

13.06. Customer ordered shortfall report

When you choose *Report > transactions* and then select *Customer ordered short fall report* , the transaction report like the one below will be produced. This report is used only for sales to customers.

For this report to make sense, make sure that:



- The *Allow placeholder lines on customer invoices* preference is **checked**
- The *Delete placeholder lines when confirming invoices* preference is **un-checked**

The screenshot shows the 'Transaction report' dialog box with the following settings:

- Type of report:** A list of report types is shown, with 'Customer ordered shortfall report' highlighted in blue.
- Transaction type:** 'Sales to customers' is selected with a radio button.
- Transaction category filter:** 'Description' is selected in the dropdown, and 'equals' is selected in the operator dropdown.
- Name filter:** 'Name' is selected in the dropdown, and 'contains' is selected in the operator dropdown.
- Date range:** 'Confirmed Date' is selected. The 'From' date is '2/04/2015', the 'To' date is '2/04/2015', and 'Today' is selected in the dropdown.

From the report window, select the desired parameters and click *OK* . An example report is shown below.

Customer ordered short fall report National Medical Store

Date range :01/01/2007 to 17/01/2007, Item name contains @ma@Item category includes PHARMACEUTICALS

Transaction Type equals customer, Name code contains @2@, Mode: Both

| Item Code | Item Description | Units of Demand | Units of supply | Shortfall | % shortfall |
|--|----------------------------------|-----------------|-----------------|-----------|-------------|
| item category : MEDICAL SUPPLIES | | | | | |
| 4455 | MASK,RESUSCITATION,ADULT | 586.02 | 43.02 | 543 | 92.66 |
| 4450 | MASK,OXYGEN,ADULT,W/O TUBING | 2838 | 1984 | 854 | 30.09 |
| Totals for item category: MEDICAL SUPPLIES | | 3424.02 | 2027.02 | 1397 | 40.8 |
| item category : PHARMACEUTICALS | | | | | |
| 502 | MAGNESIUM TRISIL CO. TAB PKT.20 | 5628 | 3895 | 1733 | 30.79 |
| 10 | ACETAZOLAMIDE TABS 250MG BOT/100 | 1889 | 1639 | 250 | 13.23 |
| Totals for item category: PHARMACEUTICALS | | 7517 | 5534 | 1983 | 26.38 |
| Grand total : | | 10941.02 | 7561.02 | 3380 | 30.89 |

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Setting up mSupply to use the customer ordered shortfall report

For this report to be used, you need to do the following

- Choose *File > Preferences > Invoices2* and ensure “Delete placeholder lines when confirming invoices” is **not** checked.
- Staff must enter requested amounts on invoices as placeholder lines.
 - For example, a customer orders 1000 x Paracetamol syrup 60ml. You have 800 in stock, so you add 800 to the invoice, and you also add a placeholder line for 200 bottles.



You need to decide whether to (and if yes, how to) use the backorder system. If customers can rely on you to record shortfalls as backorders, then they will no need to re-order the shortfall in subsequent ordering cycles, as they know you will deliver it when available.

In our experience, general custom and practice in places that use mSupply is for facilities to simply re-order stock that wasn't delivered 'last' time. In this context, it would not be useful to turn the backorder system on.

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