13.02. Stock and items reports

When **Reports > Items and Stock** is chosen, a range of available reports are displayed; click on the one you require to select it:

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 ... Expiring items vs cover... Item ledger...

Current stock

	de de cuitte		_
item code	starts with		_
and 👻	Category is	Don't Care	
and 👻	VEN Category	Don't Care	-
and 💌	department is	all departments	Ŧ
Filter by actual stock locatio	equals 💌		
	Filter by location type	Don't care	
Randomly	0 stock items	from returned list.	
Randomly	0 stock items	from returned list.	
Randomly	0 stock items Report format:	from returned list.	
Randomly tem department: all departments 💌	stock items Report format: Each batch show: Total stock for ea 	from returned list. n separately	
Randomly tem department: all departments	stock items Report format: Each batch shown Total stock for ea Each batch with p 	from returned list. n separately ch item prices	
Randomly tem department: all departments • Sort report by: • Item name • Shelf Location	stock items Report format: Each batch shown Total stock for ea Each batch with p Donor tracking 	from returned list. n separately ch item prices	
Randomly tem department: all departments Sort report by: Item name Shelf Location Exclude Ad hoc and non st	stock items Report format: Each batch shown Total stock for ea Each batch with p Donor tracking ock items 	from returned list. n separately ch item prices	

A report will be produced that lists each stock line that is currently showing stock greater than zero. Should you wish the report to include items/batches with zero stock, the box in the lower left needs to be checked.

Item filter

A "Item filter" allows you to enter the normal find item filter criteria to choose which items to include.

Random

A 'Randomly' filter allows you to enter a number of items that will be randomly chosen, and stocktake sheets for those items printed. This facilitates spot checking of your actual stock situation.

Additional options

Should you wish the report to be department specific, then that department should be selected from the drop down list of the departments which you have created.

Should you wish the report to give information on a particular location, then that location should be specified, selecting the appropriate operator of the three available in the drop down box alongside the *Filter by actual stock location* option.

Report format

You can choose from three formats:

- "Each batch shown separately" will also give you a column on the right where, having done a physical stocktake, you can enter the quantity that is actually in stock, allowing any corrections to be made in mSupply.
- "Total stock for each item" will not show individual batches, but the total quantity on hand of each item.
- List the price of each batch in stock, with a total at the end of the report.

The lines are reported alphabetically either by item name or shelf location, depending on what you have chosen in the "Sort report by" options

Donor reporting

mSupply provides the feature of printing the Donor name on the Current Stock report so that organisation donating the goods can be identified and tracked.

Lec	tem Name	Batch	Expiry Date	Pack	Quan	Actual Stock	Donor
Main-8-3-1	Amosiciliin 500 mg	AB00251J	30.06/15	1.00	4,670,400.	*******	
	Amexiciliin 500 mg	batch	01/01/15	1.00	20.00		Donar
	Amoxicillin,dry powder for Suspension 125mg/ 5ml	1204-0396	30/04/15	1.00	30,000.00		
	Amoxicillin,dry powder for Suspension 125mg/ 5ml	1012-0696	31/03/15	1.00	28,522.00		
	Amonicillin,dry powder for Suspension 125mg/ Sml	1012-0696	30.05/15	1.00	51,000.00	*******	
	Amoxicillin,dry powder for Suspension 125mg/ 5ml	1012-0696	31,05/15	1.00	65,880.00		
	Amenicillin,dry powder for Suspension 125mg/ 5ml	3850	01/01/15	1.00	12.00		SAMES
	Amoxicilin/Clavulanate Potassium 500 mg/ 125 mg	1148019	31/08/14	1.00	92,500.00		

Stock on date

This report allows you to produce a report for the stock in your store on a particular date. The stock shown will be the stock at the END of the day. If you want to see the stock at the beginning of the day, choose the day before in the date selector.

You are shown a window like this:

Show stock v	ralue on 18/10/2024 🔠 Today 🖯
Type of report	
Show items	only
Show items	with batches
Show batche	25 with Summary
Monthly stor	ck & consumption history (Excel)
	Months to look back 24
Item code	O starts with
Item code	Starts with
and	
and	
and	VEN category is Don't Care
and	 Department is Don't Care
and	😮 is on Master List Don't Care 😌
ind	Department is Don't Care is on Master List Don't Care
Include items	with no stock
Include items Exclude Ad ho	with no stock c and non stock items
Include items Exclude Ad ho	with no stock c and non stock items n items

Enter the date for which you wish to show the stock for.

Type of report

You have 3 options:

- 1. *Show items only*: each item in your system will have a single entry with the total quantity on that date.
- 2. *Show items with batches*: each batch, its expiry and batch number along with the quantity of stock will be shown.
- 3. *Show batches with summary*: as 2, but every item has an aggregate line before the lines for each batch, showing the total quantity for all batches of the item. So it's a bit like a combination of 1 and 2.
- 4. *Monthly stock & consumption history (Excel)*: Each item has 3 rows showing its consumption, days it was in stock and its mean stock on hand for each month from the current month to the number of months in the past selected in the **Months to look back** field.

The *Report on items whose* box allows you to restrict the report to certain items only, using item properties or different categories as filters.

If custom stock fields are set to be used in the datafile then they will also be shown in filters beneath the item filters.

Open report in Excel

Check this checkbox to view the report directly in your chosen Spreadsheet program.

Show total stock value

item code	-	starts with 🔻		
and	-	Category is	Don't Care	Ŧ
and		VEN Category	Don't Care	-
and a	-	department is	Don't care	-

This report is used to find the total stock value either for a particular department or all departments. The drop down menus allow customisation of your report by entering appropriate search criteria from the many options.

Check this checkbox to directly open the report in Excel rather than printing.

Graph: stock by item

This report shows a graph for an item or items showing the quantity of stock on hand for each day over a defined period.

Note that if you have allowed editing of *confirm dates* on transactions, mSupply's ability to calculate accurately the data used in this report may be affected.

Choosing this item from the menu displays this window:

	Display graph	h – 🗖 🗙
Date range From 30/03/20 Report on items Item code	15 To 30/03/2015 whose ▼ starts with ▼	Today Yesterday This week last week
and and and	 category is VEN Category department is 	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 Ca This half year Previous half year Last year 2013

Enter the date range, or select the required period from the drop down list, the items on which you wish to report, and appropriate filters, if any. Remember you can use the item flag field to select an ad hoc list of items to include in your report.

Clicking OK displays a window where you are shown a graph of the quantity in stock on each day for the first item that matched the criteria you entered.

te range and item		
rom 2/04/2014 To 2/04/2015	Item Acetazolamide 250mg tab	Ŧ
Edit Text Chart Object Database		
Oursellt das Lastandamids 055		u e
Out of 365 days. You were out of	ung tab for the Penod :2/04/2014-2/04/20 If stock for 0 days.	15
1		Stock
H		_
		_
		- - -
************		0.000
A2014 A2014	90201 9020000000000	102/0 102/0 102/0
120 220 220 220 220 200 200 200 210 200 20	2590 2590 2590 2590 2590 2590 2590 2590	- 5 <u>5</u>
		>
Find	Copy	OK

This window also displays a list of items that were found. To display the graph for a different item, choose it from the list.

This report can be used as one of a set of key indicators for performance of a facility by comparing days out-of-stock of key items from one year to the next.

Graph: total stock

The total stock graph report allows you to view the value of your stock over a desired period of time. When you choose total stock graph, you are able to enter the required period which you would like to view:

	ay graph.		
Date range From 30/03/2015 To 30/0 Report on items whose Item code starts and ven cat and ven cat and ven cat	vith vith vith vith vith vith vith vith	Today Yesterday This week last week This month Previous month Two Months ago This quarter Previous quarter This year This month last year Previous month last year Previous quarter last year This quarter last year Previous quarter last year Previous quarter last year Previous quarter last year Previous quarter last year	

Select OK and a graphical stock history report showing stock value will be displayed

2	Stock history		- • ×
340000			Stock Value
330000	_		
320000		-	
310000	_		
300000	_		
290000	_	-	
280000	_	-	
270000	_	-	
250000	_	-	
250000	_	-	
240000	_	-	
230000	_	-	
220000	_	-	
210000	_	-	
200000	_	-	
190000		-	
180000 31/01/2015 28/02/2015	31/03/2015	2/04/2015	
20022019	51753/2015	are weather	
		Сору	OK
			.11

Item list

وا						
Find items whose						
(tem code 📃 🔻	starts with 💌					
and 🔻	Category is	Don't Care 💌				
and 🔻	VEN Category	Don't Care 💌				
and 💌	department is	Don't care 💌				
Or: Complex find						
Report form to use: Code, Name & Shelf Location 💌						
Exclude hidden items Cancel OK						

This report allows you to print a list of you items in certain formats.

There are 3 options in the **Report form to use** drop down list:

• Code, Name and Shelf Location: Shows exactly what is says with current stock on hand:

item name	Item Location	Stock on hand
Acetylsalicylic Acid 100mg tabs	A1.B01.C3	199300
Acetylsalicylic Acid 300mg tabs	B1	4000
Amoxicillin 250mg tabs	-	6506500
Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100ml	B1	420
Artesunate Injection Ampoule/60 mg	A1.B01.C3	5750
Bandage W.O.W. 15cm wide x 5m roll	A1.B01.C3	4308
Benzyl penicilin Injection 1000000 Unit	B3	850
Benzyl penicilin Injection 500.0000 Unit (300 mg)	A2.01.C	50150
Captopril scored 25mg tabs	A2.01.C	47000
Clotrimazole cream 60 ml	-	2300
Cloxacillin Sodium Injection Powder Vial/500mg	A1.B01.C3	350
Cotrimoxazole syrup 5ml	-	7350
	tem name Acetylsalicylic Acid 100mg tabs Acetylsalicylic Acid 300mg tabs Amoxicillin 250mg tabs Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100ml Artesunate Injection Ampoule/60 mg Bandage W.O.W. 15cm wide x 5m roll Benzyl penicilin Injection 1000000 Unit Benzyl penicilin Injection 500.0000 Unit (300 mg) Captopril scored 25mg tabs Clotrimazole cream 60 ml Cloxacillin Sodium Injection Powder Vial/500mg Cotrimoxazole syrup 5ml	Item nameItem LocationAcetylsalicylic Acid 100mg tabsA1.B01.C3Acetylsalicylic Acid 300mg tabsB1Amoxicillin 250mg tabs-Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100mlB1Artesunate Injection Ampoule/60 mgA1.B01.C3Bandage W.O.W. 15cm wide x 5m rollA1.B01.C3Benzyl penicilin Injection 1000000 UnitB3Benzyl penicilin Injection 500.0000 Unit (300 mg)A2.01.CClotrimazole cream 60 ml-Cloxacillin Sodium Injection Powder Vial/500mgA1.B01.C3Cotrimoxazole syrup 5ml-

- *Code, Name, Shelf Location with Item Long Description*: Shows the same as the previous one but includes the Item long description.
- *List of items in Catalogue*: Shows item details including the catalogue pack size and item custom field 6 value all separated out by the hierarchical item category 1. Looks like this:

DRESSING Code De 201116 Ber ANTI-INFI Code De 050457 Am 042383 Per	GS escription ndrage WLO.W. 15cm wide x 5m roll	Dressings Dressings Medicines	Item Category 2 VEN V	Catalogue Pack size	e user_field_6
DRESSING <u>Code De</u> 201116 Ben ANTI-INF <u>Code De</u> 050457 Am 042304 Da	GS escription ndage WKO.W. 15cm wide x 5m rol	Dressings Medicines	Item Category 2 VEN V	Catalogue Pack size	e user_field_6
DRESSING Code De 201116 Ben ANTI-INFR Code De 059157 Am 942283 Ben	GS escription datage WEO.W. 15cm wide x 5m roll	Medicines	Item Category 2 VEN v	Catalogue Pack size	e user_field_6
Code De 201116 Ben ANTI-INF Code De 050457 Am 042364 Da 047283 Pen	e scription ndage W.O.W. 15am wide x 5m roll	Medicines	Item Category 2 VEN V	Pack size	e user_field_6
Code De 201116 Ben ANTI-INF Code Code De 050457 Am 042364 Oa 047283 Pen	escription nåsae W.O.W. 15an wide x 5m roll	Medicines	Category 2 VEN	Pack size	user_field_6
ANTI-INF Code De 050457 Am 042304 Do 047283 Per		Medicines			534
ANTI-INF Code De 050457 Am 042304 Co 047283 Per		Anit-infectives			
ANTI-INF Code De 050457 Am 042304 De 047283 Per		Anit-Intectives			
ANTI-INF Code De 050457 4m 042304 Co 047283 Pen		And meetives			
Code De 050457 Am 042304 Do 047283 Pen	ECTIVES				
Code De 050457 Am 042304 Clo 047283 Per	ECHIVES		Item	Catalogue	a
050457 Am 042304 Clo 047283 Per	escription		Category 2 VEN	Pack size	user_field_6
042304 Clo 047283 Per	toxicilin Dry Powder for Suspension 125mg/5ml Bot/100ml		v	10	273
047283 Pen	xacilin Sodium Injection Powder Vial/500mg			50	201
	nicillin Benzyl Penicillin PFI 1 MU=600 mg		v	50	238
047287 Per	nicillin Procaine Benzyl PFI 3 MU=3g			25	241
038510 Pob	tassium Permanganate Aqueous Solution 1:10,000		E	1	
049542 Van	ncomycin HCI, Injection Vial/250mg			1	264
049543 Van	ncomvcin HCL Inlection Val/500mg		E	1	265
ANTI-TUB	BERCULOSIS				
			Item	Catalogue	à
Code De	escription		Category 2 VEN	Pack size	user_field_6
098350 TB	Rifampicin+Isoniazid (R+H) 150/150mg tabs			672	419
		Cardiac			
ANTL-ANG	STNAL				
	SINAL		Item	Catalogue	a
Code De	scription		Category 2 VEN	Pack size	user_field_6
030063 Ace	etylsalicylic Acid 100mg tabs		v	100	
ANTI-HYP	PERTENSIVE				
			Item	Catalogue	
Code De	escription		Category 2 VEN	Pack size	user_field_6
031661 Cap	ptopril scored 25mg tabs			250	52
		Conoral			

mSupply documentation wiki - https://docs.msupply.org.nz/

Local / remote report

This option will only show "local data" as an option unless you purchase a web services enabled version of mSupply, in which case you can view reports from remote locations running mSupply. Contact us for more information.

Items out of stock

Selecting this report displays this window:

٤.		×				
Find items whose						
tem code 🗸 🔻	starts with 🔹					
and 🔻	Category is	Don't Care 🔻				
and 🔻	VEN Category	Don't Care 🔻				
and 🔻	department is	Don't care 💌				
Or: Complex find						
Report form to use: Code, Name & Shelf Location 💌						
Exclude hidden items Cancel OK						

Specify your required options from the drop down lists;

Days out of stock

Selecting this report displays this window:

Davs	out of stoc	k report				
r each item, sh osen time inte nclude items w Item code	how how ma rival /hose	starts with 💌	stock or out of :	stock for the	9	Unit Price
and and and N	v v lo. of items v	(Leave this field Category is VEN Category department is with these criteria: 0	Don't Care Don't Care Don't Care Don't Care	e all items)		Average price According to supplier quote Date range From 24/02/2015 To 24/02/2015 Today Items with S % of maximum stock are out of stock
urther options	Ş				A	Exclude Ad hoc and non stock items Exclude items if "never order" is checked

Specify your required options from the drop down lists; the desired period may be identified either by entering dates in the *From* and *To* fields, or by using the drop down list to the right.

Clicking ok will generate a report like the one below:

		Days out of Stock Report				
		Item/s with less than 5% of maximum stock are out of so	ock			
						Page 13 of 74
Item Code	Item category	Item Name	Days out of stock	Days In Stock	Max Stock	O/S level
4141	Medical Supplies	CANNULA, INTRAVENOUS LEG GREY	0	28	12000	600
4142	Medical Supplies	CANNULA, INTRAVENOUS LEG GREEN	0	28	17718	885.9
4143	Medical Supplies	CANNULA, INTRAVENOUS 20G PINK	0	28	31606	1580.3
4144	Medical Supplies	CANNULA, INTRAVENOUS 22G BLUE	0	28	25579	1278.95
4139	Medical Supplies	CANNULA, INTRAVENOUS 24G YELLOW	0	28	13320	666
4145	Medical Supplies	CANNULA, CIXYGEN NASAL	0	28	1538	76.9
1966		CANNULATED DRULL MACHINE, BATTERY OPERATED (INCLUDING HAND PIECE, MOUB CHUCK, BAT	28	0	0	0
1416	Medical Supplies	CAP & FLOAT ASSEMBLY, SUCTION BOTTLE, OHMEDA	28	0	0	0
2786		CAPNOGRAPH MONITOR WATER TRAP/FILTER	28	0	0	0
2827		CAPNOGRAPH MONITOR WATER TRAP/FITER	28	0	0	0
1181	Antituberculosis medicines	CAREOMYCIN INJ 1G	28	0	0	¢
79	Antihypertansive medicines	CAPTOPRIL TABS 25MG	15	13	137500	6875
2878		carba	28	0	0	0
607	Ophthaimic	CARBACHCL 2NJ 0.01% 1.5ML	28	0	0	0
63	Anticonvulsants/Antiepileptics	CARBAMAZEPINE TABS 200MG	0	28	539000	26950
85	Thyroid antagonists	CARBIMAZOLE TABS SHG	0	28	188200	9410
1194	Cytotoxics	CARBOPLATIN INU 150MG IN 15ML	0	28	30	1.5
1180	Cytotoxics	CARBOPLATIN INU 450MG IN 45ML	15	13	20	1
2749		CASTROVEDO CORNEAL TREPHINE	28	0	0	0
2789		CATHETER CENTRAL VENOUS (ARROWS)SET	28	0	0	0
2419		CATHETER TROCAR , SHARP 10PG	28	0	0	0
2418		CATHETER TROCAR , SHARP 19FG	28	0	0	0

Clicking the **Complex find** button opens the Query Editor, allowing you to enter specific criteria relating to your search.

You may also specify what level in percentage terms of the maximum stock should be considered as being "out of stock.." Here's an example over 1 month:

Day of month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
stock on hand	2000	0 20000	20000	2000	1000	500	300	200	30000	25200	20200	18000	18000	18000	10000	5000	5000	2000	2000	800	800	20000	20000	20000	20000	20000	20000	20000	20000	20000
Out of stock						2	2	2	This day had maximum stock. 5% of 30000=1500											2	2									
									Note the	5% ct/	ock our		- 150	0																

Item usage

The Item usage report gives you a breakdown of item usage for the last few months, with summaries for the last 2 years, It also includes stock on hand and stock on backorder for each item in the report.

The report produced is very useful for forecasting or for seeing a list of items that need to be ordered.

When you choose the menu item you are shown a window like this:

		Repor	t option	15	2
Item usage report Create a report on the usage based on name, code, usage Include items whose Item code and and and	rt e of stock items. Custom e frequency and/or stock starts with (Leave this field I Category is VEN Category department is	ise the report to items remaining.	P	Unit Price Last price paid Average price According to supplier quote	
No. of items Further options Only include items whos	with these criteria: 0	is less than 0)))))	Include items with no usage in the last 12 months Include usage for build ingredients Exclude transfers from usage calculations Exclude Ad hoc and non stock items Exclude items if "never order" is checked	
Complex Find				Open report in Excel Cancel OK	

You can choose the type of report you want to run from the drop-down menu. Select the **Item usage [Excel] report** to create an Excel report.

~	Item usage report
	Suggested ordering report
	Auto generated tender
	Expiring items versus cover
	Days out of stock report
	Item usage report with pending purchase order
	Suggested order quantities with prices and price extension
	Item usage [Excel] report
	Suggested ordering [Excel] report

This menu also includes an item usage report, a suggested ordering amount report, or to auto generate a tender from the drop-down list at the top. This form is used for all 7 functions. (Note that the *Item usage report with pending purchase order* option will show you item usage with details of items currently on order and their expected date of delivery).

If you want to report on all items, leave the item name field blank:

relade items whose		
Item name 🛛 🔻	equals 🔻	
	(Leave this field	d plank to include all items)

otherwise enter an item name or code. For example, to report on amoxycillin stocks, you could enter "amox" into the field.

Depending on the entry in the first field, further options are available in the following two fields, but these will vary according to the entry in the first field. Among the options, he first field allows you to make your selection from the names given to custom item fields in the Preferences if this feature has been used.

Essential Drug List 🛛 🔻	equals 🔻	True 👻
Item code Item name ABC category Shelf location Flag GL DESC FORMULARY SPECIALITY	starts with contains is not equal to does not start with with these criteria: 0	True False Don't Care Don't care S
MAN ITEM Essential Drug List		
	1	

If you wish to use shelf locations, then select the *shelf location* option and specify the desired shelf.

You can use the drop-down list to find Items with a particular code, or to use the values you have entered into one of the custom user fields. If this isn't powerful enough, use the *complex find* button to display the full query editor.

14		-	
	-	-	
	-		11
- 64			ы.

Click the refresh button to calculate the number of items these basic parameters will find. This screenshot shows that 17 items meet the parameter specified, i.e. items whose names begin

with '*pro*';

item name	•	starts with 🔻	pro	
		(Leave this field	I blank to include all ite	ms)
and	•	Category is	Don't Care	•
and	•	department is	Don't care	•
No	o. of items wit	th these criteria: 17	5	

Only include items whose stock cover is less than...

If you want only to report on items whose stock is low, enter the threshold for days of stock on hand into the second field. For example, entering 90 into this field will only include items in the report whose stock is not sufficient to cover average usage for the next 90 days.

The default of 0 (zero) in this field will include *all* items with any amount of stock remaining.

Include items with no usage in the last 12 months

If this box is checked, items with no usage over the last year will be included. This will include items for which there are no transactions at all. This check box will have no effect if the previous "days cover" field is filled in, as an item with no usage will have "infinite" cover- any stock you do have is going to last you forever!

Include usage for build ingredients

If you manufacture items, you can choose whether the use of ingredient lines in manufacturing is included in the report or not.

Open report in Excel

Checking this box opens the report in Excel (or any installed spreadsheet program).

Note: If you chose the **Item usage [Excel] report** from the dropdown list, the Excel box will already be checked.

If you want to save the report in Excel (or any installed spreadsheet program), choose File > Save as.

Item usage report preview

		In	Stock	12 month	24 month	Months	This	Last	3 months	4 months	5 months	6 mont
code	Ren	stock	on order	average	average	cover	month	month	ago	ago	ago	
3110	ABDOMINAL GAUZE(SPONGE) PKS	2000	0	383	345	5.2	0	0	0	0	0	5
	Acetazolamide tablet 250mg	2000	0	4	50	480	0	0	0	0	0	
1010	ADRENALINE 1:1000, 1mL INJ	240	0	17	29	14	0	0	0	0	7	
•	ALBENDAZOLE 200MG TAB	2200	0	1000	654	2.2	0	0	0	0	2800	1/
10	ALBENDAZOLE 400MG TAB	600	0	446	1877	1.3	0	0	0	0	100	
1019	ALCOHOL 70% 500ml	0	0	12	19	0	0	0	0	0	6	
1021	ALCOHOL SWABS 100's	159	0	345	6117	0.5	0	0	0	0	141	
1020	AMINOPHYLLINE 250mg/30mL INJEC	554	0	9	24	65.2	0	0	0	0	0	
30	AMITRIPTYLINE 25mg TABLET	2000	0	135	175	14.8	0	0	0	0	1000	
1450	AMNIHOOK, DISPOSABLE	0	0	37	51	0	0	0	0	0	10	
19	Amosicillin+Clavul, Ac. 500/125mg	3450	0	854	973	4	0	0	0	0	300	1
1040	AMOKYCILLIN 125mg/SmL SYRUP	31	0	23	41	1.3	0	0	0	0	9	
10	AMOXYCILLIN 250mg TAB/CAP	286700	0	72725	89079	3.9	0	0	0	0	66400	91
1030	AMPICIUM 14 INFCTION	3247	0	625	766	5.2	0	0	0		324	1
0	ANTACID (MAS TRISE CD) TAB	86100	0	15604	19224	5.5	0	0	0		8400	15
1044	ANTLHAEMORRHOID CREAM	301	0	10	11	38.9	0	0	0	0	0	
COART12	ARTEMETER LUMERANTRINE	230	0	60	186	3.5	0	0	0		20	
COART18	ARTEMETER LUMERANTRINE	200	0	56	165	3.6	0	0	0	0	40	
COART24	ARTEMETER LUMERANTRING	120	0	45	168	2.7	0	0	0	0	30	
narti	ARTENETER UNAFFANTRINE	463	0	5.9	165	7.8	0	0	0		100	
121	ARTESUNATE 2008AS SUPPOSITORY	264	0	13	17	21	0	0	0		18	
1784	ARTESIMATE SPARS SUBBOSITORY	270	0	12	16	22.2	0	0	0		18	
110	ARTESUNATE SOMO SUPPOSITORI	270	0	12	10	872	0	0	0	0	10	
12.7	ASSESSMENT COMPOSITO	400	0	10215	2206.1	372	0	0	0		17200	
10	ATTENCIOL SOURCE TABLET	13610	0	19925	22991		0	0	0	0	1000	
0	ATENOLOL Song TABLET	13610	0	1516	2092	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	0	0	0	0	1090	
1040	ATENOLOL SINE TONL INDECTION	10	0	1	1	10.9	0	0	0	0	0	
1090	ATROPINE SING TARE	40.0	0		40	10.1	0	0	0	0	20	
1.5	ADTOCLAVING TAPE	30	0	5	3	6.7	0	0	0	0	5	
5	A2THROMYCIN SOUNG TAB	2052	0	916	1226	2.2	0	0	0	0	810	1
551	BACTERIAL FILTER MINI TRAP	0	0	24	34	0	0	0	0	0	0	
130	BANDAGE Crepe 10cm	92	0	173	276	0.5	0	0	0	0	97	
129	BANDAGE CREPE 15CM	85	0	36	29	2.4	0	0	0	0	24	
131	BANDAGE CREPE 6CM X 4M	760	0	165	319	4.6	0	0	0	0	84	
142	BANDAGE GAUZE 10cm	280	0	277	738	1	0	0	0	0	250	
140	BANDAGE GAUZE Scm	3386	0	215	179	14.8	0	0	0	0	312	
152	BANDAGE POP 10cm	36	0	27	42	1.4	0	0	0	0	0	

Suggested ordering report

This report shows usage data, months cover of stock remaining and a suggested quantity to order for each item. The Purchaser can review this report to make a final decision on how much stock to order.

From the *Item usage report* dialogue box, select the **Suggested ordering report** option from the drop-down menu. Alternatively, select the **Suggested ordering [Excel] report** to create an Excel report:



Suggested ordering [Excel] report Create a report to support ordering decisions. Customise the report by item name or	
Create a report to support ordering decisions. Customise the report by item name or	
code, or the number of days of stock cover required.	
Include items whose Last price paid	
tem code 🕴 starts with 😨 🛛 Average price	
(Leave this field blank to include all items) According to supplier quote	
and O Category 1 O is Builds	
and 😧 VEN Category Don't Care 😳 🗌 Include planned builds	
and O Department is Don't Care O Make sure plaged helds will be create	ad I times
No. of items with these criteria: 0	eu . omes
Only include items whose stock cover (in months) is less than 0	
Include its sign for build ingredients	r quantity
sase analysis on 4 Months or usage data	ms
Months stock required 3 Calculate Exclude Ad hoc and non stock items	
Expected delivery 17/10/19	d
Z Exclude items which expire within	0 months
Complex Find Open report in Excel Cancel	OK

Note the extra options for including item usage when calculating item ordering quantities. Also note the option to include ordering for build items. See item builds for more on built items.

Open report in Excel

Checking this box opens the report in Excel (or any installed spreadsheet program).

Note: If you chose the **Suggested ordering [Excel] report** from the dropdown list, the Excel box will already be checked.

If you want to save the report in Excel (or any installed spreadsheet program), choose File > Save as.

Suggested ordering report preview

	A	В	С	D	E	F	G	н	I	J	К	L	М	N
1		Suggested	l Ord	lering Report	t: Month	s cover : 2	24 months.	Search st	ring : amo. B	ased on	last 12 mo	nths usage	data.	
2														Page
3	Item Code	Item Name	VEN	Item category	Stock on hand	Backorder	12 months average	24 months average	Monthly usage for the last 12 months	Months	Quantity on Order	Ordered quantity in use	Suggested order	Forecast used
4	Amosyr	Amoxycillin 125mg/5ml susp	v	06.2.1 Beta Lac	4120	0	3297	3673	3549	1.2	40012	40012	41052	N
5	Amo500	Amoxycillin 500mg cap	v	06.2.1 Beta Lac	129000	0	90300	92159	96633	1.3	600000	600000	1590200	N
6	Amclav	Amoxycillin+Clavulanate 500r	E	06.2.1 Beta Lac	t 21600	0	2482	2283	2607	8.3	30000	30000	10960	N

Item usage with outstanding purchase orders

The window that appears when you choose this report is the same as the previous one; with exactly the same options available; the report produced differs only in that any lines having outstanding Purchase Orders have the relevant details of the Purchase Order displayed.

Item slow movers

The Item slow movers report shows all items that have more than a specified number of months worth of stock. TIt is very useful for managing under-performing inventory and allows you to quickly to obtain a list of items where a reduction in stock might be desirable.

You will be shown a window to enter the report options:

ltem code	•	starts with	•	
(Leave blank produce the	for all items- report for all	warning: may take items)	a fev	v minutes to
and	0	Category 1 🚦	is	
and	•	Department is		Don't Care
and	•	VEN Category		Don't Care
and	•	is on Master Lis	t	Don't Care
	and donor	equals	0	
Base : Report on it	analysis on tems that have	12 Months of more than 12	of usa mon	ige data ths stock on hand
		Caus Tamalata		Control OK

Enter your search criteria in the top section.

Item name field

• If you want a report for all items, leave this field blank. Otherwise enter some text to reduce the report to just a few items (e.g. entering "am" will produce a report of just the items whose name starts with "am" (Amitriptylline, Amoxycillin, etc)

Category and department

• Use the drop down boxes as appropriate to select Category and/or Department if required.

Base analysis on X months of usage data

This is the number of months of usage data (working back in time from the current date) to use to calculate the AMC (Average Monthly Consumption). The months of stock on hand is then calculated as current stock/AMC.

Report on items that have more than X months stock on hand

Only items that have stock that will last this or a greater number of months will be included in the report. Those with less stock will not be included.

You can check the *Open report in Excel* checkbox to open the report in Excel, or any installed spreadsheet application.

When you click on the **OK** button you are taken to the printing options window:

	Printing option	5				
Form to use Message	✓ Item slow movers Item slow movers with batch expiry date	Remember this choice Destination				
		Printer Preview PDF file on disk Email PDF Export to Excel				
		Cancel OK				

There are two versions of this report, the standard one or one showing the individual batches of each item. Choose the one you want using the **Form to use** drop down list.

The standard report looks like this:

	A	В	С	D	E	F					
1		Slow movers report for items with more than 12 months cover: for store(s) Lagos distribution centre									
2											
3	Item Code	Item Name	Stock	On Backorder	Average Monthly Usage (12 months)	Months Cover					
4	030062	Acetylsalicylic Acid 300mg tabs	250490	0	708.33	353.63					
5	030453	Amoxicillin 250mg tabs	199000	0	0	1200					
6	78373	Clotrimazole cream 60 ml	14900	0	0	1200					
7	042744	Diazepam Injection 5mg/ml Amp/2ml	30	0	0	1200					
8	037020	Paracetamol 500mg tabs	499700	0	25	19988					
9	047283	Penicillin Benzyl Penicillin PFI 1 MU=600 mg	49500	0	0	1200					
10	89893	Salbutamol Inhaler	4000	0	0	1200					
11											

The one with batches looks like this:

	A	В	С	D	E	F
1	5	flow movers report for items wit	h more th	an 12 months cover: for sto	ore(s) Lagos distribution centr	e
2						
3	Item Code	Item Name	Stock	On Backorder	Average Monthly Usage (12 month	Months Cover
4	30062	Acetylsalicylic Acid 300mg tabs	250490	0	708.3333333	353.63
5		Batches	Stock	Expiry Date		
6		ABCD12345	245	30/06/2029		
7		XCVB6789	490	30/11/2029		
8		ABCD12345	5000	30/06/2029		
9	30453	Amoxicillin 250mg tabs	199000	0	0	1200
10		Batches	Stock	Expiry Date		
11		dfgfgh678	199	31/08/2029		
12	78373	Clotrimazole cream 60 ml	14900	0	0	1200
13		Batches	Stock	Expiry Date		
14		fghjmn8	1490	31/01/2028		
15	42744	Diazepam Injection 5mg/ml Amp/2ml	30	0	0	1200
16		Batches	Stock	Expiry Date		
17		hgjk89	30	31/08/2029		
18	37020	Paracetamol 500mg tabs	499700	0	25	19988
19		Batches	Stock	Expiry Date		
20		FGHJ7890	4997	31/07/2027		
21	47283	Penicillin Benzyl Penicillin PFI 1 MU=600 m	49500	0	0	1200
22		Batches	Stock	Expiry Date		
23		BNMJ789	750	20/06/2030		
24		6789	240	30/09/2031		
25	89893	Salbutamol Inhaler	4000	0	0	1200
26		Batches	Stock	Expiry Date		
2/		QWER637	400	31/07/2028		

Please note that:

- The months of stock is calculated for all batches together, not for individual batches.
- The maximum months of stock shown is 1200 i.e. 100 years! This figure will be shown for all items that have no consumption as well as those for which you genuinely have that much stock.

Expired stock



This is a customised report only available for few of our clients.

		Show exp	pired sto	ck	
Date ran	ge				
From	1/09/2024	To 30/09	2024	Previous m	onth 😂
El.					
tem filte	r				
Item co	de 🚺	starts with	•		
and	0	Category 1	is 🗌		٩
	and batch	equals	•		
	and donor	equals	0		
			-		
0	anort in Even		Ca	nce	ÖK

This report shows the stock that expired while it was on your shelves between the dates you seec in the options. It includes current stock that expired between the dates selected and also stock on confirmed customer invoices and inventory adjustment-reduces that was expired when it was put on those transactions (so if you removed stock from the store after it had expired, that is also included as stock that expired on the shelf).

Donor and custom stock fields are included as filter options if they are turned on in the current store.

The report looks like this when exported to Excel:

A	B	С	D	E	F	н	I				
1	Expired stock detail from 01/01/2024 to 21/10/2024 for store(s)										
2 Item code	Item name	Batch	Packaize	Number of packs	Donor	ItemCategory 1	ItemCategory 2				
3 conf	Condam Female	F6404	1	312873			Contraceptives				
4 conf	Condom Pemale	F6405	1	314602			Contraceptives				
5 cont	Condam Female	F6415	1	425963			Contraceptives				
6 conf	Condom Female	f6416	1	402567	r		Contraceptives				
7 cont	Condam Female	F6417	1	260765			Contraceptives				
8 conm	Condom Male	18UN107	1	432000			Contraceptives				
9 conm	Condom Male	18UN108	1	432000			Contraceptives				
10 conm	Condom Male	18UN109	1	432000			Contraceptives				
11	Condum Male	18LIN110		433000			Contrarentives				

Expiring items

Le Expiring Items Report
Report on all items whose expiry date is before 24/02/2015 Choose report type report sorted by item names
Name filter
Name
Item filter
and v category is Don't Care v
and ven VEN Category Don't Care ven Ven Category
and v department is Don't care v
Filter stock by Actual stock location Filter by location type Don't care
Cancel OK

This report will ask you to enter a date, and will then give a report of all item lines in stock whose expiry date is before the date you have entered.

For example, entering 31/8/11 will display all items with expiry dates before 31st August 2011 (Enter the date in short format in the way your computer is set to handle dates (DD/MM/YY or MM/DD/YY or YY/MM/DD).

You can additionally filter the stock by the location type or the actual location in the warehouse. This is helpful for reporting on items in certain sections of your warehouse.

Three report type options are offered; select as appropriate. You may refine the search by using the *Name filter* and/or the *Item filter*.

Donor reporting

mSupply provides the feature of printing the Donor name on the Expiring Items report so that the organisation donating the goods can be identified and tracked. This can help with disposing of or returning goods to the Donor.

	Expiry item - sort by item, for store(s) General										
item	Item	Supplier	Value	Quantity	Pack	Exp Date	Accumulative	Donor			
Code	· · · · · · · · ·	Code			Size		Value	-			
03/0452	Amoxicillin 500 mg	Gen21	200.00000	20	1	01/01/15	200.00000	Donar			
05/0457	Amoxicillin,dry powder for Suspension 125mg/5ml	SNG102	0.00000	12	1	01/01/15	200.00000	SAMES			
03/0460	Amoxicillin/Clavulanate Potassium 500 mg/125 mg	NZ_001	16,650.00000	92500	1	31/08/14	16,850.00000				
	Total Value		16.850.00000								

Expiring items vs. cover

The Expiring items vs. cover report shows the number of months of cover for items you have in your store. The cover calculation uses the last 12 months of usage data to calculate the AMC which is used to determine months of cover.

		Repo	rt optio	15
Expiring Create a report on f aased on name, co Include items who Item code and and and	g items versus cover the usage of stock items. Custor de, usage frequency and/or stoc se starts with * (Leave this field Category is VEN Category VEN Category of items with these criteria: 0	ise the report to items k remaining. blank to include all items) Don't Care ▼ Don't Care ▼ Don't Care ▼	Ø	Unit Price Last price paid Average price According to supplier quote Cover calculation Include only transactions with the following category properties Description
No. Further options Only include ite	of items with these criteria: 0 ms whose stock cover (in month:) is less than 0	> >	Description equals According to the last 12 months Include items with no usage in the last 12 months Include usage for build ingredients Exclude transfers from usage calculations Exclude Ad hoc and non stock items
Complex Find			•	Exclude items if "never order" is checked Open report in Excel OK

Many filters may be applied in the drop down lists, which are the same as described under *Item usage...* above.

Essential Drug List 🔹	equals True 🗸
Item code Item name ABC category Shelf location Flag GL DESC FORMULARY SPECIALITY MAN ITEM	equals True starts with False contains Don't Care is not equal to Don't care does not start with Don't care with these criteria: 0
Essential Drug List Critical stock Normal stock Only include items wh	ose stock cover (in months) is less than 0

Note that If the field you are searching is a boolean field, e.g.Essential Drug List, "false" appears as the default entry, which you may change to "true".

Cover calculation

This allows the user to include or exclude specific categories to be used in calculating coverage. Clicking the magnifying glass to the right lists categories to be chosen.

If you wish mSupply to remember the criteria which you have entered, click on the paperclip icon, and your selections will appear the next time you open the report.

Once you have selected your required criteria, click on the *Refresh* icon to show the number of items which match your criteria, and which will, therefore, feature in the report.

Item ledger

\$ •	ltem ledger 🛛 🗖 🗙										
Report form to us											
Summary stock r	Summary stock movement showing inventory adjustment										
Date Range											
From 24/02/20	From 24/02/2015 To 24/02/2015 Today -										
Transaction type											
All tra	All transactions										
- Report on items y	hose										
Item code	* ctarts with *										
item code	statts with										
and	▼ Category is Don't Care ▼										
and	▼ VEN Category Don't Care ▼										
and	▼ department is Don't care ▼										
Exclude Ad hoc	and non stock items										
Exclude hidden	items										
Open in Excel	Cancel OK										

Ledger entries may be viewed in this report; different formats of report are available in addition to several filter options from the drop down lists, so the report may be designed to meet your specific requirements.



The Purchases by suppliers report relates stock received to purchase orders made and looks like this:

A	В	C	D	E	F	G	н	1	J	K	L	М
1 Health Care (Fiji) Pte Limited												
2 Inventory Purchases Supplier By Category By D	lepartment By Location											
3 Inventory Purchases By Supplier For Month of x	*****											
4												
5 Item Code	Item	Supplier	PO Number	PO Date	Invoice Number	Invoice Date	Receiving Date	Receiving Store	Location	Quantity	Unit Price (VEP)	Amount (VEP)
6 642744	Diazepam In(ection Smg/mi Amp/2mi	Beyer Pharma AG	3	43041		43041	43041	General Warehouse	Central Server	1250	20	12,500
7 038423	Selbuternol scored 2mg tabs	Beyer Pharma AG	3	43041	8	43041	43041	General Warehouse	Central Server	30000	0	300,000
8												
9 Total Purchases By Supplier												
10 Row Labels	Sum of Amount (VEP)											
11 Bayer Planta AG	312,50	0										
12												
12												

The Stock movement with stores report looks like this:

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a A	В	c	D	E	F	G	н	1	J	к	L	м	N	0	Р	Q	R
1	General Warehouse																
2	Stock movement - showing receiving and issuing store																
3	Stock movement from: 01/01/2023 To: 31/12/2023																
4								Quantity					Stock Value				
5 Transaction D	te Item Code	Item	Issuing	Receiving	Location	Invoice	Batch	Opening Stock	Pack Size	Purchases	Usage	Closing Stock	Opening Stock	Unit Price	Purchases	Usage	Closing Stock
6 23-34	-23 needsyr	Needles & Syringes	Central contraceptives warehouse	Inventory adjustments	Central Server	373	20230222	1700020	1	0	3000	1697020	14450170	8.5	0	25500	14424670
7 24-3	-23 nori200i	Noristerat 200mg Inj	UNFPA	Central contraceptives warehouse	Central Server	273	KTOCBL6	251326	1	250700	0	502026	289024.9	1.15	288305	0	577329.9
8 30-34	-23 exiut	Exluton	UNFPA	Central contraceptives warehouse	Central Server	287	W015774	161010	1	15936	0	176946	90165.6	0.56	8924.16	0	99089.76
9 30-34	-23 exiut	Existon	UNFPA	Central contraceptives warehouse	Central Server	287	W031992	176946	1	183693	0	360539	99089.76	0.55	102868.08	0	201957.84
10 31-34	-23 iucd	Intrauterine Contraceptive Device (IUCD)	UNFPA	Central contraceptives warehouse	Central Server	279	DAV2752	18454	1	100150	0	118504	7935.22	0.43	43064.5	0	50999.72
11 31-3	-23 lucd	Intrauterine Contraceptive Device (IUCD)	UNFPA	Central contraceptives warehouse	Central Server	279	DAV2753	118604	1	100434	0	219038	50999.72	0.43	43186.62	0	94186.34
12 31-3	-23 lucd	Intrauterine Contraceptive Device (IUCD)	UNPPA	Central contraceptives warehouse	Central Server	279	DAV2754	219038	1	10200	a	229238	94186.34	0.43	4385	0	98572.34
13 07-10	-23 conf	Condom Female	UNFPA	Central contraceptives warehouse	Central Server	290	F6779	2685	1	299821	0	302506	1342.5	0.5	149910.5	0	151253
14							Totals	2648083		960934	3000	3606017	15082914		640645	25500	15698059

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