# 13.01. Report basics

Click Report , and this menu appears:

atient	Report	Special	Help		
	Cu	stom rep	ort		
	AT	C catego	ry analysis		
	Tra	Transactions			
	AE	C analysi	s		
	M	anagemei	nt summary		
	Qu	iotation s	ummary		
	Pu	rchasing		•	
	lte	ms and St	tock	•	
	De	btors and	l Creditors	+	
	Tra	ansport re	eport		
	Pro	escriber re	eport		
	Us	er transac	tion totals		
	Ba	ckorder re	eport		
	Su	ggest prio	ce list additions		
	Up	date pric	e list		
	Pri	ce list			
	Lo	cation rep	port		
	M	anage rep	orts		

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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	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 Transactions Purchase orders Purchases Debit/credit Cebtors Customer staten Creditors 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 the spreadsheet application (MS Excel, OpenOffice/LibreOffice Calc etc.) you have

installed on your computer.

- 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.
- mSupply automatically detects any spreadsheet application you have installed on your computer (i.e. any application that is associated with .xls or .xlsx files). You do not have to set the location of this application.

**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.

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