

13.04. Purchasing reports

Purchasing reports (focused on what you have ordered and what you have received and what you want to order) are available at *Report > Purchasing*. The following report types are available:

Purchase orders...
Purchases...
Suggest order quantities

The first 2 options contain several different reports (see below). Select the required report type by clicking on it.

Purchase orders

Purchase order report options...

Type of report
Ordered Item Report

Find Multiple Find Single

Date range
Search by date type : Creation date
From 23/05/14 To 23/05/2014 Today

Report on names whose...
Name contains

Report on items whose...
Item code starts with
and Category 1 is Don't Care
and department is Don't care

Report on Purchase Orders whose...
Category is All categories
Status is All
cust_purchase_field equals
cust_purchase_field2 equals

Cancel OK

Types of report

There are seven reports currently available:

✓ **Ordered Item Report**
 Goods received date vs Order date
 Goods Received date vs Order date--Show Items
 Outstanding Purchase Order Lines
 Goods Received date vs Order date--Show Delivery Days
 Purchase order vs good received broken down by batches
 Purchase order Cash Flow Planning

- The *Ordered Item Report* will list items that are on Purchase Orders according to criteria specified.
- The *Goods Received date vs Order date* report lists each Goods Receipt for a particular Purchase Order and the number of lines received, then follows with details of the number of lines and date of the original Purchase Order, as in the example below. This is useful for tracking supplier delivery performance.

Ordered Item vs.Goods Received Report Creation date : 30/04/2007 to 30/05/2007

| Name | Order no. | Status | Date ordered | Lines in PO | Date inv. rec'd | Date goods rec'd | # lines |
|---------------------|-----------|--------|--------------|-------------|-----------------|------------------|---------|
| | | | | | 30/05/07 | 22/05/2007 | 8 |
| | | | | | 30/05/07 | 30/05/2007 | 2 |
| Bronze Age supplies | 16 | cn | 25/04/07 | 8 | | | 10 |

Note that the number of lines received may not match the number ordered as a single Purchase Order line may be supplied in split deliveries, as in example shown, or an ordered line may not be supplied at all.

- The *Goods Received date vs Order date - Show items* report.
- The *Outstanding Purchase Order Lines* report, which will display all Purchase Order lines for Purchase Orders provided that
 - (1.) delivery is incomplete, and
 - (2.) the Purchase Order has a *Confirmed* ("cn") status.
- Note that Purchase Orders whose status is *Finalised* ("fn") will be ignored when producing this particular report.
- The *Goods Received date vs Order date - show Delivery days* report shows the number of days taken to deliver items.
- The *Purchase order vs goods received broken down by batches* report shows the dates particular batches were received.
- The *Purchase order cashflow planning* report shows you the values and times of expected deliveries so that you can plan when money needs to be available to pay for them.

Date range and date type

A date option, for selecting which items/purchase orders to include in the report must be selected; options are:

- creation date - the date purchase orders were created
- sent date - the date purchase orders were confirmed
- expected delivery - the expected date of delivery for items
- actual delivery - the actual date that items were delivered

The report will include items/purchase orders with the selected *type* of date falling between two specified dates entered in the *From* and *To* fields. The drop-down list on the right affords many quick-choose preset date range options such as “today”, “yesterday”, “this week”, “last week”, “this month” etc.

Report on names...

The report may be confined to suppliers meeting specific criteria by selecting one of several supplier properties (“Name”, “Name code”, “analysis”, “category”, “Price code” etc.) in the left dropdown list, “equals”, “starts with” or “contains” in the centre dropdown list and making an appropriate entry in the field on the right. If this field is left blank, the report will include purchase orders from all suppliers within the chosen date range.

Report on items...

Similarly the report may be confined to items meeting specific criteria; you choose an item's property to filter on in the left dropdown list followed by the comparator in the centre dropdown list and finally making an appropriate entry is made in the field on the right. Again, leaving this field blank will produce a report on all items within the chosen date range.

You can also report on items that have a certain category and/or department. By default these options are set to “Don't care”, which means the item categories and departments will be ignored.

Note that only reports that report on *invoice lines* will produce meaningful results when you choose item criteria. Reports that report on whole transactions (e.g. “Each invoice grouped by name” or “Each invoice grouped by date”) will not produce meaningful data, as any one invoice can contain multiple items. Choose reports that report on invoice lines (e.g. “Each invoice line by item” or “Totals for each item grouped by month”) for these filters to have an effect.

Report on purchase orders...

In the same way, you can also filter your reports on properties of the purchase orders involved: category, status and both purchase order custom fields. For more information on purchase order categories see [here](#)

Purchases

Purchase report options...

Type of report
General purchase report

Date Range
From 20/08/13 To 20/08/2013 Today

Report on names whose...
Name contains

Report on items whose...
Item code starts...
and Category is Don't Care
and department is Don't care

Value greater than... 0

Which mode?
☒ Both modes ☐ Store mode ☐ Dispensary mode

Cancel OK

This report finds all purchasing transactions over a certain value within a specified time period

You should enter:

- The date range of transactions on which to report
- Four filters are available to refine the report - a name filter, and three item filters; all are optionally and will be ignored if nothing is entered in the textbox or drop down lists are left at "Don't care".
- The value of a transaction line above which the report will cover.

It may be good for your organisation to have a purchasing policy that stipulates that transactions over a certain value must be authorised by a second party (that is, someone other than the purchaser). This report allows you to monitor such a policy easily.

Suggested order quantities

Use this report for mSupply to analyse your current stock and, based upon a required number of months of stock cover which you enter, suggest how much of each stock item you should consider ordering.

There are currently 2 options for the suggested order quantities report: **Suggested ordering report** and **Suggested ordering [Excel] report**. They both have the same options as defined below but the second Excel only report will run much more quickly than the first one, even if the first one is exported to Excel. This is a temporary situation: the first option will be removed in a later version of mSupply and the Excel option will be the only option available.

Quantification

Some logic behind the calculations involved in this report is described in detail on the [6.01. Ordering stock from suppliers](#) page.

As of version 7.15, mSupply supports a wide array of options for calculating AMC (Average Monthly Consumption), which is then used to forecast needs and then to calculate a requested order quantity.

The options are:

Don't Adjust AMC

This has been the default in mSupply up until this point. The consumption (or distribution if not a service delivery point- we're using `_consumption_` interchangeably here) is summed up for the number of months specified in the lookback field, and divided by the number of months. This works well if the item was fully stocked for the whole time. It gives too low a number if stock was low or zero.

Adjust by % of days out of stock

This method takes each month's consumption, and adjusts it for the number of days in the month the item was out of stock. We multiply the consumption for the month by (Days in month divided by Days in stock) to get adjusted AMC Take this example:

- Item B was in stock for 10 days in the month
- Its consumption was 500
- The adjusted AMC is $500 \times 31 / 10 = 1,550$

Only consider fully stocked months

Here, we are attempting to address months with low stock by excluding them from our calculations, rather than adjusting their consumption. There is a field shown **% of days in stock to be considered fully stocked** that defaults to "90%" Note that you need to set the lookback period long enough that mSupply will be able to find enough fully stocked months to run the calculation. You can also include more months by setting the **% of days in stock to be considered fully stocked** field to (say) 50%.

mSupply's better algorithm

We've tried to come up with a better algorithm here by:

- ignoring months that are in stock for < 33% of days. That is, if the item was in stock for less than 10 days in the month, the consumption on those days is too erratic to draw conclusions about what the consumption for the whole month would have been.
- For months with stock $\geq 33\%$ of days, Multiply the consumption for the month by Square Root(Days in month/Days in stock) to get adjusted AMC. This adjusts the consumption up due to

being out of stock, but by a factor up to 1.7 - so not as big an adjustment as the “Adjust by % of days out of stock” method.

- We also ignore months where the mean stock on hand is less than “% of typical AMC that stock level is considered compromised:” value you enter. This is a bit complicated, but here's an example:
 - Consider Item A - we have set the “when we calculate consumption there are 3 months that were “fully stocked” - those three months give us an AMC of 1500 per month.
 - Now, there's another month that was fully stocked (as in, on all 31 days in the month, there was some stock on hand.
 - But it turns out that the average stock on hand was only 50 - clearly they could never have had “normal” consumption, although they did have stock - if the cutoff is set to 100%, we're saying “ignore this month unless the average stock on hand was 1500 - in this case it's 50, so this month isn't used in the AMC calculations

We then sum the adjusted consumption for all the eligible months & divide by the number eligible months to get the best AMC eva 😊

Let's take an example of how this is done:

Lets say we are using:

AMC Adjustment for out of stock mSupply's better algorithm

% of days in stock to be considered fully stocked: 90

% of typical AMC that stock level is considered compromised: 100

Step 1: First we are adjusting by % days in stock to be considered fully stocked. This calculation will be used in Step 2 to calculate the typical AMC. So if this is set as 90%, only months with >90% stock will be considered. In this case, Nov 2023 (202311) and Oct 2023 (202310) are excluded.

| Expiry Filter : Exclude stock that will expire within 3 months of projected consumption date, Months stock required : 6. Based on last 12 months usage data. | | | | | | | | | | | | | | | | | |
|--|-------------------------------|-----------------------|---------------|---------------|----------------|---------------|-----------|----------------|---------------|---------------|--------------------------------------|--|--------------|---------------------------|-----------------------|-----------------|---------------|
| Item code | Item name | Year & Month (YYYYMM) | 202407 | 202406 | 202405 | 202404 | 202403 | 202402 | 202401 | 202312 | 202311 | 202310 | 202309 | 202308 | 202307 | | |
| | | Days in Month | 26 | 30 | 31 | 30 | 31 | 29 | 31 | 31 | 30 | 31 | 30 | 31 | 5 | | |
| | | Consumption | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 0 | 100 | 0 | 0 | 0 | | |
| | | Days in Stock | 26 | 30 | 31 | 30 | 31 | 29 | 31 | 31 | 3 | 11 | 0 | 0 | 0 | | |
| | | Mean SoH | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 165 | 20 | 35 | 0 | 0 | 0 | | |
| | | | | | | | | | | | | | | | | | |
| Item code | Item Name | VEN | Item category | Stock on hand | Expiring stock | Effective SOH | Backorder | Stock on order | AMC 12 months | AMC 24 months | Monthly usage for the last 12 months | No. months considered for adjusted AMC | Adjusted AMC | Number of months in stock | Ordered quantity used | Suggested order | Forecast used |
| | Aspirin Soluble Tablets 300mg | | | 100 | 0 | 100 | 0 | 0 | 17 | 13 | 16.66 | 8.8 | 30.3 | 3.3 | 0 | 100 | N |

Step 2: To calculate the typical AMC after the first exclusion criteria, we are using: (Total consumption of only months included in Step 2)/(Number months usage basis) = 100 / 7.8 = 12.82. Red coloured boxes indicate exclusion.

| Expiry Filter : Exclude stock that will expire within 3 months of projected consumption date, Months stock required : 6. Based on last 12 months usage data. | | | | | | | | | | | | | | | | | | |
|--|-------------------------------|-----------------------|---------------|---------------|----------------|---------------|-----------|----------------|---------------|---------------|--------------------------------------|--|--------------|---------------------------|-----------------------|-----------------|---------------|--|
| Item code | Item name | Year & Month (YYYYMM) | 202407 | 202406 | 202405 | 202404 | 202403 | 202402 | 202401 | 202312 | 202311 | 202310 | 202309 | 202308 | 202307 | | | |
| | | Days in Month | 26 | 30 | 31 | 30 | 31 | 29 | 31 | 31 | 31 | 30 | 31 | 30 | 31 | 5 | | |
| | | Consumption | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 0 | 100 | 0 | 0 | 0 | 0 | | |
| | | Days in Stock | 26 | 30 | 31 | 30 | 31 | 29 | 31 | 31 | 31 | 3 | 11 | 0 | 0 | 0 | | |
| | | Mean SoH | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 165 | 20 | 35 | 0 | 0 | 0 | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| Item code | Item Name | VEN | Item category | Stock on hand | Expiring stock | Effective SOH | Backorder | Stock on order | AMC 12 months | AMC 24 months | Monthly usage for the last 12 months | No. months considered for adjusted AMC | Adjusted AMC | Number of months in stock | Ordered quantity used | Suggested order | Forecast used | |
| | Aspirin Soluble Tablets 300mg | | | 100 | 0 | 100 | 0 | 0 | 17 | 13 | 16.66 | 8.8 | 30.3 | 3.3 | 0 | 100 | N | |

Step 3: Next we are excluding months that have 33% days of low stock - this is done automatically and is not set by the user. In the example, this is Nov 2023 (202311) as it is the only month with less than 33% days in stock for the month.

Step 4: Since we have entered "100% of typical AMC that stock level is considered compromised", we now take the typical AMC (12.82) and check the Mean SOH of each month to make sure that this is equal or higher than 12.82. If this is not higher than 12.82, that month will be excluded from the Adjusted AMC calculation (Step 5). Note: If we had selected 90% of typical AMC to be considered compromised, this means we will be looking at 90% stock or more of the typical AMC (12.82) and anything less than this will be excluded.

To now obtain the number of months to be considered for the adjusted AMC: We will exclude the 33% low stock from Step 3. We will exclude any months with (x)% typical AMC stock level that is considered compromised.

From the example, we will now have 8.8 months that we will be considering for the Adjusted AMC. (Note: 0.8 of the months comes from July 2024 (202407) as 26 days is 0.8 of a month.

| Expiry Filter : Exclude stock that will expire within 3 months of projected consumption date, Months stock required : 6. Based on last 12 months usage data. | | | | | | | | | | | | | | | | | |
|--|-------------------------------|-----------------------|---------------|---------------|----------------|---------------|-----------|----------------|---------------|---------------|--------------------------------------|--|--------------|---------------------------|-----------------------|-----------------|---------------|
| | | Year & Month (YYYYMM) | 202407 | 202406 | 202405 | 202404 | 202403 | 202402 | 202401 | 202312 | 202311 | 202310 | 202309 | 202308 | 202307 | | |
| Item code | Item name | Days in Month | 26 | 30 | 31 | 30 | 31 | 29 | 31 | 31 | 30 | 31 | 30 | 31 | 5 | | |
| | Aspirin Soluble Tablets 300mg | Consumption | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 0 | 100 | 0 | 0 | 0 | | |
| | | Days in Stock | 26 | 30 | 31 | 30 | 31 | 29 | 31 | 31 | 3 | 11 | 0 | 0 | 0 | | |
| | | Mean SoH | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 165 | 20 | 35 | 0 | 0 | 0 | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| Item code | Item Name | VEN | Item category | Stock on hand | Expiring stock | Effective SOH | Backorder | Stock on order | AMC 12 months | AMC 24 months | Monthly usage for the last 12 months | No. months considered for adjusted AMC | Adjusted AMC | Number of months in stock | Ordered quantity used | Suggested order | Forecast used |
| | Aspirin Soluble Tablets 300mg | | | 100 | 0 | 100 | 0 | 0 | 17 | 13 | 16.66 | 8.8 | 30.3 | 3.3 | 0 | 100 | N |

Step 5: We can now calculate the Adjusted AMC with the formula: Square root[(Days in stock)/(Days in the month)] * Consumption We check this individually for each month that has not been excluded. So, if the Days in month = Days in Stock, the square root of this = 1. In Dec 2023 (202312) = 1 x 100 = 100. In Oct 2023 (202310) = Squareroot(31/11) = 1.6787. Then 1.6787 x 100 = 167.87. Add these together = 267.87 total units for all included months (8.8 months).

Step 6: For the Adjusted AMC = 267.87/8.8 months = 30.34

Report options

You'll see this window:

Report options

Suggested ordering [Excel] report

Create a report to support ordering decisions. Customise the report by item name or code, or the number of days of stock cover required.

Include items whose...

Item code

starts with

(Leave this field blank to include all items)

and

Category 1

is

and

VEN Category

Don't Care

and

Department is

Don't Care

and

is on Master List

Don't Care

No. of items with these criteria: 0

Unit Price

Last price paid

Average price

According to supplier quote

Builds....

Include planned builds

Make sure planned builds will be covered 1 times

Only include items whose stock cover (in months) is less than 0

Base analysis on 6 Months of usage data

Months stock required 3

Expected delivery 09/05/2024

AMC Adjustment for out of stock Only consider fully stocked months

% of days in stock to be considered fully stocked: 90

Include usage for build ingredients

Include items with suggested zero order quantity

Exclude transfers from usage calculations

Exclude Ad hoc and non stock items

Exclude items if "never order" is checked

Exclude stock that will expire within 3 months of projected consumption date

Complex Find

Open report in Excel

Cancel

OK

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.

Item code

Item name

ABC category

Default shelf location code

Flag

user_field_1

user_field_2

user_field_3

user_field_4

Essential Drug List

Critical stock

Normal stock

SMS code

The drop down list, after the item name and code choices, lists several other fields, including any user defined fields, where the names that you have defined for custom item fields in the *Preferences* are displayed.

If you wish to use item categories, then use the *Item category* list to choose the one on which you want to report.

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 on the refresh button (double orange arrows) to show the number of items these basic parameters will find.

Only include items whose stock cover is less than...: If you want to report only 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.

Enter "0" (zero) for this field to report on items with any amount of stock remaining.

Expected delivery: Enter an appropriate date based on previous delivery times.

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.

Basis of analysis: Enter the number of months of data (from the current date) mSupply should use to calculate your consumption.

Exclude transfers from calculations: Check this box if you wish transfers within your organisation to be excluded from the calculations.

Include items with no usage in the last 12 months: If this box is checked, items which have not been used 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

Months stock required: In this field, enter the number of months stock cover you want to have available. The report will automatically take into account any stock you already have, so all you need to do is enter how many months cover you want.

AMC Adjustment for Out of Stock: See the "Quantification" discussion above on the different options available.

Exclude stock that will expire within 3 months of projected consumption date is a new/updated checkbox to accurately predict amount of stock that is likely to be wasted due to expiry and current consumption rate. In this current example, mSupply will only aim to distribute stock if the expiry is more than 3 months away. This updated feature is only available in mSupply v7.12 or later.

This topic is huge so it may be worth reading this topic [Stock wastage prediction for ordering](#)

Open report in Excel: Checking this box opens Excel (or any other installed spreadsheet application) and displays the report as a spreadsheet. If you want to save the report, choose File > Save as... in your spreadsheet application.

Report output

A typical `Suggested Order` report will look something like below.

| Suggested ordering [Excel] report: for store(s) Tamaki Central Medical Store, Exclude items if "never order" is checked | | | | | | | | | | | | | | | | | |
|---|---|-----|-----------------|---------------|----------------|---------------|-----------|----------------|---------------|---------------|-------------------------------------|---|--------------|---------------------------|-----------------------|-----------------|---------------|
| Expiry Filter : Exclude stock that will expire within 3 months of projected consumption date, Months stock required : 3. Based on last 6 months usage data. | | | | | | | | | | | | | | | | | |
| Item code | Item Name | VEN | Item category | Stock on hand | Expiring stock | Effective SOH | Backorder | Stock on order | AMC 12 months | AMC 24 months | Monthly usage for the last 6 months | Number months considered for adjusted AMC | Adjusted AMC | Number of months in stock | Ordered quantity used | Suggested order | Forecast used |
| AR33197 | ABACA VIR / LAMIVUDINE 60/30 MG CP | | | 5 | 0 | 5 | 0 | 10 | 4 | 2 | 7.5 | 2.7 | 9.3 | 0.7 | 10 | 13 | N |
| 50457 | Amoxicillin Dry Powder for Suspension 125mg/5ml Btl/100ml | N | ANTI-INFECTIVES | 2,410 | 2,410 | 0 | 0 | 0 | 1 | 0 | 1.66 | 5.9 | 1.66 | 0 | 0 | 10 | N |

Definitions of each column after item properties:

- Stock on hand : Total quantity of stock currently available in your inventory


- Expiring stock : Calculated by (Total stock that is set to expire) - (Daily stock usage [which is derived from the AMC e.g., AMC / 30 days if 30 days in the month]). The amount of expiring stock to be accounted for is selected in the reports option:

☒ Exclude stock that will expire within months of projected consumption date

- Effective SOH : Calculated by ('Stock on hand') - ('Expiring stock'). This is the usable stock available.
- Backorder : Quantity of stock that has been ordered by customers but not yet fulfilled due to insufficient stock.
- Stock on order : Quantity of stock that has been ordered from suppliers and is expected to arrive but not yet received.
- AMC 12 months : Average quantity of stock used per month over the last 12 months.
- AMC 24 months: Average quantity of stock used per month over the last 24 months.
- Monthly usage for the last (x) months : Calculated by ('Total consumption for the last (x) months of usage data') / ('(x) months of usage data'). This value is set by the user in the Report options:

Base analysis on Months of usage data

- Number of months considered for adjusted AMC : After the AMC adjustment is made (and months with low stock has been excluded), this value indicates the number of months that have been included for calculating the adjusted AMC. This value is derived from whichever formula has been chosen in the “AMC Adjustment for out of stock”:

AMC Adjustment for out of stock 
 % of days in stock to be considered fully stocked:

- Adjusted AMC : This adjusted value is based on the formula selected in the Report options:

AMC Adjustment for out of stock 

- Number of months in stock : Calculated by ('Effective SOH') / ('Adjusted AMC'). This gives the number of months the current stock will last based on adjusted consumption rates.
- Ordered Quantity used : Calculated by ('Stock on order') - ('Back order'). This is the quantity of stock that will be received after accounting for all back orders.
- Suggested Order : Calculated by ('Months stock required' x 'Adjusted AMC') - ('Effective SOH' - 'Stock on order') + 'Backorder'. This determines the quantity of stock that needs to be ordered to maintain the desired inventory levels after considering current stock, back orders, and stock already on order. Note: if you are using the “Minimum stock” function, the suggested order will also take this into account to ensure that there is enough stock to meet this value. This will be calculated by taking the minimum pack size to cover the minimum stock.

Report options

Suggested order quantities with prices and price extensions... Create a report to support ordering decisions. Customise the report by item name or code, or the number of days of stock cover required.

Include items whose...

Item code starts with (Leave this field blank to include all items)

and Category 1 is

and VEN Category Don't Care

and Department is Don't Care

and is on Master List Don't Care

No. of items with these criteria: 0

Unit Price

☒ Last price paid

☐ Average price

☐ According to supplier quote

Builds...

☐ Include planned builds

Make sure planned builds will be covered 1 times

Only include items whose stock cover (in months) is less than 0

Base analysis on 6 Months of usage data

Months stock required 3 Calculate

Expected delivery 16/02/2024

☒ Include usage for build ingredients

☐ Include items with suggested zero order quantity

☐ Exclude transfers from usage calculations

☐ Exclude Ad hoc and non stock items

☒ Exclude items if "never order" is checked

☒ Exclude stock that will expire within 3 months of projected consumption date

Complex Find ☒ Open report in Excel Cancel OK

Key Column headers :

- Unit Price : Calculated via the latest price or by supplier quotes or using average prices received during the look back period. The `look back period` is the same setting that is used to calculate average monthly stock usages.
- Price extension (Suggested) : This is the predicted cost of a future order based on Unit Price.
- Annual consumption (quantity) : This is the predicted stock usage over a year based on the latest average monthly consumption.
- Annual consumption (cost) : Potential annual cost based on unit price.

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