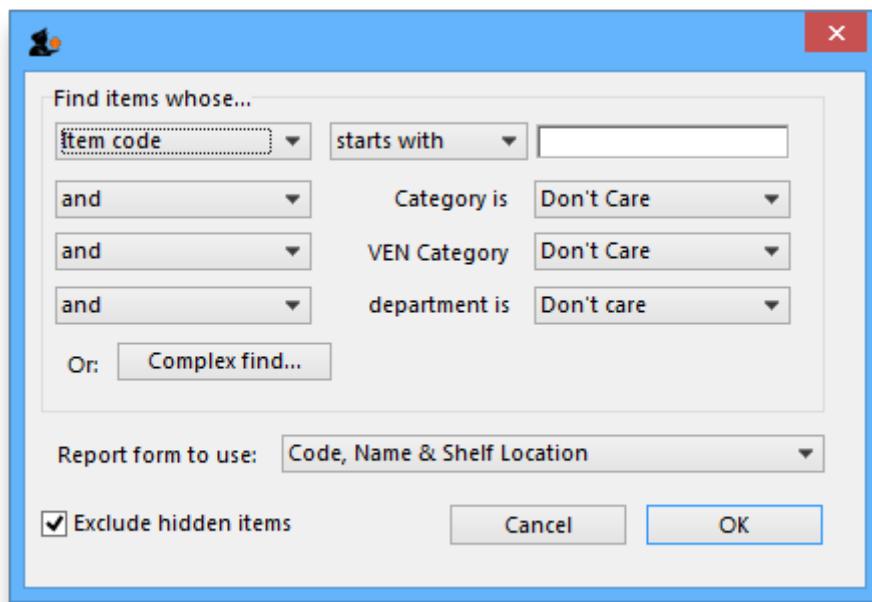
##### General

## Local / remote report

This option will only show “local data” as an option unless you purchase a web services enabled version of mSupply, in which case you can view reports from remote locations running mSupply. Contact us for more information.

## Items out of stock

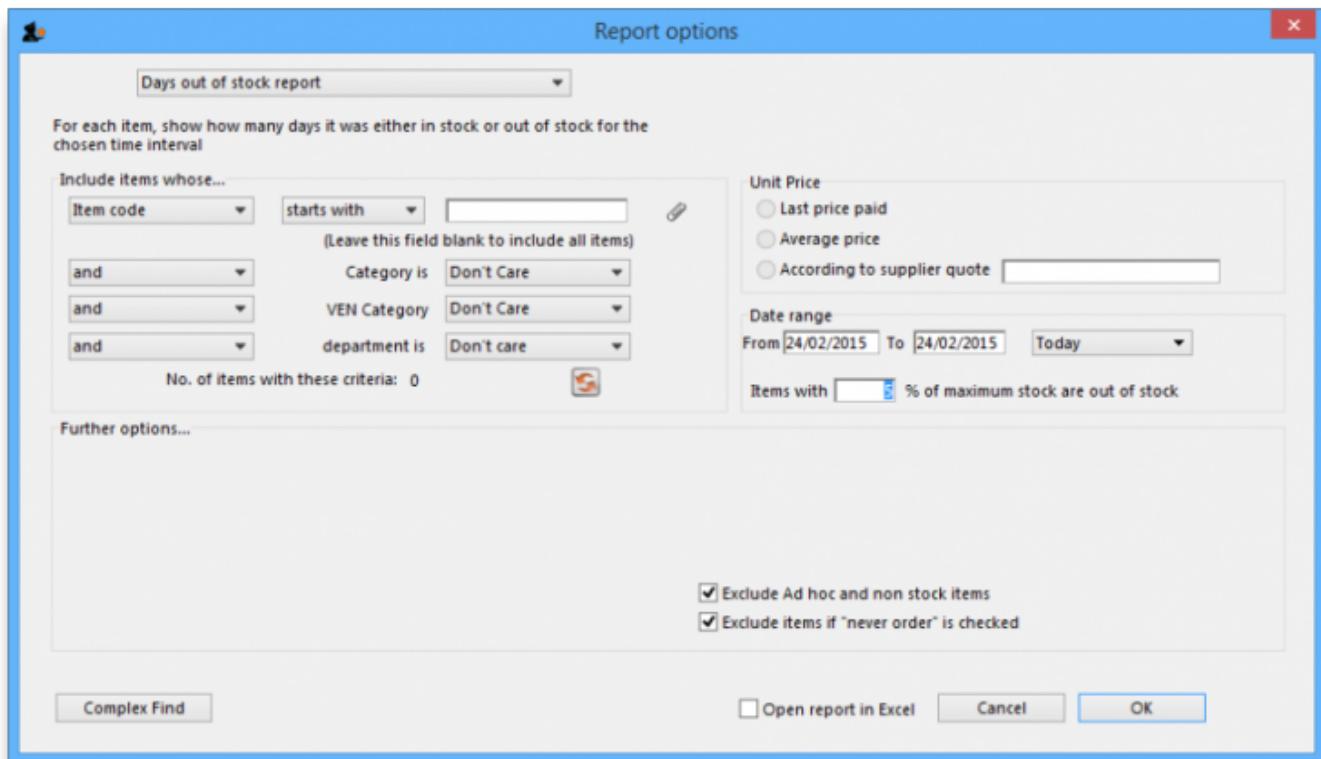
Selecting this report displays this window:



Specify your required options from the drop down lists;

## Days out of stock

Selecting this report displays this window:



Specify your required options from the drop down lists; the desired period may be identified either by entering dates in the *From* and *To* fields, or by using the drop down list to the right.

Clicking **ok** will generate a report like the one below:

Days out of Stock Report						
From : 01/02/2015 To : 10/03/2015						
Item/s with less than 5% of maximum stock are out of stock						
Item Code	Item category	Item Name	Days out of stock	Days In Stock	Max Stock	O/S InvL
4141	Medical Supplies	CANNULA, INTRAVENOUS 18G GREY	0	28	12000	600
4142	Medical Supplies	CANNULA, INTRAVENOUS 18G GREEN	0	28	17718	885.9
4143	Medical Supplies	CANNULA, INTRAVENOUS 20G PINK	0	28	31606	1580.3
4144	Medical Supplies	CANNULA, INTRAVENOUS 22G BLUE	0	28	25579	1278.95
4139	Medical Supplies	CANNULA, INTRAVENOUS 24G YELLOW	0	28	13320	666
4145	Medical Supplies	CANNULA, OXYGEN NASAL	0	28	1538	76.9
3966		CANNULATED DRILL MACHINE, BATTERY OPERATED (INCLUDING HAND PIECE, JACUB CHUCK, BATT)	28	0	0	0
3116	Medical Supplies	CAP & FLOAT ASSEMBLY, SUCTION BOTTLE, OHMEDA	28	0	0	0
2786		CARNOGRAPH MONITOR WATER TRAP/FILTER	28	0	0	0
2827		CARNOGRAPH MONITOR WATER TRAP/FILTER	28	0	0	0
1181	Antituberculosis medicines	CAPREOMYCIN INJ 1G	28	0	0	0
79	Antihypertensive medicines	CAPTOPRIL TABS 25MG	15	13	137500	6875
2878		carba	28	0	0	0
697	Ophthalmic	CARBACHOL INJ 0.01% 1.5ML	28	0	0	0
83	Anticonvulsants/Antiepileptics	CARBAMAZEPINE TABS 200MG	0	28	539000	26950
85	Thyroid antagonists	CARBIMAZOLE TABS 5MG	0	28	186200	9410
1194	Cytotoxic	CARBOP. ATIN INJ 150MG IN 15ML	0	28	30	1.5
1180	Cytotoxic	CARBOP. ATIN INJ 450MG IN 45ML	15	13	20	1
2749		CASTROEDIO CORNEAL TREPINE	28	0	0	0
2789		CATHETER CENTRAL VENOUS (ARROWS )5ET	28	0	0	0
2419		CATHETER TROCAR , SHARP 10FG	28	0	0	0
2418		CATHETER TROCAR , SHARP 18FG	28	0	0	0

Clicking the **Complex find** button opens the Query Editor, allowing you to enter specific criteria relating to your search.

You may also specify what level in percentage terms of the maximum stock should be considered as being "out of stock.." Here's an example over 1 month:

Day of month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
stock on hand	20000	20000	20000	2000	1000	500	300	200	30000	25200	20200	18000	18000	18000	10000	5000	5000	2000	2000	800	800	20000	20000	20000	20000	20000	20000	20000	20000	20000
Out of stock																														

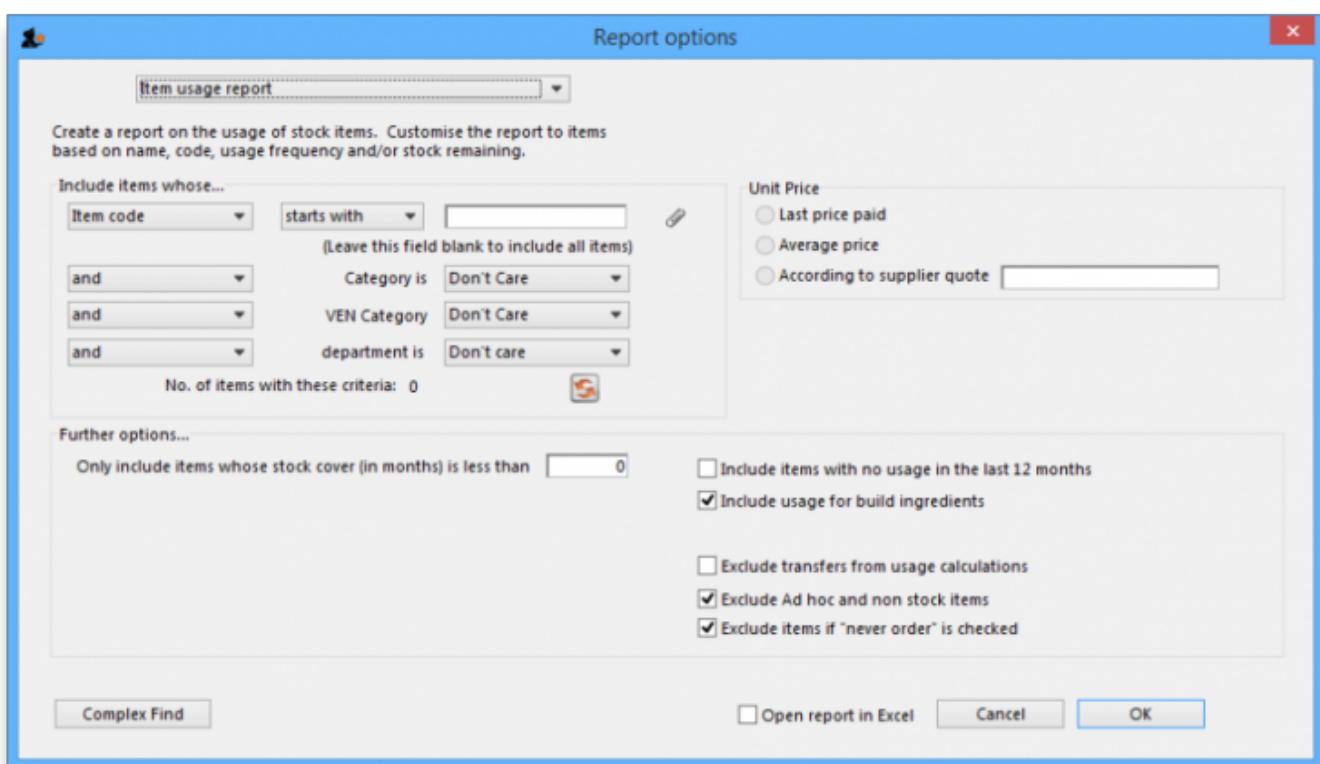
Note the 5% stock out level = 1500

## Item usage

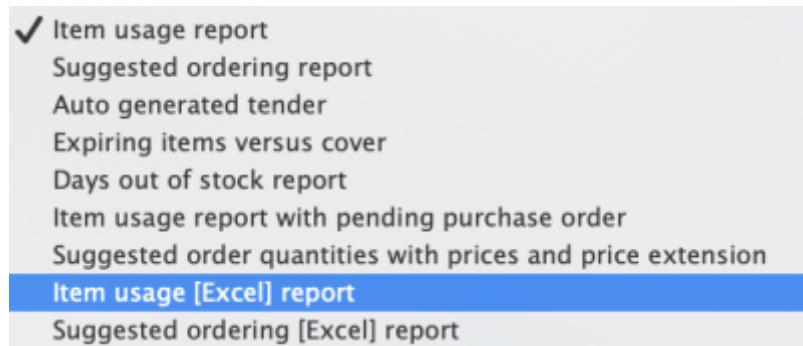
The Item usage report gives you a breakdown of item usage for the last few months, with summaries for the last 2 years, It also includes stock on hand and stock on backorder for each item in the report.

The report produced is very useful for forecasting or for seeing a list of items that need to be ordered.

When you choose the menu item you are shown a window like this:

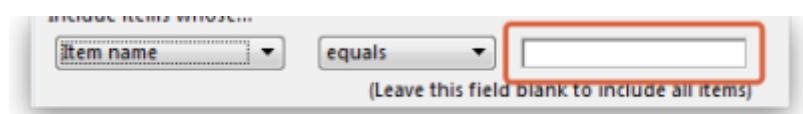


You can choose the type of report you want to run from the drop-down menu. Select the **Item usage [Excel] report** to create an Excel report.



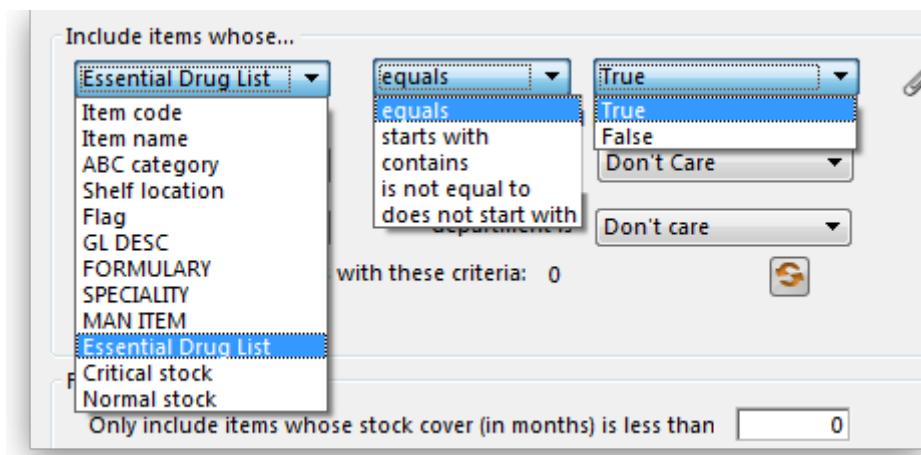
This menu also includes an item usage report, a suggested ordering amount report, or to auto generate a tender from the drop-down list at the top. This form is used for all 7 functions. (Note that the *Item usage report with pending purchase order* option will show you item usage with details of items currently on order and their expected date of delivery).

If you want to report on all items, leave the item name field blank:



otherwise enter an item name or code. For example, to report on amoxycillin stocks, you could enter "amox" into the field.

Depending on the entry in the first field, further options are available in the following two fields, but these will vary according to the entry in the first field. Among the options, the first field allows you to make your selection from the names given to custom item fields in the Preferences if this feature has been used.



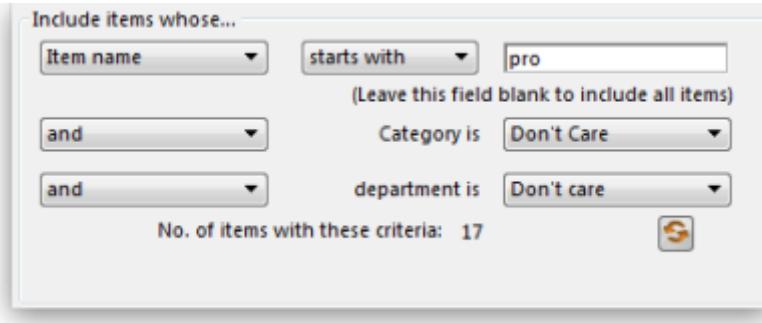
If you wish to use shelf locations, then select the *shelf location* option and specify the desired shelf.

You can use the drop-down list to find Items with a particular code, or to use the values you have entered into one of the custom user fields. If this isn't powerful enough, use the *complex find* button to display the full query editor.



Click the refresh button to calculate the number of items these basic parameters will find. This screenshot shows that 17 items meet the parameter specified, i.e. items whose names begin

with 'pro';



### Only include items whose stock cover is less than...

If you want only to report on items whose stock is low, enter the threshold for days of stock on hand into the second field. For example, entering 90 into this field will only include items in the report whose stock is not sufficient to cover average usage for the next 90 days.

The default of 0 (zero) in this field will include *all* items with any amount of stock remaining.

### Include items with no usage in the last 12 months

If this box is checked, items with no usage over the last year will be included. This check box will have no effect if the previous "days cover" field is filled in, as an item with no usage will have "infinite" cover- any stock you do have is going to last you forever!

### Include usage for build ingredients

If you manufacture items, you can choose whether the use of ingredient lines in manufacturing is included in the report or not.

### Open report in Excel

Checking this box opens the report in Excel (or any installed spreadsheet program).

Note: If you chose the **Item usage [Excel] report** from the dropdown list, the Excel box will already be checked.

If you want to save the report in Excel (or any installed spreadsheet program), choose File > Save as.

### Item usage report preview

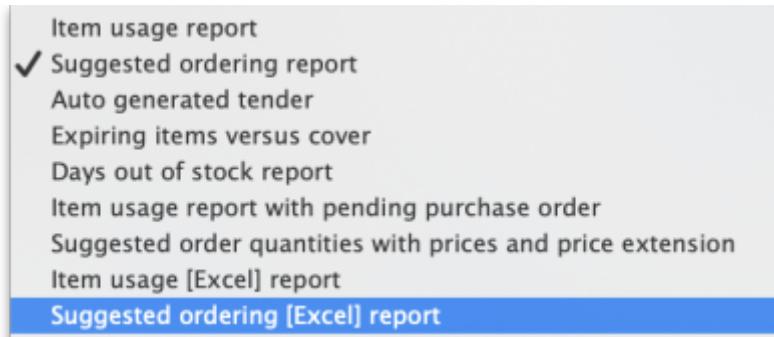
Item Usage Report ----- Months cover : 0 Search string : All Items												
code	Item	in stock	Stock on order	12 month average	24 months average	Months cover	This month	Last month	3 months ago	4 months ago	5 months ago	6 months ago
3110	ABDOMINAL GAUZE (SPONGE) PMS	2000	0	383	345	5.2	0	0	0	0	0	500
8	Antacazolamide tablet 250mg	2000	0	4	50	480	0	0	0	0	0	0
3010	ADRENALIN 1:1000, 1ml, INJ	240	0	17	29	14	0	0	0	0	7	30
9	AUBENDAZOLE 400MG TAB	2300	0	1000	654	2.2	0	0	0	0	2800	3400
10	AUBENDAZOLE 400MG TAB	600	0	446	1877	3.3	0	0	0	0	100	400
2019	ALCOHOL 70% 500ml	0	0	32	29	0	0	0	0	0	6	39
2021	ALCOHOL SWABS 100's	150	0	345	4117	0.5	0	0	0	0	145	419
3020	AMINOCAPRYLIC ACID 25mg TABLET	554	0	9	34	65.2	0	0	0	0	0	37
30	AMITRIPTYLINE 25mg TABLET	2000	0	135	175	14.8	0	0	0	0	1000	0
3456	AMNIODISPOSABLE	0	0	37	53	0	0	0	0	10	40	
39	Amoxicillin+Clav. Ac. 500/125mg	3450	0	854	973	4	0	0	0	0	300	1980
3040	AMOXICILLIN 125mg/5ml SYRUP	35	0	23	45	3.3	0	0	0	0	9	40
40	AMOXICILLIN 250mg TAB/CAP	286700	0	72725	88079	3.9	0	0	0	0	66400	91800
3030	AMPICILLIN 1g INJECTION	3247	0	625	798	5.2	0	0	0	0	324	395
50	ANTACID (MAG TRIS) 500 TAB	86100	0	15604	18224	5.5	0	0	0	0	8400	15250
2044	ANTI-HAEMORRHOID CREAM	300	0	10	33	28.9	0	0	0	0	0	0
COART12	ARTENMETER (UMETANTRINE)	219	0	69	186	5.5	0	0	0	0	70	90
COART18	ARTENMETER LUMETANTRINE	200	0	56	165	3.8	0	0	0	0	40	70
COART24	ARTENMETER LUMETANTRINE	120	0	45	164	2.7	0	0	0	0	20	44
coart6	ARTENMETER LUMETANTRINE	463	0	59	165	7.8	0	0	0	0	100	85
1131	ARTESunate 200mg SUPPOSITORY	264	0	13	21	21	0	0	0	0	18	12
3128	ARTESunate 500mg SUPPOSITORY	270	0	12	36	22.2	0	0	0	0	18	18
129	ARTESunate 60mg INJ	405	0	0	2	972	0	0	0	0	0	0
60	ASPIRIN 300MG TAB	84300	0	19325	27953	4.4	0	0	0	0	17300	23200
70	ATENOULIC 50mg TABLET	19610	0	2516	2042	9	0	0	0	0	1090	100
1040	ATENOULIC 5mg/ 3ml INJECTION	10	0	1	3	10.9	0	0	0	0	0	0
1080	ATROPINE 1mg INJECTION	403	0	28	40	18.1	0	0	0	0	20	40
113	AUTOCLOVING TAPE	30	0	5	6	6.7	0	0	0	0	5	8
75	AZITHROMYCIN 500MG TAB	2052	0	916	1226	2.2	0	0	0	0	833	1480
4955	BACTERIAL FILTER MESH TRAP	0	0	24	34	0	0	0	0	0	0	29
3130	BANDAGE Crepe 10cm	92	0	173	276	0.5	0	0	0	0	97	19
3129	BANDAGE CREPE 15CM	85	0	36	29	2.4	0	0	0	0	24	50
3131	BANDAGE CREPE 6CM x 4M	760	0	165	319	4.6	0	0	0	0	84	420
3142	BANDAGE GAUZE 10cm	280	0	277	738	1	0	0	0	0	250	340
3140	BANDAGE GAUZE 5cm	3186	0	215	179	14.8	0	0	0	0	312	336
3152	BANDAGE POP 10cm	36	0	27	42	1.4	0	0	0	0	0	14

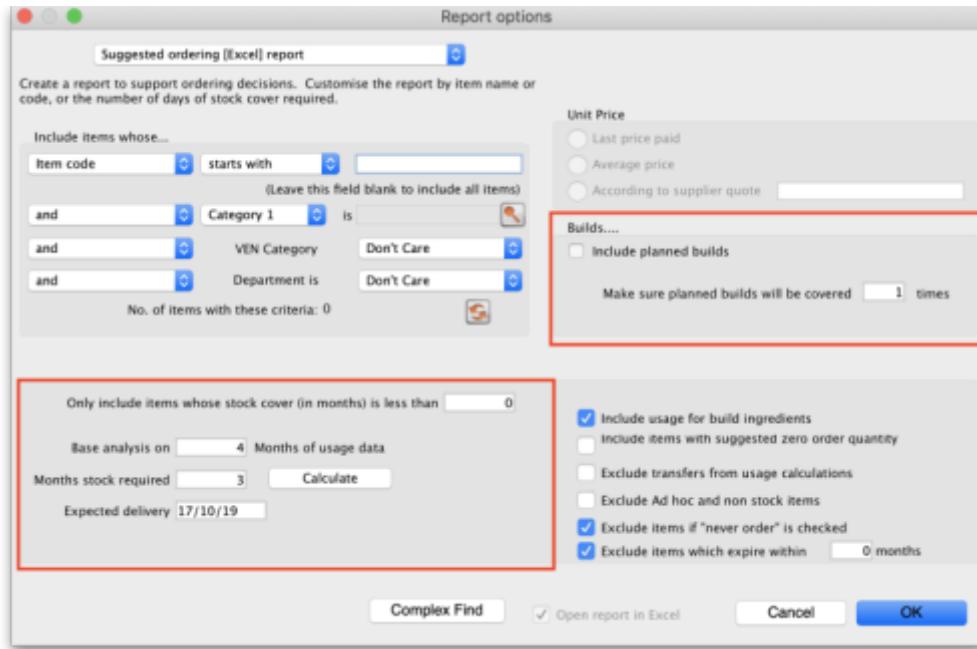
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## Suggested ordering report

This report shows usage data, months cover of stock remaining and a suggested quantity to order for each item. The Purchaser can review this report to make a final decision on how much stock to order.

From the *Item usage report* dialogue box, select the **Suggested ordering report** option from the drop-down menu. Alternatively, select the **Suggested ordering [Excel] report** to create an Excel report.





Note the extra options for including item usage when calculating item ordering quantities. Also note the option to include ordering for build items. See [item builds](#) for more on built items.

## Open report in Excel

Checking this box opens the report in Excel (or any installed spreadsheet program).

Note: If you chose the **Suggested ordering [Excel] report** from the dropdown list, the Excel box will already be checked.

If you want to save the report in Excel (or any installed spreadsheet program), choose File > Save as.

## Suggested ordering report preview

Suggested Ordering Report: Months cover : 24 months. Search string : amo. Based on last 12 months usage data.															Page
1	Item Code	Item Name	VEN	Item category	Stock on hand		Backorder	12 months average	24 months average	Monthly usage for the last 12 months	Months Cover	Quantity on Order	Ordered quantity in use	Suggested order Forecast used	
					Stock on hand	Backorder									
4	Amosyr	Amoxicillin 125mg/5ml susp	V	06.2.1 Beta Lact	4120	0		3297	3673	3549	1.2	40012	40012	41052	N
5	Amo500	Amoxicillin 500mg cap	V	06.2.1 Beta Lact	129000	0		90300	92159	96633	1.3	600000	600000	1590200	N
6	Amclav	Amoxicillin+Clavulanic 500r	E	06.2.1 Beta Lact	21600	0		2482	2283	2607	8.3	30000	30000	10960	N

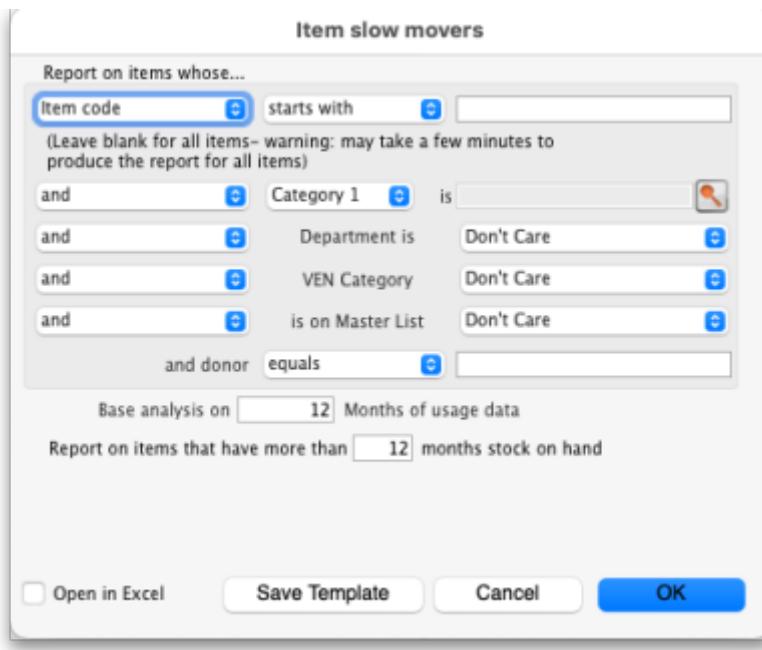
## Item usage with outstanding purchase orders

The window that appears when you choose this report is the same as the previous one; with exactly the same options available; the report produced differs only in that any lines having outstanding Purchase Orders have the relevant details of the Purchase Order displayed.

## Item slow movers

The Item slow movers report shows all items that have more than a specified number of months worth of stock.

You will be shown a window to enter the item details:



Enter your search criteria in the top section.

### Item name field

- If you want a report for all items, leave this field blank. Otherwise enter some text to reduce the report to just a few items (e.g. entering "am" will produce a report of just the items whose name starts with "am" (Amitriptylline, Amoxycillin, etc)

### Category and department

- Use the drop down boxes as appropriate to select Category and/or Department if required.

### Base analysis on X months of usage data

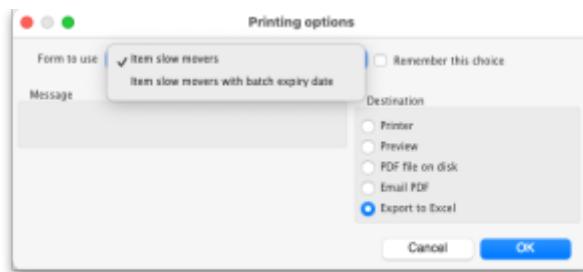
This is the number of months of usage data (working back in time from the current date) to use to calculate the AMC (Average Monthly Consumption). The months of stock on hand is then calculated as current stock/AMC.

### Report on items that have more than X months stock on hand

Only items that have stock that will last this or a greater number of months will be included in the report. Those with less stock will not be included.

You can check the *Open report in Excel* checkbox to open the report in Excel, or any installed spreadsheet application.

When you click on the **OK** button you are taken to the printing options window:

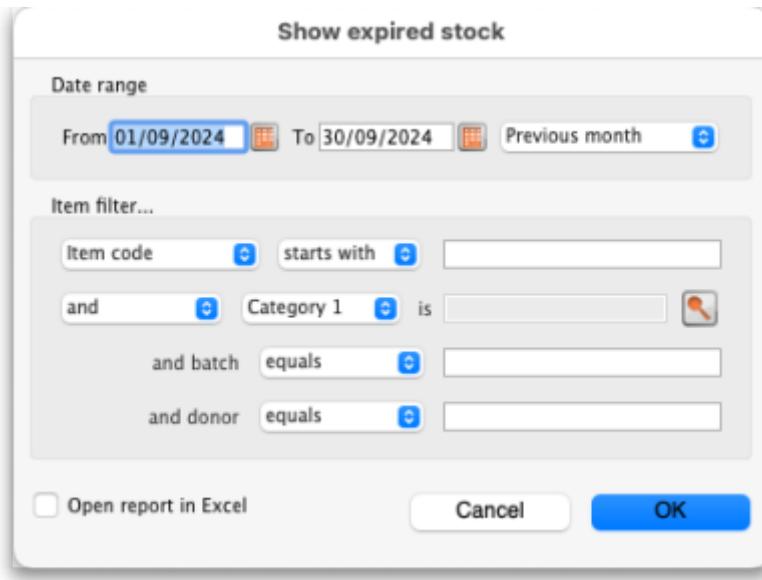


There are two versions of this report, the standard one or one showing the individual batches of each item. Choose the one you want using the **Form to use** drop down list.

The standard report looks like this:

The one with batches looks like this:

## Expired stock



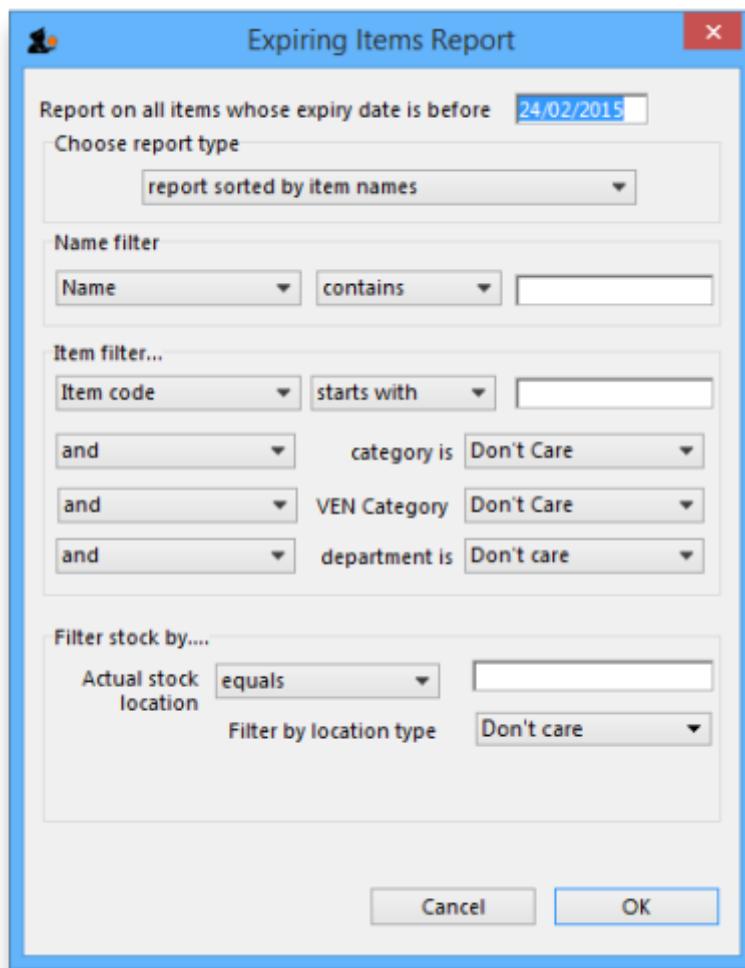
This report shows the stock that expired while it was on your shelves between the dates you see in the options. It includes current stock that expired between the dates selected and also stock on confirmed customer invoices and inventory adjustment-reduces that was expired when it was put on those transactions (so if you removed stock from the store after it had expired, that is also included as stock that expired on the shelf).

Donor and custom stock fields are included as filter options if they are turned on in the current store.

The report looks like this when exported to Excel:

Expired stock detail from 01/01/2024 to 21/10/2024 for store(s)								
Item code	Item name	Batch	Packsize	Number of packs	Donor	ItemCategory 1	ItemCategory 2	
condf	Condom Female	F6404	1	312872		Contraceptives		
condf	Condom Female	F6405	1	314002		Contraceptives		
condf	Condom Female	F6415	1	425962		Contraceptives		
condf	Condom Female	F6416	1	402567		Contraceptives		
condf	Condom Female	F6417	1	260765		Contraceptives		
condm	Condom Male	18JUN08	1	432000		Contraceptives		
condm	Condom Male	18JUN09	1	432000		Contraceptives		
condm	Condom Male	18JUN10	1	431991		Contraceptives		

## Expiring items



This report will ask you to enter a date, and will then give a report of all item lines in stock whose expiry date is before the date you have entered.

For example, entering 31/8/11 will display all items with expiry dates before 31st August 2011 (Enter the date in short format in the way your computer is set to handle dates (DD/MM/YY or MM/DD/YY or YY/MM/DD)).

You can additionally filter the stock by the location type or the actual location in the warehouse. This is helpful for reporting on items in certain sections of your warehouse.

Three report type options are offered; select as appropriate. You may refine the search by using the *Name filter* and/or the *Item filter*.

## Donor reporting

mSupply provides the feature of printing the Donor name on the Expiring Items report so that the organisation donating the goods can be identified and tracked. This can help with disposing of or returning goods to the Donor.

Expiry item – sort by item, for store(s) General								
Item Code	Item	Supplier Code	Value	Quantity	Pack Size	Exp Date	Accumulative Value	Donor
03/0452	Amoxicillin 500 mg	Gen21	200.00000	20	1	01/01/15	200.00000	Donar
05/0457	Amoxicillin,dry powder for Suspension 125mg/5ml	SNG102	0.00000	12	1	01/01/15	200.00000	SAMES
03/0460	Amoxicillin/Clavulanate Potassium 500 mg/125 mg	INZ_001	16,850.00000	92500	1	31/08/14	16,850.00000	
Total Value			16,850.00000					

## Expiring items vs. cover

The Expiring items vs. cover report shows the number of [months of cover](#) for items you have in your store. The cover calculation uses the last 12 months of usage data to calculate the AMC which is used to determine months of cover.

**Report options**

**Expiring items versus cover**

Create a report on the usage of stock items. Customise the report to items based on name, code, usage frequency and/or stock remaining.

**Include items whose...**

Item code	starts with	<input type="text"/>	(Leave this field blank to include all items)
and			
Category is <input type="text" value="Don't Care"/>			
and			
VEN Category <input type="text" value="Don't Care"/>			
and			
department is <input type="text" value="Don't care"/>			
No. of items with these criteria: 0			

**Unit Price**

Last price paid  
 Average price  
 According to supplier quote

**Cover calculation**

Include only transactions with the following category properties

Description	equals	<input type="text"/>	<input type="checkbox"/>
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**Further options...**

Only include items whose stock cover (in months) is less than

Include items with no usage in the last 12 months  
 Include usage for build ingredients  
  
 Exclude transfers from usage calculations  
 Exclude Ad hoc and non stock items  
 Exclude items if "never order" is checked

Many filters may be applied in the drop down lists, which are the same as described under *Item usage...* above.

Include items whose...

Essential Drug List	equals	True
Item code	starts with	True
Item name	contains	False
ABC category	is not equal to	Don't Care
Shelf location	does not start with	Don't care
Flag		
GL DESC		
FORMULARY		
SPECIALITY		
MAN ITEM		
Essential Drug List		
Critical stock		
Normal stock		

with these criteria: 0

Only include items whose stock cover (in months) is less than



Note that If the field you are searching is a boolean field, e.g. Essential Drug List, “false” appears as the default entry, which you may change to “true”.

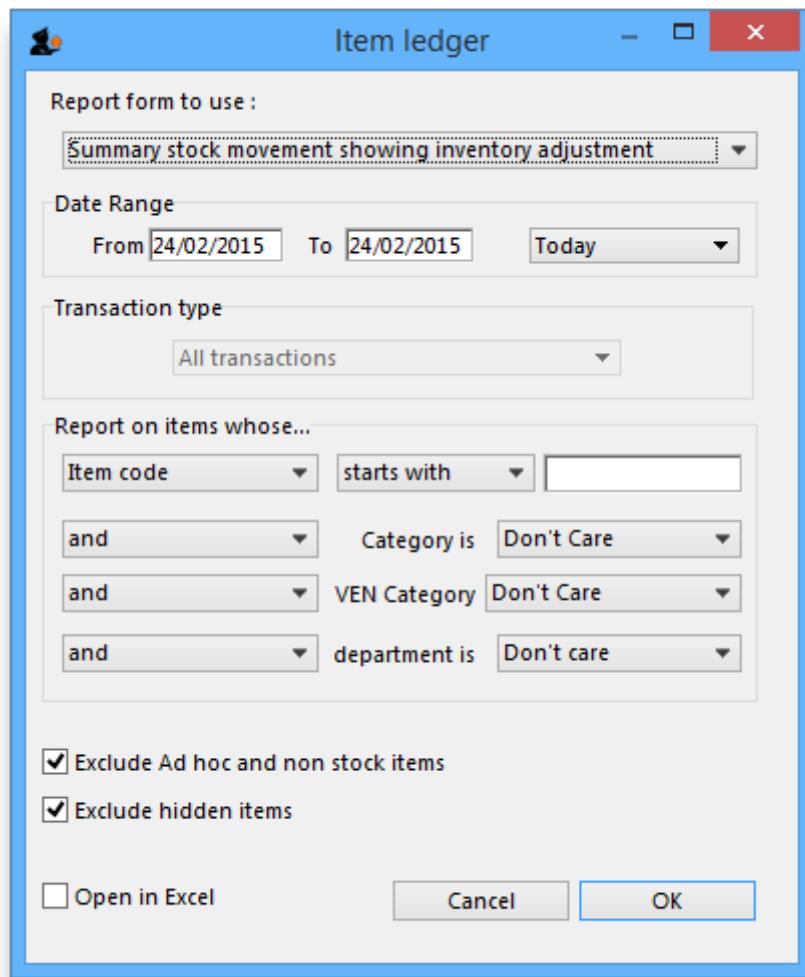
## Cover calculation

This allows the user to include or exclude specific categories to be used in calculating coverage. Clicking the magnifying glass to the right lists categories to be chosen.

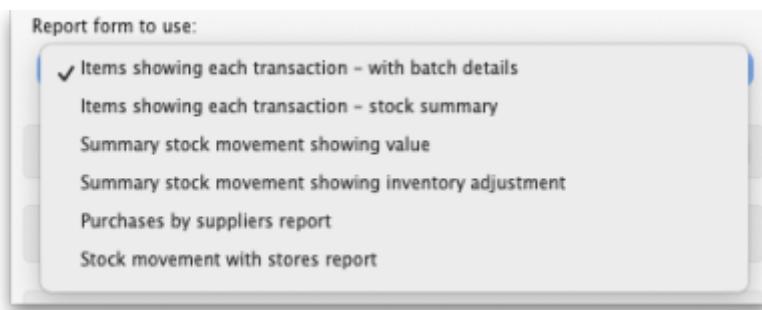
If you wish mSupply to remember the criteria which you have entered, click on the paperclip icon, and your selections will appear the next time you open the report.

Once you have selected your required criteria, click on the *Refresh* icon to show the number of items which match your criteria, and which will, therefore, feature in the report.

## Item ledger



Ledger entries may be viewed in this report; different formats of report are available in addition to several filter options from the drop down lists, so the report may be designed to meet your specific requirements.



Previous: [13.01. Report basics](#) | | Next: [13.03. Transaction reports](#)

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