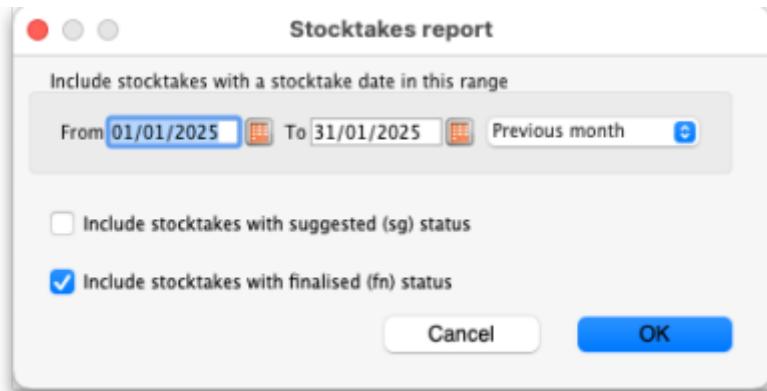


13.05. Stocktake reports



Stocktake reports enable you to report over multiple stocktakes. If you want detail from a single stocktake, there are several options for reports you can run from within a stocktake, see the [4.17. Stocktakes](#) page for details.

Choose *Report > Stocktakes...* from the menu. The report options window opens:



- From and To dates:** Enter the range of dates of stocktake to include in the report. This range will be compared to the *Stocktake date* of a stocktake, not its *created date*. Enter the dates manually, by clicking on the calendar icons or selecting something from the quick range chooser drop down list on the right.
- Include stocktakes with suggested (sg) status:** If this is checked then lines from stocktakes with suggested status will be included in the report.
- Include stocktakes with Finalised (fn) status:** If this is checked then lines from stocktakes with finalised status will be included in the report.

When you have entered your various choices, click on the **OK** button to run the report. The report will be created and automatically opened in your spreadsheet application. It looks like this:

Stocktake		Line number	Location	Item code	Item Name	Brand	Sources of Supply	Project	Snapshot	Snapshot date	Batch	Snapshot quantity	Stocktake quantity	Snapshot units	Stocktake units	Difference	Absolute difference	Comment
4	fm	24/11/24	Physical. Count. (For Nov)	1	B322.10	(Determine Test), EDTA CAPILLARY TUBE, 50µl between two ml			00/00/00	31/12/24	33522	1	124	124	124	0	0	
5	fm	24/11/24	Physical. Count. (For Nov)	2	B322.10	(Determine Test), EDTA CAPILLARY TUBE, 50µl between two ml			00/00/00	31/12/24	33522	1	133	133	133	0	0	
6	fm	24/11/24	Physical. Count. (For Nov)	3	B315.10	CONDOM, male, lubr., 49mm width, natural, WHO/UNFPA Prequel			00/00/00	31/08/28	23MR014	1	14400	14400	14400	0	0	
7	fm	24/11/24	Physical. Count. (For Nov)	4	B315.10	CONDOM, male, lubr., 49mm width, natural, WHO/UNFPA Prequel			00/00/00	31/08/28	23MR015	1	6600	6600	6600	0	0	
8	fm	24/11/24	Physical. Count. (For Nov)	5	B315.N3	CONDOM, male, lubr., 53mm width, natural, WHO/UNFPA Prequel			00/00/00	31/01/29	240218	1	21060	21060	21060	0	0	
9	fm	24/11/24	Physical. Count. (For Nov)	6	B315.18	GLOVE, EXAMINATION, latex, s.u., powdered, non sterile, medium			00/00/00	31/10/26	10671M	1	800	800	800	0	0	
10	fm	24/11/24	Physical. Count. (For Nov)	7	B315.18	GLOVE, EXAMINATION, latex, s.u., powdered, non sterile, medium			00/00/00	31/10/26	10671M	1	1000	1000	1000	0	0	
11	fm	24/11/24	Physical. Count. (For Nov)	8	B312.10	GLUCOSE, blood, 1g (NaOCC) / dichlorotetraacetic sodium 1.67g, tab.			00/00/00	10/06/26	106502101	1	35	35	35	0	0	
12	fm	24/11/24	Physical. Count. (For Nov)	9	B322.50	LANCET, steril, for single use, needle 23 G, twist top			00/00/00	30/06/28	230411	1	172	172	172	0	0	
13	fm	24/11/24	Physical. Count. (For Nov)	10	B322.50	LANCET, steril, for single use, needle 23 G, twist top			00/00/00	30/06/28	230411	1	228	228	228	0	0	
14	fm	24/11/24	Physical. Count. (For Nov)	11	B322.N34	LANCET for finger prickling (Santest Safety lancets, superblade n			00/00/00	31/01/08	D6465047	1	293	293	293	0	0	
15	fm	24/11/24	Physical. Count. (For Nov)	12	B315.30	MASK, SURGICAL, IIR type, 3 ply, s.u., pea			00/00/00	28/02/07	2221	1	250	250	250	0	0	
16	fm	24/11/24	Physical. Count. (For Nov)	13	B316.34	LUBRICANT GEL, 20 ml, tube, viscosity 828 C 18000 minimum, F			00/00/00	31/07/26	23J4812MNC	1	700	700	700	0	0	
17	fm	24/11/24	Physical. Count. (For Nov)	14	B321.13	TEST, HIV 1 + 2 (Determine), seroplates, rapid, (Ref no: 7D2343) - 1			00/00/00	07/06/25	0000838144	1	465	465	465	0	0	
18	fm	24/11/24	Physical. Count. (For Nov)	15	ALLA2H0013	BAG (envelope) plastic, for drugs, 10 x 15cm			00/00/00	00/00/00	stocktake_15	1	80	80	80	0	0	
19	fm	24/11/24	Physical. Count. (For Nov)	16	B313.7	COTTON WOOL hydrophilic, roll of 100g, roll			00/00/00	30/09/27	20221001	1	2	2	2	0	0	
20	fm	24/11/24	Physical. Count. (For Nov)	17	B322.20	(Determine test), BUFFER CHASE, for whole blood testing, bot. of			00/00/00	22/10/25	0000006109	1	2	2	2	0	0	
21	fm	24/11/24	Physical Count (24.11.24)	1	B322.50	LANCET, steril, for single use, needle 23 G, twist top			00/00/00	30/06/28	230411	1	172	172	172	0	0	
22	fm	24/11/24	Physical Count (24.11.24)	2	B322.50	LANCET, steril, for single use, needle 23 G, twist top			00/00/00	30/06/28	230411	1	121	121	121	0	0	
23	fm	24/11/24	Physical Count (24.11.24)	3	B322.N34	LANCET for finger prickling (Santest Safety lancets, superblade n			00/00/00	31/01/28	D6465047	1	400	293	400	-107	-107	
24	fm	24/11/24	Physical Count (24.11.24)	4	B315.N3	CONDOM, male, lubr., 53mm width, natural, WHO/UNFPA Prequel			00/00/00	31/01/29	240218	1	17000	21060	21060	-4060	-4060	
25	fm	24/11/24	Physical Count (24.11.202)	1	B315.N3	CONDOM, male, lubr., 53mm width, natural, WHO/UNFPA Prequel			00/00/00	00/00/00	stocktake_1f	1	4060	0	4060	-4060	-4060	

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