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

report on items whose			
[tem code 🛛 🗸 🔻	starts with 💌		_
and 👻	Category is	Don't Care	
and 👻	VEN Category	Don't Care	
and 👻	department is	all departments	•
Filter by actual stock locat	ion equals 💌		
Filter by actual stock locati Randomly	Filter by location type	Don't care	•
Randomly	Filter by location type		•
	Filter by location type	from returned list.	•
Randomly tem department:	Filter by location type 0 stock items Report format: Each batch show Total stock for ea	from returned list. n separately ch item	¥
Randomly tem department: all departments * Sort report by: () Item name	Filter by location type 0 stock items Report format: Each batch show Total stock for ea Each batch with p	from returned list. n separately ch item	•
Randomly tem department: all departments v	Filter by location type 0 stock items Report format: Each batch show Total stock for ea Each batch with p Donor tracking	from returned list. n separately ch item	•

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	Amoxiciliin 500 mg	AB00251J	30/08/15	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		
	Amoxicillin,dry powder for Suspension 125mg/ Smi	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	3858	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	value on 18/10/2024 🔲 Today 💿
Type of report	
Show items	only
Show items	with batches
Show batch	es with Summary
Monthly sto	ock & consumption history (Excel)
	Months to look back 24
Report on item	s whose
Item code	starts with
and	Category 1 😮 is
and	C VEN category is Don't Care
and	 Department is Don't Care
and	😌 is on Master List 🛛 Don't Care 😌
	with no stock oc and non stock items
	oc and non stock 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.

Open report in Excel

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

Show total stock value

ltem code	-	starts with ▼		
and	•	Category is	Don't Care 💌	
and	•	VEN Category Don't Care	Don't Care 🔻	
and	-	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:

وا	Display graph – 🗖	×
Date range From 30/03/20 Report on items Item code and and and	whose Yesterday starts with This week tast week This work category is This month VEN Category This quarter vervious quarter This year This quarter last year This quarter last year Previous month last year This quarter last year This quarter last year Previous month last 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.

Date range and item	Display graph	
From 2/04/2014 To 2/04/20	15 Item Acetazolamide 250mg t	tab 👻
le Edit Text Chart Object Data	abase	
19 N A - 000		
	nide 250mg tab for the Period :2/04/2014-2/ ere out of stock for odays.	04/2015
50 Total and a second and a second and a second	sie dui of slock for a days.	Stock
00		
850		
250		
200		— — .
50		
100 -		
50 -		
0		
12/04/2014 2/04/2014 2/04/2014 12/04/2014 12/04/2014 12/04/2014 11/07/2014 21/07/2014 21/07/2014	31(572014 01002014 010082014 010082014 010082014 010082014 010082014 01002014 01002014 01102014 01102014 01102014 01102014 01102014 01102014 01102014 01102014 01102014 011012014	8/02/2015 8/02/2015 8/03/2015 8/03/2015 8/03/2015
200 200 200 200 200 200 200 200 200 200	200 000 000 000 000 000 000 000 000 000	- <u></u>
		>
Find	Co	ору ОК

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:

•
Date range From 30/03/2015 Report on items wh Item code and and and

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		
260000		
250000		
240000		
230000		
220000		
210000		
200000		
190000		
180000		
31/01/2015 28/02/201	5 31/03/2015 2/0	4/2015
	Co	
		11.

Item list

1 •		×				
Find items whose						
item 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: Co	de, Name & Shelf Lo	cation 👻				
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 list report: for store(s) Tamaki Central Medical Store

code	item name	Item Location	Stock on hand
030063	Acetylsalicylic Acid 100mg tabs	A1.B01.C3	199300
030062	Acetylsalicylic Acid 300mg tabs	B1	4000
030453	Amoxicillin 250mg tabs	-	6506500
050457	Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100ml	B1	420
041011	Artesunate Injection Ampoule/60 mg	A1.B01.C3	5750
201116	Bandage W.O.W. 15cm wide x 5m roll	A1.B01.C3	4308
047288	Benzyl penicilin Injection 1000000 Unit	B3	850
047290	Benzyl penicilin Injection 500.0000 Unit (300 mg)	A2.01.C	50150
031661	Captopril scored 25mg tabs	A2.01.C	47000
78373	Clotrimazole cream 60 ml	-	2300
042304	Cloxacillin Sodium Injection Powder Vial/500mg	A1.B01.C3	350
12653	Cotrimoxazole syrup 5ml	-	7350

- *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:

	List o	f Items in Cat	alogue					
		Dressings						
		Dressings						
		Dicooligo						
DRESS	SINGS		Item		Catalogu			
Code	Description		Category 2 V				field	6
201116	Bandage W.O.W. 15cm wide x 5m roll		category 21	V	12	534	mena	
		Medicines						
		Anit-infectives						
ANTI-	INFECTIVES		Item		Catalogu			
Code	Description		Category 2 V				field	6
050457	Amoxidilin Dry Powder for Suspension 125ma/5ml Bat/100ml		category 2 v	v	10	273	nere	
042304	Cloxacillin Sodium Injection Powder Vial/500mg				50	201		
047283	Penicilin Benzyl Penicilin PFI 1 MU=600 mg			v	50	238		
047287	Penidilin Procaine Benzyl PFI 3 MU=3g				25	241		
038510	Potassium Permanganate Aqueous Solution 1:10,000			Ε	1			
049542	Vancomycin HCL Injection Vial/250mg				1	264		
049543	Vancomvcin HCL Intection Val/500mg			Е	1	265		
ANTI-	TUBERCULOSIS							
			Item		Catalogu			
Code	Description		Category 2 V	EN	Pack size	e user	_field	_6
098350	TB Rifampicin+Isoniazid (R+H) 150/150mg tabs				672	419		
		Cardiac						
ANTI-	ANGINAL							
			Item		Catalogu	e		
Code	Description		Category 2 V	EN	Pack size	user	_field_	_6
030063	Acetylsalicylic Acid 100mg tabs			٧	100			
ANTI-	HYPERTENSIVE							
e. 4.	Barra de Marra		Item		Catalogu			
Code	Description		Category 2 V	EN			_field_	0
031661	Captopril scored 25mg tabs				250	52		
		General						

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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:

2 •		×				
Find items whose						
item 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:

			Repo	rt optio	ns	
Days	out of stoc	k report	٣			
hosen time inten Include items wh Item code and and and	val Nose V	starts with (Leave this field Category is VEN Category department is	stock or out of stock for the 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 Date range From 24/02/2015 To 24/02/2015 Today •	
No	b. of items w	with these criteria: 0	2		Items with 8 % of maximum stock are out of stock	
Further options.	84				Exclude Ad hoc and non stock items Exclude items if "never order" is checked	
					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:

		From : 01/02/2015 To : 10/03/2015				
		Item/s with less than 5% of maximum stock are out of sto	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	885.0
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	66/
4145	Medical Supplies	CANNULA, CIXYGEN NASAL	0	28	1538	76.5
1966		CANNULATED DRULL MACHINE, BATTERY OPERATED (INCLUDING HAND PIECE, JACUB CHUCK, BAT	28	0	0	0
1416	Medical Supplies	CAP & FLOAT ASSEMBLY, SUCTION BOTTLE, OHMEDA	28	0	0	(
2786		CAPNOGRAPH MONITOR WATER TRAP/FILTER	28	0	0	(
2827		CAPNOGRAPH MONITOR WATER TRAP/FITER	28	0	0	(
1181	Antituberculosis medicines	CAPREOMYCIN INJ 1G	28	0	0	(
79	Antihypertansive medicines	CAPTOPRIL TABS 25MG	15	13	137500	6875
2878		canta	28	0	0	0
607	Ophthaimic	CARBACHOL INJ 0.01% 1.5ML	28	0	0	0
63	Anticon+ulsants/Antiepileptics	CARDAMAZEPINE TABS 200MG	0	28	539000	26950
85	Thyroid antagonists	CARBIMAZOLE TABS 5MG	0	28	188200	9410
1194	Cytotoxics	CARBOPLATIN INU 150MG IN 15ML	0	28	30	1.5
1180	Cytotexics	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 10FG	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	20000	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		This day had maximum stock. 5% of 30000=1500											2	2									
									Note the	5% sto	ock out	t level	= 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:

		Repo	rt optior	15	×
Item usage report Create a report on the usage based on name, code, usage Include items whose Item code • and •	e of stock items. Custor e frequency and/or stock starts with		P	Unit Price Last price paid Average price According to supplier quote	
And Vo. of items Further options Only include items whose	department is with these criteria: 0 e stock cover (in month:	Don't care	_	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 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:

equals 🔻
(Leave this field 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 MAN ITEM	equals starts with contains is not equal to does not start with with these criteria: 0
Essential Drug List Critical stock Normal stock	

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.

-	~	۰.	н.
	۰.	-	а.
	-		
			н.

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

item name	-	starts with 🔻	pro
		(Leave this field	d blank to include all items
and	•	Category is	Don't Care 🔻
and	•	department is	Don't care 🔻
No.	of items w	th these criteria: 17	9

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 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

codeJenjockjordjor	3110 # 1010	Item		Stock	12 month	24 month	Months	This	Last	3 months	4 months	5 months	6 mc
8 Actasolamit tablet 250mg 2000 0 4 501 401 60 0 0 0 5312 ARRINALANE 12000, 11A, 80 240 0 100 251 23 14 0 0 0 2800 213 ALBINALIZEL 200M0 TAB 260 0 468 1187 1.3 0 0 0 0 160 213 ALCONCL, 208 SOME 0 0 12 13 0 0 0 0 161 2021 ALCONCL, 208 SOME 154 0 145 0 0 0 0 161 2020 ALCONCL, 208 SOME 554 0 155 14.4 0 0 0 0 160 303 ALMITRPTUNE 25mg TABUT 200 135 14.4 0 0 0 0 0 164 31 ALSONE 550 158 0 0 0 0 164 <	8		stock.	on order	average	average	cover	month	month	882	100	882	
D212 ADRINAUNE 13000, Int. NU D40 0 17 D23 J4 0 0 0 7 9 ALBINAZOLI 20000/TA6 2200 0 1000 664 2.2 0 0 0 0 100 201 ALISHAZACIE 20000/TA6 600 0 112 13 0 0 0 14 2013 ALCONN, SWABI SDON 150 0 145 645 127 0 0 0 14 2013 ALCONN, SWABI SDON 158 0 158 158 158 158 0 0 0 0 100 2014 AMBROWNILLIN 250mg TABLIT 2000 0 151 151 14 0	1010	ABDOMENAL GAUZE(SPONIGE) PKS	2000	0	383	345	5.2	0	0	0	0	0	
9 ALBINALOUS 200M0 TA6 200 6 446 22 0 0 0 0 2000 201 ALBINALOUS 200M0 TA6 600 0 446 127 1.0 0		Acetazolamide tablet 250mg	2000	0	4	50	480	0	0	0		0	
13 ALASINALALI ALOMA TAB 60 0 446 1877 1.3 0 0 0 100 2013 ALCOMD, 2015 S00mi 0 0 12 23 0.0 0 0 0 14 2013 ALCOMD, 2015 S00mi 158 0 12 23 0.0 0 0 14 3020 AMMEONEN, 2015 MINIC 154 0 146 0		ADRENAUNE 1:1000, 1rd, INJ	240	0	17	29	34			0		7	
D313 ALCOMD, 398 500ml 0 12 13 0	,	ALBENDAZOLE 200MIG TAB	2200	0	3000	654	2.2	0	0	0	0	2800	1
ALCCHEN, SWAMS 100'S 159 0 Met Metry 0.51 0 0 0 141 3232 AMARROPHILINE SAMP (Dec) MINIC 554 0 15 154 65.2 0	30	ALBENDAZOLE 400AIG TAB	600	0	-646	1877	1.3	0	0	0	0	100	
b33 AMMPOPENTINE 25mg/10mL NNCC 554 0 14 65.2 0 0 0 0 0 186 AMMPRPTUNE 25mg/10mL NNCC 1200 0 135 14.8 0 0 0 0 1000 186 AMMPRPTUNE 25mg/10mL NNCC 5024 0 <td>2019</td> <td>ALCOHOL 70% 500ml</td> <td>0</td> <td>0</td> <td>12</td> <td>19</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>6</td> <td></td>	2019	ALCOHOL 70% 500ml	0	0	12	19	0	0	0	0	0	6	
SN AMPRIPY TURE 2 TABLET 2000 0 115 114.8 0 <t< td=""><td>2021</td><td>ALCOHOL SWARS 100%</td><td>159</td><td>0</td><td>345</td><td>6117</td><td>0.5</td><td>0</td><td>0</td><td>0</td><td>0</td><td>141</td><td></td></t<>	2021	ALCOHOL SWARS 100%	159	0	345	6117	0.5	0	0	0	0	141	
Adds Advances (D SPGSABLE) B <td>1020</td> <td>AMINOPHYLLINE 250mg/10mL INJEC</td> <td>554</td> <td>0</td> <td>9</td> <td>24</td> <td>65.2</td> <td></td> <td></td> <td>0</td> <td></td> <td>0</td> <td></td>	1020	AMINOPHYLLINE 250mg/10mL INJEC	554	0	9	24	65.2			0		0	
31 Answeritikk (SNUTZNIK) (STAR) 310 0 814 917 4 0 0 0 000 3346 AMKONTKLIK (STAR)/SLING/SKU (STAR) 16 0 72725 98073 3.5 0 0 0 64400 3345 AMKONTKLIK (STAR)/SLING/SKU (STAR) 314 0 0 0 64400 3345 AMKONTKLIK (STAR)/SLING/SKU (STAR) 314 0 0 0 64400 3345 AMKONTKLIK (STAR) 3147 0 652 7766 5.2 0 0 0 344 304 AMT-MARINGRIKON CREAK 364 182 5.5 0 0 0 90 COMPT2 AMTENETTS (IMMARITENT 200 0 54 164 2.7 0 0 0 90 COMPT2 AMTENETTS (IMMARITENT 100 13 127 2.0 0 0 0 100 1313 AMTENETTS (IMMARITENT 136 0 127	30	AMITRIPTYLINE 25mg TABLET	2000	0	135	175	14.8	0	0	0	0	1000	
Date Additional sub-system 11 0 234 43 3.1 0 0 0 0 9 40 Additional sub-system 246760 0 72725 99073 3.9 0	3450	AMMIHOOK, DISPOSABLE	0	0	17	51	0	0	0	0	0	33	
40 AMCONCILLIN ISONE TRAINCAP 265/00 0 72725 98/07 3.9 0 0 0 64600 3355 AMPCONCILIN IS INTECTION 3247 0 55 0 0 0 64600 3356 AMPCONCILIN IS INTECTION 3247 0 55 0 0 0 64600 3354 AMPLASS INVECTION 3244 0 13 284 0 <td>39</td> <td>Amoxicillin+Clavul. Ac. 500/125mg</td> <td>3450</td> <td>0</td> <td>854</td> <td>973</td> <td>4</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>300</td> <td>1</td>	39	Amoxicillin+Clavul. Ac. 500/125mg	3450	0	854	973	4	0	0	0	0	300	1
D355 AMPRCLINI 1g NECTION 3147 0 625 766 5.2 0 0 0 0 514 50 AMPCALINI 1g NECTION 86100 0 1960 3124 5.5 0	2040	AMONYCILLIN 125mg/Sml, SYRUP	31	0	23	43	1.3	0	0	0	0	9	
S0 ANTACID MAG TESIS, CQI TAB BELOD 0 15504 31524 5.5 0 0 0 0 HADD 2844 ANTI-NALTMORPHON CREAM 300 0 10 11 28.9 0 0 0 0 0 0 2844 ANTI-NALTMON CREAM 300 0 11 28.9 0 <td>40</td> <td>AMDRYCLLIN 250mg TAB/CAP</td> <td>286700</td> <td>0</td> <td>72725</td> <td>89079</td> <td>3.9</td> <td></td> <td></td> <td>0</td> <td>0</td> <td>66400</td> <td>90</td>	40	AMDRYCLLIN 250mg TAB/CAP	286700	0	72725	89079	3.9			0	0	66400	90
2334 ANTI-MARINGENHODI CREAM DOI 0 10 11 128.9 0 0 0 0 0 COMITL2 ANTIMETRI INDUCTRATINE 239 0 66 146 3.5 0 <td< td=""><td>1050</td><td>AMPICIUN 1g INJECTION</td><td>3247</td><td>0</td><td>625</td><td>765</td><td>5.2</td><td>0</td><td>0</td><td>0</td><td></td><td>334</td><td>1</td></td<>	1050	AMPICIUN 1g INJECTION	3247	0	625	765	5.2	0	0	0		334	1
COMPTLAL ANTINUELLIMMETANTENIE 219 0 69 185 3.5 0 0 0 0 70 COMPTLAL ANTINUETRI LUMACRANTENIE 200 0 56 165 3.6 0 0 0 0 43 COMPTLA ANTIMETRI LUMACRANTENIE 120 0 56 166 2.7 0	50	ANTACID (MAG TRISIL CO) TAB	86100	0	15604	39234	5.5	0	0	0	0	8400	2
COMPTINE MATTNEETER LUMACRANTENEL 200 0 54 145 3.4 0 0 0 43 COMPTIAL ANTTNEETER LUMACRANTENEL 120 0 45 168 2.7 0 0 0 0 33 DIAMINAL ANTTNEETER LUMACRANTENEL 120 0 45 168 2.7 0 0 0 0 0 100 1313 ANTESCHART 20046 SUPPORTORY 244 0 13 2.2 0 0 0 0 18 1258 ANTESCHART 20046 SUPPORTORY 270 0 12 187 2.2 0 0 0 0 18 1258 ANTESCHART 20046 SUPPORTORY 770 0 12 187 2.2 0 0 0 0 18 1259 ANTESCHART 20056 Straft Mark 180CTORY 18 0 13 13 18.9 0 0 0 0 0 0 0 0 0	2044	ANTI-HAEMORRHOID CREAM	301	0	10	11	28.9	0		0		0	
COMPATA ANTINETIS LUMERANTENE 120 0 45 164 2.7 0 0 0 0 33 NUMERANTENEL MARIANTENEL 463 0 59 145 7.4 0 0 0 0 100 1313 ANTENETER LUMERANTENEL 463 0 13 17 21 0 0 0 100 1313 ANTESUNATE SOMS SUPPORTORY 270 0 12 18 2.2 0 0 0 0 16 1315 ANTESUNATE SOMS SUPPORTORY 270 0 12 212 0	COART12	ARTEMETER LUMESANTRINE	239	0	69	186	3.5	0	0	0	0	30	
constitu ANTINETIRE LUMATASTENI 463 0 56 145 7.8 0 0 0 0 100 131 ANTINETISUANT 20060 SUPPOSITORY 204 0 113 117 22 0 0 0 158 1123A ANTISUANT 20060 SUPPOSITORY 270 0 112 16 22.2 0 0 0 0 158 129A ANTISUANT 20060 SUPPOSITORY 270 0 127 155 22.2 0 0 0 0 158 129A ANTISUANT 20060 Suppository 18 0 2535 2295 4.4 0 0 0 0 1590 204 ANTINCICS Song 150K INCTOW 18 0 13 13.85 0 <td>CDART18</td> <td>ARTEMETER LUMERANTRINE</td> <td>200</td> <td>0</td> <td>56</td> <td>165</td> <td>3.6</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>40</td> <td></td>	CDART18	ARTEMETER LUMERANTRINE	200	0	56	165	3.6	0	0	0	0	40	
J133 AMTESUNATE 20XMA SUPPORTORY 264 0 13 13 13 22 0 0 0 18 J133 AMTESUNATE 20XMA SUPPORTORY 270 0 12 16 22.2 0 0 0 18 1204 AMTESUNATE 20XMA SUPPORTORY 270 0 12 972 0 <	CDART24	ARTEMETER LUMETANTRINE	120	0	45	168	2.7	0	0	0	0	20	
11256 APTISUNATE SOMO SUPPOSITORY 270 0 12 15 12.2 0 0 0 0 15 129 APTISUNATE SOMO SUPPOSITORY 200 0 <t< td=""><td>coartó</td><td>ARTEMETER LUMEFANTRINE</td><td>463</td><td>0</td><td>59</td><td>165</td><td>7.8</td><td>0</td><td>0</td><td>0</td><td>0</td><td>100</td><td></td></t<>	coartó	ARTEMETER LUMEFANTRINE	463	0	59	165	7.8	0	0	0	0	100	
129 ANTESURANTE GONG INI 405 0 2 972 0 0 0 0 0 00 ASPARM SOMM TAB 84000 0 19325 22951 4.4 0 0 0 0 0 0 17300 01 ASPARM SOMM TAB 8400 0 19325 22951 4.4 0 <td< td=""><td>1131</td><td>ARTESUNATE 200MG SUPPOSITORY</td><td>264</td><td>0</td><td>13</td><td>17</td><td>21</td><td></td><td>0</td><td>0</td><td>0</td><td>18</td><td></td></td<>	1131	ARTESUNATE 200MG SUPPOSITORY	264	0	13	17	21		0	0	0	18	
60 ADMRM SDANG TAB 64.00 0 19325 22953 4.4 0 0 0 17000 70 ATTENDLOCK Slong TABLATT 13610 0 5516 2062 0 0 0 0 10000 70 ATTENDLOCK Slong TABLATT 13610 0 11 1 13.03 0	11254	ARTESUNATE SOME SUPPOSITORY	270	0	12	36	22.2	0	0	0	0	18	
10 ATERCICCI, Song TABLET 19510 0 5516 2042 9 0 0 0 1090 2040 ATERCICC, Song Table, NUTCHON 10 0 1 1 10.5 0	129	ARTESUNATE 60MG INJ	405	0	0	2	972	0	0	0	0	0	
Dabb ATENDAGE Sing/ Abriel, NUTCTION 10 0 1 1 31.9 0	60	ASPIRIN 300ANG TAB	84300	0	19325	22951	4.4	0	0	0	0	17300	21
DBB ATROPINE Ling INSECTION 453 0 28 43 36.1 0 0 0 230 111 AUTOCLAINESTARE 30 0 5 5.7 0 0 0 0 5 75 AUTOCLAINESTARE 30 0 5 5.6.7 0 0 0 0 5 55 AUTOCLAINESTARE 2052 0 9.16 2.22 0 0 0 0 833 4855 BACTRIAN, HUTE MARE TRAPE 0 0 34 34 0	70	ATENDLOL SOmg TABLET	1361D	0	2536	2042	9	0	0	0	0	1090	
113 AUTOCLANING TARE 30 0 5 5 6.7 0 0 0 5 75 AUTIRECENTON SOUND STARE 2252 0 916 1225 2.2 0 0 0 0 833 851 MACTERIAN, INTER MAIL TEAM TO 0 24 14 0 0 0 0 0 0 0 10 1310 BAMEARG CREPS LOSS 92 0 173 275 0.5 0 0 0 0 97 3135 BAMEARG CREPS LOSS 92 0 173 275 0.5 0 0 0 97 3135 BAMEARG CREPS COM 85 0 36 29 2.4 0 0 0 244 31415 BAMEARG CREPS COM # 4M No 0 166 153 4.6 0 0 0 64 344 3144 BAMEARG CREPS COM 3106 277 734	3040	ATENDLOL Smg/ 30mL INICCTION	10	0	1	1	10.9			0		0	
25 Altimetoxetrols \$2004b TMB 2252 0 916 1225 22.0 0 0 0 833 4555 6ACCERMAN, FRITZE MARE TMAPP 0 0 34 34 0	1060	ATROPINE Long INJECTION	453	0	28		36.1	0	0		0	20	
4551 BACELERAL FILTER MARE TIMAP 0 0 24 54 0 0 0 0 0 1310 BAMERAC Compe IDon 192 0 173 275 0.5 0 0 0 0 0 97 1310 BAMERAC Compe IDon 192 0 173 275 0.5 0 0 0 0 97 1310 BAMERAC COMPE IDON 180 0 86 29 2.4 0 0 0 24 1311 BAMERAC COMPE IDON 100 0 166 139 4.6 0 0 0 6 65 13142 BAMERAC CALLE DOON 280 0 277 738 1 0 0 0 0 250 3140 BAMERAC CALLE DOON 188 0 275 179 14.8 0 0 0 0 152	113	AUTOCLAVING TAPE	30	0	5	5	6.7	0	0	0	0	5	
J130 MMRMAC pays from 92 0 173 278 0.5 0 0 0 97 J1315 BAMRAC CHIP (25CM 85 0 36 23 2.4 0 0 0 24 J111 MARRAC CHIP (5CM # 4M) No 0 165 319 4.6 0 0 0 84 J142 BAMRAC CHIP (5CM # 4M) No 0 165 319 4.6 0 0 0 84 J144 BAMRAC CHIP (5CM # 4M) 280 0 277 7.18 1 0 0 0 259 J140 BAMRAC CHIP (5Cm) 3186 0 275 1.79 1.4 0 0 0 312	75	AZITHROMIYCIN SOOMG TAB	2052	0	915	1226	2.2	0		0		633	1
3125 BANGAGE CRUPE 13CM 85 0 36 23 2.4 0 0 0 24 1313 BANEAGE CRUPE (SCM # RM Yk0 0 165 139 4.6 0 0 0 84 1314 BANEAGE GAULT 10cm 280 0 277 738 1 0 0 0 250 1340 BANEAGE GAULT 10cm 3186 0 215 137 14.8 0 0 0 0 250	4551	BACTERIAL FILTER MINE TRAP	0	0	24	34	0	0	0	0	0	0	
JILIS AMABAGC GAUPS GON R 4M No 0 165 173 4.6 0 0 6 64 JIAU BANEBAGC GAUES DOON 280 0 277 738 1 0 0 0 250 JIAU BANEBAGC GAUES DOON 280 0 275 179 1.4.8 0 0 0 250 JIAU BANEBAGC GAUES DOON 3186 0 275 179 1.4.8 0 0 0 312	3130	BANDAGE Crepe 10cm	92	0	173	276	0.5	0	0	0	0	97	
1542 BANBACK GAUTE Shorn 280 0 277 738 1 0 0 0 259 3140 BANDACK GAUTE Shorn 3186 0 215 179 14.8 0 0 0 312	3129	BANDAGE CREPE 15CM	85	0	36	29	2.4	0		0		24	
3140 BANDAGE GAUXY Sim 3186 0 215 179 14.8 0 0 0 0 312	3131	BANDAGE CREPE 6CM X 4M	760	0	165	3:29	4.6	0	0	0	0	84	
	3142	BANDAGE GAUZE 10cm	280	0	277	738	1	0		0	0	250	
1152 BANDAGE POP 12om 36 0 27 42 1.4 0 0 0 0 0	3140	BANDAGE GAULTE Som	3186	0	215	1.79	14.8	0	0	0	0	812	
	3152	BANDAGE POP 30cm	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.

	Item usage report
1	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

• •	Report op	itions
	Suggested ordering (Excel) report ort to support ordering decisions. Customise the report by item name number of days of stock cover required.	e or Unit Price
Item code	(Leave this field blank to include all item	Last price paid Average price According to supplier quote
and and and	Category 1 is VIN Category Don't Care Department is Don't Care No. of items with these criteria: 0	Builds Builds Include planned builds Make sure planned builds will be covered 1 times
Bas Months s	y include items whose stock cover (in months) is less than 0 e analysis on 4 Months of usage data tock required 3 Calculate acted delivery 17/10/19	Include usage for build ingredients Include items with suggested zero order quantity Exclude transfers from usage calculations Exclude Ad hoc and non stock items Exclude items if "never order" is checked 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

	А	В	С	D	Е	F	G	Н	Ι	J	К	L	М	N
1		Suggester	d Orc	lering Report	: Months	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		Monthly usage for the last 12 months	Months	Quantity on Order	Ordered quantity in use		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 Lact	129000	0	90300	92159	96633	1.3	600000	600000	1590200	N
6	Amclav	Amoxycillin+Clavulanate 500	E	06.2.1 Beta Lact	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.

You will be shown a window to enter the item details:

		Item slow mo	ve	rs	
Report on items	whose				
ltem code	0	starts with 🖸			
(Leave blank for produce the rep		warning: may take a f tems)	few	minutes to	
and	0	Category 1 😌	is		<
and	•	Department is		Don't Care	0
and	0	VEN Category		Don't Care	0
and	0	is on Master List		Don't Care	0
a	nd donor	equals 🖸			
Base anal	ysis on	12 Months of u	ısa	ge data	
Report on items	that have	more than 12 m	on	ths stock on hand	
-					
Open in Excel	5	Save Template		Cancel	ок

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.

Months of stock

- Enter the number of months of stock to report on. Items with more than this number of months of stock on hand will be included in the report. The correct figure to enter here depends upon your desired stock turnover. In general, if you are turning over your stock 3 or 4 times a year, you would want to know about items which have more than 8 months of stock on hand.
- The report is calculated using the last 12 months usage as a guide to the average monthly usage.

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

The report produced is very useful for managing under-performing inventory. It allows you quickly to obtain a list of items where a reduction in stock is desirable.

Expiring items

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 💌 contains 💌						
Item filter						
Item code 💌 starts with 💌						
and 💌 category is Don't Care 💌						
and VEN Category Don't Care						
and department is 						
Filter stock by						
Actual stock equals 👻						
Iocation Filter by location type Don't care 🔻						
Cancel OK						
Current Ork						

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.

			item, for s					
item Code	Item	Supplier Code	Value	Quantity	Pack Size	Exp Date	Accumulative 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 optior	15	
Expiring items Create a report on the usa based on name, code, usa Include items whose Item code • and • and • And • No. of item	ge of stock items. Custom ge frequency and/or stock starts with		Ð	Unit Price Last price paid Average price According to supplier quote Cover calculation Include only transactions with the following category properties Description \checkmark equals \checkmark	
Further options Only include items who	se stock cover (in months)	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	

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 starts with contains is not equal to does not start with with these criteria: 0	• •
Essential Drug List Critical stock Normal stock Only include items who	se 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.

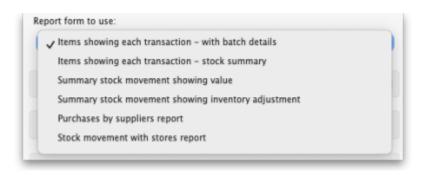
If you wish mSupply to remember the criteria which you have entered, click on the paperclip icon, and your selections will appear the next time you open the report.

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

1tem ledger 🚽 🔍 🗙
Report form to use :
Summary stock movement showing inventory adjustment 🔹
Date Range
From 24/02/2015 To 24/02/2015 Today -
Transaction type
All transactions 👻
Report on items whose
Item code 💌 starts 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 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.



Previous: 13.01. Report basics | | Next: 13.03. Transaction reports

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Last update: 2024/10/18 14:08



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2025/06/07 10:49