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## **Report Basics**

Click Report , and this menu appears:

atient	Report	Special Help		
	Cu	Custom report		L
	AT	ATC category analysis		L
	Tra	ansactions		l
	AE	C analysis		l
	M	anagement summary		l
	Qu	otation summary		l
	Pu	rchasing	•	l
	lte	ms and Stock	•	l
	De	btors and Creditors	•	l
	Tra	ansport report		l
	Pre	escriber report		l
	Us	er transaction totals		l
	Ba	ckorder report		
	Su	ggest price list additions		
	Up	date price list		
	Pri	ice list		
	Lo	cation report		
	M	anage reports		

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.

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:

Opening stock
Current stock
Stock on date
Show total stock value
Graph: Stock by item
Graph: total stock
Item list
Items out of stock
Days out of stock
Item usage
Item slow movers
Expiring items
Expiry item vs cover
Item ledger

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

Debtors
Creditors
Aged debtors
Customer statements

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

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1.	mSupp	ly navigator	8
<b>H</b>	Ÿ İ		
Customer	Suppliers Item Management	Reports Spec	cial Admin Others
Stock and items         Show total stock value         Current stock         Opening stock         Stock on date         Graph: total stock         Graph: stock by item         Item List         Item slow movers         Location report	ABC analysis ABC a	Transactions Transactions Transactions Purchase orders Purchases Debit/credit Debtors Aged debtors Customer statements Creditors Creditors	Quotation summary Transport report Suggest price list addtns Update price list Price list Category Analysis Item ledger Users report Suggest order quantities
☑ Data File: mSupply_data_net         m         General         ✓         戸	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	poc analysis for date 13	NOLIDI - INOLILI, STORE
		page 💌
Destination		
Printer	Preview on screen before printing	default
Open in Excel		uerauit
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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