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Click Report , and this menu appears:

Patient	Report	Special Help	
	Cu	istom report	- 8
	AT	C category analysis	
	Tr	ansactions	
	AE	3C analysis	
	M	anagement summary	
	Q	uotation summary	
	Pu	irchasing	
	lte	ms and Stock	•
	De	btors and Creditors	•
	Tr	ansport report	
	Pr	escriber report	
	Us	er transaction totals	
	Ba	ckorder report	- 8
	Su	ggest price list additions	
	Up	odate price list	
	Pr	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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Customer	Suppliers	Item Reports	Special	Admin	
Stock and items         Show total stock value         Current stock         Opening stock         Stock on date         Graph: total stock         Image         Item List         Image         Item slow movers         Location report	Management ABC analysis Management User transaction Backorder report Custom report Manage report Expiring Expiring item Expiry item V	on totals ort t ts s creditors s	s orders	Quotation summary Transport report Suggest price list addtns Update price list Price list Category Analysis Item ledger Users report	
<ul> <li>Data File: mSupply_data_ne</li> <li>General</li> <li>Image: Constant of the second sec</li></ul>	tw.4DD	Supply	<i>I</i>		

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		
		Dade 🔺
Destination		
Printer	Preview on screen before printing	default
Open in Excel		uelauit
Save as HTML f	ile	
Save as Text file	e	

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.

# Output to Excel

Most reports can be output to an Excel file. This is particularly helpful if you are wanting to analyse a large amount of data.

As at July 2021, there are three methods of producing Excel reports from mSupply:

- **Quick reports** Easiest to create, fastest to run, but least flexible in terms of formatting. mSupply users can create these - refer Custom reports
- **SRP reports** More powerful than Quick reports
- XL Plugin reports Most powerful in terms of formatting, but slowest in terms of operation.

# Supervisor mode (reporting over mutiple stores)

If you wish to report over mutiple stores at once, you can be given permission to use Supervisor mode. When you are in this mode, report filter windows will have an additional store list added ot the window so that you can choose which stores' records are to be included in the report.

See the 25.01. Miscellaneous topics page for details.

Previous: 13. Reports | | Next: 13.02. Stock and items reports

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Last update: 2021/07/02 00:18

