## 4.01.06. Items - Ledger tab

## Back to Item Details window

The item **Ledger** tab lists individual transactions for the item in question. By default is shows all transactions for the current year:

neral sc		Item name	AMOXICILLIN	500 mg, caps	ules				Store:	Ware	h 0
age		Item code	2020006								
age xck				_							
dger		Show: all tra	nsactions	C Fro	om 01/01/2016 To 31	/12/201	Last ye	ar	۵.	Print	
otes										Print	
korders	Ту	Entry date	Confirm date	inv #	Name	Sta	Expiry	Batch	Quan	Pack	Total
es	si	17/06/2016	17/06/2016	3197	Warehous	e fn	31/0018	14E076	100800	1	1008
oncile	si	17/06/2016	17/06/2016	3197	Warehous	e fn	31/0018	14E074	302400	1	3024
of materials	si	17/06/2016	17/06/2016	3197	Warehous	e fn	31/0018	14H069	90720	1	907
chase Orders	si	17/06/2016	17/06/2016	3197	Warehous	e fn	31/0018	14H067	100800	1	1008
er options	si	17/06/2016	17/06/2016	3197	Warehous	e fn	31/0018	14A027	10080	1	100
pensing	si	17/06/2016	17/06/2016	3197	Warehous	e fn	31/0018	14E073	201600	1	2016
orting	si	17/06/2016	17/06/2016	3197	Warehous	e fn	31/0018	14H068	50400	1	504
	si	17/06/2016	17/06/2016	3197	Warehous	e fn	28/0018	148027	100800	1	1008
deletere e	si	17/06/2016	17/06/2016	3197	Warehous	e fn	31/0018	14A028	30240	1	302
uisitions	si	17/06/2016	17/06/2016	3197	Warehous	e fn	31/0018	14E075	319200	1	3192
res	si	17/06/2016	17/06/2016	3197	Warehous	e fn	28/0018	148026	8610	1	86
	si	17/06/2016	17/06/2016	3197	Warehous	e fn	28/0018	148026	122430	1	1224
	sc	27/09/2016	27/09/2016	3321	Inventory adjustments	fn	31/0018	14H067	-100800	1	1008
	sc	27/09/2016	27/09/2016		Inventory adjustments	fn	31/0018	14A028	-30240	1	302
	sc	27/09/2016	27/09/2016		Inventory adjustments	fn	31/0018	14E075	-131040	1	1310
	si	27/09/2016	27/09/2016		Inventory adjustments	cn	31/0018	14E076	20160	1	201
	sc	27/09/2016	27/09/2016		Inventory adjustments	fn	28/0018		-1470	1	14
	sc	27/09/2016	27/09/2016		Inventory adjustments	fn	31/0018		-50400	1	504
	sc	27/09/2016	27/09/2016		Inventory adjustments	fn	31/0018		-100800	1	1008
	sc	27/09/2016	27/09/2016		Inventory adjustments	fn	31/0018		-80640	1	806
	sc	27/09/2016	27/09/2016		Inventory adjustments	fn	28/0018		-8610	1	86
	sc	27/09/2016	27/09/2016		Inventory adjustments	fn	31/0018		-90720	1	907
	sc	27/09/2016	27/09/2016		Inventory adjustments	fn	28/0018		-100800	1	1008
	si	27/09/2016	27/09/2016		Inventory adjustments	cn	31/0018		120960	1	1205
		21100/2010	2710312010	5520	and a state of a state		21,011010				16.05

The **Type** column has a shorthand label for the type of transaction:

- si = supplier invoice and inventory adjustment to increase the amount of stock
- ci = customer invoice column describe
- sc = supplier credit or inventory adjustment to reduce the amount of stock
- cc = customer credit

Note that all supplier lines have a grey background and customer lines have a white background to help you identify them easily.

The **Quan** column shows the number of packs of pack size shown in the **Pack** column that were involved in the transaction.

As a quick indicator, if the transaction reduced the amount of stock in mSupply then the number is negative.

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## Filtering the ledger list

Show: all transactions	-	From 1/01/2015	То	26/03/2015	This year	-

Two drop down lists are available to filter the transactions you see in the table:

You can use the **Show....** drop-down list to show:

- All transactions (the default)
- Only supplier transactions (supplier invoices)
- Only customer transactions (customer invoices)
- Inventory adjustments
- Repacks
- Transactions whose status is `New'
- Transactions whose status is `Suggested'
- Transactions whose status is `New or suggested'
- Transactions for just one name (click on a transaction line for the name you are interested in)
- Transactions for one particular item line. This will show the supplier invoice on which the item line was received, and all subsequent issues of that item line to customers.
- Same batch as selected this will show all the supplier invoice on which the batch was received, and all subsequent issues of that batch to customers. This can be useful for tracing a particular batch of medicines.

The other drop down list allows selection from a variety of periods during which transactions occurred.

This	year	-
Toda	y	
Yeste	erday	
E This	week	P
30 Last	week	40
	month	40
🛄 Previ	ous month	
<sup>34</sup> Two	Months ago	, po
	quarter	40
3d Previ	ous quarter	15
This		5
	month last y	/ear 🛛 🗂
	ous month	
30 This	quarter last	year 50
Previ	ous quarter	last year
Last	year	
30/12/1	1 07D01	20

Clicking on the column headings of the transaction list will sort the list by the information in that column. The column header will be underlined to show by which column the list is sorted.



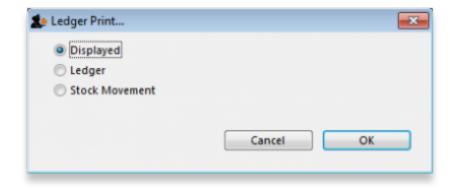
If the cost price column is blank, this is because the current



user does not have permission to view cost prices. (This option can be turned on or off for each user from the "File > edit users..." menu item).

If you want to view an invoice for one of the displayed lines, simply double-click the line you are interested in. The invoice (or payment, as the case may be) will be shown in a new window.

## Printing the ledger list



Clicking this button will give you the following printing choices:

- the information currently displayed in the window
- a complete ledger from the start of your year
- stock movement for a specific period or between two dates of your choice

-	
Displayed	
C Ledger	
Stock Movement	
Stock Movement Options	
From 01/03/11 To 31/05/11	Today
	Today
	Yesterday This week
Open report in Excel	Ca 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 Last year

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