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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