13.05. Requisition reports

You can report on requisitions in 2 ways:

- grouped by item, showing which customers the item was requisitioned by, what has been sent and what is outstanding or
- grouped by customer, showing which items a customer has requisitioned, what has been sent and what is outstanding.

You can access the reports from the *Reports* > *Requisitions* menu option of by clicking on the *Requisitions* option on the Reports tab of the navigator:

0	0		mSupp	oly navigator		
	Customer	Suppliers	ltem.	Reports	Special	
Sto	ck and items		Management	Transactions		Others
	Show total stock value Current stock Stock on date Graph: total stock Graph: stock by item Item List Item usage Item slow movers Location report		ABC analysis ABC analysis Management summary User activity totals Backorder report Custom report Custom report Manage reports Expiring Expiring items Expiry item Vs cover	Transactions Transactions Purchase orders Requisitions Requisitions Debit/credit Debtors Aged debtors Customer statem	ents	Quotation summary Transport report Suggest price list addtns Update price list Price list Category Analysis Item ledger Users report Suggest order quantities
ň	Data File: mSupply405.4dd General user 1 (pass= user1)		Expiry Item Vs cover	pply		

Whichever way you choose, the requisition report options filter is displayed:

0 0	Requisition Repo	rt options									
Report type	Grouped By Item	6	9								
Requisition filter											
Entry date is fro	m 01/02/2025 🛄 To 06/02	/2025 🧱 This month 🚦)								
Include requisitions with these statuses: V Suggested (sg) V Confirmed (cn) Finalised (fn)											
	that have been fully supplied										
	ity accounts only for confirmed	and finalised customer invoices									
Item filter											
Item code	starts with										
and 🔁	Category 1 👩 is	S. 199									
and	VEN Category	Don't Care									
and	Department is	Don't Care									
and	😌 is on Master List	Don't Care									
Requisition custo	mer filter										
Name	😌 contains 😌		5								
and 😌	Category 1 is										
and 🟮	Category 1 😑 is										
and	Customer group is Do	n't Care 🖸									
		Cancel OK									

Use the **Report type** drop down list to select which type of report you would like: *Grouped by item*, *Grouped by Item (Pivot table/Excel friendly)* or *Grouped by customer*.

The **Requisition filter** settings enable you to select which requisitions you want to include in the reports, based on their entry date (this month so far is set by default but note the quick date selection drop down list and the date pickers to enable quick selection of reporting dates) or status.

If you leave the **Include lines that have been fully supplied** checkbox unchecked, the report will only include lines where not all the stock requested has been sent to the customer i.e. outstanding requisition lines only. If you check the checkbox, all requisition lines will be included in the report.

The **Item filter** section allows you to select which items will appear in the report (only requisition lines for items matching these filters will be included in the report. If you don't set any of these, there will be no filtering by item.

Finally, the **Requisition customer filter** section allows you to select the customers whose requisitions will be included in the report. If you don't set anything in this section, requisitions for all customers will be included in the report.

Example output

These are examples of what the requisition reports like like:

Grouped by item

		Requisitions grouped by item for requisitions entered from "From date" to "To date"									
item name	Our stock on hand	Requisition ID	Customer name	Requisition	Status	Туре	Requisition	Their stock on hand	Quantity	Quantity already issued	To be Supplied
ALBENDAZOLE, 200mg, tab	5000	1234		R234	sg	request	10/11/17	0	500	100	400
		1235	Metta	R296	56	request	11/11/17	1	22	4	18
		1236	DRC-Mindat	R245	58	request	04/12/17	20	750	70	680 150
		1237	DRC-Madupi	R233	se	request	12/12/17	15	600	450	150
							Total	36	1,872	624	1,248
				2224	_		10/11/12				100
COTRIMOXAZOLE, 200mg, tab	5000	1234		R234	sg	request	10/11/17	0	500	100	400
		1235	Metta	R296	56	request	11/11/17	1	22	4	18
		1236	DRC-Mindat	R245	sg	request	04/12/17	20	750	70	680
		1237	DRC-Madupi	R233	sg	request	12/12/17	15	600	450	150
							Total	36	1,872	624	1,248

Grouped by customer

		Requisitions gr	equisitions grouped by name for requisitions entered from "From date" to "To date"								
				Requisition			Requisition	Their stock on	Quantity	Quantity	To be
Customer name	Our stock on hand	Regulsition ID	Item name	comment	Status	Type	Date	hand	requested	issued	Supplied
Customer 1	5000	1234	ALBENDAZOLE, 200mg, tab	R234	sg	request	10/11/17	0	500	100	400
	4000	1235	COTRIMOXAZOLE, 200mg, tab	R296	sg	request	11/11/17	1	22	4	18
	3000	1236	PARACETAMOL, 500mg, tab	R245	sg	request	04/12/17	20	750	70	680
	2000	1237	AMOXYCILLIN, 500mg, tab	R233	sg	request	12/12/17	15	600	450	150
Customer 2	5000	1244	ALBENDAZOLE, 200mg, tab	R235	sg	request	10/11/17	0	500	100	400
	4000	1245	COTRIMOXAZOLE, 200mg, tab	R297	sg	request	11/11/17	1	22	4	18
	3000	1246	PARACETAMOL, 500mg, tab	R246	sg	request	04/12/17	20	750	70	680
	2000	1247	AMOXYCILLIN, 500mg, tab	R236	sg	request	12/12/17	15	600	450	150
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